2024 - 2025

PROCEEDINGS
OF THE
BOARD OF SUPERVISORS

OUTAGAMIE COUNTY, WISCONSIN

FROM

APRIL 16, 2024

TO

MARCH 25, 2025

PUBLISHED BY ORDER OF THE BOARD

DAN GABRIELSON
Board Chairperson

KELLY GERRITS
County Clerk

Book of Records 2024-25 – Navigation Tips

The approved minutes of each County Board Meeting are included. Those minutes list the synopsis of the ordinances/resolutions and roll calls at the meeting. At the end of each set of minutes for each meeting, you will find scanned copies for each ordinance/resolution (for further detail) which are appended with the physical roll calls.

Additionally, the Book of Records contains "bookmarks" for easier navigation. To find the bookmarks, locate the bookmark panel in your pdf reader (e.g. Adobe, Kofax), and expand the date of the Board meeting. Each resolution or ordinance is bookmarked-- both the synopsis in the minutes, and the full detail--which follow the set of meeting minutes.

There is also a Table of Contents at the front of the Book, which has separate sections for:

- Appointments
- Miscellaneous (includes Special order of Business, County Budget, Public Hearings)
- Ordinances
- Resolutions
- Reports

Outagamie County Est. 1851

TABLE OF CONTENTS

County Board Meeting Date	Page No.
April 16, 2024	1
May 14, 2024	24
May 28, 2024	302
June 25, 2024	576
July 23, 2024	757
August 27, 2024	978
September 10, 2024	1079
September 24, 2024	1110
October 8, 2024	1200
October 22, 2024	1223
November 4, 2024	1365
December 10, 2024	1888
January 14, 2025	2189
January 28, 2025	2261
February 11, 2025	2304
March 11, 2025	2364
March 25, 2025	2488

Appointments/Elections 2024-2025

Meeting Introduced	DESCRIPTION	Page No(s).
April 16, 2024	Appointment of Supervisors Patience, Krueger, and Hagen to act as tellers.	1
April 16, 2024	Appointment of Supervisor Gabrielson as Chairperson for a two-year term.	2
April 16, 2024	Appointment of Supervisor Culbertson as Vice-Chairperson for a two-year term.	2
April 16, 2024	Appointment of Corporation Counsel Kyle Sargent as Parliamentarian for a one-year term.	3
April 16, 2024	Confirmation of the Chairperson's Standing Committee Appointments For A Term of One Year.	3
May 14, 2024	Appointments of Kevin Englebert (alternate), Lee Hammen, Karen Lawrence, and Rick Lautenschlager (alternate) to the East Central Wisconsin Regional Planning Commission.	25
May 14, 2024	Appointment of Darren Koutnik as Information Technology Director.	25
May 14, 2024	Appointments of Mitesh Ajmera, Tyler Baeten, Roberta Buchholtz, Cindy Fallona, Peter Gilbert, Wendy Hartman, B Looker, Cathy Thompson, Angela Ver Voort, and Veronica Woodward to the Outagamie Waupaca Library Service Planning Committee, terms expiring upon completion.	25
May 14, 2024	Reappointments of Loren Dieck, Tom Flick, and appointments of Dennis Kittel, Nicole Bernardin to the Greenway Implementation Committee, terms expiring April 30, 2027.	25
May 14, 2024	Reappointments of Thomas Nelson, Clint Kriewaldt, Barb Bocik, Brian Figy, John Rathman, Brian Bezier, Judge Mitch Metropulous, Robert Welygan, Christine Heywood, Bernie Vetrone, Chelsea Niemuth, Beth Robinson, Kim Kurimski, and the appointments of Anne Van, Karen Kewley, Jeff Dietzen, Lisa Hanneman to the Criminal Justice Coordinating Council, terms expiring April 30, 2026.	26
May 14, 2024	Reappointments of Yvonne Monfils, Chris Croatt, Lee Hammen (alternate), John Cuff (alternate) to the University of Wisconsin Oshkosh Fox Cities Campus Board of Trustees, terms expiring April 30, 2026.	26
May 14, 2024	Reappointments of Katrin Patience, Dean Culbertson, and Dan Gabrielson (chair) to the 9-1-1 Communications Center Construction Project Oversight Committee; terms expiring April 2026.	26
May 14, 2024	Appointment of Dustin Koury to the CAP Services Board of Directors; term expiring April 2026.	26
May 14, 2024	Reappointments of Dean Culbertson (chair), Lee Hammen, Dan Gabrielson, and the appointment of Chris Croatt to the Appleton International Airport Terminal Expansion Oversight Committee; terms expiring April 2026	27
May 14, 2024	Reappointments of Lee Hammen (chair), Dean Culbertson, and Dennis Clegg to the Appleton International Airport Business Park Expansion Project Oversight Committee; terms expiring April 2026.	27
May 14, 2024	Reappointments of Dean Culbertson (chair), Ronald Klemp, and the appointment of Chris Croatt to the Plamann Park Pavilion Construction Project Oversight Committee; terms expiring April 2026.	27
May 14, 2024	Reappointment of Jeffrey McCabe to the Mississippi Health Services Commission; term expiring April 2026.	27
May 14, 2024	Reappointment of Justin Krueger and the appointment of John Cuff to the Loan Review Committee; terms expiring April 2026	27
May 14, 2024	Reappointment of Rick Lautenschlager to the Land Information Council; term expiring April 2026.	28
May 14, 2024	Reappointments of Joy Hagen, John Cuff, and Lee Hammen to the Greenway Implementation Committee; terms expiring April 2026.	28
May 14, 2024	Reappointments of Katrin Patience, Karen Lawrence, Cathy Thompson, Dan Gabrielson, Christine Lamers (alternate), Chris Croatt (alternate), Justin Krueger (alternate), and the appointment of Dean Culbertson (alternate) to the Criminal Justice Coordinating Council; terms expiring April 2026.	28
May 14, 2024	Reappointments of Joy Hagen (chair), Ron Klemp, Dan Nejedlo, and the appointment of Rick Lautenschlager to the Department of Recycling and Solid Waste and Highway Department Facility and Land Use Plan Oversight Committee; terms expiring April 2026.	28
May 28, 2024	Reappointment of Kyle Bosquez, Melinda Tempelis, Diane Leith, and Dawn Shaha to the Criminal Justice Coordinating Council; terms expiring April 30, 2026.	305
May 28, 2024	Appointment of Kelly Gerrits to the position of Outagamie County Clerk; term to begin June 10, 2024, and expire January 5, 2025.	305
June 25, 2024	Reappointments of Greg Peterson and Steve Van Dyn Hoven to the Criminal Justice Coordinating Council; terms expiring April 30, 2026.	578
June 25, 2024	Reappointments of Matt Kasriel and Natalie Vandeveld (terms expiring 6-30-2027) and the appointment of Philip Boivin (term expiring 6-30-2025) to the Local Emergency Planning Committee.	578
June 25, 2024	Appointment of Holly Femal to the Greenway Implementation Committee; term expiring April 30, 2027.	578
June 25, 2024	Reappointments of Harold Hermansen (term expiring 5-31-2028), Steven Frassetto and Jenni Eickelberg (terms expiring 5-31-2029) to the Housing Authority Commission.	579
July 23, 2024	Reappointments of Jeff Dietzen and appointments of Kevin Grondahl, Traci Robinson, and Matthew Wrege to the Local Emergency Planning Committee; said terms expire June 30, 2027.	758
July 23, 2024	Appointment of Joy Hagen (alternate) to the Appleton (Fox Cities) Metropolitan Area Planning Organization Policy Board; said term expires April 2026.	759

Appointments/Elections 2024-2025

Meeting Introduced	DESCRIPTION	Page No(s).
August 27, 2024	Appointment of Justin Schumacher as Parks Director.	979
August 27, 2024	Appointments of Phil Anhalt, Denise Chorne, Andrew Olson, and the reappointment of Chris Shea to the Local Emergency Planning Committee; terms expire June 30, 2027.	979
August 27, 2024	Appointment of Michelle Uitenbroek to the Department of Recycling and Solid Waste and Highway Department Facility and Land Use Oversight Committee; for the duration of the project.	979
August 27, 2024	Appointment of Kelly "Kell" Bales as Veterans Service Officer.	980
August 27, 2024	Appointment of Karen Lawrence to the Department of Recycling and Solid Waste and Highway Department Facility and Land Use Plan Oversight Committee; term expires April 2026.	980
September 10, 2024	Reappointment of Cathy Thompson to the Woodland Enhanced Health Services Commission, term expiring August 2027.	1080
October 8, 2024	Appointment of Marian Moberg to the Health and Human Services Board; term expires December 31, 2026.	1202
October 22, 2024	Reappointments of Jason Brozek, Sadie DiNatale-Burda, Sue Kinde, Kayla Rouse, and Dean Steingraber (terms expire October 31, 2027) and appointment of Justin Schumacher (term expires April 30, 2027) to the Greenway Implementation Committee.	1225
December 10, 2024	Reappointment of John Cuff to the Wisconsin PACE Commission; term expires April 2026.	1891
December 10, 2024	Appointment of Justin Schumacher to the Plamann Park Pavilion Construction Project Oversight Committee; for the duration of the project.	1891
December 10, 2024	Reappointments of Pete Gilbert, Angela Ver Voort, and Cathy Thompson to the Outagamie Waupaca Library System Board of Trustees; terms expire December 31, 2027.	1891
December 10, 2024	Reappointment of Charles Stertz to the Criminal Justice Coordinating Council; term expires April 30, 2026.	1891
December 10, 2024	Reappointment of David Horst to the Greenway Implementation Committee; term expires December 31, 2027.	1892
January 14, 2025	Appointment of Alexandra Baierl to the Health and Human Services (HHS) Board; term expires December 31, 2027	2192
January 14, 2025	Appointment of Mitesh Ajmera to the Outagamie Waupaca Library Systems (OWLS) Board of Trustees; term expires December 31, 2027.	2192
January 14, 2025	Appointment of Beth Robinson as the Criminal Justice Treatment Services (CJTS) Director.	2192
January 14, 2025	Appointment of Jessica Day (alternate) to the Criminal Justice Coordinating Council (CJCC); term expires April 30, 2026.	2192
February 11, 2025	Appointment of Beth Roberts as the Director of Health and Human Services.	2305
March 11, 2025	Appointment of Sara Lornson to the Health and Human Services Board; term expiring December 31, 2027.	2366
March 11, 2025	Reappointments of Brad Bastian, Isaac Uitenbroek, Rochelle Oskey, Brea Vang, and the appointment of Darren Koutnik to the Land Information Council; terms expiring April 30, 2027.	2366
March 11, 2025	Reappointments of Jeff Huelsbeck (term expiring December 8, 2025), James Strong (term expiring December 7, 2026), and John Breitzman (term expiring December 8, 2027) to the Veterans Service Commission.	2366
March 25, 2025	Reappointments of Michael Morman, Thomas Rooney, Jeff Dietzen, Terri Lison, Jeremy Freund, and Sarah Van Camp to the Land Information Council; terms expire April 30, 2027.	2489

Miscellaneous 2024-2025

Meeting Introduced	DESCRIPTION	Page No(s).
April 16, 2024	Annual Reorganization Meeting.	1
April 16, 2024	Minutes of the March 26, 2024 County Board Meeting	1
April 16, 2024	Special Order of Business: Corporation Counsel Kyle Sargent gave an overview of parliamentary procedure, open meetings law, and the role of administration / county board.	4
April 16, 2024	Special Order of Business: County Board Chairperson Dan Gabrielson gave an iPad overview.	4
May 14, 2024	Minutes of the April 16, 2024 County Board Meeting	24
May 14, 2024	Closed Session: Closed session pursuant to section 19.85(1)(g) Wis Stats. for the purpose of conferring with legal counsel for the govermnental body who is rendering oral or written advice concerning strategy to be adopted by the body with respect to litigation in which it is or is likely to become involved regarding prepayment of public bonds.	31
May 28, 2024	Minutes of the May 14, 2024 County Board Meeting	302
May 28, 2024	Special Order of Business: DLS Director, Kevin Englebert gave an overview of ARPA (American Rescue Plan Funds), ARPA internal funding, and ARPA external grants.	302
May 28, 2024	Communications	305
June 25, 2024	Minutes of the May 28, 2024 County Board Meeting	576
June 25, 2024	Special Order of Business: Supervisor Yvonne Monfils, UWO-Fox Cities Board of Trustees member, provided an update on the recent announcement by UW Oshkosh.	576
July 23, 2024	Minutes of the June 25, 2024 County Board Meeting	757
July 23, 2024	Special Order of Business: Highway Commissioner Dean Steingraber provided an update on the I-41 construction project.	757
August 27, 2024	Minutes of the July 23, 2024 County Board Meeting	978
September 10, 2024	Minutes of the August 27, 2024 County Board Meeting	1079
September 10, 2024	Communications	1079
September 24, 2024	Minutes of the September 10, 2024 County Board Meeting	1110
September 24, 2024	Special Order of Business: Representatives Elizabeth McMasters, Director CPA (appeared in-person) and Jake Lenell, Principal CPA, MBA (appeared remotely), from CLA-CliftonLarsenAllen LLP provided an overview of the Audit Report for Year ended December 31, 2023.	1110
October 8, 2024	Minutes of the September 24, 2024 County Board Meeting	1200
October 8, 2024	Special Order of Business: County Executive Thomas Nelson provided an update on the 2025 Budget.	1200
October 8, 2024	Special Order of Business: County Board Chairman Gabrielson provided a general overview of the 2025 budget review process.	1201

Miscellaneous 2024-2025

Meeting Introduced	DESCRIPTION	Page No(s).
October 22, 2024	Public Hearing for the proposed 2025 Outagamie County budget- Pursuant to Wisconsin Statutes Section 65.90.	1223
October 22, 2024	Minutes of the October 8, 2024 County Board Meeting	1224
November 4, 2024	2025 COUNTY EXECUTIVE BUDGET - The Finance Committee moves for adoption of the 2025 County Executive Budget as amended by the Finance Committee (see Final Finance Committee 2025 Executive Budget Amendments Worksheet).	1365
November 4, 2024	Minutes of the October 22, 2024 County Board Meeting	1372
December 10, 2024	Minutes of the November 4, 2024 County Board Meeting	1888
December 10, 2024	Special Order of Business: Greg Parins and Alex Pantzlaff, Recycling and Solid Waste Department, gave an overview of the department.	1888
January 14, 2025	Minutes of the December 10, 2024 County Board Meeting	2189
January 14, 2025	Closed Session pursuant to section 19.85(1)(e) Wis Stats. for the purpose of deliberating or negotiating the purchasing of public properties, the investing of public funds, or conducting other specified public business, whenever competitive or bargaining reasons require a closed session.	2189
January 14, 2025	Special Order of Business: Outagamie County Clerk, Kelly Gerrits, provided an overview on the procedures put in place at the county and at the State of Wisconsin to ensure the security and integrity of the electoral process.	2190
January 14, 2025	Special Order of Business: Outagamie County Executive Operations and Public Relations Specialist, Anne Van, provided an update on Outagamie County's interest and intent on having the county showcased through Discover Wisconsin's "Uniquely Wisconsin" series, while also providing the opportunity to showcase the new audio/visual equipment recently installed in the County Boardroom.	2190
January 28, 2025	Minutes of the January 14, 2025 County Board Meeting	2261
February 11, 2025	Minutes of the Janruary 28, 2025 County Board Meeting	2304
March 11, 2025	Minutes of the February 11, 2025 County Board Meeting	2364
March 11, 2025	Special Order of Business: Lisa Strandberg, Pillars Executive Director, provided an overview of the services Pillars provides to the community.	2364
March 11, 2025	Closed Session pursuant to section 19.85(1)(e) Wis Stats. for the purpose of deliberating or negotiating the purchasing of public properties, the investing of public funds, or conducting other specified public business, whenever competitive or bargaining reasons require a closed session.	2369
March 25, 2025	Minutes of the March 11, 2025 County Board Meeting	2488

Ordinances 2024-2025

Ordinance No.	Meeting Initially Introduced	DESCRIPTION	Committee	Page No(s).
Ordinance No. Z-1—2024-25	April 16, 2024	Approve to adopt the petition of CVS Real Estate, KTMJ Properties LLC, and Merrick Development (Edgewood Commercial Condominium Association), property owners, to rezone a portion of parcel 200013904, from the Local Commercial District to the Industrial District, in the Town of Vandenbroek, as depicted on the attached review and map.	Agriculture, Extension Education, Zoning, and Land Conservation Committee	5, 7
Ordinance No. Z-2—2024-25	May 28, 2024	Approve to amend Chapter 54, Zoning; Section 54-4 Definitions, Division 3- AGD General Agriculture District, Section 54-128 Permitted principal uses and structures, Division 7 – CL Local Commercial District, Section 54-233 Permitted principal uses and structures, Division 10- IND Industrial District, Section 54-306 Permitted principal uses and structures, of the Outagamie County Code of Ordinances, as detailed on the ordinance and attachments.	Agriculture, Extension Education, Zoning, and Land Conservation Committee	306, 320
Ordinance No. Z-3—2024-25	May 28, 2024	Approve to amend Chapter 54, Zoning; Division 1 – Generally, Section 54-70 Interpretation and organization of the Outagamie County Code of Ordinances, as detailed on the ordinance and attachments.	Agriculture, Extension Education, Zoning, and Land Conservation Committee	306, 328
Ordinance No. Z-4—2024-25	September 24, 2024	Approve to adopt the petition of Thomas and Stefanie VanDeHei, property owners, to rezone parcel 190012800, from the Exclusive Agriculture District to the General Agriculture District, in the Town of Seymour, as depicted on the attached review and map.	Agriculture, Extension Education, Zoning, and Land Conservation Committee	1112, 1114
Ordinance No. Z-5—2024-25	October 22, 2024	Approve to amend Chapter 10, Division 2-Districts and District Regulations, Section 10-521- Interpretation of district boundaries; Section 10-522- Application of regulations; Section 10-525 – Ponds and Stormwater Management Facilities; Section 10-564- Purpose: permitted uses and structures; Section 10-585- Purpose and permitted uses and structures; Section 10-586- Special uses; commercial and industrial uses; Section 10-607- Purpose, permitted uses and structures; Section 10-608- Special uses; Section 10-629- Purpose and permitted uses and structures; Section 10-649- Purpose and permitted uses and structures, of the Outagamie County Code of Ordinances, effective January 1, 2025, as detailed on the ordinance and attachments.	Agriculture, Extension Education, Zoning and Land Conservation Committee	1226, 1228
Ordinance No. Z-6—2024-25	November 4, 2024	Approve to adopt the petition of Meridian Surveying LLC, applicant on behalf of Paul and Annette Hauser, owners, to rezone parcel 170201501 from the Local Commercial District to the General Agriculture District in the Town of Oneida, as depicted on the attached review and map.	Agriculture, Extension, Zoning, and Land Conservation Committee	1374, 1840
Ordinance No. Z-7—2024-25	December 10, 2024	Approve the amendment to the Outagamie County Comprehensive Plan to amend the Farmland Preservation Plan Map for the Town of Black Creek, as noted on the resolution and attachments.	Agriculture, Extension Education, Zoning and Land Conservation Committee	1892, 1906
Ordinance No. Z-8—2024-25	January 14, 2025	Approve to recommend the amendment to the Outagamie County Comprehensive Plan to repeal and replace Map 36: Future Land Use for the Town of Vandenbroek, as noted on the resolution and attachments.	Agriculture, Extension Education, Zoning and Land Conservation Committee	2193, 2225
Ordinance No. Z-9—2024-25	January 28, 2025	Approve to adopt the petition of McMahon Associates Inc., applicant on behalf of KG Futures Group, LLC, owner, to rezone parcels (see Exhibit A&B), 38.88 acres, from General Agricultural & Single-Family Residential to Single-Family Residential & Two-Family Residential, located southwest of the intersection of Mc Hugh Road and Vans Court, in the Town of Freedom, as depicted on the attached review and map.	Agriculture, Extension, Zoning, and Land Conservation Committee	2262, 2265
Ordinance No. Z-10—2024-25	February 11, 2025	Approve to adopt the petition of Carow Land Surveying Company, Inc., applicant on behalf of Dustin & Dylan Handschke, owners, to rezone a portion of tax parcel 070061500 from Exclusive Agricultural to General Agricultural in the Town of Deer Creek, as depicted on the attached review and map.	Agriculture, Extension Education, Zoning, and Land Conservation Committee	2305, 2308
Ordinance No. Z-11—2024-26	March 11, 2025	Approve to amend the County Code of Ordinances to include solar energy systems language as pertains to Chapter 54, Zoning, as noted on the Ordinance and on the attached Exhibits A, B, and C.	Agriculture, Extension Education, Zoning and Land Conservation Committee	2367, 2401
Ordinance No. Z-12—2024-26	March 25, 2025	Approve to adopt the petition of Carow Land Surveying, applicant on behalf of Paul and Marilyn Tank Rev Trust, owner, to rezone a portion of parcel 060052800 from the Two-Family Residential District to the General Agriculture District, in the Town of Dale, as detailed on the attached review and map.	Agriculture, Extension Education, Zoning, and Land Conservation Committee	2491, 2522
Ordinance No. Z-13—2024-26	March 25, 2025	Approve to adopt the petition of Mach IV Engineering & Surveying, LLC, applicant on behalf of Keller Structures, Inc., owner, to rezone parcel 030065901 from the SWD Shoreland-Wetland District to the GSD General Shoreland District, in the Town of Buchanan, as detailed on the attached review and map	Agriculture, Extension Education, Zoning and Land Conservation Committee	2491, 2530
Ordinance No. A—2024-25	June 25, 2024	Approve amendments to Chapter 2 of the Outagamie County Code of Ordinances as pertains to East Central Wisconsin Regional Planning Commission and Fox Cities Metropolitan Area Planning Organization Policy Board Appointments, as noted on the Ordinance.	Legislative/Audit and Human Resources Committee	582, 750
Ordinance No. B—2024-25	September 24, 2024	Approve to amend the County Code of Ordinances as pertains to Chapter 22, Finance and Taxation, Sec. 22-30 Competitive bids Proposals or Quotations and Sec. 22-66 When Required, as noted on the Ordinance.	Finance Committee	1113, 1195
Ordinance No. C—2024-25	December 10, 2025	Approve to amend the County Code of Ordinances as pertains to Chapter 2, Section 2-61, Rule 18 – Receiving, Selling and Purchasing Property, as noted on the Ordinance.	Property, Airport, Recreation and Economic Development Committee	1896, 2182
Ordinance No. D—2024-25	January 28, 2025	Approve to amend the Outagamie County Code of Ordinances as pertains to Section 34-25 - Boating Regulations, (e) Controlled Area, as noted on the Ordinance.	Public Safety Committee	2263, 2299

Resolutions 2024-2025

Resolution No.	Meeting Initially Introduced	DESCRIPTION	Committee	Page No(s).
Resolution No. Z-1—2024-25	May 14, 2024	Approve the rezone request for Russell Obermeier, parcel 101086305, from the Local Commercial District to the R-5 Multifamily Residence District, in the Town of Grand Chute, as noted on the attached review and map	Agriculture, Extension Education, Zoning and Land Conservation Committee	29, 33
Resolution No. Z-2—2024-25	May 14, 2024	Approve to recommend denial of the rezone request, outlined in the attached County Rezoning Review and Recommendation report, as required by §59.69(5)(e)4 Wis. Stats., for applicants Chad Reader and Chad Calmes, owners Glen & Cheryl Sprangers, for parcels 200021800, 200021801, 200021802, and 200021803, proposed rezoning from the General Agriculture District to the Industrial District, in the Town of Vandenbroek, as noted on the attached review and map	Agriculture, Extension Education, Zoning and Land Conservation Committee	29, 40
Resolution No. Z-3—2024-25	May 14, 2024	Approve the Town Zoning Code Text Amendment for the Town of Buchanan which will repeal the entirety of the Town's zoning code text, and replace it with all new language, while preserving the existing zoning map, as noted on the attached staff review and Town Ordinance No. 2024-01	Agriculture, Extension Education, Zoning and Land Conservation Committee	29, 49
Resolution No. Z-4—2024-25	May 28, 2024	Approve the rezone request for Roger and Vanice Sprangers, parcels 030060100, 030060101, and 030063000 from the General Agriculture District to the Local Commercial District, and parcel 030060200 from the Industrial District to the Local Commercial District, in the Town of Buchanan, as detailed on the attachments.	Agriculture, Extension Education, Zoning and Land Conservation Committee	306, 310
Resolution No. Z-5—2024-25	July 23, 2024	Approve the rezone request for JBW Properties LLC, for parcel 030065702, from the General Agriculture District, Local Commercial District, and Industrial District to the Industrial District only, in the Town of Buchanan, as noted on the attachments.	Agriculture, Extension Education, Zoning and Land Conservation Committee	759, 762
Resolution No. Z-6—2024-25	December 10, 2024	Approve the rezone request for the WisDOT (owner/seller) and Outagamie County (buyer), for a 12-acre portion of parcel 120040701, from the A1- Exclusive Agricultural/Farmland Preservation District to A2- General Agricultural District, in the Town of Hortonia, as depicted on the attached review and map.	Agriculture, Extension Education, Zoning and Land Conservation Committee	1892, 1898
Resolution No. Z-7—2024-25	January 14, 2025	Approve the rezone request for Robert and Lisa Vandeloo for parcels 130026600, 130024700, 130035901, 130033500, 130038401, 130038500, 130038900, 130038100, and 130036302 from the Transitional District to the Exclusive Agriculture District in the Town of Kaukauna, as detailed on the attached review and map.	Agriculture, Extension Education, Zoning and Land Conservation Committee	2193, 2195
Resolution No. Z-8—2024-25	January 14, 2025	Approve the rezone request for George A. Cuff Jr. and Lois A. Cuff, for parcel 120013500, from the A1 - Exclusive Agricultural/Farmland Preservation District to A2 - General Agricultural District in the Town of Hortonia, as depicted on the attached review and map.	Agriculture, Extension Education, Zoning and Land Conservation Committee	2193, 2204
Resolution No. Z-9—2024-25	January 14, 2025	Approve the Town of Buchanan Zoning Code Text Amendment, which includes updates to Table 525-31-1: Principal and Special Exception Uses and Structures, as well as the addition of a definition for "Mixed-Use" in Section 525-31, as depicted on the attached staff review.	Agriculture, Extension Education, Zoning and Land Conservation Committee	2193, 2215
Resolution No. Z-10—2024-25	March 11, 2025	Approve the rezone request for Stephen and Barbara Sassman for parcel 010030901, from the AED Exclusive Agriculture District to the AGD General Agriculture District, in the Town of Black Creek, as depicted on the attached review and map.	Agriculture, Extension Education, Zoning and Land Conservation Committee	2366, 2371
Resolution No. Z-11—2024-25	March 11, 2025	Approve the rezone request for Jeffrey and Michele Paltzer (owners) and Greg and Alexis Paltzer (applicant) for parcel 010046202, from the AED Exclusive Agriculture District to the AGD General Agriculture District, in the Town of Black Creek, as depicted on the attached review and map.	Agriculture, Extension Education, Zoning and Land Conservation Committee	2367, 2377
Resolution No. Z-12—2024-25	March 11, 2025	Approve the rezone request for Daniel and Sherah Justus for parcel 010079202, from the AED Exclusive Agriculture District to the AGD General Agriculture District, in the Town of Black Creek, as depicted on the attached review and map.	Agriculture, Extension Education, Zoning and Land Conservation Committee	2367, 2383
Resolution No. Z-13—2024-25	March 11, 2025	Approve the rezone request for Heiden Rev Family Trust for parcel 010048502, from the AED Exclusive Agriculture District to the AGD General Agriculture District, in the Town of Black Creek, as depicted on the attached review and map.	Agriculture, Extension Education, Zoning and Land Conservation Committee	2367, 2389
Resolution No. Z-14—2024-25	March 11, 2025	Approve the rezone request for Tracy and Zach Holschbach for parcel 010053401, from the AED Exclusive Agriculture District to the AGD General Agriculture District, in the Town of Black Creek, as depicted on the attached review and map.	Agriculture, Extension Education, Zoning and Land Conservation Committee	2367, 2395
Resolution No. Z-15—2024-25	March 25, 2025	Approve to deny the rezone request for Chad Reader and Chad Calmes, applicants on behalf of Glen and Cheryl Sprangers, for parcels 200021800, 200021801, 200021802, and 200021803, totaling 19.74 acres, from AGD General Agriculture District to the IND Industrial District, in the Town of Vandenbroek, as detailed on the attached staff review and map.	Agriculture, Extension Education, Zoning and Land Conservation Committee	2490, 2494
Resolution No. Z-16—2024-25	March 25, 2025	Approve the rezone request for Karen and Eugene Atkinson, for parcels 010042300 and 010042400, from the AED Exclusive Agriculture District to the AGD General Agriculture District, in the Town of Black Creek, as detailed on the attached review and map.	Agriculture, Extension Education, Zoning and Land Conservation Committee	2490, 2509
Resolution No. Z-17—2024-25	March 25, 2025	Approve the rezone request for the Town of Grand Chute, applicant on behalf of MCMI LLC, owner, for parcel 102530800 from the CR Regional Commercial District to the R-5 Multifamily Residence District, in the Town of Grand Chute, as detailed on the attached review and map.	Agriculture, Extension Education, Zoning and Land Conservation Committee	2490, 2515
Resolution No. 1—2024-25	April 16, 2024	Pursuant to §125.51(5)(b)2, Wis. Stats., as owner and operator of the Appleton International Airport, approve to grant a "Class B" permit to SSP America ATW, LLC, to allow the sale of intoxicating liquor for consumption by the glass and not in the original package or container on the premises, and authorize and approve the County Board Chairperson and County Clerk to sign the attached AT-105: Application for Airport/Public Facility Permit.	Property, Airport, Recreation and Economic Development Committee	5, 14
Resolution No. 2—2024-25	May 14, 2024	Approve the Land Conservation Department to accept and expend an $18,000 grant from the University of Wisconsin-Green Bay to provide assistance in designing and installing monitoring infrastructure at the Heart of the Valley Sediment Basin and one additional planned agricultural treatment system, and increase the following line items in the Land Conservation Grants (2100400) cost center: Misc Revenue by $18,000; Salary by $2,000; Fringe by $1,000; Supplies by $7,500; and Purchased Services by $7,500, as noted on the attached fiscal note.	Agriculture, Extension Education, Zoning, and Land Conservation Committee	29, 210
Resolution No. 3—2024-25	May 14, 2024	Approve to go on record to support the Village of Combined Locks Territory Amendment #1 to Tax Incremental District (TID) No. 3 as detailed in the attached document dated May 7, 2024; and recommend that the representative of Outagamie County on the Village of Combined Locks TID Board of Review vote in favor of the amendment.	Finance Committee	30, 214
Resolution No. 4—2024-25	May 14, 2024	Approve the Health and Human Services Public Health Department to apply for, accept and expend the Community Vision Fund Grant for $10,000 to be used to equip members of the community with the resources needed to provide well-being support, and for the line items of Community Health Revenue – Miscellaneous increase by $10,000 and decrease the Community Health Advertising – Promotion by $10,000, as noted on the attached fiscal note.	Health and Human Services Committee	30, 244
Resolution No. 5—2024-25	May 14, 2024	Approve to transfer $45,000 from the line items of Various Capital Projects (cost center 4661100.6000) to the Various Capital Projects (cost center 4640600.0000) in order to modernize elevators 1, 2, 5, and 7 in the Justice Center, as noted on the attached fiscal note.	Property, Airport, Recreation and Economic Development Committee	30, 249

Resolutions 2024-2025

Resolution No.	Meeting Initially Introduced	DESCRIPTION	Committee	Page No(s).
Resolution No. 6—2024-25	May 14, 2024	Approve an Access Agreement made by and between the State of Wisconsin Department of Natural Resources and Tony J. Farley and Stacey L. Farley for permission to cross the former railroad corridor of Wisconsin Central, Ltd., known as the "Newton Blackmour State Trail" on Parcel Number 190056500 in the Town of Seymour; as noted on the attachments.	Property, Airport, Recreation and Economic Development Committee	30, 255
Resolution No. 7—2024-25	May 14, 2024	Authorize and approve of the "Outagamie County Hazard Mitigation Plan 2024-2029" as an official plan and revisions to meet the Plan approval requirements after adoption will not require Outagamie County to re-adopt any further iterations of the Plan and that subsequent plan updates following the approval period for this Plan will require separate resolutions.	Public Safety Committee	31, 267
Resolution No. 8—2024-25	May 14, 2024	Authorize and approve of all excess or deficiency of revenues over/under expenditures and unexpected appropriations of the various accounts reverting back to the County's General Fund or from the General Fund as indicated in the attached fiscal note and Summary of 2023-2024 Revolving Funds, with the exception of those expenses, revenues or transfers, as noted in the resolution and attachments.	Finance Committee	31, 270
Resolution No. 9—2024-25	May 14, 2024	Approve "RESOLUTION AUTHORIZING THE PARTIAL REDEMPTION OF THE COUNTY'S GENERAL OBLIGATION CAPITAL IMPROVEMENT BONDS, DATED DECEMBER 27, 2012".	Finance Committee	31, 294
Resolution No. 10—2024-25	May 28, 2024	Approve of using $70,000 of ARPA funds to help fund the remaining balance needed to purchase a new CERT support trailer for use by the County CERT, and increase the ARPA line items of Revenue and Capital by $70,000 each, as detailed on the attached fiscal note.	Finance Committee	306, 336
Resolution No. 11—2024-25	May 28, 2024	Authorize the County Highway Commissioner to enter into a revised State/Municipal Financial Agreement for the CTH N from CTH KK to CTH CE project, as noted on the attached 1st Revision State/Municipal Agreement for a State-Let Urbanized Area STP-Urban Project document and authorize funding for the county share of the project costs to be included in a future budget (2026), as detailed on the attached fiscal note.	Highway, Recycling and Solid Waste Committee.	307, 342
Resolution No. 12—2024-25	May 28, 2024	Approve an in-year Table of Organization request for the Land Conservation Department positions, effective May 15, 2024, to delete one full-time Administrative Coordinator and add one full-time Senior Account Technician and one part-time Senior Account Technician, as noted on the attachments, and decrease the Land Conservation line items of Salaries by $533 and Fringe by $462, as detailed on the attached fiscal note.	Legislative/Audit and Human Resources Committee	307, 355
Resolution No. 13—2024-25	May 28, 2024	Approve an in-year Table of Organization request for the Highway Department positons, effective May 6, 2024, to delete one full-time Administrative/Real Estate Coordinator and add one full-time Management Assistant, with no budget adjustment needed, as detailed on the attachments.	Legislative/Audit and Human Resources Committee.	307, 370
Resolution No. 14—2024-25	May 28, 2024	Approve a Hangar Land Lease Agreement for Lot #18 at the Appleton International Airport between Outagamie County and Milis Enterprise, LLC, as noted on the attachments, and approve the Appleton Flight Center General Aviation Land Leases increase by $596 and Airport Terminal Fund Balance Applied decrease by $596, as detailed on the attached fiscal note.	Property, Airport, Recreation and Economic Development Committee	307, 384
Resolution No. 15—2024-25	May 28, 2024	Approve the attached three Hangar Land Lease Agreements for Lot #15, #16, and #17 at the Appleton International Airport between Outagamie County and Milis Enterprise, LLC, and approve the Appleton Flight Center General Aviation Land Leases increase by $2,045 and Airport Terminal Fund Balance Applied decrease by $2,045, as detailed on the attached fiscal note.	Property, Airport, Recreation and Economic Development Committee	307, 413
Resolution No. 16—2024-25	May 28, 2024	Approve the request to transfer $31,841 from the Small Department Vacation / Sick Leave Payout Fund to the line items of Clerk of Courts Salaries by $29,578, and Fringe Benefits by $2,263, and the General Funds line items of Applied, Fund Balance increase by $31,841, and the Committed Fund Balance for Small Depts Vac/Sick Payouts decrease by $31,841, and the Fund Balance Unassigned increase by $31,841, as noted on the attachments, to fill the Deputy Court Clerk position.	Public Safety Committee	308, 539
Resolution No. 17—2024-25	May 28, 2024	Services Department to apply for, accept, and expend the 2024 Veterans Treatment Court Innovations Grant issued by the Justice for Vets for $37,379, and increase the following line items in the Treatment Courts cost center: Intergovernmental Revenue by $37,379; Purchased Services by $10,518; and Travel/Training by $26,861, as detailed on the attached fiscal note.	Public Safety Committee	308, 546
Resolution No. 18—2024-25	May 28, 2024	Approve all excess or deficiency of revenues over/under expenditures and unexpended appropriations of the various accounts reverting back to the County's General Fund or from the General Fund, including the Highway related revolving funds for year 2023 into 2024, not included in the original request and resolution, except as otherwise noted in the resolution and attachments.	Finance Committee	308, 552
Resolution No. 19—2024-25	May 28, 2024	Approve to authorize filing a new application and amendment, as necessary, of any open applications with the Federal Aviation Administration (FAA), authorizing the continuation of the imposition of a Passenger Facility Charge of $4.50, and the expenditure of revenues from the Appleton International Airport (ATW), in accordance with the Capital Improvement Program, and the assurances and understandings contained in Application #10, and acknowledge the attached ATW Passenger Facility Charge Application #10 Proposed Project Information, and that the projects are subject to change based on FAA approval, needs and funding capability of the ATW.	Property, Airport, Recreation and Economic Development Committee	308, 568
Resolution No. 20—2024-25	June 25, 2024	Authorize and approve the continuation of a self-insured worker's compensation program that is currently in effect and in compliance with the Wisconsin Administrative Code DWD 80.60(3).	Finance Committee	579, 583
Resolution No. 21—2024-25	June 25, 2024	Approve to authorize the County Highway Commissioner to enter into the 2024-2025 Local Small Structures Inspection and Inventory Program Agreement with the Wisconsin Department of Transportation, for the inventory and inspection of Local Small Structures, with the county share of the project costs to be included in future budgets, as noted on the attachments.	Highway, Recycling and Solid Waste Committee	579, 588
Resolution No. 22—2024-25	June 25, 2024	Approve to authorize the County Highway Commissioner to enter into a State/Municipal Agreement for a State-Let Highway Safety Improvement Program Project for the CTH A & CTH JJ-West intersection project, with the county share of the project costs to be included in future budgets, as noted on the attachments.	Highway, Recycling and Solid Waste Committee	579, 598
Resolution No. 23—2024-25	June 25, 2024	Support and approve the new structure of the Appleton (Fox Cities) Metropolitan Planning Organization (MPO) Policy Board (as noted in the attached Organization Table), and participate in the Appleton (Fox Cities) MPO Policy Board meetings to ensure a continuing, comprehensive, and cooperative transportation planning process for the Appleton (Fox Cities) Metropolitan Planning Area, support the attached Agreement provisions, and the final Agreement will be negotiated and executed between the State of Wisconsin Governor, East Central Wisconsin Regional Planning Commission, and the local units of government.	Highway, Recycling and Solid Waste Committee	579, 611
Resolution No. 24—2024-25	June 25, 2024	Approve an in-year Table of Organization request to move one full-time Lieutenant position from the Sheriff's Office Corrections cost center to the Patrol cost center effective June 16, 2024 (as noted on the attachments), and increase the line items of Patrol Salaries by $48,900 and Patrol Fringe Benefits by $18,600; decrease the line items of Corrections Salaries by $48,900 and Corrections Fringe Benefits by $18,600, as noted on the attached fiscal note.	Legislative/Audit and Human Resources Committee	580, 622

Resolutions 2024-2025

Resolution No.	Meeting Initially Introduced	DESCRIPTION	Committee	Page No(s).
Resolution No. 25—2024-25	June 25, 2024	Approve an in-year Table of Organization request to delete one part-time Assistant Corporation Counsel position and add one full-time Assistant Corporation Counsel position effective July 1, 2024, for the Corporation Counsel Department (as noted on the attachments), and increase the line items of Corporation Counsel Salaries by $22,675 and Corporation Counsel Fringe by $8,403, and decrease the line item of General Funds Applied, Fund Balance Applied by $31,078, as noted on the attached fiscal note.	Legislative/Audit and Human Resources Committee	580, 642
Resolution No. 26—2024-25	June 25, 2024	Approve an in-year Table of Organization classification request to change the Watershed GIS Analyst position to a Programs Manager/GIS Analyst position effective May 15, 2024, in the Land Conservation Department (as noted on the attachments), and increase the following Land Conservation line items: Salaries by $2,642; Fringes by $395; Intergovernmental Revenue by $3,037, as noted on the attached fiscal note.	Legislative/Audit and Human Resources Committee	580, 654
Resolution No. 27—2024-25	June 25, 2024	Approve an in-year Table of Organization classification request to change the Environmental Engineer/Project Coordinator position to a Deputy Director/Environmental Engineer position effective May 15, 2024, in the Land Conservation Department, with no budget adjustment, as noted on the attachments.	Legislative/Audit and Human Resources Committee	580, 665
Resolution No. 28—2024-25	June 25, 2024	Approve an in-year Table of Organization request by adding one full-time Regenerative Ag Coordinator position (sunset position) effective May 15, 2024, for the Land Conservation Department, with no budget adjustment, as noted on the attachments.	Legislative/Audit and Human Resources Committee	581, 677
Resolution No. 29—2024-25	June 25, 2024	Approve an in-year Table of Organization change to delete two full-time Industrial Maintenance Technician positions, add one full-time Recycling Equipment/Maintenance Technician position, and add one full-time Solid Waste Equipment/Maintenance Technician position effective May 6, 2024, in the Recycling and Solid Waste Department (as noted on the attachments) and for the following cost center line items: Landfill Operations Salaries increase by $984.50; Landfill Operations Fringes increase by $672; Landfill Operations Fund Balance Applied decrease by $1,656.50; Single Stream Operations Salaries increase by $984.50; Single Stream Operations Fringes increase by $672; Single Stream Operations Fund Balance Applied decrease by $1,656.50, as noted on the attached fiscal note.	Legislative/Audit and Human Resources Committee	581, 688
Resolution No. 30—2024-25	June 25, 2024	Approve an in-year Table of Organization request by adding one full-time position for the following: Marketing and Social Media Coordinator, Assistant Airport Director, and Airport Electrician effective July 1, 2024, at the Appleton International Airport, and for the following Airport Terminal cost center line items: increase Salaries by $103,700; increase Fringe Benefits by $51,200; increase IT Direct Billed by $12,100; and decrease Fund Balance Applied by $167,000, as note on the attached fiscal note.	Legislative/Audit and Human Resources Committee	581, 705
Resolution No. 31—2024-25	June 25, 2024	Approve the Sheriff's Office to accept and expend an unsolicited donation from Keller, Inc. for $2,500, for the purchase of fitness equipment to be used by employees in the lower level workout room at the Justice Center, and increase the line items for Corrections Revenue and Corrections Supplies by $2,500 each, as noted on the attached fiscal note.	Public Safety Committee	581, 744
Resolution No. 32—2024-25	July 23, 2024	Authorize the Highway Commissioner to enter into a State/Municipal Financial Agreement for the County E interchange reconstruction project, with the county share of the project costs to be included in future budgets, as noted on the attachments.	Highway, Recycling and Solid Waste Committee	759, 772
Resolution No. 33—2024-25	July 23, 2024	Authorize the Highway Commissioner to enter into a revised State/Municipal Agreement for the County Z improvement project, with the county share of the project costs to be included in a future budget (2025), as noted on the attachments.	Highway, Recycling and Solid Waste Committee	759, 784
Resolution No. 34—2024-25	July 23, 2024	Authorize and approve the Appleton International Airport entering into an agreement for branded display advertising with ThedaCare, Inc., with no budget adjustment needed as the lease revenue has been included in the 2024 budget, as noted in the attachments.	Property, Airport, Recreation and Economic Development Committee	759, 798
Resolution No. 35—2024-25	July 23, 2024	Approve the Opioid Settlement Agreements, as noted on the resolution and attachments.	Health and Human Services Committee	760, 816
Resolution No. 36—2024-25	July 23, 2024	Approve an Underground Telecommunication Easement made by and between the State of Wisconsin Department of Natural Resources and Bug Tussel Wireless LLC for the area described as Part of the NE ¼ of the SE ¼ of Section 5, Township 22 North, Range 15 East, Town of Liberty and Part of the SW ¼ of the SW ¼ of Section 9, Township 22 North, Range 17 East, Village of Black Creek, as noted on the resolution and attachments.	Property, Airport, Recreation and Economic Development Committee	760, 840
Resolution No. 37—2024-25	July 23, 2024	Authorize and approve that the following Development and Land Services accounts shall not lapse to the County's General Fund: Contract with CHM Government Services for Campground Feasibility Study for County-owned Trapper's Lane properties; Contract with Pro-West for NG911 Implementation; and Contract with TriMin Systems for Recorded Document Back Indexing project, as noted on the attachments.	Finance Committee	760, 856
Resolution No. 38—2024-25	July 23, 2024	Authorize and approve the unused levy from 2019 in the amount of 1.903% of the county's valuation be carried forward, as noted on the resolution and attachments.	Finance Committee	760, 863
Resolution No. 39—2024-25	July 23, 2024	Approve the Administrative Rule AR-2024-01 (attached), replacing AR-2023-02, which amends the County Employee Handbook with adjustments and clarifying language to reflect current practice in several areas (as noted on the resolution and attachments), and will be on file in the County Clerk's Office in a manual labeled "Outagamie County Administrative Rules".	Legislative/Audit and Human Resources Committee	760, 876
Resolution No. 40—2024-25	August 27, 2024	Committee. Approve the Land Conservation Department to accept and expend $108,575 Reserve Funds from the Wisconsin Department of Agriculture, Trade and Consumer Protection as a landowner cost sharing project at Olson's Best Dairy waste storage project site; and increase the line items of Cost-Share for the Land Conservation Grant and Landowner Payment by $108,575 each, as noted on the attached fiscal note.	Agriculture, Extension Education, Zoning, and Land Conservation Committee	980, 984
Resolution No. 41—2024-25	August 27, 2024	Authorize the County Highway Commissioner to enter into a State/Municipal Financial Agreement for the I-41 salt shed project, as noted on the attached State/Municipal Financial Agreement for a State-Let Highway Project, and the county share of the project costs to be included in future budgets, as noted on the attached fiscal note.	Highway, Recycling and Solid Waste Committee	980, 990
Resolution No. 42—2024-25	August 27, 2024	Authorize the Highway Commissioner to enter into a State/Municipal Financial Agreement for the County J interchange improvement project, as noted on the attached State/Municipal Financial Agreement for a State-Let Highway Project, and the county share of the project costs to be included in future budgets, as noted on the attached fiscal note.	Highway, Recycling and Solid Waste Committee	981, 998
Resolution No. 43—2024-25	August 27, 2024	Authorize the Highway Commissioner to enter into a State/Municipal Financial Agreement for the County U interchange and I-41 mainline improvement projects, as noted on the attached State/Municipal Financial Agreement for a State-Let Highway Project, and the county share of the project costs to be included in future budgets, as noted on the attached fiscal note.	Highway, Recycling and Solid Waste Committee	981, 1008
Resolution No. 44—2024-25	August 27, 2024	Authorize the Highway Commissioner to enter into a State/Municipal Financial Agreement for the I-41 mainline improvement project, as noted on the attached State/Municipal Financial Agreement for a State-Let Highway Project, and the county share of the project costs to be included in future budgets, as noted on the attached fiscal note.	Highway, Recycling and Solid Waste Committee	981, 1024

Resolutions 2024-2025

Resolution No.	Meeting Initially Introduced	DESCRIPTION	Committee	Page No(s).
Resolution No. 45—2024-25	August 27, 2024	Approve the County Department of Health and Human Services to solicit for donations from the community for the programs listed on this resolution and the attached Solicitation of Donations Policy and Procedure and Record of Donation Form that shall be used by all Department of Health and Human Services units, divisions, and programs within the department.	Health and Human Services Committee	981, 1039
Resolution No. 46—2024-25	August 27, 2024	Approve an in-year Table of Organization request to add two (2) part-time Driver positions and reclassify one (1) full-time Maintenance Lead position, effective September 8, 2024, for Brewster Village, with no budget adjustment needed, as noted on the attachments.	Legislative/Audit and Human Resources Committee	981, 1046
Resolution No. 47—2024-25	August 27, 2024	Authorize granting We Energies an easement for the area described as strips of land twelve feet in width, being part of the Grantor's land for parcels 311931406, 311931411, and 311931410, in the City of Appleton (Plamann Park); as shown on the attached Distribution Easement Underground and Temporary Exhibit A.	Property, Airport, Recreation and Economic Development Committee	982, 1061
Resolution No. 48—2024-25	August 27, 2024	Approve transferring $5,600 from the Human Resources Salaries line item to the Human Resources Capital Outlay line item to upgrade chairs and the department conference room for video conference capabilities, as noted on the attached fiscal note.	Legislative/Audit and Human Resources Committee	982, 1072
Resolution No. 49—2024-25	September 10, 2024	Authorize and approve to increase the Community Health Advertising – Promotion line item for $20,000 in order to correct an error in previously adopted Resolution 4—2024-25, as noted on the attached fiscal note.	Health and Human Services Committee	1080, 1082
Resolution No. 50—2024-25	September 10, 2024	Authorize and approve to transfer the 2024 juvenile transports and mental health client transports budgets from the Health and Human Services Department to the Sheriff's Office, and for the following line items: decrease the Youth Aids Transportation by $10,000; decrease the Contract Mental Health Transportation by $55,520.78; and increase the Public Safety Human Services Transports by $65,520.78, as noted on the attached fiscal note.	Health and Human Services Committee	1080, 1087
Resolution No. 51—2024-25	September 10, 2024	Authorize the execution of a Warranty Deed to the Wisconsin Department of Transportation for $5,050 for parcel number 260447400 in Outagamie County, with property interests and rights (as noted on the attachments) and for the line items of Solid Waste for Proceeds from Sale of Asset increase by $5,050 and Solid Waste Land decrease by $5,050, as noted on the attached fiscal note.	Property, Airport, Recreation and Economic Development Committee	1080, 1091
Resolution No. 52—2024-25	September 10, 2024	Approve the Addendum to the Lease Agreement between Outagamie County and Valley Packaging Industries to occupy the county owned premises located at 3375 West Brewster Street, Appleton, until February 1, 2025, as noted on the attached Addendum to Lease Agreement, with no budget adjustment needed at this time, as revenues will be included in the 2025 budget.	Property, Airport, Recreation and Economic Development Committee	1081, 1104
Resolution No. 53—2024-25	September 24, 2024	Approve to go on record to support the attached Town of Grand Chute Tax Incremental District (TID) No. 5A Project Plan; and recommend that the County Representative on the Town of Grand Chute TID Board of Review vote in favor of this plan.	Finance Committee	1112, 1122
Resolution No. 54—2024-25	September 24, 2024	Approve to go on record in opposition of the attached document dated September 11, 2024, the Town of Freedom Territory Amendment #1 to Tax Incremental District (TID) No. 3, and recommend that the County Representative on the Town of Freedom TID Board of Review vote in opposition of this plan.	Finance Committee	1112, 1159
Resolution No. 55—2024-25	October 8, 2024	Approve an in-year Table of Organization request for the Veterans Service Office, effective August 25, 2024, to delete one full-time Deputy Veterans Service Officer position and add one full-time Senior Benefits Specialist position (as noted on the resolution and attachments); and increase the line items of Veterans Service Salaries by $2,551 and the Veterans Service Fringe Benefits by $433 and decrease the line item of Reserve for Contingency by $2,984, as noted on the fiscal note.	Legislative/Audit and Human Resources Committee	1202, 1204
Resolution No. 56—2024-25	October 22, 2024	Authorize and approve of the Sheriff's Office to apply for, accept and expend the 2024 Justice Assistance Grant issued by the US Department of Justice, to be used toward camera equipment, and increase the Patrol line items of Intergovernmental Revenue and Supplies by $10,140 each, as detailed on the attached fiscal note.	Public Safety Committee	1226, 1248
Resolution No. 57—2024-25	October 22, 2024	Approve to endorse Frontier's application for Broadband, Equity, Access, and Deployment (BEAD) funding in Outagamie County and approve to endorse the application of Frontier for BEAD funding to support their broadband infrastructure project in Outagamie County.	Property, Airport, Recreation and Economic Development Committee	1226, 1252
Resolution No. 58—2024-25	October 22, 2024	Approve to grant We Energies an easement for parcel number 311931411 in the City of Appleton, (Plamann Park), as noted on the resolution and attachments.	Property, Airport, Recreation and Economic Development Committee	1226, 1256
Resolution No. 59—2024-25	October 22, 2024	Approve to respectfully request that the State of Wisconsin, in its 2025-2027 state biennial budget, provide state General Purpose Revenue funding to cover the following: Full non-federal share of Medical Assistance Community Support Programs and Crisis services; and Annual increases to State Human Service Aids to cover increased compensation costs for human services staff.	Health and Human Services Committee	1227, 1264
Resolution No. 60—2024-25	October 22, 2024	Approve the Administrative Rule AR-2024-02 (attached), replacing AR-2024-01, which amends the County Employee Handbook with adjustments and clarifying language to reflect current practice as pertains to Life Insurance and Long-Term Disability (as noted on the resolution and attachments), and will be on file in the County Clerk's Office in a manual labeled "Outagamie County Administrative Rules".	Legislative/Audit and Human Resources Committee	1227, 1268
Resolution No. 61—2024-25	November 4, 2024	Amend the Wage Scale for the Appleton International Airport, cost center 5000110, by changing the Director of Finance & Administration from Exempt 165 to Exempt 175 effective January 1, 2025, and the fiscal change has been included in the budget as well as attendant budget expenditures and revenues, as detailed in the attachments.	Legislative/Audit & Human Resources Committee	1366, 1376
Resolution No. 62—2024-25	November 4, 2024	Amend the Wage Scale for the Appleton International Airport, cost center 5000110, by changing the Marketing & Brand Manager from Exempt 145 to Exempt 160 effective January 1, 2025, and the fiscal change has been included in the budget as well as attendant budget expenditures and revenues, as detailed in the attachments.	Legislative/Audit & Human Resources Committee	1366, 1391
Resolution No. 63—2024-25	November 4, 2024	Amend the Table of Organization for the Criminal Justice Treatment Services (CJTS), cost center 1009100, by eliminating one (1) part-time Criminal Justice Support Specialist position and creating one (1) part-time Case Manager position effective January 1, 2025, and the fiscal change has been included in the budget as well as attendant budget expenditures and revenues, as detailed in the attachments.	Legislative/Audit & Human Resources Committee	1366, 1405
Resolution No. 64—2024-25	November 4, 2024	Amend the Table of Organization for the Criminal Justice Treatment Services (CJTS), cost center 2101000, by creating one (1) part-time Office Assistant position (sunset position) effective January 1, 2025, and the fiscal change has been included in the budget as well as attendant budget expenditures and revenues, as detailed in the attachments.	Legislative/Audit & Human Resources Committee	1366, 1426
Resolution No. 65—2024-25	November 4, 2024	Amend the Table of Organization for the Financial Services Department, cost center 1004100, by eliminating one (1) full-time Deputy Director Department & Board Relations position and creating one (1) full-time Senior Accountant position effective January 1, 2025, and the fiscal change has been included in the budget as well as attendant budget expenditures and revenues, as detailed in the attachments.	Legislative/Audit & Human Resources Committee	1367, 1442

Resolutions 2024-2025

Resolution No.	Meeting Initially Introduced	DESCRIPTION	Committee	Page No(s).
Resolution No. 66—2024-25	November 4, 2024	Amend the Table of Organization for the Health and Human Services Department, cost center 2063595, by creating two (2) full-time Case Manager – CLTS Program positions (sunset positions) effective January 1, 2025, and the fiscal change has been included in the budget as well as attendant budget expenditures and revenues, as detailed in the attachments.	Legislative/Audit & Human Resources Committee	1367, 1455
Resolution No. 67—2024-25	November 4, 2024	Amend the Table of Organization for the Health and Human Services Department, cost center 2063595, by creating one (1) full-time Case Manager – Lead position (sunset position) effective January 1, 2025, and the fiscal change has been included in the budget as well as attendant budget expenditures and revenues, as detailed in the attachments	Legislative/Audit & Human Resources Committee	1367, 1470
Resolution No. 68—2024-25	November 4, 2024	Legislative/Audit & Human Resources Committee. Amend the Table of Organization for the Health and Human Services Department, cost center 2063595, by creating one (1) full-time Human Services Supervisor - CLTS position (sunset position) effective January 1, 2025, and the fiscal change has been included in the budget as well as attendant budget expenditures and revenues, as detailed in the attachments.	Legislative/Audit & Human Resources Committee	1367, 1484
Resolution No. 69—2024-25	November 4, 2024	Amend the Table of Organization for the Health and Human Services Department, cost center 2063595, by creating one (1) full-time Fiscal Specialist – CLTS position (sunset position) effective January 1, 2025, and the fiscal change has been included in the budget as well as attendant budget expenditures and revenues, as detailed in the attachments.	Legislative/Audit & Human Resources Committee	1367, 1499
Resolution No. 70—2024-25	November 4, 2024	Amend the Table of Organization for the Health and Human Services Department, cost center 2061010, by creating One (1) Full-time Community Health Educator – Substance Use Prevention position effective January 1, 2025, and the fiscal change has been included in the budget as well as attendant budget expenditures and revenues, as detailed in the attachments.	Legislative/Audit & Human Resources Committee	1367, 1513
Resolution No. 71—2024-25	November 4, 2024	Amend the Table of Organization for the Health and Human Services Department, cost center 2061020, by eliminating one (1) full-time Nutritionist position and creating One (1) Full-time Registered Dietitian position (sunset position) effective January 1, 2025, and the fiscal change has been included in the budget as well as attendant budget expenditures and revenues, as detailed in the attachments.	Legislative/Audit & Human Resources Committee	1367, 1527
Resolution No. 72—2024-25	November 4, 2024	Amend the Table of Organization for the Health and Human Services Department, cost center 2065010, by eliminating one (1) full-time Accountant position and creating One (1) full-time Finance Supervisor (DHHS Fiscal) position effective January 1, 2025, and the fiscal change has been included in the budget as well as attendant budget expenditures and revenues, as detailed in the attachments.	Legislative/Audit & Human Resources Committee	1368, 1541
Resolution No. 73—2024-25	November 4, 2024	Amend the Table of Organization for the Health and Human Services Department, cost center 2066090, by creating One (1) full-time Systems Analyst II position effective January 1, 2025, and the fiscal change has been included in the budget as well as attendant budget expenditures and revenues, as detailed in the attachments.	Legislative/Audit & Human Resources Committee	1368, 1555
Resolution No. 74—2024-25	November 4, 2024	Amend the Table of Organization for the Health and Human Services Department, cost center 2066090, by eliminating one (1) full-time Psychiatric Nurse position and creating one (1) full-time Psychiatric Nurse – Lead position effective January 1, 2025, and the fiscal change has been included in the budget as well as attendant budget expenditures and revenues, as detailed in the attachments.	Legislative/Audit & Human Resources Committee	1368, 1569
Resolution No. 75—2024-25	November 4, 2024	Legislative/Audit & Human Resources Committee. Amend the Table of Organization for the Health and Human Services Department, cost center 2066090, by creating two (2) full-time Case Manager (CCS Kids – Young Adult) positions (sunset positions) effective January 1, 2025, and the fiscal change has been included in the budget as well as attendant budget expenditures and revenues, as detailed in the attachments.	Legislative/Audit & Human Resources Committee	1368, 1585
Resolution No. 76—2024-25	November 4, 2024	Amend the Table of Organization for the Highway Department, cost center 6008000, by creating one (1) Deputy Highway Commissioner position effective January 1, 2025, and the fiscal change has been included in the budget as well as attendant budget expenditures and revenues, as detailed in the attachments.	Legislative/Audit & Human Resources Committee	1368, 1598
Resolution No. 77—2024-25	November 4, 2024	Amend the Table of Organization for the Highway Department, cost center 6005000, by creating two (2) full-time Equipment Operator positions effective January 1, 2025, and the fiscal change has been included in the budget as well as attendant budget expenditures and revenues, as detailed in the attachments.	Legislative/Audit & Human Resources Committee	1368, 1613
Resolution No. 78—2024-25	November 4, 2024	Amend the Table of Organization for the Highway Department, cost center 6005000, by creating one (1) full-time Highway Operations Foreman position effective January 1, 2025, and the fiscal change has been included in the budget as well as attendant budget expenditures and revenues, as detailed in the attachments.	Legislative/Audit & Human Resources Committee	1368, 1628
Resolution No. 79—2024-25	November 4, 2024	Amend the Table of Organization for the Highway Department, cost center 6008003, by creating one (1) full-time Mechanic position effective January 1, 2025, and the fiscal change has been included in the budget as well as attendant budget expenditures and revenues, as detailed in the attachments.	Legislative/Audit & Human Resources Committee	1368, 1643
Resolution No. 80—2024-25	November 4, 2024	Amend the Table of Organization for the Highway Department, cost center 6005000, by creating one (1) part-time Youth Apprentice – Equipment Operator position effective January 1, 2025, and the fiscal change has been included in the budget as well as attendant budget expenditures and revenues, as detailed in the attachments.	Legislative/Audit & Human Resources Committee	1369, 1658
Resolution No. 81—2024-25	November 4, 2024	Legislative/Audit & Human Resources Committee. Amend the Table of Organization for the Highway Department, cost center 6005000, by creating one (1) part-time Youth Apprentice – Engineering position effective January 1, 2025, and the fiscal change has been included in the budget as well as attendant budget expenditures and revenues, as detailed in the attachments.	Legislative/Audit & Human Resources Committee	1369, 1672
Resolution No. 82—2024-25	November 4, 2024	Amend the Wage Scale for the Human Resources Department, cost center 1006000, by changing the full-time HRIS Analyst from Exempt 145 to Exempt 150 effective January 1, 2025, and the fiscal change has been included in the budget as well as attendant budget expenditures and revenues, as detailed in the attachments.	Legislative/Audit & Human Resources Committee	1369, 1686
Resolution No. 83—2024-25	November 4, 2024	Amend the Table of Organization for the Information Technology Department, cost center 6040100, by creating one (1) full-time Network Engineer (IT) position effective January 1, 2025, and the fiscal change has been included in the budget as well as attendant budget expenditures and revenues, as detailed in the attachments.	Legislative/Audit & Human Resources Committee	1369, 1698
Resolution No. 84—2024-25	November 4, 2024	Amend the Table of Organization for the Information Technology Department, cost center 6040100, by creating one (1) full-time Senior Systems Analyst position effective January 1, 2025, and the fiscal change has been included in the budget as well as attendant budget expenditures and revenues, as detailed in the attachments.	Legislative/Audit & Human Resources Committee	1369, 1712
Resolution No. 85—2024-25	November 4, 2024	Amend the Table of Organization for the Information Technology Department, cost center 6040100, by creating one (1) full-time Systems Engineer position effective January 1, 2025, and the fiscal change has been included in the budget as well as attendant budget expenditures and revenues, as detailed in the attachments.	Legislative/Audit & Human Resources Committee	1369, 1725

Resolutions 2024-2025

Resolution No.	Meeting Initially Introduced	DESCRIPTION	Committee	Page No(s).
Resolution No. 86—2024-25	November 4, 2024	Amend the Table of Organization for the Maintenance Department, cost center 1005300, by creating one (1) full-time Facilities Maintenance Manager position effective January 1, 2025, and the fiscal change has been included in the budget as well as attendant budget expenditures and revenues, as detailed in the attachments.	Legislative/Audit & Human Resources Committee	1370, 1739
Resolution No. 87—2024-25	November 4, 2024	Amend the Table of Organization for the Parks Department, cost center 1006200, by creating one (1) full-time Parks Maintenance Technician position and one (1) part-time Parks Maintenance Technician position effective January 1, 2025, and the fiscal change has been included in the budget as well as attendant budget expenditures and revenues, as detailed in the attachments.	Legislative/Audit & Human Resources Committee	1370, 1753
Resolution No. 88—2024-25	November 4, 2024	Amend the Table of Organization for the Register in Probate Department, cost center 1006300, by eliminating one (1) part-time Office Assistant position and creating one (1) full-time Office Assistant position effective January 1, 2025, and the fiscal change has been included in the budget as well as attendant budget expenditures and revenues, as detailed in the attachments.	Legislative/Audit & Human Resources Committee	1370, 1766
Resolution No. 89—2024-25	November 4, 2024	Amend the Table of Organization for the Sheriff's Office, cost center 2170100, by creating two (2) full-time Patrol Officer positions (sunset positions) effective January 1, 2025, and the fiscal change has been included in the budget as well as attendant budget expenditures and revenues, as detailed in the attachments.	Legislative/Audit and Human Resources Committee	1370, 1779
Resolution No. 90—2024-25	November 4, 2024	Amend the Table of Organization for the Sheriff's Office, cost center 1008007, by creating two (2) part-time Patrol Officer positions effective January 1, 2025, and the fiscal change has been included in the budget as well as attendant budget expenditures and revenues, as detailed in the attachments.	Legislative/Audit and Human Resources Committee	1370, 1794
Resolution No. 91—2024-25	November 4, 2024	Amend the Table of Organization for the Veterans Service Office, cost center 1008700, by eliminating one (1) part-time Veterans Benefits Specialist position and creating one (1) full-time Senior Benefits Specialist position effective January 1, 2025, and the fiscal change has been included in the budget as well as attendant budget expenditures and revenues, as detailed in the attachments.	Legislative/Audit and Human Resources Committee	1371, 1810
Resolution No. 92—2024-25	November 4, 2024	Authorize an employee base wage increase of one percent (1%) effective December 29, 2024, for the year 2025, exclusive of step increases, for the exempt and non-exempt pay group which includes all employees except Elected Officials / County Board, the DSA Union group and commission members; a one percent (1%) increase for seasonal staff, and a one percent (1%) increase for the Miscellaneous Pay Group employees. The Miscellaneous pay group employees consist of Deputy Coroners, Bailiffs, Grants, various HHS food transporters, handypersons and site managers, with said increase built into the 2025 annual operating budget, as noted on the attached fiscal note. Authorize an additional longevity step for employees that have been in the same position without a reclassification per the following criteria: 5-7 years and placed at less than step 3; 7-10 years and placed at less than step 5; 10-15 years and placed at less than step 7; 15+ years and placed less than step 10. Retain the employee step program for 2025 and all other benefits remain the same based on usage, as detailed in the attachments.	Legislative/Audit and Human Resources Committee	1371, 1825
Resolution No. 93—2024-25	November 4, 2024	Enabling Tax Levy Resolution for 2024, collected in 2025.	Finance Committee	1372, 1834
Resolution No. 94—2024-25	November 4, 2024	Approve an Agreement between Outagamie County and General Teamsters Union Local 662, collective bargaining representative for the employees of the County Highway Department for calendar year 2025, with no fiscal impact to the 2025 budget as the wages have already been included in the budget, as detailed in the attachments.	Legislative/Audit and Human Resources Committee	1374, 1850
Resolution No. 95—2024-25	November 4, 2024	Approve of making application for a Pre-Disaster Flood Resilience Grant – 2-24 Assessment Grant through Wisconsin Emergency Management for the purpose of studying hydrology in a watershed area south of CTH O and east and west of CTH EE in the Town of Freedom and part of the Town of Center; authorize the County Land Conservation Director to act on behalf of the County by submitting an application for any financial aid, sign documents, and take any necessary action to undertake, direct and complete approved projects, and the County will meet the financial obligation of accepted grants.	Agriculture, Extension Education, Zoning, and Land Conservation Committee	1374, 1858
Resolution No. 96—2024-25	November 4, 2024	Authorize and approve of the Emergency Management Department to accept and expend the Hazardous Materials Emergency Preparedness Grant, to be used for training, and increase the EM Grants line items for Intergovernmental Revenue and the Purchased Services by $2,250 each, as detailed on the attached fiscal note.	Public Safety Committee	1375, 1863
Resolution No. 97—2024-25	November 4, 2024	Authorize and approve the Purchased Services line items by increasing Mosquito Hill by $45,000 and decrease the Reserve for Contingencies by $45,000, to be used to demolish an existing house located at Mosquito Hill and grade the property, as noted on the attached fiscal note	Property, Airport, Recreation and Economic Development Committee	1375, 1869
Resolution No. 98—2024-25	November 4, 2024	Approve the sale of In-Rem Tax Foreclosure property in the Village of Hortonville, Parcel ID Number 240016000, "as is" for $150.63, with no budget adjustment necessary, as detailed in the attached Agreement Between Outagamie County and the Village of Hortonville.	Finance Committee	1375, 1875
Resolution No. 99—2024-25	December 10, 2024	Authorize and approve the Land Conservation Department to accept and expend Oneida Nation Funds for 2024 for $71,000, and increase the following LC Grants line items: Purchased Services by $70,000; Salary by $700; Fringes by $300; Intergovernmental Revenue by $71,000, as noted on the attached fiscal note.	Agriculture, Extension Education, Zoning, and Land Conservation Committee	1892, 1916
Resolution No. 100—2024-25	December 10, 2024	Authorize and approve the Land Conservation Department to accept and expend revenue from the Wisconsin Department of Natural Resources through the Targeted Runoff Management / Notice of Discharge Program of $724,360, and increase the Land Conservation Grants line items of Inter-governmental Revenues and Purchased Services by $724,360 each, as noted on the attached fiscal note.	Agriculture, Extension Education, Zoning, and Land Conservation Committee	1893, 1922
Resolution No. 101—2024-25	December 10, 2024	Authorize and approve the UW Extension Department to accept and expend an unsolicited donation of $200 from the Wisconsin State Fair Dairy Promotion Board, to purchase an egg incubator, and increase the line items of the UW Extension Funds Donations and Programming Fees by $200 each, as noted on the attached fiscal note.	Agriculture, Extension Education, Zoning, and Land Conservation Committee	1893, 1928
Resolution No. 102—2024-25	December 10, 2024	Authorize and approve to transfer $4,700 from the line items of Veteran's Service Office Travel/Training to the Veteran's Service Office Purchased Services, to purchase new furniture for the office, as noted on the attached fiscal note.	Health and Human Services Committee	1893, 1934
Resolution No. 103—2024-25	December 10, 2024	Approve the Second Amendment to the Storage Building Lease Agreement between the Appleton International Airport and Gulfstream Aerospace Services Corporation, to extend the term of the agreement through October 31, 2025 and to add three additional, successive 1-year options to further extend the term of the Agreement, with no 2024 budget adjustment needed, as noted on the attachments.	Property, Airport, Recreation and Economic Development Committee	1893, 1940

Resolutions 2024-2025

Resolution No.	Meeting Initially Introduced	DESCRIPTION	Committee	Page No(s).
Resolution No. 104—2024-25	December 10, 2024	Authorize and approve the Sheriff's Office to apply for, accept and expend 2025 Public Safety Answering Point (PSAP) grant funds issued by the Wisconsin Department of Military Affairs/Office of Emergency Communications of $504,852.30 with a required 10% county match of $56,094.70 for a total of $560,947, to be used for equipment upgrades and advanced training for Next Generation 9-1-1, and increase line items of the 2025 Capital Projects Revenue Intergovernmental – PSAP and the Sheriff – PSAP Capital Outlay by $504,852 each and the 10% county match requirement is already budgeted, as noted on the attached fiscal note.	Public Safety Committee	1893, 1949
Resolution No. 105—2024-25	December 10, 2024	Authorize and approve the Sheriff's Office to apply for, accept and expend the 2025 County/Tribal Law Enforcement Program grant issued by the Wisconsin Department of Justice of $30,159.00, to be split equally with the Oneida Tribe of Indians, with no county match required, and increase the following 2025 Patrol line items: Intergovernmental Revenue by $30,159.00; Supplies by $15,079.50; Purchased Services by $15,079.50, as noted on the attached fiscal note.	Public Safety Committee	1894, 1955
Resolution No. 106—2024-25	December 10, 2024	Authorize and approve of various budget transfers and alterations to the 2024 Health and Human Services budget as noted on the attached fiscal note and the Outagamie County Department of Human Services 2024 Budget Transfers worksheet.	Health and Human Services Committee	1894, 1961
Resolution No. 107—2024-25	December 10, 2024	Authorize and approve the Land Conservation Department to accept and expend additional funding of $82,554 from the Wisconsin Department of Natural Resources to continue implementing a suite of practices aimed at further improving soil health and reducing nutrient and sediment runoff in the Apple Creek watershed, and increase the line items of TMDL – Apple Creek Intergovernmental Revenues and Purchased Services by $82,554 each, as noted on the attached fiscal note.	Agriculture, Extension Education, Zoning, and Land Conservation Committee	1894, 1968
Resolution No. 108—2024-25	December 10, 2024	Authorize and approve of transferring $13,000 from the line items of County Executive Purchased Services to County Executive Office Equipment, to purchase new office furniture, as noted on the attached fiscal note.	Finance Committee	1894, 1974
Resolution No. 109—2024-25	December 10, 2024	Approve to go on record in favor of the Village of Greenville Amendment #1 to Tax Incremental District (TID) No. 1, as detailed in the attached amendment dated November 13, 2024, and recommend that the Outagamie County representative on the Village of Greenville TID Board of Review vote in favor of this Amendment.	Finance Committee	1894, 1980
Resolution No. 110—2024-25	December 10, 2024	Approve to go on record in favor of the Village of Hortonville Project Plan Allocation Amendment to Tax Incremental District (TID) No. 4 as detailed in the attached amendment dated October 31, 2024, and recommend that the Outagamie County representative on the Village of Hortonville TID Board of Review vote in favor of this Amendment.	Finance Committee	1895, 2016
Resolution No. 111—2024-25	December 10, 2024	Approve to go on record in favor of the Village of Hortonville Project Plan Amendment to Tax Incremental District (TID) No. 5 as detailed in the attached amendment dated October 31, 2024, and recommend that the Outagamie County representative on the Village of Hortonville TID Board of Review vote in favor of this Amendment.	Finance Committee	1895, 2042
Resolution No. 112—2024-25	December 10, 2024	Approve the Second Addendum to the Lease Agreement between the Appleton International Airport and Air Wisconsin Airlines LLC, to provide for one 7-month extension through March 31, 2025 and increase the monthly rent retroactively for the period September 1, 2024 through March 31, 2025 to $13.00 per square foot, included in the 2024 and 2025 budgets, as noted on the attachments.	Property, Airport, Recreation and Economic Development Committee	1895, 2076
Resolution No. 113—2024-25	December 10, 2024	Approve of ARPA funding of $10,000 to CAP Services, $200,000 to Child Care Resources and Referral and any unobligated funds from the State and Local Fiscal Recovery Fund and the Local Assistance and Tribal Consistency Fund to cover the expenses associated with the 2024 wage adjustments as recommended in the Total Rewards Study, as noted on the resolution and attachments.	Finance Committee	1895, 2084
Resolution No. 114—2024-25	December 10, 2024	Approve of ARPA funding which resulted from savings in the General Fund to be allocated to the County Employee Childcare Center, the Outagamie County Physical Therapy and Wellness Center and the Healthcare Stabilization Fund, as noted on the resolution and attachments.	Finance Committee	1895, 2094
Resolution No. 115—2024-25	December 10, 2024	Approve the attached Outagamie County Library Service Plan: 2025-2029, as planning to ensure that county residents have access to adequate library services.	Finance Committee	1896, 2107
Resolution No. 116—2024-25	December 10, 2024	Authorize to transfer $35,300 from the line items of Human Resources Salaries to the Negotiation, Mediation, and Arbitration Purchased Services to fund the expense for negotiation and arbitration of the Deputy Sheriff's Association contract, as noted on the attached fiscal note.	Legislative/Audit and Human Resources Committee	1896, 2125
Resolution No. 117—2024-25	December 10, 2024	Authorize writing off the 2024 Accounts Receivables, Delinquent Accounts Receivable Write-offs and authorize the Finance Director to remove these receivables from the County records and deem them no longer collectible, as noted on the resolution and attachments.	Finance Committee	1896, 2131
Resolution No. 118—2024-25	December 10, 2024	Approve the attached Agreement between Outagamie County and Outagamie County Deputy Sheriff's Association 2023-2025 and Final Offer of Outagamie County to the Outagamie County Deputy Sheriff's Association documents, with no budget adjustment needed.	Legislative/Audit and Human Resources Committee	1896, 2141
Resolution No. 119—2024-25	January 14, 2025	Approve to endorse Bertram Communications' application for Broadband, Equity, Access, and Deployment (BEAD) funding to bring fiber to 2,544 eligible Broadband Serviceable Locations in Outagamie County, and endorse the application of Bertram Communication for BEAD funding to support their broadband infrastructure project in Outagamie County.	Property, Airport, Recreation and Economic Development Committee	2193, 2236
Resolution No. 120—2024-25	January 14, 2025	Approve to authorize the County Highway Commissioner to enter into a revised State/Municipal Financial Agreement for the County U interchange and I-41 mainline improvement projects, as noted on the attached Revised State/Municipal Financial Agreement for a State-Let Highway Project, with no budget adjustment needed.	Highway, Recycling and Solid Waste Committee	2194, 2242
Resolution No. 121—2024-25	January 28, 2025	Approve to disallow the claim submitted by Attorney Tyler T. Fredrickson on behalf of client Tabetha Moore that has been placed on file in the office of the Outagamie County Clerk and that no action of this claim may be brought against Outagamie County or any of its officers, officials, agents, or employees after six months from the date of service of this notice.	Finance Committee	2262, 2279
Resolution No. 122—2024-25	January 28, 2025	Approve to authorize the Outagamie County Highway Commissioner to enter into all revised State/Municipal Financial Agreements for a State-Let Highway Project related to the I-41 corridor project whenever no budget adjustment is required.	Highway, Recycling and Solid Waste Committee	2263, 2283
Resolution No. 123—2024-25	January 28, 2025	Approve of making application for State aid for the purpose of maintaining, acquiring, developing, and ensuring a program of snowmobile trails for public recreational use; authorize the Outagamie County Parks Director and/or Program/Office Manager to act on behalf of the County by submitting an application to the Wisconsin Department of Natural Resources for any financial aid, sign documents, and take any necessary action to undertake, direct and complete approved projects, and the County will meet the financial obligation of accepted grants.	Property, Airport, Recreation and Economic Development Committee	2263, 2286

Resolutions 2024-2025

Resolution No.	Meeting Initially Introduced	DESCRIPTION	Committee	Page No(s).
Resolution No. 124—2024-25	January 28, 2025	Approve the attached Agreement for Enhanced County Law Enforcement Services in the Town of Buchanan and Village of Combined Locks, to obtain enhanced law enforcement services from the Outagamie County Sheriff's Office, with no budget adjustment needed.	Public Safety Committee	2263, 2289
Resolution No. 125—2024-25	February 11, 2025	Authorize the Highway Commissioner to enter into a State/Municipal Financial Agreement for the Buchanan Road Overpass reconstruction project and associated Community Sensitive Design elements, 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, estimated to be $21,524.84, included in the budget, as noted on the attached fiscal note.	Highway, Recycling and Solid Waste Committee	2305, 2323
Resolution No. 126—2024-25	February 11, 2025	Property, Airport, Recreation and Economic Development Committee. Approve to endorse Cellcom's application for Broadband, Equity, Access, and Deployment (BEAD) funding to bring fiber to 2,544 eligible Broadband Serviceable Locations in Outagamie County, and endorse the application of Cellcom for BEAD funding to support their broadband infrastructure project in Outagamie County.	Property, Airport, Recreation and Economic Development Committee	2306, 2337
Resolution No. 127—2024-25	February 11, 2025	Approve to endorse Brightspeed's application for Broadband, Equity, Access, and Deployment (BEAD) funding to bring fiber to 2,544 eligible Broadband Serviceable Locations in Outagamie County, and endorse the application of Brightspeed for BEAD funding to support their broadband infrastructure project in Outagamie County.	Property, Airport, Recreation and Economic Development Committee	2306, 2343
Resolution No. 128—2024-25	February 11, 2025	Approve the District Attorney's Office to accept and expend a $999 Wisconsin Victim Witness Professional Association Grant for comfort room items as noted on the attached WVWP Grant – Victim Comfort Room Items document, and increase the District Attorney line items of Intergovernmental Revenue by $999 and Supplies by $999, as noted on the attached fiscal note.	Public Safety Committee	2306, 2349
Resolution No. 129—2024-25	February 11, 2025	Authorize and approve the various budget transfers in the 2024 Sheriff's Office budget as detailed on the attached fiscal note and Outagamie County Sheriff's Office 2024 Budget Transfers Worksheet.	Public Safety Committee	2306, 2356
Resolution No. 130—2024-25	March 11, 2025	Authorize and approve of the Land Conservation Department to accept and expend funding of $50,000 from the Fox Wolf Watershed Alliance, to purchase soil health equipment, and increase the following Land Conservation line items: Miscellaneous Revenue by $50,000; Purchased Services by $24,000; Supplies by $8,000; Moveable Equipment by $18,000, as noted on the attached fiscal note.	Agriculture, Extension Education, Zoning, and Land Conservation Committee	2367, 2430
Resolution No. 131—2024-25	March 11, 2025	Authorize and approve to combine Parks two separate accounts into one account, for easier tracking of expenses, by transferring $50,000 from the Mosquito Hill and Other Trail Improvements to the MHNC and Trails, as noted on the Resolution and attached fiscal note.	Property, Airport, Recreation and Economic Development Committee	2368, 2434
Resolution No. 132—2024-25	March 11, 2025	Authorize and approve the Clerk of Courts line items by increasing Supplies and decreasing Purchased Services each by $3,047, for staff standing desks and increased order of file stamps, with no additional county funding required, as noted on the attached fiscal note.	Public Safety Committee	2368, 2438
Resolution No. 133—2024-25	March 11, 2025	Authorize and approve of increasing the 2024 Zoning Administration line items for Salaries by $17,000 and Purchased Services by $35,000; decrease the line items for Fringe Benefits by $46,000 and Travel/Training by $6,000, as noted on the attached fiscal note.	Agriculture, Extension Education, Zoning, and Land Conservation Committee	2368, 2442
Resolution No. 134—2024-25	March 11, 2025	Approve the Memorandum of Understanding between UW-Madison Division of Extension and Outagamie County which will supersede the Division of Extension-County Partnership Guidance document, dated August 2021, as detailed on the attached Memorandum of Understanding.	Agriculture, Extension Education, Zoning, and Land Conservation Committee	2368, 2446
Resolution No. 135—2024-25	March 11, 2025	Authorize and approve the County Land Conservation Department to accept and expend a private grant from the University of Wisconsin-Green Bay for $116,875, included with the 2025 budget, to be used for engineering services and increase the following line items in the 2024 Land Conservation Grants (2100400) Cost Center: Intergovernmental Revenue by $14,611; Salary by $244; Fringe by $83; Purchased Services by $14,284, as noted on the attached fiscal note.	Agriculture, Extension Education, Zoning, and Land Conservation Committee	2368, 2456
Resolution No. 136—2024-25	March 11, 2025	Authorize and approve of the 2024 Veterans Service Office line items by decreasing Salaries by $5,300; and increasing Supplies by $5,300, Veteran's WI DOA ARPA Grant by $16,728, and Purchased Services by $16,728, as noted on the attached fiscal note.	Health and Human Services Committee	2369, 2460
Resolution No. 137—2024-25	March 11, 2025	Authorize and approve the following as noted on the Resolution and the attached Parks Department 2025 Budget Fees and Charges Worksheet: the fees for the Summer Ecology day camp and the off campus site Outreach Program, effective April 1, 2025; and to offer discounts on rental fees under the circumstances listed on the Resolution by the County Parks Director or their designee, at their discretion.	Finance Committee	2369, 2464
Resolution No. 138—2024-25	March 11, 2025	Authorize and approve the line items by increasing the 2024 Elections Purchased Services by $7,100 and decreasing the 2024 County Clerk Fringe Benefits by $7,100, related to increased election costs and staff changes, with no county funding required, as noted on the attached fiscal note.	Finance Committee	2369, 2480
Resolution No. 139—2024-25	March 11, 2025	Approve to disallow the claim submitted by Luke Swendrzynski that has been placed on file in the office of the Outagamie County Clerk and that no action on this claim may be brought against Outagamie County or any of its officers, officials, agents, or employees after six months from the date of service of this notice.	Finance Committee	2370, 2484
Resolution No. 140—2024-25	March 25, 2025	Committee. Approve to transfer $53,072 from the 2024 General Funds Applied Contingency line item to the following 2024 Land Conservation Department line items: Salaries, $19,633; Fringe Benefits, $14,439; Supplies, $19,000, as detailed on the resolution and fiscal note.	Agriculture, Extension Education, Zoning, and Land Conservation Committee	2491, 2568
Resolution No. 141—2024-25	March 25, 2025	Approve the Parks Department in-year Table of Organization modification by changing three part-time Parks Maintenance Technician positions to three full-time Parks Maintenance Technician positions, effective March 10, 2025 (as detailed on the resolution and attachments), and approve the line item changes for Contingency Purchased Services, Plamann Park, and MHNC, as detailed on the resolution and fiscal note.	Legislative/Audit and Human Resources Committee	2491, 2572
Resolution No. 142—2024-25	March 25, 2025	Approve the Third Addendum to Lease Agreement between the Appleton International Airport and Air Wisconsin Airlines LLC, to provide for one 2-year extension through March 31, 2027, reduce the square footage of the second floor lease and the common use space (as noted on the resolution), the new monthly rent will be decreased for the period April 1, 2025 through March 31, 2027, to be $38,430.58, and approve the line items for the Airport Terminal by decreasing the Second Floor Lease by $103,421 and increasing the Fund Balance Applied by $103,421, as detailed on the resolution and attachments.	Property, Airport, Recreation and Economic Development Committee	2492, 2582
Resolution No. 143—2024-25	March 25, 2025	Authorize and approve the Outagamie County Sheriff's Office to accept and expend an unsolicited donation from Milk Source LLC of $1,000, and increase the Communications line items of Revenue and Supplies by $1,000 each, as detailed on the attached fiscal note.	Public Safety Committee	2492, 2589

Resolutions 2024-2025

Resolution No.	Meeting Initially Introduced	DESCRIPTION	Committee	Page No(s).
Resolution No. 144—2024-25	March 25, 2025	Authorize and approve of all excess or deficiency of revenues over/under expenditures and unexpended appropriations of the various accounts reverting back to the County's General Fund or from the General Fund as indicated on the attached fiscal note and Summary of 2024-2025 Revolving Funds document, with the exception of those expenses, revenues or transfers, as detailed on the resolution and attachments.	Finance Committee	2492, 2593
Resolution No. 145—2024-25	March 25, 2025	Approve to authorize execution of a Warranty Deed to the Wisconsin Department of Transportation for a total allocation of $1,800 for county owned property located at 1460 West Hiawatha Drive, Town of Grand Chute, described as Parcel 87 of Transportation Project Plat 1130-63-21 – 4.09, recorded as Document #2314098 consisting of Fee Simple, Temporary Limited Easement, as noted in the attachments; and authorize and approve of increasing the Miscellaneous Sale of Property line item by $1,800, as detailed on the attached fiscal note.	Property, Airport, Recreation and Economic Development Committee	2492, 2612
Resolution No. 146—2024-25	March 25, 2025	Approve to support granting a "Class B" permit to SSP America ATW, LLC, known as ATW Biergarten to allow for the sale of intoxicating liquor for consumption by the glass and not in the original package or container on the premises, and authorize and approve the County Board Chairperson and County Clerk to sign the attached AT-105: Application for Airport/Public Facility Permit, as detailed on the attachments.	Property, Airport, Recreation and Economic Development Committee	2492, 2625
Resolution No. 147—2024-25	March 25, 2025	Approve to support granting a "Class B" permit to SSP America ATW, LLC, known as Fratellos Craft Kitchen & Bar to allow for the sale of intoxicating liquor for consumption by the glass and not in the original package or container on the premises, and authorize and approve the County Board Chairperson and County Clerk to sign the attached AT-105: Application for Airport/Public Facility Permit, as detailed on the attachments.	Property, Airport, Recreation and Economic Development Committee	2493, 2636

Reports 2024-2025

Meeting Introduced	DESCRIPTION	Page No(s).
May 14, 2024	County Board Memo – Sole Source Purchase – IT Department – Refurbing their Eaton 9300 UPS unit through the manufacturer Eaton $38,111.25	32
January 14, 2025	County Board Memo – Sole Source Purchase – Airport – Repairs to a Damaged Jet Bridge from TK Airport Solutions for $54,267.54.	2194

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

Office of the County Clerk, April 16, 2024.

The Board met for the ANNUAL REORGANIZATION MEETING, pursuant to Section 59.11 (1) (c), Wisconsin Statutes, and was called to order by County Clerk Jeff King at 4:00 p.m. in the County Board Room, located at 320 South Walnut Street, Appleton, Wisconsin.

ROLL CALL: 31 present, 5 absent. Members present: Thompson, Johnson, Patience, Gabrielson, Kostelny, Hammen, Lawrence, Krueger, Lamers, Ferguson, McCabe, Hermes, Schroeder, Croatt, Spears, Heiser, Mitchell, Cuff, Hagen, Klemp, Thiede, Janke, Weinberg, Culbertson, Nejedlo, Clegg, Thyssen, VanderHeiden, Rettler, Koury, and Lautenschlager. Members absent: Smith, Wegand, MacDonald, Monfils, Winterfeldt

County Clerk Jeff King requested the Board's confirmation to excuse Supervisors Smith, Wegand, and Monfils. No objections; so ordered.

The Pledge of Allegiance was led by County Clerk Jeff King.

Supervisor MacDonald arrived to the meeting at 4:01 p.m.

OATH OF OFFICE

The Honorable Judge Vincent Biskupic, Outagamie County Circuit Court Branch VI, administered the Oath of Office to the 2024-26 County Board of Supervisors that were present.

VOTING EQUIPMENT TUTORIAL

County Clerk Jeff King presented on the use of tablets and the Open Meetings App that the County Board uses for voting and running County Board meetings.

MINUTES OF THE MARCH 26, 2024 COUNTY BOARD MEETING

Supervisor Patience moved, seconded by Supervisor Spears, to approve the minutes of the March 26, 2024, County Board meeting.

ROLL CALL: 30 yes, 2 abstain (Weinberg, Koury), 4 absent. MINUTES OF THE MARCH 26, 2024, COUNTY BOARD MEETING ARE APPROVED.

ELECTION OF COUNTY BOARD CHAIRPERSON

County Clerk King appointed Supervisors Patience, Krueger, and Hagen to act as tellers.

County Clerk King requested nominations for County Board Chairperson to serve a two-year term.

Supervisor Croatt nominated Supervisor Gabrielson. Supervisor Spears seconded the nomination.

County Clerk King asked two additional times if there were any more nominations. None were given.

Supervisor Culbertson made a motion to close nominations for County Board Chairperson. Supervisor VanderHeiden seconded the motion. No objections; so ordered.

Supervisor Spears made a motion to request unanimous consent to appoint Supervisor Gabrielson as Chairperson. Supervisor Patience seconded the motion. No objections; so ordered.

BY UNANIMOUS CONSENT; SUPERVISOR GABRIELSON IS ELECTED COUNTY BOARD CHAIRPERSON FOR A TWO-YEAR TERM.

Supervisor Gabrielson assumed his duties as Board Chairperson. Chairperson Gabrielson thanked the Supervisors for their support.

ELECTION OF COUNTY BOARD VICE-CHAIRPERSON FOR A TWO-YEAR TERM
Chairperson Gabrielson requested nominations for County Board Vice-Chairperson.

Supervisor Hammen nominated Supervisor Culbertson. Supervisor VanderHeiden seconded the nomination.

Chairperson Gabrielson asked two additional times if there were any more nominations. None were given.

Supervisor Patience made a motion to close nominations and to request unanimous consent to appoint Supervisor Culbertson as Vice-Chairperson. Supervisor Kostelny seconded the motion. No objections; so ordered.

BY UNANIMOUS CONSENT; SUPERVISOR CULBERTSON IS ELECTED COUNTY BOARD VICE-CHAIRPERSON FOR A TWO-YEAR TERM.

ELECTION OF COMMITTEE ON APPOINTMENTS (five-member committee)
Chairperson Gabrielson reported that none of the former Supervisors, who at the previous reorganization were appointed to the Committee on Appointments, should be nominated. In 2022, members elected to the Committee on Appointments were Supervisors Spears, Wegand, Hammen, and Vander Heiden.

Chairperson Gabrielson requested nominations for Committee on Appointments.

Supervisor Croatt nominated Supervisor Patience.
Supervisor Hammen nominated Supervisor Klemp.
Supervisor Spears nominated Supervisor Hagen.
Supervisor VanderHeiden nominated Supervisor Croatt.
Supervisor Lautenschlager nominated Supervisor Weinberg.
Supervisor Cuff nominated Supervisor Thiede.
Supervisor Thiede nominated Supervisor Cuff.
Supervisor Schroeder nominated Supervisor Ferguson.
Supervisor Patience nominated Supervisor Culbertson.
Supervisor Ferguson nominated Supervisor Schroeder.

A hand ballot was voted and read by the tellers.

VOTE: Patience-22; Klemp-9; Hagen-18; Croatt-11; Weinberg-11; Thiede-12; Cuff-15; Ferguson-10; Culbertson-15; Schroeder-8. SUPERVISORS PATIENCE, HAGEN, CUFF, CULBERTSON, AND THIEDE WERE ELECTED TO THE COMMITTEE ON APPOINTMENTS.

APPOINTMENT OF PARLIAMENTARIAN FOR A TERM OF ONE (1) YEAR

Supervisor Lautenschlager moved, seconded by Supervisor Patience, to appoint Corporation Counsel Kyle Sargent as Parliamentarian.

Chairperson Gabrielson requested unanimous consent to appoint Corporation Counsel Kyle Sargent as Parliamentarian. No objections; so ordered.

BY UNANIMOUS CONSENT; KYLE SARGENT IS APPOINTED AS PARLIAMENTARIAN.

ADOPTION OF THE ROBERT'S RULES OF ORDER, LATEST EDITION

Supervisor McCabe moved, seconded by Supervisor MacDonald, for adoption of the Robert's Rules of Order, Latest Edition.

Chairperson Gabrielson requested unanimous consent for adoption of the Robert's Rules of Order. No objections; so ordered.

BY UNANIMOUS CONSENT; ROBERT'S RULES OF ORDER ARE ADOPTED.

ADOPTION OF 2024-26 COUNTY BOARD RULES AND PROCEDURES (OUTAGAMIE COUNTY CODE-CHAPTER 2, ARTICLE II, III, IV)

Supervisor Krueger moved, seconded by Supervisor Weinberg, for adoption of the 2024-26 County Board Rules and Procedures.

Chairperson Gabrielson requested unanimous consent for adoption of the 2024-26 County Board Rules and Procedures. No objections; so ordered.

BY UNANIMOUS CONSENT; 2024-26 COUNTY BOARD RULES AND PROCEDURES ARE ADOPTED.

DESIGNATION OF THE APPLETON POST CRESCENT AS THE OFFICIAL COUNTY NEWSPAPER PURSUANT TO SECTIONS 985.05 AND 10.04 OF THE WISCONSIN STATE STATUTES.

Supervisor Hagen moved, seconded by Supervisor Thiede, to designate the Appleton Post Crescent as the official County newspaper pursuant to §985.05 and §10.04 of the Wisconsin State Statutes.

Chairperson Gabrielson requested unanimous consent to designate the Appleton Post Crescent as the official County newspaper. No objections; so ordered.

BY UNANIMOUS CONSENT; THE APPLETON POST CRESCENT IS APPROVED AS THE OFFICIAL COUNTY NEWSPAPER.

RECESS – Committee on Appointments met for recommending standing committee appointments. Chairperson Gabrielson called a recess at 4:36 p.m. for the Committee of Appointments to meet.

SPECIAL ORDER OF BUSINESS

Special Order of Business while Committee on Appointments is meeting for the purpose of recommending appointments to standing committees: Corporation Counsel Kyle Sargent gave an overview of parliamentary procedure, open meetings law, and the role of administration / county board.

County Board Chairperson Dan Gabrielson gave an iPad overview.

The Board of Supervisors reconvened at 5:37 p.m.

CONFIRMATION OF THE CHAIRPERSON'S STANDING COMMITTEE APPOINTMENTS FOR A TERM OF ONE YEAR

Chairperson Gabrielson reported the recommended standing committee appointments were agreeable to him and confirmed. A list of appointments was placed on the desks; the following notes order of chair, vice chair, secretary as later approved within each committee:

Agriculture, Extension Education, Zoning & Land Conservation
Debbie VanderHeiden
Mike Janke
Jayme Heiser
Mark Mitchell
Daniel Rettler

Finance
Chris Croatt
John Cuff
Karen Lawrence
Dana Johnson
Rick Lautenschlager

Health and Human Services
Jeff McCabe
Justin Krueger
Dustin Koury
Kelly Schroeder
Cathy Thompson

Highway, Recycling & Solid Waste
Joy Hagen
Dan Nejedlo
Steve Thiede
Dennis Clegg
Jason Wegand

Legislative/Audit and Human Resources
Cathy Spears
Sara MacDonald
Ryan Ferguson
John Kostelny
Sarah Weinberg

Property, Airport, Recreation & Economic Development
Dean Culbertson
Lee W. Hammen
Ronald Klemp
Yvonne Monfils
Jayson Winterfeldt

Public Safety
Katrin Patience
Christine Lamers
Tim Hermes
Michael Smith
Jeremy Thyssen

Supervisor Spears moved, seconded by Supervisor Patience, to approve the recommended standing committee appointments.

Chairperson Gabrielson requested unanimous consent to approve the recommended standing committee appointments. No objections; so ordered.

BY UNANIMOUS CONSENT; THE RECOMMENDED STANDING COMMITTEE APPOINTMENTS ARE APPROVED.

RECESS TO MEETINGS OF THE FOLLOWING STANDING COMMITTEES TO DETERMINE COMMITTEE STRUCTURE, MEETING DAYS AND TIME

Chairperson Gabrielson recessed the County Board at 5:42 p.m. to their standing committee assignments to determine committee structure, meeting days, and time.

Supervisor Clegg left the meeting at 5:53 p.m.

BOARD OF SUPERVISORS RECONVENES
The Board of Supervisors reconvened at 6:02 p.m. after meeting in their committees.

ESTABLISH ORDER OF THE DAY – Chairperson Gabrielson reported the request to have Resolution No. 1—2024-25 locked in at the meeting.

COMMUNICATIONS –
Chairperson Gabrielson summarized the following communications:

- Chairperson Gabrielson made note of the handouts provided on the Supervisor's desks, including a copy of the iPad power point presentation and a copy of Corporation Counsel Sargent's power point presentation.
- Von Briesen law firm, representing the WCA, is sponsoring a virtual town hall meeting Monday, April 29th at 12:00-1:00 pm. If any Supervisors are interested in attending, please reach out to Legislative Services.
- There are eight Supervisors that have not completed the March security training that was due on April 10th. Please contact Legislative Services if you need a link to the training.

PUBLIC PARTICIPATION FOR A PERIOD OF FIFTEEN MINUTES (PERTINENT TO THE RESOLUTIONS OF THE DAY) – None.

APPOINTMENTS – None.

UNFINISHED BUSINESS – None.

NEW BUSINESS – *NOTE: The minutes that follow list the synopsis of the ordinances/resolutions and roll calls. At the end of this set of minutes, the scanned copies of the each ordinance/resolution will be appended along with the physical roll call.*

Ordinance No. Z-1—2024-25 – Agriculture, Extension Education, Zoning, and Land Conservation Committee. Approve to adopt the petition of CVS Real Estate, KTMJ Properties LLC, and Merrick Development (Edgewood Commercial Condominium Association), property owners, to rezone a portion of parcel 200013904, from the Local Commercial District to the Industrial District, in the Town of Vandenbroek, as depicted on the attached review and map.

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

ROLL CALL: 31 yes, 5 absent. RESOLUTION NO. Z-1—2024-25 IS ADOPTED.

Resolution No. 1—2024-25 – Property, Airport, Recreation and Economic Development Committee. Pursuant to §125.51(5)(b)2, Wis. Stats., as owner and operator of the Appleton International Airport, approve to grant a "Class B" permit to SSP America ATW, LLC, to allow the sale of intoxicating liquor for consumption by the glass and not in the original package or container on the premises, and authorize and approve the County Board Chairperson and County Clerk to sign the attached AT-105: Application for Airport/Public Facility Permit.

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

ROLL CALL: 31 yes, 5 absent. RESOLUTION NO. 1—2024-25 IS ADOPTED.

RECONSIDERATION OF RESOLUTION NO. 1—2024-25.

Supervisor Spears moved, seconded by Supervisor Croatt, to reconsider the above listed resolutions.

Vote for reconsideration. ROLL CALL: 30 yes, 1 no (Thiede), 5 absent. RESOLUTION NO. 1—2024-25 IS RECONSIDERED.

Vote for lock in. ROLL CALL: 31 yes, 5 absent. RESOLUTION NO. 1—2024-25 IS ADOPTED & LOCKED IN.

REPORTS – None.

ADJOURNMENT
Supervisor Lawrence moved, seconded by Supervisor MacDonald to adjourn until May 14, 2024 at 7:00 p.m. VOICE VOTE CARRIED UNANIMOUSLY.

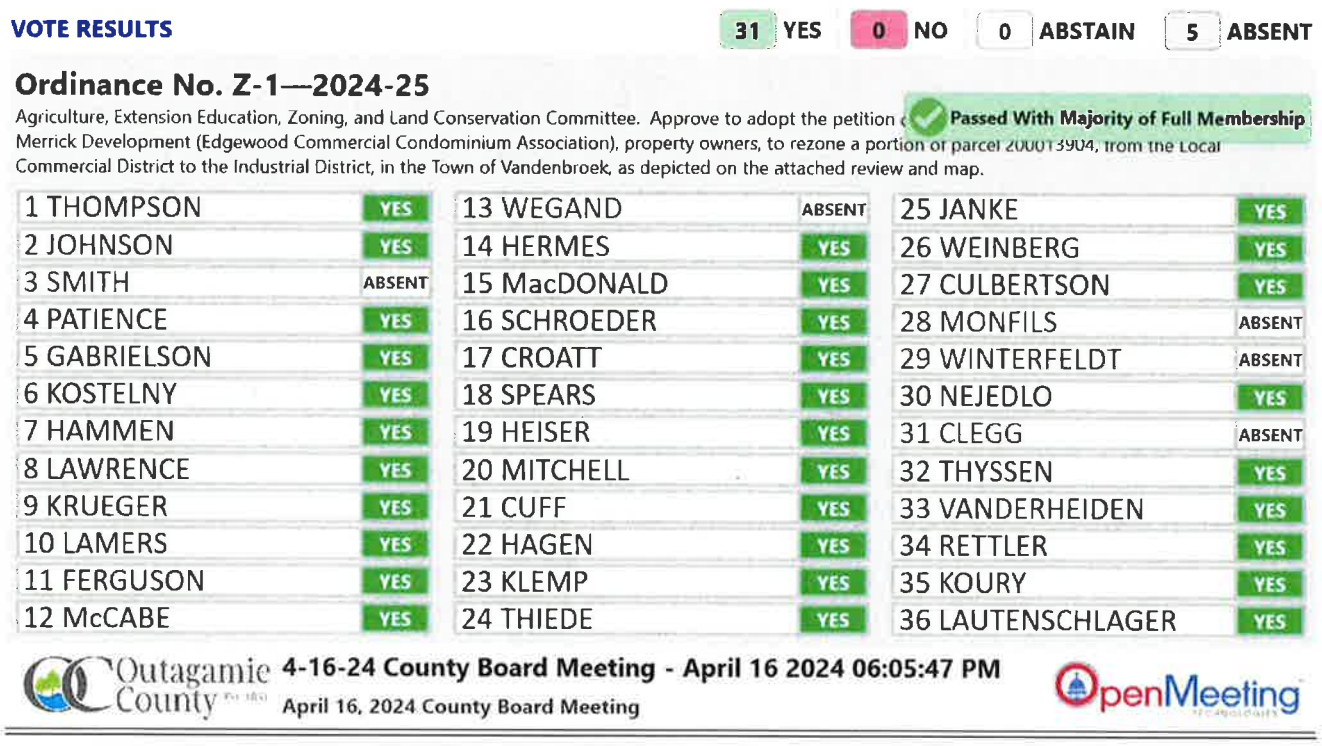
The meeting adjourned at 6:09 p.m.

FINAL COPIES OF ORDINANCES/RESOLUTIONS AND ROLL CALLS PERTINENT TO NEW BUSINESS FOLLOW:

Ordinance No. Z-1—2024-25 – Agriculture, Extension Education, Zoning, and Land Conservation Committee. Approve to adopt the petition of CVS Real Estate, KTMJ Properties LLC, and Merrick Development (Edgewood Commercial Condominium Association), property owners, to rezone a portion of parcel 200013904, from the Local Commercial District to the Industrial District, in the Town of Vandenbroek, as depicted on the attached review and map.

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

ROLL CALL: 31 yes, 5 absent. RESOLUTION NO. Z-1—2024-25 IS ADOPTED.



VOTE RESULTS 31 YES 0 NO 0 ABSTAIN 5 ABSENT

Ordinance No. Z-1—2024-25

Agriculture, Extension Education, Zoning, and Land Conservation Committee. Approve to adopt the petition of CVS Real Estate, KTMJ Properties LLC, and Merrick Development (Edgewood Commercial Condominium Association), property owners, to rezone a portion of parcel 200013904, from the Local Commercial District to the Industrial District, in the Town of Vandenbroek, as depicted on the attached review and map.

Passed With Majority of Full Membership

1 THOMPSON	YES	13 WEGAND	ABSENT	25 JANKE	YES
2 JOHNSON	YES	14 HERMES	YES	26 WEINBERG	YES
3 SMITH	ABSENT	15 MacDONALD	YES	27 CULBERTSON	YES
4 PATIENCE	YES	16 SCHROEDER	YES	28 MONFILS	ABSENT
5 GABRIELSON	YES	17 CROATT	YES	29 WINTERFELDT	ABSENT
6 KOSTELNY	YES	18 SPEARS	YES	30 NEJEDLO	YES
7 HAMMEN	YES	19 HEISER	YES	31 CLEGG	ABSENT
8 LAWRENCE	YES	20 MITCHELL	YES	32 THYSSEN	YES
9 KRUEGER	YES	21 CUFF	YES	33 VANDERHEIDEN	YES
10 LAMERS	YES	22 HAGEN	YES	34 RETTLER	YES
11 FERGUSON	YES	23 KLEMP	YES	35 KOURY	YES
12 McCABE	YES	24 THIEDE	YES	36 LAUTENSCHLAGER	YES

Outagamie County 4-16-24 County Board Meeting - April 16 2024 06:05:47 PM

April 16, 2024 County Board Meeting

OpenMeeting

ORDINANCE NO.: Z-1—2024-25

TO THE HONORABLE, THE OUTAGAMIE COUNTY BOARD OF SUPERVISORS

LADIES AND GENTLEMEN: ***MAJORITY***

AN ORDINANCE TO AMEND THE OUTAGAMIE COUNTY ZONING ORDINANCE. The subject matter of the ordinance having been duly referred and considered by the Outagamie County Agriculture, Extension Education, Zoning and Land Conservation Committee and public hearing having been held after giving requisite notice of said hearing, and a recommendation as required by Section 59.69 of the Wisconsin State Statutes.

Outagamie County Planning Staff Rezoning Review recommends approval. Agriculture, Extension Education, Zoning and Land Conservation Committee recommends approval.

NOW THEREFORE, the following ordinance is presented by the Agriculture, Extension Education, Zoning, and Land Conservation Committee to the County Board.

BE IT ORDAINED, that the Outagamie County Board of Supervisors does recommend adoption of the petition of CVS Real Estate, KTMJ Properties LLC, and Merrick Development (Edgewood Commercial Condominium Association), property owners, to rezone a portion of parcel 200013904, from the Local Commercial District to the Industrial District. The location of the site is south of County Hwy JJ and east of Edgewood Trail, Town of Vandenbroek, Outagamie County, WI, as depicted on the attached review and map, which by reference are made a part hereof, and

BE IT FURTHER ORDAINED, that this ordinance shall be in full force and effect in the Town of Vandenbroek upon approval by the Outagamie County Board of Supervisors, publication per State Statute 59.14 and 66.0103, and

BE IT FINALLY ORDAINED, that the Outagamie County Clerk be directed to forward a certified copy of this ordinance to the Town of Vandenbroek Clerk, the Outagamie County Zoning Administrator and the Municipal Code Corporation for inclusion in the Outagamie County Code of Ordinances.

Dated this 16th day of April 2024.

Respectfully submitted,

AGRICULTURE, EXTENSION EDUCATION, ZONING AND LAND CONSERVATION COMMITTEE

Duly and officially adopted by the County Board on: April 16, 2024

Signed: _____
Board Chairperson

_____
County Clerk

Approved: 4.18.24

Vetoed: _____

Signed: _____
County Executive

Outagamie County

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: **Sadie DiNatale Burda, Principal Planner**
DATE: **February 29, 2024**
RE: **PL202400004 - Rezoning - County Review & Recommendation**

Application Details:

Applicant and Owner:	Kelly Sperl, KTMJ Properties, Applicant and Partial Owner on behalf of Edgewood Commercial Condominium (Owner)
Request:	Rezoning - County
Parcel:	Portion of 200013904
Location:	South of County HWY JJ and East of Edgewood Trail TOWN OF VANDENBROEK
Public Hearing:	March 26, 2024 at 10:30 AM

Background & Analysis:

Kelly Sperl, KTMJ Properties, Applicant and Partial Owner on behalf of Edgewood Commercial Condominium (Owner) requested a County Rezoning. The attached rezoning map depicts the request. The proposal would rezone a portion of parcel 200013904 (roughly the eastern half at 3.42 acres) from the Local Commercial District (CL) to the Industrial District (IND) to accommodate storage uses.

Table 1 presents the existing land use and zoning district patterns surrounding the subject area. The proposed storage uses are compatible with the existing storage uses on the parcel.

Table 1. Surrounding Land Use and Zoning District Patterns, Relative to Subject Site

Area Adjacent to Subject Site	Existing Zoning District	Existing Land Use
North	General Agriculture	Agriculture
South	General Agriculture	Stormwater pond
East	General Agriculture	Stormwater pond
West	Local Commercial	Commercial

The Applicant has been advised that a site plan may be required if the buildings are greater than 30,000 square feet.

The Edgewood Condominium Association is composed of KTMJ Properties (Applicant), CVS Real Estate LLC, and Merrick Development. CVS Real Estate LLC and Merrick Development have authorized the Applicant to pursue this rezone.

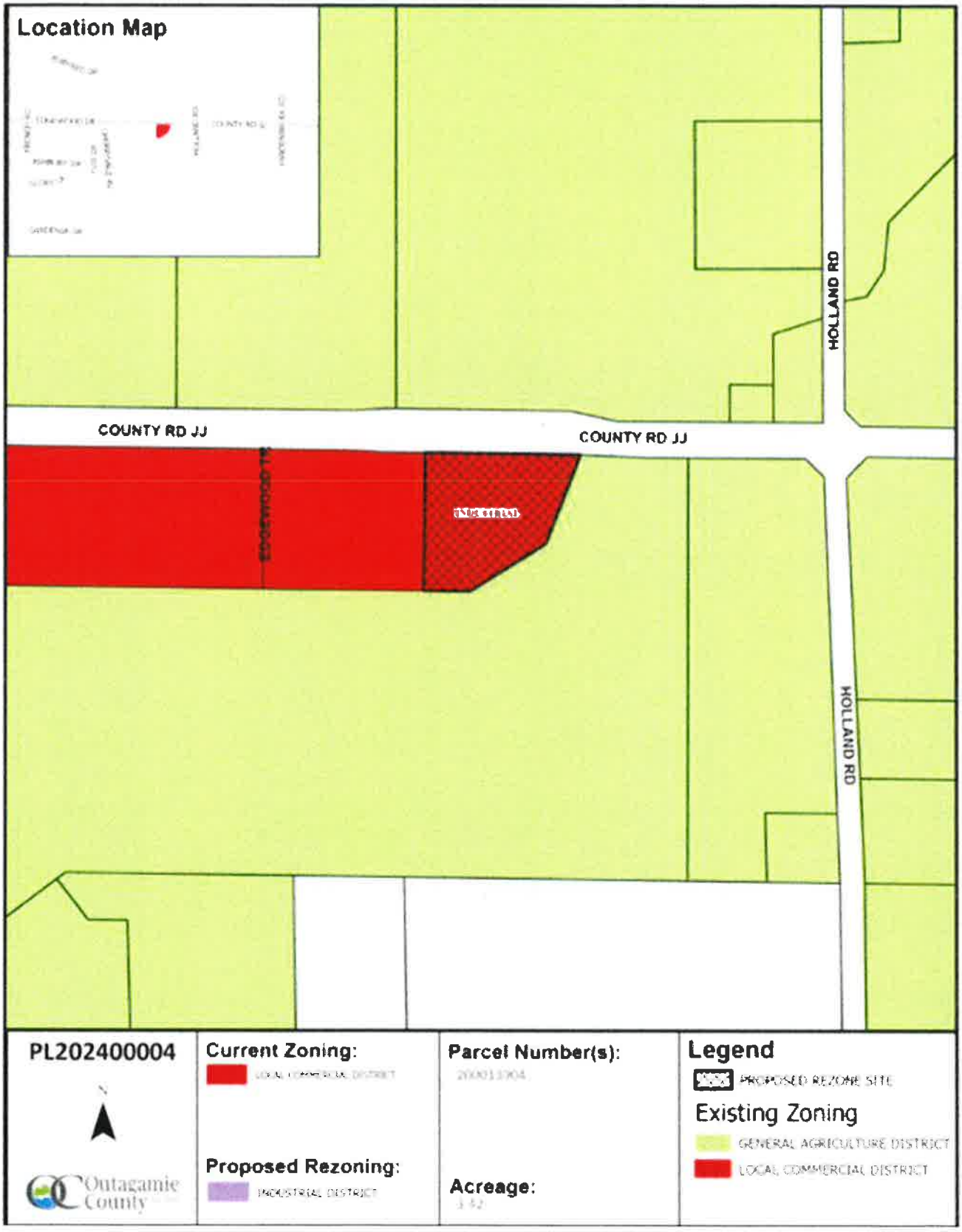
The Vandenbroek Town Board reviewed the rezoning request on December 13, 2023 and recommended approval.

The County administers general zoning for the Town of Vandenbroek and the County is statutorily obligated to document consistency with the County Comprehensive Plan, pursuant to Sec. 66.1001(3) Wis. Stats. County staff has identified the proposed rezone to be consistent with the County Comprehensive Plan as the Plan designates this subject area as "Commercial/Industrial." This designation allows a range of uses, including warehousing and storage.

Staff Recommendation:

Based on our review and the above analysis of this proposed Rezoning – County, Staff recommends to: approve the proposed rezoning of a portion of parcel 200013904 from the Local Commercial District to the Industrial District.

Exhibit 1


Location Map
HOLLAND RD
COUNTY RD JJ
COUNTY RD JJ
EDGEWOOD TR
HOLLAND RD
PL202400004
Current Zoning:
Proposed Rezoning:
INDUSTRIAL DISTRICT
Parcel Number(s):
Acreage:
Legend
PROPOSED REZONE SITE
Existing Zoning
GENERAL AGRICULTURE DISTRICT
LOCAL COMMERCIAL DISTRICT
Outagamie County

Outagamie County

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

TOWN RECOMMENDATION FORM

This form must accompany any County petition requesting a rezone (map amendment), special exception permit, special exception airport permit, conditional use permit, variance, or appeal. Towns must provide a signed copy of this form to the applicant/petitioner and should retain a copy.

OVERVIEW OF REQUEST:

Town (or Applicable Village):	Vandenbroek
Request:	Rezoning ☑
Applicant or Petitioner Name:	
Applicant Contact Information (Preferred):	
Site Parcel Number(s):	
Site Address (if applicable):	
Pre-Application Meeting Number (if applicable):	
Description of the Request: *(Please summarize the purpose of this request and/or attach a copy of the pre-application meeting summary, if applicable.)*	Rezoneto Industrial

COMPLETED BY THE CLERK:

Certification:

I hereby certify that the Board of Vandenbroek ☑, at a legally convened meeting of the Board held on **12/13/2023**, voted to Approve ☑ the Rezoning ☑ request.

Clerk Signature — 12/15/2023 Date

Motion Outcome by a Vote of:	3	☑ For	0	☑ Against
General Comments/Reasons for the Decision: *(See next page for instructions. If needed, you may include additional pages.)*	Approved rezone and preliminary plat.			

LOCK IN & ADOPTION OF RESOLUTION NO. 1—2024-25.

Vote for lock in. ROLL CALL: 31 yes, 5 absent. RESOLUTION NO. 1—2024-25 IS ADOPTED & LOCKED IN.

VOTE RESULTS 31 YES 0 NO 0 ABSTAIN 5 ABSENT

Resolution No. 1—2024-25 - Lock In

Lock in of Resolution No. 1—2024-25

Passed With Majority of Full Membership

1 THOMPSON	YES	13 WEGAND	ABSENT	25 JANKE	YES
2 JOHNSON	YES	14 HERMES	YES	26 WEINBERG	YES
3 SMITH	ABSENT	15 MacDONALD	YES	27 CULBERTSON	YES
4 PATIENCE	YES	16 SCHROEDER	YES	28 MONFILS	ABSENT
5 GABRIELSON	YES	17 CROATT	YES	29 WINTERFELDT	ABSENT
6 KOSTELNY	YES	18 SPEARS	YES	30 NEJEDLO	YES
7 HAMMEN	YES	19 HEISER	YES	31 CLEGG	ABSENT
8 LAWRENCE	YES	20 MITCHELL	YES	32 THYSSEN	YES
9 KRUEGER	YES	21 CUFF	YES	33 VANDERHEIDEN	YES
10 LAMERS	YES	22 HAGEN	YES	34 RETTLER	YES
11 FERGUSON	YES	23 KLEMP	YES	35 KOURY	YES
12 McCABE	YES	24 THIEDE	YES	36 LAUTENSCHLAGER	YES

Outagamie County **4-16-24 County Board Meeting - April 16 2024 06:08:15 PM**

April 16, 2024 County Board Meeting

OpenMeeting

RECONSIDERATION OF RESOLUTION NO. 1—2024-25.

Supervisor Spears moved, seconded by Supervisor Croatt, to reconsider the above listed resolutions.

Vote for reconsideration. ROLL CALL: 30 yes, 1 no (Thiede), 5 absent. RESOLUTION NO. 1—2024-25 IS RECONSIDERED.

VOTE RESULTS 30 YES 1 NO 0 ABSTAIN 5 ABSENT

Resolution No. 1—2024-25 - Reconsideration

Reconsideration of Resolution No. 1—2024-25

Passed With Majority of Full Membership

1 THOMPSON	YES	13 WEGAND	ABSENT	25 JANKE	YES
2 JOHNSON	YES	14 HERMES	YES	26 WEINBERG	YES
3 SMITH	ABSENT	15 MacDONALD	YES	27 CULBERTSON	YES
4 PATIENCE	YES	16 SCHROEDER	YES	28 MONFILS	ABSENT
5 GABRIELSON	YES	17 CROATT	YES	29 WINTERFELDT	ABSENT
6 KOSTELNY	YES	18 SPEARS	YES	30 NEJEDLO	YES
7 HAMMEN	YES	19 HEISER	YES	31 CLEGG	ABSENT
8 LAWRENCE	YES	20 MITCHELL	YES	32 THYSSEN	YES
9 KRUEGER	YES	21 CUFF	YES	33 VANDERHEIDEN	YES
10 LAMERS	YES	22 HAGEN	YES	34 RETTLER	YES
11 FERGUSON	YES	23 KLEMP	YES	35 KOURY	YES
12 McCABE	YES	24 THIEDE	NO	36 LAUTENSCHLAGER	YES

Outagamie County

4-16-24 County Board Meeting - April 16 2024 06:07:56 PM

April 16, 2024 County Board Meeting

OpenMeeting

Resolution No. 1—2024-25 – Property, Airport, Recreation and Economic Development Committee. Pursuant to §125.51(5)(b)2, Wis. Stats., as owner and operator of the Appleton International Airport, approve to grant a "Class B" permit to SSP America ATW, LLC, to allow the sale of intoxicating liquor for consumption by the glass and not in the original package or container on the premises, and authorize and approve the County Board Chairperson and County Clerk to sign the attached AT-105: Application for Airport/Public Facility Permit.

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

ROLL CALL: 31 yes, 5 absent. RESOLUTION NO. 1—2024-25 IS ADOPTED.

VOTE RESULTS 31 YES 0 NO 0 ABSTAIN 5 ABSENT

Resolution No. 1—2024-25

Passed With Majority of Full Membership

1 THOMPSON	YES	13 WEGAND	ABSENT	25 JANKE	YES
2 JOHNSON	YES	14 HERMES	YES	26 WEINBERG	YES
3 SMITH	ABSENT	15 MacDONALD	YES	27 CULBERTSON	YES
4 PATIENCE	YES	16 SCHROEDER	YES	28 MONFILS	ABSENT
5 GABRIELSON	YES	17 CROATT	YES	29 WINTERFELDT	ABSENT
6 KOSTELNY	YES	18 SPEARS	YES	30 NEJEDLO	YES
7 HAMMEN	YES	19 HEISER	YES	31 CLEGG	ABSENT
8 LAWRENCE	YES	20 MITCHELL	YES	32 THYSSEN	YES
9 KRUEGER	YES	21 CUFF	YES	33 VANDERHEIDEN	YES
10 LAMERS	YES	22 HAGEN	YES	34 RETTLER	YES
11 FERGUSON	YES	23 KLEMP	YES	35 KOURY	YES
12 McCABE	YES	24 THIEDE	YES	36 LAUTENSCHLAGER	YES

Outagamie County 4-16-24 County Board Meeting - April 16 2024 06:06:53 PM
April 16, 2024 County Board Meeting
OpenMeeting

RESOLUTION NO.: 1—2024-25

TO THE HONORABLE, THE OUTAGAMIE COUNTY BOARD OF SUPERVISORS

LADIES AND GENTLEMEN: ***MAJORITY***

The Outagamie County Board adopted Resolution 112—2023-24 on March 12, 2024 which approved a lease agreement effective May 1, 2024 with a new concessionaire, SSP America ATW, LLC at the Appleton International Airport. As part of the process for obtaining a "Class B" permit, pursuant to §125.51(5)(b)2, Wis. Stats., a resolution must be adopted by the County Board as owner of the Appleton International Airport. SSP America ATW, LLC has already obtained approval for a Class B permit from the Village of Greenville.

NOW THEREFORE, the undersigned members of the Property, Airport, Recreation and Economic Development Committee recommend adoption of the following resolution.

BE IT RESOLVED, that the Outagamie County Board of Supervisors, pursuant to §125.51(5)(b)2, Wis. Stats., as owner and operator of the Appleton International Airport, does support granting a "Class B" permit to SSP America ATW, LLC to allow the sale of intoxicating liquor for consumption by the glass and not in the original package or container on the premises, and

BE IT FURTHER RESOLVED, that the Outagamie County Board of Supervisors does authorize and approve the County Board Chairperson and County Clerk to sign the attached AT-105: Application for Airport/Public Facility Permit which by reference is made a part hereof, and

BE IT FINALLY RESOLVED, that the Outagamie County Clerk be directed to forward a copy of this resolution to the Appleton International Airport Director.

Dated this 16th day of April 2024

Respectfully submitted,

PROPERTY, AIRPORT, RECREATION &
ECONOMIC DEVELOPMENT COMMITTEE

Duly and officially adopted by the County Board on: April 16, 2024

Signed: _____
Board Chairperson

_____
County Clerk

Approved: 4.18.24

Vetoed: _____

Signed: _____
County Executive

Excise Tax Unit
Wisconsin Department of Revenue
PO Box 8900
Madison WI 53708 8900
(608) 266-6701
Fax (608) 261-7049

AT-105: Application for Airport/Public Facility Permit

DEPARTMENT USE ONLY
Tax Account Number
Date of Issuance

Date	Telephone Number	Seller's Permit Number	Federal Employer Identification Number (FEIN)	Social Security Number (If you do not have a FEIN number)
	( )		— —	— — — —

SECTION 1 – To be completed by Chairperson and Clerk of Municipality or County

Under the provisions of secs. 125.51(5)(b), Wis. Stats. and a resolution passed by the governing body of (municipality) GREENVILLE or (county) _____ (a copy of which is attached), application is being made for a "Class B" intoxicating liquor permit for use on the following described premises which is:

A.

Owned and Operated by	Known as		
SSP AMERICA ATW, LLC			
Address of Premises	Located in the: (Check One) ☐ Town ☑ Village ☐ City of GREENVILLE		
Mailing Address	City	State	Zip
20408 BASHAN DR., SUITE 300	ASHBURN	VA	20147

From the _____ day of _____ 20 _____ through the _____ day of _____ 20 _____

B. APPLICANT: ☐ Individual ☐ Partnership ☐ Corporation ☑ Limited Liability Company (LLC)

INDIVIDUAL OR PARTNERSHIP: (If a partnership, all partners must be listed)

Name (Last)	(First)	(M.I.)	SS#	Home Address
Name (Last)	(First)	(M.I.)	SS#	Home Address
Name (Last)	(First)	(M.I.)	SS#	Home Address

Name of Corporation/Limited Liability Company	State and Date of Incorporation/Registration
SSP AMERICA ATW, LLC	WI 11/14/2023

Is applicant corporation a subsidiary of any other corporation or Limited Liability Company?

☑ Yes ☐ No If Yes, indicate corporate name or name of Limited Liability Company: SSP AMERICA, INC.

OFFICERS AND DIRECTORS – AN AGENT MUST BE APPOINTED.

President/Member Last Name	(First)	(M.I.)	SS#	Home Address
SVAGDIS	MICHAEL		[redacted]	[redacted]
Vice President/Member Last Name	(First)	(M.I.)	SS#	Home Address
MURRAY	PATRICK		[redacted]	[redacted]
Secretary/Member Last Name	(First)	(M.I.)	SS#	Home Address
MBOYA	GEORGE		[redacted]	[redacted]
Treasurer/Member Last Name	(First)	(M.I.)	SS#	Home Address
Agent Last Name	(First)	(M.I.)	SS#	Home Address

Premises description: Describe building or buildings where alcohol beverages are to be sold and stored. The applicant must include all rooms including living quarters, if used, for the sales, service, consumption, and/or storage of alcohol beverages and records. (Alcohol beverages may be sold and stored only on the premises described.)

The fee in the amount of $600 is payable every 2 years to the Wisconsin Department of Revenue. Also include $20 BTR fee (if applicable).
The fee for a permit for less than 12 months shall be prorated according to the number of months or fraction thereof for which the permit is issued.

Declaration

_____, Chairperson of the governing body of _____
and _____, Clerk of said body, individually and together, declare under penalties of law that the information provided in this application is true and correct to the best of their knowledge and belief.

Chairperson	Clerk	Date

AT-105 (R. 11-19) (Continued on Reverse Side)

SECTION 2 – To be completed by Concessionaire

Name owner of bar fixtures and state terms of lease or Rental.

N/A

Does the applicant understand they must register as a Retail Beverage Alcohol Dealer with the federal government, Alcohol and Tobacco Tax and Trade bureau (TTB) by filing (TTB Form 5630.5d) before beginning business? (phone 1-877-882-3277) [✓] Yes [ ] No

Is the applicant an employee or agent of, or acting on behalf of anyone except the named applicant?
Explain Yes answer in detail. [ ] Yes [✓] No

Does the applicant, any member of the partnership, officer, director, stockholder, member, or agent hold any interest in any other retail beer and/or liquor license or wholesale beer permit or liquor permit in Wisconsin? [✓] Yes [ ] No
If Yes, Identify:

Name	Location	Type of License/Permit
SEE ATTACHED RIDER		

Does any retail alcohol beverage Licensee, wholesale beer permittee or wholesale liquor permittee or any officer, director, stockholder, member, of such permittee or licensee have any interest in this permit? [ ] Yes [✓] No
If Yes, Identify:

Name	Location	Type of License / Permit

Does the applicant understand that any permit issued will be void and subject to revocation if indebted in excess of 15 days for fermented malt beverages or 30 days for intoxicating liquors? [✓] Yes [ ] No

(Signature of Individual, or one Corporate Partner/Individual/Member of Limited Liability Company)

SECTION 3 – Approval by Law Officer

I, _____, chief law enforcement officer of

_____, have searched the records maintained
(Municipality in which the airport or public facility is located)

by my department and have contacted the Wisconsin Crime Information Bureau. I know of no reason a retail "Class B" intoxicating liquor permit should not be issued to _____ to operate at the
(Name of corporate officer(s), member(s) / manager(s) of limited liability company or agent to be permitted)

_____.
(Name of airport or public facility)

_____
(Signature of Officer)

_____
(Title of Officer)

AT-105: Auxiliary Questionnaire

To be completed by each individual, partner, member, or officer, director, and agent applying for a permit to sell alcohol beverages.

Name (Last)	(First)	(M.I.)	Title
MBOYA	GEORGE	O	CFO & SECRETARY

Date of Birth	Place of Birth	Business or Occupation for Past Three Years
[redacted]	KENYA	CFO & SECRETARY

☐ Yes ☑ No Have you ever been convicted of violating federal or state laws or any municipal ordinance?
If Yes, check type violated → ☐ Federal ☐ State ☐ Municipal Ordinance
(Attach explanation of any Yes answer.)

☑ Yes ☐ No Are you an officer, director, agent or employee of any person, member or Limited Liability Company, or corporation holding or applying for any other license or permit to sell alcohol beverages in Wisconsin?
(If Yes, identify by name of licensee or permittee, class of license or permit, and municipality.)

I declare under penalties of the law that I have examined this information and, to the best of my knowledge, it is true, correct, and complete.

Your Signature ▶ [signature] Date 03/14/2024

AT-105 (R. 11-19) Wisconsin Department of Revenue

AT-105: Auxiliary Questionnaire

To be completed by each individual, partner, member, or officer, director, and agent applying for a permit to sell alcohol beverages.

Name (Last)	(First)	(M.I.)	Title
MURRAY	PATRICK	J	EXECUTIVE VICE PRESIDENT

Date of Birth	Place of Birth	Business or Occupation for Past Three Years
[redacted]	NY	EXECUTIVE VICE PRESIDENT

☐ Yes ☑ No Have you ever been convicted of violating federal or state laws or any municipal ordinance?
If Yes, check type violated → ☐ Federal ☐ State ☐ Municipal Ordinance
(Attach explanation of any Yes answer.)

☑ Yes ☐ No Are you an officer, director, agent or employee of any person, member or Limited Liability Company, or corporation holding or applying for any other license or permit to sell alcohol beverages in Wisconsin?
(If Yes, identify by name of licensee or permittee, class of license or permit, and municipality.)

I declare under penalties of the law that I have examined this information and, to the best of my knowledge, it is true, correct, and complete.

Your Signature ▶ [signature] Date 03/14/2024

AT-105 (R. 11-19) Wisconsin Department of Revenue

AT-105: Auxiliary Questionnaire

To be completed by each individual, partner, member, or officer, director, and agent applying for a permit to sell alcohol beverages.

