

AGENDA**JEFFERSON COUNTY BOARD MEETING****TUESDAY APRIL 19, 2022 4:00 p.m.****Jefferson County Courthouse
311 S. Center Avenue, Room 205
Jefferson, WI 53549****[Livestream on YouTube](#)****FILED****02-27-2023****Clerk of Circuit Court****Cindy R. Hamre Incha****2022CV000334**

1. **CALL TO ORDER**
2. **ADMINISTRATION OF OATH OF OFFICE** – Judiciary
3. **ROLL CALL BY COUNTY CLERK**
4. **PLEDGE OF ALLEGIANCE**
5. **INTRODUCTION OF NEW MEMBERS**
6. **CERTIFICATION OF COMPLIANCE WITH OPEN MEETINGS LAW**
7. **APPROVAL OF THE AGENDA**
8. **ADOPTION OF RULES OF ORDER**
 - a. Ordinance – Repeal Board of Supervisors Rules of Order 2020-2022 and recreate Board of Supervisors Rules of Order 2022-2024 (Page 1)
 - b. Proposed amendments to Board of Supervisors Rules of Order 2022-2024
 - c. Adopt County Board Rules, as amended, if necessary
9. **APPOINTMENT OF BALLOT CLERKS** – County Clerk
10. **ELECTION OF COUNTY BOARD CHAIR**

Note: Nominations are made by written ballot – The Clerk will call on nominees in order of supervisory district number to give a brief statement up to three minutes in length.
11. **ELECTION OF 1ST VICE CHAIR BY SAME PROCEDURE** (See Item 10 Note)
12. **ELECTION OF 2ND VICE CHAIR BY SAME PROCEDURE** (See Item 10 Note)
13. **COMMITTEE ELECTIONS** – If called for by the rules
14. **COMMUNICATIONS**
 - a. Treasurer’s Monthly Report (Page 20)
 - b. Zoning Committee – Notice of Public Hearing, April 21, 2022 (Page 21)
 - c. Proclaiming the week of April 10 through April 16, 2022, as National Public Safety Telecommunicators Week (Page 23)
15. **PUBLIC COMMENT**
COMMITTEE REPORTS / RESOLUTIONS / ORDINANCES
16. **BUILDINGS AND GROUNDS COMMITTEE**
 - a. Resolution – Awarding Bids for 2022 Capital Projects- South Campus Improvements (Phase 2) Fair Park Improvements and Judicial Entrance (Page 24)
 - b. Resolution - Awarding Contract to Stanley Security for jail Security System upgrades and additions (Page 27)
17. **FINANCE COMMITTEE**
 - a. Resolution – Requesting the State of Wisconsin to Revise the Current Real Estate Transfer Fee Revenue Sharing Formula (Page 29)
18. **HUMAN RESOURCES COMMITTEE**
 - a. Resolution - Creating a full-time Community Health Worker position at the Health Department (Page 30)

19. **LAW ENFORCEMENT/EMERGENCY MANAGEMENT COMMITTEE**
 - a. Proclamation – Proclaiming May 18, 2022, as Jefferson County Peace Officers Memorial Day in Jefferson County (Page 32)
20. **PLANNING AND ZONING COMMITTEE**
 - a. Report – Approval of Petitions (Page 33)
 - b. Ordinance – Amending Official Zoning Map (Page 34)
21. **APPOINTMENT BY COUNTY ADMINISTRATOR**
 - a. Barbara Elwood-Goetsch, Ixonia, WI to the Oconomowoc Library Board for a 3-year term ending April 15, 2025. (Page 36)
22. **PUBLIC COMMENT** (General)
23. **ADJOURN**

**NEXT COUNTY BOARD MEETING
MAY 10, 2022 – 7:00 P.M.**

ORDINANCE NO. 2022- _____**Repeal Board of Supervisors Rules of Order 2020-2022 and
recreate Board of Supervisors Rules of Order 2022-2024**

THE COUNTY BOARD OF SUPERVISORS OF JEFFERSON COUNTY DOES HEREBY ORDAIN AS
FOLLOWS:

Section 1. Repeal Board of Supervisors Rules of Order 2020-2022 and recreate Board of
Supervisors Rules of Order 2022-2024:

**CHAPTER III
BOARD OF SUPERVISORS
RULES OF ORDER 2022-2024**

3.01 MEETINGS, QUORUM AND ORDER OF BUSINESS.**1. County Board Meeting Schedule**

- a) All meetings of the Jefferson County Board of Supervisors shall be held and conducted in accordance with the provisions of s. 59.11, Wis. Stats. The Board shall hold an annual meeting on the Tuesday after the second Monday of November in each year for the purpose of transacting business. The board may establish by rule an earlier date during October or November for the annual meeting. When the day of the meeting falls on November 11, the meeting shall be held on the next succeeding day. The annual meeting may be adjourned by the clerk, upon the written request of a majority of the supervisors, to a day designated in the request, but not less than one week nor more than 3 weeks from the Tuesday after the 2nd Monday of November. Upon such an adjournment being made, the clerk shall give each supervisor written notice of the time and place to which the annual meeting has been adjourned.
- b) If the annual meeting is adjourned to a date later than November 14th, the County Board shall convene a regular meeting prior to that date for the purpose of approving the annual county budget for the following year, approving the municipal apportionment to allow municipalities to finalize their annual budgets, and conducting any other business as needed.
- c) The board shall meet on the 3rd Tuesday of each April to organize and transact business. At this meeting the board may transact any business permitted at the annual meeting. The organizational meeting may be adjourned by the clerk, upon the written request of a majority of the supervisors, to a day designated in the request, but not less than one week nor more than 3 weeks from the 3rd Tuesday of each April. Upon such an adjournment being made, the clerk shall give each supervisor written notice of the time and place to which the annual meeting has been adjourned.
- d) Regular meetings of the Board shall be held on the following dates unless special elections occur on County Board meeting dates, in which case the Board meeting will be held on the Monday preceding the election. [Am. 08/08/06, Ord. 2006-13; 03/11/08, Ord. 2007-34; 3/13/12, Ord. 2011-24]:

*Tuesday, April 19, 2022 at 4:00 p.m.	*Tuesday, April 18, 2023 at 4:00 p.m.
Tuesday, May 10, 2022	Tuesday, May 09, 2023
Tuesday, June 14, 2022	Tuesday, June 13, 2023
Tuesday, July 12, 2022	Tuesday, July 11, 2023
Monday, August 08, 2022	Tuesday, August 08, 2023
Tuesday, September 13, 2022	Tuesday, September 12, 2023
Tuesday, October 11, 2022	Tuesday, October 10, 2023
Tuesday, October 25, 2022	Tuesday, October 24, 2023
*Tuesday, November 15, 2022	*Tuesday, November 14, 2023
Tuesday, December 13, 2022	Tuesday, December 12, 2023
Tuesday, January 10, 2023	Tuesday, January 09, 2024
Tuesday, February 14, 2023	Tuesday, February 13, 2024
Tuesday, March 14, 2023	Tuesday, March 12, 2024
	Tuesday, April 16, 2024 at 4:00 p.m.

*Annual or Organizational Meeting (Required by Statute)

[am. 03/09/10, Ord. 2009-24; 03/13/12, Ord. 2011-24; Ord. 2013-24, 03/11/2014; Ord. 2016-01, 04/19/16; Ord. No. 2018-01, 04/17/2018; Ord. No. 2018-11, 08/13/2018; Ord. No. 2018-21, 12/11/2018; Ord. No. 2019-10, 11/12/2019]

- e) In the event of inclement weather, the Chair may cancel a meeting. Any meeting cancelled by the Chair under this section shall be held on the next succeeding Tuesday unless that Tuesday is an election day, in which case the meeting shall be held on the Monday preceding the election. [Cr. 03/11/08, Ord. 2007-34; am. 3/13/12, Ord. 2011-24]
 - f) In addition to the methods prescribed by Wisconsin Statute Section 59.11, a Board meeting may be convened by the Board Chair in case of a declared emergency. [Cr. 10/14/08, Ord. 2008-21; Ord. 2016-01, 04/19/2016]
2. Board meetings shall commence at 7:00 p.m., except for the organizational meeting which shall commence at 4:00 p.m., unless by majority vote the Board prescribes a different time for convening. [Am. 02/10/04, Ord. 2003-34; 02/14/06, Ord. 2005-47; Ord. 2013-27, 03/11/2014; Ord. 2017-04, 06/13/2017; Ord. No. 2018-21, 12/11/2018]
 3. Attendance
 - a) A majority of all members elected to the Board must be present to constitute a quorum for the transaction of business. In the absence of a quorum, those present may order a call of the house to

compel the attendance of absent members, or they may take a recess or fix a time to which to adjourn and adjourn. [am. 08/13/2013, Ord. No. 2013-09]

- b)** County Board members who cannot attend a Board meeting or an assigned committee meeting shall report their absence in advance. Such reports shall be made to the County Clerk, who shall so advise the County Administrator and Board Chair. Members reporting their absence in advance of the meeting to the County Clerk shall be noted as having done so in the minutes where their absence is recorded. [am. 08/13/13, Ord. No. 2013-09; Ord. No. 2018-01, 04/17/2018]

4. For the April organizational meeting held in even-numbered years the order of business shall be:

- a)** Call to order.
- b)** Administration of oath of office and roll call by County Clerk.
- c)** Pledge of allegiance.
- d)** Certification of compliance with Open Meeting Law.
- e)** Approval of the agenda.
- f)** Adoption of rules of order.
- g)** Election of Chair and Vice Chairs.
- h)** Follow order of business as established for other meetings, except that no annual reports of department heads will be presented at the organizational meeting.

[Am. 3/12/02, Ord. 2001-29; 02/14/06, Ord. 2005-47; Ord. No. 2013-24, 03/11/2014; Ord. No. 2018-01, 04/17/2018]

5. The order of business for all other Board meetings shall be as follows:

- a)** Call to order
- b)** Roll call by County Clerk
- c)** Pledge of allegiance
- d)** Certification of compliance with Open Meeting Law
- e)** Approval of the agenda
- f)** Approval of minutes of last meeting
- g)** Written communications provided to Board. [am. 03/09/10, Ord. 2009-24]
- h)** Public comment (agenda items)
- i)** Annual reports of department heads
- j)** Committee reports, resolutions and ordinances
- k)** Committee and Board appointments
- l)** Public comment (general)
- m)** Announcements
- n)** Special Order of Business may be placed anywhere on the agenda at the discretion of the County Board Chair

[Am. 02/14/06, Ord. 2005-47; am. and re-lettered 3/13/12, Ord. 2011-24; Ord. 2013-24, 03/11/2014; Ord. No. 2016-24, 03/14/17; Ord. No. 2018-01, 04/17/2018]

6. The Chair may limit the number of persons addressing the Board under Section 3.01(5)(h) to a number determined by the Chair to reasonably represent the views of large groups of persons wishing to address the Board, to prevent repetition. The length of time allocated to any person addressing the Board under Section 3.01(5)(h) shall not exceed 3 minutes unless unique circumstances support the Chair allowing a longer period of time which may be shortened at the discretion of the Chair, with all public comment confined to a maximum of 30 minutes. The County Board may extend public comment beyond 30 minutes by two thirds

majority vote of the County Board members present. [Am. by renumbering in Ord. 2005-47, 02/14/06; am. 04/19/11, Ord. 2011-03; Ord. No. 2018-01, 04/17/2018]

3.02 ORGANIZATION.

1. The Board shall, as provided by s. 59.11, Wis. Stats., organize at the April meeting in even-numbered years by electing a Chair, a First Vice Chair and a Second Vice Chair by secret ballot. The Clerk shall preside until the Chair has been elected. Nominations shall be made by written ballot. In the event more than two persons are nominated for a position, a primary ballot shall be prepared. Prior to the primary election, or the final election if no primary is required, each nominee shall be provided up to three minutes to address the Board. A person receiving a majority of votes of the entire membership of the County Board on the primary ballot shall be declared elected.

