

** AGENDA **
* * OUTAGAMIE COUNTY BOARD * *

Office of the County Clerk, June 24, 2025.

The Board meets pursuant to adjournment, and is called to order by Chairperson Gabrielson at 7:00 p.m. in the County Board Room, located at 320 South Walnut Street, Appleton, Wisconsin.

1. ROLL CALL of the Board of Supervisors. Board Chairperson requests the Board's confirmation regarding excused members.
2. PLEDGE OF ALLEGIANCE - Offered by Chairperson Gabrielson.
3. MINUTES OF THE MAY 27, 2025 COUNTY BOARD MEETING
4. SPECIAL ORDER OF BUSINESS
 - A. Sheriff Clint Kriewaldt and staff will provide an overview of various types of safety equipment used by the department.
5. ESTABLISH ORDER OF THE DAY
6. COMMUNICATIONS
 - A. Communication Referral List
7. PUBLIC PARTICIPATION – Pursuant to Chapter 2, Section 2-49 Rule 6 – Appearance of Non-Board Members, of the Outagamie County Code of Ordinances, “Public participation is limited to Outagamie County residents, employees and owners of businesses in Outagamie County, Outagamie County employees, or Outagamie County property taxpayers. Participation is limited solely to only matters listed on the agenda and for a total of 15 minutes, which may be extended to 30 minutes at the discretion of the Chair. Individual speakers are limited to three minutes per speaker.”
8. APPOINTMENTS
 - A. County Executive Nelson nomination for appointments of Beth Roberts, Shavone Brown, Taylor Geske, and Beau Morley to the Criminal Justice Coordinating Council, and Beth Robinson moving from Treatment Alternative Diversion Program Representative to Criminal Justice Treatment Services Representative, terms expire April 30, 2026.
 - B. County Executive Nelson nomination for reappointments of Cassidy Walsh, Anne Van, Philip Boivin, and Ryan Weyers to the Local Emergency Planning Committee, terms expire June 30, 2028.
 - C. County Board Chair Gabrielson nomination for appointment of Jerry Zabronsky to the District 16 County Board Supervisor position and serving on the Health and Human Services Board and Committee, term expiring April 20, 2026.
9. REPORT BY THE COUNTY EXECUTIVE - County Executive Thomas Nelson will give an Administrative Update.
10. UNFINISHED BUSINESS

11. NEW BUSINESS

- A. Resolution No. Z-5—2025-26 – Agriculture, Extension Education, Zoning and Land Conservation Committee. Approve the rezone request for the Town of Kaukauna, for the removal of the Transitional Residential district and zoning changes for 157 parcels, in the Town of Kaukauna, as noted on the attached review and map.
- B. Resolution No. 28—2025-26 – Legislative/Audit and Human Resources Committee. Approve an in-year Table of Organization request by adding one full-time IT Business Systems Analyst position effective July 1, 2025, to be shared between the Appleton International Airport and Recycling and Solid Waste Department (as noted on the attachments); and increase the following Airport Terminal and RSW Operations line items: Salaries by \$16,338 each; Fringe Benefits by \$8,789 each; Supplies by \$1,665 each; and decrease the Airport Terminal and RSW Operations Fund Balance Applied line items by \$26,792 each, as noted on the attached fiscal note.
- C. Resolution No. 29—2025-26 – Legislative/Audit and Human Resources Committee. Approve an in-year Table of Organization request by reclassifying one full-time Recycling Program Specialist position effective July 1, 2025, for the Recycling and Solid Waste Department (as noted on the attachments); and increase the SSR Operations line items of Salaries by \$1,300 and Fringe Benefits by \$187; and decrease the SSR Operations Fund Balance Applied line item by \$1,487, as noted on the attached fiscal note.
- D. Resolution No. 30—2025-26 – Legislative/Audit and Human Resources Committee. Approve an in-year Table of Organization request by reclassifying two full-time Deputy Account Clerk positions effective July 1, 2025, for the Clerk of Courts Office (as noted on the attachments); and increase the following Clerk of Courts line items: Passport Fees by \$3,875; Salaries by \$3,609; Fringe Benefits by \$266, as noted on the attached fiscal note.
- E. Resolution No. 31—2025-26 – Agriculture, Extension Education, Zoning, and Land Conservation Committee. Authorize and approve the Land Conservation Department to accept and expend a \$71,825 grant from the Wisconsin Department of Military Affairs, Division of Emergency Management to identify and improve flood vulnerabilities in flood-prone communities; and increase the following line items in the Land Conservation Grants (2090400) cost center: Intergovernmental Revenues by \$71,825; Personnel by \$44,153; Fringe Benefits by \$22,072; Travel/Training by \$300; Supplies by \$300; and Purchased Services by \$5,000, as noted on the attached fiscal note.
- F. Resolution No. 32—2025-26 – Health and Human Services Committee. Authorize and approve the Health and Human Services Public Health Department to apply for, accept and expend a \$3,000 Public Health Accreditation Board Mini-Grant offered by the Wisconsin Association of Local Health Departments and Boards Association, to help prepare Wisconsin's local and tribal health department for accreditation; and increase the Other Special Contracts/Obligations and Miscellaneous line items in the Community Health cost center by \$3,000 each, as noted on the attached fiscal note.
- G. Resolution No. 33—2025-26 – Health and Human Services Committee. Authorize and approve the Health and Human Services Public Health Department to apply for, accept and expend an Opioid Settlement Funds grant up to \$100,000, to be used to increase access to evidence-based harm reduction and overdose prevention services within rural counties, municipalities, and Native nations; and increase the line items for Local Special Contracts/Obligations and Miscellaneous in the Opioid Settlement cost center by \$100,000 each, as noted on the attached fiscal note.

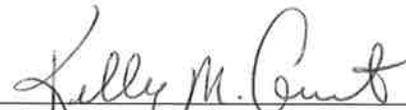
- H. Resolution No. 34—2025-26 – Legislative/Audit and Human Resources Committee. Approve an in-year Table of Organization request by reclassifying three full-time Case Manager-Adult Protective Services positions effective June 25, 2025, for the Health and Human Services Department (as noted on the attachments) with a cost savings of \$570, with no fiscal note required.
- I. Resolution No. 35—2025-26 – Public Safety Committee. Authorize and approve the Sheriff’s Office to accept and expend an unsolicited donation from Keller, Inc. for \$2,500, applied to the purchase of AED equipment and medical supplies to be used by the patrol team; and increase the line items of Patrol Revenue and Patrol Supplies by \$2,500 each, as noted on the attached fiscal note.
- J. Resolution No. 36—2025-26 – Legislative/Audit and Human Resources Committee. Approve an in-year Table of Organization request to move one full-time Human Services Supervisor position and six (6) full-time Case Manager / Social Worker positions from the Health and Human Services Children, Youth and Families Division to the Health and Human Services Youth and Family Services Division, effective July 1, 2025 (as noted on the attachments); and approve of numerous budget transfers in various CYF Provided and Foster Care cost centers, as noted on the attached fiscal note.
- K. Resolution No. 37—2025-26 – Legislative/Audit and Human Resources Committee. Approve an in-year Brewster Village Table of Organization request to include Medication Technicians in the same staffing group as the Registered Nurse (RN) and Licensed Practical Nurse (LPN) positions, and allow for utilization of a flexible combination of RNs, LPNs, and Medication Technicians, provided the total full-time equivalent does not exceed 33.5 and remains within the approved annual budget, with no budget adjustment necessary, as noted on the attached Table of Organization.
- L. Resolution No. 38—2025-26 – Highway, Recycling and Solid Waste Committee. Authorize the Highway Commissioner to enter into a State/Municipal Financial Agreement for the I-41 mainline improvement project, including the STH 47 Interchange, as noted on the attached two Original State/Municipal Financial Agreements for a State-Let Highway Project, and authorize funding for the county share of the project costs to be included in future budgets, as noted on the attached fiscal note.
- M. Resolution No. 39—2025-26 – Highway, Recycling and Solid Waste Committee. Authorize the Highway Commissioner to enter into a State/Municipal Agreement for the CTH CE & Fieldcrest Drive intersection project, as noted on the attached State/Municipal Agreement for a State-Let Highway Safety Improvement Program Project, and authorize funding for the county share of the project costs to be included in future budgets, as noted on the attached fiscal note.
- N. Resolution No. 40—2025-26 – Highway, Recycling and Solid Waste Committee. Authorize the Highway Commissioner to enter into a State/Municipal Agreement for the CTH EE & CTH S intersection project, as noted on the attached State/Municipal Agreement for a State-Let Highway Safety Improvement Program Project, and authorize funding for the county share of the project costs to be included in future budgets, as noted on the attached fiscal note.

- O. Resolution No. 41—2025-26 – Highway, Recycling and Solid Waste Committee. Authorize the Highway Commissioner to enter into a State/Municipal Financial Agreement for the I-41 French Road overpass project, as noted on the attached State/Municipal Financial Agreement for a State-Let Highway Project, and authorize funding for the county share of the project costs to be included in future budgets, as noted on the attached fiscal note.
- P. Resolution No. 42—2025-26 – Highway, Recycling and Solid Waste Committee. Support and approve an application to the U.S. Department of Transportation for Federal Fiscal Year 2025 Safe Streets and Roads for All (SS4A) Planning and Demonstration funding and directs East Central Wisconsin Regional Planning Commission staff to submit the application on behalf of Outagamie County, and the County will meet the financial obligation of accepted grants, as detailed on the attached Draft SS4A Grant Local Match Proration Chart.
- Q. Resolution No. 43—2025-26 – Legislative/Audit and Human Resources Committee. Approve an in-year Table of Organization request for Brewster Village effective August 10, 2025, to delete one full-time Support Services Director position and add one full-time Admissions Coordinator position (as noted on the attachments), and increase the following Brewster Village cost center line items: Medicare Revenue by \$41,296; Salaries by \$27,206; Fringe Benefits by \$11,320; Supplies by \$2,770, as noted on the attached fiscal note.
- R. Resolution No. 44—2025-26 – Legislative/Audit and Human Resources Committee. Approve an in-year Table of Organization request for Brewster Village effective August 10, 2025, to add one full-time MDS Coordinator position (as noted on the attachments) and increase the following Brewster Village cost center line items: Medicare Revenue by \$46,162; Salaries by \$31,812; Fringe Benefits by \$11,580; Supplies by \$2,770, as noted on the attached fiscal note.
- S. Resolution No. 45—2025-26 – Legislative/Audit and Human Resources Committee. Approve an in-year Table of Organization request for Brewster Village effective August 10, 2025, to add five full-time Medication Technician positions (as noted on the attachments), and increase the following Brewster Village cost center line items: Medicare Revenue by \$164,883; Salaries by \$109,401; Fringe Benefits by \$55,482, as noted on the attached fiscal note.
- T. Resolution No. 46—2025-26 – Legislative/Audit and Human Resources Committee. Approve the request for the creation of one (1) full-time Sheriff's Office Patrol Officer position effective August 1, 2025 (as noted on the resolution and attachments); and increase the following Sheriff's Office Patrol line items: Charges for Services by \$55,600; Salaries by \$33,324; Fringe Benefits by \$12,738; Supplies by \$9,313; Purchased Services by \$225; and increase the following Sheriff's Office Squad Cars line items: Charges for Services by \$5,675; Supplies by \$3,675; Purchased Services by \$2,000; and approve the attached Agreement for Enhanced County Law Enforcement Services in the Village of Black Creek with the Outagamie County Sheriff's Office beginning August 1, 2025, as noted on the resolution and attachments.
- U. Resolution No. 47—2025-26 – Finance Committee. Authorize and approve of closing several capital project items as pertains to the University of Wisconsin Oshkosh Fox Cities Campus property and contents, as noted on the attached fiscal note and Attachment A – Fiscal Note: Budget Adjustments spreadsheet.

- V. Resolution No. 48—2025-26 – Finance Committee. Authorize and approve to increase the line items of the 2025 Capital Project (ERP) Capital Outlay and the 2025 Capital Projects Transfer in by \$3,186,044 each, to implement an Enterprise Resource Planning (ERP) system, as noted on the attached fiscal note.

12. REPORTS

- A. County Board Communication – Emergency Purchase Pursuant to County Code of Ordinances Section 22-34 – Mosquito Hill Nature Center Roof Repair by Schulze Exteriors, LLC



Kelly Gerrits, County Clerk



Dan Gabrielson, Board Chairperson

Accommodation Notice

Any person requiring special accommodations who wishes to attend this meeting should telephone (920) 832-5077 at least 24 hours in advance.

* * MINUTES * *
* * OUTAGAMIE COUNTY BOARD * *

Office of the County Clerk, May 27, 2025.

The Board met pursuant to adjournment, and was called to order by Chairperson Gabrielson at 7:00 p.m. in the County Board Room, located at 320 South Walnut Street, Appleton, Wisconsin.

ROLL CALL: 29 present, 6 absent, 1 vacant. Members present: Johnson, Smith, Patience, Gabrielson, Kostelny, Hammen, Lawrence, Krueger, Lamers, Ferguson, Wegand, MacDonald, Croatt, Spears, Heiser, Mitchell, Cuff, Hagen, Klemp, Thiede, Janke, Weinberg, Culbertson, Monfils, Nejedlo, Clegg, VanderHeiden, Koury, and Lautenschlager. Members absent: Supervisors Thompson, McCabe, Hermes, Winterfeldt, Thyssen, Rettler. Vacant: District 16.

The Board Chairperson requested the Board's confirmation to excuse Supervisors McCabe, Hermes, and Rettler. No objections; so ordered.

The Pledge of Allegiance was led by Chairperson Gabrielson.

MINUTES OF THE MAY 13, 2025 COUNTY BOARD MEETING –

Supervisor Croatt moved, seconded by Supervisor Culbertson, to approve the minutes of the May 13, 2025 County Board meeting.

ROLL CALL: 25 yes, 4 abstain (Lawrence, Lamers, MacDonald, Koury), 6 absent, 1 vacant. MINUTES OF THE MAY 13, 2025 COUNTY BOARD MEETING ARE APPROVED.

SPECIAL ORDER OF BUSINESS –

Paula Van De Leygraaf, Emergency Management Coordinator (EMC), provided a presentation on the new Emergency Operations Center structure and an update on the Emergency Operations Center (EOC) Plan:

Specifics included the mission of the Emergency Operations Center (EOC), the community lifelines the EOC serves, and its importance with ensuring that adequate county emergency response is met through planning and implementing emergency support functions throughout the county and its encompassing municipalities. The EOC assists communities in responding to and recovering from a disaster. Outagamie County Emergency Management is responsible for managing the facilitating EOC Operations.

EMC Van De Leygraaf explained how Outagamie County focuses on FEMA's Community Lifelines model, which defines the critical business and government functions needed to ensure human health, safety and economic security for a community. The Lifeline model provides a framework of objectives a community needs to continue to be safe and effective to alleviate impacts hampered by an emergency:

- 1) Safety and Security: law enforcement/security and fire service, government service (public records, essential functions, schools, government buildings) and community safety (flood control, hazard mitigation/protective actions).
- 2) Food, Hydration, and Shelter: food (including commercial food supply and distribution, food banks), hydration (bottled and commercial water supply), shelter (housing which includes personal/congregate and commercial facilities), and agriculture.

- 3) Health and Medical: medical and patient care (and facilities), public health prospects, medical supply chain and mortuary services.
- 4) Energy: power grid and fuel supply systems.
- 5) Communications: various ways of relaying information through infrastructure (wireless capabilities, cable systems, media centers such as TV/radio/Internet), responder communications (9-1-1 radio networks, public safety answering points and dispatch), alerts and warnings (local/warning alert systems, NAWAS terminals), and financial needs (banking services, and electronic payment processing).
- 6) Transportation infrastructure (such as highway/roadways, forms of mass transit, railway for freight and people, and aviation/maritime).
- 7) Hazardous Materials safety (through safe facilities for chemical/nuclear materials, and response to HazMat incidents).

The EOC utilizes these lifeline categories illustrated on their Community Lifeline Status Board, which is color coded to help indicate status of impact/disruption/restoration efforts.

EMC Van De Leygraaf also provided an overview regarding the County Emergency Response Plan (ERP), which has components including developing a basic plan, orchestrating groups to serve as Emergency Support Functions (ESF's), and identifying the items throughout the documentation clearly and with legal backing (depicting what acronyms are and the legal basis of operations, much through referencing county ordinance and Wis. State Law).

Emergency Support Functions (ESF's) - collaborative efforts among various federal, state, and local government agencies to help coordination of recourses during an emergency to ensure a unified and effective response effort. These ESF's include:

- 1) Evacuation & Transportation (including response and designation of traffic routes for mass evacuations).
- 2) Communication & Warning (providing emergency uninterrupted communication to relay information during and after disasters).
- 3) Public Works & Engineering (how the county assists municipalities and public works services with debris disposal, and deploying personnel, equipment and supplies).
- 4) Firefighting (including how local fire departments respond to fires, hazardous material incidents, and first response to disasters).
- 5) Emergency Management (comprehensive review of all coordination efforts, damage assessment, applying for funding, and efforts to recoup costs).
- 6) Mass Care, Housing & Human Services (providing and opening shelter options, and dispensing medications and water in mass).
- 7) Resource Support.
- 8) Public Health, Medical & Mortuary (identifying how the County will provide services for communicable diseases, animal diseases and fatality incidents).
- 9) Search & Rescue (providing guidance to agencies deployed during search and rescue efforts as a result of a life-threatening event).
- 10) Hazardous Materials (identifying resources and response capabilities of organizations who are equipped to respond to and handle hazardous materials/substances and transport materials safely).
- 11) Agriculture & Natural Resources (providing coordinated response efforts to incidents regarding crops, livestock, and general agricultural concerns; UW-Extension is a valuable asset to this ESF).
- 12) Energy (collaborating with utility agencies and other organizations responding to and remedying shortages or disruptions of supply/delivery of energy, including electricity and natural gas).

- 13) Public Safety & Security (coordinated response by law enforcement personnel, which can include traffic control, curfew, and general welfare and safety of the public).
- 14) Long-Term Recovery (providing recovery and mitigation efforts to recover from major disasters).
- 15) External Affairs/Public Information (ensuring the County is providing accurate, coordinated, and timely information to affected communities – the County’s PIO is instrumental in relaying such vital information to media outlets).
- 16) Radiological & Ingestion Zone (responding to accidents involving radioactive materials within the 50-mile ingestions zone of a nuclear power plant).

The EOC Operations Incident Support Model structure has five subgroups which help ensure the County has a well-rounded plan:

The Command Section, which encompasses the EOC Director, Legal Counsel, Elected Official (County Executive), Public Information Officer (PIO), and a Liaison Officer (subject to matter subject). The main responsibility of the group is to support EOC operations and manage how response is being conducted to manage the incident. This would include establishing and maintaining inter-agency coordination (and communication with affected municipal leaders), assess the legal risks and liabilities and provide counsel as needed, and gather, organize and disseminate specific information to the general public.

The Planning Section is responsible for coordinating situational awareness to ensure the EOC objectives align with the municipal needs. The group helps establish an EOC Incident Action Plan (IAP), and ensures proper documentation is collected and maintained throughout the activities.

The Center Support Section is a variety of staff and volunteers who supports EOC operations, which include IT Staff, Facilities Staff, and volunteers who are trained to help with emergency response (setup, equipment confirmation, and meal/supply coordination and distribution).

The Resource Support Section’s focus is managing resources through receipt of requests, which includes locating/acquiring equipment, supplies, facilities, tracking all records in a database, and ensuring all financial records and recovery documentation paperwork is accurately maintained.

The Situational Awareness Section is the communication piece of the model, which provides channels for truth sharing and working with the County’s PIO to make sure information is being relayed to the public while ensuring information is verified.

Although there are several sections that make up the EOC Operations Incident Support Model structure, a successful model is one which regularly shares and collaborates across sections/areas of the EOC.

EMC Van De Leygraaf explained an excellent way to learn more about the EOC operations is to participate in the upcoming planned scenario. The next opportunity would be on Tuesday, June 10, 2025, where EMC will provide an overview opportunity for scenario situations/simulations to better understand the importance of the mechanics of emergency response. She encouraged County Board Supervisors to sign-up.

ESTABLISH ORDER OF THE DAY – Chairperson Gabrielson reported the request to have the ordinance and all resolutions locked in at the meeting. No objections; so ordered.

COMMUNICATIONS –

Chairperson Gabrielson summarized the following communications:

- There are eighteen (18) Supervisors who still need to complete the May cyber security training, which was sent out on May 14, 2025 titled *Deep Fakes*. There is one Supervisor who still needs to complete the March cyber security training. A reminder e-mail was sent out to that specific Supervisor.
- Chairperson Gabrielson recognized the following County Board Supervisor birthdays: Supervisor Clegg (6/1), Supervisor Koury (6/6), Supervisor Lautenschlager (6/15), and Supervisor Hammen (6/22).
- Chairperson Gabrielson provided a reminder that the county is still accepting applications for the District 16 County Board Supervisor vacancy through May 30, 2025. If there are not enough applications to review, there may need to be an extension on the posting. He encouraged Supervisors to reach out to constituents who reside in that district and may be a good fit for the position and relay his contact information or have the prospective applicant review the posting on the county website.

PUBLIC PARTICIPATION IS LIMITED TO ONLY MATTERS LISTED ON THE AGENDA AND FOR A TOTAL OF FIFTEEN MINUTES WHICH MAY BE EXTENDED TO 30 MINUTES AT THE DISCRETION OF THE CHAIR – None.

APPOINTMENTS – None.

REPORT BY THE COUNTY EXECUTIVE – County Executive Thomas Nelson provided an Administrative Update.

UNFINISHED BUSINESS – None.

NEW BUSINESS –

Ordinance No. Z-5—2025-26 – Agriculture, Extension Education, Zoning, and Land Conservation Committee. Approve to recommend adoption of the Town of Black Creek Zoning Map, covering the entire territory of the Town of Black Creek and as illustrated in the attached Exhibit 1, as part of the County Zoning Ordinance (Chapter 54), finding the action consistent with the Outagamie County Comprehensive Plan, as detailed on the ordinance.

Supervisor VanderHeiden moved, seconded by Supervisor Heiser, for adoption.

ROLL CALL: 29 yes, 6 absent, 1 vacant. ORDINANCE NO. Z-5—2025-26 IS ADOPTED.

Resolution No. 24—2025-26 – Public Safety Committee. Approve to respectfully request the State of Wisconsin to provide financial assistance of \$1 per capita of each county and tribe or a cost-share of Emergency Management staffing costs not to exceed current federal grant funding with each county and tribe to prepare for, respond to, and recover from disasters, in addition to funding the Wisconsin Disaster Fund at the threshold identified by the federal government for state and local governments to handle before there is any federal assistance, for a grant program providing assistance to impacted residents be included in the Wisconsin Disaster Fund, and for appropriate staffing for Wisconsin Emergency Management to develop this new grant program.

Supervisor Patience moved, seconded by Supervisor Kostelny, for adoption.

ROLL CALL: 28 yes, 1 no (Lautenschlager), 6 absent, 1 vacant. RESOLUTION NO. 24—2025-26 IS ADOPTED.

Resolution No. 25—2025-26 – Health and Human Services Committee. Confirm and ratify the authority of the Law Firms to file appropriate pleadings in MDL 2804 or appropriate federal or state court proceedings to add additional parties, including but not limited to the entitles listed on the attached Exhibit A as defendants, and confirm and ratify the Corporation Counsel, Board Chair or other authorized official to execute and deliver any and all other and further documents necessary to effectuate the intent of this Resolution, and that all actions heretofore taken by the County Board of Supervisors and other appropriate public officers and agents of the County with respect to the matters contemplated under this Resolution are hereby ratified, confirmed, and approved.

Supervisor Krueger moved, seconded by Supervisor Koury, for adoption.

ROLL CALL: 26 yes, 2 no (Smith, Mitchell), 1 abstain (Johnson), 6 absent, 1 vacant. RESOLUTION NO. 25—2025-26 IS ADOPTED.

Resolution No. 26—2025-26 – Highway, Recycling and Solid Waste Committee. Authorize and approve transferring five acres of property from the County Recycling and Solid Waste Department to the County Highway Department, as detailed in the attached Memorandum of Understanding, for the expansion of the Highway Campus Facility, and transfer \$135,000 from the HWY Related Land Acquisition Capital Outlay line item to the Transfer Station Proceeds from Sale of Asset line item, as detailed in the attached fiscal note.

Supervisor Hagen moved, seconded by Supervisor Clegg, for adoption.

ROLL CALL: 29 yes, 6 absent, 1 vacant. RESOLUTION NO. 26—2025-26 IS ADOPTED.

Resolution No. 27—2025-26 – Property, Airport, Recreation and Economic Development Committee. Authorize and approve the attached Agreement for Purchase and Sale of Fee Ownership between Lynn A. Peterson and Mary Lou Felda and Outagamie County for real estate and all structures and other improvements located along STH 76 and CTH BB in the Village of Greenville and transfer \$20,000 from the Airport Terminal Fund Balance Applied line item to the Airport Terminal Capital Outlay line item, as detailed on the attached fiscal note.

Supervisor Culbertson moved, seconded by Supervisor Monfils, for adoption.

ROLL CALL: 29 yes, 6 absent, 1 vacant. RESOLUTION NO. 27—2025-26 IS ADOPTED.

Chairperson Gabrielson reiterated the lock in request for Ordinance No. 5—2025-26, and Resolution Nos. 24, 25, 26, 27—2025-26. He inquired if the collective could be taken as a group, or if any Supervisor would like to pull out an item to be voted on separately.

Supervisor Smith requested to have Resolution No. 25—2025-26 to be voted on separately.

Chairperson Gabrielson asked for unanimous consent to have Ordinance No. Z-5—2025-26 and Resolution Nos. 24, 26, and 27—2025-26 taken as a group; no objections, so ordered.

RECONSIDERATION OF RESOLUTION NO. 25—2025-26.

Supervisor Nejedlo moved, seconded by Supervisor Wegand, to reconsider the above listed resolution.

Vote for reconsideration. ROLL CALL: 25 yes, 4 no (Smith, Ferguson, Klemp, Thiede) no, 6 absent, 1 vacant. RESOLUTION NO. 25—2025-26 IS RECONSIDERED.

Vote for lock in. ROLL CALL: 26 yes, 3 no (Smith, Mitchell, Klemp), 6 absent, 1 vacant. RESOLUTION NO. 25—2025-26 IS ADOPTED & LOCKED IN.

RECONSIDERATION OF ORDINANCE NO. Z-5—2025-26 AND RESOLUTION NOS. 24, 26, and 27—2025-26.

Supervisor Croatt moved, seconded by Supervisor Culbertson, to reconsider the above listed ordinance and resolutions.

Vote for reconsideration. ROLL CALL: 27 yes, 2 no (Ferguson, Thiede), 6 absent, 1 vacant. ORDINANCE NO. Z-5—2025-26 AND RESOLUTION NOS. 24, 26, and 27—2025-26 ARE RECONSIDERED.

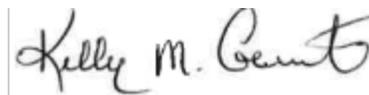
Vote for lock in. ROLL CALL: 29 yes, 6 absent, 1 vacant. ORDINANCE NO. Z-5—2025-26 AND RESOLUTION NOS. 24, 26, and 27—2025-26 ARE ADOPTED & LOCKED IN.

REPORTS – None.

ADJOURNMENT –

Supervisor Lawrence moved, seconded by Supervisor MacDonald to adjourn until June 24, 2025 at 7:00 p.m. VOICE VOTE CARRIED UNANIMOUSLY.

The meeting adjourned at 7:57 p.m.



Kelly Gerrits, County Clerk

ROLL CALL SUMMARY MAY 27, 2025 COUNTY BOARD MEETING

DIST./NAME	NO. OF ROLL CALLS TAKEN THIS MEETING	NO. VOTES CAST THIS MEETING	CUMULATIVE CALLS TAKEN THIS TERM	NO. VOTES CAST THIS TERM
1. Thompson	10	0	70	60
2. Johnson	10	10	70	34
3. Smith	10	10	70	70
4. Patience	10	10	70	70
5. Gabrielson	10	10	70	70
6. Kostelny	10	10	70	70
7. Hammen	10	10	70	70
8. Lawrence	10	10	70	34
9. Krueger	10	10	70	46
10. Lamers	10	10	70	34
11. Ferguson	10	10	70	70
12. McCabe	10	0	70	36
13. Wegand	10	10	70	51
14. Hermes	10	0	70	60
15. MacDonald	10	10	70	34
16. VACANT	0	0	0	0
17. Croatt	10	10	70	55
18. Spears	10	10	70	70
19. Heiser	10	10	70	70
20. Mitchell	10	10	70	70
21. Cuff	10	10	70	70
22. Hagen	10	10	70	70
23. Klemp	10	10	70	70
24. Thiede	10	10	70	70
25. Janke	10	10	70	46
26. Weinberg	10	10	70	46
27. Culbertson	10	10	70	70
28. Monfils	10	10	70	46
29. Winterfeldt	10	0	70	36
30. Nejedlo	10	10	70	70
31. Clegg	10	10	70	70
32. Thyssen	10	0	70	24
33. VanderHeiden	10	10	70	70
34. Rettler	10	0	70	36
35. Koury	10	10	70	34
36. Lautenschlager	10	10	70	70

Member(s) absent: Thompson, McCabe, Hermes, Winterfeldt, Thyssen, Rettler, D16 (Vacant)

COMMUNICATION REFERRAL LIST

June 24, 2025 County Board Meeting

No.	Adopted Date	Received From	Subject	Referred To
1	02/11/2025	La Crosse County	Resolution #44 – 2/25 Advocating for Expanded Inpatient Behavioral Health Facilities in Western Wisconsin	Health and Human Services Committee Public Safety Committee (Info Only)
2	04/23/2025	Winnebago County	0116-042025 Advocating for Expanded Inpatient Behavioral Health Facilities in Western Wisconsin	Health and Human Services Committee Public Safety Committee (Info Only)

FILED IN CLERK'S OFFICE:

June 24, 2025

**TO THE HONORABLE OUTAGAMIE COUNTY BOARD OF SUPERVISORS
LADIES AND GENTLEMEN:**

Please be advised of memberships on the Criminal Justice Coordinating Council (CJCC) requiring updating due to various reasons.

Beth Roberts, Health and Human Services Director

- Appointment to replace John Rathman as Health and Human Services Member

Shavone Brown, People of Progression Support Services Advocate

- Appointment for Non-Profit (Housing or Mental Health) Member

Beth Robinson, Criminal Justice Treatment Coordinator

- Moving from Treatment Alternative Diversion Program Representative to Criminal Justice Treatment Services Representative.

Taylor Geske, Treatment Court Coordinator

- Appointment for Treatment Alternative Diversion Program Representative

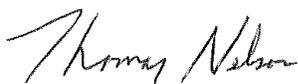
Beau Morley, Treatment Court Coordinator

- Appointment for Treatment Alternative Diversion Program Representative Alternate replacing Kim Kurimski

I respectfully request the County Board's concurrence with the designation of the aforementioned individuals to serve on the Outagamie County CJCC with terms expiring April 30, 2026.

Supporting documents are attached.

Sincerely,



Thomas Nelson
Outagamie County Executive

TN/av

cc: Katrin Patience, Board Supervisor

Outagamie County Application for Executive Appointment

Name: Beth Roberts

Address: [Redacted]

Home Phone: [Redacted] Work Phone: [Redacted] Cell Phone: [Redacted]

E-Mail Address: [Redacted]

Would you like agendas and minutes emailed to you? Yes X No

Do you want your email address given to the general public? Yes No X

Present Employer/Position:
Aging and Disability Resource Director, Winnebago Co DHS
Long Term Support Manager, Winnebago Co DHS
I have had these positions since June 2016.

Previous Employer/Position:
Children's Long Term Support Supervisor, Winnebago Co DHS
Supported Living Supervisor, Winnebago Co DHS
Community Integration Specialist, State of WI, DHS
Program Administrator Principal, MN State DHS

Educational Background:
BS in Psychology & Sociology - UW Madison

Present and Previous Public Service Involvement: (other commissions, committees and years of involvement)
Long Term Support Policy Advisory Committee, Tri Chair
Wisconsin County Human Services Association, 5 years
City of Oshkosh DEI Committee, 2 years
Winnebago County DEI Committee, 1 year

Comments:
My resume covers all of my 36 years of Human Service related experience

Signature: Beth Roberts

Date Submitted: 2-5-25

OUTAGAMIE COUNTY DISCLOSURE
IN COMPLIANCE WITH RESOLUTION 46—1974 AND ORDINANCE C-2010-11
AND CHAPTER 2, SECTION 2-424 – 2-426 OF THE OUTAGAMIE COUNTY
CODE OF ORDINANCES

The purpose of this Disclosure Statement is to make full disclosure of all potential or actual conflicts of interest. Conflicts of interest occur when the personal interests, financial or otherwise, of a person actually or potentially interfere with the person's professional obligations to and/or the best interests of Outagamie County.

NAME (LAST)	(FIRST)	(MIDDLE)	DAYTIME TELEPHONE NUMBER	
Roberts	Beth	Ann	[REDACTED]	
MAILING ADDRESS	STREET	CITY	STATE	ZIP CODE
[REDACTED]				

POSITION OR CAPACITY WITH OUTAGAMIE COUNTY (now held or seeking):

~~Director of Health and Human Services~~

CJCC Health and Human Services Member

PRINCIPAL EMPLOYER(S) NAME

~~Winnebago County DHS, 220 Washington St Oshkosh~~

ADDRESS

Outagamie County, 320 S Walnut St. Appleton, WI 54911

54903

SOURCE OF INCOME IN EXCESS OF \$1,200 PER YEAR (List all sources or anticipated in excess of \$1,200/year). List any interest in any business, contract, lease or item of value, the nature and extent of such interest, holding or employment which may involve a conflict of interest or potential conflict or ethics problem in conducting county business.

~~Winnebago County~~

Outagamie County

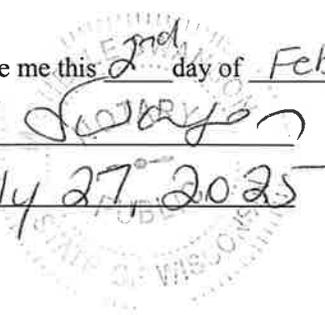
I, Beth Roberts currently serving or will be serving Outagamie County in the capacity of Director, Health + Human Services certify that I anticipate no income from any other source to be in conflict with the county ethics code nor do I have any holdings not disclosed which would be in conflict or a potential conflict of interest or violation of the Outagamie County Code of Ordinances, Chapter 2, Section 2-424 – Section 2-426, Resolution 46—1974 and Ordinance C-2010-11.

Beth Roberts
 Signature

Subscribed and sworn to before me this 2nd day of February, 2025.

mu c nell. Sawyer
 Notary Public
 Commission Expires: July 27, 2025

Seal



Outagamie County Application for Executive Appointment

Name: Shavone Brown

Address: [REDACTED]

Home Phone: () _____ Work Phone: () _____ Cell Phone: [REDACTED]

E-Mail Address: shavoneb@peopleofprogression.org

Would you like agendas and minutes emailed to you? Yes No

Do you want your email address given to the general public? Yes No

Present Employer/Position: Support Services Advocate

Previous Employer/Position: Rape Crisis Center/ Victim Advocate

Educational Background: Some College, Community Health Worker Certified

Present and Previous Public Service Involvement: (other commissions, committees and years of involvement) This new position has caused me to get involved with committees, I have no prior experience with sitting on a committee.

Comments: I have been asked to join due to my involvement and experience with the law in previous work and experience.

Signature: *Shavone Brown*

Date Submitted: 5-21-25

OUTAGAMIE COUNTY DISCLOSURE
IN COMPLIANCE WITH RESOLUTION 46—1974 AND ORDINANCE C-2010-11
AND CHAPTER 2, SECTION 2-424 – 2-426 OF THE OUTAGAMIE COUNTY
CODE OF ORDINANCES

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NAME (LAST)	(FIRST)	(MIDDLE)	DAYTIME TELEPHONE NUMBER	
Shavone	Brown		[REDACTED]	
MAILING ADDRESS	STREET	CITY	STATE	ZIP CODE
[REDACTED]				

POSITION OR CAPACITY WITH OUTAGAMIE COUNTY (now held or seeking):

Non-Profit (Housing or Mental Health) Member

PRINCIPAL EMPLOYER(S) NAME

People of Progression

ADDRESS

333 First St.Ste A, Menasha WI 54952

SOURCE OF INCOME IN EXCESS OF \$1,200 PER YEAR (List all sources or anticipated in excess of \$1,200/year). List any interest in any business, contract, lease or item of value, the nature and extent of such interest, holding or employment which may involve a conflict of interest or potential conflict or ethics problem in conducting county business.

70,000 Yearly

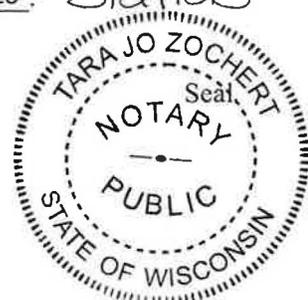
I, Shavone Brown currently serving or will be serving Outagamie County in the capacity of Committee Board Member certify that I anticipate no income from any other source to be in conflict with the county ethics code nor do I have any holdings not disclosed which would be in conflict or a potential conflict of interest or violation of the Outagamie County Code of Ordinances, Chapter 2, Section 2-424 – Section 2-426, Resolution 46—1974 and Ordinance C-2010-11.

[Signature]
 Signature

Subscribed and sworn to before me this May day of 09, 2025

5/21/25

[Signature]
 Notary Public
 Commission Expires: 12/15/26



Outagamie County Application for Executive Appointment

Name: Beth Robinson

Address: [REDACTED]

Home Phone: () _____ Work Phone: [REDACTED] Cell Phone: [REDACTED]

E-Mail Address: [REDACTED]

Would you like agendas and minutes emailed to you? Yes No

Do you want your email address given to the general public? Yes No

Present Employer/Position:

Outagamie County - Manager, Criminal Justice Treatment Services (hire date 11/10/14)
NWTC - Adjunct Instructor

Previous Employer/Position:

Brown County Human Services, Drug Court Coordinator

Educational Background:

Bachelor of Arts in Psychology - Silver Lake College
Pretrial Executives Orientation - National Correctional Academy
Local Government Leadership Academy - UW-Madison Division of Extension, Wisconsin Counties Association, and Leadership Wisconsin Collaborative

Present and Previous Public Service Involvement: (other commissions, committees and years of involvement)

Outagamie County Community Opioid Action Team (2024 - Present)
Lighthouse Recovery Community Center, Board of Directors (2024 - Present)
Outagamie County Overdose Fatality Review Team (2023 - Present)
National Association of Pretrial Service Agencies, Communications Subcommittee (2022 - Present)
Lakeshore Foster Families & Friends, Board of Directors (2020 - Present)
Outagamie County EBDM Pretrial Subcommittee, Coordinator (2017 - Present)
Wisconsin EBDM Pretrial Pilot Workgroup (2017 - Present)
Outagamie County Criminal Justice Coordinating Council (2016 - Present)
Wisconsin CJCC Treatment Alternatives and Diversion Subcommittee (2017 - Present)
Wisconsin Association of Treatment Court Professionals, Board of Directors (2015 - 2019)

Comments:

Outagamie County Evidence Based Decision Making Team, Coordinator (2014 - 2019)

Signature: 

Date Submitted: 01-02-2025

OUTAGAMIE COUNTY DISCLOSURE
IN COMPLIANCE WITH RESOLUTION 46—1974 AND ORDINANCE C-2010-11
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CODE OF ORDINANCES

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NAME (LAST)	(FIRST)	(MIDDLE)	DAYTIME TELEPHONE NUMBER	
Robinson	Bethany	Anne	[REDACTED]	
MAILING ADDRESS	STREET	CITY	STATE	ZIP CODE
320 S. Walnut Street	(work address)	Appleton	WI	54911

POSITION OR CAPACITY WITH OUTAGAMIE COUNTY (now held or seeking):
 Director, Criminal Justice Treatment Services

PRINCIPAL EMPLOYER(S) NAME
 Outagamie County
 ADDRESS
 320 S. Walnut Street, Appleton, WI 54911

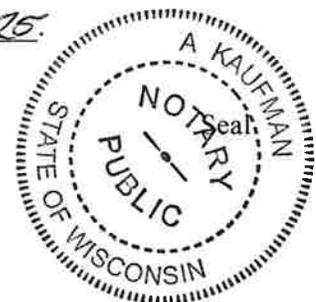
SOURCE OF INCOME IN EXCESS OF \$1,200 PER YEAR (List all sources or anticipated in excess of \$1,200/year). List any interest in any business, contract, lease or item of value, the nature and extent of such interest, holding or employment which may involve a conflict of interest or potential conflict or ethics problem in conducting county business.
 Principal Employer - Outagamie County; Part-Time Employer - NWTC

I, Beth Robinson currently serving or will be serving Outagamie County in the capacity of Director of Criminal Justice Treatment Services certify that I anticipate no income from any other source to be in conflict with the county ethics code nor do I have any holdings not disclosed which would be in conflict or a potential conflict of interest or violation of the Outagamie County Code of Ordinances, Chapter 2, Section 2-424 – Section 2-426, Resolution 46—1974 and Ordinance C-2010-11.

[Signature]
 Signature

Subscribed and sworn to before me this 2nd day of January, 2025.

[Signature]
 Notary Public
 Commission Expires: 6-16-26



Outagamie County Application for Executive Appointment

Name: Taylor Geske

Address: [REDACTED]

Home Phone: () _____ Work Phone: [REDACTED] Cell Phone: [REDACTED]

E-Mail Address: [REDACTED]

Would you like agendas and minutes emailed to you? Yes X No _____

Do you want your email address given to the general public? Yes _____ No X

Present Employer/Position:
Outagamie County Drug & Alcohol Treatment Court Coordinator

Previous Employer/Position:
Brown County Treatment Court Case Manager

Educational Background:
Masters Degree in counseling from Lakeland University
Bachelors Degree in Rehabilitative Psychology from UW Madison

Present and Previous Public Service Involvement: (other commissions, committees and years of involvement)
none

Comments:

Signature: Taylor Geske

Date Submitted: 6/12/25

OUTAGAMIE COUNTY DISCLOSURE
IN COMPLIANCE WITH RESOLUTION 46—1974 AND ORDINANCE C-2010-11
AND CHAPTER 2, SECTION 2-424 – 2-426 OF THE OUTAGAMIE COUNTY
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NAME (LAST) Geske	(FIRST) Taylor	(MIDDLE) Lynn	DAYTIME TELEPHONE NUMBER [REDACTED]
MAILING ADDRESS 320 S Walnut Street	STREET Appleton, WI	CITY 54911	STATE ZIP CODE - work address

POSITION OR CAPACITY WITH OUTAGAMIE COUNTY (now held or seeking):
 Outagamie County DWG 4 Alcohol Treatment Court Coordinator
 Seeking: Treatment Alternative Diversion Program Representative for CJCC

PRINCIPAL EMPLOYER(S) NAME
Outagamie County

ADDRESS
320 S Walnut Street Appleton, WI 54911

SOURCE OF INCOME IN EXCESS OF \$1,200 PER YEAR (List all sources or anticipated in excess of \$1,200/year). List any interest in any business, contract, lease or item of value, the nature and extent of such interest, holding or employment which may involve a conflict of interest or potential conflict or ethics problem in conducting county business.

Kimberly Area School District - Assistant Girls Track & Field Coach

I, Taylor Geske currently serving or will be serving Outagamie County in the capacity of Treatment Court Coordinator certify that I anticipate no income from any other source to be in conflict with the county ethics code nor do I have any holdings not disclosed which would be in conflict or a potential conflict of interest or violation of the Outagamie County Code of Ordinances, Chapter 2, Section 2-424 – Section 2-426, Resolution 46—1974 and Ordinance C-2010-11.

Taylor Geske
Signature

Subscribed and sworn to before me this 12 day of June, 2025

Ashlee Marohn
Notary Public
Commission Expires: 7/30/2028



OUTAGAMIE COUNTY DISCLOSURE
IN COMPLIANCE WITH RESOLUTION 46—1974 AND ORDINANCE C-2010-11
AND CHAPTER 2, SECTION 2-424 – 2-426 OF THE OUTAGAMIE COUNTY
CODE OF ORDINANCES

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NAME (LAST)	(FIRST)	(MIDDLE)	DAYTIME TELEPHONE NUMBER
Mosley	Beau	J.	[REDACTED]
MAILING ADDRESS	STREET	CITY	STATE ZIP CODE
[REDACTED]			

POSITION OR CAPACITY WITH OUTAGAMIE COUNTY (now held or seeking):

CJTS - MHC/VTC Coordinator

PRINCIPAL EMPLOYER(S) NAME

Outagamie County

ADDRESS

320 S. Walnut St. Appleton, WI 54911

SOURCE OF INCOME IN EXCESS OF \$1,200 PER YEAR (List all sources or anticipated in excess of \$1,200/year). List any interest in any business, contract, lease or item of value, the nature and extent of such interest, holding or employment which may involve a conflict of interest or potential conflict or ethics problem in conducting county business.

I, Beau Mosley currently serving or will be serving Outagamie County in the capacity of Treatment Court Coordinator certify that I anticipate no income from any other source to be in conflict with the county ethics code nor do I have any holdings not disclosed which would be in conflict or a potential conflict of interest or violation of the Outagamie County Code of Ordinances, Chapter 2, Section 2-424 – Section 2-426, Resolution 46—1974 and Ordinance C-2010-11.

[Signature]
 Signature

Subscribed and sworn to before me this 12 day of June, 2025

Ashlee Marohn
 Notary Public
 Commission Expires: 7/30/2028



June 24, 2025

**TO THE HONORABLE OUTAGAMIE COUNTY BOARD OF SUPERVISORS
LADIES AND GENTLEMEN:**

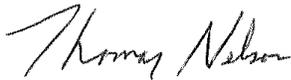
Please be advised of term expirations on the Outagamie County Local Emergency Planning Committee (LEPC). The following individuals have expressed interest in reappointment:

- Cassidy Walsh – Emergency Management Member / Reappointment
- Anne Van – Public Information Officer Member / Reappointment
- Philip Boivin – Community Member / Reappointment
- Ryan Weyers – Firefighting Member / Reappointment

I respectfully request the County Board's concurrence with the designation of the aforementioned individuals to serve on the Outagamie County LEPC all with terms set to expire 6/30/2028.

Supporting documents are attached.

Sincerely,



Thomas Nelson
Outagamie County Executive

TN/av

cc: Carson Landin, Emergency Management Specialist

OUTAGAMIE COUNTY

LOCAL EMERGENCY



PLANNING COMMITTEE

June 17th, 2025

Thomas:

The following individuals have applied for appointments to the Outagamie County Local Emergency Planning Committee (LEPC) for the term indicated. I am requesting the County Board consider them for appointment:

Cassidy Walsh – City of Appleton Emergency Manager
(Renewing member, new term expires 6/30/2028)

Ryan Weyers – City of Appleton Fire Department
(Renewing member, new term expires 6/30/2028)

Anne Van – Executive Operations and Public Relations
(Renewing member, new term expires 6/30/2028)

Philip Boivin – ThedaCare
(Renewing member, new term expires 6/30/2028)

Please contact Emergency Management if you have any questions pertaining to the above.

Thank You,

A handwritten signature in black ink that reads "Carson Landin". The signature is written in a cursive, flowing style.

Carson Landin
Emergency Management Specialist
Outagamie County Emergency Management

Enc: Membership Applications & Disclosures (4)

Outagamie County Application for Executive Appointment

Name: Cassidy Walsh

Address: [REDACTED]

Home Phone: [REDACTED] Work Phone: [REDACTED] Cell Phone: [REDACTED]

E-Mail Address [REDACTED]

Would you like agendas and minutes emailed to you? Yes No

Do you want your email address given to the general public? Yes No

Present Employer/Position:
City of Appleton / Emergency Management Coordinator

Previous Employer/Position:
Sauk County WI / PHEP Coordinator, Health Educator

Educational Background:
Bachelor's Degrees in Liberal Arts Biology, Biology Education, and Health Education

Present and Previous Public Service Involvement: (other commissions, committees and years of involvement)
LEPC since 2020
Kiwanis Club since 2023
CERT since 2024

Comments:
I am the LEPC Training, Information, and Education Subcommittee chair person.

Signature: [Handwritten Signature]

Date Submitted: 6/10/2025



OUTAGAMIE COUNTY DISCLOSURE
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CODE OF ORDINANCES

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NAME (LAST)	(FIRST)	(MIDDLE)	DAYTIME TELEPHONE NUMBER	
WALSH	CASSIDY	ANN	[REDACTED]	
MAILING ADDRESS	STREET	CITY	STATE	ZIP CODE
[REDACTED]				

POSITION OR CAPACITY WITH OUTAGAMIE COUNTY (now held or seeking):

LEPC MEMBER

PRINCIPAL EMPLOYER(S) NAME

CITY OF APPLETON

ADDRESS

100 N APPLETON ST APPLETON, WI 54911

SOURCE OF INCOME IN EXCESS OF \$1,200 PER YEAR (List all sources or anticipated in excess of \$1,200/year). List any interest in any business, contract, lease or item of value, the nature and extent of such interest, holding or employment which may involve a conflict of interest or potential conflict or ethics problem in conducting county business.

City of Appleton employee

I, Cassidy Walsh currently serving or will be serving Outagamie County in the capacity of LEPC Member certify that I anticipate no income from any other source to be in conflict with the county ethics code nor do I have any holdings not disclosed which would be in conflict or a potential conflict of interest or violation of the Outagamie County Code of Ordinances, Chapter 2, Section 2-424 – Section 2-426, Resolution 46—1974 and Ordinance C-2010-11.

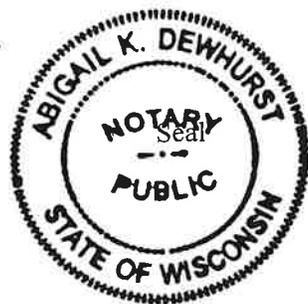
[Signature]

 Signature

Subscribed and sworn to before me this 10th day of June, 2025.

Abigail K. Dewhurst

 Notary Public
 Commission Expires: 8-23-2027



Outagamie County Application for Executive Appointment

Name: Anne Van

Address: [REDACTED]

Home Phone: () _____ Work Phone: [REDACTED] Cell Phone: () _____

E-Mail Address: Anne.Van@outagamie.org

Would you like agendas and minutes emailed to you? Yes No

Do you want your email address given to the general public? Yes No

Present Employer/Position: Executive Operations and Public Relations

Previous Employer/Position:

Educational Background: BS Marketing Management - Park University
BS Social Psychology - Park University

Present and Previous Public Service Involvement: (other commissions, committees and years of involvement)

Oversight Committes (as needed) and CJCC Executive Alternate

Comments:

Signature: Anne Van

Date Submitted: 6.9.25

OUTAGAMIE COUNTY DISCLOSURE
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NAME (LAST)	(FIRST)	(MIDDLE)	DAYTIME TELEPHONE NUMBER	
Van	Anne	M	[REDACTED]	
MAILING ADDRESS	STREET	CITY	STATE	ZIP CODE
[REDACTED]				

POSITION OR CAPACITY WITH OUTAGAMIE COUNTY (now held or seeking):
Reappointment with the LEPC

PRINCIPAL EMPLOYER(S) NAME
Outagamie County

ADDRESS
320 S. Walnut Street, Appleton WI 54911

SOURCE OF INCOME IN EXCESS OF \$1,200 PER YEAR (List all sources or anticipated in excess of \$1,200/year). List any interest in any business, contract, lease or item of value, the nature and extent of such interest, holding or employment which may involve a conflict of interest or potential conflict or ethics problem in conducting county business.

Van Acres Homestead, LLC

Van Family Fit

State of WI; County of Outagamie

I, Anne Van currently serving or will be serving Outagamie County in the capacity of LEPC PIO Member certify that I anticipate no income from any other source to be in conflict with the county ethics code nor do I have any holdings not disclosed which would be in conflict or a potential conflict of interest or violation of the Outagamie County Code of Ordinances, Chapter 2, Section 2-424 – Section 2-426, Resolution 46—1974 and Ordinance C-2010-11.

Anne Van
 Signature

Subscribed and sworn to before me this 10th day of June, 2025.

Melissa A Johnson
 Notary Public
 Commission Expires: 02/04/2028



Outagamie County Application for Executive Appointment

Name: Philip M. Boivin Jr

Address: [REDACTED]

Home Phone: () _____ Work Phone: () _____ Cell Phone: [REDACTED]

E-Mail Address: [REDACTED]

Would you like agendas and minutes emailed to you? Yes No

Do you want your email address given to the general public? Yes No

Present Employer/Position: ThedaCare Regional Cancer Center

Previous Employer/Position: Best Buy

Educational Background: Associates Degrees - Security & Asset Protection, Intelligence Operations
- Currently pursuing Bachelor's Degree of Organizational Leadership - E.M. Minor
Present and Previous Public Service Involvement: (other commissions, committees and years of involvement) L.E.P.C., C.E.R.T., 8 years service of U.S. Military (Army)
[REDACTED]

Comments:

Signature: Philip Boivin Jr

Date Submitted: 6/10/25

OUTAGAMIE COUNTY DISCLOSURE
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NAME (LAST)	(FIRST)	(MIDDLE)	DAYTIME TELEPHONE NUMBER	
Boivin Jr.	Philip	M.	[REDACTED]	
MAILING ADDRESS	STREET	CITY	STATE	ZIP CODE
[REDACTED]				

POSITION OR CAPACITY WITH OUTAGAMIE COUNTY (now held or seeking):

L.E.P.C Member

PRINCIPAL EMPLOYER(S) NAME

ThedaCare

ADDRESS

2500 E. Capitol Drive, Appleton WI, 54130

SOURCE OF INCOME IN EXCESS OF \$1,200 PER YEAR (List all sources or anticipated in excess of \$1,200/year). List any interest in any business, contract, lease or item of value, the nature and extent of such interest, holding or employment which may involve a conflict of interest or potential conflict or ethics problem in conducting county business.

I, Philip Boivin Jr currently serving or will be serving Outagamie County in the capacity of L.E.P.C Member certify that I anticipate no income from any other source to be in conflict with the county ethics code nor do I have any holdings not disclosed which would be in conflict or a potential conflict of interest or violation of the Outagamie County Code of Ordinances, Chapter 2, Section 2-424 – Section 2-426, Resolution 46—1974 and Ordinance C-2010-11.

Philip Boivin Jr.
 Signature

Subscribed and sworn to before me this 11TH day of June, 2025.

[Signature]
 Notary Public
 Commission Expires: 10/28/2025



Outagamie County Application for Executive Appointment

Name: Ryan Weyers

Address: [REDACTED]

Home Phone: [REDACTED] Work Phone: [REDACTED] Cell Phone: [REDACTED]

E-Mail Address: Ryan.Weyers@appletonwi.gov

Would you like agendas and minutes emailed to you? Yes No

Do you want your email address given to the general public? Yes No

Present Employer/Position:
City of Appleton Fire Dept. / Deputy Chief

Previous Employer/Position:
N/A

Educational Background:
Masters Degree

Present and Previous Public Service Involvement: (other commissions, committees and years of involvement)
Appleton Fire and Haz Mat Team

Comments:

Signature: [Signature]

Date Submitted: 6-9-25

OUTAGAMIE COUNTY DISCLOSURE
IN COMPLIANCE WITH RESOLUTION 46—1974 AND ORDINANCE C-2010-11
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NAME (LAST) <i>Weyers</i>	(FIRST) <i>Ryan</i>	(MIDDLE) <i>A</i>	DAYTIME TELEPHONE NUMBER [REDACTED]
MAILING ADDRESS [REDACTED]	STREET [REDACTED]	CITY [REDACTED]	STATE ZIP CODE [REDACTED]

POSITION OR CAPACITY WITH OUTAGAMIE COUNTY (now held or seeking):
LEPC

PRINCIPAL EMPLOYER(S) NAME
Appleton Fire Dept.

ADDRESS
700 N. Drew St Appleton WI 54911

SOURCE OF INCOME IN EXCESS OF \$1,200 PER YEAR (List all sources or anticipated in excess of \$1,200/year). List any interest in any business, contract, lease or item of value, the nature and extent of such interest, holding or employment which may involve a conflict of interest or potential conflict or ethics problem in conducting county business.

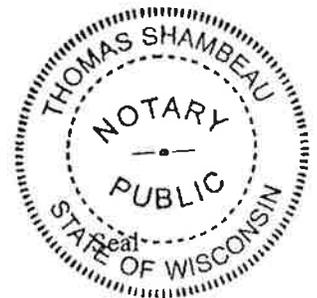
Appleton Fire Dept.

I, *Ryan Weyers* currently serving or will be serving Outagamie County in the capacity of *LEPC member* certify that I anticipate no income from any other source to be in conflict with the county ethics code nor do I have any holdings not disclosed which would be in conflict or a potential conflict of interest or violation of the Outagamie County Code of Ordinances, Chapter 2, Section 2-424 – Section 2-426, Resolution 46—1974 and Ordinance C-2010-11.

[Signature]
 Signature

Subscribed and sworn to before me this *11* day of *June*, 20*25*.

[Signature]
 Notary Public
 Commission Expires: *9-14-2027*





320 South Walnut Street | Appleton, WI 54911
Dan Gabrielson, Board Chairperson
Sara Hickey, Manager
Shelly Tyson, Legislative Specialist
Katherine Ciske, Legislative Specialist
Telephone: 920-832-5054 | Fax: 920-832-1895
Website: www.outagamie.org

BOARD OF SUPERVISORS

Dan Gabrielson, County Board Chair

June 24, 2025

**TO THE HONORABLE, THE OUTAGAMIE COUNTY BOARD OF SUPERVISORS
LADIES AND GENTLEMEN:**

I am pleased to nominate Jerome (Jerry) Zabronsky for appointment to the position of District 16 County Board Supervisor in Outagamie County, said term to expire April 20, 2026. Jerry will serve on the Health and Human Services Board and Committee.

Mr. Zabronsky has lived in Appleton for 32 years. He retired from a 35-year career in consumer products management with Kimberly-Clark. Some of Mr. Zabronsky's relevant experiences include budget administration, human resources management, salary administration, procurement, and research and development.

Additionally, Mr. Zabronsky serves on the Board of Directors for the Fox Valley Symphony Orchestra, serves on the Board of Directors for Faith in Place, and serves as the vice president of Common Ground. He holds a BS degree in chemistry from the University of Maryland and a PhD in analytical chemistry from Syracuse University.

Mr. Zabronsky will be an asset to the Outagamie County Board. Your confirmation of my appointment is appreciated.

Sincerely,

Dan Gabrielson
Outagamie County Board Chair

OUTAGAMIE COUNTY DISCLOSURE
IN COMPLIANCE WITH RESOLUTION 46—1974 AND ORDINANCE C-2010-11
AND CHAPTER 2, SECTION 2-424 – 2-426 OF THE OUTAGAMIE COUNTY
CODE OF ORDINANCES

The purpose of this Disclosure Statement is to make full disclosure of all potential or actual conflicts of interest. Conflicts of interest occur when the personal interests, financial or otherwise, of a person actually or potentially interfere with the person's professional obligations to and/or the best interests of Outagamie County.

NAME (LAST)	(FIRST)	(MIDDLE)	DAYTIME TELEPHONE NUMBER	
Zabronsky	Jerome (Jerry)	-	[REDACTED]	
MAILING ADDRESS	STREET	CITY	STATE	ZIP CODE
[REDACTED]				

POSITION OR CAPACITY WITH OUTAGAMIE COUNTY (now held or seeking):
 County Board Supervisor, District #
 16

PRINCIPAL EMPLOYER(S) NAME
 Retired from Kimberly-Clark

ADDRESS

SOURCE OF INCOME IN EXCESS OF \$1,200 PER YEAR (List all sources or anticipated in excess of \$1,200/year). List any interest in any business, contract, lease or item of value, the nature and extent of such interest, holding or employment which may involve a conflict of interest or potential conflict or ethics problem in conducting county business.

\$ 85,000/year from Pension, 401(k) and annuities.

I, Jerome Zabronsky currently serving or will be serving Outagamie County in the capacity of County Board Supervisor Dst. certify that I anticipate no income from any other source to be in conflict with the county ethics code nor do I have any holdings not disclosed which would be in conflict or a potential conflict of interest or violation of the Outagamie County Code of Ordinances, Chapter 2, Section 2-424 – Section 2-426, Resolution 46—1974 and Ordinance C-2010-11.

Signature Jerome Zabronsky Jerome Zabronsky

Subscribed and sworn to before me this 30th day of May, 2025.

Kelley M. Gerrits
 Notary Public

Commission Expires: 12/8/2027



RESOLUTION NO.: Z-5—2025-26

TO THE HONORABLE, THE OUTAGAMIE COUNTY BOARD OF SUPERVISORS

LADIES AND GENTLEMEN:

MAJORITY

1 The Town of Kaukauna has adopted a comprehensive Zoning Ordinance separate from that
2 of Outagamie County. Section 60.62 (3) of the Wisconsin State Statutes require that all
3 zoning amendments made by the Town of Kaukauna be approved by Outagamie County
4 before they are effective. The Outagamie County Planning Staff and Zoning Committee
5 both recommend approval.
6

7 NOW THEREFORE, the undersigned members of the Agriculture, Extension Education, Zoning
8 and Land Conservation Committee recommend adoption of the following resolution.

9 BE IT RESOLVED, that the Outagamie County Board of Supervisors does approve of the
10 proposed rezoning request for the Town of Kaukauna. The proposed rezoning includes the removal of
11 the Transitional Residential district and zoning changes for 157 parcels, in the Town of Kaukauna,
12 Outagamie County, WI, as depicted on the attached review and map, which by reference are made a part
13 hereof, and

14 BE IT FINALLY RESOLVED, that the Outagamie County Clerk be directed to forward a certified
15 copy of this resolution to the Outagamie County Zoning Administrator and the Clerk of the Town of
16 Kaukauna.

17 Dated this ____ day of June 2025
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Respectfully Submitted,

AGRICULTURE, EXTENSION
EDUCATION, ZONING & LAND
CONSERVATION COMMITTEE

Debra Vander Heiden

Mike Janke

Jayme Heiser

Daniel Rettler

Mark Mitchell

Duly and officially adopted by the County Board on: _____

Signed: _____
Board Chairperson

County Clerk

Approved: _____

Vetoed: _____

Signed: _____
County Executive



Department of Development and Land Services
Planning & Zoning | GIS & Land Information
320 S. Walnut St. | Appleton, WI 54911
Outagamie County Government Center, 3rd Floor
Phone: (920) 832-5255 Fax: (920) 832-4770
www.outagamie.org

MEMORANDUM

TO: Outagamie County Zoning Committee
FROM: Austin Dyb, Land Use Specialist
DATE: May 19, 2025
RE: PL202500198 – Town Rezoning - County Review & Recommendation

Application Details:

Applicant: Jennifer Burton, Town of Kaukauna Clerk
Request: Rezoning - Town
Parcel(s): See attached list
TOWN OF KAUKAUNA
Public Hearing: October 2nd, 2024 (Plan Commission)
December 9th, 2024 (Town Board)

Background & Analysis:

In late 2024, the Town of Kaukauna comprehensively updated their zoning map in conjunction with a recertification of their Farmland Preservation Plan program section through DATCP. This comprehensive update included the removal of the "Transitional Residential" district, and zoning changes for 157 parcels within the township.

The Town of Kaukauna exercises general zoning authority, and is required to document consistency with its Comprehensive Plan per State Statute. The Town of Kaukauna approved the updated zoning map update on December 9th 2024.