Name (Last)	(First)	(M.I.)	Title
Svagdis	Michael	P	President & CEO

Date of Birth	Place of Birth	Business or Occupation for Past Three Years
[redacted]	MA	President & CEO

[x] Yes [ ] No Have you ever been convicted of violating federal or state laws or any municipal ordinance?
If Yes, check type violated → [ ] Federal [x] State [ ] Municipal Ordinance
(Attach explanation of any Yes answer.) DUI, 1993 in South Carolina.

[x] Yes [ ] No Are you an officer, director, agent or employee of any person, member or Limited Liability Company, or corporation holding or applying for any other license or permit to sell alcohol beverages in Wisconsin?
(If Yes, identify by name of licensee or permittee, class of license or permit, and municipality.)

I declare under penalties of the law that I have examined this information and, to the best of my knowledge, it is true, correct, and complete.

Your Signature ▶ Michael Svagdis Date 03/14/2024

AT-105 (R. 11-19) Wisconsin Department of Revenue

AT-105: Auxiliary Questionnaire

To be completed by each individual, partner, member, or officer, director, and agent applying for a permit to sell alcohol beverages.

Name (Last)	(First)	(M.I.)	Title

Date of Birth	Place of Birth	Business or Occupation for Past Three Years

[ ] Yes [ ] No Have you ever been convicted of violating federal or state laws or any municipal ordinance?
If Yes, check type violated → [ ] Federal [ ] State [ ] Municipal Ordinance
(Attach explanation of any Yes answer.)

[ ] Yes [ ] No Are you an officer, director, agent or employee of any person, member or Limited Liability Company, or corporation holding or applying for any other license or permit to sell alcohol beverages in Wisconsin?
(If Yes, identify by name of licensee or permittee, class of license or permit, and municipality.)

I declare under penalties of the law that I have examined this information and, to the best of my knowledge, it is true, correct, and complete.

Your Signature ▶ Date

AT-105 (R. 11-19) 3 Wisconsin Department of Revenue

I, Jeffrey L. King, County Clerk for the County of Outagamie Wisconsin do hereby certify that the foregoing is a true and correct copy of the April 16, 2024 County Board Minutes approved by a majority vote at a meeting of the County Board on May 14, 2024 and recorded in the minutes of said meeting a quorum of members being present.

In testimony whereof, I have hereunto set my hand and the seal of the County of Outagamie, Wisconsin, this 15th Day of May, 2024.

/s/ Jeffrey L. King
County Clerk

Please call the Outagamie County Clerk's Office (832-5077) if you would like further elaboration of these minutes.

RUN: June 7, 2024

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

Office of the County Clerk, May 14, 2024.

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: 27 present, 9 absent. Members present: Thompson, Smith, Patience, Gabrielson, Kostelny, Hammen, Lawrence, Krueger, Lamers, McCabe, Spears, Heiser, Mitchell, Cuff, Hagen, Klemp, Janke, Weinberg, Culbertson, Monfils, Winterfeldt, Nejedlo, Clegg, VanderHeiden, Rettler, Koury, and Lautenschlager. Members absent: Johnson, Ferguson, Wegand, Hermes, MacDonald, Schroeder, Croatt, Thiede, and Thyssen.

The Board Chairperson requested the Board's confirmation to excuse Supervisor Johnson, Supervisor Ferguson, Supervisor Wegand, Supervisor Hermes, Supervisor MacDonald, Supervisor Schroeder, Supervisor Croatt, Supervisor Thiede, and Supervisor Thyssen. No objections; so ordered.

The Pledge of Allegiance was led by Chairperson Gabrielson.

MINUTES OF THE APRIL 16, 2024 COUNTY BOARD MEETING
Supervisor Patience moved, seconded by Supervisor Cuff, to approve the minutes of the April 16, 2024, County Board meeting.

ROLL CALL: 26 yes, 1 abstain (Monfils), 9 absent. MINUTES OF THE APRIL 16, 2024, COUNTY BOARD MEETING ARE APPROVED.

SPECIAL ORDER OF BUSINESS – None.

ESTABLISH ORDER OF THE DAY – Chairperson Gabrielson reported the request to have all appointments, and Resolution Nos. 5 and 9—2024-25 locked in at the meeting.

Chairperson Gabrielson asked for unanimous consent to handle the reconsiderations and lock ins for the appointments at the end of appointments.

COMMUNICATIONS –
Chairperson Gabrielson summarized the following communications:

- Chairperson Gabrielson welcomed Boy Scouts of America (BSA) Troop 9 to the county board meeting.
- There are six Supervisors that have not completed the March security training that was due on April 10th. Please contact Legislative Services if you need a link to the training.

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.

Chairperson Gabrielson asked for unanimous consent to move up the County Executive Report before the appointments on the agenda.

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

APPOINTMENTS –

County Executive Nelson nomination for appointments of Kevin Englebert (alternate), Lee Hammen, Karen Lawrence, and Rick Lautenschlager (alternate) to the East Central Wisconsin Regional Planning Commission.

Supervisor Patience moved, seconded by Supervisor Krueger, for confirmation of the above-listed appointments.

ROLL CALL: 27 yes, 9 absent. KEVIN ENGLEBERT (ALTERNATE), LEE HAMMEN, KAREN LAWRENCE, AND RICK LAUTENSCHLAGER (ALTERNATE) ARE APPOINTED TO THE EAST CENTRAL WISCONSIN REGIONAL PLANNING COMMISSION.

County Executive Nelson nomination for appointment of Darren Koutnik as Information Technology Director.

Supervisor Krueger moved, seconded by Supervisor Lawrence, for confirmation of the above-listed appointment.

ROLL CALL: 27 yes, 9 absent. DARREN KOUTNIK IS APPOINTED AS INFORMATION TECHNOLOGY DIRECTOR.

County Executive Nelson nomination for appointments of Mitesh Ajmera, Tyler Baeten, Roberta Buchholtz, Cindy Fallona, Peter Gilbert, Wendy Hartman, B Looker, Cathy Thompson, Angela Ver Voort, and Veronica Woodward to the Outagamie Waupaca Library Service Planning Committee, terms expiring upon completion.

Supervisor Spears moved, seconded by Supervisor Kostelny, for confirmation of the above-listed appointments.

ROLL CALL: 27 yes, 9 absent. MITESH AJMERA, TYLER BAETEN, ROBERTA BUCHHOLTZ, CINDY FALLONA, PETER GILBERT, WENDY HARTMAN, B LOOKER, CATHY THOMPSON, ANGELA VER VOORT, AND VERONICA WOODWARD ARE APPOINTED TO THE OUTAGAMIE WAUPACA LIBRARY SERVICE PLANNING COMMITTEE.

County Executive Nelson nomination for reappointments of Loren Dieck, Tom Flick, and appointments of Dennis Kittel, Nicole Bernardin to the Greenway Implementation Committee, terms expiring April 30, 2027.

Supervisor Hagen moved, seconded by Supervisor Cuff, for confirmation of the above-listed reappointments and appointments.

ROLL CALL: 27 yes, 9 absent. LOREN DIECK AND TOM FLICK ARE REAPPOINTED AND DENNIS KITTEL AND NICOLE BERNARDIN ARE APPOINTED TO THE GREENWAY IMPLEMENTATION COMMITTEE.

County Executive Nelson nomination for reappointments of Thomas Nelson, Clint Kriewaldt, Barb Bocik, Brian Figy, John Rathman, Brian Bezier, Judge Mitch Metropulous, Robert Welygan, Christine Heywood, Bernie Vetrone, Chelsea Niemuth, Beth Robinson, Kim Kurimski, and the appointments of Anne Van, Karen Kewley, Jeff Dietzen, Lisa Hanneman to the Criminal Justice Coordinating Council, terms expiring April 30, 2026.

Supervisor Kostelny moved, seconded by Supervisor Patience, for confirmation of the above-listed reappointments and appointments.

ROLL CALL: 27 yes, 9 absent. THOMAS NELSON, CLINT KRIEWALDT, BARB BOCIK, BRIAN FIGY, JOHN RATHMAN, BRIAN BEZIER, JUDGE MITCH METROPULOUS, ROBERT WELYGAN, CHRISTINE HEYWOOD, BERNIE VETRONE, CHELSEA NIEMUTH, BETH ROBINSON, AND KIM KURIMSKI ARE REAPPOINTED AND ANNE VAN, KAREN KEWLEY, JEFF DIETZEN, AND LISA HANNEMAN ARE APPOINTED TO THE CRIMINAL JUSTICE COORDINATING COUNCIL.

County Executive Nelson nomination for reappointments of Yvonne Monfils, Chris Croatt, Lee Hammen (alternate), John Cuff (alternate) to the University of Wisconsin Oshkosh Fox Cities Campus Board of Trustees, terms expiring April 30, 2026.

Supervisor Klemp moved, seconded by Supervisor Krueger, for confirmation of the above-listed reappointments.

ROLL CALL: 27 yes, 9 absent. YVONNE MONFILS, CHRIS CROATT, LEE HAMMEN (ALTERNATE), AND JOHN CUFF (ALTERNATE) ARE REAPPOINTED TO THE UNIVERSITY OF WISCONSIN OSHKOSH FOX CITIES CAMPUS BOARD OF TRUSTEES.

County Board Chair Gabrielson nomination for reappointments of Katrin Patience, Dean Culbertson, and Dan Gabrielson (chair) to the 9-1-1 Communications Center Construction Project Oversight Committee; terms expiring April 2026.

Supervisor Spears moved, seconded by Supervisor Lawrence, for confirmation of the above-listed reappointments.

VOICE VOTE CARRIED UNANIMOUSLY. KATRIN PATIENCE, DEAN CULBERTSON, AND DAN GABRIELSON (CHAIR) ARE REAPPOINTED TO THE 9-1-1 COMMUNICATIONS CENTER CONSTRUCTION PROJECT OVERSIGHT COMMITTEE.

County Board Chair Gabrielson nomination for appointment of Dustin Koury to the CAP Services Board of Directors; term expiring April 2026.

Supervisor McCabe moved, seconded by Supervisor VanderHeiden, for confirmation of the above-listed appointment.

VOICE VOTE CARRIED UNANIMOUSLY. DUSTIN KOURY IS APPOINTED TO THE CAP SERVICES BOARD OF DIRECTORS.

County Board Chair Gabrielson nomination for reappointments of Dean Culbertson (chair), Lee Hammen, Dan Gabrielson, and the appointment of Chris Croatt to the Appleton International Airport Terminal Expansion Oversight Committee; terms expiring April 2026.

Supervisor Spears moved, seconded by Supervisor Nejedlo, for confirmation of the above-listed reappointments and appointment.

VOICE VOTE CARRIED UNANIMOUSLY. DEAN CULBERTSON (CHAIR), LEE HAMMEN, AND DAN GABRIELSON ARE REAPPOINTED AND CHRIS CROATT IS APPOINTED TO THE APPLETON INTERNATIONAL AIRPORT TERMINAL EXPANSION OVERSIGHT COMMITTEE.

> County Board Chair Gabrielson nomination for reappointments of Lee Hammen (chair), Dean Culbertson, and Dennis Clegg to the Appleton International Airport Business Park Expansion Project Oversight Committee; terms expiring April 2026.

Supervisor Cuff moved, seconded by Supervisor McCabe, for confirmation of the above-listed reappointments.

VOICE VOTE CARRIED UNANIMOUSLY. LEE HAMMEN (CHAIR), DEAN CULBERTSON, AND DENNIS CLEGG ARE REAPPOINTED TO THE APPLETON INTERNATIONAL AIRPORT BUSINESS PARK EXPANSION PROJECT OVERSIGHT COMMITTEE.

> County Board Chair Gabrielson nomination for reappointments of Dean Culbertson (chair), Ronald Klemp, and the appointment of Chris Croatt to the Plamann Park Pavilion Construction Project Oversight Committee; terms expiring April 2026.

Supervisor Kostelny moved, seconded by Supervisor Monfils, for confirmation of the above-listed reappointments and appointment.

VOICE VOTE CARRIED UNANIMOUSLY. DEAN CULBERTSON (CHAIR) AND RONALD KLEMP ARE REAPPOINTED AND CHRIS CROATT IS APPOINTED TO THE PLAMANN PARK PAVILION CONSTRUCTION PROJECT OVERSIGHT COMMITTEE.

> County Board Chair Gabrielson nomination for reappointment of Jeffrey McCabe to the Mississippi Health Services Commission; term expiring April 2026.

Supervisor Krueger moved, seconded by Supervisor Spears, for confirmation of the above-listed reappointment.

VOICE VOTE CARRIED UNANIMOUSLY. JEFFREY MCCABE IS REAPPOINTED TO THE MISSISSIPPI HEALTH SERVICES COMMISSION.

> County Board Chair Gabrielson nomination for reappointment of Justin Krueger and the appointment of John Cuff to the Loan Review Committee; terms expiring April 2026.

Supervisor Lawrence moved, seconded by Supervisor Kostelny, for confirmation of the above-listed reappointment and appointment.

VOICE VOTE CARRIED UNANIMOUSLY. JUSTIN KRUEGER IS REAPPOINTED AND JOHN CUFF IS APPOINTED TO THE LOAN REVIEW COMMITTEE.

County Board Chair Gabrielson nomination for reappointment of Rick Lautenschlager to the Land Information Council; term expiring April 2026.

Supervisor Spears moved, seconded by Supervisor Koury, for confirmation of the above-listed reappointment.

VOICE VOTE CARRIED UNANIMOUSLY. RICK LAUTENSCHLAGER IS REAPPOINTED TO THE LAND INFORMATION COUNCIL.

County Board Chair Gabrielson nomination for reappointments of Joy Hagen, John Cuff, and Lee Hammen to the Greenway Implementation Committee; terms expiring April 2026.

Supervisor Lamers moved, seconded by Supervisor Patience, for confirmation of the above-listed reappointments.

VOICE VOTE CARRIED UNANIMOUSLY. JOY HAGEN, JOHN CUFF, AND LEE HAMMEN ARE REAPPOINTED TO THE GREENWAY IMPLEMENTATION COMMITTEE.

County Board Chair Gabrielson nomination for reappointments of Katrin Patience, Karen Lawrence, Cathy Thompson, Dan Gabrielson, Christine Lamers (alternate), Chris Croatt (alternate), Justin Krueger (alternate), and the appointment of Dean Culbertson (alternate) to the Criminal Justice Coordinating Council; terms expiring April 2026.

Supervisor Klemp moved, seconded by Supervisor Rettler, for confirmation of the above-listed reappointments and appointment.

VOICE VOTE CARRIED UNANIMOUSLY. KATRIN PATIENCE, KAREN LAWRENCE, CATHY THOMPSON, DAN GABRIELSON, CHRISTINE LAMERS (ALTERNATE), CHRIS CROATT (ALTERNATE), AND JUSTIN KRUEGER (ALTERNATE) ARE REAPPOINTED AND DEAN CULBERTSON (ALTERNATE) IS APPOINTED TO THE CRIMINAL JUSTICE COORDINATING COUNCIL.

County Board Chair Gabrielson nomination for reappointments of Joy Hagen (chair), Ron Klemp, Dan Nejedlo, and the appointment of Rick Lautenschlager to the Department of Recycling and Solid Waste and Highway Department Facility and Land Use Plan Oversight Committee; terms expiring April 2026.

Supervisor VanderHeiden moved, seconded by Supervisor Cuff, for confirmation of the above-listed reappointments and appointment.

VOICE VOTE CARRIED UNANIMOUSLY. JOY HAGEN (CHAIR), RON KLEMP, AND DAN NEJEDLO ARE REAPPOINTED AND RICK LAUTENSCHLAGER IS APPOINTED TO THE DEPARTMENT OF RECYCLING AND SOLID WASTE AND HIGHWAY DEPARTMENT FACILITY AND LAND USE PLAN OVERSIGHT COMMITTEE.

RECONSIDERATION OF ALL APPOINTMENTS.

Supervisor Patience moved, seconded by Supervisor Smith, to reconsider all appointments.

Vote for reconsideration. ROLL CALL: 27 yes, 9 absent. ALL APPOINTMENTS ARE RECONSIDERED.

Vote for lock in. ROLL CALL: 27 yes, 9 absent. ALL APPOINTMENTS ARE ADOPTED & LOCKED IN.

UNFINISHED BUSINESS – None.

NEW BUSINESS – *NOTE: The minutes that follow list the synopsis of the ordinances/resolutions and roll calls. At the end of this set of minutes, the scanned copies of the each ordinance/resolution will be appended along with the physical roll call.*

Resolution No. Z-1—2024-25 – Agriculture, Extension Education, Zoning and Land Conservation Committee. Approve the rezone request for Russell Obermeier, parcel 101086305, from the Local Commercial District to the R-5 Multifamily Residence District, in the Town of Grand Chute, as noted on the attached review and map.

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

ROLL CALL: 26 yes, 1 no (Clegg), 9 absent. RESOLUTION NO. Z-1—2024-25 IS ADOPTED.

Resolution No. Z-2—2024-25 – Agriculture, Extension Education, Zoning and Land Conservation Committee. Approve to recommend denial of the rezone request, outlined in the attached County Rezoning Review and Recommendation report, as required by §59.69(5)(e)4 Wis. Stats., for applicants Chad Reader and Chad Calmes, owners Glen & Cheryl Sprangers, for parcels 200021800, 200021801, 200021802, and 200021803, proposed rezoning from the General Agriculture District to the Industrial District, in the Town of Vandenbroek, as noted on the attached review and map.

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

ROLL CALL: 27 yes, 9 absent. RESOLUTION NO. Z-2—2024-25 IS ADOPTED.

Resolution No. Z-3—2024-25 – Agriculture, Extension Education, Zoning and Land Conservation Committee. Approve the Town Zoning Code Text Amendment for the Town of Buchanan which will repeal the entirety of the Town's zoning code text, and replace it with all new language, while preserving the existing zoning map, as noted on the attached staff review and Town Ordinance No. 2024-01.

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

ROLL CALL: 27 yes, 9 absent. RESOLUTION NO. Z-3—2024-25 IS ADOPTED.

Resolution No. 2—2024-25 – Agriculture, Extension Education, Zoning, and Land Conservation Committee. Approve the Land Conservation Department to accept and expend an $18,000 grant from the University of Wisconsin-Green Bay to provide assistance in designing and installing monitoring infrastructure at the Heart of the Valley Sediment Basin and one additional planned agricultural treatment system, and increase the following line items in the Land Conservation Grants (2100400) cost center: Misc Revenue by $18,000; Salary by $2,000; Fringe by $1,000; Supplies by $7,500; and Purchased Services by $7,500, as noted on the attached fiscal note.

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

ROLL CALL: 27 yes, 9 absent. RESOLUTION NO. 2—2024-25 IS ADOPTED.

Resolution No. 3—2024-25 – Finance Committee. Approve to go on record to support the Village of Combined Locks Territory Amendment #1 to Tax Incremental District (TID) No. 3 as detailed in the attached document dated May 7, 2024; and recommend that the representative of Outagamie County on the Village of Combined Locks TID Board of Review vote in favor of the amendment.

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

ROLL CALL: 26 yes, 1 no (Rettler), 9 absent. RESOLUTION NO. 3—2024-25 IS ADOPTED.

Resolution No. 4—2024-25 – Health and Human Services Committee. Approve the Health and Human Services Public Health Department to apply for, accept and expend the Community Vision Fund Grant for $10,000 to be used to equip members of the community with the resources needed to provide well-being support, and for the line items of Community Health Revenue – Miscellaneous increase by $10,000 and decrease the Community Health Advertising – Promotion by $10,000, as noted on the attached fiscal note.

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

ROLL CALL: 26 yes, 1 no (Janke), 9 absent. RESOLUTION NO. 4—2024-25 IS ADOPTED.

Resolution No. 5—2024-25 – Property, Airport, Recreation and Economic Development Committee. Approve to transfer $45,000 from the line items of Various Capital Projects (cost center 4661100.6000) to the Various Capital Projects (cost center 4640600.0000) in order to modernize elevators 1, 2, 5, and 7 in the Justice Center, as noted on the attached fiscal note.

Supervisor Smith moved, seconded by Supervisor Klemp, for adoption.

ROLL CALL: 27 yes, 9 absent. RESOLUTION NO. 5—2024-25 IS ADOPTED.

RECONSIDERATION OF RESOLUTION NO. 5—2024-25.

Supervisor Patience moved, seconded by Supervisor Culbertson, to reconsider the above listed resolution.

Vote for reconsideration. ROLL CALL: 27 yes, 9 absent. RESOLUTION NO. 5—2024-25 IS RECONSIDERED.

Vote for lock in. ROLL CALL: 27 yes, 9 absent. RESOLUTION NO. 5—2024-25 IS ADOPTED & LOCKED IN.

Resolution No. 6—2024-25 – Property, Airport, Recreation and Economic Development Committee. Approve an Access Agreement made by and between the State of Wisconsin Department of Natural Resources and Tony J. Farley and Stacey L. Farley for permission to cross the former railroad corridor of Wisconsin Central, Ltd., known as the “Newton Blackmour State Trail” on Parcel Number 190056500 in the Town of Seymour; as noted on the attachments.

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

ROLL CALL: 27 yes, 9 absent. RESOLUTION NO. 6—2024-25 IS ADOPTED.

Resolution No. 7—2024-25 – Public Safety Committee. Authorize and approve of the "Outagamie County Hazard Mitigation Plan 2024-2029" as an official plan and revisions to meet the Plan approval requirements after adoption will not require Outagamie County to re-adopt any further iterations of the Plan and that subsequent plan updates following the approval period for this Plan will require separate resolutions.

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

ROLL CALL: 27 yes, 9 absent. RESOLUTION NO. 7—2024-25 IS ADOPTED.

Resolution No. 8—2024-25 – Finance Committee. Authorize and approve of all excess or deficiency of revenues over/under expenditures and unexpected appropriations of the various accounts reverting back to the County's General Fund or from the General Fund as indicated in the attached fiscal note and Summary of 2023-2024 Revolving Funds, with the exception of those expenses, revenues or transfers, as noted in the resolution and attachments.

Supervisor Lautenschlager moved, seconded by Supervisor Lawrence, for adoption.

ROLL CALL: 27 yes, 9 absent. RESOLUTION NO. 8—2024-25 IS ADOPTED.

CLOSED SESSION PURSUANT TO SECTION 19.85(1)(g) WIS STATS. FOR THE PURPOSE OF CONFERRING WITH LEGAL COUNSEL FOR THE GOVERNMENTAL BODY WHO IS RENDERING ORAL OR WRITTEN ADVICE CONCERNING STRATEGY TO BE ADOPTED BY THE BODY WITH RESPECT TO LITIGATION IN WHICH IT IS OR IS LIKELY TO BECOME INVOLVED REGARDING PREPAYMENT OF PUBLIC BONDS.

Supervisor Lautenschlager moved, seconded by Supervisor VanderHeiden, to enter into Closed Session as noted above.

ROLL CALL: 27 yes, 9 absent. COUNTY BOARD ENTERS CLOSED SESSION AT 7:32 PM.

END CLOSED SESSION

Supervisor Patience moved, seconded by Supervisor Lautenschlager, to end Closed Session and resume normal business.

ROLL CALL: 27 yes, 9 absent. COUNTY BOARD ENDS CLOSED SESSION AT 7:48 PM.

Resolution No. 9—2024-25 – Finance Committee. Approve "RESOLUTION AUTHORIZING THE PARTIAL REDEMPTION OF THE COUNTY'S GENERAL OBLIGATION CAPITAL IMPROVEMENT BONDS, DATED DECEMBER 27, 2012".

Supervisor Lawrence moved, seconded by Supervisor Cuff, for adoption.

ROLL CALL: 27 yes, 9 absent. RESOLUTION NO. 9—2024-25 IS ADOPTED.

RECONSIDERATION OF RESOLUTION NO. 9—2024-25.

Supervisor McCabe moved, seconded by Supervisor Klemp, to reconsider the above listed resolution.

Vote for reconsideration. ROLL CALL: 27 yes, 9 absent. RESOLUTION NO. 9—2024-25 IS RECONSIDERED.

Vote for lock in. ROLL CALL: 27 yes, 9 absent. RESOLUTION NO. 9—2024-25 IS ADOPTED & LOCKED IN.

REPORTS

County Board Memo – Sole Source Purchase – IT Department – Refurbing their Eaton 9300 UPS unit through the manufacturer Eaton $38,111.25

County Board Memo – Sole Source Purchase – County Clerk – Ballot printing through JP Graphics

ADJOURNMENT

Supervisor Koury moved, seconded by Supervisor Monfils to adjourn until May 28, 2024 at 7:00 p.m. VOICE VOTE CARRIED UNANIMOUSLY.

The meeting adjourned at 7:50 p.m.

FINAL COPIES OF ORDINANCES/RESOLUTIONS AND ROLL CALLS PERTINENT TO NEW BUSINESS FOLLOW:

Resolution No. Z-1—2024-25 – Agriculture, Extension Education, Zoning and Land Conservation Committee. Approve the rezone request for Russell Obermeier, parcel 101086305, from the Local Commercial District to the R-5 Multifamily Residence District, in the Town of Grand Chute, as noted on the attached review and map.

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

ROLL CALL: 26 yes, 1 no (Clegg), 9 absent. RESOLUTION NO. Z-1—2024-25 IS ADOPTED.

VOTE RESULTS 26 YES 1 NO 0 ABSTAIN 9 ABSENT

Resolution No. Z-1—2024-25

Resolution No. Z-1—2024-25 – Agriculture, Extension Education, Zoning and Land Conservation Committee. Obermeier, parcel 101086305, from the Local Commercial District to the R-5 Multifamily Residence District, in the Town of Grand Chute, as noted on the attached review and map. **Passed With Majority of Full Membership**

1 THOMPSON	YES	13 WEGAND	ABSENT	25 JANKE	YES
2 JOHNSON	ABSENT	14 HERMES	ABSENT	26 WEINBERG	YES
3 SMITH	YES	15 MacDONALD	ABSENT	27 CULBERTSON	YES
4 PATIENCE	YES	16 SCHROEDER	ABSENT	28 MONFILS	YES
5 GABRIELSON	YES	17 CROATT	ABSENT	29 WINTERFELDT	YES
6 KOSTELNY	YES	18 SPEARS	YES	30 NEJEDLO	YES
7 HAMMEN	YES	19 HEISER	YES	31 CLEGG	NO
8 LAWRENCE	YES	20 MITCHELL	YES	32 THYSSEN	ABSENT
9 KRUEGER	YES	21 CUFF	YES	33 VANDERHEIDEN	YES
10 LAMERS	YES	22 HAGEN	YES	34 RETTLER	YES
11 FERGUSON	ABSENT	23 KLEMP	YES	35 KOURY	YES
12 McCABE	YES	24 THIEDE	ABSENT	36 LAUTENSCHLAGER	YES

Outagamie County 4-16-24 County Board Meeting - May 14 2024 07:19:47 PM
April 16, 2024 County Board Meeting
OpenMeeting

RESOLUTION NO.: Z-1—2024-25

TO THE HONORABLE, THE OUTAGAMIE COUNTY BOARD OF SUPERVISORS

LADIES AND GENTLEMEN: ***MAJORITY***

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

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

BE IT RESOLVED, that the Outagamie County Board of Supervisors does approve of the proposed rezoning request for Russell Obermeier. The proposed rezoning is for parcel 101086305, from the Local Commercial District to the R-5 Multifamily Residence District. The parcel is located north of Schroth Lane and east of McCarthy Road in the Town of Grand Chute, Outagamie County, WI, as depicted on the attached review and map, which by reference are made a part hereof, and

BE IT FINALLY RESOLVED, that the Outagamie County Clerk be directed to forward a certified copy of this resolution to the Outagamie County Zoning Administrator, the Town of Grand Chute Clerk, the Town of Grand Chute Community Development Director, and the Town of Grand Chute Community Development Administrative Assistant.

Dated this 14th day of May, 2024

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: May 14, 2024

Signed: _____
Board Chairperson

_____
County Clerk

Approved: 5.15.24

Vetoed: _____

Signed: _____
County Executive

Outagamie County

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: Sadie DiNatale Burda, Principal Planner
DATE: March 25, 2024
RE: PL202400124: Rezoning – Town, Review and Recommendation

Application Details:

Applicant and Owner:	Town of Grand Chute, Applicant on behalf of Russell Obermeier (Owners)
Request:	Rezoning - Town
Parcel:	101086305
Location:	North of Schroth Lane and East of McCarthy Road TOWN OF GRAND CHUTE
Public Hearing:	March 5, 2024 at 6:00 PM – held by Town of Grand Chute

Background:

Outagamie County received a Town Rezoning request from the Town of Grand Chute, as depicted on the attached Rezoning Map. The proposal would rezone parcel 101086305 (2.15 acres) from the Local Commercial District to the R-5 Multifamily Residence District. The rezoning would allow for the development of a 26-unit assisted living facility that will serve as an expansion to the existing facility to the east.

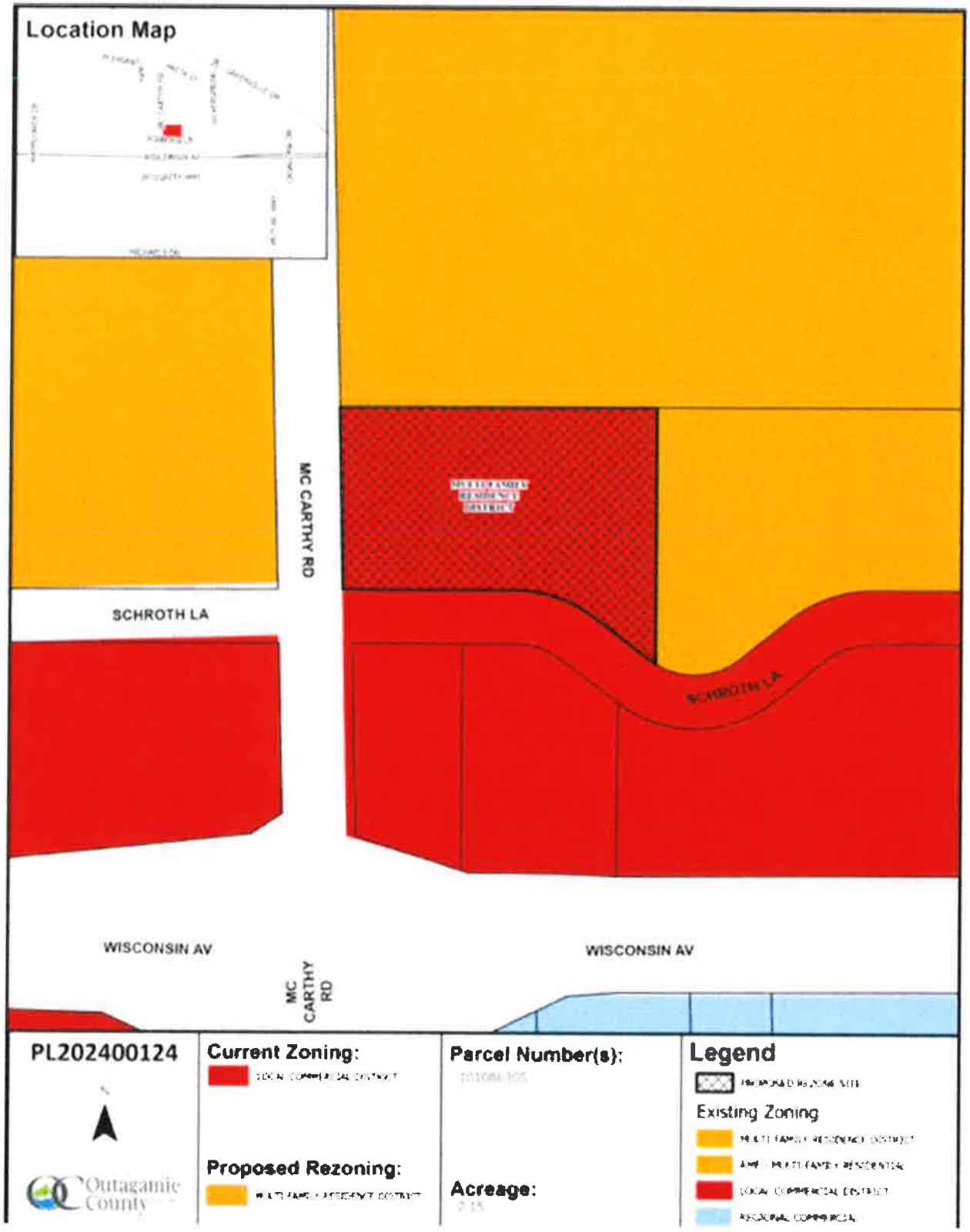
The Town of Grand Chute exercises village powers and adopted General Town Zoning. The Town of Grand Chute is required to find this rezoning consistent with its Comprehensive Plan. They have identified the rezoning to be consistent with its Comprehensive Plan Future Land Use Map, which identifies the area with the "Urban" designation.

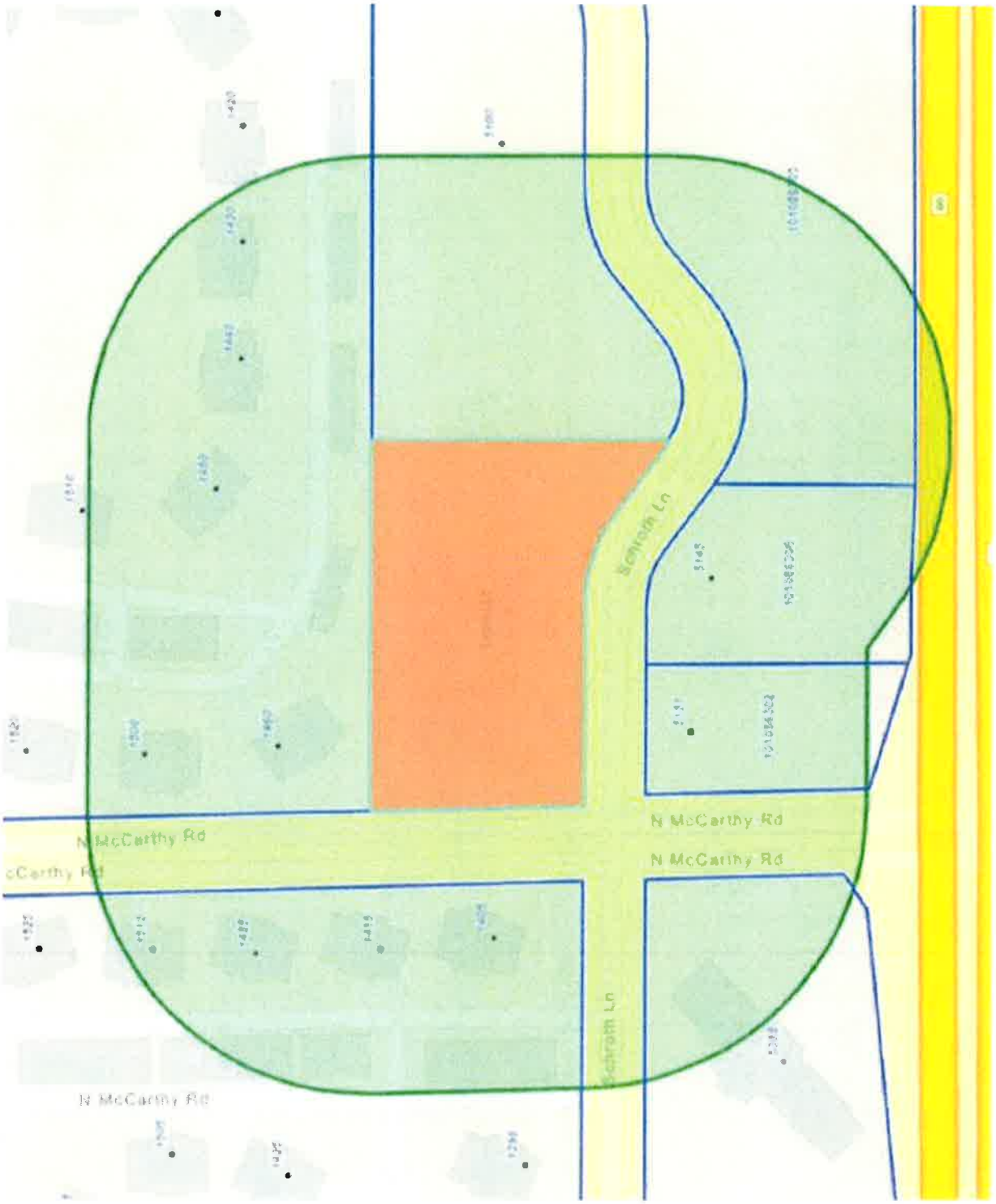
Outagamie County concurs that the rezone is also consistent with its Comprehensive Plan Future Land Map, which identifies the area with the "Community Mixed Use" designation.

The Grand Chute Town Board voted to approve the rezoning request of March 19, 2024.

Staff Recommendation:

Based on County staff's review of this proposed Town Rezoning, Staff recommends to: approve the rezoning of parcel 101086305 from the Local Commercial District to the R-5 Multifamily Residence District.


Location Map
MC CARTHY RD
SCHROTH LA
SCHROTH LA
WISCONSIN AV
WISCONSIN AV
MC CARTHY RD
PL202400124
Current Zoning:
Proposed Rezoning:
Parcel Number(s):
Acreage:
Legend
Existing Zoning
Outagamie County


Schram Ln
N McCarthy Rd
N McCarthy Rd
N McCarthy Rd
Schram Ln
N McCarthy Rd

6/7.

PLAN COMMISSION
AGENDA MEMORANDUM

MEETING DATE: March 5, 2024
FROM: Michael Patza, Community Development Director
TYPE: Rezoning
APPLICATION NO: Z-02-2024
APPLICANT: Russell L. Obermeier
ADDRESS: Northeast corner of W. Schroth Lane and N. McCarthy Road
TAX PARCEL ID: 101-086305

REQUEST
Applicant requests rezoning of this 2.15 acre parcel from CL Local Commercial District to R-5 Multifamily Residence District.

Background Information/Analysis: The rezoning is requested to allow development of a 26-unit assisted living facility that will serve as an expansion of the existing facility to the east, Silverstone Memory Care, which includes 44 units. A staff connection would be constructed to link the two buildings as shown on the Concept Plan. The intended use of the property and rezone to a multifamily residential classification is consistent with the adjacent multifamily development to the north and east. The site is ideally suited for R-5 Multifamily Residence District zoning classification, as it is a transitional district between existing residential development and commercial areas to the south. Rezoning of this property to R-5 Multifamily Residence District is consistent with the Urban designation for this district as identified in the Town of Grand Chute Comprehensive Plan.

A Certified Survey Map will be required to combine the two existing parcels. Additionally, separate Site Plan approval will be required prior to construction.

Recommended Action: Staff has reviewed and supports a Plan Commission recommendation to rezone the subject property from CL Local Commercial District to R-5 Multifamily Residence District. (Ordinance No. O-03-2024)

Resolution No. Z-2—2024-25 – Agriculture, Extension Education, Zoning and Land Conservation Committee. Approve to recommend denial of the rezone request, outlined in the attached County Rezoning Review and Recommendation report, as required by §59.69(5)(e)4 Wis. Stats., for applicants Chad Reader and Chad Calmes, owners Glen & Cheryl Sprangers, for parcels 200021800, 200021801, 200021802, and 200021803, proposed rezoning from the General Agriculture District to the Industrial District, in the Town of Vandenbroek, as noted on the attached review and map.

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

ROLL CALL: 27 yes, 9 absent. RESOLUTION NO. Z-2—2024-25 IS ADOPTED.

VOTE RESULTS 27 YES 0 NO 0 ABSTAIN 9 ABSENT

Resolution No. Z-2—2024-25

Passed With Majority of Full Membership

1 THOMPSON	YES	13 WEGAND	ABSENT	25 JANKE	YES
2 JOHNSON	ABSENT	14 HERMES	ABSENT	26 WEINBERG	YES
3 SMITH	YES	15 MacDONALD	ABSENT	27 CULBERTSON	YES
4 PATIENCE	YES	16 SCHROEDER	ABSENT	28 MONFILS	YES
5 GABRIELSON	YES	17 CROATT	ABSENT	29 WINTERFELDT	YES
6 KOSTELNY	YES	18 SPEARS	YES	30 NEJEDLO	YES
7 HAMMEN	YES	19 HEISER	YES	31 CLEGG	YES
8 LAWRENCE	YES	20 MITCHELL	YES	32 THYSSEN	ABSENT
9 KRUEGER	YES	21 CUFF	YES	33 VANDERHEIDEN	YES
10 LAMERS	YES	22 HAGEN	YES	34 RETTLER	YES
11 FERGUSON	ABSENT	23 KLEMP	YES	35 KOURY	YES
12 McCABE	YES	24 THIEDE	ABSENT	36 LAUTENSCHLAGER	YES

Outagamie County 4-16-24 County Board Meeting - May 14 2024 07:21:24 PM
April 16, 2024 County Board Meeting
OpenMeeting

RESOLUTION NO.: Z-2—2024-25

TO THE HONORABLE, THE OUTAGAMIE COUNTY BOARD OF SUPERVISORS

LADIES AND GENTLEMEN: ***MAJORITY***

The subject matter of this resolution was referred to and considered by the Outagamie County Agriculture, Extension Education, Zoning and Land Conservation Committee and a public hearing having been held after giving requisite notice of said hearing, and a recommendation thereon reported to the Board of Supervisors, Outagamie County, Wisconsin, as required by Section 59.69 of the Wisconsin State Statutes.

NOW THEREFORE, the following resolution is presented by the Agriculture, Extension Education, Zoning and Land Conservation Committee to the County Board.

BE IT RESOLVED, the undersigned members of the Agriculture, Extension Education, Zoning and Land Conservation Committee recommend denial of the following rezoning request, outlined in the attached County Rezoning Review and Recommendation report, as required by §59.69(5)(e)4 Wis. Stats., which by reference is made a part hereof, and

BE IT FURTHER RESOLVED, that the Outagamie County Board of Supervisors does deny the proposed rezoning request for Chad Reader and Chad Calmes, applicants for Glen & Cheryl Sprangers, owners. The proposed rezoning is for parcels 200021800, 200021801, 200021802, and 200021803, from the General Agriculture District to the Industrial District. The parcels are located north of Evergreen Drive, in the Town of Vandenbroek, Outagamie County, WI, as depicted on the attached review and map, which by reference are made a part hereof, and

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

Dated this 14th day of May, 2024.

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: May 14, 2024

Signed: _____
Board Chairperson

_____
County Clerk

Approved: 5.15.24

Vetoed: _____

Signed: _____
County Executive

Outagamie County

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: **Sadie DiNatale Burda, Deputy Director**
DATE: **April 15, 2024**
RE: **PL202400148: County Rezoning - Review & Recommendation**

Application Details:

Applicant and Owner:	Chad Reader and Chad Calmes, Applicants on behalf of Glen and Cheryl Sprangers (Owner)
Request:	Rezoning - County
Parcel:	200021800, 200021801, 200021802, 200021803
Location:	North of Evergreen Drive TOWN OF VANDENBROEK
Public Hearing:	April 23, 2024 at 10:30 AM

Background & Analysis:

Chad Reader and Chad Calmes, Applicants on behalf of Glen and Cheryl Sprangers (property owners) petitioned for a County Rezone. The attached rezoning map depicts the request. The proposal would rezone parcels 200021800, 200021801, 200021802, and 200021803 (totaling 19.74 acres) from the General Agriculture District (AGD) to the Industrial District (IND) to accommodate storage warehousing establishments. A conceptual site plan is included with the packet for more information.

On March 13, 2024 the Vandenbroek Town Board reviewed the County rezoning request and recommended it for approval. County planning staff acknowledges this recommendation while also expressing reservations regarding the rezone. County staff summarizes three points of concern for consideration.

1. **Alignment with Existing Land Uses**

Table 1 presents an overview of the existing land use and zoning district patterns surrounding the subject site. The surrounding area consists of primarily agricultural land with some existing residential homes located along Evergreen Drive and adjacent to the subject site.

Table 1. Land Use and Zoning District Patterns Surrounding Subject Site

Adjacent Area	Existing Zoning District	Existing Land Use
North	General Agriculture (AGD)	Agriculture
South	General Agriculture (AGD)	Residential
East	General Agriculture (AGD)	Residential & AG
West	General Agriculture (AGD)	Residential & AG

Rezoning the subject site to IND would allow any industrial use authorized within the County's Zoning Ordinance to be constructed at any future time. Permitting industrial uses in proximity to residential areas can create land use conflicts. Land use conflict often arises due to the clash between the operational needs of industrial uses and the desire for residents to have a safe and peaceful living environment.

Given the subject site is adjacent to several existing residential homes, County staff finds this rezone to be incompatible with existing land uses.

2. Alignment with Planned Future Land Uses

The County's Comprehensive Plan, Future Land Use Map designates the subject site and surrounding area as "Suburban Transition." The plan describes Suburban Transition as areas planned for residential development with agriculture and open lands interspersed. The plan states that some non-residential uses, including storage/warehouse uses, are potentially allowed. When evaluating uses that are potentially consistent with the Plan, County staff weighs factors including the surrounding community context. As discussed above, County staff finds that allowing the placement of new industrial uses adjacent to existing residential uses is not appropriate.

Further, both the Village of Little Chute[1] and the City of Kaukauna[2] have planned the subject site and surrounding area for residential development in their Comprehensive Plan's Future Land Use Maps. Both communities have pursued annexations of nearby parcels in the recent past. The potential for future urban residential growth in the surrounding area renders a large industrial zoned parcel further incompatible for the area when considering the anticipated future of the area.

3. Alignment with Recently Implemented Policy

In consideration of Section 1 and 2, County staff finds the proposed storage warehouses to be incompatible with the existing and planned uses near the subject site and the County Board has previously demonstrated support for this perspective. For instance, in 2023, the County Board enacted a Zoning Ordinance amendment:

- That distinguishes storage uses based on size.
  - *Storage establishment* means a structure or structure(s), totaling 40,000 square feet or less, where goods and materials are stored for a fee.
  - *Warehousing* means a structure or structure(s), exceeding 40,000 square feet in total, where goods and materials are stored for a fee.
- That limits where storage and warehousing establishments could be located:
  - Storage establishments are permitted outright in IND. They are permitted as a Special Exception in AGD, except when located within 300 ft. of a residential district, platted residential subdivision, or parcel with a residential use
  - Warehousing establishes are only permitted outright in IND.

---

[1] V. Little Chute Future Land Use Map: https://www.littlechutewi.org/DocumentCenter/View/1680/CompPlan-Maps-1-10?bidId=

[2] C. Kaukauna Future Land Use Map (pg. 97): https://kaukauna.gov/wp-content/uploads/2016/06/full-plan-final.pdf

This proposal entails constructing warehouses (the more intense storage establishment type based on size) within 300 ft. of existing residential uses. Thus, County staff has exercised deliberate scrutiny when considering the request to rezone the subject site to IND as it undermines a recent community effort aimed at mitigating this particular land use conflict.

Consistency Finding:

The County administers general zoning for the Town of Vandenbroek and the County is statutorily obligated to document consistency with the County Comprehensive Plan, pursuant to Sec. 66.1001(3) Wis. Stats.

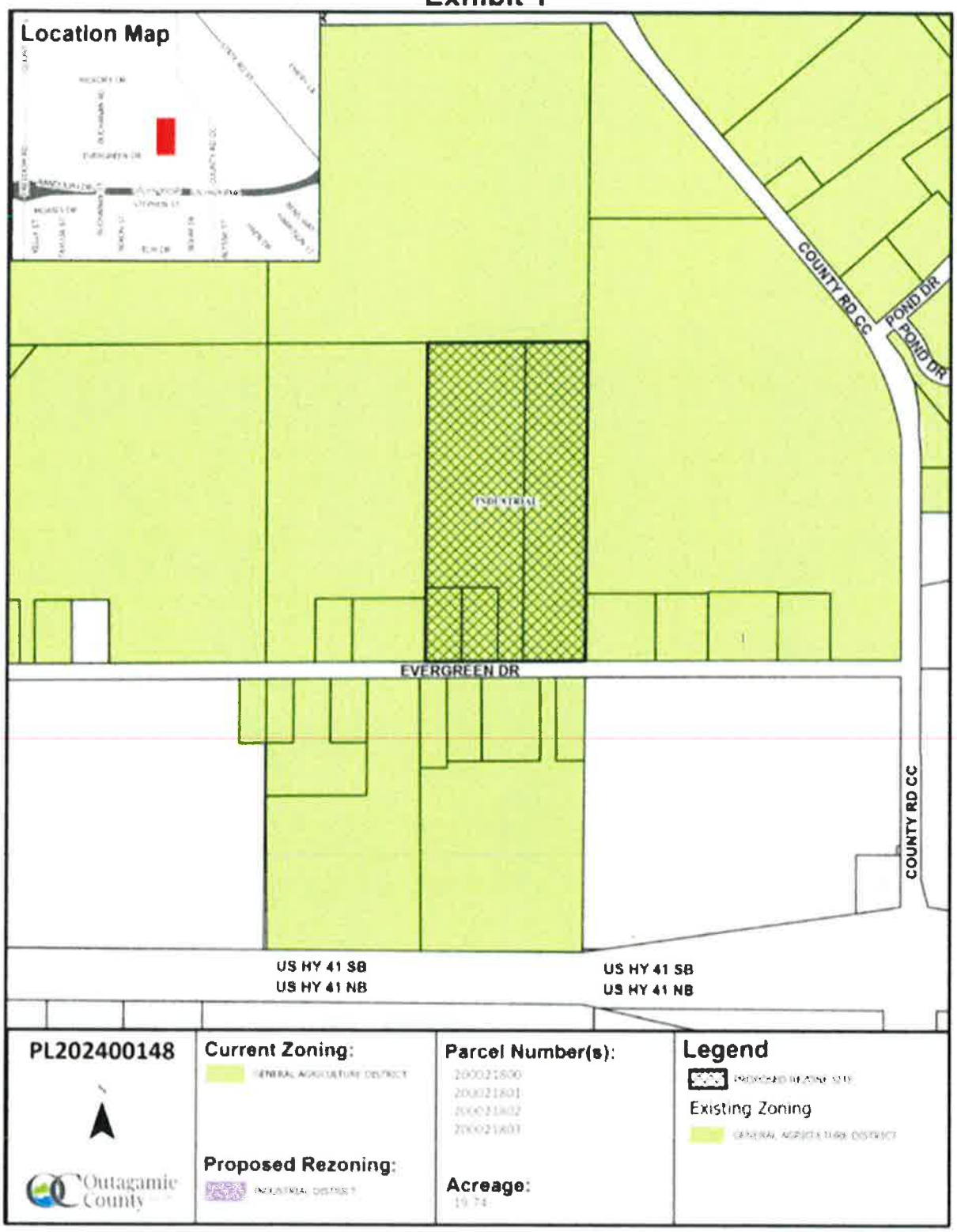
County staff has identified the proposed rezone to be not consistent with the County Comprehensive Plan as the Plan as it interferes with the following Comprehensive Planning Goals:

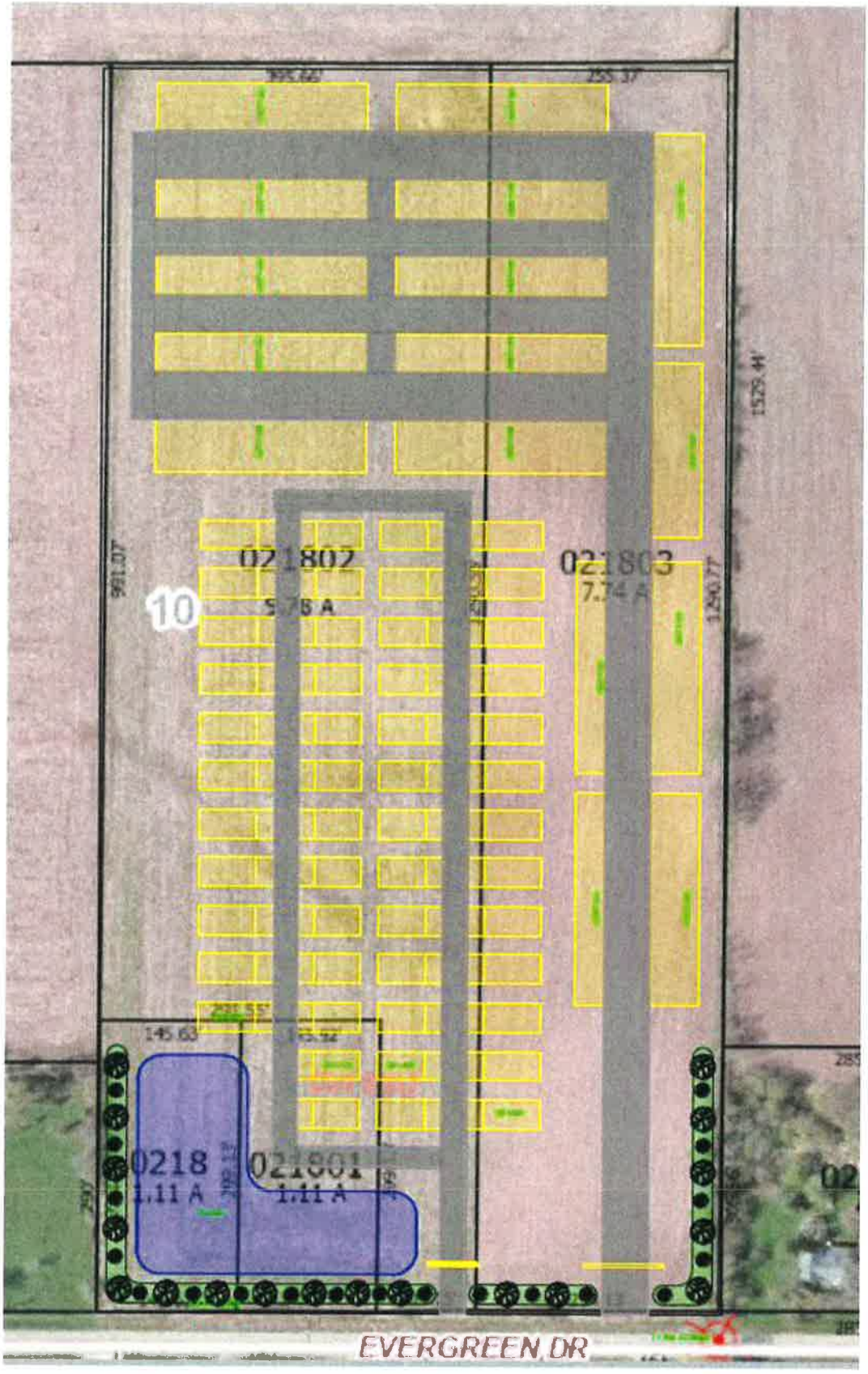
- Goal 6: Wise land development and conservation practices.
- Goal 8: Proactively anticipating the future becomes standard practice for Outagamie County.

Staff Recommendation:

Based on our review and the above analysis of this proposed County Rezoning, County planning staff recommends to: deny the proposed rezoning of parcels 200021800, 200021801, 200021802, and 200021803 from the General Agriculture District (AGD) to the Industrial District (IND).

Exhibit 1


Location Map
COUNTY RD CC
POND DR
POND DR
INDUSTRIAL
EVERGREEN DR
COUNTY RD CC
US HY 41 SB
US HY 41 NB
US HY 41 SB
US HY 41 NB
PL202400148
Current Zoning:
Proposed Rezoning:
Parcel Number(s):
Acreage:
Legend
Existing Zoning
Outagamie County


021802
021803
7.74 A
10
1528.44'
981.07'
1250.77'
145.63'
0218
1.11 A
1.11 A
EVERGREEN DR

Outagamie County

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

TOWN RECOMMENDATION FORM

This form must accompany any County petition requesting a rezone (map amendment), special exception permit, special exception airport permit, conditional use permit, variance, or appeal. Towns must provide a signed copy of this form to the applicant/petitioner and should retain a copy.

OVERVIEW OF REQUEST:

Town (or Applicable Village):	Vandenbroek
Request:	Rezoning ☑
Applicant or Petitioner Name:	
Applicant Contact Information (Preferred):	
Site Parcel Number(s):	200021800, 200021801, 200021802, 200021803
Site Address (if applicable):	
Pre-Application Meeting Number (if applicable):	
Description of the Request: *(Please summarize the purpose of this request and/or attach a copy of the pre-application meeting summary, if applicable.)*	Rezone from Ag to Industrial

COMPLETED BY THE CLERK:

Certification:

I hereby certify that the Board of Vandenbroek ☑, at a legally convened meeting of the Board held on **03/13/2024**, voted to Approve ☑ the Rezoning ☑ request:

Clerk Signature — 03/14/2024 Date

Motion Outcome by a Vote of:	3	☑ For	0	☑ Against
General Comments/Reasons for the Decision: *(See next page for instructions. If needed, you may include additional pages.)*	The Town recommends approval of the rezone. The proposed storage units fall within the acceptable use of suburban transition. This will also build tax base on a currently unused, unfarmed, 20 acres.			

Resolution No. Z-3—2024-25 – Agriculture, Extension Education, Zoning and Land Conservation Committee. Approve the Town Zoning Code Text Amendment for the Town of Buchanan which will repeal the entirety of the Town's zoning code text, and replace it with all new language, while preserving the existing zoning map, as noted on the attached staff review and Town Ordinance No. 2024-01.

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

ROLL CALL: 27 yes, 9 absent. RESOLUTION NO. Z-3—2024-25 IS ADOPTED.

VOTE RESULTS 27 YES 0 NO 0 ABSTAIN 9 ABSENT

Resolution No. Z-3—2024-25

Agriculture, Extension Education, Zoning and Land Conservation Committee. Approve the Town Zoning Code ... which will repeal the entirety of the Town's zoning code text, and replace it with all new language, while preserving the existing zoning map, as noted on the attached staff review and Town Ordinance No. 2024-01.

Passed With Majority of Full Membership

1 THOMPSON	YES	13 WEGAND	ABSENT	25 JANKE	YES
2 JOHNSON	ABSENT	14 HERMES	ABSENT	26 WEINBERG	YES
3 SMITH	YES	15 MacDONALD	ABSENT	27 CULBERTSON	YES
4 PATIENCE	YES	16 SCHROEDER	ABSENT	28 MONFILS	YES
5 GABRIELSON	YES	17 CROATT	ABSENT	29 WINTERFELDT	YES
6 KOSTELNY	YES	18 SPEARS	YES	30 NEJEDLO	YES
7 HAMMEN	YES	19 HEISER	YES	31 CLEGG	YES
8 LAWRENCE	YES	20 MITCHELL	YES	32 THYSSEN	ABSENT
9 KRUEGER	YES	21 CUFF	YES	33 VANDERHEIDEN	YES
10 LAMERS	YES	22 HAGEN	YES	34 RETTLER	YES
11 FERGUSON	ABSENT	23 KLEMP	YES	35 KOURY	YES
12 McCABE	YES	24 THIEDE	ABSENT	36 LAUTENSCHLAGER	YES

Outagamie County WISCONSIN **4-16-24 County Board Meeting - May 14 2024 07:22:14 PM**

April 16, 2024 County Board Meeting

OpenMeeting

RESOLUTION NO.: Z-3—2024-25

TO THE HONORABLE, THE OUTAGAMIE COUNTY BOARD OF SUPERVISORS

LADIES AND GENTLEMEN: ***MAJORITY***

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

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

BE IT RESOLVED, that the Outagamie County Board of Supervisors does approve of the proposed Town Zoning Code Text Amendment which will repeal the entirety of the Town's zoning code text, and replace it with all new language, while preserving the existing zoning map. The proposed zoning code text, and further details are depicted on the attached staff review and Town of Buchanan Ordinance No. 2024-01, which by reference is made a part hereof, and

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

Dated this 14th day of May, 2024

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: May 14, 2024

Signed: _____
Board Chairperson

_____
County Clerk

Approved: 5.15.24

Vetoed: _____

Signed: _____
County Executive

Outagamie County

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: Sadie DiNatale Burda, DLS Deputy Director
DATE: April 4, 2024
RE: PL202400132: Town Ordinance Amendment - Review & Recommendation

Application Details:

Applicant:	Town of Buchanan
Request:	Town Zoning Ordinance Amendment
Parcel(s):	Not applicable – Zoning Ordinance applies town-wide
Location:	Town of Buchanan
Public Hearing:	March 12, 2024 at 7 PM – held by Town of Buchanan

Background & Analysis:

The Town of Buchanan engaged Cedar Corporation in 2022 to update the Town's Zoning Ordinance (attached). The Town held several public meetings to discuss and solicit feedback on the ordinance over the planning and adoption period (February 2022 – March 2024). The Town rewrote their ordinance to:

- Modernize provisions and new uses;
- Better reflect the comprehensive plan vision and goals;
- Address legal inconsistencies with state/federal regulations;
- Clarify ambiguous and confusing standards/terms; and
- Make it more user friendly and efficient with the use of charts, tables and illustrations.

The Town held a public hearing on March 12, 2024. The Town Board found the amendment consistent with the Town of Buchanan Comprehensive Plan and voted to approve the proposed ordinance on March 19, 2024.

The Town of Buchanan has exercised village powers and has adopted General Town Zoning; as such, the County is not statutorily obligated to document consistency with the County Comprehensive Plan, pursuant to Sec. 66.1001(3). However, we do concur that this proposed zoning code amendment is compatible with the County's Comprehensive Plan, as it directly aligns with the following County Comprehensive Plan Goals:

- GOAL 2. Modernized land use and regulatory tools.
- GOAL 6. Wise land development and conservation practices.

Staff Recommendation:

Based on our review and the above analysis of this proposed amendment, County Planning Staff recommends approval of the Town of Buchanan's Zoning Ordinance Amendment, as requested.

TOWN OF BUCHANAN
ORDINANCE NO. 2024-01

AN ORDINANCE REPEALING AND REPLACING CHAPTER 525 ZONING OF THE MUNCIPAL CODE OF THE TOWN OF BUCHANAN

The Town Board of the Town of Buchanan does hereby ordain as follows:

1. Chapter 525 Zoning of the Municipal Code of the Town of Buchanan is hereby repealed and replaced in its entirety as shown on the attached document:

The Town of Buchanan Plan Commission has made a recommendation to the Town of Buchanan Town Board and the Town of Buchanan Town Board hereby finds the proposed amendment to Chapter 525 Zoning is consistent with its Comprehensive Plan.

If this conflicts with any section within the Town of Buchanan Municipal Code, this ordinance shall prevail.

This Ordinance shall take effect upon passage and publication.

Adopted this 19th day of March 2024

TOWN OF BUCHANAN:

_____
Joseph Coenen
Town Chairperson

Attest:

_____
Cynthia Sieracki
Town Clerk/Treasurer

Town of Buchanan

Chapter 525 - Zoning Ordinance

Draft as proposed with comprehensive amendments.
February 15, 2024

Town of Buchanan
Outagamie County, Wisconsin



Cedar Corporation

Acknowledgments

Town of Buchanan, WI

Town Board
Joe Coenen, Town Chairperson
Karen Lawrence, Town Supervisor I
Paul Knuppel, Town Supervisor II
Chuck Kavanaugh, Town Supervisor III
Tom Walsh, Town Supervisor IV

Plan Commission
Ted Erdmann, Commission Chairperson
Joe Coenen (Town Board Chairperson)
Chuck Kavanaugh (Town Board Supervisor Representative)
Michael Jensema
Jon Lamers
Erik Schultz
Keith Hooyman

Board of Appeals
Linda Olson, Chairperson
Kati Stahmann
Mark Lenz
Ryan Ferguson
Jennifer Rottier
Seat Vacant, Alternate Member #1
Seat Vacant, Alternate Member #2

Town Staff
Michael J.D. Brown, Town Administrator
Cynthia Sieracki, Clerk/Treasurer
Nichole Nielsen, Deputy Clerk/Deputy Treasurer
Dennis Jandrey, Engineering Technician
Paul Hermes, Town Building Inspector

Town of Buchanan

Chapter 525 – Zoning Ordinance

DRAFT as proposed with comprehensive amendments.

February 15, 2024

Prepared for:

Town of Buchanan
N178 County Rd N.
Appleton, WI 54915

Prepared by:

Cedar Corporation
1695 Bellevue Street
Green Bay, Wisconsin 54311
Cedar Corporation Project Number: 04916-0120

CHAPTER ORGANIZATION

Article I
Introduction 1

§ 525-1 **Statutory authority.**
§ 525-2 **Purpose.**
§ 525-3 **Applicability and extent of power.**
§ 525-4 **Severability.**

Article II
Administration and Enforcement 3

§ 525-5 **Town Zoning Administrator.**
§ 525-6 **Administrator duties and powers.**
§ 525-7 **Town Building Inspector.**
§ 525-8 **Plan Commission.**
§ 525-9 **Board of Appeals**
§ 525-10 **Building Permits.**
§ 525-11 **Site Plan Review**
§ 525-12 **Comprehensive Plan**
§ 525-13 **Special Exceptions.**
§ 525-14 **Amendments.**
§ 525-15 **Fee schedule.**
§ 525-16 **Remedies.**
§ 525-17 **Violations and penalties.**
§ 525-18 **Notice of violation.**

Article III
General Provisions 17

§ 525-19 **Reserved**
§ 525-20 **Establishment of zoning districts.**
§ 525-21 **Official Zoning Atlas.**
§ 525-22 **Interpretation of district boundaries.**
§ 525-23 **Application of regulations.**
§ 525-24 **Interpretation.**
§ 525-25 **Other regulations**

Article IV
Definition of Terms and Non-Conformities 21

§ 525-26 **Word usage.**
§ 525-27 **Definition of terms.**
§ 525-28 **Nonconformities**

Article V
Schedule of District Regulations 41

§ 525-29 **Interpretation and organization.**
§ 525-30 **District Purposes**
§ 525-31.1 **Principal and Special Exception District Uses, Definitions, and Additional Regulations.**
§ 525-31.2 **Principal and Exception, Dimensional Standards and Additional Regulations.**
§ 525-32 **Accessory uses and structures.**
§ 525-33 **Accessory use dimensional standards.**
§ 525-34 **Accessory use design standards.**
§ 525-35 **Fences, walls, hedges.**
§ 525-36 **Accessory Parking and Storage.**

Article VI
Schedule of Special and Overlay District Regulations 93

§ 525-37 **Interpretation and organization.**
§ 525-38 **Special and overlay district purposes**
§ 525-39 **Special and overlay district principal and special exception uses and dimensional standards.**
§ 525-40 **Reserved**
§ 525-41 **PUD Planned Unit Development.**

Article VII
Performance Standards 97

§ 525-42 **General application.**
§ 525-43 **Lots, yards and access.**
§ 525-44 **Building and construction design standards and requirements**
§ 525-45 **Dumpster and dumpster enclosures.**
§ 525-46 **Landscaping.**
§ 525-47 **Outdoor lighting.**
§ 525-48 **Building material and architectural requirements.**
§ 525-49 **Industrial development.**
§ 525-50 **Corner visibility.**
§ 525-51 **Off-street parking.**
§ 525-52 **Solar Energy Systems (SES)**
§ 525-53 **Electric Vehicle Charging Stations (EVCS).**

Article VIII
Signs 131

§ 525-54 **Purpose.**
§ 525-55 **Authorization.**
§ 525-56 **Permits and construction specifications.**
§ 525-57 **Sign Type Definitions.**
§ 525-58 **General Definitions.**
§ 525-59 **Legal nonconforming signs.**
§ 525-60 **Removal and disposition of signs.**
§ 525-61 **Prohibited signs.**
§ 525-62 **Signs not requiring a permit.**
§ 525-63 **Permitted Temporary signs**
§ 525-64 **Permitted permanent signs.**
§ 525-65 **Lighting of Signs.**
§ 525-66 **Electronic messaging signs.**



Article I
Introduction

§ 525-1 **Statutory authority.**
This chapter is established pursuant to the provisions of § 60.62, Wis. Stats., and shall be known as "the Town of Buchanan Zoning Ordinance."

§ 525-2 **Purpose.**
It is the purpose of this chapter to promote the public health, safety, convenience and general welfare; to protect property values and the property tax base; to permit the careful planning and efficient maintenance of highway systems; to ensure adequate highway, utility, health, educational and recreational facilities; to promote the construction of affordable housing; to recognize the needs of agriculture, forestry, industry and business in future growth; to encourage uses of land and other natural resources which are in accordance with their character and adaptability; to provide adequate light and air, including access to sunlight for solar collectors and to wind for wind energy systems; to encourage the protection of groundwater resources; to preserve wetlands; to conserve soil, water and forest resources; to protect the beauty and amenities of landscape and man-made developments; to provide healthy surroundings for family life; and to promote the efficient and economical use of public and private lands.

§ 525-3 **Applicability and extent of power.**
This chapter is designed to determine, establish, regulate and restrict:

A. The areas within which agriculture, forestry, industry, mining, trades, business and recreation may be conducted.

B. The areas in which residential uses may be regulated or prohibited.

C. The areas in or along natural watercourses, channels, streams and creeks in which trades or industries, filling or dumping, erection of structures and the location of buildings may be prohibited or restricted.

D. Trailer camps or tourist camps and motels, or both, and mobile home parks.

E. Designate certain areas, uses or purposes which may be subjected to special regulation.

F. The location of buildings and structures designed for specific uses and designation of uses for which buildings and structures may not be used or altered.

G. The location, height, bulk, number of stories and size of buildings and other structures.

H. The location of roads, parks, and schools.

I. Building setback lines.

J. The density and distribution of population.

K. The percentage of lot which may be occupied, size of yards, courts and other open spaces.

L. Places, structures or objects with a special character, historic interest, aesthetic interest or other significant value, historic landmarks and historic districts.

M. Burial sites, as defined in § 157.70(1)(b), Wis. Stats.

§ 525-4 **Severability.**
This article and its individual provisions are declared to be severable. If any section, clause, provision, or portion of this article is declared invalid or unconstitutional by a court of competent jurisdiction, this decision shall not affect the validity of the ordinance as a whole. All parts of the ordinance not declared invalid or unconstitutional shall remain in full force and effect.

Article II
Administration and Enforcement

§ 525-5 **Town Zoning Administrator.**
The provisions of this chapter shall be administered and enforced by the Town Zoning Administrator (hereinafter referred to as the "Administrator"). The Town Administrator, or designee, shall act as the Zoning Administrator. The Administrator is authorized to act through aides and assistants. In the performance of the duties of the office of Zoning Administrator, the Administrator may request the assistance of any appropriate officer or agency of the County or State of Wisconsin.

§ 525-6 **Administrator duties and powers.**
The Administrator shall have the following duties and powers:

A. Coordinate with the Town Building Inspector and review applicable permits to verify compliance with the Zoning Ordinance prior to issuance of building permits.

B. Examine all applications for special exceptions and building permits which require submittal and approval of a site plan under **§ 525-11.**

C. Receive all applications for a zoning amendment (text and map), special exception, interpretation, appeal and/or variance and refer such applications to the Plan Commission or Board of Appeals. A variance shall only be issued upon order of the Board of Appeals.

D. Conduct inspections to determine compliance or noncompliance with the provisions of this chapter.

E. Issue stop-work, cease and desist orders, and orders requiring the correction of all conditions found to be in violation of the provisions of this chapter. Such written orders shall be posted on the property in a conspicuous place and/or served personally or by certified mail upon persons deemed by the Administrator to be in violation of the provisions of this chapter. It shall be unlawful for any persons to violate any such order issued by the Administrator.

F. Institute in the name of the Town any appropriate action or proceedings to prevent violations of this chapter.

G. Revoke by order any building permit approved under a misstatement of fact or contrary to the provisions of this chapter.

H. Maintain maps of all special exceptions and maintain a file on each.

I. Upon request of the Town Board, Plan Commission, or Board of Appeals, present to such persons or bodies facts, records or reports which they may request to assist them in making decisions or assist them in any other way as requested.

J. Maintain a map or maps showing the current zoning classification of all lands under the jurisdiction of this chapter. The Administrator shall also ensure that a current copy of the Official Zoning Atlas is available for public inspection.

§ 525-7 **Town Building Inspector.**

A. Upon adoption of this chapter, the Town shall appoint a Town Building Inspector.

B. Town Building Inspector's duties and powers.

(1) Receive and examine all applications for building permits and forthwith transmit copies of all such applications to the Administrator.

(2) Issue building permits only where there is compliance with the provisions of this chapter. Building permits for structures requiring connection to a private domestic sewage treatment and disposal system shall be issued only where there is compliance with applicable sanitary codes. Building permits for development in the floodplain, shoreland and wetland jurisdiction of the Town of Buchanan may be issued contingent upon permits being obtained or verified permits aren't necessary from applicable permitting agencies (County, State, Federal etc.).

(3) Receive and forthwith transmit to the Administrator all applications for building permits which require site plan approval under **§ 525-11** of this chapter.

(4) Conduct inspections to determine compliance or noncompliance with the provisions of this chapter and report any violations of this chapter to the Administrator.

§ 525-8 **Plan Commission.**

A. Refer to Chapter 114 of the Town of Buchanan Code for information on the Plan Commission's roles and responsibilities.

§ 525-9 **Board of Appeals**

A. Establishment of Board. In order that the objectives of this chapter may be more fully and equitably achieved and a means for interpretation provided, there is established a Board of Appeals (hereinafter referred to as "the BOA") for the Town of Buchanan. Membership and terms of office shall be as follows:

(1) Board members. The Board BOA shall consist of five members. The highest elected officer shall appoint the members subject to confirmation by the Town Board. The members of the BOA shall all reside within the Town of Buchanan. The highest elected officer shall designate one of the members as Chairperson.

(2) Terms. The terms of the first appointed shall be for one year, two for two years and two for three years. Successors shall be appointed in such manner at the expiration of each term, and their terms of office shall be three years in all cases, beginning April 30 in the year in which they were appointed and until their successors are appointed.

(3) Vacancies and removal. Vacancies shall be filled for the unexpired term of any member whose office becomes vacant. Members shall be removable by the Town Chairperson for cause upon written charges and after a public hearing.

(4) Compensation. The actual and necessary expenses incurred by the BOA in the performance of its duties shall be paid and allowed by the Town Board as in cases of other claims against the Town. The members of the BOA and their assistants may also be compensated as may be authorized by the Town Board.

B. Rules, meetings, decisions and records.

(1) Rules. The BOA shall adopt rules for the conduct of the business of the BOA in accordance with the provisions of this chapter. The BOA may adopt further rules, as necessary. No rule may be changed without the concurring vote of a majority of the BOA.

(2) Meetings. Meetings of the BOA shall be held at the call of the Chairperson and at such other times as the BOA may determine. Such Chairperson or, in his or her absence, the acting chairperson, may administer oaths and compel the attendance of witnesses. All meetings of the BOA shall be open to the public.

(3) Records and decisions. The BOA shall keep minutes of its proceedings, showing the vote of each member upon each question or, if absent or failing to vote, indicating such fact, and shall keep records of its examinations and other official actions, all of which shall be immediately filed in the office of the Town Clerk and shall be a public record.

(4) Votes Required. If a quorum is present, a majority vote of the members of the BOA present shall be necessary to reverse any order, requirement, decision or determination of any such administrative official, or to decide in favor of the applicant on any matter upon which it is required to pass or to effect a variation. The grounds of every such determination shall be stated.

C. Jurisdiction of Zoning Board of Appeals. The BOA is hereby vested with the following jurisdiction and authority:

(1) Appeals. To hear and decide appeals where it is alleged there is error in any order, requirement, decision, or determination made by the Administrator or designee in the enforcement of this Chapter.

(2) Variances. To hear and act upon applications for specific variances from the terms provided in this Chapter.

(3) Other matters. To hear and act upon all other matters refereed to it upon which it is required to act under this Chapter.

(4) Assistance. The BOA may request assistance from other Town officers, departments, commissions, and boards.

(5) Oaths. The Chairperson, or in his/her absence the acting Chairperson, may administer oaths and compel the attendance of witnesses.

D. Powers and duties regarding appeals.

(1) Powers. The BOA shall have the power to hear and decide appeals where it is alleged there is an error in any order, requirement, decision or determination made by the Administrator in the enforcement of this chapter. The BOA may reverse or affirm, wholly or partly, or may modify the order, requirement, decision or determination appealed from, and may make such order, requirement, decision or determination as ought to be made, and to that end shall have all the powers of the officer from whom the appeal is taken and may issue or direct the issuance of a permit.

(2) Procedures. Appeals to the BOA may be taken by any person aggrieved or by any officer, department, board or bureau of Buchanan affected by any decision made by an administrative officer. Such appeal shall be taken within 60 days of the order, requirement, decision or determination appealed from by filing with the Administrator and with the BOA a notice of appeal specifying the grounds thereof. The Administrator shall forthwith transmit to the BOA all the papers constituting the record upon which the action appealed from was taken. The BOA may request the applicant to provide additional information as may be needed to determine the case. A Class 2 notice pursuant to Chapter 985, Wis. Stats. shall be published specifying the date, time, and place of the hearing and the matters to come before the BOA.

(3) Stays. An appeal shall stay all proceedings in furtherance of the action appealed from, unless the officer from whom the appeal is taken shall certify to the BOA after the notice of appeal shall have been filed with him/her that by reason of facts stated in the certificate a stay would cause imminent peril to life or property. In such case proceedings shall not be stayed otherwise than by a restraining order, which may be granted by the BOA or by a court of record on application, on notice to the officer from whom the appeal is taken and on due cause shown.

(4) Withdrawal or amendment.

(a) If the applicant elects to withdraw the appeal any time before final determination is made by the BOA, this fact shall be noted on the application, with the signature of the applicant attesting withdrawal. Copies of the withdrawn application shall be returned to the files of the BOA, to the Administrator and to the applicant.

(b) Amendment of an appeal by the applicant may be permitted at any time prior to or during the public hearing, provided that no such amendment shall be such as to make the case different from its description in the notice of public hearing. If the amendment is requested by the applicant after public notice of the hearing has been given, and such amendment is at variance with the information set forth in the public notice, the applicant shall pay an additional fee to cover the cost of amending the public notice. If the amended notice can be published within the time frame specified for the public hearing, the hearing on the amended appeal may be held on that date, otherwise the Chairperson shall announce that the hearing originally scheduled on the case will be deferred to a future meeting, before which appropriate public notice will be given, and will state the reasons for deferral.

E. Powers and duties regarding variances.

(1) Powers. The BOA shall have the power to authorize upon appeal in specific cases such variance from the terms of this chapter as will not be contrary to the public interest; where, owing to special conditions, a literal enforcement of the provisions of this chapter will result in unnecessary hardship; and so that the spirit of this chapter shall be observed, and substantial justice done.

(2) Procedures. Upon filing with the Town Clerk an application for variance, a reasonable time (not more than 60 days from the filing date) shall be set for a public hearing. A Class 2 notice pursuant to Chapter 985, Wis. Stats., shall be published specifying the date, time, and place of the hearing and matters to come before the BOA.

(3) Requirements for a variance. In general, the power to authorize a variance from the requirements of the Zoning Ordinance shall be sparingly exercised and only under peculiar and exceptional circumstances. No variance shall be granted for actions which require an amendment to this chapter or for use variances. Dimensional/Area variances shall only be granted when the BOA finds that:

(a) The variance is not contrary to the public interest and that such a variance will be in general harmony with the purposes and intent of this Chapter.

(b) The variance will not permit the establishment of a use which is not permitted or permissible in the district; a use variance is not permitted, only dimensional.

(c) Special conditions and circumstances exist which are peculiar to the land, structure or building involved and which are not applicable to other lands, structures, or buildings in the same district.

(d) The literal interpretation of the provisions of this chapter would deprive the applicant of rights commonly enjoyed by other properties in the same district.

(e) The hardship is not shared generally by other land or buildings in the area.

(f) The hardship results from the strict application of this chapter and is not the result of self-created or self-imposed circumstances.

F. Powers and duties regarding interpretations.

(1) The BOA shall have the power to hear and decide applications for interpretations of the zoning regulations and the boundaries of the zoning districts.

G. Appeals from BOA decisions. Any person or persons, jointly or severally, aggrieved by any decision of the BOA or any taxpayer, or any officer, department, board or bureau of the municipality may, within 30 days after the filing of the decision in the office of the Town Clerk, commence an action seeking the remedy available by certiorari.

§ 525-10 **Building Permits.**

A. Applicability. No building or structure (except signs exempt from the provisions of this chapter) shall be erected, constructed, reconstructed, altered, moved or enlarged until a building permit has been obtained from the Administrator or Town Building Inspector and a fee has been paid as listed in the Town Fees and Licenses Schedule.

B. Application for building permit. Application for a building permit shall be made in writing upon a form furnished by the Town of Buchanan and shall include the following information:

(1) Name and address of the owner of the land and the owner of the building or structure, if different.

(2) Plot and construction plans drawn to scale, showing the actual shape and dimensions of the lot to be built upon and the exact sizes and locations on the lot of buildings or structures already existing, if any, and the exact sizes and locations on the lot of buildings or structures proposed to be erected, constructed, reconstructed, altered or enlarged.

(3) The existing and/or proposed use of all buildings or parts thereof on the lot.

(4) The number of families the building is designed to accommodate, the gross leasable floor space of the building, or the number of employees the building is designed to accommodate.

(5) The location and number of required off-street parking and loading spaces.

(6) Such other information with regard to the lot and existing or proposed buildings or structures as may be necessary to determine compliance with and provide enforcement of this chapter, including, but not limited to, a detailed plan of any existing private domestic sewage treatment and disposal system and any requirements deemed necessary as listed in **§ 525-11**.

C. Approval and issuance of building permit. If the Administrator or Town Building Inspector determine that the proposed structure or building will comply with the provisions of this chapter, he/she shall officially approve and sign one set of plans and return it to the owner or applicant and shall issue a building permit which shall be kept on display at the site of the proposed building or structure.

D. Construction to be as provided in applications. Building permits issued on the basis of applications and plans approved by the Administrator or Town Building Inspector authorize only the use, arrangement and construction set forth in such approved applications and plans. Use, arrangement and construction at variance with that authorized shall be deemed a violation of this chapter.

E. Expiration of permit. Construction under a general building permit shall be completed within 12 months of the date of issuance or it shall expire and be null and void; extensions may be granted at the discretion of the Building Inspector. New residential home construction shall comply with the Uniform Dwelling Code. Non-residential construction shall comply with the State Commercial Code.

F. Improper issuance. A building permit which was issued in error or under a misstatement of fact by the applicant shall not create any right in such permit, and the Town shall be entitled to revoke such permit.

G. Prior permits. No building permit lawfully issued by the Administrator or Town Building Inspector prior to the effective date of adoption or amendment of this chapter shall be invalidated by the adoption or amendment of this chapter. Such permit shall remain valid and subsisting, subject only to its own terms.

§ 525-11 **Site Plan Review**

A. Application. An application for a site plan is required to be submitted to and approved by the Administrator prior to:

(1) Performing site work and installation of applicable improvements as required by this Chapter and the Buchanan Municipal Code.

(2) Obtaining an erosion control/stormwater permit as required by this Chapter and the Buchanan Municipal Code.

(3) Obtaining a building permit or other required permit as required by this Chapter and the Buchanan Municipal Code. Interior or exterior remodels, or work considered maintenance that does not expand the existing footprint of a building or structure, does not require a site plan unless otherwise required by this Chapter.

B. Site Plan requirements. The following plans, documents, and information, if applicable as determined by the Administrator or designee, shall be submitted to the Administrator before it shall be considered an official site plan application submittal.

(1) An application on a form provided by the Town.

(2) Plan set to include the following plan sheets unless otherwise waived by the Administrator (a simple building permit for a residential accessory structure/building may not require the same information/plan sheets as a commercial/industrial construction project). Each plan sheet shall provide adequate information to verify all requirements have been met. Plans may be required to be prepared and stamped by a licensed engineer or architect.

(3) Existing conditions sheet to include all existing structures, buildings, utilities, easements, and natural features such as rivers/streams/lakes/wetlands/forested areas, etc. (topographic survey/CSM/Plat).

(4) Standard notes sheet.

(5) Site plan sheet which shall meet the requirements of this Chapter to include but not limited to the applicable zoning district uses, dimensional requirements Access and Visibility and Parking Requirements.

(6) Utility plan sheet.

(7) Erosion control plan sheet, which shall meet the requirements of the Buchanan Municipal Code.

(8) Grading/drainage/stormwater plan sheet, which shall meet the requirements of the Buchanan Municipal Code.

(9) Landscape plan sheet, which shall meet the requirements of this Chapter.

(10) Lighting/photometric plan sheet, which shall meet the requirements of this Chapter.

(11) Sign plan sheet, which shall meet the requirements of this Chapter.

(12) Building elevation sheet in color and black and white, which shall meet the requirements of this Chapter.

(13) Standard details plan sheet(s).

(14) Stormwater Management Report, which shall meet the requirements of the Buchanan Municipal Code and State/County/Federal requirements.

(15) Erosion Control Application.

(16) County, State, and Federal permits and/or approvals if available at the time of submittal. Final approval of the site plan and issuance of erosion control/stormwater/site and building permits to construct may require applicable approvals be submitted to Buchanan.

(17) Any other information that may be required to demonstrate all applicable requirements have been complied with and is consistent with the Comprehensive Plan.

C. Approval. Upon site plan approval, Buchanan shall issue an erosion control and/or stormwater permit as required by the Buchanan Municipal Code, for site work to begin; building permits may be issued once the erosion control permit, if required, has been issued.

D. Inspection and completion.

(1) All improvements required as part of the site plan approval shall be complied with and completed/installed within three months of occupancy of the building or structure unless occupancy/completion occurs between November 1st and May 1st in which case improvements shall be completed no later than July 1st of the following year.

(2) If no building or structure is constructed as part of the project, all improvements required in this Chapter shall be completed/installed within 12 months of issuance of an erosion control/stormwater permit.

(3) If no erosion control/stormwater permit is required, all improvements shall be completed within 12 months of approval of the site plan approval.

(4) Within 30 days of the completion, the owner/developer shall request an inspection of the improvements to verify compliance with the approved site plan and record drawings shall be submitted showing proposed and final grades, utilities, stormwater facilities and any other special features that may need to be identified.

E. Expiration.

(1) If a building permit is required, the site plan approval shall expire if the building permit is not obtained within 12 months of site plan approval.

(2) If a building permit is not required, but an erosion control/stormwater permit is required, the site plan approval shall expire if the erosion control/stormwater permit is not obtained within 12 months of site plan approval.

(3) If a building permit and erosion control/stormwater permit are not required, the site plan approval shall expire if all required improvements are not installed/met within 12 months of site plan approval.

F. Amendments. Changes to site plans shall be reviewed and approved by the Administrator or designee prior to making any changes to the approved site plan or field changes. If it is determined it is a minor change, no fee shall be charged. If it is determined it is a major change, the site plan fee shall be charged.

§ 525-12 **Comprehensive Plan**

A. Statutory authority; adoption of plan. Pursuant to the provisions of § 66.1001 and 60.22, Wis. Stats., the Buchanan Town Board does ordain its authority to prepare and adopt a comprehensive plan as defined in § 66.1001(1)(a) and 66.1001(2), Wis. Stats.

B. Having completed the Town of Buchanan Comprehensive Plan in accordance with the requirements stipulated in Wisconsin's Smart Growth Law, 1999 Act 9, and defined in § 66.1001, Wis. Stats., the Buchanan Town Board hereby adopts the Town of Buchanan Comprehensive Plan as the guide for future land use and development decisions in the Town.

C. All programs and actions of the Town that affect land use, including this zoning ordinance, shall be consistent with the Comprehensive Plan.

§ 525-13 **Special Exceptions.**

A Special Exception is a use or structure that may not be appropriate generally or without restriction throughout a district but, if controlled as to number, area, location, or relation to neighborhood, would promote the public health, safety, welfare, comfort, convenience or the general welfare. Such uses or structures may be permissible in a zoning district as a Special Exception only if specific provision for such use or structure is made in the district. A Special Exception shall not be issued for any use or structure without compliance of this Chapter.

A. Procedure.

(1) Applications for a Special Exception shall be submitted to the Administrator.

(2) A site plan, in compliance with this Chapter, is required for applications for a Special Exception, and it shall be submitted simultaneously with the application. There may be instances where a site plan is not required; in those instances, the Administrator shall have the discretion to determine if a site plan is required and to what level of detail is required to be submitted based on existing site conditions and if physical site or building improvements are required or being proposed.

(3) The application may also be accompanied by any other material or information necessary to demonstrate the grant of a Special Exception will be in harmony with the general intent and purpose of these zoning regulations and will not be injurious to the neighborhood or otherwise detrimental to the public interest. The Administrator shall refer all applications and accompanying materials to the Plan Commission.

B. Public Hearing. A public hearing shall be set within 60 days of filing a complete application to come before the Plan Commission. A Class 2 notice pursuant to Chapter 985, Wis. Stats. shall be published specifying the date, time, and place of the hearing and the matters to come before the Plan Commission.

C. Approval, conditions, and safeguards. Standards for granting Special Exceptions. Special Exceptions shall be recommended by the Plan Commission and approved by the Board when all of the following conditions prevail.

(1) The establishment, maintenance, or operation of the Special Exception will not be detrimental to or endanger the public health, safety, morals, comfort, or general welfare of the community.

(2) The Special Exception will not be injurious to the uses of other property in the immediate vicinity for the purposes already permitted, nor substantially diminish and impair property values within the neighborhood in which it is to be located.

(3) The proposed use will not create a look of clutter, garishness, glare, or create an obnoxious noise level, or would generate any other incompatibility with the surrounding neighborhood.

(4) The impact of the use is furthering the purposes of this Chapter or the purposes of the zoning district in which the use is proposed or the adopted Comprehensive Plan.

(5) The establishment of the Special Exception will not impede the normal and orderly development and improvement of the surrounding property.

(6) Adequate facilities, access roads, drainage, and/or necessary services will be provided.

(7) Adequate measures have been or will be taken to provide ingress and egress designed as to minimize traffic congestion in the public streets.

(8) If the Special Exception involves a public use or a use providing public utility service, such use or service shall meet a demonstrable public need and provide a public benefit.

(9) The requirements of this Chapter are met.

(10) It is consistent with the Comprehensive Plan.

D. Conditions, guarantees, and validity period.

(1) Prior to the granting of any Special Exception, the Plan Commission may recommend, and the Board may place such conditions and restrictions as is deemed necessary for the protection of the public interest and to secure compliance with the standards specified in **§525-13 C**. Where Special Exceptions are subject to conditions, the Plan Commission may recommend, and the Board may require evidence and guarantees as it may deem necessary (as proof the stipulated conditions are being and will be complied with).

(2) A Special Exception shall become effective upon approval by the Board and all conditions shall be complied with. A record of the Special Exception shall be kept in the Clerk's files.

(3) If an applicant for a conditional use permit meets or agrees to meet all of the requirements and conditions specified in this Chapter or those imposed by the Board, the Board shall grant the Special Exception. Any condition imposed must be related to the purpose of the ordinance and be based on substantial evidence. Substantial evidence is defined in § 62.23(7)(de)(2)(a) of the Wisconsin Statutes as facts and information, other than merely personal preferences or speculation, directly pertaining to the requirements and conditions an applicant must meet to obtain a conditional use permit and that reasonable persons would accept in support of a conclusion.

(4) The requirements and conditions must be reasonable and, to the extent practicable, measurable and may include conditions such as the permit's duration, transfer, or renewal. The applicant must demonstrate that the application and all requirements and conditions established by Buchanan relating to the Special Exception are or shall be satisfied, both of which must be supported by substantial evidence. Buchanan's decision to approve or deny the permit must be supported by substantial evidence.

E. Inspection and completion.

(1) All conditions and improvements required as part of the Special Exception approval shall be complied with and completed/installed within three months of occupancy of the building or structure unless occupancy/completion occurs between November 1st and May 1st in which case improvements shall be completed no later than July 1st of the following year.

(2) If no building or structure is constructed as part of the project, all improvements required in this Chapter shall be completed/installed within 12 months of issuance of an erosion control/stormwater permit.

(3) If no erosion control/stormwater permit is required, all conditions shall be completed within 12 months of approval of the Special Exception approval.

(4) Within 30 days of the completion, the owner/developer shall request an inspection of the improvements to verify compliance with the approved Special Exception and record drawings shall be submitted in a format as required by Buchanan.

F. Expiration.

(1) If a building permit is required, the Special Exception approval shall expire if the building permit is not obtained within 12 months of Special Exception approval.

(2) If a building permit is not required, but an erosion control/stormwater permit is required, the Special Exception approval shall expire if the erosion control/stormwater permit is not obtained within 12 months of Special Exception approval.

(3) If a building permit and erosion control/stormwater permit are not required, the Special Exception approval shall expire if all required improvements and/or conditions are not installed/met within 12 months of Special Exception approval.

(4) Once granted, a Special Exception shall remain in effect as long as the conditions upon which the permit was issued are followed, but Buchanan may impose conditions such as the permit's duration, transfer, or renewal, in addition to any other conditions specified in the zoning ordinance or by the Plan Commission or Board.

G. Amendments. A minor change to a Special Exception shall be requested by the applicant in writing to be reviewed and voted on by the Plan Commission; no fee shall be charged. If it is determined the modification is a major change, the applicant shall be required to file a new Special Exception permit application with applicable fees.

H. Existing Special Exceptions. Any use or structure existing on the effective date of adoption or amendment of this Chapter which is classified as a Special Exception in the district it is located in shall be deemed to have been granted approval, subject to maintaining the character and extent of such use or structure existing on that date. Any extension, enlargement, or change in such use or structure shall require approval according to the terms of this Chapter.

I. Records and decisions. The Plan Commission and Board shall keep a record of its proceedings under this section and shall be filed immediately as public records. Every final decision under this section shall be in a written Resolution approved by the Board accompanied by findings of fact based on the record.

J. Appeal. If a Special Exception request is denied the decision may be appealed to the Circuit Court.

§ 525-14 **Amendments.**

A. Authority. The Town Board may amend the regulations and requirements of this chapter or change the district boundaries of the Official Zoning Atlas. A petition for the amendment may be made by any property owner in the area to be affected by the amendment, by the Town Board or by any member of the Town Board or Town Plan Commission.

B. Amendments. Amendments to the Official Zoning Atlas shall be approved by the Outagamie County Board of Supervisors in accordance with the provisions of this chapter and § 60.62, Wis. Stats. Amendments shall be effective as provided in § 60.62, Wis. Stats. Amendments shall promptly be portrayed on the appropriate map page and include the ordinance number and effective date of the amendment.

C. Petition and procedures. The petition shall be filed with the Administrator, who shall immediately refer it to the Plan Commission for its consideration, report and recommendations. Procedures shall be in accordance with § 62.23(7), Wis. Stats. A petition filed by a property owner shall be accompanied by a fee as contained in the Town of Buchanan Fees and Licenses Schedule.

§ 525-15 **Fee schedule.**

Fees required under this chapter shall be established in the Town of Buchanan Fees and Licenses Schedule from time to time by resolution of the Town Board. No action shall be taken prior to payment of the required fee.

§ 525-16 **Remedies.**

Compliance with the provisions of this chapter shall be enforced by appropriate fines and penalties. Compliance may also be enforced by injunctional suit of the Town or by the owner or owners of real estate within the district affected by the regulation.

§ 525-17 **Violations and penalties.**

Any person who violates any provision of this chapter or any order, rule or regulation made hereunder shall, upon conviction, forfeit not less than $10 nor more than $500 for such offense, together with the costs of prosecution. Each day that a violation continues to exist shall constitute a separate offense.

§ 525-18 **Notice of violation.**

A. If the Zoning Administrator finds that any of the provisions of this chapter are being violated, he/she shall notify, in writing by registered or certified mail, the person(s) responsible, indicating the nature of the violation and ordering the action necessary to correct the violation. Whenever a person shall have been notified in writing that he/she is in violation of the provisions of this chapter, such person shall commence correction of all violations within five days of notice. If such corrections are not corrected within five days of written notice, each day that a violation continues shall be considered a separate offense.

Article III
General Provisions

§ 525-19 **Reserved**

§ 525-20 **Establishment of zoning districts*.**
To achieve the purposes of this chapter, the Town is hereby divided into the following districts as set forth in this chapter.

AGD	General Agricultural District
RR	Rural Residential District
RSF	Single Family Residential District
RSTF	Single and Two-Family Residential District
RTF	Two-Family Residential District
MDR	Medium Density Residential District
RMF	Multifamily Residential District
CL	Local Commercial District
CR	Regional Commercial District
CP	Planned Commercial District
IND	Industrial District
PI	Public & Institutional District

** Refer to Article VI - Schedule of Special and Overlay Districts for additional district regulations as applicable.*

§ 525-21 **Official Zoning Atlas.**

A. Establishment. The location and boundaries of the districts shall be as shown in a map atlas entitled "the Official Zoning Atlas of Town of Buchanan, Outagamie County, Wisconsin." The district symbol as set out in § **525-20** above and **Article V** of this chapter shall be used to designate each district. The Official Zoning Atlas with all notations, dimensions, designations, references and other data shown shall accompany and be part of this chapter, and upon adoption by the Town of Buchanan Board, each map page shall be signed by the Town Chairperson and attested by the Town Administrator, bearing the date of adoption.

B. Final authority as to zoning status. Regardless of the existence of purported copies of all or part of the Official Zoning Atlas which may from time to time be made or published, the Official Zoning Atlas, which shall be located in the Administrator's office, shall be the final authority as to the current zoning status of any lands.

C. Replacement of Official Zoning Atlas. If the Official Zoning Atlas, or any page or portion thereof, becomes damaged, lost, destroyed or difficult to interpret, the Town Board may by resolution adopt a new Official Zoning Atlas or any page or pages thereof, which shall supersede the prior Official Zoning Atlas, or page or pages thereof. The new Official Zoning Atlas, or page or pages thereof, may correct drafting or other errors or omissions, but no such correction shall have the effect of amending the original Official Zoning Atlas or page or pages thereof. If, in the process of correcting drafting or other errors or omissions, district boundaries are changed or altered, then action may be taken in the form of an amendment.

D. Retention of earlier maps. All zoning maps which have had the force and effect of official zoning maps for the Town of Buchanan prior to the effective date of adoption of this chapter shall be retained as a public record and as a guide to the zoning status of lands prior to such date.

§ 525-22 **Interpretation of district boundaries.**

A. Except as otherwise specifically provided, a district symbol or name shown within district boundaries on the Official Zoning Atlas indicates that the district regulations pertaining to the district extend throughout the whole area surrounded by the boundary line.

B. Where uncertainty exists as to the boundaries of districts shown on the Official Zoning Atlas, the following rules apply:

(1) Boundaries indicated as approximately following the center lines of streets, highways, alleys or rights-of-way shall be construed as following such center lines as they exist on the ground.

(2) Boundaries indicated as approximately following lot lines shall be construed as following such lines; provided, however, that where such boundaries are adjacent to the dedicated street, highway or right-of-way and the zoning status of the street, highway or right-of-way is not indicated, the boundaries shall be construed as running to the middle of the street, highway or right-of-way.

(3) Boundaries indicated as approximately following the limits of incorporated municipalities shall be construed as following such limits.

(4) Boundaries indicated as following railroad tracks shall be construed as being midway between the main tracks.

(5) Where boundaries do not follow property lines and distances are not specified, boundaries shall be determined by the use of the scale on the Official Zoning Atlas.

(6) Where the property layout existing on the ground is at variance with that shown in the Official Zoning Atlas, the Administrator shall interpret the Official Zoning Atlas. The determination by the Administrator may be appealed as provided in § **525-9 E.**

§ 525-23 **Application of regulations.**
The regulations set by this chapter shall be minimum regulations and shall apply uniformly to each class or kind of structure or land, and particularly, except as hereinafter provided:

A. No land, building or structure shall hereafter be used or occupied, and no building, structure or part thereof shall hereafter be erected, constructed, reconstructed, moved or structurally altered except in conformity with all the regulations herein specified for the district in which it is located.

B. No sign shall hereafter be erected, hung, placed, painted, altered, or moved except in conformity with the regulations of the district in which it is located.

C. No part of a yard, open space, or off-street parking or loading space required about or in connection with any building for the purpose of complying with this chapter shall be included as part of a yard, open space, off-street parking or loading space similarly required for any other building.

D. No lot or yard existing at the effective date of adoption of this chapter shall be reduced in dimension or area below the minimum requirements set forth herein. Lots or yards created after the effective date of adoption of this chapter shall meet the minimum requirements established by this chapter.

E. No accessory building, structure or use shall be constructed, erected, moved, or commenced upon a lot until a permit has been issued for the construction of the principal building or use. No accessory building shall be used unless the principal building on the lot is under construction. No cellar or basement shall be used as a dwelling prior to substantial completion of the dwelling of which it is part. If the principal building permit expires prior to construction completion the accessory building shall no longer be allowed to be used until the permit is extended or construction is completed.

§ 525-24 **Interpretation.**
In their interpretation and application, the provisions of this chapter shall be considered minimum requirements, except where a maximum requirement is noted. Where the provisions of this chapter impose greater restrictions than any statutes, other regulations, ordinances or covenants, the provisions of this chapter shall prevail. Where the provisions of any statute, other regulation, ordinance or covenant impose greater restrictions than the provisions of this chapter, the provisions of such statute, other regulation, ordinance or covenant shall prevail.

§ 525-25 **Other regulations**
In addition to the applicability of this chapter, certain lands and structures in the Town of Buchanan are also subject to, without limitation, regulations pertaining to floodplains, subdivisions, erosion control, stormwater management, shorelands and wetlands.

Page intentionally left blank.

Article IV
Definition of Terms and Non-Conformities

§ 525-26 **Word usage.**
For the purpose of this chapter, the following shall apply as indicated throughout the chapter:

A. The word "person" includes a firm, association, organization, partnership, trust, company or corporation as well as an individual.

B. The present tense includes the future tense, and the singular includes the plural.

C. The word "shall" is mandatory; the word "may" is permissive.

D. The words "used" or "occupied" also mean "intended, designed or arranged to be used or occupied."

§ 525-27 **Definition of terms.**
For the purpose of this chapter, the following terms are defined as follows. Additional definitions associated with specific land uses are contained in subsequent Articles and Subsections of this Chapter, most related to those particular uses.

ACCESS
A means of providing vehicular or non-vehicular egress from or ingress to a property, public right-of-way, or private roadway.

ADAPTIVE REUSE
Adapting an existing building originally designed for an institutional, quasi-public, public or other specific/special purpose to a new use.

ADDITION
Any construction that increases the size of a building or structure in terms of site coverage, height, length, width, or gross floor area.

ALLEY
A public or approved private way which affords only a secondary means of access to abutting property.

ALTERATION
A change or rearrangement in the structural parts of a structure, an enlargement of a structure, whether by extending on the side or by increasing the height, or the movement of a structure from one location to another.

BERM
An earthen mound designed to provide visual interest on a site, screen undesirable views, reduce noise, or fulfill other such purposes.

BLOCK
The property abutting the street between the two nearest intersecting or intercepting streets. A railroad right-of-way, the boundary line of un-subdivided acreage, or a body of water shall be regarded the same as an intersecting or intercepting street for the purpose of defining a "block."

BUILD TO LINE
The line parallel to the street along which the primary mass of the front façade should be set. It is measured as a perpendicular distance from the street line to the nearest point of the building facade.

BUILDING
A structure having one or more stories that is fully enclosed with walls/windows/doors and a roof which is used or intended to be used for shelter or enclosure for persons, property or animals.

BUILDING ENVELOPE
The area of a lot or tract formed by lot lines and minimum setback and yard requirements within which an allowed building or structure may be placed.

BUILDING FACADE
The exterior face of a building extending from one corner of the building to another from the ground to the top of the parapet, wall, or eaves, but not including any elements which extend beyond the roof.

BUILDING HEIGHT
A building's vertical measurement from the average grade to the highest point on the roofline of a flat roof or a roof having a pitch ratio of less than 4:12 from the horizontal, and to a point midway between the peak and the eaves of a roof having a pitch ratio of more than 4:12. Height limitations do not apply to belfries, cupolas, water tanks, elevator bulkheads, chimneys, spires, flagpoles, or other appurtenances usually required to be placed above the roof level and not intended for human occupancy.

BUILDING FOOTPRINT
The total horizontal area covered by a building's perimeter at the ground level or cantilevered or a maximum of 24 inches of overhang; overhangs in easements are prohibited.

COMMON OPEN SPACE
A parcel or parcels of land or an area of water or combination of land and water designated and intended for either the recreational use and enjoyment of residents of the development for which it was established and for the general public or for the exclusive recreational use and enjoyment of residents of the development for which it was established. No yard required in connection with any principal use or structure shall be designated or intended for use as common open space.

COMPREHENSIVE PLAN
The long-range plan for the desirable use and development of land in the Town as officially adopted and as amended from time to time by the Plan Commission and certified to the Town Board.

CONDOMINIUM
An estate in real property consisting of an undivided interest in common with other purchasers in a portion of a parcel of real property, together with separate interest in space. A condominium may include, in addition, separate interest in other portions of such property.

COUNTY
Outagamie County, Wisconsin.

COVENANT
A contract between two or more parties which constitutes a restriction of a particular parcel of land.

DEVELOPMENT
Any man-made change to improved or unimproved real estate, including but not limited to construction or additions or substantial improvements to buildings, other structures or accessory uses, mobile homes, mining, dredging, filling, grading, paving, excavation or drilling operations, and deposition of materials.

EASEMENT
Written authorization, recorded in the Register of Deeds office, from a landowner authorizing another party to use any designated part of the land owner's property for a specified purpose.

ELEVATION (BUILDING)
The view of any building or other structure from any one of four sides regardless of the configuration or orientation of a building. Each elevation will generally be identified as a north, south, east or west building elevation. Also see "facade."

ESSENTIAL SERVICES
Services provided by public and private utilities necessary for the exercise of the principal use or service of the principal structure. These services include underground, surface or overhead gas, electricity, steam, water, sanitary sewage, stormwater drainage, and communication systems and accessories thereto, such as poles, towers, wires, mains, drains, vaults, culverts, laterals, sewers, pipes, catch basins, water storage tanks, conduits, cables, fire alarm boxes, police call boxes, traffic signals, pumps, lift stations, and hydrants, but not including buildings.

FAIR MARKET VALUE
Assessed value adjusted for equalized value.

FACADE
The wall planes of a building visible from one side or perspective (e.g., front, side, rear).

FAMILY
One or more persons living together in a single dwelling unit as a traditional family or the functional equivalent of a traditional family. It shall be a rebuttable presumption that four or more persons living together in a single dwelling unit who are not related by blood, adoption or marriage do not constitute the functional equivalent of a traditional family. In determining the functional equivalent of a traditional family, the following criteria shall be present:

A. The group shares the entire dwelling unit.

B. The group lives and cooks together as a single housekeeping unit.
C. The group shares expenses for food, rent, utilities or other household expenses.
D. The group is permanent and stable and not transient or temporary in nature.
E. Any other factor reasonably related to whether the group is the functional equivalent of a family.

FLATWORK
Any flat or horizontal system of construction, such as concrete/asphalt/gravel slabs, pavers, flat stepping stones, sidewalks, patios, driveways, parking lots, etc. installed, placed or laid down to form the surface.

FLOOR AREA
The sum of the gross horizontal areas of the several floors of a building measured from the exterior faces of the exterior walls or from the center line of walls separating two buildings, excluding public corridors, common rest rooms, attic area, unenclosed stairways, elevator structures, heating or other building machinery or equipment, or basement space.

FRONT PLANE
The forward most plane, as related to the parcel frontage, of the main or accessory structure façade on any above grade floor.

GRADE, AVERAGE
The mean level of the finished grade of the ground adjacent to the exterior facade of a building or structure measured to the property lines. If there is an approved grading plan for the lot it shall be used, if there is no approved grading plan then the existing grade of the site shall be used. Grades shall not be altered without applying for a permit and receiving approval from the Administrator.

GRADE, EXISTING
The surface elevation of the ground or pavement at a stated location as it exists prior to disturbance in preparation for a project regulated by the ordinance.

GRADE, FINISHED
The final elevation of the ground surface after man-made alteration, such as grading, grubbing, filling or excavating have been made and is part of an approved grading and drainage plan.

IMPERVIOUS SURFACE
Is a surface that doesn't allow water to seep into the ground and releases as runoff all or a large portion of the precipitation that falls on it, except for frozen soil. Rooftops, sidewalks, driveways, parking lots and streets are examples of surfaces that typically are impervious. Gravel surfaces are considered impervious, unless specifically designed to encourage infiltration.

INFILL SITE
Any vacant lot or parcel within developed areas of the Town, where at least 80 percent of the land within a 300-foot radius of the site has been developed; and where water, sewer, streets, schools, and fire protection have already been developed and are provided.

LANDSCAPING
Landscaping shall consist of, but not be limited to, grass, ground covers, shrubs, vines, hedges, trees, berms and complementary structural landscape architectural features, such as rock, fountains, sculpture, decorative walls and tree wells.

LOT
A parcel of land used or set aside and available for use as the site for one or more buildings and buildings accessory thereto or for any other purpose, in one ownership and not divided by a street nor including any land within the limits of a public or private street right-of-way. The term "record lot" shall mean land designated as a distinct and separate parcel on a legally recorded deed or plat in the Register of Deeds office. Reference **Diagram 525-27-1.**

LOT AREA, GROSS
The total horizontal area within the lot lines of the lot.

LOT AREA, NET
The total area of a lot, tract, or parcel excluding existing and proposed streets and rights-of-way, land under navigable water bodies, and land within the floodway.

LOT COVERAGE
The percentage of the gross lot area covered by all buildings and structures, including flatwork.

LOT DEPTH
Depth of a lot shall be considered to be the distance between the midpoints of straight lines connecting the foremost points of the side lot lines in front and the rearmost point of the side lot lines in the rear.

LOT FRONTAGE
The uninterrupted linear or curvilinear extent of a lot measured along the street right-of-way from the intersection of one side lot line to the intersection of the other side lot line. The measurement of lot frontage shall not include irregularities in the street line and, in the case of a corner lot, shall extend to the point of intersection of the side line of the rights-of-way. If a lot has frontage on more than one street, frontage on one street only may be used to satisfy the minimum lot frontage.

LOT LINE
The property line bounding a lot.

LOT LINE, CORNER SIDE
A lot line abutting a public street but is not a front or rear lot line. There may be multiple corner side lot lines per lot.

LOT LINE, FRONT
The lot line along a public street which is not a corner side lot line and is adjacent to the street for which it has been issued an address.

LOT LINE, INTERIOR SIDE
A lot line not abutting a public street and is not a rear lot line. There may be multiple interior side lot lines per lot.

LOT LINE, REAR
The lot line most distant from, and is, or most nearly is, parallel to the front lot line. There shall only be one rear lot line per lot.

LOT LINE, ZERO
An interior side lot line which has no side setback or yard requirements. Buildings are constructed directly on the zero lot line and may be attached to buildings located on lots adjacent to the zero lot line.

LOT TYPES
Reference **Diagram 525-27-1.**

CORNER LOT
A lot abutting two (2) or more streets at their intersection provided that the corner of such intersection shall have an angle of one hundred thirty five degrees (135°) or less, measured on the lot side.

CORNER LOT, REVERSED
A corner lot oriented so it has its rear lot line coincident with or parallel to the side lot line of the interior lot immediately to its rear.

FLAG/IRREGULAR LOT
An irregular shaped lot where access to a public or private street is provided by means of a narrow access strip between two abutting lots and make the shape of a flag or other irregular shape that has more than four lot lines.

INTERIOR LOT
A lot situated on a single street which is bounded by adjacent lots along each of its other lines and is not a corner lot.

LEGAL NONCONFORMING LOT
A lot lawfully existing at the effective date of this chapter, or any subsequent amendment, which is not in conformance with all provisions of this chapter.

THROUGH LOT
A lot that has a pair of opposite lot lines along two (2) substantially parallel streets and which is not a corner lot. If there are varied front yards and/or setbacks on either side of the through lot, then the deeper front yard and setback requirements shall be used. Structures in the rear yard of a through lot shall be located no closer to the street than structures on adjacent lots.

LOT OF RECORD
Land designated as a distinct and separate lot on a legally recorded deed, Certified Survey Map (CSM) or plat in the Register of Deeds' office.

LOT WIDTH
The minimum horizontal distance between the side lot lines as measured at the required front setback. Reference **Diagram 525-27-2.**

NAVIGABLE WATER(WAY)
All natural inland lakes, rivers, streams, ponds, sloughs, flowages, and other waters within the territorial limits of Wisconsin, including the Wisconsin portion of boundary waters. All bodies of water with a bed differentiated from adjacent uplands and with levels of flow sufficient to support navigation by a recreational craft of the shallowest draft on an annually recurring basis. For the purposes of this Chapter, rivers and streams will be presumed to be navigable if they are designated as either continuous or intermittent waterways on the United States Geological Survey quadrangle maps until such time that the Wisconsin Department of Natural Resources has made a determination that the waterway is not, in fact, navigable.

NET ACRES
The total acreage of a lot, tract or parcel of land, excluding land in existing and proposed streets and street rights-of-way, land under navigable water bodies, wetlands and floodplain.

NET / GROSS DENSITY
The term "net density" refers to the number of residential dwelling units permitted per net acre of land and is determined by dividing the number of units by the total area of land within the boundaries of a lot or parcel not including street rights-of-way, outlots, and other public lands. In the determination of the number of dwellings to be permitted on a specific parcel of land, a fractional unit shall not entitle the applicant to an additional unit. The term "gross density" refers to the number of residential dwelling units permitted per gross acre of land and is determined by dividing the number of units by the total area of land within the boundaries of a lot or parcel including street rights-of-way, outlots, and other public lands. In the determination of the number of dwellings to be permitted on a specific parcel of land, a fractional unit shall not entitle the applicant to an additional unit.

NON-CONFORMING USE
Any use of land or structure(s) or any lot or structure(s) which lawfully existed at the effective date of adoption or amendment of this chapter which would not be permitted or permissible by the provisions of this chapter as adopted or amended.

OCCUPANCY
The residing of an individual or individuals overnight in a dwelling unit, or the installation, storage or use of equipment, merchandise or machinery in any public, commercial or industrial building.

Diagram 525-27-1: Lot Types, Lot Lines, Setback Lines, and Yard Definitions

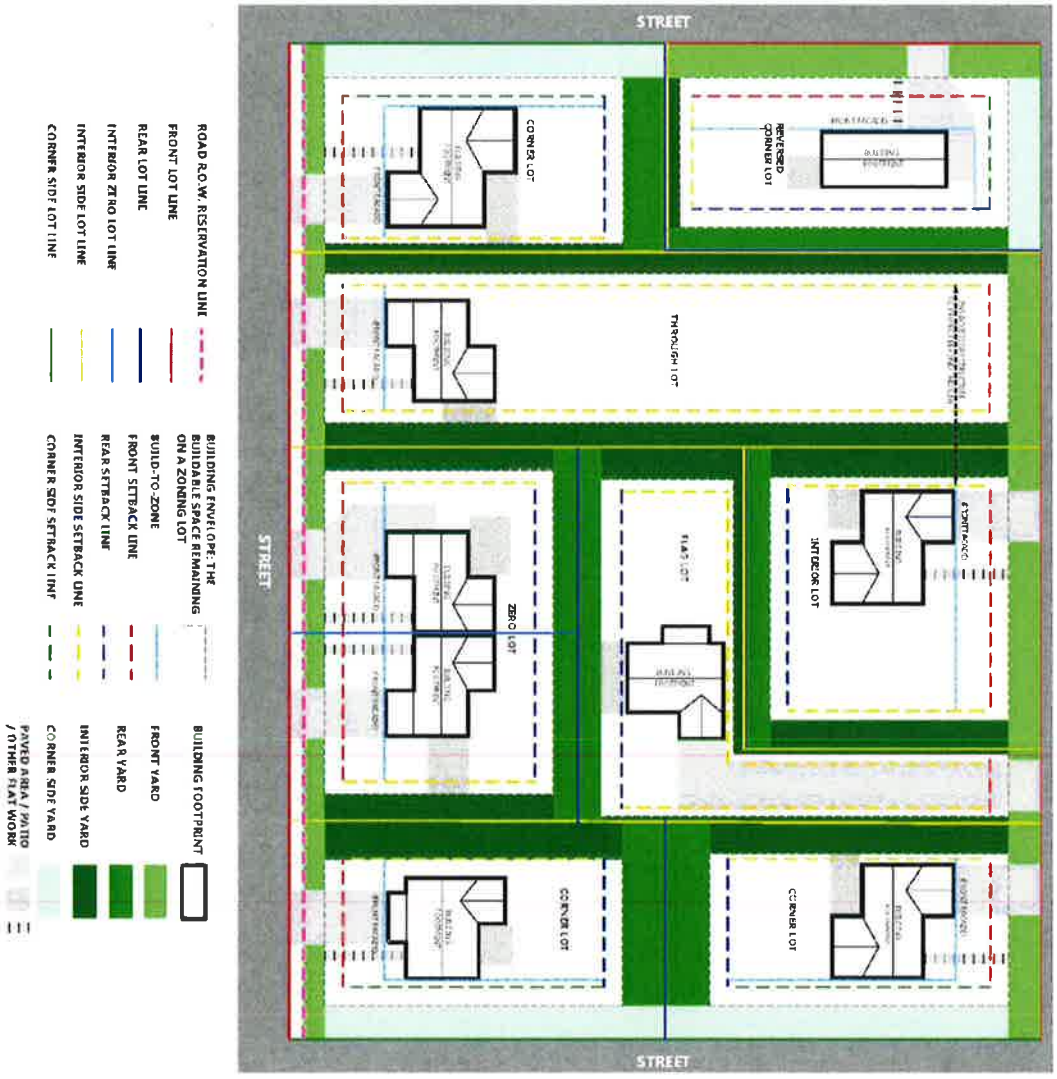
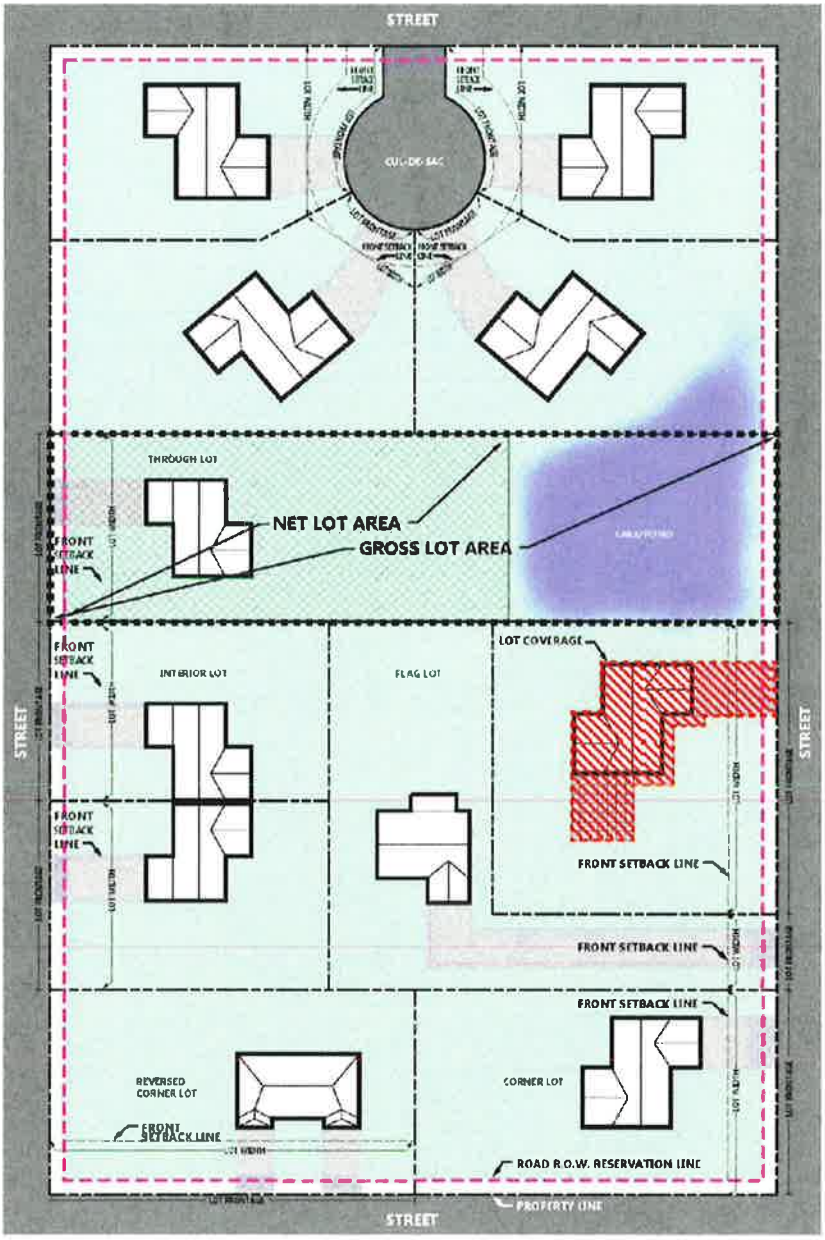


Diagram 525-27-2: Setback Lines, Lot Width, and Lot Area Definitions



29

OCCUPANT
The individual or individuals in actual possession of a premises.

OFFICIAL MAP
The map adopted pursuant to Section 62.23 of the Wis. Stats. which shows existing and proposed streets, highways, parkways, parks and playgrounds, school sites, etc.

OUTDOOR LIGHTING
A light fixture, permanent or portable, used or for use out of doors, including search lights, spotlights and floodlights but not including internally illuminated signs. See also Section **Article VIII Outdoor Lighting** for additional related terms and definitions.

ORDINARY HIGH WATER MARK
A mark delineating the highest water level which has been maintained for a sufficient period of time to leave evidence upon the landscape. The ordinary high water mark is commonly that point where natural vegetation changes from predominately aquatic to predominately terrestrial. In areas where the ordinary high water mark is not evident, setbacks shall be measured from the stream bank of the following water bodies that have permanent flow or open water: the main channel, adjoining side channels, back waters, and sloughs.

OVERLAY ZONING DISTRICT
A zoning district which imposes uniform restrictions on all properties within its area which are in addition to the restrictions specific to the underlying or base zoning districts.

PARKING AREA
An area other than a street used for the temporary parking of motor vehicles.

PLAN COMMISSION
The agency or commission designated by the Town Board pursuant to § 62.23 Wis. Stats.

PLANNED UNIT DEVELOPMENT
A residential land development comprehensively planned as an entity via a unitary plan which permits flexibility in building siting, mixtures of housing types, usable open spaces and the preservation of significant natural features.

PUBLIC IMPROVEMENT
Any improvement, facility, or service, together with customary improvements and appurtenances thereto, necessary to provide for public needs, such as: streets, roads, alleys, or pedestrian walks or paths; storm sewers; flood control improvements; water supply and distribution facilities; sanitary sewage disposal and treatment; parks, and public utility and energy services.

RIGHT-OF-WAY RESERVATION LINE
A line designating future right-of-way on a property. The lot area between this line and the front/corner side lot line is reserved for use as right-of-way in the future. For properties with a right-of-way reservation line, required setbacks and yards shall be measured from the right-of-way reservation line instead of the front/corner side lot line.

ROOF
A structural covering over any portion of a building or structure including eaves or similar projections beyond the walls or supports of the building or structure. Refer to **Diagram 525-27-3** for illustrations associated with specific roof types.

SETBACK LINE, BUILDING/YARD
The building setback is the minimum required distance between any buildings and structures and the lot lines of the lot on which it is located. The yard setback is the minimum distance between any flatwork and the lot lines of the lot on which it is located. Flatwork is permitted to extend beyond the building setback up to the yard setback. Reference **Diagrams 525-27-1 and 525-27-2.**

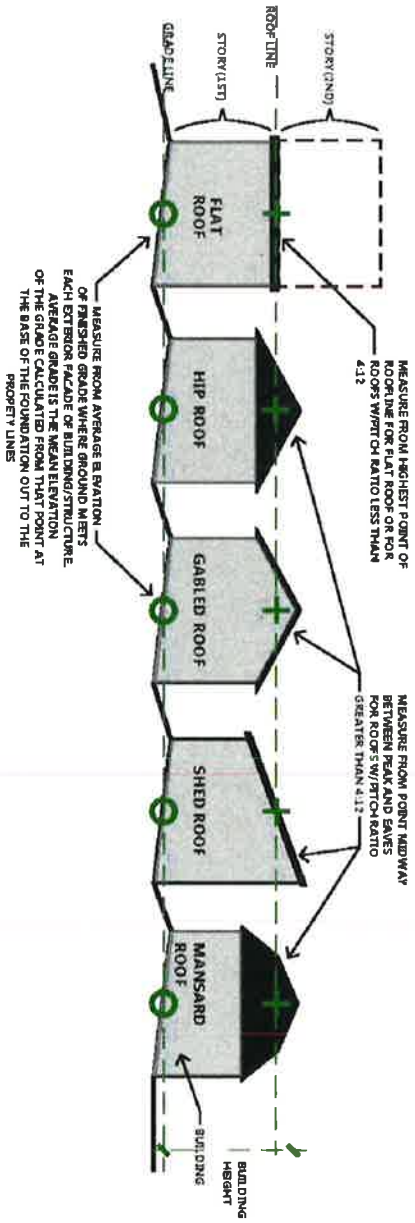
SETBACK LINE, CORNER SIDE (BUILDING/YARD)
A line parallel to the corner side lot line extending between the front building setback line and rear lot line, behind which a building may be constructed. Flatwork is permitted to extend beyond the building setback up to the yard setback .

SETBACK LINE, FRONT (BUILDING/YARD)
A line parallel to the front lot line extending between the interior side lot lines and/or corner side lot line, behind which a building may be constructed. Flatwork is permitted to extend beyond the building setback up to the yard setback.

SETBACK LINE, INTERIOR SIDE (BUILDING/YARD)
A line parallel to the interior side lot line extending between the front setback line and the rear setback line, behind which a building may be constructed. Flatwork is permitted to extend beyond the building setback up to the yard setback.

SETBACK LINE, REAR (BUILDING/YARD)
A line parallel to the rear lot line extending between the interior side lot lines and/or corner side setback line, behind which a building may be constructed. Flatwork is permitted to extend beyond the building setback up to the yard setback.

Diagram 525-27-3: Building and Roof Types



SIGN
See **Article VIII, Signs**

STORY
That portion of a building, other than a basement, which is between the surface of any floor and the surface of the next floor above it or, if there is not a floor above, then the space between such floor and the ceiling next above it.

STREET LINE
The dividing line between the street and the lot. The street line shall be the same as the legal right-of-way line.

STREET TERRACE
The space between the sidewalk and the curb, or the equivalent space where sidewalk or curb are not installed.

STRUCTURE
Anything constructed or erected with a fixed location on the ground or attached to something with a fixed location on the ground. Among other things, structures include buildings, decks, signs, fences, mobile homes and flat work.

STRUCTURE, ACCESSORY
A structure (including buildings) on the same lot with the principal use or structure, and of a nature customarily incidental and subordinate to the principal use or structure. See 525-23E for additional regulations.

STRUCTURE, PRINCIPAL
The primary structure on a lot which is not an accessory structure.

STRUCTURAL ALTERATIONS
Any change in the supporting members of a building or any substantial change in the roof structure or in the exterior walls.

SUBSTANDARD LOT
A lot of record which lawfully existed prior to this Chapter and would not conform to the applicable regulations if the lot were to be created under the current provisions of this Chapter.

UNNECESSARY HARDSHIP
The circumstance where special conditions affecting a particular property, which were not self-created, have made strict conformity with restrictions governing areas, setbacks, frontage, height, or density unnecessarily burdensome or unreasonable in light of the purposes of the ordinance.

USE, ACCESSORY
A use on the same lot with the principal use or structure, and of a nature customarily incidental and subordinate to the principal use or structure. See 525-23E for additional regulations.

USE, PRINCIPAL
The primary use on a lot that is not an accessory use or Special Exception.

USE, SPECIAL EXCEPTION
Reference **§525-13.**

USE, TEMPORARY
A use that is temporary and not permanent and may be allowed without a Principal or Special Exception Use.

VARIANCE
A relaxation of the terms of this chapter where such variance will not be contrary to the public interest and where, owing to conditions peculiar to the property and not the result of the actions of the applicant, a literal enforcement of the ordinance would result in unnecessary and undue hardship. Variances may be granted only if they meet the requirements of Article II of this chapter.

WETLAND
An area that is saturated by surface water or groundwater, with vegetation adapted for life under those soil conditions. See also Section 23.32(1), Wis. Stats.

YARD
The minimum green space area parallel to a lot line and extending into the lot for a distance as required by this Chapter. Buildings and structures shall be prohibited in all yards unless otherwise permitted. Customary accessory flatwork, lawn ornaments, furniture, fences/walls, pedestrian facilities and signs are permitted within the yard setback.

YARD, CORNER SIDE
A yard extending into the lot from the corner side lot line.

YARD, FRONT
A yard extending into the lot from the front lot line.

YARD, INTERIOR SIDE
A yard extending into the lot from the interior side lot line.

YARD, REAR
A yard extending into the lot from the rear lot line.

ZONING ATLAS, OFFICIAL
The map adopted and designated by the Town of Buchanan as being the "Official Zoning Map."

§ 525-28 **Nonconformities**

A. **Applicability and intent**. Any use of land or structures, or any lot or structure which lawfully existed at the effective date of adoption or amendment of this Chapter which would not be permitted or permissible by the provisions of this Chapter as adopted or amended, shall be deemed nonconforming. Reference **Diagrams 525-28-1 and 525-28-2.** It is the intent of this Chapter to permit such nonconformities to continue, subject to certain restrictions listed within this section unless otherwise noted within this Chapter.

B. **Nonconforming uses**.

The continued lawful use of a building, premises, structure, or fixture existing at the time of the adoption or amendment of a zoning ordinance may not be prohibited although the use does not conform with the provisions of the ordinance. The nonconforming use, building, premises, structure or fixture may not be extended. The total structural repairs or alterations in such a nonconforming building, premises, structure, or fixture shall not during its life exceed 50 percent of the assessed value of the building, premises, structure, or fixture unless permanently changed to a conforming use. If the nonconforming use is discontinued for a period of 12 months, any future use of the building, premises, structure, or fixture shall conform to the ordinance.

C. **Repair, rebuilding, and maintenance of certain nonconforming structures**.

In this Section:

(1) Development regulations means the part of this Chapter that applies to elements including setback, height, lot coverage, yards and bulk regulations.

(2) Nonconforming structure means a dwelling or other building that existed lawfully before the current zoning ordinance was enacted or amended, but that does not conform with one or more of the development regulations in the current zoning ordinance.

(3) An ordinance may not prohibit, or limit based on cost, the repair, maintenance, renovation, or remodeling of a nonconforming structure.

D. **Restoration or replacement of certain nonconforming structures.**

(1) Restrictions that are applicable to damaged or destroyed nonconforming structures and that are contained in an ordinance enacted under this subsection may not prohibit the restoration or replacement of a nonconforming structure if the structure will be restored to, or replaced at, the size, subject, location, and use that it had immediately before the damage or destruction occurred, or impose any limits on the costs of the repair, reconstruction, or improvement if all of the following apply:

(a) The nonconforming structure was damaged or destroyed on or after March 2, 2006.

(b) The damage or destruction was caused by violent wind, vandalism, fire, flood, ice, snow, mold, or infestation.

(2) An ordinance enacted under this subsection to which restrictions above apply shall allow for the size of a structure to be larger than the size it was immediately before the damage or destruction if necessary for the structure to comply with applicable state or federal requirements.