Otherwise, the two persons receiving the greatest number of votes for a position on the primary ballot shall be placed on the final ballot. In the event two persons receive the second greatest number of votes, those two persons shall be the subject of a vote for the second position on the final ballot. The Clerk shall prepare a final ballot for the position. The person receiving the most votes shall be elected to the position. Persons elected in accordance with this paragraph may be removed by the Board by majority vote. [Am. 03/12/02, Ord. No. 2001-29; 06/13/06, Ord. 2006-08; 03/11/08, Ord. 2007-35; Ord. 2016-01, 04/19/2016; Ord. No. 2018-01, 04/17/2018]

2. The County Board Chair shall preside at County Board meetings when present unless required to temporarily vacate the position to engage in debate, or as otherwise required by Roberts Rules of Order, and shall countersign all ordinances of the Board. The Chair shall countersign all county orders, transact all necessary Board business with local and county officers, expedite all measures resolved upon by the Board and shall take care that all federal, state and local laws, rules and regulations pertaining to county government are enforced. The County Board Chair shall chair the meeting or designate a temporary Chair for such purpose, who shall preside over both committees, boards, commissions or other bodies when meeting on the subject of mutual interest. For voting purposes, the Board Chair or temporary Chair shall vote as a member of either or both committees, boards, commissions, or other bodies of which the County Board Chair or temporary Chair is a regular member. The County Board Chair also may vote in accordance with Section 3.05. [Ord. No. 2018-01, 04/17/2018]
3. In case of the absence or disability of the Chair, the First Vice Chair shall perform the duties of the Chair. [Ord. 2016-01, 04/19/2016]
4. In case of the absence of the Chair and the First Vice Chair, the Second Vice Chair shall perform the duties of the Chair. [Ord. 2016-01, 04/19/2016]
5. In case of the absence of the Chair and both Vice Chairs for any meeting, the members present shall choose a temporary Chair.
6. The County Board Chair is authorized and directed to attend meetings and conferences on matters directly related to County government. The County Board Chair may designate member(s) of the County Board to attend such meetings and conferences, either in place of the Chair or along with the Chair. The County Board Chair, the Vice Chairs and such other Board members as may be designated by the Chair, shall be entitled to meeting fees or per diem and mileage for attending such meetings and conferences, all subject to the regular rules of the County Board pertaining to meeting fees, per diems, mileage and expenses. The County Board Chair shall be entitled to a meeting fee for meeting with the County Administrator. Board members attending meetings and conferences in addition to regularly scheduled meetings, including educational meetings and events, shall notify the County Administrator not less than 72 hours in advance of said meeting or conference in order to permit the County Administrator to give any necessary Open Meeting notices as may be required. No per diems, meeting fees or expenses shall be paid to Board members attending meetings and conferences in addition to regularly scheduled meetings, including educational meetings and events, who have not been authorized to attend by the County Board Chair. Utilization of remote attendance at all County meetings to

facilitate the transaction of County business is permitted by County Board Supervisors when serving as a member of the Jefferson County Board of Supervisors or as an appointed member of a Board, Commission, Committee, or other body on behalf of Jefferson County. County Board Supervisors shall have the same rights and privileges when appearing by remote attendance as they would have when appearing in person. The official meeting shall be noticed as taking place at a physical 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. If connectivity is lost and there is a quorum of members appearing remotely, the meeting shall be adjourned until connectivity is reestablished with the official meeting location or rescheduled to another date and time in accordance with the Wisconsin Open Meetings Law. As a courtesy, committee members planning to attend remotely should provide 24 hours' notice in advance of a scheduled meeting to the County Clerk. 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. If the meeting is convened in closed session, any member attending remotely shall inform the board or committee chair as appropriate, that no other person is present with them and to the best of their knowledge no other person can view or see any portion of the closed session meeting unless such person is allowed to attend closed session meetings by the County Board rules or expressly authorized to attend the closed session meeting by the committee. [am. 03/09/10, Ord. 2009-24; Ord. No. 2014-06, 05/13/2014; Ord. No. 2018-01, 04/17/2018]

7. In the event the position of Chair, First Vice Chair or Second Vice Chair is vacant due to removal, resignation or death of the incumbent, the Board shall hold an election to fill the position(s) within sixty (60) days of it becoming vacant. Until such vacant position is filled, the First Vice Chair, or the Second Vice Chair if there is no First Vice Chair, shall assume all duties of the Chair and shall be paid meeting fees and the monthly salary to which the Chair would be entitled until such time as the Board elects a successor. The Second Vice Chair shall assume the duties of First Vice Chair when such position is vacant. [cr. 03/11/08, Ord. 2007-36; Ord. 2016-01, 04/19/2016]
8. **Vacancies.** If a vacancy occurs on the Board, the County Board Chair shall appoint a person who is a qualified elector and resident of the supervisory district to fill the vacancy subject to confirmation by majority vote of the County Board of Supervisors. The successor shall serve for the unexpired portion of the term to which the person is appointed, unless the Board orders a special election to fill the vacancy, in which case the person appointed shall serve until his or her successor is elected and qualified. A person so elected shall serve for the remainder of the unexpired term. [Ord. No. 2014-31, 12/09/14; Ord. No. 2018-01, 04/17/2018]

3.03 BOARD PROCEDURE.

1. Robert's Revised Rules of Order shall govern the proceedings of the County Board of Supervisors in all cases in which they are not inconsistent with these rules or the laws of the State of Wisconsin.
2. Upon being recognized, a member shall rise in place, and using the microphone, address the Chair, and shall not be interrupted except by a call to order. If called to order by the Chair the member shall be seated and shall not proceed without permission of the Chair.
3. No member shall speak more than twice on any question until all members who desire to speak have been heard and then not without first obtaining leave of the Chair. In speaking, a member shall confine comments to the question under consideration and shall avoid all personalities.
4. No member present at a Board meeting shall thereafter fail to attend the balance of a Board meeting without first obtaining permission of the Chair and notifying the Clerk. [Ord. No. 2018-01, 04/17/2018]
5. A member with a conflict of interest or a potential conflict of interest, shall advise the Board Chair or Committee Chair of the conflict prior to discussion of or voting on the item to which the conflict of interest or potential conflict of interest pertains. Thereafter, such member shall not participate in the discussion or vote

thereon if doing so would violate any Federal, State, or local law or ordinance. Depending on the extent and type of conflict, it may be appropriate for the member to leave the meeting while the item is being discussed and return to the meeting after the vote has been taken. If requested by the Board member, the Corporation Counsel shall be available for consultation or issue a written legal opinion to assist the member in making a determination. The minutes shall reflect the member's statement and the fact that the member has left the meeting or abstained from discussion and voting on the item in question. [Ord. No. 2018-01, 04/17/2018]

6. All questions decided by a voice vote shall be put in this form: Those who are in favor say, "Aye", and those who are opposed say, "No". In doubtful cases the Chair or any member may call for a roll call vote. [Ord. No. 2018-01, 04/17/2018]
7. Upon the request of any member of the County Board a roll call vote shall be ordered on any question before the Board. A roll call vote shall be required on all matters involving the expenditure of money and in accordance with s. 65.90(5), Wis. Stats., budget alterations shall require a two-thirds vote of the entire membership of the Board. [Ord. No. 2018-01, 04/17/2018]
8. On a roll call vote every member present shall vote except a member who has abstained in accordance with the procedures set forth above. Members have the right to change their votes up to the time the vote is announced by the Clerk. The Clerk shall give notice before locking in the votes on the voting machine. [Ord. No. 2018-01, 04/17/2018]
9. All resolutions, ordinances, petitions and reports presented to the Board shall be in writing, sponsored by a County Committee, Board, Commission or Other Body; or upon the written request of five (5) County Board members; or, in circumstances where these methods are impossible or impractical, by the County Administrator with approval from the County Board Chair. Resolutions, ordinances, petitions and reports sponsored by five (5) County Board members shall first be referred to an appropriate Committee by the County Board Chair for consideration. If such committee does not submit to the Board for consideration within sixty (60) days after referral of the item to the committee, such item shall then be placed on the next regular County Board agenda subject to any statutory requirements or other limitations.

All resolutions, ordinances, motions to reconsider and any other business to be considered by the Board must be delivered to the County Administrator not later than noon on the Monday of the week preceding the Board meeting. Each resolution or ordinance submitted for consideration shall have a fiscal note, an executive summary explaining the significant features of the proposed resolution or ordinance, including the contemplated changes, and have been reviewed by the Corporation Counsel and Finance Director for proper form and legality before being submitted to the County Board. [Am. 06/10/03, Ord. 2003-03; Ord. No. 2015-26, 12/08/2015; Ord. No. 2018-01, 04/17/2018]

10. Any person desiring to submit written communication to the County Board may present such communication to the Board by delivering the written communication to the County Clerk by noon on the day of the County Board meeting. [am. 5/11/10, Ord. 2010-06; Ord. No. 2015-26, 12/08/2015; Ord. No. 2018-01, 04/17/2018]
11. Orderly administration of Board business does not permit the appearance of non-board members at County Board meetings to debate controversial matters before the Board. Notwithstanding the foregoing, the Chair may recognize a department head or other person with specialized knowledge to speak on a pending matter before the Board. [am. 11/15/11, Ord. 2011-18; Ord. No. 2018-01, 04/17/2018]
12. Any Board member may ask for the privilege of the floor for a non-board member to address the Board and if no supervisor objects the Chair shall grant the privilege to such non-board member. If a member objects, any Board member may move that the privilege of the floor be granted, and any member may second such motion. If the motion is adopted by a majority vote, the Chair shall grant the privilege of the floor to the non-board member. The time allocated to non-board members shall not exceed ten minutes. This procedure shall not apply to non-board members scheduled to appear as part of the regular written agenda. [Ord. No. 2018-01, 04/17/2018]

13. Annual reports will be received by the Board, posted on the County website, and placed on file. Annual reports will not be printed in the minutes unless the Board otherwise directs or required by law. [Am. 06/19/01, Ord. 2001-07; Ord. 2016-01, 04/19/2016; Ord. No. 2018-01, 04/17/2018]

3.04 DUTIES OF OFFICIALS.

1. Agendas shall be created by the County Board Chair or the Committee Chair respectively with support of staff. The County Administrator, County Clerk, and Corporation Counsel shall review the written agendas of all County Board or Board committee meetings before publication. The County Administrator shall attend all Board meetings, unless excused by the Chair, shall assist the Board whenever possible and may present matters to the Board for consideration as authorized in section 3.03 above. The County Administrator shall have authority to settle claims against the County in amounts up to \$25,000 after consulting with the County's insurance carrier and Corporation Counsel. [Ord. No. 2014-09, 06/10/2014; Ord. 2016-01, 04/19/2016; Ord. No. 2018-01, 04/17/2018]. All settlements shall be reported to the Finance Committee.
2. The County Treasurer shall prepare and present to the County Board a complete monthly financial statement which includes the County's financial condition and the investment of surplus funds. [am. 3/13/12, Ord. 2011-24; Ord. No. 2018-01, 04/17/2018]
3. The County Clerk shall act as Clerk of the Board at all of the Board's regular, special, limited term, and standing committee meetings thereof; under the direction of the County Board Chair or Committee Chair. The Clerk shall receive proposed resolutions, ordinances, reports and petitions and provide copies to the County Administrator's Office. Agendas for County Board meetings shall be created by the County Clerk or the Clerk's designee prior to distribution under the direction of the Board Chair or the Committee Chair. The Clerk shall keep and record minutes of all the proceedings of the Board in a format chosen by the Clerk, including all committee meetings, either personally or through the Clerk's appointee; file in the Clerk's office copies of agendas and minutes of Board meetings and committee meetings; make regular entries of the Board's resolutions and decisions upon all questions; record the vote of each supervisor on any question submitted to the Board, if required by any member present; publish ordinances as provided in § 59.14(1), Wis. Stats.; and perform all duties prescribed by law or required by the Board in connection with its meetings and transactions pursuant to § 59.23, Wis. Stats. [am. 3/13/12, Ord. 2011-24; Ord. No. 2014-09, 06/10/2014; Ord. No. 2018-01, 04/17/2018].
4. The Corporation Counsel or designee shall attend Board meetings and shall serve as parliamentarian and legal advisor to the Board. [renumbered 3/13/12, Ord. 2011-24; Ord. No. 2018-01, 04/17/2018]
5. The County Board Reporter or other designee of the County Clerk shall attend all County Board meetings and perform the duties as required by s. 59.23, Wis. Stats. [Ord. No. 2018-01, 04/17/2018]

3.05 STANDING COMMITTEES.

1. Standing committees of the Board shall be appointed for two-year terms by the Chair of the Board after his/her election and prior to June 1 in even-numbered years, unless a different date for appointment is specifically prescribed. When necessary for the orderly transaction of business prior to the formal appointment of new committees, the Chair may appoint temporary committees and Committee Chairs to address pending items assigned to a standing committee. The temporary committee may act until the earlier of June 1 or the date the Chair files permanent appointments with the Clerk. The Chair shall file a list of the committee appointments with the County Clerk and the County Administrator. Any mid-term committee appointments by the Chair shall be filed with the Clerk who shall present them to the Board as a communication at the next regular County Board meeting. Committee members who cannot attend a committee meeting shall report their absence in advance as a courtesy to the other members. Such reports shall be made to the County Administrator, Committee Chair and County Board Chair. If the member is unable to notify the Chair, the member shall notify the applicable department head. Members reporting their absence in advance of the meeting shall be noted as having done so in the minutes where their absence is recorded.