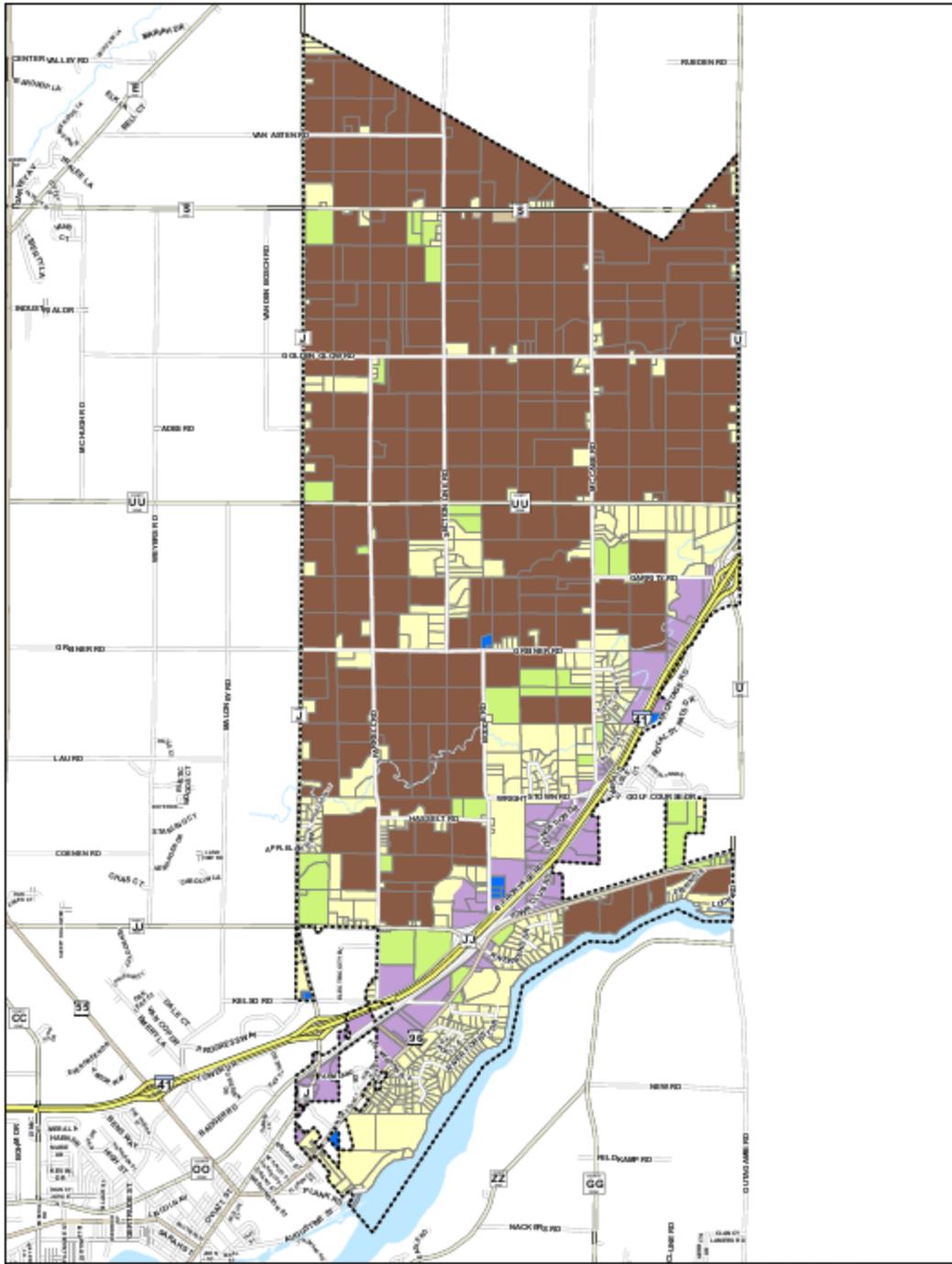
While not required to document consistency with the County comprehensive plan, staff has no objections to this zoning map update, as it allows for the Township to remain in compliance with DATCP, and allows for many land uses to be placed into more suitable zoning classifications.

Staff Recommendation:

Based on our review and the above analysis of this proposed Town rezoning, Staff recommends:

Approval of PL202500198

Town of Kaukauna Zoning Map



Legend

Zoning Districts

- Commercial District
- Exclusive Agricultural/Farm and Land Preservation District
- General Agricultural District
- Institutional
- Light Industrial District
- Rural Development District

- Local Road
- County Road
- State Road
- US Highway
- Municipality
- Water



Date Expired: 8/2025
Zoning Data Source: Cedar Corporation

#	TAXKEY	Owner Name 1	Owner Name 2	Physical Address	Mailing Address	City, State, and Zip	Current (Outdated Zoning)	Updated Zoning
1	130000100	FULLER, EVAN			145 SJAMES ST	KIMBERLY, WI 54136	Exclusive Agricultural/Famland Preservation District	Rural Development District
2	130000103	EVERS, CINDY	EVERS, CRAIG		N0120 TOWN HALL RD	BLACK CREEK, WI 54105	Exclusive Agricultural/Famland Preservation District	Rural Development District
3	130000103	SCHREIBER, TERESA A	SCHREIBER, MARTIN H		N5076 DEER RUN TR	DE PERE, WI 54115	Exclusive Agricultural/Famland Preservation District	Rural Development District
4	130000901	VANASTEN, MERLIN H		N4446 COUNTY RD J	N4446 COUNTY RD J	KAUKAUNA, WI 54130	General Agricultural District	Rural Development District
5	130001004	KILSDONK, JOSEPH	BUROW, MELISSA J	W1128 VAN ASTEN RD	W1128 VAN ASTEN RD	KAUKAUNA, WI 54130	Exclusive Agricultural/Famland Preservation District	Rural Development District
6	130001900	YOUNG, MICHAEL R	YOUNG, MARY C	W962 COUNTY RD S	W962 COUNTY RD S	KAUKAUNA, WI 54130	General Agricultural District	Rural Development District
7	130002102	DEAN, JAMES W	DEAN, DAWN	W816 COUNTY RD S	W816 COUNTY RD S	KAUKAUNA, WI 54130	General Agricultural District	Rural Development District
8	130002100	DONALD/BARBARA MCKE LV TRST		W792 COUNTY RD S	W792 COUNTY RD S	KAUKAUNA, WI 54130	General Agricultural District	Exclusive Agricultural/Famland Preservation District
9	130002201	HANSEN, COLE C		W716 COUNTY RD S	W716 COUNTY RD S	KAUKAUNA, WI 54130	General Agricultural District	Rural Development District
10	130002900	DALLMAN, COREY	HANSEN, NICHOLE L	N4221 COUNTY RD U	N4221 COUNTY RD U	DEPERE, WI 54115	General Agricultural District	Rural Development District
11	130002901	BAUMGARTNER, TROY M	BAUMGARTNER, LONI J	COUNTY RD U	N4261 COUNTY RD U	DEPERE, WI 54115	General Agricultural District	Rural Development District
12	130003100	VANDEBERG, SCOTT G		N4065 COUNTY RD U	N4065 COUNTY RD U	DEPERE, WI 54115	General Agricultural District	Exclusive Agricultural/Famland Preservation District
13	130005501	KUST, ADAM B		N3945 MC CABE RD	N3945 MC CABE RD	KAUKAUNA, WI 54130	General Agricultural District	Rural Development District
14	130005700	MOORE, RYAN NICHOLAS		W845 COUNTY RD S	W845 COUNTY RD S	KAUKAUNA, WI 54130	General Agricultural District	Rural Development District
15	130005900	VERHASSETT FARMS LTD		N3920 SECTION LINE RD	W873 GOLDEN GLOW RD	KAUKAUNA, WI 54130	General Agricultural District	Exclusive Agricultural/Famland Preservation District
16	130006400	VERHASSETT, JILL M		W872 GOLDEN GLOW RD	W872 GOLDEN GLOW RD	KAUKAUNA, WI 54130	General Agricultural District	Rural Development District
17	130006500	MOORE, NATHAN	MOORE, JILL M	N3714 SECTION LINE RD	W872 GOLDEN GLOW RD	KAUKAUNA, WI 54130	General Agricultural District	Rural Development District
18	130007100	VANWICHEN FARMS LLC		W676 GOLDEN GLOW RD	W676 GOLDEN GLOW RD	KAUKAUNA, WI 54130	General Agricultural District	Exclusive Agricultural/Famland Preservation District
19	130007101	VANWICHEN, GREGGIE N		W676 GOLDEN GLOW RD	W676 GOLDEN GLOW RD	KAUKAUNA, WI 54130	General Agricultural District	Exclusive Agricultural/Famland Preservation District
20	130007102	VANWICHEN, PETER N	VANWICHEN, TERRA A	W688 GOLDEN GLOW RD	W688 GOLDEN GLOW RD	KAUKAUNA, WI 54130	General Agricultural District	Exclusive Agricultural/Famland Preservation District
21	130007103	VANWICHEN, BARBARA B		W688 GOLDEN GLOW RD	W688 GOLDEN GLOW RD	KAUKAUNA, WI 54130	General Agricultural District	Exclusive Agricultural/Famland Preservation District
22	130007300	LIBERSON, MICHAEL J	LIBERSON, DONNA	W959 COUNTY RD S	W959 COUNTY RD S	KAUKAUNA, WI 54130	General Agricultural District	Rural Development District
23	130007307	WEYENBERG, RICHARD R	WEYENBERG, ANN M	W961 COUNTY RD S	W961 COUNTY RD S	KAUKAUNA, WI 54130	Exclusive Agricultural/Famland Preservation District	General Agricultural District
24	130007501	MICHAEL/CARRIE DECOSTER LVG TR		W1077 COUNTY RD S	W1077 COUNTY RD S	KAUKAUNA, WI 54130	General Agricultural District	Exclusive Agricultural/Famland Preservation District
25	130007800	VERHASSETT FARMS LTD		N3993 SECTION LINE RD	W873 GOLDEN GLOW RD	KAUKAUNA, WI 54130	Exclusive Agricultural/Famland Preservation District	General Agricultural District
26	130008200	VANASTEN, MICHAEL	VANASTEN, CAROLYN	N4022 MC CABE RD	N4022 MC CABE RD	KAUKAUNA, WI 54130	Exclusive Agricultural/Famland Preservation District	General Agricultural District
27	130008400	WANKE, THOMAS	WANKE, DONNA	N3954 COUNTY RD J	216 MESSENGER AV	OCONTO, WI 54153	General Agricultural District	Rural Development District
28	130009100	VANDEBERG, RILEY RICHARD	GEYSO, TAYLOR JEAN	N3942 COUNTY RD J	N3942 COUNTY RD J	KAUKAUNA, WI 54130	General Agricultural District	Rural Development District
29	130009100	VERHASSETT FARMS LTD		N3933 SECTION LINE RD	W873 GOLDEN GLOW RD	KAUKAUNA, WI 54130	General Agricultural District	Exclusive Agricultural/Famland Preservation District
30	130009901	VANVREDE, DENNIS L	VANVREDE, CHRISTIN	W1084 GOLDEN GLOW RD	W1084 GOLDEN GLOW RD	KAUKAUNA, WI 54130	General Agricultural District	Exclusive Agricultural/Famland Preservation District
31	130010100	FORBECK, DUANE	FORBECK, KATHY	N3542 FARRELL RD	N3542 FARRELL RD	KAUKAUNA, WI 54130	General Agricultural District	Rural Development District
32	130010101	STALKER, KEVIN B	STALKER, KIM B	N3686 FARRELL RD	N3686 FARRELL RD	KAUKAUNA, WI 54130	General Agricultural District	Rural Development District
33	130010104	FORBECK, DUANE L	FORBECK, KATHLEEN A	N3648 FARRELL RD	W1734 CENTER VALLEY RD	KAUKAUNA, WI 54130	General Agricultural District	Rural Development District
34	130010800	GLATZ, WAYNE	GLATZ, SHARON	N3624 FARRELL RD	N3624 FARRELL RD	KAUKAUNA, WI 54130	Exclusive Agricultural/Famland Preservation District	Rural Development District
35	130010802	BEHNKE, DANIEL S	BEHNKE, SALLY MAE	COUNTY RD J	N9402 DUSTY DR	APPLETON, WI 54915	Exclusive Agricultural/Famland Preservation District	Rural Development District
36	130011300	VANVREDE, LAVERNE		N3446 COUNTY RD J	N3446 COUNTY RD J	KAUKAUNA, WI 54130	Exclusive Agricultural/Famland Preservation District	Rural Development District
37	130011500	GONNERING, ERIC J	GONNERING, MEGAN L	N3398 COUNTY RD J	N3398 COUNTY RD J	KAUKAUNA, WI 54130	General Agricultural District	Rural Development District
38	130011600	KAVANAUGH, GREGORY M	KAVANAUGH, TIFFANY	W1840 LAU RD	W1840 LAU RD	KAUKAUNA, WI 54130	Exclusive Agricultural/Famland Preservation District	General Agricultural District
39	130012300	TODALE, MICHAEL		W511 GOLDEN GLOW RD	W511 GOLDEN GLOW RD	KAUKAUNA, WI 54130	General Agricultural District	Rural Development District
40	130013500	KOZLOVSKY, JESSICA M	KOZLOVSKY, DESHREE	W7112 COUNTY RD UU	W7112 COUNTY RD UU	KAUKAUNA, WI 54130	General Agricultural District	Rural Development District
41	130014100	VANDEHEIDEN, WILLIAM		N3411 MC CABE RD	N3411 MC CABE RD	KAUKAUNA, WI 54130	General Agricultural District	Rural Development District
42	130014101	BEYUN/VANDERHEIDEN JT RV TR		W524 COUNTY RD UU	W524 COUNTY RD UU	KAUKAUNA, WI 54130	General Agricultural District	Rural Development District
43	130014501	VANDEHEY, MATTHEW J	VANDEHEY, JENNIFER	N3561 COUNTY RD U	N4352 COUNTY RD UU	KAUKAUNA, WI 54130	Exclusive Agricultural/Famland Preservation District	Rural Development District
44	130014700	BOWERS REV TRUST, PETER L	BOWERS REV TRUST, BARBARA E	W313 GOLDEN GLOW RD	W313 GOLDEN GLOW RD	KAUKAUNA, WI 54130	Exclusive Agricultural/Famland Preservation District	Rural Development District
45	130014704	CURTIS, JONATHAN L	CURTIS, ASHLEY M	W333 GOLDEN GLOW RD	W333 GOLDEN GLOW RD	KAUKAUNA, WI 54130	Exclusive Agricultural/Famland Preservation District	Rural Development District
46	130015400	GEURTS, JACOB F		COUNTY RD UU	W3330 COUNTY RD UU	KAUKAUNA, WI 54130	General Agricultural District	Exclusive Agricultural/Famland Preservation District
47	130017100	NAGAN, SHARON L		N3240 MC CABE RD	N3240 MC CABE RD	KAUKAUNA, WI 54130	General Agricultural District	Rural Development District
48	130017102	VANSCHYNDEL, SHARON L		N3230 MC CABE RD	N3230 MC CABE RD	KAUKAUNA, WI 54130	General Agricultural District	Rural Development District
49	130017107	LENKE, KENNETH R	LENKE, CHARLENE M	W442 COUNTY RD UU	W442 COUNTY RD UU	KAUKAUNA, WI 54130	General Agricultural District	Rural Development District
50	130017301	OUDEHOVEN REV TRST, ROBERT F	OUDEHOVEN REV TRST, DIANA L	N3224 MC CABE RD	N3224 MC CABE RD	KAUKAUNA, WI 54130	General Agricultural District	Rural Development District
51	130017302	OUDEHOVEN REV TRST, ROBERT F	OUDEHOVEN REV TRST, ROBERT F	N3222 MC CABE RD	N3222 MC CABE RD	KAUKAUNA, WI 54130	General Agricultural District	Rural Development District
52	130017304	OUDEHOVEN REV TRST, ROBERT F	OUDEHOVEN REV TRST, DIANA L	N3224 MC CABE RD	N3224 MC CABE RD	KAUKAUNA, WI 54130	General Agricultural District	Rural Development District
53	130017400	VANASTEN, THOMAS W	VANASTEN, PHYLLIS M	4088 COUNTY RD 000	WRIGHTSTOWN, WI 54180	General Agricultural District	Exclusive Agricultural/Famland Preservation District	
54	130017500	NEW HORIZONS DAIRY LLC		4240 ROSIN RD	DEPERE, WI 54115	General Agricultural District	Exclusive Agricultural/Famland Preservation District	
55	130017700	FOX IRREV TRST, MARVIN	FOX IRREV TRST, AUDREY	N2782 MEADE ST	APPLETON, WI 54913	General Agricultural District	Exclusive Agricultural/Famland Preservation District	
56	130017702	MEULEMANS REV TRUST, DANIEL R	MEULEMANS REV TRUST, LEA ANN	W411 GARRITY RD	W411 GARRITY RD	KAUKAUNA, WI 54130	General Agricultural District	Rural Development District
57	130017703	FOX, DANIEL T	FOX, SALLY G	N2948 MC CABE RD	N2948 MC CABE RD	KAUKAUNA, WI 54130	General Agricultural District	Exclusive Agricultural/Famland Preservation District
58	130017900	KUSTER, DAVID M		N2932 MC CABE RD	N2932 MC CABE RD	KAUKAUNA, WI 54130	General Agricultural District	Rural Development District
59	130017901	FOX, DANIEL T	FOX, SALLY G	N2948 MC CABE RD	N2948 MC CABE RD	KAUKAUNA, WI 54130	General Agricultural District	Exclusive Agricultural/Famland Preservation District
60	130017902	FOX, DANIEL T	FOX, SALLY G	N2948 MC CABE RD	N2948 MC CABE RD	KAUKAUNA, WI 54130	General Agricultural District	Rural Development District
61	130017900	GRALAPP, CHRISTINE M		W5562 MUTZ/WAY	APPLETON, WI 54195	General Agricultural District	Exclusive Agricultural/Famland Preservation District	
62	130018400	PRAST, JOHN D	PRAST, TINA M	W289 GARRITY RD	W289 GARRITY RD	KAUKAUNA, WI 54130	General Agricultural District	Rural Development District
63	130019200	VANSCHYNDEL, RON G	VANSCHYNDEL, BRENDA	N3153 MC CABE RD	N3153 MC CABE RD	KAUKAUNA, WI 54130	General Agricultural District	Rural Development District
64	130019201	LASE, MARK A	LASE, MARGARET A	N3139 MC CABE RD	N3139 MC CABE RD	KAUKAUNA, WI 54130	General Agricultural District	Rural Development District
65	130019202	EGAN IRREV TRST, ARLENE M	HOPFENSPEGER TRUSTEE, JOHN J	N3179 MC CABE RD	N3179 MC CABE RD	KAUKAUNA, WI 54130	General Agricultural District	Rural Development District
66	130019400	ROMENESKO, STEPHEN R	ROMENESKO, KATHLEEN H	N3564 FARRELL RD	N3564 FARRELL RD	KAUKAUNA, WI 54130	Exclusive Agricultural/Famland Preservation District	General Agricultural District
67	130019402	ROMENESKO, THOMAS J	ROMENESKO, CHRISTINE A	W999 GOLDEN GLOW RD	W999 GOLDEN GLOW RD	KAUKAUNA, WI 54130	Exclusive Agricultural/Famland Preservation District	General Agricultural District
68	130019403	VERHASSETT, STEVE J		N3224 SECTION LINE RD	N3224 SECTION LINE RD	KAUKAUNA, WI 54130	Exclusive Agricultural/Famland Preservation District	Rural Development District
69	130019500	VANROSSUM, LIEVE	VANROSSUM, THERESA	N3174 SECTION LINE RD	N3174 SECTION LINE RD	KAUKAUNA, WI 54130	Exclusive Agricultural/Famland Preservation District	Rural Development District
70	130019600	VANSCHYNDEL LV TRUST, BRIAN J	VANSCHYNDEL LV TRUST, AMY G	W654 GREINER RD	W654 GREINER RD	KAUKAUNA, WI 54130	General Agricultural District	Rural Development District
71	130019600	TOWN OF KAUKAUNA		W786 GREINER RD	W786 GREINER RD	KAUKAUNA, WI 54130	General Agricultural District	Institutional
72	130019600	VANSCHYNDEL LV TRUST, BRIAN J	VANSCHYNDEL LV TRUST, AMY G	W654 GREINER RD	W654 GREINER RD	KAUKAUNA, WI 54130	General Agricultural District	Rural Development District
73	130019601	GARY/JANICE MEULEMANS IRR TRST		W526 GREINER RD	W526 GREINER RD	KAUKAUNA, WI 54130	General Agricultural District	Rural Development District
74	130019601	CAROL M APPLETON SURV TRST		N3220 FARRELL RD	N3220 FARRELL RD	KAUKAUNA, WI 54130	General Agricultural District	Rural Development District
75	130019801	VANHOOF, TERENCE	VANHOOF, CHRISTINE	N3116 COUNTY RD J	N3116 COUNTY RD J	KAUKAUNA, WI 54130	General Agricultural District	Rural Development District
76	130022400	HOLEWINSKI REV TRUST, JONATHAN D	HOLEWINSKI REV TRUST, KATIE F	N3001 SECTION LINE RD	N3001 SECTION LINE RD	KAUKAUNA, WI 54130	Exclusive Agricultural/Famland Preservation District	Rural Development District

77	130022700	HOLEWINSKI REV TRUST, JONATHAN D	HOLEWINSKI REV TRUST, KATIE F	N2001 SECTION LINE RD	KAUKAUNA, WI 54130	General Agricultural District	Rural Development District	
78	130023200	KRUBSACK, JACK R	KRUBSACK, SUSAN L	W1171 GREINER RD	KAUKAUNA, WI 54130	Exclusive Agricultural/Farmland Preservation District	Rural Development District	
79	130023600	FOX, GARY G	FOX, TAMMY L	N2736 COUNTY RD J	W1414 GREINER RD	KAUKAUNA, WI 54130	Exclusive Agricultural/Farmland Preservation District	Rural Development District
80	130023701	FISHER, DANIEL A		N2715 FARRELL RD	N2715 FARRELL RD	KAUKAUNA, WI 54130	General Agricultural District	Rural Development District
81	130024000	FOX, ROBERT N		N2634 COUNTY RD J	N2634 COUNTY RD J	KAUKAUNA, WI 54130	General Agricultural District	Rural Development District
82	130024100	FRITSCH, BATHAN J	FRITSCH, JENNIFER A	N2539 COUNTY RD J	N2539 COUNTY RD J	KAUKAUNA, WI 54130	Exclusive Agricultural/Farmland Preservation District	Rural Development District
83	130024201	ENGELHARDT, DAVID M	ENGELHARDT, NANCY J	N2501 FARRELL RD	N2501 FARRELL RD	KAUKAUNA, WI 54130	General Agricultural District	Rural Development District
84	130024202	HOSKING, ERIC		N2609 FARRELL RD	N2609 FARRELL RD	KAUKAUNA, WI 54130	General Agricultural District	Rural Development District
85	130024200	VANDELOO, ROBERT J	VANDELOO, USA M	W976 HASSELT RD	W976 HASSELT RD	KAUKAUNA, WI 54130	General Agricultural District	Exclusive Agricultural/Farmland Preservation District
86	130024400	VANDERHEIDEN, TERRY J		N2612 FARRELL RD	N2612 FARRELL RD	KAUKAUNA, WI 54130	General Agricultural District	Rural Development District
87	130024700	VANDELOO, ROBERT J	VANDELOO, USA M	W976 HASSELT RD	W976 HASSELT RD	KAUKAUNA, WI 54130	Transitional Residential District	Exclusive Agricultural/Farmland Preservation District
88	130024800	VANDELOO, ROBERT J	VANDELOO, USA M	W976 HASSELT RD	W976 HASSELT RD	KAUKAUNA, WI 54130	General Agricultural District	General Agricultural District
89	130024900	VANDELOO, ROBERT J	VANDELOO, USA M	W976 HASSELT RD	W976 HASSELT RD	KAUKAUNA, WI 54130	General Agricultural District	Exclusive Agricultural/Farmland Preservation District
90	130025101	MAM, LEANGUNN K		160 GREOR CT	APPLETON, WI 54915	Exclusive Agricultural/Farmland Preservation District	Rural Development District	
91	130025200	VERHASSELT BROTHERS LLC		W973 GOLDEN GLOW RD	W973 GOLDEN GLOW RD	KAUKAUNA, WI 54130	Exclusive Agricultural/Farmland Preservation District	General Agricultural District
92	130025500	VERHASSELT BROTHERS LLC		W973 GOLDEN GLOW RD	W973 GOLDEN GLOW RD	KAUKAUNA, WI 54130	Exclusive Agricultural/Farmland Preservation District	General Agricultural District
93	130025600	VERHASSELT BROTHERS LLC		W973 GOLDEN GLOW RD	W973 GOLDEN GLOW RD	KAUKAUNA, WI 54130	Exclusive Agricultural/Farmland Preservation District	General Agricultural District
94	130025700	VERHASSELT BROTHERS LLC		W973 GOLDEN GLOW RD	W973 GOLDEN GLOW RD	KAUKAUNA, WI 54130	Exclusive Agricultural/Farmland Preservation District	General Agricultural District
95	130026300	VANEPERN, STEVEN		N2718 BODDE RD	W2718 SPRING VALLEY DR	GREENVILLE, WI 54942	Transitional Residential District	Rural Development District
96	130026301	VENROOY, ELAINE A		3091 E WISCONSIN AV	APPLETON, WI 54911	Exclusive Agricultural/Farmland Preservation District	General Agricultural District	
97	130026500	VANDELOO, ROBERT J	VANDELOO, USA M	W976 HASSELT RD	W976 HASSELT RD	KAUKAUNA, WI 54130	General Agricultural District	Exclusive Agricultural/Farmland Preservation District
98	130026600	VANDELOO, ROBERT J	VANDELOO, USA M	W976 HASSELT RD	W976 HASSELT RD	KAUKAUNA, WI 54130	Transitional Residential District	Exclusive Agricultural/Farmland Preservation District
99	130028300	ST PAULS CONGREGATION		27202336 US HIGHWAY 41		KAUKAUNA, WI 54130	Light Industrial District	Institutional
100	130028100	BUO'S FARM LLC		336 MAIN ST	WRIGHTSTOWN, WI 54180	General Agricultural District	Exclusive Agricultural/Farmland Preservation District	
101	130031100	BUO'S FARM LLC		336 MAIN ST	WRIGHTSTOWN, WI 54180	General Agricultural District	Exclusive Agricultural/Farmland Preservation District	
102	130031200	BUO'S FARM LLC		336 MAIN ST	WRIGHTSTOWN, WI 54180	General Agricultural District	Exclusive Agricultural/Farmland Preservation District	
103	130031400	FRANCS, MICHAEL	FRANCS, NANCY A	W447 STATE RD 96	W447 STATE RD 96	KAUKAUNA, WI 54130	General Agricultural District	Exclusive Agricultural/Farmland Preservation District
104	130031401	BUO'S FARM LLC		336 MAIN ST	WRIGHTSTOWN, WI 54180	General Agricultural District	Exclusive Agricultural/Farmland Preservation District	
105	130031500	VANDEHEY HREW TRST, JANICE M		W451 STATE RD 96	N2186 SECTION LINE RD	KAUKAUNA, WI 54130	General Agricultural District	Rural Development District
106	130032100	STATE OF WISCONSIN	DIVISION OF STATE FACILITIES	LOCK RD	PO BOX 7866	MADISON, WI 53707	General Agricultural District	Rural Development District
107	130032400	BUO'S FARM LLC		336 MAIN ST	WRIGHTSTOWN, WI 54180	General Agricultural District	Exclusive Agricultural/Farmland Preservation District	
108	130032700	STATE OF WISCONSIN	DIVISION OF STATE FACILITIES	N2205 LOCK RD	PO BOX 7866	MADISON, WI 53707	General Agricultural District	Rural Development District
109	130032701	CITY OF KAUKAUNA		201 W SECOND ST	KAUKAUNA, WI 54130	General Agricultural District	Rural Development District	
110	130032800	BODDE, WILLIAM W	BODDE, MELODY	N2380 BODDE RD	N2380 BODDE RD	KAUKAUNA, WI 54130	Transitional Residential District	Rural Development District
111	130033201	LAMPE, TIMOTHY	LAMPE, MARTHA	N2370 BODDE RD	N2370 BODDE RD	KAUKAUNA, WI 54130	General Agricultural District	Rural Development District
112	130033300	BODDE, JUDY A		N2358 BODDE RD	N2358 BODDE RD	KAUKAUNA, WI 54130	General Agricultural District	Rural Development District
113	130033400	VANDELOO, ROBERT J	VANDELOO, USA M	W976 HASSELT RD	W976 HASSELT RD	KAUKAUNA, WI 54130	Transitional Residential District	General Agricultural District
114	130033401	STREKKA, ROBERT F	STREKKA, LISA L	N2415 BODDE RD	N2415 BODDE RD	KAUKAUNA, WI 54130	General Agricultural District	Rural Development District
115	130033402	BOB VANDELOO & SONS INC		N2437 BODDE RD	W976 HASSELT RD	KAUKAUNA, WI 54130	Transitional Residential District	General Agricultural District
116	130033500	VANDELOO, ROBERT J	VANDELOO, USA M	W976 HASSELT RD	W976 HASSELT RD	KAUKAUNA, WI 54130	Transitional Residential District	Exclusive Agricultural/Farmland Preservation District
117	130033501	MEULEMANS REVOCABLE TRUST, BART B		N2391 BODDE RD	N2391 BODDE RD	KAUKAUNA, WI 54130	General Agricultural District	Rural Development District
118	130033501	GREATER WISCONSIN CARPENTERS		N2218 BODDE RD	N2218 BODDE RD	KAUKAUNA, WI 54130	Light Industrial District	Institutional
119	130033502	NORTH DUTCH STATES REG CARRTR		N2216 BODDE RD	N2216 BODDE RD	KAUKAUNA, WI 54130	Light Industrial District	Institutional
120	130033509	NORTHERN WISCONSIN REG COUNCIL		N2216 BODDE RD	N2216 BODDE RD	KAUKAUNA, WI 54130	Light Industrial District	Institutional
121	130033700	VANDELOO, ROBERT J	VANDELOO, USA M	W976 HASSELT RD	W976 HASSELT RD	KAUKAUNA, WI 54130	General Agricultural District	Exclusive Agricultural/Farmland Preservation District
122	130033900	VERBOOMEN, NOBERT A	VERBOOMEN, MARY C	N2247 BODDE RD	N2247 BODDE RD	KAUKAUNA, WI 54130	General Agricultural District	Rural Development District
123	130034100	NORTHERN WI REG COUNCIL CARPN		BODDE RD	N2216 BODDE RD	KAUKAUNA, WI 54130	Light Industrial District	Institutional
124	130034500	BROWN, ROY		W483 STATE RD 96	W483 STATE RD 96	KAUKAUNA, WI 54130	General Agricultural District	Rural Development District
125	130034501	GERAHD CAROL EDERER IRR RE TR		W593 STATE RD 96	W593 STATE RD 96	KAUKAUNA, WI 54130	General Agricultural District	Exclusive Agricultural/Farmland Preservation District
126	130035400	BUO'S FARM LLC		336 MAIN ST	WRIGHTSTOWN, WI 54180	General Agricultural District	Exclusive Agricultural/Farmland Preservation District	
127	130035500	BENEDICT, NORMAN R		W565 STATE RD 96	W565 STATE RD 96	KAUKAUNA, WI 54130	General Agricultural District	Rural Development District
128	130035800	VANDELOO, ROBERT J	VANDELOO, USA M	W976 HASSELT RD	W976 HASSELT RD	KAUKAUNA, WI 54130	Transitional Residential District	Rural Development District
129	130035900	VANDELOO, DAVID		W1056 HASSELT RD	W1056 HASSELT RD	KAUKAUNA, WI 54130	Transitional Residential District	Rural Development District
130	130035901	VANDELOO, ROBERT J	VANDELOO, USA M	W976 HASSELT RD	W976 HASSELT RD	KAUKAUNA, WI 54130	Transitional Residential District	Exclusive Agricultural/Farmland Preservation District
131	130036000	VANDELOO, ROBERT J	VANDELOO, USA M	W976 HASSELT RD	W976 HASSELT RD	KAUKAUNA, WI 54130	General Agricultural District	Exclusive Agricultural/Farmland Preservation District
132	130036009	DANIEL/YVONNE DIEDRICK IRR RE		N2332 FARRELL RD	N2332 FARRELL RD	KAUKAUNA, WI 54130	General Agricultural District	Exclusive Agricultural/Farmland Preservation District
133	130036200	VANDELOO, ROBERT J	VANDELOO, USA M	W976 HASSELT RD	W976 HASSELT RD	KAUKAUNA, WI 54130	General Agricultural District	Exclusive Agricultural/Farmland Preservation District
134	130036201	VANDEBLOEMER, BRIAN J		W941 HASSELT RD	W941 HASSELT RD	KAUKAUNA, WI 54130	General Agricultural District	Rural Development District
135	130036202	VANDELOO, ROBERT J	VANDELOO, USA M	N976 HASSELT RD	N976 HASSELT RD	KAUKAUNA, WI 54130	General Agricultural District	Rural Development District
136	130036401	LAMBIE, BRIAN S		N2473 FARRELL RD	N2473 FARRELL RD	KAUKAUNA, WI 54130	General Agricultural District	Rural Development District
137	130037101	VERHASSELT BROS		N2953 SECTION LINE ROAD	N2953 SECTION LINE ROAD	KAUKAUNA, WI 54130	General Agricultural District	Exclusive Agricultural/Farmland Preservation District
138	130037200	VERHASSELT BROS		N2247 FARRELL RD	N2247 FARRELL RD	KAUKAUNA, WI 54130	General Agricultural District	Exclusive Agricultural/Farmland Preservation District
139	130038001	VERHASSELT BROS		W973 GOLDEN GLOW RD	W973 GOLDEN GLOW RD	KAUKAUNA, WI 54130	General Agricultural District	Exclusive Agricultural/Farmland Preservation District
140	130038100	VANDELOO, ROBERT J	VANDELOO, USA M	W976 HASSELT RD	W976 HASSELT RD	KAUKAUNA, WI 54130	Transitional Residential District	Exclusive Agricultural/Farmland Preservation District
141	130038400	VANDELOO, PAUL D	VANDELOO, MOLLY B	N2218 FARRELL RD	N2218 FARRELL RD	KAUKAUNA, WI 54130	General Agricultural District	Rural Development District
142	130038401	VANDELOO, ROBERT J	VANDELOO, USA M	W976 HASSELT RD	W976 HASSELT RD	KAUKAUNA, WI 54130	Transitional Residential District	Exclusive Agricultural/Farmland Preservation District
143	130038500	VANDELOO, ROBERT J	VANDELOO, USA M	W976 HASSELT RD	W976 HASSELT RD	KAUKAUNA, WI 54130	Transitional Residential District	Exclusive Agricultural/Farmland Preservation District
144	130038900	VANDELOO, ROBERT J	VANDELOO, USA M	W976 HASSELT RD	W976 HASSELT RD	KAUKAUNA, WI 54130	Transitional Residential District	Exclusive Agricultural/Farmland Preservation District
145	130039002	CALMES, JAMES J		11150 LAUGHTON CI	FORT MYERS, FL 33913	General Agricultural District	Rural Development District	
146	130039003	BEASTER, ROBERT J	BEASTER, JENNIFER E	W904 COUNTY RD JJ	W904 COUNTY RD JJ	KAUKAUNA, WI 54130	General Agricultural District	Rural Development District
147	130039011	CALMES FAMILY PROPERTIES LLC		11150 LAUGHTON CI	FORT MYERS, FL 33913	General Agricultural District	Rural Development District	
148	130039012	CALMES, TODD M		N2239 BODDE RD	N2239 BODDE RD	KAUKAUNA, WI 54130	General Agricultural District	Rural Development District
149	130039013	CALMES, JAMES J		N2241 BODDE RD	11150 LAUGHTON CI	KAUKAUNA, WI 54130	General Agricultural District	Rural Development District
150	130039014	CALMES FAMILY PROPERTIES LLC		N2441 BODDE RD	N2441 BODDE RD	KAUKAUNA, WI 54130	Light Industrial District	Rural Development District
151	130040401	IMMANUEL UNTD CHURCH OF CHRIS	VANEPERN, RICHARD G	510 SULLIVAN AV	KAUKAUNA, WI 54130	General Agricultural District	Institutional	
152	130040500	IMMANUEL UNTD CHURCH OF CHRIS		510 SULLIVAN AV	KAUKAUNA, WI 54130	General Agricultural District	Institutional	
153	130043100	BUO'S FARM LLC		336 MAIN ST	WRIGHTSTOWN, WI 54180	General Agricultural District	Exclusive Agricultural/Farmland Preservation District	
154	130043304	FOX VALLEY WOOD PRODUCTS INC		W811 STATE RD 96	KAUKAUNA, WI 54130	Rural Development District	Light Industrial District	
155	130043311	FOX VALLEY WOOD PRODUCTS INC		W811 STATE RD 96	KAUKAUNA, WI 54130	Rural Development District	Light Industrial District	
156	130043501	FOX VALLEY WOOD PRODUCTS INC		W797 STATE RD 96	W811 STATE RD 96	KAUKAUNA, WI 54130	Rural Development District	Light Industrial District
157	130044000	CEMETERY		W1239 STATE RD 96	%TRINITY LUTHERAN CHURCH	KAUKAUNA, WI 54130	Rural Development District	Institutional

NOTICE OF PUBLIC HEARING

Town of Kaukauna

NOTICE IS HEREBY GIVEN that on **December 9, 2024 at 6:00 PM**, the Town of Kaukauna Town Board will be conducting a public hearing on the adoption of a revised Town of Kaukauna's Farmland Preservation Ordinance, consisting of an ordinance text dated October 30, 2024, and map dated October 7, 2024. The hearing will be held at the Kaukauna Town Hall, W780 Greiner Road.

PLEASE TAKE NOTICE that immediately following the hearing, the Town Board will meet to receive the recommendation and take final action on the adoption of the proposed farmland preservation ordinance, consisting of text dated October 30, 2024, and map dated October 7, 2024. The hearing and meeting are open to the public and all interested persons are encouraged to attend. Members of the Town Planning Commission may also be present.

Further information about the rezone can be found on the town website. Physical copies can be requested from the Town Clerk via email or at the Town Hall during business hours.

Town Website: townofkaukauna.com

Email: townofkaukaunaclerk@gmail.com

Office Hours: Monday, Wednesday, Thursday 8:00 AM - 2:00 PM; Friday 8:00 AM- 12:00 PM

Phone: 920-419-5539

Jennifer Burton

Town of Kaukauna Clerk

TOWN OF KAUKAUNA

Public Meeting; Special Town Meeting; Town Board Meeting

December 9, 2024

Minutes

Chairman Van Asten called the Public Meeting to order at 6:00 PM

Attendees: Chairman Mike Van Asten, Supervisor Mike Van Vreede, Supervisor Shane Robley (via phone), Clerk/Treasurer Jennifer Burton, 8 Residents, and 1 Guest were present.

New Business:

- a) Discussed resident with parcel 130009100 will remain as General Agriculture rather than change to Rural Development. This will be reflected on the revised zoning map to be provided by Cedar and will not impact the Farmland Preservation certification.
- b) Motion by Chairman Van Asten to approve the certified text and map for the Town of Kaukauna Farmland Preservation Ordinance which will be titled: Resolution Adopting the Town of Kaukauna Zoning Ordinance Text and Map – Resolution Number 02-24. Second by Supervisor Van Vreede. Motion carried.

Adjournment: Motion by Chairman Van Asten to adjourn the meeting. Second by Supervisor Van Vreede. Motion carried. Adjourned at 6:02 PM.

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Chairman Van Asten called the Special Town Meeting to order at 6:02 PM

Attendees: Chairman Mike Van Asten, Supervisor Mike Van Vreede, Supervisor Shane Robley (via phone), Clerk/Treasurer Jennifer Burton, 8 Residents, and 1 Guest were present.

Adopt the Farmland Preservation Text and Map: Motion by Supervisor Robley to approve the certified text and map for the Town of Kaukauna Farmland Preservation Ordinance titled: Resolution Adopting the Town of Kaukauna Zoning Ordinance Text and Map – Resolution Number 02-24. Second by Supervisor Van Vreede. Motion carried.

Adjournment: Motion by Chairman Van Asten to adjourn the meeting. Second by Supervisor Van Vreede. Motion carried. Adjourned at 6:04 PM.

.....
Chairman Van Asten called the Town Board Meeting to order at 6:30 PM

Attendees: Chairman Mike Van Asten, Supervisor Mike Van Vreede, Supervisor Shane Robley (via phone), Clerk/Treasurer Jennifer Burton, 8 Residents, and 1 Guest were present.

Safety Items: Resident mentioned an increase in patrol cars within the township. No other items or issues were brought up

Agenda: Motion by Supervisor Van Vreede to adopt the agenda as presented. Second by Chairman Van Asten. Motion carried.

TOWN OF KAUKAUNA

Meeting Minutes: Motion by Chairman Van Asten to approve the minutes from the November 11, 2024 Town Board Meeting and the minutes from the November 26, 2024 Public, Special Town, and Town Board Meeting. Second by Supervisor Van Vreede. Motion carried.

Fire/EMR Department Report: Nothing to review regarding the Fire Budget. Per Supervisor Robley, the EMR budget will have a small amount of funds at the end of the year.

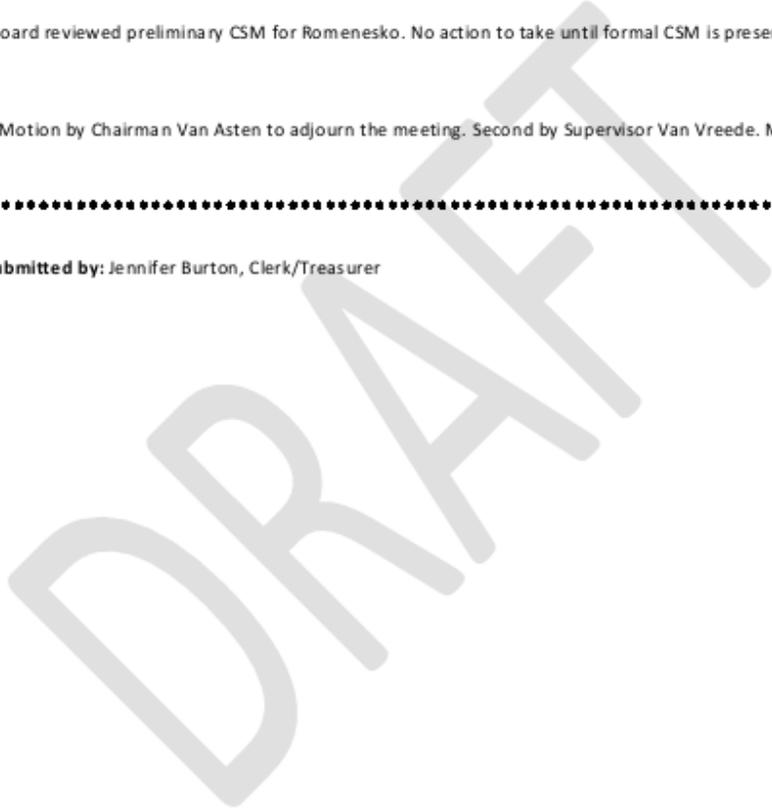
Review/Approve Vouchers: Motion by Supervisor Van Vreede to approve **Credit Card Purchases & Checks 10431 – 10458** for a total of **\$17,388.78**. Second by Supervisor Robley. Motion carried.

CSM Review: Board reviewed preliminary CSM for Romenesko. No action to take until formal CSM is presented for approval & signatures.

Adjournment: Motion by Chairman Van Asten to adjourn the meeting. Second by Supervisor Van Vreede. Motion carried. Adjourned at 6:47 PM.

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Respectfully Submitted by: Jennifer Burton, Clerk/Treasurer



RESOLUTION NO.: 28—2025-26

TO THE HONORABLE, THE OUTAGAMIE COUNTY BOARD OF SUPERVISORS

LADIES AND GENTLEMEN:

2/3 MAJORITY – 24 VOTES

1 The Appleton International Airport (ATW) and Recycling and Solid Waste Department are
2 requesting to add one (1) full-time IT Business Systems Analyst position to be shared between
3 the two departments. Because both departments are public facing, high traffic, and are an
4 integral part of daily operations for residents and communities of Outagamie County, it is
5 imperative they remain operational in relation to IT. An in-house IT staff member will serve
6 as first response and point of contact in times of IT issues, alleviating the workload of County
7 IT staff. The 2025 budget impact will be approximately \$53,586, said cost split between the
8 two departments.

9
10 NOW THEREFORE, the undersigned members of the Legislative/Audit and Human Resources
11 Committee recommend adoption of the following resolution.

12 BE IT RESOLVED, that the Outagamie County Board of Supervisors does hereby approve an in-
13 year Table of Organization request by adding one (1) full-time IT Business Systems Analyst position
14 effective July 1, 2025, to be shared between the Appleton International Airport and Recycling and Solid
15 Waste Department as noted on the attached Position Addition Form, Job Description, and Table of
16 Organizations which by reference are made a part hereof, and

17 BE IT FURTHER RESOLVED, that the Outagamie County Board of Supervisors does approve
18 of increasing the following Airport Terminal line items and RSW Operations line items: Salaries by
19 \$16,338 each; Fringe Benefits by \$8,789 each; Supplies by \$1,665 each; and decreasing the Airport
20 Terminal and RSW Operations Fund Balance Applied line items by \$26,792 each as noted on the attached
21 fiscal note, which by reference is made a part hereof, and

22 BE IT FINALLY RESOLVED, that the Outagamie County Clerk be directed to forward a copy of
23 this resolution to the Outagamie County Finance Director, the Outagamie County Human Resources
24 Director, the Appleton International Airport Director, and the Outagamie County Recycling and Solid
25 Waste Director.

26 Dated this _____ day of June 2025

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Respectfully Submitted,
LEGISLATIVE/AUDIT & HUMAN RESOURCES
COMMITTEE

Cathy Spears

Sara MacDonald

Ryan Ferguson

John Kostelny

Sarah Weinberg

Duly and officially adopted by the County Board on: _____

Signed: _____
Board Chairperson

County Clerk

Approved: _____

Vetoed: _____

Signed: _____
County Executive

POSITION ADDITION FORM	
Completion Checklist	
<ul style="list-style-type: none"> o A visual of your proposed Table of Organization o Job description/class specification for the position request below, highlighting any changes 	
Request Details	
Effective Date of Requested Change:	7/1/2025
Department:	Recycling/Solid Waste & Airport
Department Head:	Greg Parins & Abe Weber
Cost Center Number:	5039000 & 5000110
Position Title:	Business Systems Analyst
Sunset Position? (Yes or No)	NO
Exempt (Salaried) or Non-Exempt (Hourly):	Exempt
Pay Grade of Position:	150
Estimated Starting Step:	1
Position exists in current the Table of Organization?	NO
Is this position full time or part time? <i>(If more than one position, use the worksheet for Multiples)</i>	Full Time: FT
	Part Time: NA
If Part Time position, how many hours per week will this position be working?	40
What other alternatives were considered?	3rd Party Vendor
If deleting a position to add this position; which position(s) will be deleted?	NA
<i>(if deleting a position, complete the Position Deletion Form and include the Cost Savings below)</i>	
List any positions in your Table of Organization that have been vacant for 6 months or longer:	NA
Position Justification	
Briefly summarize why this position is needed, as well as areas of revenue and savings.	
<p>Request of one (1) IT staff position to be added and shared between Airport and Recycling & Solid Waste. Duties to include hardware & software maintenance and upgrades, 3 year plan submittal, equipment repair/management/installation, troubleshoot and repair site issues working with IT staff or outside vendors, and project management for IT portions of on-site projects. The staff member will have a working knowledge of equipment, systems and networks within each department allowing them to serve as a liaison to the IT department.</p> <p>With both departments being public facing, high traffic, and an integral part of daily operations for residents and communities of Outagamie County, it is imperative that they remain operational. An in-house IT staff member will serve as 1st response and point of contact in times of IT issue, alleviating the workload on IT department staff.</p>	
Employee(s) Impacted By This Change (if no one in position - leave blank)	

Fiscal Data	
How will this position be funded (choose from drop-down list)?	Non-Levy (Chgs for Service)
PROJECTED 2025 EXPENDITURES - Amounts must agree to amounts included in the proposed budget.	
Salary	\$ 32,677
Fringe Benefits	\$ 17,579
Travel/Training	\$ -
Supplies - IT	\$ 3,331
Supplies - Other	\$ -
Purchased Services - IT	
Purchased Services - Other	\$ -
Capital Outlay	\$ -
TOTAL EXPENDITURES	\$ 53,586
COST SAVINGS OR INCREASED REVENUES:	
Please list below the additional revenues pertaining to this position and/or cost savings (reductions in expenditures) that will be shown in the budget.	
<i>Description</i>	<i>Dollar Value (enter as negative)</i>
Deleted Position (if applicable)	
IT Allocation	TBD, removal of specific existing transferred allocated funds for RSW/Airport supplemented staff position. Aprox. \$40K
Airport & RSW will fund w/o use of levy	\$ (53,586)
TOTAL COST SAVINGS/REVENUES	\$ (53,586)
NET COUNTY COST (Levy/Fund Bal)	\$ 0
PARTIAL YEAR FUNDING - ANNUAL PROJECTION	
If you are requesting a position that will only be funded initially for a part of a year, please complete the following for annual (12 month) position cost:	
Salary	\$ 65,354
Fringe Benefits	\$ 35,157
Other Expenditures	\$ -
TOTAL EXPENDITURES	\$ 100,511
Deleted Position (if applicable)	
Less Increased Revenue/Cost Savings (enter as negative)	\$ (100,511)
NET COUNTY COST (Levy/Fund Bal)	\$ (0)

TO BE COMPLETED BY HUMAN RESOURCES:	
Reviewed by HR	
County Executive Decision (Approved/Denied)	



Business System Analyst (ATW / Recycling & Solid Waste)

Position Purpose

Reporting to the [Position Title] the Business System Analyst , serves as liaison between IT and the ATW and Recycling Solid Waste departments; providing information and assistance to computer system users regarding computer software; manages specific to ATW/Recycling & Solid Waste technology; makes recommendations regarding procedures, equipment, and software to meet the needs of the department; coordinates design, development, and maintenance of software applications.

Key Responsibilities

The following duties are normal for this position. These are not to be construed as exclusive or all-inclusive. Other duties may be required and assigned.

- Leads network infrastructure expansions and additions on behalf of ATW/RSW department.
- Troubleshoot and manage department specific network connectivity issues with existing and future hardware/software vendors.
- Manage outside vendor hardware/software installations and updates.
- Maintains department specific software applications, including configurations and updates.
- Primary internal contact for software, hardware, network and other IT related needs.
- Research and recommend new technology solutions and enhancements to data systems, procedures and methods of operation.
- Coordinates equipment moves and setups.
- Assists with county IT software/hardware application rollouts and troubleshooting.
- Maintain department technology inventories.
- Participate in department technology business case development process.
- Assist staff with technological equipment such as computers, cameras, copy/fax/printer machine, badging equipment, etc.
- Organize and assist IT with hardware replacements, software upgrades, and operating system upgrades.
- Remain knowledgeable in IT policy and basic cybersecurity concepts.
- Working with the IT Department, tests and verifies requested program changes and provides necessary feedback.
- Submits user security access and project requests to the IT Department.
- Adds/Removes system users and assists users with system password resets.
- Assist in annual department budgeting and technology project planning.

Education/Certifications/Experience Requirements

- Associates Degree in computer related field with three to five years of experience in computer systems, project coordination, system development or communication...
- Or any combination of education and experience that provides equivalent knowledge, skills, and abilities.
- Government experience preferred.

Required or Preferred Skills

- Ability to operate a variety of office equipment. Ability to add, subtract, multiply, divide, and calculate decimals and percentages.
- May also require ability to make use of descriptive statistics.
- Ability to analyze and design information flow.
- Ability to analyze software and make recommendations.
- Ability to comprehend and interpret a variety of documents including letters and other correspondence, records, various internal and external reports, policy and procedure manuals, evaluations, logs, statements, etc.
- Ability to prepare a variety of documents including general correspondence, reports, statistical reports, procedures, etc.
- Ability to communicate effectively verbally and in writing, with inter-and intra-departmental staff members, outside agency personnel, service providers, and sales representatives.
- Ability to interpret department needs to IT department.
- Ability to train other staff on software and hardware technology.
- Ability and willingness to be hands on with hardware rollouts and troubleshooting.
- Ability to use and interpret computer related terminology.

OUTAGAMIE COUNTY IS AN EQUAL OPPORTUNITY EMPLOYER. IN COMPLIANCE WITH THE AMERICANS WITH DISABILITIES ACT, THE COUNTY WILL PROVIDE REASONABLE ACCOMMODATIONS TO QUALIFIED INDIVIDUALS WITH DISABILITIES AND ENCOURAGES BOTH PROSPECTIVE EMPLOYEES AND INCUMBENTS TO DISCUSS POTENTIAL ACCOMMODATIONS WITH THE EMPLOYER.

FUND: AIRPORT 500

COST CENTER NAME: AIRPORT

DEPARTMENT NAME: AIRPORT

COST CENTER NUMBER: 5000110, 5000119

POSITION COUNT

REGULAR POSITIONS:

COST CENTER 5000110

	<u>2022</u>			<u>2023</u>			<u>2024</u>			<u>2025</u>		
	FT	PT	FTE									
ACCOUNTANT	2	0		2	0		2	0		2	0	
AIR SERVICE & BUSINESS DEV. MGR	1	0		1	0		1	0		1	0	
AIRPORT DIRECTOR	1	0		1	0		1	0		1	0	
AIRPORT ELECTRICIAN	1	0		1	0		2	0		2	0	
AIRPORT MAINTENANCE TECHNICIAN	4	0		4	0		4	0		4	0	
AIRPORT OPS. SUPERVISOR	1	0		1	0		1	0		1	0	
AIRPORT OPS. SUPERVISOR - AIRFIELD	1	0		1	0		1	0		1	0	
AIRPORT OPS. SUPERVISOR - LANDSIDE	1	0		1	0		1	0		1	0	
ASSISTANT AIRPORT DIRECTOR	0	0		0	0		1	0		1	0	
BUSINESS SYSTEMS ANALYST (FT shared w/RSW)	0	0		0	0		0	0		0.5	0	
CUSTODIAN	7	0		7	0		7	0		7	0	
DIRECTOR OF AIRPORT OPERATIONS	1	0		1	0		1	0		1	0	
DIRECTOR OF FINANCE & ADMINISTRATION	1	0		1	0		1	0		1	0	
EMPLOYEE EXPERIENCE SPECIALIST	1	0		1	0		1	0		1	0	
FACILITIES MAINTENANCE TECHNICIAN I	2	0		2	0		2	0		2	0	
FBO MANAGER	1	0		1	0		1	0		0	0	
MARKETING & BRAND MANAGER	1	0		1	0		1	0		1	0	
MARKETING & COMMS. COORDINATOR	0	0		0	0		1	0		1	0	
MECHANIC	2	0		2	0		2	0		2	0	
OFFICE SPECIALIST	1	0		1	0		1	0		1	0	
SALES & CUSTOMER EXP. SUPERVISOR	1	0		1	0		1	0		1	0	
COST CENTER TOTALS	30	0	0	30	0	0	33	0	0	32.5	0	0

FUND: AIRPORT 500

COST CENTER NAME: AIRPORT

DEPARTMENT NAME: AIRPORT

COST CENTER NUMBER: 5000110, 5000119

POSITION COUNT

REGULAR POSITIONS:

	<u>2022</u>			<u>2023</u>			<u>2024</u>			<u>2025</u>		
	FT	PT	FTE									
<u>COST CENTER 5000119</u>												
AIRPORT OPERATIONS SPECIALIST	0	0		0	0		0	0		0	0	
AIRPORT OPERATIONS SPECIALIST - LEAD	5	0		5	0		5	0		5	0	
AIRPORT OPERATIONS SUPERVISOR - FBO	3	0		3	0		3	0		3	0	
FBO MANAGER	0	0		0	0		0	0		1	0	
FTE AIRPORT OPERATIONS SPECIALIST	0	0	30.0	0	0	30.0	0	0	4.0	0	0	4.0
FTE AIRPORT OPERATIONS SPECIALIST II	0	0	15.0	0	0	15.0	0	0	15.0	0	0	15.0
FTE OFFICE ASSISTANT	0	0	5.0	0	0	5.0	0	0	5.0	0	0	5.0
COST CENTER TOTALS	8	0	50	8	0	50	8	0	24	9	0	24
TOTAL POSITIONS - REGULAR:	38	0	50	38	0	50	41	0	24	42	0	24

TEMPORARY POSITIONS:

COST CENTER 5000110

SEASONAL AIRPORT (AS NEEDED)	15	0	0	15	0	0	15	0	0	15	0	0
COST CENTER TOTALS	15	0	0									
TOTAL POSITIONS - TEMPORARY:	15	0	0									

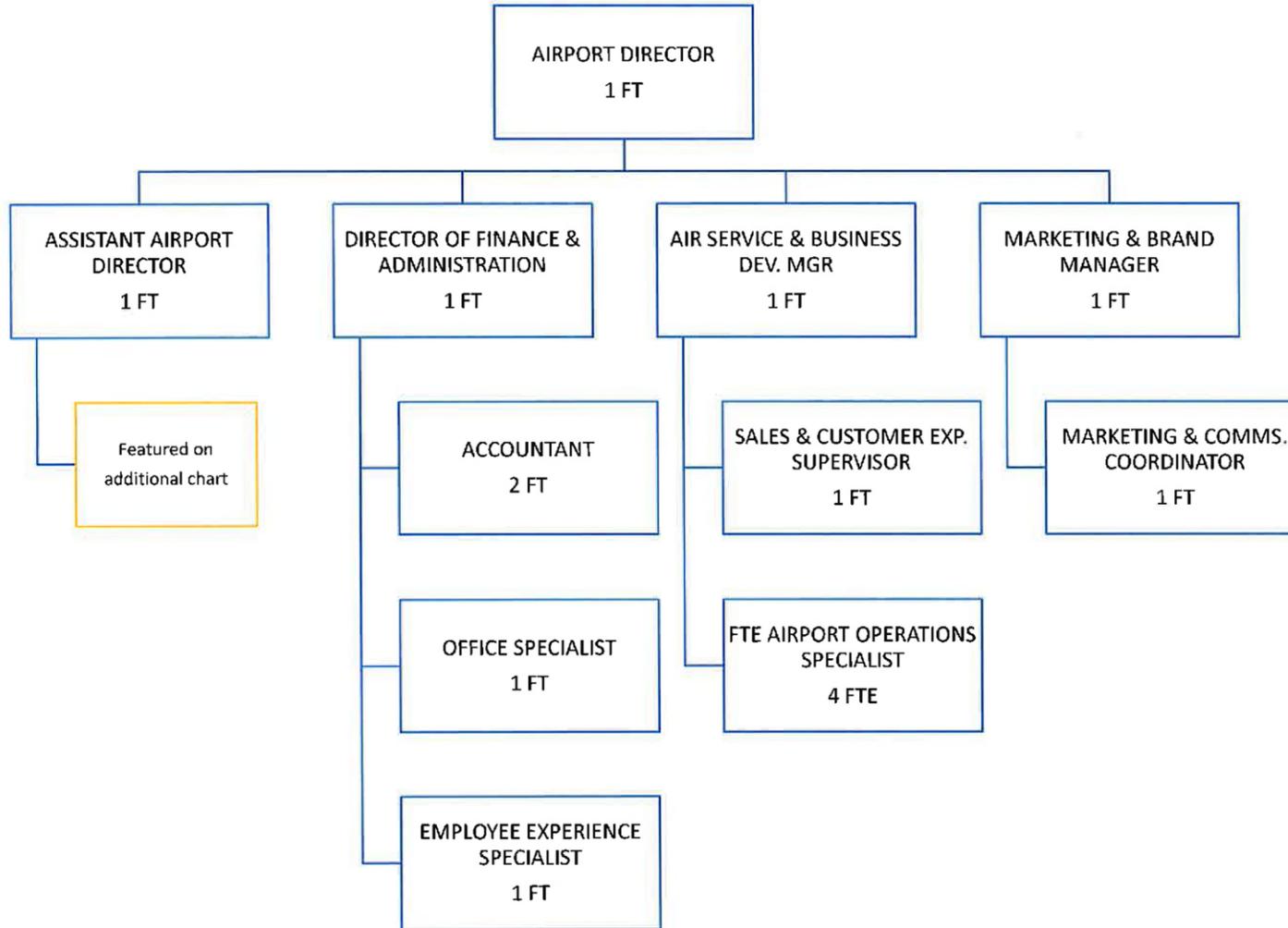
TOTAL ALL POSITIONS:	53	0	50	53	0	50	56	0	24	57	0	24
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FUND: AIRPORT 500

COST CENTER NAME: AIRPORT

DEPARTMENT NAME: AIRPORT

COST CENTER NUMBER: 5000110, 5000119

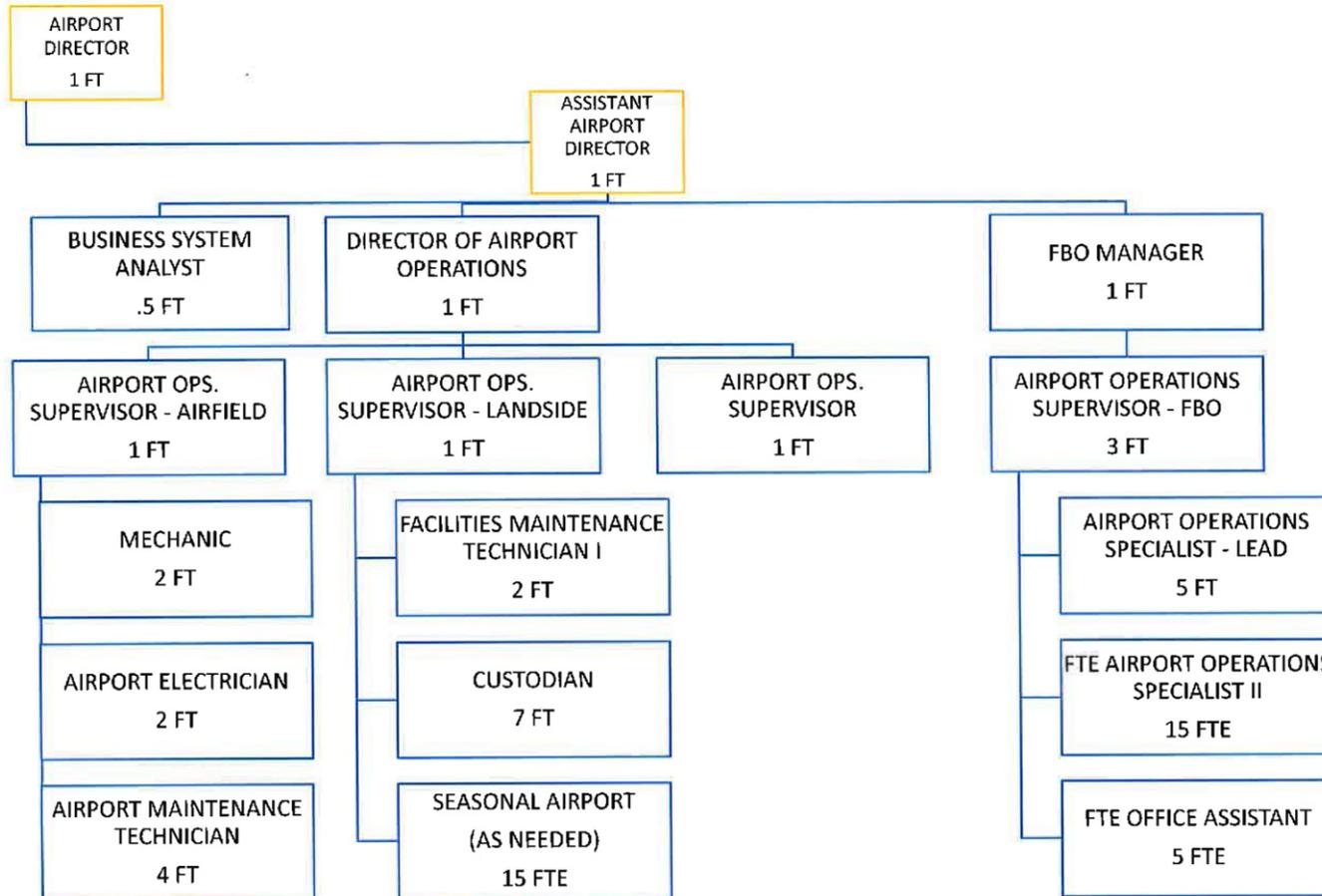


FUND: AIRPORT 500

COST CENTER NAME: AIRPORT

DEPARTMENT NAME: AIRPORT

COST CENTER NUMBER: 5000110, 5000119



FUND: RECYCLING SOLID WASTE 503/504

COST CENTER NAME: RECYCLING SOLID WASTE

DEPARTMENT NAME: RECYCLING SOLID WASTE

COST CENTER NUMBER: 5039000, 5040100

POSITION COUNT

REGULAR POSITIONS:

COST CENTER 5039000 SOLID WASTE OPERATIONS

	<u>2022</u>		<u>2023</u>		<u>2024</u>		<u>2025</u>	
	FT	PT	FT	PT	FT	PT	FT	PT
ENVIRONMENTAL COMPLIANCE TECHNICIAN	1	0	1	0	1	0	1	0
EQUIPMENT OPERATOR I/II	4	0	4	0	4	0	4	0
EQUIPMENT OPERATOR III	3	0	3	0	3	0	3	0
REC. & SOLID WASTE DIRECTOR	1	0	1	0	1	0	1	0
RSW EQUIPMENT/MAINTENANCE MECHANIC	1	0	1	0	0	0	0	0
SCALE OPERATIONS TECHNICIAN	2	0	2	0	2	0	2	0
SOLID WASTE SUPERINTENDENT	1	0	1	0	1	0	1	0
SOLID WASTE OPERATIONS SUPERVISOR	1	0	1	0	1	0	1	0
SW EQUIPMENT/MAINTENANCE SUPERVISOR	1	0	1	0	1	0	1	0
SW EQUIPMENT/MAINTENANCE TECHNICIAN	1	0	1	0	2	0	2	0
BUSINESS SYSTEMS ANALYST (FT - shared w/Air	0	0	0	0	0	0	0	0.5
MANAGEMENT ASSISTANT	1	0	1	0	1	0	1	0
COST CENTER TOTALS	17	0	17	0	17	0	17	0.5

FUND: RECYCLING SOLID WASTE 503/504

COST CENTER NAME: RECYCLING SOLID WASTE

DEPARTMENT NAME: RECYCLING SOLID WASTE

COST CENTER NUMBER: 5039000, 5040100

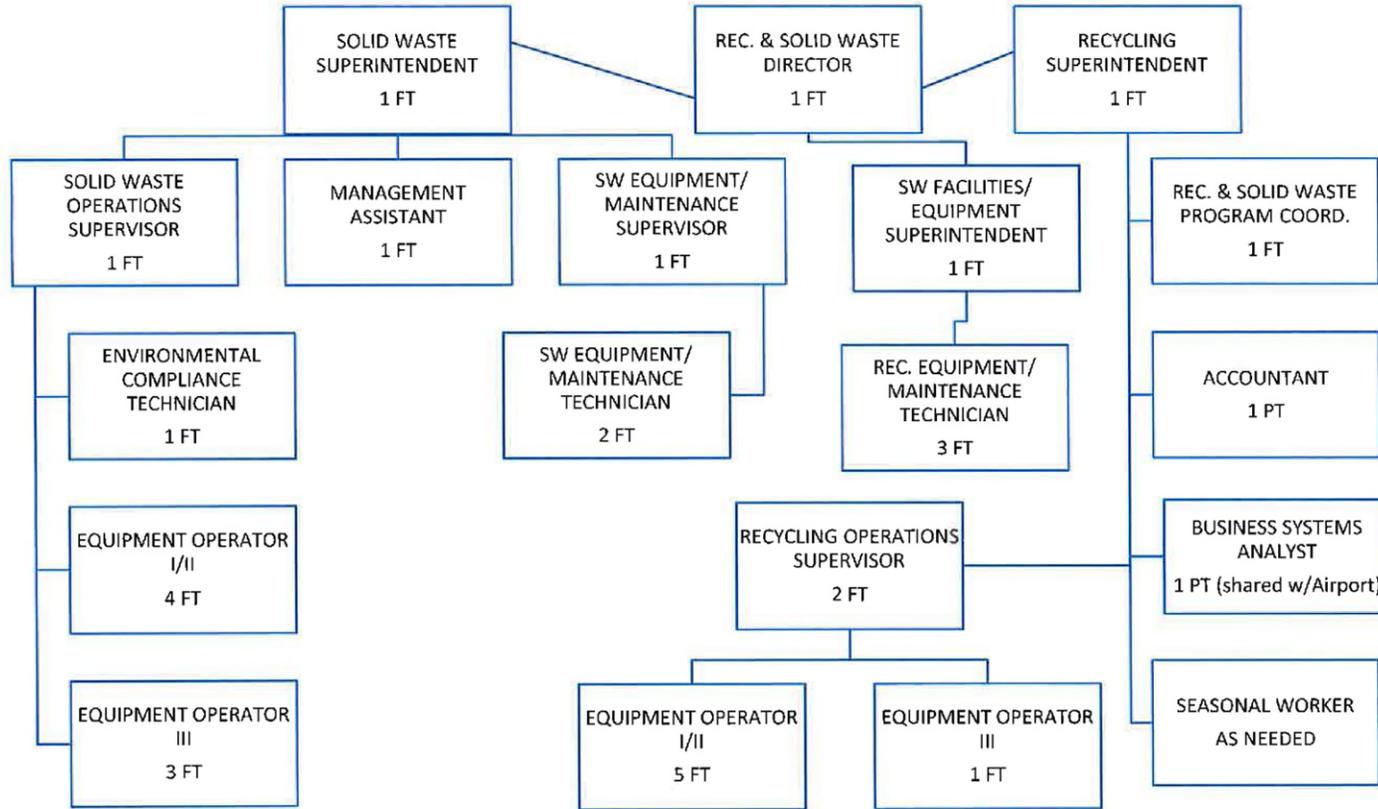
POSITION COUNT	2022		2023		2024		2025	
	FT	PT	FT	PT	FT	PT	FT	PT
REGULAR POSITIONS:								
<u>COST CENTER 5040100 SINGLE STREAM OPERATIONS</u>								
ACCOUNTANT	0	0	0	0	0	1	0	1
EQUIPMENT OPERATOR I/II	3	0	3	0	3	0	5	0
EQUIPMENT OPERATOR III	1	0	1	0	1	0	1	0
INDUSTRIAL MAINTENANCE TECHNICIAN	1	0	1	0	0	0	0	0
MANAGEMENT ASSISTANT	1	0	1	0	1	0	0	0
RECYCLING PROGRAM SPECIALIST	0	0	0	0	0	0	1	0
RECYCLING OPERATIONS SUPERVISOR	2	0	2	0	2	0	2	0
REC. EQUIPMENT/MAINTENANCE TECHNICIAN	2	0	2	0	3	0	3	0
RECYCLING SUPERINTENDENT	1	0	1	0	1	0	1	0
REC. & SOLID WASTE PROGRAM COORD.	1	0	1	0	1	0	1	0
REC. & RESOURCE RECOVERY TECHNICIAN	2	0	2	0	2	0	0	0
SW FACILITIES/EQUIPMENT SUPERINTENDENT	1	0	1	0	1	0	1	0
COST CENTER TOTALS	15	0	15	0	15	1	15	1
TOTAL POSITIONS - REGULAR:	32	0	32	0	32	1	32	1.5
TEMPORARY POSITIONS:								
<u>COST CENTER 5039000</u>								
SEASONAL WORKER (AS NEEDED)	0	0	0	0	0	0	0	0
COST CENTER TOTALS	0	0	0	0	0	0	0	0
TOTAL POSITIONS - TEMPORARY:	0	0	0	0	0	0	0	0
TOTAL ALL POSITIONS:	32	0	32	0	32	1	32	1.5

FUND: RECYCLING SOLID WASTE 503/504

COST CENTER NAME: RECYCLING SOLID WASTE

DEPARTMENT NAME: RECYCLING SOLID WASTE

COST CENTER NUMBER: 5039000, 5040100



OUTAGAMIE COUNTY FISCAL NOTE

INTRODUCTION: This form must be attached to any resolution or ordinance which contains a spending or revenue proposal. The form should be completed by an individual within the department initiating the resolution or ordinance with assistance from the Financial Services Department. Contact the Finance Director (1674), Controller (1675) or Staff Accountant (1681) for assistance. Once completed, forward a copy of the form to the Financial Services Department for their review. Financial Services will forward a reviewed copy of the fiscal note to Legislative Services.