(3) When a structure becomes nonconforming as to setback from a public right-of-way because the public right-of-way was dedicated, reserved, widened, or relocated, such structure shall not be considered a nonconforming structure under this section. However, no such structure shall thereafter be added to or rebuilt closer to the public right-of-way.

E. **Nonconforming characteristics of use.**

If characteristics of use such as lighting, parking, noise or other matters pertaining to the use of land, structures, and premises are made nonconforming by the provisions of this Chapter as adopted or amended, no change shall thereafter be made in such characteristics of use which increases the nonconformity; provided, however, changes may be made which decrease such nonconformity.

(1) Nonconforming design of structures. If characteristics of the design of a structure such as walls, roofs, equipment, entrances, facades or building materials are made nonconforming by the provisions of this Chapter as adopted or amended, the structure may be altered or enlarged; provided the alteration or enlargement complies with such requirements and does not increase the nonconformity.

Diagram 525-28-1: Nonconformities

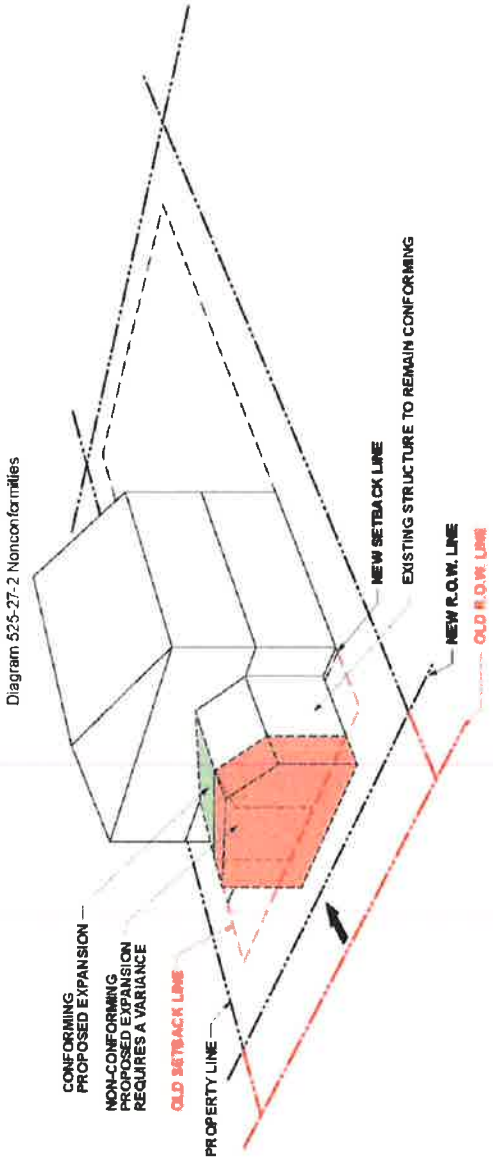
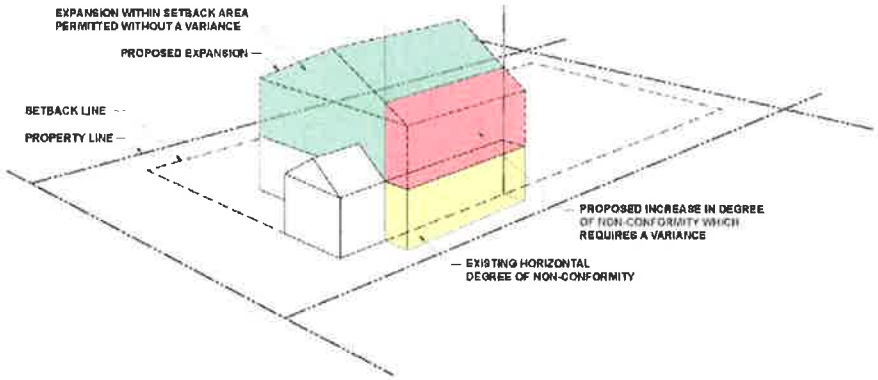
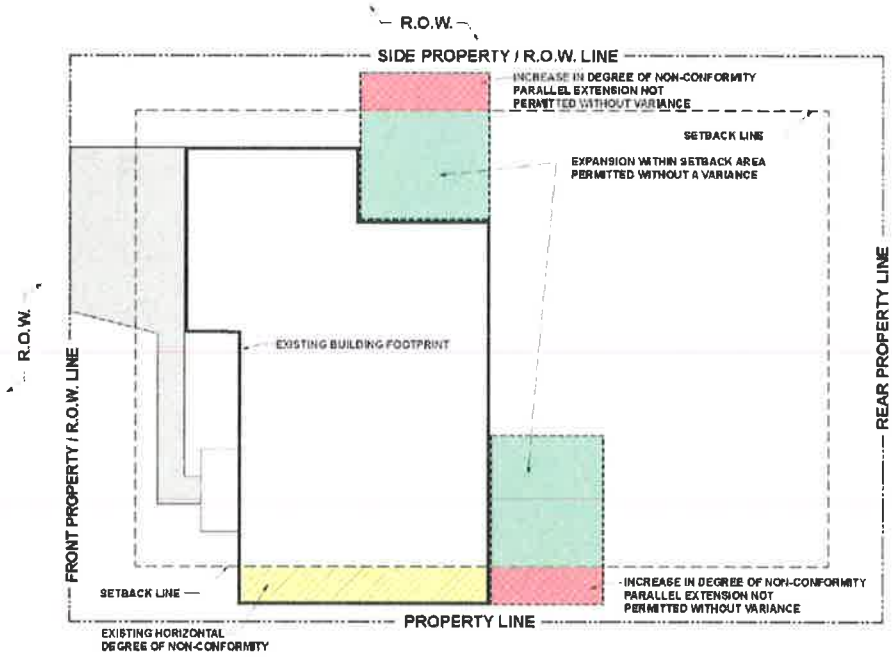


Diagram 525-28-2: Nonconformities





F. **Nonconforming lots of record.**

In any district, any permitted or permissible use may commence, or structure may be erected on a single lot of record at the effective date of adoption or amendment of this Chapter. This provision shall apply even though such lot fails to meet the requirements of lot area, lot width, lot frontage or all three for the district in which it is located, and provided all other requirements for the district are met.

G. **Casual, temporary, or illegal use.**

The casual, temporary, or illegal use of land or structures, or land structures in combination, shall not be sufficient to establish the existence of a nonconforming use or to create rights in the continuance of such use.

Page intentionally left blank.

Article V
Schedule of District Regulations

§ 525-29 **Interpretation and organization.**

A. All uses and structures, dimensional, access/visibility, off-street parking, lighting, landscaping/screening, signage, and architectural regulations and district regulations shall be as set forth in the following articles and as modified and supplemented by this Chapter.

B. Permitted principal and accessory uses and structures listed for any district shall be permitted by right subject to the conditions as specified. Any use or structure not listed for the district shall be prohibited except as provided in **§525-29 E.**

C. Special Exception uses and structures listed for any district are permissible only upon approval as required by the Special Exception Section of this Chapter. Any use or structure not listed for the district shall be prohibited except as provided in **§525-31** of this section.

D. New Compatible Uses and Structures: The Administrator may allow a land use to be considered as a permitted, Special Exception or an accessory use or structure while not identified by name in a zoning district, is deemed to be similar in nature, and clearly compatible with the listed uses. The Administrator may consult with the Plan Commission.

E. Addition of Non-listed Uses to Zoning Ordinance: All non-listed uses and structures eligible for approval may be added to the appropriate use table at the time of periodic updating or upon request by the Plan Commission or Board.

F. No land, building or structure shall hereinafter be used or occupied, and no building, structure, or part thereof shall hereinafter be erected, constructed, reconstructed, moved, or structurally altered except in conformity with all the regulations herein specified for the district in which it is located.

G. No lot or yard existing at the effective date of adoption of this Chapter shall be reduced in dimension or area below the minimum requirements set forth herein. Lots or yards created after the effective date of adoption of this Chapter shall meet the minimum requirements established by this Chapter.

H. A site plan is required in compliance with Site Plans as required by this Chapter and must be approved before installation of improvements, issuance of an erosion control/stormwater permit, and/or issuance of a building permit.

§ 525-30 **District Purposes.**

A. **AGD General Agricultural District.** The intent of this district is to maintain highly productive agricultural lands in agricultural production by effectively limiting encroachment of nonagricultural development; by minimizing land use conflicts between agricultural and nonagricultural uses; and by minimizing public service and facility costs associated with nonagricultural development.

B. **RR Rural Residential District.** The intent of this district is to allow for large-lot rural residential uses generally located outside of the NR-121 defined Sewer Service Area. It is anticipated that the intensity of development will be limited due to a lack of urban facilities and services.

C. **RSF Single Family Residential District.** This district is intended to provide for single-family detached residential development generally located within the NR-121 defined Sewer Service Area. The density of development is based on the availability of public facilities and the extent of coordination and planning as indicated by whether the development is part of an approved and recorded subdivision plat.

D. **RTF Two-Family Residential District.** This district is intended to provide primarily for two-family attached residential development and single-family detached residential as a secondary land use generally located within the NR-121 defined Sewer Service Area. The density of development is based on the availability of public facilities and the extent of coordination and planning as indicated by whether the development is part of an approved and recorded subdivision plat.

E. **RSTF Single and Two-Family Residential District.** This district is intended to provide for single-family detached and two-family attached residential development generally located within the NR-121 defined Sewer Service Area. The density of development is based on the availability of public facilities and the extent of coordination and planning as indicated by whether the development is part of an approved and recorded subdivision plat.

F. **MDR Medium Density Residential District.** This district is intended to provide for higher density, well-designed residential development between three (3) and six (6) dwelling units with allowances for single and two-family residential dwellings generally located within the NR-121defined Sewer Service Area. The density of development is based on the availability of public facilities and the extent of coordination and planning.

G. **RMF Multifamily Residential District.** This district is intended to provide for high-density residential areas with emphasis on multifamily or apartment development with 7 or more dwelling units. This district requires access to public sewer and shall be located within the NR-121 defined Sewer Service Area.

H. **CL Local Commercial District.** This district is intended to apply to commercial establishments located to serve primarily localized commercial markets throughout the Town. It is the intent of this district to encourage grouping of such commercial establishments. The district is not intended to apply to major or large-scale commercial establishments of a regional character.

I. **CR Regional Commercial District.** This district is intended to apply to areas which are now intensely developed or are expected to be intensely developed for commercial uses serving a regional commercial market.

J. **CP Planned Commercial District.** This district is intended to apply to large-scale commercial developments with either single or multiple buildings on a single lot or parcel designed and managed as a single entity. This district should be located such that there is direct access to major arterial streets and highways.

K. **IND Industrial District.** This district is intended primarily for manufacturing and closely related uses. It is intended to preserve such lands for the functions of industrial activity, wholesaling, warehousing and distribution but may also allow for commercial activity. It is further the intent of this district that it be so located in relation to major thoroughfares that resulting traffic generated by industrial activity will not be channeled through residential areas.

L. **PI Public & Institutional District.** This district is intended to eliminate the ambiguity of maintaining, in unrelated use districts, areas which are under public or quasi-public institutional organizations (such as government, schools, non-profits, and other similar uses) and where the use is anticipated to be permanent.

§ 525-**31.1 Principal and Special Exception District Uses, Definitions, and Additional Regulations.**

A. **Principal and special exception uses and structures.** Allowed principal and special exception uses and structures for each district are listed in **Table 525-31-1**

Table 525-31-1: Principal and Special Exception Uses and Structures

P = Permitted Principal Use SE = Special Exception Use Grey Shading = Prohibited Use

Use Category	See for Additional Regulations	AGD General Agricultural	CON Conservancy Overlay	RR Rural Residential	RSF Single Family Residential	RTF Two Family Residential	STFR Single and Two-Family Residential	MDR Medium Density Residential	RMF Multifamily Residential	CL Local Commercial	CR Regional Commercial	CF Planned Commercial	IND Industrial	PI Public/Institutional
Adult entertainment establishments	Ch 185 & 525-31.1B												SE	
Agricultural / Agribusiness	525-31.1B	P								SE	SE		P	
Agricultural / Agribusiness adjunct uses		SE												
Agritourism	525-31.1B	P												
Airports, public or private	525-31.1B	SE												P
Automobile filling stations	525-31.1B									SE	SE			
Automobile salvage yards	Ch 492 & 525-31.1B	SE											SE	
Automobile use, sales and service	525-31.1B									P	P		P	
Bed and breakfast	525-32									P	P			
Boathouse		SE	SE	SE						SE				
Brewery (mfg./wholesale only)	525-31.1B												P	
Brewery/Brewpub (w/restaurant)	525-31.1B									P	P			
Business, retail	525-31.1B									P	P	P	P	
Business, retail shopping center	525-31.1B										P	P		
Business, service	525-31.1B									P	P	P	P	
Business, vocational	525-31.1B									SE	SE	P		P
Certified Survey Map (CSM)	Chapter 460	P	P	P	P	P	P	P	P	P	P	P	P	P
Cemeteries and crematory service buildings	525-31.1B	SE												P
Clinic, health/medical	525-31.1B									P	P	P		
Clubs and organizations										P	P	P		
Communications towers and antennas	Chapter 478													SE
Community living arrangements (CLRFs)	525-31.1B						P	P	P					
Convalescent homes and nursing homes	525-31.1B								SE					P
Convention or exposition center	525-31.1B									SE	SE	SE		

Table 525-31-1: Principal and Special Exception Uses and Structures

P = Permitted Principal Use SE = Special Exception Use Grey Shading = Prohibited Use

Use Category	See for Additional Regulations	AGD General Agricultural	CON Conservancy Overlay	RR Rural Residential	RSF Single Family Residential	RTF Two Family Residential	STFR Single and Two-Family Residential	MDR Medium Density Residential	RMF Multifamily Residential	CL Local Commercial	CR Regional Commercial	CP Planned Commercial	IND Industrial	PI Public/Institutional
Day care, family (8 or less children)	525-31.1B						P	P						P
Day care, group (9 or more children)	525-31.1B						SE	SE						P
Drive-In restaurant	525-31.1B									P	P	P		
Dwellings existing before the effective date of adoption of this chapter which are not necessary to or associated with agricultural uses	525-31.1B	P		P										
Dwelling, Existing and new farm residence dwellings	525-31.1B	P		P										
Existing dwellings				P	P	P	P	P	P	P	P	P		
Dwelling, Multi-family Dwellings (7 or more units)	525-31.1B								P					
Dwelling, Single-family attached dwellings	525-31.1B					P		P	P					
Dwelling, Single-family detached dwellings	525-31.1B			P	P	P	P	P	P					
Dwelling, Two-family	525-31.1B					P	P	P	P					
Entertainment use indoor	525-31.1B									P	P			
Equipment rental	525-31.1B									P	P	P		
Farm Construction equipment and machinery sales and service	525-31.1B	SE								SE	SE		P	
Funeral parlors and mortuaries	525-31.1B									P	P			
Fur farming	525-31.1B	SE												
Garden center, plant nursery	525-31.1B	P								P	P			
Government use	525-31.1B	SE												P
Hospitals	525-31.1B											P		P

Table 525-31-1: Principal and Special Exception Uses and Structures

P = Permitted Principal Use SE = Special Exception Use Grey Shading = Prohibited Use

Use Category	See for Additional Regulations	AGD General Agricultural	CON Conservancy Overlay	RR Rural Residential	RSF Single Family Residential	RTF Two Family Residential	STFR Single and Two-Family Residential	MDR Medium Density Residential	RMF Multifamily Residential	CL Local Commercial	CR Regional Commercial	CP Planned Commercial	IND Industrial	PI Public/Institutional
Hotels and motels	525-31.1B									P	P	P		
Institutional (semi-public non-profit)	525-31.1B								P					P
Institutional use (profit/non-profit)	525-31.1B	P										P		P
Junkyard	525-31.1B												SE	
Kennels and pet shops	525-31.1B	P								SE	SE			
Landfill/Recycling facility	525-31.1B												SE	SE
Manufacturing use	525-31.1B & § 525-49												P	
Manufacturing use, special	525-31.1B & § 525-49												SE	
Manufacturing, light	525-31.1B & § 525-49									SE	SE			
Marina/harbor	525-31.1B		SE							SE				
Mobile home parks	Ch. 383						SE							
Mobile homes	Chapter 383 & 525-31.1B	SE		SE	P	P	P							
Nursing home	525-31.1B								P					P
Office	525-31.1B									P	P	P	P	
Outdoor movie theater	525-31.1B	SE									SE			
Outdoor storage, Accessory to principal or special exception use	525-31.1B	P								SE	SE		P	
Parks / Common open space	525-31.1B		P	P	P	P	P	P	P					P
Planned Unit Developments subject to §525-41	§525-41				SE	SE	SE	SE	SE	SE	SE	SE	SE	SE
Plat, Condominium	Chapter 460				P	P	P	P	P	P	P	P	P	P
Plat, Subdivision	Chapter 460			P	P	P	P	P	P	P	P	P	P	P
Radio/ Television broadcasting studio	525-31.1B									SE	SE			
Recreational camp	525-31.1B	SE												

Table 525-31-1: Principal and Special Exception Uses and Structures

P = Permitted Principal Use SE = Special Exception Use Grey Shading = Prohibited Use

Use Category	See for Additional Regulations	AGD General Agricultural	CON Conservancy Overlay	RR Rural Residential	RSF Single Family Residential	RTF Two Family Residential	STFR Single and Two-Family Residential	MDR Medium Density Residential	RMF Multifamily Residential	CL Local Commercial	CR Regional Commercial	CP Planned Commercial	IND Industrial	PI Public/Institutional
Recreational use, indoor	525-31.1B									P	P			
Recreational use, outdoor	525-31.1B	SE	SE							SE	SE	SE		
Religious use	525-31.1B													SE
Resource extraction	525-31.1B	SE	SE											
Restaurants	525-31.1B									P	P	P		
School	525-31.1B													P
Solar Energy Systems (Large Scale)	§ 525-52	SE												
Solar Energy Systems (Mid Scale)	§ 525-52	SE								SE	SE	SE	SE	SE
Storage establishment	525-31.1B									P			P	
Stormwater facility			P											P
Tavern/drinking establishments	525-31.1B									P	P			
Truck freight terminal													P	
Utility, public or private	525-31.1B													P
Veterinary clinic/animal hospital	525-31.1B	SE								P	P			
Warehouse distribution, industrial	525-31.1B	SE											P	
Warehouse, accessory to retail or service business	525-31.1B									P	P			
Wind Energy Systems (Utility scale)	Ch. 513	SE												
Winery	525-31.1B	SE								P	P			

B. **Principal and Special Exception Use Definitions and additional regulations.** For the purpose of this chapter, the following terms and uses are defined as follows. Additional regulations pertaining to specific uses shall apply as listed.

ADULT ENTERTAINMENT ESTABLISHMENTS

A. Purpose: The purpose is to control through zoning regulations certain adult-oriented entertainment uses that have a direct and detrimental effect on the character of the Town's residential neighborhoods and commercial areas. The Town shall not impose a limitation on the content of any communication materials, including sexually oriented materials as protected by the First Amendment.

B. Definitions.

ADULT-ORIENTED ENTERTAINMENT BUSINESS
An adult bookstore, adult theater, adult massage parlor, adult sauna, adult entertainment center, adult cabaret, adult health/sport club, adult steam room/bathhouse facility, or any other business whose primary business activity is characterized by emphasis on matters depicting, describing, or relating to nudity, sexual conduct, sexual excitement or sadomasochistic abuse as defined herein.

NUDITY
The showing of the human male or female genitals or pubic area with less than a fully opaque covering or the depiction of covered male genitals in a discernibly turgid state and/or the appearance of bare buttocks, anus, or female breast.

SEXUAL CONDUCT
Acts of masturbation, sexual intercourse, or physical contact with a person's unclothed genitals, pubic area, buttocks, or, if such person be a female, her breast.

SEXUAL EXCITEMENT
The condition of human male or female genitals when in a state of sexual stimulation or arousal.

C. Applicability. These provisions shall apply to all existing and future adult-entertainment-oriented businesses. However, any such existing business that does not meet the zoning district restrictions or the distance limitations may continue its existence as a nonconforming use; provided, however, that no such business may be enlarged or increased in size or be discontinued for a period of no more than 180 days.

D. General Regulations.

(1) Zoning district. Adult-use-only bookstores, adult theaters, adult massage parlors, adult saunas, adult entertainment centers, adult cabarets, adult health/sport clubs, adult steam room/bathhouse facilities, and other adult-oriented entertainment businesses sexual in nature may be operated or maintained only within the IND Industrial District with a valid special exception as required by this Chapter; and provided that it is located on a minor or major arterial road and subject to the distance limitations noted below.

(2) Distance limitations. No adults-only bookstore, adult theaters, adult massage parlor, adult cabaret, health/sport club, adult steam room/bathhouse facility, or other adult-oriented entertainment businesses as defined shall:

(a) Be operated or maintained within 1,000 feet of the boundary of any residential district.

(b) Be operated or maintained within 1,000 feet of a church, recreational site, licensed day care facility, public library, public or private educational facility which serves persons aged 17 or younger, elementary school, high school, place of worship, or elderly housing facility;

(c) Be operated or maintained so that there are no more than two such businesses within 2,500 feet as measured by the radius from each business;

(d) Be set forth herein shall be measured in a straight line from the main public entrances of said premises or from the lot lines of properties in any residential district.

(e) Be located in the same building or upon the same property as another such use.

(f) Be permitted more than one sign advertising its business, which shall be wall sign only. All such signs shall meet the following criteria:

i. Have no merchandise or pictures of the products or entertainment on the premises displayed in window areas or any area where they can be viewed from the sidewalk in front of the building;

ii. No sign shall be placed in any window. A one-square-foot sign may be placed on the door to state hours of operation and admittance to adults only;

iii. No sign shall contain any flashing lights, moving elements, or mechanically changing messages;

iv. No sign shall contain any depiction of the human form or any part thereof nor shall it contain sexually explicit language such as "nude dancing" or "Girls, Girls, Girls," etc.;

v. No sexually-oriented business may have any off-premises sign;

vi. In order to allow currently operating adult-oriented entertainment businesses to recover their financial investment in current signage, any currently operating adult-oriented entertainment business shall bring its signage into conformity with the provisions of this subsection within one year from the date of passage of these regulations.

(3) Operating standards. All such adult-oriented entertainment businesses shall operate in accordance with the following:
   (a) No employee shall solicit business outside the building in which the business is located;
   (b) No male or female person, while on the premises, shall impose to public view his or her genitals, pubic area, anus, or anal cleft. Full nudity is prohibited;
   (c) No person on the premises shall engage in sexual conduct, sadomasochistic abuse or in any way fondle their genitals;
   (d) Nudity is prohibited for any employee of an adult-oriented business where such person is in direct, personal contact with another person.

(4) Building's exterior appearance. The building's exterior shall meet the following criteria:
   (a) Colors to be earth or neutral tones with primary accent colors to be within the same color family;
   (b) Stripes and geometric patterns are prohibited;
   (c) A color scheme which is directly inherent to a unique recognized architectural style but not otherwise compliant with this article may be reviewed and approved by the Town Board;
   (d) The exterior shall be adequately maintained in good condition.

AGRICULTURE/AGRIBUSINESS USE
Shall be defined as agricultural business where the property owner earns a substantial ($6,000/yr. or $18,000 over three years) part of his or her livelihood from farming operations on the farm parcel by performing the operations themselves or through a lease to a separate operator; uses including but not limited to beekeeping, dairying, floriculture, aquaculture, poultry and livestock raising, stables, and orchards, raising of grain and seed crops, raising of grass and mint, raising of nuts and berries, raising of fruits and vegetables, viticulture, and forest and game management (incidental hunting is an accessory use), sod production, the sale of products produced on-premises and agricultural processing, centralized bulk collection, storage or distribution.

AGRICULTURE/AGRIBUSINESS ADJUNCT USE
Shall be defined as business use which is adjunct to an existing agricultural business where the property owner earns a substantial ($6,000/yr. or $18,000 over three years) part of his or her livelihood from farming operations on the farm parcel by performing the operations themselves or through a lease to a separate operator; provided the owner or proprietor resides on the premises. Uses may include: automobiles, farm equipment, and small engine repair shops; offices and/or shops in connection with skilled tradesmen, including plumbers, electricians, carpenters, welders and the like; and production and/or sales of crafts produced on the premises, provided mechanical or chemical processes are incidental or nonexistent.

AGRITOURISM
Shall be defined as recreational, educational, and entertainment activities in an agricultural setting such as a farm or ranch where the public is able to participate in and experience agricultural uses and activities. Agritourism is differentiated from traditional agriculture in the following ways: customers come to the farm for the "product" rather than the product being taken off the farm to a purchase location; the "product" can be an experience, and; the farm environment is an essential part of what the customer is seeking and would not be the same without the farm setting.

AIRPORT (PUBLIC OR PRIVATE)
Any airport which complies with the definition contained in Ch. 114, Wis. Stats., or any airport which serves or offers to serve common carriers engaged in air transport.

AUTOMOBILE FILLING STATION
Buildings and premises where gasoline, oil, grease, batteries, tires and automobile accessories and convenience retail goods may be supplied, dispensed and sold and where minor repair or maintenance work may be performed, such as ignition service, tire repair, repair and replacement of minor parts such as pumps and filters and the like. A filling station is not a repair or body shop.

AUTOMOBILE SALES, USE AND SERVICES
Shall be defined as a use that buys, sells, trades, rents or services vehicles (including motorcycles and boats) and equipment including but not limited to vehicle dealerships, vehicle rentals, car washes and repair shops; all vehicle and equipment repair shall be conducted indoors, and all vehicles and equipment that are in disrepair or require bodywork shall be stored indoors or screened with landscaping or fencing to provide 100% solid screen. A principal building is required on the same lot for all uses, sales, and service. Maintenance/repair operations of vehicles/equipment for non-automotive uses (i.e., a business repairing its own fleet/equipment) are considered accessory permitted uses and are not included in this definition.

AUTOMOBILE SALVAGE YARD
Premises used for the storing, dismantling, crushing, shredding or disassembly of used motor vehicles or their parts.

A. Automobile salvage yards involving storage of less than 50 vehicles and where no crushing or processing of parts and materials is conducted on the premises, and provided all vehicles and parts are effectively screened from view from any residential lot or public highway.
B. Automobile wrecking or salvage yards provided such use shall not be located closer than 250 feet to any property zoned residential and no portion of the lot within 25 feet of a public street or highway shall be used for any purpose other than off-street parking for employees or patrons. All activities and storage shall be completely enclosed pursuant to the landscaped buffer requirements of **§ 525-46**.

BREWERY/BREWPUB/RESTAURANT
Means an establishment or facility that manufactures fermented malt beverages for sale which may include a tap room, tasting facilities, and/or an independently operated restaurant, and has a permit under current Wisconsin Statues.

BREWERY/MANUFACTURING AND WHOLESALE
Means an establishment or facility that manufactures, packages, and distributes fermented malt beverages for sale and does not include a tap room, tasting facilities, or an independently operated restaurant, and has a permit under current Wisconsin Statues.

BUSINESS, RETAIL
A use that sells or rents goods and commodities to consumers.

BUSINESS, RETAIL SHOPPING CENTER
Means a group of retail or service establishments planned, developed, owned or managed as a unit whereby all businesses operate in an enclosed space.

BUSINESS, SERVICE
A use that provides service to customers either on-premises or at the customer's location; this excludes automobile service.

BUSINESS, VOCATIONAL
Vocational, trade or business schools, both public and private.

CEMETERY
Shall be defined as a premise for burying the dead. Includes crematory service buildings.

CLINIC, HEALTH/MEDICAL
An office or group of offices relating to the health care professions, including physicians, dentists and the like engaged in the treatment of persons.

COMMUNITY LIVING ARRANGEMENT
Facilities defined in § 46.03, Wis. Stats. subject to the provisions and limitations of § 62.23(7)(i), Wis. Stats.

CONVALESCENT HOME and NURSING HOME
A place where regular care is provided to three or more infirmed persons, children or aged persons who are not members of the family which resides on the premises.

CONVENTION / EXPOSITION CENTER
Means a commercial facility used for assemblies or meetings of the members or representatives of groups, including exhibition space. This term does not include banquet halls, clubs, lodges or other meeting facilities of private or nonprofit groups that are primarily used by group members.

DAY CARE, FAMILY
A place where regular day care is provided to not more than eight children and is licensed pursuant to Ch. 48, Wis. Stats.

DAY CARE, GROUP
A place where regular day care is provided to nine or more children and is licensed pursuant to Ch. 48, Wis. Stats.

DRIVE-IN RESTAURANT
Any establishment dispensing or serving food in automobiles, including those establishments where customers serve themselves and may eat or drink in the building or in their automobiles on the premises.

DWELLING, EXISTING AND NEW FARM RESIDENCE
Existing and new farm residence dwellings within agriculturally zoned property shall be defined as a residential dwelling unit farm owners/operators reside in located on the land being farmed and existed prior to the effective date of adoption of this Chapter.

A. For purposes of farm consolidation, farm residences or structures that existed prior to the effective date of adoption of this Chapter may be separated from the larger parcel by CSM only, and new dwellings may be built and occupied by a person or a family who earns a substantial part of their livelihood from farming operations on the farm parcel or is the parent or child of the farm operator.
B. Transfer of property shall only be permitted if it meets the family requirements unless the farmland use/operation ceases, the property is rezoned to residential, the property is platted for a residential subdivision development, or the property is rezoned and used for non-residential purposes. A note to this effect shall be placed on the CSM.
C. Dimensional regulations shall apply per **Table 525-31-2**.

DWELLING, MULTI: Shall be defined as a building containing seven or more dwelling units. The term "multifamily dwelling" shall include cooperative apartments, condominiums, apartments, and the like. Regardless of how rental units are equipped, any multifamily dwelling in which units are available for rental periods of less than one week shall be considered a motel.

DWELLING, SINGLE FAMILY ATTACHED: Shall be defined as a building containing three to six dwelling units attached at the side or "side-by-sides" in a series or group of buildings. Each building shall be separated from the adjoining building or buildings by a party wall or walls extending from footings to underside of roof deck. The term "attached dwelling" is intended to imply townhouses, patio, or atrium houses or any form conforming to this definition.

DWELLING, SINGLE-FAMILY DETACHED
A building containing not more than one dwelling unit, entirely separate from structures on adjacent lots. The term "detached dwelling" shall not include mobile homes, travel trailers, or other forms of portable or temporary housing but shall include manufactured homes. All single-family dwellings shall:

A. Contain not less than 1,200 square feet of living area.
B. Be covered by a roof pitched at a minimum slope of five inches in 12 inches which is permanently covered with nonreflective material.
C. Have overhanging eaves of not less than 18 inches.
D. Be a minimum of 25 feet in width. Attached garages, carports and open decks shall not be included in the measurement of the width.

DWELLING, TWO-FAMILY
One building containing not more than two dwelling units or two buildings, attached at the side, with no more than one dwelling unit per building. The term "two-family dwelling" is intended to imply single-family semidetached buildings and duplexes or any form which conforms to this definition.

ENTERTAINMENT, INDOOR
Shall be defined as a use selling or providing entertainment on-site indoors. Examples include but are not limited to arcades, amusement rides, laser tag, go-carts, movie theaters, bowling alleys, skating rinks, etc.

EQUIPMENT RENTAL
Means an establishment providing the rental of tools, lawn and garden equipment, party supplies and similar goods and equipment, including storage and incidental maintenance. This term does not include a motor vehicle rental facility.

FARM/CONSTRUCTION EQUIPMENT AND MACHINERY SALES AND SERVICE
Shall be defined as a use that buys, sells, trades, rents or services farm and/or construction related vehicles and equipment including but not limited to vehicle dealerships, vehicle rentals, wash and repair shops; all vehicle and equipment repair shall be conducted indoors, and all vehicles and equipment that are in disrepair or require bodywork shall be stored indoors or screened with landscaping or fencing to provide 100% solid screen. A principal building is required on the same lot for all uses, sales, and service. Maintenance/repair operations of vehicles/equipment for non-automotive uses (i.e., a business repairing its own fleet/equipment) are considered accessory permitted uses and are not included in this definition.

FUR FARM
Land, buildings or structures used for the purpose of raising or harboring fur-bearing animals including those defined in § 29.001, Wis. Stats., and also including chinchillas, whether the animals are kept for breeding, slaughtering or petting.

FUNERAL PARLOR/MORTUARY
Means an establishment providing services involving the care, preparation or disposition of human dead. This term includes, but is not limited to, a crematorium or a mortuary.

GARDEN CENTER / PLANT NURSERY
Means an establishment providing the retail sale of plants and the sale or rental of garden and landscape materials and equipment. This term includes outdoor storage of plants, materials or equipment.

GOVERNMENT USE
Shall be defined as any local, county, regional, state, federal, or international governmental use or political unit, including offices, libraries, community centers, facilities (such as public works, wastewater treatment facilities, water storage tanks, well pump houses, and outdoor storage), and utilities providing a service or product for public benefit.

HOSPITAL
Shall be defined as a use where the sick or injured are given medical or surgical care including capacity for overnight and long term care.

HOTEL/MOTEL
An establishment where sleeping accommodations are offered to the public and intended primarily for rental to transients, with daily charge, as distinguished from multifamily dwellings and boardinghouses where rentals are for periods of a week or longer and occupancy is generally by residents rather than transients. Hotels may serve meals to both occupants and others. The term "hotel" is also intended to imply motel, motor court, motor lodge, tourist court or any form which conforms to this definition.

INSTITUTIONAL USE Shall be defined as:

A. Any profit or nonprofit organization that provides services to the public for free or through membership. Examples of organizations include but are not limited to YMCAs, Boys and Girls Clubs, Boy Scouts/Girl Scouts, Lions/Kiwanis/Rotary Clubs, and similar uses.
B. Public and semipublic nonprofit institutional uses, including churches, schools, colleges and universities, and the like, provided principal access shall be directly onto a collector or arterial street.

JUNKYARD
Premises or land, buildings or structures where junk, waste, discarded, salvaged or similar materials such as old metals, wood, lumber, glass, paper, rags, cloth, cordage, barrels, containers, etc., are brought, bought, sold, exchanged, baled, packed, stored or handled, including used lumber and building materials, equipment, wrecking yards and the like. This definition shall not include automobile salvage or wrecking yards or pawnshops and establishments for the sale, storage or purchase of secondhand vehicles, clothing, furniture, appliances or similar household goods, all of which shall be usable, nor shall it apply to the processing of used, discarded or salvageable materials incident to manufacturing activity on the same site.

KENNEL AND PET SHOP
Any establishment for the raising, training, boarding or selling of dogs, cats, birds, mice, rats or other small animals, for hire or profit, or where more than three dogs, cats or other small animals are harbored or kept.

LANDFILL/RECYCLING FACILITY
Shall be defined as a public or private use that accepts yard waste, compost, garbage, and recycling material. This definition includes resource recovery operations which may occur on site.

MANUFACTURING USE
Shall be defined as a use or process including assembling, fabricating, altering, converting, printing, publishing, cleaning, testing, finishing, bottling, processing, treating and packaging, except any use or process specifically excluded and providing such as will not be hazardous, offensive, or objectionable by reason of odor, dust, cinders, gas, fumes, noise, vibrations, radiation, refuse mater or wastewater. Includes woodworking and cabinetmaking. All manufacturing uses are subject to the provisions of **§ 525-49**.

MANUFACTURING USE, LIGHT
Shall be defined as a use or process including uses and structures such as packaging, bottling, storage facilities, and laboratories, provided all activities are conducted within completely enclosed buildings, not involving odor, noise, smoke or other noxious effects detectable to normal senses from off the premises. All manufacturing uses are subject to the provisions of **§ 525-49**.

MANUFACTURING USE, SPECIAL
Shall be defined as uses that require special consideration as a Special Exception in compliance with **§ 525-13 Special Exceptions** and include the following uses: manufacturing and storage of flammable liquids, fertilizer, chemicals, and processes including canneries, sawmills, and slaughterhouses. All manufacturing uses are subject to the provisions of **§ 525-49**.

A. These uses shall have a setback of 1,000 feet from all residential zoning districts and from the right-of-way line closest to the use of all State and County Highways rights-of-way. The 1,000 foot buffer includes all buildings, outdoor vehicles, and parking/pavement areas.

MARINA / HARBOR
Means a facility providing mooring of recreational boats in water, or piers, anchorage areas, launching facilities, boat storage areas or boat sales and service. This term does not include a ship terminal or docking facility or a passenger terminal but does include individual private boathouses.

MODULAR HOME
Per §101.7(6)(a) Wis. Stats. any structure or component thereof which is intended for use as a dwelling and is of closed construction and fabricated or assembled on-site or off-site in manufacturing facilities for installation, connection or assembly and installation at the building site or is a building of open construction which is made or assembled in manufacturing facilities away from the building site for installation, connection, or assembly and installation on the building site and where certification is sought by the manufacturer. "Modular home" does not mean any manufactured home under §101.91 of the Wis. Stats. or any building of open construction, which is not subject to this definition.

MANUFACTURED HOME
A structure certified and labeled as a manufactured home under 42 U.S.C. §§ 5401 to 5426, which, when placed on the site:

A. Is set on an enclosed continuous foundation in accordance with § 70.43(1), Wis. Stats., and Ch. Comm 21, Subchapters III, IV, and V, Wis. Adm. Code, or is set on a comparable enclosed continuous foundation system approved by the Building Inspector, who may require a plan for such foundation to be certified by a registered architect or engineer to ensure proper support for such structure;
B. Is installed in accordance with the manufacturer's instructions.
C. Is properly connected to utilities;
D. Is without any hitch, wheel or axle; and
E. Meets other applicable standards of this chapter.

MOBILE HOME
A vehicle manufactured or assembled prior to June 15, 1976, designed to be towed as a single unit or in sections on a highway by a motor vehicle and equipped and used, or intended to be used, primarily for human habitation, with walls of rigid uncollapsible construction, which has an overall length in excess of 45 feet. "Mobile home" includes a structure which has been certified and labeled as a manufactured home under 42 U.S.C. §§ 5401 to 5426, or which has been certified and labeled as a manufactured home under §§ 101.91 to 101.96, Wis. Stats., and Ch. Comm 26, Wis. Adm. Code, if the structure:

A. Is not set upon an enclosed permanent foundation upon land owned by the mobile home owner;
B. Is on wheels;
C. Is not properly connected to utilities;
D. Has tow bars, wheels or axles attached to it; or
E. Has not been installed in accordance with the manufacturer's instructions or a plan certified by a registered architect or engineer so as to ensure proper support for the structure.

NURSING HOME
Shall be defined as a place where regular care is provided to three or more infirmed persons, children, or aged persons, who are not members of the family who resides on the premises.

OFFICE
A use conducting the affairs of a business, profession or service.

OUTDOOR STORAGE, ACCESSORY TO PRINCIPAL/SPECIAL EXCEPTION
Shall be defined as a use that stores products or goods outside accessory to the principal or approved special exception use of a lot.

A. Residential zoning district. All outdoor storage on residentially zoned property shall be behind the front building face line.
B. Non-Residential District (excluding Agricultural Districts)
C. Outdoor storage shall be prohibited within 250 feet of a residential zoning district.
D. All outdoor storage shall be screened as required in **§525-46 D.(4).**
E. Outdoor storage may be stored on gravel if the following conditions can be met:
   (1) Implementation of dust mitigation techniques to keep the site free from dust.
   (2) Implementation of mitigation techniques to eliminate fines, aggregate and debris from discharging into stormwater facilities.
   (3) If these conditions cannot be maintained once installed and being used the Board may require the surface to be paved.

OUTDOOR MOVIE THEATER
Means an establishment or facility for presenting motion pictures or live performances for observation by patrons in an outdoor environment.

PARK / COMMON OPEN SPACE
A parcel or parcels of land or an area of water or combination of land and water designated and intended for either the recreational use and enjoyment of residents of the development for which it was established and for the general public or for the exclusive recreational use and enjoyment of residents of the development for which it was established. No yard required in connection with any principal use or structure shall be designated or intended for use as common open space.

RADIO / TELEVISION BROADCASTING STUDIO
Means an establishment containing one or more broadcasting studios for over-the-air, cable or satellite delivery of radio or television programs, or studios for the audio or video recording or filming of musical performances, radio or television programs or motion pictures. This term does not include a transmission tower.

RECREATIONAL CAMP
Premises and facilities used occasionally or periodically for the accommodation of members of groups or associations for outdoor recreational activities.

RECREATIONAL USE, INDOOR
Shall be defined as any private indoor commercially operated activities where the public is able to participate in activities including but not limited to sports fields/courts/facilities, skating facilities, swimming pools, golf, archery and shooting ranges, and uses of similar nature.

RECREATIONAL USE, OUTDOOR
Shall be defined as any private outdoor commercially operated activities where the public are able to participate in activities including but not limited to camps, golf courses, campgrounds, golf, archery and shooting ranges, sledding/skiing/skating facilities, sports fields/courts/facilities, swimming pools, and lakes, and uses of similar nature.

RELIGIOUS USE
Shall be defined as any use that offers religious services and a location to assemble for religious purposes.

RESOURCE EXTRACTION
Either (a) the breaking of the surface soil to facilitate or accomplish the extraction or removal of ores or mineral solids for sale or processing or consumption in the regular operation of a business, AND/OR (b) the removal of overburden lying above natural deposits of ore or mineral solids and removal of the mineral deposits exposed, or by removal of ores or mineral solids from deposits lying exposed in their natural state. Resource extraction sites are commonly referred to as mines, pits, or quarries. Removal of overburden and the mining of limited amounts of ores or mineral solids are not considered mining when done only for the purpose of determining location, quantity, or quality of a natural deposit if no ores or mineral solids removed during exploratory excavation or mining are sold, processed for sale, or consumed in the regular operation of a business and if the affected land does not exceed two acres in area. Mining does not include plants engaged in processing minerals except as the plants are an integral on-site part of the removal of ores or mineral solids from natural deposits. Mining does not include excavation or grading when conducted solely in aid of on-site farming or of on-site construction. It is the intent of this definition to permit resource extraction uses in outlying areas as a temporary or transitional use with assurances that later reuse for other permissible uses and structures is possible.

A. Existing operations. The requirements of this section shall not apply to existing operations only where more than 50% of the area (excluding setbacks required herein) of a parcel of record has been excavated at the time of adoption of this chapter. Where less than 50% of the area has been excavated, any extension of operations within the parcel or on adjacent parcels shall comply with the requirements of this section including restoration for the entire parcel(s).

B. Uses and operations. Permitted uses or operations shall include the removal for sale or processing of timber, natural vegetation, topsoil, fill, sand, gravel, rock or any mineral. Processing may include crushing, washing or refining. Storing or stockpiling of such materials on the site is permissible. Permissible uses may also include concrete or asphalt manufacturing.

C. Area and setback requirements. The parcel shall consist of a minimum of five acres with dimensions sufficient to adequately accommodate the proposed uses with minimum adverse effects on adjacent lands. No operations shall be permitted within 100 feet of any exterior boundary of the tract or within 250 feet of any building intended for human occupancy existing at the time of permit application. For operations involving blasting, processing or manufacturing, the Plan Commission may increase required setbacks as a condition of approval.

D. Location. Location shall be appropriate to existing development and development which may reasonably be expected within the time period specified herein for permits. The site shall be so located as to make it unnecessary to conduct trucking operations on any platted street in a residential subdivision.

E. Plan of operation. Each application for a special exception shall be accompanied by a plan of operation for the site including the following information:

(1) Statement of ownership of the parcel and control of the operations.
(2) Extent of the area to be excavated.
(3) Location, width and grade of all easements or rights-of-way on or abutting the parcel.
(4) Existing topography by five-foot contour intervals; existing watercourses and drainageways; existing vegetation and soils; depth to groundwater as indicated by at least four borings; and existing buildings or structures.
(5) Cross section showing extent of sand/gravel deposits and water table.
(6) Estimated type and volume of excavations; method(s) of extracting and processing; and the sequence of operations.
(7) Proposed equipment and proposed locations of equipment; proposed areas for ponding; proposed drainage modifications; proposed processing and storage areas; proposed interior roads and ingress and egress to the site; and proposed areas for the disposition of overburden of topsoil.

G. Plan of reclamation. Each application for a special exception shall be accompanied by a plan of reclamation for the site consistent with Wis. Adm. Code NR-135 and the Outagamie County Code of Ordinances, Chapter 38, Division 4, Sec. 38-111:

H. Time limitations. No special exception permit shall be issued for a period exceeding eight years, consisting of not more than six years for the operational phase and not more than two years for the reclamation phase. Upon expiration of the operational phase, the applicant may request and receive extensions of this phase for three-year periods unless changing conditions indicate the extension will be detrimental to the public health, safety and welfare. Any extension shall require the submission of a new plan of reclamation whether the operation is extended or enlarged. If such extension is denied, the applicant shall complete the reclamation phase within the two-year time period specified.

I. Financial assurance. To ensure completion of the reclamation phase, as proposed within the two-year time period, each applicant shall submit a performance bond or other financial guarantee as required by Wis. Adm. Code NR-135 and the Outagamie County Code of Ordinances, Chapter 38, Division 5, in an amount sufficient to cover the reclamation expense relative to the proposed operation or extension thereto.

RESTAURANT
Shall be defined as any use that prepares, dispenses and serves food for consumption on-site or for carrying out; alcohol may also be served as long as the establishment serves food.

SCHOOL
Shall be defined as a public or private school for pre-school age children through high school. It shall also include public or private colleges, universities, and technical/trade/vocational schools.

SOLAR ENERGY SYSTEM
Reference **§525-52**

STORAGE ESTABLISHMENT
Shall be defined as a building or premises where individuals store their personal possessions for a fee. All possessions stored on-premises shall be within completely enclosed buildings except for motor vehicles, recreational vehicles or boats, and other similar motorized equipment may be stored outdoors on the premises.

TAVERN/DRINKING ESTABLISHMENT
Shall be defined as business who's primary use is serving alcoholic beverages.

TRUCK FREIGHT TERMINAL
Means a facility for truck-based freight service and operations, including but not limited to local pickup, local sorting and terminal operations, line-haul loading and unloading, destination sorting and terminal operations and local delivery.

UTILITY, PUBLIC OR PRIVATE
Shall be defined as an entity that provides a service or product such as water, sewer, electric, gas, and any similar related service or product and includes an above-ground structure or building to operate the utility (i.e., electrical sub-station, utility plant, etc.). Standard underground and above ground lines used to transfer/distribute said utility are exempt from this and shall be permitted on all property. Telephone, television, natural gas, and power transmission lines and similar utilities may be constructed within the setback line, and additions to and replacements of existing lines may be made, provided the utility owner first file with Outagamie County, in the case of a County Highway, and Buchanan, in the case of a local road, an agreement in writing they will remove at their expense all new lines, additions, and replacements constructed after the effective date of this amendment, when such removal is necessary for the improvement of the highway/road or municipal utility.

VETERINARY CLINIC / ANIMAL HOSPITAL
Veterinary clinic, small animal hospital means a place for the medical treatment of common household pets with no provisions made for boarding, outside runs or kennels, except that overnight care incidental to medical treatment and short-term boarding is permitted. This use may be incidental to pet store services.

WAREHOUSING, ACCESSORY TO RETAIL OR SERVICE USE
Shall be defined as building attached to or part of a retail or service use where goods/products, parts, or equipment are stored to be sold on-premises or used for the purpose of the service provided.

WAREHOUSING AND DISTRIBUTION, INDUSTRIAL
Shall be defined as a building where raw material or manufactured goods may be transported to and from and stored before their export or distribution for sale and includes distribution facilities and transportation terminals.

WINERY
See definition for Brewery/Brewpub/Restaurant

§ 525-31.2 **Principal and Special Exception Dimensional Standards and Additional Regulations.**

Dimensional standards for all principal and special exception uses are contained in **Table 525-31-2**.

§ 525-32 **Accessory uses and structures.**

A. **Accessory uses and structures.** Accessory uses and structures for each district are listed in **Table 525-32-1**

B. **Accessory use definitions and additional regulations**. For the purpose of this chapter, the following terms and uses are defined as follows. Additional regulations pertaining to specific uses shall apply as listed.

Table 525-31-2: District Dimensional Standards

District / Dimensional Standards	AGD General Agricultural District		
Use Type	Principal agricultural uses	Preexisting dwellings and accessory dwellings on a separate parcel unrelated to agricultural uses	Other permitted Principal and Special Exception uses and structures
Maximum Number of Uses Per Lot	Unlimited	n/a	Unlimited
Maximum Number of Buildings Per Lot	Unlimited	n/a	Unlimited
Maximum Number of Dwellings Per Lot	One	One	n/a
Min. Lot Size	4 acres	20,000 sq. ft.	1 acre
Min. Lot Width	200 feet	100 feet	150 feet
Min. Lot Street Frontage	200 feet / 180 feet for cul-de-sacs	100 feet / 80 feet for cul-de-sacs	150 feet / 130 feet for cul-de-sacs
Federal/State and County Highway Minimum Building Setback	50 feet / 35 feet	50 feet / 35 feet	50 feet / 35 feet
Front Building Setback	25 feet	25 feet	25 feet
Corner Side Building Setback	25 feet	25 feet	25 feet
Side Building Setback	None	15 feet	30 feet
Rear Building Setback	None	25 feet	50 feet / 35 feet
Yard/Green Space Setbacks	None	Same as Front/Corner Side Building Setback: 0 Feet for Side and Rear	
Maximum Height of Building	None	None	45 ft
Maximum Lot Coverage (incl. accessory buildings and structures)	50%	50%	50%
Other Requirements			Minimum Lot Size and front and rear building setback minimum requirements may be increased as a condition for a special exception permit

Table 525-31-2: District Dimensional Standards

District / Dimensional Standards	CON Conservancy Overlay District
Use Type	All permitted and special exception uses and structures
Maximum Number of Uses Per Lot	Unlimited
Maximum Number of Buildings Per Lot	Unlimited
Maximum Number of Dwellings Per Lot	n/a
Min. Lot Size	None
Min. Lot Width	None
Min. Lot Street Frontage	None
Federal/State and County Highway Minimum Building Setback	50 feet / 35 feet
Front Building Setback	25 feet
Corner Side Building Setback	25 feet
Side Building Setback	None
Rear Building Setback	None
Yard/Green Space Setback	None
Maximum Height of Building	35 ft.
Maximum Lot Coverage (incl. accessory buildings and structures)	25%
Other Requirements	

Table 525-31-2: District Dimensional Standards

District / Dimensional Standards	RR Rural Residential District	
Use Type	Rural residential single-family detached dwellings and mobile homes on individual lots	Other permitted Principal and Special Exception uses and structures
Maximum Number of Uses Per Lot	n/a	Unlimited
Maximum Number of Buildings Per Lot	n/a	Unlimited
Maximum Number of Dwellings Per Lot	One	n/a
Min. Lot Size	1 acre	1 acre
Min. Lot Width	150 feet	150 feet
Min. Lot Street Frontage	150 feet / 130 feet for cul-de-sacs	150 feet / 130 feet for cul-de-sacs
Federal State and County Highway Minimum Building Setback	50 feet / 35 feet	50 feet / 35 feet
Front Building Setback	30 feet	30 feet
Corner Side Building Setback	30 feet	30 feet
Side Building Setback	20 feet	20 feet
Rear Building Setback	30 feet	30 feet
Yard/Green Space Setbacks	Same as Front/Corner Side Building Setback; 3 Feet for Side and Rear	
Maximum Height of Building	45 ft	45 ft.
Maximum Lot Coverage (incl. accessory buildings and structures)	50%	50%
Other Requirements		

Table 525-31-2: District Dimensional Standards

District / Dimensional Standards	RSF Residential Single-Family District	
Use Type	Single-family detached dwellings (w/in approved & recorded subdivision plat and served by public sewer)	Other permitted Principal and Special Exception uses and structures served by public sewer
Maximum Number of Uses Per Lot	n/a	Unlimited
Maximum Number of Buildings Per Lot	n/a	Unlimited
Maximum Number of Dwellings Per Lot	One	n/a
Min. Lot Size	10,000 sq. ft.	10,000 sq. ft.
Min. Lot Width	90 feet	90 feet
Min. Lot Street Frontage	70 feet / 50 feet for cul-de-sacs	70 feet / 50 feet for cul-de-sacs
Federal/State and County Highway Minimum Building Setback	50 feet / 35 feet	50 feet / 35 feet
Front Building Setback	25 feet	25 feet
Corner Side Building Setback	25 feet	25 feet
Side Building Setback	0 feet	15 feet
Rear Building Setback	25 feet	30 feet
Yard/Green Space Setback	ame as Front/Corner Side Building Setback. 3 Feet for Side and Rear	
Maximum Height of Building	35 ft.	35 ft
Maximum Lot Coverage (incl. accessory buildings and structures)	50%	50%
Other Requirements		

Table 525-31-2: District Dimensional Standards

District / Dimensional Standards	RTF Residential Two Family District		
Use Type	Single family detached dwellings	Single-family attached dwellings	Two-family dwellings
Maximum Number of Uses Per Lot	Dimensional requirements as provided in RSF District	n/a	n/a
Maximum Number of Buildings Per Lot		n/a	n/a
Maximum Number of Dwellings Per Lot		1 building/3-6 units	1 building/2 units
Min. Lot Size		12,000 sq. ft.	9,000 sq. ft (4500 sq. ft. per family)
Min. Lot Width		100 feet	75 feet
Min. Lot Street Frontage		60 feet / 60 feet for cul-de-sacs	55 feet / 35 feet for cul-de-sacs
Federal/State and County Highway Minimum Building Setback		50 feet / 35 feet	50 feet / 35 feet
Front Building Setback		25 feet	25 feet
Corner Side Building Setback		25 feet	25 feet
Side Building Setback		10 feet	8 feet
Rear Building Setback		25 feet	25 feet
Yard/Green Space Setbacks		Same as Front/Corner Side Building Setback. 5 Feet for Side and Rear	
Maximum Height of Building		35 ft.	35 ft
Maximum Lot Coverage (incl. accessory buildings and structures)		50%	50%
Other Requirements		Not more than six dwelling units shall be contiguous or in one series or group and not more than two contiguous dwelling units in one group or series shall have the same or approximately the same roofline or building line. Not less than 40% of the total site area shall be landscaped in lawns, gardens, decorative plantings or wooded areas. A site plan under Article XII is required for all single-family attached dwelling developments	

Table 525-31-2: District Dimensional Standards

District / Dimensional Standards	RTF Residential Two Family District	
Use Type	Exception for Zero-Lot-Line single-family attached dwellings (2-6 u. 5-3)	Other permitted Principal and Special Exception uses and structures
Maximum Number of Uses Per Lot	n/a	Dimensional requirements as provided in RTF District
Maximum Number of Buildings Per Lot	n/a	
Maximum Number of Dwellings Per Lot	1	
Min. Lot Size	4,500 sq. feet	
Min. Lot Width	50 feet	
Min. Lot Street Frontage	50 feet / 25 feet for cul-de-sacs	
Federal/State and County Highway Minimum Building Setback	50 feet / 35 feet	
Front Building Setback	25 feet	
Corner Side Building Setback	25 feet	
Side Building Setback	8/0 feet	
Rear Building Setback	25 feet	
Yard/Green Space Setbacks		
Maximum Height of Building	35 ft.	
Maximum Lot Coverage (incl. accessory buildings and structures)	50%	
Other Requirements	1. A note shall be placed on the face of all certified survey maps and subdivision plats creating zero-lot-line lots which states "Prior to attached dwelling units are created, matters of mutual concern to the adjacent property owners due to construction, catastrophe and maintenance shall be guarded against by private covenants and deed restrictions, and the approving authorities shall not be held responsible for same. 2. A restrictive covenant shall be placed on the face of all certified survey maps and subdivision plats creating zero-lot-line lots which states "Building permits are limited to the development of zero-lot-line on Lots ___ through ___, inclusive, unless two adjoining lots are combined and used as a single lot for the construction of a single-family dwelling unit. In this case, an odd number of lots may not be left as a series of consecutive lots. 3. There shall be a common wall. Wherever improvements abut on the common boundary line between adjoining units there shall be a one-hour fire wall running from the lowest floor level (including the basement if it is the common wall) to the underside of the roof sheathing. Such basement wall, if any, shall be waterproofed masonry. 4. When attached dwelling units are created, the plans, specifications and construction of such building shall require the installation and construction of separate sewer, water and other utility services to each dwelling unit.	

Table 525-31-2: District Dimensional Standards

District / Dimensional Standards	STFR Single and Two-Family Residential District		
Use Type	Single-family and two-family detached dwellings within or outside of an approved and recorded subdivision plat served by public sewer.	Other permitted Principal and Special Exception uses and structures within or outside of an approved and recorded subdivision plat served by public sewer.	Exception for Zero-Lot Line duplex attached dwellings.
Maximum Number of Uses Per Lot	n/a	Unlimited	n/a
Maximum Number of Buildings Per Lot	n/a	Unlimited	n/a
Maximum Number of Dwellings Per Lot	Single = 1 Duplex = 1 building/2 units	n/a	One
Min. Lot Size	5,000 sq. ft.	5,000 sq. ft	2,500 sq. feet
Min. Lot Width	50 feet	50 feet	40 feet
Min. Lot Street Frontage	40 feet / 35 feet for cul-de-sacs	40 feet / 35 feet for cul-de-sacs	30 feet / 25 feet for cul-de-sacs
Federal/State and County Highway Minimum Building Setback	50 feet / 35 feet	50 feet / 35 feet	50 feet / 35 feet
Front Building Setback	25 feet	25 feet	25 feet
Corner Side Building Setback	25 feet	25 feet	25 feet
Side Building Setback	5 feet	5 feet	5/0 feet
Rear Building Setback	10 feet	10 feet	5 feet
Yard/Green Space Setbacks	Same as Front/Corner Side Building Setback, 5 Feet for Side and Rear		
Maximum Height of Building	35 ft.	35 ft.	35 ft.
Maximum Lot Coverage (incl. accessory buildings and structures)	60%	60%	60%
Other Requirements			1. A note shall be placed on the face of all certified survey maps and subdivision plats creating zero-lot-lines which states "Where attached dwelling units are created, matters of mutual concern to the adjacent property owners due to construction, use, repair and maintenance shall be guarded against by private covenants and deed restrictions, and the approving authorities shall not be held responsible for same. 2. A restrictive covenant shall be placed on the face of all certified survey maps and subdivision plats creating zero-lot-line lots which states "Building permits are limited to the development of zero-lot-lines on Lots ___ through ___, inclusive, unless two adjoining lots are combined and used as a single lot for the construction of a single-family dwelling unit. In no case, an odd number of lots may not be left as a series of consecutive lots. 3. There shall be a common wall. Wherever improvements abut on the common boundary line between adjoining units there shall be a one-hour fire wall running from the lowest floor level, including the basement if it is the common wall, to the underside of the roof sheathing. Such basement wall, if any, shall be waterproofed masonry. 4. When attached dwelling units are created, the plans, specifications and construction of such building shall require the installation and construction of sewage sewer, water and other utility services to each dwelling unit.

Table 525-31-2: District Dimensional Standards

District / Dimensional Standards	MDR Medium Density Residential			
Use Type	Single-family dwellings	Two-family dwellings	Three-plex dwellings	Four-plex dwellings
Maximum Number of Uses Per Lot	Dimensional requirements as provided in STFR District	Dimensional requirements as provided in STFR District	n/a	n/a
Maximum Number of Buildings Per Lot			n/a	n/a
Maximum Number of Dwellings Per Lot			Three	Four
Min. Lot Size			7,500 sq. ft.	10,000 sq. ft.
Min. Lot Width			50 feet	50 feet
Min. Lot Street Frontage			50 feet / 25 feet for cul-de-sacs	50 feet / 25 feet for cul-de-sacs
Federal/State and County Highway Minimum Building Setback			50 feet / 35 feet	50 feet / 35 feet
Front Building Setback			15 feet	15 feet
Corner Side Building Setback			15 feet	15 feet
Side Building Setback			10 feet	10 feet
Rear Building Setback			10 feet	10 feet
Yard/Green Space Setbacks			Same as Front/Corner Side Building Setback, 3 Feet for Side and Rear	
Maximum Height of Building			45 ft	45 ft
Maximum Lot Coverage (incl. accessory buildings and structures)			70%	70%
Other Requirements				

Table 525-31-2: District Dimensional Standards

District / Dimensional Standards	MDR Medium Density Residential		
Use Type	Six-Plex dwellings	Other permitted Principal and Special Exception uses and structures	Exception for Zero-Lot Line attached dwellings
Maximum Number of Uses Per Lot	n/a	Unlimited	n/a
Maximum Number of Buildings Per Lot	n/a	Unlimited	n/a
Maximum Number of Dwellings Per Lot	Six	n/a	One
Min. Lot Size	15,000 sq. ft	Dimensional requirements as provided in STFR District	2,500 sq. feet
Min. Lot Width	50 feet		40 feet
Min. Lot Street Frontage	30 feet / 25 feet for cul-de-sacs		30 feet / 25 feet for cul-de-sacs
Federal/State and County Highway Minimum Building Setback	50 feet / 35 feet		50 feet / 35 feet
Front Building Setback	15 feet		15 feet
Corner Side Building Setback	15 feet		15 feet
Side Building Setback	10 feet		10/0 feet
Rear Building Setback	10 feet		10 feet
Yard/Green Space Setback	Same as Front/Corner Side Building Setback. 5 Feet for Side and Rear		Same as Front/Corner Side Building Setback. 5 Feet for Side and Rear
Maximum Height of Building	45 ft		45 ft
Maximum Lot Coverage (incl. accessory buildings and structures)	70%		70%
Other Requirements			A restrictive covenant shall be placed on the face of all certified survey maps and subdivision plats creating zero-lot-line lots which states "Building permits are limited to the development of zero-lot-line duplexes on Lots ___ through ___, inclusive, unless two adjoining lots are combined and used as a single lot for the construction of a single-family dwelling unit. In this case, an odd number of lots may not be left as a series of consecutive lots."

Table 525-31-2: District Dimensional Standards

District / Dimensional Standards	RMF Residential Multifamily Residential District					
Use Type	Single-family detached dwellings	Single-family attached dwellings	Two-family dwellings	Multi-family dwellings NOT exceeding three stories or 45 feet in height	Multi-family dwellings exceeding three stories or 45 feet in height	Other permitted or permissible uses and structures
Maximum Number of Uses Per Lot	Dimensional requirements as provided in STPR District	Dimensional requirements as provided in RMF District	Dimensional requirements as provided in STPR District	n/a	n/a	Dimensional requirements as provided in STPR District
Maximum Number of Buildings Per Lot				Unlimited	Unlimited	
Maximum Number of Dwellings Per Lot				20	30	
Min. Lot Size				10,000 sq. ft.	20,000 sq. ft.	
Min. Lot Width				90 feet	100 feet	
Min. Lot Street Frontage				70 feet / 50 feet for cul-de-sacs	80 feet / 60 feet for cul-de-sacs	
Federal/State and County Highway Minimum Building Setback				50 feet / 35 feet	50 feet / 35 feet	
Front Building Setback				25 feet	25 ft. provided that for every 2 feet in building height above 45 feet, yard width or depth shall increase one foot	
Corner Side Building Setback				25 feet	25 ft. provided that for every 2 feet in building height above 45 feet, yard width or depth shall increase one foot	
Side Building Setback				20 feet	20 ft. provided that for every 2 feet in building height above 45 feet, yard width or depth shall increase one foot	
Rear Building Setback				25 feet	25 ft. provided that for every 2 feet in building height above 45 feet, yard width or depth shall increase one foot	
Yard/Green Space Setbacks				Same as Front/Corner Side Building Setback; 5 Feet for Side and Rear	Same as Front/Corner Side Building Setback; 5 Feet for Side and Rear	
Maximum Height of Building				45 ft.	90 ft.	
Maximum Lot Coverage (incl. accessory buildings and structures)				70%	70%	
Other Requirements						

Table 525-31-2: District Dimensional Standards

District / Dimensional Standards	CL Local Commercial District	CR Regional Commercial District	CP Planned Commercial District
Use Type	All permitted and Special Exception uses and structures	All permitted and Special Exception uses and structures	All permitted and Special Exception uses and structures
Maximum Number of Uses Per Lot	Unlimited	Unlimited	Unlimited
Maximum Number of Buildings Per Lot	Unlimited	Unlimited	Unlimited
Maximum Number of Dwellings Per Lot	n/a	n/a	n/a
Min. Lot Size	No Minimum	No Minimum	No Minimum
Min. Lot Width	No Minimum	No Minimum	No Minimum
Min. Lot Street Frontage	No Minimum	No Minimum	No Minimum
Federal State and County Highway Minimum Building Setback	50 feet / 35 feet	50 feet / 35 feet	50 feet / 35 feet
Front Building Setback	35 feet	35 feet	25 feet
Corner Side Building Setback	35 feet	35 feet.	25 feet
Side Building Setback	20 feet	20 feet.	25 feet
Rear Building Setback	50 feet	50 feet.	25 feet
Yard/Green Space Setbacks	5 feet for all lot lines unless otherwise required	5 feet for all lot lines unless otherwise required	5 feet for all lot lines unless otherwise required
Maximum Height of Building	50 feet	50 feet	There are no maximum height restrictions except that, for every two feet in height above four stories or 50 feet, the width or depth of yards adjacent to exterior lot lines shall be increased one foot.
Maximum Lot Coverage (incl. accessory buildings and structures)	Unlimited	Unlimited	Unlimited
Other Requirements	A site plan is required per § 525-11 and applicable requirements of Article VII and VIII	A site plan is required per § 525-11 and compliance with applicable requirements of Article VII and VIII	A site plan is required per § 525-11 and compliance with applicable requirements of Article VII and VIII

Table 525-31-2: District Dimensional Standards

District / Dimensional Standards	IND Industrial District	PI Public/Institutional District
Use Type	All permitted and Special Exception uses and structures	All permitted and Special Exception uses and structures
Maximum Number of Uses Per Lot	Unlimited	Unlimited
Maximum Number of Buildings Per Lot	Unlimited	Unlimited
Maximum Number of Dwellings Per Lot	n/a	n/a
Min. Lot Size	No Minimum	No Minimum
Min. Lot Width	No Minimum	No Minimum
Min. Lot Street Frontage	No Minimum	No Minimum
Federal/State and County Highway Minimum Building Setback	50 feet / 55 feet	50 feet / 55 feet
Front Building Setback	35 feet	25 feet
Corner Side Building Setback	35 feet	25 feet
Side Building Setback	20 feet	10 feet
Rear Building Setback	25 feet	20 feet
Yard/Green Space Setbacks	5 feet for all lot lines unless otherwise required	5 feet for all lot lines unless otherwise required
Maximum Height of Building	50 feet	50 feet
Maximum Lot Coverage (incl. accessory buildings and structures)	Unlimited	Unlimited
Other Requirements	A site plan is required per § 525-11 and compliance with applicable requirements of Article VII and VIII	A site plan is required per § 525-11 and compliance with applicable requirements of Article VII and VIII

Table 525-32-1: Accessory Uses, Buildings and Structures

P = Permitted Accessory Use; S = Special Exception Accessory Use; Grey Shading = Prohibited Use

Accessory Use, Buildings and Structures	See for Additional Regulations	Is Permit Required?	Zoning District												
			AGD General Agricultural	CON Conservancy Overlay	RR Rural Residential	RSF Residential Single Family	RTF Residential Two Family	STFR Single and Two-Family Residential	MDR Medium Density Residential	RMF Multifamily Residential	CL Local Commercial	CR Regional Commercial	CP Planned Commercial	IND Industrial	PI Public/Institutional
Accessory Dwelling Unit (ADU) (Max 1 per lot)	§ 525-32B	Yes	P		P	P	P	P	P						
Antennas	Ch. 478	See Ch. 478	P	P	P	P	P	P	P	P	P	P	P	P	P
Bed-and-breakfast establishments	§ 525-32B	Yes	P		P	P	P	P	P						
Berms	§ 525-32B	Yes	P	P	P	P	P	P	P	P	P	P	P	P	P
Decks		Yes	P	P	P	P	P	P	P	P	P	P	P	P	P
Driveway, grass/natural areas	§ 525-32B	No	P	P											
Driveway, gravel	§ 525-32B	Yes	P	P	P									P	P
Driveway, paved (asphalt, concrete, pavers, etc.)	§ 525-32B	Yes	P	P	P	P	P	P	P	P	P	P	P	P	P
Electric Vehicle Charging Stations (EVCS)	§ 525-53	Yes	P	P	P	P	P	P	P	P	P	P	P	P	P
Fences/walls/privacy screens	§ 525-35.	Yes	P	P	P	P	P	P	P	P	P	P	P	P	P
Firewood		No	P	P	P	P	P	P	P	P					
Flatwork		Yes	P	P	P	P	P	P	P	P	P	P	P	P	P
Garages	§ 525-32B & Diagram 525-32-1	Yes	P	P	P	P	P	P	P	P	P	P	P	P	P
Gardens (including composting) nurseries and orchards, provided no sales are conducted on the premises.		No	P	P	P	P	P	P	P	P	P	P	P	P	P
Gazebos		Yes	P	P	P	P	P	P	P	P	P	P	P	P	P
Geothermal equipment for private use not associated with a public or private utility		Yes	P	P	P	P	P	P	P	P	P	P	P	P	P
Greenhouse (detached)		Yes	P	P	P	P	P	P	P	P	P	P	P	P	P
Heating devices, outdoor; only allowed outside of the sewer service area	§ 525-32B	Yes	P	P	P	P	P	P							
Home occupations	§ 525-32B	No	P		P	P	P	P	P	P					
Hot tubs		Yes	P	P	P	P	P	P	P	P					
Hunting blinds	§ 525-32B	No	P	P	P										
Landscaping	§ 525-46	Yes, only for nonresidential	P	P	P	P	P	P	P	P	P	P	P	P	P
Lighting (outdoor only)	§ 525-47	Yes, only for nonresidential	P	P	P	P	P	P	P	P	P	P	P	P	P
Outdoor Storage, Temporary	§ 525-32B	No	P								P	P	P	P	P
Patio	§ 525-32B	Yes	P	P	P	P	P	P	P	P	P	P	P	P	P
Parking area, grass/natural areas		No	P	P											
Parking area, gravel	§ 525-51	Yes	P	P										P	S
Parking area, paved (asphalt, concrete, pavers etc.)	§ 525-51	Yes	P	P	P	P	P	P	P	P	P	P	P	P	P
Parking (outdoor) of commercial vehicles and equipment		No	P								P	P	P	P	P
Parking (enclosed) or storage of not more than one commercial or service vehicle provided it is used by the occupant(s).		No	P		P	P	P	P	P	P	P	P	P	P	P
Parking of Boats, Trailers, Recreational Vehicles etc.	§ 525-36	No	P	P	P	P	P	P	P	P					
Pergolas		Yes	P	P	P	P	P	P	P	P	P	P	P	P	P
Playsets		No	P	P	P	P	P	P	P	P	P	P	P	P	P
Portable Storage Unit	§ 525-32B	No	P		P	P	P	P	P	P	P	P	P	P	P
Public utility installations (other than solar or wind).		Yes	P	P	P	P	P	P	P	P	P	P	P	P	P

Table 525-32-1: Accessory Uses, Buildings and Structures

P = Permitted Accessory Use; S = Special Exception Accessory Use; Grey Shading = Prohibited Use

Accessory Use, Buildings and Structures	See for Additional Regulations	Is Permit Required?	Zoning District												
			AGD General Agricultural	CON Conservancy Overlay	RR Rural Residential	RSF Residential Single Family	RTF Residential Two Family	STFR Single and Two-Family Residential	MDR Medium Density Residential	RMF Multifamily Residential	CL Local Commercial	CR Regional Commercial	CF Planned Commercial	IND Industrial	PI Public/Institutional
Residential (single-family) dwellings shall be considered accessory to agricultural uses, provided such dwellings are occupied by a person or a family at least one member of which earns a substantial part of his or her livelihood from farming operations on the farm parcel or is the parent or child of the farm operator.		Yes	P												
Residential quarters for caretakers or clergy.		Yes													P
Roadside Stand (farm produce, etc.)		No	P								P	P	P		P
Sheds (detached)	§ 525-32B	Yes	P		P	P	P	P	P	P	P	P	P	P	P
Stockpile/Construction Stockpile	§ 525-32B	No	P	P	P	P	P	P	P	P	P	P	P	P	P
Swimming Pools, private	§ 525-32 / § 525-11	Yes	P		P	P	P	P	P	P					
Signs	§ 525 Article VIII	Yes	P	P	P	P	P	P	P	P	P	P	P	P	P
Signs, electronic messaging	§ 525 Article VIII	Yes									P	P	P	P	P
Solar energy systems (Small Scale) for private use not associated with a public or private utility. Includes solar canopies in parking lots.	§ 525-52	Yes	P	P	P	P	P	P	P	P	P	P	P	P	P
Solar energy systems (Mid Scale) for private use not associated with a public or private utility. Includes solar canopies in parking lots.	§ 525-52	Yes	SE							SE	SE	SE	SE	SE	SE
Stormwater Facility		Yes	P	P	P	P	P	P	P	P	P	P	P	P	P
Towers	Ch. 478	Yes if >20 ft / <70 ft amateur radio/receive only	P		P	P	P				P	P	P	P	P
Wind turbines for private use not associated with a public or private utility	Ch. 513	Yes	P								P	P	P	P	P

ACCESSORY DWELLING UNIT (ADU)
Shall be defined as a secondary dwelling unit on a lot and include a room or rooms connected together, constituting a separate, independent housekeeping establishment for one family only, for rental, lease or other occupancy on a weekly or longer basis, physically separated from any other rooms or dwelling units, and containing independent cooking and sleeping facilities.

A. Mandatory owner occupancy. The owner of the single-family residence must occupy either the principal residence or the accessory residence.
B. Nature and scale of accessory unit. An accessory dwelling may be a separate building/structure not attached to the principal building or may be incorporated into the principal building, complete housekeeping unit; provided, however, that it is substantially contained within the subordinate part thereof. Permissible modifications to the structure are a limited extension of the structure to the rear and the creation of a separate entrance at the side or rear.
C. The accessory apartment dwelling unit shall not exceed 900 square feet of floor area or 25% of the entire floor area of the principal dwelling, whichever is greater. Any external modification shall be done with a design and materials similar in appearance to the principal structure such that, to the maximum extent possible, the external appearance of the dwelling will remain as a single-family the principal dwelling.
D. Dimensional requirements. Dimensional requirements shall meet those of the zoning district it is in. **Reference Tables 525-32-1 and 525-31-2.**

BED AND BREAKFAST
Shall be defined as an establishment offering overnight accommodations and breakfast in a private home or homestead. The property owner must reside on premises.

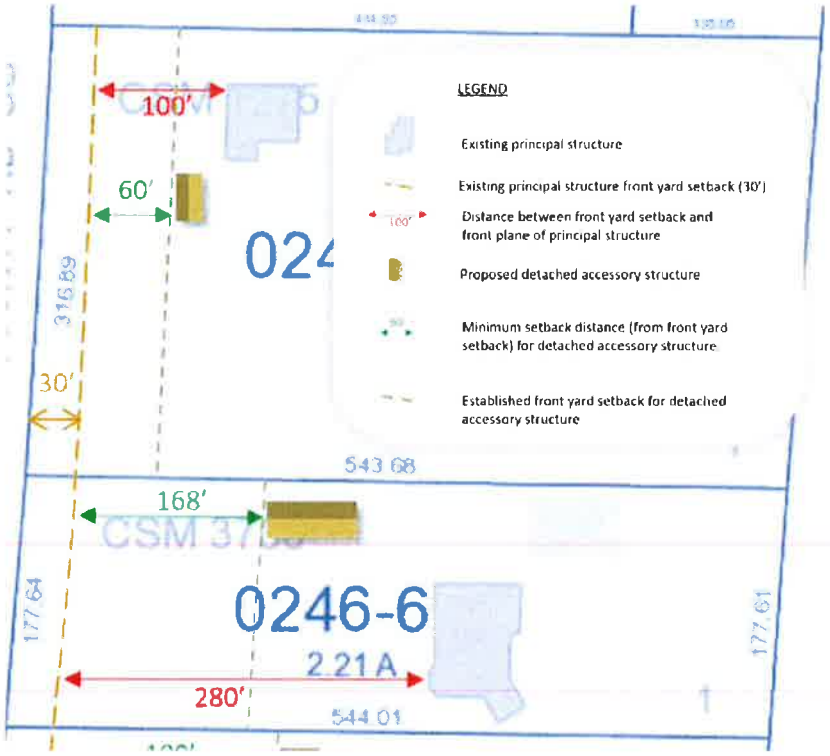
BERM
An earthen mound designed to provide visual interest on a site, screen undesirable views, reduce noise, or fulfill other such purposes.

DRIVEWAY
Shall be defined as areas on private property vehicles and equipment park and use to access private property and public right-of-way.

GARAGE
An accessory building greater than 500 sq. ft. designed or used for the parking of personal vehicles, storage of personal property and personal residential uses excluding living quarters unless an ADU is permitted.

Detached accessory garages in the AGD or RR zone on properties of 3 acres or more, not within a recorded subdivision plat, and outside of the Darboy Sanitary District may be placed on the lot in a manner so that the accessory structures' front plane is no closer than 60% of the distance between the existing or planned principal structure's front plane and the established principal structure front yard setback as measured from the closest point of the principal structure. Reference **Diagram 525-32-1.**

Diagram 525-32-1: Setback Example for AGD and RR Zone Detached Accessory Structures



HEATING DEVICES, OUTDOOR
Shall be defined as a detached energy systems using fuel such as wood, coal, or other solid fuel, liquid fuel, or waste oil burners, boilers, or furnaces associated with the production of usable heat or energy, which is located outside of the structure for which the heat is to be supplied either directly or indirectly into the principal or accessory structures on site and in compliance with the following. Outdoor heating devices exclude recreational uses such as fire places, fire pits, portable patio/deck heaters and similar uses.

A. They shall only be allowed outside of the NR-121 Sewer Service Area.
B. They shall be located on a lot greater than one (1) acre.
C. They shall be a minimum of 50 feet from all property lines.
D. No person shall burn fuel in any outdoor heating units other than the fuel recommended by the manufacturer. The following fuels are prohibited: trash, plastics, gasoline, naphtha, household garbage, material treated with petroleum products, particle board, railroad ties, telephone poles, pressure-treated wood, leaves, paper products and cardboard, or any other material that may cause offensive or noxious odors, smoke, airborne ash or debris.
E. The exterior of any outdoor heating unit shall be maintained and kept in good working condition in accordance with the manufacturer's maintenance recommendation. Any storage buildings related to the outdoor heating device will need an additional permit.
F. No detached energy system shall create an undesirable impact upon adjacent property or otherwise create a public nuisance as defined in **Chapter 404 Nuisances** of the Buchanan Municipal Code. Enforcement actions may be taken by the Town to determine if any device is in conflict with the public nuisance ordinance.

HOME OCCUPATION
Means any business, profession, trade or employment conducted in a person's residential dwelling which may involve that person's immediate family and/or household who reside in that residential dwelling. It is the intent of this section to permit home occupations in various zoning districts provided that such use conforms to the standards and conditions set forth in this definition. In general, a home occupation is an accessory use so located and conducted that the average neighbor would not be aware of said use other than for signage as herein permitted. The standards and conditions for home occupations in this section are intended to ensure compatibility with other permitted uses and with the residential character of the neighborhood.

A. Standards for home occupations.

(1) The home occupation shall be clearly incidental to the residential use of the building and parcel and shall not change the essential residential character of the dwelling and parcel.

(2) The home occupation shall not be detrimental to the public health, safety and welfare.

(3) No chemical, mechanical or electrical equipment that is not normally a part of domestic or household equipment shall be used in connection with the home occupation, and no machinery or equipment shall be used in connection with the home occupation that causes noise or other interference in radio or television reception.

(4) No home occupation shall create smoke, odor, glare, noise, dust, vibration, fire hazard or any other nuisance not normally associated with the average residential use in the district.

(5) In no case shall the public have physical access to the home occupation from 10:00 p.m. to 7:00 a.m.

(6) Home occupations may be permitted in the principal or accessory buildings or structures, but no more than 25% of the building or structure shall be used to conduct the home occupation.

(7) The principal person conducting the home occupation must reside at the location of the home occupation. The home occupation can only be performed by members of the immediate family; thus there is no outside employment of individuals.

(8) No traffic shall be generated by a home occupation in greater volumes than would normally be expected in a residential neighborhood, and any need for parking generated by the conduct of such home occupation shall be met off the street and other than in the required front yard.

(9) There shall be no exterior storage of equipment, materials, merchandise, or inventory used for the home occupation, and there shall be no more than two vehicles so marked for the home occupation not contained in a structure at any time.

(10) Deliveries accepted shall be by United States mail, United Parcel Service (UPS), Federal Express or other similar mail carrier. Semi-truck deliveries shall not be accepted.

D. Permitted home occupations.

(1) The following are hereby declared to be home occupations as intended by this section:

(a) Artists, sculptors, photographers, arts and crafts.

(b) Bookkeeping, accountant or tax preparer.

(c) Classes of instruction in areas such as music and dance, provided that no more than eight students are on the premises at any one time.

(d) Child or adult care with eight or fewer children or adults.

(e) Dressmaker or seamstress.

(f) Hair dresser or pet groomer, provided that no more than two patrons are on the premises at any one time.

(g) Manicure/pedicure, provided that no more than two patrons are on the premises at any one time.

(h) Office facilities of a salesperson, sales representative, or manufacturer representative, provided that no retail or wholesale transactions are made in person on the premises.

(i) Office facilities of an architect, writer, attorney, broker, financial consultant, engineer, insurance agent, medical professional, interior designer, land surveyor, marketing analyst, transcriber, word processor or real estate sales.

(j) Office facilities of a minister, rabbi, priest or other clergy.

(k) Office facilities to repair electronic, computer and communication equipment.

(l) Telephone, telemarketing, internet or mail order.

(m) Sales and distribution of products manufactured on or off the premises where the marketing of said products is through home-oriented sales on an appointment-only basis.

(2) It is recognized that it is neither possible nor practicable to list all of the home occupations that are compatible with those listed, and therefore it is intended that the aforementioned list of home occupations be illustrative only. Any individual aggrieved by a failure to list a particular home occupation in this section shall have the right to file a petition with the Administrator for a determination as to the similarity of the intended home occupation with the home occupations listed.

E. Prohibited home occupations.

(1) The following are hereby declared to be prohibited home occupations: any permitted use or special exception use as identified in CL - Local Commercial, CP – Planned Commercial, CR - Regional Commercial or IND - Industrial Zoning Districts except for uses identified in Subsection D as a permitted home occupation.

(2) All other uses shall be declared prohibited.

F. Signs. One sign shall be allowed not exceeding three square feet in area, nonilluminated and mounted flat against the wall of the principal building.

HUNTING BLIND
Shall be defined as a structure that is used for hunting. It shall be a maximum of 100 square feet and may be located on the ground or be elevated. It shall not be used as a dwelling unit.

OUTDOOR STORAGE, TEMPORARY
The storage of materials and products outdoors, excluding vehicles, for a limited period of time.
A. Storage area shall be enclosed by a fence of solid material not less than six feet in height.
B. Storage shall be limited to no more than 60 consecutive days and a maximum of 90 days annually.

PATIO
Shall be defined as a flat structure that is constructed with brick, block, concrete, asphalt, or another similar surface.

PORTABLE STORAGE UNIT
An individual, self-enclosed movable storage container used for temporary storage, typically during construction or the act of moving. The following, including, but not limited to, truck, truck tractor, truck trailer, canopy, bus, railroad car, camper, camping trailer, utility trailer, motorhome or similar vehicle or structure, or portion thereof, are not considered to be portable storage units and such vehicles shall not be used for storage purposes, as a principal use and/or structure or an accessory use and/or structure in any zoning district.

A. Portable storage units shall be allowed on all zoned property. All property zoned or used for residential purposes shall not be allowed for no more than 30 consecutive days and no more than 60 total days per calendar year. If a building permit for a new home has been issued, the portable storage units shall be removed within 30 days of occupancy.

B. The unit may be placed on pervious surface; however, it shall meet current stormwater management regulations.

SHED
Shall be defined as an accessory building designed or used for inside parking of private motor vehicles, recreational vehicles or boats, storage of personal property, and commonly accepted accessory uses related to and by the occupant of the principal building/use. Sheds shall be 500 square feet or less. Metal storage containers (shipping containers) or Portable Storage Units for residential use shall be prohibited.

STOCKPILE / CONSTRUCTION STOCKPILE
An accumulation of maintained useable materials on a construction or business site that are: (1) segregated by type, and (2) specifically intended for particular on-site uses as part of the permitted construction or business activities taking place thereon. Temporary stockpiles may only be allowed during permitted construction activity. Permanent stockpiles must be screened as required by **§ 525-46** and must follow setback standards per the underlying zoning district.

SWIMMING POOL, PRIVATE
Means any depression in the ground, either temporary or permanent, or a container of water, either temporary or permanent and either above or below the ground, in which water more than 18 inches deep is contained and which is used primarily for the purpose of bathing or swimming.

A. No person shall construct, install or enlarge a residential swimming pool not enclosed in a permanent building in the Town except in accordance with the following regulations.

B. Provide a site plan drawn to scale showing the following:

(1) Location of pool on lot, distance from lot lines and distance from structure.

(2) Location of any septic tank, filter bed and sewer and water lines.

(3) Pool dimensions and volume of water in gallons.

(4) Location of proposed fence, and type, size and gate location.

(5) Existing overhead wiring relative to proposed pool.

(6) Underground utilities.

C. Construction requirements.

(1) No pool shall be located, erected, constructed or maintained closer to any side or rear lot line than allowed by this chapter for permitted accessory building uses, and the waterline of any pool shall not be less than 10 feet from any lot line or building.

(2) No connection shall be made to the sanitary sewer or septic system.

(3) Where topography requires, a permanent wall of concrete, masonry or material approved by the Building Inspector shall be constructed to prevent ground and fill from spilling onto adjoining property.

(4) Gaseous chlorination systems shall not be used for disinfecting pool waters.

(5) No above ground pool shall be less than 15 feet from any septic system.

D. Swimming Pool Fences.

(1) All in-ground swimming pools not enclosed within a permanent building shall be completely enclosed by a fence of sufficient strength to prevent access to the pool, not less than four feet in height and so constructed as not to have void, holes or openings more than four inches in one dimension. Gates or doors shall be constructed so as to be capable of being locked, and shall be closed and secured so as to prevent unlatching by persons outside the pool at all times when the pool is not in actual use.

(a) A pool dome or pool-top fencing attached to the pool to extend not less than four feet in height or a pool cover capable of supporting 100 pounds per square foot of cover area are acceptable substitutes for fencing. The pool cover shall be secured at all times when the pool is not in actual use.

E. Utility sheds and other outbuildings shall not be located closer than five feet to the pool waterline area.

F. Electrical requirements.

(1) To comply with electrical codes. All electrical installations shall require separate permits and shall be governed by the Town Electrical Code.

(2) Pool lights. If overhead floor or other artificial lights are used to illuminate the pool at night, such lights shall be shielded to direct light only on the pool.

§ 525-33 **Accessory use dimensional standards.**

Accessory use dimensional standards are listed in **Table 525-33-1**.

§ 525-34 **Accessory use design standards.**

The overall intent is to promote and encourage a variety of architectural styles. However, basic harmony with the principal building is intended to prevail so that no one structure detracts from the other; the accessory buildings and structures shall be consistent in design and material as to the principal building.

§ 525-35 **Fences, walls, hedges.**

A. Definitions.

FENCES/WALLS
Constructed barriers intended to enclose, screen, or separate areas and constructed out of traditional fence/wall material and require a permit.

GARDEN FENCES
Fences six feet in height or less enclosing gardens. A permit is not required.

Table 525-33-1: Detached Accessory Use Dimensional Standards

Zoning District -->	AGD General Agricultural (Not within recorded subdivision)	AGD General Agricultural (Within recorded subdivision)	CON Conservancy Overlay
Maximum Lot Coverage (incl. principal and Special Exception buildings and structures)	50%	50%	25%
Maximum Number of detached accessory buildings	Unlimited	Unlimited	Unlimited
Maximum Number of detached accessory structures	Unlimited	Unlimited	Unlimited
Maximum Building area	Unlimited	Unlimited	Unlimited
Maximum Structure area	Unlimited	Unlimited	Unlimited
Accessory Structure Maximum Height (except for allowed towers and antennae)	24 feet	18 feet	24 feet
Easements	Buildings and Structures are prohibited in all easements unless approval is granted by entity controlling the easement	Buildings and Structures are prohibited in all easements unless approval is granted by entity controlling the easement	Buildings and Structures are prohibited in all easements unless approval is granted by entity controlling the easement
Front and Corner Side Building Setback	On lots of 3+Acres, not within a recorded subdivision plat and outside the Darboy Sanitary District detached accessory structures may be placed on the lot in a manner so that the accessory structure's front plane is no closer than 60% of the distance between the existing or planned principal structure's front plane and the established principal structure front yard setback as measured from the closest point of the principal structure. See Diagram 525-32-1	Shall not be placed closer to the front/corner side lot line than the principal structure	Shall not be placed closer to the front/corner side lot line than the principal structure
Rear Building Setback	25 feet	8 feet	5 feet
Side Building Setback	25 feet	8 feet	5 feet
Yard/Green Space Setbacks	Same as Front/Corner Side Building Setback. 3 Feet for Side and Rear	Same as Front/Corner Side Building Setback. 3 Feet for Side and Rear	Same as Front/Corner Side Building Setback. 3 Feet for Side and Rear

Table 525-33-1: Detached Accessory Use Dimensional Standards

Zoning District -->	RR Rural Residential	SFR Single Family Residential	RTF Two Family Residential	STFR Single and Two-Family Residential
Maximum Lot Coverage (incl. principal and Special Exception buildings and structures)	50%	50%	50%	60%
Maximum Number of detached accessory buildings	Unlimited	Unlimited	Unlimited	Unlimited
Maximum Number of detached accessory structures	Unlimited	Unlimited	Unlimited	Unlimited
Maximum Building area	Unlimited	Unlimited	Unlimited	Unlimited
Maximum Structure area	Unlimited	Unlimited	Unlimited	Unlimited
Accessory Structure Maximum Height (except for allowed towers and antennae)	18 feet	18 feet	18 feet	24 feet
Easements	Buildings and Structures are prohibited in all easements unless approval is granted by entity controlling the easement	Buildings and Structures are prohibited in all easements unless approval is granted by entity controlling the easement	Buildings and Structures are prohibited in all easements unless approval is granted by entity controlling the easement	Buildings and Structures are prohibited in all easements unless approval is granted by entity controlling the easement
Front and Corner Side Building Setback	Shall not be placed closer to the front/corner side lot line than the principal structure except on lots of 3+Acres, not within a recorded subdivision plat and outside the Darboy Sanitary District detached accessory structures may be placed on the lot in a manner so that the accessory structure's front plane is no closer than 60% of the distance between the existing or planned principal structure's front plane and the established principal structure front yard setback as measured from the closest point of the principal structure. See Diagram 525-32-1	Shall not be placed closer to the front/corner side lot line than the principal structure	Shall not be placed closer to the front/corner side lot line than the principal structure	Shall not be placed closer to the front/corner side lot line than the principal structure
Rear Building Setback	8 feet	8 feet	8 feet	5 feet
Side Building Setback	8 feet	8 feet	8 feet	5 feet
Yard/Green Space Setbacks	Same as Front/Corner Side Building Setback. 3 Feet for Side and Rear	Same as Front/Corner Side Building Setback. 3 Feet for Side and Rear	Same as Front/Corner Side Building Setback. 3 Feet for Side and Rear	Same as Front/Corner Side Building Setback. 3 Feet for Side and Rear

Table 525-33-1: Detached Accessory Use Dimensional Standards

Zoning District -->	MDR Medium Density Residential	RMF Multifamily Residential	CL Local Commercial	CR Regional Commercial	CP Planned Commercial
Maximum Lot Coverage (incl. principal and Special Exception buildings and structures)	70%	70%	Unlimited	Unlimited	Unlimited
Maximum Number of detached accessory buildings	Unlimited	Unlimited	Unlimited	Unlimited	Unlimited
Maximum Number of detached accessory structures	Unlimited	Unlimited	Unlimited	Unlimited	Unlimited
Maximum Building area	Unlimited	Unlimited	Unlimited	Unlimited	Unlimited
Maximum Structure area	Unlimited	Unlimited	Unlimited	Unlimited	Unlimited
Accessory Structure Maximum Height (except for allowed towers and antennae)	24 feet	24 feet	50 feet	50 feet	50 feet
Easements	Buildings and Structures are prohibited in all easements unless approval is granted by entity controlling the easement	Buildings and Structures are prohibited in all easements unless approval is granted by entity controlling the easement	Buildings and Structures are prohibited in all easements unless approval is granted by entity controlling the easement	Buildings and Structures are prohibited in all easements unless approval is granted by entity controlling the easement	Buildings and Structures are prohibited in all easements unless approval is granted by entity controlling the easement
Front and Corner Side Building Setback	Shall not be placed closer to the front/corner side lot line than the principal structure	Shall not be placed closer to the front/corner side lot line than the principal structure	Shall not be placed closer to the front/corner side lot line than the principal structure	Shall not be placed closer to the front/corner side lot line than the principal structure	Shall not be placed closer to the front/corner side lot line than the principal structure
Rear Building Setback	5 feet	8 feet	10 feet	10 feet	10 feet
Side Building Setback	5 feet	8 feet	10 feet	10 feet	10 feet
Yard/Green Space Setbacks	Same as Front/Corner Side Building Setback, 3 Feet for Side and Rear	5 Feet from all lot lines	5 Feet from all lot lines	5 Feet from all lot lines	5 Feet from all lot lines

Zoning District -->	IND Industrial	PI Public/Institutional
Maximum Lot Coverage (incl. principal and Special Exception buildings and structures)	Unlimited	Unlimited
Maximum Number of detached accessory buildings	Unlimited	Unlimited
Maximum Number of detached accessory structures	Unlimited	Unlimited
Maximum Building area	Unlimited	Unlimited
Maximum Structure area	Unlimited	Unlimited
Accessory Structure Maximum Height (except for allowed towers and antennae)	50 feet	50 feet
Easements	Buildings and Structures are prohibited in all easements unless approval is granted by entity controlling the easement	Buildings and Structures are prohibited in all easements unless approval is granted by entity controlling the easement
Front and Corner Side Building Setback	Shall not be placed closer to the front/corner side lot line than the principal structure	Shall not be placed closer to the front/corner side lot line than the principal structure
Rear Building Setback	10 feet	10 feet
Side Building Setback	10 feet	10 feet
Yard/Green Space Setbacks	5 Feet from all lot lines	5 Feet from all lot lines

SECURITY GATES
Movable fence structures installed at a driveway to allow ingress and egress through a controlled means and shall be eight feet in height or less and not wider than the driveway and require a permit.

A. Purpose. The purpose of this subsection is to provide guidance for landowners wishing to construct a fence. The intention is to allow landowners to construct fences for the purpose of enhancing their privacy, increasing or maintaining property value, or improving the aesthetics of the property. At the same time, it is important that these structures do not infringe upon safety, or nearby current or future neighbors, by unreasonably restricting their view or quality of life or negatively impacting property value. Additionally, fences allowed to be constructed must be maintained to preserve the quality originally intended.

B. General regulations.

(1) Athletic fields/courts fences/walls are exempt from height restrictions and permit requirements.

(2) Fences and walls on lots and parcels zoned for residential uses may be permitted in any required yard or along the edge of any required yard, unless prohibited by other restrictions. No fence or wall may exceed a height of four feet within the building setback limits adjacent to a street right-of-way, except, in "back yards" adjacent to collector or arterial street right-of-way (i.e., double frontage or corner side lots) where there is no access to a street right-of-way, the maximum height may be six feet. No fence or wall may exceed a height of six feet in any other required yard or along the edge of any required yard. Height shall be measured from the average grade. Changing the grade or installing a berm to make the fence taller is not permitted unless required by this Chapter for screening purposes.

(3) Fences and walls on lots and parcels zoned and being used for agricultural, commercial, industrial, institutional and open space purposes may not exceed a height of eight feet; provided, however, that a security topper not to exceed two feet may be added to any fence along any property line except a property line adjoining a road. Height shall be measured from the average grade. Changing the grade or installing a berm to make the fence taller is not permitted unless required by this Chapter for screening purposes.

(4) The finished or decorative side of a fence or wall shall face the adjoining property, and no part of a fence or wall shall project over the property line.

(5) No fence or wall is permitted within any storm water, water or sanitary sewer easement. Other utility easements may also have restrictions.

(6) All fences and walls must provide for natural surface water flow.

(7) Height limitations shall be referenced to any town-approved drainage and grading plan.

(8) Temporary fences for short-term planting, construction, hazard, or temporary event shall be marked with colored streamers or other warning devices at four-foot intervals. Temporary fences shall comply with all fence requirements of this section and shall be removed upon completion of the temporary activity.

(9) Electric, barbed wire and razor wire fences are prohibited in all residential districts and residential uses.

(10) See **§ 525-50** for corner visibility requirements.

§ 525-36 **Accessory Parking and Storage.**

A. These regulation apply to properties used for residential.

(1) Definitions. For the purpose of this subsection, the following terms are defined. All other words and phrases shall be given their common, ordinary meaning, unless the context requires otherwise. Words and phrases not defined but defined elsewhere in this chapter shall be given the meaning set forth therein.

BOAT
Any description of watercraft used or capable of being used as a means of transportation on water.

RECREATIONAL VEHICLE
Recreational vehicle means any of the following:

A. Travel Trailer. A vehicular, portable structure built on a chassis and on wheels; that is, between 10 and 36 feet long, including the hitch, and 8 feet or less in width; designated to be used as a temporary dwelling for travel, recreation, vacation or other uses and towed by a car, station wagon or truck. It includes so-called fifth-wheel units.

B. Pick-up Coach. A structure designed to be mounted on a truck chassis for use as a temporary dwelling for travel, recreation, vacation or other uses.

C. Motor Home. A portable, temporary dwelling to be used for travel, recreation, vacation, or other uses, constructed as an integral part of a self-propelled vehicle.

D. Camping Trailer. A canvas or folding structure mounted on wheels and designed for travel, recreation, vacation or other uses.

E. Chassis Mounts, Motor Homes and Mini-Motor Homes. Recreational structures constructed integrally with a truck or motor van chassis and incapable of being separated therefrom.

F. Converted and Chopped Van. Recreational structures which are created by altering or changing an existing auto van to make it a recreational vehicle.

G. Boat. Every description of watercraft used or capable of being used as a means of transportation on water.

H. Boat, Snowmobile or All-Terrain, Utility Trailer. A vehicle on which a boat, ATV or snowmobile may be transported and is towable by a motor vehicle. When removed from the trailer, a boat or snowmobile, for purposes of this section is termed an unmounted boat or snowmobile.

TRAILER
An unpowered utility, storage, or transport vehicle designed to be towed by another vehicle. When a trailer is being used to hold a boat or recreational vehicle it shall not be counted as a separate unit for the purposes of this section.

(2) Permitted parking or storage of boats, recreational vehicles and trailers. In all residential districts provided for in this Chapter, it is permissible to park or store one boat or recreational vehicle or trailer on private property in the following manner:

(a) Within all yards on a paved or gravel surface only. Further restrictions shall also apply as follows:

[1] Parking or storage between the front/corner side lot line and the plane of the house shall be only allowed for the time period of April 1 to October 31, except for snowmobiles.

[2] All paved parking or storage areas shall be surfaced with a dustless all-weather material capable of carrying a wheel load of 4,000 pounds (normally, a two-inch blacktop on a four-inch base or five inches of cement will meet this requirement). Gravel surfaces which can also meet this requirement are allowed.

[3] Parking or storage in side yards shall be subject to a minimum setback of three feet from all lot lines and five feet from the rear lot line.

(b) Only vehicles owned by a resident on whose property the unit is parked or stored may be stored thereon. No storage or parking shall be allowed on any vacant parcel of land without a principal structure.

(c) No part of the boat, vehicle or trailer may extend or be located in the public right-of-way, within a drainage easement or beyond the paved or gravel portion of a parking or storage area if located in the front or side yard.

(d) Notwithstanding the restrictions in this section, a unit may be parked anywhere on the premises during active loading or unloading, and the use of electricity or propane fuel is permitted when necessary to prepare a vehicle for use not to exceed 24 consecutive hours.

(e) Trailers which are not used to tow, hold or store a boat or recreational vehicle that have a hauling gross weight of less than 3,000 pounds and have single axles shall be exempt from restrictions except for **Subsection I(2)(a)[3]**, **(b)** and **(c)**.

(f) Parking is permitted only for storage purposes. Vehicles shall not be:

[1] Used for dwelling purposes, except for overnight sleeping for a maximum of two consecutive days. Cooking is not permitted at any time in any parked or stored vehicle.

[2] Permanently connected to sewer lines, water lines or electricity. The vehicle may be connected to electricity temporarily for charging batteries and other purposes.

[3] Used for storage of goods, materials or equipment other than those items considered to be part of the unit or essential for its immediate use.

Article VI
Schedule of Special and Overlay District Regulations

§ 525-37 **Interpretation and organization.**

A. District regulations shall be as set forth in this article and as modified and supplemented by Articles **VII** and **VIII**.

B. Permitted principal and accessory uses and structures listed for any district shall be permitted by right subject to the conditions as specified.

C. Special exception uses and structures listed for any district are permissible only upon approval by the Town of Buchanan Plan Commission after notice and hearing subject to the conditions as specified and any other conditions as may be imposed by the Plan Commission to promote the general health, safety and welfare.

D. In those instances where district regulations set forth a list of permitted or permissible uses followed by the phrase "and uses of a similar nature," it is understood that the list of permitted or permissible uses is not exhaustive or all-inclusive but that other uses of a like or similar nature are also permitted or permissible. Determination of whether a specific use, not enumerated, is of a like or similar nature shall be made by the Administrator. The determination by the Administrator may be appealed as provided in **§ 525-9**.

E. All uses and structures, dimensional, sign and off-street parking regulations shall be subject to Articles **V**, **VI**, **VII** and **VIII**.

F. All uses and structures, as specified in the Schedule of Special and Overlay District Regulations shall be subject to the regulations and requirements for the use as provided in **Articles V, VI, VII, and VIII.**

§ 525-38 **Special and overlay district purposes**

A. **CON Conservancy Overlay District.** The Conservancy District is established as an overlay district to preserve and perpetuate in an open state certain areas such as lowland swamps, marshes and wetlands, floodplains and stream beds, slopes, bluffs, wooded areas and other areas of aesthetic value which, because of their unique physical features, are deemed desirable to be retained for the benefit of this and future generations. The regulations of the Conservancy District are intended not only to preserve and perpetuate open space land and water areas consistent with the intent and purpose of this chapter, but also to protect the community and the Town from costs and **consequences** which may be incurred when unsuitable development occurs in such areas. For the purposes of this ordinance, the Conservancy District shall include all mapped floodways, delineated wetlands, a 50-foot wetland buffer, navigable stream buffers consistent with the Outagamie County Shoreland Protection Ordinance, and all wooded lands over five (5) acres in size.

§ 525-39 **Special and overlay district principal and special exception uses and dimensional standards.**

A. **Principal and special exception uses and structures.** Principal and special exception uses and structures within Special and Overlay Districts are listed in **Table 525-31-1.**

B. **Principal and special exception dimensional standards**. Principal and special exception dimensional standards within Special and Overlay Districts are listed in **Table 525-31-2.**

§ 525-40 **Reserved**

§ 525-41 **PUD Planned Unit Development.**

A. Intent. This overlay is intended to encourage quality and desirable development by allowing for greater flexibility and design freedom than permitted under other zoning district regulations. These regulations are established to permit and encourage mixed-use; create diversification, variation and imagination in the layout of development; to encourage the preservation of open space; and to encourage more rational, economic development with respect to the provision of public services.

B. Definition. Mixed-Use shall be defined as a development practice blending two or more land uses either within a single building (vertical mixed-use) or multiple buildings/uses across a single parcel, a street/block or entire neighborhood (horizontal mixed-use) and is considered pedestrian-friendly and walkable when at a street/block or neighborhood level and incorporates common neighborhood design principals.

C. Applicability and procedure.

(1) A pre-application meeting shall be required with the Administrator.

(2) Once the pre-application meeting has been held a Planned Unit Development Concept Plan application shall be submitted to the Administrator. Upon plan submittal, the Administrator or designee shall schedule a meeting with the Plan Commission to review the plan. The plan shall be reviewed against the requirements of the Municipal Code, this Chapter, and consistency with the Comprehensive Plan.

(3) The Plan Commission shall review the plan and either recommend approval or denial to the Board or postpone action until the plan has been modified based on the recommendations of the Plan Commission.

(4) Upon the Board receiving a recommendation from the Plan Commission the Board shall approve or deny the plan or postpone action on the plan until it has been modified.

(5) Upon approval of the concept plan, the applicant shall submit an application for a Special

Exception for Planned Unit Development, in compliance with **§525-13 Special Exceptions**, along with any other applicable zoning/development application requests that may be required.

(6) Expiration. The concept plan shall expire if required approvals (Special Exception, rezoning, platting/CSM and/or site plan or any other applicable approvals) aren't obtained within 12 months of the concept plan approval.

D. Regulations.

(1) Planned Unit Developments. Planned Unit Developments shall meet the following standards.

(a) Meet the Planned Unit Development intent per **§525-41A**.

(b) Meet the definition of Mixed-Use per §525-41B.

(c) Have at least two (2) or more land uses as permitted in **Table 525-31-1.**

(d) Be a minimum of five (5) acres in size.

(e) Be consistent with the Comprehensive Plan.

(2) All regulations within the Buchanan Municipal Code shall be complied with except Article V Schedule of District Regulations, Article VII Performance Standards and Article VIII Signs of this Chapter which may be modified and shall be proposed during the concept plan approval process and shall be approved as part of the Special Exception approval for the Planned Unit Development.

(3) Conditions and Safeguards. The Plan Commission may recommend to the Board, and the Board may require additional conditions and safeguards be established through the Special Exception approval to ensure the protection and safety of the public interest.

E. Expiration. The Planned Unit Development Special Exception shall expire consistent with the requirements of **§ 525-13 F.** for Special Exceptions.

Page intentionally left blank.

Article VII
Performance Standards

§ 525-42 **General application.**
The regulations set forth herein shall supplement or modify the regulations set forth in Articles **V**, Schedule of District Regulations and **VI**, Schedule of Special and Overlay District Regulations. Requirements for uses and structures specified in this article shall apply to such uses and structures whether permitted by right or by special exception.

§ 525-43 **Lots, yards and access.**

A. Development in mapped streets. Where an official line has been established for the future widening or opening of a street, per the Town of Buchanan Official Map, the depth of a front yard or the width of a side yard shall be measured from such official line to the nearest line of the building.

B. Access. Every building housing a principal use hereafter erected or moved shall be on a lot with access to a public street and all such buildings shall be so located as to provide safe and convenient access for servicing and off-street parking, unless otherwise specified in Articles **V** and **VI**.

C. Building groups. In any nonresidential district, a group of buildings separated only by common or party walls shall be considered as one building.

D. Yard encroachments. Every part of every required front and side yard shall be open and unobstructed by structures from 30 inches above the general ground level of the graded lot upward to the sky, except as hereinafter provided or as otherwise permitted in this chapter.

(1) Roof eaves may project into a required side yard not more than three feet where the required side yard is eight feet or more in width. Roof eaves may project into a required side yard not more than two feet where the required side yard is less than eight feet.

(2) Sills, belt courses, cornices, vertical solar blocking/filtering screens and other ornamental features may project not over one foot into a required yard.

(3) Fire escapes, stairways and balconies, whether unroofed, open and unenclosed or enclosed, shall not intrude into required yards.

§ 525-44 **Building and construction design standards and requirements**

A. Applicability. This following sections shall be applicable to any new commercial and industrial buildings in the CL, CR, CP, and IND Districts; multi-family buildings in the MF and MDR Districts; and public/institutional buildings in the PI District, as well as additions to commercial and industrial buildings and multi-family buildings in which a site plan review is required in accordance with § **525-11**.

§ 525-45 **Dumpster and dumpster enclosures.**

A. Intent. The intent of this section is to establish rules for enclosed dumpster areas in order to:

(1) Prevent accumulations of garbage and rubbish from spreading throughout the Town and endangering health of citizens.

(2) Enhance the aesthetic appearance of the community.

B. Screening requirements for existing dumpsters. This section is intended to regulate existing dumpsters located on the property.

(1) Existing dumpsters which, in the judgment of the Administrator, meet the intent of this section shall be exempt from the specific requirements herein. Existing dumpsters located within the Industrial District shall be exempt from requirements unless the dumpster is located within 100 feet of an existing residential land use.

(2) Existing dumpsters which, in the judgment of the Administrator, do not meet the intent of this section shall either be removed or the owner shall cause the following improvements to be made:

(a) Installation of any screening needed to prevent the dumpster from being seen from:

[1] Right-of-way of any public or private street; or

[2] Any residential structure (regardless of zoning).

(b) Screening may be accomplished by:

[1] Full dumpster enclosure;

[2] Partial dumpster enclosure (one, two or three sides);

[3] Six-foot opaque fencing located between dumpster and the viewer's location;

[4] Year-round landscaping (coniferous/evergreen) or berming;

[5] Any combination of the above.

(3) Any person aggrieved by a decision of the Administrator under this section may appeal the same to the Board of Appeals in accordance with § **525-9**

C. Screening requirements for new dumpsters. All new dumpsters placed on the property shall meet the following requirements:

(1) All properties that utilize a dumpster shall utilize an enclosed dumpster area.

(2) All dumpster enclosures shall be located behind the structure on the side designated as having the rear yard. If topography or other conditions will not allow the dumpster enclosure to meet this requirement, the Administrator shall approve an appropriate location.

(3) Dumpster enclosures shall not be located any closer than five feet to a lot line.

(4) Dumpster enclosures shall not be located on any required parking spaces or within any required easements.

(5) Dumpsters shall be surrounded by an opaque enclosure that is compatible with the design and color of the principal building. Chain link fencing shall not be permitted as an enclosure.

(6) Dumpster enclosures shall have a minimum height of six feet. If the dumpster is taller than four feet, the enclosure shall be two feet taller in height than the dumpster. Dumpster enclosure area shall have no overhead obstructions (wires, trees, roof overhangs, etc.).

(7) Dumpster enclosures shall have a single or double access gate on one side only. Gates shall have a closing latch and must remain closed at all times except during service.

(8) All dumpster enclosures shall be placed on a concrete pad with a concrete apron.

§ 525-46 **Landscaping.**

A. Intent. The intent of this section is to enhance the appearance of the Town by improving the quality of landscaping. Criteria and standards are provided to ensure building sites and off-street parking areas are sufficiently landscaped to protect and preserve the appearance, character and value of surrounding properties and public right-of-way, thereby promoting the general welfare, safety and aesthetic quality of the Town of Buchanan.

B. Additional applicability. In addition to applicability as listed in **§ 525-44 A.**, this section shall also apply to existing occupied developments that do not conform to the provisions of this Article. These developments may be continued until such time a site plan is required by this Chapter. Where a building, parking or other site improvement is proposed, landscaping requirements in this Article shall apply to those areas on the property; if the remaining areas of the property not proposed for improvements are non-conforming they may continue as legal non-conforming, but it is recommended they be brought into conformance as much as possible. Flexibility on relief shall be allowed on a case by case basis, as approved by the Administrator, as the standards set in this Section may not be able to be applied due to existing physical or environmental constraints. It is the intent to meet the standards in this Section where practical.

C. Landscape plan submittal and requirements. A landscape plan shall be submitted for review and shall be drawn to an appropriate scale and shall include at a minimum the following information:

(1) The name and address of owner/developer, and name of the landscape architect/designer.

(2) Date of plan preparation, date and description of all plan revisions, name of project or development, scale of plan and North marker.

(3) The location of all lot lines, locations of all existing and proposed easements and rights-of-way, and elevation, topography, and cross-section details as determined necessary by the Administrator.

(4) The location of all existing and proposed structures, parking and loading areas, driveways, sidewalks, ground signs, dumpster enclosure areas, fences, freestanding electrical and other utility equipment and other related site improvement features.

(5) The location and contours at one-foot intervals of all proposed berms.

(6) The location, caliper size and species (common and/or botanical name) of all existing plant material on the site and designation of intended treatment (save, move, remove).

(7) The location, caliper size at planting and species (common and/or botanical name) of all proposed plant materials, and location and description of all ground cover and turf grasses.

(8) A schedule of all new plants proposed for planting, and those existing plants that will be saved, including planned installation date.

(9) A schedule itemizing the total square foot area of all greenspace proposed on the lot, the total square foot area of off-street parking, the number of off-street parking spaces, the number and square foot area of each interior island and peninsula.

D. Landscape standards. Landscaping required under this section shall be of four types as specified below: lot line landscaping, interior landscaping, buffer yard landscaping and screening requirements:

(1) Lot line landscaping. A minimum five-foot-wide area extending along the lot adjacent to all road right-of-way plus a minimum five-foot-wide area along all other lot lines shall be landscaped as described below. (Requirements shall not apply for any development with an approved zero-lot line.)

(a) Lot line landscaping areas shall be planted with a minimum of one shade tree and six shrubs per 40 linear feet of frontage, excluding driveway openings.

(b) Where it is deemed appropriate or desirable to construct a berm in the lot line landscaping area, the slope of the berm shall be planted with a minimum of one shade tree and three shrubs per 40 lineal feet of frontage, excluding driveway openings.

(2) Buffer yard landscaping. Any commercial, industrial or other non-residential use adjacent to a residential use or zoning district shall provide a landscaped buffer yard along the full length of the affected side to afford protection to the residential uses from the glare of lights, from visual encroachment, and from the transmission of noise. Required buffer yards shall be landscaped as described below. Combinations of trees, shrubs, berms, and fences shall create screening, which is at least 50% impervious at planting to sight.

(a) Buffer yards required for commercial/non-residential uses zoned AGD, CL, CR, CP, IND and PI shall be a minimum 10 feet wide and shall be planted with a variety of conifer species spaced 20 feet on center and a minimum of one shade tree at fifty-foot centers (shade trees shall be defined as any tree with a mature height of 30 feet or greater).

(b) Buffer yards required for industrial/non-residential uses zoned IND shall be a minimum 25 feet wide and shall be planted with a double row of a variety of conifer species spaced 20 feet on center and a minimum of one shade tree at fifty-foot centers (shade trees shall be defined as any tree with a mature height of 30 feet or greater).

(c) As an alternative to these buffer yard landscaping requirements, a six-foot-high sight-tight fence may be constructed near the lot line, except chain-link fences with or without privacy slats shall be prohibited, with the remainder of the required buffer yard planted with a minimum of one shade tree at fifty-foot centers (shade trees shall be defined as any tree with a mature height of 30 feet or greater). The required trees shall be located between the lot line and fence.

(d) The required buffer yard shall be a greenspace where no portion of a building, parking, and driving, loading, or storage area may be located.

(e) Mulch, stone or other acceptable organic material shall be placed around the base of all plant material and maintained on regular basis.

(4) Screening requirements. The intent of these requirements is to provide a visual screen around service equipment, outdoor storage, shipping and receiving docks, and trash collections areas contained within commercial, industrial, and non-residential properties.

(a) At the time of installation or planting, screening materials of a variety of conifer plantings must be at least 50% impervious at planting to sight and be sufficiently high and long to accomplish the desired blockage of view year-round. These plantings shall be located adjacent to the area being screened.

(b) As an alternative to the landscaping requirements, a six-foot-high sight-tight fence may be constructed near the lot line (chain link fences with or without privacy slats shall be prohibited), with the remainder of the required strip planted with a minimum of one shade tree at fifty-foot centers (shade trees shall be defined as any tree with a mature height of 30 feet or greater). The required strip shall be a greenspace where no portion of a building, parking, and driving, loading, or storage area may be located.

E. Planting specifications. Plant materials provided in conformance with the requirements of this section shall be equal to or better in quality than the standards of the American Nursery and Landscape Association. The minimum sizes of plant materials that shall satisfy the requirements of this section are as follows:

(1) Shade tree: caliper of 2 1/2 inches.

(2) Ornamental tree: caliper of 1 1/2 inches.

(3) Evergreen tree: five feet in height.

(4) Shrub: eighteen-to-twenty-four-inch height or spread.

F. Substitutions and modifications.

(1) To meet unique site design conditions or to overcome obstructions, conflicts or other factors, the Administrator may approve planting substitutions as described below.

(a) Two ornamental trees may be substituted in place of one shade tree.

(b) Two evergreen trees may be substituted in place of one shade tree.

(c) One evergreen tree may be substituted in place of five shrubs.

(d) One shade tree may be substituted in place of 10 shrubs.

(2) While plant materials should generally be distributed proportionately on the lot in accordance with the standards of this section, the Administrator can require alterations and variations in the planting pattern, on a case-by-case basis, to maximize the effectiveness of the installed landscaping.

(3) Flexibility on relief may be provided in meeting the landscape standards in cases where quantity and location of planting material would be difficult to install due to site/environmental or life/safety reasons, including restrictions within vision triangles, or unique land uses being proposed for development. In these cases, required plant material shall be relocated elsewhere on the site. The Plan Commission shall review and may approve a reduction in plant quantity due to the circumstances listed above if there isn't room on site to relocate the required plant material. If a reduction is approved, the Plan Commission shall require fee-in-lieu, based on the market rate of the plant material being reduced, to be used for landscaping within the public right-of-way or on public property.

G. Installation/certification. All landscaping, buffering and screening improvements required under this section must be completed on a schedule approved by the Administrator. Within 30 days of the installation of plat materials, the owner/developer shall submit written certification to the Town that healthy plant materials were properly installed in accordance with the approved landscape plan and the Town shall conduct an inspection to verify conformance with the approved plans.

H. Maintenance. The owner of the lot on which landscaping has been provided shall be responsible for protecting and maintaining all plant materials and landscape areas in a healthy and growing condition and shall be responsible for keeping them free from refuse, debris and weeds. Failure to maintain or replace dead or diseased plant materials during the next appropriate planting period shall constitute a violation of the provisions of this section.

§ 525-47 **Outdoor lighting.**

A. Intent. The intent of this section is to regulate outdoor lighting in order to reduce and prevent light pollution within the Town of Buchanan, promoting the public health, safety, prosperity, aesthetics and general welfare of the community. This means, to the extent reasonably possible, the reduction or prevention of glare and light trespass, the conservation of energy, and promotion of safety and security.

B. Definitions. As used in this section, the following terms shall have the meanings indicated:

DARK SKY CUTOFF
Any light fixture that emits its light below 45° when measured from 0 to 180° vertical. Dark sky cutoff fixtures keep most of their light from reaching the night sky and also minimize ground reflection and reduce light scatter beyond the property line.

DARK SKY FIXTURE / FULLY SHIELDED LUMINAIRE
A light fixture that emits its light below 90° when measured from 0 to 180° vertical. Dark sky fixtures keep most of their light from reaching the night sky.

DARK SKY SHADE OR SHIELD
Anything that is used to shade or shield a light fixture so that it behaves as a dark sky fixture. These include, but are not limited to, fixtures outfitted with caps or housings or installed under canopies, building overhangs, roof eaves, or shaded by other structures, objects or devices.

FIXTURE or LUMINAIRE
A complete lighting unit including the lamps or bulbs, together with the parts required to distribute the light, to position and protect the lamps, and to connect the lamps to the power supply.

FOOTCANDLE
The unit of measure expressing the quantity of light received on a surface. One footcandle is the illuminance produced by a candle on a surface one foot square from a distance of one foot.

FULL CUT-OFF
A light fixture that prevents all transmissions of light above the horizontal.

FULL SHIELD
A fixture with housing or attachment which prevents a line of sight to the bulb when viewed from another property and which prevents a line of sight to any part of the light source at or above a horizontal plane running through the lowest portion of the fixture.

LIGHT POLLUTION
A general sky glow caused by the scattering of artificial light in the atmosphere and resulting in decreased ability to see the natural night sky.

LIGHT TRESPASS
Light emitted by a fixture that shines beyond the property on which the fixture is installed causing private nuisance to adjacent property owners.

MOTION SENSOR
Any device that turns a light fixture on when it detects motion and off when motion stops.

SHIELDING
Restricts light rays being emitted by a fixture above the horizontal plane running through the lowest point of the fixture where light is emitted.

SWITCH
Any device that can be manually controlled by a person to turn a light fixture on and off.

TEMPORARY LIGHTING
Refers to lighting as required to carry out legally approved activities for durations for those activities. These include, but are not limited to, for example, activities such as nighttime agricultural operations, construction work lighting and seasonal decorations.

C. General prohibitions. Except as specifically permitted by this article, all non-dark-sky lights and fixtures are prohibited.

D. Light fixtures permitted.

(1) Existing light fixtures. All light fixtures existing as of the effective date of this article are grandfathered, approved and permitted by this article. However, at such time as such fixture is replaced, the provisions of this article shall apply.

(2) Dark sky fixtures. All light fixtures that are dark sky fixtures and dark sky cutoff fixtures are approved and permitted by this article.

(3) Dark sky shade or shield. All light fixtures that have a dark sky shade or dark sky shield (fully shielded) are approved and permitted by this article.

(4) Other light fixtures encouraged but not required:

(a) Light fixtures with motion sensors are encouraged to minimize the duration of nighttime lighting.

(b) Light fixtures with soft yellow or orange lights instead of harsh white lights are encouraged to protect the view of the night sky.

(c) Dark sky shades and dark sky shields are encouraged for existing fixtures to protect the view of the night sky, minimize ground reflection and reduce light scatter beyond the property line.

E. Approval procedure. A photometric plan is required in conjunction with **§ 525-11**, Site plans, of this chapter and must be approved before installation of improvements, issuance of an erosion control/stormwater permit, and issuance of a building permit.

F. Exterior lighting, whether freestanding or mounted on a building or structure, shall be certified by the International Dark-Sky Association (IDA) as dark-sky compliant; documentation shall be provided to verify certification. Lighting shall be fully shielded and oriented so as not to exceed the following light levels on adjacent properties:

(1) Zero point two (0.2) horizontal footcandles on residentially zoned property or non-residentially zoned property that has a residential use.

(2) Two point zero (2.0) horizontal footcandles on non-residentially zoned property.

(3) Fifteen (15.0) horizontal footcandles on public road right-of-way; if light spills onto property across a public right-of-way, the zero-point-two (0.2) and two-point-zero (2.0) horizontal footcandle restrictions shall apply accordingly as identified in this subsection.

G. Inspection and completion. See **§ 525-11 B.** for inspection and completion requirements.

§ 525-48 **Building material and architectural requirements.**

A. Intent: achieve a cohesive, aesthetically pleasing and consistent architectural character in new construction, additions and redevelopment through the use of exterior building materials and details that are similar to or compatible with adjacent buildings.

B. Building material and facade requirements.

(1) Materials must be selected to adequately suit the type of building and style in which it is intended to serve.

(2) Buildings must have the same materials, or those which are architecturally harmonious, used for all building elevations. A primary facade material must be used consistently on all building elevations to limit the number of compatible secondary facade materials.

(3) The sides and rear of buildings shall be as visually attractive as the front through the design of rooflines, use of similar architectural detailing and building materials.

(4) Examples of appropriate facade materials: brick, nonreflective glass, wood, stucco, decorative architectural tile, integrally colored textured concrete, natural or cultured stone, architectural block, architectural metal panels.

(5) Examples of limited facade materials for accent only: particle board, shingle siding (except for cedar shake siding), vinyl siding, wood siding (plywood paneling), highly reflective or glare-producing glass, industrial metal panels with or without exposed fasteners, concrete masonry units, exposed aggregate precast concrete, metal.

C. Architectural requirements.

(1) Building designs shall minimize the effects of size and scale by use of variable rooflines, door and window openings, facade protrusions or recesses, and use of porticos, overhangs, arcades, arches, patios and other similar features.

(2) Building entrances must be designed to be clearly identifiable and easily recognizable from parking lots and pedestrian access points.

(3) Colors shall be compatible, coherent and harmonious with existing materials in the immediate area. Color schemes shall be used consistently throughout the property. Fluorescent, day-glow and/or neon colors and light tubing shall not be permitted.

(4) For all visible roofs, roofing materials and construction must be high quality, such as but not limited to standing seam metal, slate, cedar or architectural shingles. Roofing materials and shape must be compatible with the architectural style of the building and with surrounding buildings and roofs.

§ 525-49 **Industrial development.**

A. Intent. It is the intent of this section to use performance standards for the regulation of industrial uses to facilitate a more objective and equitable basis for control, and to ensure that the community is adequately protected from potential hazardous and nuisance-like effects.

B. Standards of operations.

(1) Vibration. No operation or activity shall transmit any physical vibration that is above the vibration perception threshold of an individual at or beyond the Industrial District boundaries. Vibration perception threshold means the minimum ground- or structure-borne vibrational motion necessary to cause a normal person to be aware of the vibration by such direct means as, but not limited to, sensation by touch or visual observation of moving objects. Vibrations not directly under the control of the property uses and vibrations from temporary construction or maintenance activities shall be exempt from the above standard.

(2) External lighting. No operation or activity shall produce any intense glare or lighting with the source directly visible beyond the Industrial District boundaries.

(3) Odor. No operation or activity shall emit any substance or combination of substances in such quantities that create an objectionable odor, as defined in Ch. NR 429, Wis. Adm. Code.

(4) Particulate emissions. No operation or activity shall emit any particulate matter into the ambient air which exceeds the limitations as established in Ch. NR 415, Wis. Adm. Code.

(5) Visible emissions. No operation or activity shall emit into the ambient air from any direct or portable source any matter that will affect visibility in excess of the limitations established in Ch. NR 431, Wis. Adm. Code.

(6) Hazardous pollutants. No operation or activity shall emit any hazardous substances in such a quantity, concentration or duration as to be injurious to human health or property, and all emissions of hazardous substances shall not exceed the limitations established in Ch. NR 445, Wis. Adm. Code.

(7) Noise.

(a) No activity in an Industrial District shall produce a sound level outside the district boundary that exceeds the following sound level measured by a sound level meter and associated octave band filter as shown in **Table 525-49-1**:

Table 525-49-1: Sound Level Limitations

Octave Band Frequency (cycles per second)	**Sound Level** (decibels)
0 to 75	79
75 to 150	74
150 to 300	66
300 to 600	59
600 to 1,200	53
1,200 to 2,400	47
2,400 to 4,800	41
Above 4,800	39

(b) All noise shall be so muffled or otherwise controlled as not to become objectionable due to intermittence, duration, beat frequency, impulse character, periodic character or shrillness.

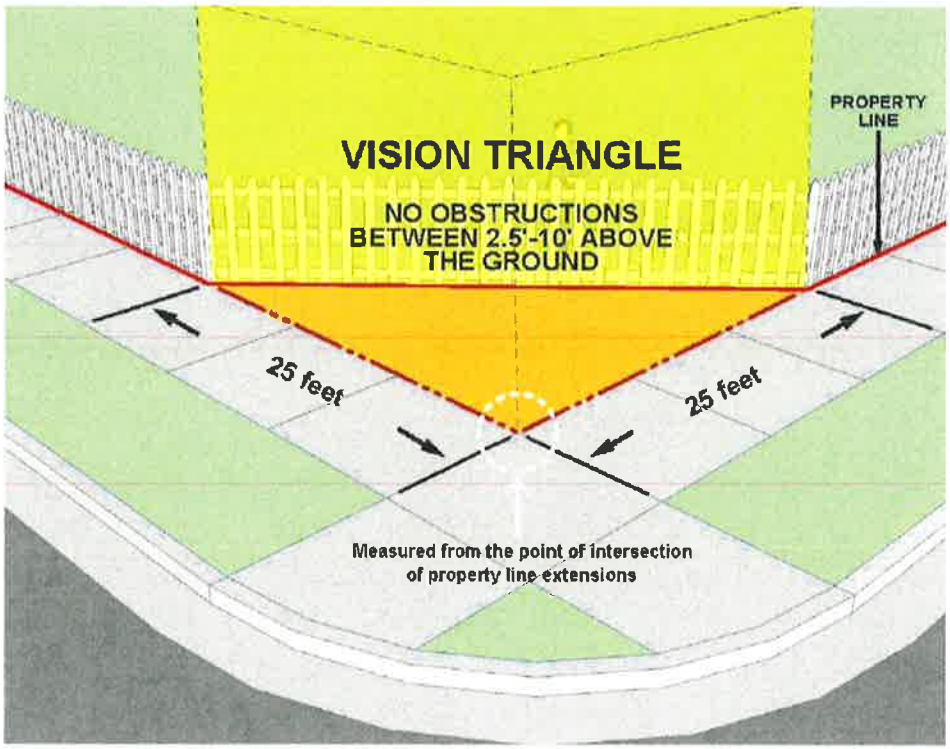
C. Administration. Determinations necessary for the administration and enforcement of these standards range from those which can be made by a reasonable person using normal senses and no mechanical equipment to those requiring substantial technical competence and complex equipment. It is the intent of this section that the methods to be used in determining compliance shall be the responsibility of the Building Inspector and Administrator, subject to the following procedures:

(1) Approval of building permits. Prior to approving a building permit for any industrial use or any change thereof, the Building Inspector and Administrator shall have received from the applicant evidence or assurance that the proposed use or changing use will satisfy the air quality, vibration, noise and exterior lighting standards of this chapter.

(2) Violation of standards. Whenever the Building Inspector or Administrator have reason to believe the air quality, vibration, noise and exterior lighting standards of this chapter have been violated, written notice shall be made by certified mail to the person or persons responsible for the alleged violation. Such notice shall describe the alleged violation and shall require an answer or correction of the alleged violation within 30 days. Failure to reply or correct the alleged violation within 30 days may cause lawful action to be taken to cause correction as provided in this chapter or referral of the alleged violation to the Wisconsin Department of Natural Resources.

§ 525-50 **Corner visibility.**
On any corner lot in all zoning districts, no fence, wall, hedge, planting or structure shall be erected, placed, planted or allowed to grow in such a manner as to obstruct the vision clearance triangle between a height of 2 1/2 feet and 10 feet above the center-line grades of the intersecting streets in the area bounded by the right-of-way lines of such corner lots and a line joining the points along said right-of-way lines 25 feet from the point of intersection. **See Diagram 525-50-1.**

Diagram 525-50-1: Vision Clearance Triangle



§ 525-51 **Off-street parking.**

A. Requirements not specified. Minimum parking standards are not required for all non-residential uses in the CL, CR, CP, IND and PI districts except as shown in **Table 525-51-1**. However, when off-street parking facilities are provided, such facilities shall be provided in accordance with the design provision of this subsection, except in respect to the required number of spaces.

Table 525-51-1: Off Street Parking Requirements

Zoning District	AGD General Agricultural	CON Conservancy Overlay	RR Rural Residential	RSF Single Family Residential	RTF Two Family Residential	STFR Single and Two-Family Residential	MDR Medium Density Residential	RMF Multifamily Residential	CL Local Commercial	CR Regional Commercial	CP Planned Commercial	IND Industrial	PI Public/Institutional
Minimum Off Street Parking Spaced Required	None	None	1.5 spaces per dwelling unit	1.5 spaces per dwelling unit	1.5 spaces per dwelling unit	1.5 spaces per dwelling unit	1.0 space per dwelling unit	1.0 space per dwelling unit	None	None	None	None	Churches: 1 per 3 fixed seats. High schools: 1 per 3 students plus 1 per employee. Elementary school, junior high school, day nurseries: 1 per employee. Libraries, exhibits, community centers: 1 per 3 persons of maximum capacity. Convalescent home, children's home, nursing home: 1 per 4 beds plus 1 per employee.

