

Standing Committees:

- a. **BROADBAND WORKING GROUP** – Five to Seven County Board members appointed by the County Board Chair, consisting of at least one member of the Finance Committee, one member from the Jefferson County Economic Development Consortium, one member from Planning and Zoning Committee; and one member from the Executive Committee with the remaining members selected by the County Board Chair. Working group will be responsible for policy oversight of the expansion and improvement of Broadband within Jefferson County. Members will be paid a per diem and mileage for meeting attendance in accordance with County Policy.

Typical Meeting Date: This committee meets as needed. Meetings are usually called to assist with grants, planning overview and budget considerations.

Key Highlights

- **Past Term** – This past term has focused on grant applications, grant execution oversight and building public private partnership. This past term saw the success of receiving a grant over \$1 million to provide four fixed wireless site and entering into agreements with many Internet Service Providers (ISPs) for the build-out of their networks throughout Jefferson County.
 - **Upcoming Term** – Provide on-going oversight of current projects, continue efforts for grant opportunities and continue efforts related to building public/private partnerships. Of special note will be the Broadband Equity Access and Deployment (BEAD) funding coming to Wisconsin.
- 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.

Typical Meeting Date: This committee is scheduled to meet the 1st Tuesday of the month at 8:30 a.m.

Key Highlights

- **Past Term** – This past term the committee has had heavy involvement in the County’s Courthouse renovation. It also oversaw adopting new phones through the Information Technology Department (MIS).
 - **Upcoming Term** – The Committee will continue to oversee Phases 2 and 3 of the Courthouse project and will also review future building projects.
- 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.

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.

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.

Typical Meeting Date: This committee is scheduled to meet on the last Wednesday of the month at 8:30 a.m. This committee does meet in addition to the regular schedule meeting as needed and may be part of joint committee meetings.

Key Highlights

- **Past Term** – This committee oversaw updating the Strategic Plan, codification of ordinances, and many Intergovernmental Agreements,
- **Upcoming Term** – It is anticipated the upcoming term will continue the work of overseeing updating the strategic plan, intergovernmental coordination to include engagement on shared services, codification of ordinances, strategic marketing, and other comprehensive plan implementation.

- 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.

Typical Meeting Date: This committee is scheduled to meet on the 2nd Thursday of the month at 8:30 a.m. The committee also meets as needed during County Fair week.

Key Highlights

- **Past Term** – This past term focused on events recovery, facility planning, changes to county fair and new Fair Park owned/run events. It also created a citizen Fair Advisory Board to provide community feedback on Fair and Fair Park operations.
- **Upcoming Term** – This upcoming term will include additional efforts to look at facility needs of the Fair Park and feasibility with events, continue efforts to improve the County Fair and efforts to build non-Fair business to include Fair Park events.

- 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, except vouchers, expenditures and claims pertaining to the Highway Department, Human Services Department and Veterans Service Commission. [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.

Typical Meeting Date: This committee is scheduled to meet on the first Thursday of the month at 8:30 a.m. and as needed. In addition, the Committee will meet each morning for about a week in September in reviewing the recommended Executive Budget.

Key Highlights

- **Past Term** – This past term has included developing a financial structure related to the courthouse project, oversight on ARPA funds, the sale of county-owned land, creation of Performance Based Budgeting criteria to fit the Strategic Plan, and accepting many grant awards.
- **Upcoming Term** – Continue efforts on fiscal forecasting, review of upcoming financing projects and continued efforts related to meet budgetary demands.

- 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.

Typical Meeting Date: This committee is scheduled to meet on the last Tuesday of the month at 7:30 a.m. at the main Highway Office.

Key Highlights

Past Term – Discussed and reviewed long-term highway capital plan for road construction/paving and reviewed winter maintenance operations regarding state and county highways

Upcoming Term – Discuss and review federal funding applications for County Highway road and bridge projects, discuss and approve highway bids and proposals for construction material purchases and discuss and review potential highway right-of-way parcel sales and purchases

- 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.

Typical Meeting Date: This committee is scheduled to meet on the third Tuesday of the month at 8:30 a.m. and as needed.