1. **Subject:** Request to new Business Systems Analyst to be split between the Airport and Recycling & Solid Waste

2. **Description:** This section must be completed for all fiscal notes. Briefly and concisely describe the request. State assumptions used and discuss any current year and long-term fiscal impacts. (A separate attachment can be used)

The Appleton International Airport (ATW) and Recycling & Solid Waste are requesting to add one (1) new IT Business Systems Analyst to be shared between the two departments. Because both departments public facing, high traffic, and an integral part of daily operations for residents and communities of Outagamie County, it is imperative they remain operational in relation to IT. An in house IT staff member will serve as 1st response and point of contact in times of IT issues, alleviating the workload of County IT Staff. The 2025 impact would be approximately \$53,586. Split between the two departments.

Current Year Budget Impact (Check one or more of the following boxes)

Revenues Expenses (Cost) None – Will bring forward if approved

- 3. Is the specific cost or revenue included in the current year's budget? yes () no (X) partially () n/a ()
- 4. If the proposal requests additional spending, can the additional cost be absorbed within the current year's line item? yes () no (X) n/a ()
- 5. Is the proposal to accept additional revenues only? yes () no (X)
- 6. Does this request modify/adjust the current year budget? yes (X) no () To be determined ()
If no, skip to question 8 below.

7. Detail current year budget changes. Please list cost center name, line item, account number and either the increase or decrease amount. (Please note that all budget adjustments must balance. For example, an increase in an expenditure account must be offset by a decrease in another expenditure account or the contingency fund or an increase in a revenue account or other funding sources such as fund balance applied.)

<u>COST CENTER NAME</u>	<u>LINE ITEM</u> <small>(i.e. Salaries, Supplies, Etc.)</small>	<u>COST CENTER</u> <small>(i.e. 1004100.5100, 1004100.5400, etc.)</small>	<u>(DECREASE)</u> <u>AMOUNT</u>
Airport Terminal	Salaries	5000110.5100	16,338
Airport Terminal	Fringe Benefits	5000110.5200	8,789
Airport Terminal	Supplies	5000110.5400	1,665
RSW Operations	Salaries	5039000.5100	16,338
RSW Operations	Fringe Benefits	5039000.5200	8,789
RSW Operations	Supplies	5039000.5400	1,665
Airport Terminal	Fund balance applied	5000110.8955	(26,792)
RSW Operations	Fund balance applied	5039000.8955	(26,792)

Annual and Long-Term Impact

8. Is the above Increase/Decrease a nonrecurring one-time expense or revenue? yes () no (X) n/a () Multi-year

9. What is the anticipated annual and/or long-term cost or revenue impact? Annual Cost \$100,511
Annual Revenue _____

Fiscal Note Prepared by: Abe Weber/Katie Horan/Greg Parins

For Financial Services purposes only

Reviewed By:
Michelle Witenbrack

Date: 5/6/2025

If expenditures are recorded in the financial system at a level of detail lower than the level 6 as shown above, indicate the specific account numbers and amounts below:

<u>Detail Expenditures Account Number</u>	<u>Amount</u>
_____	_____
_____	_____

Comments:

RESOLUTION NO.: 29—2025-26

TO THE HONORABLE, THE OUTAGAMIE COUNTY BOARD OF SUPERVISORS

LADIES AND GENTLEMEN:

2/3 MAJORITY – 24 VOTES

1 The Outagamie County Recycling and Solid Waste Department is requesting approval to
2 reclassify one (1) full-time Recycling Program Specialist position. Over time, the Recycling
3 Program Specialist position has developed into a position requiring a significantly different
4 skill set with more responsibilities and a deeper understanding of operations, including large
5 financial responsibilities and leadership through assumption of duties in the absence of the
6 Recycling Superintendent.

7
8 NOW THEREFORE, the undersigned members of the Legislative/Audit and Human Resources
9 Committee recommend adoption of the following resolution.

10 BE IT RESOLVED, that the Outagamie County Board of Supervisors does hereby approve an in-
11 year Table of Organization request by reclassifying one (1) full-time Recycling Program Specialist
12 position effective July 1, 2025 for the Recycling and Solid Waste Department as noted on the attached
13 Position Classification/Grade Change Form – 2025 In Year, Job Description, and Table of Organization
14 which by reference are made a part hereof, and

15 BE IT FURTHER RESOLVED, that the Outagamie County Board of Supervisors does approve
16 of increasing the SSR Operations Salaries line item by \$1,300; increasing the SSR Fringe Benefits line
17 item by \$187; and decreasing the SSR Operations Fund Balance Applied line item by \$1,487 as noted on
18 the attached fiscal note, which by reference is made a part hereof, and

19 BE IT FINALLY RESOLVED, that the Outagamie County Clerk be directed to forward a copy of
20 this resolution to the Outagamie County Finance Director, the Outagamie County Human Resources
21 Director, and the Outagamie County Recycling and Solid Waste Director.

22 Dated this _____ day of June 2025

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Respectfully Submitted,
LEGISLATIVE/AUDIT & HUMAN RESOURCES
COMMITTEE

Cathy Spears

Sara MacDonald

Ryan Ferguson

John Kostelny

Sarah Weinberg

Duly and officially adopted by the County Board on: _____

Signed: _____
Board Chairperson

County Clerk

Approved: _____

Vetoed: _____

Signed: _____
County Executive

POSITION CLASSIFICATION/GRADE CHANGE FORM - 2025 IN YEAR	
Completion Checklist	
<ul style="list-style-type: none"> o A visual of your proposed Table of Organization o Job description for the position requested below, highlighting any changes from current JD 	
Request Details	
Effective Date of Requested Change:	7/1/2025
Department:	Recycling & Solid Waste
Department Head:	Greg Parins
Cost Center Number:	5040100
Position Title:	Recycling Program Specialist
Current Classification: Exempt (Salaried) or Non-Exempt (Hourly):	Non-Exempt
Proposed Classification: Exempt (Salaried) or Non-Exempt (Hourly):	Non-Exempt
Current Pay Grade of Position:	130
Proposed Pay Grade of Position:	140
New Step(s) in New Grade:	1
Number of Employees: <i>(if more than 1, complete the "Multiples" worksheet)</i>	1
Reclass Justification	
Briefly summarize why this Classification Change is needed, as well as areas of revenue and savings.	
<p>To better align the current tasks and duties of the Recycling Program Specialist which are set apart from the Management Assistant (Solid Waste). Over time the Recycling Program Specialist has developed into a position requiring a significantly different skill set with more responsibilities and a deeper understanding of operations. The Recycling Program Specialist is responsible for tracking markets and indices for commodity pricing, recording these prices monthly so that they may be tracked and referenced for historical purposes, using the pricing to calculate monthly rates that is charged to MRF customers, invoicing at those rates, processing and recording payments in Paradigm and JD Edwards. Much of this data is tracked and shared with management to make operational, financial and budgeting decisions.</p> <p>They are also responsible for shipping and logistics including inventory management, scheduling and confirming of loads, pricing negotiations in absence of Recycling Superintendent, Bill of Lading management, weight and price adjustments, invoicing and accounting attributing to millions of dollars' worth or revenue annually.</p> <p>They require the ability to process all types of transactions (inbound, outbound, automated, manual) at the scale and have a working knowledge of the intricacies of Paradigm with the ability to change, edit, and correct issues. The ability to troubleshoot issues at the scale including Paradigm, equipment, network, or customers is paramount as they serve as point person for the scale operations in absence of the Recycling Superintendent.</p>	
Employee Impacted By This Change (if no one in position - leave blank)	
Elizabeth Gossen	
Fiscal Data	
How will this position change be funded (choose from drop-down list)?	Enterprise Funds
NET PROJECTED 2025 EXPENDITURES - Amounts must agree to amounts included in the proposed budget.	
Salary	\$ 1,300
Fringe Benefits	\$ 187
Other (Describe):	\$ -
Other (Describe):	\$ -
TOTAL EXPENDITURES	\$ 1,487

COST SAVINGS OR INCREASED REVENUES:	
Please list below the additional revenues pertaining to this position and/or cost savings (reductions in expenditures) that will be shown in the budget.	
<i>Description</i>	<i>Dollar Value (enter as negative)</i>
	\$ -
	\$ -
	\$ -
TOTAL COST SAVINGS/REVENUES	\$ -
NET COUNTY COST (Levy/Fund Balance)	\$ 1,487

TO BE COMPLETED BY HUMAN RESOURCES:	
Reviewed by HR	
County Executive Decision (Approved/Denied)	

Position Purpose

Reporting to the Recycling Superintendent or Solid Waste Superintendent, the Recycling Program Specialist performs specific duties related to commodity sales and market evaluations to meet business needs and development. Duties to include preparing reports; invoicing and tracking financial records; creating and managing tonnage and commodity tracking spreadsheets; daily communication and interaction with customers, outside clients, and vendors.

Key Responsibilities

The following duties are most critical for this position. These are not to be construed as exclusive or all-inclusive. Other duties may be required and assigned.

- Serves as accounts receivable/payable for recycling operations including tracking tonnages, invoicing inbound and outbound loads, processing and recording payments, and working with buyers on pricing or weight adjustments.
- Monitors and evaluates markets and recyclable commodity pricing for strategic planning and historical reference.
- Uses scale software and JD Edwards to monitor, track and report out financial statements for operational analysis, budgeting, and long term planning by management.
- Collaborates with administrative staff in the logistics and shipping of recyclable commodities including inventory management, scheduling and confirming loads, receiving and recording pricing, and completing bills of lading.
- Coordinates and manages recycling departmental timesheets, ongoing records retention, and maintains department files.
- Mentors new-hires.
- Performs various confidential, financial, and administrative duties in support of the Solid Waste Superintendent, Recycling Superintendent, Facilities & Equipment Superintendent and Director.
- Generates memos, letters, reports, and correspondence for distribution to staff and public for the various members of the management staff.
- Prepares budget and CIP documents and presentations, voucher and journal processing, new hire orientation and paperwork.
- Develops and generates reports for internal landfill diversion programs and DNR reporting.
- Serves as point of contact for administrative staff in Recycling Superintendent's absence.
- Provides backup to the scale operator in a rotational and as needed basis. Duties include analyzing incoming materials, recording and charging customers, giving directions, communicating with site staff, opening/closing procedures and balancing end of day cash and credit card reports. Position also includes weekend scale rotational work per monthly work schedule requirements.
- Serves as backup to management assistant and/or program coordinator and/or accountant as needed.

- Assists with various tasks for safety such as supply ordering, setting up training, updating procedure manuals, and making vendor appointments.
- Answers and screens telephone calls determining if questions/messages are appropriate to department; relays messages to other departments as appropriate; assists with responding to inquires about various operations from the general public.
- Generates a positive image for the Recycling & Solid Waste Department by communicating with internal/external customers in a timely and efficient manner, conducting such business in a professional manner.
- Maintains regular and predictable attendance, works overtime/extra hours as required.
- Performs other duties as assigned.

Education/Certifications/Experience Requirements

- Associate's degree in administrative assistance science or a related field, with six to nine years administrative experience which includes handling confidential materials.
- Above average verbal and written communication skills, and experience taking minutes.
- Advanced computer skills and the ability to train others in system usage are preferred; requires some accounting knowledge.
- Or any combination of education and experience that provides equivalent knowledge, skills, and abilities.

Required or Preferred Skills

- Knowledge of and demonstrated ability to harmonize and align with the mission/vision/purpose/core values/goals of the Department and County and comply with all policies, and procedures of the Outagamie County Work Rules and Terms of Employment.
- Demonstrated ability to comply with appropriate safety regulations.
- Ability to communicate effectively with other employees, vendors, the general public, County department heads, and others both verbally and in writing in a professional manner.
- Good communication skills, oral and written, to relate to supervisors and co-workers in problem identification and solving.
- Ability to effectively communicate in English and understand and follow written and oral instructions.
- Ability to work semi-independently making sound decisions using good judgment.
- Ability to use tact and diplomacy when dealing with co-workers, county officials and officers, general public, etc.

- Demonstrated reliability in attendance and flexibility to work hours, especially in adverse weather conditions.
- Ability to organize and maintain accurate and complete records, and prepare clear and comprehensive reports
- Ability to operate a variety of office machines including personal computer with intermediate knowledge of Microsoft Office suite (Excel, Word, PowerPoint, Access, Outlook) and data entry, multi-functional copier, and multi-line telephone.
- Ability to add, subtract, multiply, divide, and calculate decimals and percentages.
- Demonstrated proficiency with typing and following instructions.
- Ability to create and apply mathematical equations in Excel.
- Ability to comprehend and interpret a variety of documents including various contracts, invoices, and various correspondences.
- Ability to prepare various documents including letters, memos, journals, expense vouchers, minutes, and newsletters, etc.
- Ability to walk, stoop, climb, bend, stretch, push, pull, and lift up to 20 pounds, understanding and utilizing proper body mechanics.

OUTAGAMIE COUNTY IS AN EQUAL OPPORTUNITY EMPLOYER. IN COMPLIANCE WITH THE AMERICANS WITH DISABILITIES ACT, THE COUNTY WILL PROVIDE REASONABLE ACCOMMODATIONS TO QUALIFIED INDIVIDUALS WITH DISABILITIES AND ENCOURAGES BOTH PROSPECTIVE EMPLOYEES AND INCUMBENTS TO DISCUSS POTENTIAL ACCOMMODATIONS WITH THE EMPLOYER.

Equipment/Software Needs
Other Job Description Title 1
Other Job Description Title 2

FUND: RECYCLING SOLID WASTE 503/504

COST CENTER NAME: RECYCLING SOLID WASTE

DEPARTMENT NAME: RECYCLING SOLID WASTE

COST CENTER NUMBER: 5039000, 5040100

POSITION COUNT REGULAR POSITIONS:	2023		2024		2025		2026	
	FT	PT	FT	PT	FT	PT	FT	PT
COST CENTER 5039000 SOLID WASTE OPERATIONS								
ENVIRONMENTAL COMPLIANCE TECHNICIAN	1	0	1	0	1	0	1	0
EQUIPMENT OPERATOR I/II	4	0	4	0	4	0	4	0
EQUIPMENT OPERATOR III	3	0	3	0	3	0	3	0
REC. & SOLID WASTE DIRECTOR	1	0	1	0	1	0	1	0
RSW EQUIPMENT/MAINTENANCE MECHANIC	1	0	0	0	0	0	0	0
SCALE OPERATIONS TECHNICIAN	2	0	2	0	2	0	2	0
SOLID WASTE SUPERINTENDENT	1	0	1	0	1	0	1	0
SOLID WASTE OPERATIONS SUPERVISOR	1	0	1	0	1	0	1	0
SW EQUIPMENT/MAINTENANCE SUPERVISOR	1	0	1	0	1	0	1	0
SW EQUIPMENT/MAINTENANCE TECHNICIAN	1	0	2	0	2	0	2	0
BUSINESS SYSTEMS ANALYST	0	0	0	0	0.5	0	0.5	0
MANAGEMENT ASSISTANT	1	0	1	0	1	0	1	0
COST CENTER TOTALS	17	0	17	0	17.5	0	17.5	0

FUND: RECYCLING SOLID WASTE 503/504

COST CENTER NAME: RECYCLING SOLID WASTE

DEPARTMENT NAME: RECYCLING SOLID WASTE

COST CENTER NUMBER: 5039000, 5040100

POSITION COUNT

REGULAR POSITIONS:

COST CENTER 5040100 SINGLE STREAM OPERATIONS

	2023		2024		2025		2025	
	FT	PT	FT	PT	FT	PT	FT	PT
ACCOUNTANT	0	0	0	1	0	1	0	1
EQUIPMENT OPERATOR I/II	3	0	3	0	5	0	5	0
EQUIPMENT OPERATOR III	1	0	1	0	1	0	1	0
INDUSTRIAL MAINTENANCE TECHNICIAN	1	0	0	0	0	0	0	0
RECYCLING PROGRAM SPECIALIST	1	0	1	0	1	0	1	0
RECYCLING OPERATIONS SUPERVISOR	2	0	2	0	2	0	2	0
REC. EQUIPMENT/MAINTENANCE TECHNICIAN	2	0	3	0	3	0	3	0
RECYCLING SUPERINTENDENT	1	0	1	0	1	0	1	0
REC. & SOLID WASTE PROGRAM COORD.	1	0	1	0	1	0	1	0
REC. & RESOURCE RECOVERY TECHNICIAN	2	0	2	0	0	0	0	0
SW FACILITIES/EQUIPMENT SUPERINTENDENT	1	0	1	0	1	0	1	0
COST CENTER TOTALS	15	0	15	1	15	1	15	1
TOTAL POSITIONS - REGULAR:	32	0	32	1	32.5	1	32.5	1

TEMPORARY POSITIONS:

COST CENTER 5039000

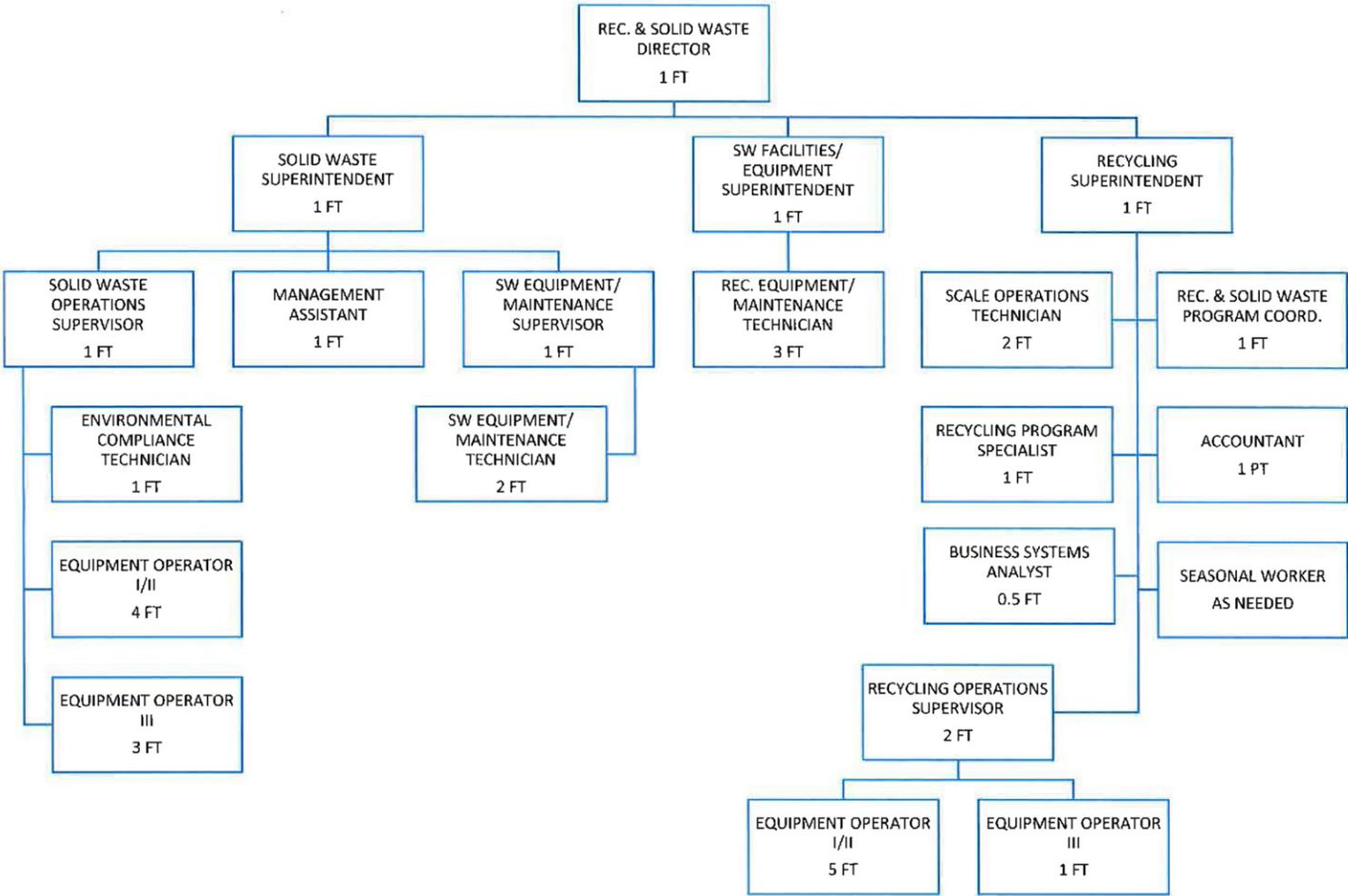
SEASONAL WORKER (AS NEEDED)	0	0	0	0	0	0	0	0
COST CENTER TOTALS	0	0	0	0	0	0	0	0
TOTAL POSITIONS - TEMPORARY:	0	0	0	0	0	0	0	0
TOTAL ALL POSITIONS:	32	0	32	1	32.5	1	32.5	1

FUND: RECYCLING SOLID WASTE 503/504

COST CENTER NAME: RECYCLING SOLID WASTE

DEPARTMENT NAME: RECYCLING SOLID WASTE

COST CENTER NUMBER: 5039000, 5040100



OUTAGAMIE COUNTY FISCAL NOTE

INTRODUCTION: This form must be attached to any resolution or ordinance which contains a spending or revenue proposal. The form should be completed by an individual within the department initiating the resolution or ordinance with assistance from the Financial Services Department. Contact the Finance Director (1674), Controller (1675) or Staff Accountant (1681) for assistance. Once completed, forward a copy of the form to the Financial Services Department for their review. Financial Services will forward a reviewed copy of the fiscal note to Legislative Services.

1. **Subject:** Request to reclassify Management Assistant (Recycling) to Recycling Program Specialist

2. **Description:** This section must be completed for all fiscal notes. Briefly and concisely describe the request. State assumptions used and discuss any current year and long-term fiscal impacts. (A separate attachment can be used)

Reclassification of Management Assistant to Recycling Program Assistant to better reflect the difference in job duties from that of the Solid Waste Management Assistant, including large financial responsibilities and leadership through assumption of duties in the absence of the Recycling Superintendent.

Current Year Budget Impact (Check one or more of the following boxes)

Revenues Expenses (Cost) None

- 3. Is the specific cost or revenue included in the current year's budget? yes () no () partially (X)
- 4. If the proposal requests additional spending, can the additional cost be absorbed within the current year's line item? yes () no () n/a (X)
- 5. Is the proposal to accept additional revenues only? yes () no (X)
- 6. Does this request modify/adjust the current year budget? yes (x) no () 2025 Budget
If no, skip to question 8 below

7. Detail current year budget changes. Please list cost center name, line item, account number and either the increase or decrease amount. (Please note that all budget adjustments must balance. For example, an increase in an expenditure account must be offset by a decrease in another expenditure account or the contingency fund or an increase in a revenue account or other funding sources such as fund balance applied.)

COST CENTER NAME	LINE ITEM (i.e. Salaries, Supplies, Etc.)	ACCOUNT NUMBER INCLUDING COST CENTER (i.e. 1004100.5100, 1004100.5400, etc.)	INCREASE (DECREASE) AMOUNT
SSR Operations	Salaries	5040100.5100	\$1,300.00
SSR Operations	Fringe Benefits	5040100.5200	\$187.00
SSR Operations	Fund Balance Applied	5040100.8895	(\$1,487)

Annual and Long-Term Impact

- 8. Is the above Increase/Decrease a nonrecurring one-time expense or revenue? yes () no (X) n/a ()
- 9. What is the anticipated annual and/or long-term cost or revenue impact? Annual Cost \$57,075.20
Annual Revenue _____

Fiscal Note Prepared by: Alex Pantzlaff

For Financial Services purposes only	
Reviewed By: <i>Michelle Witenbrock</i>	If expenditures are recorded in the financial system at a level of detail lower than the level 6 as shown above, indicate the specific account numbers and amounts below: <u>Detail Expenditures Account Number</u> <u>Amount</u> _____ _____
Date: 5/19/2025	
Comments:	

RESOLUTION NO.: 30—2025-26

TO THE HONORABLE, THE OUTAGAMIE COUNTY BOARD OF SUPERVISORS

LADIES AND GENTLEMEN:

2/3 MAJORITY – 24 VOTES

1 The Outagamie County Clerk of Courts Office is requesting approval to reclassify and rename
2 two (2) full-time Account Technician positions to Deputy Account Clerk positions. Upon
3 completion of the wage study, the Account Associate I / Account Associate II positions were
4 both moved to the Account Technician position in the same salary grade. There are distinct
5 differences between the two positions which prompted a request to reclassify and rename the
6 former Account Associate II to Deputy Account Clerk and have the position re-evaluated for
7 salary grade. The position is important in the role of operations and collection of financials
8 for the Clerk of Courts Office. Duties of this position require interaction with multiple
9 departments at the County and State level and the ability to work in multiple software platforms
10 that are unique to each of the departments. After a compensation review, it was determined
11 that the Deputy Account Clerk position is a grade higher than the original Account Technician
12 I position.

13
14 NOW THEREFORE, the undersigned members of the Legislative/Audit and Human Resources
15 Committee recommend adoption of the following resolution.

16 BE IT RESOLVED, that the Outagamie County Board of Supervisors does hereby approve an in-
17 year Table of Organization request by reclassifying two (2) full-time Deputy Account Clerk positions
18 effective July 1, 2025 for the Clerk of Courts Office as noted on the attached Position Classification/Grade
19 Change Form – 2025 In Year, Job Description, and Table of Organization which by reference are made a
20 part hereof, and

21 BE IT FURTHER RESOLVED, that the Outagamie County Board of Supervisors does approve
22 of increasing the following Clerk of Courts line items: Passport Fees by \$3,875; Salaries by \$3,609;
23 Fringe Benefits by \$266 as noted on the attached fiscal note, which by reference is made a part hereof,
24 and

25 BE IT FINALLY RESOLVED, that the Outagamie County Clerk be directed to forward a copy of
26 this resolution to the Outagamie County Finance Director, the Outagamie County Human Resources
27 Director, and the Outagamie County Clerk of Courts.

28 Dated this _____ day of June 2025

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Respectfully Submitted,
LEGISLATIVE/AUDIT & HUMAN RESOURCES
COMMITTEE

Cathy Spears

Sara MacDonald

Ryan Ferguson

John Kostelny

Sarah Weinberg

Duly and officially adopted by the County Board on: _____

Signed: _____
Board Chairperson

County Clerk

Approved: _____

Vetoed: _____

Signed: _____
County Executive

POSITION CLASSIFICATION/GRADE CHANGE FORM - 2025 IN YEAR	
Completion Checklist	
<ul style="list-style-type: none"> o A visual of your proposed Table of Organization o Job description for the position requested below, highlighting any changes from current JD 	
Request Details	
Effective Date of Requested Change:	7/1/2025
Department:	Clerk of Courts
Department Head:	Barb Bocik
Cost Center Number:	1000500
Position Title:	Account Technician II
Current Classification: Exempt (Salaried) or Non-Exempt (Hourly):	Non-Exempt
Proposed Classification: Exempt (Salaried) or Non-Exempt (Hourly):	Non-Exempt
Current Pay Grade of Position:	125
Proposed Pay Grade of Position:	130
New Step(s) in New Grade:	
Number of Employees: (if more than 1, complete the "Multiples" worksh	2
Reclass Justification	
Briefly summarize why this Classification Change is needed, as well as areas of revenue and savings.	
<p>The Account Technician II position in the Clerk of Courts was put in the wrong pay grade when McGrath did their study. I have attached the comparison of the Account Technician II position and the Account Technician I position and a comparison of the Deputy Treasurer and Senior Account Technician (DHHS-Fiscal) positions that are in higher pay grade than the Account Technician II position in the Clerk of Courts. The Account Technician I position cannot fill in for the Account Technician II position, but the Account Technician II must cover the Account Technician I. As for the comparison of the Account Technician II position in the Clerk of Courts, the Deputy Treasurer position and the Senior Account Technician (DHHS-Fiscal) position, our Account Technician II position does similar job duties to the job duties in the other two positions. The Account Technician II position has a very important role in the operations and collections of the Clerk of Courts financials. The position needs to know a minimum of 10 different software systems in order to get financial information to the Clerk of Courts, Deputy Court Clerks, Judges, State, Department of Corrects, and the public. I also feel that the title of this position should</p>	
Employee Impacted By This Change (if no one in position - leave blank)	
Jane Tremi and Christene Moratz	
Fiscal Data	
How will this position change be funded (choose from drop-down list)? Revenues	
NET PROJECTED 2025 EXPENDITURES - Amounts must agree to amounts included in the proposed budget.	
Salary	\$ 3,609
Fringe Benefits	\$ 266
Other (Describe):	\$ -
Other (Describe):	\$ -
TOTAL EXPENDITURES	\$ 3,875

COST SAVINGS OR INCREASED REVENUES:	
Please list below the additional revenues pertaining to this position and/or cost savings (reductions in expenditures) that will be shown in the budget.	
<i>Description</i>	<i>Dollar Value (enter as negative)</i>
Passport fees	\$ (3,875)
	\$ -
	\$ -
TOTAL COST SAVINGS/REVENUES	\$ (3,875)
NET COUNTY COST (Levy/Fund Balance)	\$ (0)

TO BE COMPLETED BY HUMAN RESOURCES:	
Reviewed by HR	
County Executive Decision (Approved/Denied)	

COMPARISON

This is job being done in Clerk of Courts
Account Technician II (COC)

- 1 Reconciles the daily receipts for the Clerk of Courts and Probate including the credit card payments; scans daily checks; records daily receipts and disbursements; receipts wire and ACH transfers. Serves as the backup for the Finance Supervisor-Courts and cashiers during absences.
- 2 Communicates with delinquent payers to establish and monitor payment plans, reviews and sends out delinquent notices; coordinates with State Debt Collection Agency and Credit Service International advising of delinquent fines, court costs, and restitution. Creates accounts receivables for attorney fees and audits the accounts.
- 3 Processes and disseminates mail following standard procedures, including generating and disbursing of checks on a daily basis for refunds, restitution and payments to various departments.
- 4 Communication and correspondence with various county, state, and municipal offices, and professionals to obtain and provide necessary information.
- 5 Receipts current and delinquent payments through the Consolidated Court Automation Program(CCAP); maintains the general ledger, which includes preparation and processing of journals and vouchers.
- 6 Manage the daily application of money to cases, reconciling and drafting civil judgments. Reviewing and interpreting various Court Orders, Judgments, Decisions, and coordinates the appropriate financial actions based on the courts directives.
- 7 Compiles and tabulates monthly, quarterly, and annual reports for State and other agencies. Meets mandated deadlines as determined by specific assignment.
- 8 Drafts and revises various documents including correspondence, specialized reports, vouchers, and division procedures. Prepares invoices when requested.
- 9 Operates computer software such as Excel, Word, and Microsoft Outlook; utilizes specialized computer programs such as CCAAP, SIDC, Department of Corrections(DOC), US Bank, Nexus, Account, JD Edwards.
- 10 Serves as customer service by directing and assisting the public, answering questions and providing information and referrals to various agencies/services. Audits the bonds monthly and the payables weekly; provides training and monitors receipting procedures completed by others.
- 11 Maintains regular and predictable attendance, works overtime/ extra hours as required.
- 12 Performs other duties as assigned.

This is job being done in Clerk of Courts
Account Technician-Front counter(COC)

- 1 Reconciles accounts and cash drawer; computes payments and/or collects, verifies, and issues receipts for various fees, and other court ordered payments. Works with to calculate and set up payment plans.
- 2 Greets and answers questions for general public and various agencies.
- 3 Receipts in and works with various collection agencies including State Debt Collection, Tax intercept and other collection agencies utilized to recover outstanding debt.
- 4 Enacts enforcement procedures for collections. Prepares various invoices.
- 5 Enters data relating to transactions in State computerized data system and assists court personnel maintaining the court record relative to financial activity.
- 6 Reviews and receives filings for the courts. Authenticates court records and documents as appropriate.
- 7 Helps all areas of the Clerk of Courts with scanning in documents into the electronic system. Completes mass mailings.
- 8 Works with court personnel, Deputy Court Clerks, law enforcement and other agencies to quash warrants. Works with the jail to receipt in bonds and communicates other information as necessary.
- 9 Acts as a notary public.
- 10 Works with law enforcement in processing search warrants.
- 11 Maintains regular and predictable attendance, works overtime/ extra hours as required.
- 12 Performs other duties as assigned.

COMPARISON

	<u>This is job being done in Clerk of Courts Account Technician II (CCOC)</u>	<u>This is job description off of County website Deputy Treasurer</u>	<u>This is job description off of County website Senior Account Technician (DHS-Fiscal)</u>
1	Reconciles the daily receipts for the Clerk of Courts and Probate including the credit card payments; scans daily checks; records daily receipts and disbursements; receipts wire and ACH transfers. Serves as the backup for the Finance Supervisor-Courts and cashiers during absences.	1 Reconciles the county's bank accounts; records daily receipts and disbursements; performs wire and ACH transfers and other banking duties. Serves as the backup for the Deputy Treasurer and Treasurer during absences; also assists the Property Listing positions.	1 Balances reports and verifies information against ledgers.
2	Communicates with delinquent payers to establish and monitor payment plans, reviews and sends out delinquent notices; coordinates with State Debt Collection Agency and Credit Service International advising of delinquent fines, court costs, and restitution. Creates accounts receivables for attorney fees and audits the accounts.	2 Works with delinquent tax payers to establish and monitor payment plans, contacts mortgage companies and lien holders to advise of delinquent taxes, prepares delinquent notices, assist the Treasurer and Corporation Counsel in the In Rem foreclosure legal process and public land sales.	2 Collect and verify client financial information and assist with financial intake process. Maintains accurate and timely client data. Review accounts for collections process.
3	Processes and disseminates mail following standard procedures, including generating and disbursing of checks on a daily basis for refunds, restitution and payments to various departments.	3 Process and distributes mail following standard procedures, including the operation of mailing equipment, disbursement of general and payroll checks to various departments.	3 Generates payments and/or makes correcting adjustments in prior transactions.
4	Communication and correspondence with various county, state, and municipal offices, and professionals to obtain and provide necessary information.	4 Corresponds with various county, state, and municipal offices, and professionals to obtain and provide necessary information.	4
5	Receipts current and delinquent payments through the Consolidated Court Automation Program(CCAP); maintains the general ledger, which includes preparation and processing of journals and vouchers.	5 Receipts current and delinquent Real Estate Payments; maintains the general ledger, which includes monthly balancing, preparing necessary journals and vouchers; assists with the tax settlement.	5 Process and receipts payments in various software systems. Processes direct payment vouchers and Journal entries.
6	Manage the daily application of money to cases, reconciling and drafting civil judgments. Reviewing and interpreting various Court Orders, Judgments, Decisions, and coordinates the appropriate financial actions based on the courts directives.	6 Processes daily receipting of departmental monies thru the Ascent General Receipting, balances cash drawer, receipts, journal entries, and real estate tax payments daily; maintains Treasurer's petty cash account.	6 Examines, codes, classifies, and records information from source documents. Reconciles prepayments collected.
7	Compiles and tabulates monthly, quarterly, and annual reports for state and other agencies. Meets mandated deadlines as determined by specific assignment.	7 Compiles and tabulates monthly, quarterly, and annual reports for several county, municipal, and state agencies.	7 Compiles and maintains spreadsheets. Performs data entry. Meets mandated deadlines as determined by specific assignment.
8	Drafts and revises various documents including correspondence, specialized reports, vouchers, and division procedures. Prepares invoices when requested.	8 Prepares and revises various documents including correspondence, specialized reports, drainage board budget and vouchers and department policies and procedures.	8 Prepares invoices when requested.
9	Operates computer software such as Excel, Word, and Microsoft Outlook; utilizes specialized computer programs such as CCAF, SDC, Department of Corrections(DOC), US Bank, Nexus, Accurint, JD Edwards.	9 Operates computer software such as Excel, Word, and Microsoft Outlook; utilizes specialized computer programs such as Transcendent, Tracker, Internet, Paradigm, GIS Website, Landsbar, and JD Edwards.	9
10	Serves as customer service by directing and assisting the public, answering questions and providing information and referrals to various agencies/services. Audits the bonds monthly and the payables weekly; provides training and monitors receipting procedures completed by others.	10 Serves as receptionist, answers the telephone, greets the public, directs and assists customers, provides information and makes referrals to various agencies/services when appropriate; orders, pays and maintains the Treasurer and Property Listing department supplies. Reconciles monthly supply card statements.	10 Phone and walk in clinic when assigned. Provides training and monitors that portion of receipting procedures completed by others.
11	Maintains regular and predictable attendance, works overtime/extra hours as required.	11 Maintains regular and predictable attendance, works overtime/extra hours as required.	11 Maintains regular and predictable attendance, works overtime/extra hours as required.
12	Performs other duties as assigned.		12 Performs other duties as assigned.

4/19/20, 9:41 AM

Class Spec Details



Outagamie County
Account Technician (II) in the Clerk of Courts

Job Description Code	1130-1	Established Date	06/01/2017
Last Revised Date	01/24/2025	Effective	02/04/2025
Salary Range	\$22.39 - \$29.21 Hourly	Bargaining Unit	N/A
EEO	Other	Occupational Group	200
FLSA	Non-Exempt	Benefit Code	General
Physical Class	N/A	Grade	125
Employee Group (General, AS&P, etc.)	Non-Exempt	Hepatitis Category	C

Position Purpose

Reporting to the Finance Supervisor, the Account Technician (II) is responsible for moderately complex accounting functions including maintaining and updating financial records on the Consolidated Court Automation Programs (CCAP) computer system, analyzing and creating accounts payable vouchers, identifying, analyzing and creating electronic journal adjustments on CCAP and paper journals for entry into JD Edwards. The position is responsible for creating and maintaining various monthly and quarterly reports required for reimbursement along with monitoring accounts receivable and being the main liaison with contracted collection vendors. Provides customer service including creating and monitoring payment plans, maintaining records and answering phones.

Key Responsibilities

The following duties are most critical for this position. These are not to be construed as exclusive or all-inclusive. Other duties may be required and assigned.

- Reconciles the daily receipts for the Clerk of Courts and Probate including the credit card payments; scans daily checks; records daily receipts and

CLASS SPEC

Class Spec Details

disbursements; receipts wire and ACH transfers. Serves as the backup for the Finance Supervisor-Courts and cashiers during absences.

- Communicates with delinquent payers to establish and monitor payment plans, reviews and sends out delinquent notices; coordinates with State Debt Collection Agency (SDC) and Credit Service International advising of delinquent fines, court costs, and restitution. Creates accounts receivables for attorney fees and audits the accounts.
- Processes and disseminates mail following standard procedures, including generating and disbursing of checks on a daily basis for refunds, restitution and payments to various departments.
- Communication and correspondence with various county, state, and municipal offices, and professionals to obtain and provide necessary information.
- Receipts current and delinquent payments through the Consolidated Court Automation Program (CCAP); maintains the general ledger, which includes preparation and processing of journals and vouchers.
- Manage the daily application of money to cases, reconciling and drafting civil judgements. Analyze and interpret various Court Orders, Judgments, Decisions, and coordinates the appropriate financial actions based on the court directives.
- Compiles and tabulates monthly, quarterly, and annual reports for State and other agencies. Meets mandated deadlines as determined by specific assignment.
- Drafts and revises various documents including correspondence, specialized reports, vouchers, and division procedures. Prepares invoices when requested.
- Operates computer software such as Excel, Word, and Microsoft Outlook; utilizes specialized computer programs such as CCAP, SDC, Department of Corrections (DOC), US Bank, Nexus, Accurint, JD Edwards.

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Class Spec Details

- Serves as customer service by directing and assisting the public, answering questions and providing information and referrals to various agencies/services. Audits the bonds monthly and the payables weekly; provides training and monitors receipting procedures completed by others.
- Maintain regular and predictable attendance, works overtime/extra hours as required.
- Performs other duties as assigned.

Education/Certifications/Experience Requirements

- Associate degree in Accounting or Business Administration with at least two years of accounting experience.
- Or any combination of education and experience that provides equivalent knowledge, skills and abilities.

Required or Preferred Skills

- Knowledge of and demonstrated ability to conform to goals, policies, and procedures of the Department as well as the Outagamie County Work Rules and Terms of Employment.
- Ability to communicate and work effectively with co-workers, other departments internally and externally, the general public and members of all socioeconomic groups by using tact, respect, diplomacy, cooperation and strong interpersonal communication skills.
- Knowledge and application of accounting principles and bookkeeping practices and the ability to analyze and solve accounting problems.
- Ability to interpret judgments of the court and related written financial material.
- Ability to maintain accurate and complete records and prepare clear and comprehensive reports.

CLASS SPECIFICATION

CLASS SPECIFICATION

- Knowledge of departmental operations, court procedure and processes, pertinent laws, statutes, codes and regulations.
- Ability to work in detail with a high degree of accuracy.
- Ability to maintain confidentiality.
- Ability to work independently to meet deadlines.
- Skill in the operation of computerized systems, the software utilized in the department, and other office equipment.
- Ability to add, subtract, multiply, divide and figure simple mathematical calculations.
- Ability to walk, stoop, climb, bend, stretch, push, pull and lift up to 10 pounds, understanding and utilizing proper body mechanics.

OUTAGAMIE COUNTY IS AN EQUAL OPPORTUNITY EMPLOYER. IN COMPLIANCE WITH THE AMERICANS WITH DISABILITIES ACT, THE COUNTY WILL PROVIDE REASONABLE ACCOMMODATIONS TO QUALIFIED INDIVIDUALS WITH DISABILITIES AND ENCOURAGES BOTH PROSPECTIVE EMPLOYEES AND INCUMBENTS TO DISCUSS POTENTIAL ACCOMMODATIONS WITH THE EMPLOYER.

<u>POSITION COUNT</u> REGULAR POSITIONS:	<u>2022</u>		<u>2023</u>		<u>2024</u>		<u>2025</u>	
	FT	PT	FT	PT	FT	PT	FT	PT
<u>COST CENTER 1000500</u>								
ACCOUNT TECHNICIAN I	2	0	2	0	0	0	2	0
ACCOUNT TECHNICIAN II (proposed Deputy Account Clerk)	2	0	2	0	4	0	2	0
CHIEF DEPUTY CLERK OF COURTS	1	0	1	0	1	0	1	0
CLERK OF COURTS	1	0	1	0	1	0	1	0
DEPUTY COURT CLERK	18	0	18	0	18	0	18	0
FINANCE SUPERVISOR	1	0	1	0	1	0	1	0
OFFICE SPECIALIST	3	0	3	0	3	0	3	0
RECORDS SPECIALIST	2	0	2	0	2	0	2	0
COST CENTER TOTALS	30	0	30	0	30	0	30	0
TOTAL POSITIONS - REGULAR:	30	0	30	0	30	0	30	0
TOTAL ALL POSITIONS:	30	0	30	0	30	0	30	0

OUTAGAMIE COUNTY FISCAL NOTE

INTRODUCTION: This form must be attached to any resolution or ordinance which contains a spending or revenue proposal. The form should be completed by an individual within the department initiating the resolution or ordinance with assistance from the Financial Services Department. Contact the Finance Director (1674), Controller (1675) or Staff Accountant (1681) for assistance. Once completed, forward a copy of the form to the Financial Services Department for their review. Financial Services will forward a reviewed copy of the fiscal note to Legislative Services.

1. **Subject:** Deletions of two (2) Account Technician 1 positions and addition of two (2) Deputy Clerk Positions in Clerk of Courts

2. **Description:** This section must be completed for all fiscal notes. Briefly and concisely describe the request. State assumptions used and discuss any current year and long-term fiscal impacts. (A separate attachment can be used)

When the wage study was completed, the Account Associates I/II positions were both moved to the Account Technician position in the same salary grade. There are distinct differences between the two positions which prompted a request to reclassify and rename the former Account Associate II to Deputy Account Clerk and have re-evaluated for salary grade. The position is important in the role of operations and collection of financials for the Clerk of Courts. Duties of this position require interaction with multiple departments at the County and the State level and ability to work in the multiple software platforms that are unique to each of those departments. After a compensation review, it was determined that the Deputy Account Clerk position is a grade higher than the original Account Technician I position.

Current Year Budget Impact (Check one or more of the following boxes)

Revenues Expenses (Cost) None

- 3. Is the specific cost or revenue included in the current year's budget? yes () no (X) partially ()
- 4. If the proposal requests additional spending, can the additional cost be absorbed within the current year's line item? yes () no (X) n/a ()
- 5. Is the proposal to accept additional revenues only? yes () no (X)
- 6. Does this request modify/adjust the current year budget? yes (X) no () 2025 budget
If no, skip to question 8 below.

7. Detail current year budget changes. Please list cost center name, line item, account number and either the increase or decrease amount. (Please note that all budget adjustments must balance. For example, an increase in an expenditure account must be offset by a decrease in another expenditure account or the contingency fund or an increase in a revenue account or other funding sources such as fund balance applied.)

<u>COST CENTER NAME</u>	<u>LINE ITEM</u> <small>(i.e. Salaries, Supplies, Etc.)</small>	<u>ACCOUNT NUMBER INCLUDING COST CENTER</u> <small>(i.e. 1004100.5100, 1004100.5400, etc.)</small>	<u>INCREASE (DECREASE) AMOUNT</u>
Clerk of Courts	Passport Fees	1000500.4305	3,875
Clerk of Courts	Salaries	1000500.5100	3,609
Clerk of Courts	Fringe Benefits	1000500.5200	266

Annual and Long-Term Impact

- 8. Is the above Increase/Decrease a nonrecurring one-time expense or revenue? yes () no (x) n/a ()
- 9. What is the anticipated annual and/or long-term cost or revenue impact? Annual Cost 3875
Annual Revenue 0

Fiscal Note Prepared by: Barb Bocik/Kathy Wippich

For Financial Services purposes only	
Reviewed By: <i>Michelle Witenbroek</i>	If expenditures are recorded in the financial system at a level of detail lower than the level 6 as shown above, indicate the specific account numbers and amounts below: <u>Detail Expenditure Account Number</u> <u>Amount</u>

OUTAGAMIE COUNTY FISCAL NOTE

Date: 5/20/2025		
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RESOLUTION NO.: 31—2025-26

TO THE HONORABLE, THE OUTAGAMIE COUNTY BOARD OF SUPERVISORS

LADIES AND GENTLEMEN:

2/3 MAJORITY – 24 VOTES

1 The Outagamie County Land Conservation Department (LCD) entered into a grant
2 agreement with the Wisconsin Department of Military Affairs, Division of
3 Emergency Management (WEM) to accept funds for identifying flood
4 vulnerabilities, pinpointing options to improve flood resiliency, and restoring
5 hydrology in order to reduce flood risk and damages in flood-prone communities.
6 The \$71,825 grant will be used to cover staffing costs in the amount of \$66,225,
7 travel/training expenses in the amount of \$300, supplies in the amount of \$300, and
8 purchased services in the amount of \$5,000.

9
10 The project period runs from June 1, 2025 to May 31, 2027. The LCD is requesting
11 approval to accept and expend these funds, along with approval for a 2025 budget
12 adjustment, which includes an increase in Intergovernmental Revenue by \$71,825,
13 with a corresponding increase in Personnel of \$44,153, Fringe Benefits of \$22,072,
14 Travel/Training of \$300, Supplies of \$300, and Purchased Services of \$5,000. This
15 proposed adjustment is budget neutral, requiring no county funding.

16
17 NOW THEREFORE, the undersigned members of the Agriculture, Extension Education,
18 Zoning, and Land Conservation Committee recommend adoption of the following resolution.

19 BE IT RESOLVED, that the Outagamie County Board of Supervisors does authorize and
20 approve the Land Conservation Department to accept and expend a \$71,825 grant from the
21 Wisconsin Department of Military Affairs, Division of Emergency Management to identify and
22 improve flood vulnerabilities in flood-prone communities, and

23 BE IT FURTHER RESOLVED, that the Outagamie County Board of Supervisors does
24 authorize and approve of increasing the following line items in the Land Conservation Grants
25 (2090400) cost center: Intergovernmental Revenues by \$71,825; Personnel by \$44,153; Fringe
26 Benefits by \$22,072; Travel/Training by \$300; Supplies by \$300; and Purchased Services by
27 \$5,000 as noted on the attached fiscal note which by reference is made a part hereof, and

1 BE IT FINALLY RESOLVED, that the Outagamie County Clerk be directed to forward a
2 copy of this resolution to the Outagamie County Land Conservation Department Director and the
3 Outagamie County Finance Director.

4 Dated this ____ day of June 2025

5 Respectfully Submitted,

6
7 AGRICULTURE, EXTENSION
8 EDUCATION, ZONING AND LAND
9 CONSERVATION COMMITTEE

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Debbie VanderHeiden

Mike Janke

Jayme Heiser

Mark Mitchell

Daniel Rettler

Duly and officially adopted by the County Board on: _____

Signed: _____
Board Chairperson

County Clerk

Approved: _____

Vetoed: _____

Signed: _____
County Executive

OUTAGAMIE COUNTY FISCAL NOTE

INTRODUCTION: This form must be attached to any resolution or ordinance which contains a spending or revenue proposal. The form should be completed by an individual within the department initiating the resolution or ordinance with assistance from the Financial Services Department. Contact the Finance Director (1675), Controller (1674) or Staff Accountant (1681) for assistance. Once completed, forward a copy of the form to the Financial Services Department for their review. Financial Services will forward a reviewed copy of the fiscal note to Legislative Services.

- Subject:** LCD Request to Accept and Expend Grant Funds from the Wisconsin Department of Military Affairs, Division of Emergency Management.
- Description:** This section must be completed for all fiscal notes. Briefly and concisely describe the request. State assumptions used and discuss any current year and long-term fiscal impacts. (A separate attachment can be used)

The Land Conservation Department (LCD) entered into a grant agreement with the Wisconsin Department of Military Affairs, Division of Emergency Management (WEM) to accept funds for identifying flood vulnerabilities, identifying options to improve flood resiliency, and restoring hydrology in order to reduce flood risk and damages in flood-prone communities. The grant is for \$71,825 to cover staffing costs of \$66,225, travel/training expenses of \$300, supplies of \$300 and purchased services of \$5,000.

The project runs from June 1, 2025 to May 31, 2027. LCD is requesting approval to accept and expend these funds, along with approval for a budget adjustment, which includes an increase in Intergovernmental Revenue by \$71,825.00, with a corresponding increase in Salary of \$44,153, Fringe of \$22,072, Travel (including Training) of \$300, Supplies of \$300.00, and Purchased Services of \$5,000. This proposed adjustment is budget neutral, requiring no county funding.

Current Year Budget Impact (Check one or more of the following boxes)

Revenues Expenses (Cost) None

- Is the specific cost or revenue included in the current year's budget? yes () no (X) partially ()
- If the proposal requests additional spending, can the additional cost be absorbed within the current year's line item? yes () no (X) n/a ()
- Is the proposal to accept additional revenues only? yes () no (X)
- Does this request modify/adjust the current year budget? yes (X) no () 2025 budget
If no, skip to question 8 below.
- Detail current year budget changes. Please list cost center name, line item, account number and either the increase or decrease amount. (Please note that all budget adjustments must balance. For example, an increase in an expenditure account must be offset by a decrease in another expenditure account or the contingency fund or an increase in a revenue account or other funding sources such as fund balance applied.)

COST CENTER NAME	LINE ITEM (i.e. Salaries, Supplies, Etc.)	ACCOUNT NUMBER INCLUDING COST CENTER (i.e. 1004100.5100, 1004100.5400, etc.)	INCREASE (DECREASE) AMOUNT
LC Grants (2090400)	Intergovernmental Revenues	2090400.4200	\$71,825.00
LC Grants (2090400)	Personnel	2090400.5100	\$44,153.00
LC Grants (2090400)	Fringe Benefits	2090400.5200	\$22,072.00
LC Grants (2090400)	Travel/Training	2090400.5300	\$300.00
LC Grants (2090400)	Supplies	2090400.5400	\$300.00
LC Grants (2090400)	Purchased Services	2090400.5500	\$5,000.00

Annual and Long-Term Impact

- Is the above Increase/Decrease a nonrecurring one-time expense or revenue? yes (x) no () n/a ()
- What is the anticipated annual and/or long-term cost or revenue impact? Annual Cost _____
Annual Revenue _____

Fiscal Note Prepared by: Sarah Kussow

For Financial Services purposes only

Reviewed By: <i>Michelle Witenbrock</i>	If expenditures are recorded in the financial system at a level of detail lower than the level 6 as shown above, indicate the specific account numbers and amounts below: <u>Detail Expenditures Account Number</u> <u>Amount</u>
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Date: 6/2/2025		
Comments:		

RESOLUTION NO.: 32—2025-26

TO THE HONORABLE, THE OUTAGAMIE COUNTY BOARD OF SUPERVISORS

LADIES AND GENTLEMEN:

2/3 MAJORITY – 24 VOTES

1 The Public Health Accreditation Board (PHAB) Mini-Grant is offered by the
2 Wisconsin Association of Local Health Departments and Boards (WALHDAB)
3 Association.
4

5 The Outagamie County Health and Human Services Public Health Department is
6 requesting to apply for, accept and expend the PHAB Mini-Grant for a total project
7 budget of \$3,000, said monies to be used to help prepare Wisconsin’s local and
8 tribal health departments for accreditation or to become accreditation ready by
9 either creating, developing, or adopting a document/plan that can be approved by
10 PHAB for use as a template for all local health departments seeking accreditation
11 or readiness.
12

13 NOW THEREFORE, the undersigned members of the Health and Human Services
14 Committee recommend adoption of the following resolution.

15 BE IT RESOLVED, that the Outagamie County Board of Supervisors does authorize and
16 approve the Health and Human Services Public Health Department to apply for, accept and expend
17 a \$3,000 Public Health Accreditation Board Mini-Grant offered by the Wisconsin Association of
18 Local Health Departments and Boards Association, said monies to be used to help prepare
19 Wisconsin’s local and tribal health department for accreditation, and

20 BE IT FURTHER RESOLVED, that the Outagamie County Board of Supervisors does
21 authorize and approve of increasing the Other Special Contracts/Obligations and Miscellaneous
22 line items in the Community Health cost center by \$3,000 each as noted on the attached fiscal note
23 which by reference is made a part hereof, and

24 BE IT FINALLY RESOLVED, that the Outagamie County Clerk be directed to forward a
25 copy of this resolution to the Outagamie County Health and Human Services Director and the
26 Outagamie County Finance Director.