The Chair (or either Vice Chair, or in the absence of the Chair and both Vice Chairs, any member of the Jefferson County Board of Supervisors if so designated by the Chair in advance of any particular meeting) shall be an ex officio member of all standing committees, and shall be allowed to vote in order to break a tie, and shall be counted as a member if necessary to create a quorum at the committee's meeting, and shall also be allowed to vote in that case. When an issue arises at a County Board meeting or administratively that is not clearly assigned to a standing committee by the Board Rules or a prior resolution, the Board Chair shall designate the committee to which the issue shall be assigned. [Am. 03/09/04, Ord. 2003-35; 06/08/04, Ord. 2004-10; 12/13/05, Ord. 2005-31; 07/11/06, Ord. 2006-07; 07/10/07, Ord. 2007-16; Ord. No. 2013-10, 07/09/2013; Ord. 2016-01, 04/19/2016; Ord. No. 2018-01, 04/17/2018]

2. Standing committees of the Board and duties shall be as follows:

- a) **BROADBAND WORKING GROUP** – Five to Seven members appointed by the County Board Chair, consisting of at least one member from the Finance Committee, one member from the Jefferson County Economic Development Consortium, one member from the Planning and Zoning Committee; one member from the Executive Committee; and one member of the public. Any additional members shall be County Board Supervisors selected by the County Board Chair. The Broadband Working group will be responsible for policy oversight of the expansion and improvement of Broad Band within Jefferson County. Members will be paid a per diem and mileage for meeting attendance in accordance with County Policy. The Working Group will dissolve at the end of the 2022-2024 County Board term.
- b) **BUILDINGS and GROUNDS COMMITTEE** - Five members appointed by the County Board Chair consisting of five County Board Supervisors. The Buildings and Grounds Committee shall oversee all construction, remodeling and repair of all County buildings and grounds, including fiber network, and shall have authority to implement policy on the use of County buildings by organizations not connected with County government. The Committee shall review all proposed leases, except those leases which by rule are the responsibility of a different committee and recommend same to the County Board for final approval.

When the County Board has authorized construction of, additions to or remodeling of a County building, the Committee shall review proposals and make a recommendation to the County Board in accordance with the County Purchasing Policy.

The Committee shall provide policy oversight to the Information Technology Department and the Central Services Department and shall have policy oversight for conservation of resources and sustainability practices in County facilities and operations. [Am. 03/14/06, Ord. 2005-48b; Ord. No. 2007-38, 03/11/2008; 08/12/08, Ord. 2008-17; Ord. 2016-01, 04/19/2016; Ord. No. 2018-01, 04/17/2018]

- c) **EXECUTIVE COMMITTEE** - Five members consisting of the County Board Chair, First and Second Vice Chair and two other County Board members. If the position of County Board Chair, First Vice Chair or Second Vice Chair becomes vacant, the County Board Chair or Acting County Board Chair shall temporarily appoint members of the County Board to serve on the Executive Committee until the vacant positions are filled on the County Board. This Committee shall supervise the office of the County Administrator and shall handle matters pertaining to said office. This Committee shall also meet with circuit court judges as called, to discuss common goals and concerns within the Jefferson County Circuit Court system. The Committee shall work with the courts to implement such goals. This Committee shall also provide policy oversight to the Clerk of Courts, County Clerk and Corporation Counsel with regard to matters pertaining to said offices and be responsible for monitoring the future vision of Jefferson County to include implementation of the strategic plan and serve as a liaison to other local, county and state governments on behalf of Jefferson County. The Executive Committee is authorized to review proposed resolutions from the Wisconsin Counties Association which will be voted on at its annual meeting without authorization by the County Board. The Committee Chair or

designee shall attend the annual meeting as a delegate of Jefferson County to vote on such resolutions as directed by the Committee. [Am. 03/12/02, Ord. 2001-30; 07/10/07, Ord. 2007-11; 03/11/08, Ord. 2007-37; Ord. 2016-01, 04/19/2016; Ord. No. 2018-01, 04/17/2018]

Matters pertaining to proposed state legislation or other matters of statewide concern, proposed County Board rule amendments and County Board minutes shall be handled by the Committee. During the last three months of its term, the Committee shall draw specifications, solicit bids, and file a recommendation with the County Board in March of even-numbered years concerning which newspaper in the County shall be the official newspaper for the two-year term of the new County Board. The Committee, on behalf of the Board, shall be authorized to approve the minutes from any meeting when the County Board does not meet in sufficient time to approve the minutes for publication as required by Section 59.14(2), Stats. [cr. 07/10/07, Ord. 2007-11; Ord. No. 2018-01, 04/17/2018]

The Executive Committee is authorized to petition the Jefferson County Circuit Court for an order dividing a municipality into wards in accordance with applicable law and the County's tentative supervisory district plan upon a municipality's failure to divide or submission of a division which does not comply with the tentative supervisory district plan. [3/13/12, Ord. 2011-24; Ord. No. 2018-01, 04/17/2018]

The Board Chair or designee shall serve as Jefferson County's representative to the Inter-County Coordinating Committee. [Am. 03/14/06, Ord. 2005-48a; 03/13/12, Ord. 2011-24; Ord. 2016-01, 04/19/2016; Ord. No. 2018-01, 04/17/2018]

- d) **FAIR PARK COMMITTEE** - Seven members appointed by the County Board Chair consisting of five County Board Supervisors and two citizen members. The Fair Park Committee shall recommend Fair Park policies to the County Board and the Fair Park Committee shall approve and amend the Fair Premium Book. The Fair Park Director and Fair Park Committee may approve the entertainment contracts in accordance with the Jefferson County Purchasing Ordinance. All contracts shall be submitted to the Corporation Counsel for approval before execution. The Committee shall recommend fees to the County Administrator as part of the annual County budget for action by the County Board. The Director may set unanticipated fees or deviate from the established fee structure when it is advantageous to the operation of the Park and report such fees to the Committee. All fee deviations shall be done in accordance with the County Budget Amendment/Budget Adjustment Policy. [Am. 04/18/06, Ord. 2006-01; 05/08/07, Ord. 2007-06; 11/13/07, Ord. 2007-23; 01/13/09, Ord. 2008-26; Ord. 2016-10, 10/11/16; Ord. No. 2018-01, 04/17/2018]
- e) **FINANCE COMMITTEE** - Five members appointed by the County Board Chair consisting of County Board Supervisors. This Committee shall receive the proposed County budget from the County Administrator and shall conduct hearings necessary in the review of the proposed budget. The Committee shall make necessary permitted transfers as authorized by the provisions of s. 65.90(5)(b), Wis. Stats. The Committee shall propose utilization of contingency budget and necessary budget transfers and amendments requiring County Board action. [Am. 03/14/06, Ord. 2005-48d; Am. 05/11/04, Ord. 2004-04; 03/09/10, Ord. 2009-24; Ord. No. 2014- 11, 07/08/2014; Ord. No. 2018-01, 04/17/2018] The Committee shall recommend to the Board the auditors to be employed, and shall report to the Board the results of such audits. The Finance Committee shall meet each month to audit and approve for payment proper vouchers, expenditures and claims against the County.[Ord. No. 2018-01, 04/17/2018] The Committee shall review insurance to be carried and also the insurance carrier to which such insurance shall be awarded. The Committee shall be authorized to renew insurance contracts without bidding same, when it finds renewal is in the best interest of Jefferson County, select investment advisors/brokers, select vendors for professional services related to financial matters if required by the Jefferson County Purchasing Policy and select P-Card vendors. [Ord. No. 2018-01, 04/17/2018] The Committee shall have the authority to resolve claims against the County in amounts over \$25,000 up to the County's self-insured retention (SIR) amount after

consulting with the County's insurance carrier, the County Administrator and Corporation Counsel. [Cr. 04/16/02, Ord. 2002-04; Ord. No. 2018-01, 04/17/2018] The Committee shall supervise the collection of delinquent taxes and is authorized to sell foreclosed properties in accordance with Resolution No. 2002-16. [Am. 08/13/02, Ord. 2002-16; 03/14/06, Ord. 2005-48d, effective 04/18/06; 03/13/12, Ord. 2011-24] The Committee, on a case-by-case basis, shall recommend to the Board of Supervisors the allocation of the proceeds from the sale of county-owned farmland to possibly increase the acreage of farmland permanently protected from development, and to leverage state and federal funds for the acquisition of conservation easements to protect farmland (Resolution No. 2008-15). [Ord. 2016-01, 04/19/2016] Unless otherwise provided by statute or ordinance, the Finance Committee shall oversee the sale of county-owned land in addition to land obtained through tax foreclosure and shall present contracts for sale of such land to the Board for approval. [Ord. No. 2007-39, 03/11/2008; Ord. No. 2018-01, 04/17/2018] The Committee provides policy oversight of the County Treasurer, Finance Department and Child Support Office in handling policy matters related to those offices and shall present matters to the County Board on behalf of said offices whenever necessary. [Am. 3/13/12, Ord. 2011-24; Ord. 2016-01, 04/19/2016, Ord. No. 2018- 01, 04/17/2018] [Ord. No. 2002-05, 04/15/2002; Ord. No. 2002-16, 08/13/2002; Ord. No. 2004-04, 05/11/2004; Ord. No. 2005-48d, 03/14/2006; Ord. No. 2009-24, 03/09/2010; Ord. No. 2011-24, 03/13/2012; Ord. No. 2014-11, 07/08/2014; Ord. No. 2016-01, 04/19/2016]

- f) **HIGHWAY COMMITTEE** - Five members appointed by the County Board Chair consisting of five County Board Supervisors. The Highway Committee shall have the powers and duties set forth in s. 83.015(2)(b), Wis. Stats. [Cr. 04/16/02, Ord. 2002-03; Ord. No. 2008-04, 04/15/2008; Ord. No. 2018-01, 04/17/2018]
- g) **HUMAN RESOURCES COMMITTEE** - Five members appointed by the County Board Chair consisting of five County Board Supervisors. The Human Resources Committee shall provide policy guidance in the administration of the Safety Program and Personnel Ordinance. The Committee shall hear grievances in accordance with provisions of union contracts, the Jefferson County Civil Service Ordinance pursuant to s. 59.26(8)(b), Wis. Stats., as the Grievance Committee, or the Personnel Ordinance. The Committee shall recommend to the County Board the creation or removal of positions of the various departments. This Committee shall also review the statutory requirements and make recommendations to the Board concerning benefits, pay classifications and employment law policies, as well as make recommendations to the County Board concerning union negotiations. The Human Resources Committee shall also have the powers and duties set forth in the Jefferson County Personnel Policy [Am. 03/12/02, Ord. 2001-34; 05/14/02, Ord. 2002-07; 03/14/06, Ord. 2005-48e; 03/11/08, Ord. 2007-40; 3/13/12, Ord. 2011-29; Ord. 2016-01, 04/19/2016; Ord. No. 2018-01, 04/17/2018]
- h) **LAND AND WATER CONSERVATION COMMITTEE** - Seven members appointed by the County Board Chair consisting of not less than three County Board Supervisors, including at least two members of the University Extension Education Committee. The Chair of the FSA (Farm Service Agency) (or his/her designee) shall serve on the Land and Water Conservation Committee. The Land and Water Conservation Committee shall have the powers as set forth in Chapter 92, Wisconsin Statutes, provide policy oversight to the Land and Water Conservation Department. This Committee shall also be responsible for acquiring conservation easements, reviewing applications to grant such easements and recommending action thereon to the County Board when appropriate. [Am. 03/12/02, Ord. 2001-33; 09/08/08, Ord. 2008-19; Ord. 2016-01, 04/19/2016; Ord. No. 2018-01, 04/17/2018] This Committee shall also manage, supervise and be responsible for County farmland not held for future parks development. Leases of the farmland shall be approved by the County Board. [Am. 03/14/06, Ord. 2005-53; 03/11/08, Ord. 2007-41; Ord. 2016-01, 04/19/2016]
- i) **LAW ENFORCEMENT AND EMERGENCY MANAGEMENT COMMITTEE** - Five members appointed by the County Board Chair consisting of five County Board Supervisors. This Committee shall provide

policy oversight on issues affecting the Jefferson County Sheriff's Office. This Committee shall handle grievances arising under the Sheriff's Office labor contract other than those involving suspension, demotion or discharge mentioned in Wisconsin Statute 59.26(8)(b). This Committee is also responsible for all matters pertaining to Emergency Management and in accordance with s. 323.14(1)(a)(3), Wis. Stats., the County Board Chair shall designate a member of the Committee to act as Chair when this Committee is convened as an Emergency Management Committee. [Am. 02/08/05, Ord. 2004-31; 03/14/06, Ord. 2005-48g; 12/14/10, Ord. 2010-20; Ord. No. 2018-01, 04/17/2018]