Key Highlights

- **Past Term** – This past term the committee agreed to a new negotiated contract with the Sheriffs Deputies, accomplished a market study of pay for comparable county positions, agreed upon pay structure for elected officials, and revised the personnel ordinance, including the employee vacation policy.
- **Upcoming Term** – The plan for the upcoming term will include continued revisions to the personnel ordinance and further study and potential revisions to employee pay and benefits based on comparable market data.

- 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. 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.

Typical Meeting Date: This committee is scheduled to meet on the third Wednesday of the month at 8:30 a.m.

Key Highlights

Past Term – This past term the LWCC Oversaw compliance with the Farmland Preservation Program, authorized DNR grants for area waterways, approved and tracked a Groundwater Quality Study, discussed and approved ordinances related to stormwater management and erosion control, debated an ordinance on spray irrigation of manure and industrial waste, and monitored and discussed future of Purchase of Agricultural Conservation Easements (PACE) program.

- **Upcoming Term** – Consider approving the LWCD to apply for several grants to work on land and water conservation activities. Consider approving expenditure of funds to contribute to the purchase of agricultural conservation easements that keep land in agriculture. These funds are already ear-marked for this purpose and will be combined with funds from a federal grant in partnership with the American Farmland Trust.

- 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.

This Committee shall provide policy oversight to the District Attorney (DA) and Medical Examiner (ME) 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.

Typical Meeting Date: This committee is scheduled to meet on the fourth Friday of the month at 8:30 a.m. Once a quarter the focus is on Emergency Management with the remainder of meeting focused on Law Enforcement. Items related to the DA's and ME's offices are brought forward as needed.

Key Highlights

- **Past Term** – This past term included providing oversight to the ME's office. Related to Law Enforcement, key topics have included the oversight of the communications project, budgetary oversight and on-going efforts related to recruitment and retention.
- **Upcoming Term** – This upcoming term will continue to look at budgetary impact, challenges related to recruitment and retention, and finishing of the communication project.

- 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.

Typical Meeting Date: This committee is scheduled to meet on the first Thursday of the month at 9:00 a.m.

Key Highlights

- **Past Term** – This past term has reviewed policy options for flood mitigation properties and engagement process for potential partnership with other entities, a website re-design, discussion on a donation policy, purchase of properties for parks, and planning for the construction of the Interurban Trail.
- **Upcoming Term** – This upcoming term will continue to look at budgetary impacts, staffing structure, on-going partnerships, and edits to the Outdoor Recreation and Open Space Plan.

- 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.

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.

Typical Meeting Date: This committee usually has three meetings a month. Public Hearings are held on the third Thursday of the month at 7:00 p.m. Site Inspections are held on the Friday prior to the public hearing at 8:00 a.m. for viewing proposed petition property. Decision meetings are typically scheduled the last Monday of the month at 8:30 a.m. for final actions for Conditional Uses and recommendation of polices and rezoning to the County Board.

Key Highlights

- **Past Term** – This past term included the following:
 - Regular updates on:
 - Crawfish River Solar Farm – a 75 MW solar development located in the Town of Jefferson that covers roughly 500 acres
 - WE Energy Liquefied Natural Gas Facility – a Liquefied Natural Gas Facility located in the Town of Ixona. This facility will tie into an existing natural gas pipeline, remove and storage natural gas during the low usage months (summer months) and then distribute natural gas back into the pipeline during peak operating months (cold, winter months).
 - Rezones and conditional use permits – most recently a petition to rezone a property and grant a conditional use permit to allow a single-family home to be converted to an event facility
- **Upcoming Term** – This upcoming term will look at update the Jefferson County Zoning Ordinance and other regulatory ordinances, implementation of comprehensive plan and reviewing other rezones and conditional use permits – it is difficult to determine what will arise during the upcoming term. We anticipate future solar farm developments to be planned in Jefferson County. We expect to continue to see proposals to rezone areas for small/medium sized businesses through the Towns in Jefferson County.

- I. **SOLID WASTE AND AIR QUALITY 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]

Typical Meeting Date: This committee is scheduled to meet on the first Tuesday of every other month at 8:30 a.m. Committee members often also participate in clean sweep events through the year.