27 Dated this ____ day of June 2025

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Respectfully Submitted,

HEALTH AND HUMAN SERVICES
COMMITTEE

Jeff McCabe

Justin Krueger

Dustin Koury

Cathy Thompson

Vacant

Duly and officially adopted by the County Board on: _____

Signed: _____
Board Chairperson

County Clerk

Approved: _____

Vetoed: _____

Signed: _____
County Executive

	_____	_____
Date:6/2/2025	_____	_____
Comments:		

RESOLUTION NO.: 33—2025-26

TO THE HONORABLE, THE OUTAGAMIE COUNTY BOARD OF SUPERVISORS

LADIES AND GENTLEMEN:

2/3 MAJORITY – 24 VOTES

1 The Opioid Settlement Funds Grant is being offered by Vital Strategies, and
2 Outagamie County is eligible for 1:1 matching funds up to \$100,000.

3
4 This grant will leverage opioid settlement funds to increase access to evidence-
5 based harm reduction and overdose prevention services within rural counties,
6 municipalities, and Native nations. It will also strengthen community engagement
7 around the opioid settlements, particularly with people who have experienced drug
8 usage. Harm reduction is a critical and necessary framework to combat the
9 overdose crisis, reduce harm, and address the underlying social determinants of
10 health that disproportionately impact certain communities.

11
12 The Outagamie County Health and Human Services Public Health Department is
13 requesting to apply for, accept and expend the Opioid Settlement Funds grant for a
14 total project budget of up to \$100,000.

15
16 NOW THEREFORE, the undersigned members of the Health and Human Services
17 Committee recommend adoption of the following resolution.

18 BE IT RESOLVED, that the Outagamie County Board of Supervisors does authorize and
19 approve the Health and Human Services Public Health Department to apply for, accept and expend
20 an Opioid Settlement Funds grant in an amount up to \$100,000, said monies to be used to increase
21 access to evidence-based harm reduction and overdose prevention services within rural counties,
22 municipalities, and Native nations, and

23 BE IT FURTHER RESOLVED, that the Outagamie County Board of Supervisors does
24 authorize and approve of increasing the Local Special Contracts/Obligations line item and
25 Miscellaneous line item in the Opioid Settlement cost center by \$100,000 each as noted on the
26 attached fiscal note which by reference is made a part hereof, and

27 BE IT FINALLY RESOLVED, that the Outagamie County Clerk be directed to forward a
28 copy of this resolution to the Outagamie County Health and Human Services Director and the
29 Outagamie County Finance Director.

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Dated this ____ day of June 2025

Respectfully Submitted,

HEALTH AND HUMAN SERVICES
COMMITTEE

Jeff McCabe

Justin Krueger

Dustin Koury

Cathy Thompson

Vacant

Duly and officially adopted by the County Board on: _____

Signed: _____
Board Chairperson

County Clerk

Approved: _____

Vetoed: _____

Signed: _____
County Executive

OUTAGAMIE COUNTY FISCAL NOTE

INTRODUCTION: This form must be attached to any resolution or ordinance which contains a spending or revenue proposal. The form should be completed by an individual within the department initiating the resolution or ordinance with assistance from the Financial Services Department. Contact the Finance Director (1675), Controller (1674) or Staff Accountant (1681) for assistance. Once completed, forward a copy of the form to the Financial Services Department for their review. Financial Services will forward a reviewed copy of the fiscal note to Legislative Services.

1. **Subject:** Department of Health and Human Services Requests to Seek and Accept an Opioid Settlement fund Grant for up to \$100,000

2. **Description:** This section must be completed for all fiscal notes. Briefly and concisely describe the request. State assumptions used and discuss any current year and long-term fiscal impacts. (A separate attachment can be used)

The Opioid Settlement Funds Grant is being offered by Vital Strategies and Outagamie is eligible for 1:1 matching funds up to \$100,000.

This grant will leverage opioid settlement funds to increase access to evidence-based harm reduction and overdose prevention services within rural counties, municipalities and Native nations. It will also strengthen community engagement around the opioid settlements, particularly with people who have lived or living experience of drug use. Harm reduction is a critical and necessary framework to combat the overdose crisis, reduce harm, and address the underlying social determinants of health that disproportionately impact certain communities.

HHS Public Health is requesting to apply and accept Opioid Settlement Funds grant for a total project budget of up to \$100,000.

Current Year Budget Impact (Check one or more of the following boxes)

Revenues Expenses (Cost) None

- 3. Is the specific cost or revenue included in the current year's budget? yes () no (X) partially ()
- 4. If the proposal requests additional spending, can the additional cost be absorbed within the current year's line item? yes () no () n/a (X)
- 5. Is the proposal to accept additional revenues only? yes (X) no ()
- 6. Does this request modify/adjust the current year budget? yes (X) no ()
If no, skip to question 8 below.
- 7. Detail current year budget changes. Please list cost center name, line item, account number and either the increase or decrease amount. (Please note that all budget adjustments must balance. For example, an increase in an expenditure account must be offset by a decrease in another expenditure account or the contingency fund or an increase in a revenue account or other funding sources such as fund balance applied.)

COST CENTER NAME	LINE ITEM (i.e. Salaries, Supplies, Etc)	ACCOUNT NUMBER INCLUDING COST	INCREASE
		CENTER (i.e. 1004100.5100, 1004100.5400, etc.)	(DECREASE) AMOUNT
Opioid Settlement	Local Special Contracts/Obligations	2170100.5570.08.2	\$ 100,000
Opioid Settlement	Miscellaneous	2170100.4280.99	\$ 100,000

Annual and Long-Term Impact

- 8. Is the above Increase/Decrease a nonrecurring one-time expense or revenue? yes (X) no () n/a ()
- 9. What is the anticipated annual and/or long-term cost or revenue impact? Annual Cost 0
Annual Revenue 0

Fiscal Note Prepared by: Betty Gehring

For Financial Services purposes only

Reviewed By: <i>Michelle Wittenbrook</i>	If expenditures are recorded in the financial system at a level of detail lower than the level 6 as shown above, indicate the specific account numbers and amounts below: <u>Detail Expenditures Account Number</u> <u>Amount</u>
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Date:6/2/2025		
Comments:		

RESOLUTION NO.: 34—2025-26

TO THE HONORABLE, THE OUTAGAMIE COUNTY BOARD OF SUPERVISORS

LADIES AND GENTLEMEN:

2/3 MAJORITY – 24 VOTES

1 The aging population in Outagamie County continues to grow and more individuals over the
2 age of 60 are remaining in their homes. In turn, there is an increasing number of referrals to
3 Adult Protective Services (APS) due to concerns with physical safety, vulnerability, or
4 financial security. There is a need for additional APS staff. The current Class Specification
5 for an Adult Protective Services Worker requires a Master’s Degree. In review of other
6 counties and services provided in this role, this position could be addressed with a Bachelor’s
7 degree. Therefore, this request is to reclassify three (3) full-time Case Manager-Adult
8 Protective Services positions. If approved, these positions would require a Bachelor’s Degree
9 to be more consistent with surrounding county-level practice and standards as well as expand
10 the potential for more applicants to meet county needs. There is a cost savings of \$570 for this
11 request, with no fiscal note required.

12
13 NOW THEREFORE, the undersigned members of the Legislative/Audit and Human Resources
14 Committee recommend adoption of the following resolution.

15 BE IT RESOLVED, that the Outagamie County Board of Supervisors does hereby approve an in-
16 year Table of Organization request by reclassifying three (3) full-time Case Manager-Adult Protective
17 Services positions effective June 25, 2025 for the Health and Human Services Department as noted on the
18 attached Position Classification/Grade Change Form – 2025 Budget, Job Description, and Table of
19 Organization which by reference are made a part hereof, with a cost savings of \$570 and no fiscal note
20 required, and

21 BE IT FINALLY RESOLVED, that the Outagamie County Clerk be directed to forward a copy of
22 this resolution to the Outagamie County Finance Director, the Outagamie County Human Resources
23 Director, and the Outagamie County Health and Human Services Director.

24 Dated this _____ day of June 2025

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Respectfully Submitted,

LEGISLATIVE/AUDIT & HUMAN RESOURCES
COMMITTEE

Cathy Spears

Sara MacDonald

Ryan Ferguson

John Kostelny

Sarah Weinberg

Duly and officially adopted by the County Board on: _____

Signed: _____
Board Chairperson

County Clerk

Approved: _____

Vetoed: _____

Signed: _____
County Executive

POSITION CLASSIFICATION/GRADE CHANGE FORM - 2025 BUDGET	
Completion Checklist	
<ul style="list-style-type: none"> o A visual of your proposed Table of Organization o Job description for the position requested below, highlighting any changes from current JD o New McGrath Consulting Position Questionnaire with details of how position has changed 	
Request Details	
Effective Date of Requested Change:	6/25/2025
Department:	HHS
Department Head:	Beth Roberts
Cost Center Number:	2066090
Position Title:	Case Manager-Adult Protective Services
Current Classification: Exempt (Salaried) or Non-Exempt (Hourly):	exempt
Proposed Classification: Exempt (Salaried) or Non-Exempt (Hourly):	exempt
Current Pay Grade of Position:	150
Proposed Pay Grade of Position: (based on market data received from HR)	145
New Step(s) in New Grade:	see below
Number of Positions Impacted:	3 positions
Position Justification	
Briefly summarize why this Classification Change is needed, as well as areas of revenue and savings.	
<p>The Outagamie County aging population continues to grow and more individuals over the age of 60 and above are remaining in their homes, and increasing referrals to Adult Protective Services when these individuals present with concerns for their physical safety, vulnerability, or financial security. The need for additional APS staff is needed. However, the current Class Specification requires the Adult Protective Services Worker to have a Master's Degree. In review of other counties and services provided in this role, this position could also be addressed by a Bachelor's level degreed individual. Therefore, I am requesting a change to the Class Specifications for this position to allow for Bachelor's degreed individual that allows Outagamie County to be more consistent with surrounding county-level practice and standards as well as expand the potential for more applicants to meet county needs.</p>	
Employee(s) Impacted By This Change (if no one in position - leave blank)	
<p>Bobbi Trucco currently grade 150, step 10 (\$40.99) would be held at current wage, Tanya Vickery grade 150, step 6 (\$36.42 with next eval 10/6/2025) would move to grade 145, step 10 (\$38.30), and one position vacant (Baldwin)+A26</p>	
Fiscal Data	
How will this position change be funded (choose from drop-down list)?	Combination - Grants/Non-Levy
NET PROJECTED 2025 EXPENDITURES - Amounts must agree to amounts included in the proposed budget.	
Salary	\$ (499)
Fringe Benefits	\$ (71)
Other (Describe):	\$ -
Other (Describe):	\$ -
TOTAL EXPENDITURES	\$ (570)
COST SAVINGS OR INCREASED REVENUES: Cost savings would be minimal due to current staff being in positions but in the long run it would 7% of the wage paid to staff in these positions and allow better flexibility due to more staff in the case manager classification in the division.	
Please list below the additional revenues pertaining to this position and/or cost savings (reductions in expenditures) that will be shown in the budget.	
<i>Description</i>	<i>Dollar Value (enter as negative)</i>
	\$ -
	\$ -
	\$ -

TOTAL COST SAVINGS/REVENUES	\$	-
NET COUNTY COST (Levy/Fund Balance)	\$	(570)

<i>TO BE COMPLETED BY HUMAN RESOURCES:</i>	
Reviewed by HR	
County Executive Decision (Approved/Denied)	

2/10/25, 3:40 PM

Class Spec Details



Logo

Outagamie County

Case Manager - Adult Protective Services (DHHS MH)

Job Description Code	6600-16	Established Date	05/11/2022
Last Revised Date	05/5/2025	Effective	01/31/2026
Salary Range		Bargaining Unit	N/A
	Annually		
EEO	EEO4-Protective Service Workers	Occupational Group	130
FLSA	Exempt	Benefit Code	General
Physical Class	N/A	Grade	
Employee Group (General, AS&P, etc.)	Exempt	Hepatitis Category C	

Position Purpose

Under the general supervision of the assigned Human Services Supervisor - Mental Health & Substance Use, the Case Manager - Adult Protective Services (APS) provides professional services to individuals and families to assess and coordinate protective, clinical and legal aspects of their work.

Key Responsibilities

The following duties are most critical for this position. These are not to be construed as exclusive or all-inclusive. Other duties may be required and assigned.

- Assess intake reports to determine validity of the report and legal basis for involvement, observing and interviewing family members, and collateral contacts.
- Determines through interviews, assessments, home visits, investigations, etc., the range of services needed by the individual and family, explaining the services and discussing the consumer's rights and responsibilities.

- Recommends services from other resources, arranging for appointments and establishing connections with those providers to meet the consumer’s needs.
- Provides crisis assessment and crisis counseling when needed.
 - Provides protective support services for consumers who are in at-risk situations including the possible need to obtain emergency placements for an individual.
 - Generates and maintains accurate clinical documentation as required by established standards and internal departmental policies.
 - Completes all APS requirements for reporting on a timely basis from the Department of Health and Human Services.
 - Provides court related services including preparing and writing court reports, court conditions, testimony, and other related paperwork. Develops and maintains positive relationships with other Health and Human Services Divisions, medical and human service agencies in the County and State.
 - Maintains regular and predictable attendance, works overtime/extra hours as required.
 - Provides on-call services as assigned.
 - Maintains productivity standards as defined by Division standards. Manages consumers with varying degrees of mental and physical health needs in a professionally effective and ethical manner.
 - Responds to daytime and on-call crisis service needs, makes preliminary emergent psychosocial assessment based on available information and makes referrals and interventions as clinically and
legally appropriate.

Education/Certifications/Experience Requirements

Required or Preferred Skills

Case Manager - Adult Protective Services must have:

- A Bachelor’s degree in Social Work, Psychology, or human services related field.
- One to two years of experience with crisis intervention and/or adult protective services is preferred.
- Knowledge of Wisconsin Chapters 51, 54 and 55 and the demonstrated capacity to follow and incorporate these Statutes in their professional work.
- Must possess and maintain a valid driver’s license.

2/10/25, 3:40 PM

Class Spec Details

- Knowledge of and demonstrated ability to conform to goals, policies, and procedures of the Department as well as the Outagamie County
- Work Rules and Terms of Employment.
- Maintain objectivity and positive outlook while dealing with negative
- situations using tact and diplomacy while maintaining professionalism.
- Work independently making sound timely decisions and having the skill
- to determine when supervision is necessary.
- Ability to transport oneself to and from various locations in a timely
- and efficient manner.
- Ability to operate a variety of office equipment including computers
- and software utilized by the Department.
- Ability to add, subtract, multiply, divide, calculate decimals and percentages, and make use of the principles of descriptive statistics.
- Ability to comprehend and interpret a variety of documents including
- clinical, hospital, and other medical records, policies and other manuals.
- Ability to communicate effectively with consumers, multidisciplinary staff, law enforcement, legal professionals, school personnel, general public and
- others verbally and in writing.
- Ability to adhere to professional ethics and standards of the field.
- Knowledge and appreciation of cultural issues and differences. Skills in organization including paperwork management, time management and prioritization of crisis demands.
- Ability to make public presentations and provide community-speaking engagements when needed.
- May be required to work overtime/extra work hours as required and to perform other duties not normally assigned as required by supervisor/manager.
- Responds to Agencies/Divisions Emergency/Disaster Plan.

OUTAGAMIE COUNTY IS AN EQUAL OPPORTUNITY EMPLOYER. IN COMPLIANCE WITH THE AMERICANS WITH DISABILITIES ACT, THE COUNTY WILL PROVIDE REASONABLE ACCOMMODATIONS TO QUALIFIED INDIVIDUALS WITH DISABILITIES AND ENCOURAGES BOTH PROSPECTIVE EMPLOYEES AND INCUMBENTS TO DISCUSS POTENTIAL ACCOMMODATIONS WITH THE EMPLOYER.

FUND: HEALTH HUMAN SERVICES 206

COST CENTER NAME: HUMAN HEALTH SERVICES
 COST CENTER NUMBER: 2061010, 2062040, 2063005,
 2064010, 2065010, 2066090, 2067020, ETAL.

DEPARTMENT NAME: HEALTH HUMAN SERVICES

COST CENTER 2064010

ADMINISTRATIVE SERVICES SUPERVISOR	1	0	1	0	1	0	1	0
OFFICE ASSISTANT	4	1	4	1	4	1	4	0
COST CENTER TOTALS	5	1	5	1	5	1	5	0

COST CENTER 2063100

OFFICE ASSISTANT *	5	0	5	0	5	0	5	0
COST CENTER TOTALS	5	0	5	0	5	0	5	0

COST CENTER 2062040

ADMINISTRATIVE SERVICES SUPERVISOR	1	0	1	0	1	0	1	0
DIVISION ASSISTANT	1	0	1	0	1	0	1	0
OFFICE ASSISTANT	5	0	5	0	6	0	6	0
RECORDS SPECIALIST	0	0	0	0	1	0	1	0
COST CENTER TOTALS	7	0	7	0	9	0	9	0

TOTAL ADMINISTRATIVE REGULAR POSITIONS:	41	5	42	5	44	5	45	4
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*ADRC Function CC2063100

POSITION COUNT

REGULAR POSITIONS:	<u>2022</u>		<u>2023</u>		<u>2024</u>		<u>2025</u>	
	FT	PT	FT	PT	FT	PT	FT	PT

MENTAL HEALTH & SUBSTANCE ABUSE

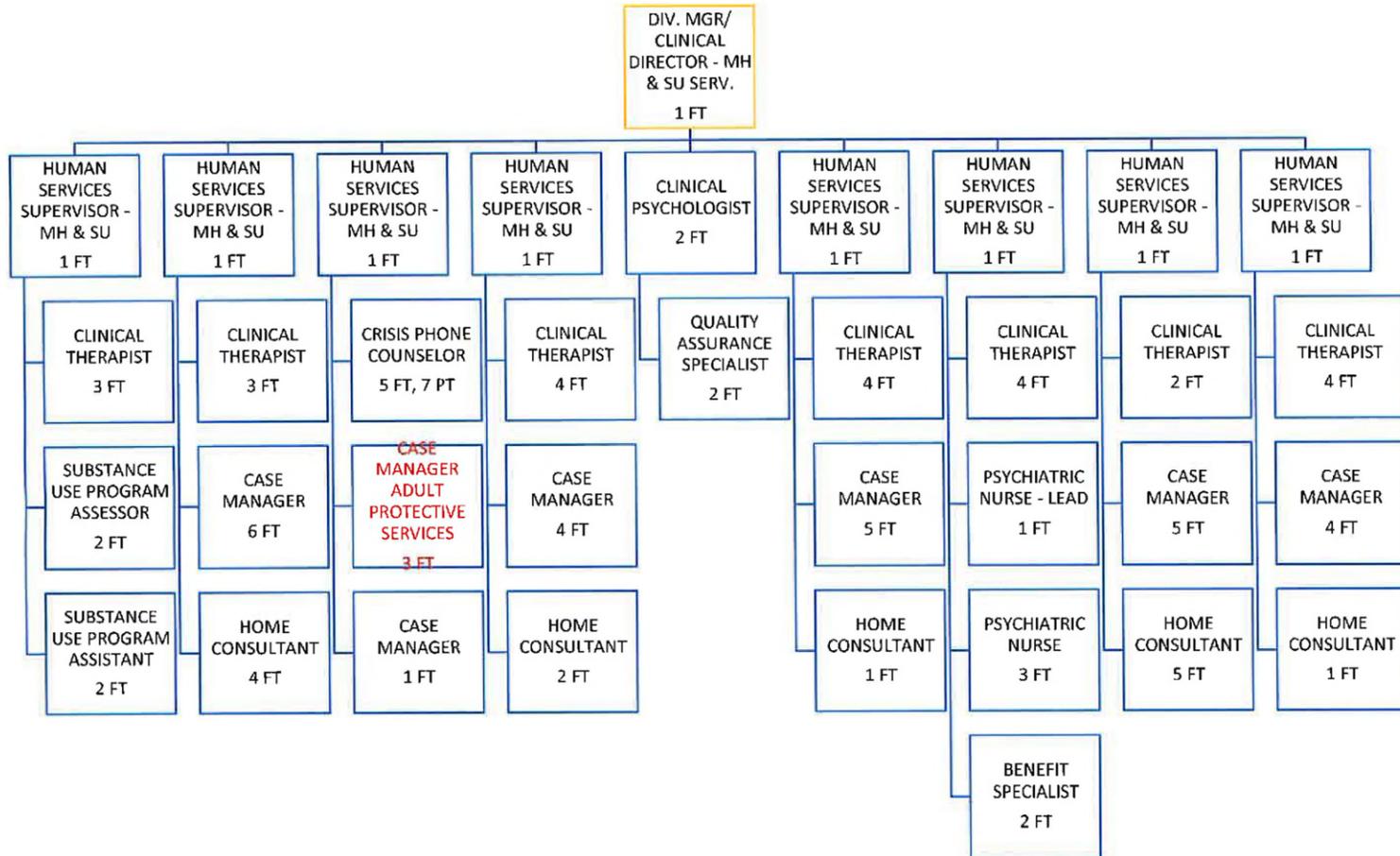
COST CENTER 2066090

CASE MANAGER ADULT PROTECTIVE SERVICES	2	0	2	0	3	0	3	0
BENEFIT SPECIALIST	2	0	2	0	2	0	2	0
CLINICAL PSYCHOLOGIST	2	0	2	0	2	0	2	0
CLINICAL THERAPIST	21	0	21	0	24	0	24	0
CASE MANAGER	20	0	20	0	23	0	25	0
CRISIS PHONE COUNSELOR	4	9	5	7	5	7	5	7
DIV. MGR/CLINICAL DIRECTOR - MH & SU SERV.	1	0	1	0	1	0	1	0
HOME CONSULTANT	12	0	12	0	13	0	13	0
HUMAN SERVICES SUPERVISOR - MH & SU	6	0	6	0	8	0	8	0
PSYCHIATRIC NURSE	4	0	4	0	4	0	3	0
PSYCHIATRIC NURSE - LEAD	0	0	0	0	0	0	1	0
QUALITY ASSURANCE SPECIALIST	2	0	2	0	2	0	2	0
COST CENTER TOTALS	76	9	77	7	87	7	89	7

FUND: HEALTH HUMAN SERVICES 206

COST CENTER NAME: HUMAN HEALTH SERVICES
 COST CENTER NUMBER: 2061010, 2062040, 2063005,
 2064010, 2065010, 2066090, 2067020, ETAL.

DEPARTMENT NAME: HEALTH HUMAN SERVICES



RESOLUTION NO.: 35—2025-26

TO THE HONORABLE, THE OUTAGAMIE COUNTY BOARD OF SUPERVISORS

LADIES AND GENTLEMEN:

2/3 MAJORITY – 24 VOTES

1 The Outagamie County Sheriff’s Office is requesting to accept and expend an unsolicited
2 donation from Keller, Inc. in the amount of \$2,500. The funds will be applied to the
3 purchase of AED equipment and medical supplies to be used by the patrol team. Any costs
4 above the donation amount will come from already budgeted funds. No county match is
5 required.

6
7 NOW THEREFORE, the undersigned members of the Public Safety Committee recommend
8 adoption of the following resolution.

9 BE IT RESOLVED, that the Outagamie County Board of Supervisors does authorize and approve
10 the Sheriff’s Office to accept and expend an unsolicited donation from Keller, Inc. in the amount of
11 \$2,500, said funds to be applied to the purchase of AED equipment and medical supplies to be used by
12 the patrol team, and

13 BE IT FURTHER RESOLVED, that the Outagamie County Board of Supervisors does authorize
14 and approve of increasing the Patrol Revenue line item and the Patrol Supplies line item by \$2,500 each,
15 as noted on the attached fiscal note, which by reference is made a part hereof, and

16 BE IT FINALLY RESOLVED, that the Outagamie County Clerk be directed to forward a copy of
17 this resolution to the Outagamie County Sheriff and the Outagamie County Finance Director.

18 Dated this ____ day of June 2025

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Respectfully submitted,

PUBLIC SAFETY COMMITTEE

Katrin Patience

Christine Lamers

Michael Smith

Timothy Hermes

Jeremy Thyssen

Duly and officially adopted by the County Board on: _____

Signed: _____
Board Chairperson

County Clerk

Approved: _____

Vetoed: _____

Signed: _____
County Executive

OUTAGAMIE COUNTY FISCAL NOTE

INTRODUCTION: This form must be attached to any resolution or ordinance which contains a spending or revenue proposal. The form should be completed by an individual within the department initiating the resolution or ordinance with assistance from the Financial Services Department. Contact the Finance Director (1674), Controller (1675) or Staff Accountant (1681) for assistance. Once completed, forward a copy of the form to the Financial Services Department for their review. Financial Services will forward a reviewed copy of the fiscal note to Legislative Services.

1. **Subject:** Sheriff's Department to accept and expend unsolicited donation from Keller Inc.

2. **Description:** This section must be completed for all fiscal notes. Briefly and concisely describe the request. State assumptions used and discuss any current year and long-term fiscal impacts. (A separate attachment can be used)

The Sheriff's Office requests to accept and expend an unsolicited donation from Keller Inc in the amount of \$2,500. We'd like to apply these funds towards the purchase an AED and medical supplies to be used by our patrol team. Any costs above the donation amount will come from already budgeted funds. No county match is required.

Current Year Budget Impact (Check one or more of the following boxes)

Revenues Expenses (Cost) None

- 3. Is the specific cost or revenue included in the current year's budget? yes () no (X) partially ()
- 4. If the proposal requests additional spending, can the additional cost be absorbed within the current year's line item? yes (X) no () n/a ()
- 5. Is the proposal to accept additional revenues only? yes () no (X)
- 6. Does this request modify/adjust the current year budget? yes (X) no ()
If no, skip to question 8 below.

7. Detail current year budget changes. Please list cost center name, line item, account number and either the increase or decrease amount. (Please note that all budget adjustments must balance. For example, an increase in an expenditure account must be offset by a decrease in another expenditure account or the contingency fund or an increase in a revenue account or other funding sources such as fund balance applied.)

COST CENTER NAME	LINE ITEM (i.e. Salaries, Supplies, Etc.)	ACCOUNT NUMBER INCLUDING COST CENTER (i.e. 1004100.5100, 1004100.5400, etc.)	INCREASE (DECREASE) AMOUNT
Patrol	Revenue	1008007.4510.20	2,500
Patrol	Supplies	1008007.5400	2,500

Annual and Long-Term Impact

8. Is the above Increase/Decrease a nonrecurring one-time expense or revenue? yes (X) no () n/a ()

9. What is the anticipated annual and/or long-term cost or revenue impact? Annual Cost 0
Annual Revenue 0

Fiscal Note Prepared by: Lisa VandenLangenberg

For Financial Services purposes only	
Reviewed By: <i>Michelle Witenbroek</i>	If expenditures are recorded in the financial system at a level of detail lower than the level 6 as shown above, indicate the specific account numbers and amounts below: <u>Detail Expenditures Account Number</u> <u>Amount</u> 1008007.5420.08 2500.00
Date: 5/16/2025	
Comments:	

RESOLUTION NO.: 36—2025-26

TO THE HONORABLE, THE OUTAGAMIE COUNTY BOARD OF SUPERVISORS

LADIES AND GENTLEMEN:

2/3 MAJORITY – 24 VOTES

1 The Department of Health and Human Services (DHHS) works diligently to serve
2 the families of Outagamie County to the highest standard possible, and does so with
3 detailed reviews of systems and practices to ensure optimal delivery, coupled with
4 employee support. As a result of a recent review of both the Children, Youth and
5 Families (CYF) Division and the Youth and Family Services (YFS) Division, it is
6 being requested that the Foster Care Unit, consisting of one supervisor and six case
7 manager/social workers, be moved from the CYF Division to the YFS Division.
8 As the Wisconsin Department of Children and Families (DCF) continues to place
9 emphasis on Child Welfare consisting of both children impacted by abuse and
10 neglect, as well as young people involved in the juvenile justice system, Outagamie
11 County DHHS also wants to continue to expand its lens on what Child Welfare
12 means and build a system that better lends itself to increased collaboration and
13 service delivery between CYF and YFS.

14
15 The CYF Division currently consists of 68 staff including eight supervisors. The
16 YFS Division currently consists of 41 staff including three supervisors. Moving
17 the Foster Care team to YFS will allow for more administrative support to the team
18 and will create more organizational equity. Additionally, moving the Foster Care
19 Unit to the YFS Division will immediately increase collaboration between systems
20 in a few key ways: the Foster Care team would be in the same location as the youth
21 placed in Shelter Care and have first-hand knowledge on these youths' needs when
22 looking for proper placements; The Shelter Care and Foster Care child welfare
23 licensing entities would be in the same location which would allow for shared
24 knowledge on licensing standards and expectations; and joining Foster Care with
25 YFS would allow for more collaboration opportunities with the Department's
26 Mentoring Program and Volunteer Services, as these three areas focus on
27 significant efforts on recruitment and could combine and enhance their efforts as a
28 Division.

29
30 The HHS Department is requesting to move the Foster Care Unit from the Children,
31 Youth, and Families (CYF) Division to Youth and Family Services (YFS) Division
32 to improve efficiencies, develop opportunities for innovative ideas, and create
33 continued collaboration between the two Divisions within Outagamie County.

34
35 NOW THEREFORE, the undersigned members of the Legislative/Audit and Human

36 Resources Committee recommend adoption of the following resolution.

1 BE IT RESOLVED, that the Outagamie County Board of Supervisors does approve an in-
2 year Table of Organization request to move one (1) full-time Human Services Supervisor position
3 and six (6) full-time Case Manager / Social Worker positions from the Health and Human Services
4 Children, Youth and Families Division to the Health and Human Services Youth and Family
5 Services Division effective July 1, 2025 as noted on the attached Out of Budget – Position Cost
6 Center Change Form, Job Descriptions and Table of Organizations, which by reference are made
7 a part hereof, and

8 BE IT FURTHER RESOLVED, that the Outagamie County Board of Supervisors does
9 authorize and approve of numerous budget transfers in various CYF Provided cost centers and
10 various Foster Care cost centers as indicated on the attached fiscal note which by reference is made
11 a part hereof, and

12 BE IT FINALLY RESOLVED, that the Outagamie County Clerk be directed to forward a
13 copy of this resolution to the Outagamie County Human Resources Director, the Outagmaie
14 County Health and Human Services Director, and the Outagamie County Finance Director.

15 Dated this ____ day of June 2025

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Respectfully Submitted,

LEGISLATIVE/AUDIT & HUMAN
RESOURCES COMMITTEE

Cathy Spears

Sara MacDonald

Ryan Ferguson

John Kostelny

Sarah Weinberg

Duly and officially adopted by the County Board on: _____

Signed: _____
Board Chairperson

County Clerk

Approved: _____

Vetoed: _____

Signed: _____
County Executive

OUT OF BUDGET - POSITION COST CENTER CHANGE FORM			
Completion Checklist			
<input type="checkbox"/> A visual of proposed Table of Organization <input type="checkbox"/> Fiscal Note			
Request Details			
Effective Date of Requested Change: <small>Note: must be beginning of pay period</small>		7/1/2025	
Position Title:		Human Services Supervisor	
Current Department:		Children, Youth and Families	
Current Department Head:		Kay Kiesling	
Current Cost Center Number:		2062040	
New Department:		Youth and Family Services	
New Department Head:		Lauren Cowell	
New Cost Center Number:		2067050	
Is this position full time or part time? <small>(If more than one position, use the worksheet for Multiples)</small>		Full Time:	1
		Part Time:	
Employee(s) Impact By Change	Employee Name	Employee #	New Supervisor
	Brittany Plamann	6336	Lauren Cowell
Position Justification			
Briefly summarize why this change is needed, as well as areas of revenue and savings.			
<p>The Department of Health and Human Services works hard to serve the families of Outagamie County to the highest standard possible, and does so with detailed reviews of systems and practices to ensure optimal service delivery, coupled with employee support. As a result of a recent review of both the Children, Youth, and Families (CYF) Division and the Youth and Family Services (YFS) Division, it is being requested that the Foster Care Unit, consisting of one supervisor and six case manager/social workers, be moved from the CYF Division to the YFS Division. As the Wisconsin Department of Children and Families (DCF) continues to place emphasis on Child Welfare consisting of both children impacted by abuse and neglect, as well as young people involved in the juvenile justice system; Outagamie County DHHS also wants to continue to expand its lens on what Child Welfare means and build a system that better lends itself to increased collaboration and service delivery between CYF and YFS. CYF currently consists of 68 staff including eight supervisors and YFS currently consists of 41 staff including three supervisors. Moving the Foster Care team to YFS will allow for more administrative support to the team and will create more organizational equity. Additionally, moving the Foster Care Unit to the YFS Division will immediately increase collaboration between systems in a few key ways: the Foster Care team would be in the same location as the youth placed in Shelter Care and have first-hand knowledge on these youths' needs when looking for proper placements; both of the Department's child welfare licensing entities (Shelter Care and Foster Care) would be in the same location which would allow for shared knowledge on licensing standards and expectations; and the joining of Foster Care with YFS would allow for more collaboration opportunities with the Department's Mentoring Program and Volunteer Services, as all three areas focus significant efforts on recruitment and could combine and enhance their efforts as a Division.</p>			

Fiscal Data		
How will this position be funded (choose from drop-down list)?		
PROJECTED 2025 EXPENDITURES NEW COST CENTER - Amounts must agree to amounts included in the proposed budget.		
Salary	\$	81,576
Fringe Benefits	\$	34,992
Travel/Training	\$	245
Mileage		
Supplies - Other	\$	-
Purchased Services - IT		
Purchased Services - Other	\$	49,130
Capital Outlay	\$	-
TOTAL EXPENDITURES	\$	165,943
COST SAVINGS OR INCREASED REVENUES NEW COST CENTER:		
Please list below the additional revenues pertaining to this position and/or cost savings (reductions in expenditures) that will be shown in the budget.		
Description	Dollar Value (enter as negative)	
Grants	\$	(18,944)
Donations	\$	(500)
TOTAL COST SAVINGS/REVENUES	\$	(19,444)
NET COUNTY COST (Levy/Fund Bal)	\$	146,499
PARTIAL YEAR FUNDING - ANNUAL PROJECTION - NEW COST CENTER		
If you are requesting a position that will only be funded initially for a part of a year, please complete the following for annual (12 month) position cost:		
Salary		
Fringe Benefits		
Other Expenditures	\$	-
TOTAL EXPENDITURES	\$	-
Less Increased Revenue/Cost Savings (enter as negative)	\$	-
NET COUNTY COST (Levy/Fund Bal)	\$	-

OUT OF BUDGET - POSITION COST CENTER CHANGE FORM			
Completion Checklist			
<input type="checkbox"/> A visual of proposed Table of Organization <input type="checkbox"/> Fiscal Note			
Request Details			
Effective Date of Requested Change: <small>Note: must be beginning of pay period</small>		7/1/2025	
Position Title:		Case Manager	
Current Department:		Children, Youth and Families	
Current Department Head:		Kay Kiesling	
Current Cost Center Number:		2062040	
New Department:		Youth and Family Services	
New Department Head:		Lauren Cowell	
New Cost Center Number:		2067050	
Is this position full time or part time? <small>(If more than one position, use the worksheet for Multiples)</small>		Full Time:	4
		Part Time:	
Employee(s) Impact By Change	Employee Name	Employee #	New Supervisor
	Sara Coon	8184	Brittany Plamann
	Melissa Malchow	8323	Brittany Plamann
	Cheyenne Coffey	8487	Brittany Plamann
	Bradie Moran	9116	Brittany Plamann
Position Justification			
Briefly summarize why this change is needed, as well as areas of revenue and savings.			
<p>The Department of Health and Human Services works hard to serve the families of Outagamie County to the highest standard possible, and does so with detailed reviews of systems and practices to ensure optimal service delivery, coupled with employee support. As a result of a recent review of both the Children, Youth, and Families (CYF) Division and the Youth and Family Services (YFS) Division, it is being requested that the Foster Care Unit, consisting of one supervisor and six case manager/social workers, be moved from the CYF Division to the YFS Division. As the Wisconsin Department of Children and Families (DCF) continues to place emphasis on Child Welfare consisting of both children impacted by abuse and neglect, as well as young people involved in the juvenile justice system; Outagamie County DHHS also wants to continue to expand its lens on what Child Welfare means and build a system that better lends itself to increased collaboration and service delivery between CYF and YFS. CYF currently consists of 68 staff including eight supervisors and YFS currently consists of 41 staff including three supervisors. Moving the Foster Care team to YFS will allow for more administrative support to the team and will create more organizational equity. Additionally, moving the Foster Care Unit to the YFS Division will immediately increase collaboration between systems in a few key ways: the Foster Care team would be in the same location as the youth placed in Shelter Care and have first-hand knowledge on these youths' needs when looking for proper placements; both of the Department's child welfare licensing entities (Shelter Care and Foster Care) would be in the same location which would allow for shared knowledge on licensing standards and expectations; and the joining of Foster Care with YFS would allow for more collaboration opportunities with the Department's Mentoring Program and Volunteer Services, as all three areas focus significant efforts on recruitment and could combine and enhance their efforts as a Division.</p>			

Fiscal Data	
How will this position be funded (choose from drop-down list)?	
PROJECTED 2025 EXPENDITURES NEW COST CENTER - Amounts must agree to amounts included in the proposed budget.	
Salary	\$ 250,776
Fringe Benefits	\$ 78,144
Travel/Training	\$ 320
Mileage	\$ 5,566
Supplies - Other	\$ -
Purchased Services - IT	
Purchased Services - Other	\$ -
Capital Outlay	\$ -
TOTAL EXPENDITURES	\$ 334,806
COST SAVINGS OR INCREASED REVENUES NEW COST CENTER:	
Please list below the additional revenues pertaining to this position and/or cost savings (reductions in expenditures) that will be shown in the budget.	
<i>Description</i>	<i>Dollar Value (enter as negative)</i>
	\$ -
	\$ -
TOTAL COST SAVINGS/REVENUES	\$ -
NET COUNTY COST (Levy/Fund Bal)	\$ 334,806
PARTIAL YEAR FUNDING - ANNUAL PROJECTION - NEW COST CENTER	
If you are requesting a position that will only be funded initially for a part of a year, please complete the following for annual (12 month) position cost:	
Salary	
Fringe Benefits	
Other Expenditures	\$ -
TOTAL EXPENDITURES	\$ -
Less Increased Revenue/Cost Savings (enter as negative)	\$ -
NET COUNTY COST (Levy/Fund Bal)	\$ -

OUT OF BUDGET - POSITION COST CENTER CHANGE FORM			
Completion Checklist			
<input type="checkbox"/> A visual of proposed Table of Organization <input type="checkbox"/> Fiscal Note			
Request Details			
Effective Date of Requested Change: <small>Note: must be beginning of pay period</small>	7/1/2025		
Position Title:	Social Worker		
Current Department:	Children, Youth and Families		
Current Department Head:	Kay Kiesling		
Current Cost Center Number:	2062040		
New Department:	Youth and Family Services		
New Department Head:	Lauren Cowell		
New Cost Center Number:	2067050		
Is this position full time or part time? <small>(If more than one position, use the worksheet for Multiples)</small>	Full Time:		2
	Part Time:		
Employee(s) Impact By Change	Employee Name	Employee #	New Supervisor
	Cassandra Eggert	6970	Brittany Plamann
	Vacant		Brittany Plamann
Position Justification			
Briefly summarize why this change is needed, as well as areas of revenue and savings.			
<p>The Department of Health and Human Services works hard to serve the families of Outagamie County to the highest standard possible, and does so with detailed reviews of systems and practices to ensure optimal service delivery, coupled with employee support. As a result of a recent review of both the Children, Youth, and Families (CYF) Division and the Youth and Family Services (YFS) Division, it is being requested that the Foster Care Unit, consisting of one supervisor and six case manager/social workers, be moved from the CYF Division to the YFS Division. As the Wisconsin Department of Children and Families (DCF) continues to place emphasis on Child Welfare consisting of both children impacted by abuse and neglect, as well as young people involved in the juvenile justice system; Outagamie County DHHS also wants to continue to expand its lens on what Child Welfare means and build a system that better lends itself to increased collaboration and service delivery between CYF and YFS. CYF currently consists of 68 staff including eight supervisors and YFS currently consists of 41 staff including three supervisors. Moving the Foster Care team to YFS will allow for more administrative support to the team and will create more organizational equity. Additionally, moving the Foster Care Unit to the YFS Division will immediately increase collaboration between systems in a few key ways: the Foster Care team would be in the same location as the youth placed in Shelter Care and have first-hand knowledge on these youths' needs when looking for proper placements; both of the Department's child welfare licensing entities (Shelter Care and Foster Care) would be in the same location which would allow for shared knowledge on licensing standards and expectations; and the joining of Foster Care with YFS would allow for more collaboration opportunities with the Department's Mentoring Program and Volunteer Services, as all three areas focus significant efforts on recruitment and could combine and enhance their efforts as a Division.</p>			

Fiscal Data		
How will this position be funded (choose from drop-down list)?		
PROJECTED 2025 EXPENDITURES NEW COST CENTER - Amounts must agree to amounts included in the proposed budget.		
Salary	\$	155,679
Fringe Benefits	\$	69,641
Travel/Training	\$	160
Mileage	\$	2,783
Supplies - Other	\$	-
Purchased Services - IT		
Purchased Services - Other	\$	-
Capital Outlay	\$	-
TOTAL EXPENDITURES	\$	228,263
COST SAVINGS OR INCREASED REVENUES NEW COST CENTER:		
Please list below the additional revenues pertaining to this position and/or cost savings (reductions in expenditures) that will be shown in the budget.		
<i>Description</i>	<i>Dollar Value (enter as negative)</i>	
	\$	-
	\$	-
TOTAL COST SAVINGS/REVENUES	\$	-
NET COUNTY COST (Levy/Fund Bal)	\$	228,263
PARTIAL YEAR FUNDING - ANNUAL PROJECTION - NEW COST CENTER		
If you are requesting a position that will only be funded initially for a part of a year, please complete the following for annual (12 month) position cost:		
Salary		
Fringe Benefits		
Other Expenditures	\$	-
TOTAL EXPENDITURES	\$	-
Less Increased Revenue/Cost Savings (enter as negative)	\$	-
NET COUNTY COST (Levy/Fund Bal)	\$	-

Position Purpose

Reporting to the Division Manager - Youth & Family Services, the Human Services Supervisor – Youth & Family Services oversees the day-to-day activities of assigned staff, acts as a liaison between the Division and community agencies, ensures compliance with State laws and regulations, and develops and maintains necessary programs as identified by the Division Manager.

Key Responsibilities

The Human Services Supervisor – Youth & Family Services provides supervision to the following functions within the Youth and Family Services Division: juvenile intake, ongoing services, restorative justice, independent living, electronic monitoring, mentoring, volunteer services, foster care/kinship care licensing, shelter care operations, positive youth development, contracted services, and any other function deemed necessary as part of the service delivery model offered by the Division.

The following duties are most critical for this position. These are not to be construed as exclusive or all-inclusive. Other duties may be required and assigned.

- Supervises and trains unit staff, prepares performance evaluations, administers grievance and disciplinary measures, and prepares work schedules.
- Provides supervisory coverage for other supervisors during their absence.
- Performs all duties of Chief Intake Worker if designated.
- Performs all duties of Shelter Care Superintendent if designated, including assuring compliance with state regulations as outlined in Chapter DCF 59 of Wisconsin Administrative Code, review and assurance of compliance with admission regulations and requirements under 48.19; 48.20; 48.205; 938.19; 938.20; 938.205; 938.207; and 938.208 of Wisconsin Statutes.
- Provides case work consultation and participates in case conferences.
- Provides guidance regarding alternate care placements using a family based services model.
- Reviews records and reports for quality assurance and compliance with agency and statutory requirements.
- Reviews and approves incident reports, assessments, treatment plans, court reports and permanency plans.
- Assigns cases according to established criteria and client need on a timely basis.
- Acts as liaison for the unit with Judge, schools, community agencies and families.
- Collaborates with the community/community organizations to address youth issues.
- Assists with the development, updating and implementation of policies and procedures.
- Coordinates the development and implementation of youth programs by the department and outside agencies.
- Serves as liaison with contracted services; prioritizes referrals.
- Assists in budget preparation; monitors budgetary expenditures.
- Schedules and develops agendas for Unit staff meetings and participates in other meetings as required.
- Is available to staff after hours for consultation as scheduled.

- Maintains regular and predictable attendance, works overtime/extra hours as required.
- Performs other duties as assigned.

Education/Certifications/Experience Requirements

- Master's Degree in Social Work or a related field
- Three to five years of experience in Child Welfare
- Active Social Work Certification.
- Must possess and maintain a valid driver's license.
- Successful completion of pre-employment testing which includes, but is not limited to a physical exam, including a TB test and Vision test
- Other combinations of education and experience that provides equivalent knowledge, skills, and abilities may be considered.

Required or Preferred Skills

- Ability to operate a variety of office equipment including personal computer.
- Ability to assign, supervise, and review the work of others.
- Ability to make recommendations and decisions regarding the recruitment, hiring, onboarding, training, performance evaluation, coaching, development, discipline, and discharge of employees, as well as fostering a supportive high performing work environment.
- Ability to add, subtract, multiply, divide, calculate decimals and percentages and make use of the principles of descriptive statistics.
- Ability to comprehend and interpret a variety of documents including case records, school, police, and other reports, psychiatric and other evaluations, court orders, policy and procedure manuals, laws and regulations, billing invoices, expense forms, job applications, budgets, etc.
- Ability to prepare a variety of documents including monthly, annual, and other reports, letters and other correspondence case load and outcome statistical reports, personnel evaluations, budget proposals, etc.
- Ability to use and interpret legal, social work and accounting terminology.
- Ability to communicate effectively with agency, school, and police personnel, judges and other court personnel, clients and their families, students, community groups, and others verbally and in writing.



Outagamie County
Case Manager (DHHS - CYF)

Job Description Code	6200-3	Established Date	01/20/2023
Last Revised Date	01/30/2025	Effective	01/30/2025
Salary Range	\$61,068.80 - \$79,664.00 Annually	Bargaining Unit	N/A
EEO	IPED	Occupational Group	500
FLSA	Exempt	Benefit Code	General
Physical Class	N/A		

Position Purpose

Case Managers provide professional social work services to individuals and families, helping them overcome personal, family, health, and economic problems.

Key Responsibilities

The following duties are most critical for this position. These are not to be construed as exclusive or all-inclusive. Other duties may be required and assigned.

- Assess reports to determine validity of the report and legal basis for involvement, observing and interviewing family members, and collateral contacts.
- Determines, through interviews, assessments, home visits, investigations, etc., the range of services needed by individuals, families, explaining the services and discussing the client's rights and responsibilities.
- Recommends services from other resources, arranging for appointments and establishing connections with those providers to meet the clients' needs.
- Maintains case histories, and completes appropriate paperwork, and data tracking according to department policy while maintaining client confidentiality by following HIPAA and Agency Confidentiality policies.
- Provides court related services including preparing and writing court reports, court conditions, testimony, and other related paperwork.
- Assisting clients in developing inner strengths and maximizing informal supports and resources.
- Foster client's growth by interpreting attitudes and patterns of behavior; explaining and identifying new options and being strength based in the exchange.
- Monitors case plans and provides feedback to clients and other interested parties on follow-up actions required.

- Attend necessary trainings in association with this position.
- Provides on-call services as assigned.

Education/Certifications/Experience Requirements

- The Case Manager classification requires a Bachelor's Degree in Social Work or a human services related field.
- Must possess and maintain a valid driver's license.
- Documentation of car insurance.

Required or Preferred Skills

- Knowledge of and ability to apply social work principles and methods, including having a basic knowledge of human development, neurodevelopmental science, developmental psychopathology, treatment planning, AODA concerns and treatment, and how to work with vulnerable populations.
- Maintain objectivity and positive outlook while dealing with negative situations using tact and diplomacy while maintaining professionalism.
- Maintain accurate and complete records keeping up with grant reporting needs and agency documentation policies and maintaining confidentiality.
- Work independently making sound timely decisions and having the skill to determine when supervision is necessary.
- Manage time effectively keeping organized and prioritizing tasks in a manner that keeps up with all of the paperwork needs. This includes being punctual, reliable and dependable keeping with the Agencies work hours.
- Manage conflict through the use of motivational interviewing techniques, conflict resolution techniques and to promote open and transparent communication.
- Knowledge of and ability to use computer software and equipment.
- Comply with all safety regulations including installing car seats.
- Communicate in English and understand and follow written and oral instructions. This includes having excellent writing skills.
- Ability to lift, carry, push, pull, or otherwise move objects up to 20 pounds, understanding and utilizing proper body mechanics.
- May be required to work extra work hours as required and to perform other duties not normally assigned as required by supervisor/manager.
- Responds to Agencies/Divisions Emergency/Disaster Plan.

OUTAGAMIE COUNTY IS AN EQUAL OPPORTUNITY EMPLOYER. IN COMPLIANCE WITH THE AMERICANS WITH DISABILITIES ACT, THE COUNTY WILL PROVIDE REASONABLE ACCOMMODATIONS TO QUALIFIED INDIVIDUALS WITH DISABILITIES AND ENCOURAGES BOTH PROSPECTIVE EMPLOYEES AND INCUMBENTS TO DISCUSS POTENTIAL ACCOMMODATIONS WITH THE EMPLOYER.



Outagamie County
Social Worker (DHHS CYF)

Job Description Code	6200-7	Established Date	12/01/2023
Last Revised Date	01/30/2025	Effective	01/30/2025
Salary Range	\$65,353.60 - \$85,259.20 Annually	Bargaining Unit	N/A
EEO	EEO5-All Other	Occupational Group	500
FLSA	Exempt	Benefit Code	General
Physical Class	N/A		

Position Purpose

Social Workers provide professional social work services to individuals and families, helping them overcome personal, family, health, and economic problems.

Key Responsibilities

The following duties are most critical for this position. These are not to be construed as exclusive or all-inclusive. Other duties may be required and assigned.

- Assess reports to determine validity of the report and legal basis for involvement, observing and interviewing family members, and collateral contacts.
- Determines, through interviews, assessments, home visits, investigations, etc., the range of services needed by individuals, families, explaining the services and discussing the client's rights and responsibilities.
- Recommends services from other resources, arranging for appointments and establishing connections with those providers to meet the clients' needs.
- Maintains case histories, and completes appropriate paperwork, and data tracking according to department policy while maintaining client confidentiality by following HIPAA and Agency Confidentiality policies.
- Provides court related services including preparing and writing court reports, court conditions, testimony, and other related paperwork.
- Assisting clients in developing inner strengths and maximizing informal supports and resources.
- Foster client's growth by interpreting attitudes and patterns of behavior; explaining and identifying new options and being strength based in the exchange.
- Monitors case plans and provides feedback to clients and other interested parties on follow-up actions required.
- Attend necessary trainings in association with this position.
- Provides on-call services as assigned.

Education/Certifications/Experience Requirements

- The Social Worker Classification requires a Bachelor's Degree or Master's degree in Social Work or a human services related field and an active Wisconsin social work certification.
- Must possess and maintain a valid driver's license.
- Documentation of car insurance.

Required or Preferred Skills

- Knowledge of and ability to apply social work principles and methods, including having a basic knowledge of human development, neurodevelopmental science, developmental psychopathology, treatment planning, AODA concerns and treatment, and how to work with vulnerable populations.
- Maintain objectivity and positive outlook while dealing with negative situations using tact and diplomacy while maintaining professionalism.
- Maintain accurate and complete records keeping up with grant reporting needs and agency documentation policies and maintaining confidentiality.
- Work independently making sound timely decisions and having the skill to determine when supervision is necessary.
- Manage time effectively keeping organized and prioritizing tasks in a manner that keeps up with all of the paperwork needs. This includes being punctual, reliable and dependable keeping with the Agencies work hours.
- Manage conflict through the use of motivational interviewing techniques, conflict resolution techniques and to promote open and transparent communication.
- Knowledge of and ability to use computer software and equipment.
- Comply with all safety regulations including installing car seats.
- Communicate in English and understand and follow written and oral instructions. This includes having excellent writing skills.
- Ability to lift, carry, push, pull, or otherwise move objects up to 20 pounds, understanding and utilizing proper body mechanics.
- May be required to work extra work hours as required and to perform other duties not normally assigned as required by supervisor/manager.
- Responds to Agencies/Divisions Emergency/Disaster Plan.

OUTAGAMIE COUNTY IS AN EQUAL OPPORTUNITY EMPLOYER. IN COMPLIANCE WITH THE AMERICANS WITH DISABILITIES ACT, THE COUNTY WILL PROVIDE REASONABLE ACCOMMODATIONS TO QUALIFIED INDIVIDUALS WITH DISABILITIES AND ENCOURAGES BOTH PROSPECTIVE EMPLOYEES AND INCUMBENTS TO DISCUSS POTENTIAL ACCOMMODATIONS WITH THE EMPLOYER.

FUND: HEALTH HUMAN SERVICES 206

COST CENTER NAME: HUMAN HEALTH SERVICES
 COST CENTER NUMBER: 2061010, 2062040, 2063005,
 2064010, 2065010, 2066090, 2067020, ETAL.

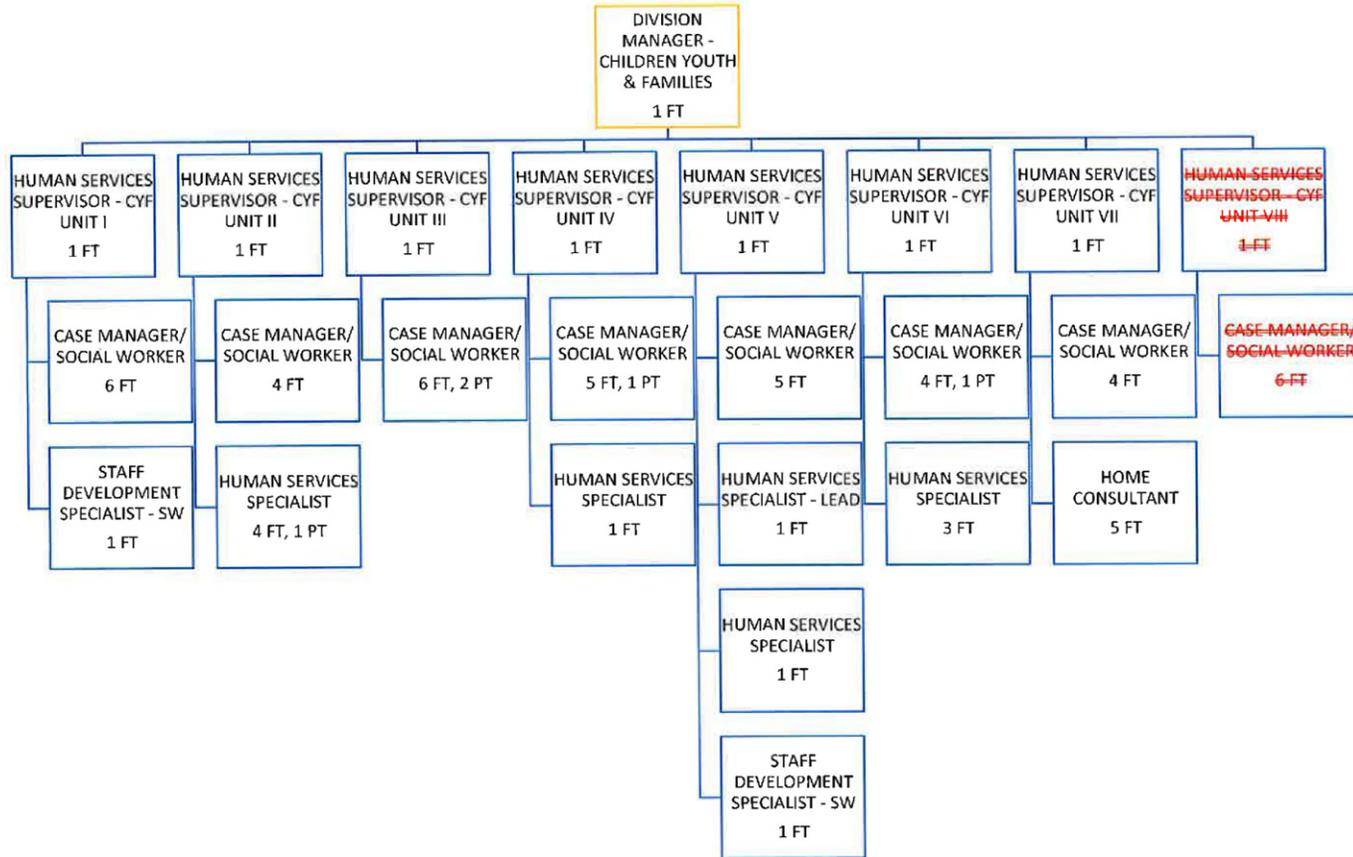
DEPARTMENT NAME: HEALTH HUMAN SERVICES

POSITION COUNT REGULAR POSITIONS:	2022		2023		2024		2025	
	FT	PT	FT	PT	FT	PT	FT	PT
YOUTH AND FAMILY SERVICES								
<u>COST CENTER 2067020</u>								
HOUSE MANAGER	2	0	2	0	2	0	2	0
YOUTH CARE SPECIALIST ^{^^}	11	2	11	2	11	2	11	2
HUMAN SERVICES SUPERVISOR - YFS	1	0	1	0	1	0	1	0
COST CENTER TOTALS	14	2	14	2	14	2	14	2
^{^^} One position is based on FTE - Effective 1/1/10								
<u>COST CENTER 2067040</u>								
DIVISION MANAGER - YOUTH & FAMILY SERVICES	1	0	1	0	1	0	1	0
SOCIAL WORK/CASE MANAGER	15	4	14	4	14	4	14	4
YOUTH CARE SPECIALIST	1	0	1	0	1	0	1	0
HUMAN SERVICES SUPERVISOR - YFS	3	0	2	0	2	0	2	0
HUMAN SERVICES SPECIALIST	0	1	0	1	0	1	0	1
COST CENTER TOTALS	20	5	18	5	18	5	18	5
<u>COST CENTER 2067050</u>								
HUMAN SERVICES SUPERVISOR - YFS	0	0	0	0	0	0	1	0
SOCIAL WORK/CASE MANAGER	0	0	0	0	0	0	6	0
COST CENTER TOTALS	0	0	0	0	0	0	7	0
TOTAL YFS REGULAR POSITIONS:	34	7	32	7	32	7	39	7
TOTAL HHS POSITIONS - REGULAR:	371	46	383	45	406	48	415	46
TEMPORARY POSITIONS:								
<u>COST CENTER 2063005</u>								
HANDY PERSON	0	2	0	2	0	2	0	2
COST CENTER TOTALS	0	2	0	2	0	2	0	2
TOTAL POSITIONS - TEMPORARY:	0	2	0	2	0	2	0	2
TOTAL ALL POSITIONS:	371	48	383	47	406	50	415	48

FUND: HEALTH HUMAN SERVICES 206

COST CENTER NAME: HUMAN HEALTH SERVICES
COST CENTER NUMBER: 2061010, 2062040, 2063005,
2064010, 2065010, 2066090, 2067020, ETAL.

DEPARTMENT NAME: HEALTH HUMAN SERVICES



OUTAGAMIE COUNTY FISCAL NOTE

INTRODUCTION: This form must be attached to any resolution or ordinance which contains a spending or revenue proposal. The form should be completed by an individual within the department initiating the resolution or ordinance with assistance from the Financial Services Department. Contact the Finance Director (1675), Controller (1674) or Staff Accountant (1681) for assistance. Once completed, forward a copy of the form to the Financial Services Department for their review. Financial Services will forward a reviewed copy of the fiscal note to Legislative Services.

1. **Subject:** Department of Health and Human Services Request to Move the Foster Care Unit from the Children, Youth, and Families (CYF) Division to the Youth and Family Services (YFS) Division in 2025

2. **Description:** This section must be completed for all fiscal notes. Briefly and concisely describe the request. State assumptions used and discuss any current year and long-term fiscal impacts. (A separate attachment can be used)

The Department of Health and Human Services works hard to serve the families of Outagamie County to the highest standard possible, and does so with detailed reviews of systems and practices to ensure optimal service delivery, coupled with employee support. As a result of a recent review of both the Children, Youth, and Families (CYF) Division and the Youth and Family Services (YFS) Division, it is being requested that the Foster Care Unit, consisting of one supervisor and six case manager/social workers, be moved from the CYF Division to the YFS Division. As the Wisconsin Department of Children and Families (DCF) continues to place emphasis on Child Welfare consisting of both children impacted by abuse and neglect, as well as young people involved in the juvenile justice system; Outagamie County DHHS also wants to continue to expand its lens on what Child Welfare means and build a system that better lends itself to increased collaboration and service delivery between CYF and YFS.

CYF currently consists of 68 staff including eight supervisors and YFS currently consists of 41 staff including three supervisors. Moving the Foster Care team to YFS will allow for more administrative support to the team and will create more organizational equity. Additionally, moving the Foster Care Unit to the YFS Division will immediately increase collaboration between systems in a few key ways: the Foster Care team would be in the same location as the youth placed in Shelter Care and have first-hand knowledge on these youths' needs when looking for proper placements; both of the Department's child welfare licensing entities (Shelter Care and Foster Care) would be in the same location which would allow for shared knowledge on licensing standards and expectations; and the joining of Foster Care with YFS would allow for more collaboration opportunities with the Department's Mentoring Program and Volunteer Services, as all three areas focus significant efforts on recruitment and could combine and enhance their efforts as a Division.

HHS is requesting the move of the Foster Care Unit from the Children, Youth, and Families (CYF) Division to the Youth and Family Services (YFS) Division to improve efficiencies, develop opportunities for innovative ideas, and create continued collaboration between the two Divisions within Outagamie County.

Current Year Budget Impact (Check one or more of the following boxes)

Revenues Expenses (Cost) None

- 3. Is the specific cost or revenue included in the current year's budget? yes (X) no () partially ()
- 4. If the proposal requests additional spending, can the additional cost be absorbed within the current year's line item? yes () no () n/a (X)
- 5. Is the proposal to accept additional revenues only? yes () no (X)
- 6. Does this request modify/adjust the current year budget? yes (X) no ()
If no, skip to question 8 below.

RESOLUTION NO.: 37—2025-26

TO THE HONORABLE, THE OUTAGAMIE COUNTY BOARD OF SUPERVISORS

LADIES AND GENTLEMEN:

2/3 MAJORITY – 24 VOTES

1 Brewster Village currently has 30.7 full-time equivalent (FTE) Registered Nurse
2 (RN) positions and 1.2 FTE Licensed Practical Nurse (LPN) positions allocated to
3 nursing. Additionally, Brewster Village currently has 1.6 FTE Medication
4 Technicians. Brewster Village is requesting approval to include Medication
5 Technicians within the RN / LPN staffing group, and allow for utilization of a
6 flexible combination of RNs, LPNs, and Medication Technicians, provided the total
7 FTE does not exceed 33.5 and remains within the approved annual budget, with no
8 budget adjustment needed.

9
10 NOW THEREFORE, the undersigned members of the Legislative/Audit and Human
11 Resources Committee recommend adoption of the following resolution.