This Committee shall provide policy oversight to the District Attorney and Medical Examiner in handling business matters and in solving problems related to those offices and shall present matters to the County Board on behalf of said offices whenever necessary. [am. 03/11/08, Ord. 2007-37; Ord. No. 2013-24, 03/11/2014; Ord. 2016-01, 04/19/2016; Ord. No. 2018-01, 04/17/2018]

- j) PARKS COMMITTEE** – Five members appointed by the County Board Chair consisting of five County Board Supervisors. The Committee shall provide policy oversight to the Parks Department in its efforts to meet its agreed upon mission as identified in the Jefferson County Parks, Recreation and Open Space Plan. The Committee shall have oversight of and recommend policy affecting property acquired by the County for flood mitigation purposes and other property leased, managed, acquired or sold as part of the Parks Department duties. The Committee shall also have the powers and duties set forth in the Jefferson County Parks Ordinance and the duties and responsibilities set forth in the Historic Sites Preservation Council Ordinance. [Am. 06/08/04, Ord. 2004-05; 03/14/06, Ord. 2005-48i, 04/18/06; re-lettered 07/10/07, Ord. 2007-11; am. 3/13/12, Ord. 2011-29; Ord. No. 2018-01, 04/17/2018]
- k) PLANNING AND ZONING COMMITTEE** - Five members appointed by the County Board Chair consisting of five County Board Supervisors, at least three of whom reside in unincorporated areas of the County. This Committee shall have the powers and duties set forth in s. 59.69(2) and (3) and s. 59.70(1), s. 285.73, and such powers and duties as may be set forth in the statutes and County ordinances not specifically delegated to the Zoning Board of Adjustment. The Committee shall handle applications for conditional use permits and all proposed amendments to the County Zoning, Shoreland, Subdivision and Private Sewage System Ordinances and shall conduct all public hearings required in connection with such amendments or conditional uses. The Committee shall also be responsible for the preparation of a County Land Use Plan including surveys and studies of land use, population and population density, economy, soil characteristics, forest cover, wetland and floodplain conditions and other human and natural features of the County and shall conduct such hearings as may be required in connection with such County planning. The Committee may adopt such rules and regulations governing its procedure as it considers necessary and advisable all according to the provisions of s. 59.69(2), Wis. Stats. [Am. 03/14/06, Ord. 2005-48l, effective 04/18/06; re-lettered 07/10/07, Ord. 2007-11; Ord. No. 2018-01, 04/17/2018]

The Planning and Zoning Committee shall provide policy oversight to the Land Information Office, Planning and Zoning Department and Register of Deeds in matters related to those offices and shall present matters to the County Board on behalf of said offices whenever necessary. The Committee shall also have the powers and duties set forth in state statutes. [Am. 03/09/04, Ord. 2003-38; 03/11/08, Ord. 2007-37; Ord. No. 2018-01, 04/17/2018]

- l) SOLID WASTE COMMITTEE** - Five members appointed by the County Board Chair consisting of five County Board Supervisors. This Committee shall address the County's solid waste needs by operating hazardous waste removal programs, overseeing the County's interest in landfill siting processes, promoting recycling and related waste reduction efforts and engaging in planning and educational efforts for future solid waste needs. In addition, the Committee will maintain awareness and educate the public about air quality concerns in the County. [Am. 07/09/02, Ord. 2002-09; 11/09/04, Ord.

2004-20; 03/14/06, Ord. 2005-48j, effective 04/18/06; re-lettered 07/10/07, Ord. 2007-11; Ord. No. 2018-01, 04/17/2018]

- m) **UNIVERSITY EXTENSION EDUCATION COMMITTEE** - Five members appointed by the County Board Chair consisting of five County Board Supervisors. This Committee shall have the powers and duties as set forth in Section 59.56(3), Wisconsin Statutes. [Created 03/12/02, Ordinance No. 2001-36; re-lettered 07/10/07, Ord. No. 2007-11; Ord. No. 2018-01, 04/17/2018]

3.06 BOARDS, COMMISSIONS, COMMITTEES AND OTHER BODIES.

1. The following Boards, Commissions, Committees and Other Bodies created by the County or to which the County has a right to appoint representatives, shall be elected or appointed in the manner provided by law, ordinance or rule. The Chair or either Vice Chair may attend the meetings of Boards, Commissions, Committees and Other Bodies, but are not to be considered ex-officio members and may not serve to establish a quorum or vote. Members of Boards, Commissions, Committees or other bodies where only one County Board member or other appointed member is serving as a representative of Jefferson County shall, in March of each year, submit to the County Clerk a report to include the number of meetings attended and a brief discussion of the major work of the body. The report shall be distributed to the County Board as a Communication at the April County Board meeting. [Am. 03/14/06, Ord. 2005-49a; Ord. No. 2018-01, 04/17/2018]
- a) **BLUE SPRING LAKE MANAGEMENT DISTRICT** – [Cr. 03/14/06, Ord. 2005-49b, effective 04/18/06] One member appointed by the County Administrator with confirmation by the County Board who is a member of the Land and Water Conservation Committee or is nominated by the Land and Water Conservation Committee and appointed by the County Administrator with confirmation by the County Board. [Ord. No. 2018-01, 04/17/2018]
- b) **BRIDGES FEDERATED LIBRARY SYSTEM BOARD** – Three members appointed by the County Administrator pursuant to s. 43.19, Wis. Stats., subject to County Board confirmation, with one member appointed from the County Board. The remaining system Board members shall include such representatives of the library Boards governing public libraries of participating municipalities and counties and members of the public from Jefferson County. Members shall serve staggered three-year terms. The County Board member's appointment shall cease if the County Board member's term on the County Board ends. The number of appointments to the Bridges Federated Library System Board shall be based on proportion to population as nearly as practical consistent with State statutory requirements. [Am. 05/11/04, Ord. 2004-07; re-lettered 04/15/08, Ord. 2008-01 and Ord. 2008-02; re-lettered 03/09/10, Ord. 2009-24; re-lettered 07/13/10, Ord. 2010-09; re-lettered 12/14/10, Ord. 2010-20; re-lettered 3/13/12, Ord. 2011-24; Ord. No. 2013-11, 07/09/2013; Ord. No. 2015-19, 11/10/2015; Ord. No. 2018-01, 04/17/2018]
- c) **COMMUNITY ACTION COALITION** - Members appointed by the County Board Chair consisting of County Board Supervisor(s) or other members of the public. The Coalition provides a variety of services to individuals in Jefferson County experiencing poverty, including services to obtain or maintain housing to prevent homelessness, and subsidized rental costs to make housing more affordable. It also provides many programs to help meet an individual's basic needs and to build skills to reach self-sufficiency. [Ord. No. 2018-01, 04/17/2018] [Ord. No. 2003-39, 03/09/2004; Ord. No. 2007-49, 03/11/2008; Ord. No. 2008-01, 04/15/2008; Ord. No. 2011-24, 03/13/2012; Ord. No. 2015-19, 11/10/2015; Ord. No. 2016-01, 04/19/2016]
- d) **COMMUNITY JUSTICE COLLABORATING COUNCIL** – Seventeen members whose membership is determined by the position the member occupies or by appointment of the Council: Chief Judge or Presiding Judge for Jefferson County (Chair), County Administrator, County Board Chair, Sheriff, District Attorney, Clerk of Circuit Court, local government representative, Jefferson County Public Defender, Jefferson County Police Chief and Sheriff's Association representative, Human Services Director, Jefferson County parole and probation manager, education representative, two members of

- the public, Corporation Counsel, Health Department Director and Child Support Office representative. The Council shall create by-laws including establishing term lengths for members, meet at least quarterly and make recommendations to the County Board, or member's respective organization, to facilitate the goals of the Council. Members may appoint a designee as authorized in the Community Justice Collaborating Council Bylaws. [Ord. 2016-01, 04/19/2016; Ord. No. 2018-01, 04/17/2018; Ord. No. 2018-08, 07/10/2018]
- e) **COUNTY BOARD OF HEALTH** - Five members appointed by the County Administrator, subject to County Board confirmation, who shall serve three-year staggered terms. Two members shall be members of the County Board when appointed and their appointment shall cease if not re-elected to the County Board. Non-Board members shall be persons who have a demonstrated interest or competence in public health and a good faith effort shall be made to appoint a physician and a nurse. The County Board of Health shall meet quarterly as required by Wisconsin Statute 251.04(5) and additionally on the call of the Board of Health Chair. The County Board of Health shall have the powers and duties established in Wis. Stat. 251.04. [Am. 03/14/06, Ord. 2005-49c; 03/09/10, Ord. 2009-24; re-lettered 3/13/12, Ord. 2011-24; Ord. No. 2015-19, 11/10/2015; Ord. No. 2018-01, 04/17/2018]
- f) **DRAINAGE BOARD** – Three members appointed by the Jefferson County Circuit Court Judges in accordance with section 88.17 Wis. Stats. County staff will provide general administrative support for the Drainage Board under the supervision of the County Administrator as authorized under Chapter 88 Wis. Stats.
- g) **ECONOMIC DEVELOPMENT CONSORTIUM** – Three County Board members, appointed by the County Board Chair and confirmed by the County Board. In lieu of having an Economic Development Committee, any of the three County Board members appointed to the Jefferson County Economic Development Consortium Board in accordance with Resolution No. 2003-28 may present items recommended by the Consortium to the Jefferson County Board for its consideration. [Cr. 03/14/06, Ord. 2005-49d; re-lettered 3/13/12, Ord. 2011-24; Ord. No. 2015-19, 11/10/2015; Ord. 2016-01, 04/19/2016; Ord. No. 2018-01, 04/17/2018]
- h) **HISTORIC SITES PRESERVATION COUNCIL** – Five members appointed by the County Board Chair subject to confirmation by the Jefferson County Board of Supervisors. One member shall be a Jefferson County Board Supervisor who shall also be a member of the Jefferson County Parks Committee. The remaining members may be Jefferson County Board Supervisors or members of the public, and insofar as possible, should include experts in historic preservation and Jefferson County history. The Council shall meet no more than 6 times per year. Members shall serve two-year terms. The purpose, intent and criteria of this Council are set forth in Ordinance No. 2016-19. [Ord. No. 2016-20, 02/14/17; Ord. No. 2018-01, 04/17/2018]
- i) **HOME CONSORTIUM BOARD** – The County Board Chair shall appoint three county representatives pursuant to the controlling intergovernmental agreement (Resolution No. 2000-21). [Cr. 03/14/06, Ord. 2005-54; re-lettered 04/15/08, Ord. 2008-01 and Ord. 2008-02; re-lettered 3/13/12, Ord. 2011-24; Ord. No. 2015-19, 11/10/2015; Ord. No. 2018-01, 04/17/2018]
- j) **HUMAN SERVICES BOARD** - Seven members appointed by the County Administrator and confirmed by the County Board. This is the governing and policymaking Board for the Human Services Department. Four members shall be members of the Board of Supervisors at the time of appointment and throughout their respective terms. Three members shall be consumers of service or citizens at large. No public or private provider of services may be appointed to the Board. Appointees shall serve staggered three-year terms. The Human Services Board shall elect a Chair and Vice Chair who must be selected from the four members who are supervisors. Elections shall be held after the County Board organizational meeting in April of even-numbered years. The Human Services Board shall possess all the powers and duties prescribed by s. 46.23(5m), Wis. Stats. [Ord. No. 2018-01, 04/17/2018]