Key Highlights

- **Past Term** – This past term the committee has worked on Clean Sweep Events, Tire Recycling Events, Appliance and Electronics Recycling Events, along with reviewing Air Quality.
- **Upcoming Term** – This upcoming term will continue to look at Clean Sweep Events, Tire Recycling Events, Appliance and Electronics Recycling Events, Air Quality topics, Determining ways to educate the public about recycling and identifying and implementing ways to improve events and recycling. The Committee continues to search for a permanent collection site for appliances and electronics.

- 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]

Typical Meeting Date: This committee is scheduled to meet on the second Monday of the of the month at 8:30 a.m.

Key Highlights

- **Past Term** – This committee continues to receive reports from the various agents contracted to and assigned to the county.
- **Upcoming Term** – Continued oversight and optimization role, determining how to best use and share information from this resource to better Jefferson County.

BOARDS, COMMISSIONS, COMMITTEES AND OTHER BODIES.

- 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.

Typical Meeting Date: Called by Chair as needed. Meets Saturday mornings. Met 12 times over the 2022-2024 session.

- 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.

Typical Meeting Date: This Board is scheduled to meet on the 3rd Wednesday of the month at 4:00 p.m. at various locations.

- 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.

Typical Meeting Date: This Coalition is scheduled to meet on the 4th Thursday at 6:00 p.m. at various locations.

- 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

Typical Meeting Date: This committee is scheduled to meet on the fourth Wednesday of every other month at noon.

- 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.

Typical Meeting Date: This committee is scheduled to meet once a quarter (or as needed) on the third Wednesday of the month at 1:00 p.m.

Key Highlights

- **Past Term** – The Board of Health developed an updated strategic plan and received Level III certification from the Wisconsin Department of Health Services.
- **Upcoming Term** – This upcoming term will continue to look at on-going Public Health Concerns.

- 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.

Typical Meeting Date: This Board is scheduled to meet on the 2nd Monday of the month at 9:30 a.m.

- 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.

Typical Meeting Date: This committee is scheduled to meet on the fourth Thursday of the of the month at 8:30 a.m.

Key Highlights

- **Past Term** – This group has continued its efforts related to recruitment and retention of business as well as other factors that impact the economy to include housing and workforce issues.
- **Upcoming Term** – This upcoming term will continue to work with various partners on updating the strategic plan and developing key priorities to move forward.

- 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.

Typical Meeting Date: This Council is scheduled to meet on the 2nd Wednesday at 8:30 a.m. every other month.

- i. **HOME CONSORTIUM BOARD** – The County Board Chair shall appoint three county representatives pursuant to the controlling intergovernmental agreement

Typical Meeting Date: This Board is scheduled to meet on the 3rd Thursday of the month at 9:00 a.m. in Waukesha.

- 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.

Typical Meeting Date: This committee is scheduled to meet on the second Tuesday of the of the month at 8:30 a.m.

Key Highlights

- **Past Term** – Human Services Board provided support and guidance for all HS programs. We continued to review how we will maintain all the mandates while remaining responsive to the local emerging

trends. With the support of the Wisconsin Department of Health Services and the Greater Watertown Health Foundation, the County opened a Youth Crisis Stabilization Facility in Watertown.

- o **Upcoming Term** – Going forward, the Board will need to work on all of the above, as well as retaining employees, planning for key retirements, increasing number of people who are homeless, transportation for people who are over the age of 60 and/or have a disability, and the apparent increase in the number of people with acute substance use issues.

- i. **AGING AND DISABILITY RESOURCE CENTER ADVISORY COMMITTEE** - The Human Services Board shall appoint an Aging and Disability Resource Center Advisory Committee pursuant to s. 46.23(5m)(a), Wis. Stats. The number and terms of appointees to be determined by the Human Services Board. Such appointments shall be subject to confirmation by the County Board. [Ord. No. 2018-01, 04/17/2018] Meets 1st Tuesday of the month at 1:00 p.m.