12 BE IT RESOLVED, that the Outagamie County Board of Supervisors does approve an in-
13 year Brewster Village Table of Organization request to include Medication Technicians in the
14 same staffing group as the Registered Nurse (RN) positions and Licensed Practical Nurse (LPN)
15 positions, and allow for utilization of a flexible combination of RNs, LPNs, and Medication
16 Technicians, provided the total full-time equivalent does not exceed 33.5 and remains within the
17 approved annual budget, as noted on the attached Table of Organization which is made a part
18 hereof, with no budget adjustment necessary, and

19 BE IT FINALLY RESOLVED, that the Outagamie County Clerk be directed to forward a
20 copy of this resolution to the Outagamie County Human Resources Director, the Outagamie
21 County Brewster Village Administrator, and the Outagamie County Finance Director.

22 Dated this ____ day of June 2025

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Respectfully Submitted,
LEGISLATIVE/AUDIT & HUMAN
RESOURCES COMMITTEE

Cathy Spears

Sara MacDonald

Ryan Ferguson

John Kostelny

Sarah Weinberg

Duly and officially adopted by the County Board on: _____

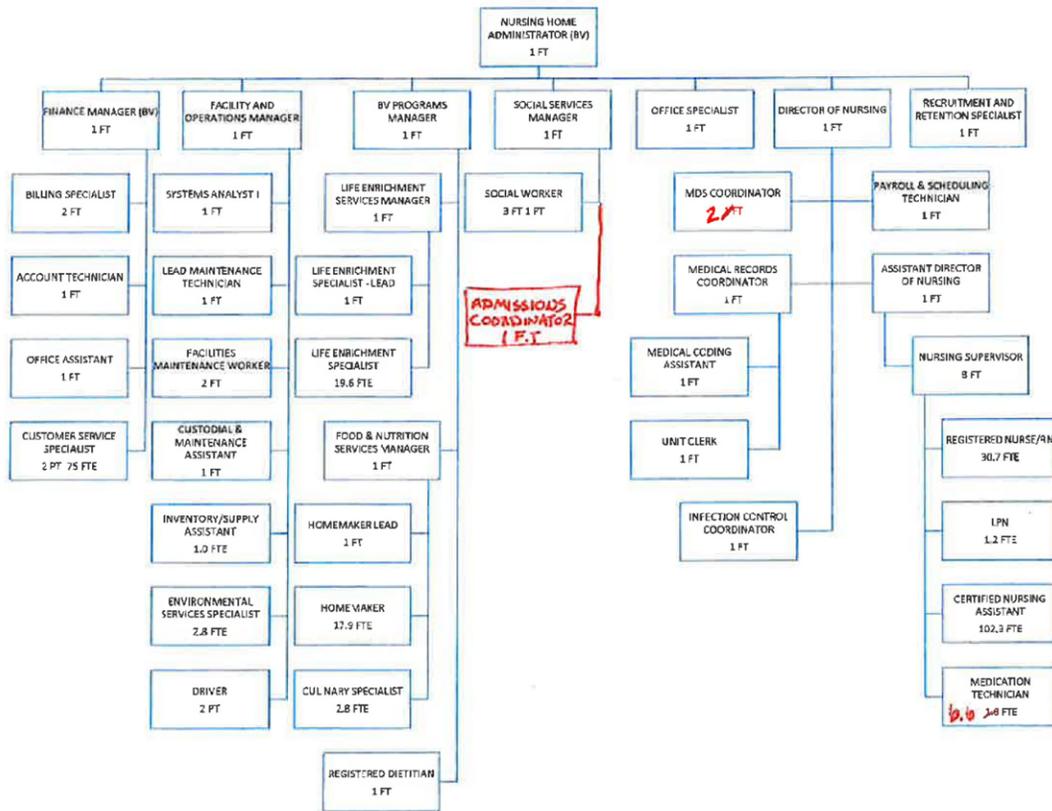
Signed: _____
Board Chairperson

County Clerk

Approved: _____

Vetoed: _____

Signed: _____
County Executive



RESOLUTION NO.: 38—2025-26

TO THE HONORABLE, THE OUTAGAMIE COUNTY BOARD OF SUPERVISORS

LADIES AND GENTLEMEN:

MAJORITY

1 The Wisconsin Department of Transportation (WisDOT) is planning for reconstruction of
2 the I-41 corridor which includes interchanges and overpasses with local roadways. In
3 addition, WisDOT recently revised their cost share policy to allow for federal
4 participation to offset a portion of costs related to the incorporation of Community
5 Sensitive Design (CSD) elements which were formerly required to be entirely funded by
6 the Municipality. I-41 mainline will be reconstructed from County A (Lynndale Drive)
7 to Meade Street, including the interchange of STH 47 (Richmond Street). The existing
8 interchange will be reconstructed as a diverging diamond interchange. I-41 will be
9 reconstructed to a six-lane facility with auxiliary lanes constructed between STH 47 and
10 County E. Several bridges will be replaced along with the construction of several sign
11 structures, retaining walls, and noise walls. Construction is currently scheduled for 2026.
12 Outagamie County's share is currently estimated to be \$132,415 (\$95,115 ID 1130-64-
13 73, \$37,300 for ID 1130-64-77), for CSD elements and non-participating items and has
14 been funded in previous budgets.

15
16 As shown in the supporting State/Municipal Financial Agreements (SMFAs), Outagamie
17 County will share the total cost of non-participating items with the City of Appleton and
18 Town of Grand Chute. This resolution authorizes the Outagamie County Highway
19 Commissioner to enter into a SMFA for this state-let improvement project and to support
20 future funding for the I-41 reconstruction project.

21
22 NOW THEREFORE, the undersigned members of the Highway, Recycling and Solid Waste
23 Committee recommend adoption of the following resolution.

24 BE IT RESOLVED, that the Outagamie County Board of Supervisors does authorize the
25 Highway Commissioner to enter into a State/Municipal Financial Agreement for the I-41 mainline
26 improvement project, including the STH 47 Interchange, as noted on the attached two Original
27 State/Municipal Financial Agreements for a State-Let Highway Project, which by reference are made a
28 part hereof, and

1 BE IT FURTHER RESOLVED, that the Outagamie County Board of Supervisors does authorize
2 funding for the county share of the project costs to be included in future budgets as noted on the attached
3 fiscal note which by reference is made a part hereof, and

4 BE IT FINALLY RESOLVED, that the Outagamie County Clerk be directed to forward a copy
5 of this resolution to the Outagamie County Highway Commissioner and the Outagamie County Finance
6 Director.

7 Dated this ____ day of June 2025.

8 Respectfully Submitted,

9
10 HIGHWAY, RECYCLING AND SOLID
11 WASTE COMMITTEE

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15 _____
16 Joy Hagen

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20 _____
21 Jason Wegand

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25 _____
26 Steve Thiede

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29 Duly and officially adopted by the County Board on: _____
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32 Signed: _____

Board Chairperson

County Clerk

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36 Approved: _____

Vetoed: _____

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39 Signed: _____

County Executive

	<p style="text-align: center;">ORIGINAL STATE/MUNICIPAL FINANCIAL AGREEMENT FOR A STATE – LET HIGHWAY PROJECT</p>	<p>Date: 5/27/2025 ID: 1130-64-73 (Design: 1130-63-01) Road Name: IH 41 Title: Appleton – De Pere Limits: IH-41 Mainline, Lynndale - Meade County: Outagamie Roadway Length: 2.25 Miles</p>
		<p>The signatories Town of Grand Chute and Outagamie County, hereinafter called the Municipality, through its undersigned duly authorized officers or officials, hereby requests the State of Wisconsin Department of Transportation, hereinafter called the State, to initiate and affect the highway or street improvement hereinafter described.</p> <p>The authority for the Municipality to enter into this agreement with the State is provided by Section 86.25(1), (2), and (3) of the Statutes.</p>
<p>NEEDS AND ESTIMATE SUMMARY:</p> <p>Existing Facility - Describe and give reason for request:</p> <p>The IH 41 Project corridor, which has four travel lanes – two in each direction – is congested and sees a higher rate of crashes than similarly configured freeways in Wisconsin. By federal standards, the project area has multiple roadway design deficiencies, and much of its pavement and several bridges are nearing the end of their useful lives and must be replaced.</p> <p>Much of the original pavement in the corridor was built in the 1960s and has reached the end of its useful life, meaning further rehabilitations are no longer cost-effective. The project corridor also has narrow road shoulders, outdated ramp designs, and interchanges spaced too closely to one another – deficiencies that can contribute to safety and operational problems.</p> <p>Proposed Improvement – Nature of work:</p> <p><u>1130-64-73 IH 41 Mainline, Lynndale Drive – Meade Street</u> The 1130-64-73 project ID will address the 2.25 miles of the 23-mile IH 41 project between Lynndale Drive (CTH A) and Meade Street. IH 41 will be reconstructed with three northbound and three southbound travel lanes. Auxiliary lanes will be constructed between STH 47 and Ballard Road (CTH E). The Richmond Street (STH 47) interchange will be reconstructed under project ID 1130-64-77. New storm sewer will be installed with reconstruction of the travel lanes. Bridges B-44-0318, B-44-0319, B-44-0320 and B-44-0321 will be constructed. Sign Structures S-44-0351, S-44-0352, S-44-0353, S-44-0360, S-44-0361, and S-44-0362 will be constructed. Retaining walls R-44-0035, R-44-0036, and R-44-0037 will be constructed. Noise walls N-44-0012, N-44-0013, N-44-0014, N-44-0015, N-44-0016 and N-44-0019 will be constructed. MUTCD compliant signing and pavement markings will be installed with the project. Street lighting will be added along IH 41. Decorative staining will be applied to the bridges and retaining wall built with project ID 1130-64-73 with CSD funding.</p> <p>Decorative staining will be applied to retaining walls R-44-0028, R-44-0052, and R-44-0053 constructed under project ID 1130-64-71.</p> <p>Decorative staining will be applied to the railroad bridges B-44-0339 and B-44-0340 constructed under project ID 1130-64-87.</p> <p>Decorative staining will be applied to the Lynndale Drive Bridge B-44-0140. Existing structure is to remain. Existing fencing of parapets of bridge B-44-140 will be replaced with tubular railing.</p> <p>Decorative staining will be applied to retaining walls R-44-0030, R-44-0031, and R-44-0056 and the STH 15 bridges B-44-0315 and B-44-0316. Decorative silhouettes will be placed on the STH 15 bridges B-44-0315 and B-44-0316. Structures R-44-0030, R-44-0031, R-44-0056, B-44-0315 and B-44-0316 were constructed under project ID 1130-64-76.</p> <p>Decorative staining will be applied to retaining walls R-44-0032, and R-44-0033 and the Capitol Drive bridge B-44-0317. Decorative silhouettes will be placed on the Capitol Drive bridge B-44-0317. Structures R-44-0032, R-44-0033 and B-44-0317 were constructed under project ID 1130-64-81.</p>		

Describe non-participating work included in the project and other work necessary to finish the project completely which will be undertaken independently by the municipality: Non-participating work is not necessary to finish the project, the Municipalities have requested 100% non-participating category be included to be able to address any unanticipated non-participating needs during construction.

SUMMARY OF COSTS								
Phase	Total Est. Cost	Federal/State Funds	%	Town of Grand Chute	%	Outagamie County	%	
Design Engineering	N/A	N/A	100%	\$0.00	0%	\$0.00	0%	
Real Estate Acquisition	N/A	N/A	100%	\$0.00	0%	\$0.00	0%	
Municipal Utility Coordination	N/A	N/A	100%	\$0.00	0%	\$0.00	0%	
² Construction: 1130-64-73								
Category	Description							
1000	Roadway Items	\$40,739,000	\$40,739,000	100%	\$0	0%	\$0	0%
1100	Lighting	\$620,000	\$620,000	100%	\$0	0%	\$0	0%
1200	FTMS/ITS	\$591,000	\$591,000	100%	\$0	0%	\$0	0%
1410	IH 41, STH 96 to RR Bridges CSD Items ³	\$300,000	\$240,000	80% Max	\$30,000	10% +BAL	\$30,000	10% +BAL
1420	Lynndale Drive Overpass CSD Items ³	\$31,000	\$24,800	80% Max	\$3,100	10% +BAL	\$3,100	10% +BAL
1430	IH 41, Lynndale to Meade CSD Items ³	\$197,000	\$157,600	80% Max	\$19,700	10% +BAL	\$19,700	10% +BAL
1440	STH 15 Interchange CSD Items ³	\$357,000	\$285,600	80% Max	\$35,700	10% +BAL	\$35,700	10% +BAL
1450	Capitol Drive Overpass CSD Items ³	\$66,000	\$52,800	80% Max	\$6,600	10% +BAL	\$6,600	10% +BAL
1600	Local/ Non Participating, Outagamie County	\$15	\$0	0%	\$0	0%	\$15	100%
1810	Local/ Non Participating, Town of Grand Chute	\$15	\$0	0%	\$15	100%	\$0	0%
1720	Utilities, Town of Grand Chute	\$4,000	\$3,600	90%	\$400	10%	\$0	0%
1800	100% State Funded	\$22,000	\$22,000	100%	\$0	0%	\$0	0%
2000	Structure B-44-0318	\$2,415,000	\$2,415,000	100%	\$0	0%	\$0	0%
2010	Structure B-44-0319	\$2,645,000	\$2,645,000	100%	\$0	0%	\$0	0%
2020	Structure B-44-0320	\$2,415,000	\$2,415,000	100%	\$0	0%	\$0	0%
2030	Structure B-44-0321	\$2,645,000	\$2,645,000	100%	\$0	0%	\$0	0%
2070	Structure B-44-0140	\$100,000	\$100,000	100%	\$0	0%	\$0	0%
4000	Structure R-44-0035	\$1,495,000	\$1,495,000	100%	\$0	0%	\$0	0%
4010	Structure R-44-0036	\$2,070,000	\$2,070,000	100%	\$0	0%	\$0	0%
4020	Structure R-44-0037	\$1,851,000	\$1,851,000	100%	\$0	0%	\$0	0%
5000	Structure N-44-0012	\$2,979,000	\$2,979,000	100%	\$0	0%	\$0	0%
5010	Structure N-44-0013	\$1,369,000	\$1,369,000	100%	\$0	0%	\$0	0%
5020	Structure N-44-0014	\$3,691,000	\$3,691,000	100%	\$0	0%	\$0	0%
5030	Structure N-44-0015	\$2,887,000	\$2,887,000	100%	\$0	0%	\$0	0%
5040	Structure N-44-0016	\$3,703,000	\$3,703,000	100%	\$0	0%	\$0	0%
5050	Structure N-44-0019	\$379,000	\$379,000	100%	\$0	0%	\$0	0%
6000	Structure S-44-0351	\$106,000	\$106,000	100%	\$0	0%	\$0	0%
6010	Structure S-44-0352	\$193,000	\$193,000	100%	\$0	0%	\$0	0%
6020	Structure S-44-0353	\$209,000	\$209,000	100%	\$0	0%	\$0	0%
6090	Structure S-44-0360	\$255,000	\$255,000	100%	\$0	0%	\$0	0%
6100	Structure S-44-0361	\$69,000	\$69,000	100%	\$0	0%	\$0	0%
6110	Structure S-44-0362	\$736,000	\$736,000	100%	\$0	0%	\$0	0%
Construction Subtotal		\$75,139,030	\$74,948,400		\$95,515		\$95,515	
Total Est. Cost Distribution		\$75,139,030	\$74,948,400		\$95,515		\$95,515	

¹ Costs shown are estimates only and may be updated as design progresses

² Estimates include construction engineering

³ Community Sensitive Design (CSD) amenities considered to be the preference of the community are funded with 80% federal funding up to a maximum of:
 - \$246,000 for IH 41, STH 96 to RR Bridges
 - \$25,000 for Lynndale Drive Overpass
 - \$158,700 for IH 41, Lynndale to Meade
 - \$293,000 for STH 15 Interchange
 - \$54,200 for Capitol Drive Overpass

No state funding is permitted for CSD amenities.
 See Item 8 for terms and conditions.

This request shall constitute agreement between the Municipality and the State; is subject to the terms and conditions that follow (pages [5] – [11]); is made by the undersigned under proper authority to make such request for the designated Municipality, upon signature by the State, upon fully executed signature of applicable State Municipal Maintenance Agreement and delivery to the Municipality. The initiation and accomplishment of the improvement will be subject to the applicable federal and state regulations. No term or provision of neither the State/Municipal Financial Agreement nor any of its attachments may be changed, waived, or terminated orally but only by an instrument in writing executed by both parties to the State/Municipal Financial Agreement.

Signed for and on behalf of the Town of Grand Chute	
Name <small>(print)</small>	Title
Signature	Date
Signed for and on behalf of Outagamie County	
Name <small>(print)</small>	Title
Signature	Date
Signed for and on behalf of the State	
Name <small>(print)</small>	Title
Signature	Date

(please sign in blue ink)

TERMS AND CONDITIONS:

1. The Municipality shall pay to the State all costs incurred by the State in connection with the improvement which exceeds federal/state financing commitments or are ineligible for federal/state financing. Local participation shall be limited to the items and percentages set forth in the Summary of Costs table, which shows Municipal funding participation. In order to guarantee the Municipality's foregoing agreements to pay the State, the Municipality, through its above duly authorized officers or officials, agrees and authorizes the State to set off and withhold the required reimbursement amount as determined by the State from General Transportation Aids or any moneys otherwise due and payable by the State to the Municipality.
2. Funding of each project phase is subject to inclusion in an approved program and per the State's Facility Development Manual (FDM) standards. Federal aid and/or state transportation fund financing will be limited to participation in the costs of the following items as specified in the Summary of Costs:
 - (a) Design engineering and state review services.
 - (b) Real Estate necessitated for the improvement.
 - (c) Compensable utility adjustment and railroad force work necessitated for the project.
 - (d) The grading, base, pavement, curb and gutter, and structure costs to State standards, excluding the cost of parking areas.
 - (e) Storm sewer mains, culverts, laterals, manholes, inlets, catch basins, and connections for surface water drainage of the improvement; including replacement and/or adjustments of existing storm sewer manhole covers, and inlet grates as needed.
 - (f) Construction engineering incidental to inspection and supervision of actual construction work, except for inspection, staking, and testing of sanitary sewer and water main.
 - (g) Signing and pavement marking necessitated for the safe and efficient flow of traffic, including detour routes.
 - (h) Replacement of existing sidewalks necessitated by construction and construction of new sidewalk at the time of construction. Sidewalk is considered to be new if it's constructed in a location where it has not existed before.
 - (i) Replacement of existing driveways, in kind, necessitated by the project.
 - (j) New installations or alteration resulting from roadway construction of standard State street lighting and traffic signals or devices. Alteration may include salvaging and replacement of existing components.
 - (k) Eligible Community Sensitive Design (CSD) amenities considered to be the preference of the community, not to exceed CSD funding limit for the project.
3. Work necessary to complete the improvement to be financed entirely by the Municipality or other utility or facility owner includes the following items:
 - (a) New installations of or alteration of sanitary sewers and connections, water, gas, electric, telephone, telegraph, fire or police alarm facilities, parking meters, and similar utilities.
 - (b) New installation or alteration of signs not necessary for the safe and efficient flow of traffic.
 - (c) Roadway and bridge width in excess of standards.
 - (d) Construction inspection, staking, and material testing and acceptance for construction of sanitary sewer and water main.

- (e) Provide complete plans, specifications, and estimates for sanitary sewer and water main work. The Municipality assumes full responsibility for the design, installation, inspection, testing, and operation of the sanitary sewer and water system. This relieves the State and all of its employees from the liability for all suits, actions, or claims resulting from the sanitary sewer and water system construction.
 - (f) Parking lane costs.
 - (g) Coordinate, clean up, and fund any hazardous materials encountered for city utility construction. All hazardous material cleanup work shall be performed in accordance with state and federal regulations.
 - (h) 20% of costs of eligible Community Sensitive Design (CSD) amenities considered to be the preference of the community up to the CSD funding limit for the project, plus 100% of costs of eligible CSD amenities in excess of the CSD funding limit for the project.
4. As the work progresses, the Municipality will be billed for work completed which is not chargeable to federal/state funds. Upon completion of the project, a final audit will be made to determine the final division of costs.
 5. If the Municipality should withdraw the project, it shall reimburse the State for any costs incurred by the State on behalf of the project.
 6. The work will be administered by the State and may include items not eligible for federal/state participation.
 7. The Municipality shall, in cooperation with the State, assist with public relations for the project and announcements to the press and such outlets as would generally alert the affected property owners and the community of the nature, extent, and timing of the project and arrangements for handling traffic within and around the project.
 8. Basis for local participation:

Design Engineering, Real Estate Acquisition, Utility Coordination:

The State will pay 100% of the cost for design engineering, real estate acquisition, and utility coordination.

Costs for design engineering, real estate acquisition, and utility coordination are shown as not applicable (N/A) in the summary of costs table due to the complexities of isolating individual Let Project costs from the Appleton-Green Bay corridor wide design ID (1130-63-01) and this information is not relevant to the municipal construction cost share.

Construction ID: 1130-64-73

The Project Agreement will be revised, if necessary, as the project progresses. All costs shown are approximate and subject to final audit.

Category 1000 – Roadway Items

The State will pay 100% of the construction costs under Category 1000 – Roadway Items unless otherwise noted.

Category 1100 – Lighting

The State will pay 100% of the construction costs under Category 1100 – Lighting (standard WisDOT Lighting) unless otherwise noted.

Category 1200 – FTMS / ITS

The State will pay 100% of the construction costs under Category 1200 – FTMS / ITS unless otherwise noted.

Category 1410 – IH 41, STH 96 to RR Bridges CSD Items

CSD amenities are funded with 80% Federal funding up to a maximum of \$246,000 when the Municipality agrees to provide the remaining 20% and any funds in excess of the CSD funding limit.

IH 41, STH 96 to RR Bridges CSD Items requested by the municipality and included in this project:

- Staining Structure B-44-0339 (41 NB over FVLS RR)- \$40,000
- Staining Structure B-44-0340 (41 SB over FVLS RR) - \$40,000
- Staining Structure R-44-0028 (41 SB south of FVLS RR) - \$87,000
- Staining Structure R-44-0052 (41 NB south of FVLS RR)- \$66,000
- Staining Structure R-44-0053 (41 NB north of FVLS RR) - \$67,000

Category 1410 - IH 41, STH 96 to RR Bridges CSD Items costs are estimated to be \$300,000

Category 1410 – IH 41, STH 96 to RR Bridges category funding limit = \$307,500.

Cost in excess of CSD amenities funding limit shall be the responsibility of the Municipality.

The State will pay 80% of the construction cost up to the federal CSD funding limit. The town of Grand Chute will pay 10% of the construction cost, and Outagamie County will pay 10% of the construction cost of Category 1410 – IH 41, STH 96 to RR Bridges CSD Items and any funds in excess of the federal CSD funding limit.

CSD funding is governed by Wis. Stat. 85.0205. The department will regularly review the total CSD funding on this and any associated improvement projects to ensure total CSD funding does not exceed statutory limits. If at any point CSD funding exceeds statutory limits, the department will notify the Municipality of any adjustments to CSD funding that may be required to remain in compliance with state statutes.

Category 1420 – Lynndale Drive Overpass CSD Items

CSD amenities are funded with 80% Federal funding up to a maximum of \$25,000 when the Municipality agrees to provide the remaining 20% and any funds in excess of the CSD funding limit.

Lynndale Drive Overpass CSD Items requested by the municipality and included in this project:

- Staining Structure B-44-0140 (CTH A over IH 41) - \$31,000

Category 1420 - Lynndale Drive Overpass CSD Items costs are estimated to be \$31,000

Category 1420 – Lynndale Drive Overpass category funding limit = \$31,250.

Cost in excess of CSD amenities funding limit shall be the responsibility of the Municipality.

The State will pay 80% of the construction cost up to the federal CSD funding limit. The town of Grand Chute will pay 10% of the construction cost, and Outagamie County will pay 10% of the construction cost of Category 1420 – Lynndale Drive Overpass CSD Items and any funds in excess of the federal CSD funding limit.

CSD funding is governed by Wis. Stat. 85.0205. The department will regularly review the total CSD funding on this and any associated improvement projects to ensure total CSD funding does not exceed statutory limits. If at any point CSD funding exceeds statutory limits, the department will notify the Municipality of any adjustments to CSD funding that may be required to remain in compliance with state statutes.

Category 1430 – IH 41, Lynndale to Meade CSD Items

CSD amenities are funded with 80% Federal funding up to a maximum of \$158,700 when the Municipality agrees to provide the remaining 20% and any funds in excess of the CSD funding limit.

IH 41, Lynndale to Meade CSD items requested by the municipality and included in this project:

- Staining Structure B-44-0318 (41 SB over FVLS RR)- \$26,000
- Staining Structure B-44-0319 (41 NB over FVLS RR) -\$28,000
- Staining Structure B-44-0320 (41 SB over Gillett) - \$27,000
- Staining Structure B-44-0321 (41 NB over Gillett) - \$28,000
- Staining Structure R-44-0035 (41 SB east of FVLS RR) - \$23,000
- Staining Structure R-44-0036 (41 SB west of Gillett) - \$34,000
- Staining Structure R-44-0037 (41 SB east of Gillett)- \$31,000

Category 1430 – IH 41, Lynndale to Meade CSD Items costs are estimated to be \$197,000

Category 1430 – IH 41, Lynndale to Meade category funding limit = \$198,375.

Cost in excess of CSD amenities funding limit shall be the responsibility of the Municipality.

The State will pay 80% of the construction cost up to the federal CSD funding limit. The town of Grand Chute will pay 10% of the construction cost, and Outagamie County will pay 10% of the construction cost of Category 1430 – IH 41, Lynndale to Meade CSD Items and any funds in excess of the federal CSD funding limit.

CSD funding is governed by Wis. Stat. 85.0205. The department will regularly review the total CSD funding on this and any associated improvement projects to ensure total CSD funding does not exceed statutory limits. If at any point CSD funding exceeds statutory limits, the department will notify the Municipality of any adjustments to CSD funding that may be required to remain in compliance with state statutes.

Category 1440 – STH 15 Interchange CSD Items

CSD amenities are funded with 80% Federal funding up to a maximum of \$293,000 when the Municipality agrees to provide the remaining 20% and any funds in excess of the CSD funding limit.

STH 15 Interchange CSD items requested by the municipality and included in this project:

- Staining Structure B-44-0315(15 WB over 41) - \$24,000
- Silhouette Structure B-44-0315(15 WB over 41) - \$5,000
- Staining Structure B-44-0316 (15 EB over 41) - \$24,000
- Silhouette Structure B-44-0316(15 EB over 41)- \$5,000
- Staining Structure R-44-0030 (41 SB at 15) - \$15,000
- Staining Structure R-44-0031 (41 NB at 15)- \$15,000
- Staining Structure R-44-0056 (SB entrance ramp)- \$19,000
- Diverging Diamond Interchange Landscaping - \$250,000

Category 1440 – STH 15 Interchange CSD Items costs are estimated to be \$357,000.

Category 1440 – STH 15 Interchange category funding limit = \$366,250

Cost in excess of CSD amenities funding limit shall be the responsibility of the Municipality.

The State will pay 80% of the construction cost up to the federal CSD funding limit. The town of Grand Chute will pay 10% of the construction cost, and Outagamie County will pay 10% of the construction cost of Category 1440 – STH 15 Interchange CSD Items and any funds in excess of the federal CSD funding limit.

CSD funding is governed by Wis. Stat. 85.0205. The department will regularly review the total CSD funding on this and any associated improvement projects to ensure total CSD funding does not exceed statutory limits. If at any point CSD funding exceeds statutory limits, the department will notify the Municipality of any adjustments to CSD funding that may be required to remain in compliance with state

statutes.

Category 1450 – Capitol Drive Overpass CSD Items

CSD amenities are funded with 80% Federal funding up to a maximum of \$54,200 when the Municipality agrees to provide the remaining 20% and any funds in excess of the CSD funding limit.

Capitol Drive Overpass CSD items requested by the municipality and included in this project:

- Staining Structure B-44-0317 (Capitol over 41) - \$38,000
- Silhouettes Structure B-44-0317 (Capitol over 41) - \$10,000
- Staining Structure R-44-0032 (41 SB at Capitol) - \$9,000
- Staining Structure R-44-0033 (EB Capitol east of 41)- \$9,000

Category 1450 - 1130-64-81 CSD Items costs are estimated to be \$66,000

Category 1450 – Capitol Drive Overpass funding limit = \$67,750

Cost in excess of CSD amenities funding limit shall be the responsibility of the Municipality.

The State will pay 80% of the construction cost up to the federal CSD funding limit. The town of Grand Chute will pay 10% of the construction cost, and Outagamie County will pay 10% of the construction cost of Category 1450 – Capitol Drive Overpass CSD Items and any funds in excess of the federal CSD funding limit.

CSD funding is governed by Wis. Stat. 85.0205. The department will regularly review the total CSD funding on this and any associated improvement projects to ensure total CSD funding does not exceed statutory limits. If at any point CSD funding exceeds statutory limits, the department will notify the Municipality of any adjustments to CSD funding that may be required to remain in compliance with state statutes.

Category 1600 – Local/ Non-Participating Outagamie County

In accordance with Local Participation Policy Section 3-25-5 of the State’s Program Management Manual proposed improvements requested by the Municipality within the project limits, but outside the original project scope, are considered 100% the responsibility of the Municipality.

Local/ Non-Participating Outagamie County costs are estimated to be \$15

Items requested by the municipality and included in this project:

- 1 ton of Base Aggregate Dense

Outagamie County will pay 100% of the construction cost under Category 1600 – Local/ Non-Participating Outagamie County unless otherwise noted.

Category 1610 – Local/ Non-Participating Town of Grand Chute

In accordance with Local Participation Policy Section 3-25-5 of the State’s Program Management Manual proposed improvements requested by the Municipality within the project limits, but outside the original project scope, are considered 100% the responsibility of the Municipality.

Local/ Non-Participating town of Grand Chute costs are estimated to be \$15

Items requested by the municipality and included in this project:

- 1 ton of Base Aggregate Dense

Town of Grand Chute will pay 100% of the construction cost under Category 1610 – Local/ Non-Participating town of Grand Chute unless otherwise noted.

Category 1720 – Utilities, Town of Grand Chute

Wisconsin State Statute 84.295 (4m) Municipal Utility Relocation; Freeway Construction

- (a) The state shall pay 90 percent of the eligible costs of the relocation or replacement of any municipal utility facilities required by the construction of any freeway undertaken by the department. The affected municipal utility shall pay the balance of such costs.

Utilities, Town of Grand Chute costs are estimated to be \$4,000.

Town of Grand Chute items requested by the municipality and included in this project:

- Hydrant Adjustment at STA 254+87 GIL LT
- Sanitary Manhole adjustment at STA 254+10 GIL

The State will pay 90% of the construction cost and the Town of Grand Chute will pay 10% of the construction cost for Category 1720 – Utilities, town of Grand Chute unless otherwise noted.

Category 1800 – 100% State Funded

The State will pay 100% of the construction costs under Category 1800 – 100% State Funded Items unless otherwise noted.

Category 2000 – Structure B-44-0318

The State will pay 100% of the construction costs under Category 2000 – Structure B-44-0318 unless otherwise noted.

Category 2010 – Structure B-44-0319

The State will pay 100% of the construction costs under Category 2010 – Structure B-44-0319 unless otherwise noted.

Category 2020 – Structure B-44-0320

The State will pay 100% of the construction costs under Category 2010 – Structure B-44-0320 unless otherwise noted.

Category 2030 – Structure B-44-0321

The State will pay 100% of the construction costs under Category 2010 – Structure B-44-0321 unless otherwise noted.

Category 4000 – Structure R-44-0035

The State will pay 100% of the construction costs under Category 4000 – Structure R-44-0035 unless otherwise noted.

Category 4010 – Structure R-44-0036

The State will pay 100% of the construction costs under Category 4010 – Structure R-44-0036 unless otherwise noted.

Category 4020 – Structure R-44-0037

The State will pay 100% of the construction costs under Category 4020 – Structure R-44-0037 unless otherwise noted.

Category 5000 – Structure N-44-0012

The State will pay 100% of the construction costs under Category 5000 – Structure N-44-0012 unless otherwise noted.

Category 5010– Structure N-44-0013

The State will pay 100% of the construction costs under Category 5010 – Structure N-44-0013 unless otherwise noted

Category 5020– Structure N-44-0014

The State will pay 100% of the construction costs under Category 5020 – Structure N-44-0014 unless otherwise noted

Category 5030– Structure N-44-0015

The State will pay 100% of the construction costs under Category 5030 – Structure N-44-0015 unless otherwise noted

Category 5040– Structure N-44-0016

The State will pay 100% of the construction costs under Category 5040 – Structure N-44-0016 unless otherwise noted

Category 5050– Structure N-44-0019

The State will pay 100% of the construction costs under Category 5050 – Structure N-44-0019 unless otherwise noted

Category 6000 – Structure S-44-00351

The State will pay 100% of the construction costs under Category 6000 – Structure S-44-0351 unless otherwise noted.

Category 6010 – Structure S-44-0352

The State will pay 100% of the construction costs under Category 6010 – Structure S-44-0352 unless otherwise noted.

Category 6020 – Structure S-44-0353

The State will pay 100% of the construction costs under Category 6020 – Structure S-44-0353 unless otherwise noted.

Category 6090 – Structure S-44-00360

The State will pay 100% of the construction costs under Category 6090 – Structure S-44-0360 unless otherwise noted.

Category 6100 – Structure S-44-0361

The State will pay 100% of the construction costs under Category 6100 – Structure S-44-0361 unless otherwise noted.

Category 6110 – Structure S-44-0362

The State will pay 100% of the construction costs under Category 6110 – Structure S-44-0362 unless otherwise noted.

Comments and Clarification: This agreement is an active agreement that may need to be amended as the project is designed. It is understood that these amendments may be needed as some issues have not been fully evaluated or resolved. The purpose of this agreement is to specify the local and state involvement in funding the project. A signed agreement is required before the State will prepare or participate in the preparation of detailed designs, acquire right-of-way, or participate in construction of a project that merits local involvement.

	<p>ORIGINAL STATE/MUNICIPAL FINANCIAL AGREEMENT FOR A STATE – LET HIGHWAY PROJECT</p>	<p>Date: 5/27/2025 ID: 1130-64-77 (Design: 1130-63-01) Road Name: STH 47 Title: Appleton – De Pere Limits: Richmond St (STH 47) Intchg County: Outagamie Roadway Length: 0.38 Miles</p>
<p>The signatories City of Appleton, Town of Grand Chute and Outagamie County, hereinafter called the Municipality, through its undersigned duly authorized officers or officials, hereby requests the State of Wisconsin Department of Transportation, hereinafter called the State, to initiate and affect the highway or street improvement hereinafter described.</p> <p>The authority for the Municipality to enter into this agreement with the State is provided by Section 86.25(1), (2), and (3) of the Statutes.</p>		
<p>NEEDS AND ESTIMATE SUMMARY:</p> <p>Existing Facility - Describe and give reason for request:</p> <p>The IH 41 Project corridor, which has four travel lanes – two in each direction – is congested and sees a higher rate of crashes than similarly configured freeways in Wisconsin. By federal standards, the project area has multiple roadway design deficiencies, and much of its pavement and several bridges are nearing the end of their useful lives and must be replaced.</p> <p>Much of the original pavement in the corridor was built in the 1960s and has reached the end of its useful life, meaning further rehabilitations are no longer cost-effective. The project corridor also has narrow road shoulders, outdated ramp designs, and interchanges spaced too closely to one another – deficiencies that can contribute to safety and operational problems.</p> <p>Proposed Improvement – Nature of work:</p> <p>The State identified the diverging diamond interchange as the preferred alternative for the Richmond St (STH 47) interchange. At the Richmond St interchange, the diverging diamond interchange (DDI) is the safest interchange option, has the best traffic operations, and has the support of the Municipality. Impacts between alternatives considered are not substantially different.</p> <p>Richmond Street will be reconstructed, and bike lanes will be added within the project limits. Sidewalks impacted by reconstruction will be replaced. New storm sewer will be installed within the project limits. The existing structures carrying Richmond Street over IH 41 will be replaced with structures B-44-0322 and B-44-0323. Retaining walls R-44-0038 and R-44-0039 will be constructed. Sign structures S-44-0354, S-44-0355, S-44-0356, S-44-0357, S-44-0358, and S-44-0359 will be constructed. New traffic signals will be installed at the IH 41/ Richmond St. ramp terminals. MUTCD compliant signing and pavement markings will be installed with the project. Landscaping elements such as trees, bushes, and grass will be added to the medians and islands of the IH 41 and Richmond Street DDI. Decorative staining will be applied to the bridges and retaining wall B-44-0322, B-44-0323, R-44-0038, and R-44-0039 with CSD funding. Decorative silhouettes will be placed on the STH 47 bridges B-44-0322 and B-44-0323. Landscaping will be added to the medians and islands of the STH 47 interchange ramp terminals.</p> <p>Meade Street Overpass – Structure is to remain. Existing fencing on parapets of the Meade Street Bridge, B-44-0171, will be replaced with black fencing. Decorative staining will be applied to the Meade Street Bridge.</p> <p>Describe non-participating work included in the project and other work necessary to finish the project completely which will be undertaken independently by the municipality:</p> <p>City of Appleton Intelligent Transportation Systems (ITS) infrastructure will be added to the IH 41 and Richmond Street DDI.</p>		

SUMMARY OF COSTS										
¹ Phase	Total Est. Cost	Federal/State Funds	%	City of Appleton	%	Town of Grand Chute	%	Outagamie County	%	
Design Engineering	N/A	N/A	100%	\$0.00	0%	\$0.00	0%	\$0.00	0%	
Real Estate Acquisition	N/A	N/A	100%	\$0.00	0%	\$0.00	0%	\$0.00	0%	
Municipal Utility Coordination	N/A	N/A	100%	\$0.00	0%	\$0.00	0%	\$0.00	0%	
² Construction: 1130-64-77										
Category	Description									
1000	Roadway Items	\$10,097,000	\$10,097,000	100%	\$0	0%	\$0	0%	\$0	0%
1110	Lighting	\$301,000	\$301,000	100%	\$0	0%	\$0	0%	\$0	0%
1210	FTMS/ ITS	\$0	\$0	100%	\$0	0%	\$0	0%	\$0	0%
1300	Traffic Signals, DDI	\$645,000	\$645,000	100%	\$0	0%	\$0	0%	\$0	0%
1400	Richmond Street Interchange CSD Items ³	\$355,000	\$284,000	80%	\$17,750	5% +BAL	\$17,750	5% +BAL	\$35,500	10% +BAL
1470	Meade Street Overpass CSD Items ³	\$18,000	\$14,400	80%	\$1,800	10% +BAL	\$0	0% +BAL	\$1,800	10% +BAL
1620	Local/ Non Participating, City of Appleton	\$24,000	\$0	0%	\$24,000	100%	\$0	0%	\$0	0%
1630	Local/ Non Participating, Town of Grand Chute	\$15	\$0	0%	\$0	0%	\$15	100%	\$0	0%
1700	Utilities, City of Appleton	\$6,000	\$5,400	90%	\$600	10%	\$0	0%	\$0	0%
1710	Utilities, Town of Grand Chute	\$4,000	\$3,800	90%	\$0	0%	\$400	10%	\$0	0%
1810	100% State Funded	\$22,000	\$22,000	100%	\$0	0%	\$0	0%	\$0	0%
2040	Structure B-44-0322	\$1,984,000	\$1,984,000	100%	\$0	0%	\$0	0%	\$0	0%
2050	Structure B-44-0323	\$2,322,000	\$2,322,000	100%	\$0	0%	\$0	0%	\$0	0%
2060	Structure B-44-0171	\$100,000	\$100,000	100%	\$0	0%	\$0	0%	\$0	0%
4030	Structure R-44-0038	\$1,020,000	\$1,020,000	100%	\$0	0%	\$0	0%	\$0	0%
4040	Structure R-44-0039	\$942,000	\$942,000	100%	\$0	0%	\$0	0%	\$0	0%
6030	Structure S-44-0354	\$138,000	\$138,000	100%	\$0	0%	\$0	0%	\$0	0%
6040	Structure S-44-0355	\$69,000	\$69,000	100%	\$0	0%	\$0	0%	\$0	0%
6050	Structure S-44-0356	\$138,000	\$138,000	100%	\$0	0%	\$0	0%	\$0	0%
6060	Structure S-44-0357	\$138,000	\$138,000	100%	\$0	0%	\$0	0%	\$0	0%
6070	Structure S-44-0358	\$100,000	\$100,000	100%	\$0	0%	\$0	0%	\$0	0%
6080	Structure S-44-0359	\$138,000	\$138,000	100%	\$0.00	0%	\$0	0%	\$0	0%
Construction Subtotal		\$18,561,015	\$18,461,400		\$44,150		\$18,165		\$37,300	
Total Est. Cost Distribution		\$18,561,015	\$18,461,400		\$44,150		\$18,165		\$37,300	

¹ Costs shown are estimates only and may be updated as design progresses

² Estimates include construction engineering.

³Community Sensitive Design (CSD) amenities considered to be the preference of the community are funded with 80% federal funding up to a maximum of:
 - \$290,400 for Richmond Street Interchange
 - \$15,000 for Meade Street Overpass
 No state funding is permitted for CSD amenities.
 See Item 8 for terms and conditions.

This request shall constitute agreement between the Municipality and the State; is subject to the terms and conditions that follow (pages [4] – [9]); is made by the undersigned under proper authority to make such request for the designated Municipality, upon signature by the State, upon fully executed signature of applicable State Municipal Maintenance Agreement and delivery to the Municipality. The initiation and accomplishment of the improvement will be subject to the applicable federal and state regulations. No term or provision of neither the State/Municipal Financial Agreement nor any of its attachments may be changed, waived, or terminated orally but only by an instrument in writing executed by both parties to the State/Municipal Financial Agreement.

Signed for and in behalf of the City of Appleton	
Name <small>(print)</small>	Title
Signature	Date
Signed for and in behalf of the Town of Grand Chute	
Name <small>(print)</small>	Title
Signature	Date
Signed for and in behalf of Outagamie County	
Name <small>(print)</small>	Title
Signature	Date
Signed for and in behalf of the State	
Name <small>(print)</small>	Title
Signature	Date

TERMS AND CONDITIONS:

1. The Municipality shall pay to the State all costs incurred by the State in connection with the improvement which exceeds federal/state financing commitments or are ineligible for federal/state financing. Local participation shall be limited to the items and percentages set forth in the Summary of Costs table, which shows Municipal funding participation. In order to guarantee the Municipality’s foregoing agreements to pay the State, the Municipality, through its above duly authorized officers or officials, agrees and authorizes the State to set off and withhold the required reimbursement amount as determined by the State from General Transportation Aids or any moneys otherwise due and payable by the State to the Municipality.

2. Funding of each project phase is subject to inclusion in an approved program and per the State's Facility Development Manual (FDM) standards. Federal aid and/or state transportation fund financing will be limited to participation in the costs of the following items as specified in the Summary of Costs:
 - (a) Design engineering and state review services.
 - (b) Real Estate necessitated for the improvement.
 - (c) Compensable utility adjustment and railroad force work necessitated for the project.
 - (d) The grading, base, pavement, curb and gutter, and structure costs to State standards, excluding the cost of parking areas.
 - (e) Storm sewer mains, culverts, laterals, manholes, inlets, catch basins, and connections for surface water drainage of the improvement; including replacement and/or adjustments of existing storm sewer manhole covers, and inlet grates as needed.
 - (f) Construction engineering incidental to inspection and supervision of actual construction work, except for inspection, staking, and testing of sanitary sewer and water main.
 - (g) Signing and pavement marking necessitated for the safe and efficient flow of traffic, including detour routes.
 - (h) Replacement of existing sidewalks necessitated by construction and construction of new sidewalk at the time of construction. Sidewalk is considered to be new if it's constructed in a location where it has not existed before.
 - (i) Replacement of existing driveways, in kind, necessitated by the project.
 - (j) New installations or alteration resulting from roadway construction of standard State street lighting and traffic signals or devices. Alteration may include salvaging and replacement of existing components.
 - (k) Eligible Community Sensitive Design (CSD) amenities considered to be the preference of the community, not to exceed CSD funding limit for the project.
3. Work necessary to complete the improvement to be financed entirely by the Municipality or other utility or facility owner includes the following items:
 - (a) New installations of or alteration of sanitary sewers and connections, water, gas, electric, telephone, telegraph, fire or police alarm facilities, parking meters, and similar utilities.
 - (b) New installation or alteration of signs not necessary for the safe and efficient flow of traffic.
 - (c) Roadway and bridge width in excess of standards.
 - (d) Construction inspection, staking, and material testing and acceptance for construction of sanitary sewer and water main.
 - (e) Provide complete plans, specifications, and estimates for sanitary sewer and water main work. The Municipality assumes full responsibility for the design, installation, inspection, testing, and operation of the sanitary sewer and water system. This relieves the State and all of its employees from the liability for all suits, actions, or claims resulting from the sanitary sewer and water system construction.
 - (f) Parking lane costs.
 - (g) Coordinate, clean up, and fund any hazardous materials encountered for city utility construction. All hazardous material cleanup work shall be performed in accordance with state and federal regulations.
 - (h) 20% of costs of eligible Community Sensitive Design (CSD) amenities considered to be the preference of the community up to the CSD funding limit for the project, plus 100% of costs of eligible CSD amenities in excess of the CSD funding limit for the project.

4. As the work progresses, the Municipality will be billed for work completed which is not chargeable to federal/state funds. Upon completion of the project, a final audit will be made to determine the final division of costs.
5. If the Municipality should withdraw the project, it shall reimburse the State for any costs incurred by the State on behalf of the project.
6. The work will be administered by the State and may include items not eligible for federal/state participation.
7. The Municipality shall, in cooperation with the State, assist with public relations for the project and announcements to the press and such outlets as would generally alert the affected property owners and the community of the nature, extent, and timing of the project and arrangements for handling traffic within and around the project.
8. Basis for local participation:

Design Engineering, Real Estate Acquisition, Utility Coordination:

The State will pay 100% of the cost for design engineering, real estate acquisition, and utility coordination.

Costs for design engineering, real estate acquisition, and utility coordination are shown as not applicable (N/A) in the summary of costs table due to the complexities of isolating individual Let Project costs from the Appleton-Green Bay corridor wide design ID (1130-63-01) and this information is not relevant to the municipal construction cost share.

Construction ID: 1130-64-77

The Project Agreement will be revised, if necessary, as the project progresses. All costs shown are approximate and subject to final audit.

Category 1000 – Roadway Items

The State will pay 100% of the construction costs under Category 1000 – Roadway Items unless otherwise noted.

Category 1110 – Lighting

The State will pay 100% of the construction costs under Category 1110 – Lighting (standard WisDOT Lighting) unless otherwise noted.

Category 1210 – FTMS / ITS

The State will pay 100% of the construction costs under Category 1210 – FTMS / ITS unless otherwise noted.

Category 1300 – Traffic Signals, DDI

The State will pay 100% of the construction costs under Category 1300 – Traffic Signals, DDI unless otherwise noted.

Category 1400 – Richmond Street Interchange CSD Items

CSD amenities are funded with 80% Federal funding up to a maximum of \$290,400 when the Municipality agrees to provide the remaining 20% and any funds in excess of the CSD funding limit.

Richmond Street Interchange CSD items requested by the municipality and included in this project:

- Staining Structure B-44-0322 - \$20,000
- Silhouette Structure B-44-0322 - \$6,000
- Staining Structure B-44-0323 - \$21,000
- Silhouette Structure B-44-0323 - \$6,000
- Staining Structure R-44-0038 - \$14,000
- Staining Structure R-44-0039 - \$13,000
- Diverging Diamond Interchange Landscaping - \$275,000

Category 1400 - Richmond Street Interchange CSD Items costs are estimated to be \$355,000

Category 1400 - Richmond Street Interchange category funding limit = \$363,000

Costs in excess of the CSD amenities funding limit shall be the responsibility of the Municipality.

The State will pay 80% of the construction cost up to the federal CSD funding limit. The city of Appleton will pay 5% of the construction cost, the town of Grand Chute will pay 5% of the construction cost, and Outagamie County will pay 10% of the construction cost of Category 1400 – Richmond Street Interchange CSD Items and any funds in excess of the federal CSD funding limit.

CSD funding is governed by Wis. Stat. 85.0205. The department will regularly review the total CSD funding on this and any associated improvement projects to ensure total CSD funding does not exceed statutory limits. If at any point CSD funding exceeds statutory limits, the department will notify the Municipality of any adjustments to CSD funding that may be required to remain in compliance with state statutes.

Category 1470 – Meade Street Overpass CSD Items

CSD amenities are funded with 80% Federal funding up to a maximum of \$15,000 when the Municipality agrees to provide the remaining 20% and any funds in excess of the CSD funding limit.

Meade Street Overpass CSD items requested by the municipality and included in this project:

- Staining Structure B-44-0171 - \$18,000

Category 1470 – Meade Street Overpass CSD Items costs are estimated to be \$18,000

Category 1470 - Meade Street Overpass category funding limit = \$18,750.

Costs in excess of the CSD amenities funding limit shall be the responsibility of the Municipality.

The State will pay 80% of the construction cost up to the federal CSD funding limit. The city of Appleton will pay 10% of the construction cost and Outagamie County will pay 10% of the construction cost of Category 1470 – Meade Street Overpass CSD Items and any funds in excess of the federal CSD funding limit.

CSD funding is governed by Wis. Stat. 85.0205. The department will regularly review the total CSD funding on this and any associated improvement projects to ensure total CSD funding does not exceed statutory limits. If at any point CSD funding exceeds statutory limits, the department will notify the Municipality of any adjustments to CSD funding that may be required to remain in compliance with state statutes.

Category 1620 – Local/ Non-Participating, City of Appleton

In accordance with Local Participation Policy Section 3-25-5 of the State’s Program Management Manual proposed improvements requested by the Municipality within the project limits, but outside the original project scope, are considered 100% the responsibility of the Municipality.

Local/ Non-Participating, City of Appleton costs are estimated to be \$24,000.

Items requested by the municipality and included in this project:

- FTMS/ ITS Items

The city of Appleton will pay 100% of the construction cost under Category 1620 – Local/ Non-Participating, City of Appleton unless otherwise noted.

Category 1630 – Local/ Non-Participating, Town of Grand Chute

In accordance with Local Participation Policy Section 3-25-5 of the State’s Program Management Manual proposed improvements requested by the Municipality within the project limits, but outside the original project scope, are considered 100% the responsibility of the Municipality.

Local/ Non-Participating town of Grand Chute costs are estimated to be \$15

Items requested by the municipality and included in this project:

- 1 ton of Base Aggregate Dense

Outagamie County will pay 100% of the construction cost under Category 1630 – Local/ Non-Participating town of Grand Chute unless otherwise noted.

Category 1700 – Utilities, City of Appleton

Wisconsin State Statute 84.295 (4m) Municipal Utility Relocation; Freeway Construction

- (a) The state shall pay 90 percent of the eligible costs of the relocation or replacement of any municipal utility facilities required by the construction of any freeway undertaken by the department. The affected municipal utility shall pay the balance of such costs.

Utilities, City of Appleton costs are estimated to be \$6,000.

City of Appleton Utility items requested by the municipality and included in this project:

- Sanitary Manhole Adjustments at STA 199+64 NB47, STA 201+57 NB47, STA 202+97 NB47

The State will pay 90% of the construction cost and the city of Appleton will pay 10% of the construction cost for Category 1700 – Utilities, City of Appleton unless otherwise noted.

Category 1710 – Utilities, Town of Grand Chute

Wisconsin State Statute 84.295 (4m) Municipal Utility Relocation; Freeway Construction

- (b) The state shall pay 90 percent of the eligible costs of the relocation or replacement of any municipal utility facilities required by the construction of any freeway undertaken by the department. The affected municipal utility shall pay the balance of such costs.

Utilities, Town of Grand Chute costs are estimated to be \$4,000.

Town of Grand Chute Utility items requested by the municipality and included in this project:

- Sanitary Manhole Adjustments as STA 203+26 RMSB LT, STA 204+54 RMSB LT

The State will pay 90% of the construction cost and the town of Grand Chute will pay 10% of the construction cost for Category 1710 – Utilities, town of Grand Chute unless otherwise noted.

Category 1810 – 100% State Funded

The State will pay 100% of the construction costs under Category 1810 – 100% State Funded Items unless otherwise noted.

Category 2040 – Structure B-44-0322

The State will pay 100% of the construction costs under Category 2040 – Structure B-44-0322 unless otherwise noted.

Category 2050 – Structure B-44-0323

The State will pay 100% of the construction costs under Category 2050 – Structure B-44-0323 unless otherwise noted.

Category 2060 – Structure B-44-0171

The State will pay 100% of the construction costs under Category 2060 – Structure B-44-0171 unless otherwise noted.

Category 4030 – Structure R-44-0038

The State will pay 100% of the construction costs under Category 4030 – Structure R-44-0038 unless otherwise noted.

Category 4040 – Structure R-44-0039

The State will pay 100% of the construction costs under Category 4040 – Structure R-44-0039 unless otherwise noted.

Category 6030 – Structure S-44-0354

The State will pay 100% of the construction costs under Category 6030 – Structure S-44-0354 unless otherwise noted.

Category 6040 – Structure S-44-0355

The State will pay 100% of the construction costs under Category 6040 – Structure S-44-0355 unless otherwise noted.

Category 6050 – Structure S-44-0356

The State will pay 100% of the construction costs under Category 6050 – Structure S-44-0356 unless otherwise noted.

Category 6060 – Structure S-44-0357

The State will pay 100% of the construction costs under Category 6060 – Structure S-44-0357 unless otherwise noted.

Category 6070 – Structure S-44-0358

The State will pay 100% of the construction costs under Category 6070 – Structure S-44-0358 unless otherwise noted.

Category 6080 – Structure S-44-0359

The State will pay 100% of the construction costs under Category 6080 – Structure S-44-0359 unless otherwise noted.

Comments and Clarification: This agreement is an active agreement that may need to be amended as the project is designed. It is understood that these amendments may be needed as some issues have not been fully evaluated

or resolved. The purpose of this agreement is to specify the local and state involvement in funding the project. A signed agreement is required before the State will prepare or participate in the preparation of detailed designs, acquire right-of-way, or participate in construction of a project that merits local involvement.

OUTAGAMIE COUNTY FISCAL NOTE

INTRODUCTION: This form must be attached to any resolution or ordinance which contains a spending or revenue proposal. The form should be completed by an individual within the department initiating the resolution or ordinance with assistance from the Financial Services Department. Contact the Finance Director (1674), Controller (1675) or Staff Accountant (1681) for assistance. Once completed, forward a copy of the form to the Financial Services Department for their review. Financial Services will forward a reviewed copy of the fiscal note to Legislative Services.

1. **Subject:** The Highway Department is requesting approval to enter into a State Municipal Financial Agreement for I-41 reconstruction project.

2. **Description:** This section must be completed for all fiscal notes. Briefly and concisely describe the request. State assumptions used and discuss any current year and long-term fiscal impacts. (A separate attachment can be used)

The Wisconsin Department of Transportation is reconstructing I-41 mainline from Lynndale Drive to Meade Street and has revised their cost share policy to allow for federal participation to offset a portion of costs related to the incorporation of Community Sensitive Design elements, which were required to be funded fully by the municipality. Outagamie County will share the total cost of non-participating items with the City of Appleton and Town of Grand Chute. Outagamie County's share is currently estimated to be \$132,415 for CSD and non-participating items. The funding will come from the approved capital project for community sensitive solutions.

Therefore, the Highway Department is seeking support from the County Board to grant the Highway Commissioner authority to enter into a State Municipal Financial Agreement for the project I-41 Mainline (Lynndale to Meade).

Current Year Budget Impact (Check one or more of the following boxes)

Revenues Expenses (Cost) None

- 3. Is the specific cost or revenue included in the current year's budget? yes () no () n/a ()
- 4. If the proposal requests additional spending, can the additional cost be absorbed within the current year's line item? yes () no () n/a (x)
- 5. Is the proposal to accept additional revenues only? yes () no ()
- 6. Does this request modify/adjust the current year budget? yes () no ()
If no, skip to question 8 below.

7. Detail current year budget changes. Please list cost center name, line item, account number and either the increase or decrease amount. (Please note that all budget adjustments must balance. For example, an increase in an expenditure account must be offset by a decrease in another expenditure account or the contingency fund or an increase in a revenue account or other funding sources such as fund balance applied.)
The project on

COST CENTER NAME	LINE ITEM (i.e. Salaries, Supplies, Etc.)	ACCOUNT NUMBER INCLUDING COST CENTER (i.e. 1004100.5100, 1004100.5400, etc.)	INCREASE (DECREASE) AMOUNT
Included in budget			

Annual and Long-Term Impact

- 8. Is the above Increase/Decrease a nonrecurring one-time expense or revenue? yes (x) no () n/a ()
- 9. What is the anticipated annual and/or long-term cost or revenue impact? Annual Cost 0
Annual Revenue 0

Fiscal Note Prepared by: Richard Hammen

For Financial Services purposes only

Reviewed By:
Michelle Litenbrock

If expenditures are recorded in the financial system at a level of detail lower than the level 6 as shown above, indicate the specific account numbers and amounts below:
Detail Expenditure Account Number Amount

OUTAGAMIE COUNTY FISCAL NOTE

DATE: 6/10/25		
Comments:		

RESOLUTION NO.: 39—2025-26

TO THE HONORABLE, THE OUTAGAMIE COUNTY BOARD OF SUPERVISORS

LADIES AND GENTLEMEN:

MAJORITY

1 The Highway Department submitted an application for Highway Safety Improvement
2 Program (HSIP) funds and was approved for 90% federal funding for the CTH CE &
3 Fieldcrest Drive intersection improvement project. The project includes replacing the
4 existing two-way stop-controlled intersection with a modified Restricted Crossing U-
5 Turn (RCUT) type intersection. The proposed project cost is currently estimated to be
6 \$535,620, of which \$482,058 in federal funds have been approved. Outagamie County's
7 share is estimated to be \$53,562. Estimated costs cover design, construction, and state
8 review with construction currently scheduled for State Fiscal Year 2028. The county
9 share of the project costs are anticipated to be funded in future budgets.

10
11 This resolution authorizes the Outagamie County Highway Commissioner to enter into a
12 State/Municipal Agreement for the project and to support future funding of the CTH CE
13 & Fieldcrest Drive intersection improvement project.

14
15 NOW THEREFORE, the undersigned members of the Highway, Recycling and Solid Waste
16 Committee recommend adoption of the following resolution.

17 BE IT RESOLVED, that the Outagamie County Board of Supervisors does authorize the
18 Highway Commissioner to enter into a State/Municipal Agreement for the CTH CE & Fieldcrest Drive
19 intersection project, as noted on the attached State/Municipal Agreement for a State-Let Highway Safety
20 Improvement Program (HSIP) Project which by reference is made a part hereof, and

21 BE IT FURTHER RESOLVED, that the Outagamie County Board of Supervisors does authorize
22 funding for the county share of the project costs to be included in future budgets as noted on the attached
23 fiscal note which by reference is made a part hereof, and

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BE IT FINALLY RESOLVED, that the Outagamie County Clerk be directed to forward a copy of this resolution to the Outagamie County Highway Commissioner and the Outagamie County Finance Director.

Dated this ____ day of June 2025.

Respectfully Submitted,

HIGHWAY, RECYCLING AND SOLID
WASTE COMMITTEE

Joy Hagen

Daniel Nejedlo

Jason Wegand

Dennis Clegg

Steve Thiede

Duly and officially adopted by the County Board on: _____

Signed: _____
Board Chairperson

County Clerk

Approved: _____

Vetoed: _____

Signed: _____
County Executive

DocuSign Envelope ID: DEF9D25F-989E-4E2E-9304-25192C304637

 <p>STATE/MUNICIPAL AGREEMENT FOR A STATE- LET HIGHWAY SAFETY IMPROVEMENT PROGRAM (HSIP) PROJECT</p> <p>Program Name: HSIP PROGRAM Sub-program #: 206 Cycle: 2025-2028</p>	<p>Date: May 19, 2025</p> <p>I.D.: 4160-07-00/70</p> <p>Road Name: CTH CE</p> <p>Limits: Fieldcrest Drive Intersection</p> <p>County: Outagamie</p> <p>Roadway Length: 0.3 miles</p> <p>Functional Classification: Minor Arterial</p> <p>Project Sponsor: Outagamie County</p>
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The signatory, **OUTAGAMIE COUNTY**, hereinafter called the Municipality, through its undersigned duly authorized officers or officials, hereby requests the State of Wisconsin Department of Transportation, hereinafter called the State, to initiate and effect the highway or street improvement hereinafter described.

The authority for the Municipality to enter into this agreement with the State is provided by Sections 86.25(1), (2), and (3) and Section 66.0301 of the Statutes.

NEEDS AND ESTIMATE SUMMARY:

All components of the project must be defined in the environmental document if any portion of the project is federally funded. The Municipality agrees to complete all participating and any non-participating work included in this improvement consistent with the environmental document. No work on final engineering and design may occur prior to approval of the environmental document.

Existing Facility – The existing intersection of CTH CE and Fieldcrest Drive is a two-way stop-controlled intersection with free flow traffic moving in the east and west direction along CTH CE. The north and south direction on Fieldcrest Drive is a stop condition and the intersection is on a 15-degree skew. Fieldcrest Drive also has right turn lanes which allow for through/left turn movements and right turns to happen simultaneously. Safety at the intersection is a concern due to the rising traffic volumes and geometry of the intersection. Over the five-year period from 2020-2024, there were a total of sixteen (16) crashes with 13 injuries. Twelve of the crashes were right angle crashes involving cross traffic failing to yield to traffic on CTH CE.

Proposed Improvement - Nature of work: The proposed improvement involves replacing the existing intersection with a “modified” Restricted Crossing U-Turn (RCUT) intersection.

Describe non-participating work included in the project and other work necessary to completely finish the project that will be undertaken independently by the Municipality. Please note that non-participating components of a project/contract are considered part of the overall project and will be subject to applicable federal requirements:
None

The Municipality agrees to the following 2025-2028 HSIP project funding conditions:

Project design and construction costs are funded with up to 90% federal funding when the Municipality agrees to provide the remaining 10% and any funds in excess of the federal funding limit. Non-participating costs are 100% the responsibility of the Municipality. Any work performed by the Municipality prior to federal authorization is not eligible for federal funding. The Municipality will be notified by the State that the project is authorized and available for charging.

This project is currently scheduled in State Fiscal Year 2028. In accordance with the State’s sunset policy for HSIP projects, the subject 2025-2028 HSIP improvement must be completed by June 30, 2034.

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Extensions may be available upon approval of a written request by or on behalf of the Municipality to State. The written request shall explain the reasons for project implementation delay and revised timeline for project completion.

The dollar amounts shown in the Summary of Costs Table below are estimates. The final Municipal share is dependent on the final federal participation, and actual costs will be used in the final division of cost for billing and reimbursement. In no event shall federal funding exceed the estimate of **\$482,058** in the Summary of Costs Table, unless such increase is approved in writing by the State through the State's Change Management Policy prior to the Municipality incurring the increased costs.

SUMMARY OF COSTS					
PROJECT TYPE	Total Est. Cost	Federal Funds	%	Project Sponsor Funds	%
ID 4160-07-00					
Design	\$82,640	\$74,376	90%	\$8,264	10%+BAL
State Review	\$8,000	\$7,200	90%	\$800	10%+BAL
<i>Subtotal 4160-07-00:</i>	\$90,640	\$81,576	CAP	\$9,064	BAL
ID 4160-07-70					
Participating Construction	\$404,980	\$364,482	90%	\$40,498	10%+BAL
State Review	\$10,000	\$9,000	90%	\$1,000	10%+BAL
Construction Engineering	\$30,000	\$27,000	90%	\$3,000	10%+BAL
Non-Participating Construction	\$0	\$0	0%	\$0	100%
<i>Subtotal 4160-07-70:</i>	\$444,980	\$400,482	CAP	\$44,498	BAL
Total Est. Cost Distribution	\$535,620	\$482,058	MAX*	\$53,562	N/A

*Design ID# **4160-07-00** federal funding is limited to **\$81,576**.
 *Construction ID# **4160-07-70** federal funding is limited to **\$400,482**.