Emergency Planning Committee. The Board Chair may appoint additional members, confirmed by the County Board, beyond the statutorily required minimum membership including, but not limited to, county board supervisors. [am. 03/09/10, Ord. 2009-24; re-lettered 07/13/10, Ord. 2010-09; re-lettered 3/13/12, Ord. 2011-24; Ord. No. 2015-19, 11/10/2015]

- n. **LOWER SPRING LAKE PROTECTION and REHABILITATION DISTRICT** – One member appointed by the County Administrator and confirmed by the County Board who is a member of the Land and Water Conservation Committee or is nominated by the Land and Water Conservation Committee and appointed by the County Administrator and confirmed by the County Board. District created by the County Board on August 12, 1980 (Resolution No. 80-51). [Cr. 12/14/10, Ord. 2010-20; re-lettered 3/13/12, Ord. 2011-24; Ord. No. 2015-19, 11/10/2015; Ord. No. 2018-01, 04/17/2018]
- o. **MARSH COUNTRY HEALTH ALLIANCE** - One County Board Supervisor appointed by the County Board Chair pursuant to an Intergovernmental Cooperation Agreement. Jefferson County is a member of the Marsh Country Health Alliance Commission to organize and establish a multi-jurisdictional public entity to lease, manage and operate a nursing home and facility for the developmentally disabled known as Clearview Long-Term Care and Rehabilitation. [Ord. No. 2018-01, 04/17/2018]
- p. **SHERIFF'S CIVIL SERVICE COMMISSION** – Five members appointed by the County Administrator and confirmed by the County Board serving staggered terms of five years in accordance with s. 59.26(8), Stats. Members of the County Board shall not be eligible to serve on the Civil Service Commission. The Civil Service Commission shall have the powers and duties set forth in s. 59.26, Stats. [re-lettered 04/15/08, Ord. 2008-01 and Ord. 2008-02; re-lettered 07/13/10, Ord. 2010-09; re-lettered 12/14/10, Ord. 2010-20; re-lettered 3/13/12, Ord. 2011-24; Ord. No. 2015-19, 11/10/2015; Ord. No. 2018-01, 04/17/2018]
- q. **SOUTH CENTRAL WISCONSIN WORKFORCE DEVELOPMENT AREA CONSORTIUM** – Six members consisting of the Chair of the County Board of Supervisors or County Executives or the designees of said officials of the counties of Columbia, Dane, Dodge, Jefferson, Marquette and Sauk. The purpose of the Consortium is to serve as an oversight entity to fulfill the intent of the Workforce Innovation and Opportunity Act. The responsibilities of the Consortium are (1) to serve as the Workforce Development Area Consortium of Supervisors, (2) to appoint the Workforce Development Board under the Workforce Innovation and Opportunities Act; and (3) to execute an agreement with the Workforce Development Board required for proper operation and functioning of the Board. The Consortium will direct the Board to receive the Workforce Innovation and Opportunity Act funds on behalf of the Consortium and serve as the administrative entity and fiscal agent with the duty to disburse funds at the direction of the local Board. [Ord. 2016-01, 04/19/2016; Ord. No. 2018-01, 04/17/2018]
- r. **TRAFFIC SAFETY COMMISSION** – A minimum of twelve members appointed to indeterminate terms by the County Administrator and confirmed by the County Board in accordance with s. 83.013, Wis. Stats. Membership shall include the county highway commissioner or a designated representative, the chief county traffic law enforcement officer or a designated representative, the county highway safety coordinator, and a representative designated by the county board from each of the disciplines of education, medicine and law and 3 representatives involved in law enforcement, highways and highway safety designated by the secretary of transportation. The Traffic Safety Commission shall meet at least quarterly to review traffic accident data from the county and other traffic safety related matters. Additional persons may be appointed to serve as members of the county Traffic Safety Commission. The Jefferson County Highway Commissioner shall serve on the Traffic Safety Commission as the County Highway Safety Coordinator unless a County Highway Safety Coordinator has otherwise been designated by the County Administrator to serve on the Traffic Safety Commission in that capacity. At least one Jefferson County Supervisor shall serve on the Traffic Safety Commission. The County Administrator may appoint additional members, confirmed by the County Board, beyond the statutorily required minimum membership including, but not limited to,

County Board Supervisors. [Cr. 03/14/06, Ord. 2005-54; re-lettered 0/15/08, Ord. 2008-01 and Ord. 2008-02; am. 03/09/10, Ord. 2009-24; re-lettered 07/13/10, Ord. 2010-09; re-lettered 12/14/10, Ord. 2010-20; re-lettered 3/13/12, Ord. 2011-24; Ord. No. 2013-24, 03/11/2014; Ord. No. 2015-19, 11/10/2015; Ord. 2016-01, 04/19/2016; Ord. No. 2018-01, 04/17/2018]

- s. **VETERANS SERVICE COMMISSION** - Five members appointed by the County Administrator and confirmed by the County Board for staggered three-year terms in accordance with s. 45.81, Wis. Stats. Each member shall be a veteran and the commission shall perform the duties set forth in Chapter 45, Wis. Stats. County Board Supervisors may be appointed by the County Administrator and confirmed by the County Board to increase membership to more than five members. [re-lettered 04/15/08, Ord. 2008-01 and Ord. 2008-02; am. 08/12/08, Ord. 2008-16; re-lettered 07/13/10, Ord. 2010-09; re-lettered 12/14/10, Ord. 2010-20; re-lettered 3/13/12, Ord. 2011-24; Ord. No. 2015-19, 11/10/2015; Ord. 2016-01, 04/19/2016; Ord. No. 2018-01, 04/17/2018]
- t. **WISCONSIN COUNTIES UTILITY TAX ASSOCIATION** – One member appointed by the County Board Chair. The Association’s mission is to represent the interests of Counties to provide for an equitable distribution of utility tax for Wisconsin Counties. [Ord. 2016-01, 04/19/2016; Ord. No. 2018-01, 04/17/2018]
- u. **WISCONSIN RIVER RAIL TRANSIT COMMISSION** – Three members appointed by the County Board Chair to staggered three-year terms ending on April 30 in respective years and one alternate. The Commission was created in 1980 for the purpose of retaining rail service in the member counties which are now Crawford, Dane, Grant, Iowa, Jefferson, Rock, Sauk, Walworth and Waukesha. The Commission’s mission is to further support maintaining rail accessibility for businesses in the County and possibly expanding such service south from Watertown to Jefferson and Fort Atkinson. [Ord. No. 2013-24, 03/11/2014; Ord. No. 2015-19, 11/10/2015; Ord. 2016-01, 04/19/2016; Ord. No. 2018-01, 04/17/2018]
- v. **ZONING BOARD OF ADJUSTMENT** - Three members appointed by the County Administrator and confirmed by the County Board serving staggered terms of three years in accordance with s. 59.694, Wis. Stats. The Zoning Board of Adjustment shall be comprised of non-County Board members residing in the unincorporated areas of the County. The Board of Adjustment shall have the powers and duties set forth in s. 59.694, Wis. Stats. The Board of Adjustment shall also hear appeals from determinations of noncompliance with Farmland Preservation Plans which have been made by the Land and Water Conservation Committee. Two alternate members of the Board of Adjustment shall be appointed. Annually by July 1, one of the alternate members shall be designated by the County Administrator as the first alternate and the other as the second alternate. [Am. 03/14/06, Ord. 2005-49h; re-lettered 04/15/08, Ord. 2008-01 and Ord. 2008-02; 03/09/10, Ord. 2009-24; re-lettered 07/13/10, Ord. 2010-09; re-lettered 12/14/10, Ord. 2010-20; re-lettered 3/13/12, Ord. 2011-24; Ord. No. 2015-19, 11/10/2015; Ord. 2016-01, 04/19/2016; Ord. No. 2018-01, 04/17/2018]

3.07 RULES OF COUNTY BOARD STANDING COMMITTEES

[Ordinance No. 2015-01, 04/21/15; Ord. No. 2018-01, 04/17/2018]

1. The committee shall select its Chair and Vice-Chair, except where committee organization is otherwise governed by law, after the County Board organizational meeting in April of even-numbered years. A Chair, or Vice-Chair may be removed by majority vote of the committee. [am. 03/11/08, Ord. 2007-43; Ord. No. 2015-01, 04/21/2015; Ord. No. 2018-01, 04/17/2018].
2. A majority of the members of any committee, shall constitute a quorum for the transaction of business. The appointing authority for standing committees under 3.05 may appoint an additional member on a temporary basis upon notice from a member that he/she has vacated his/her seat or will be unable to attend meetings for an extended period. Such temporary appointment shall terminate when the original member is once again

available for meetings. [Ord. No. 2015-01, 04/21/2015; Ord. 2016-01, 04/19/2016; Ord. No. 2018-01, 04/17/2018]

3. The County Clerk shall keep and preserve the agendas and minutes of meetings and attendance in the format determined by the County Clerk. [Am. 3/13/12, Ord. 2011-24; Ord. No. 2014-09, 06/10/2014; Ord. No. 2015-01, 04/21/2015; Ord. No. 2018-01, 04/17/2018]
4. The County Administrator shall prepare a schedule of regular meeting dates and shall be responsible for the assignment of an appropriate room for meetings and for the posting of proper notices. Each Chair shall give proper notice to the County Administrator of all meetings a minimum of 72 hours prior to the meeting unless it is an emergency. The County Administrator shall give public notice of all meetings as required by s. 19.84(3), Wis. Stats., at least 24 hours prior to the commencement of such meeting, unless for good cause such notice is impossible or impractical, in which case shorter notice may be given, but in no case may notice be provided less than two hours in advance of the meeting. [Ord. No. 2015-01, 04/21/2015; Ord. No. 2018-01, 04/17/2018]
5. Members of committees shall be authorized to receive compensation for attending meetings up to 120 days in any year. There shall be no limit on the number of meetings attended by the County Board Chair. [Ord. No. 2015-01, 04/21/2015; Ord. No. 2018-01, 04/17/2018]
6. No committee may meet more than 30 times in any calendar year, except the Finance Committee which may not meet more than 40 times per year, exclusive of public hearings and attending 13 conventions. Committees may hold additional emergency meetings on call of their Chairs and with prior approval of the County Board Chair. [Am. 02/12/02, Ord. 2001-27; 12/13/05, Ord. 2005-32; Ord. No. 2015-01, 04/21/2015; Ord. No. 2018-01, 04/17/2018]
7. Except as provided herein, the members of all County Board standing committees may receive a per diem, meeting fees, mileage, and reimbursed expenses as authorized by the County Board Rules. This shall include members of groups created under Chapter 46 of the Wisconsin Statutes and county representatives on lake district boards, consortiums, committees, boards, commissions or other bodies where appointments are made by the County Administrator, County Board Chair or County Board pursuant to law or intergovernmental agreements. Members of the Traffic Safety Commission who are receiving pay from a governmental entity during such meeting shall not be entitled to a meeting fee or mileage for such Traffic Safety Commission meeting. [Am. 03/09/04, Ord. 2003-40; 06/08/04, Ord. 2004-08; 04/15/08, Ord. 2008-03; 03/09/10, Ord. 2009-24; Ord. No. 2015-01, 04/21/2015; Ord. No. 2016-20, 02/14/17; Ord. No. 2018-01, 04/17/2018; Ord. No. 2020-13, 12/08/2020]
8. Committees meeting with another committee on a particular subject of mutual interest shall retain their independent identity. Each committee shall vote separately and maintain its own minutes. For voting purposes, all committee members shall vote as a member of either or both committees of which they have been appointed or designated to serve on. The County Board Chair shall chair the meeting or designate a temporary Chair for such purpose, who shall preside over both committees when meeting on the subject of mutual interest. For voting purposes, the Board Chair or temporary Chair shall vote as a member of either or both committees of which the County Board Chair or temporary Chair is a regular member. The County Board Chair also may vote in accordance with Section 3.05. [Cr. 12/13/05, Ord. 2005-33; Ord. No. 2015-01, 04/21/2015; Ord. No. 2018-01, 04/17/2018]
9. All agendas of County committees shall have an agenda item designated as "public comment." Public comment shall be administered by the Chair in the same manner as required for County Board meetings in Chapter III, Board of Supervisors Rules of Order 2018 – 2020, section 3.01(6). This requirement does not apply to meetings convened for the purpose of deciding an issue on which the public previously had the opportunity to comment. [Ord. No. 2015-01, 04/21/2015; Ord. No. 2018-01, 04/17/2018]