- ii. **NUTRITION PROJECT COUNCIL** – The Human Services Board shall appoint a Nutrition Project Council pursuant to s. 46.23(5m)(a), Wis. Stats. The number and terms of appointees to be determined by the Human Services Board. Such appointments shall be subject to confirmation by the County Board. [Ord. No. 2018-01, 04/17/2018] Meets the last Tuesday of the month at 2:00 p.m. (Quarterly)

- k. **JEFFERSON COUNTY LIBRARY BOARD** - Seven members, appointed by the County Administrator and confirmed by the County Board, serving staggered three-year terms, including at least one school administrator of a school district located in whole or in part in the County, or that school district administrator's designee, and one or two County Board Supervisors, representatives of existing library Boards and persons residing in municipalities not served by libraries. A County Board member's appointment shall cease if the County Board member's term on the County Board ends.

Typical Meeting Date: Meetings are called by chair as needed. Meetings are scheduled on Wednesdays at 5:00 p.m. at various locations.

- l. **LAKE RIPLEY MANAGEMENT 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 December 11, 1990

Typical Meeting Date: Meetings are called by President as needed. Meetings are scheduled on Saturday morning and met 21 times in the 2022-2024 session.

- m. **LAND INFORMATION COUNCIL** – The Council is created pursuant to s. 59.72(3m), Wis. Stats., and shall be comprised of the Register of Deeds, the Treasurer, the Zoning Director, the Land and Water Conservation Director, the Information Technology Director, the Land Information Office Director and the Real Property Lister, or their designees, and the following members appointed by the County Administrator and confirmed by the County Board: (1) a member of the Board, (2) a representative of the land information office, (3) a realtor or a member of the Realtors Association employed within the County, (4) a public safety or emergency communications representative employed within the County, (5) the County surveyor or a registered professional land surveyor employed within the County. Council members who hold elective office or are employed by Jefferson County shall serve on the Council as long as they hold the office or County position designated for membership. Other council members appointed by the County Administrator shall serve three-year terms. The County staff and salaried elected officials, other than the County Board member, shall not be eligible for meeting fees. The Land Information Council shall bring forward matters that need to go before the County Board through the Planning and Zoning Committee.

Typical Meeting Date: Meetings are called by chair one time per year and as needed. They met 1 time in 2022 and 1 time in 2023.

- n. **LOCAL EMERGENCY PLANNING COMMITTEE** – A minimum of thirteen members appointed by the County Board Chair and confirmed by the County Board, in accordance with s. 59.54(8), Wis. Stats., and 42 USC 11001(c) Membership shall include, at a minimum, representatives from each of the following groups or organizations: elected State and local officials; law enforcement, civil defense, firefighting, first aid, health, local environmental, hospital, and transportation personnel; broadcast and print media; community groups; and owners and operators of facilities subject to the requirements of this subchapter. At least one Jefferson County Supervisor shall serve on the Local 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.

Typical Meeting Date: This Committee is scheduled to meet on the 3rd Wednesday of the month at 1:00 p.m. (Quarterly)

- o. **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

Typical Meeting Date: Meetings called by chair as needed. Meetings are scheduled for Saturday mornings and met 8 times in the 2022-2024 session.

- p. **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.

Typical Meeting Date: Meetings are called by chair as needed and met 7 times in the 2022-2024 session.

- q. **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.

Typical Meeting Date: Meetings are called by chair as needed. Number of meetings per year varies.

- r. **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.

Typical Meeting Date: Meetings are called by chair as needed.

- s. **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.

Typical Meeting Date: Meetings are scheduled to meet on the 3rd Thursday of the month at 1:00 p.m. (Quarterly)

- t. **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.

Typical Meeting Date: Called by Chair as needed. Meets at least once per year.

- u. **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.

Typical Meeting Date: Meetings are called by Chair as needed. Meetings are scheduled for Friday mornings at 10:30 a.m. and met 10 times in the 2022-2024 session.

- v. **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.

Typical Meeting Date: Meetings are scheduled on the 1st Friday after the 1st Tuesday of the month at 10:00 a.m. at various locations.

- w. **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.

Typical Meeting Date: Meetings are scheduled monthly on the 2nd Thursday. Site Inspections are scheduled in the morning, followed by a public hearing at 1:00 p.m.