This request is subject to the terms and conditions that follow and is made by the undersigned under proper authority to make such request for the designated Municipality and upon signature by the State and delivery to the Municipality shall constitute agreement between the Municipality and the State. No term or provision of neither the State/Municipal Agreement nor any of its attachments may be changed, waived, or terminated orally but only by an instrument in writing executed by both parties to the State/Municipal Agreement.

Signatures certify the content has not been altered by the municipality.
 Signed for and on behalf of: **OUTAGAMIE COUNTY**

Name	Title	Date
Signed for and on behalf of the State:		
Name	Title	Date

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GENERAL TERMS AND CONDITIONS:

1. All projects must be in an approved Transportation Improvement Program (TIP) or State Transportation Improvement Program (STIP) prior to requesting authorization.
2. Work prior to federal authorization is ineligible for federal funding.
3. The Municipality, throughout the entire project, commits to comply with and promote all applicable federal and state laws and regulations that include, but are not limited to, the following:
 - a. Environmental requirements, including but not limited to those set forth in the 23 U.S.C. 139 and National Environmental Policy Act (42 U.S.C. 4321 et seq.)
 - b. Equal protection guaranteed under the U.S. Constitution, WI Constitution, Title VI of the Civil Rights Act and Wis. Stat. 16.765. The municipality agrees to comply with and promote applicable Federal and State laws, Executive Orders, regulations, and implementing requirements intended to provide for the fair and equitable treatment of individuals and the fair and equitable delivery of services to the public. In addition, the Municipality agrees not to engage in any illegal discrimination in violation of applicable Federal or State laws and regulations. This includes but is not limited to Title VI of the Civil Rights Act of 1964 which provides that "no person in the United States shall, on the ground of race, color, or national origin, be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any program or activity receiving Federal financial assistance." The Municipality agrees that public funds, which are collected in a nondiscriminatory manner, should not be used in ways that subsidize, promote, or perpetuate illegal discrimination based on prohibited factors such as race, color, national origin, sex, age, physical or mental disability, sexual orientation, or retaliation.
 - c. Prevailing wage requirements, including but not limited to 23 U.S.C 113.
 - d. Buy America Provision and its equivalent state statutes, set forth in 23 U.S.C. 313 and Wis. Stat. 16.754.
 - e. Competitive bidding and confidentiality requirements set forth in 23 U.S.C 112 and Wis. Stat. 84.06. This includes the sharing of financial data prior to the conclusion of the competitive bid period.
 - f. All applicable Disadvantaged Business Enterprise (DBE) requirements that the State specifies.
 - g. Federal statutes that govern the Surface Transportation Program (STP), including but not limited to 23 U.S.C. 133.
 - h. General requirements for administrating federal and state aids set forth in Wis. Stat. 84.03.

STATE RESPONSIBILITIES AND REQUIREMENTS:

4. Funding of each project phase is subject to inclusion in Wisconsin's approved 2025-2028 HSIP program. Federal funding will be limited to participation in the costs of the following items, as applicable to the project:
 - a. The grading, base, pavement, and curb and gutter, sidewalk, and replacement of disturbed driveways in kind.
 - b. The substructure, superstructure, grading, base, pavement, and other related bridge and approach items.
 - c. Storm sewer mains necessary for the surface water drainage.
 - d. Catch basins and inlets for surface water drainage of the improvement, with connections to the storm sewer main.

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- e. Construction engineering incident to inspection and supervision of actual construction work (except for inspection, staking, and testing of sanitary sewer and water main).
 - f. Signing and pavement marking.
 - g. New installations or alteration of street lighting and traffic signals or devices.
 - h. Landscaping.
 - i. Preliminary engineering and design.
 - j. State review services.
5. The work will be administered by the State and may include items not eligible for federal participation.
6. As the work progresses, the State will bill the Municipality for work completed that is not chargeable to federal/state funds. Upon completion of the project, a final audit will be made to determine the final division of costs subject to funding limits in the Summary of Costs Table. If reviews or audits show any of the work to be ineligible for federal/state funding, the Municipality will be responsible for any withdrawn costs associated with the ineligible work.

MUNICIPAL RESPONSIBILITIES AND REQUIREMENTS:

7. Work necessary to complete the 2025-2028 HSIP improvement project to be financed entirely by the Municipality or other utility or facility owner includes the items listed below.
- a. New installations of or alteration of sanitary sewers and connections, water, gas, electric, telephone, telegraph, fire or police alarm facilities, parking meters, and similar utilities.
 - b. Damages to abutting property after project completion due to change in street or sidewalk widths, grades, or drainage.
 - c. Detour routes and haul roads. The municipality is responsible for determining the detour route.
 - d. Conditioning, if required and maintenance of detour routes.
 - e. Repair of damages to roads or streets caused by reason of their use in hauling materials incident to the improvement.
 - f. All work related to underground storage tanks and contaminated soils.
 - g. Street and bridge width in excess of standards, in accordance with the current WisDOT Facilities Development Manual (FDM).
 - h. Other 100% Municipality funded items:
8. The construction of the subject improvement will be in accordance with the appropriate standards unless an exception to standards is granted by State prior to construction. The entire cost of the construction project, not constructed to standards, will be the responsibility of the Municipality unless such exception is granted.
9. Work to be performed by the Municipality without federal funding participation necessary to ensure a complete improvement acceptable to the Federal Highway Administration and/or the State may be done in a manner at the election of the Municipality but must be coordinated with all other work undertaken during construction.
10. The Municipality is responsible for financing administrative expenses related to Municipal project responsibilities.

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11. The Municipality will include in all contracts executed by them a provision obligating the contractor not to discriminate against any employee or applicant for employment because of age, race, religion, color, handicap, sex, physical condition, developmental disability as defined in Wis. Stat. 51.01 (5), sexual orientation as defined in Wis. Stat. 111.32 (13m), or national origin.
12. The Municipality will pay to the State all costs incurred by the State in connection with the improvement that exceed federal/state financing commitments or are ineligible for federal/state financing. To guarantee the Municipality's foregoing agreements to pay the State, the Municipality, through its above duly authorized officers or officials, agrees and authorizes the State to set off and withhold the required reimbursement amount as determined by the State from any moneys otherwise due and payable by the State to the Municipality.
13. **In accordance with the State's sunset policy for HSIP projects, the subject 2025-2028 HSIP improvement must be let by June 30, 2034.** Extensions may be available upon approval of a written request by or on behalf of the Municipality to State. The written request shall explain the reasons for project implementation delay and revised timeline for project completion.
14. If the Municipality should withdraw the project, it will reimburse the State for any costs incurred on behalf of the project.
15. The Municipality will at its own cost and expense:
 - a. Maintain all portions of the project that lie within its jurisdiction (to include, but not limited to, cleaning storm sewers, removing debris from sumps or inlets, and regular maintenance of the catch basins, curb and gutter, sidewalks, and parking lanes [including snow and ice removal]) for such maintenance in a manner consistent with reasonable industry standards, and will make ample provision for such maintenance each year.
 - b. Regulate [or prohibit] parking at all times in the vicinity of the proposed improvements during their construction.
 - c. Regulate [or prohibit] all parking at locations where and when the pavement area usually occupied by parked vehicles will be needed to carry active traffic in the street.
 - d. Assume general responsibility for all public information and public relations for the project and to make fitting announcement to the press and such outlets as would generally alert the affected property owners and the community of the nature, extent, and timing of the project and arrangements for handling traffic within and around the project.
 - e. Provide complete plans, specifications, and estimates to State upon request.
 - f. Provide relocation orders and real estate plats to State upon request.
 - g. Use the *WisDOT Utility Accommodation Policy* unless it adopts a policy, which has equal or more restrictive controls.
 - h. Provide maintenance and energy for lighting.
 - i. Provide proper care and maintenance of all landscaping elements of the project including replacement of any plant materials damaged by disease, drought, vandalism, or other cause.
16. It is further agreed by the Municipality that:
 - a. The Municipality assumes full responsibility for the design, installation, testing and operation of any sanitary sewer and water main infrastructure within the improvement project and relieves the state and all of its employees from liability for all suits, actions, or claims resulting from the sanitary sewer and water main construction under this agreement.

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- b. The Municipality assumes full responsibility for the plans and special provisions provided by their designer, or anyone hired, contracted, or otherwise engaged by the Municipality. The Municipality is responsible for any expense or cost resulting from any error or omission in such plans or special provisions. The Municipality will reimburse State if State incurs any cost or expense in order to correct or otherwise remedy such error or omission or consequences of such error or omission.
- c. The Municipality will be 100% responsible for all costs associated with utility issues involving the Contractor, including costs related to utility delays.
- d. All signs and traffic control devices and other protective structures erected on or in connection with the project including such of these as are installed at the sole cost and expense of the Municipality or by others, will be in conformity with such *Manual of Uniform Traffic Control Devices* as may be adopted by the American Association of State Highway and Transportation Officials, approved by the State, and concurred in by the Federal Highway Administration.
- e. The right-of-way available or provided for the project will be held and maintained inviolate for public highway or street purposes. Those signs prohibited under federal aid highway regulations, posters, billboards, roadside stands, or other private installations prohibited by federal or state highway regulations will not be permitted within the right-of-way limits of the project. The Municipality, within its jurisdictional limits, will remove or cause to be removed from the right-of-way of the project all private installations of whatever nature which may be or cause an obstruction or interfere with the free flow of traffic, or which may be or cause a hazard to traffic, or which impair the usefulness of the project and all other encroachments which may be required to be removed by the State at its own election or at the request of the Federal Highway Administration, and that no such installations will be permitted to be erected or maintained in the future.
- f. The Municipality is responsible for any damage caused by legally hauled loads, including permitted oversize and overweight loads. The contractor is responsible for any damage caused to haul roads if the contractor does not obey size and weight laws, use properly equipped and maintained vehicles, and does not prevent spilling of materials onto the haul road (*WisDOT Standard Specifications* 618.1, 108.7, 107.8). The local maintaining authority can impose special or seasonal weight limitations as defined in Wis. Stat. 349.16, but this should not be used for the sole purpose of preventing hauling on the road.

The bid item 618.0100 Maintenance and Repair of Haul Roads (project) is ineligible for federal funding on local program projects as per the State/Municipal Agreement. The repair of damages as a result of hauling materials for the project is the responsibility of the Municipality as specified in the State/Municipal Agreement Terms and Conditions under "Municipal Responsibilities and Requirements."

LEGAL RELATIONSHIPS:

- 17. The State shall not be liable to the Municipality for damages or delays resulting from work by third parties. The State also shall be exempt from liability to the Municipality for damages or delays resulting from injunctions or other restraining orders obtained by third parties.
- 18. The State will not be liable to any third party for injuries or damages resulting from work under or for the Project. The Municipality and the Municipality's surety shall indemnify and save harmless the State, its officers and employees, from all suits, actions or claims of any character brought because of any injuries or damages received or sustained by any person, persons or property on account of the operations of the Municipality and its sureties; or on account of or in consequence of any neglect in safeguarding the work; or because of any act or omission, neglect or misconduct of the Municipality or its sureties; or because of any claims or amounts recovered for any infringement by the Municipality and its sureties of patent, trademark or copyright; or from any claims or amounts arising or recovered under the Worker's Compensation Act, relating to the employees of the Municipality and its sureties; or any other law, ordinance, order or decree relating to the Municipality's operations.

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- 19. Contract modification: This State/Municipal Agreement can only be modified by written instruments duly executed by both parties. No term or provision of either this State/Municipal Agreement or any of its attachments may be changed, waived, or terminated orally.
- 20. Binding effects: All terms of this State/Municipal Agreement shall be binding upon and inure to the benefits of the legal representatives, successors, and executors. No rights under this State/Municipal Agreement may be transferred to a third party. This State/Municipal Agreement creates no third-party enforcement rights.
- 21. Choice of law and forum: This State/Municipal Agreement shall be interpreted and enforced in accordance with the laws of the State of Wisconsin. The Parties hereby expressly agree that the terms contained herein and in any deed executed pursuant to this State/Municipal Agreement are enforceable by an action in the Circuit Court of Dane County, Wisconsin.

PROJECT FUNDING CONDITIONS

- 22. Non-appropriation of funds: With respect to any payment required to be made by the State under this State/Municipal Agreement, the parties acknowledge the State's authority to make such payment is contingent upon appropriation of funds and required legislative approval sufficient for such purpose by the Legislature. If such funds are not so appropriated, either the Municipality or the State may terminate this State/Municipal Agreement after providing written notice not less than thirty (30) days before termination.
- 23. Maintenance of records: During the term of performance of this State/Municipal Agreement, and for a period not less than three years from the date of final payment to the Municipality, records and accounts pertaining to the performance of this State/Municipal Agreement are to be kept available for inspection and audit by representatives of the State. The State reserves the right to audit and inspect such records and accounts at any time. The Municipality shall provide appropriate accommodations for such audit and inspection.

In the event that any litigation, claim or audit is initiated prior to the expiration of said records maintenance period, the records shall be retained until such litigation, claim or audit involving the records is complete.

- 24. The Municipality agrees to the following 2025-2028 HSIP project funding conditions:
 - a. ID 4160-07-00: Design is funded with 90% federal funding up to a funding limit of **\$81,576** when the Municipality agrees to provide the remaining 10% and any funds in excess of the **\$81,576** federal funding limit. This phase includes plan development and state review. The work includes project review, approval of required reports and documents and processing the final Plan, Specification & Estimate (PS&E) document for award of the contract. Costs for this phase include an estimated amount for state review activities, to be funded 90% with federal funding and 10% by the Municipality.
 - b. Real estate is funded 100% by the Municipality. Real estate acquisition is 100% the responsibility of the Municipality.
 - c. Costs for utility items are funded 100% by the Municipality.
 - d. ID 4160-07-70: Construction:
 - i. Costs for roadway reconstruction are funded with 90% federal funding up to a funding limit of **\$400,482** when the Municipality agrees to provide the remaining 10%, and any funds in excess of the **\$400,482** federal funding limit.
 - ii. Non-participating costs are funded 100% by the Municipality. Costs include construction delivery.
 - iii. Costs for this phase include an estimated amount for state review activities, to be funded 90% with federal funding and 10% by the Municipality.



Certificate Of Completion

Envelope Id: DEF9D25F-989E-4E2E-9304-25192C304637	Status: Sent
Subject: Complete with Docusign: 4160 07 00_70 OUTAGAMIE CO CTH CE, FIELDCREST DRIVE INTERSECTION ORG SM...	
Source Envelope:	
Document Pages: 7	Signatures: 0
Certificate Pages: 6	Initials: 0
AutoNav: Enabled	Envelope Originator:
Envelopeld Stamping: Enabled	KELSEY LORENZ
Time Zone: (UTC-06:00) Central Time (US & Canada)	4822 Madison Yards Way
	Madison, WI 53705
	Kelsey.Lorenz@dot.wi.gov
	IP Address: 165.189.255.43

Record Tracking

Status: Original	Holder: KELSEY LORENZ	Location: DocuSign
5/19/2025 10:11:05 AM	Kelsey.Lorenz@dot.wi.gov	
Security Appliance Status: Connected	Pool: StateLocal	
Storage Appliance Status: Connected	Pool: Wisconsin Department of Transportation	Location: Docusign

Signer Events

Dean Steingraber
 dean.steingraber@outagamie.org
 Highway Commissioner
 Security Level: Email, Account Authentication
 (None)

Signature

Timestamp

Sent: 5/19/2025 11:00:07 AM
 Viewed: 5/19/2025 11:08:22 AM

Electronic Record and Signature Disclosure:
 Accepted: 5/19/2025 11:08:22 AM
 ID: 7fe66a44-c6d3-405e-bc87-1f077ada5c95

Scott Nelson
 Scott.nelson@dot.wi.gov
 Security Level: Email, Account Authentication
 (None)

Electronic Record and Signature Disclosure:
 Not Offered via Docusign

In Person Signer Events

Signature

Timestamp

Editor Delivery Events

Status

Timestamp

Agent Delivery Events

Status

Timestamp

Intermediary Delivery Events

Status

Timestamp

Certified Delivery Events

Status

Timestamp

Carbon Copy Events

Status

Timestamp

Joe Zellmer
 joseph.zellmer@outagamie.org
 Highway Engineer
 Security Level: Email, Account Authentication
 (None)

Electronic Record and Signature Disclosure:
 Accepted: 11/28/2023 10:49:58 AM
 ID: 8cf3c7ca-c596-416d-b560-7c0550343c0d



Sent: 5/19/2025 11:00:08 AM
 Viewed: 5/19/2025 12:37:11 PM

Dean Steingraber
 dean.steingraber@outagamie.org
 Security Level: Email, Account Authentication
 (None)

Carbon Copy Events	Status	Timestamp
<p>Electronic Record and Signature Disclosure: Accepted: 5/19/2025 11:33:18 AM ID: 11cfeb34-7237-4fdc-aded-56a0e2cdb7d0</p> <p>Emily Simmons emily.simmons@dot.wi.gov Security Level: Email, Account Authentication (None)</p> <p>Electronic Record and Signature Disclosure: Not Offered via Docusign</p> <p>Jeanette Nelson jeanette.nelson@dot.wi.gov Security Level: Email, Account Authentication (None)</p> <p>Electronic Record and Signature Disclosure: Accepted: 5/9/2025 6:52:37 AM ID: 2d12bd00-030d-4fb6-8941-a76d633811b9</p> <p>Joe Zellmer joseph.zellmer@outagamie.org Security Level: Email, Account Authentication (None)</p> <p>Electronic Record and Signature Disclosure: Accepted: 11/28/2023 10:49:58 AM ID: 8cf3c7ca-c596-416d-b560-7c0550343c0d</p> <p>Kathryn Scharping kathryn.scharping@dot.wi.gov Security Level: Email, Account Authentication (None)</p> <p>Electronic Record and Signature Disclosure: Not Offered via Docusign</p> <p>KELSEY LORENZ kelsey.lorenz@dot.wi.gov Security Level: Email, Account Authentication (None)</p> <p>Electronic Record and Signature Disclosure: Not Offered via Docusign</p> <p>Mike Cohen michael.cohen@dot.wi.gov Security Level: Email, Account Authentication (None)</p> <p>Electronic Record and Signature Disclosure: Accepted: 4/3/2025 8:22:04 AM ID: 23d394a3-bc8d-4181-9c8a-68b830a370ae</p> <p>Scott Nelson Scott.nelson@dot.wi.gov Security Level: Email, Account Authentication (None)</p> <p>Electronic Record and Signature Disclosure: Not Offered via Docusign</p>		
Witness Events	Signature	Timestamp
Notary Events	Signature	Timestamp
Envelope Summary Events	Status	Timestamps
Envelope Sent	Hashed/Encrypted	5/19/2025 11:00:08 AM

Payment Events	Status	Timestamps
Electronic Record and Signature Disclosure		

Electronic Record and Signature Disclosure created on: 5/1/2015 4:37:22 PM
Parties agreed to: Dean Steingraber, Joe Zellmer, Dean Steingraber, Jeanette Nelson, Joe Zellmer, Mike Cohen

ELECTRONIC RECORD AND SIGNATURE DISCLOSURE

From time to time, Wisconsin Department of Transportation (we, us or Company) may be required by law to provide to you certain written notices or disclosures. Described below are the terms and conditions for providing to you such notices and disclosures electronically through your DocuSign, Inc. (DocuSign) Express user account. Please read the information below carefully and thoroughly, and if you can access this information electronically to your satisfaction and agree to these terms and conditions, please confirm your agreement by clicking the 'I agree' button at the bottom of this document.

Getting paper copies

At any time, you may request from us a paper copy of any record provided or made available electronically to you by us. For such copies, as long as you are an authorized user of the DocuSign system you will have the ability to download and print any documents we send to you through your DocuSign user account for a limited period of time (usually 30 days) after such documents are first sent to you. After such time, if you wish for us to send you paper copies of any such documents from our office to you, you will be charged a \$0.00 per-page fee. You may request delivery of such paper copies from us by following the procedure described below.

Withdrawing your consent

If you decide to receive notices and disclosures from us electronically, you may at any time change your mind and tell us that thereafter you want to receive required notices and disclosures only in paper format. How you must inform us of your decision to receive future notices and disclosure in paper format and withdraw your consent to receive notices and disclosures electronically is described below.

Consequences of changing your mind

If you elect to receive required notices and disclosures only in paper format, it will slow the speed at which we can complete certain steps in transactions with you and delivering services to you because we will need first to send the required notices or disclosures to you in paper format, and then wait until we receive back from you your acknowledgment of your receipt of such paper notices or disclosures. To indicate to us that you are changing your mind, you must withdraw your consent using the DocuSign 'Withdraw Consent' form on the signing page of your DocuSign account. This will indicate to us that you have withdrawn your consent to receive required notices and disclosures electronically from us and you will no longer be able to use your DocuSign Express user account to receive required notices and consents electronically from us or to sign electronically documents from us.

All notices and disclosures will be sent to you electronically

Unless you tell us otherwise in accordance with the procedures described herein, we will provide electronically to you through your DocuSign user account all required notices, disclosures, authorizations, acknowledgements, and other documents that are required to be provided or made available to you during the course of our relationship with you. To reduce the chance of you inadvertently not receiving any notice or disclosure, we prefer to provide all of the required notices and disclosures to you by the same method and to the same address that you have given us. Thus, you can receive all the disclosures and notices electronically or in paper format through the paper mail delivery system. If you do not agree with this process, please let us know as described below. Please also see the paragraph immediately above that describes the consequences of your electing not to receive delivery of the notices and disclosures electronically from us.

How to contact Wisconsin Department of Transportation:

You may contact us to let us know of your changes as to how we may contact you electronically, to request paper copies of certain information from us, and to withdraw your prior consent to receive notices and disclosures electronically as follows:

To contact us by email send messages to: david.esse@dot.wi.gov

To advise Wisconsin Department of Transportation of your new e-mail address

To let us know of a change in your e-mail address where we should send notices and disclosures electronically to you, you must send an email message to us at david.esse@dot.wi.gov and in the body of such request you must state: your previous e-mail address, your new e-mail address. We do not require any other information from you to change your email address..

In addition, you must notify DocuSign, Inc to arrange for your new email address to be reflected in your DocuSign account by following the process for changing e-mail in DocuSign.

To request paper copies from Wisconsin Department of Transportation

To request delivery from us of paper copies of the notices and disclosures previously provided by us to you electronically, you must send us an e-mail to david.esse@dot.wi.gov and in the body of such request you must state your e-mail address, full name, US Postal address, and telephone number. We will bill you for any fees at that time, if any.

To withdraw your consent with Wisconsin Department of Transportation

To inform us that you no longer want to receive future notices and disclosures in electronic format you may:

- i. decline to sign a document from within your DocuSign account, and on the subsequent page, select the check-box indicating you wish to withdraw your consent, or you may;
- ii. send us an e-mail to david.esse@dot.wi.gov and in the body of such request you must state your e-mail, full name, IS Postal Address, telephone number, and account number. We do not need any other information from you to withdraw consent.. The consequences of your withdrawing consent for online documents will be that transactions may take a longer time to process..

Required hardware and software

Operating Systems:	Windows2000? or WindowsXP?
Browsers (for SENDERS):	Internet Explorer 6.0? or above
Browsers (for SIGNERS):	Internet Explorer 6.0?, Mozilla FireFox 1.0, NetScape 7.2 (or above)
Email:	Access to a valid email account
Screen Resolution:	800 x 600 minimum
Enabled Security Settings:	<ul style="list-style-type: none"> •Allow per session cookies •Users accessing the internet behind a Proxy Server must enable HTTP 1.1 settings via proxy connection

** These minimum requirements are subject to change. If these requirements change, we will provide you with an email message at the email address we have on file for you at that time providing you with the revised hardware and software requirements, at which time you will have the right to withdraw your consent.

Acknowledging your access and consent to receive materials electronically

To confirm to us that you can access this information electronically, which will be similar to other electronic notices and disclosures that we will provide to you, please verify that you were able to read this electronic disclosure and that you also were able to print on paper or electronically save this page for your future reference and access or that you were able to e-mail this disclosure and consent to an address where you will be able to print on paper or save it for your future reference and access. Further, if you consent to receiving notices and disclosures exclusively in electronic format on the terms and conditions described above, please let us know by clicking the 'I agree' button below.

By checking the 'I Agree' box, I confirm that:

- I can access and read this Electronic CONSENT TO ELECTRONIC RECEIPT OF ELECTRONIC RECORD AND SIGNATURE DISCLOSURES document; and
- I can print on paper the disclosure or save or send the disclosure to a place where I can print it, for future reference and access; and
- Until or unless I notify Wisconsin Department of Transportation as described above, I consent to receive from exclusively through electronic means all notices, disclosures, authorizations, acknowledgements, and other documents that are required to be provided or made available to me by Wisconsin Department of Transportation during the course of my relationship with you.

OUTAGAMIE COUNTY FISCAL NOTE

INTRODUCTION: This form must be attached to any resolution or ordinance which contains a spending or revenue proposal. The form should be completed by an individual within the department initiating the resolution or ordinance with assistance from the Financial Services Department. Contact the Finance Director (1674), Controller (1675) or Staff Accountant (1681) for assistance. Once completed, forward a copy of the form to the Financial Services Department for their review. Financial Services will forward a reviewed copy of the fiscal note to Legislative Services.

1. **Subject:** The Highway Department is requesting approval to enter into a State/Municipal Agreement for the CTH CE and Fieldcrest Drive Intersection improvement project and future funding support.

2. **Description:** This section must be completed for all fiscal notes. Briefly and concisely describe the request. State assumptions used and discuss any current year and long-term fiscal impacts. (A separate attachment can be used)

The Highway Department submitted an application for Highway Safety Improvement Program funds and was approved for 90% federal funding for the CTH CE & Fieldcrest Drive intersection improvement project. The project includes replacing the existing two-way stop-controlled intersection with a modified Restricted Crossing U-Turn type intersection. Outagamie County's share is estimated to be \$53,562. Estimated costs cover design, construction, and state review. The project will be brought forward in the 2026 budget for design and subsequent budgets for construction.

Therefore, the Highway Department is seeking support from the County Board to grant the Highway Commissioner authority to enter into a State Municipal Agreement for the project and to support future funding of the CTH CE & Fieldcrest construction.

Current Year Budget Impact (Check one or more of the following boxes)

Revenues Expenses (Cost) None

3. Is the specific cost or revenue included in the current year's budget? yes () no () n/a ()

4. If the proposal requests additional spending, can the additional cost be absorbed within the current year's line item? yes () no () n/a (x)

5. Is the proposal to accept additional revenues only? yes () no ()

6. Does this request modify/adjust the current year budget? yes () no ()
If no, skip to question 8 below.

7. Detail current year budget changes. Please list cost center name, line item, account number and either the increase or decrease amount. (Please note that all budget adjustments must balance. For example, an increase in an expenditure account must be offset by a decrease in another expenditure account or the contingency fund or an increase in a revenue account or other funding sources such as fund balance applied.)

The project on

<u>COST CENTER NAME</u>	<u>LINE ITEM</u> <small>(i.e. Salaries, Supplies, Etc.)</small>	<u>ACCOUNT NUMBER INCLUDING COST CENTER</u> <small>(i.e. 1004100.5100, 1004100.5400, etc.)</small>	<u>INCREASE (DECREASE) AMOUNT</u>
Future Budget			

Annual and Long-Term Impact

8. Is the above Increase/Decrease a nonrecurring one-time expense or revenue? yes (x) no () n/a ()

9. What is the anticipated annual and/or long-term cost or revenue impact? Annual Cost 0
Annual Revenue 0

Fiscal Note Prepared by: Richard Hammen

For Financial Services purposes only

Reviewed By:
Michelle Witenbroek

If expenditures are recorded in the financial system at a level of detail lower than the level 6 as shown above, indicate the specific account numbers and amounts below:
Detail Expenditure Account Number Amount

OUTAGAMIE COUNTY FISCAL NOTE

DATE: 6/10/25		
Comments:		

RESOLUTION NO.: 40—2025-26

TO THE HONORABLE, THE OUTAGAMIE COUNTY BOARD OF SUPERVISORS

LADIES AND GENTLEMEN:

MAJORITY

1 The Highway Department submitted an application for Highway Safety Improvement
2 Program (HSIP) funds and was approved for 90% federal funding for the CTH EE &
3 CTH S intersection improvement project. The project includes replacing the existing
4 two-way stop-controlled intersection with a single lane roundabout. The proposed
5 project cost is currently estimated to be \$2,557,169, of which \$2,301,453 in federal funds
6 have been approved. Outagamie County's share is estimated to be \$255,716. Estimated
7 costs cover design, construction, and state review with construction currently scheduled
8 for State Fiscal Year 2030. The county share of the project costs are anticipated to be
9 funded in future budgets.

10
11 This resolution authorizes the Outagamie County Highway Commissioner to enter into a
12 State/Municipal Agreement for the project and to support future funding of the CTH EE
13 & CTH S intersection improvement project.

14
15 NOW THEREFORE, the undersigned members of the Highway, Recycling and Solid Waste
16 Committee recommend adoption of the following resolution.

17 BE IT RESOLVED, that the Outagamie County Board of Supervisors does authorize the
18 Highway Commissioner to enter into a State/Municipal Agreement for the CTH EE & CTH S
19 intersection project, as noted on the attached State/Municipal Agreement for a State-Let Highway Safety
20 Improvement Program (HSIP) Project which by reference is made a part hereof, and

21 BE IT FURTHER RESOLVED, that the Outagamie County Board of Supervisors does authorize
22 funding for the county share of the project costs to be included in future budgets as noted on the attached
23 fiscal note which by reference is made a part hereof, and

24

25

1 BE IT FINALLY RESOLVED, that the Outagamie County Clerk be directed to forward a copy
2 of this resolution to the Outagamie County Highway Commissioner and the Outagamie County Finance
3 Director.

4 Dated this ____ day of June 2025.

5 Respectfully Submitted,

6
7 HIGHWAY, RECYCLING AND SOLID
8 WASTE COMMITTEE
9

10
11
12 _____
13 Joy Hagen

12 _____
13 Daniel Nejedlo

14
15
16
17 _____
18 Jason Wegand

17 _____
18 Dennis Clegg

19
20
21
22 _____
23 Steve Thiede

24
25
26 Duly and officially adopted by the County Board on: _____
27

28
29 Signed: _____

30 Board Chairperson

_____ County Clerk

31
32
33 Approved: _____

Vetoed: _____

34
35
36 Signed: _____

County Executive

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 <p style="text-align: center;">STATE/MUNICIPAL AGREEMENT FOR A STATE- LET HIGHWAY SAFETY IIMPROVEMENT PROGRAM (HSIP) PROJECT</p> <p>Program Name: HSIP PROGRAM Sub-program #: 206 Cycle: 2025-2028</p>	<p>Date: May 19, 2025 I.D.: 6004-04-00/70 Road Name: CTH S Limits: CTH EE Intersection County: Outagamie Roadway Length: 0.697 miles Functional Classification: Minor Arterial Project Sponsor: Outagamie County</p>
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The signatory, **OUTAGAMIE COUNTY**, hereinafter called the Municipality, through its undersigned duly authorized officers or officials, hereby requests the State of Wisconsin Department of Transportation, hereinafter called the State, to initiate and effect the highway or street improvement hereinafter described.

The authority for the Municipality to enter into this agreement with the State is provided by Sections 86.25(1), (2), and (3) and Section 66.0301 of the Statutes.

NEEDS AND ESTIMATE SUMMARY:

All components of the project must be defined in the environmental document if any portion of the project is federally funded. The Municipality agrees to complete all participating and any non-participating work included in this improvement consistent with the environmental document. No work on final engineering and design may occur prior to approval of the environmental document.

Existing Facility – The existing intersection of CTH EE and CTH S is a two-way stop-controlled intersection with free flow traffic moving east and west along CTH S. CTH EE is stop controlled with right turn lanes. Southbound CTH EE has a flashing red light above the stop sign and northbound CTH EE has stop signs on both sides of the road. Safety at the intersection is a concern due to the rising traffic and truck volumes which have contributed to an increasing number of crashes. Over the five-year period from 2020-2024, a total of nine crashes occurred at this intersection, resulting in one fatality and twelve injuries. All the crashes were angle crashes and were caused by failure to yield to traffic or by failing to stop. Speed is also a likely contributing factor to drivers misjudging distance of oncoming traffic and in the severity of the right-angle crashes.

Proposed Improvement - Nature of work: The proposed improvement involves constructing a single lane roundabout at the intersection. This type of intersection alternative is expected to greatly reduce the number of right-angle crashes and reduce the severity of crashes by reducing speed along CTH S. In addition, a roundabout would improve or eliminate visibility restrictions that currently exist at the intersection and improve traffic flow and reduce congestion especially during peak traffic periods.

Describe non-participating work included in the project and other work necessary to completely finish the project that will be undertaken independently by the Municipality. Please note that non-participating components of a project/contract are considered part of the overall project and will be subject to applicable federal requirements:
None

The Municipality agrees to the following 2025-2028 HSIP project funding conditions:

Project design and construction costs are funded with up to 90% federal funding when the Municipality agrees to provide the remaining 10% and any funds in excess of the federal funding limit. Non-participating costs are 100% the responsibility of the Municipality. Any work performed by the Municipality prior to federal authorization is not eligible for federal funding. The Municipality will be notified by the State that the project is

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authorized and available for charging.

This project is currently scheduled in State Fiscal Year 2030. **In accordance with the State's sunset policy for HSIP projects, the subject 2025-2028 HSIP improvement must be completed by June 30, 2034.** Extensions may be available upon approval of a written request by or on behalf of the Municipality to State. The written request shall explain the reasons for project implementation delay and revised timeline for project completion.

The dollar amounts shown in the Summary of Costs Table below are estimates. The final Municipal share is dependent on the final federal participation, and actual costs will be used in the final division of cost for billing and reimbursement. In no event shall federal funding exceed the estimate of **\$2,301,453** in the Summary of Costs Table, unless such increase is approved in writing by the State through the State's Change Management Policy prior to the Municipality incurring the increased costs.

SUMMARY OF COSTS					
PROJECT TYPE	Total Est. Cost	Federal Funds	%	Project Sponsor Funds	%
ID 6004-04-00					
Design	\$265,834	\$239,251	90%	\$26,583	10%+BAL
State Review	\$10,000	\$9,000	90%	\$1,000	10%+BAL
<i>Subtotal 6004-04-00:</i>	\$275,834	\$248,251	CAP	\$27,583	BAL
ID 6004-04-70					
Participating Construction	\$2,100,135	\$1,890,122	90%	\$210,013	10%+BAL
State Review	\$15,000	\$13,500	90%	\$1,500	10%+BAL
Construction Engineering	\$166,200	\$149,580	90%	\$16,620	10%+BAL
Non-Participating Construction	\$0	\$0	0%	\$0	100%
<i>Subtotal 6004-04-70:</i>	\$2,281,335	\$2,053,202	CAP	\$228,133	BAL
Total Est. Cost Distribution	\$2,557,169	\$2,301,453	MAX*	\$255,716	N/A

*Design ID# **6004-04-00** federal funding is limited to **\$248,251**.
 *Construction ID# **6004-04-70** federal funding is limited to **\$2,053,202**.

This request is subject to the terms and conditions that follow and is made by the undersigned under proper authority to make such request for the designated Municipality and upon signature by the State and delivery to the Municipality shall constitute agreement between the Municipality and the State. No term or provision of neither the State/Municipal Agreement nor any of its attachments may be changed, waived, or terminated orally but only by an instrument in writing executed by both parties to the State/Municipal Agreement.

Signatures certify the content has not been altered by the municipality.
 Signed for and on behalf of: **OUTAGAMIE COUNTY**

Name	Title	Date
Signed for and on behalf of the State:		
Name	Title	Date

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GENERAL TERMS AND CONDITIONS:

1. All projects must be in an approved Transportation Improvement Program (TIP) or State Transportation Improvement Program (STIP) prior to requesting authorization.
2. Work prior to federal authorization is ineligible for federal funding.
3. The Municipality, throughout the entire project, commits to comply with and promote all applicable federal and state laws and regulations that include, but are not limited to, the following:
 - a. Environmental requirements, including but not limited to those set forth in the 23 U.S.C. 139 and National Environmental Policy Act (42 U.S.C. 4321 et seq.)
 - b. Equal protection guaranteed under the U.S. Constitution, WI Constitution, Title VI of the Civil Rights Act and Wis. Stat. 16.765. The municipality agrees to comply with and promote applicable Federal and State laws, Executive Orders, regulations, and implementing requirements intended to provide for the fair and equitable treatment of individuals and the fair and equitable delivery of services to the public. In addition, the Municipality agrees not to engage in any illegal discrimination in violation of applicable Federal or State laws and regulations. This includes but is not limited to Title VI of the Civil Rights Act of 1964 which provides that "no person in the United States shall, on the ground of race, color, or national origin, be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any program or activity receiving Federal financial assistance." The Municipality agrees that public funds, which are collected in a nondiscriminatory manner, should not be used in ways that subsidize, promote, or perpetuate illegal discrimination based on prohibited factors such as race, color, national origin, sex, age, physical or mental disability, sexual orientation, or retaliation.
 - c. Prevailing wage requirements, including but not limited to 23 U.S.C 113.
 - d. Buy America Provision and its equivalent state statutes, set forth in 23 U.S.C. 313 and Wis. Stat. 16.754.
 - e. Competitive bidding and confidentiality requirements set forth in 23 U.S.C 112 and Wis. Stat. 84.06. This includes the sharing of financial data prior to the conclusion of the competitive bid period.
 - f. All applicable Disadvantaged Business Enterprise (DBE) requirements that the State specifies.
 - g. Federal statutes that govern the Surface Transportation Program (STP), including but not limited to 23 U.S.C. 133.
 - h. General requirements for administering federal and state aids set forth in Wis. Stat. 84.03.

STATE RESPONSIBILITIES AND REQUIREMENTS:

4. Funding of each project phase is subject to inclusion in Wisconsin's approved 2025-2028 HSIP program. Federal funding will be limited to participation in the costs of the following items, as applicable to the project:
 - a. The grading, base, pavement, and curb and gutter, sidewalk, and replacement of disturbed driveways in kind.
 - b. The substructure, superstructure, grading, base, pavement, and other related bridge and approach items.
 - c. Storm sewer mains necessary for the surface water drainage.
 - d. Catch basins and inlets for surface water drainage of the improvement, with connections to the storm sewer main.

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- e. Construction engineering incident to inspection and supervision of actual construction work (except for inspection, staking, and testing of sanitary sewer and water main).
 - f. Signing and pavement marking.
 - g. New installations or alteration of street lighting and traffic signals or devices.
 - h. Landscaping.
 - i. Preliminary engineering and design.
 - j. State review services.
5. The work will be administered by the State and may include items not eligible for federal participation.
6. As the work progresses, the State will bill the Municipality for work completed that is not chargeable to federal/state funds. Upon completion of the project, a final audit will be made to determine the final division of costs subject to funding limits in the Summary of Costs Table. If reviews or audits show any of the work to be ineligible for federal/state funding, the Municipality will be responsible for any withdrawn costs associated with the ineligible work.

MUNICIPAL RESPONSIBILITIES AND REQUIREMENTS:

7. Work necessary to complete the 2025-2028 HSIP improvement project to be financed entirely by the Municipality or other utility or facility owner includes the items listed below.
- a. New installations of or alteration of sanitary sewers and connections, water, gas, electric, telephone, telegraph, fire or police alarm facilities, parking meters, and similar utilities.
 - b. Damages to abutting property after project completion due to change in street or sidewalk widths, grades, or drainage.
 - c. Detour routes and haul roads. The municipality is responsible for determining the detour route.
 - d. Conditioning, if required and maintenance of detour routes.
 - e. Repair of damages to roads or streets caused by reason of their use in hauling materials incident to the improvement.
 - f. All work related to underground storage tanks and contaminated soils.
 - g. Street and bridge width in excess of standards, in accordance with the current WisDOT Facilities Development Manual (FDM).
 - h. Other 100% Municipality funded items:
8. The construction of the subject improvement will be in accordance with the appropriate standards unless an exception to standards is granted by State prior to construction. The entire cost of the construction project, not constructed to standards, will be the responsibility of the Municipality unless such exception is granted.
9. Work to be performed by the Municipality without federal funding participation necessary to ensure a complete improvement acceptable to the Federal Highway Administration and/or the State may be done in a manner at the election of the Municipality but must be coordinated with all other work undertaken during construction.
10. The Municipality is responsible for financing administrative expenses related to Municipal project responsibilities.

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11. The Municipality will include in all contracts executed by them a provision obligating the contractor not to discriminate against any employee or applicant for employment because of age, race, religion, color, handicap, sex, physical condition, developmental disability as defined in Wis. Stat. 51.01 (5), sexual orientation as defined in Wis. Stat. 111.32 (13m), or national origin.
12. The Municipality will pay to the State all costs incurred by the State in connection with the improvement that exceed federal/state financing commitments or are ineligible for federal/state financing. To guarantee the Municipality's foregoing agreements to pay the State, the Municipality, through its above duly authorized officers or officials, agrees and authorizes the State to set off and withhold the required reimbursement amount as determined by the State from any moneys otherwise due and payable by the State to the Municipality.
13. **In accordance with the State's sunset policy for HSIP projects, the subject 2025-2028 HSIP improvement must be let by June 30, 2034.** Extensions may be available upon approval of a written request by or on behalf of the Municipality to State. The written request shall explain the reasons for project implementation delay and revised timeline for project completion.
14. If the Municipality should withdraw the project, it will reimburse the State for any costs incurred on behalf of the project.
15. The Municipality will at its own cost and expense:
 - a. Maintain all portions of the project that lie within its jurisdiction (to include, but not limited to, cleaning storm sewers, removing debris from sumps or inlets, and regular maintenance of the catch basins, curb and gutter, sidewalks, and parking lanes [including snow and ice removal]) for such maintenance in a manner consistent with reasonable industry standards, and will make ample provision for such maintenance each year.
 - b. Regulate [or prohibit] parking at all times in the vicinity of the proposed improvements during their construction.
 - c. Regulate [or prohibit] all parking at locations where and when the pavement area usually occupied by parked vehicles will be needed to carry active traffic in the street.
 - d. Assume general responsibility for all public information and public relations for the project and to make fitting announcement to the press and such outlets as would generally alert the affected property owners and the community of the nature, extent, and timing of the project and arrangements for handling traffic within and around the project.
 - e. Provide complete plans, specifications, and estimates to State upon request.
 - f. Provide relocation orders and real estate plats to State upon request.
 - g. Use the *WisDOT Utility Accommodation Policy* unless it adopts a policy, which has equal or more restrictive controls.
 - h. Provide maintenance and energy for lighting.
 - i. Provide proper care and maintenance of all landscaping elements of the project including replacement of any plant materials damaged by disease, drought, vandalism, or other cause.
16. It is further agreed by the Municipality that:
 - a. The Municipality assumes full responsibility for the design, installation, testing and operation of any sanitary sewer and water main infrastructure within the improvement project and relieves the state and all of its employees from liability for all suits, actions, or claims resulting from the sanitary sewer and water main construction under this agreement.

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- b. The Municipality assumes full responsibility for the plans and special provisions provided by their designer, or anyone hired, contracted, or otherwise engaged by the Municipality. The Municipality is responsible for any expense or cost resulting from any error or omission in such plans or special provisions. The Municipality will reimburse State if State incurs any cost or expense in order to correct or otherwise remedy such error or omission or consequences of such error or omission.
- c. The Municipality will be 100% responsible for all costs associated with utility issues involving the Contractor, including costs related to utility delays.
- d. All signs and traffic control devices and other protective structures erected on or in connection with the project including such of these as are installed at the sole cost and expense of the Municipality or by others, will be in conformity with such *Manual of Uniform Traffic Control Devices* as may be adopted by the American Association of State Highway and Transportation Officials, approved by the State, and concurred in by the Federal Highway Administration.
- e. The right-of-way available or provided for the project will be held and maintained inviolate for public highway or street purposes. Those signs prohibited under federal aid highway regulations, posters, billboards, roadside stands, or other private installations prohibited by federal or state highway regulations will not be permitted within the right-of-way limits of the project. The Municipality, within its jurisdictional limits, will remove or cause to be removed from the right-of-way of the project all private installations of whatever nature which may be or cause an obstruction or interfere with the free flow of traffic, or which may be or cause a hazard to traffic, or which impair the usefulness of the project and all other encroachments which may be required to be removed by the State at its own election or at the request of the Federal Highway Administration, and that no such installations will be permitted to be erected or maintained in the future.
- f. The Municipality is responsible for any damage caused by legally hauled loads, including permitted oversize and overweight loads. The contractor is responsible for any damage caused to haul roads if the contractor does not obey size and weight laws, use properly equipped and maintained vehicles, and does not prevent spilling of materials onto the haul road (*WisDOT Standard Specifications* 618.1, 108.7, 107.8). The local maintaining authority can impose special or seasonal weight limitations as defined in Wis. Stat. 349.16, but this should not be used for the sole purpose of preventing hauling on the road.

The bid item 618.0100 Maintenance and Repair of Haul Roads (project) is ineligible for federal funding on local program projects as per the State/Municipal Agreement. The repair of damages as a result of hauling materials for the project is the responsibility of the Municipality as specified in the State/Municipal Agreement Terms and Conditions under "Municipal Responsibilities and Requirements."

LEGAL RELATIONSHIPS:

- 17. The State shall not be liable to the Municipality for damages or delays resulting from work by third parties. The State also shall be exempt from liability to the Municipality for damages or delays resulting from injunctions or other restraining orders obtained by third parties.
- 18. The State will not be liable to any third party for injuries or damages resulting from work under or for the Project. The Municipality and the Municipality's surety shall indemnify and save harmless the State, its officers and employees, from all suits, actions or claims of any character brought because of any injuries or damages received or sustained by any person, persons or property on account of the operations of the Municipality and its sureties; or on account of or in consequence of any neglect in safeguarding the work; or because of any act or omission, neglect or misconduct of the Municipality or its sureties; or because of any claims or amounts recovered for any infringement by the Municipality and its sureties of patent, trademark or copyright; or from any claims or amounts arising or recovered under the Worker's Compensation Act, relating to the employees of the Municipality and its sureties; or any other law, ordinance, order or decree relating to the Municipality's operations.

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- 19. Contract modification: This State/Municipal Agreement can only be modified by written instruments duly executed by both parties. No term or provision of either this State/Municipal Agreement or any of its attachments may be changed, waived, or terminated orally.
- 20. Binding effects: All terms of this State/Municipal Agreement shall be binding upon and inure to the benefits of the legal representatives, successors, and executors. No rights under this State/Municipal Agreement may be transferred to a third party. This State/Municipal Agreement creates no third-party enforcement rights.
- 21. Choice of law and forum: This State/Municipal Agreement shall be interpreted and enforced in accordance with the laws of the State of Wisconsin. The Parties hereby expressly agree that the terms contained herein and in any deed executed pursuant to this State/Municipal Agreement are enforceable by an action in the Circuit Court of Dane County, Wisconsin.

PROJECT FUNDING CONDITIONS

- 22. Non-appropriation of funds: With respect to any payment required to be made by the State under this State/Municipal Agreement, the parties acknowledge the State's authority to make such payment is contingent upon appropriation of funds and required legislative approval sufficient for such purpose by the Legislature. If such funds are not so appropriated, either the Municipality or the State may terminate this State/Municipal Agreement after providing written notice not less than thirty (30) days before termination.
- 23. Maintenance of records: During the term of performance of this State/Municipal Agreement, and for a period not less than three years from the date of final payment to the Municipality, records and accounts pertaining to the performance of this State/Municipal Agreement are to be kept available for inspection and audit by representatives of the State. The State reserves the right to audit and inspect such records and accounts at any time. The Municipality shall provide appropriate accommodations for such audit and inspection.

In the event that any litigation, claim or audit is initiated prior to the expiration of said records maintenance period, the records shall be retained until such litigation, claim or audit involving the records is complete.

- 24. The Municipality agrees to the following 2025-2028 HSIP project funding conditions:
 - a. ID 6004-04-00: Design is funded with 90% federal funding up to a funding limit of **\$248,251** when the Municipality agrees to provide the remaining 10% and any funds in excess of the **\$248,251** federal funding limit. This phase includes plan development and state review. The work includes project review, approval of required reports and documents and processing the final Plan, Specification & Estimate (PS&E) document for award of the contract. Costs for this phase include an estimated amount for state review activities, to be funded 90% with federal funding and 10% by the Municipality.
 - b. Real estate is funded 100% by the Municipality. Real estate acquisition is 100% the responsibility of the Municipality.
 - c. Costs for utility items are funded 100% by the Municipality.
 - d. ID 6004-04-70: Construction:
 - i. Costs for roadway reconstruction are funded with 90% federal funding up to a funding limit of **\$2,053,202** when the Municipality agrees to provide the remaining 10%, and any funds in excess of the **\$2,053,202** federal funding limit.
 - ii. Non-participating costs are funded 100% by the Municipality. Costs include construction delivery.
 - iii. Costs for this phase include an estimated amount for state review activities, to be funded 90% with federal funding and 10% by the Municipality.



Certificate Of Completion

Envelope Id: 7594ACB8-813D-4682-BF30-4FF30321A1F1	Status: Sent
Subject: Complete with Docusign: 6004 04 00_70 OUTAGAMIE CO CTH S, CTH EE INTERSECTION ORG SMA 05192025.pdf	
Source Envelope:	
Document Pages: 7	Signatures: 0
Certificate Pages: 6	Initials: 0
AutoNav: Enabled	Envelope Originator:
Envelopeld Stamping: Enabled	KELSEY LORENZ
Time Zone: (UTC-06:00) Central Time (US & Canada)	4822 Madison Yards Way
	Madison, WI 53705
	Kelsey.Lorenz@dot.wi.gov
	IP Address: 165.189.255.59

Record Tracking

Status: Original	Holder: KELSEY LORENZ	Location: DocuSign
5/19/2025 10:52:22 AM	Kelsey.Lorenz@dot.wi.gov	
Security Appliance Status: Connected	Pool: StateLocal	
Storage Appliance Status: Connected	Pool: Wisconsin Department of Transportation	Location: Docusign

Signer Events

Dean Steingraber
 dean.steingraber@outagamie.org
 Highway Commissioner
 Security Level: Email, Account Authentication (None)
Electronic Record and Signature Disclosure:
 Accepted: 5/19/2025 11:33:18 AM
 ID: 11cf34-7237-4fdc-aded-56a0e2cdb7d0

Signature

Timestamp

Sent: 5/19/2025 11:30:07 AM
 Viewed: 5/19/2025 11:33:18 AM

Scott Nelson
 Scott.nelson@dot.wi.gov
 Security Level: Email, Account Authentication (None)
Electronic Record and Signature Disclosure:
 Not Offered via Docusign

In Person Signer Events	Signature	Timestamp
Editor Delivery Events	Status	Timestamp
Agent Delivery Events	Status	Timestamp
Intermediary Delivery Events	Status	Timestamp
Certified Delivery Events	Status	Timestamp
Carbon Copy Events	Status	Timestamp

Joe Zellmer
 joseph.zellmer@outagamie.org
 Highway Engineer
 Security Level: Email, Account Authentication (None)
Electronic Record and Signature Disclosure:
 Accepted: 11/28/2023 10:49:58 AM
 ID: 8cf3c7ca-c596-416d-b560-7c0550343c0d



Sent: 5/19/2025 11:30:07 AM
 Viewed: 5/19/2025 12:53:44 PM

Dean Steingraber
 dean.steingraber@outagamie.org
 Security Level: Email, Account Authentication (None)

Carbon Copy Events	Status	Timestamp
<p>Electronic Record and Signature Disclosure: Accepted: 5/19/2025 11:33:18 AM ID: 11cfcb34-7237-4fdc-aded-56a0e2cdb7d0</p> <p>Emily Simmons emily.simmons@dot.wi.gov Security Level: Email, Account Authentication (None)</p> <p>Electronic Record and Signature Disclosure: Not Offered via Docusign</p> <p>Jeanette Nelson jeanette.nelson@dot.wi.gov Security Level: Email, Account Authentication (None)</p> <p>Electronic Record and Signature Disclosure: Accepted: 5/9/2025 6:52:37 AM ID: 2d12bd00-030d-4fb6-8941-a76d633811b9</p> <p>Joe Zellmer joseph.zellmer@outagamie.org Security Level: Email, Account Authentication (None)</p> <p>Electronic Record and Signature Disclosure: Accepted: 11/28/2023 10:49:58 AM ID: 8cf3c7ca-c596-416d-b560-7c0550343c0d</p> <p>Kathryn Scharping kathryn.scharping@dot.wi.gov Security Level: Email, Account Authentication (None)</p> <p>Electronic Record and Signature Disclosure: Not Offered via Docusign</p> <p>KELSEY LORENZ kelsey.lorenz@dot.wi.gov Security Level: Email, Account Authentication (None)</p> <p>Electronic Record and Signature Disclosure: Not Offered via Docusign</p> <p>Mike Cohen michael.cohen@dot.wi.gov Security Level: Email, Account Authentication (None)</p> <p>Electronic Record and Signature Disclosure: Accepted: 4/3/2025 8:22:04 AM ID: 23d394a3-bc8d-4181-9c8a-68b830a370ae</p> <p>Scott Nelson Scott.nelson@dot.wi.gov Security Level: Email, Account Authentication (None)</p> <p>Electronic Record and Signature Disclosure: Not Offered via Docusign</p>		
Witness Events	Signature	Timestamp
Notary Events	Signature	Timestamp
Envelope Summary Events	Status	Timestamps
Envelope Sent	Hashed/Encrypted	5/19/2025 11:30:07 AM

Payment Events	Status	Timestamps
Electronic Record and Signature Disclosure		

Electronic Record and Signature Disclosure created on: 5/1/2015 4:37:22 PM
Parties agreed to: Dean Steingraber, Joe Zellmer, Dean Steingraber, Jeanette Nelson, Joe Zellmer, Mike Cohen

ELECTRONIC RECORD AND SIGNATURE DISCLOSURE

From time to time, Wisconsin Department of Transportation (we, us or Company) may be required by law to provide to you certain written notices or disclosures. Described below are the terms and conditions for providing to you such notices and disclosures electronically through your DocuSign, Inc. (DocuSign) Express user account. Please read the information below carefully and thoroughly, and if you can access this information electronically to your satisfaction and agree to these terms and conditions, please confirm your agreement by clicking the 'I agree' button at the bottom of this document.

Getting paper copies

At any time, you may request from us a paper copy of any record provided or made available electronically to you by us. For such copies, as long as you are an authorized user of the DocuSign system you will have the ability to download and print any documents we send to you through your DocuSign user account for a limited period of time (usually 30 days) after such documents are first sent to you. After such time, if you wish for us to send you paper copies of any such documents from our office to you, you will be charged a \$0.00 per-page fee. You may request delivery of such paper copies from us by following the procedure described below.

Withdrawing your consent

If you decide to receive notices and disclosures from us electronically, you may at any time change your mind and tell us that thereafter you want to receive required notices and disclosures only in paper format. How you must inform us of your decision to receive future notices and disclosure in paper format and withdraw your consent to receive notices and disclosures electronically is described below.

Consequences of changing your mind

If you elect to receive required notices and disclosures only in paper format, it will slow the speed at which we can complete certain steps in transactions with you and delivering services to you because we will need first to send the required notices or disclosures to you in paper format, and then wait until we receive back from you your acknowledgment of your receipt of such paper notices or disclosures. To indicate to us that you are changing your mind, you must withdraw your consent using the DocuSign 'Withdraw Consent' form on the signing page of your DocuSign account. This will indicate to us that you have withdrawn your consent to receive required notices and disclosures electronically from us and you will no longer be able to use your DocuSign Express user account to receive required notices and consents electronically from us or to sign electronically documents from us.

All notices and disclosures will be sent to you electronically

Unless you tell us otherwise in accordance with the procedures described herein, we will provide electronically to you through your DocuSign user account all required notices, disclosures, authorizations, acknowledgements, and other documents that are required to be provided or made available to you during the course of our relationship with you. To reduce the chance of you inadvertently not receiving any notice or disclosure, we prefer to provide all of the required notices and disclosures to you by the same method and to the same address that you have given us. Thus, you can receive all the disclosures and notices electronically or in paper format through the paper mail delivery system. If you do not agree with this process, please let us know as described below. Please also see the paragraph immediately above that describes the consequences of your electing not to receive delivery of the notices and disclosures electronically from us.

How to contact Wisconsin Department of Transportation:

You may contact us to let us know of your changes as to how we may contact you electronically, to request paper copies of certain information from us, and to withdraw your prior consent to receive notices and disclosures electronically as follows:

To contact us by email send messages to: david.esse@dot.wi.gov

To advise Wisconsin Department of Transportation of your new e-mail address

To let us know of a change in your e-mail address where we should send notices and disclosures electronically to you, you must send an email message to us at david.esse@dot.wi.gov and in the body of such request you must state: your previous e-mail address, your new e-mail address. We do not require any other information from you to change your email address..

In addition, you must notify DocuSign, Inc to arrange for your new email address to be reflected in your DocuSign account by following the process for changing e-mail in DocuSign.

To request paper copies from Wisconsin Department of Transportation

To request delivery from us of paper copies of the notices and disclosures previously provided by us to you electronically, you must send us an e-mail to david.esse@dot.wi.gov and in the body of such request you must state your e-mail address, full name, US Postal address, and telephone number. We will bill you for any fees at that time, if any.

To withdraw your consent with Wisconsin Department of Transportation

To inform us that you no longer want to receive future notices and disclosures in electronic format you may:

- i. decline to sign a document from within your DocuSign account, and on the subsequent page, select the check-box indicating you wish to withdraw your consent, or you may;
- ii. send us an e-mail to david.esse@dot.wi.gov and in the body of such request you must state your e-mail, full name, IS Postal Address, telephone number, and account number. We do not need any other information from you to withdraw consent.. The consequences of your withdrawing consent for online documents will be that transactions may take a longer time to process..

Required hardware and software

Operating Systems:	Windows2000? or WindowsXP?
Browsers (for SENDERS):	Internet Explorer 6.0? or above
Browsers (for SIGNERS):	Internet Explorer 6.0?, Mozilla FireFox 1.0, NetScape 7.2 (or above)
Email:	Access to a valid email account
Screen Resolution:	800 x 600 minimum
Enabled Security Settings:	<ul style="list-style-type: none"> •Allow per session cookies •Users accessing the internet behind a Proxy Server must enable HTTP 1.1 settings via proxy connection

** These minimum requirements are subject to change. If these requirements change, we will provide you with an email message at the email address we have on file for you at that time providing you with the revised hardware and software requirements, at which time you will have the right to withdraw your consent.

Acknowledging your access and consent to receive materials electronically

To confirm to us that you can access this information electronically, which will be similar to other electronic notices and disclosures that we will provide to you, please verify that you were able to read this electronic disclosure and that you also were able to print on paper or electronically save this page for your future reference and access or that you were able to e-mail this disclosure and consent to an address where you will be able to print on paper or save it for your future reference and access. Further, if you consent to receiving notices and disclosures exclusively in electronic format on the terms and conditions described above, please let us know by clicking the 'I agree' button below.

By checking the 'I Agree' box, I confirm that:

- I can access and read this Electronic CONSENT TO ELECTRONIC RECEIPT OF ELECTRONIC RECORD AND SIGNATURE DISCLOSURES document; and
- I can print on paper the disclosure or save or send the disclosure to a place where I can print it, for future reference and access; and
- Until or unless I notify Wisconsin Department of Transportation as described above, I consent to receive from exclusively through electronic means all notices, disclosures, authorizations, acknowledgements, and other documents that are required to be provided or made available to me by Wisconsin Department of Transportation during the course of my relationship with you.

OUTAGAMIE COUNTY FISCAL NOTE

INTRODUCTION: This form must be attached to any resolution or ordinance which contains a spending or revenue proposal. The form should be completed by an individual within the department initiating the resolution or ordinance with assistance from the Financial Services Department. Contact the Finance Director (1674), Controller (1675) or Staff Accountant (1681) for assistance. Once completed, forward a copy of the form to the Financial Services Department for their review. Financial Services will forward a reviewed copy of the fiscal note to Legislative Services.

1. **Subject:** The Highway Department is requesting approval to enter into a State/Municipal Agreement for the CTH EE and CTH S Intersection improvement project and future funding support.

2. **Description:** This section must be completed for all fiscal notes. Briefly and concisely describe the request. State assumptions used and discuss any current year and long-term fiscal impacts. (A separate attachment can be used)

The Highway Department submitted an application for Highway Safety Improvement Program (HSIP) funds and was approved for 90% federal funding for the CTH EE & CTH S intersection improvement project. The project includes replacing the existing two-way stop-controlled intersection with a single lane roundabout. Outagamie County's share is estimated to be \$255,716. Estimated costs cover design, construction, and state review. The project will be brought forward in the 2026 budget for design and construction in subsequent years.

Therefore, the Highway Department is seeking support from the County Board to grant the Highway Commissioner authority to enter into a State Municipal Agreement for the project and to support future funding of the CTH EE & CTH S construction.

Current Year Budget Impact (Check one or more of the following boxes)

Revenues Expenses (Cost) None

3. Is the specific cost or revenue included in the current year's budget? yes () no () n/a ()

4. If the proposal requests additional spending, can the additional cost be absorbed within the current year's line item? yes () no () n/a (x)

5. Is the proposal to accept additional revenues only? yes () no ()

6. Does this request modify/adjust the current year budget? yes () no ()
If no, skip to question 8 below.

7. Detail current year budget changes. Please list cost center name, line item, account number and either the increase or decrease amount. (Please note that all budget adjustments must balance. For example, an increase in an expenditure account must be offset by a decrease in another expenditure account or the contingency fund or an increase in a revenue account or other funding sources such as fund balance applied.)
The project on

COST CENTER NAME	LINE ITEM (i.e. Salaries, Supplies, Etc.)	ACCOUNT NUMBER INCLUDING COST CENTER (i.e. 1004100.5100, 1004100.5400, etc.)	INCREASE (DECREASE) AMOUNT
Future Budgets			

Annual and Long-Term Impact

8. Is the above Increase/Decrease a nonrecurring one-time expense or revenue? yes (x) no () n/a ()

9. What is the anticipated annual and/or long-term cost or revenue impact? Annual Cost 0
Annual Revenue 0

Fiscal Note Prepared by: Richard Hammen

For Financial Services purposes only

Reviewed By:

Michelle Witenbrock

If expenditures are recorded in the financial system at a level of detail lower than the level 6 as shown above, indicate the specific account numbers and amounts below:

Detail Expenditure Account Number Amount

OUTAGAMIE COUNTY FISCAL NOTE

DATE: 06/10/25	
Comments:	

RESOLUTION NO.: 41—2025-26

TO THE HONORABLE, THE OUTAGAMIE COUNTY BOARD OF SUPERVISORS

LADIES AND GENTLEMEN:

MAJORITY

1 The Wisconsin Department of Transportation (WisDOT) is planning for reconstruction of
2 the I-41 corridor which includes interchanges and overpasses with local roadways. In
3 addition, WisDOT recently revised their cost share policy to allow for federal
4 participation to offset a portion of costs related to the incorporation of Community
5 Sensitive Design (CSD) elements which were formerly required to be entirely funded by
6 the Municipality. French Road will be reconstructed from a two-lane rural typical cross
7 section to a two-lane urban typical cross section within the project limits and will
8 construct bicycle and pedestrian accommodations. The existing overpass will be replaced
9 with a wider structure and will include new sidewalk. Structure staining and decorative
10 silhouettes will also be added to the new bridge as CSD amenities. Construction is
11 currently scheduled for 2026. Outagamie County's share is currently estimated to be
12 \$5,715 for CSD elements and non-participating items and has been funded in previous
13 budgets.