B. Parking requirements for a use not specified shall be the same as required for a use of similar nature, or sufficient off-street parking shall be provided such that no public street shall be used for parking.

C. Fractional spaces. Where computation of the required parking spaces results in a fractional number, only the fraction of 1/2 or larger shall be counted as one.

D. Changes in buildings or use. Whenever a building or use is enlarged to the extent of 50% or more in floor area, such spaces shall be provided on the basis of the enlargement or change.

E. Joint use. Two or more uses may provide required off-street parking spaces in a common parking facility less than the sum of the spaces required for each use individually, provided such uses are not operating during the same hours. A written agreement shall accompany any joint use arrangement.

F. Off-lot parking. Required off-street parking spaces shall be located on the same lot with the principal use or, when this requirement cannot be met, such parking spaces may be located off lot, provided the parking spaces are located in the same district. Off-lot parking spaces must also be held in fee simple ownership by the owner of the use requiring such parking or be leased or rented through a written agreement. Off-lot parking spaces for residential uses shall be within 200 feet of the principal entrance or the entrance for the individual occupants for whom the spaces are reserved.

G. Design standards. Parking lots shall be designed using the standards contained in **Table 525-51-2**.

Table 525-51-2: Parking Lot Design Standards

Design Standard	30°	45°	60°	90°
Stall width perpendicular to parking stall: Surface Parking	9 ft.	9 ft.	9 ft.	9 ft.
Stall depth	18 ft.	19 ft.	20.5 ft.	18 ft.
One-way drive aisle width	12 ft.	13 ft.	18 ft.	24 ft.
Two-way drive aisle width	22 ft.	22 ft.	24 ft.	24 ft.
Parallel parking	9 ft. x 22 ft.			
Note: All parking areas shall be surfaced with a durable, dustproof surface consisting of concrete or bituminous concrete unless otherwise permitted.				

§ 525-52 **Solar Energy Systems (SES)**

A. **Purpose.** The purpose of this Section is to provide a regulatory scheme through a Solar Energy System (SES) permit application process to review the construction and operation of all Solar Energy Systems in the Town of Buchanan, Outagamie County, Wisconsin. All regulations contained herein are adopted to preserve and protect the public health and safety. The Town understands that local restrictions on Large-Scale Solar Energy Systems may be limited as they may be affected by State Statute provisions, project details, and necessary Wisconsin Public Service Commission project approvals.

B. **Definitions.** As used in this section, the following terms shall have the meanings indicated:

AGRIVOLTAICS
A solar energy system co-located on the same parcel of land as agricultural production, including crop production, grazing, apiaries, or other agricultural products or services.

BATTERY ENERGY STORAGE SYSTEM
A system of battery devices that enable energy from renewables, like solar and wind, to be stored and then released when customers need power most.

COMMUNITY SOLAR GARDEN
A solar energy system that provides retail electric power (or a financial proxy for retail power) to multiple community members or businesses residing or located off-site from the location of the solar energy system. Also referred to as shared solar.

EXISTING SOLAR ENERGY SYSTEMS
A solar energy system lawfully existing at the time of the adoption or amendment of this ordinance may be continued even if such a system does not conform to the provisions of this chapter. However, it shall be deemed a nonconforming use or structure, and the provisions of **§ 525-28 Nonconformities** of this ordinance shall apply.

GRID-INTERTIE SOLAR ENERGY SYSTEM
A photovoltaic solar energy system that is connected to an electric circuit served by an electric utility company.

MICROGRID
A self-sufficient energy system that serves individual or multiple buildings and/or a discrete geographic footprint, such as a college campus, medical center, business center or neighborhood. Microgrids must be local, independent, and intelligent. Microgrids may include the use of Battery Energy Storage Systems.

PASSIVE SOLAR ENERGY SYSTEM
A solar energy system that captures solar light or heat without transforming it to another form of energy or transferring the energy via a heat exchanger.

PHOTOVOLTAIC SYSTEM
A solar energy system that converts solar energy directly into electricity.

RENEWABLE ENERGY EASEMENT, SOLAR ENERGY EASEMENT
An easement that limits the height or location, or both, of permissible development on the burdened land in terms of a structure or vegetation, or both, for the purpose of providing access for the benefited land to wind or sunlight passing over the burdened land, consistent with Wis. Stats.700.35.

ROOF-MOUNT
A form of building-mounted solar energy system in which solar panels are mounted on a rack that is fastened to or ballasted on a structure's roof. Roof-mount systems are accessory to the principal use.

ROOF PITCH
The final exterior slope of a roof calculated by the rise over the run, typically but not exclusively expressed in twelfths such as 3/12, 9/12, 12/12.

SOLAR ACCESS
Unobstructed access to direct sunlight on a lot or building through the entire year, including access across adjacent parcel air rights, for the purpose of capturing direct sunlight to operate a solar energy system.

SOLAR CARPORT
A solar energy system of any size that is installed on a carport structure that is accessory to a parking area, and which may include electric vehicle supply equipment or energy storage facilities.

SOLAR COLLECTOR
A device, structure or a part of a device or structure for which the primary purpose is to transform solar radiant energy into thermal, mechanical, chemical, or electrical energy. The collector does not include frames, supports, or mounting hardware.

SOLAR DAYLIGHTING
Capturing and directing the visible light spectrum for use in illuminating interior building spaces in lieu of artificial lighting, usually by adding a device or design element to the building envelope.

SOLAR ENERGY
Radiant energy received from the sun which can be collected in the form of heat or light by a solar collector.

SOLAR ENERGY SYSTEM (SES)
A device, array of devices, or structural design feature, the purpose of which is to provide for generation or storage of electricity from sunlight, or the collection, storage and distribution of solar energy for space heating or cooling, daylight for interior lighting, or water heating. "Solar Energy Systems" are further defined in this section, but exclude the following which are permitted accessory uses in all districts:

A. Solar powered light fixtures that are ground or wall mounted.
B. Solar powered electric fences.

SOLAR ENERGY SYSTEM, LARGE SCALE (100MW+)
A commercial solar energy system that converts sunlight into electricity for the primary purpose of wholesale sales of generated electricity. A large-scale solar energy system is the principal land use for a parcel(s) generating 100MW or more and will require approval by the Wisconsin Public Service Commission.

SOLAR ENERGY SYSTEM, MID-SCALE (30kW to 100MW)
Either a privately owned solar energy system that converts sunlight into electricity for the purpose of providing power to structures and facilities on the same site, or a commercial solar energy system that converts sunlight into electricity for the primary purpose of wholesale sales of generated electricity. A mid-scale solar energy system can be a principal or accessory land use for a parcel(s) generating between 30kW to 100MW and does not require approval by the Wisconsin Public Service Commission. These may be allowed as an accessory use if a Special Exception is granted.

SOLAR ENERGY SYSTEM, SMALL-SCALE (Less than 30kW)
A privately owned solar energy system that converts sunlight into electricity for the primary purpose of providing power to structures and facilities on the same site. A small-scale solar energy system is an accessory land use for a parcel(s) generating less than 30kW and does not require approval by the Wisconsin Public Service Commission. A small-scale SES may be ground-mounted or building mounted.

SOLAR ENERGY SYSTEM, BUILDING INTEGRATED
A solar energy system that is an integral part of a principal or accessory building, rather than a separate mechanical device, replacing or substituting for an architectural or structural component of the building. Building-integrated systems include but are not limited to photovoltaic or hot water solar energy systems that are contained within roofing materials, windows, skylights, and awnings.

SOLAR ENERGY SYSTEM, BUILDING MOUNTED
A form of small-scale or mid-scale SES considered as an accessory use which consists of the installation of equipment mounted on a building or incorporated into exterior building materials that uses sunlight to produce electricity or provide heat or water to a building: These systems require a building permit that shall be reviewed and issued by the Building Inspector.

SOLAR ENERGY SYSTEM, GROUND-MOUNTED
A form of SES mounted on a rack or pole that rests or is attached to the ground. Ground-mount systems can be either accessory or principal uses depending on its scale classification.

SOLAR HOT AIR SYSTEM, SOLAR AIR HEAT, OR SOLAR FURNACE
A solar energy system that includes a solar collector to provide direct supplemental space heating by heating and re-circulating conditioned building air. The most efficient performance includes a solar collector to preheat air or supplement building space heating, typically using a vertically mounted collector on a south-facing wall.

SOLAR HOT WATER SYSTEM
A system that includes a solar collector and a heat exchanger that heats or preheats water for building heating systems or other hot water needs, including residential domestic hot water and hot water for commercial processes.

SOLAR MOUNTING DEVICES
Racking, frames, or other devices that allow the mounting of a solar collector onto a roof surface or the ground.

SOLAR RESOURCE
A view of the sun from a specific point on a lot or building that is not obscured by any vegetation, building, or object for a minimum of four hours between the hours of 9:00 AM and 3:00 PM Standard time on all days of the year and can be measured in annual watts per square meter.

C. **Permit Required.** No Solar Energy System (SES) may be installed or maintained in the Town of Buchanan without a building permit, or a Solar Energy System Permit granted pursuant to this ordinance based on the type of system as described below:

(1) **Large-Scale SES (100 MW+).** The Town understands that local restrictions on Large-Scale Solar Energy Systems may be limited as they may be affected by State Statute provisions, project details, and necessary Wisconsin Public Service Commission project approvals. Given that, such systems are allowed only as a special exception use in the AGD district and requires a building permit from the Town. The Town will require a special exception permit and/or developer's agreement as long as no conditions, in the opinion of the SES developer, inhibit or preclude the project, per Section 196.491(3)(i), Wis. Stats. An Outagamie County Shoreland/Floodplain Zoning permit, if applicable, may also be required.

(2) **Mid-Scale SES (< 100 MW and > 30 kW)** – Are subject to the special exception permit conditions set forth in Article VIII of this ordinance and the requirements set forth in the Town's building permit requirements, the County's applicable Shoreland/Floodplain requirements, and any other applicable state or federal requirements. Such systems are allowed only in the AGD, RMF, CL, CR, CP, PI and IND districts.

(3) **Small-Scale SES (30 kW or less)** – Are considered to be permitted accessory use in all districts, whether they be ground-mounted, building-integrated, or building-mounted systems. Such systems are allowed whether or not a principal structure exists on the parcel. A building permit from the Town is required, and an Outagamie County Shoreland/Floodplain Zoning permit may also be required, if applicable.

D. **Application Required.** Every application for a Solar Energy System Permit shall be made in writing and shall include the following information:

(1) Name and address of the applicant and the name and contact information for a designated representative of the applicant.

(2) Listing of affected parcel ID numbers and evidence that the applicant is the owner of the property involved or has the written permission of the owner to make such an application.

(3) All materials identified in **§525-11**. Site Plan Submittal Requirements.

(4) Solar Energy System Permit applications and associated fees for must be submitted to the Town Clerk.

(5) Applications for Small-Scale Building-Mounted or Building-Integrated systems meeting the design standards of this ordinance shall be granted administrative approval of their Solar Energy Permit by the Building Inspector within 60 days of complete application submittal and shall not require Plan Commission review.

(6) Applications for Large-Scale Ground-Mounted and Mid-Scale SESs will be addressed by the Plan Commission within 60 days of complete application submittal.

F. **Applicant Fees.** Application fees shall be paid consistent with the Town's Annual Fee Schedule.

(1) An application fee shall be charged as set in the Fee Schedule by the Town Board.

G. **Site Plan Approval Required**. All solar energy systems requiring a building permit from the Town shall seek a Solar Energy System Permit and shall provide a site plan for review in accordance with **§525-11**.

(1) Site Plan Submittal Requirements:

(a) Site layout maps and drawings which show the location of the system on the building or on the property for a ground-mount system, including: surrounding land uses, property lines, existing structures, the SES, as well as the total extent of system components, and the interconnection points with the electrical grid. For Mid-Scale and Large-Scale SESs, a map indicating neighboring lots within 1,000 feet of the perimeter of the subject site shall be provided.

(b) To-scale horizontal and vertical (elevation) drawings illustrating the SES's dimensions, its height above ground level, orientation, and slope from horizontal.

(c) For Mid-Scale and Large-Scale SESs, a landscape plan and/or agrivoltaics plan that includes proposed topography, grubbing and clearing along with plantings and final vegetation.

(d) Solar energy system specifications, including the manufacturer and model, generating capacity, total height, collector square footage, wiring plan, means of interconnecting with the electrical grid, and any agreements with public utilities with regard to connecting to their systems.

(e) Installers' qualifications and signatures certifying that the SES will be installed in compliance with all Town ordinances and any other applicable codes.

(f) Calculations showing the percentage of land (lot) coverage by the SES when panels are in the position that has the largest horizontal area.

(g) For Mid and Large-Scale Systems only, a decommissioning plan as established in Section **§526-52 J.**

(2) **Small-Scale Solar Uses & Design Standards**. Permitted accessory use Small-Scale SESs are subject to the requirements as set forth below. Solar carports and associated electric vehicle charging equipment are a permitted accessory use on surface parking lots in all districts regardless of the existence of another building.

(a) **Height**. Solar energy systems must meet the following height requirements:

[1] Building or roof-mounted solar energy systems shall not exceed the maximum allowed height in any zoning district. For purposes of height measurement, solar energy systems other than building-integrated systems shall be given an equivalent exception to height standards as building- mounted mechanical devices or equipment.

[2] Ground or pool-mounted solar energy systems shall not exceed 15 feet in height when oriented at maximum tilt.

[3] Solar carports in non-residential districts shall not exceed 20 feet in height.

(b) **Setbacks.** Solar energy systems must meet the accessory structure setback for the zoning district and primary land use associated with the lot on which the system is located, except as allowed below:

[1] **Roof or Building-Mounted Solar Energy Systems.** The following setback requirements apply:

[i] Collector surface and mounting devices for roof-mounted solar energy systems shall not extend beyond the exterior perimeter of the building on which the system is mounted or built, unless the collector and mounting system has been explicitly engineered to safely extend beyond the edge, and setback standards are not violated.

[ii] Exterior piping for solar hot water systems shall be allowed to extend beyond the perimeter of the building on a side-yard exposure. Solar collectors mounted on the sides of buildings and serving as awnings are considered to be building-integrated systems and are regulated as awnings.

[iii] The panels of a system that are mounted on a flat roof may be either fixed or movable and may be placed at an angle to optimize efficiency of the system.

[iv] A solar energy system may be mounted on the façade of a commercial building provided the installation does not project more than four feet from the face of a wall.

[2] **Ground-mounted Solar Energy Systems**. Ground- mounted solar energy systems may not extend into the side-yard or rear setback when oriented at minimum design tilt, except as otherwise allowed for by building mechanical systems.

(c) **Visibility**. Solar energy systems in residential districts shall be designed to minimize visual impacts from the public right- of-way, as described this section to the extent that doing so does not affect the cost or efficacy of the system, consistent with WI Statute §66.0401.

(d) **Building Integrated Photovoltaic Systems**. Building integrated photovoltaic solar energy systems shall be allowed regardless of whether the system is visible from the public right-of-way, provided the building component in which the system is integrated meets all required setback, land use or performance standards for the district in which the building is located.

(e) **Aesthetic restrictions**. Roof-mount or ground-mount solar energy systems shall not be restricted for aesthetic reasons if the system is not visible from the closest edge of any public right-of-way other than an alley, or if the system meets the following standards:

[1] Roof-mounted systems on pitched roofs that are visible from the nearest edge of the front right-of-way shall have the same finished pitch as the roof and be no more than ten inches above the roof.

[2] Roof-mount systems on flat roofs that are visible from the nearest edge of the front right-of-way shall not be more than five feet above the finished roof and are exempt from any rooftop equipment or mechanical system screening.

(f) **Reflectors**. All solar energy systems using a reflector to enhance solar production shall minimize glare from the reflector affecting adjacent or nearby properties.

(g) **Lot Coverage.** Ground-mount systems total collector area shall not exceed half the building footprint of the principal structure.

[1] Ground-mount systems shall be exempt from lot coverage or impervious surface standards if the soil under the collector is maintained in vegetation and not compacted.

[2] Ground-mounted systems shall not count toward accessory structure limitations.

[3] Solar carports in non-residential districts are exempt from lot coverage limitations.

(h) **Historic Buildings.** Solar energy systems on buildings within designated historic districts or on locally designated historic buildings (exclusive of State or Federal historic designation) must receive approval of the Town Board.

(i) **Approved Solar Components.** All panels shall be certified by one of the following (or their equivalent as determined by the Town): Underwriters Laboratories, Inc.; National Renewable Energy Laboratory; Solar Rating and Certification Corporation. Solar hot water systems must have an SRCC rating.

(j) **Compliance with Building Code**. All solar energy systems shall meet approval of local building code officials, consistent with the State of Wisconsin Building Code or the Building Code adopted by the local jurisdiction, and solar thermal systems shall comply with HVAC-related requirements of the Energy Code.

(k) **Compliance with State Electric Code**. All photovoltaic systems shall comply with the Wisconsin State Electric Code.

(l) **Compliance with State Plumbing Code**. Solar thermal systems shall comply with applicable Wisconsin State Plumbing Code requirements.

(m) **Utility Notification.** All grid-intertie solar energy systems shall comply with the interconnection requirements of the electric utility. Off-grid systems are exempt from this requirement.

I. **Mid-Scale and Large-Scale SES General Design Standards.** Mid-Scale and Large-Scale SESs, whether a principal or accessory use shall be subject to the following requirements:

(1) Site Design

(a) **Setbacks**. The SES must meet the following setbacks:

[1] Property line setback for buildings or structures in the district in which the system is located, except as other determined in **Sub-section I.(1)(a)[5]** below.

[2] Roadway setback of 150 feet from the ROW centerline of State highways and County highways, 100 feet for other roads, except as otherwise determined in H.(1)i.e. below.

[3] Housing unit setback of 150 feet from any existing dwelling unit, except as other determined in **Sub-section I.(1)(a)[5]** below.

[4] Setback distance should be measured from the edge of the solar energy system array, excluding security fencing, screening, or berm.

[5] All setbacks can be reduced by 50% if the array is fully screened from the setback point of measurement.

(b) **Screening.** SESs shall be screened from existing residential dwellings.

[1] A screening plan shall be submitted that identifies the type and extent of screening.

[2] Screening shall be consistent with Town's screening ordinance or standards typically applied for other land uses requiring screening.

[3] Screening shall not be required along property lines within the same zoning district, except where the adjoining lot has an existing residential use.

[4] The Town may require screening where it determines there is a clear community interest in maintaining a viewshed.

(c) **Ground cover and buffer areas.** The following provisions shall apply to preservation of existing vegetation and establishment of vegetated ground cover. Vegetated ground cover standards shall not apply if an agrivoltaics plan is approved as part of **Sub-section G (1) (c).** Additional site-specific conditions may apply as required by the Town.

[1] Large-scale removal of mature trees on the site is discouraged. The Town may set additional restrictions on tree clearing or require mitigation for cleared trees.

[2] The applicant shall submit a vegetative management plan prepared by a qualified professional or reviewed and approved by a natural resource agency or authority, such as the Wisconsin Department of Natural Resources, County Soil and Water Conservation District, Land and Water Conservation Department or Natural Resource Conservation Service. The plan shall identify:

[i] The natural resource professionals consulted or responsible for the plan.

[ii] The conservation, habitat, eco-system, or agricultural goals, which may include: providing habitat for pollinators such as bees and monarch butterflies, providing habitat for wildlife such as upland nesting birds and other wildlife, establishing vegetation for livestock grazing, reducing on-site soil erosion, and improving or protecting surface or ground-water quality.

[iii] The intended mix of vegetation upon establishment.

[iv] The management methods and schedules for how the vegetation will be managed on an annual basis, with particular attention given to the establishment period of approximately three years.

[3] Soils shall be planted and maintained in perennial vegetation for the full operational life of the project, to prevent erosion, manage run off and build soil.

[4] Vegetative cover should include a mix of perennial grasses and wildflowers that will preferably result in a short stature prairie with a diversity of forbs or flowering plants that bloom throughout the growing season. Blooming shrubs may be used in buffer areas as appropriate for visual screening. Perennial vegetation (grasses and forbs) are preferably native to Wisconsin, but where appropriate to the vegetative management plan goals, may also include other naturalized and non-invasive species which provide habitat for pollinators and wildlife and/or other ecosystem services (i.e., clovers).

[5] Plant material must not have been treated with systemic insecticides, particularly neonicotinoids.

(d) **Foundations.** A qualified engineer shall certify that the foundation and design of the solar panel racking, and support is within accepted professional standards, given local soil and climate conditions.

(e) **Power and communication lines**. Running between banks of solar panels and to nearby electric substations or interconnections with buildings shall be buried underground. All above ground, exposed powerlines shall be placed in conduit. Exemptions may be granted by the Town in instances where shallow bedrock, water courses, or other elements of the natural landscape interfere with the ability to bury lines, or distance makes undergrounding infeasible, at the discretion of the Administrator.

(f) **Fencing**. Perimeter fencing for the site shall not include barbed wire or woven wire designs and shall preferably use wildlife-friendly fencing standards that include clearance at the bottom. Alternative fencing can be used if the site is incorporating agrivoltaics.

(g) **Stormwater and NPDES** – Mid-Scale SESs are subject to the Town's stormwater management and erosion and sediment control provisions and NPDES permit requirements. Solar collectors shall not be considered impervious surfaces if the project complies with ground cover standards, as described in **Sub-section I. (1) (c)**. of this ordinance.

(h) **Other standards and codes.** All SESs shall follow all applicable local, state and federal regulatory codes, including the State of Wisconsin Uniform Building Code, as amended; and the National Electric Code, as amended.

(i) **Agricultural Protection**. Mid-Scale and Large-Scale SESs must comply with site assessment or soil identification standards that are intended to identify agricultural soils. The Town may require mitigation for use of prime soils for solar array placement, including the following:

[1] Demonstrating co-location of agricultural uses (agrivoltaics) on the project site.

[2] Using a Joint Development Agreement (JDA), that requires the site to be returned to agriculture at the end of life of the solar installation.

[3] Placing agricultural conservation easements on an equivalent number of prime soil acres adjacent to or surrounding the project in a wellhead protection area for the purpose of removing agricultural uses from high-risk recharge areas.

(j) **Decommissioning**. A decommissioning plan shall be required as spelled out in **Section §525-52 J**. to ensure that facilities are properly removed after their useful life.

J. **Decommissioning**. A decommissioning plan shall be required to ensure that facilities are properly removed after their useful life.

(1) Decommissioning of the system must occur in the event the project reaches the end of its usable life or is inoperable for a continuous period of twelve months. If the Town determines that more than fifty percent of the panels (measured by total area) have not been operational for a continuous period of twelve months the Town shall order the removal of the inoperable panels.

(2) Decommissioning shall consist of removal of the SES structures and subsurface foundations and equipment, disposal of all solid and hazardous waste in accordance with all applicable waste disposal regulations, and stabilization of soils and/or revegetation of the site as necessary to minimize erosion.

(3) The decommissioning methods shall be established, and cost estimates shall be made by a competent party such as a professional engineer experienced in such matters, a contractor capable of decommissioning, or a party found by the Town to have suitable expertise or experience with decommissioning.

(4) The Town may require the posting of a bond, letter of credit or the establishment of an escrow account to ensure proper decommissioning.

(5) The Town Plan Commission shall review the decommissioning plan and request changes that may be needed to comply with the special exception permit or to protect the safety and welfare of the community and town properties.

(6) The plan shall provide that decommissioning will begin within 180 days from the end of the SES useful life or if the SES is not in use for 12 consecutive months. Decommissioning shall be completed within 9 months from the start of decommissioning activities.

K. **Review of Solar Energy System Permit Application.** The Town will consider each SES Permit on a case-by-case basis following the procedures in **Article II, Special Exceptions** when necessary except as modified in this Section.

(1) In addition to the notice requirements set forth in Article VIII, Special Exceptions, for Mid-Scale (principal use) and Large-Scale SESs, the Town shall provide written notice of its application to the owners and occupants of all properties located within 1,000 feet of any parcel upon which any portion of the proposed Mid-Scale or Large-Scale SES will be located.

(2) Any Mid-Scale or Large-Scale Solar Energy System Permit must be approved by the Town Board. The Town Board may deny a permit for a Mid-Scale or Large-Scale Solar Energy System or may impose restrictions on a Mid-Scale or Large-Scale Solar Energy System if the Town finds that the denial or restrictions satisfy one of the following conditions:

(a) The denial or restriction serves to preserve or protect the public health or safety.

(b) The denial or restriction does not significantly increase the cost of the system or significantly decrease its efficiency.

(c) The denial or restriction allows for an alternative system of comparable cost efficiency.

L. **Solar Energy System Restrictions.** The Town may impose restrictions on a Solar Energy System relating to any of the following:

(1) Location of the Solar Energy System if potentially impacting existing wetlands or other natural features of concern.

(2) Setbacks from inhabited structures, property lines, public roads, communication and electrical lines, and other sensitive structures and locations.

(3) Wiring and electrical controls of the Solar Energy System.

(4) Reimbursement for emergency services required as a result of the Solar Energy System.

(5) Solar Energy System ground clearance.

(6) Solar Energy System height.

(7) Shared revenue, payments in lieu of taxes and other financial matters. All financial matters shall be approved as part of a Joint Development Agreement (JDA).

(8) Financial security, such as bonds, cash deposits, or letters of credit.

(9) Decommissioning.

(10) Compensation to affected property owners.

(11) Any other matters that are measurable and based on substantial evidence the Town finds appropriate.

M. **Revocation.** Any Solar Energy System Permit granted for the installation or maintenance of a Solar Energy System may be revoked by the Town if the permit holder, its heirs, or assigns, violates the provisions of this ordinance or the provisions of a permit granted pursuant to this ordinance.

§ 525-53 **Electric Vehicle Charging Stations (EVCS).**

A. Intent.

(1) This Section is to support the increased popularity of electric vehicles by encouraging the safe and efficient installation of electric vehicle charging stations (EVCS) and parking spaces through the Town's parking regulations and other standards. The goals are to:

(a) Provide adequate and convenient EVCS parking spaces to serve the needs of the traveling public.

(b) Provide opportunities for residents to have safe and efficient personal EVCSs located at or near their place of residence.

(c) Provide the opportunity and incentive for non-residential uses to supply EVCSs to their customers and employees.

(d) Create standard criteria to encourage and promote safe, efficient, and cost-effective electric vehicle charging opportunities in all zoning districts and settings for convenience of service to those that use electric vehicles.

B. Definitions.

CHARGING LEVEL
The amount of voltage provided to charge an electric vehicle varies depending on the type of EVCS as follows and as shown on **Diagram 525-53-1:**

A. Level 1 is considered slow charging and operates on a 15 to 20 amp breaker on a 120 volt AC circuit.

B. Level 2 is considered medium charging and operates on a 40 to 100 amp breaker on a 208 or 240 volt AC circuit.

C. Level 3 is considered "fast" or "rapid" charging and typically operates on a 60 amp or higher breaker on a 480 volt or higher three phase circuit with special grounding equipment. Level 3 stations are primarily for commercial and public applications and are typically characterized by industrial grade electrical outlets that allow for faster recharging of electric vehicles.

Diagram 525-53-1: Electric Vehicle Charging Station Types



ELECTRIC VEHICLE
An EV means any motor vehicle that is licensed and registered for operation on public and private highways, roads, and streets, and that operates either partially or exclusively, on electrical energy from the grid, or an off-board source, which is stored on-board via a battery for motive purpose. Electric Vehicle does not include an electric bicycle. Electric Vehicle includes:

A. A battery electric vehicle; and
B. A plug-in hybrid electric vehicle.

ELECTRIC VEHICLE CHARGING STATION (EVCS)
The equipment, including the cables, cords, conductors, connectors, couplers, enclosures, attachment plugs, power outlets, power electronics, transformer, switchgear, switches and controls, network interfaces, point of sale equipment, and associated apparatus designed and used for the purpose of transferring energy from the electric supply system to a plug-in electric vehicle. "EVCS" may deliver either alternating current or, consistent with fast charging equipment standards, direct current electricity.

ELECTRIC VEHICLE CHARGING STATION FACILITY (EVCSF)
A facility whose primary use it to provide multiple EVCSs for charging electric vehicles as a retail commercial entity, similar to an Automobile Filling Station.

ELECTRIC VEHICLE SUPPLY EQUIPMENT (EVSE)
EVSE are the conductors, including the ungrounded, grounded, and equipment grounding conductors, and the electric vehicle connectors, attachment plugs, and all other fittings, devices, power outlets, or apparatus installed specifically for the purpose of transferring energy between the premises wiring and the electric vehicle.

PRIVATE EVCS
An EVCS(s) that has restricted access to specific users (e.g., single and two-family homes, executive parking fleet parking with no access to the general public). Such EVCSs are not subject to these regulations and requirements.

PUBLICLY ACCESSIBLE EVCS
An EVCS(s) that is publicly available (e.g., park & ride, public parking lots and garages, on-street parking, shopping center parking, non-reserved parking in multi-family parking lots, etc.). This also includes chargers which are part of an EVCSF's as noted above.

C. Electric Vehicle Charging Station Suggested Standards. Parking facilities should be designed and built to meet the following requirements within all multi-family residential (7+ units), commercial, industrial, and institutional districts:

(1) Suggested Applicability. The requirements of this subdivision should be considered:

(a) Where 6 or more parking spaces are being provided for multi-family (3+ units) residential uses, at least 2% of all spaces should have an EVCS.

(b) Where 6 or more parking spaces are being provided for commercial and industrial uses, should provide EVCSs for at least 2% of the total number of employees estimated at the time of site plan approval. Examples include:

[1] Manufacturing;
[2] Restaurants;
[3] Retail;
[4] Service Business; or,
[5] Warehousing and Storage

(c) Where parking is being provided for certain uses where people park vehicles in excess of two hours, at least 10% of all spaces should have an EVCS. Examples of such uses include:

[1] College, University or Similar Institutions of Higher Learning;
[2] Hotel, Inn, Motel;
[3] Hospital and Health Clinic;
[4] Professional or Medical Office;
[5] Parking Facility, Private and Public;

[6] Schools, Arts, Technical or Trade;

(d) Handicap Accessible Stations. Accessible charging stations should be provided if more than three installed EVCS's exist.

D. EVCS Siting & Design Standards.

(1) Electric vehicle charging stations (EVCS) may be permitted as an accessory use in all Residential, Commercial, Industrial, and Public/Institutional Districts, including Mixed Use PUDs, when in compliance with the standards and development criteria outlined in this section.

(2) If an EVCS(s) is proposed as the principal use, or an EVCS Facility (EVCSF), the proposal shall be subject to the review requirements for an Automobile Filling Service Station, as permitted under **Article V**.

(3) Proposed locations shall be identified on a site plan and reviewed by the Building Inspector and other Town departments, as necessary, for compliance with all applicable Town requirements. If the Building Inspector determines that the proposal significantly alters a previously approved plan, the proposal shall be forwarded to the Plan Commission for review and approval.

(4) For the purposes of this section, an EVCS shall mean a public or private parking space that is served by battery charging station equipment for the purpose of transferring electric energy (by conductive or inductive means) to a battery or other energy storage device within an electric vehicle.

(a) An EVCS shall be an accessory use to the main use of the property.

(b) An EVCS shall be either a Level 2 or Level 3 charger. If a charging station has more than one (1) port, each port shall count as a charging station.

(c) The required parking space dimensions for an EVCS are a minimum of ten (10) feet wide by twenty (20) feet long when new spaces are installed for such use.

(d) The charging station/equipment shall be protected by wheel stops or bollards to prevent crash hazards.

(e) Each parking space designated for an EVCS shall be clearly marked as reserved for electric vehicles and EV charging uses only.

(f) Charging station equipment shall not exceed eight (8) feet in height.

(g) Overhead canopies are permitted as long as they are constructed out of traditional permanent materials and meet building code requirements; temporary type structures/materials are not permitted.

(h) The location, legend, and mounting height details for any proposed electric vehicle parking sign shall be included on the plans and submitted with the building permit application.

(i) An electrical permit shall be required as part of building permit application prior to installation.

(j) Any branding or advertising located on the charging station shall be limited to the manufacturer's information and vehicle compatibility information and not for advertising of the business or site on which the EVCS is located unless the EV charger is attached to the building. There shall be no appurtenances attached to the charger other than what is necessary for operation.

(k) All proposed lighting shall be in conformance with the lighting requirements outlined in **Section 525-47 Outdoor Lighting**. Security cameras are recommended.

(l) Any landscaping impacted by the installation of an EVCS shall be replaced.

(m) The EVCS shall comply with the current National Electric Code (NEC) standards and shall be inspected once a year. Proof of inspection shall be made available to the Town upon request.

(n) When proposed in a Residential District, EVCSs shall only be permitted for occupants or patrons of the lot on which the EVCS is located and shall not be used for commercial purposes, unless allowed and properly permitted.

Page intentionally left blank.

Article VIII
Signs

§ 525-54 **Purpose.**
The purpose of these regulations is to create the legal framework to regulate, administer, and enforce outdoor sign advertising and display. These regulations recognize the need to protect the safety and welfare of the public and the need for well-maintained and attractive sign displays within the community and the need for adequate business identification, advertising, and communication. Signs shall also be consistent with the Comprehensive Plan. No sign shall hereafter be erected, hung, placed, altered, or moved except in conformity with the regulations of this Article.

§ 525-55 **Authorization.**
These regulations authorize the use of signs provided the signs are:

A. Complying with the zoning regulations.

B. Designed, constructed, installed, and maintained in such a manner they do not endanger public safety or traffic safety.

C. Legible, readable, and visible in the circumstances they are used.

D. Respectful of the reasonable rights of other advertisers whose messages are displayed.

§ 525-56 **Permits and construction specifications.**

A. Permits required. It shall be unlawful for any person to erect, construct, enlarge or structurally modify a sign or cause the same to be done in Buchanan without first obtaining a sign permit for each sign as required by this article.

B. Permits shall not be required for a change of copy of any sign, nor for the repainting, cleaning and other normal maintenance and repair of the sign and sign structure.

C. Application for a permit. Application for a permit shall be filed with Administrator upon forms provided by the department and shall contain the following information:

(1) The name, address and telephone number of the sign owner, the property owner, where the sign is or will be located and the sign contractor of the proposed sign.

(2) Clear and legible drawings with description and nominal dimensions of the proposed sign, the construction, size, dimensions, and kind of materials to be used in such structure. The site plan shall show the buildings on the premises upon which the structure is to be erected and maintained together with locations, setbacks, size, and types of existing signs on the premises where the proposed sign is to be located. All dimensions shall be indicated for the sign and the site plan elements.

(3) Calculations or evidence showing the structure and design meet the requirements of these regulations for wind pressure load.

(4) Such other information as may be required to show full compliance with this and all other applicable laws.

D. Construction Specifications.

(1) Every sign or advertising structure hereafter erected shall have marked in a conspicuous place thereon the date of erection, the manufacturer's name, the permit number, and the voltage of any electrical apparatus used in connection therewith.

(2) All signs shall comply with the provisions of **Chapter 230 – Building Construction**, the current National Electrical Code, and the additional construction standards hereinafter set forth.

(3) All ground sign structures shall be self-supporting structures and permanently attached to sufficient foundations.

(4) Electrical service to ground signs shall be concealed wherever possible.

(5) All signs, except those attached flat against the wall of a building and those signs of which no portion exceeds a height of three feet and are no greater than nine square feet in area, shall be constructed to withstand wind loads of 30 pounds per square foot of the sign and structure, with correct engineering adjustments for the height of the sign above grade.

(6) No sign shall be suspended by chains or other devices to allow the sign to swing due to wind action. Signs shall be anchored to prevent any lateral movement that could cause wear on supporting members or connections.

(7) Supports and braces shall be an integral part of the sign design. Angle irons, chain or wires used for supports or braces shall be hidden from public view to the extent technically feasible.

E. Permit fees. A fee shall be required prior to issuance of permits and shall be set from time to time by the Board. Signs installed without a permit shall be removed after proper notice.

F. Permit issuance and denial. The Building Inspector or designee shall issue a permit for the erection, structural alteration, enlargement, or relocation of a sign when the permit application is properly made, all appropriate fees have been made, and the sign complies with the appropriate laws and regulations. If the sign permit is denied, written notice of the denial shall be provided to the applicant, together with a brief statement of the reasons for the denial, along with the return of all permit fees and papers.

G. Sign permit appeal. In the event any of the requirements herein contained cause undue or unnecessary hardship on any person, firm, or corporation, a variance from dimensional requirements may be applied for to the Board of Appeals. An application for a variance must be made within 10 days after receipt of the notice the sign involved does not conform to the regulations. In the event the appeal is not made in writing to the Board of Appeals within such ten-day period, a variance shall not be granted. The Board of Appeals shall take action on any variance request within 60 days of receipt of the variance application. The Administrator or designee shall comply with and enforce the Board of Appeals' decision.

H. Sign Exemption. A sign may be determined to be exempt from the sign regulations herein if it can be shown the sign is necessary for safety reasons and there are no other alternatives to complying with the regulations herein. The Administrator or designee shall make this determination upon a written request from the applicant stating the reasons for exemption.

I. Indemnification for sign installation and maintenance. All persons engaging in the installation or maintenance of signs which involves in whole or in part the erection, alteration, relocation, maintenance of a sign or other sign work in, over or immediately adjacent to a public right-of-way or public property, when such property is used or encroached upon, shall agree to hold harmless and indemnify Buchanan, its officers, agents, employees from any and all claims resulting from erection, alteration, relocation, maintenance of the sign or any other sign work insofar as these regulations has not specifically directed the placement of the sign.

§ 525-57 **Sign Type Definitions.**
The following definitions shall be applicable in this Article:

ABANDONED SIGN
A sign which no longer correctly identifies or advertises a bona fide business, lessor, owner, product or activity.

A-FRAME SIGN
A sign shaped like an "A" or sandwich board sign and is used on a more temporary basis and is moveable around a site.

BANNER SIGN
Any sign that is displayed between two posts affixed to the ground or affixed flat against a wall. The banner may consist of the following materials and is able to be rolled or folded up, all other materials shall be prohibited: canvas. cloth, fabric, vinyl and similar materials.

CANOPY SIGN
Any sign incorporated into or attached to a canopy, marquee, or awning.

CHANGEABLE MESSAGE SIGN
A sign displaying words, lines, logos, or symbols which can be changed manually, mechanically, or electronically to provide different information without altering the face or surface of such sign. Changeable message signs include but are not limited to time and temperature signs and reader boards.

DIRECTIONAL SIGN
Any sign limited to providing directions and information necessary or convenient for visitors or clients coming onto a premise. This includes but is not limited to such signs as those identifying restrooms, delivery areas, parking areas, entrances, and exits.

DRIVE-THRU SIGN
Any non-illuminated or illuminated, digital sign located on the premises of a drive-thru use used to communicate information between buyer and seller and may have an intercom and/or speaker(s).

GOVERNMENT SIGN
Any sign for control of traffic and other regulatory purposes, danger signs, railroad crossings signs, and signs of public utilities, including danger and aids to service and safety erected by or on the order of a public officer in the performance of his/her public duty.

ELECTRIC SIGN
Any sign containing or using electrical wiring but not including signs illuminated by an exterior light source.

FLAG SIGN
Any sign that is attached to one post affixed to the ground or attached to one post that is affixed to a wall. The flag may consist of the following materials which are able to be rolled or folded up, all other materials shall be prohibited: canvas, cloth, fabric, vinyl and similar materials.

FLASHING SIGN
Any sign containing an intermittent or flashing light source or includes the illusion of intermittent or flashing light by means of animation or an externally mounted intermittent light source including scrolling signs/messages but excluding changeable message signs.

ILLUMINATED SIGN
A sign, lit by an artificial light source, either directed upon it or illuminated from an interior source.

INFLATABLE SIGN
Any sign, advertising device, or balloon larger than 18" in diameter that is or can be filled with air or gas. This includes any three-dimensional ambient air-filled in the shape of a container, figure, or product.

INTERIOR SIGN
Any sign located within the interior of any building or structure excluding window signs.

LEGAL NONCONFORMING SIGN
A sign meeting regulations at the time it was originally installed but does not conform to the current sign regulations.

MEMORIAL SIGN/PLAQUE
Memorial signs or tablets, names of buildings, and date of erection, cut into masonry surface or inlaid so as to be part of a building, or when constructed of bronze or other noncombustible material.

MONUMENT GROUND SIGN
Any sign that is independent from any building which has a structural base of not less than 75% the width of the sign. (Example: a sign that is eight feet wide would require a structural base of six feet or more in width.)

NONCONFORMING SIGN
A sign not in conformance with Code regulations, excluding legal nonconforming signs.

PERMANENT SIGN
Any sign which is intended to be permanently affixed to the ground or structure as permitted in these regulations and is not a temporary sign.

PORTABLE SIGN
Any sign designed or intended to be moved easily and not permanently embedded in the ground or affixed to a building or other structure. Portable signs include but are not limited to trailer signs or other signs with wheels or similar type signs (menu and sandwich boards, and A-frame signs are excluded).

PROJECTING SIGN
A sign, which may be double-faced, attached to and projects horizontally out from a structure or building fascia.

PUBLIC NOTICE
Any official notice posted by public officers or employers in the performance of their duties as may be required by State Statute.

PUBLIC SIGN
Any sign required as specifically authorized for a public purpose by any law, statute, or ordinance.

ROOF SIGN
A sign erected upon, against, or above a roof wholly supported by the roof structure.

SWINGING SIGN
A sign installed on an arm, mast, or spar in which the sign is able to swing or move.

TEMPORARY SIGN
A sign intended or designed for temporary display which is not a permanent sign as defined in these regulations.

WALL SIGN
A sign attached to the wall of a building. They shall not project away from the wall more than 12 inches. This includes signs painted directly on a wall.

WINDOW SIGN
A sign installed in or on a window for purposes of viewing from outside the premises.

VEHICULAR SIGN
Any temporary sign displayed on the exterior of a truck, bus, trailer, or other vehicle, which is parked primarily for the display of a sign. Displayed is defined as a temporary sign that is hung, taped, stapled or otherwise affixed to the vehicle that isn't already integrated into the body of the vehicle.

§ 525-58 **General Definitions.**

COPY AREA
The geometric area in square feet enclosing the sign copy.

GROSS AREA
The area of a sign determined by the outside perimeter dimensions of the sign, excluding any necessary supports on which the sign may be placed except that the structural base of a ground monument sign shall be included in the area of the sign. If the sign consists of more than one modular section, their areas will be totaled. If the modules are formed in the shape of letters or symbols, the rules for copy area apply.

HEIGHT OF SIGN
The vertical distance measured from the average grade of a sign to the highest point of such sign or structure.

SIGN
Any emblem, painting, banner, pennant, placard, design, identification, description, illustration or device, illuminated or non-illuminated, used to advertise, identify, convey information or direct attention to a product, service, place, activity, person, institution, or business of solicitation, including any permanently installed or situated merchandise. Signs shall also include all sign structures.

SIGN COPY
Any combination of letters, numbers, or images intended to inform, direct, advertise, or otherwise transmit information.

SIGN CONTRACTOR
Any person, partnership, or corporation engaged in whole or in part in the erection or maintenance of signs, excluding the business or entity the sign advertises.

§ 525-59 **Legal nonconforming signs.**

A. Notification of nonconformance. Upon determination a sign is nonconforming, the Administrator or designee shall use reasonable efforts to notify, either personally or in writing, the user or owner of the property on which the sign is located of the following:

(1) The sign's nonconformity.

(2) Whether the sign is eligible for characterization as a legal nonconforming sign or is unlawful.

B. Signs eligible for characterization as legal nonconforming. Any sign located within Buchanan on the date of adoption of these regulations which does not conform with the provisions of these regulations is eligible for characterization as a legal nonconforming sign and is permitted, providing it also meets the following requirements:

(1) The sign was covered by a proper sign permit prior to the date of adoption of this Article.

(2) No permit was required under applicable law for the sign in question, and the sign was, in all respects, in compliance with applicable law on the date of adoption of this Article.

C. Loss of legal nonconforming status. A sign loses its nonconforming status if one or more of the following occurs:

(1) The sign is structurally altered in any way, except for normal maintenance or repair, which tends to or makes the sign less in compliance with the requirements before alteration.

(2) The sign is relocated.

(3) The sign fails to conform to this Article regarding maintenance and repair, abandonment, or dangerous or defective signs.

(4) The sign is destroyed by any means to the extent of more than 50% of its fair market value, except as provided in § 60.61(5m), Wis. Stats.

(5) On the date of occurrence of any of the above, the sign shall be immediately brought in compliance with this Article with a new permit secured or shall be removed.

D. Legal nonconforming sign maintenance and repair. Nothing in these regulations shall relieve the owner or user of a legal nonconforming sign or the owner of the property in which the sign is located from the provisions of these regulations regarding safety, maintenance, and repair of signs.

§ 525-60 **Removal and disposition of signs.**

A. Maintenance and repair.

(1) Every sign, including, but not limited to, those signs for which permits are required, shall be maintained in a safe, presentable and good structural condition at all times, including replacement of defective parts, painting (except when a weathered or natural surface is intended), repainting, cleaning and other acts required for the maintenance of said sign.

(2) The Administrator or designee may require compliance with all standards of these regulations. If the sign is not modified to comply with the safety standards outlined in these regulations, the Administrator or designee may require its removal in accordance with this article.

B. Abandoned signs. All signs or sign messages shall be removed by the owner or lessee of the premises upon which an on-premises sign is located when the business it advertises is no longer conducted or, for an off-premises sign, when lease payments and rental income are no longer provided. The Administrator or designee shall give the owner 60 days' written notice to remove the sign. If the sign is not removed, Buchanan may cause removal to be executed, the expenses of which may be assessed on the tax roll to the property on which the abandoned sign is located.

C. Deteriorated or dilapidated signs. The Administrator or designee shall cause to be removed any deteriorated or dilapidated signs.

§ 525-61 **Prohibited signs.**
The following signs shall be prohibited within Buchanan unless otherwise permitted:

A. Abandoned signs.

B. Flashing signs. All blinking and flashing signs are prohibited. Changeable-message signs are permitted.

C. Portable signs.

D. Signs within the right-of-way other than traffic control signs and those signs permitted by the department of transportation having jurisdiction over the said right-of-way.

E. Swinging signs.

F. Reflective signs.

G. Roof signs.

H. Unclassified signs which include signs imitating or resemble in shape, size, copy or color an official traffic sign or signal.

I. Vehicular Signs on parked vehicles, including but not limited to cars, trucks, semi-trailers, containers or trailers, with the intention of using as a sign.

§ 525-62 **Signs not requiring a permit.**
No sign shall be located within the required vision triangle or within the right-of-way. The following signs do not require a permit and are permitted in all zoning districts in addition to the temporary signs identified in **Table 525-62-1.**

A. Government signs.

B. House numbers and name plates. Each building in Buchanan, which has a street address, shall be in compliance with Outagamie County requirements and standards.

C. Interior signs.

D. Memorial signs and plaques. Not more than four square feet in gross area.

E. Public notices.

F. Public signs.

§ 525-63 **Permitted Temporary signs**
Permitted temporary signs are allowed in zoning districts as shown in **Table 525-63-1 and Diagram 525-63-1** with dimensional standards contained in **Table 525-63-2.**

Table 525-62-1 Temporary Signs not requiring a permit.

Temporary Sign Type	Max Gross Area per sign in square feet	Max Height from average grade per sign in feet	Setback in feet	Allowed on Ground	Allowed on Building	Allowed on Roof	Allowed on Vehicles / Equipment	Lighting Allowed	Number of Signs	Sign Duration	Is a permit required YES/NO?
1.5 Sign	1.5	10	NA	Yes	Yes	No	No	No	1 per property line	364 days per year	No
4 Sign	4	10	NA	Yes	Yes	No	No	No	1 per parcel	90 days per year	No
Sign during election campaign period as set forth in WI Stat 12.04	11	NA	NA	NA	NA	NA	NA	NA	1 per political candidate per parcel on the Buchanan ballot	Election Campaign Period	No
Signs on property under construction with a valid Buchanan permit	8 sq. ft. for Agriculturally and Residentially Zoned Property / 32 sq. ft. for all other zoned property	10	NA	Yes	Yes	No	No	No	1 per parcel per road frontage	Sign shall be removed within 30 days after construction is complete or expiration of permit	No
Signs on property for sale or lease when under contract with a licensed real estate broker	8 sq. ft. for Residentially Zoned Property of used for Residential Purposes / 32 sq. ft. for all other zoned property	10	NA	Yes	Yes	No	No	No	1 per parcel per road frontage	Sign shall be removed within 30 days after sale or lease is complete or expiration of real estate contract with licensed broker	No
Signs on property under construction for a residential subdivision	100	10	NA	Yes	Yes	No	No	No	1 for each arterial or collector road adjacent the subdivision / development	Sign shall be removed within 30 days after the last parcel within the subdivision is sold or within 5 years of recording of the final plat, whichever comes first	No

Table 525-63-1 Permitted Temporary Sign Type and Zoning District

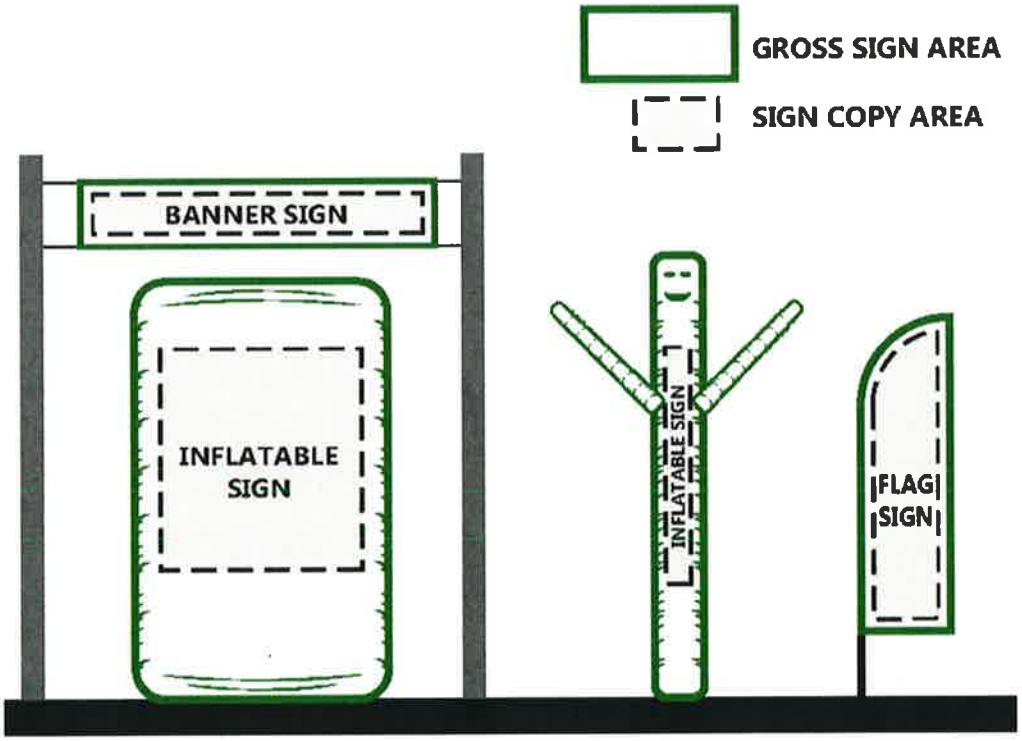
P = Permitted Use **Grey Shading = Prohibited Use**

Temporary Sign Type	See Diagram	AGD General Agricultural	CON Conservancy Overlay	RR Rural Residential	RSF Single Family Residential	RTF Two Family Residential	STFR Single and Two-Family Residential	MMR Missing Middle Residential	MDR Medium Density Residential	CL Local Commercial	CR Regional Commercial	CP Planned Commercial	IND Industrial	PI Public/Institutional	Is a permit required YES/NO?
Banners/Flags	525-63-1									P	P	P	P	P	Yes
Inflatables	525-63-1									P	P	P	P	P	Yes
Signs on property during Special Event when a Special Event Permit has been issued.	Approved through the Special Event Application and Approval Process.														

Table 525-63-2 Permitted Temporary Sign Dimensional Regulations

Temporary Sign Type -->	Banners/Flags	Inflatables	Signs on property during Special Event when a Special Event Permit has been issued
See the following Section for additional regulations	n/a	n/a	Approved through the Special Event Application and Approval Process
Gross Area per sign in square feet	32	20 ft. x 20 ft.	
Max Height from average grade per sign in feet	20	20	
Setback in feet	NA	10	
Allowed on Ground	Yes	Yes	
Allowed on Building	Yes	No	
Allowed on Roof	No	No	
Allowed on Vehicles/Equipment	No	No	
Lighting allowed	No	No	
Permit Required	Yes	Yes	
Number of permits per year per property per use/business	4	1	
Number of Signs per permit	1	1	
Permit Duration	30 Days	30 Days	

Diagram 525-63-1 Permitted Temporary Sign Types



§ 525-64 **Permitted permanent signs.**

Permitted temporary signs are allowed in zoning districts as shown in **Table 525-64-1, Diagram 525-64-1.** Dimensional standards are contained in **Table 525-64-2.**

Table 525-64-1: Permitted Permanent Sign Dimensional Regulations

P = Permitted **Grey Shading = Prohibited Use**

Permanent Sign Type	See Diagram	AGD General Agricultural	CON Conservancy Overlay	RR Rural Residential	STFR Single and Two-Family Residential	MMR Missing Middle Residential	MDR Medium Density Residential	CL Local Commercial	CR Regional Commercial	IND Industrial	PI Public/Institutional	Is a permit required YES/NO?
A-Frame Signs	525-64-1	P	P					P	P	P	P	Yes
Canopy/Awning Signs shall be permitted above doors and windows	525-64-1							P	P	P	P	Yes
Directional Signs	525-64-1	P	P				P	P	P	P	P	Yes
Drive-Thru Signs	525-64-1							P	P	P		Yes
Monument Ground Signs, non-residential, may include Changeable Message Signs	525-64-1	P	P					P	P	P	P	Yes
Monument Ground Signs, Residential Subdivision Development	525-64-1			P	P	P	P					Yes
Projecting Signs	525-64-1							P	P	P	P	Yes
Wall Signs	525-64-1	P	P					P	P	P	P	Yes
Window Signs	525-64-1							P	P	P	P	Yes

Table 525-64-2 Permitted Permanent Sign Dimensional Regulations

Permanent Sign Type	See Diagram	Max Gross Area per side/face	Max Copy Area per side/face	Max Height from Average Grade
A-Frame Signs	525-64-1	12 square feet	12 square feet	4 feet
Canopy/Awning Signs shall be permitted above doors and windows	525-64-1	NA	10 square feet per canopy/awning	Shall not be less than 8.5 feet above the grade, shall not be less than 15 feet above a driveway, shall not be above the roof line
Directional Signs	525-64-1	8 square feet	8 square feet	6 feet if ground mounted and 10 feet if wall mounted
Drive-Thru Signs	525-64-1	75 square feet	75 square feet	8 feet
Monument Ground Signs, Non-Residential, Single Business/Tenant Use	525-64-1	150 square feet (max 2 sides)	100 square feet (max 2 sides)	12 feet
Monument Ground Signs, Non-Residential, Multiple Business/Tenant Use	525-64-1	300 square feet (max 2 sides)	225 square feet (max 2 sides)	20 feet
Monument Ground Signs, Residential Subdivision/Development	525-64-1	150 square feet (max 2 sides)	100 square feet	10 feet
Projecting Signs	525-64-1	100 square feet	100 square feet	Not less than 8 feet above grade.
Wall Signs	525-64-1	25% of building façade area	25% of building façade area	NA
Window Signs	525-64-1	NA	No more than 25% of net window area	NA

Table 525-64-2 Permitted Permanent Sign Dimensional Regulations, continued

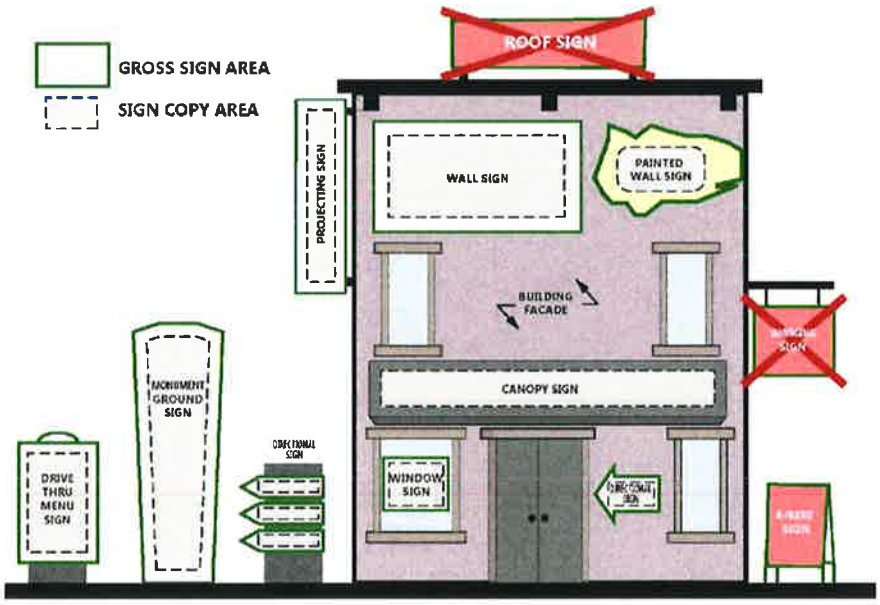
Permanent Sign Type	Max Width	Setback	Max number of signs	Sign Material	Allowed on Ground?
A-Frame Signs	3 feet	NA	1 per business	Sturdy/Durable Material, fabric is prohibited	Yes
Canopy/Awning Signs shall be permitted above doors and windows	NA	NA	1 per door or window	Sturdy/Durable Material, fabric is permitted	No
Directional Signs	NA	10 feet	Signs located within 20 feet of a driveway entrance connecting to a public right-of-way = 2 Signs located within required Yards shall be 100 feet from each other Signs located within parking lots and other open areas of a parcel = Unlimited Signs located on buildings = Unlimited	Sturdy/Durable Material, fabric is prohibited	Yes
Drive-Thru Signs	NA	10 feet	2 per drive-thru lane	Sturdy/Durable Material, fabric is prohibited	Yes
Monument Ground Signs, Non-Residential, Single Business/Tenant Use	15 feet	10 feet	1 per road frontage	Sturdy/Durable Material, shall match the building material, fabric is prohibited	Yes
Monument Ground Signs, Non-Residential, Multiple Business/Tenant Use	15 feet	10 feet	1 per road frontage	Sturdy/Durable Material, shall match the building material, fabric is prohibited	Yes
Monument Ground Signs, Residential Subdivision/Development	NA	10 Feet	1 for each arterial or collector road adjacent to subdivision / development	Stone/Brick/Masonry, fabric is prohibited	Yes
Projecting Signs	NA	NA	1 per ground floor business premises	Sturdy/Durable Material, shall match the building material, fabric is prohibited	NA
Wall Signs	NA	Shall not extend more than 12 inches from building's wall surface	1 per building façade per business/use	Sturdy/Durable Material, shall match the building material, fabric is prohibited	NA
Window Signs	NA	NA	5 per building or business	Sturdy/Durable Material, shall match the building material, fabric is prohibited	NA

Table 525-64-2 Permitted Permanent Sign Dimensional Regulations, continued

Permanent Sign Type	Allowed on Building?	Allowed on Roof?	Allowed on Vehicles / Equipment?	Lighting Allowed?	Electronic Message Sign Allowed?	Is a permit required?
A-Frame Signs	No	No	No	No	No	Yes
Canopy/Awning Signs shall be permitted above doors and windows	Yes	No	No	Yes	No	Yes
Directional Signs	Yes	No	No	Yes	No	Yes
Drive-Thru Signs	Yes	No	No	Yes	Yes, see §525-66	Yes
Monument Ground Signs, Non-Residential, Single Business/Tenant Use	No	No	No	Yes	Yes, see §525-66	Yes
Monument Ground Signs, Non-Residential, Multiple Business/Tenant Use	No	No	No	Yes	Yes, see §525-66	Yes
Monument Ground Signs, Residential Subdivision/Development	No	No	No	Yes	No	Yes
Projecting Signs	Yes	No	NA	Yes	No	Yes
Wall Signs	Yes	No	NA	Yes	Yes, see §525-66	Yes
Window Signs	NA	NA	NA	NA	Yes, see §525-66	Yes

Diagram 525-64-1 Permitted Permanent Sign Types

Diagram 525-64-1 Permanent Signs



§ 525-65 **Lighting of Signs.**

A. Signs may be floodlighted or internally illuminated, subject to the following restrictions.

(1) Lighting shall be effectively shielded as to prevent beams or rays of light from being directed at any portion of the traveled ways of a public right-of-way and are of such intensity or brilliance as to cause glare or to impair the vision of the driver of any motor vehicle, or otherwise interfere with any driver's operation of a motor vehicle.

(2) Lighting shall be effectively shielded as to prevent beams or rays of light from being directed at any residential property and which are of such intensity or brilliance as to cause a public nuisance.

(3) No sign shall be so floodlighted or illuminated allowing it to interfere with the effectiveness of or obscures an official traffic sign, device or signal.

§ 525-66 **Electronic messaging signs.**
Electronic messaging signs may be permitted subject to the following regulations, Reference: **Table 525-64-1** and **Table 525-64-2**:

A. Time and temperature and gas station price signs are exempt from these regulations.

B. The changeable messaging sign copy area shall be incorporated into the design of the gross area of the sign.

C. Setback from residential. The leading edge of the electronic messaging sign shall be set back a minimum distance of 200 feet from an abutting residential district boundary.

D. The area of electronic messaging sign copy shall not exceed 50% of the maximum gross area of the sign to which they are incorporated.

E. No sign shall be erected or maintained or be so placed or illuminated that it interferes with the effectiveness or obscures any official traffic sign, device, or signal, or any official sign as determined by the Administrator.

F. All signs shall have installed ambient light monitors and shall at all times allow such monitors to automatically adjust the brightness level of the electronic sign based on ambient light conditions.

G. Maximum brightness levels for electronic signs shall not exceed 5,000 nits when measured from the sign's face at its maximum brightness, during daylight hours and 500 nits when measured from the sign's face at its maximum brightness between dusk and dawn.

H. At no time shall the sign be operated at a brightness level greater than the manufacturer's recommended levels.

I. Audio speakers shall not be permitted with any electronic messaging sign except for drive-thru signs.

J. Any form of pyrotechnics is prohibited in association with an electronic messaging signs.

K. Electronic messaging displays are defined in four basic levels of operational modes for message transitions:

(1) Level 1. Static display only (messages change with no transition).

(a) Minimum display time. The electronic display shall not change at intervals of less than 4 seconds.

(b) Message change sequence. The change of messages shall be accomplished immediately.

(2) Level 2. Static display with "fade" or "dissolve" transitions, or similar transitions and frame effects not having the appearance of moving text or images.

(a) Minimum display time. The electronic display shall not change at intervals of less than 4 seconds.

(b) Operational limitations. Such displays shall contain static messages only, changed only through dissolve or fade transitions, or with the use of other subtle transitions and frame effects not having the appearance of moving text or images, but may otherwise not have movement, or the appearance of movement, or the appearance or optical illusion of movement, of any part of the sign structure, designs, or pictorial segment of the sign, including the movement of any illumination or flashing, scintillating, or varying of light intensity.

(3) Level 3. Static display with "travel" or "scrolling" transitions, or similar transitions or frame effects that have text, graphics, or symbols that appear to move or change size, or can be revealed sequentially rather than all at once.

(a) All Level 3 electronic messaging signs are prohibited.

(4) Level 4. Graphic display signs including video, flashing, or full animation.

(b) All Level 4 electronic messaging signs are prohibited.

L. Existing Electronic Message Board Signs. Electronic message board signs existing prior to adoption of these standards shall be allowed to continue as is but it is encouraged to comply with the above standards.



W61N497 Washington Avenue
Cedarburg, WI 53012
262-204-2360

2820 Walton Commons West
Suite 142
Madison, WI 53718
608-249-5046

1695 Bellevue Street
Green Bay, WI 54311
920-491-9081

604 Wilson Avenue
Menomonie, WI 54751
715-235-9081

www.cedarcorp.com

Resolution No. 2—2024-25 – Agriculture, Extension Education, Zoning, and Land Conservation Committee. Approve the Land Conservation Department to accept and expend an $18,000 grant from the University of Wisconsin-Green Bay to provide assistance in designing and installing monitoring infrastructure at the Heart of the Valley Sediment Basin and one additional planned agricultural treatment system, and increase the following line items in the Land Conservation Grants (2100400) cost center: Misc Revenue by $18,000; Salary by $2,000; Fringe by $1,000; Supplies by $7,500; and Purchased Services by $7,500, as noted on the attached fiscal note.

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

ROLL CALL: 27 yes, 9 absent. RESOLUTION NO. 2—2024-25 IS ADOPTED.

VOTE RESULTS 27 YES 0 NO 0 ABSTAIN 9 ABSENT

Resolution No. 2—2024-25

Passed With 2/3 of Full Membership

1 THOMPSON	YES	13 WEGAND	ABSENT	25 JANKE	YES
2 JOHNSON	ABSENT	14 HERMES	ABSENT	26 WEINBERG	YES
3 SMITH	YES	15 MacDONALD	ABSENT	27 CULBERTSON	YES
4 PATIENCE	YES	16 SCHROEDER	ABSENT	28 MONFILS	YES
5 GABRIELSON	YES	17 CROATT	ABSENT	29 WINTERFELDT	YES
6 KOSTELNY	YES	18 SPEARS	YES	30 NEJEDLO	YES
7 HAMMEN	YES	19 HEISER	YES	31 CLEGG	YES
8 LAWRENCE	YES	20 MITCHELL	YES	32 THYSSEN	ABSENT
9 KRUEGER	YES	21 CUFF	YES	33 VANDERHEIDEN	YES
10 LAMERS	YES	22 HAGEN	YES	34 RETTLER	YES
11 FERGUSON	ABSENT	23 KLEMP	YES	35 KOURY	YES
12 McCABE	YES	24 THIEDE	ABSENT	36 LAUTENSCHLAGER	YES

Outagamie County

4-16-24 County Board Meeting - May 14 2024 07:23:24 PM

April 16, 2024 County Board Meeting

OpenMeeting

RESOLUTION NO.: 2—2024-25

TO THE HONORABLE, THE OUTAGAMIE COUNTY BOARD OF SUPERVISORS

LADIES AND GENTLEMEN: ***2/3 MAJORITY – 24 VOTES***

The Outagamie County Land Conservation Department (LCD) entered into an agreement with the University of Wisconsin-Green Bay to provide assistance in designing and installing monitoring infrastructure at the Heart of the Valley Sediment Basin (HOV) and one additional planned agricultural treatment system. The total grant award is $18,000 of which $3,000 is for staffing costs, $7,500 is for supplies, and $7,500 is for purchased services. The project period runs from December 1, 2023 to December 31, 2024.

The total impact of these adjustments are budget neutral and require no additional County funding.

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

BE IT RESOLVED, that the Outagamie County Board of Supervisors does authorize and approve the Land Conservation Department to accept and expend an $18,000 grant from the University of Wisconsin-Green Bay to provide assistance in designing and installing monitoring infrastructure at the Heart of the Valley Sediment Basin and one additional planned agricultural treatment system, and

BE IT FURTHER RESOLVED, that the Outagamie County Board of Supervisors does authorize and approve of increasing the following line items in the Land Conservation Grants (2100400) cost center: Misc Revenue by $18,000; Salary by $2,000; Fringe by $1,000; Supplies by $7,500; Purchased Services by $7,500 as noted on the attached fiscal note which by reference is made a part hereof, and

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

Dated this 14th day of May 2024

Respectfully Submitted,

AGRICULTURE, EXTENSION EDUCATION, ZONING AND LAND CONSERVATION COMMITTEE

Debbie VanderHeiden

Mike Janke

Jayme Heiser

Mark Mitchell

Daniel Rettler

Duly and officially adopted by the County Board on: May 14, 2024

Signed: _____ Board Chairperson

_____ County Clerk

Approved: 5.15.24

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:** LCD Request to accept and expend a grant from the University of Wisconsin-Green Bay

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 Land Conservation Department (LCD) entered into an agreement with the University of Wisconsin-Green Bay to provide assistance in designing and installing monitoring infrastructure at the Heart of the Valley Sediment Basin (HOV) and one additional planned agricultural treatment system. This grant is for $3,000 to cover staffing costs, $7,500 for supplies, and $7,500 for purchased services.

The project period runs from December 1, 2023 to December 31, 2024. 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 $18,000 with a corresponding increase in Salary/Fringe of $3,000, Supplies of $7,500, and Purchased Services of $7,500. This proposed adjustment is budget neutral, requiring no county funding.

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

[x] Revenues [x] 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? If no, skip to question 8 below. yes (x) no ( )

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.)	COST CENTER (i.e. 1004100.5100, 1004100.5400, etc.)	(DECREASE) AMOUNT
LC Grants (2100400)	Misc Revenue	2100400.4260.99	18,000
LC Grants (2100400)	Salary	2100400.5100	2,000
LC Grants (2100400)	Fringe	2100400.5200	1,000
LC Grants (2100400)	Supplies	2100400.5400	7,500
LC Grants (2100400)	Purchased Services	2100400.5500	7,500

Annual and Long-Term Impact

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

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

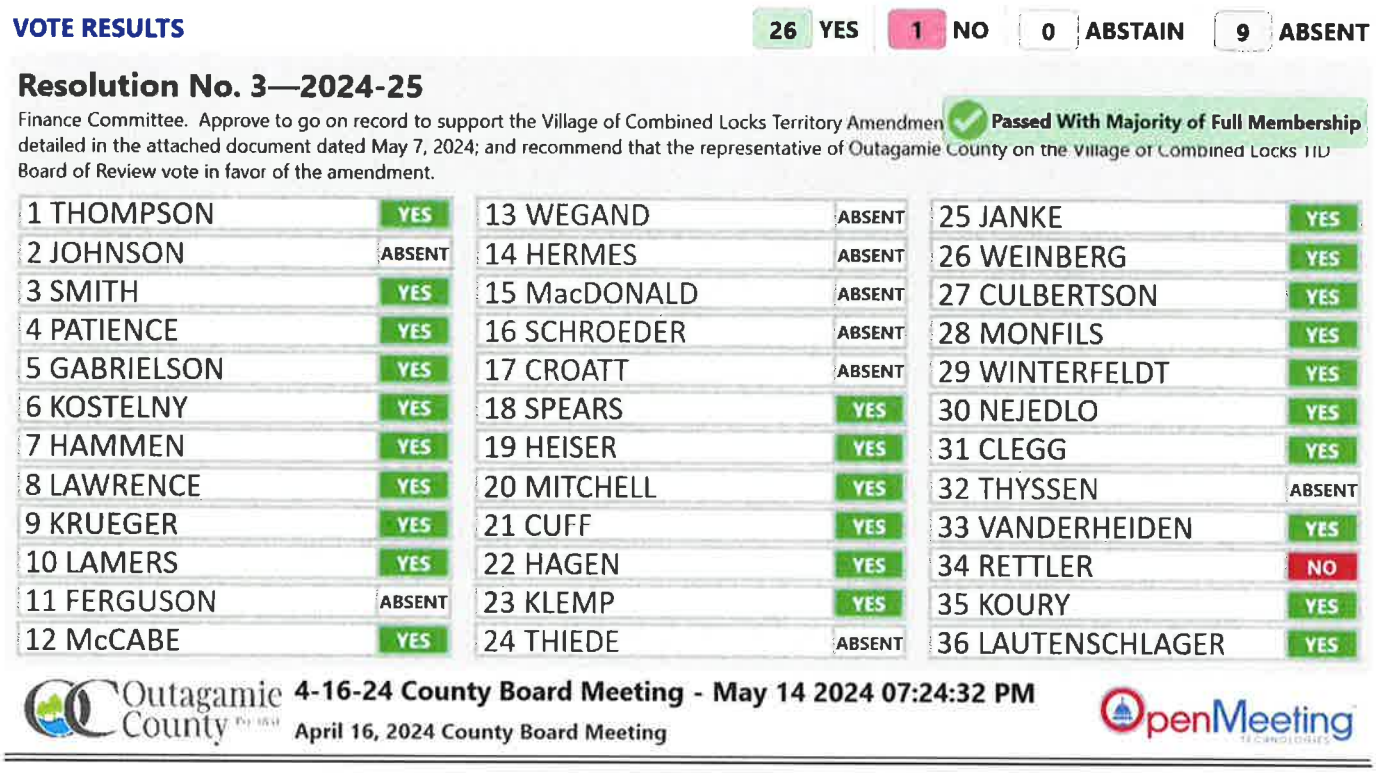
Fiscal Note Prepared by: Greg Baneck

For Financial Services purposes only	
Reviewed By: Kay Hamilton Date: 3/26/2024	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 Expenditures Account Number — Amount
Comments:	

Resolution No. 3—2024-25 – Finance Committee. Approve to go on record to support the Village of Combined Locks Territory Amendment #1 to Tax Incremental District (TID) No. 3 as detailed in the attached document dated May 7, 2024; and recommend that the representative of Outagamie County on the Village of Combined Locks TID Board of Review vote in favor of the amendment.

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

ROLL CALL: 26 yes, 1 no (Rettler), 9 absent. RESOLUTION NO. 3—2024-25 IS ADOPTED.



VOTE RESULTS — 26 YES | 1 NO | 0 ABSTAIN | 9 ABSENT

Resolution No. 3—2024-25

Finance Committee. Approve to go on record to support the Village of Combined Locks Territory Amendmen… detailed in the attached document dated May 7, 2024; and recommend that the representative of Outagamie County on the Village of Combined Locks TID Board of Review vote in favor of the amendment.

Passed With Majority of Full Membership

1 THOMPSON	YES	13 WEGAND	ABSENT	25 JANKE	YES
2 JOHNSON	ABSENT	14 HERMES	ABSENT	26 WEINBERG	YES
3 SMITH	YES	15 MacDONALD	ABSENT	27 CULBERTSON	YES
4 PATIENCE	YES	16 SCHROEDER	ABSENT	28 MONFILS	YES
5 GABRIELSON	YES	17 CROATT	ABSENT	29 WINTERFELDT	YES
6 KOSTELNY	YES	18 SPEARS	YES	30 NEJEDLO	YES
7 HAMMEN	YES	19 HEISER	YES	31 CLEGG	YES
8 LAWRENCE	YES	20 MITCHELL	YES	32 THYSSEN	ABSENT
9 KRUEGER	YES	21 CUFF	YES	33 VANDERHEIDEN	YES
10 LAMERS	YES	22 HAGEN	YES	34 RETTLER	NO
11 FERGUSON	ABSENT	23 KLEMP	YES	35 KOURY	YES
12 McCABE	YES	24 THIEDE	ABSENT	36 LAUTENSCHLAGER	YES

Outagamie County — 4-16-24 County Board Meeting - May 14 2024 07:24:32 PM

April 16, 2024 County Board Meeting

OpenMeeting

RESOLUTION NO.: 3—2024-25

TO THE HONORABLE, THE OUTAGAMIE COUNTY BOARD OF SUPERVISORS

LADIES AND GENTLEMEN: ***MAJORITY***

The Village of Combined Locks (the Village) has submitted Territory Amendment #1 to Tax Incremental District No. 3 (TID No. 3).

The Village created TID No. 3 in July, 2019 as a "Mixed-Use District." If approved, the TID will remain as a Mixed-Use District. The proposed amendment involves the addition of five parcels to the overall district boundary with a proposed certified survey map amending the five parcels to become four with what is being described on the certified survey map as parcels 030068200, 030069400, and 030062200 being combined to create Lot 1 and a portion of 030062200 being carved out to create Outlot 1 which will not be included in the new TID #3 territory boundary. Parcels 030068200, 030069400, and 030062200 were annexed from the Town of Buchanan into the Village as of November 6, 2023. These parcels are planned to be added in the effort to facilitate redevelopment for commercial and residential uses that, other than for the TID, may not happen in the district. In accordance with Wisconsin State Statute §66.1105(4)(h), to add the parcels within TID #3, a continuous connection via parcels of land must be made to the existing TID #3 boundary.

NOW THEREFORE, the undersigned members of the Finance Committee recommend adoption of the following resolution.

BE IT RESOLVED, that the Outagamie County Board of Supervisors does go on record in support of the Village of Combined Locks Territory Amendment #1 to Tax Incremental District No. 3 as detailed in the attached Territory Amendment #1 Tax Incremental District No. 3 in the Village of Combined Locks, Wisconsin document dated May 7, 2024, which by reference is made a part hereof, and

BE IT FURTHER RESOLVED, that the Outagamie County Board of Supervisors recommend that the representative of Outagamie County on the Village of Combined Locks TID Board of Review vote in favor of the Village of Combined Locks Territory Amendment #1 to TID No. 3, and

BE IT FINALLY RESOLVED, that the Outagamie County Clerk be directed to forward a copy of this resolution to the Village of Combined Locks, the Outagamie County Finance Director, the Outagamie County Development and Land Services Director, and the Outagamie County Executive.

Dated this 14th day of May 2024

Respectfully Submitted,

FINANCE COMMITTEE

Chris Croatt

John Cuff

Karen Lawrence

Karen Lawrence

Dana Johnson

Rick Lautenschlager

Duly and officially adopted by the County Board on: May 14, 2024

Signed: _____
Board Chairperson

_____
County Clerk

Approved: 5.15.24

Vetoed: _____

Signed: _____
County Executive

Village of Combined Locks
TID #3 Territory Amendment #1

Territory Amendment #1

Tax Incremental District No. 3

in the

VILLAGE OF COMBINED LOCKS, WISCONSIN

May 7, 2024

(Anticipated Actions)

Organizational Joint Review Board Meeting Held	April 30, 2024
Public Hearing	May 1, 2024
Consideration by Planning Commission	May 1, 2024
Outagamie County Finance Committee Meeting	May 7, 2024
Consideration by Village Board	May 7, 2024
Consideration by Joint Review Board	May 21, 2024

Prepared in Part by:

Robert W. Baird & Co.
Public Finance
777 E. Wisconsin Ave.
Milwaukee, WI 53202
800.792.2473

1

Village of Combined Locks
TID #3 Territory Amendment #1

Contents

Village of Combined Locks Officials 3

Introduction and Description of Territory Amendment 4

Maps of Territory Amendment and Existing and Proposed Uses 7

Preliminary Parcel List and Analysis 15

Equalized Valuation Test 16

Statement of Kind, Number and Location of Proposed Projects 16

Village Attorney Opinion 19

EXHIBIT A - CASH FLOW PROFORMA ANALYSIS 20

EXHIBIT B - VILLAGE ATTORNEY OPINION 22

EXHIBIT C - ESTIMATED TAX INCREMENT BY TAXING ENTITY 23

EXHIBIT C- AMENDED TID #3 BOUNDARY LEGAL DESCRIPTION 24

DISCLAIMER TEXT 27

Village of Combined Locks
TID #3 Territory Amendment #1

Village of Combined Locks Officials

Village Board

John Neumeier	Village President
Mike Rietveld	Village Trustee
Ken Heckner	Village Trustee
Brad Schinke	Village Trustee
Jim Ponto	Village Trustee
Tim Stutzman	Village Trustee
Cathy Vander Zanden	Village Trustee

Village Staff

Racquel Shampo-Giese	Administrator/Clerk/Treasurer
Ashley Lehocky	Village Attorney
Ryan Swick	Director of Public Works

Planning Commission

Chair-Ken Heckner	John Weyenberg
Tim Mulry	Deane Mader
Kevin Carney	Nate Romberg
Jeff Maynard	

Joint Review Board

Racquel Shampo-Giese	Village Representative
Kevin Englebert	Outagamic County
Amy Van Straten	Fox Valley Technical College
Bob Schaefer	Kaukauna Area School District
Sheila Schinke	Combined Locks, Public Member

Village of Combined Locks
TID #3 Territory Amendment #1

Introduction and Description of Territory Amendment

Tax Incremental District No. 3 (the "TID #3" or the "District") was created by the Village under the authority provided by Wisconsin Statute Section 66.1105 on July 2, 2019. The TID prior to and including this amendment is considered a "Mixed-Use District" based on the findings that no less than 50 percent, by area, of the TID is suitable for a combination of commercial and residential uses. The amended TID boundary will keep the TID as a Mixed-Use District.

Wisconsin Statutes Section 66.1105(4)(h)2 allows a municipality to modify the TID boundaries no more than four times during the life of the TID. This amendment is the first territory amendment in TID #3.

This first amendment involves the addition of five parcels to the overall district boundary with a proposed certified survey map amending the five parcels to become 4 with what is being described on the certified survey map as parcels 030068200, 030069400, and 030062200 being combined to create Lot 1 and a portion of 030062200 being carved out to create Outlot 1 which will not be included in the new TID # 3 territory boundary. Parcels 030068200, 030069400, and 030062200 were annexed from the Town of Buchanan into the Village of Combined Locks as of 11/6/2023. These parcels are planned to be added in the efforts to facilitate redevelopment for commercial and residential uses that but for TIF, may not happen in the district. In accordance with Wisconsin Statute Section 66.1105(4)(h), to add the parcels within TID # 3, a contiguous connection via parcels of land must be made to the existing TID #3 boundary.

As proposed, the TID #3 territory amendment would keep the village under the 12% TID value threshold using 2023 valuation numbers.

This first territory and project plan amendment only addresses the elements or subject areas (required by Statute) that are affected by the territory and project plan amendment. All other subject areas remain unchanged and can be referenced in the original TID#3 project plan. This first amendment does not remove any projects contemplated in the original TID #3 project plan.

The village confirms with the amendment 34.95% of the district is land proposed for newly platted residential development adhering to the statue compliance requirement of being less than 35%. Residential Housing density is at least three units per acre.

Village of Combined Locks
TID #3 Territory Amendment #1

Boundary Calculations	
Existing TID Boundary	**Acreage**
TID 3	24.90
Boundary Additions by Category	Acreage
Newly Platted Residential - Single Family	19.79
Future Commercial	11.78
Newly Platted Residential - Multi-Family	10.45
Storm Outlot - Multi-Family	0.85
Storm Outlot - Outlot #1	2.27
Town Park/Green Space - Outlot #7	9.79
Roadway - Newly Platted Residential Plat Dedicated to the Public	6.24
Roadway - Coonen & Debruin Dedicated to the Public	1.29
Existing Residential - 2 Coonen Dr Connecting Lots # 146 & 211	0.78
Boundary Subtractions by Category	**Acreage**
Wetland 1	0.64
Wetland 2	2.79
Wetland 3	0.019
Adjustments Total Acreage to Add to Existing Boundary	**59.79**
Boundary Final Adjustments by Category	**Acreage**
Existing Commercial & Existing Residential	24.90
Future Commercial	11.76
Existing Residential	0.78
Newly Platted Residential - Multi-Family	10.45
Newly Platted Residential - Single Family	19.15
Roadway	7.53
Storm Outlots - Outlot #1 & Multi-Family	3.12
Town Park/Green Space - Outlot #7	7.00
Post-Amendment New TID Boundary	**84.69**

Post Amendment Percentages	
Newly Platted Residential (Maximum 35%)	**Commercial & Residential (Minimum 50%)**
34.95%	78.24%

TID Amendment Notes	
Newly Platted Residential Lot Count	68
Newly Platted Residential Lots Per Acre	3.44
Newly Platted Residential Average Lot Acre	0.291

5

Village of Combined Locks
TID #3 Territory Amendment #1

The maps on page 7 shows the district before this amendment and the map on page 8 shows upon the addition of territory parcels TID # 3 will continue to be contiguous. The new territory boundary demonstrates that the entire District area remains contiguous.

Page 9 of this project plan contains the list of specific parcels to be added and overlapped with this first amendment.

The village anticipates additional public improvement project cost expenditures related towards the amendment of approximately $7,500,000 during the TID's 20-year expenditure period. Proposed public project improvements may include, but not limited to infrastructure, professional and organizational services, administrative costs, and finance costs. As part of the project plan, Developer incentives may be provided by the village to developers of property within the TID in the form of cash grants.

As a result of the amendment of this TID, the village projects a preliminary and conservative cash flow analysis indicating $8,676,450 in increments. The TID increment will primarily be used to pay the debt service costs of the TID, and project development incentives.

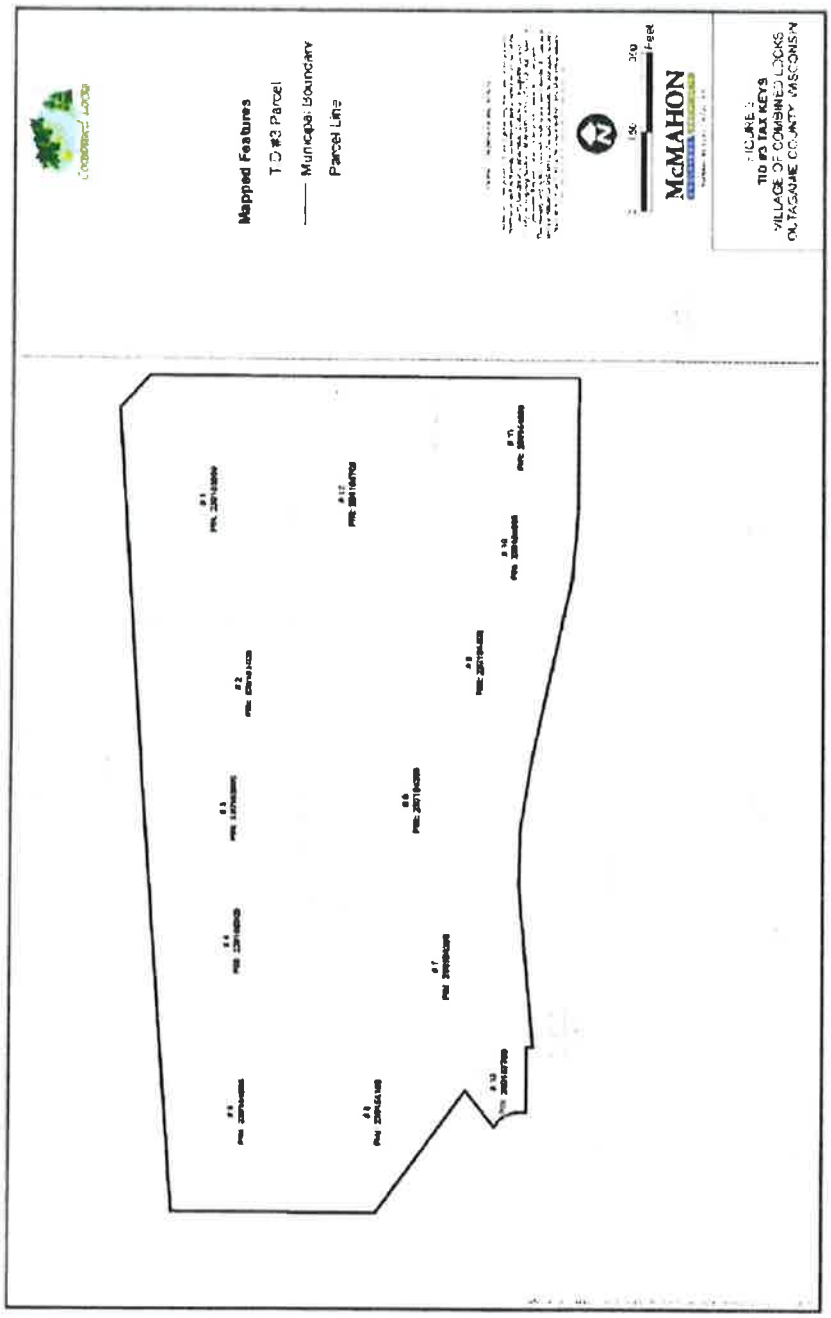
Exhibit A demonstrates revenues for TID #3 are generally trending toward meeting our expenditure commitments (bonds) for projects within the TID boundaries. Although the final year of revenues for TID #3 remains several years off (2040), any additional property tax increment that can be captured by the TID would help to meet the expenditure commitments ahead of time and potentially help with additional redevelopment efforts within the TID. TID #3 has a maximum statutory life of 20 years, closing no later than December 15, 2040, with final tax collection in 2041. The final year to incur TIF related expenditures is 2034. Based on current cash flow projection, TID #3 is expected to close by the end of its maximum statutory life.

The legal description in Exhibit C describes the full TID #3 territory updated for the amended area.

Village of Combined Locks
TID #3 Territory Amendment #1

Maps of Territory Amendment and Existing and Proposed Uses

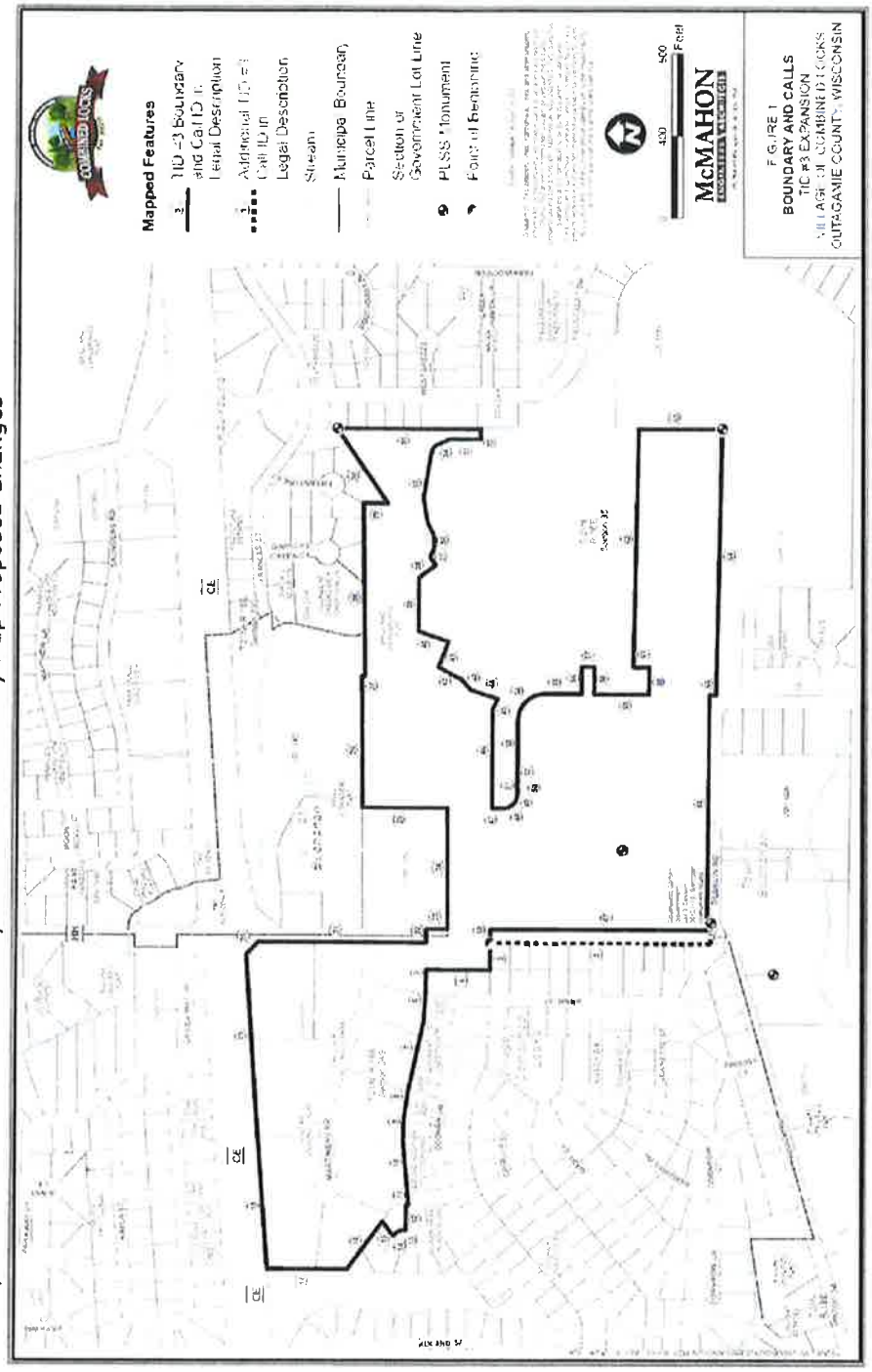
Map shows an outline of the TID before amendment.

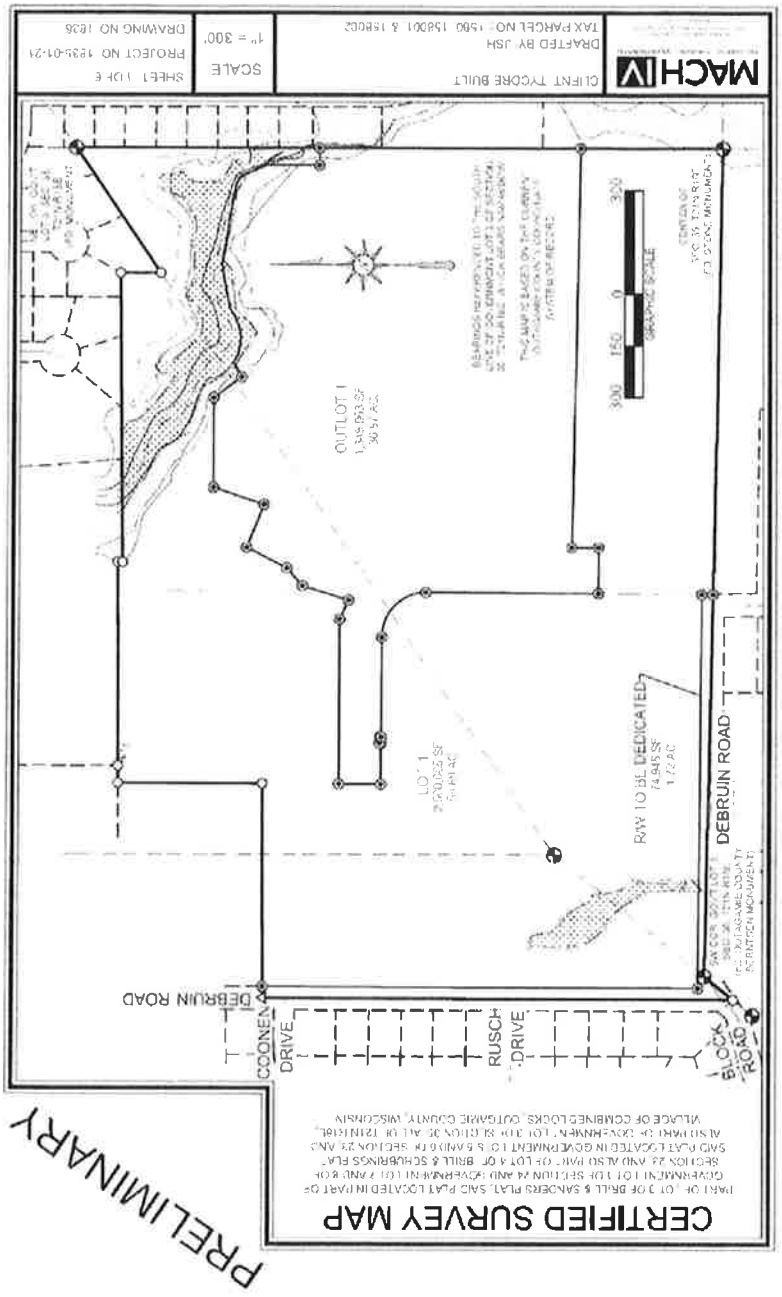


7

Village of Combined Locks
TID #3 Territory Amendment #1

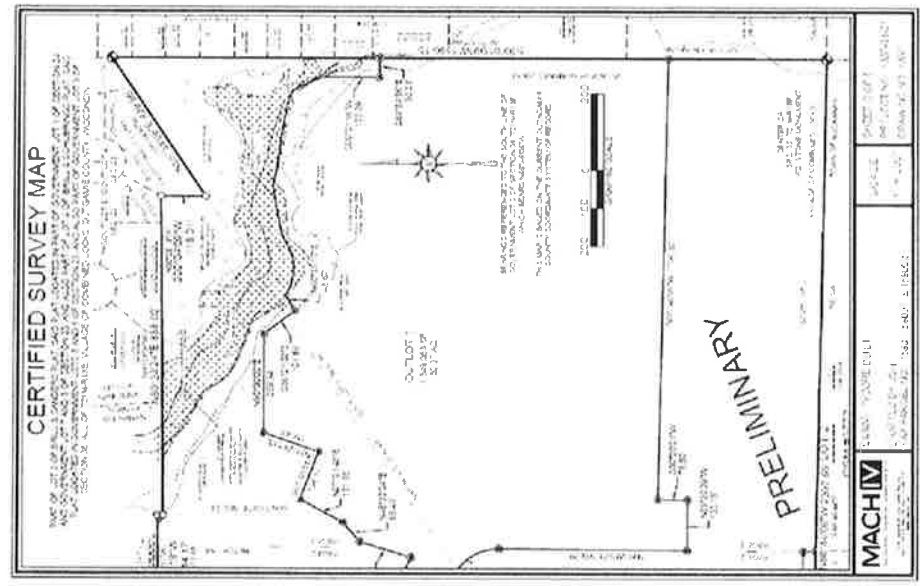
Map of Amended TID#3 Boundary with Certified Survey Map Proposed Changes

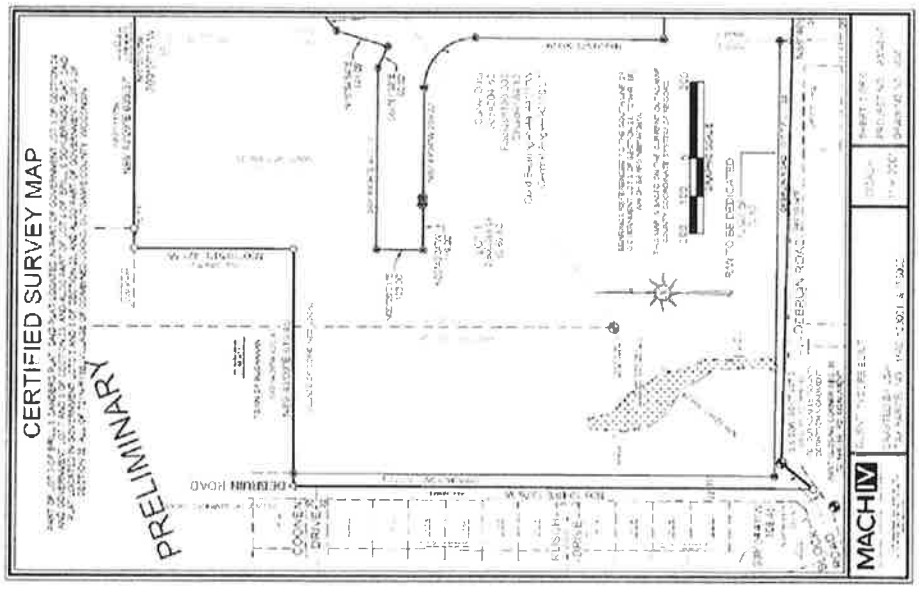




Village of Combined Locks
TID #3 Territory Amendment #1

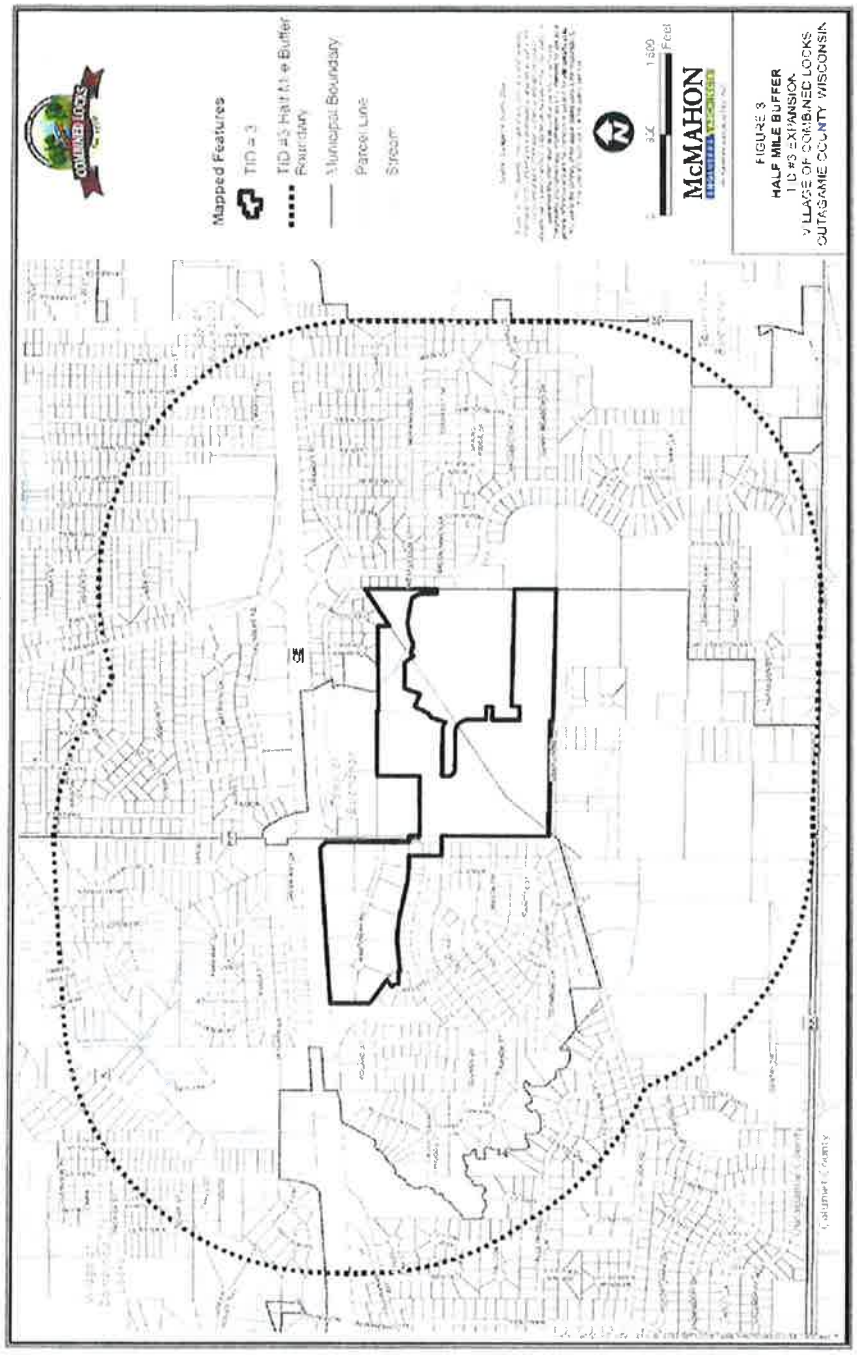
Village of Combined Locks
TID #3 Territory Amendment #1





Village of Combined Locks
TID #3 Territory Amendment #1

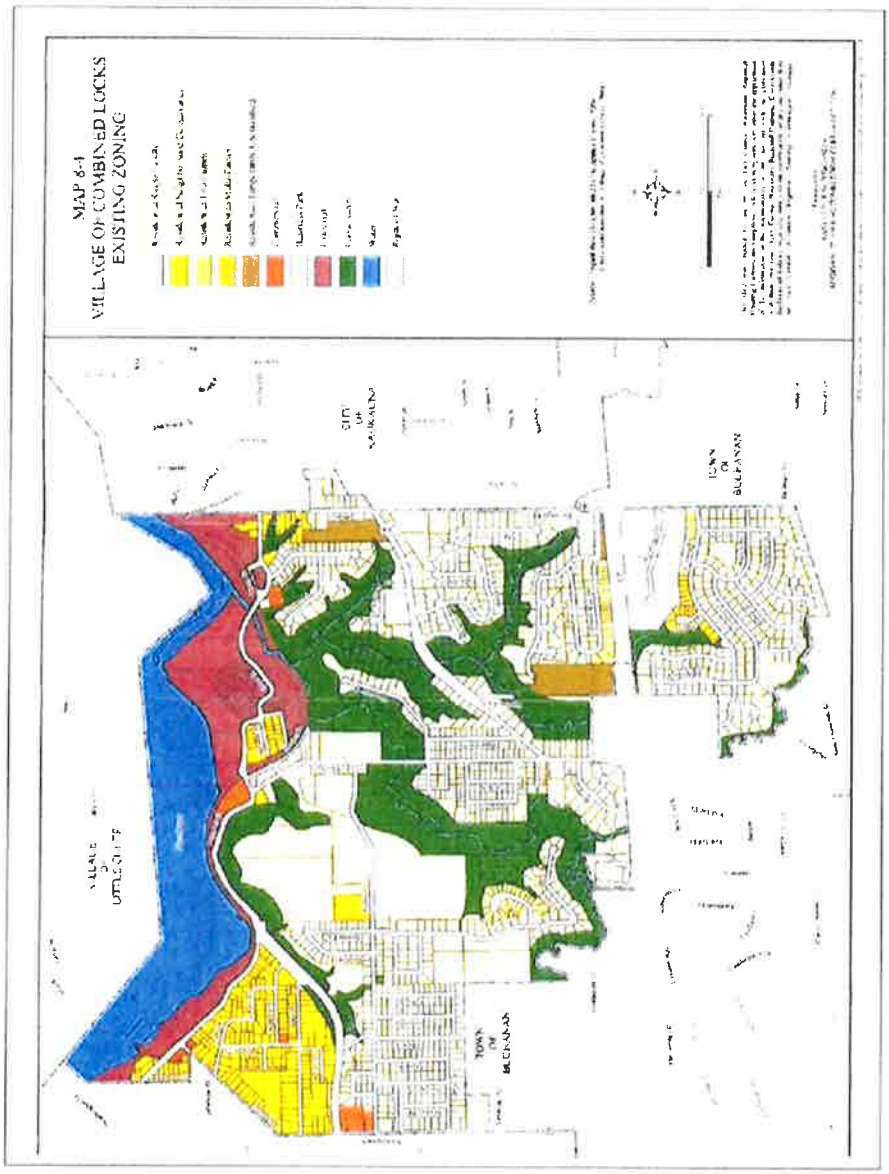
One Half Mile Radius Map of Proposed Updated District Boundary



11

Village of Combined Locks
TID #3 Territory Amendment #1

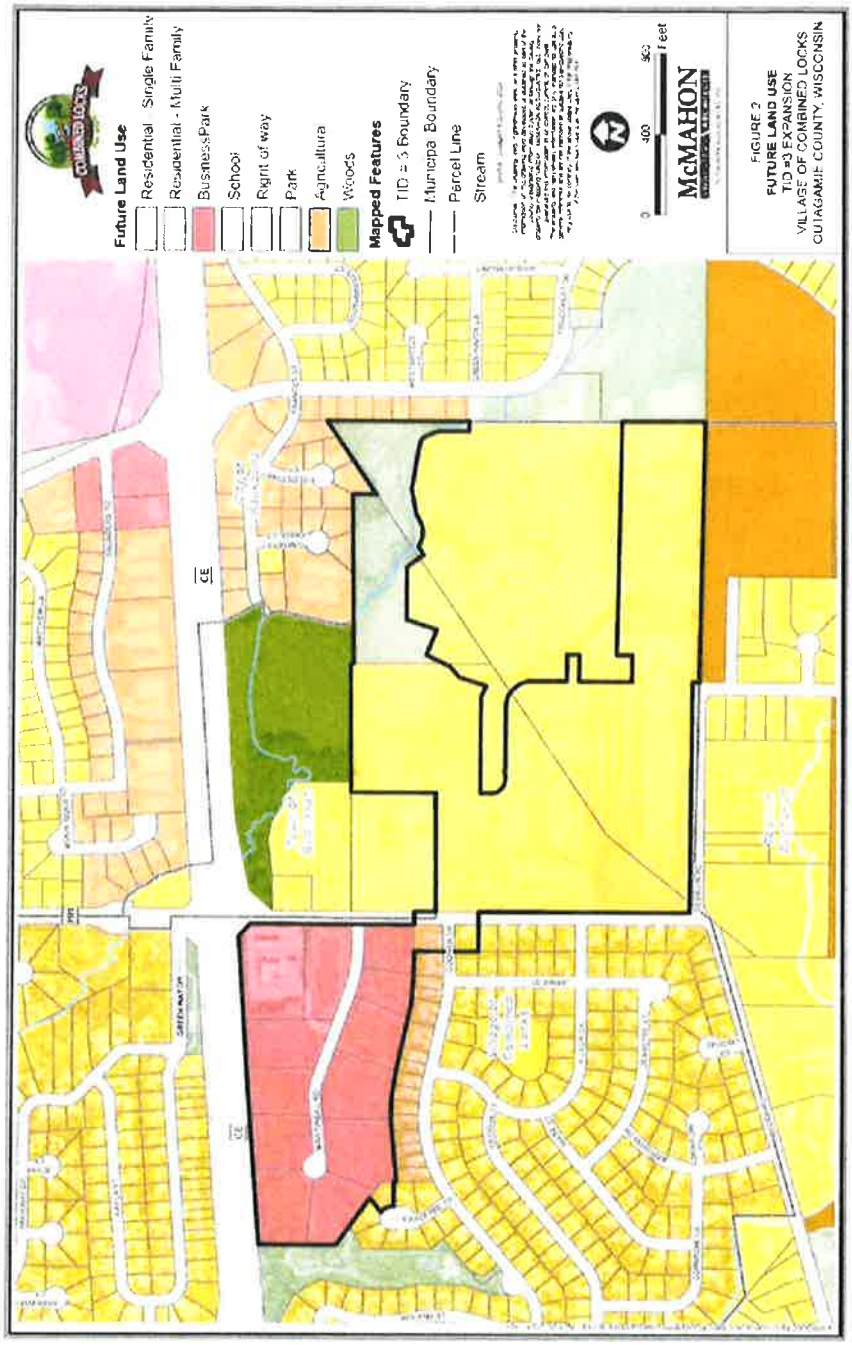
Village Map of Existing Uses



12

Village of Combined Locks
TID #3 Territory Amendment #1

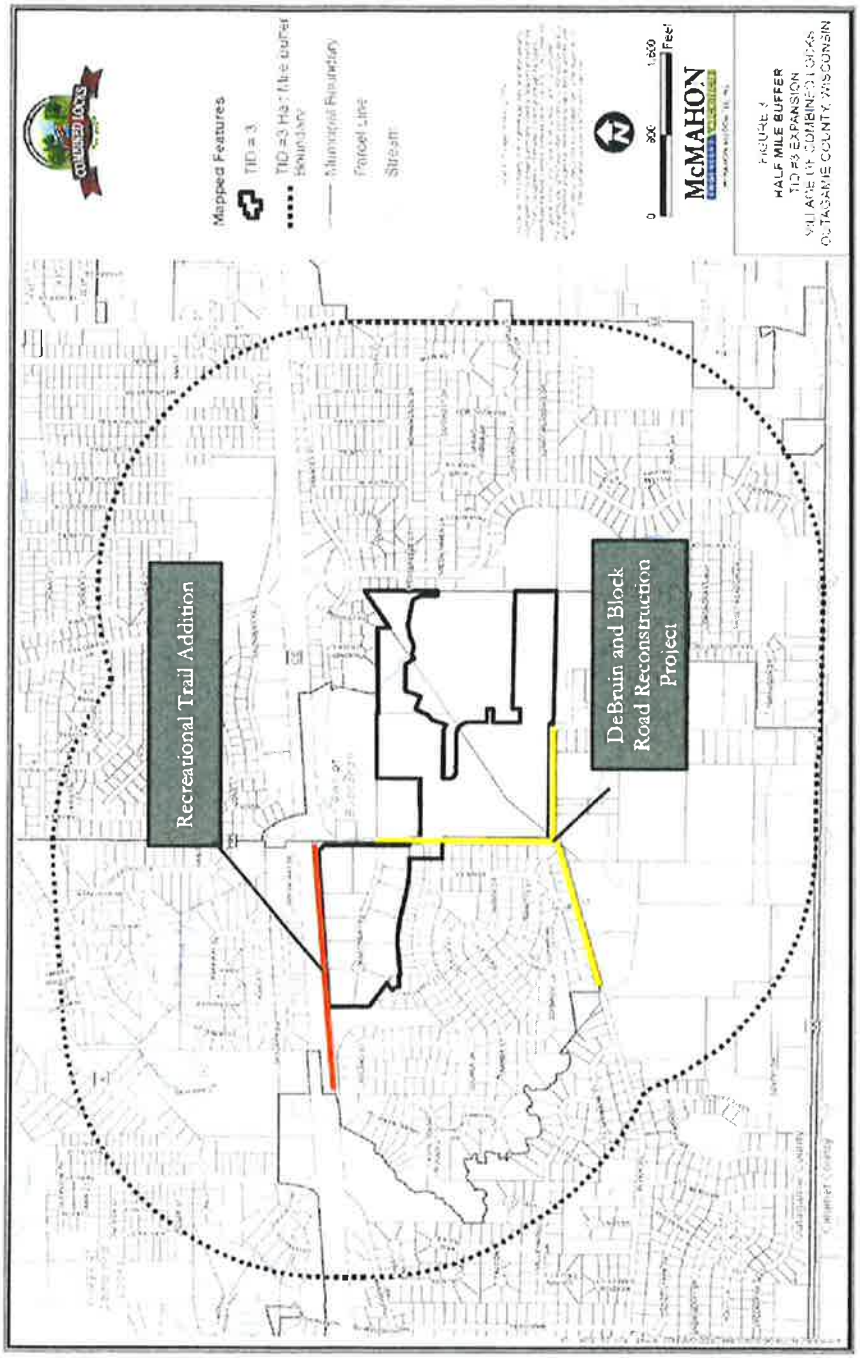
Village Map of Proposed Future Uses Map



13

Village of Combined Locks
TID #3 Territory Amendment #1

Village Map of Proposed Future Projects



14

Village of Combined Locks
TID #3 Territory Amendment #1

Preliminary Parcel List and Analysis

As of the 01/01/2024 assessed parcel list.

Proposed Amendment TIF Boundary Parcels

Map Parcel #	Tax Parcel #	Address	Owner	Acreage	Acreage %	Zoned Use	Land Value	Improvements	Total Valuation
1	230159600	1625 Oak Street	Kwik Trip Inc	5.42	3%	Commercial	$ 500,050.00	$ 1,514,500.00	$ 2,014,550.00
2	230158700	526 Martineau Rd	Coonen Development Corp	2.2	1%	Commercial	$ 261,100.00	$ -	$ 261,100.00
3	230153800	534 Martineau Rd	Six Amigos LLC	1.66	1%	Commercial	$ 106,400.00	$ -	$ 106,400.00
4	230154500	N/A	CMH Properties LLC	1.83	2%	Commercial	$ 217,000.00	$ -	$ 217,000.00
5	230154000	554 Martineau Rd	Coonen Development Corp	2.29	2%	Commercial	$ 271,500.00	$ -	$ 271,500.00
6	230154100	553 Martineau Rd	Coonen Development Corp	1.83	1%	Commercial	$ 214,000.00	$ -	$ 217,000.00
7	230154200	545 Martineau Rd	Coonen Development Corp	2.4	2%	Commercial	$ 285,200.00	$ -	$ 285,200.00
8	230154300	533 Martineau Rd	Coonen Development Corp	2.35	2%	Commercial	$ 278,900.00	$ -	$ 278,900.00
9	230154400	523 Martineau Rd	Coonen Development Corp	1.92	2%	Commercial	$ 227,800.00	$ -	$ 227,800.00
10	230154500	513 Martineau Rd	Coonen Development Corp	1.11	1%	Commercial	$ 132,200.00	$ -	$ 132,200.00
11	230154600	503 Martineau Rd	Coonen Development Corp	1.59	1%	Commercial	$ 271,500.00	$ -	$ 271,500.00
12	230154700	N/A	Coonen Development Corp	2.28	2%	Exempt	$ -	$ -	$ -
13	230157700	636 Carefree Court	Brandi & Jessica Taylor	0.28	0%	Residential	$ 37,800.00	$ 215,000.00	$ 252,800.00
		TOTALS		24.9	21%		$2,399,450.00	$1,729,500.00	$ 4,670,300.00

Proposed Parcel Added to TID 3

Map Parcel #	Tax Parcel #	Address	Owner	Acreage	Acreage %	Zoned Use	Land Value	Improvements	Total Valuation
1	230144700	500 & 502 Coonen Dr	Donald M. Hennessey	0.42	0%	Residential	$ 33,600.00	$ 349,600.00	$ 382,200.00
2	230151100	601 Debruin Rd	Brian and Lindsay Mau e Jacquart	0.36	0%	Residential	$ 39,800.00	$ 188,700.00	$ 228,500.00
3	230158000	N/A	Tycore Built LLC	29.68	25%	Agriculture	$ 6,400.00	0	$ 6,400.00
4	230158001	N/A	Tycore Built LLC	8.24	5%	Agriculture	$ 1,300.00	$ -	$ 1,300.00
5	230158002	N/A	Tycore Built LLC	57.4	48%	Agriculture	$ 15,500.00	$ -	$ 15,500.00
		Total Acres		116					

Village of Combined Locks
TID #3 Territory Amendment #1

Equalized Valuation Test

The following calculations demonstrate that the Village is in compliance with Wisconsin State Statute Section 66.1105(4)(gm)4.c. Wis. Stats., which requires that the equalized value of the taxable property in the proposed TID, plus the value increment of any existing Tax Incremental Districts, does not exceed 12% of the total equalized value of taxable property within the Village. With the amendment to TID #3, the value increment of all existing Tax Increment Districts will be approximately 2.4%.

Valuation Test Compliance Calculation

2023 Equalized Valuation (TID IN)	$460,005,600
Limit for 12% Test	$55,200,672
Increment Value of Existing TIDs	$9,878,300
Projected Base Value of TID Amendment	$783,400
Total Value Subject to Test	$10,661,700
Compliance ($10,661,700< $55,200,672)	Meets Requirement

Statement of Kind, Number and Location of Proposed Projects

The Village expects to implement the proposed public project improvements indicating within the originally project plan and the following additional costs to those sections indicated below. Any costs including eligible administrative costs necessary or convenient to the district or directly or indirectly related to the public works and other projects are considered "project costs" and eligible to be paid with tax increment revenues of the TID.

1. STREETS AND STREETSCAPE
LOCATION: Debruin Road & Block Road
TOTAL: $2,100,000
DESCRIPTION: **STREET IMPROVEMENTS.** There are inadequate street improvements serving portions of the district. To allow development to occur, the village may need to construct and reconstruct streets. Eligible Project Costs include but are not limited to excavation; removal or placement of fill; construction of road base; asphalt or concrete paving or repaving; installation of curb and gutter; installation of sidewalks and bicycle lanes; installation of culverts; utility relocation; street lighting; installation of traffic control signage and traffic signals; pavement

marking; right-of-way restoration; installation of retaining walls; and installation of fences, berms, and landscaping.

STREETSCAPING AND LANDSCAPING. To attract development and redevelopment consistent with the objectives of this Plan, the village may install amenities to enhance development sites, rights-of-way, and other public spaces. These amenities include but are not limited to landscaping; lighting of streets, sidewalks, parking areas and public areas; installation of planters, benches, clocks, tree rings, trash receptacles and similar items; and installation of brick or other decorative walks, terraces, and street crossings. These and any other similar amenities installed by the village are eligible Project Costs.

2. CASH GRANTS (DEVELOPMENT INCENTIVES).
LOCATION: Entire TID.
TOTAL: $3,000,000
DESCRIPTION: The village may enter into agreements with property owners, lessees, or developers of land located within the district for the purpose of sharing costs to encourage the desired kind of improvements and assure tax base is generated sufficient to recover project costs. No cash grants will be provided until the village executes a developer agreement with the recipient of the cash grant. Any payments of cash grants made by the village are eligible Project Costs.

3. PARKS/RECREATIONAL TRAIL IMPROVEMENTS.
LOCATION: Entire TID.
TOTAL: $1,500,000
DESCRIPTION: The Village is planning for the creation of a recreational trail to start on the south side of County Highway CE and Debruin Road and would go westward towards County Highway K/Buchanan Road. This trail will connect the southside of our community to the pedestrian underpass at County Highway K. This will eliminate the current traffic flow of pedestrians having to utilize the roundabout to get to walking paths.

4. MISCELLANEOUS
LOCATION: Entire TID.
TOTAL: $900,000

DESCRIPTION: **PROPERTY TAX PAYMENTS TO TOWN.** Property tax payments due to the Town under Wisconsin Statutes Section 66.1105(4)(gm)1. because of the inclusion of lands annexed after January 1, 2004, within the boundaries of the district are an eligible Project Cost.

17

PROFESSIONAL SERVICE AND ORGANIZATIONAL COSTS. The costs of professional services rendered, and other costs incurred, in relation to the creation, administration and termination of the district, and the undertaking of the projects contained within this Plan, are eligible Project Costs. Professional services include but are not limited to architectural; environmental; planning; engineering; legal, audit; financial; and the costs of informing the public with respect to the creation of the district and the implementation of the Plan.

ADMINISTRATIVE COSTS. The Village may charge to the district as eligible Project Costs reasonable allocations of administrative costs, including, but not limited to, employee salaries. Costs allocated will bear a direct connection to the time spent by Village employees in connection with the implementation of the Plan.

FINANCING COSTS. Interest expense, debt issuance expenses, redemption premiums, and any other fees and costs incurred in conjunction with obtaining financing for projects undertaken under this Plan are eligible Project Costs.

With all projects the costs of engineering, design, survey, inspection, materials, construction, restoring property to its original condition, apparatus necessary for the public works, legal and other consultant fees, testing, environmental studies, permits, updating Village ordinances and plans, judgments or claims for damages and other expenses are included as project costs. In the event any of the public works project expenditures are not reimbursable out of the special TIF fund under Wisconsin Statute Section 66.1105, in the written opinion of nationally recognized bond counsel retained by the Village for such purpose or a court of record so rules in a final order, then such project or projects shall be deleted here from and the remainder of the projects hereunder shall be deemed the entirety of the projects for purposes of this Project Plan (the "Plan"). **The Village reserves the right to implement only those projects that remain viable as the Plan period proceeds.**

Project costs are any expenditures made, estimated to be made, or monetary obligations incurred or estimated to be incurred, by the Village and as outlined in this Plan. Project costs will be diminished by any income, special assessments, or other revenues, including user fees or charges. To the extent the costs benefit the municipality outside the district, a proportionate share of the cost is not a project cost. Costs identified in this Plan are preliminary estimates made prior to design considerations and are subject to change after planning is completed. Proration of costs in the Plan are also estimates and subject to change based upon implementation, future assessment policies and user fee adjustments. The city anticipates special assessing property owners for the portion of infrastructure which will benefit their adjoining properties. At this time of the creation of this territory amendment the estimated cost is at $1,620,000.

Village of Combined Locks
TID #3 Territory Amendment #1

Detailed List of Project Amendment Costs

1. STREETS AND STREETSCAPE	2,100,000
2. CASH GRANTS (DEVELOPMENT INCENTIVES).	3,000,000
3. PARKS/RECREATIONAL TRAIL IMPROVEMENTS	1,500,000
4. MISCELLANEOUS	900,000
Total	**$7,500,000**

The project cost is based on current prices and preliminary estimates. The Village reserves the right to increase this cost to reflect inflationary increases and other uncontrollable circumstances between the creation of the TID and the time of construction. The tax increment allocation is preliminary and is subject to adjustment based upon the implementation of the Plan.

This Plan is not meant to be a budget nor an appropriation of funds for specific projects, but a framework within which to manage projects. All costs included in the Plan are estimates based on the best information available. The Village retains the right to delete or pursue future projects listed in the prior paragraph, and shown on the map, or change the scope and/or timing of projects implemented as they are individually authorized by the Village Board, without amending the Plan.

The Plan authorizes the expenditure of funds for project costs within a 1/2-mile radius of the TID boundary.

Village Attorney Opinion

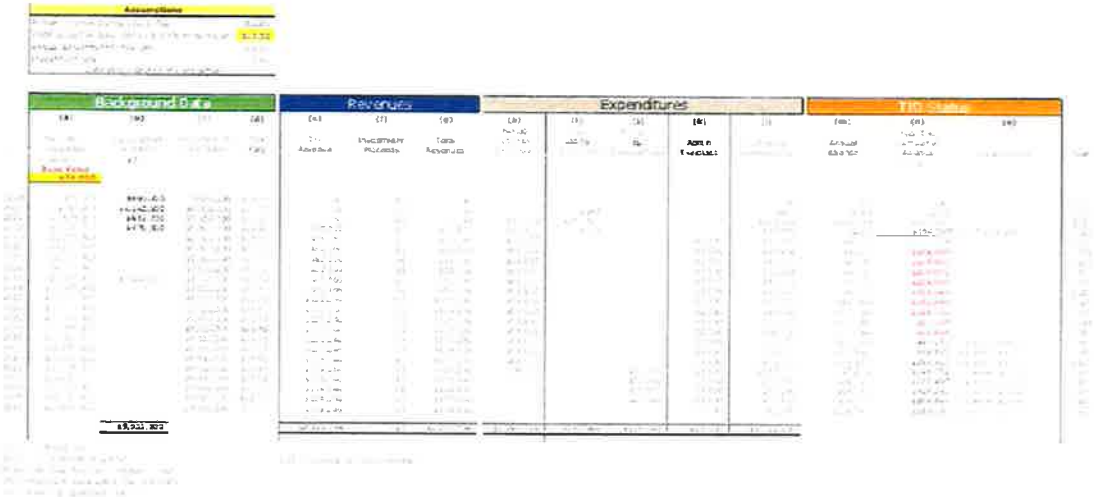
Exhibit B contains a signed opinion from the Village attorney advising whether the boundary amendment is complete and complies with Wisconsin Statute Section 66.1105(4)(h)(2).

Village of Combined Locks
TID #3 Territory Amendment #1

EXHIBIT A - CASH FLOW PROFORMA ANALYSIS

Current Status Cash Flow Proforma

Village of Combined Locks
Tax Increment District No. 3
Cash Flow Proforma Analysis

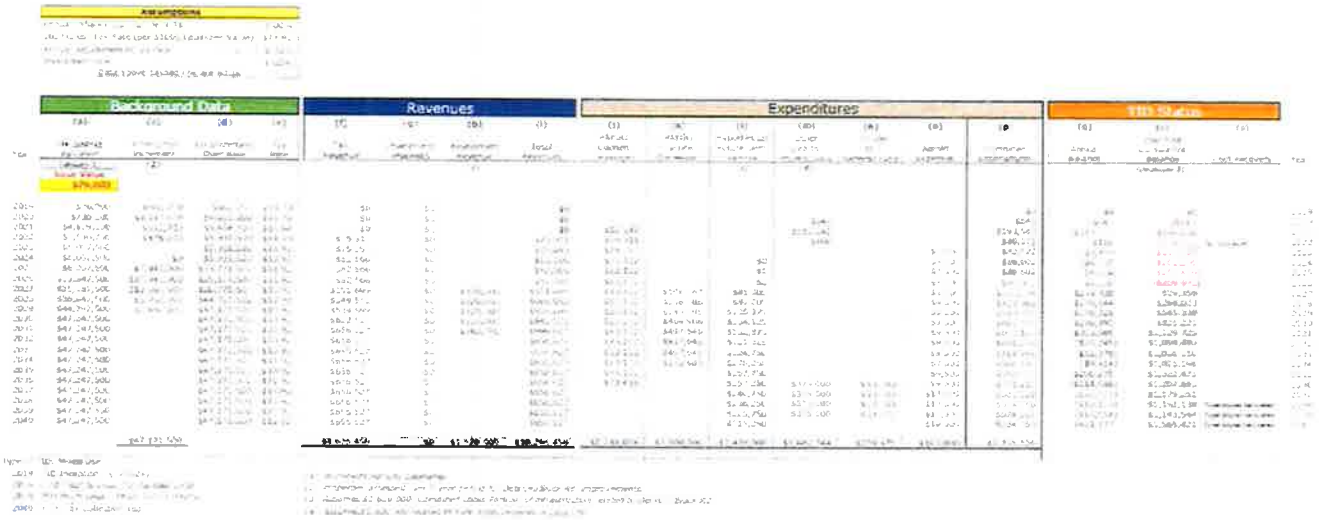


Village of Combined Locks
TID #3 Territory Amendment #1

EXHIBIT A - CASH FLOW PROFORMA ANALYSIS

Updated Project Plan Proforma with Amendment

Village of Combined Locks
Tax Increment District No. 3 Amendment
Cash Flow Proforma Analysis



Village of Combined Locks
TID #3 Territory Amendment #1

EXHIBIT B - VILLAGE ATTORNEY OPINION

May 1, 2024

President John Neumeier
Village of Combined Locks Trustees
405 Wallace Street
Combined Locks, WI 54113

RE: Territory Amendment #1 for Tax Incremental District No. 3 in the Village of Combined Locks, Wisconsin

Dear President Neumeier and Village Board Trustees:

Tax incremental financing project plans must include an opinion of the village attorney advising whether the plan is complete and complies with Wis. Stat. sec. 66.1105(4)(f).

I have been retained to represent the Village of Combined as its appointed Village Attorney. I have reviewed the Project Plan for Tax Incremental District No. 3 and the Territory Amendment #1 for Tax Incremental District No. 3. It is my opinion that the amendment and project plan contain and adequately address the prerequisites set forth in Wis. Stat. sec. 66.1105.