3.08 OPEN MEETINGS.

1. The Board of Supervisors, committees, boards and commissions shall comply with the Open Meeting Law as specified in s. 19.81 of the Wisconsin Statutes. [Ord. No. 2018-01, 04/17/2018]

2. It is declared to be the policy of the County of Jefferson that the public is entitled to the fullest and most complete information regarding the affairs of county government as is compatible with the conduct of county affairs and the transaction of county business. All meetings of the Board of Supervisors, committees, boards and commissions shall be held in public buildings or any place reasonably accessible to members of the public and shall be "open sessions" as provided by s. 19.83, Wis. Stats., except as hereinafter provided. [Ord. No. 2018-01, 04/17/2018]
3. The Board of Supervisors, or any committee, board or commission, upon motion duly made and carried, may convene in closed session for the reasons provided in this section. The motion shall be carried by a majority vote in such manner that the vote of each member is ascertained and recorded in the minutes. No motion to convene in closed session may be adopted unless the chief presiding officer announces to those present at the meeting at which such motion is made, the nature of the business to be considered at such closed session, and the specific statutory exemption under s. 19.85(1) by which such closed session is claimed to be authorized. Such announcement shall become part of the record of the meeting. No business may be taken up at any closed session except that which relates to matters contained in the chief presiding officer's announcement of the closed session. A closed session may be held for any of the following purposes:
 - a) Deliberating after any judicial or quasi-judicial trial or hearing;
 - b) Considering dismissal, demotion, licensing or discipline of any county employee, unless an open session is requested by the person charged or otherwise under discussion;
 - c) Considering employment, promotion, compensation or performance valuation data of any county Employee;
 - d) Considering strategy for crime detection or prevention;
 - e) Deliberating or negotiating the purchase of public properties, the investing of public funds, or conducting other specific public business, whenever competitive or bargaining reasons require a closed session;
 - f) Considering financial, medical, social or personal histories or disciplinary data of specific persons which, if discussed in public, would be likely to have a substantial adverse effect upon the reputation of any person referred to;
 - g) Conferring with county legal counsel who is rendering oral or written advice concerning strategy to be adopted by the body with respect to litigation;
 - h) Consideration of requests for confidential written advice from the Ethics Code Administrator.
[Ord. No. 2018-01, 04/17/2018]
4. Neither the County Board or any committee, board or commission may convene in closed session and, thereafter, reconvene in open session within 12 hours after completion of the closed session unless public notice of such subsequent open session was given at the same time and in the same manner as the public notice of the meeting convened prior to the closed session. Notices of meetings shall be given as provided by law and, whenever feasible, the County Administrator shall post notices of meetings in the lobby of the Courthouse. [Ord. No. 2018-01, 04/17/2018]
5. The election of County Board Chair and County Board Vice Chairs shall be by secret ballot. No other secret ballot may be utilized to determine any election or other decision of county government. [Ord. No. 2018-01, 04/17/2018]
6. No member of the County Board shall be excluded from any closed session of the County Board or any standing committee of the Board; however, no person attending a closed session shall divulge any information pertaining to such closed session without specific authorization to do so.

7. The minutes, records, proceedings and papers of a closed session shall be privileged and shall not be made available to the public unless authorized by the County Board, committee, board or commission involved until such time as the purpose necessitating such closed session no longer exists. [Ord. No. 2018-01, 04/17/2018]

3.09 AMENDMENTS TO RULES.

Amendments to these rules of order may be made by a two-thirds vote of the members attending the Board meeting. Proposed amendments shall be introduced at a session of the Board and laid over until the next regular session before action is taken. The rule pertaining to amendments may be suspended only upon unanimous consent of the Board members attending such meeting. Notwithstanding the foregoing, s. 3.01(1) and (2) may be amended upon majority vote at any regular meeting without necessity of laying such amendment over until the next regular session or suspension of the rules. Notwithstanding the foregoing, any section hereof may be amended at the County Board's organizational meeting upon majority vote without necessity of laying such amendment over until the next regular session or suspension of the rules. For purposes of the organizational meeting, prior rules of the Board shall be considered to be in effect, insofar as applicable, for the purposes of conducting the organizational meeting. [Ord. No. 2018-01, 04/17/2018]

Referred By:
Executive Committee

04-19-2022

REVIEWED: Corporation Counsel: JBW; Finance Director: 

**GENERAL FINANCIAL CONDITION
JEFFERSON COUNTY WISCONSIN
April 1, 2022**

Available Cash on Hand			
March 1, 2022	\$	(327,774.28)	
March Receipts	\$	<u>9,703,098.63</u>	
Total Cash	\$		9,375,324.35
Disbursements			
General - March 2022	\$	7,307,791.27	
Payroll - March 2022	\$	<u>1,658,776.49</u>	
Total Disbursements	\$	<u>8,966,567.76</u>	
	\$		408,756.59
Cash on Hand (in bank) April 1, 2022	\$	1,071,867.71	
Less Outstanding Checks	\$	<u>663,111.12</u>	
Total Available Cash	\$		408,756.59
Local Government Investment Pool - General	\$		30,327,919.40
Dana Investments	\$		39,049,927.60
Local Government Investment Pool -Clerk of Courts	\$		29,260.53
Local Government Investment Pool -Farmland Preservation	\$		180,189.99
Local Government Investment Pool -Parks/Liddle	\$		86,625.93
Local Government Investment Pool -County Bond	\$	<u>9,382,576.12</u>	
	\$		79,056,499.57
2022 Interest - Super N.O.W. Account	\$	159.27	
2022 Interest - L.G.I.P. - General Funds	\$	6,909.91	
2022 Interest - DANA Investments	\$	150,279.75	
2022 Interest - L.G.I.P. - Parks /Carol Liddle Fund	\$	22.75	
2022 Interest - L.G.I.P. - Farmland Preservation	\$	47.31	
2022 Interest - L.G.I.P. - Clerk of Courts	\$	7.68	
2022 Interest - L.G.I.P. - County Bond	\$	<u>2,463.39</u>	
Total 2022 Interest	\$		159,890.06

JOHN E. JENSEN
JEFFERSON COUNTY TREASURER

NOTICE OF PUBLIC HEARING
JEFFERSON COUNTY PLANNING AND ZONING COMMITTEE

SUBJECT: Map Amendments and a Text Amendment to the Jefferson County Zoning Ordinance and Requests for Conditional Use Permits

DATE: Thursday, April 21, 2022

TIME: 7:00 p.m. (*Courthouse doors will open at 6:30*)

PLACE: Room 205, Jefferson County Courthouse, 311 S. Center Ave., Jefferson, WI
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: Thursday, April 21, 2022 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=eHZRbHZXWXhlUnlKdkhtOXhoTmtNz09>
 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. **Explanation of Public Hearing Process by Committee Chair**
6. **Public Hearing**

NOTICE IS HEREBY GIVEN that the Jefferson County Planning and Zoning Committee will conduct a public hearing on Thursday, April 21, 2022 in Room 205 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 of Jefferson County, a Zoning Ordinance text amendment 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 a.m. and 4:30 p.m., Monday through Friday, excepting holidays. If you have questions regarding these matters, please contact Zoning at 920-674-7131.

Final decisions on the **rezoning and text amendments** may be made by the Planning and Zoning Committee on April 25 and County Board of Supervisors on May 10.

Final decisions on the **conditional uses** may be made by the Planning and Zoning Committee on April 25.

FROM A-1, EXCLUSIVE AGRICULTURAL TO B, BUSINESS

R4400A-22 & CU2113-22 – Kathy Doering-Kilkenny: Rezone all of PIN 016-0514-3644-000 (1.5 ac) with conditional use to sanction an eating and drinking place in a proposed Business zone at **N112 Old Highway 12**, Town of Koshkonong. This is in accordance with Sec. 11.04(f)3 of the Jefferson County Zoning Ordinance.

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

R4401A-22 – Steven D Grant/SGRT Morgan LLC: Create a 1-ac building site **north of N6779 Morgan Road**, Town of Concord, from part of PINs 006-0716-1211-000 (30.4 ac) and 006-0716-1214-000 (34.51 ac). This is in accordance with Sec. 11.04(f)8 of the Jefferson County Zoning Ordinance.

R4402A-22 – Steven D Grant/SGRT Morgan LLC: Create a 1-ac building site **south of N6747 Morgan Road**, Town of Concord, from part of PIN 006-0716-1214-000 (34.51 ac). This is in accordance with Sec. 11.04(f)8 of the Jefferson County Zoning Ordinance.

R4403A-22 – Anfang Properties LLC: Create two new building sites, a 1.3-ac and a 1-acre lot near **N3981 Betschler Rd**, Town of Jefferson, from part of PIN 014-0615-1323-000 (37 ac). This is in accordance with Sec. 11.04(f)8 of the Jefferson County Zoning Ordinance.

R4404A-22 – Anfang Properties LLC: Create a new 2-ac building site west of **W1646 US Highway 18** from part of PINs 026-0616-0423-000 (13.268 ac) and 026-0616-0424-000 (27.404 ac) in the Town of Sullivan. This is in accordance with Sec. 11.04(f)8 of the Jefferson County Zoning Ordinance.

R4405A-22 – Arnold Vandre: Create a 2.6-ac lot around the home and buildings at **N7548 Vandre Rd**, Town of Milford, from part of PIN 020-0814-3224-000 (40 ac). This is in accordance with Sec. 11.04(f)8 of the Jefferson County Zoning Ordinance.

R4399A-22 – Kyle Skalitzky: Create a 3-ac lot around the home and buildings at **W8968 Kenny Ln**, Town of Waterloo from part of PIN 030-0813-1744-000 (38.859 ac). This is in accordance with Sec. 11.04(f)8 of the Jefferson County Zoning Ordinance.

FROM A-3, AGRICULTURAL/RURAL RESIDENTIAL TO A-2, AGRICULTURAL & RURAL BUSINESS

R4406A-22 & CU2114-22 – Nick Draskovich/Larry & Lyn Tarnowski: Rezone approximately 1.601 ac of PIN 024-0516-1432-002 (3.6 ac) with conditional use to allow for storage of concrete contractor's equipment and materials. The site is at **N1424 Zion Rd** in the Town of Palmyra. This is in accordance with Sec. 11.04(f)7 of the Jefferson County Zoning Ordinance.

CONDITIONAL USE PERMIT APPLICATIONS

CU2115-22 – James G Reu: Request for an agriculturally-related grain storage facility for up to 1,000,000 bushels per year in an A-1, Exclusive Agriculture zone. The site is at **W3020 Willing Rd**, Town of Hebron, on PIN 010-0615-3041-002 (36.023 ac). This is in accordance with Sec. 11.04(f)6 of the Jefferson County Zoning Ordinance.

CU2116-22 – Troy Blakey: Request for a conditional home occupation plumbing business at **W5462 Church Rd**, Town of Milford. The site is zoned A-3, Agricultural/Rural Residential on PIN 020-0714-0243-001 (1.883 ac). This is in accordance with Sec. 11.04(f)7 of the Jefferson County Zoning Ordinance.

CU2117-22 – Donald C & Jean J Lenz Trust/Joyce J Takle Trust: Request to have five dogs as household pets in an A-1, Exclusive Agricultural zone at **N7214 Stoney Creek Rd**. The site is in the Town of Lake Mills on PIN 018-0713-0522-000 (36.842 ac). This is in accordance with Sec. 11.04(f)6 of the Jefferson County Zoning Ordinance.