14
15 As shown in the supporting State/Municipal Financial Agreement (SMFA), Outagamie
16 County will share the total cost of non-participating items with the City of Appleton. This
17 resolution authorizes the Outagamie County Highway Commissioner to enter into a
18 SMFA for this state-let improvement project and to support future funding for the I-41
19 reconstruction project.

20
21 NOW THEREFORE, the undersigned members of the Highway, Recycling and Solid Waste
22 Committee recommend adoption of the following resolution.

23 BE IT RESOLVED, that the Outagamie County Board of Supervisors does authorize the
24 Highway Commissioner to enter into a State/Municipal Financial Agreement for the I-41 French Road
25 overpass project, as noted on the attached State/Municipal Financial Agreement for a State-Let Highway
26 Project, which by reference is made a part hereof, and

27 BE IT FURTHER RESOLVED, that the Outagamie County Board of Supervisors does authorize
28 funding for the county share of the project costs to be included in future budgets as noted on the attached
29 fiscal note which by reference is made a part hereof, and

1 BE IT FINALLY RESOLVED, that the Outagamie County Clerk be directed to forward a copy
2 of this resolution to the Outagamie County Highway Commissioner and the Outagamie County Finance
3 Director.

4 Dated this ____ day of June 2025.

5 Respectfully Submitted,

6
7 HIGHWAY, RECYCLING AND SOLID
8 WASTE COMMITTEE
9

10
11
12 _____
13 Joy Hagen

12 _____
13 Daniel Nejedlo

14
15
16
17 _____
18 Jason Wegand

17 _____
18 Dennis Clegg

19
20
21
22 _____
23 Steve Thiede

24
25
26 Duly and officially adopted by the County Board on: _____
27

28
29 Signed: _____
30 Board Chairperson County Clerk

31
32
33 Approved: _____ Vetoed: _____
34

35
36 Signed: _____
County Executive

	<p align="center">STATE/MUNICIPAL FINANCIAL AGREEMENT FOR A STATE- LET HIGHWAY PROJECT</p>	<p>Date: April 16, 2025 I.D.:1130-65-81 (Design 1130-63-01) Road Name: IH 41 Title: Appleton – De Pere Limits: French Road Overpass County: Outagamie Roadway Length: 0.337 miles</p>
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The signatories **City of Appleton and Outagamie County**, hereinafter called the Municipality, through its undersigned duly authorized officers or officials, hereby requests the State of Wisconsin Department of Transportation, hereinafter called the State, to initiate and affect the highway or street improvement hereinafter described.

The authority for the Municipality to enter into this agreement with the State is provided by Section 86.25(1), (2), and (3) of the Statutes.

NEEDS AND ESTIMATE SUMMARY:

Existing Facility - Describe and give reason for request: The IH 41 Project corridor, which has four travel lanes – two in each direction – is congested and sees a higher rate of crashes than similarly configured freeways in Wisconsin. By federal standards, the project area has multiple roadway design deficiencies, and much of its pavement and several bridges are nearing the end of their useful lives and must be replaced.

The French Road Bridge over IH 41 conflicts with the proposed improvements at the IH 41 and STH 441 systems interchange. The existing bridge needs to be replaced.

Proposed Improvement - Nature of work: The existing structure carrying French Road over IH 41 will be removed and replaced with a three-span concrete girder structure (B-44-0329).

French Road will be reconstructed from a two-lane rural typical section to a two-lane urban typical section with bike lanes. The limits of the reconstruction of French Road extend from approximately 700 feet south of IH 41 and 1,225 feet north of IH 41.

Sidewalk will be installed on structure (B-44-0329) and within the project limits.

Work will also include storm sewer installation, erosion control, fertilizer/seed/ mulch, permanent signing, pavement marking and temporary traffic control.

Street lighting will be installed along French Road within the project limits.

Structure staining and decorative silhouettes will be added to bridge B-44-0329 as Community Sensitive Design (CSD) amenities.

Describe non-participating work included in the project and other work necessary to finish the project completely which will be undertaken independently by the municipality:

Non-participating work is not necessary to finish the project, but the Municipality has requested a 100% non-participating category be included to be able to add City of Appleton Intelligent Transportation Systems (ITS) elements and address any unanticipated non-participating needs during construction.

SUMMARY OF COSTS								
Phase	Total Est. Cost	Federal/State Funds	%	Outagamie County	%	City of Appleton		
Design Engineering	NA	NA		NA		NA		
Real Estate Acquisition	NA	NA		NA		NA		
Municipal Utility Coordination	NA	NA		NA		NA		
² Construction: 1130-65-81								
Category	Description							
1000	Roadway Items	\$5,060,000	\$5,060,000	100%	\$0	0%	\$0	0%
1100	Lighting, City of Appleton	\$103,000	\$51,500	50%	\$0	0%	\$51,500	50%
1400	French Road Overpass CSD Items ³	\$57,000	\$45,600	80% Max	\$5,700	10% +BAL	\$5,700	10% +BAL
1600	Local/ Non Participating City of Appleton	\$66,000	\$0	0%	\$0	0%	\$66,000	100%
1610	Sidewalk, City of Appleton	\$210,000	\$168,000	80%	\$0	0%	\$42,000	20%
1620	Local/ Non Participating Outagamie County	\$15	\$0	0%	\$15	100%	\$0	0%
1800	100% State Funded	\$22,000	\$22,000	100%	\$0	0%	\$0	0%
2000	Structure B-44-0329	\$5,175,000	\$5,175,000	100%	\$0	0%	\$0	0%
Construction Subtotal		\$10,693,015	\$10,522,100		\$5,715		\$165,200	
Total Est. Cost Distribution		\$10,693,015	\$10,522,100		\$5,715		\$165,200	
¹ Costs shown are estimates only and may be updated as design progresses ² Estimates include construction engineering. ³ Community Sensitive Design (CSD) amenities considered to be the preference of the community are funded with 80% federal funding up to a maximum of: - \$47,000 for French Road Overpass No state funding is permitted for CSD amenities. See Item 8 for terms and conditions.								

This request shall constitute agreement between the Municipality and the State; is subject to the terms and conditions that follow (pages [3] – [6]); is made by the undersigned under proper authority to make such request for the designated Municipality, upon signature by the State, upon fully executed signature of applicable State Municipal Maintenance Agreement and delivery to the Municipality. The initiation and accomplishment of the improvement will be subject to the applicable federal and state regulations. No term or provision of neither the State/Municipal Financial Agreement nor any of its attachments may be changed, waived, or terminated orally but only by an instrument in writing executed by both parties to the State/Municipal Financial Agreement.

Signed for and on behalf of the Outagamie County (please sign in blue ink)	
Name (print)	Title
Signature	Date
Signed for and on behalf of the City of Appleton (please sign in blue ink)	
Name (print)	Title
Signature	Date
Signed for and on behalf of the State (please sign in blue ink)	
Name	Title
Signature	Date

TERMS AND CONDITIONS:

1. The Municipality shall pay to the State all costs incurred by the State in connection with the improvement which exceeds federal/state financing commitments or are ineligible for federal/state financing. Local participation shall be limited to the items and percentages set forth in the Summary of Costs table, which shows Municipal funding participation. In order to guarantee the Municipality’s foregoing agreements to pay the State, the Municipality, through its above duly authorized officers or officials, agrees and authorizes the State to set off and withhold the required reimbursement amount as determined by the State from General Transportation Aids or any moneys otherwise due and payable by the State to the Municipality.
2. Funding of each project phase is subject to inclusion in an approved program and per the State’s Facility Development Manual (FDM) standards. Federal aid and/or state transportation fund financing will be limited to participation in the costs of the following items as specified in the Summary of Costs:
 - (a) Design engineering and state review services.
 - (b) Real Estate necessitated for the improvement.
 - (c) Compensable utility adjustment and railroad force work necessitated for the project.
 - (d) The grading, base, pavement, curb and gutter, and structure costs to State standards, excluding the cost of parking areas.
 - (e) Storm sewer mains, culverts, laterals, manholes, inlets, catch basins, and connections for surface water drainage of the improvement; including replacement and/or adjustments of existing storm sewer manhole covers and inlet grates as needed.
 - (f) Construction engineering incidental to inspection and supervision of actual construction work, except for inspection, staking, and testing of sanitary sewer and water main.

- (g) Signing and pavement marking necessitated for the safe and efficient flow of traffic, including detour routes.
 - (h) Replacement of existing sidewalks necessitated by construction and construction of new sidewalk at the time of construction. Sidewalk is considered to be new if it's constructed in a location where it has not existed before.
 - (i) Replacement of existing driveways, in kind, necessitated by the project.
 - (j) New installations or alteration resulting from roadway construction of standard State street lighting and traffic signals or devices. Alteration may include salvaging and replacement of existing components.
 - (k) Eligible Community Sensitive Design (CSD) amenities considered to be the preference of the community, not to exceed CSD funding limit for the project.
3. Work necessary to complete the improvement to be financed entirely by the Municipality or other utility or facility owner includes the following items:
- (a) New installations of or alteration of sanitary sewers and connections, water, gas, electric, telephone, telegraph, fire or police alarm facilities, parking meters, and similar utilities.
 - (b) New installation or alteration of signs not necessary for the safe and efficient flow of traffic.
 - (c) Roadway and bridge width in excess of standards.
 - (d) Construction inspection, staking, and material testing and acceptance for construction of sanitary sewer and water main.
 - (e) Provide complete plans, specifications, and estimates for sanitary sewer and water main work. The Municipality assumes full responsibility for the design, installation, inspection, testing, and operation of the sanitary sewer and water system. This relieves the State and all of its employees from the liability for all suits, actions, or claims resulting from the sanitary sewer and water system construction.
 - (f) Parking lane costs.
 - (g) Coordinate, clean up, and fund any hazardous materials encountered for city utility construction. All hazardous material cleanup work shall be performed in accordance to state and federal regulations.
 - (h) Conditioning, if required, and maintenance of detour routes.
 - (i) 20% of costs of eligible Community Sensitive Design (CSD) amenities considered to be the preference of the community up to the CSD funding limit for the project, plus 100% of costs of eligible CSD amenities in excess of the CSD funding limit for the project.
4. As the work progresses, the Municipality will be billed for work completed which is not chargeable to federal/state funds. Upon completion of the project, a final audit will be made to determine the final division of costs.
5. If the Municipality should withdraw the project, it shall reimburse the State for any costs incurred by the State in behalf of the project.
6. The work will be administered by the State and may include items not eligible for federal/state participation.
7. The Municipality shall, in cooperation with the State, assist with public relations for the project and announcements to the press and such outlets as would generally alert the affected property owners and the community of the nature, extent, and timing of the project and arrangements for handling traffic within and around the project.

8. Basis for local participation:

Design Engineering, Real Estate Acquisition, Utility Coordination:

The State will pay 100% of the cost for design engineering, real estate acquisition, and utility coordination.

Costs for design engineering, real estate acquisition, and utility coordination are shown as not applicable (N/A) in the summary of costs table due to the complexities of isolating individual Let Project costs from the Appleton-Green Bay corridor wide design ID (1130-63-01) and this information is not relevant to the municipal construction cost share.

Construction ID 1130-65-81

The Project Agreement will be revised if necessary, as the project progresses. All costs shown are approximate and subject to final audit.

Category 1000 – Roadway Items

The State will pay 100% of the construction costs under Category 1000 Roadway Items unless otherwise noted.

Category 1100 – Lighting, City of Appleton

In accordance with Local Participation policy section 3-25-5 of the State’s Program Management Manual, the State will participate in the costs of new continuous street lighting if it is installed at the time of project construction and the affected municipality agree to accept responsibility for the energy, operation, maintenance, and replacement of the lighting system. Where an alternate design acceptable to WisDOT is installed, 50 percent of the cost equivalent to lighting meeting WisDOT standards is eligible, not to exceed 50 percent of actual costs.

The estimated street lighting cost are \$103,000.

The State will pay 50% of the construction cost and the City of Appleton will pay 50% of the construction cost of Category 1100 – 1130-65-81 Lighting, City of Appleton.

Category 1400 – French Road Overpass CSD Items

CSD amenities are funded with 80% Federal funding up to a maximum of \$47,000 when the Municipality agrees to provide the remaining 20% and any funds in excess of the CSD funding limit.

French Road Overpass CSD items requested by the municipality and included in this project:

- Staining Structure B-44-0329 - \$47,000
- Structure Silhouette -\$10,000

Category 1400 – French Road Overpass CSD Items cost are estimated to be \$57,000.

Category 1400- French Road Overpass category funding limit = \$58,750.

Cost in excess of the CSD amenities funding limit shall be the responsibility of the Municipality.

The State will pay 80% of the construction cost up to the federal CSD funding limit. The City of Appleton will pay 10% of the construction cost, and Outagamie County will pay 10% of the construction cost of Category 1400 – French Road Overpass CSD Items and any funds in excess of the federal CSD funding limit.

CSD funding is governed by Wis. Stat. 85.0205. The department will regularly review the total CSD funding

on this and any associated improvement projects to ensure total CSD funding does not exceed statutory limits. If at any point CSD funding exceeds statutory limits, the department will notify the Municipality of any adjustments to CSD funding that may be required to remain in compliance with state statutes.

Category 1600 – Local/ Non Participating City of Appleton

In accordance with Local Participation Policy Section 3-25-5 of the State’s Program Management Manual proposed improvements requested by the Municipality within the project limits, but outside the original project scope, are considered 100% the responsibility of the Municipality.

Estimated City of Appleton costs are \$66,000 for ITS items placed at French Road.

The City of Appleton will pay 100% of the construction cost under Category 1600 – Local/ Non Participating City of Appleton.

Category 1610 – Sidewalk, City of Appleton

In accordance with Local Participation Policy Section 3-25-5 of the State’s Program Management Manual, the State will participate in the construction costs of new sidewalks if they are installed at the time of project construction. Costs of sidewalk constructed to WisDOT standards and installed at the time of the project construction are 80% eligible for WisDOT participation.

The estimated sidewalk cost are \$210,000.

The State will pay 80% of the construction cost and the City of Appleton will pay 20% of the construction cost of Category 1610 – Sidewalk, City of Appleton.

Category 1620 – Local/ Non Participating Outagamie County

In accordance with Local Participation Policy Section 3-25-5 of the State’s Program Management Manual proposed improvements requested by the Municipality within the project limits, but outside the original project scope, are considered 100% the responsibility of the Municipality.

Local/ Non-Participating Outagamie County costs are estimated to be \$15.

Items requested by the municipality and included in this project:

- 1 ton of Base Aggregate Dense

Outagamie County will pay 100% of the construction cost under Category 1620 – Local/ Non Participating Outagamie County.

Category 1800 – 100% State Funded

The State will pay 100% of the construction costs under Category 1800 State Funded unless otherwise noted.

Category 2000– Structure B-44-0329

The State will pay 100% of the construction costs under Category 2000 Structure B-44-0329 unless otherwise noted.

Comments and Clarification: This agreement is an active agreement that may need to be amended as the project is designed. It is understood that these amendments may be needed as some issues have not been fully evaluated or resolved. The purpose of this agreement is to specify the local and state involvement in funding the project. A signed agreement is required before the State will prepare or participate in the preparation of detailed designs, acquire right-of-way, or participate in construction of a project that merits local involvement.

OUTAGAMIE COUNTY FISCAL NOTE

INTRODUCTION: This form must be attached to any resolution or ordinance which contains a spending or revenue proposal. The form should be completed by an individual within the department initiating the resolution or ordinance with assistance from the Financial Services Department. Contact the Finance Director (1674), Controller (1675) or Staff Accountant (1681) for assistance. Once completed, forward a copy of the form to the Financial Services Department for their review. Financial Services will forward a reviewed copy of the fiscal note to Legislative Services.

1. **Subject:** The Highway Department is requesting approval to enter into a State Municipal Financial Agreement for I-41 reconstruction project.

2. **Description:** This section must be completed for all fiscal notes. Briefly and concisely describe the request. State assumptions used and discuss any current year and long-term fiscal impacts. (A separate attachment can be used)

The Wisconsin Department of Transportation is reconstructing French Road overpass as part of the I-41 reconstruction project. French Road will be reconstructed from a two-lane rural typical cross section to a two-lane urban typical cross section within the project limits and will construct bicycle and pedestrian accommodations. Outagamie County's share is currently estimated to be \$5,715 for Community Sensitive Design elements and non-participating items. The funding will come from the approved capital project for community sensitive solutions.

Therefore, the Highway Department is seeking support from the County Board to grant the Highway Commissioner authority to enter into a State Municipal Financial Agreement for the project I-41 & French Road overpass.

Current Year Budget Impact (Check one or more of the following boxes)

Revenues Expenses (Cost) None

- 3. Is the specific cost or revenue included in the current year's budget? yes () no () n/a ()
- 4. If the proposal requests additional spending, can the additional cost be absorbed within the current year's line item? yes () no () n/a (x)
- 5. Is the proposal to accept additional revenues only? yes () no ()
- 6. Does this request modify/adjust the current year budget? yes () no ()
If no, skip to question 8 below.

7. Detail current year budget changes. Please list cost center name, line item, account number and either the increase or decrease amount. (Please note that all budget adjustments must balance. For example, an increase in an expenditure account must be offset by a decrease in another expenditure account or the contingency fund or an increase in a revenue account or other funding sources such as fund balance applied.)
The project on

COST CENTER NAME	LINE ITEM (i.e. Salaries, Supplies, Etc.)	ACCOUNT NUMBER INCLUDING COST CENTER (i.e. 1004100.5100, 1004100.5400, etc.)	INCREASE (DECREASE) AMOUNT
Included in budget			

Annual and Long-Term Impact

- 8. Is the above Increase/Decrease a nonrecurring one-time expense or revenue? yes (x) no () n/a ()
- 9. What is the anticipated annual and/or long-term cost or revenue impact? Annual Cost 0
Annual Revenue 0

Fiscal Note Prepared by: Richard Hammen

For Financial Services purposes only

Reviewed By:
Michelle Wittenbrock

If expenditures are recorded in the financial system at a level of detail lower than the level 6 as shown above, indicate the specific account numbers and amounts below:
Detail Expenditure Account Number Amount

OUTAGAMIE COUNTY FISCAL NOTE

DATE: 6/10/25		
Comments:		

RESOLUTION NO.: 42—2025-26

TO THE HONORABLE, THE OUTAGAMIE COUNTY BOARD OF SUPERVISORS

LADIES AND GENTLEMEN:

MAJORITY

1 The U.S. Department of Transportation Safe Streets and Roads for All (SS4A) Grants
2 Program provides dedicated, discretionary funding for transportation infrastructure
3 projects of local or regional significance. Eligible projects for Federal Fiscal Year 2025
4 SS4A Grants Program include Planning and Demonstration projects to prevent roadway
5 fatalities and serious injuries in a locality or region or on Tribal land.
6

7 The East Central Wisconsin Regional Planning Commission (ECWRPC) adopted a
8 Comprehensive Safety Action Plan (CSAP) on January 25, 2024 for the Appleton (Fox
9 Cities) and Oshkosh Metropolitan Planning Organizations (MPOs) and was amended on
10 March 28, 2024 to align with newer requirements of the SS4A program. The CSAP
11 identifies High-Injury Networks (HIN) for each MPO and individual municipalities that
12 pinpoint dangerous transportation corridors and intersections based on crash analysis
13 modeling that indexes crashes with fatalities or serious injuries and environmental factors
14 that increase crash risk. The County Trunk Highway (CTH) KK corridor was identified
15 on pages 319 and 335 in the CSAP as the top priority project with 823 crashes including
16 nine serious injuries and three fatalities, between years 2018 and 2022. The CTH KK
17 corridor is the boundary between the counties of Calumet and Outagamie, and stretches
18 through the municipalities of the City of Appleton, the Village of Harrison, the Town of
19 Buchanan, and the City of Kaukauna.
20

21 The ECWRPC, as the MPO, intends to apply for an \$800,000 SS4A grant for the
22 development of a corridor study to include an updated road safety audit and
23 recommendations for a roadway safety plan to prevent transportation-related deaths and
24 injuries along the CTH KK corridor. The project is included in the Outagamie County
25 Comprehensive Plan 2040. Each municipality will provide their portion of local match
26 funding as indicated on the attached chart, of the 20% required by the SS4A Grant
27 Program.
28

29 NOW THEREFORE, the undersigned members of the Highway, Recycling and Solid Waste
30 Committee recommend adoption of the following resolution.

31

32

33

1 BE IT RESOLVED, that the Outagamie County Board of Supervisors does support and approve
2 an application to the U.S. Department of Transportation for Federal Fiscal Year 2025 Safe Streets and
3 Roads for All (SS4A) Planning and Demonstration funding and directs East Central Wisconsin Regional
4 Planning Commission staff to submit the application of behalf of Outagamie County, and

5 BE IT FURTHER RESOLVED, that Outagamie County will meet the financial obligation of
6 accepted grants, as detailed on the attached Draft SS4A Grant Local Match Proration Chart, which by
7 reference is made a part hereof, and

8 BE IT FINALLY RESOLVED, that the Outagamie County Clerk be directed to forward a copy
9 of this resolution to the Outagamie County Highway Commissioner and the Outagamie County Finance
10 Director.

11 Dated this ____ day of June 2025.

12 Respectfully Submitted,
13 HIGHWAY, RECYCLING AND SOLID
14 WASTE COMMITTEE

15
16
17 _____
18 Joy Hagen

17 _____
18 Daniel Nejedlo

19
20
21 _____
22 Jason Wegand

21 _____
22 Dennis Clegg

23
24
25 _____
26 Steve Thiede

27 Duly and officially adopted by the County Board on: _____
28
29

30
31 Signed: _____
32 Board Chairperson

31 _____
32 County Clerk

33
34 Approved: _____

34 Vetoed: _____
35

36
37 Signed: _____
County Executive

RESOLUTION NO.: 43—2025-26

TO THE HONORABLE, THE OUTAGAMIE COUNTY BOARD OF SUPERVISORS

LADIES AND GENTLEMEN:

2/3 MAJORITY – 24 VOTES

1 Brewster Village (BV) is requesting to amend their Table of Organization (TO) by
2 deleting one (1) full-time Support Services Director position and adding one (1)
3 full-time Admissions Coordinator position.
4

5 In order to achieve the goal of re-opening additional households, the Admissions
6 Coordinator position will review all referrals and manage the process for
7 admissions to Brewster Village. This position is a necessary step to support both
8 operational efficiency and quality villager care as BV grows and will allow the
9 Social Services Manager time to focus on departmental leadership, staff support,
10 regulatory compliance, and quality initiatives. In addition, this position will have
11 the ability to take on a small caseload to support the increase in census, and act as
12 a back up or extra support in admissions if needed. The 2025 budget impact for
13 this TO change will be approximately \$41,296, which will be funded by the
14 additional Medicare revenue due to increased villager census.
15

16 NOW THEREFORE, the undersigned members of the Legislative/Audit and Human
17 Resources Committee recommend adoption of the following resolution.

18 BE IT RESOLVED, that the Outagamie County Board of Supervisors does approve an in-
19 year Table of Organization request for Brewster Village effective August 10, 2025 to delete one
20 (1) full-time Support Services Director position and add one (1) full-time Admissions Coordinator
21 position as noted on the attached Position Deletion Form – 2025 In Year Request, Position
22 Addition Form – 2025 In Year Request, Job Description and Table of Organization, which by
23 reference are made a part hereof, and

24 BE IT FURTHER RESOLVED, that the Outagamie County Board of Supervisors does
25 approve of increasing the following Brewster Village cost center line items: Medicare Revenue
26 by \$41,296; Salaries by \$27,206; Fringe Benefits by \$11,320; Supplies by \$2,770, as noted on the
27 attached fiscal note, which by reference is made a part hereof, and

1 BE IT FINALLY RESOLVED, that the Outagamie County Clerk be directed to forward a
2 copy of this resolution to the Outagamie County Human Resources Director, the Outagamie
3 County Brewster Village Administrator, and the Outagamie County Finance Director.

4 Dated this ____ day of June 2025

5 Respectfully Submitted,

6
7 LEGISLATIVE/AUDIT & HUMAN
8 RESOURCES COMMITTEE
9

10
11
12 _____
13 Cathy Spears

12 _____
13 Sara MacDonald

14
15
16
17 _____
18 Ryan Ferguson

17 _____
18 John Kostelny

19
20
21
22 _____
23 Sarah Weinberg

24
25
26 Duly and officially adopted by the County Board on: _____
27

28
29 Signed: _____
30 Board Chairperson

29 _____
30 County Clerk

31
32
33 Approved: _____
34

32
33 Vetoed: _____
34

35
36 Signed: _____
37 County Executive

POSITION DELETION FORM - 2025 IN YEAR REQUEST		
Completion Checklist		
Request Details		
Effective Date of Requested Change:	8/10/2025	
Department:	Brewster Village	
Department Head:	Taya Walk	
Cost Center Number:	5017235	
Position Title:	Support Services Director	
Sunset Position? (Yes or No)		
Is this position full time or part time? <i>(If more than one position, use the worksheet for Multiples)</i>	Full Time:	x
	Part Time:	
If adding a position to offset this deletion; which position(s) will be added?	Admissions Coordinator	
Position Justification		
<p>This position has been vacant since 2023. It was not necessary to fill given Brewster Village's reduced census. Duties and workload were absorbed by other positions.</p>		
Employee Impacted By This Change (if no one in position - leave blank)		
Fiscal Data		
PROJECTED COST SAVINGS		
Salary		
Fringe Benefits		
Travel/Training	\$	-
Supplies	\$	-
Purchased Services	\$	-
Capital Outlay	\$	-
TOTAL COST SAVINGS	\$	-
DECREASED REVENUES BY DELETING THIS POSITION:		
Please list below the decreased revenues pertaining to this position deletion.		
<i>Description</i>	<i>Dollar Value (enter as negative)</i>	
	\$	-
	\$	-
	\$	-
TOTAL REVENUE REDUCTION	\$	-
NET COUNTY COST (Levy/Fund Balance)	\$	-

TO BE COMPLETED BY HUMAN RESOURCES:	
Reviewed by HR	
County Executive Decision (Approved/Denied)	

POSITION ADDITION FORM - 2025 IN YEAR REQUEST		
Completion Checklist		
<ul style="list-style-type: none"> o A visual of your proposed Table of Organization o Job description for the position requested below, highlighting any changes from current JD 		
Request Details		
Effective Date of Requested Change:	8/10/2025	
Department:	Brewster Village	
Department Head:	Taya Walk	
Cost Center Number:	5017235	
Position Title:	Admissions Coordinator	
Sunset/Limited Term Position? (Yes or No)	No	
Exempt (Salaried) or Non-Exempt (Hourly):	Exempt	
Pay Grade of Position:	155	
Estimated Starting Step:	1	
Position exists in the current Table of Organization?	No	
Is this position full time or part time? <i>(If more than one position, use the worksheet for Multiples)</i>	Full Time:	1
	Part Time:	
If Part Time position, how many hours per week will this position be working?	Hours:	
What other alternatives were considered?	Overtime, contracted staff	
If deleting a position to add this position; which position(s) will be deleted?	Support Services Director	
<i>(If deleting a position, complete the Position Deletion Form and include the Cost Savings below)</i>		
List any positions in your Table of Organization that have been vacant for 6 months or longer:	Support Services Director (requesting deletion of this position to add Admissions Coordinator)	
Position Justification		
Briefly summarize why this position is needed, as well as areas of revenue and savings.		
<p>In order to achieve our goal of re-opening currently unused nursing home neighborhood space, we are seeking to add an Admissions Coordinator to our table of organization to review referrals and manage the process for admission to Brewster Village. Established census goals project our rehab (short-term) census to grow from 13 to 27 with an average length of stay of 12 days. Currently the Social Services manager is responsible for overseeing the Social Services Department and managing all of the move-ins (admissions) to the facility. While this dual role has been sustained to date, the increasing volume and complexity of move-ins (admissions) will make it difficult to balance both responsibilities effectively. This position is a necessary step to support both operational efficiency and quality villager care as we grow and will allow the Social Services Manager time to focus on departmental leadership, staff support, regulatory compliance and quality initiatives in addition to taking on a small caseload to support the increase in census, and act as a backup or extra support in admissions if needed.</p>		
Employee Impacted By This Change (if no one in position - leave blank)		

Fiscal Data	
How will this position be funded (Levy, Grant, etc.)?	Program Revenues
PROJECTED 2025 EXPENDITURES - Amounts must agree to amounts included in the proposed budget.	
Salary	\$ 27,206
Fringe Benefits	\$ 11,320
Travel/Training	\$ -
Supplies - IT	
Supplies - Other	\$ -
Purchased Services - IT	\$ 2,770
Purchased Services - Other	\$ -
Capital Outlay	\$ -
TOTAL EXPENDITURES	\$ 41,296
COST SAVINGS OR INCREASED REVENUES:	
Please list below the additional revenues pertaining to this position and/or cost savings (reductions in expenditures) that will be shown in the budget.	
<i>Description</i>	<i>Dollar Value (enter as negative)</i>
Deleted Position (if applicable)	
Program Revenues	\$ (41,296)
	\$ -
TOTAL COST SAVINGS/REVENUES	\$ (41,296)
NET COUNTY COST (Levy/Fund Bal)	\$ 0
PARTIAL YEAR FUNDING - ANNUAL PROJECTION	
If you are requesting a position that will only be funded initially for a part of a year, please complete the following for annual (12 month) position cost:	
Salary	\$ 69,909
Fringe Benefits	\$ 35,484
Other Expenditures	\$ 2,770
TOTAL EXPENDITURES	\$ 108,163
Deleted Position (if applicable)	
Less Increased Revenue/Cost Savings (enter as negative)	\$ (108,163)
NET COUNTY COST (Levy/Fund Bal)	\$ -

TO BE COMPLETED BY HUMAN RESOURCES:	
Reviewed by HR	
County Executive Decision (Approved/Denied)	

Brewster Village is looking for dedicated and compassionate caregivers who want to work in a team-based environment, where Person Directed Living is our top priority.

Reporting to the Brewster Village Social Services Manager, the Admissions Coordinator manages and coordinates the move-in (admission) process for prospective villagers entering Brewster Village. This role serves as the primary liaison between hospitals, referral sources, villagers, families and interdisciplinary team to ensure smooth transitions and maintain census goals while upholding excellent customer service and compliance with all regulatory standards.

Key Responsibilities

The following duties are most critical for this position. These are not to be construed as exclusive or all-inclusive. Other duties may be required and assigned.

- Manage all incoming referrals from hospitals, case managers, and families
- Coordinate with the interdisciplinary team (IDT) to assess clinical appropriateness for move-in
- Serve as the main point of contact for families during the move-in process
- Provide tours and information to prospective villagers and families
- Maintain accurate tracking logs of referrals, denials and move-ins
- Monitor and support census development and participate in marketing activities
- Ensure compliance with Medicare/Medicaid and private insurance requirements
- Communicate effectively with hospital discharge planners, insurance companies, and internal departments
- Facilitates financial screens and prior authorizations for pending referrals.
- Meets with prospective villagers and their families that are preparing to move in and provides tours.
- Functions as point of contact for County Human Services referrals and consults and supervises the provision of Specialized Psychiatric Rehabilitative Services.
- Promotes and markets Brewster Village to the community, other health care providers, and prospective villagers.
- Provides support and understanding to villagers and families during the transition of moving into Brewster Village.
- Provides leadership and vision to the household, promotes empowerment and collaboration of the team in providing person directed care, participates in team problem solving, monitors team members' performance and provides feedback through coaching and counseling.
- Maintains a safe, comfortable and functional environment by assessing the household for potential hazards, implements practices utilizing appropriate techniques regarding sanitation, infection control, fire safety, disaster preparedness and emergency care, investigates and reports all incidents and accidents, and observes the team for safe work habits.

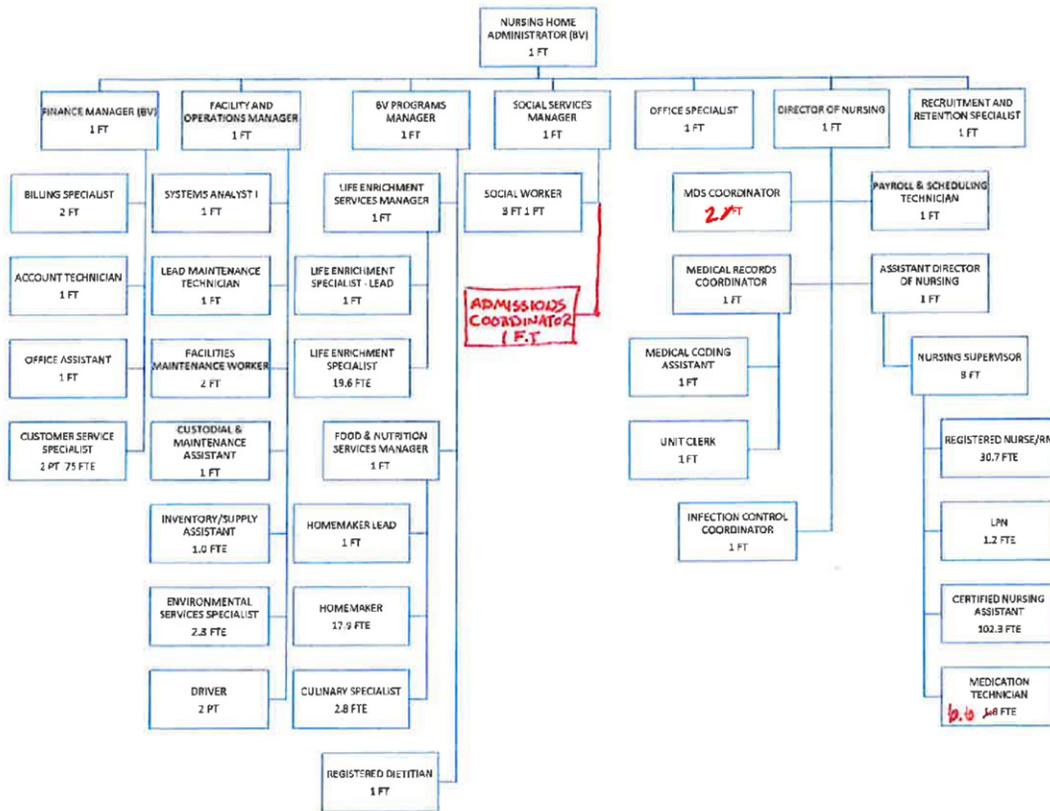
Education/Certifications/Experience Requirements

- Bachelor's degree in Social Work, Nursing or a related field preferred
- Experience coordinating referrals and admissions in a long-term care setting is required
- Or any combination of education and experience that provides equivalent knowledge, skills, and abilities.

Required or Preferred Skills

- Working knowledge of Medicare and Medicaid programs as well as Insurance requirements for rehabilitation and long term care services.
- Ability to comprehend, prepare, and interpret a variety of documents including medical progress reports, quality assurance studies, policy and procedures, etc.
- Excellent organizational skills, effective time manager, and multi-tasker.
- Solid communication skills with ability to build professional community relationships as well as the ability to use and interpret medical, legal, and counseling terminology.
- Ability to communicate effectively with villagers, wellness teams, community agencies, and medical providers verbally and in writing.
- Ability to offer expertise and guidance as needed and requested.
- Ability to assure that federal, state and local laws as well as accepted professional standards and principles of professional organization, boards and councils are followed.
- Ability to see person-directed care as an important component in providing villagers with a sense of health and well being.

OUTAGAMIE COUNTY IS AN EQUAL OPPORTUNITY EMPLOYER. IN COMPLIANCE WITH THE AMERICANS WITH DISABILITIES ACT, THE COUNTY WILL PROVIDE REASONABLE ACCOMMODATIONS TO QUALIFIED INDIVIDUALS WITH DISABILITIES AND ENCOURAGES BOTH PROSPECTIVE EMPLOYEES AND INCUMBENTS TO DISCUSS POTENTIAL ACCOMMODATIONS WITH THE EMPLOYER.



OUTAGAMIE COUNTY FISCAL NOTE

INTRODUCTION: This form must be attached to any resolution or ordinance which contains a spending or revenue proposal. The form should be completed by an individual within the department initiating the resolution or ordinance with assistance from the Financial Services Department. Contact the Finance Director (1674), Controller (1675) or Staff Accountant (1681) for assistance. Once completed, forward a copy of the form to the Financial Services Department for their review. Financial Services will forward a reviewed copy of the fiscal note to Legislative Services.

1. **Subject:** Request Admissions Coordinator

2. **Description:** This section must be completed for all fiscal notes. Briefly and concisely describe the request. State assumptions used and discuss any current year and long-term fiscal impacts. (A separate attachment can be used)

In order to achieve our goal of re-opening additional households, Brewster Village is requesting an Admissions Coordinator to review all referrals and manage the process for admissions to Brewster Village. This position is a necessary step to support both operational efficiency and quality villager care as we grow and will allow the Social Services Manager time to focus on departmental leadership, staff support, regulatory compliance and quality initiatives. In addition to taking on a small caseload to support the increase in census, and act as a backup or extra support in admissions if needed. The 2025 Budget impact of the Admissions Coordinator will be approximately \$41,296, which will be funded by the addition Medicare revenue due to increase villager census.

Current Year Budget Impact (Check one or more of the following boxes)

Revenues Expenses (Cost) None

3. Is the specific cost or revenue included in the current year's budget? yes () no (X) partially ()
4. If the proposal requests additional spending, can the additional cost be absorbed within the current year's line item? yes (X) no () n/a ()
5. Is the proposal to accept additional revenues only? yes (X) no ()
6. Does this request modify/adjust the current year budget? yes (X) no ()
If no, skip to question 8 below

7. Detail current year budget changes. Please list cost center name, line item, account number and either the increase or decrease amount. (Please note that all budget adjustments must balance. For example, an increase in an expenditure account must be offset by a decrease in another expenditure account or the contingency fund or an increase in a revenue account or other funding sources such as fund balance applied.)

COST CENTER NAME	LINE ITEM (i.e. Salaries, Supplies, Etc.)	ACCOUNT NUMBER INCLUDING	INCREASE
		COST CENTER (i.e. 1004100.5100, 1004100.5400, etc.)	(DECREASE) AMOUNT
Brewster Village	Medicare Revenue	5010100.4410.20001	41,296
Brewster Village	Salaries	5017235.5100	27,206
Brewster Village	Fringe Benefits	5017235.5200	11,320
Brewster Village	Supplies	5017235.5400	2,770

Annual and Long-Term Impact

8. Is the above Increase/Decrease a nonrecurring one-time expense or revenue? yes () no (X) n/a ()
9. What is the anticipated annual and/or long-term cost or revenue impact? Annual Cost \$108,163
Annual Revenue \$108,163

Fiscal Note Prepared by: Jeremy Fredericks

For Financial Services purposes only	
Reviewed By: <i>Michelle Witenbroek</i>	If expenditures are recorded in the financial system at a level of detail lower than the level 6 as shown above, indicate the specific account numbers and amounts below: <u>Detail Expenditures Account Number</u> <u>Amount</u>
Date: 6/17/2025	
Comments:	

RESOLUTION NO.: 44—2025-26

TO THE HONORABLE, THE OUTAGAMIE COUNTY BOARD OF SUPERVISORS

LADIES AND GENTLEMEN:

2/3 MAJORITY – 24 VOTES

1 Brewster Village (BV) is requesting to amend their Table of Organization (TO) by
2 adding one (1) full-time MDS Coordinator position.

3
4 In order to achieve the goal of re-opening additional households, BV is requesting
5 one additional MDS Coordinator position to ensure regulatory compliance,
6 accurate reimbursement, timely care planning, villager-centered coordination of
7 services, prevention of staff burnout, and maintenance of quality standards. The
8 2025 budget impact for this TO change will be approximately \$46,162, which will
9 be funded by the additional Medicare revenue due to increased villager census.

10
11 NOW THEREFORE, the undersigned members of the Legislative/Audit and Human
12 Resources Committee recommend adoption of the following resolution.

13 BE IT RESOLVED, that the Outagamie County Board of Supervisors does approve an in-
14 year Table of Organization request for Brewster Village effective August 10, 2025 to add one (1)
15 full-time MDS Coordinator position as noted on the attached Position Addition Form – 2025 In
16 Year Request, Job Description and Table of Organization, which by reference are made a part
17 hereof, and

18 BE IT FURTHER RESOLVED, that the Outagamie County Board of Supervisors does
19 approve of increasing the following Brewster Village cost center line items: Medicare Revenue
20 by \$46,162; Salaries by \$31,812; Fringe Benefits by \$11,580; Supplies by \$2,770, as noted on the
21 attached fiscal note, which by reference is made a part hereof, and

22 BE IT FINALLY RESOLVED, that the Outagamie County Clerk be directed to forward a
23 copy of this resolution to the Outagamie County Human Resources Director, the Outagamie
24 County Brewster Village Administrator, and the Outagamie County Finance Director.

25 Dated this ____ day of June 2025

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Respectfully Submitted,

LEGISLATIVE/AUDIT & HUMAN
RESOURCES COMMITTEE

Cathy Spears

Sara MacDonald

Ryan Ferguson

John Kostelny

Sarah Weinberg

Duly and officially adopted by the County Board on: _____

Signed: _____
Board Chairperson

County Clerk

Approved: _____

Vetoed: _____

Signed: _____
County Executive

POSITION ADDITION FORM - 2025 IN YEAR REQUEST	
Completion Checklist	
<ul style="list-style-type: none"> o A visual of your proposed Table of Organization o Job description for the position requested below, highlighting any changes from current JD 	
Request Details	
Effective Date of Requested Change:	8/10/2025
Department:	Brewster Village
Department Head:	Taya Walk
Cost Center Number:	5017100
Position Title:	MDS Coordinator
Sunset/Limited Term Position? (Yes or No)	no
Exempt (Salaried) or Non-Exempt (Hourly):	Exempt
Pay Grade of Position:	160
Estimated Starting Step:	4
Position exists in the current Table of Organization?	Yes
Is this position full time or part time? <i>(If more than one position, use the worksheet for Multiples)</i>	Full Time: <input checked="" type="checkbox"/>
	Part Time: <input type="checkbox"/>
If Part Time position, how many hours per week will this position be working?	Hours: <input type="text"/>
What other alternatives were considered?	Overtime, contract staffing
If deleting a position to add this position; which position(s) will be deleted?	n/a
(If deleting a position, complete the Position Deletion Form and include the Cost Savings below)	
List any positions in your Table of Organization that have been vacant for 6 months or longer:	<input type="text"/>
Position Justification	
Briefly summarize why this position is needed, as well as areas of revenue and savings.	
<p>In order to achieve our goal of re-opening currently unused nursing home neighborhood space represents an increase in approximately 40% assessment volume, care coordination, and reporting responsibilities. The demands of this growth will exceed the capacity of one individual to manage effectively. Adding an additional MDS Coordinator will ensure regulatory compliance, accurate reimbursement, timely care planning and villager-centered coordination of services and prevention of staff burnout and maintenance of quality standards. This position will be funded by the increase in revenues resulting from the growth in census.</p>	
Employee Impacted By This Change (if no one in position - leave blank)	
<input type="text"/>	

Fiscal Data	
How will this position be funded (Levy, Grant, etc.)?	Program Revenue
PROJECTED 2025 EXPENDITURES - Amounts must agree to amounts included in the proposed budget.	
Salary	\$ 31,812
Fringe Benefits	\$ 11,580
Travel/Training	\$ -
Supplies - IT	
Supplies - Other	\$ -
Purchased Services - IT	\$ 2,770
Purchased Services - Other	\$ -
Capital Outlay	\$ -
TOTAL EXPENDITURES	\$ 46,162
COST SAVINGS OR INCREASED REVENUES:	
Please list below the additional revenues pertaining to this position and/or cost savings (reductions in expenditures) that will be shown in the budget.	
<i>Description</i>	<i>Dollar Value (enter as negative)</i>
Deleted Position (if applicable)	
Program Revenue	\$ (46,162)
	\$ -
TOTAL COST SAVINGS/REVENUES	\$ (46,162)
NET COUNTY COST (Levy/Fund Bal)	\$ 0
PARTIAL YEAR FUNDING - ANNUAL PROJECTION	
If you are requesting a position that will only be funded initially for a part of a year, please complete the following for annual (12 month) position cost:	
Salary	\$ 81,744
Fringe Benefits	\$ 37,250
Other Expenditures	\$ 2,770
TOTAL EXPENDITURES	\$ 121,764
Deleted Position (if applicable)	
Less Increased Revenue/Cost Savings (enter as negative)	\$ (121,764)
NET COUNTY COST (Levy/Fund Bal)	\$ -

TO BE COMPLETED BY HUMAN RESOURCES:	
Reviewed by HR	
County Executive Decision (Approved/Denied)	

5/30/25, 3:29 PM

Class Spec Details



Outagamie County
MDS Coordinator (BV)

Job Description Code	3105-15	Established Date	11/05/2023
Last Revised Date	05/30/2025	Effective	05/30/2025
Salary Range	\$74,817.60 - \$97,614.40 Annually	Bargaining Unit	N/A
EEO	EEO1-Professionals	Occupational Group	300
FLSA	Exempt	Benefit Code	General
Physical Class	N/A		

Position Purpose



Join the Premier Senior Living Community in the Fox Valley

Brewster Village is looking for dedicated and compassionate caregivers who want to work in a team-based environment, where Person Directed Living is our top priority.

Reporting to the Nursing Director, the MDS Coordinator is ultimately responsible for the oversight and coordination of the federally mandated resident assessment instrument (RAI) process which includes the MDS assessment, care area assessment, and care plan development of the revisions.

The MDS Coordinator works with the interdisciplinary team to complete the MDS assessments, analyze care areas, and develop and revise a comprehensive care plan and ensure that compliance is maintained with state and federal guidelines. The MDS Coordinator is responsible for attesting to the

5/30/25, 3:29 PM

Class Spec Details

completion of the Minimum Data Set (MDS) which is the key driver of the care plan, quality measures, and used for Medicare payment and Medicaid reimbursement systems. The MDS Coordinator serves as the expert resource for the Patient-Driven Payment Model (PDPM) and is responsible for complying with ethical and timeliness standards when setting ARDs, completing assessments, and upholding Medicare requirements.

Key Responsibilities

The following duties are most critical for this position. These are not to be construed as exclusive or all-inclusive. Other duties may be required and assigned.

- Coordinate the RAI process, which includes, at a minimum, the following elements:
 - Minimum Data Set (MDS)
 - Care Area Assessment Process
 - Care plan development
 - Care plan implementation
 - Evaluation
- Provide oversight of assessment completion and transmission to the national repository. Review final validation reports and correct or modify assessments in response to warnings or errors as needed
- Coordinate the completion of the comprehensive care plan according to regulatory requirements
- Maintain the OBRA and PPS assessment schedules
- Be highly involved in determining skilled level of care for Medicare villagers and procuring required Medicare-specific documentation; be responsible for physician certification/recertification of a skilled level of care throughout the Medicare stay; be involved in making Medicare eligibility determinations
- Coordinate care with case managers for villagers utilizing managed care, health maintenance organizations (HMOs), commercial insurance and other alternate payment models
- Maintain compliance with state-specific regulations regarding the RAI process
- Provide insight and analysis of MDS-based quality measures
- Serve as a member of the quality assessment and assurance (QAA) and/or the quality assurance and performance improvement (QAPI) committees
- Work closely with hospital discharge planners and physicians to obtain accurate and complete documentation to support ICD-10 CM diagnosis

5/30/25, 3:29 PM

Class Spec Details

coding and surgical procedures

- Audit and improve staff education/competency as needed to ensure accurate and timely completion of supporting documentation and MDS assessments
- Maintain confidentiality of sensitive information

Education/Certifications/Experience Requirements

- Bachelor's degree in Nursing preferred.
- Candidates with direct MDS Coordinator experience strongly preferred
- Must possess valid unrestricted RN licensure from the Wisconsin DSPS. This is also expected throughout employment as a condition of continued employment.
- Must maintain current certification in adult CPR.
- RAC-CT required or must be obtained within 6 months of employment.
- This position does require successful completion of a Post Offer Pre Employment Examination (POPE).

Required or Preferred Skills

- Plan, organize, prioritize work independently, and meet deadlines
- Be knowledgeable of federal regulations, practice standards and procedures, as well as guidelines pertaining to the RAI process
- Ability to communicate professionally and effectively with Brewster Village administrators and care givers, government health agency representatives, special interest groups, sales representatives, and others verbally and in writing, and understand the importance of modeling positive attitudes and behaviors.
- Ability to assure that federal, state and local laws as well as accepted professional standards and principles of professional organization, boards and councils are followed.
- Ability to see person-directed living as an important component in providing villagers with a sense of health and well-being.

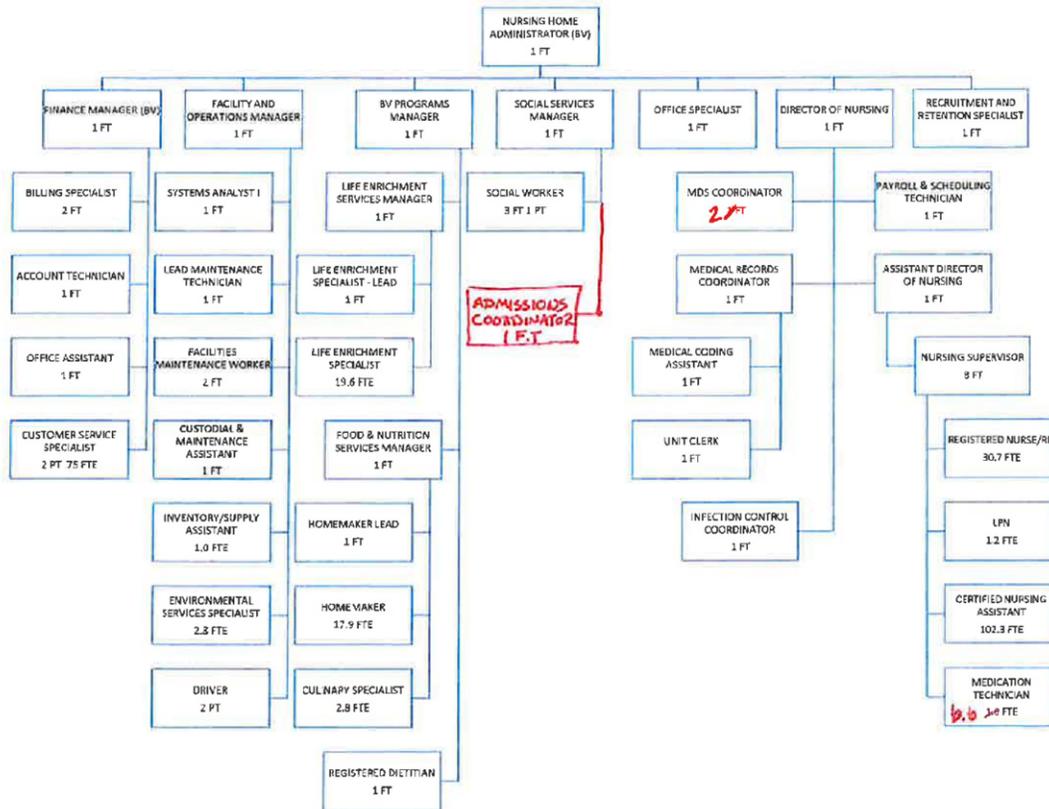
It is required that any applicant and/or employee inform the facility immediately if their license is has been revoked, suspended and/or under investigation.

OUTAGAMIE COUNTY IS AN EQUAL OPPORTUNITY EMPLOYER. IN COMPLIANCE WITH THE AMERICANS WITH DISABILITIES ACT, THE COUNTY WILL PROVIDE REASONABLE ACCOMMODATIONS TO QUALIFIED INDIVIDUALS WITH DISABILITIES AND ENCOURAGES BOTH PROSPECTIVE

5/30/25, 3:29 PM

Class Spec Details

EMPLOYEES AND INCUMBENTS TO DISCUSS POTENTIAL
ACCOMMODATIONS WITH THE EMPLOYER.



OUTAGAMIE COUNTY FISCAL NOTE

INTRODUCTION: This form must be attached to any resolution or ordinance which contains a spending or revenue proposal. The form should be completed by an individual within the department initiating the resolution or ordinance with assistance from the Financial Services Department. Contact the Finance Director (1674), Controller (1675) or Staff Accountant (1681) for assistance. Once completed, forward a copy of the form to the Financial Services Department for their review. Financial Services will forward a reviewed copy of the fiscal note to Legislative Services.

1. **Subject:** Request New MDS Coordinator

2. **Description:** This section must be completed for all fiscal notes. Briefly and concisely describe the request. State assumptions used and discuss any current year and long-term fiscal impacts. (A separate attachment can be used)

As Brewster Village achieves it goal in reopening additional households, we are requesting an additional MDS Coordinator to ensure regulatory compliance, accurate reimbursement, timely care planning and villager-centered coordination of services and prevention of staff burnout and maintenance of quality standards. The 2025 Budget Impact of the MDS Coordinator will be approximately \$46,162, which will be funded by the addition Medicare revenue due to increase villager census.

Current Year Budget Impact (Check one or more of the following boxes)

Revenues Expenses (Cost) None

- 3. Is the specific cost or revenue included in the current year's budget? yes () no (X) partially ()
- 4. If the proposal requests additional spending, can the additional cost be absorbed within the current year's line item? yes (X) no () n/a ()
- 5. Is the proposal to accept additional revenues only? yes (X) no ()
- 6. Does this request modify/adjust the current year budget? yes (X) no ()
If no, skip to question 8 below

7. Detail current year budget changes. Please list cost center name, line item, account number and either the increase or decrease amount. (Please note that all budget adjustments must balance. For example, an increase in an expenditure account must be offset by a decrease in another expenditure account or the contingency fund or an increase in a revenue account or other funding sources such as fund balance applied.)

COST CENTER NAME	LINE ITEM (i.e. Salaries, Supplies, Etc.)	ACCOUNT NUMBER INCLUDING	INCREASE
		COST CENTER (i.e. 1004100.5100, 1004100.5400, etc.)	(DECREASE) AMOUNT
Brewster Village	Medicare Revenue	5010100.4410.20001	46,162
Brewster Village	Salaries	5017100.5100	31,812
Brewster Village	Fringe Benefits	5017100.5200	11,580
Brewster Village	Supplies	5017100.5400	2,770

Annual and Long-Term Impact

- 8. Is the above Increase/Decrease a nonrecurring one-time expense or revenue? yes () no (X) n/a ()
- 9. What is the anticipated annual and/or long-term cost or revenue impact? Annual Cost \$121,764
Annual Revenue \$121,764

Fiscal Note Prepared by: Jeremy Fredericks

For Financial Services purposes only	
Reviewed By: <i>Michelle Witenbroek</i>	If expenditures are recorded in the financial system at a level of detail lower than the level 6 as shown above, indicate the specific account numbers and amounts below: <u>Detail Expenditures Account Number</u> <u>Amount</u>
Date: 6/17/2025	_____
Comments:	_____

RESOLUTION NO.: 45—2025-26

TO THE HONORABLE, THE OUTAGAMIE COUNTY BOARD OF SUPERVISORS

LADIES AND GENTLEMEN:

2/3 MAJORITY – 24 VOTES

1 Brewster Village (BV) is requesting to amend their Table of Organization (TO) by
2 adding five (5) full-time Medication Technician positions.
3

4 In order to achieve the goal of re-opening additional households, BV is requesting
5 five (5) full-time Medication Technician positions to address the ongoing
6 workforce challenges and enhance care delivery efficiency. Additionally, this
7 change will allow a structured career ladder program for Certified Nursing
8 Assistants (CNAs). The change will also alleviate Nursing Supervisors from floor
9 nursing duties, such as medication pass, allowing them to focus on team member
10 leadership and build better relationships with, mentor, and support team members,
11 villagers, and family members in their neighborhoods. The goal is to supplement
12 each neighborhood with one Medication Technician, carefully considering acuity
13 levels and individual villager needs. The 2025 budget impact for this TO change
14 will be approximately \$164,883, which will be funded by the additional Medicare
15 revenue due to increased villager census.
16

17 NOW THEREFORE, the undersigned members of the Legislative/Audit and Human
18 Resources Committee recommend adoption of the following resolution.

19 BE IT RESOLVED, that the Outagamie County Board of Supervisors does approve an in-
20 year Table of Organization request for Brewster Village effective August 10, 2025 to add five (5)
21 full-time Medication Technician positions as noted on the attached Position Addition Form – 2025
22 In Year Request, Job Description and Table of Organization, which by reference are made a part
23 hereof, and

24 BE IT FURTHER RESOLVED, that the Outagamie County Board of Supervisors does
25 approve of increasing the following Brewster Village cost center line items: Medicare Revenue
26 by \$164,883; Salaries by \$109,401; Fringe Benefits by \$55,482, as noted on the attached fiscal
27 note, which by reference is made a part hereof, and

1 BE IT FINALLY RESOLVED, that the Outagamie County Clerk be directed to forward a
2 copy of this resolution to the Outagamie County Human Resources Director, the Outagamie
3 County Brewster Village Administrator, and the Outagamie County Finance Director.

4 Dated this ____ day of June 2025

5 Respectfully Submitted,

6
7 LEGISLATIVE/AUDIT & HUMAN
8 RESOURCES COMMITTEE
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10
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12 _____
13 Cathy Spears

12 _____
13 Sara MacDonald

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18 Ryan Ferguson

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18 John Kostelny

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23 Sarah Weinberg

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26 Duly and officially adopted by the County Board on: _____
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29 Signed: _____
30 Board Chairperson

29 _____
30 County Clerk

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33 Approved: _____
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32 Vetoed: _____
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35
36 Signed: _____
37 County Executive

POSITION ADDITION FORM - 2025 IN YEAR REQUEST	
Completion Checklist	
<ul style="list-style-type: none"> o A visual of your proposed Table of Organization o Job description for the position requested below, highlighting any changes from current JD 	
Request Details	
Effective Date of Requested Change:	8/10/2025
Department:	Brewster Village
Department Head:	Taya Walk
Cost Center Number:	501700
Position Title:	Medication Technician
Sunset/Limited Term Position? (Yes or No)	No
Exempt (Salaried) or Non-Exempt (Hourly):	Non-Exempt
Pay Grade of Position:	120
Estimated Starting Step:	5
Position exists in the current Table of Organization?	Yes
Is this position full time or part time? <i>(If more than one position, use the worksheet for Multiples)</i>	Full Time: 5 FTE
	Part Time:
If Part Time position, how many hours per week will this position be working?	Hours:
What other alternatives were considered?	Hiring Registered Nurses, LPN, OT Contract Staff
If deleting a position to add this position; which position(s) will be deleted?	
(If deleting a position, complete the Position Deletion Form and include the Cost Savings below)	
List any positions in your Table of Organization that have been vacant for 6 months or longer:	
Position Justification	
Briefly summarize why this position is needed, as well as areas of revenue and savings.	
<p>In order to achieve our goal of re-opening currently unused nursing home neighborhood space, we are requesting the addition of 5 FTE Medication Technicians to address the ongoing workforce challenges and enhance care delivery efficiency and this allows a structured career ladder program for the Certified Nursing Assistants (CNAs). The addition of this 5 FTE of Medication Technicians also alleviates Nursing Supervisors from floor nursing duties, such as medication pass, and allows them to focus team member leadership and oversight allowing them to build relationships with, mentor, and support the team members, villagers, and family members on their neighborhoods. Our goal is to supplement each neighborhood with one Medication Technician, carefully considering acuity levels and individual villager needs.</p>	
Employee Impacted By This Change (if no one in position - leave blank)	

Fiscal Data	
How will this position be funded (Levy, Grant, etc.)?	Program Revenues
PROJECTED 2025 EXPENDITURES - Amounts must agree to amounts included in the proposed budget.	
Salary	\$ 109,401
Fringe Benefits	\$ 55,482
Travel/Training	\$ -
Supplies - IT	
Supplies - Other	\$ -
Purchased Services - IT	
Purchased Services - Other	\$ -
Capital Outlay	\$ -
TOTAL EXPENDITURES	\$ 164,883
COST SAVINGS OR INCREASED REVENUES:	
Please list below the additional revenues pertaining to this position and/or cost savings (reductions in expenditures) that will be shown in the budget.	
<i>Description</i>	<i>Dollar Value (enter as negative)</i>
Deleted Position (if applicable)	
Program Revenues	\$ (164,883)
	\$ -
TOTAL COST SAVINGS/REVENUES	\$ (164,883)
NET COUNTY COST (Levy/Fund Bal)	\$ -
PARTIAL YEAR FUNDING - ANNUAL PROJECTION	
If you are requesting a position that will only be funded initially for a part of a year, please complete the following for annual (12 month) position cost:	
Salary	\$ 249,948
Fringe Benefits	\$ 137,314
Other Expenditures	\$ -
TOTAL EXPENDITURES	\$ 387,262
Deleted Position (if applicable)	
Less Increased Revenue/Cost Savings (enter as negative)	\$ (387,262)
NET COUNTY COST (Levy/Fund Bal)	\$ -

TO BE COMPLETED BY HUMAN RESOURCES:	
Reviewed by HR	
County Executive Decision (Approved/Denied)	

Join the Premier Senior Living Community in the Fox Valley

Brewster Village is looking for dedicated and compassionate caregivers who want to work in a team-based environment, where Person Directed Living is our top priority.

Under general supervision of the Registered Nurse, LPN or Nursing Supervisor, the Medication Technician administers prescribed medications and treatments to residents and maintains related medical records.

Key Responsibilities

The following duties are normal for this position. These are not to be construed as exclusive or all-inclusive. Other duties may be required and assigned.

- Verifies identity of resident receiving medication and records name of drug, dosage, and time of administration on specified medication and treatment records.
- Presents or administers medication to residents and observes ingestion or other application.
- Takes vital signs or observes residents to detect responses to specified types of medications, documenting observations, and notifying Staff Nurse of unexpected reactions.
- Assists physician during acute rounds, chart reviews, and medical record reviews.
- Documents reasons prescribed drugs are not administered.
- Gives direct bedside nursing care and provides personal and restorative care such as ambulation and range of motion.
- Receives supply of ordered medications, apportioning, mixing, or assembling drugs for administration.
- Records and restocks medication inventories.
- Assists with managing residents' behavior to meet their goals in accordance with the total Care Plan.
- Performs duties of CNA while not functioning as a Medication Assistant, including restorative nursing functions.
- Assists with and participates in social activities of resident's choice which provide meaningful ways to spend time such as recreation, exercise, relationship building and fun.
- Supports maintaining a clean safe household environment.
- Respects the resident's room as home.
- Participates in team decisions and completes tasks as a team.
- Maintains regular and predictable attendance, works overtime/extra hours as required.
- Performs other duties as assigned.

Education/Certifications/Experience Requirements

- Graduate from high school or G.E.D.
- Current listing on State of Wisconsin Nursing Assistant Registry.
- 2000 hours of Certified Nursing Assistant experience.
- Completed Medication Assistant Certification course for long term care agencies.
- Written recommendation from the Administrator and Nursing Director is required
- This position does require successful completion of a Post Offer Pre Employment Examination (POPE).