Sincerely,
TOWN COUNSEL LAW & LITIGATION, LLC
Attorneys for Village of Combined Locks
s/Ashley C. Lehocky
Ashley C. Lehocky

940 E. Evergreen Drive • Kaukauna, WI 54130
(920) 725-1233 • www.towncounsellawfirm.com

22

Village of Combined Locks
TID #3 Territory Amendment #1

EXHIBIT C - ESTIMATED TAX INCREMENT BY TAXING ENTITY

Village of Combined Locks - TID # 3 Amendment					
Calculation of the Growth of Estimated Tax Increments by Taxing Entity					
Revenue	Projected Increment	County	Village	School District	Technical College
2022	$ 79,911.00	$ 16,323.62	$ 24,118.47	$ 35,229.84	$ 4,239.07
2023	$ 79,093.15	$ 16,156.56	$ 23,871.62	$ 34,869.28	$ 4,195.69
2024	$ 82,566.48	$ 16,866	$ 24,920	$ 36,400.54	$ 4,379.94
2025	$ 82,566.48	$ 16,866	$ 24,920	$ 36,400.54	$ 4,379.94
2026	$ 82,566.48	$ 16,866	$ 24,920	$ 36,400.54	$ 4,379.94
2027	$ 191,699.28	$ 39,159	$ 57,858	$ 84,513.20	$ 10,169.15
2028	$ 349,552.08	$ 71,404	$ 105,501	$ 154,104.73	$ 18,542.84
2029	$ 539,699.28	$ 110,246	$ 162,890	$ 237,933.67	$ 28,629.66
2030	$ 622,523.28	$ 127,164	$ 187,888	$ 274,447.74	$ 33,023.26
2031	$ 656,627.28	$ 134,131	$ 198,181	$ 289,482.95	$ 34,832.39
2032	$ 656,627.28	$ 134,131	$ 198,181	$ 289,482.95	$ 34,832.39
2033	$ 656,627.28	$ 134,131	$ 198,181	$ 289,482.95	$ 34,832.39
2034	$ 656,627.28	$ 134,131	$ 198,181	$ 289,482.95	$ 34,832.39
2035	$ 656,627.28	$ 134,131	$ 198,181	$ 289,482.95	$ 34,832.39
2036	$ 656,627.28	$ 134,131	$ 198,181	$ 289,482.95	$ 34,832.39
2037	$ 656,627.28	$ 134,131	$ 198,181	$ 289,482.95	$ 34,832.39
2038	$ 656,627.28	$ 134,131	$ 198,181	$ 289,482.95	$ 34,832.39
2039	$ 656,627.28	$ 134,131	$ 198,181	$ 289,482.95	$ 34,832.39
2040	$ 656,627.28	$ 134,131	$ 198,181	$ 289,482.95	$ 34,832.39
TOTALS	**$ 8,676,450**	**$ 1,772,361**	**$2,618,697**	**$ 3,825,130**	**$ 460,263**

Village of Combined Locks
TID #3 Territory Amendment #1

EXHIBIT C- AMENDED TID #3 BOUNDARY LEGAL DESCRIPTION

VILLAGE OF COMBINED LOCKS TID #3 Revised

Lot 146 and Lot 211, First Addition to Coonen's recorded in Cabinet J of Plats on Pages 83-84, as Document No. 1670811, and that portion of Debruin Road and Coonen Drive right-of-way laying adjacent to said Lots, being part of Government Lots 1 and 2, Section 24;
Lot 7, Replat of Second Addition to Coonen's recorded in Cabinet L of Plats on Pages 47-48, as Document No. 1952774, being part of Government Lot 5, Section 24;
Lots 3 through 11 and Martineau Road, The Locks Business Park recorded in Cabinet K of Plats on Page 9, as Document No. 1722495, being part of Government Lots 2 through 5, Section 24;
Lots 1, 2 and Outlot 1, Certified Survey Map No. 6089 recorded in Volume 35 of Certified Survey Maps on Page 6089, as Document No. 1863200, being part of Government Lots 2 and 3, Section 24;
Part of Lot 3, Brill & Sander's Plat, being part of Government Lot 1, Section 24 and Government Lots 7 and 8, Section 23;
Part of Lot 4, Brill and Schubrings Plat; being part of Government Lots 5 and 6, Section 23; and
Unplatted lands being part of Government Lot 3, Section 35;
all in Township 21 North, Range 18 East, South of the Fox River, Village of Combined Locks, Outagamie County, Wisconsin and being described as follows:

Commencing at the Southwest corner of said Government Lot 3, Section 35, Township 21 North, Range 18 East;

1. Thence West 100 feet to the West right-of-way line of Debruin Road;
2. Thence North 1,074 feet along said West right-of-way line of Debruin Road to the Southeast corner Lot 211 First Addition to Coonen's and the Point of Beginning;
3. Thence N89°49'11"W, 130.00 feet along the South line of said Lot 211;
4. Thence N00°10'49"E, 320.00 feet along the West line of said Lot 211 and the West line of Lot 146 First Addition to Coonen's to the Southerly line of The Locks Business Park;
5. Thence the next seven calls are along the Southerly line of The Locks Business Park, N89°49'11"W, 120.00 feet;
6. Thence N85°05'11"W, 136.03 feet;
7. Thence N77°24'01"W, 343.43 feet;
8. Thence N80°54'15"W, 139.93 feet;
9. Thence N88°21'11"W, 100.83 feet;

Village of Combined Locks
TID #3 Territory Amendment #1

10. Thence S84°26'38"W 308.32 feet;
11. Thence N00°10'49"E, 12.37 feet to the end of the seven calls and the Southeast corner of Lot 7 Replat of Second Addition to Coonen's;
12. Thence N89°47'23"W, 122.52 feet along the South line of said Lot 7;
13. Thence N00°10'49"E, 13.68 feet along the West line of said Lot 7;
14. Thence 58.67 feet along the arc of a 56.00 foot radius curve to the left with a 56.03 foot chord bearing N29°50'03"W along the West line of said Lot 7;
15. Thence N50°58'33"E, 88.45 feet along the Northwesterly line of said Lot 7 to the Southwesterly line of Lot 6 of said The Locks Business Park;
16. Thence N53°33'01"W, 286.78 feet along the Southwesterly line of said Lot 6;
17. Thence N00°10'49"E, 390.00 feet along the West line of The Locks Business Park to Northwest corner thereof;
18. Thence N85°44'18"E, 816.24 feet along the North line of Lots 5, 4, and 3 of said The Locks Business Park;
19. Thence N86°15'45"E, 706.35 feet along the North line of Lot 3 of The Locks Business Park and North line of said Certified Survey Map No. 6089;
20. Thence S46°46'40"E, 84.18 feet along the Northeasterly line of said Certified Survey Map No. 6089;
21. Thence S00°10'49"W, 822.75 feet along the East line of said Certified Survey Map No. 6089 and its Southerly extension and the East line of Lot 11 of The Locks Business Park to the Southeast corner of said Lot 11.
22. Thence S89°49'11"E, 66.00 feet to the East right-of-way line of Debruin Road;
23. Thence S00°10'49"W, 105.25 feet along said East right-of-way line to the South line of Lot 1 of Certified Survey Map No. 1370, recorded in Volume 7 of Certified Survey Maps on Page 1370, as Document No. 1047405;
24. Thence N89°43'09"E, 586.45 feet along the South line of said Lot 1;
25. Thence N00°10'54"E, 421.55 feet along the East line of said Lot 1;
26. Thence N89°43'09"E, 639.37 feet along the South line of Lots 1 and 2 of Certified Survey Map No. 3455, recorded in Volume 18 of Certified Survey Maps on Page 3455, as Document No. 1319433;
27. Thence S00°06'18"W, 14.17 feet (recorded as 13.88 feet) along the South line of said Lot 2;
28. Thence N89°23'24"E, 838.02 feet along the South line of said lot 2 and the South line of the Village at Creekside, A Condominium, recorded in Cabinet G on Page 111, as Document No. 1432101, and the South line of 2810-2812 Garners Creek Court Condominium, recorded in Cabinet G on Page 152, as Document No. 1351777, and the South line of 2800-2802 Garners Creek Court Condominium, recorded in Cabinet J on Page 32, as Document No. 1690665, and the South line of Lot 5 of Fieldstone Estates,

recorded in recorded Cabinet F of plats Pages 73-74, as Document No. 1105840;

29. Thence S00°04'09"W, 118.01 feet, along the West line of 2810 & 2812 Fieldstone Court Condominium, recorded in Cabinet I on Page 134, as Document No. 1499784;
30. Thence N55°34'08"E, 439.96 feet along the South line of said Condominium, the South line of 2800-2802 Fieldstone Court Condominium, recorded in Cabinet L on Page 79, as Document No. 1916342 and also the South line of Lot 52 of the plat of Southbreeze, recorded in Cabinet D of plats on Page 51, as Document no. 838959;
31. Thence S00°01'09"W, 711.98 feet along the West line of Lots 44 through 50 of said plat and the West line of Certified Survey Map No. 2496 recorded in Volume 13 of Certified Survey Maps on Page 2496, as Document No. 1183844;
32. Thence N89°59'56"W, 50.01 feet;
33. Thence N00°01'16"E, 126.09 feet to Reference Point "A";
34. Thence continuing N00°01'16"E, 27 feet more or less to the Southern Ordinary High Water Mark of an Intermittent Stream;
35. Thence Westerly 635 feet, along said Southern Ordinary High Water Mark of an Intermittent Stream;
36. Thence S60°55'13"W, 27 feet more or less to Reference Point "B", said Point "B" is located N79°28'44"W, 604.73 feet from Reference Point "A";
37. Thence continuing S60°55'13"W, 21.67 feet;
38. Thence N36°21'02"W, 101.69 feet;
39. Thence N90°00'00"W, 259.94 feet;
40. Thence S18°24'51"W, 156.65 feet;
41. Thence N67°55'55"W, 134.11 feet;
42. Thence S27°01'48"W, 131.56 feet;
43. Thence S48°33'04"W, 68.49 feet;
44. Thence S16°54'54"W, 141.09 feet;
45. Thence N64°51'33"W, 60.82 feet;
46. Thence N89°49'34"W, 477.30 feet;
47. Thence S00°20'21"W, 52.80 feet;
48. Thence 110.16 feet along the arc of a 70.00 foot radius curve to the left with a 99.14 foot chord bearing S44°44'36"E;
49. Thence S89°49'34"E, 30.78 feet;
50. Thence N00°20'21"E, 5.00 feet;
51. Thence S89°49'34"E, 18.00 feet;
52. Thence S00°20'21"W, 5.00 feet;
53. Thence S89°49'34"E, 307.23 feet;
54. Thence 204.60 feet along the arc of a 130.00 foot radius curve to the right with a 184.13 foot chord bearing S44°44'21"E;
55. Thence S00°20'53"W, 175.61 feet;

Village of Combined Locks
TID #3 Territory Amendment #1

56. Thence S89°49'34"E, 133.14 feet;
57. Thence S00°20'21"W, 60.00 feet;
58. Thence N89°49'34"W, 133.15 feet;
59. Thence S00°20'53"W, 267.69 feet;
60. Thence S89°39'39"E, 133.19 feet;
61. Thence N00°20'21"E, 78.50 feet;
62. Thence S88°46'08"E, 1156.32 feet to the West line of the Fractional Northeast 1/4 of Section 35 T.21N.-R.18E., also being the West line of Certified Survey Map No. 2924 recorded in Volume 15 of Certified Survey Maps on Page 2924, as Document No. 1236778;
63. Thence S00°01'09"W, 418.08 feet along said West line to the Center of said Section 35;
64. Thence N88°46'06"W, 1291.91 feet along South line of Government Lot 3 of said Section 35 T.21N.-R.18E., also being the North line of Certified Survey Map No. 3772, recorded in Volume 20 of Certified Survey Maps on Page 3772, as Document No. 1369982, to the East right-of-way line of Debruin Road;
65. Thence N00°20'53"E, 33.56 feet along said East right-of-way line to the North right-of-way line of said Debruin Road;
66. Thence N89°32'36"W, 1139.82 feet along said North right-of-way line to the East right-of-way line of said Debruin Road;
67. Thence N00°10'49"E, 1057.94 feet along said East right-of-way line;
68. Thence N89°49'11"W, 66.00 feet to the West right-of-way line of Debruin Road and the Southeast corner of said Lot 211 First Addition to Coonen's and the Point of Beginning.

Containing 88.096 acres of land more or less

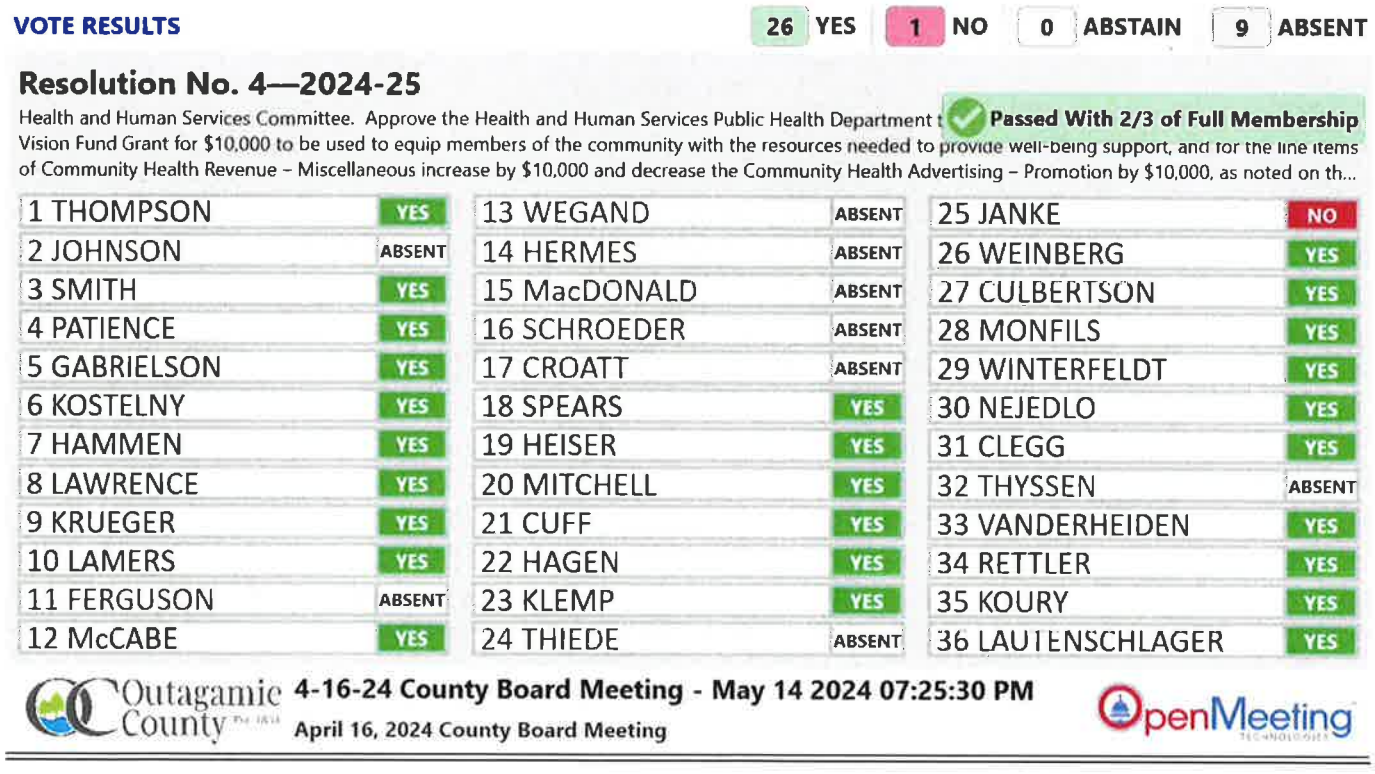
DISCLAIMER TEXT

Robert W. Baird & Co. Incorporated is providing this information to you for discussion purposes. The materials do not contemplate or relate to a future issuance of municipal securities. Baird is not recommending that you take any action, and this information is not intended to be regarded as "advice"' within the meaning of Section 15B of the Securities Exchange Act of 1934 or the rules thereunder.

Resolution No. 4—2024-25 – Health and Human Services Committee. Approve the Health and Human Services Public Health Department to apply for, accept and expend the Community Vision Fund Grant for $10,000 to be used to equip members of the community with the resources needed to provide well-being support, and for the line items of Community Health Revenue – Miscellaneous increase by $10,000 and decrease the Community Health Advertising – Promotion by $10,000, as noted on the attached fiscal note.

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

ROLL CALL: 26 yes, 1 no (Janke), 9 absent. RESOLUTION NO. 4—2024-25 IS ADOPTED.



VOTE RESULTS — 26 YES | 1 NO | 0 ABSTAIN | 9 ABSENT

Resolution No. 4—2024-25

Health and Human Services Committee. Approve the Health and Human Services Public Health Department t… Vision Fund Grant for $10,000 to be used to equip members of the community with the resources needed to provide well-being support, and for the line items of Community Health Revenue – Miscellaneous increase by $10,000 and decrease the Community Health Advertising – Promotion by $10,000, as noted on th…

Passed With 2/3 of Full Membership

1 THOMPSON	YES	13 WEGAND	ABSENT	25 JANKE	NO
2 JOHNSON	ABSENT	14 HERMES	ABSENT	26 WEINBERG	YES
3 SMITH	YES	15 MacDONALD	ABSENT	27 CULBERTSON	YES
4 PATIENCE	YES	16 SCHROEDER	ABSENT	28 MONFILS	YES
5 GABRIELSON	YES	17 CROATT	ABSENT	29 WINTERFELDT	YES
6 KOSTELNY	YES	18 SPEARS	YES	30 NEJEDLO	YES
7 HAMMEN	YES	19 HEISER	YES	31 CLEGG	YES
8 LAWRENCE	YES	20 MITCHELL	YES	32 THYSSEN	ABSENT
9 KRUEGER	YES	21 CUFF	YES	33 VANDERHEIDEN	YES
10 LAMERS	YES	22 HAGEN	YES	34 RETTLER	YES
11 FERGUSON	ABSENT	23 KLEMP	YES	35 KOURY	YES
12 McCABE	YES	24 THIEDE	ABSENT	36 LAUTENSCHLAGER	YES

Outagamie County — 4-16-24 County Board Meeting - May 14 2024 07:25:30 PM

April 16, 2024 County Board Meeting

OpenMeeting

RESOLUTION NO.: 4—2024-25

TO THE HONORABLE, THE OUTAGAMIE COUNTY BOARD OF SUPERVISORS

LADIES AND GENTLEMEN: ***2/3 MAJORITY – 24 VOTES***

The Community Vision Fund Grant 2024 is offered by the Community Foundation of the Fox Valley Region. The Community Foundation of the Fox Valley Region includes a Community Vision Fund and its purpose is to fulfill community needs and advance well-being for all in Calumet, Outagamie, Shawano, Waupaca and the Neenah-Menasha area of Winnebago County.

The Health and Human Services (HHS) Public Health Department is requesting to apply for, accept and expend the Community Vision Fund Grant for a total project budget of $10,000 in order to equip members of the community with the resources needed to provide well-being support.

The NEW Mental Health Connection Mind Your Wellness Survey (administered in 2021 with results and recommendations shared in May 2023) revealed that 70% of the community members are more comfortable seeking mental well-being help from friends and family rather than the professionals. Because community members feel unprepared to offer this kind of help, this project aims to equip members of the community with the resources needed to provide well-being support. This grant request would cover the costs of the advertising campaign for the project. Included in the advertising campaign is a mural which is the cornerstone of the campaign and will establish a brand for an online resource hub. A local artist created the design and is scheduled to be completed in the second quarter to align with the month of May being Mental Health Awareness Month. The design will further be used on other promotional materials that will be distributed to target audiences identified through the community health improvement plan workgroup such as men, the Black community, Hmong community, and LGBTQ+ community. A QR code will be used as well as a website URL to direct people to the online resource hub. The mural will be located in downtown Appleton as it is an area that receives a lot of foot traffic, increasing the chances someone will stop by and scan the QR code or search for the URL. Additionally, the intention is to create a traveling mural for community events, place in libraries or schools, etc. This aspect of the campaign will be interactive with community involvement. Community members will be able to write message on a blank canvas next to the mural with words of encouragement, how they support, how they listen, or even how they would like to be supported. Additionally, a social media blitz is planned both before and after the mural is created as well as additional targeted ads to different demographics.

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

BE IT RESOLVED, that the Outagamie County Board of Supervisors does authorize and approve the Health and Human Services Public Health Department to apply for, accept and expend the Community Vision Fund Grant in the amount of $10,000 to be used to equip members of the community with the resources needed to provide well-being support, and

BE IT FURTHER RESOLVED, that the Outagamie County Board of Supervisors does authorize and approve of increasing the Community Health Revenue – Miscellaneous line item by $10,000 and decreasing the Community Health Advertising – Promotion line item by $10,000 as noted on the attached fiscal note, which by reference is made a part hereof, and

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

Dated this 14th day of May 2024

Respectfully Submitted,

HEALTH AND HUMAN SERVICES COMMITTEE

Jeff McCabe

Justin Krueger

Dustin Koury

Cathy Thompson

Kelly Schroeder

Duly and officially adopted by the County Board on: May 14, 2024

Signed: _____ _____
Board Chairperson County Clerk

Approved: 5.15.24 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 Request to Apply for Community Vision Fund Grant for 2024

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 Community Vision Fund Grant 2024 is offered by the Community Foundation of the Fox Valley Region. The Community Foundation of the Fox Valley Region includes a Community Vision Fund and its purpose is to fulfill community needs and advance well-being for all in Calumet, Outagamie, Shawano, Waupaca, and the Neenah-Menasha area of Winnebago counties.

HHS Public Health is requesting to apply for the Community Vision Fund Grant for a total project budget of $10,000, to equip members of our community with the resources needed to provide well-being support.

The NEW Mental Health Connection Mind Your Wellness Survey (administered in 2021 with results and recommendations shared in May 2023) revealed that 70% of community members are more comfortable seeking mental well-being help from friends and family rather than from professionals. Because community members feel unprepared to offer this kind of help, this project aims to equip members of our community with the resources needed to provide well-being support. This grant request would cover the costs of the advertising campaign for the project. Included in the advertising campaign is a mural. The mural is the cornerstone of the campaign and will establish a brand for our online resource hub. A local artist created the design and we intend to have it completed in the second quarter to align with May being Mental Health Awareness Month. The design will further be used on other promotional materials that will be distributed to target audiences identified through our community health improvement plan workgroup such as men, the Black community, Hmong community, LGBTQ+ community. We will be using a QR code and website URL to direct people to our online resource hub. The mural would be located in downtown Appleton as it is an area that receives a lot of foot traffic, increasing the chances someone will stop by and scan the QR code or search for the URL. We also want to create a traveling mural that we can take to community events, place in libraries or schools, etc. This aspect of the campaign would be interactive and we want community involvement. Community members would be able to write messages on a blank canvas next to our mural with words of encouragement, how they support, how they listen, or even how they would like to be supported. We also intend on doing a social media blitz before the mural is created and after as well as additional targeted ads to different demographics.

The department of Health and Human Services is requesting to apply for the Community Vision Fund grant 2024 issued through the Community Foundation of the Fox Valley, for a total project budget of $10,000.

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

[X] 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? If no, skip to question 8 below. yes (X) no ( )

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
2061010 Community Health	Revenue - Miscellaneous	2061010.4510.12	$	10,000.00
2061010 Community Health	Advertising - Promotion	2061010.5572.04	$	(10,000.00)

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:	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 Expenditures Account Number — Amount
Date: 4/17/2024	
Comments:	

LOCK IN & ADOPTION OF RESOLUTION NO. 5—2024-25.

Vote for lock in. ROLL CALL: 27 yes, 9 absent. RESOLUTION NO. 5—2024-25 IS ADOPTED & LOCKED IN.

VOTE RESULTS 27 YES 0 NO 0 ABSTAIN 9 ABSENT

Resolution No. 5—2024-25 - Lock In

Lock in of Resolution No. 5—2024-25

Passed With 2/3 of Full Membership

1 THOMPSON YES	13 WEGAND ABSENT	25 JANKE YES
2 JOHNSON ABSENT	14 HERMES ABSENT	26 WEINBERG YES
3 SMITH YES	15 MacDONALD ABSENT	27 CULBERTSON YES
4 PATIENCE YES	16 SCHROEDER ABSENT	28 MONFILS YES
5 GABRIELSON YES	17 CROATT ABSENT	29 WINTERFELDT YES
6 KOSTELNY YES	18 SPEARS YES	30 NEJEDLO YES
7 HAMMEN YES	19 HEISER YES	31 CLEGG YES
8 LAWRENCE YES	20 MITCHELL YES	32 THYSSEN ABSENT
9 KRUEGER YES	21 CUFF YES	33 VANDERHEIDEN YES
10 LAMERS YES	22 HAGEN YES	34 RETTLER YES
11 FERGUSON ABSENT	23 KLEMP YES	35 KOURY YES
12 McCABE YES	24 THIEDE ABSENT	36 LAUTENSCHLAGER YES

Outagamie County

4-16-24 County Board Meeting - May 14 2024 07:27:46 PM

April 16, 2024 County Board Meeting

OpenMeeting

RECONSIDERATION OF RESOLUTION NO. 5—2024-25.

Supervisor Patience moved, seconded by Supervisor Culbertson, to reconsider the above listed resolution.

Vote for reconsideration. ROLL CALL: 27 yes, 9 absent. RESOLUTION NO. 5—2024-25 IS RECONSIDERED.

VOTE RESULTS 27 YES 0 NO 0 ABSTAIN 9 ABSENT

Resolution No. 5—2024-25 - Reconsideration

Reconsideration of Resolution No. 5—2024-25

Passed With Majority of Full Membership

1 THOMPSON	YES	13 WEGAND	ABSENT	25 JANKE	YES
2 JOHNSON	ABSENT	14 HERMES	ABSENT	26 WEINBERG	YES
3 SMITH	YES	15 MacDONALD	ABSENT	27 CULBERTSON	YES
4 PATIENCE	YES	16 SCHROEDER	ABSENT	28 MONFILS	YES
5 GABRIELSON	YES	17 CROATT	ABSENT	29 WINTERFELDT	YES
6 KOSTELNY	YES	18 SPEARS	YES	30 NEJEDLO	YES
7 HAMMEN	YES	19 HEISER	YES	31 CLEGG	YES
8 LAWRENCE	YES	20 MITCHELL	YES	32 THYSSEN	ABSENT
9 KRUEGER	YES	21 CUFF	YES	33 VANDERHEIDEN	YES
10 LAMERS	YES	22 HAGEN	YES	34 RETTLER	YES
11 FERGUSON	ABSENT	23 KLEMP	YES	35 KOURY	YES
12 McCABE	YES	24 THIEDE	ABSENT	36 LAUTENSCHLAGER	YES

Outagamie County

4-16-24 County Board Meeting - May 14 2024 07:27:35 PM

April 16, 2024 County Board Meeting

OpenMeeting

Resolution No. 5—2024-25 – Property, Airport, Recreation and Economic Development Committee. Approve to transfer $45,000 from the line items of Various Capital Projects (cost center 4661100.6000) to the Various Capital Projects (cost center 4640600.0000) in order to modernize elevators 1, 2, 5, and 7 in the Justice Center, as noted on the attached fiscal note.

Supervisor Smith moved, seconded by Supervisor Klemp, for adoption.

ROLL CALL: 27 yes, 9 absent. RESOLUTION NO. 5—2024-25 IS ADOPTED.

VOTE RESULTS 27 YES 0 NO 0 ABSTAIN 9 ABSENT

Resolution No. 5—2024-25

Property, Airport, Recreation and Economic Development Committee. Approve to transfer $45,000 from the l … 4661100.6000) to the Various Capital Projects (cost center 4640600.0000) in order to modernize elevators 1, 2, 5, and 7 in the Justice Center, as noted on the attached fiscal note.

Passed With 2/3 of Full Membership

1 THOMPSON	YES	13 WEGAND	ABSENT	25 JANKE	YES
2 JOHNSON	ABSENT	14 HERMES	ABSENT	26 WEINBERG	YES
3 SMITH	YES	15 MacDONALD	ABSENT	27 CULBERTSON	YES
4 PATIENCE	YES	16 SCHROEDER	ABSENT	28 MONFILS	YES
5 GABRIELSON	YES	17 CROATT	ABSENT	29 WINTERFELDT	YES
6 KOSTELNY	YES	18 SPEARS	YES	30 NEJEDLO	YES
7 HAMMEN	YES	19 HEISER	YES	31 CLEGG	YES
8 LAWRENCE	YES	20 MITCHELL	YES	32 THYSSEN	ABSENT
9 KRUEGER	YES	21 CUFF	YES	33 VANDERHEIDEN	YES
10 LAMERS	YES	22 HAGEN	YES	34 RETTLER	YES
11 FERGUSON	ABSENT	23 KLEMP	YES	35 KOURY	YES
12 McCABE	YES	24 THIEDE	ABSENT	36 LAUTENSCHLAGER	YES

Outagamie County 4-16-24 County Board Meeting - May 14 2024 07:26:20 PM

April 16, 2024 County Board Meeting

OpenMeeting

RESOLUTION NO.: 5—2024-25

TO THE HONORABLE, THE OUTAGAMIE COUNTY BOARD OF SUPERVISORS

LADIES AND GENTLEMEN: ***2/3 MAJORITY – 24 VOTES***

The Maintenance Department is requesting an intra-budget transfer of $45,000 in the Capital Project cost center for elevator modifications. The 2023 budget cost center 4640600 included $191,260 to modernize elevators 5 and 7 in the Justice Center. However, while posting two separate Request for Bids, no contractor bids were received. The 2024 budget cost center 4661100 includes $297,000 to modernize elevators 1 and 2 in the Justice Center. Bids were received from two separate contractors to modernize all four elevators. The bids for elevators 5 and 7 (cost center 4640600) came in $26,738 over budget and the bids for elevators 1 and 3 (cost center 4661100) came in $84,742 under budget. Therefore, transferring $45,000 from cost center 4661100 to cost center 4640600 will bring the modification of all four elevators within budget and will also allow for contingency and owner related costs for all four elevator modifications.

NOW THEREFORE, the undersigned members of the Property, Airport, Recreation and Economic Development Committee recommend adoption of the following resolution.

BE IT RESOLVED, that the Outagamie County Board of Supervisors, does authorize and approve transferring $45,000 from the Various Capital Projects line item (cost center 4661100.6000) to the Various Capital Projects line item (cost center 4640600.0000) in order to modernize elevators 1, 2, 5, and 7 in the Justice Center as noted in the attached fiscal note, which by reference is made a part hereof, and

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

Dated this 14th day of May 2024

Respectfully submitted,

PROPERTY, AIRPORT, RECREATION & ECONOMIC DEVELOPMENT COMMITTEE

Dean Culbertson

Lee W. Hammen

Ronald Klemp

Yvonne Monfils

Jayson Winterfeldt

Duly and officially adopted by the County Board on: May 14, 2024

Signed: _____ Board Chairperson

_____ County Clerk

Approved: 5.15.24 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:** Approve Maintenance Department Capital Inter-Budget Transfer for Elevator Modifications

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 Maintenance Department is requesting an Inter-budget transfer of $45,000 from capital projects cost center 4661100 to cost center 4640600. Cost Center 4640600 included $191,260 in the 2023 budget to modernize elevators 5 & 7 within the Justice Center; however, while posting two separate RFBs in 2023 we did not receive any contractor bids for this work. Cost Center 4661100 includes $297,000 in the 2024 budget to modernize elevators 1 & 2 in the Justice Center. We recently received bids from 2 different contractors to modernize all 4 elevators, however the bids for elevators 5 & 7 under cost center 4640600 came in $26,738 over budget and the bids for elevators 1 & 3 under cost center 4661100 came in $84,742 under budget. Transferring $45,000 from cost center 4661100 to cost center 4640600 will bring the modification for all 4 elevators within budget and will also allow for contingency and owner related costs for all 4 elevator modifications.

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 (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
Various	Capital Projects	4661100.6000	($45,000)
Various	Capital Projects	4640600.0000	$45,000

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: Paul Farrell

For Financial Services purposes only

Reviewed By: Michelle Utenbroek

Date April 12, 2024

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 Expenditures Account Number	Amount

Comments:

Resolution No. 6—2024-25 – Property, Airport, Recreation and Economic Development Committee. Approve an Access Agreement made by and between the State of Wisconsin Department of Natural Resources and Tony J. Farley and Stacey L. Farley for permission to cross the former railroad corridor of Wisconsin Central, Ltd., known as the "Newton Blackmour State Trail" on Parcel Number 190056500 in the Town of Seymour; as noted on the attachments.

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

ROLL CALL: 27 yes, 9 absent. RESOLUTION NO. 6—2024-25 IS ADOPTED.

VOTE RESULTS 27 YES 0 NO 0 ABSTAIN 9 ABSENT

Resolution No. 6—2024-25

Property, Airport, Recreation and Economic Development Committee. Approve an Access Agreement made H... Department of Natural Resources and Tony J. Farley and Stacey L. Farley for permission to cross the former railroad corridor of Wisconsin Central, Ltd., known as the "Newton Blackmour State Trail" on Parcel Number 190056500 in the Town of Seymour; as noted on the attachments.

Passed With Majority of Full Membership

1 THOMPSON YES	13 WEGAND ABSENT	25 JANKE YES
2 JOHNSON ABSENT	14 HERMES ABSENT	26 WEINBERG YES
3 SMITH YES	15 MacDONALD ABSENT	27 CULBERTSON YES
4 PATIENCE YES	16 SCHROEDER ABSENT	28 MONFILS YES
5 GABRIELSON YES	17 CROATT ABSENT	29 WINTERFELDT YES
6 KOSTELNY YES	18 SPEARS YES	30 NEJEDLO YES
7 HAMMEN YES	19 HEISER YES	31 CLEGG YES
8 LAWRENCE YES	20 MITCHELL YES	32 THYSSEN ABSENT
9 KRUEGER YES	21 CUFF YES	33 VANDERHEIDEN YES
10 LAMERS YES	22 HAGEN YES	34 RETTLER YES
11 FERGUSON ABSENT	23 KLEMP YES	35 KOURY YES
12 McCABE YES	24 THIEDE ABSENT	36 LAUTENSCHLAGER YES

Outagamie County Board — 4-16-24 County Board Meeting - May 14 2024 07:29:14 PM
April 16, 2024 County Board Meeting
OpenMeeting

RESOLUTION NO.: 6—2024-25

TO THE HONORABLE, THE OUTAGAMIE COUNTY BOARD OF SUPERVISORS

LADIES AND GENTLEMEN: ***MAJORITY***

The Outagamie County Parks Department is requesting approval of an Access Agreement made by and between the State of Wisconsin Department of Natural Resources (DNR) and Tony J. Farley and Stacey L. Farley for permission to cross the former railroad corridor of Wisconsin Central Ltd., known today as the "Newton Blackmour State Trail" (Trail) on Outagamie County Wisconsin Tax Parcel Number 190056500 in the Town of Seymour in order to access farm lands owned by relatives.

NOW THEREFORE, the undersigned members of the Property, Airport, Recreation and Economic Development Committee recommend adoption of the following resolution.

BE IT RESOLVED, that the Outagamie County Board of Supervisors does hereby and herewith approve an Access Agreement made by and between the State of Wisconsin Department of Natural Resources and Tony J. Farley and Stacey L. Farley for permission to cross the former railroad corridor of Wisconsin Central, Ltd., known today as the "Newton Blackmour State Trail" on Outagamie County Wisconsin Tax Parcel Number 190056500 in the Town of Seymour; said land is described and shown on the attached Access Agreement and Exhibit A Map, which by reference are made a part hereof, and

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

Dated this 14th day of May 2024

Respectfully submitted,

PROPERTY, AIRPORT, RECREATION &
ECONOMIC DEVELOPMENT COMMITTEE

Dean Culbertson

Lee W. Hammen

Ronald Klemp

Yvonne Monfils

Jayson Winterfeldt

Duly and officially adopted by the County Board on: May 14, 2024

Signed: _____ _____
Board Chairperson County Clerk

Approved: 5.15.24 Vetoed: _____

Signed: _____
County Executive

Document Number
State of Wisconsin
Department of Natural Resources
Box 7921
Madison, WI 53707-7921

Document Title
ACCESS AGREEMENT
(Cooperative Trail-Over 5 Years)

Section 23.09(10), Wis. Stats.
Form 2200-117b
Rev. 05/2021

THIS ACCESS AGREEMENT ("Agreement") is made by and between the State of Wisconsin Department of Natural Resources ("Owner") and Tony J. Farley, and Stacey L. Farley, collectively ("Permittee").

RECITALS

WHEREAS, the Owner is the successor in title to the former railroad corridor of Wisconsin Central Ltd., known today as the "Newton Blackmour State Trail" ("Trail");

WHEREAS, the portion of the Trail to which this Agreement pertains is located in the NW ¼ of the SW ¼ of Section 31, Township 24 North, Range 18 East, Town of Seymour, Outagamie County, Wisconsin; this portion is further described below and referred to in this Agreement as the "Premises";

WHEREAS, the Owner has contracted the trail management and operations for the Trail to Outagamie County ("Trail Manager") through an Easement;

Recording Area
Return: Department of Natural Resources
Bureau of Facilities and Lands – LF/6
P.O. Box 7921
Madison, WI 53707-7921
Attn: Closing Officer (LU-7291)

Parcel Identification Number (PIN) #:
Owner: N/A
Permittee: 190056604

WHEREAS, the Permittee presently owns certain real property adjacent to the Premises;

WHEREAS, the Permittee seeks permission from the Owner to cross the Premises in order to access farm lands owned by relatives on Outagamie County Wisconsin Tax Parcel Number 190056500; and

WHEREAS, the Owner is willing to grant Permittee permission to cross the Premises for the period of time and for the purpose(s) set forth below.

AGREEMENT

NOW, THEREFORE, for good and valuable consideration of the sum of $500.00 this non-exclusive Agreement is subject to the following mutual terms and conditions:

1. **Recitals.** The Owner and the Permittee confirm and agree that the recitals set forth above are true and correct and incorporate the same herein for all purposes.

2. **Permittee.** The term "Permittee" shall be construed and apply to any of the Permittee's family, guests, tenants, licensees, members, invitees, or agents.

3. **Parties.** The terms Owner and Permittee when used herein shall mean either singular or plural and the Owner and Permittee are collectively referred to herein as "Parties."

4. **Purpose.** The Owner hereby grants to the Permittee non-exclusive permission for ingress and egress over

and across the Trail; using a portion of the Trail (the Premises) which more particularly described as:

A 30-foot-wide right-of-way centered upon an existing road, to provide access to the Permittee across the Premises which is further described as;

Commencing at the Southwest corner of the NW ¼ of the SW ¼ of said Section 31; Thence S 89°15'35" E approximately 117.71 feet to the North Line of the Railroad Right-of-Way; Thence N 52°43'06" E along the North Line of the Railroad Right-of-Way approximately 670.35 feet to the Point of Beginning; Thence S 2°04'39" E approximately 123.90 feet to the South Line of the Railroad Right-of-Way and the Point of Termination.

This road is also known as "farm crossing" and is hereinafter referred to as the "**Access Road**." The approximate location of the Access Road is depicted on **Exhibit "A"**, which is attached hereto and made a part hereof.

5. **Term.** This Agreement shall be in effect for a Fifteen (15) year period, commencing April 1, 2024 and ending March 31, 2039. If the Permittee desires an extension of the Agreement, it may request the same at least 90 days prior to the expiration of this Agreement. The Owner may choose to extend the Agreement if the Permittee has complied with all of the terms and conditions of this Agreement and if the total Agreement term will not exceed 15 years.

6. **Termination.** The Owner may terminate this Agreement by giving thirty (30) day written notice to the Permittee if the Owner determines that further use of the Premises by the Permittee will interfere with present or future management objectives of the Owner, or if the Permittee breaches any terms or conditions contained in this Agreement.

7. **Access Road.** The Owner reserves the right to require and permit alternative access across the Trail if the location of the Access Road interferes with Owner's or the Owner's Trail Manager's use and management of the Premises. The Owner and the Owner's Trail Manager also reserve the right to temporarily close the Access Road to vehicle access in times when the Owner's Trail Manager deems road conditions are too poor to allow vehicular travel.

8. **Non-Transferable.** It is understood and agreed that this Agreement is permissive only, i.e., personal to the named Permittee, nontransferable and subject to revocation by the Owner. Neither this Agreement nor any permission under this Agreement may be assigned except as set forth herein. The terms and conditions contained herein shall not be construed to confer any rights on the Permittee other than those of a permit and do not run with the title to Permittee's real estate. This Agreement does not transfer to, nor can it be used to provide access to any subdivisions, lots or parcels created off the Permittee's present ownership. Any purported assignment of this Agreement shall constitute a material breach of this Agreement and the Agreement shall be automatically considered null and void.

9. **Allowed Vehicle Use.** The Permittee shall have the right to use the Access Road only by non-motorized means and by motorized vehicles licensed for use on public highways. The use of ATVs, UTVs, and/or off-road-motorcycles shall not be allowed on the Access Road unless a separate agreement is made between the parties hereto, or unless otherwise permitted by the Owner. The Access Road shall not be used for parking.

10. **Maintenance of Access Road.**

A. The Permittee shall maintain the Access Road in a safe and usable condition at all times such that the Permittee shall cause no obstruction to free and uninhibited use of the Access Road or the Trail by the general public. The Permittee understands that the Trail is open for use to all members of the general public without regard to race, creed, marital status, color, sex, national origin, age, handicap, ancestry, sexual orientation, arrest record or conviction record.

B. Any and all desired new construction or improvements to be performed on the Access Road by the Permittee shall only be done with prior written approval of the Owner.

C. The Permittee agrees to repair or reimburse the Owner for any damage to the Access Road or the Trail that is caused by the Permittee's or the Permittee's guests, invitees, agents, or contractors' use of or maintenance of the Access Road. Permittee shall promptly repair and restore the damaged area in a timely, workmanlike manner consistent with the original condition of the Access Road /Trail at the time when this Agreement was first executed.

D. The Owner shall have no obligation to improve, repair or maintain the Access Road, other than to repair damage caused by the Owner or its agents.

11. **Vegetative Management.** No cutting or trimming of trees shall be done without the prior written approval of the Owner, except that dead and downed trees that obstruct passage on the Access Road may be removed without such written approval. Any trees removed from the Access Road remain the property of the Owner. All trees having commercial value, including firewood, shall be cut in standard lengths and piled at the side of the road for use or disposal by the Owner. All stumps, slash, waste materials and other debris resulting from construction or maintenance, if any, of the Access Road shall be disposed of by the Permittee as directed by the Owner.

19. **NR 45 Enforcement.** The Owner retains management, supervision and control over the Premises for the purpose of enforcing pertinent state laws needed to protect the Premises, its natural resources or the general public, including Chapter NR 45, Wis. Admin. Code, which governs the conduct of visitors to state lands.

12. **Signage.** No gates, signs (other than fire numbers) or other articles of the Permittee will be allowed on Premises without the written consent of the Owner.

13. **Reservations.** The Owner reserves the right to permit other access on the Access Road, including utility easements in, under or through the Access Road consistent with the rights granted herein.

14. **Violations.** In the event the terms and conditions of this Agreement are found to have been violated, the Owner at its discretion may give written notice to the Permittee of the violation(s) and may identify the ways in which the Permittee can rectify the violations.

15. **AREMA Compliance.** The Premises may be encumbered by federal or state railroad interest and subject to future restoration and reconstruction of the right-of-way for rail purposes consistent with Section 208 of the National Trails System Act Amendment of 1983, Publ. L. No. 98-11 (16 U.S.C. 1247(d)) or Wis. Stat. § 85.09, including possible termination of this Agreement, and subject to reservations, exceptions and leases, agreements and permits authorized by the former railroad company or the Grantor prior to the execution of this Agreement. Grantor shall provide written notice of the necessity for the reestablishment of railroad, which may result in the termination of this Agreement upon the discretion of the railroad. Grantee shall: (1) not materially change the grade or topography of the Trail or the Premises; (2) not construct and install or remove any permanent improvement which violates American Railway Engineering and Maintenance-of-Way Association ("AREMA"), or its successors' published practices and procedures or would make such reestablishment of railroad impracticable; and (3) not allow the installation of any facility, above or below grade that does not conform to AREMA's standards or clearances for railroad.

16. **Indemnification.** The Permittee agrees to protect, indemnify, and save harmless the Owner, its agents and employees, from and against any and all claims, demands, suits, liability, costs and expense, by reason of loss or damage to any property (state or other) or bodily injury to or death of any person whatsoever, that may arise directly or indirectly
    a. from the Permittee's maintenance, repair or use of the Access Road;
    b. out of the Permittee's exercise of any and all permissions allowed by this Agreement; and/or
    c. out of the Permittee's failure to exercise of any and all rights, duties and responsibilities granted by this Agreement.

17. **Entire Agreement.** This Agreement sets forth the entire understanding of the Owner and the Permittee and may not be modified or amended except by a written document executed and acknowledged by the Owner and the Permittee.

18. **Invalidity.** If any provision or specific application of this Agreement is found to be invalid by a court of competent jurisdiction, the remainder of this Agreement, or the application of the term or condition to persons or circumstances other than those to which it is held invalid or unenforceable, shall not be affected thereby, and each term and condition shall be valid and enforceable to the fullest extent permitted by law.

19. **Enforcement.** It is intended that this Agreement shall be construed as being an adequate and legally enforceable agreement. Owner may enforce this Agreement through proceedings at law or in equity, either to restrain or prevent the violation or to obtain any other relief.

20. **Headings.** The headings of clauses contained in this Agreement are used for convenience and ease of reference only and do not limit the scope or intent of the clause.

21. **Governing Law.** This Agreement shall be construed and enforced in accordance with the laws of the State of Wisconsin.

22. **Additional Conditions.** Additional Terms and Conditions specifically pertinent to this Agreement will be valid if enumerated below:

    A. This Agreement does not grant authority to enter upon lands north of the Newton Blackmour State Trail. Permittee must have permission from landowner(s) for Outagamie County Wisconsin Tax Parcel Number 190056500 to enter said property.

END OF TERMS AND CONDITIONS

IN WITNESS WHEREOF, the Owner has caused this Agreement to be executed on its behalf this _____ day of _____, 20__.

State of Wisconsin
Department of Natural Resources
For the Secretary

By_____(SEAL)
Terry H. Bay
Bureau Director - Facilities and Lands

State of Wisconsin)
) ss.
Dane County)

Personally came before me this _____ day of _____, 20___, the above named Terry H. Bay, Bureau Director for Facilities and Lands, State of Wisconsin Department of Natural Resources, to me known to be the person who executed the foregoing instrument and acknowledged that he executed and delivered the same as for the act and deed of said Department of Natural Resources.

_____
Katherine Shubak
Notary Public, State of Wisconsin
My Commission (expires)(is) _____

IN WITNESS WHEREOF, the Permittee has caused this Agreement to be executed on its behalf this _____ day of _____, 20__.

By _____(SEAL)

Tony J. Farley, Permittee

By _____(SEAL)

Stacey L. Farley, Permittee

State of _____)

) ss.

_____ County)

Personally appeared before me this____ day of _____,20____, the above-named Tony J. Farley and Stacey L. Farley, to me known to be the person who executed the foregoing instrument and acknowledged the same as and for the act and deed of the Grantee.

_____

*

Notary Public, State of _____

My commission (expires) (is) _____

*Please print names

CONSENT TO AGREEMENT

IN WITNESS WHEREOF, Outagamie County, being the holder of an Easement for the Newton Blackmour State Trail by virtue of said Easement, between the State of Wisconsin Department of Natural Resources and Outagamie County as recorded on May 12, 2009 as Document No. 1833971 all in Outagamie County Records against said Premises, does hereby acknowledge, join in and consent to this Agreement, subject to the same terms and conditions as set forth herein on this _____ day of _____, 20__.

Outagamie County

By: _____ (SEAL)
Dan Gabrielson
Board Chairperson

By: _____ (SEAL)
Jeff King
County Clerk

By: _____ (SEAL)
Thomas M. Nelson
County Executive

State of Wisconsin)
) ss.
County of Outagamie)

Personally appeared before me this _____ day of _____ 20__, the above-named Dan Gabrielson , Board Chairperson, Jeff King, County clerk, Thomas M. Nelson, County Executive, Outagamie county to me known to be the person who executed the foregoing instrument and acknowledged the same in the capacity therein stated and for the purpose therein contained.

_____
*
Notary Public, State of Wisconsin

My commission (expires) (is) _____

*Please print name

This instrument drafted by:
State of Wisconsin
Department of Natural Resources

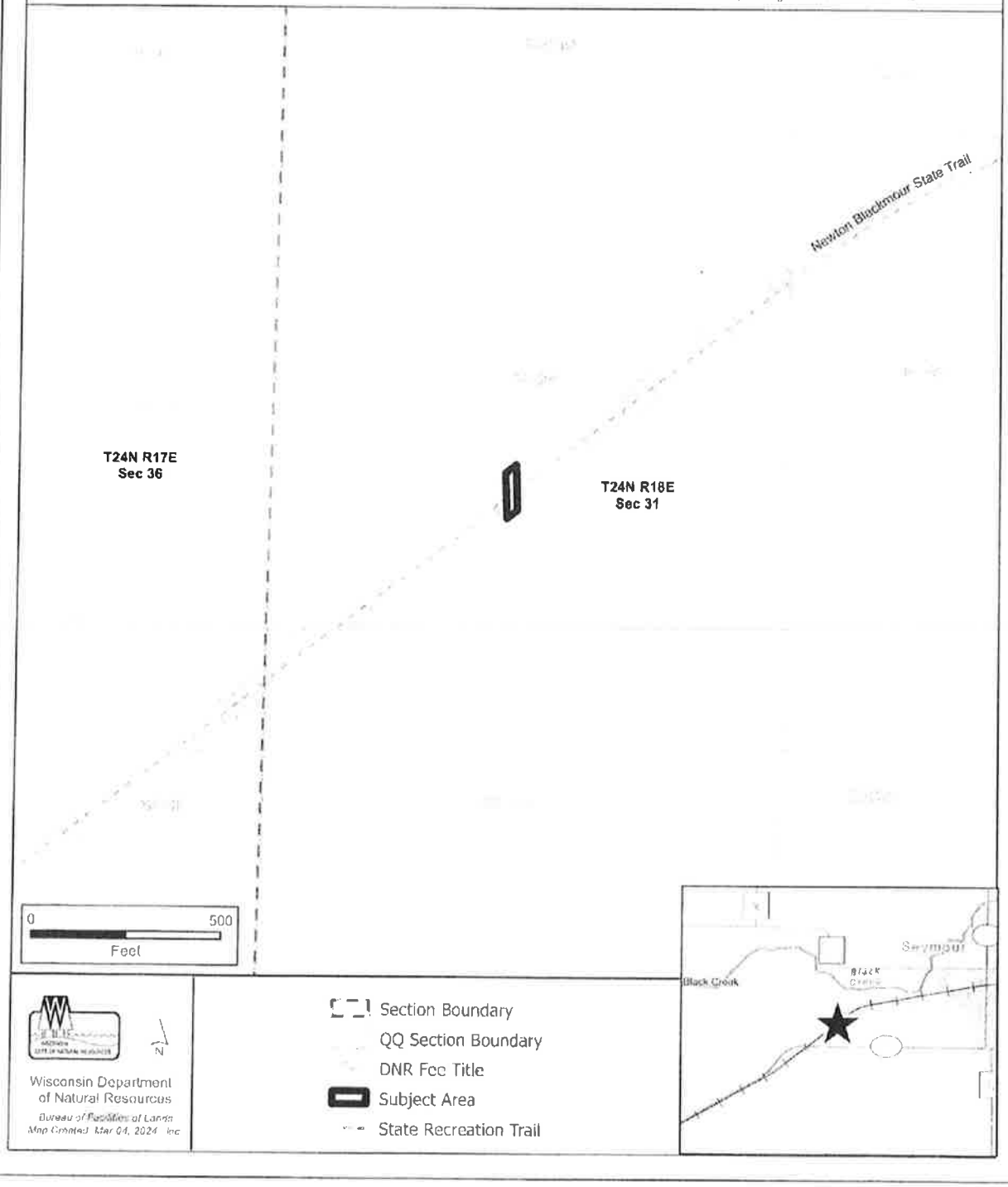
Exhibit "A"

Map of Access Road.

Exhibit A Map

T24N, R18E, Sec. 31, Town of Seymour, Outagamie County

The data shown in this exhibit has been obtained from various sources and is of varying, age, reliability and resolution. This exhibit is for illustrative purposes only. No warranty, expressed, or implied, is made regarding accuracy, applicability for a particular use, completeness, or legality of the information depicted on this exhibit. In the event of any conflicts between the Access Permit to which this exhibit is attached and this exhibit, the agreement shall control.



Resolution No. 7—2024-25 – Public Safety Committee. Authorize and approve of the "Outagamie County Hazard Mitigation Plan 2024-2029" as an official plan and revisions to meet the Plan approval requirements after adoption will not require Outagamie County to re-adopt any further iterations of the Plan and that subsequent plan updates following the approval period for this Plan will require separate resolutions.

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

ROLL CALL: 27 yes, 9 absent. RESOLUTION NO. 7—2024-25 IS ADOPTED.

VOTE RESULTS 27 YES 0 NO 0 ABSTAIN 9 ABSENT

Resolution No. 7—2024-25

Public Safety Committee. Authorize and approve of the "Outagamie County Hazard Mitigation Plan 2024-202 **Passed With Majority of Full Membership**
Plan approval requirements after adoption will not require Outagamie County to re-adopt any further iterations of the Plan and that subsequent plan updates following the approval period for this Plan will require separate resolutions.

1 THOMPSON	YES	13 WEGAND	ABSENT	25 JANKE	YES
2 JOHNSON	ABSENT	14 HERMES	ABSENT	26 WEINBERG	YES
3 SMITH	YES	15 MacDONALD	ABSENT	27 CULBERTSON	YES
4 PATIENCE	YES	16 SCHROEDER	ABSENT	28 MONFILS	YES
5 GABRIELSON	YES	17 CROATT	ABSENT	29 WINTERFELDT	YES
6 KOSTELNY	YES	18 SPEARS	YES	30 NEJEDLO	YES
7 HAMMEN	YES	19 HEISER	YES	31 CLEGG	YES
8 LAWRENCE	YES	20 MITCHELL	YES	32 THYSSEN	ABSENT
9 KRUEGER	YES	21 CUFF	YES	33 VANDERHEIDEN	YES
10 LAMERS	YES	22 HAGEN	YES	34 RETTLER	YES
11 FERGUSON	ABSENT	23 KLEMP	YES	35 KOURY	YES
12 McCABE	YES	24 THIEDE	ABSENT	36 LAUTENSCHLAGER	YES

Outagamie County **4-16-24 County Board Meeting - May 14 2024 07:30:16 PM**
April 16, 2024 County Board Meeting
OpenMeeting

RESOLUTION NO.: 7—2024-25

TO THE HONORABLE, THE OUTAGAMIE COUNTY BOARD OF SUPERVISORS

LADIES AND GENTLEMEN: ***MAJORITY***

Outagamie County recognizes the threat that natural hazards pose to people and property within Outagamie County. The Outagamie County Emergency Management Department has prepared a multi-hazard mitigation plan, hereby known as "Outagamie County Hazard Mitigation Plan 2024-2029" (the Plan) in accordance with federal laws, including the Robert T. Stafford Disaster Relief and Emergency Assistance Act, as amended; the National Flood Insurance Act of 1968, as amended; and the National Dam Safety Program Act, as amended. The Outagamie County Hazard Mitigation Plan 2024-2029 identifies mitigation goals and actions to reduce or eliminate long-term risk to people and property in Outagamie County from the impacts of future hazards and disasters. Adoption of the Plan by the Outagamie County Board of Supervisors demonstrates its commitment to hazard mitigation and achieving the goals outlined in the Plan.

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

BE IT RESOLVED, that the Outagamie County Board of Supervisors does authorize and approve of the "Outagamie County Hazard Mitigation Plan 2024-2029" as an official plan, which can be reviewed in the Legislative Services Office, the County Clerk's Office, or the Emergency Management Department, and

BE IT FURTHER RESOLVED, that the Outagamie County Board of Supervisors does approve that while content related to Outagamie County may require revisions to meet the Plan approval requirements, changes occurring after adoption will not require Outagamie County to re-adopt any further iterations of the Plan and that subsequent plan updates following the approval period for this Plan will require separate resolutions, and

BE IT FINALLY RESOLVED, that the Outagamie County Clerk be directed to forward a copy of this resolution to the Outagamie County Emergency Management Director.

Dated this 14th day of May 2024

Respectfully submitted,

PUBLIC SAFETY COMMITTEE

Katrin Patience

Christine Lamers

Timothy Hermes

Michael Smith

Jeremy Thyssen

Duly and officially adopted by the County Board on: May 14, 2024

Signed: _____ Board Chairperson

_____ County Clerk

Approved: 5.15.24

Vetoed: _____

Signed: _____ County Executive

Resolution No. 8—2024-25 – Finance Committee. Authorize and approve of all excess or deficiency of revenues over/under expenditures and unexpected appropriations of the various accounts reverting back to the County's General Fund or from the General Fund as indicated in the attached fiscal note and Summary of 2023-2024 Revolving Funds, with the exception of those expenses, revenues or transfers, as noted in the resolution and attachments.

Supervisor Lautenschlager moved, seconded by Supervisor Lawrence , for adoption.

ROLL CALL: 27 yes, 9 absent. RESOLUTION NO. 8—2024-25 IS ADOPTED.

VOTE RESULTS 27 YES 0 NO 0 ABSTAIN 9 ABSENT

Resolution No. 8—2024-25

Finance Committee. Authorize and approve of all excess or deficiency of revenues over/under expenditures a accounts reverting back to the County's General Fund or from the General Fund as indicated in the attached fiscal note and Summary of 2023-2024 Revolving Funds, with the exception of those expenses, revenues or transfers, as noted in the resolution and attachments.

Passed With 2/3 of Full Membership

1 THOMPSON YES	13 WEGAND ABSENT	25 JANKE YES
2 JOHNSON ABSENT	14 HERMES ABSENT	26 WEINBERG YES
3 SMITH YES	15 MacDONALD ABSENT	27 CULBERTSON YES
4 PATIENCE YES	16 SCHROEDER ABSENT	28 MONFILS YES
5 GABRIELSON YES	17 CROATT ABSENT	29 WINTERFELDT YES
6 KOSTELNY YES	18 SPEARS YES	30 NEJEDLO YES
7 HAMMEN YES	19 HEISER YES	31 CLEGG YES
8 LAWRENCE YES	20 MITCHELL YES	32 THYSSEN ABSENT
9 KRUEGER YES	21 CUFF YES	33 VANDERHEIDEN YES
10 LAMERS YES	22 HAGEN YES	34 RETTLER YES
11 FERGUSON ABSENT	23 KLEMP YES	35 KOURY YES
12 McCABE YES	24 THIEDE ABSENT	36 LAUTENSCHLAGER YES

Outagamie County 4-16-24 County Board Meeting - May 14 2024 07:31:09 PM

April 16, 2024 County Board Meeting

OpenMeeting

RESOLUTION NO.: 8—2024-25

TO THE HONORABLE, THE OUTAGAMIE COUNTY BOARD OF SUPERVISORS

LADIES AND GENTLEMEN: ***2/3 MAJORITY – 24 VOTES***

It is necessary that various accounts of Outagamie County be closed as of December 31, 2023, except special funds, commonly known as Revolving Funds, which are in the best interest of Otuagamie County to remain intact. The budget adjustments will be made to the 2024 budget. These Revolving Funds cover all county funds except County Roads and Bridges, which will be brought forward with a separate resolution.

NOW THEREFORE, the undersigned members of the Finance Committee recommend adoption of the following resolution.

BE IT RESOLVED, that the Outagamie County Board of Supervisors does authorize and approve of all excess or deficiency of revenues over/under expenditures and unexpected appropriations of the various accounts reverting back to the County's General Fund or from the General Fund as indicated in the attached fiscal note and Summary of 2023-2024 Revolving Funds, with the exception of those expenses, revenues or transfers as detailed in the attachments, which by reference are made a part hereof, and

BE IT FURTHER RESOLVED, unless detailed otherwise on the attachment, that should any closed projects have excess funding (except those with highway project funding that will be applied in the following year's budget), those funds will be returned to the General Fund, or if legally required, to the Debt Service fund, and

BE IT STILL FURTHER RESOLVED, that all of the following accounts shall not lapse to the County's General Fund: all Special Revenues, except Health and Human Services; all Debt Service Funds; all Capital Project Funds; all Enterprise Funds, except for Brewster Village; and all Internal Service Funds, and

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

Dated this 14th day of May 2024

Respectfully Submitted,

FINANCE COMMITTEE

Chris Croatt

John Cuff

Karen Lawrence

Karen Lawrence

Dana Johnson

Rick Lautenschlager

Duly and officially adopted by the County Board on: May 14, 2024

Signed: _____ Board Chairperson

_____ County Clerk

Approved: 5-15-24

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:** Revolving Funds Requests 2023 to 2024 – All Funds (except County Road & Bridges)

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)

See attached for the complete schedule of requested Revolving Funds from the 2023 budget into the 2024 budget. The budget adjustments will be made to the 2024 budget. This includes all funds, except County Roads and Bridges Fund.

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

[X] Revenues [X] 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? If no, skip to question 8 below. yes (X) no ( )

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
See attached.			

Annual and Long-Term Impact

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

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

Fiscal Note Prepared by: Michelle Uitenbroek/ Kay Hamilton

For Financial Services purposes only

Reviewed By: Michelle Uitenbroek

Date: May 2, 2024

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

S:\FINANCE\9 Fiscal Notes & Intrabudget Accts\FISCAL NOTES - WORD\FINANCE\2024\Fiscal Note Revolving Funds 2023 to 2024.doc

OUTAGAMIE COUNTY
SUMMARY OF 2023 - 2024 REVOLVING FUNDS

Fund	Purchase Order Commitment	Additional Appropriations	Projects	Total
General Fund	15,328	120,226	-	135,554
Health & Human Services	-	49,829	-	49,829
County Roads & Bridges - TO BE DETERMINED	-	-	TBD	-
Airport	-		73,809,885	73,809,885
Brewster Village	3,109	525,868	-	528,977
Recycling and Solid Waste	-	2,705,180	-	2,705,180
Single Stream	-	1,442,343	-	1,442,343
Highway - PROJECTS TO BE DETERMINED (TBD)	-	574,852	TBD	574,852
Information Technology (IT)	6,000	1,987,870	-	1,993,870
Capital Projects (Highway projects TBD)	-	-	-	-
Total	24,437	7,406,168	73,809,885	81,240,490

Fund / Funding Source	Intergovernmental Revenue, Fees Fines & Costs, Charges for Service	Fund Balance / Retained Earnings	Debt Proceeds / Advances	Total
General Fund	23,051	112,503	-	135,554
Health & Human Services	-	49,829	-	49,829
County Roads & Bridges - TO BE DETERMINED	TBD	TBD	-	-
Airport	38,076,014	35,733,871		73,809,885
Brewster Village	-	528,977	-	528,977
Recycling and Solid Waste	-	2,705,180	-	2,705,180
Single Stream	(1,476,297)	1,476,297	-	-
Highway - PROJECTS TO BE DETERMINED (TBD)	TBD	574,852	-	574,852
Information Technology (IT)	6,000	1,987,870	-	1,993,870
Capital Projects (Highway projects TBD)	-	-	-	-
Total	36,628,768	43,169,379	-	79,798,147

See attached for details of rollovers by category and fund.

Please note the above summary and detailed attachments currently do not include most of the revolving funds for the Highway or County Road and Bridge Fund. Due to employee turnover, the revolving funds for the Highway have not yet been completed. Administration will bring forward the Highway's revolving funds in a separate resolution when they are completed. We felt it necessary to bring all other funds forward at this time so these departments could start working on these projects and incur these expenditures as soon as the resolution is passed.

S:\FINANCE\13 Interim & Year End (Non Audit)\Revolving Funds\2023 into 2024\01 - Final 2023 - 2024 Revolving Funds worksheet for Resolution.xls

Outagamie County
2023 - 2024 Revolving Funds

GENERAL FUND 100

Cost Center Name / Description	Cost Center Line Item	P.O. Number	Purchase Order Commitment	Additional Appropriation	Revenue Amount
COUNTY CLERK ELECTIONS					
	1001900.5500			50	
MAINTENANCE / JC MAINTENANCE					
Maintenance - Baycom Repairs to Binghamton Tower (Work Started in 2023 and Extended into early 2024)	1002413.5562.08	124725	2,328		
Maintenance - STR-SEG Roof Engineering Goodland Dr. (Work Started in 2023 and Extended into early 2024)	1002413.5562.08	124731	13,000		
Maintenance - Replace Old Windows in CAB (Project Did Not Fit into 2023 Schedule)	1005300.6000			21,000	
Maintenance - Replace Jail Toilet Flood Busters (Working with Vendor to Find Replacements for Obsolete Parts)	1005302.5500			9,559	
Maintenance - Replace Tower Strobe Lights (Working with Vendor to Find Suitable Replacement Fixtures)	1002413.5500			14,000	
PARKS/NATURE CENTER/MOSQUITO HILL					
Plamann Lake Upgrades	1006500.6000			3,823	
Kamps House Demo	1006900.6000			15,275	
Nature Center Roof Repairs - Contingency Request at the	1006900.5500			14,000	
SHERIFF - ADMINISTRATION					
Employee Appreciation funds	1008000.5420.07			177	
3 Year Plan - CAD/RMS hardware upgrade consulting	1008000.4510.26 (1008000.5525.04)				22,000
SHERIFF - PATROL					
Emmons Business Interiors - Shelving System	1008007.5420	124729		10,616	
Uniform Shoppe - August Order unfilled	1008007.5420.08	337240-337244		272	
SHERIFF - RADIO MAINTENANCE					
Baycom - tower repairs	1008013.5539.05	124725		2,327	
Watson Consoles - Conference Table	1008013.5415	45246		2,178	
SHERIFF - TRAFFIC SAFETY					
Community Violence Intervention	1003605.5564.1.11			6,500	
LAND CONSERVATION					
Emmons Business Interiors - (2) task chairs	1008200.5420.08			1,072	
Land & Water Resource Management Grant - Ralph & Lois Zibell	1008200.4220.07 / 1008200.5500			7,308	
Land & Water Resource Management Grant - Ralph & Lois Ziball	1008200.4220.07 & 1008200.5500			6,864	
Land & Water Resource Management Grant - Clifford Reis	1008200.4220.07 & 1008200.5500			4,154	
UWMadison - Division of Extension					
Juntos funds expense	1008500.5400			1,051	
Juntos funds revenue	1008500.4280.99				1,051
TOTAL REVOLVING FUND REQUESTS:			15,328	120,226	23,051

Outagamie County
2023 - 2024 Revolving Funds

HEALTH & HUMAN SERVICES FUND 206

Cost Center Name / Description	Cost Center Line Item	P.O. Number	Purchase Order Commitment	Additional Appropriation	Revenue Amount
DHHS - Administration					
	Employee Business Meetings	2065010 5500 124720		24,129	
	Employee Business Meetings	2065010 5500 124724		25,700	
TOTAL REVOLVING FUND REQUESTS:				49,829	

PART III - OTHER DESCRIPTION	COST CENTER BUDGET LINE ITEM	AMOUNT
Berry Dunn 401k Contribution	2065010 5525 04	48,679
Streamline CIP (HHS new medical record)	4623100 6044	1,143,716
8521 Trust Fund Expenditures for Kayak Launch delayed to 2024	2063005 6036	245,864
CANVA for ADRC cost center	2063700 5570 06	600
Community Health Educator Substance Abuse Prevention Salary - delayed due to hire date	2170100 5100	16,085
Community Health Educator Substance Abuse Prevention Fringe - delayed due to hire date	2170100 5200	4,383
Treatment Services - Opioid	2170700 5515 50	53,918
Office Equipment - Opioid	2170700 5420 03	1,091
Local Special Contracts/Obligations - Opioid	2170700 5570 06 2	10,000
Computer Services - Opioid	2170700 5570 06	685
IT Direct Billed - Opioid	2170700 5575 15	2,634
TOTAL REVOLVING FUND REQUESTS PART III:		1,557,555

Outagamie County
2023 - 2024 Revolving Funds

COST CENTER NAME -
Parks
COST CENTER NUMBER -

PREPARED BY -
Loren Dieck

PART II - CONTRACTS/COMMITMENTS DESCRIPTION	CONTRACT/ COMMITMENT	COST CENTER BUDGET LINE ITEM	AMOUNT
Plamann Roadway, Parking Lots & Sport Court Design - EXP (Roadway & Parking Lots) - Rettler (Sport Courts)		4601500.6000	10,379.00
Pavilion Design - Dorschner - waiting on as-built drawings from GC so they can close out billing		4581400.6000	12,065.00
Pavilion Construction - Contract with Milbach Construction		4601700.6000	442,022.00
Parks - Central Prk Lot Const - Resolution to move this to 4601700.6000 currently going through board approval		4601800.6000	550,000.00
Parks - Mosquito Hill Remodel Project - Contract with Milbach Construction		4641300.6000	125,895.00
Parks - Mosquito Hill Displays Project - Contract with Riggs Ward for design - construction to follow		4641400.6000	784,500.00
Parks - Baseball Field Design		4641800.0000	62,486.00
TOTAL REVOLVING FUND REQUESTS:			**1,987,347.00**

Outagamie County
2023 - 2024 Revolving Funds

Cost Center Name / Description Maintenance	Cost Center Line Item	P.O. / Contract Number	Purchase Order Commitment	Additional Appropriation	Revenue Amount
Maintenance - Watson Dispatch Furniture (Dispatch Furniture for new 911 Center to be completed in 2024)	4621100.6305	124743	317,642		
Maintenance - 911 AXS Dispatch Consoels (Component of 911 Project to be completed in 2024)	4621100.6305	124751	973,284		
Maintenance - Security and Space Needs Parking (Ongoing Parking Needs)	4500800.6000			1,732,381.00	
Maintenance - Communications Center Construction (Ongoing Multi year Project)	4621100.6000			5,812,466.00	
Maintenance - VPI Building Improvements (Waiting on Updated Lease Agreement Before Completing Project)	4621000.6000			582,177.00	
Maintenance - Security and Space Needs Small Projects	4500900.6000			70,155.00	
Maintenance - Modernize JC Elevators #5 and #7	4640600.8000			191,187.00	
Maintenance - Mill and Resurface Goodland Dr. Parking Lot (Delaying Project Until 911 Center Construction is Completed)	4500800.6000			73,900.00	
TOTAL REVOLVING FUND REQUESTS:			1,290,926.00	8,462,266.00	0

Outagamie County
2023 - 2024 Revolving Funds

AIRPORT FUND 500 PROJECTS

Cost Center Name / Description	Cost Center Line Item	Project Expenses	Revenue Amount
Airport Operating Cost Centers Capital Outlay			
Airport Operations Area Capital Outlay	5000112.6238	188,782	
Airport Operations Area Capital Outlay	5000112.6226	10,000	
Airport Operations Area Capital Outlay	5000112.6234	16,000	
Airport Rental Properties	5000117.6226	13,695	
Airport Public Safety	5000118.6226	25,000	
Airport Improvements			
Tenant Parking Lot	5002369.6212	245,000	
Terminal Sustainable Initiatives	5002370.6212	68,000	
Terminal Roof Repair	5002371.6304	322,000	
T-Hangar Upgrades	5002386.6304	640,504	
FBO Storage Building	5002402.6224	1,128,600	
Replace Boilers	5002405.6226	280,000	
Common Use Bag Check System	5002408.6298	358,070	
EDA Grant Project	5002408.6298	3,723,566	
EDA Grant Project	5002408.8151		3,010,000
CBT System	5002410.6298	27,500	
Replace Bus	5002413.6234	80,000	
Refueler	5002414.6234	244,300	
Tenant HVAC	5002420.6234	400,000	
INET	5002422.6234	500,000	
Flail Mower	5002424.6234	80,000	
FBO Building Improvements	5002425.6226	120,300	
CFC Projects			
Repave parking areas	5002700.6226	1,000,000	
PFC Projects			
Airfield Dump Truck	5002639.6234	200,000	
Aiport Federal & State Aid Projects			
Concourse Addition			
AIP67,68,69 SA97 - Expenses	5000478.6000	61,448,803	
AIP67,68,69 SA97 - Revenues (Federal and State)	5000478.8081		32,414,706
Terminal Ramp Addition			
SA94 - Expenses	5000488.6312	2,573,506	
SA94 - Revenues (State)	5000488.8081		2,547,995
Waterloop			
- Revenues (Federal & State)	5000493.8081		103,313
- Expenses	5000493.6312	116,259	
Airport Fund Balance (prior year revolving funds)	5000110.8953		35,733,871
TOTAL REVOLVING FUND REQUESTS:		73,809,885	73,809,885

Outagamie County
2023 - 2024 Revolving Funds

BREWSTER VILLAGE FUND 501

Cost Center Name / Description	Cost Center Line Item	P.O. Number	Purchase Order Commitment	Additional Appropriation	Revenue Amount
Outdoor Wireless	5017665.6000	124541	3,109		
Roof Replacement (Phase 3) - Multi-year project	5017665.6000		-	191,323	-
Generator Replacement - Engineering is complete	5017665.6000		-	199,000	-
Main Kitchen Cooler/Freezer - Replace original unit	5017665.6000		-	50,000	-
Nurse Call Exterior Wireless Upgrade - IT currently working on in 2023.	5017551.5500		-	69,000	-
Nurse Call Phone System - Equipment upgrades	5017665.5500		-	16,545	-
TOTAL REVOLVING FUND REQUESTS:			3,109	525,868	-

Outagamie County
2023 - 2024 Revolving Funds

HIGHWAY - NONPROJECT - FUND 600

Cost Center Name / Description	Cost Center Line Item	P.O. Number (HWY)	Purchase Order Commitment	Additional Appropriation	Revenue Amount
Highway					
Dump Body & equipment for Unit 181	6001010.623	47056		278,990	
Dump Body & equipment for Unit 182	6001010.623	47057		290,387	
Desk unit	6008000.624	50024		5,475	
TOTAL REVOLVING FUND REQUESTS:				574,852	

S:\FINANCE\13 Interim & Year End (Non Audit)\Revolving Funds\2023 into 2024\01 - Final 2023 - 2024 Revolving Funds worksheet for Resolution.xls

Outagamie County
2023 - 2024 Revolving Funds

RECYCLING AND SOLID WASTE FUND 503

Cost Center Name / Description	Cost Center / Line Item	P.O Number	Purchase Order Commitment	Additional Appropriation	Revenue Amount
D9 Refurbishments and Undercarriage	5039000.6304.53364		Contract	700,000	
Service Building Renovations	5039000.6304.53366		Contract	105,180	
NELF Leachate Metering Tand and Load Out	5039000.6304.53368		Contract	1,000,000	
Horizontal Grinder	5039000.6304.53380		Contract	900,000	
TOTAL REVOLVING FUND REQUESTS:				2,705,180	

SSR ARPA Funds Request

MRF Long Term Planning Assessment	5040100.5525.04			35,000	
AI Robotic Units (AI Tech Upgrades 2024)	5040200.6234.SL 53354			175,000	
Fire Monitoring System	5040200.6298.SL 53374			35,000	
TotalSSR ARPA Funds Request				245,000	

Outagamie County
2023 - 2024 Revolving Funds

SINGLE STREAM FUND 504

Cost Center Name / Description	Cost Center / Line Item	P.O. Number	Purchase Order Commitment	Additional Appropriation	Revenue Amount
Single Stream Capital Outlay					
Repair MRF YARD Asphalt	5040200.6304 SL 53334			298,365.28	
2023 Forklift Replacement	5040200.6234 SL 53353			123,142.00	
AI Robotic Units (AI Tech Upgrades 2024)	5040200.6234 SL 53354			135,727.72	
Fire Monitoring System	5040200.6298 SL 53374			48,732.13	
Building Security	5040200.6304 SL 53375			75,000.00	
OCC Dust Hood	5040200.6304 SL 53378			75,000.00	
Glass Clean Up System & Compactor Enclosure	5040200.6304 SL 53369			600,000.00	
Crossbelt Magnet	5040200.6234 SL 53371			75,000.00	
Concrete Work (Concrete Maintenance 2024)	5040200.6304 SL 53377			11,376.23	
TOTAL REVOLVING FUND REQUESTS:			-	1,442,343.36	-

Outagamie County
2023 - 2024 Revolving Funds

IT FUND 604

Cost Center Name / Description	Cost Center Line Item	Subledger	P.O. Number	Purchase Order Commitment	Additional Appropriation
IT Operations					
CDWg	6040100.6250.03	70483	124726	6,000	-
Inventory equipment placed in service in 2024 - desktops	6040100.5420.14	70447			16,644
Inventory equipment placed in service in 2024 - laptops	6040100.5420.14	70448			54,291
Inventory equipment placed in service in 2024 - monitors	6040100.5420.14	70449			8,645
Inventory equipment placed in service in 2024 - printers	6040100.5420.14001				15,864
Inventory equipment placed in service in 2024 - scanners	6040100.5420.14001				4,997
Jail - Camera PC Replacements	6040100.5420.14	70451			29,080
Airport - AV in Admin Conf Room	6040100.5420.17	70455		-	4,520
Projector Replacements	6040100.5420.25			-	1,190
Consulting Services	6040100.5525.04			-	40,000
Contract Programming	6040100.5525.36			-	6,500
Contract Training / PCI Compliance	6040100.5525.37			-	34,890
IT - Contract LAN services	6040100.5525.38			-	10,000
Treasurer - Ascent Module	6040100.5570.14	70469		-	2,500
IT - Fusion Splice HSN Fiber	6040100.5570.14001	70480		-	4,400
IT Network - Fusion Splice Highway Fiber	6040100.5570.14001	70336			4,360
HHS - EHR Programming	6040100.6240	70433		-	46,869
IT Network - Firewall Management	6040100.6250.03	70342		-	17,950
IT Analysts - Upgrade Work Order System	6040100.6250.03	70390		-	14,600
IT Network - SSL Internet Traffic	6040100.6250.03	70391		-	15,000
IT Network - Network Segmentation	6040100.6250.03	70392		-	9,000
IT Systems - Data Warehouse	6040100.6250.03	70398		-	20,000
IT - Firewall Replacements	6040100.6250.03	70485		-	7,800
IT - Server Room Electrical Work	6040100.6250.03	70484		-	12,000

Outagamie County
2023 - 2024 Revolving Funds

IT FUND 604

Cost Center Name / Description	Cost Center Line Item	Subledger	P.O. Number	Purchase Order Commitment	Additional Appropriation
IT Security Assessment for compliance	6040100.6298	70060			100,000
Airport - Increase Wireless Bandwidth	6040500.4415.17001 / 6040500.5570.14001	70232			27,000
Tyler MUNIS Upgrade	6040500.4415.17001 / 6040500.5570.14001	70301			14,100
Solid Waste - Fiber optic Phase III & Flow Meter / Gas Analyzer	6040500.4415.17001 / 6040500.5570.14001	70182			64,500
Highway - Relocate Telecom Closet	6040500.4415.17001 / 6040500.5570.14001	70490			17,842
Solid Waste - Camera PC for Maintenance Building	6040500.4415.17001 / 6040500.5570.14001	70492			5,028
Airport - Timeclock/Scheduling	6040500.4415.17001 / 6040500.5570.14001	70495			52,168
Parks - Fiber to Lake	6040500.4415.17001 / 6040500.5570.14001	70496			32,000
Treasurer - Consulting/Programming for their Tax/Receipt Systems	6040500.4415.17001 / 6040500.5570.14001	70497			9,480
HHS - Report Consultant	6040500.4415.17001 / 6040500.5570.14001	70498			10,000
Clerk of Courts - Audio Recording Upgrade for Courtrooms	6040500.4415.17001 / 6040500.5570.14001	70500			15,000
Highway Security Cameras	6040500.4415.17001 / 6040500.6250.50001	70357			14,580
Airport Connected Mobile Experience	6040500.4415.17001 / 6040500.6250.50001	70247			58,258
Highway - Conference Room Audio/Visual	6040500.4415.17001 / 6040500.6250.50001	70408			34,400
Airport - Replace Wireless System	6040500.4415.17001 / 6040500.6250.50001	70414			41,995
Solid Waste - Replace Wireless System	6040500.4415.17001 / 6040500.6250.50001	70415			16,604
HHS - Cameras for Observation Rooms	6040500.4415.17001 / 6040500.6250.50001	70504			13,987
Airport - Network Switch Replacements	6040500.4415.17001 / 6040500.6250.50001	70503			10,000

Outagamie County
2023 - 2024 Revolving Funds

IT FUND 604

Cost Center Name / Description	Cost Center Line Item	Subledger	P.O. Number	Purchase Order Commitment	Additional Appropriation
PCI DSS Security	4520200.6000	7121			10,257
County Phone Replacement	4580400.6250.08				358,586
Replace Wireless System	4620400.6244	70430			360,468
Leg Services - County Board Room AV Remodel	4640300.6000	70511			185,517
IT - Replace Multimode Fiber with Singlemode	4640300.6000	70507			75,000
Finance - AP and Expense Modules	4640300.6000	70506			100,000
TOTAL REVOLVING FUND REQUESTS:			8,000	1,987,870	

Outagamie County
2023 - 2024 Revolving Funds

CIP - CAPITAL IMPROVEMENT PROJECTS

Cost Center Name / Description	Cost Center Line Item	Previously Revolved per Adopted 2024 Budget	Available to Revolve into the 2024 Budget	Additional Request to Revolve 2024 Budget	Revenue Amount
2016 - Capital Projects					
Security and Space Needs Parking	4500800.6000		1,806,281	1,806,281	-
Security and Space Needs - Small Projects ($20,000 ARPA funded) - Expenditure Portion	4500900.6000	-	70,155	70,155	-
2017 - Capital Projects					
IT Software/Hardware Systems - $10,257 Security/PCI Compliance S/L 70121	4520200.6000	-	10,257	10,257	-
2017 - Capital Projects - GO Debt					
UWO - Fox Cities - Student Dev and Food Services Design	4541600.6000	-	109,308	109,308	-
2019 - Capital Projects					
UWO - Fox Cities - Roof Repairs	4561300.6000	-	15,208	15,208	-
2020 - Capital Projects					
Land Con - Streambank Restoration	4580200.5500	-	10,000	10,000	-
Various IT projects ($50,000 JDE Upgrade S/L 70313)	4580300.6000	-	50,000	50,000	-
County Phone System	4580400.6000	-	358,586	358,586	-
Parks Pavillion Design	4581400.6000	-	12,065	12,065	-
UWO - Fox Cities - Design Stdnt Dev/Food Service Area	4581900.6000	-	175,000	175,000	-
UWO - Fox Cities - Child Care Addition Construction	4582100.6000	-	99,693	99,693	-
Highway Construction	4582200.6000	-	206,826	206,826	-
2021 - Capital Projects					
Land Con - Land Mitigation Bank	4600500.6000	-	750,000	750,000	-
Sheriff Body Cameras	4601300.6000	-	59,790	59,790	-
Parks - Various designs - Phase 1 projects	4601500.6000	-	10,379	10,379	-
Parks - Water and Sewer project - Expenditure Portion	4601600.6000	-	112,200	112,200	-
Parks - Water and Sewer project - Revenue Portion	4600100.4264.01	-	-	-	112,200
Parks - Pavilion construction - Non Debt	4601700.6000	-	442,022	442,022	-
Parks - Central Parking Lot Construction	4601800.6000	-	550,000	550,000	-
UWO - Fox Cities - Building Purchase $9,265 & Parks Pavillion $300,000	4601900.6000		609,265	609,265	-
UWO - Fox Cities - Science Room Fume Hoods	4602100.6000		103,211	103,211	-
DLS -Greenways Trails	4602200.6000	-	11,248	11,248	
Highway Construction	4602300.6000	-	96,569	96,569	
Parks - Dog Park Development - Expenditure Portion	4602400.6000	-	775,000	775,000	-
Parks - Dog Park Development - Revenue Portion	4600100.4264.01	-	-	-	775,000

Outagamie County
2023 - 2024 Revolving Funds

CIP - CAPITAL IMPROVEMENT PROJECTS

Cost Center Name / Description	Cost Center Line Item	Previously Revolved per Adopted 2024 Budget	Available to Revolve into the 2024 Budget	Additional Request to Revolve 2024 Budget	Revenue Amount
2022 - Capital Projects					
Veterans Village Community Grant	4620200.5500		5,000	5,000	
Various IT/City Systems $360,468 Replace wireless system)	4620400.6000	-	360,468	360,468	
CAB Elevator Upgrade	4620700.6000	-	3,042	3,042	
VPI Building Improvements	4621000.6000	-	582,177	582,177	
Sheriff - Comm Center Renovations - Expenditure Portion	4621100.6000	-	7,103,392	7,103,392	
Sheriff - Comm Center Renovations - Revenue Portion	4620100.4264.01	-	-	-	7,103,392
Various IT/City Systems $2,000,000 HHS E H R System)	4623100.6000		1,143,717	1,143,717	
Sheriff - Van & Trailer	4621200.6000		19,396	19,396	
Sheriff - 4th Floor Jail Remodel - Expenditure Portion	4621400.6000	-	256,000	256,000	
Sheriff - 4th Floor Jail Remodel - Revenue Portion	4620100.4264.01	-	-	-	256,000
Parks - Plamann Lake Upgrade	4621500.6000	-	2,239	2,239	
Parks - Dog Park	4621600.6000	-	559,469	559,469	
Parks - Mosquito Hill Improvements - Expenditure Portion	4621700.6000		53,717	53,717	
Parks - Mosquito Hill Improvements - Revenue Portion	4620100.4264.01	-	-	-	53,717
Parks - Replace Trail Bridges	4622000.6000		122,795	122,795	
Parks - ADA Football Field - Expenditure Portion	4622100.6000		717,500	717,500	
Parks - ADA Football Field - Revenue Portion	4620100.4510.12	-	-	-	717,500
UWOFC - Observatory Facility	4622200.6000		6,180	6,180	
UWOFC - Replace Blacktop	4622300.6000	40,000	40,000	-	
UWOFC - Parking Lot Maintenance	4622400.6000	-	11,812	11,812	
Broadband - Initial Capitalization - Expenditure Portion	4622500.6000	-	250,000	250,000	
Broadband - Initial Capitalization - Revenue Portion	4620100.4264.01				250,000
Greenways Trails	4622600.6000		5,000	5,000	
Highway Construction	4622700.6000	-	2,536	2,536	
Onsite Clinic Design	4622900.6000	-	14,555	14,555	
2023 - Capital Projects					
Various IT System Upgrades 2023	4640300.6000		406,894	406,894	
Fair Building Improvements	4640400.6000		100,000	100,000	
Moderinze Jail Elevators #5 & 7	4640600.6000		191,187	191,187	

Outagamie County
2023 - 2024 Revolving Funds

CIP - CAPITAL IMPROVEMENT PROJECTS

Cost Center Name / Description	Cost Center Line Item	Previously Revolved per Adopted 2024 Budget	Available to Revolve into the 2024 Budget	Additional Request to Revolve 2024 Budget	Revenue Amount
Replace Flooring -Various Locations	4640800.6000		14,643	14,643	
Replace Jail Refrigeration/Exhaust Fans	4640900.6000		28,295	28,295	
Sheriff - Next Gen 911	4641100.6000	-	598,624	598,624	
Sheriff - Next Gen 911	4640100.4239	-	-	-	598,624
Sheriff - Jail Property Storage	4641200.6000		1,073	1,073	
Parks -Mosquito Hill Construction for Displays	4641300.6000		125,894	125,894	
Parks - Mosquito Hill Displays	4641400.6000		784,500	784,500	
Parks - Mosquito Hill and Other Trail Maintenance	4641500.6000		50,000	50,000	
Parks - Mosquito Hill Heating Study	4641600.6000		20,000	20,000	
Parks - Plamann Park Paving/Related Construction	4641700.6000	-	3,324,000	3,324,000	
Parks - Baseball Complex Reconfiguration Design	4641800.6000	-	62,485	62,485	
UWO Fox Cty - Food Service/Student Development	4642100.6000		2,209,000	2,209,000	
UWO Fox Cty - Observation Facility	4642200.6000		77,500	77,500	
UWO Fox Cty - Library Roof Replacement	4642300.6000		175,000	175,000	
UWO Fox Cty - HVAC Control Replacement	4642400.6000		44,165	44,165	
UWO Fox Cty - Science Wing Window Replacement	4642500.6000		232,050	232,050	
Greenways/Trail Program	4642600.6000		5,000	5,000	
HWY Related Land Acquisition	4642700.6000		650,000	650,000	
HWY/RSW Facilities and Site Desing/Engingeering	4642800.6000		500,000	500,000	
Highway Construction (Non Debt)	4642900.6000		2,611,711	2,611,711	
TOTAL REVOLVING FUND REQUESTS:		40,000	29,914,079	29,874,079	9,866,433

HIGHWAY

Highway NonDebt	4582200.6000	-	206,826	206,826
Highway NonDebt	4602300.6000		96,569	96,569
Highway NonDebt	4622700.6000		2,536	2,536
Highway NonDebt	4642900.6000	-	2,611,711	2,611,711
Total Highways		0	2,917,642	2,917,642

UWO - Fox Cities

Items/Projects Requested to be Revolved from 2023 into 2024		Amount
UWO - Fox Cities - Capital Projects		
Amounts represent total available in 2024 (2024 Budget + 2023-2024 revolving funds)		
2018 - Capital Projects		
UWO - Fox Cities - Student Dev and Food Services Design	4541600.6000	109,308
2020 - Capital Projects		
UWO - Fox Cities - Student Dev and Food Services Design	4581900.6000	175,000
2021 - Capital Projects		
UWO - Fox Cities - Science Room Fume Hoods	4602100.6000	103,211
2022 - Capital Projects		
UWO - Fox Cities - Barlow Planetarium Updates	4622200.6000	6,180
2023 - Capital Projects		
UWO - Fox Cities - Capital Projects		
Milbach Construction Services, Inc. (Work Completed in 2023 Final Payment Feb. 2024)	4582100.6000	99,693
Science Wing Window Replacement (Project not Completed in 2023 due to Employee Time	4642500.6000	232,050
Barlow Planetarium Updates/Construction (Project Currently on Hold Awaiting on UW's Portions of the	4642200.6000	77,500
Library Roof Replacement (Roof Replacement/Repairs Pending Penthouse Wall Study)	4642300.6000	175,000
Food Service and Union Facilities Construction (Project on Hold by Trustees and Counties)	4642100.6000	2,209,000
Total		3,186,942

REVOLVING FUNDS FROM 2023 TO 2024 PROJECTS
HIGHWAY DEPARTMENT

PROJECT NUMBER	DESCRIPTION	STATE / FEDERAL CR&B SHARE	LOCAL MUNICIPALITY SHARE	COUNTY SHARE HWY FUND BAL	COUNTY SHARE CAP PROJECT	COUNTY SHARE CR&B FUND	TOTAL HIGHWAY COSTS
CONSTRUCTION							
6005805	CTH CE & RAILROAD INTERSECTION		52,000		52,000		**104,000**
6005812	CTH OO & FRENCH RD INTERSECTION	93,779	71,050		25,528	-	**190,357**
6005815	BRIDGE 9-44-0003 CTH KK OVER KONKAPOT CREEK	1,183,345			129,781	104,150	**1,417,276**
6005821	CTH Z - KAVANAUGH RD TO OUTAGAMIE	246,822			109,108	54,106	**410,036**
6005822	CTH JJ (OLD STH 15) INDUSTRIAL TO DOUGLAS	72,167	29,513			15,346	**117,025**
6005823	CTH JJ (OLD STH 15) DOUGLAS TO WARNER	69,818	66,872			45,205	**181,895**
6005824	CTH V V - HOLZER RD TO CTH Y				474,375		**474,375**
6005825	BRIDGE P-44-0709 CTH JJ OVER BLACK OTTER CRREK	27,330			30,000	23,000	**80,330**
6005827	CTH N - CTH KK TO CTH CE	170,328	45,962		463,566	43,262	**723,118**
6005830	CTH Z - CTH ZZ TO KAVANAUGH RD				24,405	105,000	**129,405**
6005831	CTH JJ - CTH A TO STH 47		110,734		739,860	120,874	**971,469**
6005832	CTH KK - TRAFFIC SIGNAL UPGRADE					17,713	**17,713**
6005833	CTH G - ISAAR RD TO CTH Y					127,859	**127,859**
6005835	CTH U - CTH S TO CTH EE					153,070	**153,070**
6005836	CTH N & CTH JJ ROUNDABOUT	132,200				15,000	**147,200**
6005837	CTH KK 1000' W TO 1000' E					114,887	**114,887**
6005838	CTH OO -BRIDGE OVER SOO LINE					50,000	**50,000**
6005839	CTH JJ - BLACK OTTER BRIDGE TO NASH		27,739			103,644	**131,382**
6005840	I 41 TRAFFIC MANAGEMENT					250,000	**250,000**
6005894	CTH U - I41 TO CTH S						-
6005897	CTH JJ - CTH N TO STH 55					-	-

REVOLVING FUNDS FROM 2023 TO 2024 PROJECTS
HIGHWAY DEPARTMENT

PROJECT NUMBER	DESCRIPTION	STATE / FEDERAL CR&B SHARE	LOCAL MUNICIPALITY SHARE	COUNTY SHARE HWY FUND BAL	COUNTY SHARE CAP PROJECT	COUNTY SHARE CR&B FUND	TOTAL HIGHWAY COSTS
6005899	Culvert Replacement Program				213,164	-	213,164
	TOTAL CONSTRUCTION	**1,995,789**	**403,870**	**-**	**2,261,788**	**1,343,115**	**6,004,561**

REVOLVING FUNDS FROM 2023 TO 2024 PROJECTS
HIGHWAY DEPARTMENT

PROJECT NUMBER	DESCRIPTION	STATE / FEDERAL CR&B SHARE	LOCAL MUNICIPALITY SHARE	COUNTY SHARE HWY FUND BAL	COUNTY SHARE CAP PROJECT	COUNTY SHARE CR&B FUND	TOTAL HIGHWAY COSTS
BITUMINOUS							
6005908	CTH GV - STH 96 TO SILVER SPRING ROAD				-	5,573	5,573
6005907	CTH J - I41 TO CTH JJ						-
6005998	CTH D - STH 76 TO CTH XX				388,600	32,529	421,129
	TOTAL BITUMINOUS	-	-	-	**388,600**	**38,101**	**426,701**
COUNTY AID BRIDGES							
6006500	Unallocated Bridge Funds (All extra bridge funds go in this account)		40,715			142,938	183,653
6005813	Market Road Bridge - Tn of Ellington	76,000	9,500			9,500	95,000
		-					-
		-					-
		-					-
		-					-
							-
							-
	TOTAL COUNTY AID BRIDGES	**76,000**	**50,215**	-	-	**152,438**	**278,653**
COUNTY AID BRIDGES							
							-
	GRAND TOTAL	2,071,789	454,084	-	2,650,388	1,533,655	6,709,916

LOCK IN & ADOPTION OF RESOLUTION NO. 9—2024-25.

Vote for lock in. ROLL CALL: 27 yes, 9 absent. RESOLUTION NO. 9—2024-25 IS ADOPTED & LOCKED IN.

VOTE RESULTS 27 YES 0 NO 0 ABSTAIN 9 ABSENT

Resolution No. 9—2024-25 - Lock In

Lock in of Resolution No. 9—2024-25

Passed With Majority of Full Membership

1 THOMPSON	YES	13 WEGAND	ABSENT	25 JANKE	YES
2 JOHNSON	ABSENT	14 HERMES	ABSENT	26 WEINBERG	YES
3 SMITH	YES	15 MacDONALD	ABSENT	27 CULBERTSON	YES
4 PATIENCE	YES	16 SCHROEDER	ABSENT	28 MONFILS	YES
5 GABRIELSON	YES	17 CROATT	ABSENT	29 WINTERFELDT	YES
6 KOSTELNY	YES	18 SPEARS	YES	30 NEJEDLO	YES
7 HAMMEN	YES	19 HEISER	YES	31 CLEGG	YES
8 LAWRENCE	YES	20 MITCHELL	YES	32 THYSSEN	ABSENT
9 KRUEGER	YES	21 CUFF	YES	33 VANDERHEIDEN	YES
10 LAMERS	YES	22 HAGEN	YES	34 RETTLER	YES
11 FERGUSON	ABSENT	23 KLEMP	YES	35 KOURY	YES
12 McCABE	YES	24 THIEDE	ABSENT	36 LAUTENSCHLAGER	YES

Outagamie County

4-16-24 County Board Meeting - May 14 2024 07:49:24 PM

April 16, 2024 County Board Meeting

OpenMeeting

RECONSIDERATION OF RESOLUTION NO. 9—2024-25.

Supervisor McCabe moved, seconded by Supervisor Klemp, to reconsider the above listed resolution.

Vote for reconsideration. ROLL CALL: 27 yes, 9 absent. RESOLUTION NO. 9—2024-25 IS RECONSIDERED.

VOTE RESULTS 27 YES 0 NO 0 ABSTAIN 9 ABSENT

Resolution No. 9—2024-25 - Reconsideration

Reconsideration of Resolution No. 9—2024-25

Passed With Majority of Full Membership

1 THOMPSON	YES	13 WEGAND	ABSENT	25 JANKE	YES
2 JOHNSON	ABSENT	14 HERMES	ABSENT	26 WEINBERG	YES
3 SMITH	YES	15 MacDONALD	ABSENT	27 CULBERTSON	YES
4 PATIENCE	YES	16 SCHROEDER	ABSENT	28 MONFILS	YES
5 GABRIELSON	YES	17 CROATT	ABSENT	29 WINTERFELDT	YES
6 KOSTELNY	YES	18 SPEARS	YES	30 NEJEDLO	YES
7 HAMMEN	YES	19 HEISER	YES	31 CLEGG	YES
8 LAWRENCE	YES	20 MITCHELL	YES	32 THYSSEN	ABSENT
9 KRUEGER	YES	21 CUFF	YES	33 VANDERHEIDEN	YES
10 LAMERS	YES	22 HAGEN	YES	34 RETTLER	YES
11 FERGUSON	ABSENT	23 KLEMP	YES	35 KOURY	YES
12 McCABE	YES	24 THIEDE	ABSENT	36 LAUTENSCHLAGER	YES

Outagamie County

4-16-24 County Board Meeting - May 14 2024 07:49:05 PM

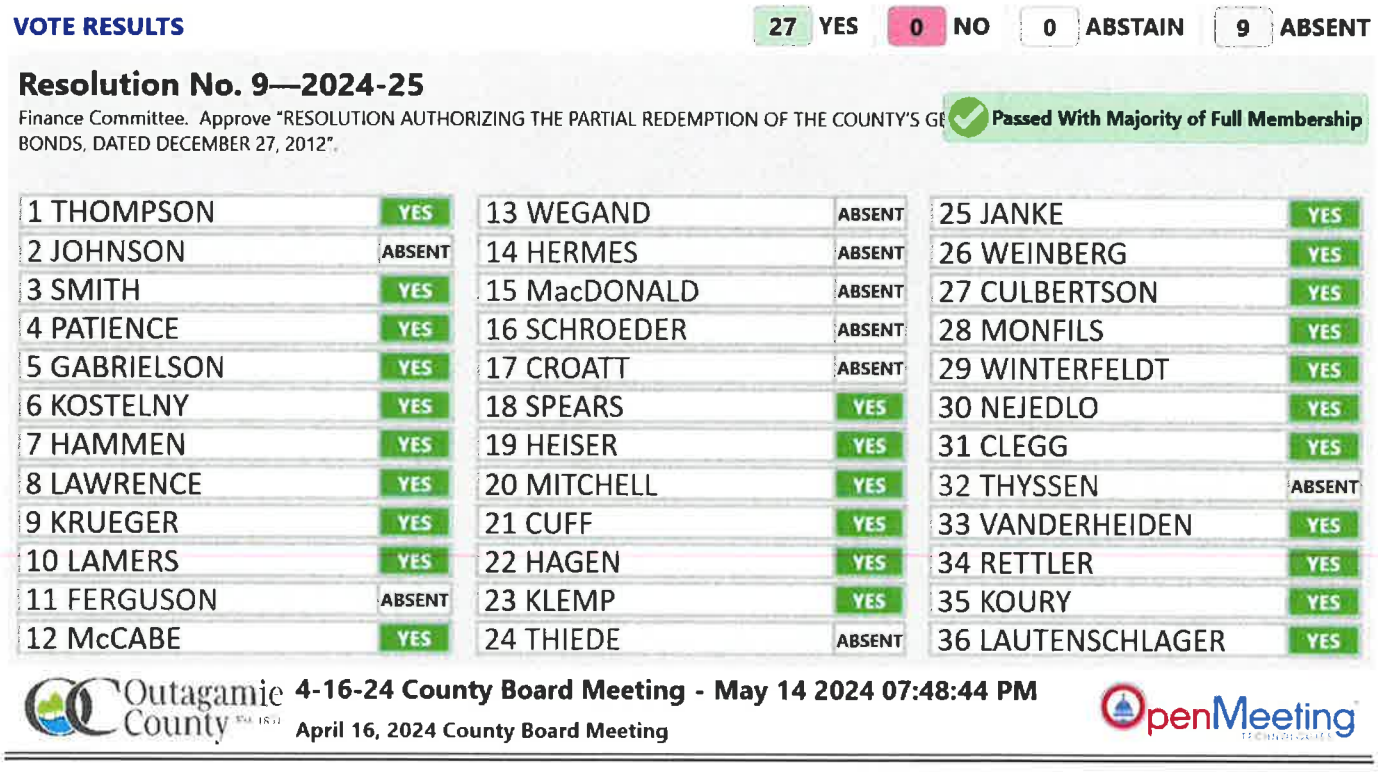
April 16, 2024 County Board Meeting

OpenMeeting

Resolution No. 9—2024-25 – Finance Committee. Approve "RESOLUTION AUTHORIZING THE PARTIAL REDEMPTION OF THE COUNTY'S GENERAL OBLIGATION CAPITAL IMPROVEMENT BONDS, DATED DECEMBER 27, 2012".

Supervisor Lawrence moved, seconded by Supervisor Cuff, for adoption.

ROLL CALL: 27 yes, 9 absent. RESOLUTION NO. 9—2024-25 IS ADOPTED.



VOTE RESULTS 27 YES 0 NO 0 ABSTAIN 9 ABSENT

Resolution No. 9—2024-25

Finance Committee. Approve "RESOLUTION AUTHORIZING THE PARTIAL REDEMPTION OF THE COUNTY'S GE BONDS, DATED DECEMBER 27, 2012".

Passed With Majority of Full Membership

1 THOMPSON	YES	13 WEGAND	ABSENT	25 JANKE	YES
2 JOHNSON	ABSENT	14 HERMES	ABSENT	26 WEINBERG	YES
3 SMITH	YES	15 MacDONALD	ABSENT	27 CULBERTSON	YES
4 PATIENCE	YES	16 SCHROEDER	ABSENT	28 MONFILS	YES
5 GABRIELSON	YES	17 CROATT	ABSENT	29 WINTERFELDT	YES
6 KOSTELNY	YES	18 SPEARS	YES	30 NEJEDLO	YES
7 HAMMEN	YES	19 HEISER	YES	31 CLEGG	YES
8 LAWRENCE	YES	20 MITCHELL	YES	32 THYSSEN	ABSENT
9 KRUEGER	YES	21 CUFF	YES	33 VANDERHEIDEN	YES
10 LAMERS	YES	22 HAGEN	YES	34 RETTLER	YES
11 FERGUSON	ABSENT	23 KLEMP	YES	35 KOURY	YES
12 McCABE	YES	24 THIEDE	ABSENT	36 LAUTENSCHLAGER	YES

Outagamie County

4-16-24 County Board Meeting - May 14 2024 07:48:44 PM

April 16, 2024 County Board Meeting

OpenMeeting

RESOLUTION NO.: 9—2024-25

TO THE HONORABLE, THE OUTAGAMIE COUNTY BOARD OF SUPERVISORS

LADIES AND GENTLEMEN: ***MAJORITY***

RESOLUTION AUTHORIZING THE PARTIAL REDEMPTION OF THE COUNTY'S GENERAL OBLIGATION CAPITAL IMPROVEMENT BONDS, DATED DECEMBER 27, 2012

Outagamie County, Wisconsin (the "County") has outstanding its General Obligation Capital Improvement Bonds, dated December 27, 2012 (the "Bonds").

The County Board has determined that it is necessary and desirable to redeem the 2024 maturity of the Bonds (the "Refunded Obligations") on June 17, 2024, with funds of the County on hand.

NOW THEREFORE, the undersigned members of the Finance Committee recommend adoption of the following resolution.

BE IT RESOLVED, by the County Board of Outagamie County, that the Refunded Obligations are called for prior payment on June 17, 2024, at the price of par plus accrued interest to the date of redemption, and

BE IT FURTHER RESOLVED, the County hereby directs the County Clerk to work with PMA Securities, LLC to cause timely notice of redemption of the Refunded Obligations, in substantially the form attached hereto as Exhibit A and incorporated herein by this reference (the "Notice"), to be provided at the times, to the parties and in the manner set forth on the Notice. Further, the County Clerk shall cause the funds necessary to redeem the Refunded Obligations to be provided to The Depository Trust Company, and

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

Dated this 14th day of May 2024

Respectfully Submitted,
FINANCE COMMITTEE

Chris Croatt

John Cuff

Karen Lawrence

Dana Johnson

Rick Lautenschlager

Duly and officially adopted by the County Board on: May 14, 2024

Signed: _____
Board Chairperson

_____
County Clerk

Approved: 5.15.24

Vetoed: _____

Signed: _____
County Executive

EXHIBIT A

NOTICE OF PARTIAL CALL*

Regarding

OUTAGAMIE COUNTY, WISCONSIN
GENERAL OBLIGATION CAPITAL IMPROVEMENT BONDS
DATED DECEMBER 27, 2012

NOTICE IS HEREBY GIVEN that the Bonds of the above-referenced issue which mature on the date and in the amount; bear interest at the rate; and have a CUSIP No. as set forth below have been called by the County for prior payment on June 17, 2024 at a redemption price equal to 100% of the principal amount thereof plus accrued interest to the date of prepayment:

Maturity Date	Principal Amount	Interest Rate	CUSIP No.
12/01/2024	$400,000	2.00%	689900WW4

The County shall deposit federal or other immediately available funds sufficient for such redemption at the office of The Depository Trust Company on or before June 17, 2024.

Said Bonds will cease to bear interest on June 17, 2024.

By Order of the
County Board
Outagamie County
County Clerk

Dated _____

* To be provided by registered or certified mail, overnight express delivery, facsimile transmission, electronic transmission or in any other manner required by The Depository Trust Company, to The Depository Trust Company, Attn: Supervisor, Call Notification Department, 570 Washington Blvd., Jersey County, NJ 07310, not less than thirty (30) days nor more than sixty (60) days prior to June 17, 2024 and to the MSRB electronically through the Electronic Municipal Market Access (EMMA) System website at www.emma.msrb.org.

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:** Request to redeem the 2024 maturity of Bonds

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)

Request to redeem 2024 maturity of callable bonds with county funds. The outstanding principal on the bonds is $400,000 and calling will save $3,644 on interest.

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

☐ Revenues ☒ Expenses (Cost) ☐ None – 2024 Budget

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? If no, skip to question 8 below yes (x) no ( )

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
GO Bonds 2012A	Bond Principal payment	3590100.5856	200,000
GO Bonds 2012A	Fund balance applied	3590100.8955	200,000

Annual and Long-Term Impact

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

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

Fiscal Note Prepared by: _____

For Financial Services purposes only

Reviewed By: Michelle Utterstrom

Date: 5/13/2024

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 Expenditures Account Number | Amount

Comments:

I, Jeffrey L. King, County Clerk for the County of Outagamie Wisconsin do hereby certify that the foregoing is a true and correct copy of the May 14, 2024 County Board Minutes approved by a majority vote at a meeting of the County Board on May 28, 2024 and recorded in the minutes of said meeting a quorum of members being present.

In testimony whereof, I have hereunto set my hand and the seal of the County of Outagamie, Wisconsin, this 29th Day of May, 2024

/s/ Jeffrey L. King
County Clerk

Please call the Outagamie County Clerk's Office (832-5077) if you would like further elaboration of these minutes.

RUN: June 7, 2024

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

Office of the County Clerk, May 28, 2024.

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: 30 present, 6 absent. Members present: Thompson, Johnson, Smith, Patience, Gabrielson, Kostelny, Hammen, Lawrence, Lamers, Ferguson, McCabe, Wegand, MacDonald, Spears, Heiser, Mitchell, Hagen, Klemp, Thiede, Janke, Weinberg, Culbertson, Monfils, Nejedlo, Clegg, Thyssen, VanderHeiden, Rettler, Koury, and Lautenschlager. Members absent: Krueger, Hermes, Schroeder, Croatt, Cuff, Winterfeldt.

The Board Chairperson requested the Board's confirmation to excuse Supervisor Krueger, Supervisor Hermes, Supervisor Croatt, Supervisor Cuff, and Supervisor Winterfeldt. No objections; so ordered.

The Pledge of Allegiance was led by Chairperson Gabrielson.

MINUTES OF THE MAY 14, 2024 COUNTY BOARD MEETING
Supervisor Koury moved, seconded by Supervisor Kostelny, to approve the minutes of the May 14, 2024, County Board meeting.

ROLL CALL: 26 yes, 4 abstain (Ferguson, MacDonald, Thiede, Thyssen), 6 absent. MINUTES OF THE MAY 14, 2024, COUNTY BOARD MEETING ARE APPROVED.

SPECIAL ORDER OF BUSINESS – Kevin Englebert, DLS Director, will provide an ARPA funding update

DLS Director, Kevin Englebert gave an overview of ARPA (American Rescue Plan Funds), ARPA internal funding, and ARPA external grants.

- Outagamie County received $36.5M in ARPA funding in 2021.
  - Under the final rule of the US Treasury, the County is required to obligate all funding by 12/31/24.
  - The funds must be spent by 12/31/2026.
  - The goal is to have all funds spent or allocated by the end of 2024.
  - Examples of obligations – subawards for affordable housing projects (RISE, Habitat), contract with Miron for the 9-1-1 Center, and the purchase order for HVAC cooling coil.
  - Obligations are not scope of work agreements with amounts unspecified, budget line items in future years, or CIP projects.
- Under ARPA regulations, there are two categories of the ARPA portfolio:
  - Funding that needs to be used for ARPA eligible use. ($26.5M)
    - Respond to public health and economic impacts of the pandemic.
    - Offer premium pay for essential workers, retention payments.
    - Invest in water, sewer, and broadband.
    - Miscellaneous uses – affordable housing, behavioral health, tourism, and child care.

    - The other type of ARPA funding received is for lost revenue. ($10M)
        - This funding is for local units of government to be made whole from impacts of the pandemic.
        - The lost revenue funding is more flexible and can be used for most government services.
        - ARPA cannot be used to fund debt service, offsets of a reduction in tax revenue, or pension contributions.
- Allocations are different from obligations. Allocations are resolutions passed by the County Board directing funding to categories or projects.
    - All allocations must be made by either County Board resolutions or through the budget process.
    - As of 5/15/24: $17,034,471 of ARPA funding has been spent, $12,722,090 is the unobligated total, and $2,064,804 of those funds are lost revenue.
- There have been 62 ARPA allocations made to date (25 completed projects).
    - Of the closed projects, we know that there is $1.6M available to reallocate at this time.
    - This amount is likely to increase throughout the year as the other projects mature.
    - It is estimated that $1.6M-$4.0M will be available to reallocate this year.
    - The County Board must reallocate via resolution.
    - Options include county eligible expenses in the 2024 budget, new community grant/beneficiary programs, and additional funding for existing projects.

DLS Director Englebert reviewed ARPA internal funding:

- Approximately $22M via 60 projects.
- Top 5 projects:
    - 9-1-1 Communications Center - $5.6M
    - Plamann Park Sewer - $3.0M
    - IT Projects - $2.0M
    - Staff Retention Bonuses - $1.7M
    - Airport Terminal Expansion - $1.0M
- Other highlights: $683k for Sheriff's equipment, $615k for facilities upgrades, $488k for Cover Crop Program, $250k for Plamann Park ash tree removal, and $175k for budget software.

DLS Director Englebert reviewed ARPA external funding:

- Outagamie County set aside $3.5M for affordable housing.
    - RISE
        - $1M grant to MF Housing Partners.
        - It is located in downtown Appleton, north of the Appleton Public Library.
        - This project includes eight 3-bedroom townhomes with attached garages and 40-unit apartments in a mid-rise building.
        - Ten units are at or below 30% of AMI.
    - Habitat for Humanity
        - $1M grant to Habitat for Humanity.
        - Includes 10 single-family detached homes.
        - This is a scattered site project with various locations throughout the Greater Fox Cities area.
    - Archive
        - $1.5M grant to MF housing partners.
        - This is a four-story building with 40-unit apartments.
        - Nine of the units are at or below 30% of AMI.
- Childcare grants
    - $750k grant to Child Care Resource & Referral.

        - Funding an Essential Services Program to provide childcare providers with services they would not otherwise be able to afford.
            - Centralized staffing (substitutes) – a float pool of 3 Full Time Employees
            - Maintenance services
            - Janitorial (deep cleaning) services
            - Technological
            - Educational support services
        - The grant will fund this program from 2024-2026.
        - Participants are estimated to save approximately $700 per month along with a time savings.
    - Family Resource Center
        - First Five Fox Valley
        - $2M grant
        - Will offer a centralized location with various community partners throughout the county offering support and services to families at free or low cost.
- Workforce Development
    - Riverview Gardens - $305k grant for their ServiceWorks Culinary Program.
    - Children's Wisconsin - $695k grant for their Healthcare Career Exploration, Pathway, and Training Program.
- Behavior Health
    - Community Connections Program - $500k grant – provides behavioral health training for behavioral health professionals.
    - Triage Services Center - $2.25M – grant to fund the creation of a Triage Services Center to reduce the demand in emergency rooms for behavioral health patients.
        - There was one application that was received and the evaluation committee chose not to fund this grant. Staff will bring forward a proposal to repurpose the funds in the future.
- Broadband
    - Last Mile Grant ($2.75M). This grant opportunity was announced on February 15th and applications were due on April 18th.
    - There were three applications received and the evaluation team narrowed it down to one. It is expected that funds will be obligated by the end of June after a pre-award meeting.
    - This is a sizeable investment for Outagamie County.

In conclusion, DLS Director Englebert stated that Outagamie County's ARPA portfolio is well distributed and Outagamie County is doing what was intended with these funds under the final rule. Outagamie County is making investments in the community that may have otherwise not been possible. There is no need for immediate action at this time. However, there may be funds available in the future to reallocate to other projects.

ESTABLISH ORDER OF THE DAY – Chairperson Gabrielson reported the request to have all appointments, ordinances, resolutions locked in at the meeting.

Chairperson Gabrielson asked for unanimous consent to handle all reconsiderations and lock ins at the end of the meeting as noted. No objections; so ordered.

COMMUNICATIONS –

No.	Adopted Date	Received From	Subject	Referred To
1	03/12/2024	St. Croix County	Resolution No. 13 (2024) Resolution Supporting Wisconsin Senate Bill 916 Related to Refugee Resettlement	Health and Human Services Committee
2	03/12/2024	St. Croix County	Resolution No. 14 (2024) Resolution Supporting The "CARE ACT" Proposed by Congressman Tom Tiffany Related to Amending Section 412 of the Immigration and Nationality Act	Health and Human Services Committee
3	03/12/2024	St. Croix County	Resolution No. 15 (2024) Resolution Requesting an Immediate Pause on Refugee Resettlement in St. Croix County	Health and Human Services Committee

Chairperson Gabrielson summarized the following communications:

- Loop the Lox celebration and ribbon cutting will be taking place on Wednesday, June 5th at 1:00 p.m. Anyone interested in attending should meet at the Sunset Park boat launch in Kimberly. Please note that this event is not eligible for mileage or per diem reimbursement.
- There are two Supervisors that have not completed the March security training that was due on April 10th. Please contact Legislative Services if you need a link to the training.
- There is a new IT security training that is to be completed by the end of May.
- County Clerk Jeff King has turned in his letter of resignation. Clerk King is moving on to another opportunity outside of the area. We will miss his dedication and the hard work that he has done for Outagamie County.

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 –

Robert Kramer, W6461 Summerwind Ln, Greenville, spoke in opposition to Res.10—2024-25.

APPOINTMENTS –

County Executive Nelson nomination for reappointment of Kyle Bosquez, Melinda Tempelis, Diane Leith, and Dawn Shaha to the Criminal Justice Coordinating Council; terms expiring April 30, 2026.

Supervisor Spears moved, seconded by Supervisor Patience, for confirmation of the above-listed reappointments.

ROLL CALL: 30 yes, 6 absent. KYLE BOSQUEZ, MELINDA TEMPELIS, DIANE LEITH, AND DAWN SHAHA ARE REAPPOINTED TO THE CRIMINAL JUSTICE COORDINATING COUNCIL.

County Board Chair Gabrielson nomination for appointment of Kelly Gerrits to the position of Outagamie County Clerk; term to begin June 10, 2024, and expire January 5, 2025.

Supervisor Lawrence moved, seconded by Supervisor MacDonald, for confirmation of the above-listed appointment.

VOICE VOTE CARRIED UNANIMOUSLY. KELLY GERRITS IS APPOINTED AS OUTAGAMIE COUNTY CLERK.

UNFINISHED BUSINESS – None.

NEW BUSINESS *NOTE: – The minutes that follow list the synopsis of the ordinances/resolutions and roll calls. At the end of this set of minutes, the scanned copies of the each ordinance/resolution will be appended along with the physical roll call.*

Resolution No. Z-4—2024-25 – Agriculture, Extension Education, Zoning and Land Conservation Committee. Approve the rezone request for Roger and Vanice Sprangers, parcels 030060100, 030060101, and 030063000 from the General Agriculture District to the Local Commercial District, and parcel 030060200 from the Industrial District to the Local Commercial District, in the Town of Buchanan, as detailed on the attachments.

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

ROLL CALL: 30 yes, 6 absent. RESOLUTION NO. Z-4—2024-25 IS ADOPTED.

Ordinance No. Z-2—2024-25 – Agriculture, Extension Education, Zoning and Land Conservation Committee. Approve to amend Chapter 54, Zoning; Section 54-4 Definitions, Division 3- AGD General Agriculture District, Section 54-128 Permitted principal uses and structures, Division 7 – CL Local Commercial District, Section 54-233 Permitted principal uses and structures, Division 10- IND Industrial District, Section 54-306 Permitted principal uses and structures, of the Outagamie County Code of Ordinances, as detailed on the ordinance and attachments.

Supervisor Thiede moved, seconded by Supervisor Lautenschlager, for adoption.

ROLL CALL: 30 yes, 6 absent. ORDINANCE NO. Z-2—2024-25 IS ADOPTED.

Ordinance No. Z-3—2024-25 – Agriculture, Extension Education, Zoning and Land Conservation Committee. Approve to amend Chapter 54, Zoning; Division 1 – Generally, Section 54-70 Interpretation and organization of the Outagamie County Code of Ordinances, as detailed on the ordinance and attachments.

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

ROLL CALL: 30 yes, 6 absent. ORDINANCE NO. Z-3—2024-25 IS ADOPTED.

Resolution No. 10—2024-25 – Finance Committee. Approve of using $70,000 of ARPA funds to help fund the remaining balance needed to purchase a new CERT support trailer for use by the County CERT, and increase the ARPA line items of Revenue and Capital by $70,000 each, as detailed on the attached fiscal note.

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

ROLL CALL: 30 yes, 6 absent. RESOLUTION NO. 10—2024-25 IS ADOPTED.

Resolution No. 11—2024-25 – Highway, Recycling and Solid Waste Committee. Authorize the County Highway Commissioner to enter into a revised State/Municipal Financial Agreement for the CTH N from CTH KK to CTH CE project, as noted on the attached 1st Revision State/Municipal Agreement for a State-Let Urbanized Area STP-Urban Project document and authorize funding for the county share of the project costs to be included in a future budget (2026), as detailed on the attached fiscal note.

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

ROLL CALL: 30 yes, 6 absent. RESOLUTION NO. 11—2024-25 IS ADOPTED.

Resolution No. 12—2024-25 – Legislative/Audit and Human Resources Committee. Approve an in-year Table of Organization request for the Land Conservation Department positions, effective May 15, 2024, to delete one full-time Administrative Coordinator and add one full-time Senior Account Technician and one part-time Senior Account Technician, as noted on the attachments, and decrease the Land Conservation line items of Salaries by $533 and Fringe by $462, as detailed on the attached fiscal note.

Supervisor Spears moved, seconded by Supervisor Weinberg, for adoption.

ROLL CALL: 30 yes, 6 absent. RESOLUTION NO. 12—2024-25 IS ADOPTED.

Resolution No. 13—2024-25 – Legislative/Audit and Human Resources Committee. Approve an in-year Table of Organization request for the Highway Department positons, effective May 6, 2024, to delete one full-time Administrative/Real Estate Coordinator and add one full-time Management Assistant, with no budget adjustment needed, as detailed on the attachments.

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

ROLL CALL: 30 yes, 6 absent. RESOLUTION NO. 13—2024-25 IS ADOPTED.

Resolution No. 14—2024-25 – Property, Airport, Recreation and Economic Development Committee. Approve a Hangar Land Lease Agreement for Lot #18 at the Appleton International Airport between Outagamie County and Milis Enterprise, LLC, as noted on the attachments, and approve the Appleton Flight Center General Aviation Land Leases increase by $596 and Airport Terminal Fund Balance Applied decrease by $596, as detailed on the attached fiscal note.

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

ROLL CALL: 30 yes, 6 absent. RESOLUTION NO. 14—2024-25 IS ADOPTED.

Resolution No. 15—2024-25 – Property, Airport, Recreation and Economic Development Committee. Approve the attached three Hangar Land Lease Agreements for Lot #15, #16, and #17 at the Appleton International Airport between Outagamie County and Milis Enterprise, LLC, and approve the Appleton Flight Center General Aviation Land Leases increase by $2,045 and Airport Terminal Fund Balance Applied decrease by $2,045, as detailed on the attached fiscal note.

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

ROLL CALL: 30 yes, 6 absent. RESOLUTION NO. 15—2024-25 IS ADOPTED.

Resolution No. 16—2024-25 – Public Safety Committee. Approve the request to transfer $31,841 from the Small Department Vacation / Sick Leave Payout Fund to the line items of Clerk of Courts Salaries by $29,578, and Fringe Benefits by $2,263, and the General Funds line items of Applied, Fund Balance increase by $31,841, and the Committed Fund Balance for Small Depts Vac/Sick Payouts decrease by $31,841, and the Fund Balance Unassigned increase by $31,841, as noted on the attachments, to fill the Deputy Court Clerk position.

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

ROLL CALL: 29 yes, 1 abstain (Janke), 6 absent. RESOLUTION NO. 16—2024-25 IS ADOPTED.

Resolution No. 17—2024-25 – Public Safety Committee. Approve the Criminal Justice Treatment Services Department to apply for, accept, and expend the 2024 Veterans Treatment Court Innovations Grant issued by the Justice for Vets for $37,379, and increase the following line items in the Treatment Courts cost center: Intergovernmental Revenue by $37,379; Purchased Services by $10,518; and Travel/Training by $26,861, as detailed on the attached fiscal note.

Supervisor Smith moved, seconded by Supervisor Johnson, for adoption.

ROLL CALL: 30 yes, 6 absent. RESOLUTION NO. 17—2024-25 IS ADOPTED.

Resolution No. 18—2024-25 – Finance Committee. Approve all excess or deficiency of revenues over/under expenditures and unexpended appropriations of the various accounts reverting back to the County's General Fund or from the General Fund, including the Highway related revolving funds for year 2023 into 2024, not included in the original request and resolution, except as otherwise noted in the resolution and attachments.

Supervisor Lautenschlager moved, seconded by Supervisor Lawrence, for adoption.

ROLL CALL: 30 yes, 6 absent. RESOLUTION NO. 18—2024-25 IS ADOPTED.

Resolution No. 19—2024-25 – Property, Airport, Recreation and Economic Development Committee. Approve to authorize filing a new application and amendment, as necessary, of any open applications with the Federal Aviation Administration (FAA), authorizing the continuation of the imposition of a Passenger Facility Charge of $4.50, and the expenditure of revenues from the Appleton International Airport (ATW), in accordance with the Capital Improvement Program, and the assurances and understandings contained in Application #10, and acknowledge the attached ATW Passenger Facility Charge Application #10 Proposed Project Information, and that the projects are subject to change based on FAA approval, needs and funding capability of the ATW.

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

ROLL CALL: 30 yes, 6 absent. RESOLUTION NO. 19—2024-25 IS ADOPTED.

RECONSIDERATION OF ALL APPOINTMENTS, ORDINANCE NOS. Z-2, Z-3—2024-25 AND RESOLUTION NOS. Z-4, 10, 11, 12, 13, 14, 15, 16, 17, 18, 19 —2024-25.

Supervisor Lautenschlager moved, seconded by Supervisor Patience, to reconsider all appointments, and the above listed ordinances and resolutions.

Vote for reconsideration. ROLL CALL: 28 yes, 1 no (Thiede), 1 abstain (Clegg), 6 absent. ALL APPOINTMENTS, ORDINANCE NOS. Z-2, Z-3—2024-25 AND RESOLUTION NOS. Z-4, 10, 11, 12, 13, 14, 15, 16, 17, 18, 19—2024-25 ARE RECONSIDERED.

Vote for lock in. ROLL CALL: 30 yes, 6 absent. ALL APPOINTMENTS, ORDINANCE NOS. Z-2, Z-3—2024-25 AND RESOLUTION NOS. Z-4, 10, 11, 12, 13, 14, 15, 16, 17, 18, 19—2024-25 ARE ADOPTED & LOCKED IN.

REPORTS – None.

ADJOURNMENT
Supervisor Thyssen moved, seconded by Supervisor Clegg to adjourn until June 25, 2024 at 7:00 p.m. VOICE VOTE CARRIED UNANIMOUSLY.

The meeting adjourned at 7:47 p.m.

FINAL COPIES OF ORDINANCES/RESOLUTIONS AND ROLL CALLS PERTINENT TO NEW BUSINESS FOLLOW:

LOCK IN OF ALL APPOINTMENTS, ORDINANCE NOS. Z-2, Z-3—2024-25 AND RESOLUTION NOS. Z-4, 10, 11, 12, 13, 14, 15, 16, 17, 18, 19—2024-25.

Vote for lock in. ROLL CALL: 30 yes, 6 absent. ALL APPOINTMENTS, ORDINANCE NOS. Z-2, Z-3—2024-25 AND RESOLUTION NOS. Z-4, 10, 11, 12, 13, 14, 15, 16, 17, 18, 19—2024-25 ARE ADOPTED & LOCKED IN.

VOTE RESULTS 30 YES 0 NO 0 ABSTAIN 6 ABSENT

Lock in of Appointments, Ord. No. Z-2, Z-3—2024-25, Res. No. Z-4, 10-19—2024-25

Lock In of Appointments, Ord. No. Z-2, Z-3—2024-25, Res. No. Z-4, 10, 11, 12, 13, 14, 15, 16, 17, 18, 19—2024 Passed With Majority of Full Membership

1 THOMPSON	YES	13 WEGAND	YES	25 JANKE	YES
2 JOHNSON	YES	14 HERMES	ABSENT	26 WEINBERG	YES
3 SMITH	YES	15 MacDONALD	YES	27 CULBERTSON	YES
4 PATIENCE	YES	16 SCHROEDER	ABSENT	28 MONFILS	YES
5 GABRIELSON	YES	17 CROATT	ABSENT	29 WINTERFELDT	ABSENT
6 KOSTELNY	YES	18 SPEARS	YES	30 NEJEDLO	YES
7 HAMMEN	YES	19 HEISER	YES	31 CLEGG	YES
8 LAWRENCE	YES	20 MITCHELL	YES	32 THYSSEN	YES
9 KRUEGER	ABSENT	21 CUFF	ABSENT	33 VANDERHEIDEN	YES
10 LAMERS	YES	22 HAGEN	YES	34 RETTLER	YES
11 FERGUSON	YES	23 KLEMP	YES	35 KOURY	YES
12 McCABE	YES	24 THIEDE	YES	36 LAUTENSCHLAGER	YES

Outagamie County 4-16-24 County Board Meeting - May 28 2024 07:46:44 PM

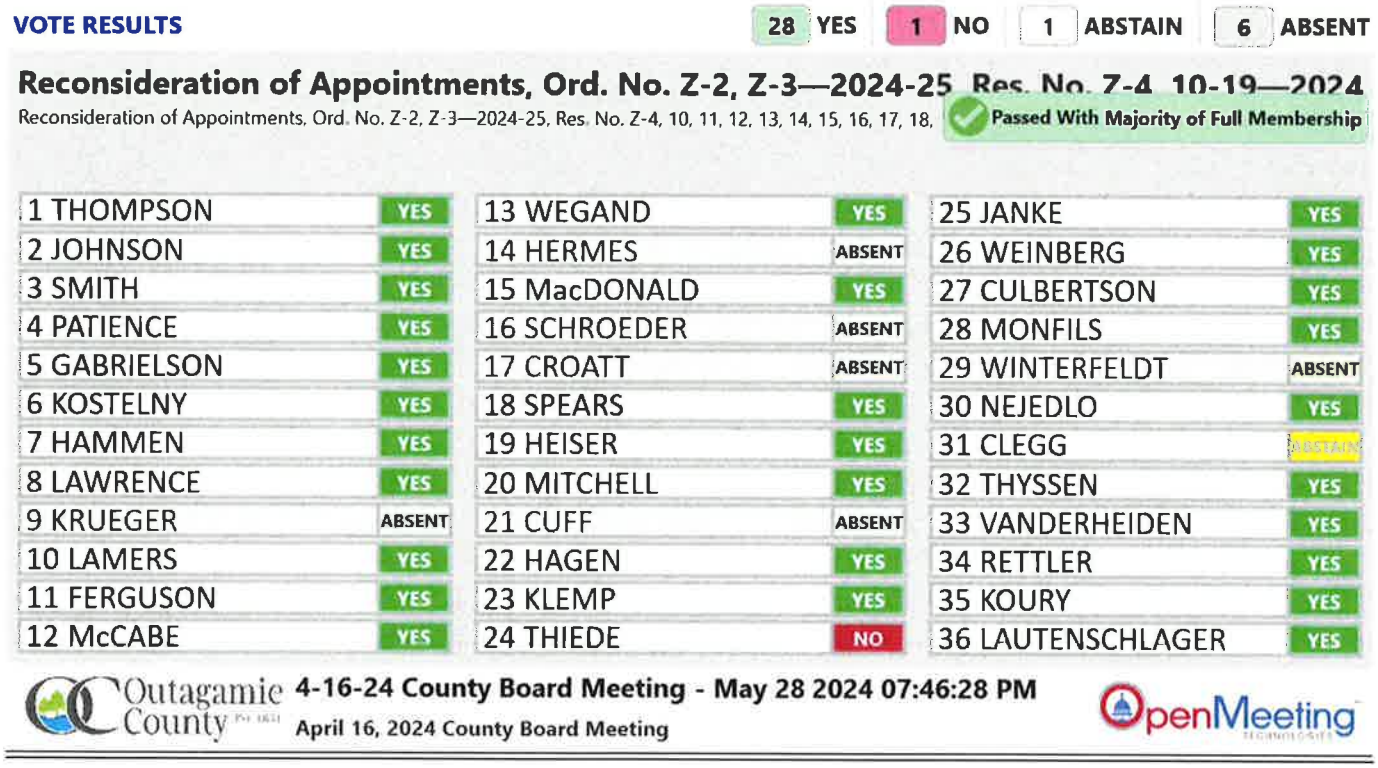
April 16, 2024 County Board Meeting

OpenMeeting

RECONSIDERATION OF ALL APPOINTMENTS, ORDINANCE NOS. Z-2, Z-3—2024-25 AND RESOLUTION NOS. Z-4, 10, 11, 12, 13, 14, 15, 16, 17, 18, 19—2024-25.

Supervisor Lautenschlager moved, seconded by Supervisor Patience, to reconsider all appointments, and the above listed ordinances and resolutions.

Vote for reconsideration. ROLL CALL: 28 yes, 1 no (Thiede), 1 abstain (Clegg), 6 absent. ALL APPOINTMENTS, ORDINANCE NOS. Z-2, Z-3—2024-25 AND RESOLUTION NOS. Z-4, 10, 11, 12, 13, 14, 15, 16, 17, 18, 19—2024-25 ARE RECONSIDERED.



Resolution No. Z-4—2024-25 – Agriculture, Extension Education, Zoning and Land Conservation Committee. Approve the rezone request for Roger and Vanice Sprangers, parcels 030060100, 030060101, and 030063000 from the General Agriculture District to the Local Commercial District, and parcel 030060200 from the Industrial District to the Local Commercial District, in the Town of Buchanan, as detailed on the attachments.