ZONING ORDINANCE TEXT AMENDMENT

R4407T-22 – Jefferson County: A text amendment to the Jefferson County Zoning Ordinance defining "Agricultural Tourism."

7. Adjourn

**Proclaiming the week of April 10 through April 16, 2022, as
National Public Safety Telecommunicators Week**

WHEREAS, emergencies can occur at anytime that require police, fire or emergency medical services, and

WHEREAS, when an emergency occurs, the prompt response of police officers, firefighters and emergency medical technicians is critical to the protection of life and preservation of property, and

WHEREAS, the safety of our police officers and firefighters is dependent upon the quality and accuracy of information obtained from citizens who telephone the Communication Centers at the Jefferson County Sheriff's Office, the Fort Atkinson Police Department, the Watertown Police Department, the Whitewater Police Department, the City of Jefferson Police Department, the City of Lake Mills Police Department and the City of Waterloo Police Department, and

WHEREAS, Public Safety Telecommunicators are the first and most critical contact citizens have with emergency services, and

WHEREAS, Public Safety Telecommunicators are the single vital link for police officers and firefighters by monitoring their activities by radio, providing them information and ensuring their safety, and

WHEREAS, Public Safety Telecommunicators in Jefferson County have contributed substantially to the apprehension of criminals, suppression of fires and treatment of patients, and

WHEREAS, dispatchers have exhibited compassion, understanding and professionalism during the performance of their job duties.

NOW, THEREFORE, BE IT RESOLVED that the Jefferson County Sheriff declares the week of April 10 through April 16, 2022, to be National Public Safety Telecommunicators Week in Jefferson County in honor of the men and women whose diligence and professionalism keep our county and citizens safe.

Fiscal Note: Adoption of this Proclamation will have no fiscal impact on the county budget.

RESOLUTION NO. 2022-_____**Awarding Bids for 2022 Capital Project - South Campus Improvements (Phase 2), Fair Park Improvements and Courthouse Judicial Entrance**Executive Summary

Jefferson County has continued its efforts to execute its five-year capital plan. To maximize efficiency and seek competitive bid results, various capital projects were combined and issued in four bid packages: General Construction, Construction Management, HVAC, Electrical, and Plumbing. Projects at the south campus included: installation of LED lights for all buildings, replacing the HVAC system at the Workforce Development building, bathroom renovations at the Human Services and Hillside buildings, transition of storage space to office space at the Workforce Development building, ceiling replacement the Human Services building, and concrete repairs at various locations. Capital projects at the Jefferson County Fair Park are focused on improvements to the activity center and include a new HVAC system which will provide air conditioning of the entire activity center, improvements to the building to include new doors and windows along with exterior panel and flatwork repairs. The final component was the reconfiguration of a new secured judicial entrance at the Courthouse utilizing existing infrastructure.

These projects will be funded through a variety of sources to include fund balance, bond proceeds, carryover, American Rescue Plan Act (ARPA) and a state tourism grant.

The solicitation for bids was issued and published in March of 2022. A total of 10 bids were received for the four bid packages and were publicly opened on April 11, 2022.

This resolution authorizes the County Administrator to enter into contracts with the following vendors through Maas Brothers Construction as its Construction Manager and StrucRite as designer.

1. General Construction - Maas Brothers Construction - \$596,900
2. Construction Management – Maas Brothers Construction - \$260,344
3. Heating, ventilation, and air conditioning (HVAC) – Zien Mechanical - \$566,611
4. Electrical – Ready Electric - \$449,545
5. Plumbing – North American Mechanical - \$168,000

The Jefferson County Building and Grounds Committee reviewed and approved these bids on April 12, 2022 and recommended by a vote of 4 -0 to forward to the County Board for approval.

WHEREAS, the Executive Summary is incorporated into this resolution, and

	BP 1- General Construction	BP 2 - HVAC	BP 3 - Electric	BP 4 - Plumbing
Maas Brother	596,900			
North American Mechanical		857,000		168,000
Zien Mechanical		566,611		183,400
Surefire		584,500		
Current Electric			598,572	
KW			738,000	
Ready Electric			449,545	
Pelican				173,800

WHEREAS, on November 9, 2021, the Jefferson County Board approved the FY 2022 County Budget and on March 8, 2022, amended the FY 2022 Budget to fund various improvements to County facilities, including the Health and Human Services Building, Lueder Haus, and Workforce buildings, herein referred to as the South Campus, the Fair Park Activity Center and the secure judicial entrance at the Courthouse and

WHEREAS, bids were solicited, received, and reviewed by staff of Jefferson County and Maas Brothers Construction for these projects, and

WHEREAS, bids were opened on April 11, 2022, and on April 12, 2022, the Building and Grounds Committee reviewed the bid submissions and recommended awarding the bids to the lowest responsible bidders as described in the Executive Summary above.

NOW, THEREFORE, BE IT RESOLVED that the County Administrator is authorized to enter into contracts with Maas Brothers Construction to hold contracts for General Construction – \$596,900, and construction management – \$260,344 - \$857,244, Heating, Ventilation, and Air Conditioning (HVAC) – Zien Mechanical - \$566,611, Electrical – Ready Electric - \$449,545, and Plumbing – North American Mechanical - \$168,000.

Fiscal Note: Total project costs for the proposed resolution are as follows:

Description	Base Bid	Contractor
BP #01 - General Construction	\$596,900.00	Maas Bros. Construction
BP #02 - HVAC	\$566,611.00	Zien
BP #03 - Electrical	\$449,545.00	Ready Electric
BP #04 - Plumbing	\$168,000.00	North American Mechanical
Removal & Salvage of High-Density Storage		
Detention Door Material Purchase	\$22,075.00	
General Conditions	\$43,718.00	
Supervision - PM & Full-Time Superintendent	\$79,000.00	
CM Fee (6.00%)	\$115,550.94	
Construction Manager Bond	\$16,331.20	
Total Construction Contract	\$2,041,399.94	

Proposed funding for this project is as follows:

Description	Amount	Comment
Fair Park Carryover	\$ 18,000	Replace doors and windows at Activity Center
Fair Park Grant	22,000	ARPA Grant from State, this portion funded window replacement
Human Services Carryover	15,000	Ceiling replacement
Fleet carryover	300,000	Repurpose of funding for fleet program
Building carryover	241,400	Carryover for Courthouse/Sheriff/Jail renovations
ARPA	500,000	County allocation of ARPA funding for Fair Park improvements
ARPA	350,000	Repurpose of funding for position for marketing County Farmland
ARPA	130,000	Replace HVAC system in Workforce Development Building
ARPA	115,000	Replace lighting in Human Services Building with LED
Unassigned fund balance for capital projects	200,000	Excess from Fund Balance Policy application
Series 2021A bond funds	150,000	Bond funds related to underground parking garage
	\$ 2,041,400	

This is a budget amendment. County Board approval requires a two-thirds vote of the entire membership of the County Board (20 votes of the 30-member County Board).

Referred By:
Building and Grounds Committee and Finance Committee

04-19-2022

REVIEWED: Corporation Counsel:JBW ; Finance Director: 

RESOLUTION NO. 2022-_____**Awarding Contract to Stanley Security for Jail Security System Upgrades and Additions**Executive Summary

As part of the County's capital budget, upgrades to the existing jail security system were identified. Much of the system is part of the original jail construction in the 1990s. The initial funds were budgeted for fiscal year 2021, however, the work did not proceed in 2021 because, the needs of the jail were being analyzed as part of the larger Courthouse/Sheriff's Office/Jail project. As part of the design process, it was determined that not only the system would need to be upgraded, but additions to the system were required for additional cells and integration with the secured judicial entrance and greater integration of the security system in the courts. The County has budgeted \$202,715 towards this project.

The County, working with its design and construction management team, sought design estimates and estimated construction costs for a new jail security system through the typical design, bid, build process based on the design development plan. The design cost estimates received ranged from \$39,800 to \$60,000. The estimated construction cost was \$287,600 or a total estimated project cost of \$327,400 to \$347,600.

Jefferson County also received an updated quote from Stanley Security on March 28, 2022 for \$172,410 for upgrades and additions to the jail system.

The Buildings and Grounds Committee reviewed the revised quote from Stanley Security and the other estimates. Based on the cost difference of \$154,990 to \$175,190 between the two options, the Buildings and Grounds Committee recommended proceeding to contract directly with Stanley Security as a sole source procurement as the most cost-effective option. This recommendation was made after conducting a good faith review of the available sources and determining that there is only one source for this procurement.

The quotes and estimates were reviewed by the Buildings and Grounds Committee on April 12, 2022, and it was recommended 4-0 to contract with Stanley Security. and to forward to the County Board for approval.

WHEREAS, the above Executive Summary is incorporated into this resolution, and

WHEREAS, Jefferson County has budgeted \$202,715 for upgrading and providing additions to the jail security system and

WHEREAS, estimates and quotes were solicited, received, and reviewed by staff of Jefferson County, Potter Lawson and Maas Brothers Construction for said project, and

WHEREAS, quotes and estimates were reviewed on April 12, 2022, by the Buildings and Grounds Committee which recommend proceeding with Stanley Security for security upgrades as a sole source procurement as the most cost-effective option.

NOW, THEREFORE, BE IT RESOLVED that the County Administrator is authorized to enter into contracts with Stanley Security for \$172,410 and is authorized a contingency budget of \$30,305.

Fiscal Note: This project is budgeted for in account number 11201.594822 and funded by budget carryover, which was approved by the County Board of Supervisors on March 8, 2022, in the amount of \$202,715. No budget adjustment is necessary.

Referred By:
Buildings and Grounds Committee and Finance Committee

04-19-2022

REVIEWED: Corporation Counsel: JBW ; Finance Director: 

RESOLUTION 2022 - ____**Requesting the State of Wisconsin to Revise the Current Real Estate Transfer Fee Revenue Sharing Formula**

WHEREAS, the collection by counties of a real estate transfer fee was mandated by the State of Wisconsin in 1969, and included a requirement that counties remit 50% of all transfer fees collected to the State; and

WHEREAS, in 1981 the State arbitrarily changed the transfer fee formula to now require counties to remit to the State 80% of all transfer fees collected; and

WHEREAS, the County through the Register of Deeds office assumes the annual operating costs of recording all real estate transfers occurring in Jefferson County, including the collection of real estate transfer fees; and

WHEREAS, in 2021 Jefferson County collected \$1,772,852 in real estate transfer fees with the County's 20% retained share totaling \$354,570, and was required to remit 80% or \$1,418,282 to the State; and

WHEREAS, Jefferson County real estate transfer fee collections over the past five years totaled \$6,922,419 of which the County retained \$1,384,484; and over that same period \$5,537,935 was remitted to the State; and

WHEREAS, in 2021 the State of Wisconsin has built up a budget surplus of approximately \$2.5 billion dollars, while many Wisconsin counties continue to struggle financially due to the ever-increasing costs of providing county government services in an inflationary economy, coupled with the financial restrictions imposed by State mandated levy limits; and

WHEREAS, in an effort to financially assist all Wisconsin Counties, Jefferson County requests that the State of Wisconsin return the real estate transfer fee share formula to again allow Wisconsin Counties to retain 50% of all total real estate transfer fees collected, with 50% to be remitted to the State.

NOW, THEREFORE, BE IT RESOLVED by the Jefferson County Board of Supervisors in session this 19th day of April, 2022 that that the State of Wisconsin is hereby requested to revise the real estate transfer fee share formula to again allow Wisconsin Counties to retain 50% of all real estate transfer fees collected, with 50% to be remitted to the State.

BE IT FURTHER RESOLVED, that a copy of this resolution is sent to Governor Tony Evers, all members of the State Legislature representing Jefferson County, the Wisconsin Counties Association and all other Wisconsin Counties.

Fiscal Note: This resolution has no fiscal impact at this time.