Required or Preferred Skills

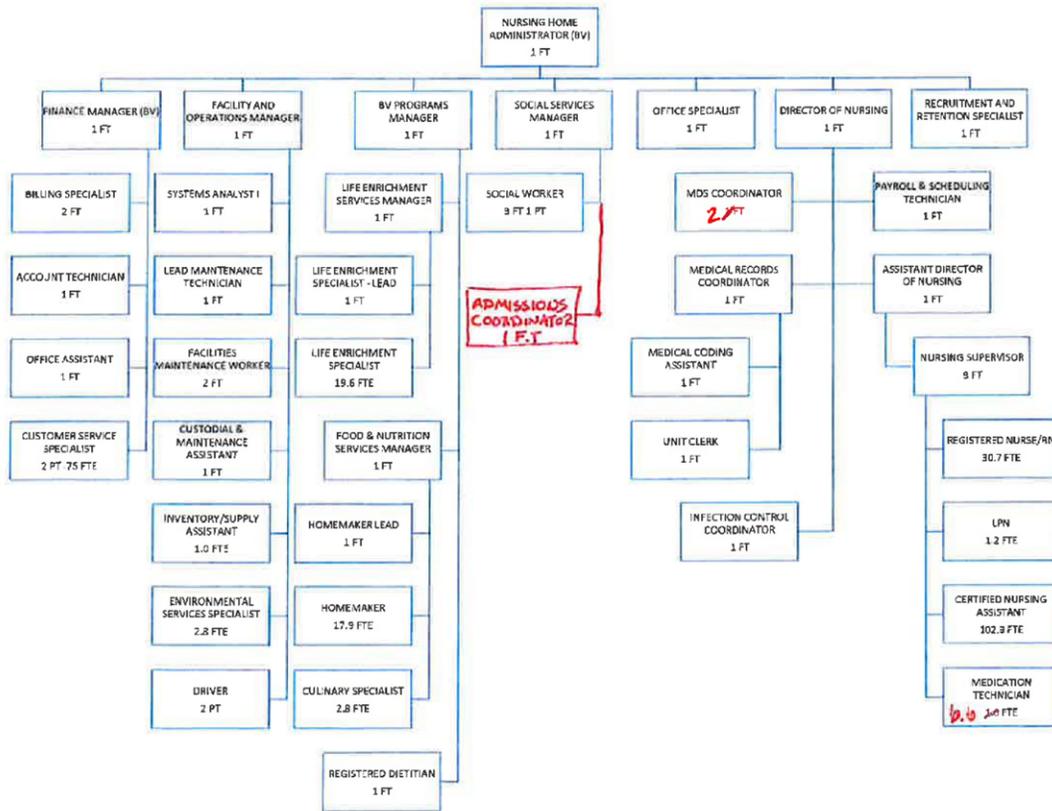
- Knowledge of and skill in medication administration, personal care, restorative care and behavior modification.
- Ability to observe residents and recognize unusual medication reactions.
- Knowledge of medications, side effects, dosages, mixtures, etc.
- Ability to use and maintain nursing equipment and records.
- Knowledge of the principles and practices of nursing care, mental illness, developmental disabilities, geriatrics, and techniques of active treatment.
- Ability to budget time and schedule work to efficiently complete tasks and assist residents.
- Ability to respond to code situations in compliance with training and licensure.
- Knowledge of and demonstrated ability to conform to goals, policies, and procedures of the Department, Brewster Village and the Outagamie County Work Rules and Terms of Employment.
- Demonstrated ability to comply with appropriate safety regulations.
- Ability to effectively communicate in English and understand and follow written and oral instructions.
- Ability to write legibly.
- Ability to add, subtract, multiply, divide, and figure ratio and proportion variables.
- Ability to work semi-independently making sound decisions using good judgment.
- Ability to effectively use tact and diplomacy with residents, co-workers, general public, etc.
- Demonstrated reliability in attendance and flexibility to work hours.
- Ability to organize and schedule work cooperatively and effectively with co-workers.
- Ability to walk, stoop, climb, bend, stretch; push, pull and lift up to 50 pounds, understanding and utilizing proper body mechanics.
- Demonstrated willingness to work out any conflicts with others.
- Ability to communicate with residents clearly and respectfully, without patronizing or manipulating.
- Demonstrated sensitivity to the particular challenges residents face in terms of communicating their needs and preferences.

Essential Physical Demands

1. Stand/walk
2. Lift/carry up to 50 lbs. occasionally
3. Lift/carry up to 25 lbs. frequently
4. Push/Pull up to 26.8 lbs. of force
5. Stooping
6. Kneeling
7. Repeated bending
8. Reaching high/low/forward
9. Finger Movement- repetitive
10. Both hands required
11. Ability to communicate verbally
12. Visual requirements for nursing assistant

OUTAGAMIE COUNTY IS AN EQUAL OPPORTUNITY EMPLOYER. IN COMPLIANCE WITH THE AMERICANS WITH DISABILITIES ACT, THE COUNTY WILL PROVIDE REASONABLE ACCOMMODATIONS TO QUALIFIED INDIVIDUALS WITH DISABILITIES AND ENCOURAGES BOTH PROSPECTIVE EMPLOYEES AND INCUMBENTS TO DISCUSS POTENTIAL ACCOMMODATIONS WITH THE EMPLOYER.

Equipment/Software Needs
Other Job Description Title 1
Other Job Description Title 2



OUTAGAMIE COUNTY FISCAL NOTE

INTRODUCTION: This form must be attached to any resolution or ordinance which contains a spending or revenue proposal. The form should be completed by an individual within the department initiating the resolution or ordinance with assistance from the Financial Services Department. Contact the Finance Director (1674), Controller (1675) or Staff Accountant (1681) for assistance. Once completed, forward a copy of the form to the Financial Services Department for their review. Financial Services will forward a reviewed copy of the fiscal note to Legislative Services.

1. **Subject:** Request 5 FTE of Medication Technicians

2. **Description:** This section must be completed for all fiscal notes. Briefly and concisely describe the request. State assumptions used and discuss any current year and long-term fiscal impacts. (A separate attachment can be used)

In order to achieve our goal of re-opening additional households, Brewster Village is requesting an additional 5 FTE of Medication Technicians to address the ongoing workforce challenges and enhance care delivery efficiency and this allows a structured career ladder program for Certified Nursing Assistants (CNAs). This will also alleviate Nursing Supervisors from floor nursing duties, such as medication pass, allowing them to focus on team member leadership and build better relationships with, mentor, support team members, villagers, and family members on their neighborhoods. Our goal is to supplement each neighborhood with one Medication Technician, carefully considering acuity levels and individual villager needs. The 2025 Budget Impact of the 5 FTE of Medication Technicians will be approximately \$164,883, which will be funded by the addition Medicare revenue due to increase villager census.

Current Year Budget Impact (Check one or more of the following boxes)

Revenues Expenses (Cost) None

3. Is the specific cost or revenue included in the current year's budget? yes () no (X) partially ()
4. If the proposal requests additional spending, can the additional cost be absorbed within the current year's line item? yes (X) no () n/a ()
5. Is the proposal to accept additional revenues only? yes (X) no ()
6. Does this request modify/adjust the current year budget? yes (X) no ()
If no, skip to question 8 below

7. Detail current year budget changes. Please list cost center name, line item, account number and either the increase or decrease amount. (Please note that all budget adjustments must balance. For example, an increase in an expenditure account must be offset by a decrease in another expenditure account or the contingency fund or an increase in a revenue account or other funding sources such as fund balance applied.)

COST CENTER NAME	LINE ITEM (i.e. Salaries, Supplies, Etc.)	ACCOUNT NUMBER INCLUDING COST CENTER (i.e. 1004100.5100, 1004100.5400, etc.)	INCREASE (DECREASE) AMOUNT
Brewster Village	Medicare Revenue	5010100.4410.20001	164,883
Brewster Village	Salaries	5017100.5100	109,401
Brewster Village	Fringe Benefits	5017100.5200	55,482

Annual and Long-Term Impact

8. Is the above Increase/Decrease a nonrecurring one-time expense or revenue? yes () no (X) n/a ()
9. What is the anticipated annual and/or long-term cost or revenue impact? Annual Cost \$387,262
Annual Revenue \$387,262

Fiscal Note Prepared by: Jeremy Fredericks

For Financial Services purposes only	
Reviewed By: <i>Michelle Witenbrook</i>	If expenditures are recorded in the financial system at a level of detail lower than the level 6 as shown above, indicate the specific account numbers and amounts below: <u>Detail Expenditures Account Number</u> <u>Amount</u>
Date: 6/17/2025	_____
Comments:	_____

RESOLUTION NO.: 45—2025-26

TO THE HONORABLE, THE OUTAGAMIE COUNTY BOARD OF SUPERVISORS

LADIES AND GENTLEMEN:

2/3 MAJORITY – 24 VOTES

1 Brewster Village (BV) is requesting to amend their Table of Organization (TO) by
2 adding five (5) full-time Medication Technician positions.
3

4 In order to achieve the goal of re-opening additional households, BV is requesting
5 five (5) full-time Medication Technician positions to address the ongoing
6 workforce challenges and enhance care delivery efficiency. Additionally, this
7 change will allow a structured career ladder program for Certified Nursing
8 Assistants (CNAs). The change will also alleviate Nursing Supervisors from floor
9 nursing duties, such as medication pass, allowing them to focus on team member
10 leadership and build better relationships with, mentor, and support team members,
11 villagers, and family members in their neighborhoods. The goal is to supplement
12 each neighborhood with one Medication Technician, carefully considering acuity
13 levels and individual villager needs. The 2025 budget impact for this TO change
14 will be approximately \$164,883, which will be funded by the additional Medicare
15 revenue due to increased villager census.
16

17 NOW THEREFORE, the undersigned members of the Legislative/Audit and Human
18 Resources Committee recommend adoption of the following resolution.

19 BE IT RESOLVED, that the Outagamie County Board of Supervisors does approve an in-
20 year Table of Organization request for Brewster Village effective August 10, 2025 to add five (5)
21 full-time Medication Technician positions as noted on the attached Position Addition Form – 2025
22 In Year Request, Job Description and Table of Organization, which by reference are made a part
23 hereof, and

24 BE IT FURTHER RESOLVED, that the Outagamie County Board of Supervisors does
25 approve of increasing the following Brewster Village cost center line items: Medicare Revenue
26 by \$164,883; Salaries by \$109,401; Fringe Benefits by \$55,482, as noted on the attached fiscal
27 note, which by reference is made a part hereof, and

1 BE IT FINALLY RESOLVED, that the Outagamie County Clerk be directed to forward a
2 copy of this resolution to the Outagamie County Human Resources Director, the Outagamie
3 County Brewster Village Administrator, and the Outagamie County Finance Director.

4 Dated this ____ day of June 2025

5 Respectfully Submitted,

6
7 LEGISLATIVE/AUDIT & HUMAN
8 RESOURCES COMMITTEE
9

10
11
12 _____
13 Cathy Spears

12 _____
13 Sara MacDonald

14
15
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17 _____
18 Ryan Ferguson

17 _____
18 John Kostelny

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20
21
22 _____
23 Sarah Weinberg

24
25
26 Duly and officially adopted by the County Board on: _____
27

28
29 Signed: _____
30 Board Chairperson

29 _____
30 County Clerk

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33 Approved: _____
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32
33 Vetoed: _____
34

35
36 Signed: _____
37 County Executive

POSITION ADDITION FORM - 2025 IN YEAR REQUEST	
Completion Checklist	
<ul style="list-style-type: none"> o A visual of your proposed Table of Organization o Job description for the position requested below, highlighting any changes from current JD 	
Request Details	
Effective Date of Requested Change:	8/10/2025
Department:	Brewster Village
Department Head:	Taya Walk
Cost Center Number:	501700
Position Title:	Medication Technician
Sunset/Limited Term Position? (Yes or No)	No
Exempt (Salaried) or Non-Exempt (Hourly):	Non-Exempt
Pay Grade of Position:	120
Estimated Starting Step:	5
Position exists in the current Table of Organization?	Yes
Is this position full time or part time? <i>(If more than one position, use the worksheet for Multiples)</i>	Full Time: 5 FTE
	Part Time:
If Part Time position, how many hours per week will this position be working?	Hours:
What other alternatives were considered?	Hiring Registered Nurses, LPN, OT Contract Staff
If deleting a position to add this position; which position(s) will be deleted?	
(If deleting a position, complete the Position Deletion Form and include the Cost Savings below)	
List any positions in your Table of Organization that have been vacant for 6 months or longer:	
Position Justification	
Briefly summarize why this position is needed, as well as areas of revenue and savings.	
<p>In order to achieve our goal of re-opening currently unused nursing home neighborhood space, we are requesting the addition of 5 FTE Medication Technicians to address the ongoing workforce challenges and enhance care delivery efficiency and this allows a structured career ladder program for the Certified Nursing Assistants (CNAs). The addition of this 5 FTE of Medication Technicians also alleviates Nursing Supervisors from floor nursing duties, such as medication pass, and allows them to focus team member leadership and oversight allowing them to build relationships with, mentor, and support the team members, villagers, and family members on their neighborhoods. Our goal is to supplement each neighborhood with one Medication Technician, carefully considering acuity levels and individual villager needs.</p>	
Employee Impacted By This Change (if no one in position - leave blank)	

Fiscal Data	
How will this position be funded (Levy, Grant, etc.)?	Program Revenues
PROJECTED 2025 EXPENDITURES - Amounts must agree to amounts included in the proposed budget.	
Salary	\$ 109,401
Fringe Benefits	\$ 55,482
Travel/Training	\$ -
Supplies - IT	
Supplies - Other	\$ -
Purchased Services - IT	
Purchased Services - Other	\$ -
Capital Outlay	\$ -
TOTAL EXPENDITURES	\$ 164,883
COST SAVINGS OR INCREASED REVENUES:	
Please list below the additional revenues pertaining to this position and/or cost savings (reductions in expenditures) that will be shown in the budget.	
<i>Description</i>	<i>Dollar Value (enter as negative)</i>
Deleted Position (if applicable)	
Program Revenues	\$ (164,883)
	\$ -
TOTAL COST SAVINGS/REVENUES	\$ (164,883)
NET COUNTY COST (Levy/Fund Bal)	\$ -
PARTIAL YEAR FUNDING - ANNUAL PROJECTION	
If you are requesting a position that will only be funded initially for a part of a year, please complete the following for annual (12 month) position cost:	
Salary	\$ 249,948
Fringe Benefits	\$ 137,314
Other Expenditures	\$ -
TOTAL EXPENDITURES	\$ 387,262
Deleted Position (if applicable)	
Less Increased Revenue/Cost Savings (enter as negative)	\$ (387,262)
NET COUNTY COST (Levy/Fund Bal)	\$ -

TO BE COMPLETED BY HUMAN RESOURCES:	
Reviewed by HR	
County Executive Decision (Approved/Denied)	

Join the Premier Senior Living Community in the Fox Valley

Brewster Village is looking for dedicated and compassionate caregivers who want to work in a team-based environment, where Person Directed Living is our top priority.

Under general supervision of the Registered Nurse, LPN or Nursing Supervisor, the Medication Technician administers prescribed medications and treatments to residents and maintains related medical records.

Key Responsibilities

The following duties are normal for this position. These are not to be construed as exclusive or all-inclusive. Other duties may be required and assigned.

- Verifies identity of resident receiving medication and records name of drug, dosage, and time of administration on specified medication and treatment records.
- Presents or administers medication to residents and observes ingestion or other application.
- Takes vital signs or observes residents to detect responses to specified types of medications, documenting observations, and notifying Staff Nurse of unexpected reactions.
- Assists physician during acute rounds, chart reviews, and medical record reviews.
- Documents reasons prescribed drugs are not administered.
- Gives direct bedside nursing care and provides personal and restorative care such as ambulation and range of motion.
- Receives supply of ordered medications, apportioning, mixing, or assembling drugs for administration.
- Records and restocks medication inventories.
- Assists with managing residents' behavior to meet their goals in accordance with the total Care Plan.
- Performs duties of CNA while not functioning as a Medication Assistant, including restorative nursing functions.
- Assists with and participates in social activities of resident's choice which provide meaningful ways to spend time such as recreation, exercise, relationship building and fun.
- Supports maintaining a clean safe household environment.
- Respects the resident's room as home.
- Participates in team decisions and completes tasks as a team.
- Maintains regular and predictable attendance, works overtime/extra hours as required.
- Performs other duties as assigned.

Education/Certifications/Experience Requirements

- Graduate from high school or G.E.D.
- Current listing on State of Wisconsin Nursing Assistant Registry.
- 2000 hours of Certified Nursing Assistant experience.
- Completed Medication Assistant Certification course for long term care agencies.
- Written recommendation from the Administrator and Nursing Director is required
- This position does require successful completion of a Post Offer Pre Employment Examination (POPE).

Required or Preferred Skills

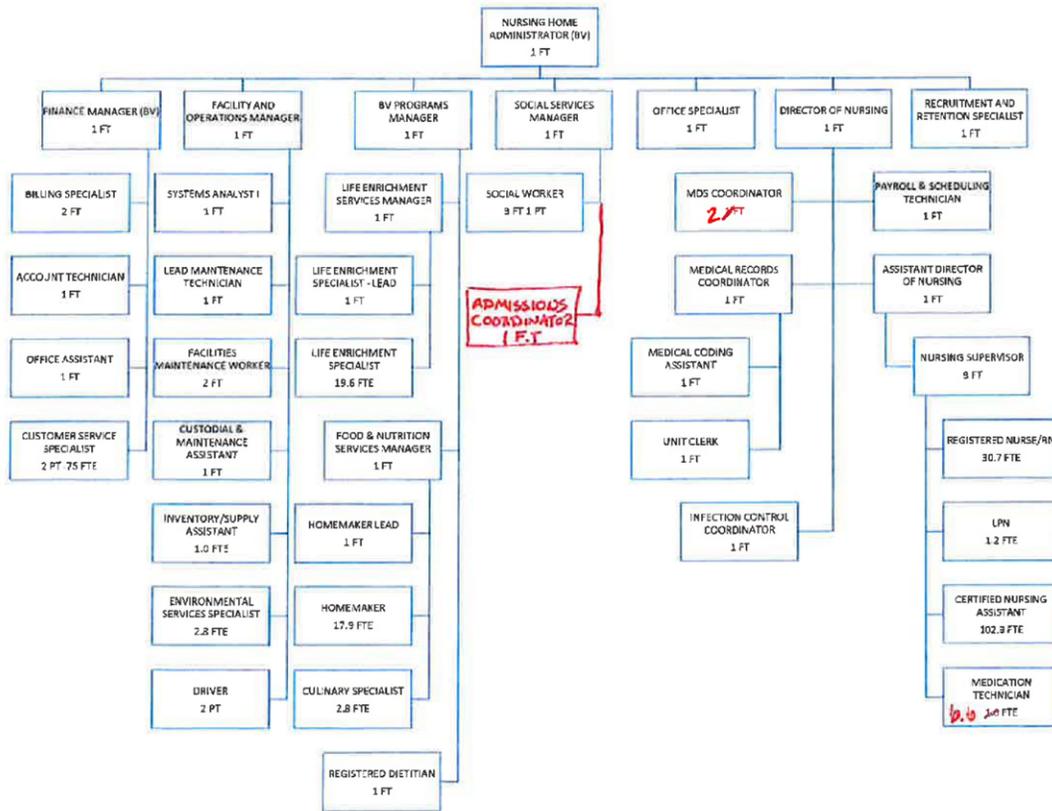
- Knowledge of and skill in medication administration, personal care, restorative care and behavior modification.
- Ability to observe residents and recognize unusual medication reactions.
- Knowledge of medications, side effects, dosages, mixtures, etc.
- Ability to use and maintain nursing equipment and records.
- Knowledge of the principles and practices of nursing care, mental illness, developmental disabilities, geriatrics, and techniques of active treatment.
- Ability to budget time and schedule work to efficiently complete tasks and assist residents.
- Ability to respond to code situations in compliance with training and licensure.
- Knowledge of and demonstrated ability to conform to goals, policies, and procedures of the Department, Brewster Village and the Outagamie County Work Rules and Terms of Employment.
- Demonstrated ability to comply with appropriate safety regulations.
- Ability to effectively communicate in English and understand and follow written and oral instructions.
- Ability to write legibly.
- Ability to add, subtract, multiply, divide, and figure ratio and proportion variables.
- Ability to work semi-independently making sound decisions using good judgment.
- Ability to effectively use tact and diplomacy with residents, co-workers, general public, etc.
- Demonstrated reliability in attendance and flexibility to work hours.
- Ability to organize and schedule work cooperatively and effectively with co-workers.
- Ability to walk, stoop, climb, bend, stretch; push, pull and lift up to 50 pounds, understanding and utilizing proper body mechanics.
- Demonstrated willingness to work out any conflicts with others.
- Ability to communicate with residents clearly and respectfully, without patronizing or manipulating.
- Demonstrated sensitivity to the particular challenges residents face in terms of communicating their needs and preferences.

Essential Physical Demands

1. Stand/walk
2. Lift/carry up to 50 lbs. occasionally
3. Lift/carry up to 25 lbs. frequently
4. Push/Pull up to 26.8 lbs. of force
5. Stooping
6. Kneeling
7. Repeated bending
8. Reaching high/low/forward
9. Finger Movement- repetitive
10. Both hands required
11. Ability to communicate verbally
12. Visual requirements for nursing assistant

OUTAGAMIE COUNTY IS AN EQUAL OPPORTUNITY EMPLOYER. IN COMPLIANCE WITH THE AMERICANS WITH DISABILITIES ACT, THE COUNTY WILL PROVIDE REASONABLE ACCOMMODATIONS TO QUALIFIED INDIVIDUALS WITH DISABILITIES AND ENCOURAGES BOTH PROSPECTIVE EMPLOYEES AND INCUMBENTS TO DISCUSS POTENTIAL ACCOMMODATIONS WITH THE EMPLOYER.

Equipment/Software Needs
Other Job Description Title 1
Other Job Description Title 2



OUTAGAMIE COUNTY FISCAL NOTE

INTRODUCTION: This form must be attached to any resolution or ordinance which contains a spending or revenue proposal. The form should be completed by an individual within the department initiating the resolution or ordinance with assistance from the Financial Services Department. Contact the Finance Director (1674), Controller (1675) or Staff Accountant (1681) for assistance. Once completed, forward a copy of the form to the Financial Services Department for their review. Financial Services will forward a reviewed copy of the fiscal note to Legislative Services.

1. **Subject:** Request 5 FTE of Medication Technicians

2. **Description:** This section must be completed for all fiscal notes. Briefly and concisely describe the request. State assumptions used and discuss any current year and long-term fiscal impacts. (A separate attachment can be used)

In order to achieve our goal of re-opening additional households, Brewster Village is requesting an additional 5 FTE of Medication Technicians to address the ongoing workforce challenges and enhance care delivery efficiency and this allows a structured career ladder program for Certified Nursing Assistants (CNAs). This will also alleviate Nursing Supervisors from floor nursing duties, such as medication pass, allowing them to focus on team member leadership and build better relationships with, mentor, support team members, villagers, and family members on their neighborhoods. Our goal is to supplement each neighborhood with one Medication Technician, carefully considering acuity levels and individual villager needs. The 2025 Budget Impact of the 5 FTE of Medication Technicians will be approximately \$164,883, which will be funded by the addition Medicare revenue due to increase villager census.

Current Year Budget Impact (Check one or more of the following boxes)

Revenues Expenses (Cost) None

3. Is the specific cost or revenue included in the current year's budget? yes () no (X) partially ()
4. If the proposal requests additional spending, can the additional cost be absorbed within the current year's line item? yes (X) no () n/a ()
5. Is the proposal to accept additional revenues only? yes (X) no ()
6. Does this request modify/adjust the current year budget? yes (X) no ()
If no, skip to question 8 below

7. Detail current year budget changes. Please list cost center name, line item, account number and either the increase or decrease amount. (Please note that all budget adjustments must balance. For example, an increase in an expenditure account must be offset by a decrease in another expenditure account or the contingency fund or an increase in a revenue account or other funding sources such as fund balance applied.)

COST CENTER NAME	LINE ITEM (i.e. Salaries, Supplies, Etc.)	ACCOUNT NUMBER INCLUDING COST CENTER (i.e. 1004100.5100, 1004100.5400, etc.)	INCREASE (DECREASE) AMOUNT
Brewster Village	Medicare Revenue	5010100.4410.20001	164,883
Brewster Village	Salaries	5017100.5100	109,401
Brewster Village	Fringe Benefits	5017100.5200	55,482

Annual and Long-Term Impact

8. Is the above Increase/Decrease a nonrecurring one-time expense or revenue? yes () no (X) n/a ()
9. What is the anticipated annual and/or long-term cost or revenue impact? Annual Cost \$387,262
Annual Revenue \$387,262

Fiscal Note Prepared by: Jeremy Fredericks

For Financial Services purposes only	
Reviewed By: <i>Michelle Witenbrook</i>	If expenditures are recorded in the financial system at a level of detail lower than the level 6 as shown above, indicate the specific account numbers and amounts below: <u>Detail Expenditures Account Number</u> <u>Amount</u>
Date: 6/17/2025	_____
Comments:	_____

RESOLUTION NO.: 46—2025-26

TO THE HONORABLE, THE OUTAGAMIE COUNTY BOARD OF SUPERVISORS

LADIES AND GENTLEMEN:

2/3 MAJORITY – 24 VOTES

1 The Village of Black Creek (Village) has requested to contract services with the
2 Sheriff's Office for one (1) full-time deputy to serve the Village.

3
4 The Sheriff's Office is expecting to fulfill the Village's needs with an experienced
5 deputy that is already employed by the County, already included in the budget, and
6 is more advanced in the pay scale. The Sheriff's Office is requesting to add one (1)
7 full-time deputy position to the Table of Organization to cover the opening that will
8 be created by the transition in service to the Village of Black Creek.

9
10 The impact to the budget will be neutral in 2025, as the contract with the Village
11 will reimburse the County's costs. Any initial startup, supply, training, vehicle, or
12 increased use costs will be covered by the 7% admin fee and the savings in the
13 reduction of Step on new officers. No additional county levy is required.

14
15 NOW THEREFORE, the undersigned members of the Legislative/Audit and Human
16 Resources Committee recommend adoption of the following resolution.

17 BE IT RESOLVED, that the Outagamie County Board of Supervisors does approve the
18 request for the creation of one (1) full-time Sheriff's Office Patrol Officer position effective August
19 1, 2025, as noted on the attached Position Addition Form – 2025 In Year Request, Job Description,
20 and Table of Organization which by reference are made a part hereof, and

21 BE IT FURTHER RESOLVED, that the Outagamie County Board of Supervisors does
22 approve of increasing the following Sheriff's Office line items: Patrol Charges for Services by
23 \$55,600; Patrol Salaries by \$33,324; Patrol Fringe Benefits by \$12,738; Patrol Supplies by \$9,313;
24 Purchased Services by \$225; Squad Cars Charges for Services by \$5,675; Squad Cars Supplies by
25 \$3,675; Squad Cars Purchased Services by \$2,000, as noted on the attached fiscal note, which by
26 reference is made a part hereof, and

27

1 BE IT STILL FURTHER RESOLVED, that the Outagamie County Board of Supervisors
2 does approve the attached Agreement for Enhanced County Law Enforcement Services in the
3 Village of Black Creek with the Outagamie County Sheriff’s Office to provide enhanced county
4 law enforcement services in the Village beginning August 1, 2025, which by reference is made a
5 part hereof, and

6 BE IT FINALLY RESOLVED, that the Outagamie County Clerk be directed to forward a
7 copy of this resolution to the Village of Black Creek, the Outagamie County Human Resources
8 Director, the Outagamie County Sheriff, the Outagamie County Executive, and the Outagamie
9 County Finance Director.

10 Dated this ____ day of June 2025

11 Respectfully Submitted,

12
13 LEGISLATIVE/AUDIT & HUMAN
14 RESOURCES COMMITTEE

15
16
17 _____
18 Cathy Spears

19 _____
20 Sara MacDonald

21 _____
22 Ryan Ferguson

23 _____
24 John Kostelny

25 _____
26 Sarah Weinberg

27
28 Duly and officially adopted by the County Board on: _____
29

30
31 Signed: _____
32 Board Chairperson

33 _____
34 County Clerk

35 Approved: _____

36 Vetoed: _____

37 Signed: _____
38 County Executive

POSITION ADDITION FORM - 2025 IN YEAR REQUEST	
Completion Checklist	
<ul style="list-style-type: none"> o A visual of your proposed Table of Organization o Job description for the position requested below, highlighting any changes from current JD 	
Request Details	
Effective Date of Requested Change:	8/1/2025
Department:	Sheriff - Patrol
Department Head:	Clint Kriewaldt
Cost Center Number:	100807
Position Title:	Patrol Officer Full Time
Sunset/Limited Term Position? (Yes or No)	no
Exempt (Salaried) or Non-Exempt (Hourly):	non-exempt
Pay Grade of Position:	DSA contract #14
Estimated Starting Step:	DSA contract year 3
Position exists in the current Table of Organization?	yes
Is this position full time or part time? <i>(If more than one position, use the worksheet for Multiples)</i>	Full Time: 1
	Part Time:
If Part Time position, how many hours per week will this position be working?	Hours:
What other alternatives were considered?	n/a
If deleting a position to add this position; which position(s) will be deleted?	n/a
(If deleting a position, complete the Position Deletion Form and include the Cost Savings below)	
List any positions in your Table of Organization that have been vacant for 6 months or longer:	
Position Justification	
Briefly summarize why this position is needed, as well as areas of revenue and savings.	
<p>The Village of Black Creek is requesting to contract services with the Sheriff's Office for one full-time deputy to serve the Village.</p> <p>We expect to fulfill the Village's needs with an experienced deputy already employed by the County, that is already included in the budget, and is more advanced in the pay scale. The Sheriff's Office is requesting to add one full-time deputy position to the Table of Organization to cover the opening that will be created by the transition in service to the Village of Black Creek.</p> <p>The impact to the budget will be neutral in 2025, as the contract with the Village will reimburse the County's costs. We expect that new officers will be hired at a lower step than the deputies that we expect will serve the Village. Any initial startup, supply, training, vehicle or increased use costs will be covered by the 7% Admin fee and the savings in reduction of Step on new officers. No additional county levy is required.</p>	
Employee Impacted By This Change (if no one in position - leave blank)	

Fiscal Data	
How will this position be funded (Levy, Grant, etc.)?	
PROJECTED 2025 EXPENDITURES - Amounts must agree to amounts included in the proposed budget.	
Salary	\$ 33,324
Fringe Benefits	\$ 12,738
Travel/Training	\$ -
Supplies - IT	\$ 225
Supplies - Other	\$ 5,050
Purchased Services - IT	
Purchased Services - Other	\$ 625
Capital Outlay	\$ -
TOTAL EXPENDITURES	\$ 51,962
COST SAVINGS OR INCREASED REVENUES:	
Please list below the additional revenues pertaining to this position and/or cost savings (reductions in expenditures) that will be shown in the budget.	
<i>Description</i>	<i>Dollar Value (enter as negative)</i>
Deleted Position (if applicable)	
Revenue billed to Black Creek	\$ (55,600)
	\$ -
TOTAL COST SAVINGS/REVENUES	\$ (55,600)
NET COUNTY COST (Levy/Fund Bal)	\$ (3,638)
PARTIAL YEAR FUNDING - ANNUAL PROJECTION	
If you are requesting a position that will only be funded initially for a part of a year, please complete the following for annual (12 month) position cost:	
Salary	\$ 80,297
Fringe Benefits	\$ 32,826
Other Expenditures	\$ 14,540
TOTAL EXPENDITURES	\$ 127,663
Deleted Position (if applicable)	
Less Increased Revenue/Cost Savings (enter as negative)	\$ (136,600)
NET COUNTY COST (Levy/Fund Bal)	\$ (8,937)

TO BE COMPLETED BY HUMAN RESOURCES:	
Reviewed by HR	
County Executive Decision (Approved/Denied)	

6/18/25, 7:03 AM

Job Bulletin



Outagamie County
Patrol Officer (Full Time) with Outagamie County

SALARY	\$30.69 - \$40.41 Hourly	LOCATION	Sheriff Department - 3030 Goodland Drive Appleton WI 54911, WI
JOB TYPE	Full-time	JOB NUMBER	2202257
DEPARTMENT	Sheriff Operations 1	OPENING DATE	06/06/2025
TYPICAL WORK HOURS/SHIFT:	5/3 schedule		

Outagamie County Core Values

- Invested in Serving
- Better Together
- Create Progress
- Support Through Compassion

Position Purpose



Come join Outagamie County as a Full Time Patrol Officer!

Under general supervision of the Patrol Lieutenant the Patrol Officer patrols assigned area on foot or in patrol car to control traffic, prevent crime or disturbance of peace, and arrest violators.

"From day one, I was welcomed with open arms. I never felt like a stranger, and everyone was willing to help me find my way in my new career. It was important to me that I worked for an agency that pushed me to do my best every day, and that's what Outagamie County does. I am very lucky to work for such an amazing agency." -Current Patrol Employee

Key Responsibilities

The following duties are most critical for this position. These are not to be construed as exclusive or all-inclusive. Other duties may be required and assigned.

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Job Bulletin

- Responds to and conducts initial felony, misdemeanor, accident and ordinance investigations, interrogating people, issuing citations and warnings, collecting evidence and making arrests when appropriate.
- Patrols assigned area, familiarizing self with residents, establishments, and standard activities and responding as appropriate.
- Conducts traffic control for special events and accidents, towing vehicles when appropriate.
- Disperses and addresses public concern at public gatherings.
- Prepares detailed reports of arrests and investigations according to department policy.
- Appears as witness in court, providing clear and accurate testimony.
- Transports prisoners, serves civil process, and provides safety escorts on public roadways during movement of large objects as required.
- Delivers and serves warrants on individuals, transporting persons to court or jail, as directed by warrant.
- Responds to emergency situations and major disasters. Provides search and rescue operations as needed.
- Maintains regular and predictable attendance, works overtime as required.

Education/Certifications/Experience Requirements

- Graduate from high school or G.E.D.
- 60 post high school credits.
- Experience in law enforcement desired.
- Or any combination of education and experience that provides equivalent knowledge, skills, and abilities.
- Valid Wisconsin's driver's license required.
- Must be a U.S. Citizen
- Must be legally able to possess a firearm
- Post hire requirements include successful completion of physical agility test; psychological test, post-offer physical evaluation and/or other tests to aid in determining fitness for employment.

Required or Preferred Skills

- Ability to explain and enforce federal, state, and county laws, ordinances, and regulations. Must comply with appropriate safety regulations.
- Knowledge of county roads, highways, locations, residences, buildings, etc.
- Ability to meet department standards of physical condition.
- Ability to demonstrate leadership in wide variety of public crises and maintain good composure and exercise good judgment, especially in emergency situations. Must maintain confidentiality.
- Ability to maintain accurate and complete records and prepare clear and comprehensive reports.
- Ability to remember facts and details accurately and to testify clearly and accurately in court.
- Must demonstrate skill in the use of patrol vehicles and police equipment such as firearms.
- Establish and maintain effective working relations with co-workers, county officials, municipal police departments, general public, etc.
- Budget time and schedule work to efficiently complete tasks.
- Ability to effectively use tact and diplomacy with co-workers, general public, etc.
- Ability to run, walk, stoop, climb, bend, stretch; push, pull, and lift up to 50 pounds, understanding and utilizing proper body mechanics.

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Job Bulletin

OUTAGAMIE COUNTY IS AN EQUAL OPPORTUNITY EMPLOYER. IN COMPLIANCE WITH THE AMERICANS WITH DISABILITIES ACT, THE COUNTY WILL PROVIDE REASONABLE ACCOMMODATIONS TO QUALIFIED INDIVIDUALS WITH DISABILITIES AND ENCOURAGES BOTH PROSPECTIVE EMPLOYEES AND INCUMBENTS TO DISCUSS POTENTIAL ACCOMMODATIONS WITH THE EMPLOYER.

Benefits



OUTAGAMIE COUNTY OFFERS A COMPREHENSIVE AND HIGHLY COMPETITIVE BENEFITS PACKAGE TO ITS EMPLOYEES.

LEVELS OF BENEFITS CAN VARY BASED ON EMPLOYMENT STATUS AND EMPLOYEE GROUP.

Medical Coverage

Outagamie County currently offers eligible employees a Low-Deductible Health Plan and a High Deductible Health Plan with a Health Savings Account (HSA). Each of these plans are available for single or family coverage at affordable rates.

Dental Coverage

Eligible employees may choose either single, limited family, or family coverage.

Vision Coverage

Outagamie County offers single, employee plus one, employee plus children, and family voluntary vision insurance for those that are benefit eligible. Vision *insurance* coverage provides an opportunity for employees to save money on routine vision exams, contacts, eyeglass frames, and lenses.

Life Insurance

Outagamie County provides group life insurance for full-time employees. The cost of this coverage is paid for in full by the County.

Voluntary Short-Term Disability Insurance

Short-Term Disability pays the employee a portion of his or her income for a specified period of time, as determined by the plan. The Short-Term Disability plan provides coverage for injuries and illnesses that occur outside of work. The premium for this coverage is paid entirely by the employee and is available to active employees that meet the hours threshold requirements.

Long-Term Disability Insurance

All regular, non-union full-time employees are eligible for long-term disability coverage. Premiums are fully paid by the County.

Wisconsin Retirement System

Wisconsin Retirement Program helps provide for financial security during retirement. Monthly annuity payments at retirement are calculated using years of creditable service, average earnings (based on three highest years of earnings), formula factors, age at retirement and selected annuity option.

The retirement plan consists of two parts: an employee-required portion and an employer-required portion. Outagamie County pays the employer portion, and employees are responsible for paying the employee-required portion, which is determined by the state each year. Enrollment is required for eligible employees. Eligibility is determined based on Wisconsin Retirement System plan rules.

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Job Bulletin

Flexible Spending Account Plan

The Flexible Spending Account Plan saves money by allowing the employee to pay for certain medical related expenses and dependent care expenses on a pre-tax basis, reducing annual taxable income resulting in Federal, State, Social Security, and Medicare tax savings.

Employee Assistance Program

Outagamie County has an Employee Assistance Program (EAP). The services offered as part of the County's plan are a benefit provided at no cost to its employees and their immediate family members to help deal with life's stresses. EAP consists of caring individuals who are certified counselors. They offer professional support and direction towards resolving problems or concerns. They can also help by referring the employee to another resource if assistance is needed beyond the EAP.

Paid Time Off

Outagamie County offers several paid time off benefits that include: vacation, personal holidays, national holidays, sick leave, bereavement leave and military leave.

Deferred Compensation

Deferred Compensation allows employees to set aside pre-tax earnings toward retirement. Employees can save up to 100% of their compensation, to a maximum of \$20,500 annually, or as little as \$10.00 per paycheck. The amount deferred reduces year-end state and federal income tax base. All the earnings will accrue tax-deferred until such time as the assets are withdrawn, generally at retirement, termination, or other special circumstances. There is also an after-tax 457 Roth contribution option.

Employee and Family Clinic

Primary Health Services are available to employees and dependents ages 2 and up, who are covered on a county health plan.

Pet Insurance

Please note that the pet insurance offers are discounts offered to Outagamie County employees and are not programs sponsored by Outagamie County. Please contact the companies directly for any questions, concerns or service issues. If you would like to learn more, please click below about the benefits.

CONTINUING EDUCATION

Outagamie County encourages continuing education by offering Education Reimbursement. This reimbursement is intended to provide assistance to the employee for out-of-pocket expenses for continuing education for the mutual benefit of the employee and Outagamie County, not covered in the departmental budget.

Any Outagamie County employee in good standing, averaging twenty (20) hours or more per week during the six (6) months prior to the start of the course, is eligible to apply. This statement is not all-inclusive in regard to tuition reimbursement.

<https://www.outagamie.org/government/departments-f-m/human-resources>

Outagamie County offers Benefit options and paid time off for team members that work 20+ or more hours per week.

Learn more today by visiting: <https://www.outagamie.org/government/departments-f-m/human-resources/employee-benefits-information>

Outagamie County Diversity Statement:

Outagamie County is committed to developing, nurturing, and sustaining an equitable community and workforce where all individuals can thrive. We pledge to amplify the voices of under-represented communities or those who were historically excluded, by removing barriers that result from racial, social injustice and inequities. We strive to ensure that equity, diversity, inclusion are embedded at all levels of Outagamie County programs and departments through

6/18/25, 7:03 AM

Job Bulletin

acknowledging, analyzing, and addressing the root causes of inequities. We will create and advance equitable policies, practices and procedures, including, but not limited to County services, recruitment and retention, policies and practices, budgeting and procurement. We commit to being transparent and will continually evaluate and update our values when identified goals and objectives are not being achieved or sustained. Outagamie County will strive to create an inclusive environment where every community member feels like he/she/they belong.

OUTAGAMIE COUNTY IS AN EQUAL-OPPORTUNITY EMPLOYER. IN COMPLIANCE WITH THE AMERICANS WITH DISABILITIES ACT, THE COUNTY WILL PROVIDE REASONABLE ACCOMMODATIONS TO QUALIFIED INDIVIDUALS WITH DISABILITIES AND ENCOURAGES BOTH PROSPECTIVE EMPLOYEES AND INCUMBENTS TO DISCUSS POTENTIAL ACCOMMODATIONS WITH THE EMPLOYER.

Employer

Outagamie County

Address

320 S. Walnut Street

Appleton, Wisconsin, 54911

Phone

(920) 832-1669

Website

<http://www.outagamie.org>

	FT	PT	Sworn	Non-Sworn	Limited Term	
					FT	PT
Admin						
Sheriff	1		1			
Chief Deputy	1		1			
Accountant	1			1		
Administrative Services Manager	1			1		
Systems Analyst II	2			2		
Records Specialist	5	1		6		
	<u>11</u>	<u>1</u>	<u>2</u>	<u>10</u>		
Civil Process						
Process Server Specialist	1			1		
Patrol						
Commander	1		1			
Captain	3		3			
Lieutenant	8		8			
Law Enforcement Specialist	18		18		1	
Patrol Officer	45	26	71		12	7
	<u>75</u>	<u>26</u>	<u>101</u>	<u>0</u>	<u>13</u>	<u>7</u>
Drug Squad						
Patrol Officer	1		1			
	<u>1</u>	<u>0</u>	<u>1</u>	<u>0</u>		
Opioid Settlement						
Patrol Officer	2		2		2	
	<u>2</u>	<u>0</u>	<u>2</u>	<u>0</u>	<u>2</u>	<u>2</u>
Communications						
Telecommunications Manager	1			1		
Telecommunications Shift Supervisor	4			4		
Telecommunicator	31			31		
	<u>36</u>	<u>0</u>	<u>0</u>	<u>36</u>		
Jail						
Jail Administrator	1		1			
Captain	2		2			
Lieutenant	6		6			
Corporal	11			11		
Correctional Officer	55	7		62		
Booking Specialist	7			7		
Inventory/Supply Specialist	1			1		
	<u>83</u>	<u>7</u>	<u>9</u>	<u>81</u>		
Squad Car						
Mechanic	1			1		
Total Department	<u>210</u>	<u>34</u>	<u>115</u>	<u>129</u>	<u>15</u>	<u>7</u>
Total positions	244		244			

AGREEMENT FOR ENHANCED
COUNTY LAW ENFORCEMENT SERVICES IN
THE VILLAGE OF BLACK CREEK

THIS AGREEMENT FOR ENHANCED COUNTY LAW ENFORCEMENT SERVICES is entered into between OUTAGAMIE COUNTY, a municipal corporation ("County") and the VILLAGE OF BLACK CREEK, a municipal corporation, by its Village Board of Trustees ("Village").

WHEREAS, Outagamie County operates and maintains the Outagamie County Sheriff's Department ("the Department") which is reasonably staffed and equipped to the Village of Black Creek; and

WHEREAS, the Village of Black Creek desires to obtain enhanced law enforcement services from the County; and

WHEREAS, the Village of Black Creek agrees to the cost of this agreement for said law enforcement services.

NOW, THEREFORE, THE PARTIES HERETO AGREE AS FOLLOWS:

1. The County, through its Sheriff's Department, will assign deputies to provide enhanced law enforcement services in the Village beginning on August 1, 2025. The County agrees to provide one (1) fulltime deputy to the Village at the rate set forth in Exhibit A of this Agreement. Deputies serving under this Agreement will work shifts established by the union contract. Cost for services as set forth in Exhibit A will be for paid by the Village. The County shall provide one invoice directly to the Village on a monthly basis. This invoice will include the costs in Exhibit A, which is incorporated into this Agreement by reference, broken down into monthly amounts along with an itemized monthly cost by squad number for vehicle lease, maintenance, and gasoline costs. In addition to those monthly charges, the Village agrees to reimburse the County for all additional salaries paid to the Deputies serving under this Agreement for overtime hours and time spent in court in connection with the performance of services provided under this Agreement, as well as any other costs incurred as a result of changes to the Outagamie County Deputy Sheriff's Association collective bargaining agreement or changes in officer salary based on personnel changes. The County will provide a cell phone to each Deputy. The Village agrees to reimburse the County for the cost of cell phone service, which will be included in the monthly billing statement. Deputies serving under this Agreement are expected to have their phone available and in working order at all times while on-duty. Additionally, the Village agrees to pay the County's established Administrative fee, share of deputy salaries and fringe benefits, which will also be included in the billing statement. The Village agrees to submit payment for the monthly statements within thirty (30) days. Overdue balances will be subject to a 1% fee each month they remain overdue.

2. The Sheriff will have supervisory control over the personnel providing the above-services. The Sheriff will retain the final authority to make decisions as to the manner in which services are rendered. Personnel serving under this Agreement are and will remain employees of the County. The Village will be notified as soon as is reasonably possible of any change in staffing under this Agreement. The selection of Deputies to serve under this Agreement will be made collaboratively by a representative of the Village and the Sheriff on an as-needed basis. The Sheriff will have final decision-making authority to select the personnel who will serve under this Agreement. If for any reason the Village is unsatisfied with an assignment of personnel, the Village may provide written notice of its dissatisfaction to the County. Any such notice shall identify the personnel with whom the Village is unsatisfied, and it shall explain the reasons for the Village's dissatisfaction. Upon receiving such written notice from the Village, the County shall have 60 days from the date the County receives the notice to make all reasonable efforts to remove and replace the assigned individual. If the County does not either remove and replace the assigned individual or take other action to satisfy the Village within that time, then the Village may provide to the County written notice of its intent to terminate this Agreement. This Agreement will then terminate 30 days after the County receives this written notice of intent to terminate.

3. If a Deputy should be injured, sick, attending training or otherwise unavailable for patrol service for a period in excess of three (3) days, the Village shall each individually have the option of requesting substitute Deputies at the established overtime/benefits rate.

4. The Sheriff will provide patrol functions as follows:

- a. During scheduled patrol hours, Deputies serving under this Agreement will provide continual patrol in the Village. The on-duty unit will be the primary responder to all dispatched events in the Village. It will not leave the boundaries of the Village to perform police services for the Sheriff's Department or any other surrounding jurisdiction unless an emergency situation or a mutual aid situation so requires.
- b. Every effort will be made to respond to the Village needs and desires. The Village will designate one (1) Liaison to provide the Sheriff with any information as to concentration of patrol efforts, special assignments and the like. The County shall also designate one (1) Liaison to the Village, which shall be from the supervisory ranks.

5. The Village agrees to meet in March of each calendar year, with a representative of the Sheriff's Department to review this Agreement and the level of service provided herein. This Agreement will renew automatically each year, unless any party gives notice in writing on or before June 1 of the prior calendar year of intent to terminate or renegotiate the terms of the Agreement. If any party provides this notice of intent to terminate, unless all parties otherwise agree in writing, this Agreement shall terminate at 12:00 am, on the date of January 1, which immediately follows the date notice was provided.

6. The Sheriff will provide the Village with a report of calls and other services provided in a format as agreed upon by the parties. At a minimum, this reporting shall be completed monthly.

7. Working Deputies (on-duty) will attend the monthly Village Board meetings, when calls for service allow for attendance.

8. The Village agrees to lease squad cars from the Outagamie County Sheriff's Department at a cost set forth in Exhibit A; these costs may change from year to year and do not require an amendment to this agreement but shall be proportionate to the actual costs incurred. The County will annually provide a detailed explanation of these costs as an addendum to Exhibit A. All vehicles will be equipped according to the Sheriff's Department standards. All such equipment contained within or on a squad car shall be owned by the Outagamie County Sheriff's Department. Costs for maintenance related to the Deputy vehicles and their equipment will be billed to the Village. The Village shall not be responsible for any equipment or vehicle upgrades, replacements or repairs that are covered by the County's insurance. Any equipment which is specifically requested by the Village for Deputy vehicles, which is not standard issue to the County, shall be purchased by the Village and owned by the same unless a lease agreement is completed.

9. The Village agrees to hold harmless and/or indemnify the County, the Department and provide for defense for any claim brought against the County, the Department arising from the negligence or improper conduct of any Village official, agent or employee. Outagamie County agrees to hold harmless and/or indemnify the Village and to provide defense for any claim brought against the Village or any officer, agent or employee of the Village founding or arising from the negligence or improper conduct of any County officer, agent or employee. Nothing contained within this Agreement is intended as a waiver or estoppel of the County, Department, Village or any of their respective insurers to reply upon the limitations, defenses and immunities contained within Wisconsin law, including but not limited to, those contained within Wisconsin Statutes 893.80, 895.52, and 345.05. To the extent that indemnification is available and enforceable, the County, Department, Village and their respective insurers shall not be liable in indemnity or contribution for an amount greater than the limits of liability for municipal claims established by Wisconsin law.

10. The personnel serving under this Agreement will enforce the ordinances of the Village in the respective jurisdictions. The municipal attorney for the for the Village will handle the prosecution of these matters respectively. It is further agreed that the fines or forfeitures for state charges will be turned over to the County and applicable fines and forfeitures for those offenses that are violations of municipal ordinances will be turned over to the Village.

11. The County and the Village agree to act in good faith in the performance of all the provisions included in this Agreement.

12. All indemnification and hold harmless obligations shall survive the expiration or termination of this Agreement.

13. This Agreement, including the incorporated Exhibit A, constitute the full and complete understanding and entire Agreement between the parties and shall supersede all prior agreements or understanding, whether oral or written, between the parties with respect to the subject matter herein. This Agreement may not be modified, amended or discharged orally. Any modification, amendment or discharge must be in writing and signed by all parties.

14. If any provision of this Agreement is deemed by a court of competent jurisdiction to be invalid or unenforceable, the remainder of this Agreement shall not be affected thereby, and such remainder would then continue to conform to the requirements of applicable law.

15. This Agreement may be executed simultaneously in counterparts, each of which will be deemed an original, but all of which together will constitute one (1) and the same instrument.

VILLAGE OF BLACK CREEK

OUTAGAMIE COUNTY

By: _____

By: _____

Village President

Outagamie County Sheriff

Attest: _____

By: _____

Village

Outagamie County Board Chair

By: _____

Outagamie County Executive

By: _____

Outagamie County Clerk

Approved as to form:



Kyle J. Sargent
Corporation Counsel

Date:6/11/2025	1008007.4406.07	55,600
	1008007.5420.08	9,313
	1008007.5538.09	225
	1008017.4406.07	5,675
	1008017.5410.02	2,000
	1008017.5410.07	675
	1008017.5410.11	1,000
	1008017.5550.03	2,000
Comments:		

RESOLUTION NO.: 47—2025-26

TO THE HONORABLE, THE OUTAGAMIE COUNTY BOARD OF SUPERVISORS

LADIES AND GENTLEMEN:

2/3 MAJORITY – 24 VOTES

1 On May 13, 2025, the County Board adopted Resolution 11—2025-26, which
2 approved entering into an agreement with Winnebago County for the purchase and
3 sale of the University of Wisconsin Oshkosh Fox Cities Campus (UWO FCC)
4 property and contents. Therefore, Outagamie County no longer has an interest in
5 said property. With the sale of the property, there are several capital project items
6 that remain. This request is to close the capital project items related to the UWO
7 FCC property.
8

9 NOW THEREFORE, the undersigned members of the Finance Committee recommend
10 adoption of the following resolution.

11 BE IT RESOLVED, that the Outagamie County Board of Supervisors does authorize and
12 approve of closing several capital project items as pertains to the University of Wisconsin Oshkosh
13 Fox Cities Campus property and contents, as noted on the attached fiscal note and Attachment A
14 – Fiscal Note: Budget Adjustments spreadsheet, which by reference is made a part hereof, and

15 BE IT FINALLY RESOLVED, that the Outagamie County Clerk be directed to forward a
16 copy of this resolution to the Outagamie County Finance Director.

17 Dated this ____ day of June 2025
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Respectfully Submitted,
FINANCE COMMITTEE

Chris Croatt

John Cuff

Karen Lawrence

Dana Johnson

Rick Lautenschlager

Duly and officially adopted by the County Board on: _____

Signed: _____
Board Chairperson

County Clerk

Approved: _____

Vetoed: _____

Signed: _____
County Executive

OUTAGAMIE COUNTY FISCAL NOTE

INTRODUCTION: This form must be attached to any resolution or ordinance which contains a spending or revenue proposal. The form should be completed by an individual within the department initiating the resolution or ordinance with assistance from the Financial Services Department. Contact the Finance Director (1674), Controller (1675) or Staff Accountant (1681) for assistance. Once completed, forward a copy of the form to the Financial Services Department for their review. Financial Services will forward a reviewed copy of the fiscal note to Legislative Services.

1. **Subject:** Request to close capital project funds to general capital
2. **Description:** This section must be completed for all fiscal notes. Briefly and concisely describe the request. State assumptions used and discuss any current year and long-term fiscal impacts. (A separate attachment can be used)

With the sale of the UW Fox Valley, there are several capital projects that remain. This request is to close to a general capital projects in the appropriate fund.

Current Year Budget Impact (Check one or more of the following boxes)

- Revenues Expenses (Cost) None
3. Is the specific cost or revenue included in the current year's budget? yes () no (x) partially ()
4. If the proposal requests additional spending, can the additional cost be absorbed within the current year's line item? yes () no (x) n/a ()
5. Is the proposal to accept additional revenues only? yes () no (x)
6. Does this request modify/adjust the current year budget? yes (x) no ()
If no, skip to question 8 below.
7. Detail current year budget changes. Please list cost center name, line item, account number and either the increase or decrease amount. (Please note that all budget adjustments must balance. For example, an increase in an expenditure account must be offset by a decrease in another expenditure account or the contingency fund or an increase in a revenue account or other funding sources such as fund balance applied.)
The project on

COST CENTER NAME	LINE ITEM (i.e. Salaries, Supplies, Etc.)	ACCOUNT NUMBER INCLUDING COST CENTER (i.e. 1004100.5100, 1004100.5400, etc.)	INCREASE (DECREASE) AMOUNT
See attachment A			

- Annual and Long-Term Impact**
8. Is the above Increase/Decrease a nonrecurring one-time expense or revenue? yes (x) no () n/a ()
9. What is the anticipated annual and/or long-term cost or revenue impact? Annual Cost 0
Annual Revenue 0

Fiscal Note Prepared by: Riley Webster

For Financial Services purposes only	
Reviewed By: <i>Michelle Witenbroek</i>	If expenditures are recorded in the financial system at a level of detail lower than the level 6 as shown above, indicate the specific account numbers and amounts below: Detail Expenditure Account Number Amount
Date: 6/19/2025	
Comments:	

ATTACHMENT A - FISCAL NOTE: BUDGET ADJUSTMENTS

COST CENTER NAME	LINE ITEM	COST CENTER ACCOUNT NUMBER	INCREASE (DECREASE) AMOUNT
Projects & Other:			
2018 Capital Projects	Transfer out	4540100.9900.468	(109,308)
2025 Capital Projects	Transfer in	4680100.8900.454	109,308
2019 Capital Projects	Transfer out	4560100.9900.468	(15,208)
2025 Capital Projects	Transfer in	4680100.8900.456	15,208
2020 Capital Projects	Transfer out	4580100.9900.468	(187,974)
2025 Capital Projects	Transfer in	4680100.8900.458	187,974
2021 Capital Projects	Transfer out	4600100.9900.468	(103,211)
2025 Capital Projects	Transfer in	4680100.8900.454	103,211
2023 Capital Projects	Transfer out	4640100.9900.468	(2,643,550)
2025 Capital Projects	Transfer in	4680100.8900.454	2,643,550
2024 Capital Projects	Transfer out	4660100.9900.468	(116,536)
2025 Capital Projects	Transfer in	4680100.8900.466	116,536
		Totals	(3,175,787)
		Totals	3,175,787

RESOLUTION NO.: 48—2025-26

TO THE HONORABLE, THE OUTAGAMIE COUNTY BOARD OF SUPERVISORS

LADIES AND GENTLEMEN:

2/3 MAJORITY – 24 VOTES

1 In 2024, the County appointed a new Finance Director and a new Human
2 Resources Director, both of whom quickly identified the need to modernize the
3 aging and inefficient administrative systems. As part of this effort, this request is
4 to approve establishing a new capital project to implement an Enterprise Resource
5 Planning (ERP) system. This system will significantly enhance and integrate
6 financial and Human Resources operations, supporting greater efficiency and
7 long-term sustainability.
8

9 This project was not included in the 2025 adopted budget. In 2024, a consultant
10 was engaged to evaluate potential ERP solutions and develop reliable cost
11 estimates. Through that process, it has been confirmed that in order to meet the
12 January 2027 deadline (when one of the current systems will no longer be
13 supported), the project must begin in 2025.
14

15 This proposal is to fund the ERP initiative by reallocating capital dollars that are
16 in the general capital projects cost center. This strategic investment will ensure
17 continuity of service, improved functionality, and a strong foundation for the
18 County's future operational needs.
19

20 NOW THEREFORE, the undersigned members of the Finance Committee recommend
21 adoption of the following resolution.

22 BE IT RESOLVED, that the Outagamie County Board of Supervisors does authorize and
23 approve of increasing the 2025 Capital Project (ERP) Capital Outlay line item and increasing the
24 2025 Capital Projects Transfer in line item by \$3,186,044 each, said monies to be used to
25 implement an Enterprise Resource Planning (ERP) system, as noted on the attached fiscal note,
26 which by reference is made a part hereof, and

27 BE IT FINALLY RESOLVED, that the Outagamie County Clerk be directed to forward a
28 copy of this resolution to the Outagamie County Finance Director.

29 Dated this ____ day of June 2025
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Respectfully Submitted,
FINANCE COMMITTEE

Chris Croatt

John Cuff

Karen Lawrence

Dana Johnson

Rick Lautenschlager

Duly and officially adopted by the County Board on: _____

Signed: _____
Board Chairperson

County Clerk

Approved: _____

Vetoed: _____

Signed: _____
County Executive

OUTAGAMIE COUNTY FISCAL NOTE

INTRODUCTION: This form must be attached to any resolution or ordinance which contains a spending or revenue proposal. The form should be completed by an individual within the department initiating the resolution or ordinance with assistance from the Financial Services Department. Contact the Finance Director (1674), Controller (1675) or Staff Accountant (1681) for assistance. Once completed, forward a copy of the form to the Financial Services Department for their review. Financial Services will forward a reviewed copy of the fiscal note to Legislative Services.

1. **Subject:** Request to use funds from general capital projects and create project for ERP system

2. **Description:** This section must be completed for all fiscal notes. Briefly and concisely describe the request. State assumptions used and discuss any current year and long-term fiscal impacts. (A separate attachment can be used)

In 2024, the County appointed new Finance and Human Resources Directors, both of whom quickly identified the need to modernize our aging and inefficient administrative systems. As part of this effort, we are requesting approval to establish a new capital project to implement an Enterprise Resource Planning (ERP) system. This system will significantly enhance and integrate our financial and HR operations, supporting greater efficiency and long-term sustainability.

This project was not included in the adopted 2025 budget. In 2024, we engaged a consultant to evaluate potential ERP solutions and develop reliable cost estimates. Through that process, we confirmed that to meet the January 2027 deadline—when one of our current systems will no longer be supported—the project must begin in 2025.

We are proposing to fund this initiative by reallocating capital dollars that are in general capital projects. This strategic investment will ensure continuity of service, improved functionality, and a strong foundation for the County's future operational needs.

Current Year Budget Impact (Check one or more of the following boxes)

- Revenues Expenses (Cost) None
3. Is the specific cost or revenue included in the current year's budget? yes (x) no () partially ()
4. If the proposal requests additional spending, can the additional cost be absorbed within the current year's line item? yes () no (x) n/a ()
5. Is the proposal to accept additional revenues only? yes () no (x)
6. Does this request modify/adjust the current year budget? yes (x) no () 2025 Budget
If no, skip to question 8 below.

7. Detail current year budget changes. Please list cost center name, line item, account number and either the increase or decrease amount. (Please note that all budget adjustments must balance. For example, an increase in an expenditure account must be offset by a decrease in another expenditure account or the contingency fund or an increase in a revenue account or other funding sources such as fund balance applied.)
The project on

COST CENTER NAME	LINE ITEM (i.e. Salaries, Supplies, Etc.)	ACCOUNT NUMBER INCLUDING COST CENTER (i.e. 1004100.5100, 1004100.5400, etc.)	INCREASE (DECREASE) AMOUNT
2025 Capital Project (ERP)	Capital Outlay	4683200.6000	\$3,186,044
2025 Capital Projects	Transfer in	4680100.8900.	\$3,186,044

- Annual and Long-Term Impact**
8. Is the above Increase/Decrease a nonrecurring one-time expense or revenue? yes (x) no () n/a ()
9. What is the anticipated annual and/or long-term cost or revenue impact? Annual Cost 0
Annual Revenue 0

Fiscal Note Prepared by: Riley Webster

For Financial Services purposes only	
Reviewed By: <i>Michelle Witenbrock</i>	If expenditures are recorded in the financial system at a level of detail lower than the level 6 as shown above, indicate the specific account numbers and amounts below: <u>Detail Expenditure Account Number</u> <u>Amount</u>
Date: 6/19/2025	
Comments:	

Mosquito Hill Nature Center had an approved capital outlay project to repair the fascia and soffit at on the nature center building. During the winter, rot and snow load actually pulled gutters and fascia off of the building in sections and they were caution taped off. We put this project out to bid and received favorable bid numbers for what we had thought was the scope. As the construction took place, much greater deficiencies were identified including the entire pavilion not being supported with structure. When the fascia was removed, the roof actually began to sag and detach from the building. The shingles in this area were also found to have been installed incorrectly and were allowing water to permeate through which caused the rotted fascia boards.

The roof of the nature center was redone around 9 years ago in 2016 and chose to utilize Decra HD Shake metal hybrid shingles. When installed correctly they offer a great combination of look, grip, and wear protection and are considered a “lifetime roof”. Unfortunately, they were not installed correctly at the time and according to Nicole Schoultz, “We did alt 1 & 2. We had problems with C+C who was awarded this project, to the point we had to reach out to their bonding company to get them to finish the work.” Security Luebke was brought in to stop leaking the was occurring in the building shortly after install because leadership at the time tried to rectify issues on their own without involving Nicole who could have resolved the issues through the contract bond. To repair the damage from the last 9 years of additional leaking, the shingles were removed and planned to be reused after underlayment was repaired and new water barrier and flashing was installed. It was while removing the shingles that it was found that the improper installation (the contractor did not leave expansion gaps) caused every shingle to be warped. These are metal shingles and could potentially be “bent” back into shape, but the labor to do so would exceed the cost of purchasing new and would void any warranty. We are asking the board to approve the change order to get new materials in so that the roof can be recovered in the most cost effective way possible. We also had a beam engineered to provide proper structure for the canopy area.