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

ROLL CALL: 30 yes, 6 absent. RESOLUTION NO. Z-4—2024-25 IS ADOPTED.

VOTE RESULTS 30 YES 0 NO 0 ABSTAIN 6 ABSENT

Resolution No. Z-4—2024-25

Resolution No. Z-4—2024-25 – Agriculture, Extension Education, Zoning and Land Conservation Committee. Sprangers, parcels 030060100, 030060101, and 030063000 from the General Agriculture District to the Local Commercial District, and parcel 030060200 from the Industrial District to the Local Commercial District, in the Town of Buchanan, as detailed on the attachments.

Passed With Majority of Full Membership

1 THOMPSON	YES	13 WEGAND	YES	25 JANKE	YES
2 JOHNSON	YES	14 HERMES	ABSENT	26 WEINBERG	YES
3 SMITH	YES	15 MacDONALD	YES	27 CULBERTSON	YES
4 PATIENCE	YES	16 SCHROEDER	ABSENT	28 MONFILS	YES
5 GABRIELSON	YES	17 CROATT	ABSENT	29 WINTERFELDT	ABSENT
6 KOSTELNY	YES	18 SPEARS	YES	30 NEJEDLO	YES
7 HAMMEN	YES	19 HEISER	YES	31 CLEGG	YES
8 LAWRENCE	YES	20 MITCHELL	YES	32 THYSSEN	YES
9 KRUEGER	ABSENT	21 CUFF	ABSENT	33 VANDERHEIDEN	YES
10 LAMERS	YES	22 HAGEN	YES	34 RETTLER	YES
11 FERGUSON	YES	23 KLEMP	YES	35 KOURY	YES
12 McCABE	YES	24 THIEDE	YES	36 LAUTENSCHLAGER	YES

Outagamie County **4-16-24 County Board Meeting - May 28 2024 07:34:29 PM**

April 16, 2024 County Board Meeting

OpenMeeting

RESOLUTION NO.: Z-4—2024-25

TO THE HONORABLE, THE OUTAGAMIE COUNTY BOARD OF SUPERVISORS

LADIES AND GENTLEMEN: ***MAJORITY***

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

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

BE IT RESOLVED, that the Outagamie County Board of Supervisors does approve of the proposed rezoning request for Roger and Vanice Sprangers. The proposed rezoning is for parcels 030060100, 030060101, and 030063000 from the General Agriculture District to the Local Commercial District, and parcel 030060200 from the Industrial District to the Local Commercial District. The parcel is located north of County HWY KK in the TOWN OF BUCHANAN, Outagamie County, WI, as depicted on the attached review and map, which by reference is made a part hereof, and

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

Dated this 28th day of May, 2024

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: May 28, 2024

Signed: _____
Board Chairperson

_____
County Clerk

Approvcd: 6.3.24

Vetoed: _____

Signed: _____
County Executive

Outagamie County

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: Sadie DiNatale Burda, Deputy Director
DATE: May 1, 2024
RE: PL202400207: Town Rezoning, Review and Recommendation

Application Details:

Applicant/Owner:	Town of Buchanan, Applicant on behalf of Roger & Vanice Sprangers (Owners)
Request:	Rezoning - Town
Parcels:	030060100, 030060101, 030063000, 030060200
Location:	North of County HWY KK TOWN OF Buchanan
Public Hearing:	April 9, 2024 at 7:00 PM held by the Town of Buchanan

Background:

Outagamie County received a Town Rezoning request from the Town of Buchanan, as depicted on the attached Rezoning Map. The proposal would rezone parcels 030060100, 030060101 and 030063000 from the General Agriculture District to the Local Commercial District and parcel 030060200 from the Industrial District to the Local Commercial District (parcels total 36.91 acres). The rezoning would allow for the redevelopment of the Sprangers Apple Orchard by Schmalz Landscaping.

The Town of Buchanan exercises village powers and adopted General Town Zoning. The Town of Buchanan is required to find this rezoning consistent with its Comprehensive Plan. They have identified the rezoning to be consistent with its Comprehensive Plan Future Land Use Map, which identifies the area as "Short-term Mixed-Use Residential District" and "Commercial and Retail Service Hub."

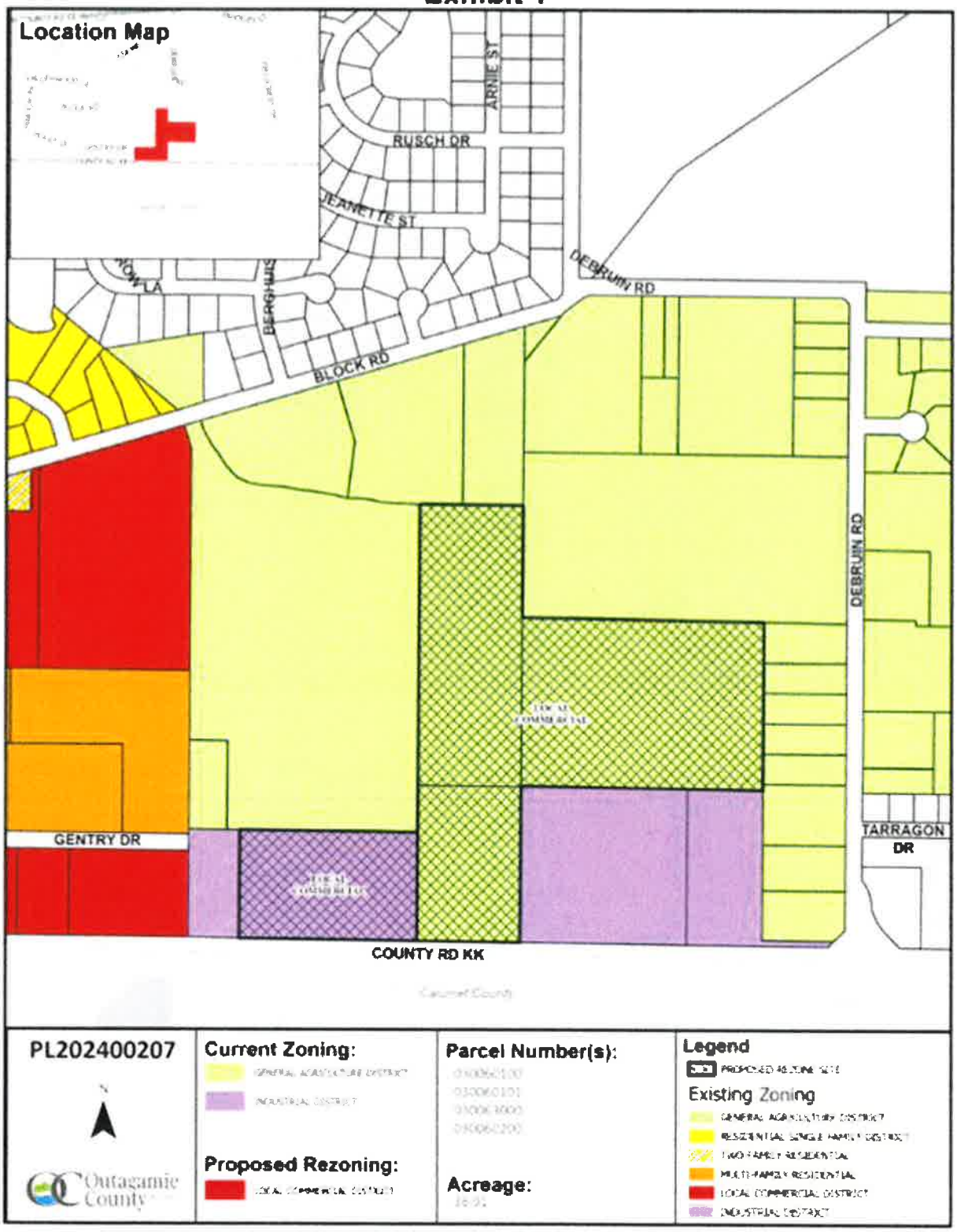
Outagamie County concurs that the rezone is also consistent with its Comprehensive Plan Future Land Map, which identifies the area as "Community Mixed Use."

The Buchanan Town Board voted to approve the rezoning request on April 23, 2024.

Staff Recommendation:

Based on County staff's review of this proposed Town Rezoning, Staff recommends to: approve the rezoning of parcels 030060100, 030060101 and 030063000 from the General Agriculture District to the Local Commercial District and parcel 030060200 from the Industrial District to the Local Commercial District.

Exhibit 1


Location Map
ARNIE ST
RUSCH DR
JEANETTE ST
DEBRUIN RD
BERGHUIS
BLOCK RD
DEBRUIN RD
GENTRY DR
TARRAGON DR
COUNTY RD KK
PL202400207
Current Zoning:
Proposed Rezoning:
Parcel Number(s):
Acreage:
Legend
Existing Zoning
Outagamie County

PLAN COMMISSION MEETING:	**April 9, 2024**	**AGENDA ITEM #: 7a & 7b**
ACTION TYPE:	**Quasi-Judicial**	**(For Approval/Denial)**

"In the Spirit of Town Government"

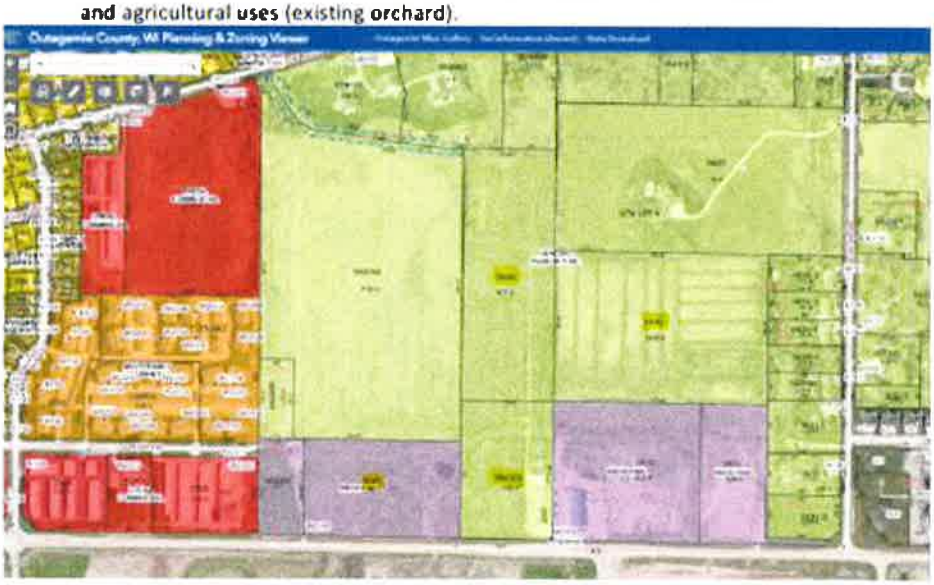
AGENDA MEMORANDUM

To: Plan Commission Chairperson and Members
From: Michael J.D. Brown, Town Administrator
Date: April 9, 2024
RE: **Rezoning and Special Exception for Schmalz Landscaping**

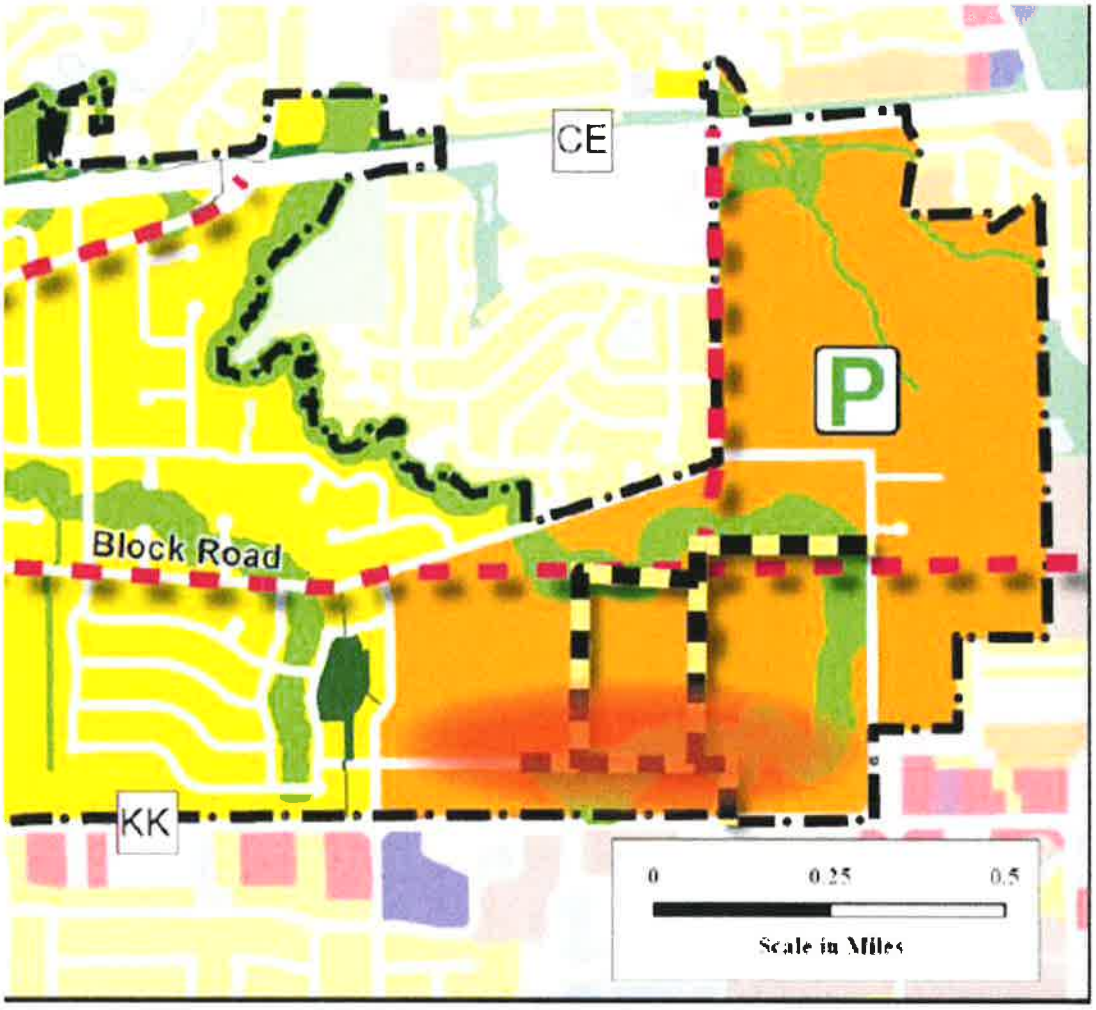
SUMMARY: At the February 13, 2024 Joint Plan Commission and Town Board meeting, Schmalz Landscaping presented a concept plan for redevelopment of the Sprangers Apple Orchard located at W2100 CTH KK on Parcels 030060100, 030060101 and 030063000 which is zoned General Agriculture and are currently an orchard and agricultural land and Parcel 030060200 which is zoned Industrial and is currently an orchard. Their existing site located at the northeast corner of CTH KK and Hoplensperger, would remain and gradually operations would shift to the new location with more customer focused operations at the new location with more internal business operations staying at the existing site.

In order for the proposed uses to meet zoning requirements the property would require rezoning to CL Local Commercial and Special Exception approval would be required for some uses. The following uses have been proposed and identified as either permitted or Special Exception based on a CL Local Commercial zoning classification.

- Permitted Uses: Nursery, Retail, Landscape construction office
- Special Exception Uses: Wholesale and Warehousing (storage buildings), contractor's storage yard and agricultural uses (existing orchard).



REZONING: The request is to rezone parcels 030060100, 030060101 and 030063000 from General Agriculture to Local Commercial and Parcel 030060200 from Industrial to Local Commercial. The Comprehensive Plan and Future Land Use Map identify this area as Short-term Mixed-Use Residential District and Commercial and Retail Service Hub; the proposed uses appear to be considered consistent with these future land use districts. By Statute, the Town must find a rezoning request to be consistent with the Comprehensive Plan in order to approve the rezoning; however, it is not obligated to approve the rezoning as it is a discretionary decision.



SPECIAL EXCEPTION: Per Section 525-86 of the Zoning Ordinance Special Exceptions shall be granted if the Plan Commission and Town Board find the proposed use meets the following conditions:

1. The proposed use or structure shall be compatible in scale and intensity with surrounding property including but not limited to traffic-generated noise, lighting, hours of operation and other externalities.
2. The design and layout of the proposed use are compatible with existing and future permitted uses and structures of surrounding properties. Generally, a buffered perimeter shall be provided.
3. Ingress and egress access shall be located and designed to minimize traffic hazards and congestion.
4. Adequate public facilities and services are available or will be provided for the proposed use.

The Plan Commission may recommend and the Town Board may impose appropriate additional conditions and requirements as deemed necessary to ensure the proposed use or structure will serve the objectives of this chapter and promote the public health, safety, comfort, convenience and general welfare. The requirements and conditions must be reasonable and, to the extent practicable, measurable. The requirements and conditions must be based on substantial evidence consisting of facts and information.

At the February 13th meeting the Plan Commission and Town Board expressed concerns about noise, aesthetics, dust, and drainage. The applicant has proposed ways to mitigate these concerns in their applications. Staff has developed recommended conditions to mitigate these concerns as identified in the proposed resolution that would approve the special exception.

RECOMMENDED ACTION: If the Plan Commission finds the rezoning request is consistent with the Comprehensive Plan and the conditions to grant a Special Exception have been met, staff recommends approval and the following motions may be made:

Motion to recommend approval of Ordinance 2024-02 to the Town Board.

Motion to recommend approval of Resolution 2024-04 to the Town Board.

###

Attachments:

1. **Application for Rezoning 2024-01**
2. **Ordinance 2024-02**
3. **Application for Special Exception 2024-02**
4. **Resolution 2024-04**

LOCK IN OF ALL APPOINTMENTS, ORDINANCE NOS. Z-2, Z-3—2024-25 AND RESOLUTION NOS. Z-4, 10, 11, 12, 13, 14, 15, 16, 17, 18, 19—2024-25.

Vote for lock in. ROLL CALL: 30 yes, 6 absent. ALL APPOINTMENTS, ORDINANCE NOS. Z-2, Z-3—2024-25 AND RESOLUTION NOS. Z-4, 10, 11, 12, 13, 14, 15, 16, 17, 18, 19—2024-25 ARE ADOPTED & LOCKED IN.

VOTE RESULTS 30 YES 0 NO 0 ABSTAIN 6 ABSENT

Lock in of Appointments, Ord. No. Z-2, Z-3—2024-25, Res. No. Z-4, 10-19—2024-25

Lock In of Appointments, Ord. No. Z-2, Z-3—2024-25, Res. No. Z-4, 10, 11, 12, 13, 14, 15, 16, 17, 18, 19—2024 — Passed With Majority of Full Membership

1 THOMPSON	YES	13 WEGAND	YES	25 JANKE	YES
2 JOHNSON	YES	14 HERMES	ABSENT	26 WEINBERG	YES
3 SMITH	YES	15 MacDONALD	YES	27 CULBERTSON	YES
4 PATIENCE	YES	16 SCHROEDER	ABSENT	28 MONFILS	YES
5 GABRIELSON	YES	17 CROATT	ABSENT	29 WINTERFELDT	ABSENT
6 KOSTELNY	YES	18 SPEARS	YES	30 NEJEDLO	YES
7 HAMMEN	YES	19 HEISER	YES	31 CLEGG	YES
8 LAWRENCE	YES	20 MITCHELL	YES	32 THYSSEN	YES
9 KRUEGER	ABSENT	21 CUFF	ABSENT	33 VANDERHEIDEN	YES
10 LAMERS	YES	22 HAGEN	YES	34 RETTLER	YES
11 FERGUSON	YES	23 KLEMP	YES	35 KOURY	YES
12 McCABE	YES	24 THIEDE	YES	36 LAUTENSCHLAGER	YES

Outagamie County — 4-16-24 County Board Meeting - May 28 2024 07:46:44 PM
April 16, 2024 County Board Meeting
OpenMeeting

RECONSIDERATION OF ALL APPOINTMENTS, ORDINANCE NOS. Z-2, Z-3—2024-25 AND RESOLUTION NOS. Z-4, 10, 11, 12, 13, 14, 15, 16, 17, 18, 19—2024-25.

Supervisor Lautenschlager moved, seconded by Supervisor Patience, to reconsider all appointments, and the above listed ordinances and resolutions.

Vote for reconsideration. ROLL CALL: 28 yes, 1 no (Thiede), 1 abstain (Clegg), 6 absent. ALL APPOINTMENTS, ORDINANCE NOS. Z-2, Z-3—2024-25 AND RESOLUTION NOS. Z-4, 10, 11, 12, 13, 14, 15, 16, 17, 18, 19—2024-25 ARE RECONSIDERED.

VOTE RESULTS 28 YES 1 NO 1 ABSTAIN 6 ABSENT

Reconsideration of Appointments, Ord. No. Z-2, Z-3—2024-25 Res. No. Z-4 10-19—2024

Reconsideration of Appointments, Ord. No. Z-2, Z-3—2024-25, Res. No. Z-4, 10, 11, 12, 13, 14, 15, 16, 17, 18, Passed With Majority of Full Membership

1 THOMPSON	YES	13 WEGAND	YES	25 JANKE	YES
2 JOHNSON	YES	14 HERMES	ABSENT	26 WEINBERG	YES
3 SMITH	YES	15 MacDONALD	YES	27 CULBERTSON	YES
4 PATIENCE	YES	16 SCHROEDER	ABSENT	28 MONFILS	YES
5 GABRIELSON	YES	17 CROATT	ABSENT	29 WINTERFELDT	ABSENT
6 KOSTELNY	YES	18 SPEARS	YES	30 NEJEDLO	YES
7 HAMMEN	YES	19 HEISER	YES	31 CLEGG	ABSTAIN
8 LAWRENCE	YES	20 MITCHELL	YES	32 THYSSEN	YES
9 KRUEGER	ABSENT	21 CUFF	ABSENT	33 VANDERHEIDEN	YES
10 LAMERS	YES	22 HAGEN	YES	34 RETTLER	YES
11 FERGUSON	YES	23 KLEMP	YES	35 KOURY	YES
12 McCABE	YES	24 THIEDE	NO	36 LAUTENSCHLAGER	YES

Outagamie County 4-16-24 County Board Meeting - May 28 2024 07:46:28 PM
April 16, 2024 County Board Meeting
OpenMeeting

Ordinance No. Z-2—2024-25 – Agriculture, Extension Education, Zoning and Land Conservation Committee. Approve to amend Chapter 54, Zoning; Section 54-4 Definitions, Division 3- AGD General Agriculture District, Section 54-128 Permitted principal uses and structures, Division 7 – CL Local Commercial District, Section 54-233 Permitted principal uses and structures, Division 10- IND Industrial District, Section 54-306 Permitted principal uses and structures, of the Outagamie County Code of Ordinances, as detailed on the ordinance and attachments.

Supervisor Thiede moved, seconded by Supervisor Lautenschlager, for adoption.

ROLL CALL: 30 yes, 6 absent. ORDINANCE NO. Z-2—2024-25 IS ADOPTED.

VOTE RESULTS 30 YES 0 NO 0 ABSTAIN 6 ABSENT

Ordinance No. Z-2—2024-25

Passed With Majority of Full Membership

1 THOMPSON	YES	13 WEGAND	YES	25 JANKE	YES
2 JOHNSON	YES	14 HERMES	ABSENT	26 WEINBERG	YES
3 SMITH	YES	15 MacDONALD	YES	27 CULBERTSON	YES
4 PATIENCE	YES	16 SCHROEDER	ABSENT	28 MONFILS	YES
5 GABRIELSON	YES	17 CROATT	ABSENT	29 WINTERFELDT	ABSENT
6 KOSTELNY	YES	18 SPEARS	YES	30 NEJEDLO	YES
7 HAMMEN	YES	19 HEISER	YES	31 CLEGG	YES
8 LAWRENCE	YES	20 MITCHELL	YES	32 THYSSEN	YES
9 KRUEGER	ABSENT	21 CUFF	ABSENT	33 VANDERHEIDEN	YES
10 LAMERS	YES	22 HAGEN	YES	34 RETTLER	YES
11 FERGUSON	YES	23 KLEMP	YES	35 KOURY	YES
12 McCABE	YES	24 THIEDE	YES	36 LAUTENSCHLAGER	YES

Outagamie County WISCONSIN **4-16-24 County Board Meeting - May 28 2024 07:35:42 PM**
April 16, 2024 County Board Meeting
OpenMeeting

ORDINANCE NO.: Z-2—2024-25

TO THE HONORABLE, THE OUTAGAMIE COUNTY BOARD OF SUPERVISORS

LADIES AND GENTLEMEN: ***MAJORITY***

The Agriculture, Extension Education, Zoning and Land Conservation Committee is requesting to amend the County Code of Ordinances as pertains to Chapter 54, Zoning; Section 54-4 Definitions, Division 3- AGD General Agriculture District, Section 54-128 Permitted principal uses and structures, Division 7 – CL Local Commercial District, Section 54-233 Permitted principal uses and structures, Division 10- IND Industrial District, Section 54-306 Permitted principal uses and structures, as listed below.

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

BE IT ORDAINED, that the Outagamie County Board of Supervisors does amend Chapter 54, Section 54-4- Definitions; Section 54-128- Permitted principal uses and structures; Section 54-233 – Permitted principal uses and structures; Section 54-306- Permitted principal uses and structures, of the Outagamie County Code of Ordinances to read as follows (additions are in **bold and underlined**):

Chapter 54 – Zoning

…

Sec. 54-4. Definitions.

Governmental Facility **means municipal or county-owned building, structure, or land used for public purposes, including town halls, maintenance facilities, public safety facilities, and uses of a similar nature.**

DIVISION 3. - AGD GENERAL AGRICULTURE DISTRICT

…

Sec. 54-128. Permitted principal uses and structures.

(5) Governmental Facility, provided equipment and material storage yards are effectively screened from view from any residential lot or public street.

…

DIVISION 7. – CL LOCAL COMMERCIAL DISTRICT

…

Sec. 54-233. Permitted principal uses and structures.

(15) Governmental Facility, provided equipment and material storage yards are effectively screened from view from any residential lot or public street.

…

DIVISION 10. – IND INDUSTRIAL DISTRICT

…

Sec. 54-306. Permitted principal uses and structures.

(12) Governmental Facility, provided equipment and material storage yards are effectively screened from view from any residential lot or public street.

BE IT FURTHER ORDAINED, that this ordinance shall be in effect upon completion of publication in accordance with Wisconsin State Statutes, and

BE IT FINALLY ORDAINED, that the Outagamie County Clerk be directed to forward a copy of this ordinance to the Outagamie County Corporation Counsel, Outagamie County Development and Land Services Director, and Municipal Code Corporation for inclusion in the Outagamie County Code of Ordinances.

Dated this 28th day of May, 2024

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: May 28, 2024

Signed: _____
Board Chairperson

_____
County Clerk

Approved: 6.3.24

Vetoed: _____

Signed: _____
County Executive

Outagamie County Est. 1851

Department of Development and Land Services
Planning & Zoning | GIS & Land Information
320 S. Walnut St. | Appleton, WI 54911
Administration Building, 3rd Floor
Phone: 920-832-5245 | Fax: 920-832-4730
www.outagamie.org

MEMORANDUM

TO: Outagamie County Zoning Committee
FROM: Isaac Uitenbroek, Zoning Administrator
DATE: May 2, 2024
RE: PL202400176 – Proposed Minor Code Amendment to Chapter 54, Pertaining to Governmental Facilities

Background and Analysis

The County Comprehensive Plan was adopted in February 2020, following community outreach/feedback and review spanning several years. Within that plan, clear policy direction was provided to modernize our land use codes. In particular, the following goals and recommendations are found in the plan:

- Goal 2: Modernized land use and regulatory tools.
  - *Rec. 2.1.* Evaluate the zoning, subdivision, and other land use codes for compliance with statutory changes, urban, suburban, and rural land use patterns, and community and county goals....Identify areas where greater clarity could be added. Recommend changes where appropriate.
- Goal 3: Cooperative, intergovernmental land-use decisions.
  - *Rec. 3.2.* Continue to improve coordination and communication with towns for land use planning and zoning actions, creating a partnership between county staff and town officials.

Based on this policy direction, the day-to-day administration of our zoning code, and recent feedback from one of our towns, County zoning staff is recommending a minor amendment to Outagamie County's Zoning Ordinance (Chapter 54) related to the treatment of governmental facility uses.

Prior to adoption of the existing ordinance in July 1989, governmental facility uses (e.g., town halls, emergency services, highway garages/yards, and similar public buildings) were permitted in a majority of zoning districts, including agricultural and industrial districts. As a result of adoption of the County's 1989 Zoning Ordinance, governmental facility uses were removed as permitted uses within the County's General Agricultural District (AGD), Industrial District (IND), and Local Commercial District (CL).

The rationale behind that change is unknown; however, in present discourse, County staff perceives this change to have created unintended consequences. For instance, existing governmental facility uses located within these districts became nonconforming – severely limiting the ability for these uses to expand to accommodate growing community needs. In addition, the change overlooked the fact that some governmental uses would fit appropriately in agricultural or industrial districts; for example, a

public works facility shop would generally be deemed compatible with other industrial-type activities in industrial zoned areas.

The minor text amendment, proposed in Exhibit 1, would reintroduce governmental facility uses as permitted uses within the General Agricultural District (AGD), Industrial District (IND), and Local Commercial District (CL). This will create opportunities for the expansion of existing public facilities and allow for the construction of new government facilities within these districts when needed to ensure government entities within Outagamie County can effectively address the rising demand for public services and enhance service delivery standards.

Staff Recommendation

Based on our analysis, DLS staff requests that the County Zoning Committee: **approve the minor code amendment to Ch. 54, Outagamie Code of Ordinances, as proposed in Exhibit 1.**

Exhibits

- Exhibit 1: Proposed Amendments to Chapter 54

Exhibit 1: Proposed Amendments to Chapter 54

Proposed Amendments, related to Definitions

Amend how governmental uses are defined to improve fairness in reviewing applications for zoning compliance, as staff must consider the extent to which a definition meets an applicant's intended use.

1. In Sec. 54-4, **ADD** the following definition:

   Governmental Facility means municipal or county-owned building, structure, or land used for public purposes, including town halls, maintenance facilities, public safety facilities, and uses of a similar nature.

Proposed Amendments, related to Placement

Amend where Governmental Facility uses may be permitted outright (P). Table 1 summarizes existing placement restrictions and proposed changes.

Table 1. Summary of Existing and Proposed Placement Requirements for Governmental Facility Uses

	General Agriculture (AGD)	Industrial (IND)	Local Commercial (CL)
Governmental Uses			
Existing	Special Exception w/ Criteria	Not permitted	Not Permitted
Proposed	P	P	P

2. In Sec. 54-128 (Permitted Principal Uses in AGD), **ADD** the following category:

   (5) Governmental Facility, provided equipment and material storage yards are effectively screened from view from any residential lot or public street.

3. In Sec. 54-233 (Permitted Principal Uses in CL), **ADD** the following category:

   (15) Governmental Facility, provided equipment and material storage yards are effectively screened from view from any residential lot or public street.

4. In Sec. 54-306 (Permitted Principal Uses in IND), **ADD** the following category:

   (12) Governmental Facility, provided equipment and material storage yards are effectively screened from view from any residential lot or public street.

LOCK IN OF ALL APPOINTMENTS, ORDINANCE NOS. Z-2, Z-3—2024-25 AND RESOLUTION NOS. Z-4, 10, 11, 12, 13, 14, 15, 16, 17, 18, 19—2024-25.

Vote for lock in. ROLL CALL: 30 yes, 6 absent. ALL APPOINTMENTS, ORDINANCE NOS. Z-2, Z-3—2024-25 AND RESOLUTION NOS. Z-4, 10, 11, 12, 13, 14, 15, 16, 17, 18, 19—2024-25 ARE ADOPTED & LOCKED IN.

VOTE RESULTS 30 YES 0 NO 0 ABSTAIN 6 ABSENT

Lock in of Appointments, Ord. No. Z-2, Z-3—2024-25, Res. No. Z-4, 10-19—2024-25

Lock In of Appointments, Ord. No. Z-2, Z-3—2024-25, Res. No. Z-4, 10, 11, 12, 13, 14, 15, 16, 17, 18, 19—2024 Passed With Majority of Full Membership

1 THOMPSON	YES	13 WEGAND	YES	25 JANKE	YES
2 JOHNSON	YES	14 HERMES	ABSENT	26 WEINBERG	YES
3 SMITH	YES	15 MacDONALD	YES	27 CULBERTSON	YES
4 PATIENCE	YES	16 SCHROEDER	ABSENT	28 MONFILS	YES
5 GABRIELSON	YES	17 CROATT	ABSENT	29 WINTERFELDT	ABSENT
6 KOSTELNY	YES	18 SPEARS	YES	30 NEJEDLO	YES
7 HAMMEN	YES	19 HEISER	YES	31 CLEGG	YES
8 LAWRENCE	YES	20 MITCHELL	YES	32 THYSSEN	YES
9 KRUEGER	ABSENT	21 CUFF	ABSENT	33 VANDERHEIDEN	YES
10 LAMERS	YES	22 HAGEN	YES	34 RETTLER	YES
11 FERGUSON	YES	23 KLEMP	YES	35 KOURY	YES
12 McCABE	YES	24 THIEDE	YES	36 LAUTENSCHLAGER	YES

Outagamie County 4-16-24 County Board Meeting - May 28 2024 07:46:44 PM

April 16, 2024 County Board Meeting

OpenMeeting

RECONSIDERATION OF ALL APPOINTMENTS, ORDINANCE NOS. Z-2, Z-3—2024-25 AND RESOLUTION NOS. Z-4, 10, 11, 12, 13, 14, 15, 16, 17, 18, 19—2024-25.

Supervisor Lautenschlager moved, seconded by Supervisor Patience, to reconsider all appointments, and the above listed ordinances and resolutions.

Vote for reconsideration. ROLL CALL: 28 yes, 1 no (Thiede), 1 abstain (Clegg), 6 absent. ALL APPOINTMENTS, ORDINANCE NOS. Z-2, Z-3—2024-25 AND RESOLUTION NOS. Z-4, 10, 11, 12, 13, 14, 15, 16, 17, 18, 19—2024-25 ARE RECONSIDERED.

VOTE RESULTS 28 YES 1 NO 1 ABSTAIN 6 ABSENT

Reconsideration of Appointments, Ord. No. Z-2, Z-3—2024-25 Res. No. Z-4 10-19—2024

Reconsideration of Appointments, Ord. No. Z-2, Z-3—2024-25, Res. No. Z-4, 10, 11, 12, 13, 14, 15, 16, 17, 18, Passed With Majority of Full Membership

1 THOMPSON	YES	13 WEGAND	YES	25 JANKE	YES
2 JOHNSON	YES	14 HERMES	ABSENT	26 WEINBERG	YES
3 SMITH	YES	15 MacDONALD	YES	27 CULBERTSON	YES
4 PATIENCE	YES	16 SCHROEDER	ABSENT	28 MONFILS	YES
5 GABRIELSON	YES	17 CROATT	ABSENT	29 WINTERFELDT	ABSENT
6 KOSTELNY	YES	18 SPEARS	YES	30 NEJEDLO	YES
7 HAMMEN	YES	19 HEISER	YES	31 CLEGG	ABSTAIN
8 LAWRENCE	YES	20 MITCHELL	YES	32 THYSSEN	YES
9 KRUEGER	ABSENT	21 CUFF	ABSENT	33 VANDERHEIDEN	YES
10 LAMERS	YES	22 HAGEN	YES	34 RETTLER	YES
11 FERGUSON	YES	23 KLEMP	YES	35 KOURY	YES
12 McCABE	YES	24 THIEDE	NO	36 LAUTENSCHLAGER	YES

Outagamie County 4-16-24 County Board Meeting - May 28 2024 07:46:28 PM

April 16, 2024 County Board Meeting

OpenMeeting

Ordinance No. Z-3—2024-25 – Agriculture, Extension Education, Zoning and Land Conservation Committee. Approve to amend Chapter 54, Zoning; Division 1 – Generally, Section 54-70 Interpretation and organization of the Outagamie County Code of Ordinances, as detailed on the ordinance and attachments.

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

ROLL CALL: 30 yes, 6 absent. ORDINANCE NO. Z-3—2024-25 IS ADOPTED.

VOTE RESULTS 30 YES 0 NO 0 ABSTAIN 6 ABSENT

Ordinance No. Z-3—2024-25

Agriculture, Extension Education, Zoning and Land Conservation Committee. Approve to amend Chapter 54, Interpretation and organization of the Outagamie County Code of Ordinances, as detailed on the ordinance and attachments.

Passed With Majority of Full Membership

1 THOMPSON	YES	13 WEGAND	YES	25 JANKE	YES
2 JOHNSON	YES	14 HERMES	ABSENT	26 WEINBERG	YES
3 SMITH	YES	15 MacDONALD	YES	27 CULBERTSON	YES
4 PATIENCE	YES	16 SCHROEDER	ABSENT	28 MONFILS	YES
5 GABRIELSON	YES	17 CROATT	ABSENT	29 WINTERFELDT	ABSENT
6 KOSTELNY	YES	18 SPEARS	YES	30 NEJEDLO	YES
7 HAMMEN	YES	19 HEISER	YES	31 CLEGG	YES
8 LAWRENCE	YES	20 MITCHELL	YES	32 THYSSEN	YES
9 KRUEGER	ABSENT	21 CUFF	ABSENT	33 VANDERHEIDEN	YES
10 LAMERS	YES	22 HAGEN	YES	34 RETTLER	YES
11 FERGUSON	YES	23 KLEMP	YES	35 KOURY	YES
12 McCABE	YES	24 THIEDE	YES	36 LAUTENSCHLAGER	YES

Outagamie County **4-16-24 County Board Meeting - May 28 2024 07:36:25 PM**

April 16, 2024 County Board Meeting

OpenMeeting

ORDINANCE NO.: Z-3—2024-25

TO THE HONORABLE, THE OUTAGAMIE COUNTY BOARD OF SUPERVISORS

LADIES AND GENTLEMEN: ***MAJORITY***

The Agriculture, Extension Education, Zoning and Land Conservation Committee is requesting to amend the County Code of Ordinances as pertains to Chapter 54, Zoning; Division 1 – Generally, Section 54-70 Interpretation and organization, as listed below.

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

BE IT ORDAINED, that the Outagamie County Board of Supervisors does amend Chapter 54, Section 54-70 –Interpretation and organization of the Outagamie County Code of Ordinances to add one additional criterion, to read as follows (additions are in **bold and underlined**):

Chapter 54 – Zoning

...

DIVISION 1. - GENERALLY

...

Sec. 54-70. Interpretation and organization.

(g) There shall not be more than one (1) zoning district on any parcel of land with the exception of the application of an overlay district which has been applied over a base-zoning district and which has been approved by the County.

BE IT FURTHER ORDAINED, that this ordinance shall be in effect upon completion of publication in accordance with Wisconsin State Statutes, and

BE IT FINALLY ORDAINED, that the Outagamie County Clerk be directed to forward a copy of this ordinance to the Outagamie County Corporation Counsel, Outagamie County Development and Land Services Director, and Municipal Code Corporation for inclusion in the Outagamie County Code of Ordinances.

Dated this 28th day of May, 2024

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: May 28, 2024

Signed: _____ Board Chairperson

_____ County Clerk

Approved: 6.3.24

Vetoed: _____

Signed: _____ County Executive

Outagamie County Est. 1851

Department of Development and Land Services
Planning & Zoning | GIS & Land Information
320 S. Walnut St. | Appleton, WI 54911
Administration Building, 3rd Floor
Phone: 920.832.5255 | Fax: 920.832.4779
www.outagamie.org

MEMORANDUM

TO: Outagamie County Zoning Committee
FROM: Isaac Uitenbroek, Zoning Administrator
DATE: May 2, 2024
RE: PL202400192 – Proposed Minor Code Amendment to Chapter 54, Pertaining to Split-Zoned Land Parcels.

Background and Analysis

The County Comprehensive Plan was adopted in February 2020, following community outreach/feedback and review spanning several years. Within that plan, clear policy direction was provided to modernize our land use codes. In particular, the following goals and recommendations are found in the plan:

- Goal 2: Modernized land use and regulatory tools.
  - *Rec. 2.1.* Evaluate the zoning, subdivision, and other land use codes for compliance with statutory changes, urban, suburban, and rural land use patterns, and community and county goals....Identify areas where greater clarity could be added. Recommend changes where appropriate.

Drawing from the above policy framework and the practical application of our zoning regulations in daily operations, County zoning staff proposes a minor amendment to Outagamie County's Zoning Ordinance (Chapter 54). This amendment pertains specifically to parcels of land that are divided among multiple zoning districts, commonly known as split-zoned parcels.

Having more than one zoning district on a single parcel of land can create confusion, inconsistency, and hinder efficient land use. It complicates development processes, as property owners and staff must navigate multiple sets of regulations and requirements. Split-zoned parcels can also result in disjointed land development, as different zoning district regulations vary in terms of building heights, setbacks, and permitted land uses. Additionally, enforcing and administering multiple zoning districts on one parcel can lead to inconsistencies in the application of regulations and can further complicate enforcement. Ultimately, it undermines the clarity and predictability that zoning regulations are intended to provide.

The proposed minor text amendment outlined in Exhibit 1 will enhance the existing ordinance by incorporating language that explicitly prohibits the establishment of split-zoned parcels. This addition will offer increased transparency to both the public and the zoning staff responsible for implementing the ordinance.

Staff Recommendation

Based on our analysis, DLS staff requests that the County Zoning Committee: **approve the minor code amendment to Ch. 54, Outagamie Code of Ordinances, as proposed in Exhibit 1.**

Exhibits

- Exhibit 1: Proposed Amendments to Chapter 54

Exhibit 1: Proposed Amendments to Chapter 54

Proposed Amendments, related to Split-Zoned Parcels

Amend Section 54-70, interpretation and organization of district regulations, to include the following language:

1. In Sec. 54-70, **ADD** the following:

   (g) There shall not be more than one (1) zoning district on any parcel of land with the exception of the application of an overlay district which has been applied over a base-zoning district and which has been approved by the County.

LOCK IN OF ALL APPOINTMENTS, ORDINANCE NOS. Z-2, Z-3—2024-25 AND RESOLUTION NOS. Z-4, 10, 11, 12, 13, 14, 15, 16, 17, 18, 19—2024-25.

Vote for lock in. ROLL CALL: 30 yes, 6 absent. ALL APPOINTMENTS, ORDINANCE NOS. Z-2, Z-3—2024-25 AND RESOLUTION NOS. Z-4, 10, 11, 12, 13, 14, 15, 16, 17, 18, 19—2024-25 ARE ADOPTED & LOCKED IN.

VOTE RESULTS 30 YES 0 NO 0 ABSTAIN 6 ABSENT

Lock in of Appointments, Ord. No. Z-2, Z-3—2024-25, Res. No. Z-4, 10-19—2024-25

Lock In of Appointments, Ord. No. Z-2, Z-3—2024-25, Res. No. Z-4, 10, 11, 12, 13, 14, 15, 16, 17, 18, 19—2024 **Passed With Majority of Full Membership**

1 THOMPSON	YES	13 WEGAND	YES	25 JANKE	YES
2 JOHNSON	YES	14 HERMES	ABSENT	26 WEINBERG	YES
3 SMITH	YES	15 MacDONALD	YES	27 CULBERTSON	YES
4 PATIENCE	YES	16 SCHROEDER	ABSENT	28 MONFILS	YES
5 GABRIELSON	YES	17 CROATT	ABSENT	29 WINTERFELDT	ABSENT
6 KOSTELNY	YES	18 SPEARS	YES	30 NEJEDLO	YES
7 HAMMEN	YES	19 HEISER	YES	31 CLEGG	YES
8 LAWRENCE	YES	20 MITCHELL	YES	32 THYSSEN	YES
9 KRUEGER	ABSENT	21 CUFF	ABSENT	33 VANDERHEIDEN	YES
10 LAMERS	YES	22 HAGEN	YES	34 RETTLER	YES
11 FERGUSON	YES	23 KLEMP	YES	35 KOURY	YES
12 McCABE	YES	24 THIEDE	YES	36 LAUTENSCHLAGER	YES

Outagamie County **4-16-24 County Board Meeting - May 28 2024 07:46:44 PM**

April 16, 2024 County Board Meeting

OpenMeeting

RECONSIDERATION OF ALL APPOINTMENTS, ORDINANCE NOS. Z-2, Z-3—2024-25 AND RESOLUTION NOS. Z-4, 10, 11, 12, 13, 14, 15, 16, 17, 18, 19—2024-25.

Supervisor Lautenschlager moved, seconded by Supervisor Patience, to reconsider all appointments, and the above listed ordinances and resolutions.

Vote for reconsideration. ROLL CALL: 28 yes, 1 no (Thiede), 1 abstain (Clegg), 6 absent. ALL APPOINTMENTS, ORDINANCE NOS. Z-2, Z-3—2024-25 AND RESOLUTION NOS. Z-4, 10, 11, 12, 13, 14, 15, 16, 17, 18, 19—2024-25 ARE RECONSIDERED.

VOTE RESULTS 28 YES 1 NO 1 ABSTAIN 6 ABSENT

Reconsideration of Appointments, Ord. No. Z-2, Z-3—2024-25 Res. No. Z-4 10-19—2024

Reconsideration of Appointments, Ord. No. Z-2, Z-3—2024-25, Res. No. Z-4, 10, 11, 12, 13, 14, 15, 16, 17, 18, Passed With Majority of Full Membership

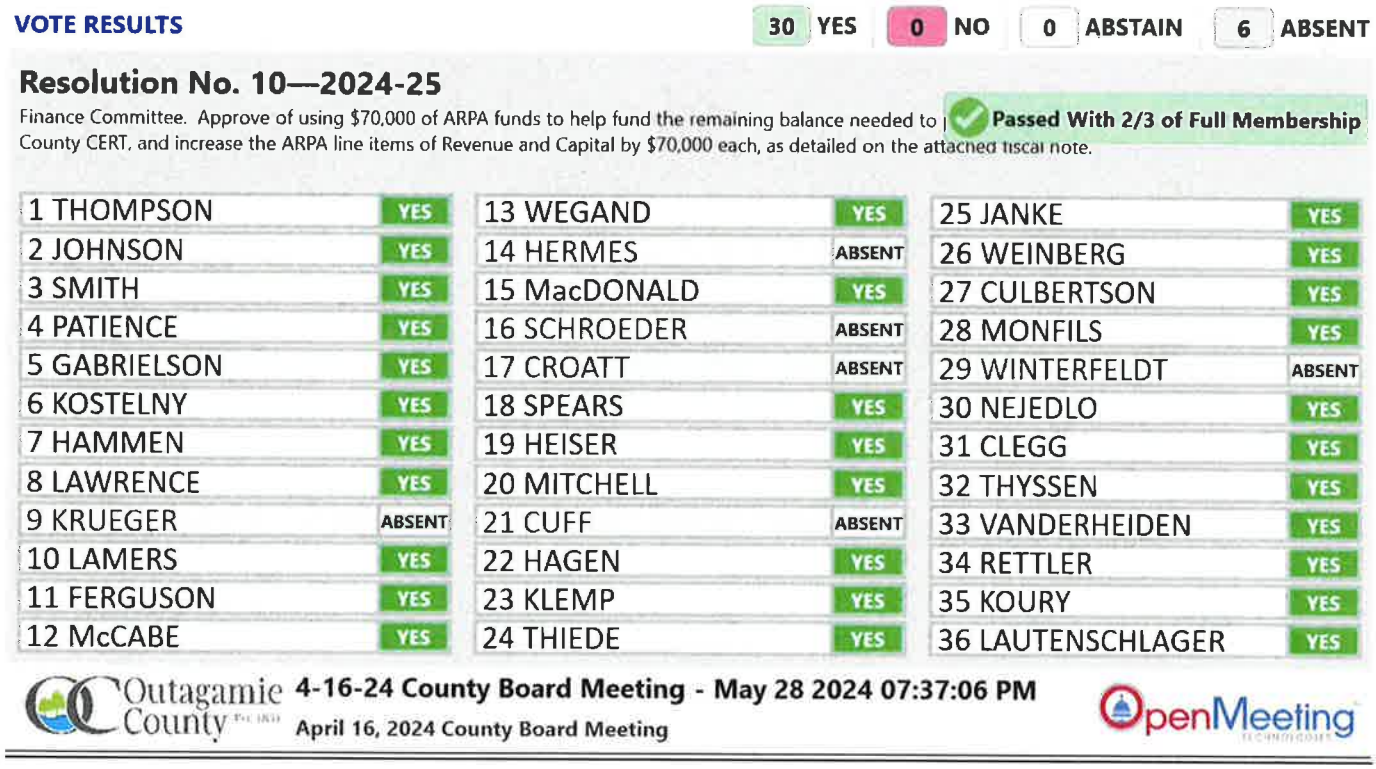
1 THOMPSON	YES	13 WEGAND	YES	25 JANKE	YES
2 JOHNSON	YES	14 HERMES	ABSENT	26 WEINBERG	YES
3 SMITH	YES	15 MacDONALD	YES	27 CULBERTSON	YES
4 PATIENCE	YES	16 SCHROEDER	ABSENT	28 MONFILS	YES
5 GABRIELSON	YES	17 CROATT	ABSENT	29 WINTERFELDT	ABSENT
6 KOSTELNY	YES	18 SPEARS	YES	30 NEJEDLO	YES
7 HAMMEN	YES	19 HEISER	YES	31 CLEGG	ABSTAIN
8 LAWRENCE	YES	20 MITCHELL	YES	32 THYSSEN	YES
9 KRUEGER	ABSENT	21 CUFF	ABSENT	33 VANDERHEIDEN	YES
10 LAMERS	YES	22 HAGEN	YES	34 RETTLER	YES
11 FERGUSON	YES	23 KLEMP	YES	35 KOURY	YES
12 McCABE	YES	24 THIEDE	NO	36 LAUTENSCHLAGER	YES

Outagamie County 4-16-24 County Board Meeting - May 28 2024 07:46:28 PM
April 16, 2024 County Board Meeting
OpenMeeting

Resolution No. 10—2024-25 – Finance Committee. Approve of using $70,000 of ARPA funds to help fund the remaining balance needed to purchase a new CERT support trailer for use by the County CERT, and increase the ARPA line items of Revenue and Capital by $70,000 each, as detailed on the attached fiscal note.

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

ROLL CALL: 30 yes, 6 absent. RESOLUTION NO. 10—2024-25 IS ADOPTED.



VOTE RESULTS 30 YES 0 NO 0 ABSTAIN 6 ABSENT

Resolution No. 10—2024-25

Finance Committee. Approve of using $70,000 of ARPA funds to help fund the remaining balance needed to p
County CERT, and increase the ARPA line items of Revenue and Capital by $70,000 each, as detailed on the attached fiscal note.

Passed With 2/3 of Full Membership

1 THOMPSON	YES	13 WEGAND	YES	25 JANKE	YES
2 JOHNSON	YES	14 HERMES	ABSENT	26 WEINBERG	YES
3 SMITH	YES	15 MacDONALD	YES	27 CULBERTSON	YES
4 PATIENCE	YES	16 SCHROEDER	ABSENT	28 MONFILS	YES
5 GABRIELSON	YES	17 CROATT	ABSENT	29 WINTERFELDT	ABSENT
6 KOSTELNY	YES	18 SPEARS	YES	30 NEJEDLO	YES
7 HAMMEN	YES	19 HEISER	YES	31 CLEGG	YES
8 LAWRENCE	YES	20 MITCHELL	YES	32 THYSSEN	YES
9 KRUEGER	ABSENT	21 CUFF	ABSENT	33 VANDERHEIDEN	YES
10 LAMERS	YES	22 HAGEN	YES	34 RETTLER	YES
11 FERGUSON	YES	23 KLEMP	YES	35 KOURY	YES
12 McCABE	YES	24 THIEDE	YES	36 LAUTENSCHLAGER	YES

Outagamie County

4-16-24 County Board Meeting - May 28 2024 07:37:06 PM

April 16, 2024 County Board Meeting

OpenMeeting

RESOLUTION NO.: 10—2024-25

TO THE HONORABLE, THE OUTAGAMIE COUNTY BOARD OF SUPERVISORS

LADIES AND GENTLEMEN: ***2/3 MAJORITY – 24 VOTES***

In June of 2022, Friends of CERT, Inc. (FOCERT) a 501c3 charitable organization, began a Capital Campaign to raise funds to purchase a new support trailer for Outagamie County CERT. The trailer will be purchased jointly by FOCERT and Outagamie County Emergency Management for use by Outagamie County CERT. To date, of the $135,000 needed to purchase the trailer, $60,000 has been raised. The County Executive and Finance Committee approved using $70,000 in ARPA funds to be obligated to help fund the remaining balance needed to purchase the new CERT support trailer.

NOW THEREFORE, the undersigned members of the Finance Committee recommend adoption of the following resolution.

BE IT RESOLVED, that the Outagamie County Board of Supervisors does authorize and approve of using $70,000 of ARPA funds to be obligated to help fund the remaining balance needed to purchase a new CERT support trailer for use by Outagamie County CERT, and

BE IT FURTHER RESOLVED, that the Outagamie County Board of Supervisors does approve of increasing the ARPA Revenue line item and ARPA Capital line item by $70,000 each, as detailed on the attached fiscal note, which by reference is made a part hereof, and

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

Dated this 28th day of May 2024

Respectfully Submitted,

FINANCE COMMITTEE

Chris Croatt

John Cuff

Karen Lawrence

Dana Johnson

Rick Lautenschlager

Duly and officially adopted by the County Board on: May 28, 2024

Signed: _____
Board Chairperson

_____
County Clerk

Approved: 6/3/24

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:** Request approval to appropriate ARPA funds to purchase a CERT trailer in conjunction with the Friends of CERT.

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 June of 2022, Friends of CERT, Inc (FOCERT) 501c3 charitable organization, began a Capital Campaign to raise funds to purchase a new support trailer for Outagamie County CERT. The trailer will be purchased jointly by FOCERT and Outagamie County Emergency for Outagamie County CERT's use. To date, $60,000 has been raised of the $135,000 needed to purchase the trailer. County executive, Thomas Nelson, approved ARPA funds to be obligated to help fund the remaining balance needed to purchase the new CERT support trailer. $70,000 was the amount requested to help FOCERT meet their goal and close the Capital Campaign

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

☐ Revenues ☒ Expenses (Cost) ☐ None – 2024 Budget

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 ( )
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
ARPA	Revenue	4660100.4624.01	70,000
ARPA	Capital	4665100.6000	70,000

Annual and Long-Term Impact

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

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

Fiscal Note Prepared by: _____

For Financial Services purposes only	
Reviewed By: *Michelle Uitenbroek*	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 Expenditures Account Number: 4665100.6234 Amount: 70,000
Date:5/15/2024	
Comments:	

LOCK IN OF ALL APPOINTMENTS, ORDINANCE NOS. Z-2, Z-3—2024-25 AND RESOLUTION NOS. Z-4, 10, 11, 12, 13, 14, 15, 16, 17, 18, 19—2024-25.

Vote for lock in. ROLL CALL: 30 yes, 6 absent. ALL APPOINTMENTS, ORDINANCE NOS. Z-2, Z-3—2024-25 AND RESOLUTION NOS. Z-4, 10, 11, 12, 13, 14, 15, 16, 17, 18, 19—2024-25 ARE ADOPTED & LOCKED IN.

VOTE RESULTS 30 YES 0 NO 0 ABSTAIN 6 ABSENT

Lock in of Appointments, Ord. No. Z-2, Z-3—2024-25, Res. No. Z-4, 10-19—2024-25

Lock In of Appointments, Ord. No. Z-2, Z-3—2024-25, Res. No. Z-4, 10, 11, 12, 13, 14, 15, 16, 17, 18, 19—2024 Passed With Majority of Full Membership

1 THOMPSON	YES	13 WEGAND	YES	25 JANKE	YES
2 JOHNSON	YES	14 HERMES	ABSENT	26 WEINBERG	YES
3 SMITH	YES	15 MacDONALD	YES	27 CULBERTSON	YES
4 PATIENCE	YES	16 SCHROEDER	ABSENT	28 MONFILS	YES
5 GABRIELSON	YES	17 CROATT	ABSENT	29 WINTERFELDT	ABSENT
6 KOSTELNY	YES	18 SPEARS	YES	30 NEJEDLO	YES
7 HAMMEN	YES	19 HEISER	YES	31 CLEGG	YES
8 LAWRENCE	YES	20 MITCHELL	YES	32 THYSSEN	YES
9 KRUEGER	ABSENT	21 CUFF	ABSENT	33 VANDERHEIDEN	YES
10 LAMERS	YES	22 HAGEN	YES	34 RETTLER	YES
11 FERGUSON	YES	23 KLEMP	YES	35 KOURY	YES
12 McCABE	YES	24 THIEDE	YES	36 LAUTENSCHLAGER	YES

Outagamie County 4-16-24 County Board Meeting - May 28 2024 07:46:44 PM

April 16, 2024 County Board Meeting

OpenMeeting

RECONSIDERATION OF ALL APPOINTMENTS, ORDINANCE NOS. Z-2, Z-3—2024-25 AND RESOLUTION NOS. Z-4, 10, 11, 12, 13, 14, 15, 16, 17, 18, 19—2024-25.

Supervisor Lautenschlager moved, seconded by Supervisor Patience, to reconsider all appointments, and the above listed ordinances and resolutions.

Vote for reconsideration. ROLL CALL: 28 yes, 1 no (Thiede), 1 abstain (Clegg), 6 absent. ALL APPOINTMENTS, ORDINANCE NOS. Z-2, Z-3—2024-25 AND RESOLUTION NOS. Z-4, 10, 11, 12, 13, 14, 15, 16, 17, 18, 19—2024-25 ARE RECONSIDERED.

VOTE RESULTS 28 YES 1 NO 1 ABSTAIN 6 ABSENT

Reconsideration of Appointments, Ord. No. Z-2, Z-3—2024-25 Res. No. Z-4 10-19—2024

Reconsideration of Appointments, Ord. No. Z-2, Z-3—2024-25, Res. No. Z-4, 10, 11, 12, 13, 14, 15, 16, 17, 18, Passed With Majority of Full Membership

1 THOMPSON	YES	13 WEGAND	YES	25 JANKE	YES
2 JOHNSON	YES	14 HERMES	ABSENT	26 WEINBERG	YES
3 SMITH	YES	15 MacDONALD	YES	27 CULBERTSON	YES
4 PATIENCE	YES	16 SCHROEDER	ABSENT	28 MONFILS	YES
5 GABRIELSON	YES	17 CROATT	ABSENT	29 WINTERFELDT	ABSENT
6 KOSTELNY	YES	18 SPEARS	YES	30 NEJEDLO	YES
7 HAMMEN	YES	19 HEISER	YES	31 CLEGG	ABSTAIN
8 LAWRENCE	YES	20 MITCHELL	YES	32 THYSSEN	YES
9 KRUEGER	ABSENT	21 CUFF	ABSENT	33 VANDERHEIDEN	YES
10 LAMERS	YES	22 HAGEN	YES	34 RETTLER	YES
11 FERGUSON	YES	23 KLEMP	YES	35 KOURY	YES
12 McCABE	YES	24 THIEDE	NO	36 LAUTENSCHLAGER	YES

Outagamie County 4-16-24 County Board Meeting - May 28 2024 07:46:28 PM

April 16, 2024 County Board Meeting

OpenMeeting

Resolution No. 11—2024-25 -- Highway, Recycling and Solid Waste Committee. Authorize the County Highway Commissioner to enter into a revised State/Municipal Financial Agreement for the CTH N from CTH KK to CTH CE project, as noted on the attached 1st Revision State/Municipal Agreement for a State-Let Urbanized Area STP-Urban Project document and authorize funding for the county share of the project costs to be included in a future budget (2026), as detailed on the attached fiscal note.

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

ROLL CALL: 30 yes, 6 absent. RESOLUTION NO. 11—2024-25 IS ADOPTED.

VOTE RESULTS 30 YES 0 NO 0 ABSTAIN 6 ABSENT

Resolution No. 11—2024-25

Highway. Recycling and Solid Waste Committee. Authorize the County Highway Commissioner to enter into a ... Passed With Majority of Full Membership ... the CTH N from CTH KK to CTH CE project, as noted on the attached 1st Revision State/Municipal Agreement for a State-Let Urbanized Area STP-Urban Project document and authorize funding for the county share of the project costs to be included in a future budget (2026), as detailed on the attached fiscal note.

1 THOMPSON	YES	13 WEGAND	YES	25 JANKE	YES
2 JOHNSON	YES	14 HERMES	ABSENT	26 WEINBERG	YES
3 SMITH	YES	15 MacDONALD	YES	27 CULBERTSON	YES
4 PATIENCE	YES	16 SCHROEDER	ABSENT	28 MONFILS	YES
5 GABRIELSON	YES	17 CROATT	ABSENT	29 WINTERFELDT	ABSENT
6 KOSTELNY	YES	18 SPEARS	YES	30 NEJEDLO	YES
7 HAMMEN	YES	19 HEISER	YES	31 CLEGG	YES
8 LAWRENCE	YES	20 MITCHELL	YES	32 THYSSEN	YES
9 KRUEGER	ABSENT	21 CUFF	ABSENT	33 VANDERHEIDEN	YES
10 LAMERS	YES	22 HAGEN	YES	34 RETTLER	YES
11 FERGUSON	YES	23 KLEMP	YES	35 KOURY	YES
12 McCABE	YES	24 THIEDE	YES	36 LAUTENSCHLAGER	YES

Outagamie County 4-16-24 County Board Meeting - May 28 2024 07:38:03 PM
April 16, 2024 County Board Meeting
OpenMeeting

RESOLUTION NO.: 11—2024-25

TO THE HONORABLE, THE OUTAGAMIE COUNTY BOARD OF SUPERVISORS

LADIES AND GENTLEMEN: ***MAJORITY***

The Highway Department previously entered into a State/Municipal Agreement for the CTH N from CTH KK to CTH CE project in order for engineering to begin in 2021.

The Highway Department is now requesting approval to enter into a revised State/Municipal Agreement for the County Highway N project from CTH KK to CTH CE. The State has increased the amount of funding for the project. The Highway Department is requesting to enter into an agreement to fund 20% of the project plus the balance as part of the reconstruction, said funds to be included in a future budget (2026).

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

BE IT RESOLVED, that the Outagamie County Board of Supervisors does authorize the Outagamie County Highway Commissioner to enter into a revised State/Municipal Financial Agreement for the CTH N from CTH KK to CTH CE project, as noted on the attached 1st Revision State/Municipal Agreement for a State-Let Urbanized Area STP-Urban Project document which by reference is made a part hereof, and

BE IT FURTHER RESOLVED, that the Outagamie County Board of Supervisors does authorize funding for the county share of the project costs to be included in a future budget (2026) as noted on the attached fiscal note which by reference is made a part hereof, and

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 28th day of May 2024

Respectfully Submitted,

HIGHWAY, RECYCLING AND SOLID WASTE COMMITTEE

Joy Hagen

Daniel Nejedlo

Steve Thiede

Dennis Clegg

Jason Wegand

Duly and officially adopted by the County Board on: May 28, 2024

Signed: _____ _____
Board Chairperson County Clerk

Approved: 6.3.24 Vetoed: _____

Signed: _____
County Executive

1st Revision
STATE/MUNICIPAL AGREEMENT FOR A STATE- LET URBANIZED AREA STP-URBAN PROJECT

This agreement supersedes the agreement signed by the Municipality on July 17, 2020 and signed by the DOT on July 27, 2020.

Program Name: URBANIZED AREA STP-URBAN

Population Group: over 200,000

Sub-program #: 206

Cycle: 2020-2025

Revised Date: March 11, 2024
Date: MAY 13, 2020
I.D.: 4676-04-00/71
Road Name: CTH N
Limits: CTH KK – CTH CE
County: OUTAGAMIE
Roadway Length: 0.7 MILES
Functional Classification: MINOR ARTERIAL
Project Sponsor: OUTAGAMIE COUNTY

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 - Describe and give reason for request: **The existing roadway is a 2-lane asphalt roadway with an overall total pavement width of 32'. The roadway has a rural cross section with 8-foot shoulders consisting of asphalt and gravel. The last improvement was in 1994. The pavement has significant to severe cracking and surface deterioration and has a pavement rating of 4. The existing single lane roundabout at Emons Road and Buchanan Road was constructed in 2007 with a known 10-year useful life. It is under-sized and in need of expansion.**

Proposed Improvement - Nature of work: **The proposed project is to reconstruct CTH N with a 3-lane urban cross section which includes a two-way left turn lane (TWLTL), paved shoulders for bike accommodations, curb and gutter, storm sewer replacement. A 10-foot multi-modal path will be constructed on the east side of the roadway. The Emons Road / Buchanan Road roundabout will be reconstructed with added capacity to include an additional through lane on CTH N and a westbound right turn lane from Buchanan Road. Spot improvements for street lighting will be included. Pavement markings and new permanent signing. Real estate acquisition will be in the form of fee and temporary limited easements.**

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 identified at this time.**

The Municipality agrees to the following 2020-2025 Urbanized Area project funding conditions:

Project design and construction costs are funded with up to 80% federal funding up to a funding limit of $4,991,360. The Municipality agrees to provide the remaining 20% and any funds in excess of the $4,991,360 federal/state funding limit. **Real estate is 100% locally funded by the Municipality.** 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 2026. **In accordance with the State's sunset policy for Urbanized Area STP-Urban projects, the subject 2020-2025 Urbanized Area STP-Urban improvement must be constructed and in final acceptance within six years from the start of State Fiscal Year 2021, or by June 30, 2027.** 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 or State funding exceed the estimate of $4,991,360 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				
PHASE	Total Est. Cost	Federal Funds	%	Municipal Funds	%
ID 4676-04-00					
Design	$460,000	$331,240	80% *	$128,760	20% + BAL
State Review	$22,200	$15,800	80% *	$6,400	20% + BAL
ID 4676-04-71					
Participating Construction	$5,260,000	$4,208,000	80% *	$1,052,000	20% + BAL
Non-Participating Construction	$0	$0	0% *	$0	100%
State Review	$545,400	$436,320	80% *	$109,080	20% + BAL
Total Est. Cost Distribution	$6,287,600	$4,991,360	N/A	$1,296,240	N/A

*Design ID# 4676-04-00 federal funding is limited to **$347,040.**
*Construction ID# 4676-04-71 federal funding is limited to **$4,644,320.**

This request is subject to the terms and conditions that follow (pages 3 - 7) 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 in behalf of: **Outagamie County** (please sign in blue ink.)

Name Title Date

Signed for and in behalf of the State:

Name Title Date

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 aid 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 2020-2025 Urbanized Area STP-Urban 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.

   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 which is not chargeable to federal funds. Upon completion of the project, a final audit will be made to determine the final division of costs subject to project funding limits in the Summary of Costs Table. If reviews or audits show any of the work to be ineligible for federal 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 2020-2025 Urbanized Area STP-Urban 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*.

   h. Real estate for the improvement.

   i. Other 100% Municipality funded items: None identified at this time.

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.

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 financing commitments or are ineligible for federal 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 Urbanized Area STP-Urban projects, the subject 2020-2025 Urbanized Area STP-Urban improvement must be constructed and in final acceptance within six years from the start of State Fiscal Year 2021, or by June 30, 2027.** 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 by the State 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 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.

    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 with 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 they do not obey size and weight laws, use properly equipped and maintained vehicles, and do 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.

19. Contract modification: This State/Municipal Agreement can only 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 Department. The Department 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 2020-2025 Urbanized Area STP-Urban project funding conditions:

    a. ID 4676-04-00: Design is funded with 80% federal funding, when the Municipality agrees to provide the remaining 20%. 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 80% with federal funding and 20% by the Municipality.

    b. Real estate is funded 100% by the Municipality. Real estate acquisition is 100% the responsibility of the Municipality.

    c. ID 4676-04-71: Construction:

        i. Costs for roadway reconstruction are funded with 80% federal funding when the municipality agrees to provide the remaining 20%.

        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 80% with federal funding and 20% by the Municipality.

[End of Document]

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 the County Highway N from CTH KK to CTH CE.

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 is requesting approval to enter into a State Municipal Financial Agreement for the County Highway N project from CTH KK to CTH CE. The State has increased the amount of funding for the project. The Highway Department has asked to enter into an agreement to fund 20% plus the balance as part of the reconstruction.

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

[ ] Revenues [ ] Expenses (Cost) [x] None

3. Is the specific cost or revenue included in the current year's budget? yes ( ) 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 ( )

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 Budget (2026)			

Annual and Long-Term Impact

8. Is the above Increase/Decrease a nonrecurring one-time expense or revenue? yes ( ) 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: Dean Steingraber/Michelle Uitenbroek

For Financial Services purposes only

Reviewed By: Michelle Uitenbroek
May 8, 2024

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

Comments:

LOCK IN OF ALL APPOINTMENTS, ORDINANCE NOS. Z-2, Z-3—2024-25 AND RESOLUTION NOS. Z-4, 10, 11, 12, 13, 14, 15, 16, 17, 18, 19—2024-25.

Vote for lock in. ROLL CALL: 30 yes, 6 absent. ALL APPOINTMENTS, ORDINANCE NOS. Z-2, Z-3—2024-25 AND RESOLUTION NOS. Z-4, 10, 11, 12, 13, 14, 15, 16, 17, 18, 19—2024-25 ARE ADOPTED & LOCKED IN.

VOTE RESULTS 30 YES 0 NO 0 ABSTAIN 6 ABSENT

Lock in of Appointments, Ord. No. Z-2, Z-3—2024-25, Res. No. Z-4, 10-19—2024-25

Lock In of Appointments, Ord. No. Z-2, Z-3—2024-25, Res. No. Z-4, 10, 11, 12, 13, 14, 15, 16, 17, 18, 19—2024 Passed With Majority of Full Membership

1 THOMPSON	YES	13 WEGAND	YES	25 JANKE	YES
2 JOHNSON	YES	14 HERMES	ABSENT	26 WEINBERG	YES
3 SMITH	YES	15 MacDONALD	YES	27 CULBERTSON	YES
4 PATIENCE	YES	16 SCHROEDER	ABSENT	28 MONFILS	YES
5 GABRIELSON	YES	17 CROATT	ABSENT	29 WINTERFELDT	ABSENT
6 KOSTELNY	YES	18 SPEARS	YES	30 NEJEDLO	YES
7 HAMMEN	YES	19 HEISER	YES	31 CLEGG	YES
8 LAWRENCE	YES	20 MITCHELL	YES	32 THYSSEN	YES
9 KRUEGER	ABSENT	21 CUFF	ABSENT	33 VANDERHEIDEN	YES
10 LAMERS	YES	22 HAGEN	YES	34 RETTLER	YES
11 FERGUSON	YES	23 KLEMP	YES	35 KOURY	YES
12 McCABE	YES	24 THIEDE	YES	36 LAUTENSCHLAGER	YES

Outagamie County **4-16-24 County Board Meeting - May 28 2024 07:46:44 PM**

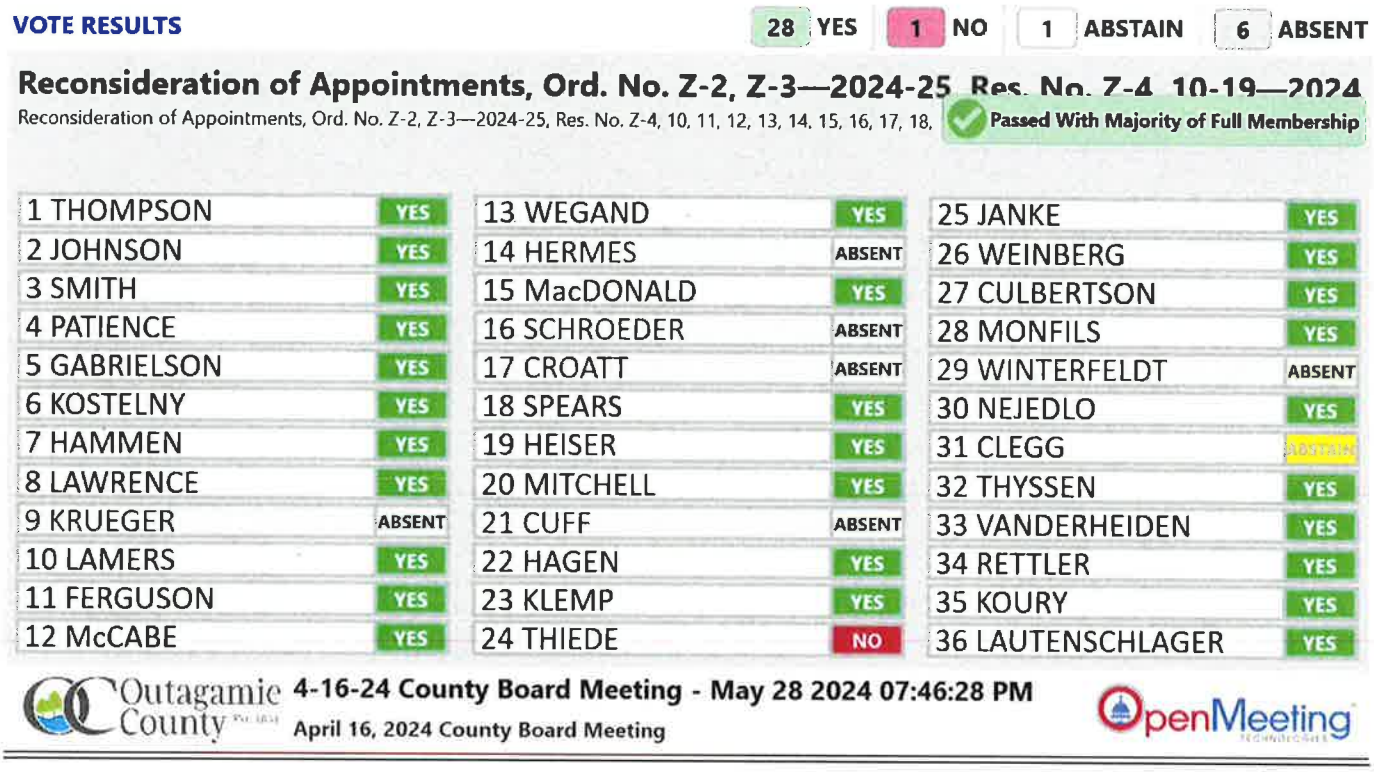
April 16, 2024 County Board Meeting

OpenMeeting

RECONSIDERATION OF ALL APPOINTMENTS, ORDINANCE NOS. Z-2, Z-3—2024-25 AND RESOLUTION NOS. Z-4, 10, 11, 12, 13, 14, 15, 16, 17, 18, 19—2024-25.

Supervisor Lautenschlager moved, seconded by Supervisor Patience, to reconsider all appointments, and the above listed ordinances and resolutions.

Vote for reconsideration. ROLL CALL: 28 yes, 1 no (Thiede), 1 abstain (Clegg), 6 absent. ALL APPOINTMENTS, ORDINANCE NOS. Z-2, Z-3—2024-25 AND RESOLUTION NOS. Z-4, 10, 11, 12, 13, 14, 15, 16, 17, 18, 19—2024-25 ARE RECONSIDERED.



VOTE RESULTS — 28 YES | 1 NO | 1 ABSTAIN | 6 ABSENT

Reconsideration of Appointments, Ord. No. Z-2, Z-3—2024-25 Res. No. Z-4 10-19—2024

Reconsideration of Appointments, Ord. No. Z-2, Z-3—2024-25, Res. No. Z-4, 10, 11, 12, 13, 14, 15, 16, 17, 18, — Passed With Majority of Full Membership

1 THOMPSON	YES	13 WEGAND	YES	25 JANKE	YES
2 JOHNSON	YES	14 HERMES	ABSENT	26 WEINBERG	YES
3 SMITH	YES	15 MacDONALD	YES	27 CULBERTSON	YES
4 PATIENCE	YES	16 SCHROEDER	ABSENT	28 MONFILS	YES
5 GABRIELSON	YES	17 CROATT	ABSENT	29 WINTERFELDT	ABSENT
6 KOSTELNY	YES	18 SPEARS	YES	30 NEJEDLO	YES
7 HAMMEN	YES	19 HEISER	YES	31 CLEGG	ABSTAIN
8 LAWRENCE	YES	20 MITCHELL	YES	32 THYSSEN	YES
9 KRUEGER	ABSENT	21 CUFF	ABSENT	33 VANDERHEIDEN	YES
10 LAMERS	YES	22 HAGEN	YES	34 RETTLER	YES
11 FERGUSON	YES	23 KLEMP	YES	35 KOURY	YES
12 McCABE	YES	24 THIEDE	NO	36 LAUTENSCHLAGER	YES

Outagamie County — 4-16-24 County Board Meeting - May 28 2024 07:46:28 PM

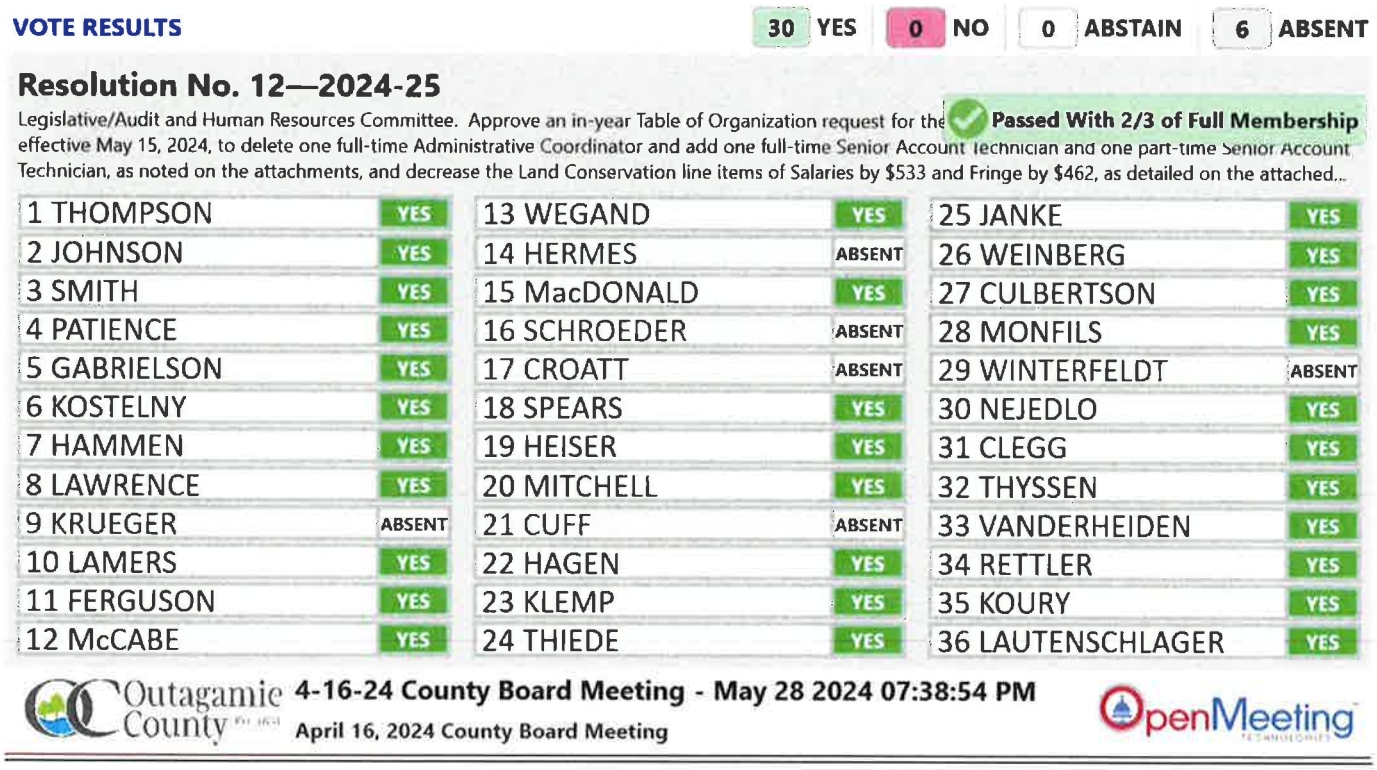
April 16, 2024 County Board Meeting

OpenMeeting

Resolution No. 12—2024-25 – Legislative/Audit and Human Resources Committee. Approve an in-year Table of Organization request for the Land Conservation Department positions, effective May 15, 2024, to delete one full-time Administrative Coordinator and add one full-time Senior Account Technician and one part-time Senior Account Technician, as noted on the attachments, and decrease the Land Conservation line items of Salaries by $533 and Fringe by $462, as detailed on the attached fiscal note.

Supervisor Spears moved, seconded by Supervisor Weinberg, for adoption.

ROLL CALL: 30 yes, 6 absent. RESOLUTION NO. 12—2024-25 IS ADOPTED.



RESOLUTION NO.: 12—2024-25

TO THE HONORABLE, THE OUTAGAMIE COUNTY BOARD OF SUPERVISORS

LADIES AND GENTLEMEN: ***2/3 MAJORITY – 24 VOTES***

The Land Conservation Department is requesting to approve the following amendments to their Table of Organization:

- Delete one (1) full-time Administrative Coordinator position
- Add one (1) full-time Senior Account Technician position
- Add one (1) part-time Senior Account Technician position

The Land Conservation Department has elected to create a new Senior Account Technician position rather than fill the Administrative Coordinator position. The new position will not have the supervisory responsibility of the Administrative Coordinator, which has shifted to other department management staff. The change in positions will be a net reduction of $995 to the budget.

The creation of a part-time Senior Account Technician is due to the amount of grant reporting and requirements, which is significant administrative work that exceeds current capacity. The addition of the position will cost $46,530 in 2024. The position funding will be with existing grants with no budget impact.

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

BE IT RESOLVED, that the Outagamie County Board of Supervisors does approve an in-year Table of Organization request for the Land Conservation Department effective May 15, 2024 to delete one (1) full-time Administrative Coordinator position and add one (1) full-time Senior Account Technician position and one (1) part-time Senior Account Technician position as noted on the attached Position Deletion Form – In Year Change, Position Addition Forms – In Year Change (2), Job Description, and Table of Organization, which by reference are made a part hereof, and

BE IT FURTHER RESOLVED, that the Outagamie County Board of Supervisors does approve of decreasing the Land Conservation Salaries line item by $533 and decreasing the Land Conservation Fringe line item by $462, as noted on the attached fiscal note, which by reference is made a part hereof, and

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

Dated this 28th day of May 2024

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: May 28, 2024

Signed: _____ Board Chairperson

_____ County Clerk

Approved: 6/3/24

Vetoed: _____

Signed: _____ County Executive

POSITION DELETION FORM - IN YEAR CHANGE		
Request Details		
Effective Date of Requested Change:	5/15/2024	
Department:	Land Conservation	
Department Head:	Greg Baneck	
Cost Center Number:	1008200	
Position Title:	Administrative Coordinator	
Sunset Position? (Yes or No)	No	
Is this position full time or part time? *(If more than one position, use the worksheet for Multiples)*	Full Time:	X
	Part Time:	
If adding a position to offset this deletion; which position(s) will be added?	Senior Account Technician	
Position Justification		
Briefly summarize why this position is no longer needed, as well as areas of revenue and savings.		
The staff in this position took another job outside of County Employment. We are using the opportunity to internally restructure by reducing the number of supervisory staff within the Department.		
Employee(s) Impacted By This Change (if no one in position - leave blank)		
Fiscal Data		
PROJECTED COST SAVINGS		
Salary	$	34,884
Fringe Benefits	$	22,519
Travel/Training	$	-
Supplies	$	-
Purchased Services	$	-
Capital Outlay	$	-
TOTAL COST SAVINGS	$	57,403
DECREASED REVENUES BY DELETING THIS POSITION:		
Please list below the decreased revenues pertaining to this position deletion.		
Description	*Dollar Value (enter as negative)*	
	$	-
	$	-
	$	-
TOTAL REVENUE REDUCTION	$	-
NET COUNTY COST (Levy/Fund Balance)	$	57,403

POSITION ADDITION FORM - IN YEAR CHANGE		
Request Details		
Effective Date of Requested Change:	5/15/2024	
Department:	Land Conservation	
Department Head:	Greg Baneck	
Cost Center Number:	1008200	
Position Title:	Senior Account Technician - Land Conservation	
Sunset Position? (Yes or No)	No	
Exempt (Salaried) or Non-Exempt (Hourly):	Exempt	
Pay Grade of Position:	130	
Estimated Starting Step:	3	
Position exists in current the Table of Organization?	Yes	
Is this position full time or part time? *(If more than one position, use the worksheet for Multiples)*	Full Time:	X
	Part Time:	
If Part Time position, how many hours per week will this position be working?	Hours:	
What other alternatives were considered?	Re-filling existing Admininstrative Coordinator pstn.	
If deleting a position to add this position; which position(s) will be deleted?	Administrative Coordinator	
(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:	Agronomist (filling in 2024 with Grant funding)	
Position Justification		
Briefly summarize why this position is needed, as well as areas of revenue and savings.		
The Land Conservation Department receives and manages over $2 million in grant funding annually through multiples sources, each of which requires their own reporting/accounting/reimbursement processes. In-lieu of re-filling the recently vacated Administrative Coordinator position, we are backfilling by creating a new Senior Account Technician (a lower grade without supervisory responsibility), and shifting supervisory responsibility to a different Management staff.		
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)?	Combination - Grants/Levy	
PROJECTED 2023 EXPENDITURES - Amounts must agree to amounts included in the proposed budget.		
Salary	$	33,133
Fringe Benefits	$	23,274
Travel/Training	$	-
Supplies - IT		
Supplies - Other	$	-
Purchased Services - IT		
Purchased Services - Other	$	-
Capital Outlay	$	-
TOTAL EXPENDITURES	$	56,407
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.		
Description	*Dollar Value (enter as negative)*	
Deleted Position (If applicable)	$	(57,403)
	$	-
	$	-
TOTAL COST SAVINGS/REVENUES	$	(57,403)
NET COUNTY COST (Levy/Fund Bal)	$	(995)
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	$	52,353
Fringe Benefits	$	36,775
Other Expenditures	$	-
TOTAL EXPENDITURES	$	89,128
Deleted Position (If applicable)	$	(90,701)
Less Increased Revenue/Cost Savings (enter as negative)	$	-
NET COUNTY COST (Levy/Fund Bal)	$	(1,573)

POSITION ADDITION FORM - IN YEAR CHANGE		
Request Details		
Effective Date of Requested Change:	5/15/2024	
Department:	Land Conservation	
Department Head:	Greg Baneck	
Cost Center Number:	1008200	
Position Title:	Senior Account Technician	
Sunset Position? (Yes or No)	No	
Exempt (Salaried) or Non-Exempt (Hourly):	Exempt	
Pay Grade of Position:	130	
Estimated Starting Step:	3	
Position exists in current the Table of Organization?	Yes	
Is this position full time or part time? *(If more than one position, use the worksheet for Multiples)*	**Full Time:**	
	Part Time:	X
If Part Time position, how many hours per week will this position be working?	**Hours:**	32
What other alternatives were considered?	Not adding	
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:	Agronomist (filling with grant funds later this year)	
Position Justification		
Briefly summarize why this position is needed, as well as areas of revenue and savings.		
The Land Conservation Department relies heavily on grants as part of its annual budget and programming. Each grant source has its own reporting requirements and procedures, resulting in significant administrative workload which exceeds current capacity.		
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)?	Combination - Grants/Levy	
PROJECTED 2023 EXPENDITURES - Amounts must agree to amounts included in the proposed budget.		
Salary	$	24,769
Fringe Benefits	$	21,761
Travel/Training	$	-
Supplies - IT		
Supplies - Other	$	-
Purchased Services - IT		
Purchased Services - Other	$	-
Capital Outlay	$	-
TOTAL EXPENDITURES	$	46,530
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.		
Description	*Dollar Value (enter as negative)*	
Deleted Position (If applicable)		
	$	-
	$	-
TOTAL COST SAVINGS/REVENUES	$	-
NET COUNTY COST (Levy/Fund Bal)	$	**46,530**
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	$	**39,137**
Fringe Benefits	$	**34,384**
Other Expenditures	$	-
TOTAL EXPENDITURES	$	**73,521**
Deleted Position (If applicable)		
Less Increased Revenue/Cost Savings (enter as negative)	$	-
NET COUNTY COST (Levy/Fund Bal)	$	**73,521**

Job Title: Senior Account Technician

Department: Outagamie County Land Conservation Department

Position Purpose

Reporting to the Programs Supervisor/GIS Analyst, the Senior Account Technician performs general administrative duties and assumes a lead role in the administration of one or more programs within the department.

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.

- Assists the County Conservationist with preparation and tracking of the departmental budget, performs reconciliation of monthly budget reports, tracks revenue to expenditures, labor, supplies, etc.
- Prepares, maintains, and updates program and department records, reports, confidential records and files.
- Documents and compiles program statistical information.
- Corresponds with various county, state, and federal offices, the general public, and professionals to obtain and provide necessary information.
- Coordinates departmental payroll processes, including approval of timesheets and time off requests in absence of the Director.
- Assists in the preparation of bid documents and specifications required for competitive pricing of purchased equipment, materials, and labor in compliance with department and county procedures, assists with ordering supplies for maintenance, projects, equipment, and departmental fleet of vehicles, maintains records for inventory and maintenance activities.
- Works with Departmental staff in the preparation of cost-share contracts and tracking of contracts as related to various grant-funded conservation projects.
- Processes incoming and outgoing mail.
- Serves as receptionist, answers the telephone, takes messages, greets the public, directs and assists customers, provides program information and makes referrals to various agencies/services when appropriate.
- Maintains regular and predictable attendance, works overtime/extra hours as required.
- Performs other duties as assigned.

Determined by the department, the following Duties and Responsibilities are also essential for the Senior Account Technician:

Land Conservation Department

- Serves as Outreach/Social Media coordinator for the Department; plans, designs and prints pamphlets, brochures, news releases and other promotional material for the Department promotes Departmental programs via advertising and other forms of public relation including social media, website, and YouTube.
- Coordinates departmental youth education programming and events.
- Coordinates annual County Tree and Wildflower Sale Program.
- Assists in preparation and monitoring of Departmental grant budgets – prepares requisitions, vouchers, grant invoicing, and reporting.

- Coordinates the departmental equipment rental program.
- Assists departmental staff with CityView permitting system.

- Regularly attend seminars, conferences and meetings pertaining to the various programming and related grants in order to stay up-to-date with local, state and federal mandates.

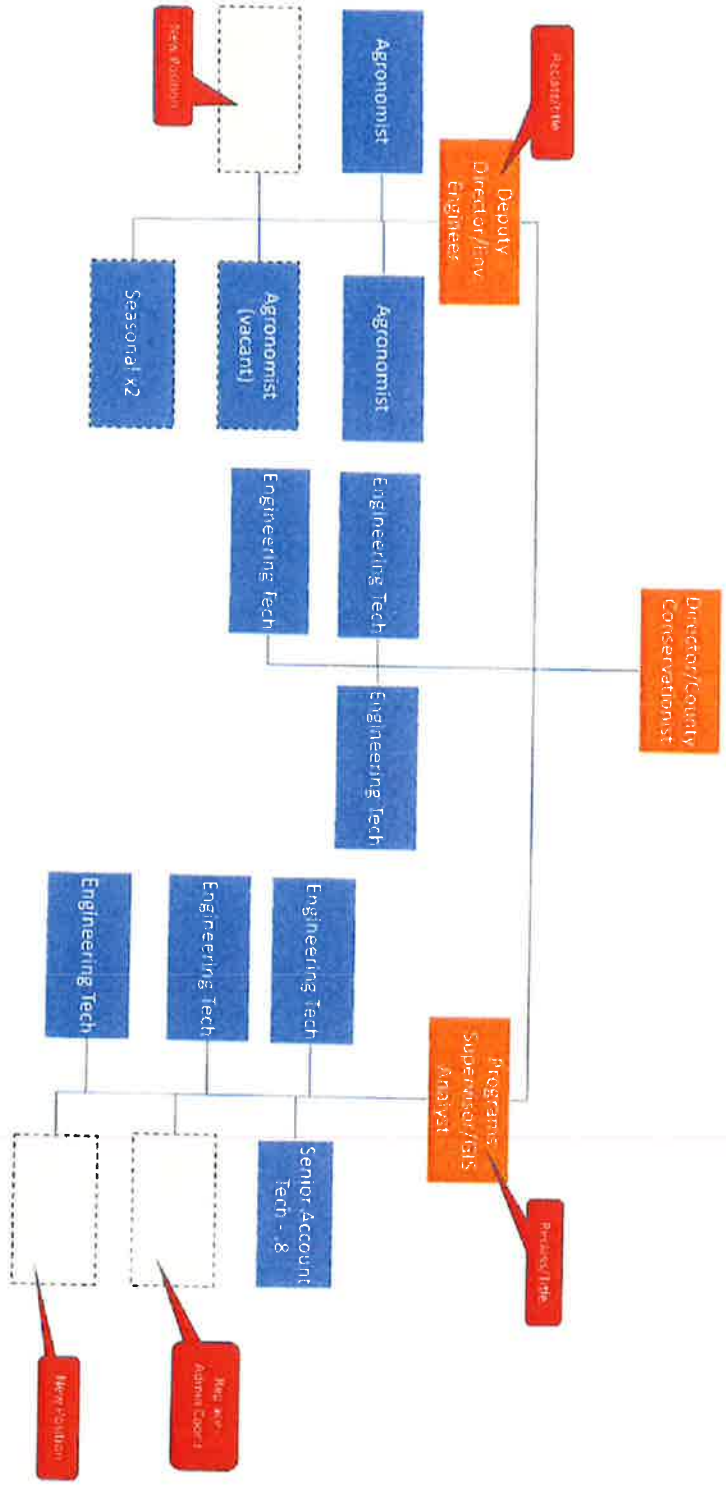
Education/Certifications/Experience Requirements

Associates Degree in Office Administration, Accounting or related field with relevant business classes, computer background, strong typing skills, and at least two years of general office experience. OR, any combination of education and experience that provides equivalent knowledge, skills, and abilities.

Required or Preferred Skills

- Knowledge of and ability to use modern office practices, procedures, and equipment such as calculator, typewriter, computer, photocopies, FAX machine, telephone, etc.
- Proficient in the use of MS Office Suite, website and social media platforms.
- Familiarity with LaserFiche, JD Edwards, Tyler Munis and CityView or similar documents imaging, financial, human resource and permitting/workflow software is a plus.
- Knowledge of and demonstrated skill in performing general administrative duties.
- Knowledge of pertinent laws, statutes, codes, regulations, and terminology.
- Ability to work semi-independently, make sound decisions, and use good judgment.
- Ability to understand and utilize a variety of advisory information or data in support of the position such as financial statements, vouchers, budget reports, general ledgers, journal entries, annual reports, grant applications and reports, resolutions, state statutes, meeting agendas and minutes, department and other agency forms, contracts, bank statements, time sheets, press releases, newsletters, maps, procedure guidelines, and non-routine correspondence.
- Ability to maintain accurate and complete records, and prepare clear and comprehensive reports.
- Demonstrated proficiency with typing and other office functions.
- Ability to maintain composure and effectively use tact and diplomacy with co-workers, agencies, general public, etc.
- Ability to budget time and schedule work to efficiently complete tasks.
- Ability to understand and follow written and oral instructions.
- Ability to add, subtract, multiply, divide, and figure mathematical calculations.
- Ability to lift, carry, push, pull, or otherwise move objects up to 25 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.


Agronomist
Deputy Director/Env. Engineer
Seasonal x2
Agronomist (vacant)
Agronomist
Engineering Tech
Engineering Tech
Director/County Conservationist
Engineering Tech
Engineering Tech
Engineering Tech
Engineering Tech
Programs Supervisor/GIS Analyst
Senior Account Tech - .8

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:** Land Conservation request for in year position additions and deletion

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)

Land Conservation is submitting an in-year request to approve an amendment in their Table of Organization for the following position change:

- Delete the Administrative Coordinator position
- Add a Senior Account Technician
- Add a part time Senior Account Technician

The department has elected to create the new Senior Account Technician rather than refill the Administrative Coordinator position. The new position will not have the supervisory responsibility of the Administrative Coordinator, which has shifted to other Management Staff. The charge in positions will see a savings of $995.
The creation of a part time Senior Account Technician is due to the amount of grant reporting and requirements, which is significant administrative work that exceeds current capacity. The addition of the position will cost for 2024 will be $46,530. The position funding will be with existing grants, so there will be no budget impact.

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

[ ] Revenues [ ] Expenses (Cost) [X] None – 2024 Budget

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 ( ) 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	(i.e. Salaries, Supplies, Etc.)	(i.e. 1004100.5100, 1004100.5400, etc.)	AMOUNT
Land Conservation	Salaries	1008200.5100	(533)
Land Conservation	Fringe	1008200.5500	(462)

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 Including in future budgets

Annual Revenue

Fiscal Note Prepared by: Greg Banek/Michelle Uitenbroek

For Financial Services purposes only	
Reviewed By:	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:

Michelle Ostenbrock	Detail Expenditures Account Number	Amount
Date: May 8, 2024		
Comments:		

LOCK IN OF ALL APPOINTMENTS, ORDINANCE NOS. Z-2, Z-3—2024-25 AND RESOLUTION NOS. Z-4, 10, 11, 12, 13, 14, 15, 16, 17, 18, 19—2024-25.

Vote for lock in. ROLL CALL: 30 yes, 6 absent. ALL APPOINTMENTS, ORDINANCE NOS. Z-2, Z-3—2024-25 AND RESOLUTION NOS. Z-4, 10, 11, 12, 13, 14, 15, 16, 17, 18, 19—2024-25 ARE ADOPTED & LOCKED IN.

VOTE RESULTS 30 YES 0 NO 0 ABSTAIN 6 ABSENT

Lock in of Appointments, Ord. No. Z-2, Z-3—2024-25, Res. No. Z-4, 10-19—2024-25

Lock In of Appointments, Ord. No. Z-2, Z-3—2024-25, Res. No. Z-4, 10, 11, 12, 13, 14, 15, 16, 17, 18, 19—2024 Passed With Majority of Full Membership

1 THOMPSON	YES	13 WEGAND	YES	25 JANKE	YES
2 JOHNSON	YES	14 HERMES	ABSENT	26 WEINBERG	YES
3 SMITH	YES	15 MacDONALD	YES	27 CULBERTSON	YES
4 PATIENCE	YES	16 SCHROEDER	ABSENT	28 MONFILS	YES
5 GABRIELSON	YES	17 CROATT	ABSENT	29 WINTERFELDT	ABSENT
6 KOSTELNY	YES	18 SPEARS	YES	30 NEJEDLO	YES
7 HAMMEN	YES	19 HEISER	YES	31 CLEGG	YES
8 LAWRENCE	YES	20 MITCHELL	YES	32 THYSSEN	YES
9 KRUEGER	ABSENT	21 CUFF	ABSENT	33 VANDERHEIDEN	YES
10 LAMERS	YES	22 HAGEN	YES	34 RETTLER	YES
11 FERGUSON	YES	23 KLEMP	YES	35 KOURY	YES
12 McCABE	YES	24 THIEDE	YES	36 LAUTENSCHLAGER	YES

Outagamie County 4-16-24 County Board Meeting - May 28 2024 07:46:44 PM

April 16, 2024 County Board Meeting

OpenMeeting

RECONSIDERATION OF ALL APPOINTMENTS, ORDINANCE NOS. Z-2, Z-3—2024-25 AND RESOLUTION NOS. Z-4, 10, 11, 12, 13, 14, 15, 16, 17, 18, 19—2024-25.

Supervisor Lautenschlager moved, seconded by Supervisor Patience, to reconsider all appointments, and the above listed ordinances and resolutions.

Vote for reconsideration. ROLL CALL: 28 yes, 1 no (Thiede), 1 abstain (Clegg), 6 absent. ALL APPOINTMENTS, ORDINANCE NOS. Z-2, Z-3—2024-25 AND RESOLUTION NOS. Z-4, 10, 11, 12, 13, 14, 15, 16, 17, 18, 19—2024-25 ARE RECONSIDERED.

VOTE RESULTS 28 YES | 1 NO | 1 ABSTAIN | 6 ABSENT

Reconsideration of Appointments, Ord. No. Z-2, Z-3—2024-25 Res. No. Z-4 10-19—2024

Reconsideration of Appointments, Ord. No. Z-2, Z-3—2024-25, Res. No. Z-4, 10, 11, 12, 13, 14, 15, 16, 17, 18, Passed With Majority of Full Membership

1 THOMPSON	YES	13 WEGAND	YES	25 JANKE	YES
2 JOHNSON	YES	14 HERMES	ABSENT	26 WEINBERG	YES
3 SMITH	YES	15 MacDONALD	YES	27 CULBERTSON	YES
4 PATIENCE	YES	16 SCHROEDER	ABSENT	28 MONFILS	YES
5 GABRIELSON	YES	17 CROATT	ABSENT	29 WINTERFELDT	ABSENT
6 KOSTELNY	YES	18 SPEARS	YES	30 NEJEDLO	YES
7 HAMMEN	YES	19 HEISER	YES	31 CLEGG	ABSTAIN
8 LAWRENCE	YES	20 MITCHELL	YES	32 THYSSEN	YES
9 KRUEGER	ABSENT	21 CUFF	ABSENT	33 VANDERHEIDEN	YES
10 LAMERS	YES	22 HAGEN	YES	34 RETTLER	YES
11 FERGUSON	YES	23 KLEMP	YES	35 KOURY	YES
12 McCABE	YES	24 THIEDE	NO	36 LAUTENSCHLAGER	YES

Outagamie County 4-16-24 County Board Meeting - May 28 2024 07:46:28 PM

April 16, 2024 County Board Meeting

OpenMeeting

Resolution No. 13—2024-25 – Legislative/Audit and Human Resources Committee. Approve an in-year Table of Organization request for the Highway Department positons, effective May 6, 2024, to delete one full-time Administrative/Real Estate Coordinator and add one full-time Management Assistant, with no budget adjustment needed, as detailed on the attachments.

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

ROLL CALL: 30 yes, 6 absent. RESOLUTION NO. 13—2024-25 IS ADOPTED.

VOTE RESULTS 30 YES 0 NO 0 ABSTAIN 6 ABSENT

Resolution No. 13—2024-25

Legislative/Audit and Human Resources Committee. Approve an in-year Table of Organization request for the 2024, to delete one full-time Administrative/Real Estate Coordinator and add one full-time Management Assistant, with no budget adjustment needed, as detailed on the attachments.

Passed With 2/3 of Full Membership

1 THOMPSON	YES	13 WEGAND	YES	25 JANKE	YES
2 JOHNSON	YES	14 HERMES	ABSENT	26 WEINBERG	YES
3 SMITH	YES	15 MacDONALD	YES	27 CULBERTSON	YES
4 PATIENCE	YES	16 SCHROEDER	ABSENT	28 MONFILS	YES
5 GABRIELSON	YES	17 CROATT	ABSENT	29 WINTERFELDT	ABSENT
6 KOSTELNY	YES	18 SPEARS	YES	30 NEJEDLO	YES
7 HAMMEN	YES	19 HEISER	YES	31 CLEGG	YES
8 LAWRENCE	YES	20 MITCHELL	YES	32 THYSSEN	YES
9 KRUEGER	ABSENT	21 CUFF	ABSENT	33 VANDERHEIDEN	YES
10 LAMERS	YES	22 HAGEN	YES	34 RETTLER	YES
11 FERGUSON	YES	23 KLEMP	YES	35 KOURY	YES
12 McCABE	YES	24 THIEDE	YES	36 LAUTENSCHLAGER	YES

Outagamie County

4-16-24 County Board Meeting - May 28 2024 07:39:38 PM

April 16, 2024 County Board Meeting

OpenMeeting

RESOLUTION NO.: 13—2024-25

TO THE HONORABLE, THE OUTAGAMIE COUNTY BOARD OF SUPERVISORS

LADIES AND GENTLEMEN: ***2/3 MAJORITY – 24 VOTES***

The Highway Department is requesting to approve the following amendment to their Table of Organization:

- Delete one (1) full-time Administrative/Real Estate Coordinator position
- Add one (1) full-time Management Assistant position

Due to the recent retirement of the Administrative/Real Estate Coordinator position, the Highway Department evaluated the position, and with the licensing required, determined it would not be easily filled. Therefore, the Highway Department is requesting to repurpose to a Management Assistant position doing many of the same duties, but contracting out the real estate portion. The change in position will save the Highway Department approximately $20,000 per year in administrative costs, and the real estate costs will be absorbed in project budgets. Therefore, no budget adjustment is needed at this time.

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

BE IT RESOLVED, that the Outagamie County Board of Supervisors does approve an in-year Table of Organization request for the Highway Department effective May 6, 2024 to delete one (1) full-time Administrative/Real Estate Coordinator position and add one (1) full-time Management Assistant position with no budget adjustment needed, as noted on the attached Position Deletion Form – 2025 Budget, Position Addition Form – 2025 Budget, Job Description, Table of Organization and fiscal note, which by reference are made a part hereof, and

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

Dated this 28th day of May 2024

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: May 28, 2024

Signed: _____ Board Chairperson

_____ County Clerk

Approved: 6-3-24

Vetoed: _____

Signed: _____ County Executive

POSITION DELETION FORM - 2025 BUDGET		
Completion Checklist		
Request Details		
Effective Date of Requested Change:	**5/2/2024**	
Department:	**Highway**	
Department Head:	**Dean Steingraber**	
Cost Center Number:	**600 8000**	
Position Title:	**Administrative/Real Estate Coordinator**	
Sunset Position? (Yes or No)	**No**	
Is this position full time or part time? *(If more than one position, use the worksheet for Multiples)*	**Full Time:**	**Yes**
	Part Time:	
If adding a position to offset this deletion; which position(s) will be added?	**Yes, Management Assistant**	
Position Justification		
Briefly summarize why this position is no longer needed, as well as areas of revenue and savings.		
The real estate function is such a highly specialized field that takes years of experience to learn, and therefore reducing potential candidates to fill the position. The highway department will contract out to real estate consultants on a project by project basis going forward. The new Management Assistant position fills the accounting and administrative functions.		
Employee Impacted By This Change (if no one in position - leave blank)		
Cindy Roberts		
Fiscal Data		
PROJECTED COST SAVINGS		
Salary	$	**63,066**
Fringe Benefits	$	**22,943**
Travel/Training	$	-
Supplies	$	-
Purchased Services	$	-
Capital Outlay	$	-
TOTAL COST SAVINGS	$	**86,009**
DECREASED REVENUES BY DELETING THIS POSITION:		
Please list below the decreased revenues pertaining to this position deletion.		
Description	*Dollar Value (enter as negative)*	
	$	-
	$	-
	$	-
TOTAL REVENUE REDUCTION	$	-
NET COUNTY COST (Levy/Fund Balance)	$	**86,009**

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

POSITION ADDITION FORM - 2025 BUDGET		
Completion Checklist		
o A visual of your proposed Table of Organization o Job description for the position requested below, highlighting any changes from current JD o Completed McGrath Consulting Position Questionaire (if position is not currently on wage schedule)		
Request Details		
Effective Date of Requested Change:	**5/6/2024**	
Department:	**Highway**	
Department Head:	**Dean Steingraber**	
Cost Center Number:	**600 8000**	
Position Title:	**Management Assistant**	
Sunset Position? (Yes or No)	**No**	
Exempt (Salaried) or Non-Exempt (Hourly):	**Non-Exempt**	
Pay Grade of Position:	**130**	
Estimated Starting Step:	**1**	
Position exists in current the Table of Organization?	**No**	
Is this position full time or part time? *(If more than one position, use the worksheet for Multiples)*	**Full Time:**	**Yes**
	Part Time:	
If Part Time position, how many hours per week will this position be working?	**Hours:**	
What other alternatives were considered?	**Keeping it the way it was**	
If deleting a position to add this position; which position(s) will be deleted?	**Yes, Administrative/Real Estate Coordinator**	
(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:	**N/A**	
Position Justification		
Briefly summarize why this position is needed, as well as areas of revenue and savings.		
Reporting to the Highway Comissionioner, the Management Assistant performs various accounting and adminstrative duties. The new position eliminates the real estate coordinator function and therefore is proposed at a lower grade (130) and a cost savings to the overall highway administration cost center.		
Employee Impacted By This Change (if no one in position - leave blank)		
Fiscal Data		
How will this position be funded (choose from drop-down list)?	**Other**	

PROJECTED 2023 EXPENDITURES - Amounts must agree to amounts included in the proposed budget.		
Salary	$	49,358
Fringe Benefits		
Travel/Training	$	-
Supplies - IT		
Supplies - Other	$	-
Purchased Services - IT		
Purchased Services - Other	$	-
Capital Outlay	$	-
TOTAL EXPENDITURES	$	49,358
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.		
Description	*Dollar Value (enter as negative)*	
Deleted Position (if applicable)	$	(86,009)
Administrative\Real Estate Coord.		
	$	-
TOTAL COST SAVINGS/REVENUES	$	(86,009)
NET COUNTY COST (Levy/Fund Bal)	$	(36,650)
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	$	32,906
Fringe Benefits		
Other Expenditures	$	-
TOTAL EXPENDITURES	$	32,906
Deleted Position (if applicable)		**Adminstrative/Real Estate Coordinator**
Less Increased Revenue/Cost Savings (enter as negative)	$	(57,339)
NET COUNTY COST (Levy/Fund Bal)	$	(24,433)

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

Outagamie County

Management Assistant (Hwy)

Class Code: 4000-2

Bargaining Unit:

OUTAGAMIE COUNTY
Established Date: Jun 5, 2017
Revision Date: Mar 18, 2024

SALARY RANGE

$23.73 - $30.97 Hourly

POSITION PURPOSE:

Reporting to the Highway Commissioner, the Management Assistant performs various accounting and administrative duties.

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.

- 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.
- Assists full management staff in various projects including confidential personnel actions, recruiting efforts, scheduling interviews, performing seasonal phone screens, onboarding and training new employees. Assists with marketing, budget and CIP preparation, voucher and journal processing, accounts receivables and payables, new hire orientation and processes, maintenance data entry, contract management, educational material generation, and operational analysis/tasks. D
- Development and implementation of departmental policies and procedures; including administering and arranging training for the CDL drug & alcohol procedures in accordance with Federal Motor Carrier Safety Administration (FMSCA) and 49 CFR 382 regulations. Assures all pre-employment requirements are complete.
- Manage and coordinate all office purchases and serve as point of contact to all outside vendors; coordinates meetings and appointments with various department personnel, internal/external staff, local officials, and general public; schedules internal department meetings and external meetings and events, allotting sufficient time for staff to prepare for said meetings/appointments.
- Acts as liaison between Department Head and other department heads, Highway supervisory staff, employees, staff officials, municipal officials, engineers, contractors, vendors, and others.

- Assists with generating memos, letters, reports, and correspondence for distribution to staff and public for the various members of the management staff.
- Assists with developing and updating departmental website, assists with social media and other various marketing and customer service education and outreach.
- Assists with various tasks for safety such as supply ordering, setting up training, updating procedure manuals, and making vendor appointments.
- Assists with maintaining department files.
- Prepares a variety of analytical, statistical documents and comparison reports and maintains a variety of records.
- Coordinates meetings, prepares and distributes meeting agendas, attends meetings, prepares and distributes meeting notes, prepares resolutions and ordinances. Specifically serves the Safety Committee and others that occur throughout the year.
- Prepares, maintains and is able to comprehend and explain a variety of financial, payroll, HR related reports
- Generates a positive image for the 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 assistant 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.
- Experience with social media platforms, marketing and accounting basics.
- Or any combination of education and experience that provides equivalent knowledge, skills, and abilities.

REQUIRED OR PREFERRED SKILLS:

- Ability to proficiently multitask and prioritize while supporting a variety of staff and functions.
- 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.
- Ability to comprehend and interpret a variety of documents including payroll and attendance records, bid specifications, budgets, engineering and construction contracts, and general correspondence.
- Ability to prepare a variety of documents including letters and other correspondence, performance evaluations, budgets, and employee handbooks, etc., using a personal computer; must have working knowledge of and ability to use computer software and applications utilized by the department.

- Ability to use and interpret accounting terminology.
- Ability to communicate effectively with Highway personnel, engineers, customers, State and other government officials, and others verbally and in writing.

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.

Highway Department 2024 Table of Organization

S:\HWY\Accounting\CIP & BUDGET\2025 Budget\Personnel Changes\Table of Organization Hwy 2024.docx

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 an in year position request to delete the Administrative/Real Estate Coordinator and add a Management Assistant.

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 retirement of the Administrative/Real Estate Coordinator, the Highway Department evaluated the position and with the licensing required determined it would not be easily filled. Therefore, the Highway Department would repurpose to a Management Assistant position doing many of the same duties, but contracting out the real estate portion. The change in position will save the Highway Department approximately $20,000 per year in the administrative costs, however the real estate costs would be absorbed in project budgets.

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

[ ] Revenues [x] 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 ( )

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

6. Does this request modify/adjust the current year budget? yes ( ) no (x)
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
			N/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: Dean Steingraber /Michelle Uitenbroek

For Financial Services purposes only

Reviewed By: Michelle Uitenbroek
May 7, 2024

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

Comments:

LOCK IN OF ALL APPOINTMENTS, ORDINANCE NOS. Z-2, Z-3—2024-25 AND RESOLUTION NOS. Z-4, 10, 11, 12, 13, 14, 15, 16, 17, 18, 19—2024-25.

Vote for lock in. ROLL CALL: 30 yes, 6 absent. ALL APPOINTMENTS, ORDINANCE NOS. Z-2, Z-3—2024-25 AND RESOLUTION NOS. Z-4, 10, 11, 12, 13, 14, 15, 16, 17, 18, 19—2024-25 ARE ADOPTED & LOCKED IN.

VOTE RESULTS 30 YES 0 NO 0 ABSTAIN 6 ABSENT

Lock in of Appointments, Ord. No. Z-2, Z-3—2024-25, Res. No. Z-4, 10-19—2024-25

Lock In of Appointments, Ord. No. Z-2, Z-3—2024-25, Res. No. Z-4, 10, 11, 12, 13, 14, 15, 16, 17, 18, 19—2024 Passed With Majority of Full Membership

1 THOMPSON	YES	13 WEGAND	YES	25 JANKE	YES
2 JOHNSON	YES	14 HERMES	ABSENT	26 WEINBERG	YES
3 SMITH	YES	15 MacDONALD	YES	27 CULBERTSON	YES
4 PATIENCE	YES	16 SCHROEDER	ABSENT	28 MONFILS	YES
5 GABRIELSON	YES	17 CROATT	ABSENT	29 WINTERFELDT	ABSENT
6 KOSTELNY	YES	18 SPEARS	YES	30 NEJEDLO	YES
7 HAMMEN	YES	19 HEISER	YES	31 CLEGG	YES
8 LAWRENCE	YES	20 MITCHELL	YES	32 THYSSEN	YES
9 KRUEGER	ABSENT	21 CUFF	ABSENT	33 VANDERHEIDEN	YES
10 LAMERS	YES	22 HAGEN	YES	34 RETTLER	YES
11 FERGUSON	YES	23 KLEMP	YES	35 KOURY	YES
12 McCABE	YES	24 THIEDE	YES	36 LAUTENSCHLAGER	YES

Outagamie County **4-16-24 County Board Meeting - May 28 2024 07:46:44 PM**

April 16, 2024 County Board Meeting

OpenMeeting

RECONSIDERATION OF ALL APPOINTMENTS, ORDINANCE NOS. Z-2, Z-3—2024-25 AND RESOLUTION NOS. Z-4, 10, 11, 12, 13, 14, 15, 16, 17, 18, 19—2024-25.

Supervisor Lautenschlager moved, seconded by Supervisor Patience, to reconsider all appointments, and the above listed ordinances and resolutions.

Vote for reconsideration. ROLL CALL: 28 yes, 1 no (Thiede), 1 abstain (Clegg), 6 absent. ALL APPOINTMENTS, ORDINANCE NOS. Z-2, Z-3—2024-25 AND RESOLUTION NOS. Z-4, 10, 11, 12, 13, 14, 15, 16, 17, 18, 19—2024-25 ARE RECONSIDERED.

VOTE RESULTS 28 YES 1 NO 1 ABSTAIN 6 ABSENT

Reconsideration of Appointments, Ord. No. Z-2, Z-3—2024-25 Res. No. Z-4 10-19—2024

Reconsideration of Appointments, Ord. No. Z-2, Z-3—2024-25, Res. No. Z-4, 10, 11, 12, 13, 14, 15, 16, 17, 18, Passed With Majority of Full Membership

1 THOMPSON	YES	13 WEGAND	YES	25 JANKE	YES
2 JOHNSON	YES	14 HERMES	ABSENT	26 WEINBERG	YES
3 SMITH	YES	15 MacDONALD	YES	27 CULBERTSON	YES
4 PATIENCE	YES	16 SCHROEDER	ABSENT	28 MONFILS	YES
5 GABRIELSON	YES	17 CROATT	ABSENT	29 WINTERFELDT	ABSENT
6 KOSTELNY	YES	18 SPEARS	YES	30 NEJEDLO	YES
7 HAMMEN	YES	19 HEISER	YES	31 CLEGG	ABSTAIN
8 LAWRENCE	YES	20 MITCHELL	YES	32 THYSSEN	YES
9 KRUEGER	ABSENT	21 CUFF	ABSENT	33 VANDERHEIDEN	YES
10 LAMERS	YES	22 HAGEN	YES	34 RETTLER	YES
11 FERGUSON	YES	23 KLEMP	YES	35 KOURY	YES
12 McCABE	YES	24 THIEDE	NO	36 LAUTENSCHLAGER	YES

Outagamie County WISCONSIN 4-16-24 County Board Meeting - May 28 2024 07:46:28 PM
April 16, 2024 County Board Meeting
OpenMeeting

Resolution No. 14—2024-25 – Property, Airport, Recreation and Economic Development Committee. Approve a Hangar Land Lease Agreement for Lot #18 at the Appleton International Airport between Outagamie County and Milis Enterprise, LLC, as noted on the attachments, and approve the Appleton Flight Center General Aviation Land Leases increase by $596 and Airport Terminal Fund Balance Applied decrease by $596, as detailed on the attached fiscal note.

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

ROLL CALL: 30 yes, 6 absent. RESOLUTION NO. 14—2024-25 IS ADOPTED.

VOTE RESULTS 30 YES 0 NO 0 ABSTAIN 6 ABSENT

Resolution No. 14—2024-25

Property, Airport, Recreation and Economic Development Committee. Approve a Hangar Land Lease Agreem **Passed With 2/3 of Full Membership**
Airport between Outagamie County and Milis Enterprise, LLC, as noted on the attachments, and approve the Appleton Flight Center General Aviation Land Leases increase by $596 and Airport Terminal Fund Balance Applied decrease by $596, as detailed on the attached fiscal note.

1 THOMPSON	YES	13 WEGAND	YES	25 JANKE	YES
2 JOHNSON	YES	14 HERMES	ABSENT	26 WEINBERG	YES
3 SMITH	YES	15 MacDONALD	YES	27 CULBERTSON	YES
4 PATIENCE	YES	16 SCHROEDER	ABSENT	28 MONFILS	YES
5 GABRIELSON	YES	17 CROATT	ABSENT	29 WINTERFELDT	ABSENT
6 KOSTELNY	YES	18 SPEARS	YES	30 NEJEDLO	YES
7 HAMMEN	YES	19 HEISER	YES	31 CLEGG	YES
8 LAWRENCE	YES	20 MITCHELL	YES	32 THYSSEN	YES
9 KRUEGER	ABSENT	21 CUFF	ABSENT	33 VANDERHEIDEN	YES
10 LAMERS	YES	22 HAGEN	YES	34 RETTLER	YES
11 FERGUSON	YES	23 KLEMP	YES	35 KOURY	YES
12 McCABE	YES	24 THIEDE	YES	36 LAUTENSCHLAGER	YES

Outagamie County **4-16-24 County Board Meeting - May 28 2024 07:40:39 PM**
April 16, 2024 County Board Meeting
OpenMeeting

RESOLUTION NO.: 14—2024-25

TO THE HONORABLE, THE OUTAGAMIE COUNTY BOARD OF SUPERVISORS

LADIES AND GENTLEMEN: ***2/3 MAJORITY – 24 VOTES***

The Appleton International Airport and Milis Enterprise, LLC desire to enter into a hangar land lease agreement for Lot #18 located at the Airport. The lease agreement will be for approximately 6,015 square feet of land in the general aviation area. The rental rate will be $.17 per square foot or $1,022.55 per year. The lease will commence on June 1, 2024 and will continue for 30 years. The Airport is requesting a budget adjustment for the period of June 1, 2024 through December 31, 2024.

NOW THEREFORE, the undersigned members of the Property, Airport, Recreation and Economic Development Committee recommend adoption of the following resolution.

BE IT RESOLVED, that the Outagamie County Board of Supervisors does hereby and herewith authorize and approve a Hangar Land Lease Agreement for Lot #18 at the Appleton International Airport between Outagamie County and Milis Enterprise, LLC as noted on the attached Hangar Land Lease Agreement Lot #18 Between Outagamie County and Milis Enterprise, LLC, which by reference is made a part hereof, and

BE IT FURTHER RESOLVED, that the Outagamie County Board of Supervisors does approve of increasing the Appleton Flight Center General Aviation Land Leases line item by $596 and decreasing the Airport Terminal Fund Balance Applied line item by $596 as noted on the attached fiscal note, which by reference is made a part hereof, and

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

Dated this 28th day of May 2024

Respectfully submitted,

PROPERTY, AIRPORT, RECREATION &
ECONOMIC DEVELOPMENT COMMITTEE

Dean Culbertson

Lee W. Hammen

Ronald Klemp

Yvonne Monfils

Jayson Winterfeldt

Duly and officially adopted by the County Board on: May 28, 2024

Signed: _____ _____
Board Chairperson County Clerk

Approved: 6.3.24 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:** Milis Enterprise, LLC Lease Agreements

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 and Milis Enterprise, LLC desire to enter into a lease agreement for land (Lot 18). The lease agreement will be for approximately 6,015 square feet of land in the general aviation area. The rental rate will be $.17 per square foot or $1,022.55 per year. The lease will commence on June 1, 2024 and will continue for 30 years. The Airport is requested a budget adjustment for the period of June 1, 2024 through December 31, 2024.

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

[X] Revenues [ ] Expenses (Cost) [ ] None

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 ( ) 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? If no, skip to question 8 below. yes (X) no ( ) To be determined

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
Appleton Flight Center	General Aviation Land Leases	5000119.4467.08	596
Airport Terminal	Fund Balance Applied	5000110.8955	(596)

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 0 Annual Revenue $1,022.55

Fiscal Note Prepared by: Abe Weber/Katie Horan

For Financial Services purposes only

Reviewed By: Michelle Utzenbrace

Date: April 8, 2024

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 Expenditures Account Number	Amount

Comments:

HANGAR LAND LEASE AGREEMENT
LOT# 18

BETWEEN

OUTAGAMIE COUNTY

AND

MILIS ENTERPRISE, LLC

TABLE OF CONTENTS

ARTICLE		PAGE NO.
I	TERM AND EXTENSION	2
II	LEASED PREMISE-PURPOSE	3
III	FEES AND RENTALS	3
IV	GENERAL AVIATION HANGAR BUILDING MINIMUM SPECIFICATIONS	4
V	RESTRICTIONS UPON USAGE AND CONST.	4
VI	RIGHTS AND PRIVILEGES OF LESSEE	4
VII	OBLIGATIONS OF LESSEE	5
VIII	LESSOR'S RIGHT TO MORTGAGE LEASEHOLD INTEREST	9
IX	RIGHTS AND PRIVILEGES OF THE LESSOR	11
X	OBLIGATIONS OF THE LESSOR	12
XI	INSURANCE	12
XII	INDEMNIFICATION AND HOLD HARMLESS	13
XIII	SUBLEASE OR ASSIGNMENT	14
XIV	DEFAULTS AND REMEDIES	14
XV	CANCELLATION BY LESSEE	16
XVI	REMEDIES CUMULATIVE; NO WAIVER	16
XVII	INDEPENDENCE OF CONTRACT	17
XVIII	WAIVER OF SUBROGATION	17
XIX	SEVERABILITY	17
XX	SECURITY PLAN	17
XXI	RULES AND REGULATIONS	18
XXII	NOISE ABATEMENT	18
XXIII	EPA STANDARDS	19
XXIV	ENVIRONMENTAL MATTERS	19
XXV	DELINQUENT CHARGES	19
XXVI	SUCCESSORS AND ASSIGNS BOUND	20
XXVII	GOVERNING LAW; VENUE FOR DISPUTES	20
XXVIII	ENTIRE AGREEMENT	20
XXIX	HOLDOVER POSSESSION OF PREMISES BY LESSEE	20
XXX	RIGHTS UPON TERMINATION	20
XXXI	PARAGRAPH HEADINGS	21
XXXII	NOTICES	21

HANGAR LAND LEASE AGREEMENT

THIS AGREEMENT, made and entered into this 4 day of April 2024, 2024 by and between OUTAGAMIE COUNTY, a municipal corporation, hereinafter referred to as "Lessor" and Milis Enterprise, LLC, a Land Lessee hereinafter referred to as "Lessee".

PRELIMINARY RECITALS

The Lessor is the owner and operator of Appleton International Airport, an airport situated in Outagamie County, Wisconsin (the "Airport").

The Lessee desires to lease from the Lessor a parcel of land at the Airport to be used for the construction of an aircraft storage facility (a hangar).

NOW, THEREFORE, in consideration of the mutual promises of the Lessor and Lessee as set forth below, the Lessor and Lessee agree as follows:

ARTICLE I
TERM AND EXTENSION

1. Commencement: This Agreement shall commence on June 1, 2024, and shall terminate on May 31, 2054, for a thirty (30) year period unless terminated sooner as permitted by this Agreement.

2. Renewal Option: Lessee shall have two (2) five (5) year options to renew this lease subject to the terms and conditions hereof, including the provisions governing the renegotiations of rental fees, unless no later than 180 days prior to the expiration of the Lease, the Lessee or Lessor serves upon the other notice in writing by registered mail addressed to such person at the address herein set forth stating the intention not to renew this lease.

A. Notice to exercise the option to renew this lease shall be submitted to the Lessor in writing 90 days prior to the expiration date at the address herein set forth.

B. Upon receipt of notice to exercise option, the Lessor shall prepare an addendum to the Lease agreement, which shall reflect the Lessor's current terms and conditions for Hangar Land Leases. Any modifications to the lease terms and conditions shall commence with the start of the option period.

ARTICLE II
LEASED PREMISES-PURPOSE

The Lessor leases to the Lessee the following described portion of the Airport and unless specifically stated otherwise, is referred to in this Agreement as the "Leased Premises".

A parcel of land approximately 85.93 feet wide by 70 feet long and containing approximately 6,015 square feet located south of Runway 3/21 hereinafter referred to as the "GA Area", which is more specifically shown on Exhibit A which is attached to and made a part of this Agreement. The leased parcel is to be used for the construction of a hanger facility by Lessee that will be used for the following purposes:

A. The inside storage of aircraft owned by Lessee and the storage of related materials and supplies and for no other purpose unless approved in writing by the Lessor.
B. Construction of hangar for lease or for sale by Lessee requires the following:
    1. If for lease, requires a Hangar Keepers agreement with Lessor
    2. If for resale, requires approval from Lessor to assign lease

ARTICLE III
FEES AND RENTALS

1. Rent: From and after the commencement date, Lessee agrees to pay Lessor the amounts semi-annually specified in EXHIBIT B as amended as described herein, payable in advance of the first day of billing period, for the duration of this agreement. No demand for payment need at any time be given; it shall be the duty of the Lessee to pay all monies when due.

2. Calculations of rentals for Leased Premises shall be adjusted by 3% on the third (3rd) anniversary of the commencement date and every three years thereafter during the initial term and any extension term, if exercised.

3. Pro-ration of Rents: In the event that the commencement or termination of the term, with respect to any of the particular premises, facilities, rights, licenses, services, and privileges herein provided, fall an any other date than the first or last day of a calendar month, the applicable rentals, fees, and charges for that month shall be paid pro-rata according to the number of days in that month during which said privileges were enjoyed.

4. Lessee agrees to pay an assessment for the cost of installation of sewer and water utilities to the subject property. Such costs to be determined by the Airport Director and will be prorated to fairly apportion the total cost of such utility installation among potential users. Such assessment shall not exceed actual costs

incurred. Costs shall include, but not be limited to, costs of materials, engineering costs, costs of installation, and utility district assessments. The method of payment of the assessment shall be determined by the Airport Director.

ARTICLE IV
GENERAL AVIATION HANGAR BUILDING MINIMUM SPECIFICATIONS

The provisions set forth in Exhibit "C" entitled Appleton International Airport General Aviation Hangar Building Minimum Specifications and any subsequent amendments thereto, are incorporated by reference and are made a part of this. If this Agreement and the Appleton International Airport General Aviation Hangar Building Minimum Specifications are in conflict in what they require of the Lessee, or in what they obligate the Lessee to do or not to do, the Appleton International Airport General Aviation Hangar Building Minimum Specifications shall control.

ARTICLE V
RESTRICTIONS UPON USAGE AND CONSTRUCTION

The property, which is the subject of the Lease, shall be used only for aviation related purposes as the term is defined in FAA regulations. Any improvements, including all buildings and appurtenance thereto, which may be constructed upon the Leased Premises, shall abide by all FAA regulations. In addition to meeting FAA regulations, all such improvements and their proposed locations shall be in accord with any other federal, state, or local building codes and/or other restrictions.

ARTICLE VI
RIGHTS AND PRIVILEGES OF LESSEE

Subject to the terms and conditions hereinafter set forth, Lessee is hereby given the following rights and privileges.

1. Ingress and Egress – Subject to rules and regulations governing the use of the Airport as may be established by the Lessor, the Lessee, its employees, suppliers of materials, furnishers of service, sub-lessees, business visitors, and invitees shall have the right of ingress and egress to and from the Premises leased exclusively to Lessee.

2. Quiet Enjoyment – The Lessor covenants that upon paying the rent and performing the covenants and conditions herein contained, Lessee shall peacefully and quietly have, hold, and enjoy the Leased Premises for the term of this Agreement. Lessee agrees that temporary inconveniences, such as noise, disturbances, traffic detours, temporary inaccessibility and the like, caused by or associated with the construction of Airport improvements or Airport events shall not constitute a breach of quiet enjoyment of the Leased Premises.

3. Storage – Lessee has the right to store aircraft on Lessee's Leased Premises; however, Lessee shall not engage in any other business or operation without the written consent of the Lessor. Lessee understands that a violation of this paragraph is a material default and breach of the Agreement, which gives the Lessor the rights set forth in Article XII.

4. Aeronautical Facility Use – Lessee shall be permitted to use, in common with others, existing and future aeronautical facilities at the Airport as they may exist or be modified, augmented, or deleted from time to time. These facilities include, but are not limited to the landing areas, their extensions and additions, roadways, aprons, and any air navigation facilities or other conveniences for the flying, landing, and taking-off of aircraft. Nothing herein shall prohibit the Lessor from modifying, augmenting, or deleting any such facilities.