Referred By:
Finance Committee

04-19-2022

REVIEWED: Corporation Counsel: JBW ; Finance Director: 

RESOLUTION NO. 2022-_____**Creating a full-time Community Health Worker position at the Health Department**Executive Summary

Significant health and well-being concerns as well as access-to-care issues are facing communities across the United States. Through Community Health Assessments and the Community Improvement Plan & Process, specific needs were identified in Jefferson County as well as action plans to address these needs. The mission is to increase the community's knowledge of healthy lifestyle choices through a variety of educational and physical activities. The goal is to provide information, education, programs, and tools that communities can put in place to help individuals and families enjoy good health now and in the future, including:

- Promotion and support of education on the opioid and heroin crisis;
- Community education on mental health and prevention of substance use;
- Community education on nutrition and physical activity;
- Education of youth on healthy coping mechanisms;

Community Health Workers can assist in addressing many of these issues from a community-centered approach. Community Health Workers are critical to improving individual and community health through their ability to build trust and relationships and deepen communication between patients and providers. Community Health Workers have a deep understanding of their communities through lived experience, which makes them uniquely qualified to address social and behavioral health issues by:

- Serving as liaisons or links between public health, health care, and the community to assist individuals and communities in adopting healthy behaviors;
- Conducting outreach that promotes and improves individual and community health;
- Facilitating access to services, decreasing health disparities, and improving the quality and cultural competence of service delivery.

The Interim Health Director/Health Officer and the County Administrator are requesting to create one full-time Community Health Worker position at the Health Department that will be assigned duties currently performed by a Public Health Nurse through the Drug-Free Communities Support Program Grant and will be 100% funded through the Drug-Free Communities Grant through 2023; thereafter, the position will be budgeted through the Jefferson County Health Department and other available grants with the possibility of an additional five year continuation of the Drug-Free Communities Support Program Grant. The Public Health Nurse position will be reassigned to nursing-specific duties which will also assist in nursing staffing challenges at the Jefferson County Health Department.

This resolution authorizes the creation of one full-time Community Health Worker position at the Jefferson County Health Department. The Human Resources Committee considered this resolution on April 12, 2022, and recommended forwarding to the Jefferson County Board of Supervisors for approval.

WHEREAS, the above Executive Summary is incorporated into this resolution, and

WHEREAS, a Community Health Worker position serves as a liaison between public health, health care, and the community to assist individuals in adopting healthy behaviors, and

WHEREAS, grant funding is available from the Drug-Free Communities (DFC) Support Program Grant to establish a full-time Community Health Worker position, and

WHEREAS, to meet the need for Jefferson County residents who are facing significant health and access-to-care issues, the Interim Health Director/Health Officer, the County Administrator, and the Human Resources Committee recommend the creation of one full-time Community Health Worker position at the Health Department.

NOW, THEREFORE, BE IT RESOLVED that the position of one full-time Community Health Worker is hereby created and the 2022 County Budget setting forth positions at the Health Department be and is hereby amended to fund one full-time Community Health Worker position at the Health Department to become effective upon passage of this resolution.

Fiscal Note: The Community Health Worker position costs a total of \$47,722 for salary and fringe benefits for the remainder of 2022 and is fully funded through the Drug-Free Communities (DFC) Support Program Grant. The former Public Health Nurse position will currently remain unfilled, therefore no new tax-levy is required for this position. This is a budget amendment. County Board approval requires a two-thirds vote of the entire membership of the County Board (20 votes of the 30-member County Board).

Referred By:
Human Resources Committee

04-19-2022

REVIEWED: Corporation Counsel: JBW; Finance Director 

PROCLAMATION NO. 2022- _____**Proclaiming May 18, 2022, as Jefferson County Peace Officers Memorial Day
in Jefferson County**

WHEREAS, each year Congress and the President of the United States designate May 15th as Peace Officers Memorial Day and the week in which that date falls as National Police Week, and

WHEREAS, the members of the law enforcement agencies of Jefferson County play an essential role in safeguarding the rights and freedoms of the citizens of Jefferson County, and

WHEREAS, it is important that all citizens know and understand the duties, responsibilities, hazards, and sacrifices of their law enforcement officers, and that members of our law enforcement agencies recognize their duty to serve the people by safeguarding life and property, by protecting citizens against violence and disorder, and by protecting the innocent against deception and the weak against oppression, and

WHEREAS, the Jefferson County Board calls upon all citizens of Jefferson County and upon all patriotic, civic and educational organizations to observe the week of May 15-21, 2022 as National Police Week with appropriate ceremonies and observances in which all of our people may join in commemorating law enforcement officers, past and present, who by their faithful and loyal devotion to their responsibilities, have rendered dedicated service to their communities and, in so doing, have established for themselves an enviable and enduring reputation for preserving the rights and security of all citizens, and

WHEREAS, the men and women of our law enforcement community unceasingly provide a vital public service.


NOW, THEREFORE, BE IT RESOLVED that the Jefferson County Board of Supervisors proclaims May 18, 2022, as Jefferson County Peace Officers Memorial Day.

BE IT FURTHER RESOLVED that all citizens of Jefferson County are asked to observe Wednesday, May 18, 2022, as Jefferson County Peace Officers Memorial Day in honor of those law enforcement officers who, through their courageous deeds, have made the ultimate sacrifice in service to their community or have become disabled in the performance of duty, and that all citizens recognize and pay respect to the survivors of our fallen heroes.

Fiscal Note: Adoption of this Proclamation will have no fiscal impact on the county budget.

Referred By:
Law Enforcement and Emergency Management Committee

04-19-2022

REVIEWED: Corporation Counsel: JBW ; Finance Director: 

**REPORT
TO THE HONORABLE MEMBERS OF THE JEFFERSON COUNTY
BOARD OF SUPERVISORS**

The Jefferson County Planning and Zoning Committee, having considered petitions to amend the official zoning map of Jefferson County, filed for public hearing held on February 17 and March 17, 2022 as required by law pursuant to Wisconsin Statutes, notice thereof having been given, and being duly advised of the wishes of the town boards and persons in the areas affected, hereby makes the following recommendations:

**APPROVAL OF PETITIONS R4379A-22, R4391A-22, R4392A-22,
R4393A-22, R4394A-22, R4395A-22, R4396A-22 AND R4397A-22**

DATED THIS TWENTY-EIGHTH DAY OF MARCH, 2022

Blane Poulson, Secretary

THE PRIOR MONTH'S AMENDMENTS, R4377A-22, R4378A-22, R4380A-22, R4381A-22, R4382A-22, R4383A-22, R4384A-22, R4385A-22, R4386A-22, R4387A-22, R4388A-22, R4389A-22 AND R4390A-22 ARE EFFECTIVE UPON PASSAGE BY COUNTY BOARD, SUBJECT TO WIS. STATS. 59.69(5)

ORDINANCE NO. 2022-____**Amending Official Zoning Map**

WHEREAS, the Jefferson County Board of Supervisors has heretofore been petitioned to amend the official zoning map of Jefferson County, and

WHEREAS Petition R4379A-22 was referred to the Jefferson County Planning and Zoning Committee for public hearing on February 17, 2022 and Petitions R4391A-22, R4392A-22, R4393A-22, R4394A-22, R4395A-22, R4396A-22 and R4397A-22 were referred for public hearing on March 17, 2022, and

WHEREAS the proposed amendments have been given due consideration by the Board of Supervisors in open session,

NOW, THEREFORE, BE IT ORDAINED that the Jefferson County Board of Supervisors does amend the official zoning map of Jefferson County as follows:

FROM A-1, EXCLUSIVE AGRICULTURAL TO A-2, AGRICULTURAL AND RURAL BUSINESS

Create a 7.4-ac A-2 zone near **W1432 County Rd B** on PIN 006-0716-1642-000 (24 ac), Town of Concord. This is in accordance with Sec. 11.04(f)7 of the Jefferson County Zoning Ordinance. Rezoning is conditioned upon road access approval, receipt of a suitable soil test if bathrooms are proposed, and upon approval and recording of a final certified survey map for the lot. R4379A-22 – Donald & Nancy Brunson

FROM A-T, AGRICULTURAL TRANSITION & A-1, EXCLUSIVE AGRICULTURAL TO A-3, AGRICULTURAL/RURAL RESIDENTIAL

Create a 4.71-ac lot around the home & buildings at **N795 Tamarack Rd**, Town of Palmyra from part of PIN 024-0516-2713-000 (40 ac). This is in accordance with Sec. 11.04(f)8 of the Jefferson County Zoning Ordinance. Rezoning is conditioned upon approval and recording of a final certified survey map for the lot, including extraterritorial plat review if necessary. R4391A-22 – Jeanette C Poulson Family Trust

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

Rezone approximately 2.8 ac of PIN 024-0516-2742-000 (37.8 ac) to add it to an adjoining 2.2-ac A-3 zoned lot at **N683 Tamarack Rd**, Town of Palmyra. This is in accordance with Sec. 11.04(f)8 of the Jefferson County Zoning Ordinance. Rezoning is conditioned upon approval and recording of a final certified survey map for the lot, including extraterritorial plat review if necessary. R4392A-22 –Jeanette C Poulson Family Trust

Create a 2.47-ac building site **at the intersection of Bakertown Rd and Pioneer Dr** from part of PIN 006-0716-2942-000 (40.703 ac), Town of Concord. This is in accordance with Sec. 11.04(f)8 of the Jefferson County Zoning Ordinance. The proposal utilizes the last available A-3 zone for the property; therefore, rezoning is conditioned upon recording of an affidavit acknowledging that fact. It is further conditioned upon road access approval, receipt by Zoning of a suitable soil test and approval and recording of a final certified survey map of the lot. R4393A-22 – James E Gilbert

Create three new building sites, one of 1.9 ac and two of 1.89 ac, all on **Switzke Rd** in the Town of Farmington from part of PIN 008-0715-0432-004 (5.6 ac). This is in accordance with Sec. 11.04(f)8 of the Jefferson County Zoning Ordinance. The proposal utilizes the last available A-3 zone for the property; therefore, rezoning is conditioned upon recording of an affidavit acknowledging that fact. It is further conditioned upon road access approval and receipt by Zoning of a suitable soil test for each lot, and approval and recording of a final certified survey map. No development on slopes greater than 20% is allowed. R4394A-22 – Richard Helman

Rezone approximately 1.5 ac of PIN 022-0613-3122-002 (15.443 ac) to add it to an existing adjacent A-3 zone owned by the Wolfs at **N2803 County Rd C**, Town of Oakland. This is in accordance with Sec. 11.04(f)8 of the Jefferson County Zoning Ordinance. The proposal utilizes the last A-3 zone for the property; therefore, rezoning is conditioned upon recording of an affidavit acknowledging that fact. It is further conditioned upon approval and recording of a final certified survey map for the lot. R4395A-22 – Connie & Jerry Wolf/Jay & Deloris Kogle Trust Property

Create a 2-ac lot around the home at **N4062 County Road E** from part of PIN 026-0616-1422-000 (33.965 ac) in the Town of Sullivan. This is in accordance with Sec. 11.04(f)8 of the Jefferson County Zoning Ordinance. Rezoning is conditioned upon approval and recording of a final certified survey map for the lot, including extraterritorial plat review if necessary. R4396A-22 – Barry & Pauline Stephan:

Create a 3-ac lot around the home at **N7691 Newville Rd** in the Town of Waterloo from part of PIN 030-0813-3321-001 (30.25 ac). This is in accordance with Sec. 11.04(f)8 of the Jefferson County Zoning Ordinance. Rezoning is conditioned upon approval and recording of a final certified survey map for the lot. R4397A-22 – Heidi Kabat & Wayne Meier/RNH Trust Property

The above zoning amendments shall be null and void and have no effect one year from the date of County Board approval unless all applicable conditions have been completed.

Referred By:
Planning and Zoning Committee

04-19-2022

REVIEWED: Corporation Counsel: JBW ; Finance Director 

TO THE JEFFERSON COUNTY BOARD OF SUPERVISORS:
MEMBERS OF THE BOARD:

APPOINTMENTS BY COUNTY ADMINISTRATOR

By virtue of the authority vested in me under Section 59.18 (2)(b) of the Wisconsin Statutes, I respectfully request confirmation of the following appointments:

- a. Barb Elwood-Goetsch, Ixonia, WI, to the to the Oconomowoc Library Board for a 3-year term ending April 15, 2025.

AYES _____ NOES _____ ABSTAIN _____ ABSENT _____

04-19-2022