5. Nonexclusive Use – This agreement shall not be construed in any manner to grant Lessee or those claiming under it the exclusive right to the use of the premises and facilities of the Airport other than those premises leased exclusively to the Lessee hereunder. Lessor reserves and retains the right for the use of the Airport by others who may desire to use the same pursuant to applicable laws, ordinances, codes, and rules and regulations pertaining to such use.

6. Sub-lease of hangar (requires Hangar Keepers Agreement) or lease assignment if so approved by Lessor. The Lessee shall not be allowed to sub-lease or re-lease land only.

ARTICLE VII
OBLIGATIONS OF LESSEE

Except as otherwise specifically provided herein, Lessee shall have the following obligations.

1. Conditions of Premises – Lessee accepts the Leased Premises in its present condition and, without expense to the Lessor, will maintain any installation thereon.

2. Construction – Lessee shall construct an aircraft storage unit (hangar) on the Leased Premises. A final set of construction plans that have been approved and stamped by a registered, professional engineer shall be submitted to and approved by the Airport Director before any construction begins. The construction plans shall include a site plan. The site plan shall include the location of utilities and utility connections, existing and proposed grades, site drainage information, paving details and all other items on the "Development Checklist." Lessee acknowledges having received a copy of the

"Development Checklist." Lessee is prohibited from deviating from the Lessor approved construction plans without written permission from the Lessor. Construction must begin within six (6) months from the execution of this Agreement and must be completed within six (6) months from the time construction begins. Construction scheduling and operations shall be coordinated with, and approved by the Airport Director before construction shall begin, such approval not to be unreasonably withheld. Lessee shall restore any and all portions of the Airport that are disturbed by Lessee or its contractors during construction at its expense, to the same condition as before construction began.

3. Maintenance, Exterior Storage, and Housekeeping – Lessee shall at its expense, keep, maintain, and repair the Leased Premises, any improvements thereto, and all equipment and buildings in a presentable and operable condition, consistent with good business practices, and in a manner preserve and protect the general appearance and value of other premises in the immediate vicinity. This shall include, but not be limited to roof, exterior painting, all doors, paved areas, lighting, grass, and landscaped areas within lease lines.

   Lessee further agrees that there will be no outside storage of equipment, materials, supplies, or damaged or partially dismantled aircraft on the Leased Premises, and will remove at its expense all trash, garbage, and drain oil, and not deposit the same on any part of the Airport except temporarily in conjunction with collection or removal.

   In the event Lessee does not keep the Leased Premises in a presentable condition, the Lessor has the right to issue a written notice to remedy the condition forthwith. Should Lessee fail to perform satisfactorily within ten (10) days of such notification, or show cause for extension of said time period, the Lessor shall have the right to perform, or have performed by an outside contractor the necessary work without liability, and Lessee aggress to pay the Lessor one hundred twenty five percent (125%) of such expenses within fifteen (15) days upon invoice receipt.

   In the event of fire or any other casualty to buildings or other structures owned by Lessee, Lessee shall either repair or replace the building or remove the damaged building and restore the Leased Premises to its original condition; such action must be accomplished within one hundred twenty (120) days of the date the damage occurred. Upon petition by Lessee, the Lessor may grant, at its sole discretion, an extension of time if warranted.

4. Commercial Operations – Lessee warrants that no commercial operations of any kind, including maintenance of aircraft for payment, or flight instruction for payment are permitted within or near the Leased Premises.

5. Additions of Alterations – Lessee shall have the right during the term of this Lease to make alterations, attach fixtures, or make other changes to the

structure in or upon the Leased Premises upon advance written approval of plans by the Airport Director.

6. Signage and Illumination – Lessee will not paint upon, attach, exhibit or display in or about the said Leased Premises any sign without the written consent of the Airport Director first being obtained regarding the nature and construction of said sign, such approval not to be unreasonable withheld.

7. Locks and Gate Access – Lessee agrees that all walk doors will be equipped with a heavy-duty lockset sufficient to meet all security requirements. One key shall be provided to Lessor. In the event Lessor needs to access Lessee's hangar and Lessor has not been issued a key, Lessor reserves the right to remove the lock. Lessee shall be responsible for charges associated with removal of the lock and cost of the new lock. Lessee shall pay a $10.00 as a deposit for each gate key. Gate keys shall not be duplicated. When a gate key is lost, stolen or unaccountable, it must be immediately reported to the Airport Public Safety at (920) 832-1633. The fee for a replacement gate access key is $10.00. Lessee agrees that the above-mentioned gate will remain locked in accordance with the Airport Security Plan (Article XXI). If the gate is inoperable or incapable of being fully closed, Public Safety must be notified.

8. Utilities – Lessee agrees to provide its own connections with utilities and to make separate arrangements with the agencies responsible for these utilities. Lessee shall pay for all utility service supplied to the Leased Premises, and if required by the utility agencies as a condition of providing the services, Lessee will install and pay for standard metering devices for the measurement of such services. In the event it shall become necessary to make utility service or facility changes, Lessee will either make such changes and installations, at its expense, as directed and required by the utility organizations, or pay the utility organization for such changes made. The Lessor shall have the right, without cost to the Lessee, to install and maintain in, on or across the Leased Premises, sewer, water, gas, electric, and telephone lines, electric substations, or other installations necessary to the operation of the Airport, or to service other tenants of the Lessor; provided, however, that the Lessor shall carry out such work and locate any above ground structures in a manner so as not to unreasonably interfere with the Lessee's use of the Leased Premises.

9. Discrimination – Lessee, for itself, its personal representatives, successors in interest, and assigns, as a part of the consideration thereof, does hereby covenant and agree that: a) no person on the grounds of race, sex, color, physical handicap, or national origin shall be excluded from participation in, denied the benefits of, or otherwise subjected to discrimination in the use of said facilities, b) that in the construction of any improvements on, over, or under such land and the furnishings of services, thereon, no person on the grounds of race, sex color, physical handicap, or national origin shall be excluded from participation in, denied the benefits of, or otherwise be

subjected to discrimination, and c) that the Lessee shall use the Leased Premises in compliance with all other requirements imposed by or pursuant to Title 49, Code of Federal Regulations, Department of Transportation, Subtitle A, Office of the Secretary, Part 21, Nondiscrimination in Federally-Assisted programs of the Department of Transportation-Effectuation of Title VI of the Civil Rights Act of 1964, and as said Regulations may be amended.

10. Costs of Enforcement – Lessee covenants and agrees to pay and discharge all reasonable costs, attorneys' fees, and expenses that shall be made and incurred by the Lessor in the enforcing the covenants and agreements of this Lease.

11. Taxes, Licenses, and Permits – Lessee shall obtain and keep current all municipal, county, state and federal licenses and permits that may be required in its operation. Also, the Lessee will bear, pay, and discharge all taxes, assessments and levies of every nature and kind which may be taxed, charged or assessed lawfully against the Leased Premises and improvements thereon, or which may be lawfully levied or imposed upon the leasehold by a governmental agency.

12. Liens – Lessee agrees to promptly pay all sums legally due and payable on account of any labor performed on, or materials furnished for the Leased Premises. Lessee shall not permit any liens to be placed against the Leased Premises on account of labor performed or material furnished, and in the event such a lien is placed against the Leased Premises, Lessee agrees to save the Lessor harmless from any and all such asserted claims and liens and to remove or cause to be removed any and all such asserted claims or liens as soon as reasonably possible.

13. Parking – Lessee agrees to prohibit vehicle parking on the Airport premises other than those vehicles specifically associated with the use of the Leased Premises, and no other. Lessee, its employees, sub-lessees, guests and invitees shall park only on Lessee's Leased Premises. Lessee, its agents or guests, are expressly prohibited from operating any vehicle on any area of the Airport considered a "movement area" by the Federal Aviation Administration, and agrees to hold Lessor indemnified from any such incursions. Lessee shall at all times comply with posted signs regulating the movement of vehicles.

14. Laws, Ordinances, Rules and Regulations – Lessee shall comply with, at its own expense, all applicable federal, state, or local laws, ordinances, rules or regulations of the Airport now in effect or hereafter promulgated. Any violation of this paragraph shall be construed as a material breach of this Lease Agreement authorizing the termination thereof at the election of the Airport Director, unless Lessee, upon receipt of written notice, takes immediate remedial measures acceptable to the Airport Director.

15. Storage of Flammable Fluids – Lessee agrees that the storage of gasoline or other flammable fluids in bulk quantities shall be limited to the Airport Fuel Farm or to such area as designated by the Airport Director. Lessee agrees that the storage of all other gasoline or flammable fluids shall be in an approved steel locker labeled "FLAMMABLE". The Airport Director may, in his discretion, prohibit or impose restrictions on the storage of said materials if, in the Director's opinion, the storage is determined as a safety hazard. The disposal of any hazardous chemicals or fluids on the Airport premises is prohibited. The Lessee further agrees not to transport, or cause to be transported, onto airport premises, gasoline or other flammable fluids for the purpose of self-fueling aircraft. The Lessee further agrees that fueling of aircraft on airport premises will be done only at airport approved locations or facilities.

16. Snow Plowing – Lessor agrees to be responsible for the plowing of snow on runways and taxiways, consistent with priorities established and specified in the Airport Snow and Ice Control Plan. It shall be the Lessee's responsibility to remove any snow on pavement areas from taxiway to their hangar. Lessee shall also be responsible for removing snow in vehicle parking stalls.

ARTICLE VIII
LESSOR'S RIGHT TO MORTGAGE LEASEHOLD INTEREST

1. Lessee shall at all times have the right to encumber by mortgage or other instruments, as security for an actual indebtedness, all of Lessee's right, title and interest in this Ground Lease including without limiting the generality of the foregoing, its right to use and occupy the Leased Premises together with its rights and interests in and to all Lessee's improvements now or hereafter placed on the Leased Premises; in all respects, however, subordinate and inferior to Lessee's fee interest or estate and its rights, title, privileges, liens or interests as provided in this Ground Lease and subject to all the covenants, terms and conditions of this Ground Lease and all the rights and remedies of Lessor hereunder. It is expressly understood and agreed that Lessee in no event shall have the right to encumber Lessor's fee interest or reversionary estate in any way. In the issuance of any mortgage or other instrument by Lessee, as security for an actual indebtedness, Lessee shall specifically exclude all the right, title interest and estate of Lessor.

2. Upon the written request of any such Mortgagee, or other secured person (hereinafter referred to as the Mortgagee) giving its address, Lessor shall mail to such Mortgagee at such address a duplicate copy of any and all written notices which Lessor may, from time to time, give to or serve upon Lessee under the terms of this Ground Lease.

3. To the extent that Lessee may grant the right to such Mortgagee under this Ground Lease, the Mortgagee may at its option at any time before termination of this Ground Lease pay any amount or do any act or thing required of Lessee by

the terms of this Ground Lease; and all payments so made and all acts or things so done and performed by such Mortgagee shall be as effective to prevent a termination of the Ground Lease or forfeiture of Lessee hereunder as the same would have been if done and performed by Lessee. Any such mortgage or other instrument given as security for an actual indebtedness of Lessee may provide, if Lessee so desires, that as between such Mortgagee and Lessee, said Mortgagee, on making good any default or debits of Lessee, shall thereby be subrogated to any and all of the rights of Lessee under the terms and provisions of this Ground Lease.

4. Such Mortgagee of Lessee's leasehold estate under a leasehold mortgage given pursuant to the provisions of this paragraph, shall not become personally liable for the obligations of Lessee under this Ground Lease unless and until it becomes the owner of Lessee's leasehold estate by foreclosure, assignment in lieu of foreclosure or otherwise, and thereafter shall remain liable for such obligations only so long as it remains the owner of such leasehold estate. In the event such Mortgagee becomes the owner of Lessee's leasehold estate as aforesaid, it may assign this Ground Lease provided all other requirements of this Ground Lease regarding assignment are satisfied. Lessor consent will not be unreasonably withheld.

5. The mortgage shall provide that, notwithstanding any other provisions of the mortgage, in the event of any default in the performance or observance of any of the terms and conditions of the mortgage, or the note or other indebtedness secured thereby (which such default shall not have been cured within the grace periods therefore accorded to Lessee, as Mortgagor, in the Mortgagee), the Mortgagee shall give written notice to Lessor of the continuance of such default and shall grant to Lessor an additional period (over and above any such grace periods) of ten (10) days from the date of Lessor's receipt of such notice within which to cure such default, and shall provide that any payment made by Lessor pursuant to such provision shall be recognized by the Mortgagee as fully as if made by Lessee; provided, however, that neither such provision nor any other provision of the mortgage shall be construed so as to impose any liability whatsoever on Lessor to make any payment or to perform or observe any covenant or condition of the mortgage or note or other indebtedness secured thereby.

6. The mortgage may provide for the assignment to the Mortgagee of any rents due and payable to Lessee with respect to any sublease or occupancy of portions of the property by parties other than Lessee. Said assignment of rents will be effective only upon default in the payment or performance of any obligations imposed by the terms of the mortgage or note or other indebtedness secured thereby; and the Lessee's right to collect rents from the subtenants shall be subordinate to the right of mortgage, in the event of a default under the mortgage, to collect such rents.

ARTICLE IX
RIGHTS AND PRIVILEGES OF THE LESSOR

Lessor, in addition to any rights herein retained by it, reserves the following privileges:

1. Lessor Representative – The Airport Director is hereby designated as the official representative for the enforcement of all provisions in this Agreement with full power to represent the Lessor in dealings with the Lessee in connection with the rights and obligations herein provided, actions relating to policy determination, modification of this Agreement, subsequent permissive authorization under this Agreement, termination of this Agreement, and any similar matters affecting the terms of this Agreement.

2. Airport Development – The Lessor has the right, but shall not be obligated to Lessee, to develop or improve the landing areas and other portions of the Airport as it sees fit, regardless of the desires or views of the Lessee, and without interference or hindrance. If the development of the Airport requires it, the Lessor has the right to either:
   a. Substitute another parcel of land for the Leased Premises and relocate Lessee's improvement(s) to that new parcel at no cost to the Lessee, or
   b. Purchase Lessee's improvements at fair market value, established by appraisal by a registered appraiser selected by mutual agreement, and terminate this Agreement. In the event of a substitution and relocation or a purchase and Agreement termination as permitted by this section, the Lessor shall have no liability to the Lessee for any loss, expense, damage or cost of any nature whatsoever that results from or is occasioned by the substitution and relocation or the purchase and Agreement termination.

3. Access to Leased Premises – To the extent necessary to protect the rights and interests of the Lessor, or to investigate compliance with the terms of this agreement, the Airport Director or his designee shall at any and all times have the right to inspect the Leased Premises, including all buildings, structures, and improvements erected thereon, subject to reasonable notice given to Lessee.

4. War, National Emergency, Riot, or Natural Disaster – During time of war, national emergency, riot, or natural disaster, the Lessor shall have the right to lease the entire airport or any part thereof to the United States Government or State of Wisconsin for military or National Guard use; and, if any such lease is executed, the provisions of this instrument, insofar as they are inconsistent with the provisions of the lease to the Government, shall be suspended.

5. Aerial Approaches – The Lessor reserves the right to take any action it considers necessary to protect the aerial approaches and transition surfaces of the Airport against obstructions, together with the right to prevent Lessee or sub-lessee from erecting, or permitting to be erected, any building or other structure on the Airport which, in the opinion of the Lessor, would limit the usefulness of the Airport or constitute a hazard to aircraft.

6. Unrestricted Right of Flight – There is hereby reserved to the County of Outagamie, Wisconsin, its successors and assigns, for the use and benefit of the public, a free and unrestricted right of flight for the passage of aircraft in the airspace above the surface of the premises herein conveyed, together with the right to cause in said airspace such noise as may be inherent in the operation of aircraft, now known or hereafter used for navigation of or flight in the air, using said airspace or landing at, taking off from, or operating on or about the Airport.

ARTICLE X
OBLIGATIONS OF THE LESSOR

Except as otherwise specifically provided herein, Lessor, during the term of this Lease, shall, within its financial ability, operate, maintain, and keep in good repair all appurtenances, facilities, and services now or hereafter connected with the Airport including, without limiting the generality hereof, all field lighting and other appurtenances, facilities, and services which Lessor has agreed to furnish and supply herein; provided, however, that Lessor shall not be required to perform maintenance and make repairs occasioned by the negligence of Lessee or guests. However, Lessor may perform such maintenance or make such repairs and charge the cost of same to Lessee, and Lessee aggress to reimburse Lessor for all costs incurred by Lessor in performing such maintenance and repair work. Lessor shall keep the Airport free from obstructions, including the clearing and removal of snow, grass, stones, or other foreign objects, as reasonably necessary and with reasonable promptness in accordance with established priorities, from the runways and taxiways, for the safe, convenient and proper use of the Airport by Lessee, and shall maintain and operate the Airport in all respects in a manner at least equal to the standards or ratings issued by the Federal Aviation Administration (FAA) for airports of substantially similar size and character.

ARTICLE XI
INSURANCE

1. Lessee shall comply with all Federal, State and local codes, laws regulations, standards, and ordinances, including those of the Occupational Safety and Health Administration (OSHA), the Wisconsin Department of Industry, Labor and Human Relations (DILHR) and all County rules and orders governing the performance of the work.

2. In order to protect itself and the County, its Officers, Boards, Employees or Representatives under the indemnity provisions of the paragraph above, Lessee will at all times during this Agreement keep in force as insurance as described in Exhibit D.

3. Limits established herein shall be subject to five (5) year review and may be increased by the Lessor due to general inflationary conditions provided at least sixty (60) days notice of such increased requirements shall be given to the Lessee.

4. Policies shall be issued by a company or companies authorized to do business in the State of Wisconsin and licensed by the Wisconsin Insurance Department. Coverage afforded shall apply as primary, with the County, its Boards, Officers, Employees and Representatives as additional insured's. The Lessor shall be given thirty (30) days advance notice of cancellation or non-renewal during the term of this Agreement. Upon execution of this Agreement, Lessee shall furnish Lessor with a certificate of insurance and, upon request, certified copies of the required insurance policies, which said certificate policy copies shall be filed with the Office of the County Clerk of Outagamie County. In the event any action, suit or other proceedings is brought against the Lessee upon any matter herein indemnified against, the Lessee shall, within five (5) working days, give notice thereof to the Lessor and shall cooperate with their attorneys in the defense of the action, suit or other proceedings.

ARTICLE XII
INDEMNIFICATION AND HOLD HARMLESS

Lessee agrees at all times during the term of this agreement to indemnify, hold harmless and defend the County, its Boards, Officers, Employees and Representatives against any and all liability, including claims, demands, losses, damages, costs or expenses, including attorney fees, which the County, its Boards, Officers, Employees and Representatives may sustain, incur or be required to pay by reason of bodily injury, personal injury or property damage of whatsoever nature or kind arising from the lease, Lessee's conduct under the lease, or Lessee's conduct or action on airport grounds, unless such liability arises out of the sole negligence of the County.

Lessee further agrees to indemnify, hold harmless and defend the County, its Boards, Officers, Employees and Representatives against any and all claims, demands, losses, damages, costs or expenses, including attorney fees, which the County, its Boards, Officers, Employees and Representatives may sustain, incur or be required to pay resulting from the spill, discharge, dispersal, seepage, migration, release or escape of any pollutants being utilized by the Lessee or in the custody or control of the Lessee.

Nothing contained in this agreement is intended to be a waiver or estoppels of the County to rely 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, neither the municipality nor its insurer shall not be liable in indemnity and

contribution for an amount greater than the limits of liability for municipal claims established by Wisconsin law.

ARTICLE XIII
SUBLEASE or ASSIGNMENT

The Lessee shall not sublease the Leased Premises, or any part of the Leased Premises without the express written consent of the Lessor, such consent not to be unreasonably withheld. However the Lessee shall have the specific right to assign the Lease and all of its rights and duties hereunder to a bona-fide lending institution, and the Lessor hereby permits the Lessee to encumber and grant a security interest in any property or property rights, real or personal, it may have in the Leased Premises or property located thereon. Further, the Lessor will not unreasonably withhold its consent to the use of the Leased Premises by any person, persons or company obtained by any of Lessee's lenders in the event any lender forecloses on any of the above mentioned property. This lease may be so assigned and the Leased Premises so sublet for another air-oriented purpose other than that described in this lease if the Lessor approves such purpose. Any assumption of this lease under these or other provisions, shall obligate the person or persons to pay any and all past due rent before approval of transfer will be given. At a minimum, the Lessor will require that any sublease agreement be in writing and that it include: that the agreement be subject to the terms and conditions of this Agreement; that sub-lessees maintain aircraft liability insurance in the amounts and in the manor prescribed in this agreement.

ARTICLE XIV
DEFAULTS AND REMEDIES

The occurrence of any one or more of the following events shall constitute a material default and breach of this Agreement by the Lessee.

1. The filing by Lessee of a voluntary petition in bankruptcy.
2. The institution of proceedings in bankruptcy against Lessee and the adjudication of Lessee as bankrupt to such proceedings.
3. The taking by a court of jurisdiction of Lessee and its assets pursuant to proceedings brought under the provisions of any Federal Reorganization Act.
4. The appointment of a receiver of Lessee's assets, or any general assignment for the benefit to Lessee's creditors.
5. The divestiture of Lessee's estate herein by other operation of law.
6. If the Lessee shall abandon the building(s) and improvements or vacate the Leased Premises and not desire to sell or remove the building(s) before the expiration of this Agreement, the Airport Director shall be at liberty, at his option, to re-let the same. Abandonment, for this Agreement, shall be defined as the non-use of the Leased Premises from its specified purpose during a consecutive six (6) month time period. Any proceed received by Lessor under this paragraph shall be applied first to the payment of rent under article three (3) of this Agreement; second to the reduction of any debt incurred by the

Lessee to finance construction of any building(s) on the Leased Premises or the acquisition of any equipment of the Leased Premises abandoned by the Lessee; and third to the benefit of the Lessee.

7. The filing of any lien against the Airport or any of its property as the result of any act or omission of Lessee, if the lien is not discharged or contested in good faith by Lessee (as determined by the Lessor) within fifteen (15) days of Lessee's receipt of notice of the lien, unless Lessee posts a bond within this time period equal to the amount of the lien.
8. The transfer of Lessee's interest herein by other operation of the law.
9. Lessee becomes in arrears in the payment of the whole or any part of the amount(s) agreed upon hereafter for a period of sixty (60) days after such a payment becomes due.
10. The nonpayment of any real estate and/or personal property taxes levied by Outagamie County against Lessee's property after such taxes become due.
11. The falsification by the Lessee of any of its records or figures so as to deprive the Lessor of any of its rights under this Agreement.
12. The failure by Lessee to perform any of the covenants, conditions, or obligations imposed on it by this Agreement where the failure continues for a period of fifteen (15) days after written notice by the Lessor.
13. Notification of the Lessor by the Federal Aviation Administration (FAA) that Lessee's building(s) violates Federal Aviation Regulations (FARs), including obstacle clearance criteria, and requires the building(s) and appurtenances to be removed prior to continued federal funding for Airport Improvement Projects (AIP) or other projects at the Airport.
14. The transfer or assignment, or attempted transfer or assignment of this Agreement by Lessee, without securing prior written approval of the Lessor, such approval not to be unreasonably withheld. It shall be understood for the purpose of this part that negotiations by Lessee for the assignment or transfer of this Agreement shall not be construed as "attempted transfer".

In the event of a breach of this Agreement by Lessee, the Lessor shall be entitled to any and all legal and equitable remedies available to it under applicable law. Without limitation, these remedies shall include the following, which are cumulative and not exclusive:

1. Specific performance of any obligation of Lessee.
2. Declaratory and injunctive relief.
3. The recovery of all damages of any nature that result from the Lessee's breach, which damage include unpaid rent, fees and other payments, and the loss of future rent.
4. Reasonable attorney fees for services related to Lessee's breach of this Agreement, including fees for attorneys who are County employees
5. The termination of this Agreement and repossession of the Leased Premises by the Lessor. If this Agreement is terminated, the Lessee shall remove all property owned by it from the Leased Premises and restore and surrender the Leased Premises to the Lessor in the same condition as when originally received. If the Lessee fails to remove its property and to restore and

surrender the Leased Premises as required, the Lessor may do so and the Lessee shall be liable to the Lessor for all expenses of removing the property (including storage fees, if any) and restoring the Leased Premises.

The failure of the Lessor to declare this Agreement terminated for any of the reasons set out above shall not bar the right of the Lessor to subsequently terminate this Agreement for any of the reasons set out above. Further, the acceptance of rental or fees by the Lessor for any period after a default by Lessee shall not be deemed a waiver of any right on the part of the Lessor to terminate this Agreement.

ARTICLE XV
CANCELLATION BY LESSEE

Lessee may cancel this Agreement at any time it is not in default in its obligations by giving the Airport Director thirty (30) days written notice to be severed as hereinafter provided after the happening of any of the following events, if such event materially impairs the conduct of Lessee's normal business on the Airport:

1. The issuance by a court of competent jurisdiction of any injunction in any way preventing or restraining normal use of the Airport or any substantial part of it, and the remaining in force of such injunction for a period of sixty (60) consecutive days, such injunction not being the result of any fault of Lessee;

2. The inability of Lessee to use, for a period of six (6) consecutive months, the Airport or any substantial part of it due to enactment or enforcement of any law or regulation, or because of fire, earthquake, or similar casualty of Acts of God or the public enemy; or

3. The lawful assumption by the United States Government of the operation, control or use of the Airport or any substantial part of it for military purposes in time of war or national emergency for a period of at least sixty (60) days.

However, should Lessee choose not to cancel this Agreement, all fees and charges payable by Lessee under this Agreement shall abate until such time that operations return and the term of this Agreement shall be extended for the time of such suspension.

Failure of Lessee to declare this Agreement canceled for any of the reasons set out above shall not operate to bar or destroy the right of Lessee to cancel this Agreement by reason of any subsequent occurrence of the described events.

ARTICLE XVI
REMEDIES CUMULATIVE; NO WAIVER

All of the rights and remedies given to the Lessor in this Agreement are cumulative and no one is exclusive of any other. The Lessor shall have the right to pursue any one or all of such remedies or any other remedy or relief that may be provided by law, whether

stated in this Agreement or not. The failure of the Lessor to take action with respect to any breach by Lessee of any covenant, condition, or obligation in this Agreement shall not be waiver of such covenant, condition, or obligation. The acceptance by the Lessor of any rent or other payment shall not be a waiver by it of any breach by Lessee of any covenant, condition or obligation.

ARTICLE XVII
INDEPENDENCE OF CONTRACT

It is further mutually understood and agreed that nothing herein contained is intended or shall be construed as in any way creating or establishing the relationship of co-partners between parties hereto or as constituting the Lessee as the agent or representative or employee of the Lessor for any purpose or in any manner whatsoever.

ARTICLE XVIII
WAIVER OF SUBROGATION

The Lessor and Lessee hereby release each other from any and all responsibility to the other for any loss of damage to property caused by fire or other peril if the property is insured for such loss or damage in any policy of insurance, even if such loss or damage is caused by the fault or negligence of the other party or anyone for whom such party is responsible. The Lessor and the Lessee agree that to the extent any such policy of insurance provides a right of subrogation in the insurer, or to the extent a right of subrogation exists independent of such policy, each will indemnify and hold the other harmless for any loss, claim or expense suffered as the result of any action taken pursuant to the right of subrogation. Both Lessor and Lessee shall have their property and aircraft physical damage insurance carriers add the "waiver of subrogation" to their respective insurance policies.

ARTICLE XIX
SEVERABILITY

In the event that any provision herein contained is held to be invalid by any court of competent jurisdiction, the invalidity of any such provision shall in no way affect any other provision contained herein, provided that the invalidity of any such provision does not materially prejudice either the Lessor or Lessee in their respective rights and obligations contained in the valid provisions of this Agreement.

ARTICLE XX
SECURITY PLAN

The Lessor has implemented an Airport Security Plan in a form acceptable to the Transportation Security Administration (TSA) pursuant to 14 Code of Federal Regulations Part 1542. The Lessor reserves the right to modify that plan from time to time, as it deems necessary to accomplish its purposes. Lessee shall at all times comply

with the Security Plan and indemnify and hold harmless the Lessor from any violations of said Security Plan committed by the Lessee, its agents, guests, invites, or persons admitted by the Lessee to the Leased Premises. Any violation of this paragraph is considered a material breach of this Agreement, which gives the Lessor the rights set forth in Article XII.

1. Lessee acknowledges Lessor's responsibility to maintain the integrity of the airfield security perimeter and agrees to comply with all Airport rules and regulations, security procedures and Federal Aviation rules, regulations and guidelines pertaining to the security and safety of the Leased Premises and adjacent area and the airfield operations area, including the ingress and egress thereto.
2. Lessee shall read the attached Air Operations Training Program (Exhibit D), in accordance with 49 CFR 1542.213(c), and shall certify, by signing the certification form, that this has been completed and Lessee fully understands the obligations of having access to the Air Operations Area. Furthermore, Lessee shall ensure that any members or guests of the hangar are informed of this training.
3. Should the Transportation Security Administration determine that security has been breached due to the negligence of Lessee and fine the Airport, Lessee agrees to reimburse Airport for the fine.
4. Lessee acknowledges the Airports has established an ID Badge System for the entire Airport and agrees to cooperate in the badging of it employees or agents. Lessee agrees to pay the fees as established by the Airport for such purpose.

ARTICLE XXI
RULES AND REGULATIONS

County shall adopt and enforce reasonable rules, regulations and ordinances which Lessee agrees to observe and obey, with respect to the use of the Airport, which shall provide for the safety of those using the same; provided that such rules, regulations and ordinances shall be consistent with safety and with rules, regulations and orders of the FAA with respect to aircraft operations safety and security at the Airport; and provided further, that such rules and regulations shall not be inconsistent with the provisions of this Agreement or the procedures prescribed or approved from time to time by the FAA. Lessee shall not violate, or knowingly permit its agents, contractors or employees acting on behalf of Lessee to violate any such Rules and Regulations.

ARTICLE XXII
NOISE ABATEMENT

1. Lessor and Lessee agree that Lessor does not, in any manner, either expressly or impliedly, covenant or represent that the Leased Premises may be used free from any noise restrictions that may now or hereafter be in force with regard thereto and that Lessee shall bear sole responsibility for the extent of noise created by its use of the Leased Premises.

2. Lessee shall abide with all standards established for engine run-up and noise abatement rules, regulations and procedures as specifically set forth by Federal and State regulation, Outagamie County Ordinances, and/or Airport Policies lawfully developed for aircraft operations at Appleton International Airport, provided Lessee shall have an opportunity to participate in the development of such policies.

ARTICLE XXIII
EPA STANDARDS

Lessee shall abide with all standards established for Environmental Protection of storm water runoff as per the approved plan for Outagamie County.

ARTICLE XXIV
ENVIRONMENTAL MATTERS

1. Lessee represents and warrants that any handling, transportation, storage, treatment or usage of toxic or hazardous substances by Lessee that will occur on the Leased Premises during the term of the Lease or any renewals thereof shall be in compliance with all applicable federal, state and local laws, regulations and ordinances.

2. Lessee hereby agrees to indemnify, defend, protect and hold harmless Lessor and Lessor's agents, and their respective successors and assigns, from any and all claims, judgments, damages, penalties, fines, costs, liabilities, and losses (including, without limitation, loss, or restriction on use of rentable space or of any amenity of the premises and sums paid in settlement of claims, attorneys' fees, consultant's fees, and expert's fees) that arise during or after the leased term directly or indirectly from the presence of hazardous materials on, in, or about the Leased Premises which is caused by Lessee or Lessee's agents. This indemnification by Lessee of Lessor and Lessor's representatives includes, without limitation, any and all costs incurred in connection with any investigation of site conditions or any cleanup, remedial, removal, or restoration work required by any federal, state, or local governmental agency or political subdivision because of the presence of such hazardous material in, on, or about the Leased Premises or the soil or ground water on or under the building or any portion thereof. Lessee shall promptly notify Lessor of any release of hazardous materials in, on, or about the Leased Premises that Lessee or Lessee's agent becomes aware of during the leased term of this Lease, whether caused by Lessee, Lessee's agent, or other persons or entities.

ARTICLE XXV
DELINQUENT CHARGES

Late payment of all rents, fees and charges outlined in this Agreement are subject to the following interest charges; unless waived by the County Board of Supervisors, Lessee

shall be responsible for payment of interest on amounts not remitted in accordance with the requirements of this Agreement. The rate of interest shall be equivalent to the statutory rate in effect for delinquent County property taxes (presently 1 percent per month or fraction of a month) as described in Subsection 74.80(1), Wisconsin Statutes. The obligation for payment and calculation thereof shall commence thirty (30) days after the due date(s) established within this Agreement for the various rents, fees and charges.

ARTICLE XXVI
SUCCESSORS AND ASSIGNS BOUND

All of the provisions of this Agreement shall bind the legal representatives, successors, and assigns of the respective parties.

ARTICLE XXVII
GOVERNING LAW; VENUE FOR DISPUTES

This agreement shall be deemed to have been made in, and shall be construed in accordance with the laws of the State of Wisconsin. Any lawsuit related to or arising out of disputes under this Agreement, shall be commenced and tried in the circuit court of Outagamie County, Wisconsin, and Lessor and Lessee submit to the exclusive jurisdiction of the circuit court for such violation.

ARTICLE XXVIII
ENTIRE AGREEMENT

This agreement contains and embodies the entire Agreement between the Lessor and the Lessee and supersedes and replaces any and all prior agreements, understandings, and promises on the same subject, whether they are written or oral.

ARTICLE XXIX
HOLDOVER POSSESSION OF PREMISES BY LESSEE

In the event that the Lessee should hold over and remain in possession of the Leased Premises after the expiration of this Agreement or termination for any other cause, such holding over shall be deemed not to operate as a renewal or extension of this Agreement and shall create a tenancy from month to month which may be terminated at any time by the Lessor or Lessee.

ARTICLE XXX
RIGHTS UPON TERMINATION

Upon expiration of this Agreement or upon termination of this Agreement, the Lessor may, in its sole discretion, do any of the following:

1. Negotiate a new agreement with Lessee;

2. Take title to all structures located on the Leased Premises; or

3. Order and require Lessee to remove all structures located on the Leased Premises and restore the site to its original condition within sixty (60) days.

Lessee has the right, upon termination, to remove all structures and improvements from the Leased Premises and restore the Leased Premises to its original condition.

ARTICLE XXXI
PARAGRAPH HEADINGS

All paragraph headings contained in this Agreement are for convenience in reference only, and are not intended to define or limit the scope of any provision.

ARTICLE XXXII
NOTICES

All fees due under this Agreement shall be made payable to Outagamie County Treasurer, and shall be remitted to the Outagamie County Courthouse, 320 South Walnut Street, Appleton, Wisconsin 54911.

Notices shall be sufficient if hand delivered or sent by certified mail, postage prepaid, addressed to:

Lessor	Lessee
Airport Director	Dylan Milis
Appleton International Airport	Milis Enterprise, LLC
W6390 Challenger Drive, Suite 201	W4567 County Road KK
Appleton, WI 54914-9119	Kaukauna, WI 54130

Or to such other addresses as the parties may designate to each other in writing from time to time.

IN WITNESS WHEREOF, the parties have hereunto set their hands and seals this day of April 4, 2024.

OUTAGAMIE COUNTY

By: _____
Thomas Nelson
County Executive

By: _____
Jeff Nooyen
Board Chairperson

By: _____
Jeffrey King
County Clerk

APPROVED AS TO FORM:

By: _____
Kyle Sargent
Corporation Counsel

LESSEE

By: _____
Name: Dylan Mills
Title: CEO
Date: 4/4/24

LOCK IN OF ALL APPOINTMENTS, ORDINANCE NOS. Z-2, Z-3—2024-25 AND RESOLUTION NOS. Z-4, 10, 11, 12, 13, 14, 15, 16, 17, 18, 19—2024-25.

Vote for lock in. ROLL CALL: 30 yes, 6 absent. ALL APPOINTMENTS, ORDINANCE NOS. Z-2, Z-3—2024-25 AND RESOLUTION NOS. Z-4, 10, 11, 12, 13, 14, 15, 16, 17, 18, 19—2024-25 ARE ADOPTED & LOCKED IN.

VOTE RESULTS 30 YES 0 NO 0 ABSTAIN 6 ABSENT

Lock in of Appointments, Ord. No. Z-2, Z-3—2024-25, Res. No. Z-4, 10-19—2024-25

Lock In of Appointments, Ord. No. Z-2, Z-3—2024-25, Res. No. Z-4, 10, 11, 12, 13, 14, 15, 16, 17, 18, 19—2024 Passed With Majority of Full Membership

1 THOMPSON	YES	13 WEGAND	YES	25 JANKE	YES
2 JOHNSON	YES	14 HERMES	ABSENT	26 WEINBERG	YES
3 SMITH	YES	15 MacDONALD	YES	27 CULBERTSON	YES
4 PATIENCE	YES	16 SCHROEDER	ABSENT	28 MONFILS	YES
5 GABRIELSON	YES	17 CROATT	ABSENT	29 WINTERFELDT	ABSENT
6 KOSTELNY	YES	18 SPEARS	YES	30 NEJEDLO	YES
7 HAMMEN	YES	19 HEISER	YES	31 CLEGG	YES
8 LAWRENCE	YES	20 MITCHELL	YES	32 THYSSEN	YES
9 KRUEGER	ABSENT	21 CUFF	ABSENT	33 VANDERHEIDEN	YES
10 LAMERS	YES	22 HAGEN	YES	34 RETTLER	YES
11 FERGUSON	YES	23 KLEMP	YES	35 KOURY	YES
12 McCABE	YES	24 THIEDE	YES	36 LAUTENSCHLAGER	YES

Outagamie County 4-16-24 County Board Meeting - May 28 2024 07:46:44 PM
April 16, 2024 County Board Meeting
OpenMeeting

RECONSIDERATION OF ALL APPOINTMENTS, ORDINANCE NOS. Z-2, Z-3—2024-25 AND RESOLUTION NOS. Z-4, 10, 11, 12, 13, 14, 15, 16, 17, 18, 19—2024-25.

Supervisor Lautenschlager moved, seconded by Supervisor Patience, to reconsider all appointments, and the above listed ordinances and resolutions.

Vote for reconsideration. ROLL CALL: 28 yes, 1 no (Thiede), 1 abstain (Clegg), 6 absent. ALL APPOINTMENTS, ORDINANCE NOS. Z-2, Z-3—2024-25 AND RESOLUTION NOS. Z-4, 10, 11, 12, 13, 14, 15, 16, 17, 18, 19—2024-25 ARE RECONSIDERED.

VOTE RESULTS 28 YES 1 NO 1 ABSTAIN 6 ABSENT

Reconsideration of Appointments, Ord. No. Z-2, Z-3—2024-25 Res. No. Z-4 10-19—2024

Reconsideration of Appointments, Ord. No. Z-2, Z-3—2024-25, Res. No. Z-4, 10, 11, 12, 13, 14, 15, 16, 17, 18, Passed With Majority of Full Membership

1 THOMPSON	YES	13 WEGAND	YES	25 JANKE	YES
2 JOHNSON	YES	14 HERMES	ABSENT	26 WEINBERG	YES
3 SMITH	YES	15 MacDONALD	YES	27 CULBERTSON	YES
4 PATIENCE	YES	16 SCHROEDER	ABSENT	28 MONFILS	YES
5 GABRIELSON	YES	17 CROATT	ABSENT	29 WINTERFELDT	ABSENT
6 KOSTELNY	YES	18 SPEARS	YES	30 NEJEDLO	YES
7 HAMMEN	YES	19 HEISER	YES	31 CLEGG	ABSTAIN
8 LAWRENCE	YES	20 MITCHELL	YES	32 THYSSEN	YES
9 KRUEGER	ABSENT	21 CUFF	ABSENT	33 VANDERHEIDEN	YES
10 LAMERS	YES	22 HAGEN	YES	34 RETTLER	YES
11 FERGUSON	YES	23 KLEMP	YES	35 KOURY	YES
12 McCABE	YES	24 THIEDE	NO	36 LAUTENSCHLAGER	YES

Outagamie County 4-16-24 County Board Meeting - May 28 2024 07:46:28 PM
April 16, 2024 County Board Meeting
OpenMeeting

Resolution No. 15—2024-25 – Property, Airport, Recreation and Economic Development Committee. Approve the attached three Hangar Land Lease Agreements for Lot #15, #16, and #17 at the Appleton International Airport between Outagamie County and Milis Enterprise, LLC, and approve the Appleton Flight Center General Aviation Land Leases increase by $2,045 and Airport Terminal Fund Balance Applied decrease by $2,045, as detailed on the attached fiscal note.

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

ROLL CALL: 30 yes, 6 absent. RESOLUTION NO. 15—2024-25 IS ADOPTED.

VOTE RESULTS 30 YES 0 NO 0 ABSTAIN 6 ABSENT

Resolution No. 15—2024-25

Property, Airport, Recreation and Economic Development Committee. Approve the attached three Hangar La… the Appleton International Airport between Outagamie County and Milis Enterprise, LLC, and approve the Appleton Flight Center General Aviation Land Leases increase by $2,045 and Airport Terminal Fund Balance Applied decrease by $2,045, as detailed on the attached fiscal note.

Passed With 2/3 of Full Membership

1 THOMPSON	YES	13 WEGAND	YES	25 JANKE	YES
2 JOHNSON	YES	14 HERMES	ABSENT	26 WEINBERG	YES
3 SMITH	YES	15 MacDONALD	YES	27 CULBERTSON	YES
4 PATIENCE	YES	16 SCHROEDER	ABSENT	28 MONFILS	YES
5 GABRIELSON	YES	17 CROATT	ABSENT	29 WINTERFELDT	ABSENT
6 KOSTELNY	YES	18 SPEARS	YES	30 NEJEDLO	YES
7 HAMMEN	YES	19 HEISER	YES	31 CLEGG	YES
8 LAWRENCE	YES	20 MITCHELL	YES	32 THYSSEN	YES
9 KRUEGER	ABSENT	21 CUFF	ABSENT	33 VANDERHEIDEN	YES
10 LAMERS	YES	22 HAGEN	YES	34 RETTLER	YES
11 FERGUSON	YES	23 KLEMP	YES	35 KOURY	YES
12 McCABE	YES	24 THIEDE	YES	36 LAUTENSCHLAGER	YES

Outagamie County **4-16-24 County Board Meeting - May 28 2024 07:41:37 PM**

April 16, 2024 County Board Meeting

OpenMeeting

RESOLUTION NO.: 15—2024-25

TO THE HONORABLE, THE OUTAGAMIE COUNTY BOARD OF SUPERVISORS

LADIES AND GENTLEMEN: ***2/3 MAJORITY – 24 VOTES***

The Appleton International Airport and Milis Enterprise, LLC desire to enter into three hangar land lease agreements for Lot #15, #16, and #17 located at the Airport. The lease agreements will be for approximately 6,015 square feet of land each (18,045 total square feet) in the general aviation area. The rental rate will be $.17 per square foot or $3,067.65 per year. The leases will commence on May 1, 2024 and will continue for 30 years. The Airport is requesting a budget adjustment for the period of May 1, 2024 through December 31, 2024.

NOW THEREFORE, the undersigned members of the Property, Airport, Recreation and Economic Development Committee recommend adoption of the following resolution.

BE IT RESOLVED, that the Outagamie County Board of Supervisors does hereby and herewith authorize and approve three (3) Hangar Land Lease Agreements for Lot #15, #16, and #17 at the Appleton International Airport between Outagamie County and Milis Enterprise, LLC as noted on the attached Hangar Land Lease Agreements Lot #15, #16, and #17 Between Outagamie County and Milis Enterprise, LLC, which by reference are made a part hereof, and

BE IT FURTHER RESOLVED, that the Outagamie County Board of Supervisors does approve of increasing the Appleton Flight Center General Aviation Land Leases line item by $2,045 and decreasing the Airport Terminal Fund Balance Applied line item by $2,045 as noted on the attached fiscal note, which by reference is made a part hereof, and

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

Dated this 28th day of May 2024

Respectfully submitted,

PROPERTY, AIRPORT, RECREATION &
ECONOMIC DEVELOPMENT COMMITTEE

Dean Culbertson

Lee W. Hammen

Ronald Klemp

Yvonne Monfils

Jayson Winterfeldt

Duly and officially adopted by the County Board on: May 28, 2024

Signed: _____ _____
Board Chairperson County Clerk

Approved: 6.3.24 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:** Milis Enterprise, LLC Lease Agreements

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 and Milis Enterprise, LLC desire to enter into 3 lease agreements for land (Lots 15, 16, and 17). The lease agreements will be for approximately 6,015 square feet of land each (18,045 sq feet total) in the general aviation area. The rental rate will be $.17 per square foot or $3,067.65 per year. The lease will commence on May 1, 2024 and will continue for 30 years. The Airport is requested a budget adjustment for the period of May 1, 2024 through December 31, 2024.

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

[X] Revenues [ ] Expenses (Cost) [ ] None

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 ( ) 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? If no, skip to question 8 below. yes (X) no ( ) To be determined

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
Appleton Flight Center	General Aviation Land Leases	5000119.4467.08	2,045
Airport Terminal	Fund Balance Applied	5000110.8955	(2,045)

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 0
Annual Revenue $3,067.65

Fiscal Note Prepared by: Abe Weber/Katie Horan

For Financial Services purposes only

Reviewed By: Michelle Uitenbroek

Date: March 27, 2024

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 Expenditures Account Number	Amount

Comments:

HANGAR LAND LEASE AGREEMENT
LOT# 15

BETWEEN

OUTAGAMIE COUNTY

AND

MILIS ENTERPRISE, LLC

TABLE OF CONTENTS

ARTICLE		PAGE NO.
I	TERM AND EXTENSION	2
II	LEASED PREMISE-PURPOSE	3
III	FEES AND RENTALS	3
IV	GENERAL AVIATION HANGAR BUILDING MINIMUM SPECIFICATIONS	4
V	RESTRICTIONS UPON USAGE AND CONST.	4
VI	RIGHTS AND PRIVILEGES OF LESSEE	4
VII	OBLIGATIONS OF LESSEE	5
VIII	LESSOR'S RIGHT TO MORTGAGE LEASEHOLD INTEREST	9
IX	RIGHTS AND PRIVILEGES OF THE LESSOR	11
X	OBLIGATIONS OF THE LESSOR	12
XI	INSURANCE	12
XII	INDEMNIFICATION AND HOLD HARMLESS	13
XIII	SUBLEASE OR ASSIGNMENT	14
XIV	DEFAULTS AND REMEDIES	14
XV	CANCELLATION BY LESSEE	16
XVI	REMEDIES CUMULATIVE; NO WAIVER	16
XVII	INDEPENDENCE OF CONTRACT	17
XVIII	WAIVER OF SUBROGATION	17
XIX	SEVERABILITY	17
XX	SECURITY PLAN	17
XXI	RULES AND REGULATIONS	18
XXII	NOISE ABATEMENT	18
XXIII	EPA STANDARDS	19
XXIV	ENVIRONMENTAL MATTERS	19
XXV	DELINQUENT CHARGES	19
XXVI	SUCCESSORS AND ASSIGNS BOUND	20
XXVII	GOVERNING LAW; VENUE FOR DISPUTES	20
XXVIII	ENTIRE AGREEMENT	20
XXIX	HOLDOVER POSSESSION OF PREMISES BY LESSEE	20
XXX	RIGHTS UPON TERMINATION	20
XXXI	PARAGRAPH HEADINGS	21
XXXII	NOTICES	21

HANGAR LAND LEASE AGREEMENT

THIS AGREEMENT, made and entered into this _____day of _____, 2024 by and between OUTAGAMIE COUNTY, a municipal corporation, hereinafter referred to as "Lessor" and Milis Enterprise, LLC, a Land Lessee hereinafter referred to as "Lessee".

PRELIMINARY RECITALS

The Lessor is the owner and operator of Appleton International Airport, an airport situated in Outagamie County, Wisconsin (the "Airport").

The Lessee desires to lease from the Lessor a parcel of land at the Airport to be used for the construction of an aircraft storage facility (a hangar).

NOW, THEREFORE, in consideration of the mutual promises of the Lessor and Lessee as set forth below, the Lessor and Lessee agree as follows:

ARTICLE I
TERM AND EXTENSION

1. Commencement: This Agreement shall commence on May 1, 2024, and shall terminate on April 30, 2054, for a thirty (30) year period unless terminated sooner as permitted by this Agreement.

2. Renewal Option: Lessee shall have two (2) five (5) year options to renew this lease subject to the terms and conditions hereof, including the provisions governing the renegotiations of rental fees, unless no later than 180 days prior to the expiration of the Lease, the Lessee or Lessor serves upon the other notice in writing by registered mail addressed to such person at the address herein set forth stating the intention not to renew this lease.

A. Notice to exercise the option to renew this lease shall be submitted to the Lessor in writing 90 days prior to the expiration date at the address herein set forth.

B. Upon receipt of notice to exercise option, the Lessor shall prepare an addendum to the Lease agreement, which shall reflect the Lessor's current terms and conditions for Hangar Land Leases. Any modifications to the lease terms and conditions shall commence with the start of the option period.

ARTICLE II
LEASED PREMISES-PURPOSE

The Lessor leases to the Lessee the following described portion of the Airport and unless specifically stated otherwise, is referred to in this Agreement as the "Leased Premises".

A parcel of land approximately 85.93 feet wide by 70 feet long and containing approximately 6,015 square feet located south of Runway 3/21 hereinafter referred to as the "GA Area", which is more specifically shown on Exhibit A which is attached to and made a part of this Agreement. The leased parcel is to be used for the construction of a hanger facility by Lessee that will be used for the following purposes:

A. The inside storage of aircraft owned by Lessee and the storage of related materials and supplies and for no other purpose unless approved in writing by the Lessor.
B. Construction of hangar for lease or for sale by Lessee requires the following:
    1. If for lease, requires a Hangar Keepers agreement with Lessor
    2. If for resale, requires approval from Lessor to assign lease

ARTICLE III
FEES AND RENTALS

1. Rent: From and after the commencement date, Lessee agrees to pay Lessor the amounts semi-annually specified in EXHIBIT B as amended as described herein, payable in advance of the first day of billing period, for the duration of this agreement. No demand for payment need at any time be given; it shall be the duty of the Lessee to pay all monies when due.

2. Calculations of rentals for Leased Premises shall be adjusted by 3% on the third (3rd) anniversary of the commencement date and every three years thereafter during the initial term and any extension term, if exercised.

3. Pro-ration of Rents: In the event that the commencement or termination of the term, with respect to any of the particular premises, facilities, rights, licenses, services, and privileges herein provided, fall an any other date than the first or last day of a calendar month, the applicable rentals, fees, and charges for that month shall be paid pro-rata according to the number of days in that month during which said privileges were enjoyed.

4. Lessee agrees to pay an assessment for the cost of installation of sewer and water utilities to the subject property. Such costs to be determined by the Airport Director and will be prorated to fairly apportion the total cost of such utility installation among potential users. Such assessment shall not exceed actual costs

incurred. Costs shall include, but not be limited to, costs of materials, engineering costs, costs of installation, and utility district assessments. The method of payment of the assessment shall be determined by the Airport Director.

ARTICLE IV
GENERAL AVIATION HANGAR BUILDING MINIMUM SPECIFICATIONS

The provisions set forth in Exhibit "C" entitled Appleton International Airport General Aviation Hangar Building Minimum Specifications and any subsequent amendments thereto, are incorporated by reference and are made a part of this. If this Agreement and the Appleton International Airport General Aviation Hangar Building Minimum Specifications are in conflict in what they require of the Lessee, or in what they obligate the Lessee to do or not to do, the Appleton International Airport General Aviation Hangar Building Minimum Specifications shall control.

ARTICLE V
RESTRICTIONS UPON USAGE AND CONSTRUCTION

The property, which is the subject of the Lease, shall be used only for aviation related purposes as the term is defined in FAA regulations. Any improvements, including all buildings and appurtenance thereto, which may be constructed upon the Leased Premises, shall abide by all FAA regulations. In addition to meeting FAA regulations, all such improvements and their proposed locations shall be in accord with any other federal, state, or local building codes and/or other restrictions.

ARTICLE VI
RIGHTS AND PRIVILEGES OF LESSEE

Subject to the terms and conditions hereinafter set forth, Lessee is hereby given the following rights and privileges.

1. Ingress and Egress – Subject to rules and regulations governing the use of the Airport as may be established by the Lessor, the Lessee, its employees, suppliers of materials, furnishers of service, sub-lessees, business visitors, and invitees shall have the right of ingress and egress to and from the Premises leased exclusively to Lessee.

2. Quiet Enjoyment – The Lessor covenants that upon paying the rent and performing the covenants and conditions herein contained, Lessee shall peacefully and quietly have, hold, and enjoy the Leased Premises for the term of this Agreement. Lessee agrees that temporary inconveniences, such as noise, disturbances, traffic detours, temporary inaccessibility and the like, caused by or associated with the construction of Airport improvements or Airport events shall not constitute a breach of quiet enjoyment of the Leased Premises.

3. Storage – Lessee has the right to store aircraft on Lessee's Leased Premises; however, Lessee shall not engage in any other business or operation without the written consent of the Lessor. Lessee understands that a violation of this paragraph is a material default and breach of the Agreement, which gives the Lessor the rights set forth in Article XII.

4. Aeronautical Facility Use – Lessee shall be permitted to use, in common with others, existing and future aeronautical facilities at the Airport as they may exist or be modified, augmented, or deleted from time to time. These facilities include, but are not limited to the landing areas, their extensions and additions, roadways, aprons, and any air navigation facilities or other conveniences for the flying, landing, and taking-off of aircraft. Nothing herein shall prohibit the Lessor from modifying, augmenting, or deleting any such facilities.

5. Nonexclusive Use – This agreement shall not be construed in any manner to grant Lessee or those claiming under it the exclusive right to the use of the premises and facilities of the Airport other than those premises leased exclusively to the Lessee hereunder. Lessor reserves and retains the right for the use of the Airport by others who may desire to use the same pursuant to applicable laws, ordinances, codes, and rules and regulations pertaining to such use.

6. Sub-lease of hangar (requires Hangar Keepers Agreement) or lease assignment if so approved by Lessor. The Lessee shall not be allowed to sub-lease or re-lease land only.

ARTICLE VII
OBLIGATIONS OF LESSEE

Except as otherwise specifically provided herein, Lessee shall have the following obligations.

1. Conditions of Premises – Lessee accepts the Leased Premises in its present condition and, without expense to the Lessor, will maintain any installation thereon.

2. Construction – Lessee shall construct an aircraft storage unit (hangar) on the Leased Premises. A final set of construction plans that have been approved and stamped by a registered, professional engineer shall be submitted to and approved by the Airport Director before any construction begins. The construction plans shall include a site plan. The site plan shall include the location of utilities and utility connections, existing and proposed grades, site drainage information, paving details and all other items on the "Development Checklist." Lessee acknowledges having received a copy of the

"Development Checklist." Lessee is prohibited from deviating from the Lessor approved construction plans without written permission from the Lessor. Construction must begin within six (6) months from the execution of this Agreement and must be completed within six (6) months from the time construction begins. Construction scheduling and operations shall be coordinated with, and approved by the Airport Director before construction shall begin, such approval not to be unreasonably withheld. Lessee shall restore any and all portions of the Airport that are disturbed by Lessee or its contractors during construction at its expense, to the same condition as before construction began.

3. Maintenance, Exterior Storage, and Housekeeping – Lessee shall at its expense, keep, maintain, and repair the Leased Premises, any improvements thereto, and all equipment and buildings in a presentable and operable condition, consistent with good business practices, and in a manner preserve and protect the general appearance and value of other premises in the immediate vicinity. This shall include, but not be limited to roof, exterior painting, all doors, paved areas, lighting, grass, and landscaped areas within lease lines.

   Lessee further agrees that there will be no outside storage of equipment, materials, supplies, or damaged or partially dismantled aircraft on the Leased Premises, and will remove at its expense all trash, garbage, and drain oil, and not deposit the same on any part of the Airport except temporarily in conjunction with collection or removal.

   In the event Lessee does not keep the Leased Premises in a presentable condition, the Lessor has the right to issue a written notice to remedy the condition forthwith. Should Lessee fail to perform satisfactorily within ten (10) days of such notification, or show cause for extension of said time period, the Lessor shall have the right to perform, or have performed by an outside contractor the necessary work without liability, and Lessee aggress to pay the Lessor one hundred twenty five percent (125%) of such expenses within fifteen (15) days upon invoice receipt.

   In the event of fire or any other casualty to buildings or other structures owned by Lessee, Lessee shall either repair or replace the building or remove the damaged building and restore the Leased Premises to its original condition; such action must be accomplished within one hundred twenty (120) days of the date the damage occurred. Upon petition by Lessee, the Lessor may grant, at its sole discretion, an extension of time if warranted.

4. Commercial Operations – Lessee warrants that no commercial operations of any kind, including maintenance of aircraft for payment, or flight instruction for payment are permitted within or near the Leased Premises.

5. Additions of Alterations – Lessee shall have the right during the term of this Lease to make alterations, attach fixtures, or make other changes to the

structure in or upon the Leased Premises upon advance written approval of plans by the Airport Director.

6. Signage and Illumination – Lessee will not paint upon, attach, exhibit or display in or about the said Leased Premises any sign without the written consent of the Airport Director first being obtained regarding the nature and construction of said sign, such approval not to be unreasonable withheld.

7. Locks and Gate Access – Lessee agrees that all walk doors will be equipped with a heavy-duty lockset sufficient to meet all security requirements. One key shall be provided to Lessor. In the event Lessor needs to access Lessee's hangar and Lessor has not been issued a key, Lessor reserves the right to remove the lock. Lessee shall be responsible for charges associated with removal of the lock and cost of the new lock. Lessee shall pay a $10.00 as a deposit for each gate key. Gate keys shall not be duplicated. When a gate key is lost, stolen or unaccountable, it must be immediately reported to the Airport Public Safety at (920) 832-1633. The fee for a replacement gate access key is $10.00. Lessee agrees that the above-mentioned gate will remain locked in accordance with the Airport Security Plan (Article XXI). If the gate is inoperable or incapable of being fully closed, Public Safety must be notified.

8. Utilities – Lessee agrees to provide its own connections with utilities and to make separate arrangements with the agencies responsible for these utilities. Lessee shall pay for all utility service supplied to the Leased Premises, and if required by the utility agencies as a condition of providing the services, Lessee will install and pay for standard metering devices for the measurement of such services. In the event it shall become necessary to make utility service or facility changes, Lessee will either make such changes and installations, at its expense, as directed and required by the utility organizations, or pay the utility organization for such changes made. The Lessor shall have the right, without cost to the Lessee, to install and maintain in, on or across the Leased Premises, sewer, water, gas, electric, and telephone lines, electric substations, or other installations necessary to the operation of the Airport, or to service other tenants of the Lessor; provided, however, that the Lessor shall carry out such work and locate any above ground structures in a manner so as not to unreasonably interfere with the Lessee's use of the Leased Premises.

9. Discrimination – Lessee, for itself, its personal representatives, successors in interest, and assigns, as a part of the consideration thereof, does hereby covenant and agree that: a) no person on the grounds of race, sex, color, physical handicap, or national origin shall be excluded from participation in, denied the benefits of, or otherwise subjected to discrimination in the use of said facilities, b) that in the construction of any improvements on, over, or under such land and the furnishings of services, thereon, no person on the grounds of race, sex color, physical handicap, or national origin shall be

excluded from participation in, denied the benefits of, or otherwise be subjected to discrimination, and c) that the Lessee shall use the Leased Premises in compliance with all other requirements imposed by or pursuant to Title 49, Code of Federal Regulations, Department of Transportation, Subtitle A, Office of the Secretary, Part 21, Nondiscrimination in Federally-Assisted programs of the Department of Transportation-Effectuation of Title VI of the Civil Rights Act of 1964, and as said Regulations may be amended.

10. Costs of Enforcement – Lessee covenants and agrees to pay and discharge all reasonable costs, attorneys' fees, and expenses that shall be made and incurred by the Lessor in the enforcing the covenants and agreements of this Lease.

11. Taxes, Licenses, and Permits – Lessee shall obtain and keep current all municipal, county, state and federal licenses and permits that may be required in its operation. Also, the Lessee will bear, pay, and discharge all taxes, assessments and levies of every nature and kind which may be taxed, charged or assessed lawfully against the Leased Premises and improvements thereon, or which may be lawfully levied or imposed upon the leasehold by a governmental agency.

12. Liens – Lessee agrees to promptly pay all sums legally due and payable on account of any labor performed on, or materials furnished for the Leased Premises. Lessee shall not permit any liens to be placed against the Leased Premises on account of labor performed or material furnished, and in the event such a lien is placed against the Leased Premises, Lessee agrees to save the Lessor harmless from any and all such asserted claims and liens and to remove or cause to be removed any and all such asserted claims or liens as soon as reasonably possible.

13. Parking – Lessee agrees to prohibit vehicle parking on the Airport premises other than those vehicles specifically associated with the use of the Leased Premises, and no other. Lessee, its employees, sub-lessees, guests and invitees shall park only on Lessee's Leased Premises. Lessee, its agents or guests, are expressly prohibited from operating any vehicle on any area of the Airport considered a "movement area" by the Federal Aviation Administration, and agrees to hold Lessor indemnified from any such incursions. Lessee shall at all times comply with posted signs regulating the movement of vehicles.

14. Laws, Ordinances, Rules and Regulations – Lessee shall comply with, at its own expense, all applicable federal, state, or local laws, ordinances, rules or regulations of the Airport now in effect or hereafter promulgated. Any violation of this paragraph shall be construed as a material breach of this Lease Agreement authorizing the termination thereof at the election of the Airport Director, unless Lessee, upon receipt of written notice, takes immediate remedial measures acceptable to the Airport Director.

15. Storage of Flammable Fluids – Lessee agrees that the storage of gasoline or other flammable fluids in bulk quantities shall be limited to the Airport Fuel Farm or to such area as designated by the Airport Director. Lessee agrees that the storage of all other gasoline or flammable fluids shall be in an approved steel locker labeled "FLAMMABLE". The Airport Director may, in his discretion, prohibit or impose restrictions on the storage of said materials if, in the Director's opinion, the storage is determined as a safety hazard. The disposal of any hazardous chemicals or fluids on the Airport premises is prohibited. The Lessee further agrees not to transport, or cause to be transported, onto airport premises, gasoline or other flammable fluids for the purpose of self-fueling aircraft. The Lessee further agrees that fueling of aircraft on airport premises will be done only at airport approved locations or facilities.

16. Snow Plowing – Lessor agrees to be responsible for the plowing of snow on runways and taxiways, consistent with priorities established and specified in the Airport Snow and Ice Control Plan. It shall be the Lessee's responsibility to remove any snow on pavement areas from taxiway to their hangar. Lessee shall also be responsible for removing snow in vehicle parking stalls.

ARTICLE VIII
LESSOR'S RIGHT TO MORTGAGE LEASEHOLD INTEREST

1. Lessee shall at all times have the right to encumber by mortgage or other instruments, as security for an actual indebtedness, all of Lessee's right, title and interest in this Ground Lease including without limiting the generality of the foregoing, its right to use and occupy the Leased Premises together with its rights and interests in and to all Lessee's improvements now or hereafter placed on the Leased Premises; in all respects, however, subordinate and inferior to Lessee's fee interest or estate and its rights, title, privileges, liens or interests as provided in this Ground Lease and subject to all the covenants, terms and conditions of this Ground Lease and all the rights and remedies of Lessor hereunder. It is expressly understood and agreed that Lessee in no event shall have the right to encumber Lessor's fee interest or reversionary estate in any way. In the issuance of any mortgage or other instrument by Lessee, as security for an actual indebtedness, Lessee shall specifically exclude all the right, title interest and estate of Lessor.

2. Upon the written request of any such Mortgagee, or other secured person (hereinafter referred to as the Mortgagee) giving its address, Lessor shall mail to such Mortgagee at such address a duplicate copy of any and all written notices which Lessor may, from time to time, give to or serve upon Lessee under the terms of this Ground Lease.

3. To the extent that Lessee may grant the right to such Mortgagee under this Ground Lease, the Mortgagee may at its option at any time before termination of

this Ground Lease pay any amount or do any act or thing required of Lessee by the terms of this Ground Lease; and all payments so made and all acts or things so done and performed by such Mortgagee shall be as effective to prevent a termination of the Ground Lease or forfeiture of Lessee hereunder as the same would have been if done and performed by Lessee. Any such mortgage or other instrument given as security for an actual indebtedness of Lessee may provide, if Lessee so desires, that as between such Mortgagee and Lessee, said Mortgagee, on making good any default or debits of Lessee, shall thereby be subrogated to any and all of the rights of Lessee under the terms and provisions of this Ground Lease.

4. Such Mortgagee of Lessee's leasehold estate under a leasehold mortgage given pursuant to the provisions of this paragraph, shall not become personally liable for the obligations of Lessee under this Ground Lease unless and until it becomes the owner of Lessee's leasehold estate by foreclosure, assignment in lieu of foreclosure or otherwise, and thereafter shall remain liable for such obligations only so long as it remains the owner of such leasehold estate. In the event such Mortgagee becomes the owner of Lessee's leasehold estate as aforesaid, it may assign this Ground Lease provided all other requirements of this Ground Lease regarding assignment are satisfied. Lessor consent will not be unreasonably withheld.

5. The mortgage shall provide that, notwithstanding any other provisions of the mortgage, in the event of any default in the performance or observance of any of the terms and conditions of the mortgage, or the note or other indebtedness secured thereby (which such default shall not have been cured within the grace periods therefore accorded to Lessee, as Mortgagor, in the Mortgagee), the Mortgagee shall give written notice to Lessor of the continuance of such default and shall grant to Lessor an additional period (over and above any such grace periods) of ten (10) days from the date of Lessor's receipt of such notice within which to cure such default, and shall provide that any payment made by Lessor pursuant to such provision shall be recognized by the Mortgagee as fully as if made by Lessee; provided, however, that neither such provision nor any other provision of the mortgage shall be construed so as to impose any liability whatsoever on Lessor to make any payment or to perform or observe any covenant or condition of the mortgage or note or other indebtedness secured thereby.

6. The mortgage may provide for the assignment to the Mortgagee of any rents due and payable to Lessee with respect to any sublease or occupancy of portions of the property by parties other than Lessee. Said assignment of rents will be effective only upon default in the payment or performance of any obligations imposed by the terms of the mortgage or note or other indebtedness secured thereby; and the Lessee's right to collect rents from the subtenants shall be subordinate to the right of mortgage, in the event of a default under the mortgage, to collect such rents.

ARTICLE IX
RIGHTS AND PRIVILEGES OF THE LESSOR

Lessor, in addition to any rights herein retained by it, reserves the following privileges:

1. Lessor Representative – The Airport Director is hereby designated as the official representative for the enforcement of all provisions in this Agreement with full power to represent the Lessor in dealings with the Lessee in connection with the rights and obligations herein provided, actions relating to policy determination, modification of this Agreement, subsequent permissive authorization under this Agreement, termination of this Agreement, and any similar matters affecting the terms of this Agreement.

2. Airport Development – The Lessor has the right, but shall not be obligated to Lessee, to develop or improve the landing areas and other portions of the Airport as it sees fit, regardless of the desires or views of the Lessee, and without interference or hindrance. If the development of the Airport requires it, the Lessor has the right to either:
    a. Substitute another parcel of land for the Leased Premises and relocate Lessee's improvement(s) to that new parcel at no cost to the Lessee, or
    b. Purchase Lessee's improvements at fair market value, established by appraisal by a registered appraiser selected by mutual agreement, and terminate this Agreement. In the event of a substitution and relocation or a purchase and Agreement termination as permitted by this section, the Lessor shall have no liability to the Lessee for any loss, expense, damage or cost of any nature whatsoever that results from or is occasioned by the substitution and relocation or the purchase and Agreement termination.

3. Access to Leased Premises – To the extent necessary to protect the rights and interests of the Lessor, or to investigate compliance with the terms of this agreement, the Airport Director or his designee shall at any and all times have the right to inspect the Leased Premises, including all buildings, structures, and improvements erected thereon, subject to reasonable notice given to Lessee.

4. War, National Emergency, Riot, or Natural Disaster – During time of war, national emergency, riot, or natural disaster, the Lessor shall have the right to lease the entire airport or any part thereof to the United States Government or State of Wisconsin for military or National Guard use; and, if any such lease is executed, the provisions of this instrument, insofar as they are inconsistent with the provisions of the lease to the Government, shall be suspended.

5. Aerial Approaches – The Lessor reserves the right to take any action it considers necessary to protect the aerial approaches and transition surfaces of the Airport against obstructions, together with the right to prevent Lessee or sub-lessee from erecting, or permitting to be erected, any building or other structure on the Airport which, in the opinion of the Lessor, would limit the usefulness of the Airport or constitute a hazard to aircraft.

6. Unrestricted Right of Flight – There is hereby reserved to the County of Outagamie, Wisconsin, its successors and assigns, for the use and benefit of the public, a free and unrestricted right of flight for the passage of aircraft in the airspace above the surface of the premises herein conveyed, together with the right to cause in said airspace such noise as may be inherent in the operation of aircraft, now known or hereafter used for navigation of or flight in the air, using said airspace or landing at, taking off from, or operating on or about the Airport.

ARTICLE X
OBLIGATIONS OF THE LESSOR

Except as otherwise specifically provided herein, Lessor, during the term of this Lease, shall, within its financial ability, operate, maintain, and keep in good repair all appurtenances, facilities, and services now or hereafter connected with the Airport including, without limiting the generality hereof, all field lighting and other appurtenances, facilities, and services which Lessor has agreed to furnish and supply herein; provided, however, that Lessor shall not be required to perform maintenance and make repairs occasioned by the negligence of Lessee or guests. However, Lessor may perform such maintenance or make such repairs and charge the cost of same to Lessee, and Lessee aggress to reimburse Lessor for all costs incurred by Lessor in performing such maintenance and repair work. Lessor shall keep the Airport free from obstructions, including the clearing and removal of snow, grass, stones, or other foreign objects, as reasonably necessary and with reasonable promptness in accordance with established priorities, from the runways and taxiways, for the safe, convenient and proper use of the Airport by Lessee, and shall maintain and operate the Airport in all respects in a manner at least equal to the standards or ratings issued by the Federal Aviation Administration (FAA) for airports of substantially similar size and character.

ARTICLE XI
INSURANCE

1. Lessee shall comply with all Federal, State and local codes, laws regulations, standards, and ordinances, including those of the Occupational Safety and Health Administration (OSHA), the Wisconsin Department of Industry, Labor and Human Relations (DILHR) and all County rules and orders governing the performance of the work.

2. In order to protect itself and the County, its Officers, Boards, Employees or Representatives under the indemnity provisions of the paragraph above, Lessee will at all times during this Agreement keep in force as insurance as described in Exhibit D.

3. Limits established herein shall be subject to five (5) year review and may be increased by the Lessor due to general inflationary conditions provided at least sixty (60) days notice of such increased requirements shall be given to the Lessee.

4. Policies shall be issued by a company or companies authorized to do business in the State of Wisconsin and licensed by the Wisconsin Insurance Department. Coverage afforded shall apply as primary, with the County, its Boards, Officers, Employees and Representatives as additional insured's. The Lessor shall be given thirty (30) days advance notice of cancellation or non-renewal during the term of this Agreement. Upon execution of this Agreement, Lessee shall furnish Lessor with a certificate of insurance and, upon request, certified copies of the required insurance policies, which said certificate policy copies shall be filed with the Office of the County Clerk of Outagamie County. In the event any action, suit or other proceedings is brought against the Lessee upon any matter herein indemnified against, the Lessee shall, within five (5) working days, give notice thereof to the Lessor and shall cooperate with their attorneys in the defense of the action, suit or other proceedings.

ARTICLE XII
INDEMNIFICATION AND HOLD HARMLESS

Lessee agrees at all times during the term of this agreement to indemnify, hold harmless and defend the County, its Boards, Officers, Employees and Representatives against any and all liability, including claims, demands, losses, damages, costs or expenses, including attorney fees, which the County, its Boards, Officers, Employees and Representatives may sustain, incur or be required to pay by reason of bodily injury, personal injury or property damage of whatsoever nature or kind arising from the lease, Lessee's conduct under the lease, or Lessee's conduct or action on airport grounds, unless such liability arises out of the sole negligence of the County.

Lessee further agrees to indemnify, hold harmless and defend the County, its Boards, Officers, Employees and Representatives against any and all claims, demands, losses, damages, costs or expenses, including attorney fees, which the County, its Boards, Officers, Employees and Representatives may sustain, incur or be required to pay resulting from the spill, discharge, dispersal, seepage, migration, release or escape of any pollutants being utilized by the Lessee or in the custody or control of the Lessee.

Nothing contained in this agreement is intended to be a waiver or estoppels of the County to rely 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, neither the municipality nor its insurer shall not be liable in indemnity and

contribution for an amount greater than the limits of liability for municipal claims established by Wisconsin law.

ARTICLE XIII
SUBLEASE or ASSIGNMENT

The Lessee shall not sublease the Leased Premises, or any part of the Leased Premises without the express written consent of the Lessor, such consent not to be unreasonably withheld. However the Lessee shall have the specific right to assign the Lease and all of its rights and duties hereunder to a bona-fide lending institution, and the Lessor hereby permits the Lessee to encumber and grant a security interest in any property or property rights, real or personal, it may have in the Leased Premises or property located thereon. Further, the Lessor will not unreasonably withhold its consent to the use of the Leased Premises by any person, persons or company obtained by any of Lessee's lenders in the event any lender forecloses on any of the above mentioned property. This lease may be so assigned and the Leased Premises so sublet for another air-oriented purpose other than that described in this lease if the Lessor approves such purpose. Any assumption of this lease under these or other provisions, shall obligate the person or persons to pay any and all past due rent before approval of transfer will be given. At a minimum, the Lessor will require that any sublease agreement be in writing and that it include: that the agreement be subject to the terms and conditions of this Agreement; that sub-lessees maintain aircraft liability insurance in the amounts and in the manor prescribed in this agreement.

ARTICLE XIV
DEFAULTS AND REMEDIES

The occurrence of any one or more of the following events shall constitute a material default and breach of this Agreement by the Lessee.

1. The filing by Lessee of a voluntary petition in bankruptcy.
2. The institution of proceedings in bankruptcy against Lessee and the adjudication of Lessee as bankrupt to such proceedings.
3. The taking by a court of jurisdiction of Lessee and its assets pursuant to proceedings brought under the provisions of any Federal Reorganization Act.
4. The appointment of a receiver of Lessee's assets, or any general assignment for the benefit to Lessee's creditors.
5. The divestiture of Lessee's estate herein by other operation of law.
6. If the Lessee shall abandon the building(s) and improvements or vacate the Leased Premises and not desire to sell or remove the building(s) before the expiration of this Agreement, the Airport Director shall be at liberty, at his option, to re-let the same. Abandonment, for this Agreement, shall be defined as the non-use of the Leased Premises from its specified purpose during a consecutive six (6) month time period. Any proceed received by Lessor under this paragraph shall be applied first to the payment of rent under article three (3) of this Agreement; second to the reduction of any debt incurred by the

Lessee to finance construction of any building(s) on the Leased Premises or the acquisition of any equipment of the Leased Premises abandoned by the Lessee; and third to the benefit of the Lessee.

7. The filing of any lien against the Airport or any of its property as the result of any act or omission of Lessee, if the lien is not discharged or contested in good faith by Lessee (as determined by the Lessor) within fifteen (15) days of Lessee's receipt of notice of the lien, unless Lessee posts a bond within this time period equal to the amount of the lien.
8. The transfer of Lessee's interest herein by other operation of the law.
9. Lessee becomes in arrears in the payment of the whole or any part of the amount(s) agreed upon hereafter for a period of sixty (60) days after such a payment becomes due.
10. The nonpayment of any real estate and/or personal property taxes levied by Outagamie County against Lessee's property after such taxes become due.
11. The falsification by the Lessee of any of its records or figures so as to deprive the Lessor of any of its rights under this Agreement.
12. The failure by Lessee to perform any of the covenants, conditions, or obligations imposed on it by this Agreement where the failure continues for a period of fifteen (15) days after written notice by the Lessor.
13. Notification of the Lessor by the Federal Aviation Administration (FAA) that Lessee's building(s) violates Federal Aviation Regulations (FARs), including obstacle clearance criteria, and requires the building(s) and appurtenances to be removed prior to continued federal funding for Airport Improvement Projects (AIP) or other projects at the Airport.
14. The transfer or assignment, or attempted transfer or assignment of this Agreement by Lessee, without securing prior written approval of the Lessor, such approval not to be unreasonably withheld. It shall be understood for the purpose of this part that negotiations by Lessee for the assignment or transfer of this Agreement shall not be construed as "attempted transfer".

In the event of a breach of this Agreement by Lessee, the Lessor shall be entitled to any and all legal and equitable remedies available to it under applicable law. Without limitation, these remedies shall include the following, which are cumulative and not exclusive:

1. Specific performance of any obligation of Lessee.
2. Declaratory and injunctive relief.
3. The recovery of all damages of any nature that result from the Lessee's breach, which damage include unpaid rent, fees and other payments, and the loss of future rent.
4. Reasonable attorney fees for services related to Lessee's breach of this Agreement, including fees for attorneys who are County employees
5. The termination of this Agreement and repossession of the Leased Premises by the Lessor. If this Agreement is terminated, the Lessee shall remove all property owned by it from the Leased Premises and restore and surrender the Leased Premises to the Lessor in the same condition as when originally received. If the Lessee fails to remove its property and to restore and

surrender the Leased Premises as required, the Lessor may do so and the Lessee shall be liable to the Lessor for all expenses of removing the property (including storage fees, if any) and restoring the Leased Premises.

The failure of the Lessor to declare this Agreement terminated for any of the reasons set out above shall not bar the right of the Lessor to subsequently terminate this Agreement for any of the reasons set out above. Further, the acceptance of rental or fees by the Lessor for any period after a default by Lessee shall not be deemed a waiver of any right on the part of the Lessor to terminate this Agreement.

ARTICLE XV
CANCELLATION BY LESSEE

Lessee may cancel this Agreement at any time it is not in default in its obligations by giving the Airport Director thirty (30) days written notice to be severed as hereinafter provided after the happening of any of the following events, if such event materially impairs the conduct of Lessee's normal business on the Airport:

1. The issuance by a court of competent jurisdiction of any injunction in any way preventing or restraining normal use of the Airport or any substantial part of it, and the remaining in force of such injunction for a period of sixty (60) consecutive days, such injunction not being the result of any fault of Lessee;

2. The inability of Lessee to use, for a period of six (6) consecutive months, the Airport or any substantial part of it due to enactment or enforcement of any law or regulation, or because of fire, earthquake, or similar casualty of Acts of God or the public enemy; or

3. The lawful assumption by the United States Government of the operation, control or use of the Airport or any substantial part of it for military purposes in time of war or national emergency for a period of at least sixty (60) days.

However, should Lessee choose not to cancel this Agreement, all fees and charges payable by Lessee under this Agreement shall abate until such time that operations return and the term of this Agreement shall be extended for the time of such suspension.

Failure of Lessee to declare this Agreement canceled for any of the reasons set out above shall not operate to bar or destroy the right of Lessee to cancel this Agreement by reason of any subsequent occurrence of the described events.

ARTICLE XVI
REMEDIES CUMULATIVE; NO WAIVER

All of the rights and remedies given to the Lessor in this Agreement are cumulative and no one is exclusive of any other. The Lessor shall have the right to pursue any one or all of such remedies or any other remedy or relief that may be provided by law, whether

stated in this Agreement or not. The failure of the Lessor to take action with respect to any breach by Lessee of any covenant, condition, or obligation in this Agreement shall not be waiver of such covenant, condition, or obligation. The acceptance by the Lessor of any rent or other payment shall not be a waiver by it of any breach by Lessee of any covenant, condition or obligation.

ARTICLE XVII
INDEPENDENCE OF CONTRACT

It is further mutually understood and agreed that nothing herein contained is intended or shall be construed as in any way creating or establishing the relationship of co-partners between parties hereto or as constituting the Lessee as the agent or representative or employee of the Lessor for any purpose or in any manner whatsoever.

ARTICLE XVIII
WAIVER OF SUBROGATION

The Lessor and Lessee hereby release each other from any and all responsibility to the other for any loss of damage to property caused by fire or other peril if the property is insured for such loss or damage in any policy of insurance, even if such loss or damage is caused by the fault or negligence of the other party or anyone for whom such party is responsible. The Lessor and the Lessee agree that to the extent any such policy of insurance provides a right of subrogation in the insurer, or to the extent a right of subrogation exists independent of such policy, each will indemnify and hold the other harmless for any loss, claim or expense suffered as the result of any action taken pursuant to the right of subrogation. Both Lessor and Lessee shall have their property and aircraft physical damage insurance carriers add the "waiver of subrogation" to their respective insurance policies.

ARTICLE XIX
SEVERABILITY

In the event that any provision herein contained is held to be invalid by any court of competent jurisdiction, the invalidity of any such provision shall in no way affect any other provision contained herein, provided that the invalidity of any such provision does not materially prejudice either the Lessor or Lessee in their respective rights and obligations contained in the valid provisions of this Agreement.

ARTICLE XX
SECURITY PLAN

The Lessor has implemented an Airport Security Plan in a form acceptable to the Transportation Security Administration (TSA) pursuant to 14 Code of Federal Regulations Part 1542. The Lessor reserves the right to modify that plan from time to time, as it deems necessary to accomplish its purposes. Lessee shall at all times comply

with the Security Plan and indemnify and hold harmless the Lessor from any violations of said Security Plan committed by the Lessee, its agents, guests, invites, or persons admitted by the Lessee to the Leased Premises. Any violation of this paragraph is considered a material breach of this Agreement, which gives the Lessor the rights set forth in Article XII.

1. Lessee acknowledges Lessor's responsibility to maintain the integrity of the airfield security perimeter and agrees to comply with all Airport rules and regulations, security procedures and Federal Aviation rules, regulations and guidelines pertaining to the security and safety of the Leased Premises and adjacent area and the airfield operations area, including the ingress and egress thereto.
2. Lessee shall read the attached Air Operations Training Program (Exhibit D), in accordance with 49 CFR 1542.213(c), and shall certify, by signing the certification form, that this has been completed and Lessee fully understands the obligations of having access to the Air Operations Area. Furthermore, Lessee shall ensure that any members or guests of the hangar are informed of this training.
3. Should the Transportation Security Administration determine that security has been breached due to the negligence of Lessee and fine the Airport, Lessee agrees to reimburse Airport for the fine.
4. Lessee acknowledges the Airports has established an ID Badge System for the entire Airport and agrees to cooperate in the badging of it employees or agents. Lessee agrees to pay the fees as established by the Airport for such purpose.

ARTICLE XXI
RULES AND REGULATIONS

County shall adopt and enforce reasonable rules, regulations and ordinances which Lessee agrees to observe and obey, with respect to the use of the Airport, which shall provide for the safety of those using the same; provided that such rules, regulations and ordinances shall be consistent with safety and with rules, regulations and orders of the FAA with respect to aircraft operations safety and security at the Airport; and provided further, that such rules and regulations shall not be inconsistent with the provisions of this Agreement or the procedures prescribed or approved from time to time by the FAA. Lessee shall not violate, or knowingly permit its agents, contractors or employees acting on behalf of Lessee to violate any such Rules and Regulations.

ARTICLE XXII
NOISE ABATEMENT

1. Lessor and Lessee agree that Lessor does not, in any manner, either expressly or impliedly, covenant or represent that the Leased Premises may be used free from any noise restrictions that may now or hereafter be in force with regard thereto and that Lessee shall bear sole responsibility for the extent of noise created by its use of the Leased Premises.

2. Lessee shall abide with all standards established for engine run-up and noise abatement rules, regulations and procedures as specifically set forth by Federal and State regulation, Outagamie County Ordinances, and/or Airport Policies lawfully developed for aircraft operations at Appleton International Airport, provided Lessee shall have an opportunity to participate in the development of such policies.

ARTICLE XXIII
EPA STANDARDS

Lessee shall abide with all standards established for Environmental Protection of storm water runoff as per the approved plan for Outagamie County.

ARTICLE XXIV
ENVIRONMENTAL MATTERS

1. Lessee represents and warrants that any handling, transportation, storage, treatment or usage of toxic or hazardous substances by Lessee that will occur on the Leased Premises during the term of the Lease or any renewals thereof shall be in compliance with all applicable federal, state and local laws, regulations and ordinances.

2. Lessee hereby agrees to indemnify, defend, protect and hold harmless Lessor and Lessor's agents, and their respective successors and assigns, from any and all claims, judgments, damages, penalties, fines, costs, liabilities, and losses (including, without limitation, loss, or restriction on use of rentable space or of any amenity of the premises and sums paid in settlement of claims, attorneys' fees, consultant's fees, and expert's fees) that arise during or after the leased term directly or indirectly from the presence of hazardous materials on, in, or about the Leased Premises which is caused by Lessee or Lessee's agents. This indemnification by Lessee of Lessor and Lessor's representatives includes, without limitation, any and all costs incurred in connection with any investigation of site conditions or any cleanup, remedial, removal, or restoration work required by any federal, state, or local governmental agency or political subdivision because of the presence of such hazardous material in, on, or about the Leased Premises or the soil or ground water on or under the building or any portion thereof. Lessee shall promptly notify Lessor of any release of hazardous materials in, on, or about the Leased Premises that Lessee or Lessee's agent becomes aware of during the leased term of this Lease, whether caused by Lessee, Lessee's agent, or other persons or entities.

ARTICLE XXV
DELINQUENT CHARGES

Late payment of all rents, fees and charges outlined in this Agreement are subject to the following interest charges; unless waived by the County Board of Supervisors, Lessee

shall be responsible for payment of interest on amounts not remitted in accordance with the requirements of this Agreement. The rate of interest shall be equivalent to the statutory rate in effect for delinquent County property taxes (presently 1 percent per month or fraction of a month) as described in Subsection 74.80(1), Wisconsin Statutes. The obligation for payment and calculation thereof shall commence thirty (30) days after the due date(s) established within this Agreement for the various rents, fees and charges.

ARTICLE XXVI
SUCCESSORS AND ASSIGNS BOUND

All of the provisions of this Agreement shall bind the legal representatives, successors, and assigns of the respective parties.

ARTICLE XXVII
GOVERNING LAW; VENUE FOR DISPUTES

This agreement shall be deemed to have been made in, and shall be construed in accordance with the laws of the State of Wisconsin. Any lawsuit related to or arising out of disputes under this Agreement, shall be commenced and tried in the circuit court of Outagamie County, Wisconsin, and Lessor and Lessee submit to the exclusive jurisdiction of the circuit court for such violation.

ARTICLE XXVIII
ENTIRE AGREEMENT

This agreement contains and embodies the entire Agreement between the Lessor and the Lessee and supersedes and replaces any and all prior agreements, understandings, and promises on the same subject, whether they are written or oral.

ARTICLE XXIX
HOLDOVER POSSESSION OF PREMISES BY LESSEE

In the event that the Lessee should hold over and remain in possession of the Leased Premises after the expiration of this Agreement or termination for any other cause, such holding over shall be deemed not to operate as a renewal or extension of this Agreement and shall create a tenancy from month to month which may be terminated at any time by the Lessor or Lessee.

ARTICLE XXX
RIGHTS UPON TERMINATION

Upon expiration of this Agreement or upon termination of this Agreement, the Lessor may, in its sole discretion, do any of the following:

1. Negotiate a new agreement with Lessee;

2. Take title to all structures located on the Leased Premises; or

3. Order and require Lessee to remove all structures located on the Leased Premises and restore the site to its original condition within sixty (60) days.

Lessee has the right, upon termination, to remove all structures and improvements from the Leased Premises and restore the Leased Premises to its original condition.

ARTICLE XXXI
PARAGRAPH HEADINGS

All paragraph headings contained in this Agreement are for convenience in reference only, and are not intended to define or limit the scope of any provision.

ARTICLE XXXII
NOTICES

All fees due under this Agreement shall be made payable to Outagamie County Treasurer, and shall be remitted to the Outagamie County Courthouse, 320 South Walnut Street, Appleton, Wisconsin 54911.

Notices shall be sufficient if hand delivered or sent by certified mail, postage prepaid, addressed to:

Lessor	Lessee
Airport Director	Dylan Milis
Appleton International Airport	Milis Enterprise, LLC
W6390 Challenger Drive, Suite 201	W4567 County Road KK
Appleton, WI 54914-9119	Kaukauna, WI 54130

Or to such other addresses as the parties may designate to each other in writing from time to time.

IN WITNESS WHEREOF, the parties have hereunto set their hands and seals this day of 3/22, 2024.

OUTAGAMIE COUNTY

By: _____
Thomas Nelson
County Executive

By: _____
Jeff Nooyen
Board Chairperson

By: _____
Jeffrey King
County Clerk

APPROVED AS TO FORM:

By: _____
Kyle Sargent
Corporation Counsel

LESSEE

By: _____
Name: Tyler Nils
Title: CEO
Date: 3/22/24

EXHIBIT A

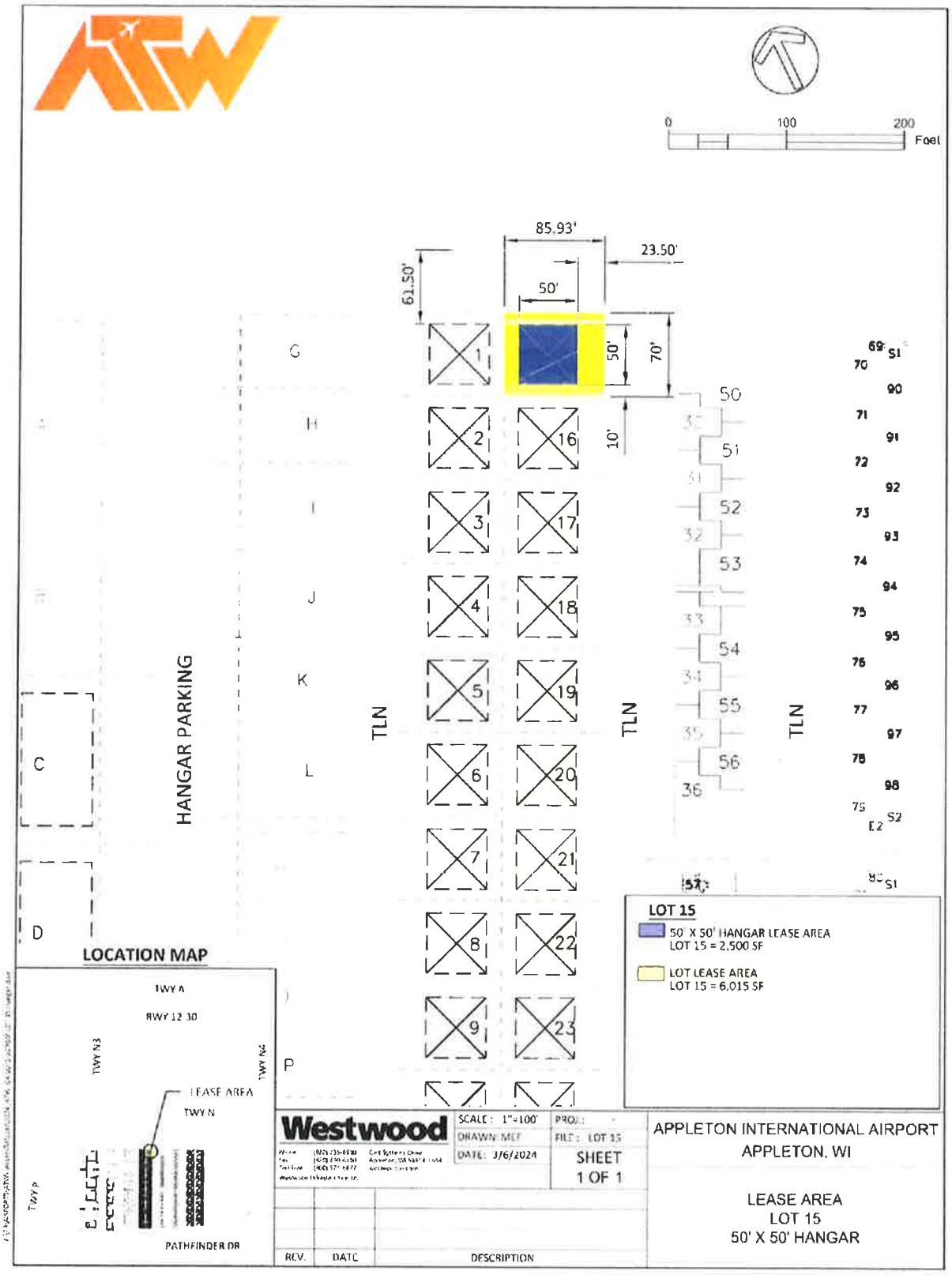

0
100
200
Feet
85.93'
23.50'
61.50'
50'
50'
70'
10'
HANGAR PARKING
TLN
TLN
TLN
LOCATION MAP
TWY A
RWY 12-30
TWY N3
TWY N2
TWY N
TWY P
LEASE AREA
PATHFINDER DR
LOT 15
50' X 50' HANGAR LEASE AREA
LOT 15 = 2,500 SF
LOT LEASE AREA
LOT 15 = 6,015 SF
Westwood
SCALE: 1"=100'
DRAWN: MEF
DATE: 3/6/2024
FILE: LOT 15
SHEET
1 OF 1
APPLETON INTERNATIONAL AIRPORT
APPLETON, WI
LEASE AREA
LOT 15
50' X 50' HANGAR
REV.
DATE
DESCRIPTION

EXHIBIT "B"

APPLETON INTERNATIONAL AIRPORT

HANGAR LAND LEASE RATES

Year	Rate Per SQ Foot
2024	.17

EXHIBIT C

APPLETON INTERNATIONAL AIRPORT

GENERAL AVIATION HANGAR BUILDING MINIMUM SPECIFICATIONS

Below are the minimum specifications for building an aircraft hangar at the Appleton International Airport. Please contact the Airport Director for consideration of and deviations to these minimum specifications.

PART ONE - GENERAL REQUIRMENTS

A. Application
    1. This building code applies to all buildings constructed for the storage of aircraft within the boundaries of Appleton International Airport, Outagamie County, Wisconsin.
    2. Hangars are intended for non-commercial single engine or light twin engine aircraft.
B. Approvals
    1. State of Wisconsin
        a. Building plans must meet all applicable requirements of the Wisconsin Administrative Code and the Department of Safety and Professional Services.
    2. Local Building Permits Required:
        a. Town of Greenville
    3. Airport Director
        a. Review and approval is required for all building plans and specifications.
            1. Submit complete set of plans. Specifications and shop drawings.
            2. Submit color chips for color selection.
            3. Provide copies of local building permit for Airport Records
        b. Compliance with Appleton International Airport height and zoning ordinances is required.
        c. Variances
            1. Requests for variances from these requirements shall be submitted in writing and will be reviewed by the Airport Director on a case-by-case basis.
            2. Costs of engineering or architectural review that may be required for variance approval shall be paid by the applicant.
    4. All plans must be sealed by an architect or professional engineer licensed to practice in the State of Wisconsin.

C. Size Requirements
    1. Single or Light Twin Engine Aircraft
        a. Each hangar shall be a minimum of 1400 square feet.
        b. Each hangar shall be a maximum size to accommodate lot size and setback requirements.
D. Setback requirements
    1. Side yard: 10 feet
    2. Front yard: 25 feet
    3. Rear yard: 25 feet from taxiway
    4. Must meet state and local building code requirements.

E. Design Requirements
1. Roof Load: 30 psf minimum plus snow drift loading.
2. Wind Load: 20 psf minimum
3. Building plans must show dead weights attributable to suspended equipment, etc.

PART TWO-QUALITY ASSURANCE

A. Reference Specifications
1. American Concrete Institute:
ACI 301 Specifications for Structural Concrete for Buildings
ACI 302 Guide for Concrete Floor and Slab Construction
ACI 303 Guide to Cast-in-Place Architectural Concrete Practice
ACI 304 Recommended Practice for Measuring, Mixing, Transporting, and Placing Concrete
ACI 533 Precast Concrete Wall Panels
2. American Institute of Steel Construction:
AISC Steel Construction Manual
3. American Institute of Timber Construction:
AITC Timber Construction Manual
4. American Iron and Steel Institute:
AISI Light Gauge Formed Steel Design Manual
5. American National Standards Institute:
ANSI A41.1 American Standard Building Code for Masonry
6. American Society for Testing and Materials:
ASTM C94 Ready Mixed Concrete
ASTM C90 Hollow Load-Bearing concrete Masonry Units
ASTM C144 Aggregate for Masonry Mortar
ASTM C150 Portland Concrete
7. National Concrete Masonry Association:
NCMA TR90 Architectural and Engineering Concrete Masonry Details for Buildings
8. National Fire Protection Association:
NFPA 10 Standard for Portable Fire Extinguishers
NFPA 70 National Electrical Code
NFPA 409 Standard on Aircraft Hangar
9. Precast Concrete Institute:
PCIMNL 117 Manual for Quality Control for Plants and Production of Architectural Precast Concrete Products
10. Wisconsin Commercial Building Codes:
COMM 61, Part 412 Aircraft Hangars
11. Wisconsin Department of Transportation:
WisDOT 209 Granular Backfill
WisDOT 212 Granular Subbase Course
WisDOT 304 Crushed Aggregate Base Course
WisDOT 405 Plant Mixed Asphaltic Bases Pavements - General Requirements
WisDOT 407 Asphaltic Concrete Pavement
WisDOT 408 Seal Coat
WisDOT 415 Concrete Pavement
WisDOT 505 Steel Reinforcement
WisDOT 625 Topsoil and Salvaged Topsoil
WisDOT 630 Seeding

B. All reference specifications shall be the latest available edition, including supplemental specifications.

PARTTHREE- MATERIALS AND EXECUTION

A. Building systems
   1. Acceptable Building Systems
      a. Heavy timber frame with steel sheathing.
         1. Pole buildings will be allowed only on a case-by-case basis.
      b. Steel frame with steel sheathing.
      c. Requests for other building systems shall be submitted and will be reviewed by the Airport Director on a case-by-case basis.
   2. Structural Requirements
      a. Structural members and bearing walls shall be of combustion-resistant materials.
      b. Structural steel shall be designed in accordance with AISC requirements.
         1. Exposed material, which is not galvanized or painted, shall be given and coat of aluminum or zinc chloride shop primer as appropriate prior to erection.
         2. Bolts shall be eletro-galvanized.
      c. Structural timber shall be designed in accordance with AITC requirements.
         1. Anchors, connectors, hangers and nailing clips shall be galvanized or black copolymer coated steel.
   3. Steel Sheathing Requirements
      a. Cold formed steel shall be designed in accordance with AISI requirements.
      b. All materials, whether exposed or not to the elements, shall be galvanized, galvalume or aluminized.
      c. Bolts
         1. Bolts furnished with galvanized materials shall be electro-galvanized.
         2. Bolts furnished with aluminized or galvalume steel panels shall be AISI Type 430 stainless steel.
         3. All bolts exposed to the weather shall be furnished with a contained nylon washer under the head for sealing.
      d. Exterior metal-to-metal laps shall be sealed with a sealer approved by or supplied by the panel fabricator.
         1. Sealer shall not run, separate or deteriorate rapidly with age.
      e. Wall Panels
         1. Panels shall be roll-formed from flat steel to the following Specifications:
            a) Thickness: 22 ga minimum
            b) Pattern: 7/8" corrugated metal with exposed fasteners. Vertical panels.
            c) Major Rib spacing: 2.67 inches
            d) Panel Coverage: 32 inches

         2. Panels shall be galvanized, galvalume or aluminized coated steel with epoxy and polyester finish.
         3. Panels shall overlap a minimum of 1 ½ inches at all seams and be securely fastened and sealed.

4. Flashing and closure pieces shall be manufactured from materials of similar quality as the panels.
5. Exposed fasteners shall match or be painted to match the panels.
6. Wall panels shall be erected with sufficient intermediate support to withstand the design wind loads.

f. Roof Panels
1. Panels shall be roll-formed from flat steel to the following specifications:
a) Thickness: 24 ga minimum
b) Pattern: 3" high vertical ribs, 24" panel width

2. Panels shall be galvanized, galvalume or aluminized coated steel.
a) G90 galvanized coating or,
b) .65 ounce per square foot of aluminum.
3. Longitudinal seam shall be of the crimped standing seam type and be securely fastened and sealed.
4. End splices shall be formed with a minimum overlap of 6 inches and be securely fastened and sealed.
5. Seams and splices shall be completely weathertight and capable of developing the entire bending moment and axial load capability of the panel.
6. Provide pre-formed ridge cap.
7. Provide metal closures at the eave and ridge.

g. Decorative Panels
1. Use of brick masonry for ornamentations shall conform to the recommendations of the Brick Institute of America.
2. Use of stone for ornamentation shall conform to the recommendations of the Building Stone Institute.

B. Detail Requirements
1. Floors:
a. Floors shall be liquid-tight and sloped toward the aircraft door and apron.
b. Materials:
1. Floor sections shall be designed to accommodate the intended aircraft loading.
2. Floor sections shall be constructed of Portland Cement Concrete or Asphaltic concrete pavement and shall be sufficient to meet aircraft loads.

2. Aircraft Doors.
a. Types.
1. Vertical bi-fold.
2. Canopy.
3. Vertical lift.

b. Materials.
1. Door panels shall meet the applicable requirements for steel wall panels.

c. Electric door operators.
1. All electric controls shall be designed to meet NFPA 70 standards, including Article 513, Aircraft Hangars, and shall be "weatherproof".

3. Walk Doors
    a. All walk doors must meet state and local building code requirements.
    b. All walk doors must be constructed of metal.
    c. All walk doors must be equipped with a lockset- heavy-duty Schlage- Rhoads or equivalent, with an E-keyway.

4. Interior Partitions
    a. Areas shall meet state and local building code requirements.
5. Finishes
    a. Exterior
        1. Wall color shall be silver metallic
        2. Trim color shall be silver metallic
        3. Roof color shall be silver metallic
    b. Color samples must be submitted to the Airport Director and shall be approved by the Airport Director prior to painting.
6. Fire Extinguishers.
    a. Sufficient fire extinguishers shall be provided so that no part of the hangar structure is more than 75 feet away from an extinguisher.
    b. Extinguishers shall be wall mounted using compatible hardware adjacent to a fire exit, and clearly identified.
    c. Extinguishers shall meet NFPA 10 standards.
    d. Approved types.
        1. Multi-purpose Dry Chemical UL 20A-120 B/C.
        2. Carbon Dioxide UL 120 B/C.
        3. Halon 1211 UL 4A-80 B/C.
7. Utilities.
    a. Electricity.
        1. Underground electrical service will be furnished to a nearby distribution point.
        2. Connections to the building shall be the responsibility of the hangar owner(s).
        3. Interior wiring shall be the responsibility of the hangar owner(s).
        4. Separate meters will be required for each building.
        5. AH wiring shall be done in accordance with NFPA 70, including Article 513 (Aircraft Hangars).
    b. Telephone.
        1. Underground telephone service is optional and will be provided at the hangar owner's expense.
    c. Water.
        1. Potable water service is optional and will be provided at the hangar owner's expense.
        2. Service must be requested prior to start of construction.
        3. Connections to watermains will be provided upon main installation.
    d. Sanitary Sewer.
        1. Sanitary sewer service is optional and will be provided at the hangar owner's expense.
        2. Service must be requested prior to start of construction.
        3. Connections to sanitary sewer mains will be provided upon main installation.

e. Gas Service
    1. Underground gas service will be furnished to a nearby distribution center.
    2. Connections to building shall be the responsibility of the hangar owner(s).
    3. Separate meters will be required for each building.
    4. All connections shall meet state and local building codes.

8. Foundation
    a. The foundation must meet appropriate state and local building codes
9. Drainage
    a. Installation of gutters and roof drains may be required for the protection of adjacent structures.
    b. Connection of roof drains or area inlets to storm sewers may be required for the protection of adjacent structures.

C. Storage and Erection
1. Provide erosions control measures and, when required, implementation plan as required by governing agencies prior to start of site work.
2. Building material stored on site prior to erection shall be stacked on platforms or pallets covered with suitable watertight wind-resistant coverings.
3. Storage and erection shall be conducted in such a manner that there is no interference with aircraft operations from adjacent hangar sites or from elsewhere on the airfield.
4. Erection practices shall conform to the applicable ACI, AISC, and AITC standards.

D. Site Requirements
1. Approach paving
    a. Hangar owner will be responsible for approach paving from the hangar door to the taxiway.
    b. Approach paving shall be designed to accommodate the intended aircraft loading and a minimum of 3 inches of asphalt on an appropriate base course.
    c. Approach paving shall be graded appropriately, sloped away from building to taxiway and to meet existing grades between the buildings and taxiway.
2. Site Restoration
    a. Unpaved portions of the site shall be level graded and covered with a minimum of 4 inches of salvaged topsoil according to the requirements of WisDOT Specification 625.
    b. Top soiled areas shall be seeded and maintained in accordance with lease specifications.
3. External Storage
    a. External storage of materials of any kind will not be permitted.
        1. Parking will be provided on site.
        2. Parking on the hangar approach or taxiway will not be permitted.

E. Security Fence
1. Hangar owner must coordinate the removal of the existing chain link fence with the Airport Director before beginning construction.

2. Hangar owner will be responsible for maintaining a security fence during the construction process.
3. Hangar owner must erect a minimum 7-foot-high fence with 1-foot barb wire chain link security up to and between buildings. In coordination with the Airport Director, the existing security fence may be reused to meet this requirement. Fence poles must be a minimum of 2 inches, located a maximum of 3 inches from the building, and poured into a concrete base.

EXHIBIT D

Insurance Requirements for Independent Contractors and Vendors

Section 1 - Indemnification and Hold Harmless Clause (This language is required in all contracts):

_____ (Contractor / Vendor Name) agrees at all times during the term of the agreement to indemnify, hold harmless and defend the County, its Boards, Committees, Officers, Employees, Authorized Representatives and Volunteers against any and all liabilities, losses, damages costs or expenses (including, without limitation, actual attorney's and consultant's fees) which the County, its Boards, Committees, Officers, Employees and Representatives may sustain, incur or be required to pay by reason of or in any way related to bodily injury, personal injury or property damage of whatsoever nature or in connection with or in any way related to the performance of the work by _____ (Contractor/Vendor Name), its employees, agents and anyone employed directly or indirectly by any of them or by anyone for whose acts any of them may be liable, provided, however, that the provisions of this section shall not apply to liabilities, losses, charges, costs or expenses caused solely by or resulting from the gross negligent acts or omissions of the County, its Agencies, Boards, Committees, Officers, Employees, Authorized Representatives or Volunteers. It is agreed that Contractor/Vendor will be responsible for primary loss investigation, defense and judgment costs where this indemnification is applicable. Contractor's/Vendor's indemnity obligations shall not be limited by any worker's compensation statute, disability benefit or other employee benefit or similar law or by any other insurance maintained by or required of Contractor/Vendor. Nothing contained in this agreement is intended to be a waiver or estoppels of the County to rely 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, neither the municipality nor its insurer shall not be liable in indemnity and contribution for an amount greater than the limits of liability for municipal claims established by Wisconsin law.

Section 2 - Compliance with Laws, Regulations, Permits, Etc. Clause (This language is required in all contracts):

The _____ (Contractor/Vendor Name) shall comply with all Federal, State and local codes, laws, regulations, standards, and ordinances, including, without limitation, those of the Occupational Safety and Health Administration (OSHA), the Wisconsin Department of Safety and Professional Services and all County rules and orders governing the performance of the work performed by the Contractor/Vendor, its employees, agents and subcontractors or anyone employed directly or indirectly by any of them or by anyone for whose acts any of them may be liable. In addition, any material, equipment or supplies provided to the County must comply with all safety requirements as set forth by the Wisconsin Administrative Code, Rules of the Industrial Commission on Safety and all applicable OSHA Standards. Effective May 1, 2007 employers performing work on qualified public works construction projects in Wisconsin for municipal government and state building projects will be required to have a written substance abuse testing program in place. The provisions of this requirement are contained in Wisconsin Statute § 103.503.

Section 3 - Subcontractors Clause (This language is required in all contracts):

The _____ (Contractor/Vendor Name) shall require each of their Subcontractors to take out and maintain, during the life of their subcontract the same insurance coverages as required under section 6, below, including without limitation naming the County, its Boards, Committees, Officers, Employees, Authorized Representatives and Volunteers as additional insureds with respect to all commercial general liability insurance policies. Each Subcontractor shall furnish to the _____ (Contractor/Vendor Name) two (2) copies of all certificates of insurance in a form acceptable to the County. The _____ (Contractor/Vendor Name) shall furnish one copy of

each of the certificates of insurance, and any other evidence of insurance requested by the County, to the County prior to the commencement of any work to be performed by Contractor/Vendor or its Subcontractors. The County reserves the right to immediately terminate the contract with no liability or obligation to Contractor/Vendor or its Subcontractors, if the Subcontractor is not in compliance with these insurance requirements.

Section 4 - Proof of Insurance (This language is required in all contracts):

Policies shall be issued by a company or companies authorized to do business in the State of Wisconsin and licensed by the Wisconsin Insurance Department and having an "AM Best" rating of A- or better. Acceptance of Contractor's insurance by County shall not relieve or decrease the liability of the Contractor hereunder. Any deductible or self-insured retention amount or other similar obligation under the policies shall be the sole responsibility of the Contractor. Coverage afforded shall apply as primary and non-contributory, with the County, its Boards, Committees, Officers, Employees, Authorized Representatives and Volunteers named as **additionally insureds (with respects to any and all insurance policies identified in Section 6, as allowed by law)**. All liability insurance policies (except professional liability policies) to be maintained hereunder by Contractor/Vendor shall be occurrence based and not claims made policies. The County shall be given thirty (30) days advance notice of cancellation or nonrenewal of any and all required insurance coverages during the term of this agreement. Prior to the execution of this agreement, the _____ (Contractor/Vendor name) shall furnish the County with certificates of insurance (Acord Form 25-S or equivalent) signed by the insurer's representative and, upon request, certified copies of the required insurance policies and any other insurance related information, evidencing the insurance coverage requirements referenced below. **Certificates of insurance shall be sent to the following address: Outagamie County, Attention: Risk Administrator, 320 South Walnut Street, Appleton, WI 54911**. The County reserves the right to immediately terminate the contract with no liability or obligation to Contractor/Vendor or any of its Subcontractors, if the _____ (Contractor/Vendor Name) is not in compliance with these insurance requirements.

Section 5 – Applicable Law (This language is required in all contracts):

Any lawsuits related to or arising out of disputes under this agreement shall be commenced and tried in the Circuit Court of Outagamie County, Wisconsin and the County and _____ (Contractor/Vendor Name) shall submit exclusively and specifically to the jurisdiction of the Outagamie County Circuit Court for such lawsuits. This agreement will be governed and construed according to the laws of the State of Wisconsin.

Section 6 – Insurance Coverage Requirements:

This language is required in all contracts: The insurance requirements herein are minimum requirements for this Contract and in no way limit the indemnity covenants contained in this Contract. **Outagamie County in no way warrants that the minimum limits contained herein are sufficient to protect the Contractor/Vendor from liabilities that might arise out of the performance of work under this contract by the Contractor, it agents, representatives, employees or subcontractors, and Contractor is free to purchase additional insurance.** _____ (Contractor/Vendor Name) agrees that in order to protect itself and the County, its Boards, Committees, Employees, Authorized Representatives and Volunteers under the indemnity provisions of Section 1, it will at all times during the term of the agreement provide and maintain at its own expense, the following minimum limits of insurance covering its operations:

Minimum Insurance Coverages and Limits (Note to County Departments: these coverage amounts, except for worker's compensation, should be increased as the size of the project and the exposure risk increases. To determine adequate coverage limits, contact the Risk Administrator.)

1) Worker's Compensation & Employer's Liability
   a) Applicable State – Statutory Limits as Required by the State of Wisconsin
   b) Applicable Federal (e.g. U.S. Longshoremen's and Harbor Worker's Act, Admiralty (Jones) Act, and Federal Employer's Liability Act) – Statutory Limit
   c) Employer's Liability - $100,000 each occurrence / $100,000 each person (disease) / $500,000 total limit (disease)

   Add this language – Except as may be otherwise set forth herein, the County shall not be liable to _____ (Contractor/Vendor Name), its employees, or subcontractors, or anyone employed directly or indirectly by any of them or by anyone for whose acts any of them may be liable, for any injuries to any of them arising out of or in any way related to the performance of the work under this agreement. _____ (Contractor/Vendor Name) agrees that the indemnification and hold harmless provisions within this agreement extend to any claims brought by or on behalf of any such employees, subcontractors or anyone employed directly or indirectly by any of them or by anyone for whose acts any of them may be liable.

2) Automobile Liability – Owned, Non-Owned, Hired
   a) Bodily Injury and Property Damage Combined - $1,000,000 for bodily injury and property damage per occurrence limit covering all vehicles to be used in connection with the performance of Contractor's/Vendor's obligations under this Agreement.
   b) Coverage for commercial automobile liability insurance shall be at least as broad as Insurance Services Office (ISO) Business Auto Coverage (Form CA 0001), covering Symbol 1 (any vehicle).

   Add this language - If Contractor/Vendor/Subcontractor or Contractor's/ Vendor's/Subcontractor's employees use personal vehicles to perform any services or work to be performed by Contractor/Vendor or Subcontractor under this Agreement, the Contractor/Vendor/Subcontractor must provide, to the County, a copy of the Certificate of Insurance (and any other documentation requested by the County) for Personal Automobile Liability coverage for each employee of Contractor/Vendor/Subcontractor who will be using their personal vehicle to perform such services or work as evidence of satisfactory compliance.

3) Commercial General Liability (Including Broad Liability Endorsement)
   a) Bodily Injury and Property Damage Combined - $1,000,000, Each Occurrence
   b) Personal Injury - $1,000,000
   c) X,C,U - $1,000,000 Each Occurrence
   d) Coverage for commercial general liability insurance shall be at least as broad as Insurance Services Office (ISO) Commercial General Liability Coverage (Occurrence Form CG 0001)

4) Umbrella or Excess Liability
   a) $1,000,000 following form excess of the primary General Liability, Automobile Liability and Employers Liability Coverages.

Other Insurance Coverage's & Minimum Limits (use as necessary)
(Note to County Departments: these coverage amounts should be increased as the size of the project and the exposure risk increases. To determine the adequate coverage limits, contact the Risk Administration Department.)

1) Professional Liability (*This coverage is needed when any intangible item is involved such as, but not limited to, the use of architects, engineers, testing services and consultants.*)

a) Coverage Limit - $1,000,000 per claim or event

Add this language – The _____ (Contractor /Vendor Name) shall maintain insurance covering negligent acts, errors and omissions, arising out of performance of, or the failure to perform, any professional services required under this Agreement. Additionally, the _____ (Contractor/Vendor Name) shall require its consultants and their sub-consultants, if any, to maintain professional liability insurance. If the policy coverage is a claims made policy and not occurrence based, then all such insurance coverages shall be maintained for a minimum of ten (10) years following completion or earlier termination of the Project.

2) Completed Operations (*This coverage is needed for any construction or installation project.*)
   a) $1,000,000 / Each Accident

   Add this language – Coverage shall be maintained for a period of two (2) years after the final payment to Contractor/Vendor.

3) X,C,U [*This coverage is needed for the following: (**X** – use of explosives that might damage property), (**C** – covers property damage rising out of the following: grading of land, excavation, burrowing, filling or backfilling, tunneling, pile driving, or coffer dam or caisson work; also includes moving, shoring, underpinning, razing, or demolition of any building or structure.), and (**U**- underground damage; includes damage to wires, conduits, pipes, mains, sewers, tanks, tunnels, or any similar property beneath the surface of the ground or water caused by and occurring during the use of mechanical equipment for the purpose of grading land, paving, excavating, drilling, burrowing, filling backfilling or pile driving)*:
   a) $1,000,000 / Each Accident
4) Product Liability (*This coverage is needed in instances such as, but not limited to, a vendor serving food at the Airport Restaurant.*)
   a) $1,000,000 / Each Accident

   Add this language – Coverage shall be maintained for a period of two (2) years after the final payment to Contractor/Vendor.

5) Malpractice / Professional Liability (*This coverage is needed for all contracted medical services, including but not limited to, assisted physician services, laboratory equipment maintenance, and patient testing.)*
   a) In an amount not less than $1,000,000 per occurrence and $3,000,000 in the aggregate

   Add this language – For claims made, the retroactive date of coverage for all policies in force during this agreement shall be not later than the inception date of the agreement. Coverage shall be extended beyond this agreement and policy year either by a supplemental extended reporting period for at least two (2) years after the termination of this agreement or by providing a retroactive date no later than the inception date of this agreement for any policy issued within two (2) years after the termination of this agreement.

6) Pollution Liability *(This coverage is needed if an agreement involves a hazardous substance such as but not limited to waste oil, waste batteries, etc.)*
   a) In an amount not less than $1,000,000 per occurrence and $2,000,000 in the aggregate (with 1 year extended reporting period)

7) Aircraft Liability (*This coverage is needed if the agreement involves the use of any aircraft.*)
   a) Piston - $5,000,000 per occurrence
   b) Jet - $25,000,000 per occurrence

8) Cyber/Privacy Liability (*This coverage is needed for Contracted vendors who maintain protected personal information ("personal information" means information that identifies an individual, including an individual's photograph, social security number, driver identification number, name, address (but not the 5-digit zip code), telephone number, and medical or disability information, financial information such as credit information, etc.) concerning clients and/or employees of Outagamie County*)

a) $1,000,000 per occurrence / $3,000,000 aggregate

Add this language - Coverage shall include, but not be limited to, coverage for unauthorized access, denial of service attacks, computer viruses, transmission of malicious code, and failure of security; breach of privacy and the failure to protect and disclosure of personally identifiable information, payment card information, and health information; and violation of any federal, state or local law or regulation in connection with the protection of information, including coverage for fines and penalties to the extent allowed by applicable law. If such policy is a "claims made" policy, all renewals thereof during the life of the Contract shall include "prior acts coverage" covering at all times all claims made with respect to Contractor's work performed under the Contract

Please contact the Risk Administrator (extension 5494) for further questions.

EXHIBIT E

APPLETON AIRPORT
INTERNATIONAL

AIR OPERATIONS AREA (AOA) AWARENESS PROGRAM

49 CFR Part 1542.213 (c) requires that the airport operator may not authorize an individual access to the AOA unless that individual has been provided information in accordance with the airport security program.

DEFINITIONS

Security Identification display area (SIDA) – A portion of the airport which requires the display of one's ID badge. (See attached SIDA/ Secured Area Map)

> **Terminal SIDA** – The concrete apron surrounding the terminal concourse, the baggage makeup areas west of the airline operations offices, and the incoming baggage staging areas south of the baggage carousels.
>
> **Air Cargo SIDA** – The concrete apron east of the air freight facility. The western portion of the Fed Ex building used for receiving, sorting, loading, or unloading cargo and the concrete apron west of the facility.

Secured Area – A portion of the airport, where airport operators enplane and deplane passengers and sort and load baggage, and any adjacent areas that are not separated by adequate security systems, measures, or procedures. All secured areas are called SIDA's and require the display of one's ID badge.

Air Operations Area – A portion of the airport that includes aircraft movement areas, aircraft parking areas, loading ramps, safety areas, and any adjacent areas (such as general aviation areas) that are not separated by adequate security systems, measures, or procedures. This area does not include the secured area and does NOT require a SIDA badge be worn.

Airport Security Coordinator – The airport operator's primary contact for security- related activities and related communications with the TSA. At the Appleton International Airport, the Airport Security Coordinator is Gary Wunsch, Deputy Chief Airport Department of Public Safety. The alternate ASCs are the terminal maintenance supervisor and the ADPS Fire Chief.
The Security Coordinator can be reached at (920) 832-2186 or (920) 419-2215.

RESPONSIBILITIES

Transportation Security Administration – Federal oversight responsibility including the publishing of safety and security regulations, and monitoring and ensuring compliance with those regulations.

Airport Operator – The entity issued an airport operating certificate by the FAA under FAR Part 139, which enables that entity to conduct airport operations subject to FAA regulations and oversight. The airport operator's role includes development of the airport security program and compliance with applicable Transportation Security Regulations, including providing law enforcement support.

EXHIBIT E

Approved Individual

Each Person shall:

1. Stay in the designated work areas at all times
2. Provide photo identification upon request from ADPS or TSA Officers while in this area.
3. Be under Escort at all times.

No person shall, or cause another person to:

1. Tamper with a locking mechanism that would cause a secure door to not function properly.
2. Attempt to perform unauthorized self-testing of any security system or procedure.
3. Attempt to gain access to the AOA, SIDA, or secured area via methods not outlined in the security plan.
4. Enter, or be present within, a secured area, AOA, SIDA or sterile area without complying with the systems, measures, or procedures being applied to control access to, or presence or movement in, such areas.
5. Divulge, record, transmit, or give the pass code to another.

VEHICLE OPERATIONS/RESTRICTIONS

All unescorted vehicles authorized in these areas are identified with a beacon, or orange and white checked flag, on the top of the vehicle. All personnel entering the SIDA must wear identification authorizing them to be in this area or be escorted by an individual who has been granted unescorted access to the SIDA. Vehicles in the SIDA are limited to:

1. Vehicles owned and operated by Appleton International Airport and used in direct support of air operations, maintenance and fire fighting.
2. Vehicles operated by airlines and used in support of air carrier operations and maintenance.
3. Vehicles owned and operated by the Federal Government and used in direct support of NAVAID maintenance and repair.
4. FBO vehicles used in support of general aviation and air carrier operations.
5. Construction vehicles with the appropriate markings and authorized by the Airport Security Coordinator.

TSA SECURITY INSPECTION ENFORCEMENT ACTIVITES:

** The TSA randomly conducts inspections of our facility and tests our security practices. If a security breach is found, we can be fined up to $10,000.
** The Outagamie County has an ordinance that addresses security violations. Violations of this ordinance may result in a progressive fine. $10.00 first offense, $25.00 second offense and $50.00 for third offense. The Airport D.P.S., Sheriff's Dept. and Airport Director have authority to issue these fines.

1. Allowing someone to piggyback through secure door/gate.
2. Not following stop/wait policy at vehicle gates.

LAW ENFORCEMENT

The Appleton International Airport operated under a TSA approved Flexible Response system. Under this system, the Outagamie County Sheriff's Department will respond, within minutes of being summoned, with a uniformed Sheriff's Deputy to any event requiring a law enforcement officer.

The Airport Department of Public Safety phone number is (920) 832-1633.

APPLETON AIRPORT
INTERNATIONAL

Air Operations Area (AOA) Training Certification
EXHIBIT E.1

I certify that I have received and read the Appleton International Airport Air Operations Area (AOA) training program.

I also certify that I understand the responsibilities associated with obtaining access to the AOA

PRINTED NAME DATE

SIGNATURE

COMPANY NAME

HANGAR LAND LEASE AGREEMENT
LOT# 16

BETWEEN

OUTAGAMIE COUNTY

AND

MILIS ENTERPRISE, LLC

TABLE OF CONTENTS

ARTICLE		PAGE NO.
I	TERM AND EXTENSION	2
II	LEASED PREMISE-PURPOSE	3
III	FEES AND RENTALS	3
IV	GENERAL AVIATION HANGAR BUILDING MINIMUM SPECIFICATIONS	4
V	RESTRICTIONS UPON USAGE AND CONST.	4
VI	RIGHTS AND PRIVILEGES OF LESSEE	4
VII	OBLIGATIONS OF LESSEE	5
VIII	LESSOR'S RIGHT TO MORTGAGE LEASEHOLD INTEREST	9
IX	RIGHTS AND PRIVILEGES OF THE LESSOR	11
X	OBLIGATIONS OF THE LESSOR	12
XI	INSURANCE	12
XII	INDEMNIFICATION AND HOLD HARMLESS	13
XIII	SUBLEASE OR ASSIGNMENT	14
XIV	DEFAULTS AND REMEDIES	14
XV	CANCELLATION BY LESSEE	16
XVI	REMEDIES CUMULATIVE; NO WAIVER	16
XVII	INDEPENDENCE OF CONTRACT	17
XVIII	WAIVER OF SUBROGATION	17
XIX	SEVERABILITY	17
XX	SECURITY PLAN	17
XXI	RULES AND REGULATIONS	18
XXII	NOISE ABATEMENT	18
XXIII	EPA STANDARDS	19
XXIV	ENVIRONMENTAL MATTERS	19
XXV	DELINQUENT CHARGES	19
XXVI	SUCCESSORS AND ASSIGNS BOUND	20
XXVII	GOVERNING LAW; VENUE FOR DISPUTES	20
XXVIII	ENTIRE AGREEMENT	20
XXIX	HOLDOVER POSSESSION OF PREMISES BY LESSEE	20
XXX	RIGHTS UPON TERMINATION	20
XXXI	PARAGRAPH HEADINGS	21
XXXII	NOTICES	21

HANGAR LAND LEASE AGREEMENT

THIS AGREEMENT, made and entered into this _____day of _____, 2024 by and between OUTAGAMIE COUNTY, a municipal corporation, hereinafter referred to as "Lessor" and Milis Enterprise, LLC, a Land Lessee hereinafter referred to as "Lessee".

PRELIMINARY RECITALS

The Lessor is the owner and operator of Appleton International Airport, an airport situated in Outagamie County, Wisconsin (the "Airport").

The Lessee desires to lease from the Lessor a parcel of land at the Airport to be used for the construction of an aircraft storage facility (a hangar).

NOW, THEREFORE, in consideration of the mutual promises of the Lessor and Lessee as set forth below, the Lessor and Lessee agree as follows:

ARTICLE I
TERM AND EXTENSION

1. Commencement: This Agreement shall commence on May 1, 2024, and shall terminate on April 30, 2054, for a thirty (30) year period unless terminated sooner as permitted by this Agreement.

2. Renewal Option: Lessee shall have two (2) five (5) year options to renew this lease subject to the terms and conditions hereof, including the provisions governing the renegotiations of rental fees, unless no later than 180 days prior to the expiration of the Lease, the Lessee or Lessor serves upon the other notice in writing by registered mail addressed to such person at the address herein set forth stating the intention not to renew this lease.

A. Notice to exercise the option to renew this lease shall be submitted to the Lessor in writing 90 days prior to the expiration date at the address herein set forth.

B. Upon receipt of notice to exercise option, the Lessor shall prepare an addendum to the Lease agreement, which shall reflect the Lessor's current terms and conditions for Hangar Land Leases. Any modifications to the lease terms and conditions shall commence with the start of the option period.

ARTICLE II
LEASED PREMISES-PURPOSE

The Lessor leases to the Lessee the following described portion of the Airport and unless specifically stated otherwise, is referred to in this Agreement as the "Leased Premises".

A parcel of land approximately 85.93 feet wide by 70 feet long and containing approximately 6,015 square feet located south of Runway 3/21 hereinafter referred to as the "GA Area", which is more specifically shown on Exhibit A which is attached to and made a part of this Agreement. The leased parcel is to be used for the construction of a hanger facility by Lessee that will be used for the following purposes:

A. The inside storage of aircraft owned by Lessee and the storage of related materials and supplies and for no other purpose unless approved in writing by the Lessor.
B. Construction of hangar for lease or for sale by Lessee requires the following:
    1. If for lease, requires a Hangar Keepers agreement with Lessor
    2. If for resale, requires approval from Lessor to assign lease

ARTICLE III
FEES AND RENTALS

1. Rent: From and after the commencement date, Lessee agrees to pay Lessor the amounts semi-annually specified in EXHIBIT B as amended as described herein, payable in advance of the first day of billing period, for the duration of this agreement. No demand for payment need at any time be given; it shall be the duty of the Lessee to pay all monies when due.

2. Calculations of rentals for Leased Premises shall be adjusted by 3% on the third (3rd) anniversary of the commencement date and every three years thereafter during the initial term and any extension term, if exercised.

3. Pro-ration of Rents: In the event that the commencement or termination of the term, with respect to any of the particular premises, facilities, rights, licenses, services, and privileges herein provided, fall an any other date than the first or last day of a calendar month, the applicable rentals, fees, and charges for that month shall be paid pro-rata according to the number of days in that month during which said privileges were enjoyed.

4. Lessee agrees to pay an assessment for the cost of installation of sewer and water utilities to the subject property. Such costs to be determined by the Airport Director and will be prorated to fairly apportion the total cost of such utility installation among potential users. Such assessment shall not exceed actual costs

incurred. Costs shall include, but not be limited to, costs of materials, engineering costs, costs of installation, and utility district assessments. The method of payment of the assessment shall be determined by the Airport Director.

ARTICLE IV
GENERAL AVIATION HANGAR BUILDING MINIMUM SPECIFICATIONS

The provisions set forth in Exhibit "C" entitled Appleton International Airport General Aviation Hangar Building Minimum Specifications and any subsequent amendments thereto, are incorporated by reference and are made a part of this. If this Agreement and the Appleton International Airport General Aviation Hangar Building Minimum Specifications are in conflict in what they require of the Lessee, or in what they obligate the Lessee to do or not to do, the Appleton International Airport General Aviation Hangar Building Minimum Specifications shall control.

ARTICLE V
RESTRICTIONS UPON USAGE AND CONSTRUCTION

The property, which is the subject of the Lease, shall be used only for aviation related purposes as the term is defined in FAA regulations. Any improvements, including all buildings and appurtenance thereto, which may be constructed upon the Leased Premises, shall abide by all FAA regulations. In addition to meeting FAA regulations, all such improvements and their proposed locations shall be in accord with any other federal, state, or local building codes and/or other restrictions.

ARTICLE VI
RIGHTS AND PRIVILEGES OF LESSEE

Subject to the terms and conditions hereinafter set forth, Lessee is hereby given the following rights and privileges.

1. Ingress and Egress – Subject to rules and regulations governing the use of the Airport as may be established by the Lessor, the Lessee, its employees, suppliers of materials, furnishers of service, sub-lessees, business visitors, and invitees shall have the right of ingress and egress to and from the Premises leased exclusively to Lessee.

2. Quiet Enjoyment – The Lessor covenants that upon paying the rent and performing the covenants and conditions herein contained, Lessee shall peacefully and quietly have, hold, and enjoy the Leased Premises for the term of this Agreement. Lessee agrees that temporary inconveniences, such as noise, disturbances, traffic detours, temporary inaccessibility and the like, caused by or associated with the construction of Airport improvements or Airport events shall not constitute a breach of quiet enjoyment of the Leased Premises.

3. Storage – Lessee has the right to store aircraft on Lessee's Leased Premises; however, Lessee shall not engage in any other business or operation without the written consent of the Lessor. Lessee understands that a violation of this paragraph is a material default and breach of the Agreement, which gives the Lessor the rights set forth in Article XII.

4. Aeronautical Facility Use – Lessee shall be permitted to use, in common with others, existing and future aeronautical facilities at the Airport as they may exist or be modified, augmented, or deleted from time to time. These facilities include, but are not limited to the landing areas, their extensions and additions, roadways, aprons, and any air navigation facilities or other conveniences for the flying, landing, and taking-off of aircraft. Nothing herein shall prohibit the Lessor from modifying, augmenting, or deleting any such facilities.

5. Nonexclusive Use – This agreement shall not be construed in any manner to grant Lessee or those claiming under it the exclusive right to the use of the premises and facilities of the Airport other than those premises leased exclusively to the Lessee hereunder. Lessor reserves and retains the right for the use of the Airport by others who may desire to use the same pursuant to applicable laws, ordinances, codes, and rules and regulations pertaining to such use.

6. Sub-lease of hangar (requires Hangar Keepers Agreement) or lease assignment if so approved by Lessor. The Lessee shall not be allowed to sub-lease or re-lease land only.

ARTICLE VII
OBLIGATIONS OF LESSEE

Except as otherwise specifically provided herein, Lessee shall have the following obligations.

1. Conditions of Premises – Lessee accepts the Leased Premises in its present condition and, without expense to the Lessor, will maintain any installation thereon.

2. Construction – Lessee shall construct an aircraft storage unit (hangar) on the Leased Premises. A final set of construction plans that have been approved and stamped by a registered, professional engineer shall be submitted to and approved by the Airport Director before any construction begins. The construction plans shall include a site plan. The site plan shall include the location of utilities and utility connections, existing and proposed grades, site drainage information, paving details and all other items on the "Development Checklist." Lessee acknowledges having received a copy of the

"Development Checklist." Lessee is prohibited from deviating from the Lessor approved construction plans without written permission from the Lessor. Construction must begin within six (6) months from the execution of this Agreement and must be completed within six (6) months from the time construction begins. Construction scheduling and operations shall be coordinated with, and approved by the Airport Director before construction shall begin, such approval not to be unreasonably withheld. Lessee shall restore any and all portions of the Airport that are disturbed by Lessee or its contractors during construction at its expense, to the same condition as before construction began.

3. Maintenance, Exterior Storage, and Housekeeping – Lessee shall at its expense, keep, maintain, and repair the Leased Premises, any improvements thereto, and all equipment and buildings in a presentable and operable condition, consistent with good business practices, and in a manner preserve and protect the general appearance and value of other premises in the immediate vicinity. This shall include, but not be limited to roof, exterior painting, all doors, paved areas, lighting, grass, and landscaped areas within lease lines.

   Lessee further agrees that there will be no outside storage of equipment, materials, supplies, or damaged or partially dismantled aircraft on the Leased Premises, and will remove at its expense all trash, garbage, and drain oil, and not deposit the same on any part of the Airport except temporarily in conjunction with collection or removal.

   In the event Lessee does not keep the Leased Premises in a presentable condition, the Lessor has the right to issue a written notice to remedy the condition forthwith. Should Lessee fail to perform satisfactorily within ten (10) days of such notification, or show cause for extension of said time period, the Lessor shall have the right to perform, or have performed by an outside contractor the necessary work without liability, and Lessee aggress to pay the Lessor one hundred twenty five percent (125%) of such expenses within fifteen (15) days upon invoice receipt.

   In the event of fire or any other casualty to buildings or other structures owned by Lessee, Lessee shall either repair or replace the building or remove the damaged building and restore the Leased Premises to its original condition; such action must be accomplished within one hundred twenty (120) days of the date the damage occurred. Upon petition by Lessee, the Lessor may grant, at its sole discretion, an extension of time if warranted.

4. Commercial Operations – Lessee warrants that no commercial operations of any kind, including maintenance of aircraft for payment, or flight instruction for payment are permitted within or near the Leased Premises.

5. Additions of Alterations – Lessee shall have the right during the term of this Lease to make alterations, attach fixtures, or make other changes to the

structure in or upon the Leased Premises upon advance written approval of plans by the Airport Director.

6. Signage and Illumination – Lessee will not paint upon, attach, exhibit or display in or about the said Leased Premises any sign without the written consent of the Airport Director first being obtained regarding the nature and construction of said sign, such approval not to be unreasonable withheld.

7. Locks and Gate Access – Lessee agrees that all walk doors will be equipped with a heavy-duty lockset sufficient to meet all security requirements. One key shall be provided to Lessor. In the event Lessor needs to access Lessee's hangar and Lessor has not been issued a key, Lessor reserves the right to remove the lock. Lessee shall be responsible for charges associated with removal of the lock and cost of the new lock. Lessee shall pay a $10.00 as a deposit for each gate key. Gate keys shall not be duplicated. When a gate key is lost, stolen or unaccountable, it must be immediately reported to the Airport Public Safety at (920) 832-1633. The fee for a replacement gate access key is $10.00. Lessee agrees that the above-mentioned gate will remain locked in accordance with the Airport Security Plan (Article XXI). If the gate is inoperable or incapable of being fully closed, Public Safety must be notified.

8. Utilities – Lessee agrees to provide its own connections with utilities and to make separate arrangements with the agencies responsible for these utilities. Lessee shall pay for all utility service supplied to the Leased Premises, and if required by the utility agencies as a condition of providing the services, Lessee will install and pay for standard metering devices for the measurement of such services. In the event it shall become necessary to make utility service or facility changes, Lessee will either make such changes and installations, at its expense, as directed and required by the utility organizations, or pay the utility organization for such changes made. The Lessor shall have the right, without cost to the Lessee, to install and maintain in, on or across the Leased Premises, sewer, water, gas, electric, and telephone lines, electric substations, or other installations necessary to the operation of the Airport, or to service other tenants of the Lessor; provided, however, that the Lessor shall carry out such work and locate any above ground structures in a manner so as not to unreasonably interfere with the Lessee's use of the Leased Premises.

9. Discrimination – Lessee, for itself, its personal representatives, successors in interest, and assigns, as a part of the consideration thereof, does hereby covenant and agree that: a) no person on the grounds of race, sex, color, physical handicap, or national origin shall be excluded from participation in, denied the benefits of, or otherwise subjected to discrimination in the use of said facilities, b) that in the construction of any improvements on, over, or under such land and the furnishings of services, thereon, no person on the grounds of race, sex color, physical handicap, or national origin shall be

excluded from participation in, denied the benefits of, or otherwise be subjected to discrimination, and c) that the Lessee shall use the Leased Premises in compliance with all other requirements imposed by or pursuant to Title 49, Code of Federal Regulations, Department of Transportation, Subtitle A, Office of the Secretary, Part 21, Nondiscrimination in Federally-Assisted programs of the Department of Transportation-Effectuation of Title VI of the Civil Rights Act of 1964, and as said Regulations may be amended.

10. Costs of Enforcement – Lessee covenants and agrees to pay and discharge all reasonable costs, attorneys' fees, and expenses that shall be made and incurred by the Lessor in the enforcing the covenants and agreements of this Lease.

11. Taxes, Licenses, and Permits – Lessee shall obtain and keep current all municipal, county, state and federal licenses and permits that may be required in its operation. Also, the Lessee will bear, pay, and discharge all taxes, assessments and levies of every nature and kind which may be taxed, charged or assessed lawfully against the Leased Premises and improvements thereon, or which may be lawfully levied or imposed upon the leasehold by a governmental agency.

12. Liens – Lessee agrees to promptly pay all sums legally due and payable on account of any labor performed on, or materials furnished for the Leased Premises. Lessee shall not permit any liens to be placed against the Leased Premises on account of labor performed or material furnished, and in the event such a lien is placed against the Leased Premises, Lessee agrees to save the Lessor harmless from any and all such asserted claims and liens and to remove or cause to be removed any and all such asserted claims or liens as soon as reasonably possible.

13. Parking – Lessee agrees to prohibit vehicle parking on the Airport premises other than those vehicles specifically associated with the use of the Leased Premises, and no other. Lessee, its employees, sub-lessees, guests and invitees shall park only on Lessee's Leased Premises. Lessee, its agents or guests, are expressly prohibited from operating any vehicle on any area of the Airport considered a "movement area" by the Federal Aviation Administration, and agrees to hold Lessor indemnified from any such incursions. Lessee shall at all times comply with posted signs regulating the movement of vehicles.

14. Laws, Ordinances, Rules and Regulations – Lessee shall comply with, at its own expense, all applicable federal, state, or local laws, ordinances, rules or regulations of the Airport now in effect or hereafter promulgated. Any violation of this paragraph shall be construed as a material breach of this Lease Agreement authorizing the termination thereof at the election of the Airport Director, unless Lessee, upon receipt of written notice, takes immediate remedial measures acceptable to the Airport Director.

15. Storage of Flammable Fluids – Lessee agrees that the storage of gasoline or other flammable fluids in bulk quantities shall be limited to the Airport Fuel Farm or to such area as designated by the Airport Director. Lessee agrees that the storage of all other gasoline or flammable fluids shall be in an approved steel locker labeled "FLAMMABLE". The Airport Director may, in his discretion, prohibit or impose restrictions on the storage of said materials if, in the Director's opinion, the storage is determined as a safety hazard. The disposal of any hazardous chemicals or fluids on the Airport premises is prohibited. The Lessee further agrees not to transport, or cause to be transported, onto airport premises, gasoline or other flammable fluids for the purpose of self-fueling aircraft. The Lessee further agrees that fueling of aircraft on airport premises will be done only at airport approved locations or facilities.

16. Snow Plowing – Lessor agrees to be responsible for the plowing of snow on runways and taxiways, consistent with priorities established and specified in the Airport Snow and Ice Control Plan. It shall be the Lessee's responsibility to remove any snow on pavement areas from taxiway to their hangar. Lessee shall also be responsible for removing snow in vehicle parking stalls.

ARTICLE VIII
LESSOR'S RIGHT TO MORTGAGE LEASEHOLD INTEREST

1. Lessee shall at all times have the right to encumber by mortgage or other instruments, as security for an actual indebtedness, all of Lessee's right, title and interest in this Ground Lease including without limiting the generality of the foregoing, its right to use and occupy the Leased Premises together with its rights and interests in and to all Lessee's improvements now or hereafter placed on the Leased Premises; in all respects, however, subordinate and inferior to Lessee's fee interest or estate and its rights, title, privileges, liens or interests as provided in this Ground Lease and subject to all the covenants, terms and conditions of this Ground Lease and all the rights and remedies of Lessor hereunder. It is expressly understood and agreed that Lessee in no event shall have the right to encumber Lessor's fee interest or reversionary estate in any way. In the issuance of any mortgage or other instrument by Lessee, as security for an actual indebtedness, Lessee shall specifically exclude all the right, title interest and estate of Lessor.

2. Upon the written request of any such Mortgagee, or other secured person (hereinafter referred to as the Mortgagee) giving its address, Lessor shall mail to such Mortgagee at such address a duplicate copy of any and all written notices which Lessor may, from time to time, give to or serve upon Lessee under the terms of this Ground Lease.

3. To the extent that Lessee may grant the right to such Mortgagee under this Ground Lease, the Mortgagee may at its option at any time before termination of

this Ground Lease pay any amount or do any act or thing required of Lessee by the terms of this Ground Lease; and all payments so made and all acts or things so done and performed by such Mortgagee shall be as effective to prevent a termination of the Ground Lease or forfeiture of Lessee hereunder as the same would have been if done and performed by Lessee. Any such mortgage or other instrument given as security for an actual indebtedness of Lessee may provide, if Lessee so desires, that as between such Mortgagee and Lessee, said Mortgagee, on making good any default or debits of Lessee, shall thereby be subrogated to any and all of the rights of Lessee under the terms and provisions of this Ground Lease.

4. Such Mortgagee of Lessee's leasehold estate under a leasehold mortgage given pursuant to the provisions of this paragraph, shall not become personally liable for the obligations of Lessee under this Ground Lease unless and until it becomes the owner of Lessee's leasehold estate by foreclosure, assignment in lieu of foreclosure or otherwise, and thereafter shall remain liable for such obligations only so long as it remains the owner of such leasehold estate. In the event such Mortgagee becomes the owner of Lessee's leasehold estate as aforesaid, it may assign this Ground Lease provided all other requirements of this Ground Lease regarding assignment are satisfied. Lessor consent will not be unreasonably withheld.

5. The mortgage shall provide that, notwithstanding any other provisions of the mortgage, in the event of any default in the performance or observance of any of the terms and conditions of the mortgage, or the note or other indebtedness secured thereby (which such default shall not have been cured within the grace periods therefore accorded to Lessee, as Mortgagor, in the Mortgagee), the Mortgagee shall give written notice to Lessor of the continuance of such default and shall grant to Lessor an additional period (over and above any such grace periods) of ten (10) days from the date of Lessor's receipt of such notice within which to cure such default, and shall provide that any payment made by Lessor pursuant to such provision shall be recognized by the Mortgagee as fully as if made by Lessee; provided, however, that neither such provision nor any other provision of the mortgage shall be construed so as to impose any liability whatsoever on Lessor to make any payment or to perform or observe any covenant or condition of the mortgage or note or other indebtedness secured thereby.

6. The mortgage may provide for the assignment to the Mortgagee of any rents due and payable to Lessee with respect to any sublease or occupancy of portions of the property by parties other than Lessee. Said assignment of rents will be effective only upon default in the payment or performance of any obligations imposed by the terms of the mortgage or note or other indebtedness secured thereby; and the Lessee's right to collect rents from the subtenants shall be subordinate to the right of mortgage, in the event of a default under the mortgage, to collect such rents.

ARTICLE IX
RIGHTS AND PRIVILEGES OF THE LESSOR

Lessor, in addition to any rights herein retained by it, reserves the following privileges:

1. Lessor Representative – The Airport Director is hereby designated as the official representative for the enforcement of all provisions in this Agreement with full power to represent the Lessor in dealings with the Lessee in connection with the rights and obligations herein provided, actions relating to policy determination, modification of this Agreement, subsequent permissive authorization under this Agreement, termination of this Agreement, and any similar matters affecting the terms of this Agreement.

2. Airport Development – The Lessor has the right, but shall not be obligated to Lessee, to develop or improve the landing areas and other portions of the Airport as it sees fit, regardless of the desires or views of the Lessee, and without interference or hindrance. If the development of the Airport requires it, the Lessor has the right to either:
    a. Substitute another parcel of land for the Leased Premises and relocate Lessee's improvement(s) to that new parcel at no cost to the Lessee, or
    b. Purchase Lessee's improvements at fair market value, established by appraisal by a registered appraiser selected by mutual agreement, and terminate this Agreement. In the event of a substitution and relocation or a purchase and Agreement termination as permitted by this section, the Lessor shall have no liability to the Lessee for any loss, expense, damage or cost of any nature whatsoever that results from or is occasioned by the substitution and relocation or the purchase and Agreement termination.

3. Access to Leased Premises – To the extent necessary to protect the rights and interests of the Lessor, or to investigate compliance with the terms of this agreement, the Airport Director or his designee shall at any and all times have the right to inspect the Leased Premises, including all buildings, structures, and improvements erected thereon, subject to reasonable notice given to Lessee.

4. War, National Emergency, Riot, or Natural Disaster – During time of war, national emergency, riot, or natural disaster, the Lessor shall have the right to lease the entire airport or any part thereof to the United States Government or State of Wisconsin for military or National Guard use; and, if any such lease is executed, the provisions of this instrument, insofar as they are inconsistent with the provisions of the lease to the Government, shall be suspended.

5. Aerial Approaches – The Lessor reserves the right to take any action it considers necessary to protect the aerial approaches and transition surfaces of the Airport against obstructions, together with the right to prevent Lessee or sub-lessee from erecting, or permitting to be erected, any building or other structure on the Airport which, in the opinion of the Lessor, would limit the usefulness of the Airport or constitute a hazard to aircraft.

6. Unrestricted Right of Flight – There is hereby reserved to the County of Outagamie, Wisconsin, its successors and assigns, for the use and benefit of the public, a free and unrestricted right of flight for the passage of aircraft in the airspace above the surface of the premises herein conveyed, together with the right to cause in said airspace such noise as may be inherent in the operation of aircraft, now known or hereafter used for navigation of or flight in the air, using said airspace or landing at, taking off from, or operating on or about the Airport.

ARTICLE X
OBLIGATIONS OF THE LESSOR

Except as otherwise specifically provided herein, Lessor, during the term of this Lease, shall, within its financial ability, operate, maintain, and keep in good repair all appurtenances, facilities, and services now or hereafter connected with the Airport including, without limiting the generality hereof, all field lighting and other appurtenances, facilities, and services which Lessor has agreed to furnish and supply herein; provided, however, that Lessor shall not be required to perform maintenance and make repairs occasioned by the negligence of Lessee or guests. However, Lessor may perform such maintenance or make such repairs and charge the cost of same to Lessee, and Lessee aggress to reimburse Lessor for all costs incurred by Lessor in performing such maintenance and repair work. Lessor shall keep the Airport free from obstructions, including the clearing and removal of snow, grass, stones, or other foreign objects, as reasonably necessary and with reasonable promptness in accordance with established priorities, from the runways and taxiways, for the safe, convenient and proper use of the Airport by Lessee, and shall maintain and operate the Airport in all respects in a manner at least equal to the standards or ratings issued by the Federal Aviation Administration (FAA) for airports of substantially similar size and character.

ARTICLE XI
INSURANCE

1. Lessee shall comply with all Federal, State and local codes, laws regulations, standards, and ordinances, including those of the Occupational Safety and Health Administration (OSHA), the Wisconsin Department of Industry, Labor and Human Relations (DILHR) and all County rules and orders governing the performance of the work.

2. In order to protect itself and the County, its Officers, Boards, Employees or Representatives under the indemnity provisions of the paragraph above, Lessee will at all times during this Agreement keep in force as insurance as described in Exhibit D.

3. Limits established herein shall be subject to five (5) year review and may be increased by the Lessor due to general inflationary conditions provided at least sixty (60) days notice of such increased requirements shall be given to the Lessee.

4. Policies shall be issued by a company or companies authorized to do business in the State of Wisconsin and licensed by the Wisconsin Insurance Department. Coverage afforded shall apply as primary, with the County, its Boards, Officers, Employees and Representatives as additional insured's. The Lessor shall be given thirty (30) days advance notice of cancellation or non-renewal during the term of this Agreement. Upon execution of this Agreement, Lessee shall furnish Lessor with a certificate of insurance and, upon request, certified copies of the required insurance policies, which said certificate policy copies shall be filed with the Office of the County Clerk of Outagamie County. In the event any action, suit or other proceedings is brought against the Lessee upon any matter herein indemnified against, the Lessee shall, within five (5) working days, give notice thereof to the Lessor and shall cooperate with their attorneys in the defense of the action, suit or other proceedings.

ARTICLE XII
INDEMNIFICATION AND HOLD HARMLESS

Lessee agrees at all times during the term of this agreement to indemnify, hold harmless and defend the County, its Boards, Officers, Employees and Representatives against any and all liability, including claims, demands, losses, damages, costs or expenses, including attorney fees, which the County, its Boards, Officers, Employees and Representatives may sustain, incur or be required to pay by reason of bodily injury, personal injury or property damage of whatsoever nature or kind arising from the lease, Lessee's conduct under the lease, or Lessee's conduct or action on airport grounds, unless such liability arises out of the sole negligence of the County.

Lessee further agrees to indemnify, hold harmless and defend the County, its Boards, Officers, Employees and Representatives against any and all claims, demands, losses, damages, costs or expenses, including attorney fees, which the County, its Boards, Officers, Employees and Representatives may sustain, incur or be required to pay resulting from the spill, discharge, dispersal, seepage, migration, release or escape of any pollutants being utilized by the Lessee or in the custody or control of the Lessee.

Nothing contained in this agreement is intended to be a waiver or estoppels of the County to rely 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, neither the municipality nor its insurer shall not be liable in indemnity and

contribution for an amount greater than the limits of liability for municipal claims established by Wisconsin law.

ARTICLE XIII
SUBLEASE or ASSIGNMENT

The Lessee shall not sublease the Leased Premises, or any part of the Leased Premises without the express written consent of the Lessor, such consent not to be unreasonably withheld. However the Lessee shall have the specific right to assign the Lease and all of its rights and duties hereunder to a bona-fide lending institution, and the Lessor hereby permits the Lessee to encumber and grant a security interest in any property or property rights, real or personal, it may have in the Leased Premises or property located thereon. Further, the Lessor will not unreasonably withhold its consent to the use of the Leased Premises by any person, persons or company obtained by any of Lessee's lenders in the event any lender forecloses on any of the above mentioned property. This lease may be so assigned and the Leased Premises so sublet for another air-oriented purpose other than that described in this lease if the Lessor approves such purpose. Any assumption of this lease under these or other provisions, shall obligate the person or persons to pay any and all past due rent before approval of transfer will be given. At a minimum, the Lessor will require that any sublease agreement be in writing and that it include: that the agreement be subject to the terms and conditions of this Agreement; that sub-lessees maintain aircraft liability insurance in the amounts and in the manor prescribed in this agreement.

ARTICLE XIV
DEFAULTS AND REMEDIES

The occurrence of any one or more of the following events shall constitute a material default and breach of this Agreement by the Lessee.

1. The filing by Lessee of a voluntary petition in bankruptcy.
2. The institution of proceedings in bankruptcy against Lessee and the adjudication of Lessee as bankrupt to such proceedings.
3. The taking by a court of jurisdiction of Lessee and its assets pursuant to proceedings brought under the provisions of any Federal Reorganization Act.
4. The appointment of a receiver of Lessee's assets, or any general assignment for the benefit to Lessee's creditors.
5. The divestiture of Lessee's estate herein by other operation of law.
6. If the Lessee shall abandon the building(s) and improvements or vacate the Leased Premises and not desire to sell or remove the building(s) before the expiration of this Agreement, the Airport Director shall be at liberty, at his option, to re-let the same. Abandonment, for this Agreement, shall be defined as the non-use of the Leased Premises from its specified purpose during a consecutive six (6) month time period. Any proceed received by Lessor under this paragraph shall be applied first to the payment of rent under article three (3) of this Agreement; second to the reduction of any debt incurred by the

Lessee to finance construction of any building(s) on the Leased Premises or the acquisition of any equipment of the Leased Premises abandoned by the Lessee; and third to the benefit of the Lessee.

7. The filing of any lien against the Airport or any of its property as the result of any act or omission of Lessee, if the lien is not discharged or contested in good faith by Lessee (as determined by the Lessor) within fifteen (15) days of Lessee's receipt of notice of the lien, unless Lessee posts a bond within this time period equal to the amount of the lien.
8. The transfer of Lessee's interest herein by other operation of the law.
9. Lessee becomes in arrears in the payment of the whole or any part of the amount(s) agreed upon hereafter for a period of sixty (60) days after such a payment becomes due.
10. The nonpayment of any real estate and/or personal property taxes levied by Outagamie County against Lessee's property after such taxes become due.
11. The falsification by the Lessee of any of its records or figures so as to deprive the Lessor of any of its rights under this Agreement.
12. The failure by Lessee to perform any of the covenants, conditions, or obligations imposed on it by this Agreement where the failure continues for a period of fifteen (15) days after written notice by the Lessor.
13. Notification of the Lessor by the Federal Aviation Administration (FAA) that Lessee's building(s) violates Federal Aviation Regulations (FARs), including obstacle clearance criteria, and requires the building(s) and appurtenances to be removed prior to continued federal funding for Airport Improvement Projects (AIP) or other projects at the Airport.
14. The transfer or assignment, or attempted transfer or assignment of this Agreement by Lessee, without securing prior written approval of the Lessor, such approval not to be unreasonably withheld. It shall be understood for the purpose of this part that negotiations by Lessee for the assignment or transfer of this Agreement shall not be construed as "attempted transfer".

In the event of a breach of this Agreement by Lessee, the Lessor shall be entitled to any and all legal and equitable remedies available to it under applicable law. Without limitation, these remedies shall include the following, which are cumulative and not exclusive:

1. Specific performance of any obligation of Lessee.
2. Declaratory and injunctive relief.
3. The recovery of all damages of any nature that result from the Lessee's breach, which damage include unpaid rent, fees and other payments, and the loss of future rent.
4. Reasonable attorney fees for services related to Lessee's breach of this Agreement, including fees for attorneys who are County employees
5. The termination of this Agreement and repossession of the Leased Premises by the Lessor. If this Agreement is terminated, the Lessee shall remove all property owned by it from the Leased Premises and restore and surrender the Leased Premises to the Lessor in the same condition as when originally received. If the Lessee fails to remove its property and to restore and

surrender the Leased Premises as required, the Lessor may do so and the Lessee shall be liable to the Lessor for all expenses of removing the property (including storage fees, if any) and restoring the Leased Premises.

The failure of the Lessor to declare this Agreement terminated for any of the reasons set out above shall not bar the right of the Lessor to subsequently terminate this Agreement for any of the reasons set out above. Further, the acceptance of rental or fees by the Lessor for any period after a default by Lessee shall not be deemed a waiver of any right on the part of the Lessor to terminate this Agreement.

ARTICLE XV
CANCELLATION BY LESSEE

Lessee may cancel this Agreement at any time it is not in default in its obligations by giving the Airport Director thirty (30) days written notice to be severed as hereinafter provided after the happening of any of the following events, if such event materially impairs the conduct of Lessee's normal business on the Airport:

1. The issuance by a court of competent jurisdiction of any injunction in any way preventing or restraining normal use of the Airport or any substantial part of it, and the remaining in force of such injunction for a period of sixty (60) consecutive days, such injunction not being the result of any fault of Lessee;

2. The inability of Lessee to use, for a period of six (6) consecutive months, the Airport or any substantial part of it due to enactment or enforcement of any law or regulation, or because of fire, earthquake, or similar casualty of Acts of God or the public enemy; or

3. The lawful assumption by the United States Government of the operation, control or use of the Airport or any substantial part of it for military purposes in time of war or national emergency for a period of at least sixty (60) days.

However, should Lessee choose not to cancel this Agreement, all fees and charges payable by Lessee under this Agreement shall abate until such time that operations return and the term of this Agreement shall be extended for the time of such suspension.

Failure of Lessee to declare this Agreement canceled for any of the reasons set out above shall not operate to bar or destroy the right of Lessee to cancel this Agreement by reason of any subsequent occurrence of the described events.

ARTICLE XVI
REMEDIES CUMULATIVE; NO WAIVER

All of the rights and remedies given to the Lessor in this Agreement are cumulative and no one is exclusive of any other. The Lessor shall have the right to pursue any one or all of such remedies or any other remedy or relief that may be provided by law, whether

stated in this Agreement or not. The failure of the Lessor to take action with respect to any breach by Lessee of any covenant, condition, or obligation in this Agreement shall not be waiver of such covenant, condition, or obligation. The acceptance by the Lessor of any rent or other payment shall not be a waiver by it of any breach by Lessee of any covenant, condition or obligation.

ARTICLE XVII
INDEPENDENCE OF CONTRACT

It is further mutually understood and agreed that nothing herein contained is intended or shall be construed as in any way creating or establishing the relationship of co-partners between parties hereto or as constituting the Lessee as the agent or representative or employee of the Lessor for any purpose or in any manner whatsoever.

ARTICLE XVIII
WAIVER OF SUBROGATION

The Lessor and Lessee hereby release each other from any and all responsibility to the other for any loss of damage to property caused by fire or other peril if the property is insured for such loss or damage in any policy of insurance, even if such loss or damage is caused by the fault or negligence of the other party or anyone for whom such party is responsible. The Lessor and the Lessee agree that to the extent any such policy of insurance provides a right of subrogation in the insurer, or to the extent a right of subrogation exists independent of such policy, each will indemnify and hold the other harmless for any loss, claim or expense suffered as the result of any action taken pursuant to the right of subrogation. Both Lessor and Lessee shall have their property and aircraft physical damage insurance carriers add the "waiver of subrogation" to their respective insurance policies.

ARTICLE XIX
SEVERABILITY

In the event that any provision herein contained is held to be invalid by any court of competent jurisdiction, the invalidity of any such provision shall in no way affect any other provision contained herein, provided that the invalidity of any such provision does not materially prejudice either the Lessor or Lessee in their respective rights and obligations contained in the valid provisions of this Agreement.

ARTICLE XX
SECURITY PLAN

The Lessor has implemented an Airport Security Plan in a form acceptable to the Transportation Security Administration (TSA) pursuant to 14 Code of Federal Regulations Part 1542. The Lessor reserves the right to modify that plan from time to time, as it deems necessary to accomplish its purposes. Lessee shall at all times comply

with the Security Plan and indemnify and hold harmless the Lessor from any violations of said Security Plan committed by the Lessee, its agents, guests, invites, or persons admitted by the Lessee to the Leased Premises. Any violation of this paragraph is considered a material breach of this Agreement, which gives the Lessor the rights set forth in Article XII.

1. Lessee acknowledges Lessor's responsibility to maintain the integrity of the airfield security perimeter and agrees to comply with all Airport rules and regulations, security procedures and Federal Aviation rules, regulations and guidelines pertaining to the security and safety of the Leased Premises and adjacent area and the airfield operations area, including the ingress and egress thereto.
2. Lessee shall read the attached Air Operations Training Program (Exhibit D), in accordance with 49 CFR 1542.213(c), and shall certify, by signing the certification form, that this has been completed and Lessee fully understands the obligations of having access to the Air Operations Area. Furthermore, Lessee shall ensure that any members or guests of the hangar are informed of this training.
3. Should the Transportation Security Administration determine that security has been breached due to the negligence of Lessee and fine the Airport, Lessee agrees to reimburse Airport for the fine.
4. Lessee acknowledges the Airports has established an ID Badge System for the entire Airport and agrees to cooperate in the badging of it employees or agents. Lessee agrees to pay the fees as established by the Airport for such purpose.

ARTICLE XXI
RULES AND REGULATIONS

County shall adopt and enforce reasonable rules, regulations and ordinances which Lessee agrees to observe and obey, with respect to the use of the Airport, which shall provide for the safety of those using the same; provided that such rules, regulations and ordinances shall be consistent with safety and with rules, regulations and orders of the FAA with respect to aircraft operations safety and security at the Airport; and provided further, that such rules and regulations shall not be inconsistent with the provisions of this Agreement or the procedures prescribed or approved from time to time by the FAA. Lessee shall not violate, or knowingly permit its agents, contractors or employees acting on behalf of Lessee to violate any such Rules and Regulations.

ARTICLE XXII
NOISE ABATEMENT

1. Lessor and Lessee agree that Lessor does not, in any manner, either expressly or impliedly, covenant or represent that the Leased Premises may be used free from any noise restrictions that may now or hereafter be in force with regard thereto and that Lessee shall bear sole responsibility for the extent of noise created by its use of the Leased Premises.

2. Lessee shall abide with all standards established for engine run-up and noise abatement rules, regulations and procedures as specifically set forth by Federal and State regulation, Outagamie County Ordinances, and/or Airport Policies lawfully developed for aircraft operations at Appleton International Airport, provided Lessee shall have an opportunity to participate in the development of such policies.

ARTICLE XXIII
EPA STANDARDS

Lessee shall abide with all standards established for Environmental Protection of storm water runoff as per the approved plan for Outagamie County.

ARTICLE XXIV
ENVIRONMENTAL MATTERS

1. Lessee represents and warrants that any handling, transportation, storage, treatment or usage of toxic or hazardous substances by Lessee that will occur on the Leased Premises during the term of the Lease or any renewals thereof shall be in compliance with all applicable federal, state and local laws, regulations and ordinances.

2. Lessee hereby agrees to indemnify, defend, protect and hold harmless Lessor and Lessor's agents, and their respective successors and assigns, from any and all claims, judgments, damages, penalties, fines, costs, liabilities, and losses (including, without limitation, loss, or restriction on use of rentable space or of any amenity of the premises and sums paid in settlement of claims, attorneys' fees, consultant's fees, and expert's fees) that arise during or after the leased term directly or indirectly from the presence of hazardous materials on, in, or about the Leased Premises which is caused by Lessee or Lessee's agents. This indemnification by Lessee of Lessor and Lessor's representatives includes, without limitation, any and all costs incurred in connection with any investigation of site conditions or any cleanup, remedial, removal, or restoration work required by any federal, state, or local governmental agency or political subdivision because of the presence of such hazardous material in, on, or about the Leased Premises or the soil or ground water on or under the building or any portion thereof. Lessee shall promptly notify Lessor of any release of hazardous materials in, on, or about the Leased Premises that Lessee or Lessee's agent becomes aware of during the leased term of this Lease, whether caused by Lessee, Lessee's agent, or other persons or entities.

ARTICLE XXV
DELINQUENT CHARGES

Late payment of all rents, fees and charges outlined in this Agreement are subject to the following interest charges; unless waived by the County Board of Supervisors, Lessee

shall be responsible for payment of interest on amounts not remitted in accordance with the requirements of this Agreement. The rate of interest shall be equivalent to the statutory rate in effect for delinquent County property taxes (presently 1 percent per month or fraction of a month) as described in Subsection 74.80(1), Wisconsin Statutes. The obligation for payment and calculation thereof shall commence thirty (30) days after the due date(s) established within this Agreement for the various rents, fees and charges.

ARTICLE XXVI
SUCCESSORS AND ASSIGNS BOUND

All of the provisions of this Agreement shall bind the legal representatives, successors, and assigns of the respective parties.

ARTICLE XXVII
GOVERNING LAW; VENUE FOR DISPUTES

This agreement shall be deemed to have been made in, and shall be construed in accordance with the laws of the State of Wisconsin. Any lawsuit related to or arising out of disputes under this Agreement, shall be commenced and tried in the circuit court of Outagamie County, Wisconsin, and Lessor and Lessee submit to the exclusive jurisdiction of the circuit court for such violation.

ARTICLE XXVIII
ENTIRE AGREEMENT

This agreement contains and embodies the entire Agreement between the Lessor and the Lessee and supersedes and replaces any and all prior agreements, understandings, and promises on the same subject, whether they are written or oral.

ARTICLE XXIX
HOLDOVER POSSESSION OF PREMISES BY LESSEE

In the event that the Lessee should hold over and remain in possession of the Leased Premises after the expiration of this Agreement or termination for any other cause, such holding over shall be deemed not to operate as a renewal or extension of this Agreement and shall create a tenancy from month to month which may be terminated at any time by the Lessor or Lessee.

ARTICLE XXX
RIGHTS UPON TERMINATION

Upon expiration of this Agreement or upon termination of this Agreement, the Lessor may, in its sole discretion, do any of the following:

1. Negotiate a new agreement with Lessee;

2. Take title to all structures located on the Leased Premises; or

3. Order and require Lessee to remove all structures located on the Leased Premises and restore the site to its original condition within sixty (60) days.

Lessee has the right, upon termination, to remove all structures and improvements from the Leased Premises and restore the Leased Premises to its original condition.

ARTICLE XXXI
PARAGRAPH HEADINGS

All paragraph headings contained in this Agreement are for convenience in reference only, and are not intended to define or limit the scope of any provision.

ARTICLE XXXII
NOTICES

All fees due under this Agreement shall be made payable to Outagamie County Treasurer, and shall be remitted to the Outagamie County Courthouse, 320 South Walnut Street, Appleton, Wisconsin 54911.

Notices shall be sufficient if hand delivered or sent by certified mail, postage prepaid, addressed to:

Lessor
Airport Director
Appleton International Airport
W6390 Challenger Drive, Suite 201
Appleton, WI 54914-9119

Lessee
Dylan Milis
Milis Enterprise, LLC
W4567 County Road KK
Kaukauna, WI 54130

Or to such other addresses as the parties may designate to each other in writing from time to time.

IN WITNESS WHEREOF, the parties have hereunto set their hands and seals this day of 3/22, 2024.

OUTAGAMIE COUNTY

By: _____
Thomas Nelson
County Executive

By: _____
Jeff Nooyen
Board Chairperson

By: _____
Jeffrey King
County Clerk

APPROVED AS TO FORM:

By: _____
Kyle Sargent
Corporation Counsel

LESSEE

By: _____
Name: Lyndon Mills
Title: CEO
Date: 3/22/24

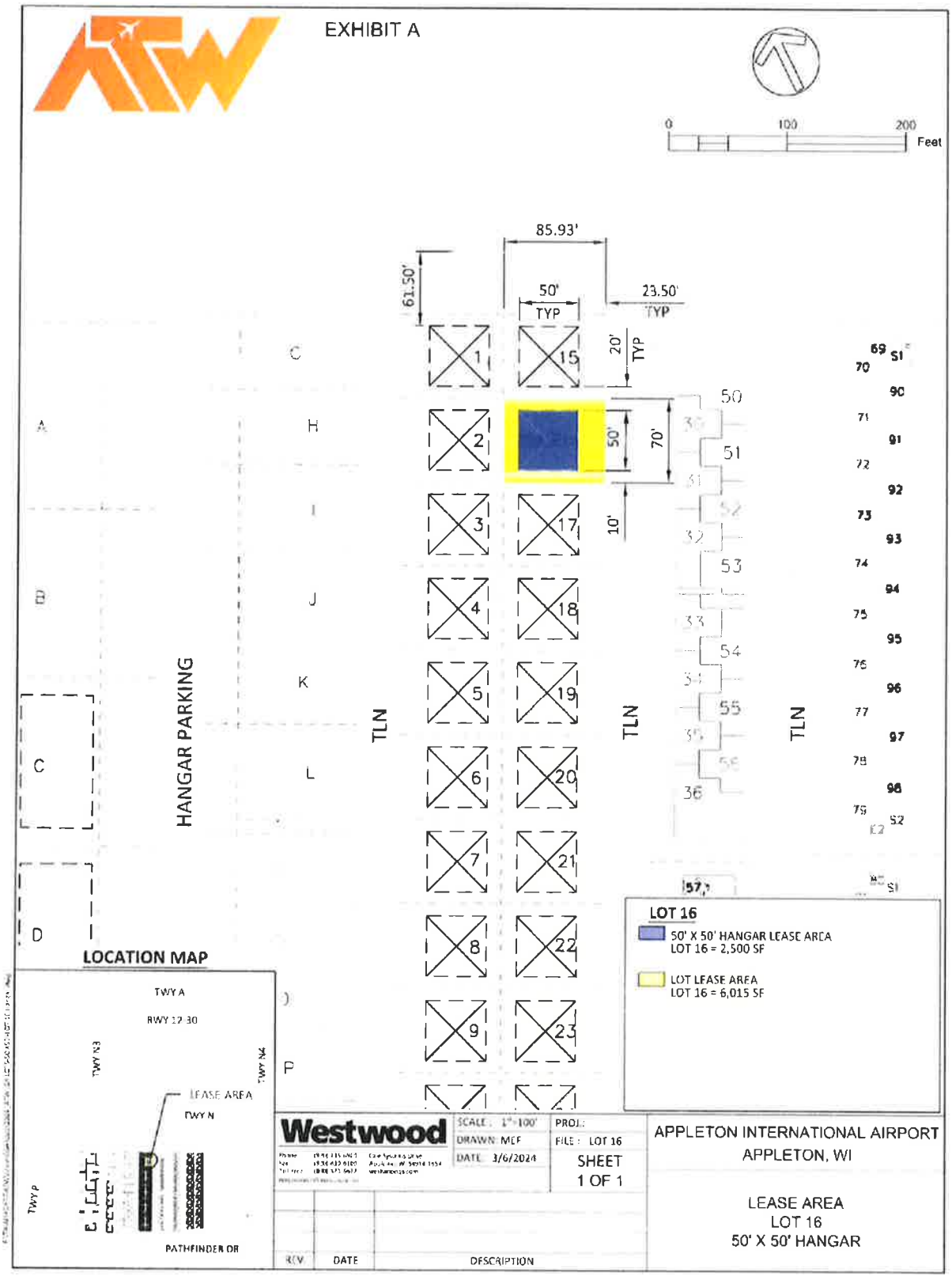

EXHIBIT A
0
100
200
Feet
85.93'
61.50'
50'
TYP
23.50'
TYP
20'
TYP
50'
70'
10'
HANGAR PARKING
TLN
TLN
TLN
LOCATION MAP
TWY A
RWY 12-30
TWY N3
TWY N4
LEASE AREA
TWY N
TWY P
PATHFINDER DR
LOT 16
50' X 50' HANGAR LEASE AREA
LOT 16 = 2,500 SF
LOT LEASE AREA
LOT 16 = 6,015 SF
Westwood
SCALE: 1"=100'
DRAWN: MEF
DATE: 3/6/2024
PROJ:
FILE: LOT 16
SHEET
1 OF 1
REV
DATE
DESCRIPTION
APPLETON INTERNATIONAL AIRPORT
APPLETON, WI
LEASE AREA
LOT 16
50' X 50' HANGAR

EXHIBIT "B"

APPLETON INTERNATIONAL AIRPORT

HANGAR LAND LEASE RATES

Year	Rate Per SQ Foot
2024	.17

EXHIBIT C

APPLETON INTERNATIONAL AIRPORT

GENERAL AVIATION HANGAR BUILDING MINIMUM SPECIFICATIONS

Below are the minimum specifications for building an aircraft hangar at the Appleton International Airport. Please contact the Airport Director for consideration of and deviations to these minimum specifications.

PART ONE - GENERAL REQUIRMENTS

A. Application
   1. This building code applies to all buildings constructed for the storage of aircraft within the boundaries of Appleton International Airport, Outagamie County, Wisconsin.
   2. Hangars are intended for non-commercial single engine or light twin engine aircraft.

B. Approvals
   1. State of Wisconsin
      a. Building plans must meet all applicable requirements of the Wisconsin Administrative Code and the Department of Safety and Professional Services.
   2. Local Building Permits Required:
      a. Town of Greenville
   3. Airport Director
      a. Review and approval is required for all building plans and specifications.
         1. Submit complete set of plans. Specifications and shop drawings.
         2. Submit color chips for color selection.
         3. Provide copies of local building permit for Airport Records
      b. Compliance with Appleton International Airport height and zoning ordinances is required.
      c. Variances
         1. Requests for variances from these requirements shall be submitted in writing and will be reviewed by the Airport Director on a case-by-case basis.
         2. Costs of engineering or architectural review that may be required for variance approval shall be paid by the applicant.
   4. All plans must be sealed by an architect or professional engineer licensed to practice in the State of Wisconsin.

C. Size Requirements
   1. Single or Light Twin Engine Aircraft
      a. Each hangar shall be a minimum of 1400 square feet.
      b. Each hangar shall be a maximum size to accommodate lot size and setback requirements.

D. Setback requirements
   1. Side yard: 10 feet
   2. Front yard: 25 feet
   3. Rear yard: 25 feet from taxiway
   4. Must meet state and local building code requirements.

E. Design Requirements
1. Roof Load: 30 psf minimum plus snow drift loading.
2. Wind Load: 20 psf minimum
3. Building plans must show dead weights attributable to suspended equipment, etc.

PART TWO-QUALITY ASSURANCE

A. Reference Specifications
1. American Concrete Institute:
ACI 301 Specifications for Structural Concrete for Buildings
ACI 302 Guide for Concrete Floor and Slab Construction
ACI 303 Guide to Cast-in-Place Architectural Concrete Practice
ACI 304 Recommended Practice for Measuring, Mixing, Transporting, and Placing Concrete
ACI 533 Precast Concrete Wall Panels
2. American Institute of Steel Construction:
AISC Steel Construction Manual
3. American Institute of Timber Construction:
AITC Timber Construction Manual
4. American Iron and Steel Institute:
AISI Light Gauge Formed Steel Design Manual
5. American National Standards Institute:
ANSI A41.1 American Standard Building Code for Masonry
6. American Society for Testing and Materials:
ASTM C94 Ready Mixed Concrete
AST14 C90 Hollow Load-Bearing concrete Masonry Units
ASTM C144 Aggregate for Masonry Mortar
ASTM C150 Portland Concrete
7. National Concrete Masonry Association:
NCMA TR90 Architectural and Engineering Concrete Masonry Details for Buildings
8. National Fire Protection Association:
NFPA 10 Standard for Portable Fire Extinguishers
NFPA 70 National Electrical Code
NFPA 409 Standard on Aircraft Hangar
9. Precast Concrete Institute:
PCI MNL 117 Manual for Quality Control for Plants and Production of Architectural Precast Concrete Products
10. Wisconsin Commercial Building Codes:
COMM 61, Part 412 Aircraft Hangars
11. Wisconsin Department of Transportation:
WisDOT 209 Granular Backfill
WisDOT 212 Granular Subbase Course
WisDOT 304 Crushed Aggregate Base Course
WisDOT 405 Plant Mixed Asphaltic Bases Pavements - General Requirements
WisDOT 407 Asphaltic Concrete Pavement
WisDOT 408 Seal Coat
WisDOT 415 Concrete Pavement
WisDOT 505 Steel Reinforcement
WisDOT 625 Topsoil and Salvaged Topsoil
WisDOT 630 Seeding

B. All reference specifications shall be the latest available edition, including supplemental specifications.

PART THREE- MATERIALS AND EXECUTION

A. Building systems
   1. Acceptable Building Systems
      a. Heavy timber frame with steel sheathing.
         1. Pole buildings will be allowed only on a case-by-case basis.
      b. Steel frame with steel sheathing.
      c. Requests for other building systems shall be submitted and will be reviewed by the Airport Director on a case-by-case basis.
   2. Structural Requirements
      a. Structural members and bearing walls shall be of combustion-resistant materials.
      b. Structural steel shall be designed in accordance with AISC requirements.
         1. Exposed material, which is not galvanized or painted, shall be given and coat of aluminum or zinc chloride shop primer as appropriate prior to erection.
         2. Bolts shall be eletro-galvanized.
      c. Structural timber shall be designed in accordance with AITC requirements.
         1. Anchors, connectors, hangers and nailing clips shall be galvanized or black copolymer coated steel.
   3. Steel Sheathing Requirements
      a. Cold formed steel shall be designed in accordance with AISI requirements.
      b. All materials, whether exposed or not to the elements, shall be galvanized, galvalume or aluminized.
      c. Bolts
         1. Bolts furnished with galvanized materials shall be electro-galvanized.
         2. Bolts furnished with aluminized or galvalume steel panels shall be AISI Type 430 stainless steel.
         3. All bolts exposed to the weather shall be furnished with a contained nylon washer under the head for sealing.
      d. Exterior metal-to-metal laps shall be sealed with a sealer approved by or supplied by the panel fabricator.
         1. Sealer shall not run, separate or deteriorate rapidly with age.
      e. Wall Panels
         1. Panels shall be roll-formed from flat steel to the following Specifications:
            a) Thickness: 22 ga minimum
            b) Pattern: 7/8" corrugated metal with exposed fasteners. Vertical panels.
            c) Major Rib spacing: 2.67 inches
            d) Panel Coverage: 32 inches

         2. Panels shall be galvanized, galvalume or aluminized coated steel with epoxy and polyester finish.
         3. Panels shall overlap a minimum of 1 ½ inches at all seams and be securely fastened and sealed.

4. Flashing and closure pieces shall be manufactured from materials of similar quality as the panels.
5. Exposed fasteners shall match or be painted to match the panels.
6. Wall panels shall be erected with sufficient intermediate support to withstand the design wind loads.

f. Roof Panels
1. Panels shall be roll-formed from flat steel to the following specifications:
a) Thickness: 24 ga minimum
b) Pattern: 3" high vertical ribs, 24" panel width

2. Panels shall be galvanized, galvalume or aluminized coated steel.
a) G90 galvanized coating or,
b) .65 ounce per square foot of aluminum.
3. Longitudinal seam shall be of the crimped standing seam type and be securely fastened and sealed.
4. End splices shall be formed with a minimum overlap of 6 inches and be securely fastened and sealed.
5. Seams and splices shall be completely weathertight and capable of developing the entire bending moment and axial load capability of the panel.
6. Provide pre-formed ridge cap.
7. Provide metal closures at the eave andridge.

g. Decorative Panels
1. Use of brick masonry for ornamentations shall conform to the recommendations of the Brick Institute of America.
2. Use of stone for ornamentation shall conform to the recommendations of the Building Stone Institute.

B. Detail Requirements
1. Floors:
a. Floors shall be liquid-tight and sloped toward the aircraft door and apron.
b. Materials:
1. Floor sections shall be designed to accommodate the intended aircraft loading.
2. Floor sections shall be constructed of Portland Cement Concrete or Asphaltic concrete pavement and shall be sufficient to meet aircraft loads.

2. Aircraft Doors.
a. Types.
1. Vertical bi-fold.
2. Canopy.
3. Vertical lift.
b. Materials.
1. Door panels shall meet the applicable requirements for steel wall panels.
c. Electric door operators.
1. All electric controls shall be designed to meet NFPA 70 standards, including Article 513, Aircraft Hangars, and shall be "weatherproof".

3. Walk Doors
    a. All walk doors must meet state and local building code requirements.
    b. All walk doors must be constructed of metal.
    c. All walk doors must be equipped with a lockset- heavy-duty Schlage- Rhoads or equivalent, with an E-keyway.

4. Interior Partitions
    a. Areas shall meet state and local building code requirements.
5. Finishes
    a. Exterior
        1. Wall color shall be silver metallic
        2. Trim color shall be silver metallic
        3. Roof color shall be silver metallic
    b. Color samples must be submitted to the Airport Director and shall be approved by the Airport Director prior to painting.
6. Fire Extinguishers.
    a. Sufficient fire extinguishers shall be provided so that no part of the hangar structure is more than 75 feet away from an extinguisher.
    b. Extinguishers shall be wall mounted using compatible hardware adjacent to a fire exit, and clearly identified.
    c. Extinguishers shall meet NFPA 10 standards.
    d. Approved types.
        1. Multi-purpose Dry Chemical UL 20A-120 B/C.
        2. Carbon Dioxide UL 120 B/C.
        3. Halon 1211 UL 4A-80 B/C.
7. Utilities.
    a. Electricity.
        1. Underground electrical service will be furnished to a nearby distribution point.
        2. Connections to the building shall be the responsibility of the hangar owner(s).
        3. Interior wiring shall be the responsibility of the hangar owner(s).
        4. Separate meters will be required for each building.
        5. All wiring shall be done in accordance with NFPA 70, including Article 513 (Aircraft Hangars).
    b. Telephone.
        1. Underground telephone service is optional and will be provided at the hangar owner's expense.
    c. Water.
        1. Potable water service is optional and will be provided at the hangar owner's expense.
        2. Service must be requested prior to start of construction.
        3. Connections to watermains will be provided upon main installation.
    d. Sanitary Sewer.
        1. Sanitary sewer service is optional and will be provided at the hangar owner's expense.
        2. Service must be requested prior to start of construction.
        3. Connections to sanitary sewer mains will be provided upon main installation.

e. Gas Service
1. Underground gas service will be furnished to a nearby distribution center.
2. Connections to building shall be the responsibility of the hangar owner(s).
3. Separate meters will be required for each building.
4. All connections shall meet state and local building codes.

8. Foundation
a. The foundation must meet appropriate state and local building codes
9. Drainage
a. Installation of gutters and roof drains may be required for the protection of adjacent structures.
b. Connection of roof drains or area inlets to storm sewers may berequired for the protection of adjacent structures.

C. Storage and Erection
1. Provide erosions control measures and, when required, implementation plan as required by governing agencies prior to start of site work.
2. Building material stored on site prior to erection shall be stacked on platforms or pallets covered with suitable watertight wind-resistant coverings.
3. Storage and erection shall be conducted in such a manner that there is no interference with aircraft operations from adjacent hangar sites or from elsewhere on the airfield.
4. Erection practices shall conform to the applicable ACI, AISC, and AITC standards.

D. Site Requirements
1. Approach paving
a. Hangar owner will be responsible for approach paving from the hangar door to the taxiway.
b. Approach paving shall be designed to accommodate the intended aircraft loading and a minimum of 3 inches of asphalt on an appropriate base course.
c. Approach paving shall be graded appropriately, sloped away from building to taxiway and to meet existing grades between the buildings and taxiway.
2. Site Restoration
a. Unpaved portions of the site shall be level graded and covered with a minimum of 4 inches of salvaged topsoil according to the requirements of WisDOT Specification 625.
b. Top soiled areas shall be seeded and maintained in accordance with lease specifications.
3. External Storage
a. External storage of materials of any kind will not be permitted.
1. Parking will be provided on site.
2. Parking on the hangar approach or taxiway will not be permitted.

E. Security Fence
1. Hangar owner must coordinate the removal of the existing chain link fence with the Airport Director before beginning construction.

2. Hangar owner will be responsible for maintaining a security fence during the construction process.
3. Hangar owner must erect a minimum 7-foot-high fence with 1-foot barb wire chain link security up to and between buildings. In coordination with the Airport Director, the existing security fence may be reused to meet this requirement. Fence poles must be a minimum of 2 inches, located a maximum of 3 inches from the building, and poured into a concrete base.

EXHIBIT D

Insurance Requirements for Independent Contractors and Vendors

Section 1 - Indemnification and Hold Harmless Clause (This language is required in all contracts):

_____ (Contractor / Vendor Name) agrees at all times during the term of the agreement to indemnify, hold harmless and defend the County, its Boards, Committees, Officers, Employees, Authorized Representatives and Volunteers against any and all liabilities, losses, damages costs or expenses (including, without limitation, actual attorney's and consultant's fees) which the County, its Boards, Committees, Officers, Employees and Representatives may sustain, incur or be required to pay by reason of or in any way related to bodily injury, personal injury or property damage of whatsoever nature or in connection with or in any way related to the performance of the work by _____ (Contractor/Vendor Name), its employees, agents and anyone employed directly or indirectly by any of them or by anyone for whose acts any of them may be liable, provided, however, that the provisions of this section shall not apply to liabilities, losses, charges, costs or expenses caused solely by or resulting from the gross negligent acts or omissions of the County, its Agencies, Boards, Committees, Officers, Employees, Authorized Representatives or Volunteers. It is agreed that Contractor/Vendor will be responsible for primary loss investigation, defense and judgment costs where this indemnification is applicable. Contractor's/Vendor's indemnity obligations shall not be limited by any worker's compensation statute, disability benefit or other employee benefit or similar law or by any other insurance maintained by or required of Contractor/Vendor. Nothing contained in this agreement is intended to be a waiver or estoppels of the County to rely 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, neither the municipality nor its insurer shall not be liable in indemnity and contribution for an amount greater than the limits of liability for municipal claims established by Wisconsin law.

Section 2 - Compliance with Laws, Regulations, Permits, Etc. Clause (This language is required in all contracts):

The _____ (Contractor/Vendor Name) shall comply with all Federal, State and local codes, laws, regulations, standards, and ordinances, including, without limitation, those of the Occupational Safety and Health Administration (OSHA), the Wisconsin Department of Safety and Professional Services and all County rules and orders governing the performance of the work performed by the Contractor/Vendor, its employees, agents and subcontractors or anyone employed directly or indirectly by any of them or by anyone for whose acts any of them may be liable. In addition, any material, equipment or supplies provided to the County must comply with all safety requirements as set forth by the Wisconsin Administrative Code, Rules of the Industrial Commission on Safety and all applicable OSHA Standards. Effective May 1, 2007 employers performing work on qualified public works construction projects in Wisconsin for municipal government and state building projects will be required to have a written substance abuse testing program in place. The provisions of this requirement are contained in Wisconsin Statute § 103.503.

Section 3 - Subcontractors Clause (This language is required in all contracts):

The _____ (Contractor/Vendor Name) shall require each of their Subcontractors to take out and maintain, during the life of their subcontract the same insurance coverages as required under section 6, below, including without limitation naming the County, its Boards, Committees, Officers, Employees, Authorized Representatives and Volunteers as additional insureds with respect to all commercial general liability insurance policies. Each Subcontractor shall furnish to the _____ (Contractor/Vendor Name) two (2) copies of all certificates of insurance in a form acceptable to the County. The _____ (Contractor/Vendor Name) shall furnish one copy of

each of the certificates of insurance, and any other evidence of insurance requested by the County, to the County prior to the commencement of any work to be performed by Contractor/Vendor or its Subcontractors. The County reserves the right to immediately terminate the contract with no liability or obligation to Contractor/Vendor or its Subcontractors, if the Subcontractor is not in compliance with these insurance requirements.

Section 4 - Proof of Insurance (This language is required in all contracts):

Policies shall be issued by a company or companies authorized to do business in the State of Wisconsin and licensed by the Wisconsin Insurance Department and having an "AM Best" rating of A- or better. Acceptance of Contractor's insurance by County shall not relieve or decrease the liability of the Contractor hereunder. Any deductible or self-insured retention amount or other similar obligation under the policies shall be the sole responsibility of the Contractor. Coverage afforded shall apply as primary and non-contributory, with the County, its Boards, Committees, Officers, Employees, Authorized Representatives and Volunteers named as **additionally insureds (with respects to any and all insurance policies identified in Section 6, as allowed by law)**. All liability insurance policies (except professional liability policies) to be maintained hereunder by Contractor/Vendor shall be occurrence based and not claims made policies. The County shall be given thirty (30) days advance notice of cancellation or nonrenewal of any and all required insurance coverages during the term of this agreement. Prior to the execution of this agreement, the _____ (Contractor/Vendor name) shall furnish the County with certificates of insurance (Acord Form 25-S or equivalent) signed by the insurer's representative and, upon request, certified copies of the required insurance policies and any other insurance related information, evidencing the insurance coverage requirements referenced below. **Certificates of insurance shall be sent to the following address: Outagamie County, Attention: Risk Administrator, 320 South Walnut Street, Appleton, WI 54911**. The County reserves the right to immediately terminate the contract with no liability or obligation to Contractor/Vendor or any of its Subcontractors, if the _____ (Contractor/Vendor Name) is not in compliance with these insurance requirements.

Section 5 – Applicable Law (This language is required in all contracts):

Any lawsuits related to or arising out of disputes under this agreement shall be commenced and tried in the Circuit Court of Outagamie County, Wisconsin and the County and _____ (Contractor/Vendor Name) shall submit exclusively and specifically to the jurisdiction of the Outagamie County Circuit Court for such lawsuits. This agreement will be governed and construed according to the laws of the State of Wisconsin.

Section 6 – Insurance Coverage Requirements:

This language is required in all contracts: The insurance requirements herein are minimum requirements for this Contract and in no way limit the indemnity covenants contained in this Contract. **Outagamie County in no way warrants that the minimum limits contained herein are sufficient to protect the Contractor/Vendor from liabilities that might arise out of the performance of work under this contract by the Contractor, it agents, representatives, employees or subcontractors, and Contractor is free to purchase additional insurance.** _____ (Contractor/Vendor Name) agrees that in order to protect itself and the County, its Boards, Committees, Employees, Authorized Representatives and Volunteers under the indemnity provisions of Section 1, it will at all times during the term of the agreement provide and maintain at its own expense, the following minimum limits of insurance covering its operations:

Minimum Insurance Coverages and Limits (Note to County Departments: these coverage amounts, except for worker's compensation, should be increased as the size of the project and the exposure risk increases. To determine adequate coverage limits, contact the Risk Administrator.)

1) Worker's Compensation & Employer's Liability
   a) Applicable State – Statutory Limits as Required by the State of Wisconsin
   b) Applicable Federal (e.g. U.S. Longshoremen's and Harbor Worker's Act, Admiralty (Jones) Act, and Federal Employer's Liability Act) – Statutory Limit
   c) Employer's Liability - $100,000 each occurrence / $100,000 each person (disease) / $500,000 total limit (disease)

   Add this language – Except as may be otherwise set forth herein, the County shall not be liable to _____ (Contractor/Vendor Name), its employees, or subcontractors, or anyone employed directly or indirectly by any of them or by anyone for whose acts any of them may be liable, for any injuries to any of them arising out of or in any way related to the performance of the work under this agreement. _____ (Contractor/Vendor Name) agrees that the indemnification and hold harmless provisions within this agreement extend to any claims brought by or on behalf of any such employees, subcontractors or anyone employed directly or indirectly by any of them or by anyone for whose acts any of them may be liable.

2) Automobile Liability – Owned, Non-Owned, Hired
   a) Bodily Injury and Property Damage Combined - $1,000,000 for bodily injury and property damage per occurrence limit covering all vehicles to be used in connection with the performance of Contractor's/Vendor's obligations under this Agreement.
   b) Coverage for commercial automobile liability insurance shall be at least as broad as Insurance Services Office (ISO) Business Auto Coverage (Form CA 0001), covering Symbol 1 (any vehicle).

   Add this language - If Contractor/Vendor/Subcontractor or Contractor's/ Vendor's/Subcontractor's employees use personal vehicles to perform any services or work to be performed by Contractor/Vendor or Subcontractor under this Agreement, the Contractor/Vendor/Subcontractor must provide, to the County, a copy of the Certificate of Insurance (and any other documentation requested by the County) for Personal Automobile Liability coverage for each employee of Contractor/Vendor/Subcontractor who will be using their personal vehicle to perform such services or work as evidence of satisfactory compliance.

3) Commercial General Liability (Including Broad Liability Endorsement)
   a) Bodily Injury and Property Damage Combined - $1,000,000, Each Occurrence
   b) Personal Injury - $1,000,000
   c) X,C,U - $1,000,000 Each Occurrence
   d) Coverage for commercial general liability insurance shall be at least as broad as Insurance Services Office (ISO) Commercial General Liability Coverage (Occurrence Form CG 0001)

4) Umbrella or Excess Liability
   a) $1,000,000 following form excess of the primary General Liability, Automobile Liability and Employers Liability Coverages.

Other Insurance Coverage's & Minimum Limits (use as necessary)

(Note to County Departments: these coverage amounts should be increased as the size of the project and the exposure risk increases. To determine the adequate coverage limits, contact the Risk Administration Department.)

1) Professional Liability (*This coverage is needed when any intangible item is involved such as, but not limited to, the use of architects, engineers, testing services and consultants.*)

a) Coverage Limit - $1,000,000 per claim or event

Add this language – The _____ (Contractor /Vendor Name) shall maintain insurance covering negligent acts, errors and omissions, arising out of performance of, or the failure to perform, any professional services required under this Agreement. Additionally, the _____ (Contractor/Vendor Name) shall require its consultants and their sub-consultants, if any, to maintain professional liability insurance. If the policy coverage is a claims made policy and not occurrence based, then all such insurance coverages shall be maintained for a minimum of ten (10) years following completion or earlier termination of the Project.

2) Completed Operations (*This coverage is needed for any construction or installation project.*)
   a) $1,000,000 / Each Accident

   Add this language – Coverage shall be maintained for a period of two (2) years after the final payment to Contractor/Vendor.

3) X,C,U [*This coverage is needed for the following: (**X** – use of explosives that might damage property), (**C** – covers property damage rising out of the following: grading of land, excavation, burrowing, filling or backfilling, tunneling, pile driving, or coffer dam or caisson work; also includes moving, shoring, underpinning, razing, or demolition of any building or structure.), and (**U**- underground damage; includes damage to wires, conduits, pipes, mains, sewers, tanks, tunnels, or any similar property beneath the surface of the ground or water caused by and occurring during the use of mechanical equipment for the purpose of grading land, paving, excavating, drilling, burrowing, filling backfilling or pile driving):*
   a) $1,000,000 / Each Accident
4) Product Liability (*This coverage is needed in instances such as, but not limited to, a vendor serving food at the Airport Restaurant.*)
   a) $1,000,000 / Each Accident

   Add this language – Coverage shall be maintained for a period of two (2) years after the final payment to Contractor/Vendor.

5) Malpractice / Professional Liability (*This coverage is needed for all contracted medical services, including but not limited to, assisted physician services, laboratory equipment maintenance, and patient testing.)*
   a) In an amount not less than $1,000,000 per occurrence and $3,000,000 in the aggregate

   Add this language – For claims made, the retroactive date of coverage for all policies in force during this agreement shall be not later than the inception date of the agreement. Coverage shall be extended beyond this agreement and policy year either by a supplemental extended reporting period for at least two (2) years after the termination of this agreement or by providing a retroactive date no later than the inception date of this agreement for any policy issued within two (2) years after the termination of this agreement.

6) Pollution Liability *(This coverage is needed if an agreement involves a hazardous substance such as but not limited to waste oil, waste batteries, etc.)*
   a) In an amount not less than $1,000,000 per occurrence and $2,000,000 in the aggregate (with 1 year extended reporting period)

7) Aircraft Liability (*This coverage is needed if the agreement involves the use of any aircraft.*)
   a) Piston - $5,000,000 per occurrence
   b) Jet - $25,000,000 per occurrence

8) Cyber/Privacy Liability (*This coverage is needed for Contracted vendors who maintain protected personal information ("personal information" means information that identifies an individual, including an individual's photograph, social security number, driver identification number, name, address (but not the 5-digit zip code), telephone number, and medical or disability information, financial information such as credit information, etc.) concerning clients and/or employees of Outagamie County*)
   a) $1,000,000 per occurrence / $3,000,000 aggregate
      Add this language - Coverage shall include, but not be limited to, coverage for unauthorized access, denial of service attacks, computer viruses, transmission of malicious code, and failure of security; breach of privacy and the failure to protect and disclosure of personally identifiable information, payment card information, and health information; and violation of any federal, state or local law or regulation in connection with the protection of information, including coverage for fines and penalties to the extent allowed by applicable law. If such policy is a "claims made" policy, all renewals thereof during the life of the Contract shall include "prior acts coverage" covering at all times all claims made with respect to Contractor's work performed under the Contract

Please contact the Risk Administrator (extension 5494) for further questions.

EXHIBIT E

APPLETON AIRPORT
INTERNATIONAL

AIR OPERATIONS AREA (AOA) AWARENESS PROGRAM

49 CFR Part 1542.213 (c) requires that the airport operator may not authorize an individual access to the AOA unless that individual has been provided information in accordance with the airport security program.

DEFINITIONS

Security Identification display area (SIDA) – A portion of the airport which requires the display of one's ID badge. (See attached SIDA/ Secured Area Map)

Terminal SIDA – The concrete apron surrounding the terminal concourse, the baggage makeup areas west of the airline operations offices, and the incoming baggage staging areas south of the baggage carousels.

Air Cargo SIDA – The concrete apron east of the air freight facility. The western portion of the Fed Ex building used for receiving, sorting, loading, or unloading cargo and the concrete apron west of the facility.

Secured Area – A portion of the airport, where airport operators enplane and deplane passengers and sort and load baggage, and any adjacent areas that are not separated by adequate security systems, measures, or procedures. All secured areas are called SIDA's and require the display of one's ID badge.

Air Operations Area A portion of the airport that includes aircraft movement areas, aircraft parking areas, loading ramps, safety areas, and any adjacent areas (such as general aviation areas) that are not separated by adequate security systems, measures, or procedures. This area does not include the secured area and does NOT require a SIDA badge be worn.

Airport Security Coordinator – The airport operator's primary contact for security- related activities and related communications with the TSA. At the Appleton International Airport, the Airport Security Coordinator is Gary Wunsch, Deputy Chief Airport Department of Public Safety. The alternate ASCs are the terminal maintenance supervisor and the ADPS Fire Chief.
The Security Coordinator can be reached at (920) 832-2186 or (920) 419-2215.

RESPONSIBILITIES

Transportation Security Administration – Federal oversight responsibility including the publishing of safety and security regulations, and monitoring and ensuring compliance with those regulations.

Airport Operator – The entity issued an airport operating certificate by the FAA under FAR Part 139, which enables that entity to conduct airport operations subject to FAA regulations and oversight. The airport operator's role includes development of the airport security program and compliance with applicable Transportation Security Regulations, including providing law enforcement support.

EXHIBIT E

Approved Individual

Each Person shall:

1. Stay in the designated work areas at all times
2. Provide photo identification upon request from ADPS or TSA Officers while in this area.
3. Be under Escort at all times.

No person shall, or cause another person to:

1. Tamper with a locking mechanism that would cause a secure door to not function properly.
2. Attempt to perform unauthorized self-testing of any security system or procedure.
3. Attempt to gain access to the AOA, SIDA, or secured area via methods not outlined in the security plan.
4. Enter, or be present within, a secured area, AOA, SIDA or sterile area without complying with the systems, measures, or procedures being applied to control access to, or presence or movement in, such areas.
5. Divulge, record, transmit, or give the pass code to another.

VEHICLE OPERATIONS/RESTRICTIONS

All unescorted vehicles authorized in these areas are identified with a beacon, or orange and white checked flag, on the top of the vehicle. All personnel entering the SIDA must wear identification authorizing them to be in this area or be escorted by an individual who has been granted unescorted access to the SIDA. Vehicles in the SIDA are limited to:

1. Vehicles owned and operated by Appleton International Airport and used in direct support of air operations, maintenance and fire fighting.
2. Vehicles operated by airlines and used in support of air carrier operations and maintenance.
3. Vehicles owned and operated by the Federal Government and used in direct support of NAVAID maintenance and repair.
4. FBO vehicles used in support of general aviation and air carrier operations.
5. Construction vehicles with the appropriate markings and authorized by the Airport Security Coordinator.

TSA SECURITY INSPECTION ENFORCEMENT ACTIVITES:

** The TSA randomly conducts inspections of our facility and tests our security practices. If a security breach is found, we can be fined up to $10,000.
** The Outagamie County has an ordinance that addresses security violations. Violations of this ordinance may result in a progressive fine: $10.00 first offense, $25.00 second offense and $50.00 for third offense. The Airport D.P.S., Sheriff's Dept. and Airport Director have authority to issue these fines.

1. Allowing someone to piggyback through secure door/gate.
2. Not following stop/wait policy at vehicle gates.

LAW ENFORCEMENT

The Appleton International Airport operated under a TSA approved Flexible Response system. Under this system, the Outagamie County Sheriff's Department will respond, within minutes of being summoned, with a uniformed Sheriff's Deputy to any event requiring a law enforcement officer.

The Airport Department of Public Safety phone number is (920) 832-1633.

APPLETON AIRPORT
INTERNATIONAL

Air Operations Area (AOA) Training Certification
EXHIBIT E.1

I certify that I have received and read the Appleton International Airport Air Operations Area (AOA) training program.

I also certify that I understand the responsibilities associated with obtaining access to the AOA

PRINTED NAME DATE

SIGNATURE

COMPANY NAME

HANGAR LAND LEASE AGREEMENT
LOT# 17

BETWEEN

OUTAGAMIE COUNTY

AND

MILIS ENTERPRISE, LLC

TABLE OF CONTENTS

ARTICLE		PAGE NO.
I	TERM AND EXTENSION	2
II	LEASED PREMISE-PURPOSE	3
III	FEES AND RENTALS	3
IV	GENERAL AVIATION HANGAR BUILDING MINIMUM SPECIFICATIONS	4
V	RESTRICTIONS UPON USAGE AND CONST.	4
VI	RIGHTS AND PRIVILEGES OF LESSEE	4
VII	OBLIGATIONS OF LESSEE	5
VIII	LESSOR'S RIGHT TO MORTGAGE LEASEHOLD INTEREST	9
IX	RIGHTS AND PRIVILEGES OF THE LESSOR	11
X	OBLIGATIONS OF THE LESSOR	12
XI	INSURANCE	12
XII	INDEMNIFICATION AND HOLD HARMLESS	13
XIII	SUBLEASE OR ASSIGNMENT	14
XIV	DEFAULTS AND REMEDIES	14
XV	CANCELLATION BY LESSEE	16
XVI	REMEDIES CUMULATIVE; NO WAIVER	16
XVII	INDEPENDENCE OF CONTRACT	17
XVIII	WAIVER OF SUBROGATION	17
XIX	SEVERABILITY	17
XX	SECURITY PLAN	17
XXI	RULES AND REGULATIONS	18
XXII	NOISE ABATEMENT	18
XXIII	EPA STANDARDS	19
XXIV	ENVIRONMENTAL MATTERS	19
XXV	DELINQUENT CHARGES	19
XXVI	SUCCESSORS AND ASSIGNS BOUND	20
XXVII	GOVERNING LAW; VENUE FOR DISPUTES	20
XXVIII	ENTIRE AGREEMENT	20
XXIX	HOLDOVER POSSESSION OF PREMISES BY LESSEE	20
XXX	RIGHTS UPON TERMINATION	20
XXXI	PARAGRAPH HEADINGS	21
XXXII	NOTICES	21

HANGAR LAND LEASE AGREEMENT

THIS AGREEMENT, made and entered into this _____day of_____, 2024 by and between OUTAGAMIE COUNTY, a municipal corporation, hereinafter referred to as "Lessor" and Milis Enterprise, LLC, a Land Lessee hereinafter referred to as "Lessee".

PRELIMINARY RECITALS

The Lessor is the owner and operator of Appleton International Airport, an airport situated in Outagamie County, Wisconsin (the "Airport").

The Lessee desires to lease from the Lessor a parcel of land at the Airport to be used for the construction of an aircraft storage facility (a hangar).

NOW, THEREFORE, in consideration of the mutual promises of the Lessor and Lessee as set forth below, the Lessor and Lessee agree as follows:

ARTICLE I
TERM AND EXTENSION

1. Commencement: This Agreement shall commence on May 1, 2024, and shall terminate on April 30, 2054, for a thirty (30) year period unless terminated sooner as permitted by this Agreement.

2. Renewal Option: Lessee shall have two (2) five (5) year options to renew this lease subject to the terms and conditions hereof, including the provisions governing the renegotiations of rental fees, unless no later than 180 days prior to the expiration of the Lease, the Lessee or Lessor serves upon the other notice in writing by registered mail addressed to such person at the address herein set forth stating the intention not to renew this lease.

A. Notice to exercise the option to renew this lease shall be submitted to the Lessor in writing 90 days prior to the expiration date at the address herein set forth.

B. Upon receipt of notice to exercise option, the Lessor shall prepare an addendum to the Lease agreement, which shall reflect the Lessor's current terms and conditions for Hangar Land Leases. Any modifications to the lease terms and conditions shall commence with the start of the option period.

ARTICLE II
LEASED PREMISES-PURPOSE

The Lessor leases to the Lessee the following described portion of the Airport and unless specifically stated otherwise, is referred to in this Agreement as the "Leased Premises".

A parcel of land approximately 85.93 feet wide by 70 feet long and containing approximately 6,015 square feet located south of Runway 3/21 hereinafter referred to as the "GA Area", which is more specifically shown on Exhibit A which is attached to and made a part of this Agreement. The leased parcel is to be used for the construction of a hanger facility by Lessee that will be used for the following purposes:

A. The inside storage of aircraft owned by Lessee and the storage of related materials and supplies and for no other purpose unless approved in writing by the Lessor.
B. Construction of hangar for lease or for sale by Lessee requires the following:
    1. If for lease, requires a Hangar Keepers agreement with Lessor
    2. If for resale, requires approval from Lessor to assign lease

ARTICLE III
FEES AND RENTALS

1. Rent: From and after the commencement date, Lessee agrees to pay Lessor the amounts semi-annually specified in EXHIBIT B as amended as described herein, payable in advance of the first day of billing period, for the duration of this agreement. No demand for payment need at any time be given; it shall be the duty of the Lessee to pay all monies when due.

2. Calculations of rentals for Leased Premises shall be adjusted by 3% on the third (3rd) anniversary of the commencement date and every three years thereafter during the initial term and any extension term, if exercised.

3. Pro-ration of Rents: In the event that the commencement or termination of the term, with respect to any of the particular premises, facilities, rights, licenses, services, and privileges herein provided, fall an any other date than the first or last day of a calendar month, the applicable rentals, fees, and charges for that month shall be paid pro-rata according to the number of days in that month during which said privileges were enjoyed.

4. Lessee agrees to pay an assessment for the cost of installation of sewer and water utilities to the subject property. Such costs to be determined by the Airport Director and will be prorated to fairly apportion the total cost of such utility installation among potential users. Such assessment shall not exceed actual costs

incurred. Costs shall include, but not be limited to, costs of materials, engineering costs, costs of installation, and utility district assessments. The method of payment of the assessment shall be determined by the Airport Director.

ARTICLE IV
GENERAL AVIATION HANGAR BUILDING MINIMUM SPECIFICATIONS

The provisions set forth in Exhibit "C" entitled Appleton International Airport General Aviation Hangar Building Minimum Specifications and any subsequent amendments thereto, are incorporated by reference and are made a part of this. If this Agreement and the Appleton International Airport General Aviation Hangar Building Minimum Specifications are in conflict in what they require of the Lessee, or in what they obligate the Lessee to do or not to do, the Appleton International Airport General Aviation Hangar Building Minimum Specifications shall control.

ARTICLE V
RESTRICTIONS UPON USAGE AND CONSTRUCTION

The property, which is the subject of the Lease, shall be used only for aviation related purposes as the term is defined in FAA regulations. Any improvements, including all buildings and appurtenance thereto, which may be constructed upon the Leased Premises, shall abide by all FAA regulations. In addition to meeting FAA regulations, all such improvements and their proposed locations shall be in accord with any other federal, state, or local building codes and/or other restrictions.

ARTICLE VI
RIGHTS AND PRIVILEGES OF LESSEE

Subject to the terms and conditions hereinafter set forth, Lessee is hereby given the following rights and privileges.

1. Ingress and Egress – Subject to rules and regulations governing the use of the Airport as may be established by the Lessor, the Lessee, its employees, suppliers of materials, furnishers of service, sub-lessees, business visitors, and invitees shall have the right of ingress and egress to and from the Premises leased exclusively to Lessee.

2. Quiet Enjoyment – The Lessor covenants that upon paying the rent and performing the covenants and conditions herein contained, Lessee shall peacefully and quietly have, hold, and enjoy the Leased Premises for the term of this Agreement. Lessee agrees that temporary inconveniences, such as noise, disturbances, traffic detours, temporary inaccessibility and the like, caused by or associated with the construction of Airport improvements or Airport events shall not constitute a breach of quiet enjoyment of the Leased Premises.

3. Storage – Lessee has the right to store aircraft on Lessee's Leased Premises; however, Lessee shall not engage in any other business or operation without the written consent of the Lessor. Lessee understands that a violation of this paragraph is a material default and breach of the Agreement, which gives the Lessor the rights set forth in Article XII.

4. Aeronautical Facility Use – Lessee shall be permitted to use, in common with others, existing and future aeronautical facilities at the Airport as they may exist or be modified, augmented, or deleted from time to time. These facilities include, but are not limited to the landing areas, their extensions and additions, roadways, aprons, and any air navigation facilities or other conveniences for the flying, landing, and taking-off of aircraft. Nothing herein shall prohibit the Lessor from modifying, augmenting, or deleting any such facilities.

5. Nonexclusive Use – This agreement shall not be construed in any manner to grant Lessee or those claiming under it the exclusive right to the use of the premises and facilities of the Airport other than those premises leased exclusively to the Lessee hereunder. Lessor reserves and retains the right for the use of the Airport by others who may desire to use the same pursuant to applicable laws, ordinances, codes, and rules and regulations pertaining to such use.

6. Sub-lease of hangar (requires Hangar Keepers Agreement) or lease assignment if so approved by Lessor. The Lessee shall not be allowed to sub-lease or re-lease land only.

ARTICLE VII
OBLIGATIONS OF LESSEE

Except as otherwise specifically provided herein, Lessee shall have the following obligations.

1. Conditions of Premises – Lessee accepts the Leased Premises in its present condition and, without expense to the Lessor, will maintain any installation thereon.

2. Construction – Lessee shall construct an aircraft storage unit (hangar) on the Leased Premises. A final set of construction plans that have been approved and stamped by a registered, professional engineer shall be submitted to and approved by the Airport Director before any construction begins. The construction plans shall include a site plan. The site plan shall include the location of utilities and utility connections, existing and proposed grades, site drainage information, paving details and all other items on the "Development Checklist." Lessee acknowledges having received a copy of the

"Development Checklist." Lessee is prohibited from deviating from the Lessor approved construction plans without written permission from the Lessor. Construction must begin within six (6) months from the execution of this Agreement and must be completed within six (6) months from the time construction begins. Construction scheduling and operations shall be coordinated with, and approved by the Airport Director before construction shall begin, such approval not to be unreasonably withheld. Lessee shall restore any and all portions of the Airport that are disturbed by Lessee or its contractors during construction at its expense, to the same condition as before construction began.

3. Maintenance, Exterior Storage, and Housekeeping – Lessee shall at its expense, keep, maintain, and repair the Leased Premises, any improvements thereto, and all equipment and buildings in a presentable and operable condition, consistent with good business practices, and in a manner preserve and protect the general appearance and value of other premises in the immediate vicinity. This shall include, but not be limited to roof, exterior painting, all doors, paved areas, lighting, grass, and landscaped areas within lease lines.

   Lessee further agrees that there will be no outside storage of equipment, materials, supplies, or damaged or partially dismantled aircraft on the Leased Premises, and will remove at its expense all trash, garbage, and drain oil, and not deposit the same on any part of the Airport except temporarily in conjunction with collection or removal.

   In the event Lessee does not keep the Leased Premises in a presentable condition, the Lessor has the right to issue a written notice to remedy the condition forthwith. Should Lessee fail to perform satisfactorily within ten (10) days of such notification, or show cause for extension of said time period, the Lessor shall have the right to perform, or have performed by an outside contractor the necessary work without liability, and Lessee aggress to pay the Lessor one hundred twenty five percent (125%) of such expenses within fifteen (15) days upon invoice receipt.

   In the event of fire or any other casualty to buildings or other structures owned by Lessee, Lessee shall either repair or replace the building or remove the damaged building and restore the Leased Premises to its original condition; such action must be accomplished within one hundred twenty (120) days of the date the damage occurred. Upon petition by Lessee, the Lessor may grant, at its sole discretion, an extension of time if warranted.

4. Commercial Operations – Lessee warrants that no commercial operations of any kind, including maintenance of aircraft for payment, or flight instruction for payment are permitted within or near the Leased Premises.

5. Additions of Alterations – Lessee shall have the right during the term of this Lease to make alterations, attach fixtures, or make other changes to the

structure in or upon the Leased Premises upon advance written approval of plans by the Airport Director.

6. Signage and Illumination – Lessee will not paint upon, attach, exhibit or display in or about the said Leased Premises any sign without the written consent of the Airport Director first being obtained regarding the nature and construction of said sign, such approval not to be unreasonable withheld.

7. Locks and Gate Access -- Lessee agrees that all walk doors will be equipped with a heavy-duty lockset sufficient to meet all security requirements. One key shall be provided to Lessor. In the event Lessor needs to access Lessee's hangar and Lessor has not been issued a key, Lessor reserves the right to remove the lock. Lessee shall be responsible for charges associated with removal of the lock and cost of the new lock. Lessee shall pay a $10.00 as a deposit for each gate key. Gate keys shall not be duplicated. When a gate key is lost, stolen or unaccountable, it must be immediately reported to the Airport Public Safety at (920) 832-1633. The fee for a replacement gate access key is $10.00. Lessee agrees that the above-mentioned gate will remain locked in accordance with the Airport Security Plan (Article XXI). If the gate is inoperable or incapable of being fully closed, Public Safety must be notified.

8. Utilities – Lessee agrees to provide its own connections with utilities and to make separate arrangements with the agencies responsible for these utilities. Lessee shall pay for all utility service supplied to the Leased Premises, and if required by the utility agencies as a condition of providing the services, Lessee will install and pay for standard metering devices for the measurement of such services. In the event it shall become necessary to make utility service or facility changes, Lessee will either make such changes and installations, at its expense, as directed and required by the utility organizations, or pay the utility organization for such changes made. The Lessor shall have the right, without cost to the Lessee, to install and maintain in, on or across the Leased Premises, sewer, water, gas, electric, and telephone lines, electric substations, or other installations necessary to the operation of the Airport, or to service other tenants of the Lessor; provided, however, that the Lessor shall carry out such work and locate any above ground structures in a manner so as not to unreasonably interfere with the Lessee's use of the Leased Premises.

9. Discrimination – Lessee, for itself, its personal representatives, successors in interest, and assigns, as a part of the consideration thereof, does hereby covenant and agree that: a) no person on the grounds of race, sex, color, physical handicap, or national origin shall be excluded from participation in, denied the benefits of, or otherwise subjected to discrimination in the use of said facilities, b) that in the construction of any improvements on, over, or under such land and the furnishings of services, thereon, no person on the grounds of race, sex color, physical handicap, or national origin shall be

excluded from participation in, denied the benefits of, or otherwise be subjected to discrimination, and c) that the Lessee shall use the Leased Premises in compliance with all other requirements imposed by or pursuant to Title 49, Code of Federal Regulations, Department of Transportation, Subtitle A, Office of the Secretary, Part 21, Nondiscrimination in Federally-Assisted programs of the Department of Transportation-Effectuation of Title VI of the Civil Rights Act of 1964, and as said Regulations may be amended.

10. Costs of Enforcement – Lessee covenants and agrees to pay and discharge all reasonable costs, attorneys' fees, and expenses that shall be made and incurred by the Lessor in the enforcing the covenants and agreements of this Lease.

11. Taxes, Licenses, and Permits – Lessee shall obtain and keep current all municipal, county, state and federal licenses and permits that may be required in its operation. Also, the Lessee will bear, pay, and discharge all taxes, assessments and levies of every nature and kind which may be taxed, charged or assessed lawfully against the Leased Premises and improvements thereon, or which may be lawfully levied or imposed upon the leasehold by a governmental agency.

12. Liens – Lessee agrees to promptly pay all sums legally due and payable on account of any labor performed on, or materials furnished for the Leased Premises. Lessee shall not permit any liens to be placed against the Leased Premises on account of labor performed or material furnished, and in the event such a lien is placed against the Leased Premises, Lessee agrees to save the Lessor harmless from any and all such asserted claims and liens and to remove or cause to be removed any and all such asserted claims or liens as soon as reasonably possible.

13. Parking – Lessee agrees to prohibit vehicle parking on the Airport premises other than those vehicles specifically associated with the use of the Leased Premises, and no other. Lessee, its employees, sub-lessees, guests and invitees shall park only on Lessee's Leased Premises. Lessee, its agents or guests, are expressly prohibited from operating any vehicle on any area of the Airport considered a "movement area" by the Federal Aviation Administration, and agrees to hold Lessor indemnified from any such incursions. Lessee shall at all times comply with posted signs regulating the movement of vehicles.

14. Laws, Ordinances, Rules and Regulations – Lessee shall comply with, at its own expense, all applicable federal, state, or local laws, ordinances, rules or regulations of the Airport now in effect or hereafter promulgated. Any violation of this paragraph shall be construed as a material breach of this Lease Agreement authorizing the termination thereof at the election of the Airport Director, unless Lessee, upon receipt of written notice, takes immediate remedial measures acceptable to the Airport Director.

15. Storage of Flammable Fluids – Lessee agrees that the storage of gasoline or other flammable fluids in bulk quantities shall be limited to the Airport Fuel Farm or to such area as designated by the Airport Director. Lessee agrees that the storage of all other gasoline or flammable fluids shall be in an approved steel locker labeled "FLAMMABLE". The Airport Director may, in his discretion, prohibit or impose restrictions on the storage of said materials if, in the Director's opinion, the storage is determined as a safety hazard. The disposal of any hazardous chemicals or fluids on the Airport premises is prohibited. The Lessee further agrees not to transport, or cause to be transported, onto airport premises, gasoline or other flammable fluids for the purpose of self-fueling aircraft. The Lessee further agrees that fueling of aircraft on airport premises will be done only at airport approved locations or facilities.

16. Snow Plowing – Lessor agrees to be responsible for the plowing of snow on runways and taxiways, consistent with priorities established and specified in the Airport Snow and Ice Control Plan. It shall be the Lessee's responsibility to remove any snow on pavement areas from taxiway to their hangar. Lessee shall also be responsible for removing snow in vehicle parking stalls.

ARTICLE VIII
LESSOR'S RIGHT TO MORTGAGE LEASEHOLD INTEREST

1. Lessee shall at all times have the right to encumber by mortgage or other instruments, as security for an actual indebtedness, all of Lessee's right, title and interest in this Ground Lease including without limiting the generality of the foregoing, its right to use and occupy the Leased Premises together with its rights and interests in and to all Lessee's improvements now or hereafter placed on the Leased Premises; in all respects, however, subordinate and inferior to Lessee's fee interest or estate and its rights, title, privileges, liens or interests as provided in this Ground Lease and subject to all the covenants, terms and conditions of this Ground Lease and all the rights and remedies of Lessor hereunder. It is expressly understood and agreed that Lessee in no event shall have the right to encumber Lessor's fee interest or reversionary estate in any way. In the issuance of any mortgage or other instrument by Lessee, as security for an actual indebtedness, Lessee shall specifically exclude all the right, title interest and estate of Lessor.

2. Upon the written request of any such Mortgagee, or other secured person (hereinafter referred to as the Mortgagee) giving its address, Lessor shall mail to such Mortgagee at such address a duplicate copy of any and all written notices which Lessor may, from time to time, give to or serve upon Lessee under the terms of this Ground Lease.

3. To the extent that Lessee may grant the right to such Mortgagee under this Ground Lease, the Mortgagee may at its option at any time before termination of

this Ground Lease pay any amount or do any act or thing required of Lessee by the terms of this Ground Lease; and all payments so made and all acts or things so done and performed by such Mortgagee shall be as effective to prevent a termination of the Ground Lease or forfeiture of Lessee hereunder as the same would have been if done and performed by Lessee. Any such mortgage or other instrument given as security for an actual indebtedness of Lessee may provide, if Lessee so desires, that as between such Mortgagee and Lessee, said Mortgagee, on making good any default or debits of Lessee, shall thereby be subrogated to any and all of the rights of Lessee under the terms and provisions of this Ground Lease.

4. Such Mortgagee of Lessee's leasehold estate under a leasehold mortgage given pursuant to the provisions of this paragraph, shall not become personally liable for the obligations of Lessee under this Ground Lease unless and until it becomes the owner of Lessee's leasehold estate by foreclosure, assignment in lieu of foreclosure or otherwise, and thereafter shall remain liable for such obligations only so long as it remains the owner of such leasehold estate. In the event such Mortgagee becomes the owner of Lessee's leasehold estate as aforesaid, it may assign this Ground Lease provided all other requirements of this Ground Lease regarding assignment are satisfied. Lessor consent will not be unreasonably withheld.

5. The mortgage shall provide that, notwithstanding any other provisions of the mortgage, in the event of any default in the performance or observance of any of the terms and conditions of the mortgage, or the note or other indebtedness secured thereby (which such default shall not have been cured within the grace periods therefore accorded to Lessee, as Mortgagor, in the Mortgagee), the Mortgagee shall give written notice to Lessor of the continuance of such default and shall grant to Lessor an additional period (over and above any such grace periods) of ten (10) days from the date of Lessor's receipt of such notice within which to cure such default, and shall provide that any payment made by Lessor pursuant to such provision shall be recognized by the Mortgagee as fully as if made by Lessee; provided, however, that neither such provision nor any other provision of the mortgage shall be construed so as to impose any liability whatsoever on Lessor to make any payment or to perform or observe any covenant or condition of the mortgage or note or other indebtedness secured thereby.

6. The mortgage may provide for the assignment to the Mortgagee of any rents due and payable to Lessee with respect to any sublease or occupancy of portions of the property by parties other than Lessee. Said assignment of rents will be effective only upon default in the payment or performance of any obligations imposed by the terms of the mortgage or note or other indebtedness secured thereby; and the Lessee's right to collect rents from the subtenants shall be subordinate to the right of mortgage, in the event of a default under the mortgage, to collect such rents.

ARTICLE IX
RIGHTS AND PRIVILEGES OF THE LESSOR

Lessor, in addition to any rights herein retained by it, reserves the following privileges:

1. Lessor Representative – The Airport Director is hereby designated as the official representative for the enforcement of all provisions in this Agreement with full power to represent the Lessor in dealings with the Lessee in connection with the rights and obligations herein provided, actions relating to policy determination, modification of this Agreement, subsequent permissive authorization under this Agreement, termination of this Agreement, and any similar matters affecting the terms of this Agreement.

2. Airport Development – The Lessor has the right, but shall not be obligated to Lessee, to develop or improve the landing areas and other portions of the Airport as it sees fit, regardless of the desires or views of the Lessee, and without interference or hindrance. If the development of the Airport requires it, the Lessor has the right to either:
    a. Substitute another parcel of land for the Leased Premises and relocate Lessee's improvement(s) to that new parcel at no cost to the Lessee, or
    b. Purchase Lessee's improvements at fair market value, established by appraisal by a registered appraiser selected by mutual agreement, and terminate this Agreement. In the event of a substitution and relocation or a purchase and Agreement termination as permitted by this section, the Lessor shall have no liability to the Lessee for any loss, expense, damage or cost of any nature whatsoever that results from or is occasioned by the substitution and relocation or the purchase and Agreement termination.

3. Access to Leased Premises – To the extent necessary to protect the rights and interests of the Lessor, or to investigate compliance with the terms of this agreement, the Airport Director or his designee shall at any and all times have the right to inspect the Leased Premises, including all buildings, structures, and improvements erected thereon, subject to reasonable notice given to Lessee.

4. War, National Emergency, Riot, or Natural Disaster – During time of war, national emergency, riot, or natural disaster, the Lessor shall have the right to lease the entire airport or any part thereof to the United States Government or State of Wisconsin for military or National Guard use; and, if any such lease is executed, the provisions of this instrument, insofar as they are inconsistent with the provisions of the lease to the Government, shall be suspended.

5. Aerial Approaches – The Lessor reserves the right to take any action it considers necessary to protect the aerial approaches and transition surfaces of the Airport against obstructions, together with the right to prevent Lessee or sub-lessee from erecting, or permitting to be erected, any building or other structure on the Airport which, in the opinion of the Lessor, would limit the usefulness of the Airport or constitute a hazard to aircraft.

6. Unrestricted Right of Flight – There is hereby reserved to the County of Outagamie, Wisconsin, its successors and assigns, for the use and benefit of the public, a free and unrestricted right of flight for the passage of aircraft in the airspace above the surface of the premises herein conveyed, together with the right to cause in said airspace such noise as may be inherent in the operation of aircraft, now known or hereafter used for navigation of or flight in the air, using said airspace or landing at, taking off from, or operating on or about the Airport.

ARTICLE X
OBLIGATIONS OF THE LESSOR

Except as otherwise specifically provided herein, Lessor, during the term of this Lease, shall, within its financial ability, operate, maintain, and keep in good repair all appurtenances, facilities, and services now or hereafter connected with the Airport including, without limiting the generality hereof, all field lighting and other appurtenances, facilities, and services which Lessor has agreed to furnish and supply herein; provided, however, that Lessor shall not be required to perform maintenance and make repairs occasioned by the negligence of Lessee or guests. However, Lessor may perform such maintenance or make such repairs and charge the cost of same to Lessee, and Lessee aggress to reimburse Lessor for all costs incurred by Lessor in performing such maintenance and repair work. Lessor shall keep the Airport free from obstructions, including the clearing and removal of snow, grass, stones, or other foreign objects, as reasonably necessary and with reasonable promptness in accordance with established priorities, from the runways and taxiways, for the safe, convenient and proper use of the Airport by Lessee, and shall maintain and operate the Airport in all respects in a manner at least equal to the standards or ratings issued by the Federal Aviation Administration (FAA) for airports of substantially similar size and character.

ARTICLE XI
INSURANCE

1. Lessee shall comply with all Federal, State and local codes, laws regulations, standards, and ordinances, including those of the Occupational Safety and Health Administration (OSHA), the Wisconsin Department of Industry, Labor and Human Relations (DILHR) and all County rules and orders governing the performance of the work.

2. In order to protect itself and the County, its Officers, Boards, Employees or Representatives under the indemnity provisions of the paragraph above, Lessee will at all times during this Agreement keep in force as insurance as described in Exhibit D.

3. Limits established herein shall be subject to five (5) year review and may be increased by the Lessor due to general inflationary conditions provided at least sixty (60) days notice of such increased requirements shall be given to the Lessee.

4. Policies shall be issued by a company or companies authorized to do business in the State of Wisconsin and licensed by the Wisconsin Insurance Department. Coverage afforded shall apply as primary, with the County, its Boards, Officers, Employees and Representatives as additional insured's. The Lessor shall be given thirty (30) days advance notice of cancellation or non-renewal during the term of this Agreement. Upon execution of this Agreement, Lessee shall furnish Lessor with a certificate of insurance and, upon request, certified copies of the required insurance policies, which said certificate policy copies shall be filed with the Office of the County Clerk of Outagamie County. In the event any action, suit or other proceedings is brought against the Lessee upon any matter herein indemnified against, the Lessee shall, within five (5) working days, give notice thereof to the Lessor and shall cooperate with their attorneys in the defense of the action, suit or other proceedings.

ARTICLE XII
INDEMNIFICATION AND HOLD HARMLESS

Lessee agrees at all times during the term of this agreement to indemnify, hold harmless and defend the County, its Boards, Officers, Employees and Representatives against any and all liability, including claims, demands, losses, damages, costs or expenses, including attorney fees, which the County, its Boards, Officers, Employees and Representatives may sustain, incur or be required to pay by reason of bodily injury, personal injury or property damage of whatsoever nature or kind arising from the lease, Lessee's conduct under the lease, or Lessee's conduct or action on airport grounds, unless such liability arises out of the sole negligence of the County.

Lessee further agrees to indemnify, hold harmless and defend the County, its Boards, Officers, Employees and Representatives against any and all claims, demands, losses, damages, costs or expenses, including attorney fees, which the County, its Boards, Officers, Employees and Representatives may sustain, incur or be required to pay resulting from the spill, discharge, dispersal, seepage, migration, release or escape of any pollutants being utilized by the Lessee or in the custody or control of the Lessee.

Nothing contained in this agreement is intended to be a waiver or estoppels of the County to rely 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, neither the municipality nor its insurer shall not be liable in indemnity and

contribution for an amount greater than the limits of liability for municipal claims established by Wisconsin law.

ARTICLE XIII
SUBLEASE or ASSIGNMENT

The Lessee shall not sublease the Leased Premises, or any part of the Leased Premises without the express written consent of the Lessor, such consent not to be unreasonably withheld. However the Lessee shall have the specific right to assign the Lease and all of its rights and duties hereunder to a bona-fide lending institution, and the Lessor hereby permits the Lessee to encumber and grant a security interest in any property or property rights, real or personal, it may have in the Leased Premises or property located thereon. Further, the Lessor will not unreasonably withhold its consent to the use of the Leased Premises by any person, persons or company obtained by any of Lessee's lenders in the event any lender forecloses on any of the above mentioned property. This lease may be so assigned and the Leased Premises so sublet for another air-oriented purpose other than that described in this lease if the Lessor approves such purpose. Any assumption of this lease under these or other provisions, shall obligate the person or persons to pay any and all past due rent before approval of transfer will be given. At a minimum, the Lessor will require that any sublease agreement be in writing and that it include: that the agreement be subject to the terms and conditions of this Agreement; that sub-lessees maintain aircraft liability insurance in the amounts and in the manor prescribed in this agreement.

ARTICLE XIV
DEFAULTS AND REMEDIES

The occurrence of any one or more of the following events shall constitute a material default and breach of this Agreement by the Lessee.

1. The filing by Lessee of a voluntary petition in bankruptcy.
2. The institution of proceedings in bankruptcy against Lessee and the adjudication of Lessee as bankrupt to such proceedings.
3. The taking by a court of jurisdiction of Lessee and its assets pursuant to proceedings brought under the provisions of any Federal Reorganization Act.
4. The appointment of a receiver of Lessee's assets, or any general assignment for the benefit to Lessee's creditors.
5. The divestiture of Lessee's estate herein by other operation of law.
6. If the Lessee shall abandon the building(s) and improvements or vacate the Leased Premises and not desire to sell or remove the building(s) before the expiration of this Agreement, the Airport Director shall be at liberty, at his option, to re-let the same. Abandonment, for this Agreement, shall be defined as the non-use of the Leased Premises from its specified purpose during a consecutive six (6) month time period. Any proceed received by Lessor under this paragraph shall be applied first to the payment of rent under article three (3) of this Agreement; second to the reduction of any debt incurred by the

Lessee to finance construction of any building(s) on the Leased Premises or the acquisition of any equipment of the Leased Premises abandoned by the Lessee; and third to the benefit of the Lessee.

7. The filing of any lien against the Airport or any of its property as the result of any act or omission of Lessee, if the lien is not discharged or contested in good faith by Lessee (as determined by the Lessor) within fifteen (15) days of Lessee's receipt of notice of the lien, unless Lessee posts a bond within this time period equal to the amount of the lien.
8. The transfer of Lessee's interest herein by other operation of the law.
9. Lessee becomes in arrears in the payment of the whole or any part of the amount(s) agreed upon hereafter for a period of sixty (60) days after such a payment becomes due.
10. The nonpayment of any real estate and/or personal property taxes levied by Outagamie County against Lessee's property after such taxes become due.
11. The falsification by the Lessee of any of its records or figures so as to deprive the Lessor of any of its rights under this Agreement.
12. The failure by Lessee to perform any of the covenants, conditions, or obligations imposed on it by this Agreement where the failure continues for a period of fifteen (15) days after written notice by the Lessor.
13. Notification of the Lessor by the Federal Aviation Administration (FAA) that Lessee's building(s) violates Federal Aviation Regulations (FARs), including obstacle clearance criteria, and requires the building(s) and appurtenances to be removed prior to continued federal funding for Airport Improvement Projects (AIP) or other projects at the Airport.
14. The transfer or assignment, or attempted transfer or assignment of this Agreement by Lessee, without securing prior written approval of the Lessor, such approval not to be unreasonably withheld. It shall be understood for the purpose of this part that negotiations by Lessee for the assignment or transfer of this Agreement shall not be construed as "attempted transfer".

In the event of a breach of this Agreement by Lessee, the Lessor shall be entitled to any and all legal and equitable remedies available to it under applicable law. Without limitation, these remedies shall include the following, which are cumulative and not exclusive:

1. Specific performance of any obligation of Lessee.
2. Declaratory and injunctive relief.
3. The recovery of all damages of any nature that result from the Lessee's breach, which damage include unpaid rent, fees and other payments, and the loss of future rent.
4. Reasonable attorney fees for services related to Lessee's breach of this Agreement, including fees for attorneys who are County employees
5. The termination of this Agreement and repossession of the Leased Premises by the Lessor. If this Agreement is terminated, the Lessee shall remove all property owned by it from the Leased Premises and restore and surrender the Leased Premises to the Lessor in the same condition as when originally received. If the Lessee fails to remove its property and to restore and

surrender the Leased Premises as required, the Lessor may do so and the Lessee shall be liable to the Lessor for all expenses of removing the property (including storage fees, if any) and restoring the Leased Premises.

The failure of the Lessor to declare this Agreement terminated for any of the reasons set out above shall not bar the right of the Lessor to subsequently terminate this Agreement for any of the reasons set out above. Further, the acceptance of rental or fees by the Lessor for any period after a default by Lessee shall not be deemed a waiver of any right on the part of the Lessor to terminate this Agreement.

ARTICLE XV
CANCELLATION BY LESSEE

Lessee may cancel this Agreement at any time it is not in default in its obligations by giving the Airport Director thirty (30) days written notice to be severed as hereinafter provided after the happening of any of the following events, if such event materially impairs the conduct of Lessee's normal business on the Airport:

1. The issuance by a court of competent jurisdiction of any injunction in any way preventing or restraining normal use of the Airport or any substantial part of it, and the remaining in force of such injunction for a period of sixty (60) consecutive days, such injunction not being the result of any fault of Lessee;

2. The inability of Lessee to use, for a period of six (6) consecutive months, the Airport or any substantial part of it due to enactment or enforcement of any law or regulation, or because of fire, earthquake, or similar casualty of Acts of God or the public enemy; or

3. The lawful assumption by the United States Government of the operation, control or use of the Airport or any substantial part of it for military purposes in time of war or national emergency for a period of at least sixty (60) days.

However, should Lessee choose not to cancel this Agreement, all fees and charges payable by Lessee under this Agreement shall abate until such time that operations return and the term of this Agreement shall be extended for the time of such suspension.

Failure of Lessee to declare this Agreement canceled for any of the reasons set out above shall not operate to bar or destroy the right of Lessee to cancel this Agreement by reason of any subsequent occurrence of the described events.

ARTICLE XVI
REMEDIES CUMULATIVE; NO WAIVER

All of the rights and remedies given to the Lessor in this Agreement are cumulative and no one is exclusive of any other. The Lessor shall have the right to pursue any one or all of such remedies or any other remedy or relief that may be provided by law, whether

stated in this Agreement or not. The failure of the Lessor to take action with respect to any breach by Lessee of any covenant, condition, or obligation in this Agreement shall not be waiver of such covenant, condition, or obligation. The acceptance by the Lessor of any rent or other payment shall not be a waiver by it of any breach by Lessee of any covenant, condition or obligation.

ARTICLE XVII
INDEPENDENCE OF CONTRACT

It is further mutually understood and agreed that nothing herein contained is intended or shall be construed as in any way creating or establishing the relationship of co-partners between parties hereto or as constituting the Lessee as the agent or representative or employee of the Lessor for any purpose or in any manner whatsoever.

ARTICLE XVIII
WAIVER OF SUBROGATION

The Lessor and Lessee hereby release each other from any and all responsibility to the other for any loss of damage to property caused by fire or other peril if the property is insured for such loss or damage in any policy of insurance, even if such loss or damage is caused by the fault or negligence of the other party or anyone for whom such party is responsible. The Lessor and the Lessee agree that to the extent any such policy of insurance provides a right of subrogation in the insurer, or to the extent a right of subrogation exists independent of such policy, each will indemnify and hold the other harmless for any loss, claim or expense suffered as the result of any action taken pursuant to the right of subrogation. Both Lessor and Lessee shall have their property and aircraft physical damage insurance carriers add the "waiver of subrogation" to their respective insurance policies.

ARTICLE XIX
SEVERABILITY

In the event that any provision herein contained is held to be invalid by any court of competent jurisdiction, the invalidity of any such provision shall in no way affect any other provision contained herein, provided that the invalidity of any such provision does not materially prejudice either the Lessor or Lessee in their respective rights and obligations contained in the valid provisions of this Agreement.

ARTICLE XX
SECURITY PLAN

The Lessor has implemented an Airport Security Plan in a form acceptable to the Transportation Security Administration (TSA) pursuant to 14 Code of Federal Regulations Part 1542. The Lessor reserves the right to modify that plan from time to time, as it deems necessary to accomplish its purposes. Lessee shall at all times comply

with the Security Plan and indemnify and hold harmless the Lessor from any violations of said Security Plan committed by the Lessee, its agents, guests, invites, or persons admitted by the Lessee to the Leased Premises. Any violation of this paragraph is considered a material breach of this Agreement, which gives the Lessor the rights set forth in Article XII.

1. Lessee acknowledges Lessor's responsibility to maintain the integrity of the airfield security perimeter and agrees to comply with all Airport rules and regulations, security procedures and Federal Aviation rules, regulations and guidelines pertaining to the security and safety of the Leased Premises and adjacent area and the airfield operations area, including the ingress and egress thereto.
2. Lessee shall read the attached Air Operations Training Program (Exhibit D), in accordance with 49 CFR 1542.213(c), and shall certify, by signing the certification form, that this has been completed and Lessee fully understands the obligations of having access to the Air Operations Area. Furthermore, Lessee shall ensure that any members or guests of the hangar are informed of this training.
3. Should the Transportation Security Administration determine that security has been breached due to the negligence of Lessee and fine the Airport, Lessee agrees to reimburse Airport for the fine.
4. Lessee acknowledges the Airports has established an ID Badge System for the entire Airport and agrees to cooperate in the badging of it employees or agents. Lessee agrees to pay the fees as established by the Airport for such purpose.

ARTICLE XXI
RULES AND REGULATIONS

County shall adopt and enforce reasonable rules, regulations and ordinances which Lessee agrees to observe and obey, with respect to the use of the Airport, which shall provide for the safety of those using the same; provided that such rules, regulations and ordinances shall be consistent with safety and with rules, regulations and orders of the FAA with respect to aircraft operations safety and security at the Airport; and provided further, that such rules and regulations shall not be inconsistent with the provisions of this Agreement or the procedures prescribed or approved from time to time by the FAA. Lessee shall not violate, or knowingly permit its agents, contractors or employees acting on behalf of Lessee to violate any such Rules and Regulations.

ARTICLE XXII
NOISE ABATEMENT

1. Lessor and Lessee agree that Lessor does not, in any manner, either expressly or impliedly, covenant or represent that the Leased Premises may be used free from any noise restrictions that may now or hereafter be in force with regard thereto and that Lessee shall bear sole responsibility for the extent of noise created by its use of the Leased Premises.

2. Lessee shall abide with all standards established for engine run-up and noise abatement rules, regulations and procedures as specifically set forth by Federal and State regulation, Outagamie County Ordinances, and/or Airport Policies lawfully developed for aircraft operations at Appleton International Airport, provided Lessee shall have an opportunity to participate in the development of such policies.

ARTICLE XXIII
EPA STANDARDS

Lessee shall abide with all standards established for Environmental Protection of storm water runoff as per the approved plan for Outagamie County.

ARTICLE XXIV
ENVIRONMENTAL MATTERS

1. Lessee represents and warrants that any handling, transportation, storage, treatment or usage of toxic or hazardous substances by Lessee that will occur on the Leased Premises during the term of the Lease or any renewals thereof shall be in compliance with all applicable federal, state and local laws, regulations and ordinances.

2. Lessee hereby agrees to indemnify, defend, protect and hold harmless Lessor and Lessor's agents, and their respective successors and assigns, from any and all claims, judgments, damages, penalties, fines, costs, liabilities, and losses (including, without limitation, loss, or restriction on use of rentable space or of any amenity of the premises and sums paid in settlement of claims, attorneys' fees, consultant's fees, and expert's fees) that arise during or after the leased term directly or indirectly from the presence of hazardous materials on, in, or about the Leased Premises which is caused by Lessee or Lessee's agents. This indemnification by Lessee of Lessor and Lessor's representatives includes, without limitation, any and all costs incurred in connection with any investigation of site conditions or any cleanup, remedial, removal, or restoration work required by any federal, state, or local governmental agency or political subdivision because of the presence of such hazardous material in, on, or about the Leased Premises or the soil or ground water on or under the building or any portion thereof. Lessee shall promptly notify Lessor of any release of hazardous materials in, on, or about the Leased Premises that Lessee or Lessee's agent becomes aware of during the leased term of this Lease, whether caused by Lessee, Lessee's agent, or other persons or entities.

ARTICLE XXV
DELINQUENT CHARGES

Late payment of all rents, fees and charges outlined in this Agreement are subject to the following interest charges; unless waived by the County Board of Supervisors, Lessee

shall be responsible for payment of interest on amounts not remitted in accordance with the requirements of this Agreement. The rate of interest shall be equivalent to the statutory rate in effect for delinquent County property taxes (presently 1 percent per month or fraction of a month) as described in Subsection 74.80(1), Wisconsin Statutes. The obligation for payment and calculation thereof shall commence thirty (30) days after the due date(s) established within this Agreement for the various rents, fees and charges.

ARTICLE XXVI
SUCCESSORS AND ASSIGNS BOUND

All of the provisions of this Agreement shall bind the legal representatives, successors, and assigns of the respective parties.

ARTICLE XXVII
GOVERNING LAW; VENUE FOR DISPUTES

This agreement shall be deemed to have been made in, and shall be construed in accordance with the laws of the State of Wisconsin. Any lawsuit related to or arising out of disputes under this Agreement, shall be commenced and tried in the circuit court of Outagamie County, Wisconsin, and Lessor and Lessee submit to the exclusive jurisdiction of the circuit court for such violation.

ARTICLE XXVIII
ENTIRE AGREEMENT

This agreement contains and embodies the entire Agreement between the Lessor and the Lessee and supersedes and replaces any and all prior agreements, understandings, and promises on the same subject, whether they are written or oral.

ARTICLE XXIX
HOLDOVER POSSESSION OF PREMISES BY LESSEE

In the event that the Lessee should hold over and remain in possession of the Leased Premises after the expiration of this Agreement or termination for any other cause, such holding over shall be deemed not to operate as a renewal or extension of this Agreement and shall create a tenancy from month to month which may be terminated at any time by the Lessor or Lessee.

ARTICLE XXX
RIGHTS UPON TERMINATION

Upon expiration of this Agreement or upon termination of this Agreement, the Lessor may, in its sole discretion, do any of the following:

1. Negotiate a new agreement with Lessee;

2. Take title to all structures located on the Leased Premises; or

3. Order and require Lessee to remove all structures located on the Leased Premises and restore the site to its original condition within sixty (60) days.

Lessee has the right, upon termination, to remove all structures and improvements from the Leased Premises and restore the Leased Premises to its original condition.

ARTICLE XXXI
PARAGRAPH HEADINGS

All paragraph headings contained in this Agreement are for convenience in reference only, and are not intended to define or limit the scope of any provision.

ARTICLE XXXII
NOTICES

All fees due under this Agreement shall be made payable to Outagamie County Treasurer, and shall be remitted to the Outagamie County Courthouse, 320 South Walnut Street, Appleton, Wisconsin 54911.

Notices shall be sufficient if hand delivered or sent by certified mail, postage prepaid, addressed to:

Lessor	Lessee
Airport Director	Dylan Milis
Appleton International Airport	Milis Enterprise, LLC
W6390 Challenger Drive, Suite 201	W4567 County Road KK
Appleton, WI 54914-9119	Kaukauna, WI 54130

Or to such other addresses as the parties may designate to each other in writing from time to time.

IN WITNESS WHEREOF, the parties have hereunto set their hands and seals this day of 3/27, 2024.

OUTAGAMIE COUNTY

By: _____
Thomas Nelson
County Executive

By: _____
Jeff Nooyen
Board Chairperson

By: _____
Jeffrey King
County Clerk

APPROVED AS TO FORM

By: _____
Kyle Sargent
Corporation Counsel

LESSEE

By: _____
Name: Dylan Mills
Title: CEO
Date: 3/22/24

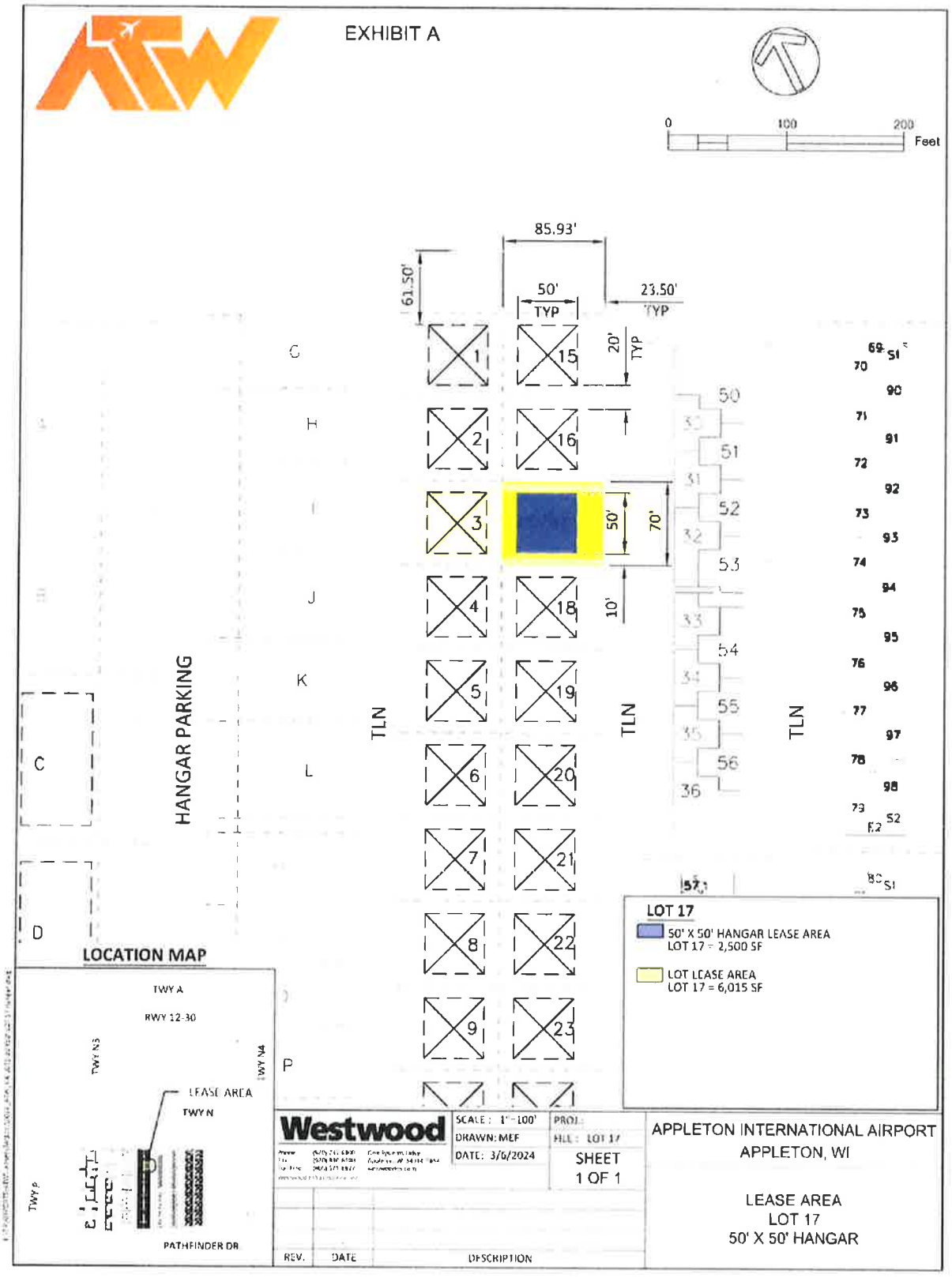

EXHIBIT A
0
100
200
Feet
85.93'
61.50'
50'
TYP
23.50'
TYP
20'
TYP
50'
70'
10'
HANGAR PARKING
TLN
TLN
TLN
LOCATION MAP
TWY A
RWY 12-30
TWY N3
TWY N4
LEASE AREA
TWY N
TWY P
PATHFINDER DR
LOT 17
50' X 50' HANGAR LEASE AREA
LOT 17 = 2,500 SF
LOT LEASE AREA
LOT 17 = 6,015 SF
Westwood
SCALE: 1" = 100'
DRAWN: MEF
DATE: 3/6/2024
SHEET
1 OF 1
REV.
DATE
DESCRIPTION
APPLETON INTERNATIONAL AIRPORT
APPLETON, WI
LEASE AREA
LOT 17
50' X 50' HANGAR

EXHIBIT "B"

APPLETON INTERNATIONAL AIRPORT

HANGAR LAND LEASE RATES

Year	Rate Per SQ Foot
2024	.17

EXHIBIT C

APPLETON INTERNATIONAL AIRPORT

GENERAL AVIATION HANGAR BUILDING MINIMUM SPECIFICATIONS

Below are the minimum specifications for building an aircraft hangar at the Appleton International Airport. Please contact the Airport Director for consideration of and deviations to these minimum specifications.

PART ONE - GENERAL REQUIRMENTS

A. Application
    1. This building code applies to all buildings constructed for the storage of aircraft within the boundaries of Appleton International Airport, Outagamie County, Wisconsin.
    2. Hangars are intended for non-commercial single engine or light twin engine aircraft.
B. Approvals
    1. State of Wisconsin
        a. Building plans must meet all applicable requirements of the Wisconsin Administrative Code and the Department of Safety and Professional Services.
    2. Local Building Permits Required:
        a. Town of Greenville
    3. Airport Director
        a. Review and approval is required for all building plans and specifications.
            1. Submit complete set of plans. Specifications and shop drawings.
            2. Submit color chips for color selection.
            3. Provide copies of local building permit for Airport Records
        b. Compliance with Appleton International Airport height and zoning ordinances is required.
        c. Variances
            1. Requests for variances from these requirements shall be submitted in writing and will be reviewed by the Airport Director on a case-by-case basis.
            2. Costs of engineering or architectural review that may be required for variance approval shall be paid by the applicant.
    4. All plans must be sealed by an architect or professional engineer licensed to practice in the State of Wisconsin.

C. Size Requirements
    1. Single or Light Twin Engine Aircraft
        a. Each hangar shall be a minimum of 1400 square feet.
        b. Each hangar shall be a maximum size to accommodate lot size and setback requirements.
D. Setback requirements
    1. Side yard: 10 feet
    2. Front yard: 25 feet
    3. Rear yard: 25 feet from taxiway
    4. Must meet state and local building code requirements.

E. Design Requirements
1. Roof Load: 30 psf minimum plus snow drift loading.
2. Wind Load: 20 psf minimum
3. Building plans must show dead weights attributable to suspended equipment, etc.

PART TWO-QUALITY ASSURANCE

A. Reference Specifications
1. American Concrete Institute:
ACI 301 Specifications for Structural Concrete for Buildings
ACI 302 Guide for Concrete Floor and Slab Construction
ACI 303 Guide to Cast-in-Place Architectural Concrete Practice
ACI 304 Recommended Practice for Measuring, Mixing, Transporting, and Placing Concrete
ACI 533 Precast Concrete Wall Panels
2. American Institute of Steel Construction:
AISC Steel Construction Manual
3. American Institute of Timber Construction:
AITC Timber Construction Manual
4. American Iron and Steel Institute:
AISI Light Gauge Formed Steel Design Manual
5. American National Standards Institute:
ANSI A41.1 American Standard Building Code for Masonry
6. American Society for Testing and Materials:
ASTM C94 Ready Mixed Concrete
AST14 C90 Hollow Load-Bearing concrete Masonry Units
ASTM Cl44 Aggregate for Masonry Mortar
ASTM Cl 50 Portland Concrete
7. National Concrete Masonry Association:
NCMA TR90 Architectural and Engineering Concrete Masonry Details for Buildings
8. National Fire Protection Association:
NFPA 10 Standard for Portable Fire Extinguishers
NFPA 70 National Electrical Code
NFPA 409 Standard on Aircraft Hangar
9. Precast Concrete Institute:
PCIMNL 117 Manual for Quality Control for Plants and Production of Architectural Precast Concrete Products
10. Wisconsin Commercial Building Codes:
COMM 61, Part 412 Aircraft Hangars
11. Wisconsin Department of Transportation:
WisDOT 209 Granular Backfill
WisDOT 212 Granular Subbase Course
WisDOT 304 Crushed Aggregate Base Course
WisDOT 405 Plant Mixed Asphaltic Bases Pavements - General Requirements
WisDOT 407 Asphaltic Concrete Pavement
WisDOT 408 Seal Coat
WisDOT 415 Concrete Pavement
WisDOT 505 Steel Reinforcement
WisDOT 625 Topsoil and Salvaged Topsoil
WisDOT 630 Seeding

B. All reference specifications shall be the latest available edition, including supplemental specifications.

PARTTHREE- MATERIALS AND EXECUTION

A. Building systems
   1. Acceptable Building Systems
      a. Heavy timber frame with steel sheathing.
         1. Pole buildings will be allowed only on a case-by-case basis.
      b. Steel frame with steel sheathing.
      c. Requests for other building systems shall be submitted and will be reviewed by the Airport Director on a case-by-case basis.
   2. Structural Requirements
      a. Structural members and bearing walls shall be of combustion-resistant materials.
      b. Structural steel shall be designed in accordance with AISC requirements.
         1. Exposed material, which is not galvanized or painted, shall be given and coat of aluminum or zinc chloride shop primer as appropriate prior to erection.
         2. Bolts shall be eletro-galvanized.
      c. Structural timber shall be designed in accordance with AITC requirements.
         1. Anchors, connectors, hangers and nailing clips shall be galvanized or black copolymer coated steel.
   3. Steel Sheathing Requirements
      a. Cold formed steel shall be designed in accordance with AISI requirements.
      b. All materials, whether exposed or not to the elements, shall be galvanized, galvalume or aluminized.
      c. Bolts
         1. Bolts furnished with galvanized materials shall be electro-galvanized.
         2. Bolts furnished with aluminized or galvalume steel panels shall be AISI Type 430 stainless steel.
         3. All bolts exposed to the weather shall be furnished with a contained nylon washer under the head for sealing.
      d. Exterior metal-to-metal laps shall be sealed with a sealer approved by or supplied by the panel fabricator.
         1. Sealer shall not run, separate or deteriorate rapidly with age.
      e. Wall Panels
         1. Panels shall be roll-formed from flat steel to the following Specifications:
            a) Thickness: 22 ga minimum
            b) Pattern: 7/8" corrugated metal with exposed fasteners. Vertical panels.
            c) Major Rib spacing: 2.67 inches
            d) Panel Coverage: 32 inches

         2. Panels shall be galvanized, galvalume or aluminized coated steel with epoxy and polyester finish.
         3. Panels shall overlap a minimum of 1 ½ inches at all seams and be securely fastened and sealed.

4. Flashing and closure pieces shall be manufactured from materials of similar quality as the panels.
5. Exposed fasteners shall match or be painted to match the panels.
6. Wall panels shall be erected with sufficient intermediate support to withstand the design wind loads.

f. Roof Panels
1. Panels shall be roll-formed from flat steel to the following specifications:
a) Thickness: 24 ga minimum
b) Pattern: 3" high vertical ribs, 24" panel width

2. Panels shall be galvanized, galvalume or aluminized coated steel.
a) G90 galvanized coating or,
b) .65 ounce per square foot of aluminum.
3. Longitudinal seam shall be of the crimped standing seam type and be securely fastened and sealed.
4. End splices shall be formed with a minimum overlap of 6 inches and be securely fastened and sealed.
5. Seams and splices shall be completely weathertight and capable of developing the entire bending moment and axial load capability of the panel.
6. Provide pre-formed ridge cap.
7. Provide metal closures at the eave andridge.

g. Decorative Panels
1. Use of brick masonry for ornamentations shall conform to the recommendations of the Brick Institute of America.
2. Use of stone for ornamentation shall conform to the recommendations of the Building Stone Institute.

B. Detail Requirements
1. Floors:
a. Floors shall be liquid-tight and sloped toward the aircraft door and apron.
b. Materials:
1. Floor sections shall be designed to accommodate the intended aircraft loading.
2. Floor sections shall be constructed of Portland Cement Concrete or Asphaltic concrete pavement and shall be sufficient to meet aircraft loads.

2. Aircraft Doors.
a. Types.
1. Vertical bi-fold.
2. Canopy.
3. Vertical lift.
b. Materials.
1. Door panels shall meet the applicable requirements for steel wall panels.
c. Electric door operators.
1. All electric controls shall be designed to meet NFPA 70 standards, including Article 513, Aircraft Hangars, and shall be "weatherproof".

3. Walk Doors
    a. All walk doors must meet state and local building code requirements.
    b. All walk doors must be constructed of metal.
    c. All walk doors must be equipped with a lockset- heavy-duty Schlage- Rhoads or equivalent, with an E-keyway.

4. Interior Partitions
    a. Areas shall meet state and local building code requirements.
5. Finishes
    a. Exterior
        1. Wall color shall be silver metallic
        2. Trim color shall be silver metallic
        3. Roof color shall be silver metallic
    b. Color samples must be submitted to the Airport Director and shall be approved by the Airport Director prior to painting.
6. Fire Extinguishers.
    a. Sufficient fire extinguishers shall be provided so that no part of the hangar structure is more than 75 feet away from an extinguisher.
    b. Extinguishers shall be wall mounted using compatible hardware adjacent to a fire exit, and clearly identified.
    c. Extinguishers shall meet NFPA 10 standards.
    d. Approved types.
        1. Multi-purpose Dry Chemical UL 20A-120 B/C.
        2. Carbon Dioxide UL 120 B/C.
        3. Halon 1211 UL 4A-80 B/C.
7. Utilities.
    a. Electricity.
        1. Underground electrical service will be furnished to a nearby distribution point.
        2. Connections to the building shall be the responsibility of the hangar owner(s).
        3. Interior wiring shall be the responsibility of the hangar owner(s).
        4. Separate meters will be required for each building.
        5. AH wiring shall be done in accordance with NFPA 70, including Article 513 (Aircraft Hangars).
    b. Telephone.
        1. Underground telephone service is optional and will be provided at the hangar owner's expense.
    c. Water.
        1. Potable water service is optional and will be provided at the hangar owner's expense.
        2. Service must be requested prior to start of construction.
        3. Connections to watermains will be provided upon main installation.
    d. Sanitary Sewer.
        1. Sanitary sewer service is optional and will be provided at the hangar owner's expense.
        2. Service must be requested prior to start of construction.
        3. Connections to sanitary sewer mains will be provided upon main installation.

e. Gas Service
    1. Underground gas service will be furnished to a nearby distribution center.
    2. Connections to building shall be the responsibility of the hangar owner(s).
    3. Separate meters will be required for each building.
    4. All connections shall meet state and local building codes.

8. Foundation
    a. The foundation must meet appropriate state and local building codes
9. Drainage
    a. Installation of gutters and roof drains may be required for the protection of adjacent structures.
    b. Connection of roof drains or area inlets to storm sewers may be required for the protection of adjacent structures.

C. Storage and Erection
1. Provide erosions control measures and, when required, implementation plan as required by governing agencies prior to start of site work.
2. Building material stored on site prior to erection shall be stacked on platforms or pallets covered with suitable watertight wind-resistant coverings.
3. Storage and erection shall be conducted in such a manner that there is no interference with aircraft operations from adjacent hangar sites or from elsewhere on the airfield.
4. Erection practices shall conform to the applicable ACI, AISC, and AITC standards.

D. Site Requirements
1. Approach paving
    a. Hangar owner will be responsible for approach paving from the hangar door to the taxiway.
    b. Approach paving shall be designed to accommodate the intended aircraft loading and a minimum of 3 inches of asphalt on an appropriate base course.
    c. Approach paving shall be graded appropriately, sloped away from building to taxiway and to meet existing grades between the buildings and taxiway.
2. Site Restoration
    a. Unpaved portions of the site shall be level graded and covered with a minimum of 4 inches of salvaged topsoil according to the requirements of WisDOT Specification 625.
    b. Top soiled areas shall be seeded and maintained in accordance with lease specifications.
3. External Storage
    a. External storage of materials of any kind will not be permitted.
        1. Parking will be provided on site.
        2. Parking on the hangar approach or taxiway will not be permitted.

E. Security Fence
1. Hangar owner must coordinate the removal of the existing chain link fence with the Airport Director before beginning construction.

2. Hangar owner will be responsible for maintaining a security fence during the construction process.
3. Hangar owner must erect a minimum 7-foot-high fence with 1-foot barb wire chain link security up to and between buildings. In coordination with the Airport Director, the existing security fence may be reused to meet this requirement. Fence poles must be a minimum of 2 inches, located a maximum of 3 inches from the building, and poured into a concrete base.

EXHIBIT D

Insurance Requirements for Independent Contractors and Vendors

Section 1 - Indemnification and Hold Harmless Clause (This language is required in all contracts):

_____ (Contractor / Vendor Name) agrees at all times during the term of the agreement to indemnify, hold harmless and defend the County, its Boards, Committees, Officers, Employees, Authorized Representatives and Volunteers against any and all liabilities, losses, damages costs or expenses (including, without limitation, actual attorney's and consultant's fees) which the County, its Boards, Committees, Officers, Employees and Representatives may sustain, incur or be required to pay by reason of or in any way related to bodily injury, personal injury or property damage of whatsoever nature or in connection with or in any way related to the performance of the work by _____ (Contractor/Vendor Name), its employees, agents and anyone employed directly or indirectly by any of them or by anyone for whose acts any of them may be liable, provided, however, that the provisions of this section shall not apply to liabilities, losses, charges, costs or expenses caused solely by or resulting from the gross negligent acts or omissions of the County, its Agencies, Boards, Committees, Officers, Employees, Authorized Representatives or Volunteers. It is agreed that Contractor/Vendor will be responsible for primary loss investigation, defense and judgment costs where this indemnification is applicable. Contractor's/Vendor's indemnity obligations shall not be limited by any worker's compensation statute, disability benefit or other employee benefit or similar law or by any other insurance maintained by or required of Contractor/Vendor. Nothing contained in this agreement is intended to be a waiver or estoppels of the County to rely 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, neither the municipality nor its insurer shall not be liable in indemnity and contribution for an amount greater than the limits of liability for municipal claims established by Wisconsin law.

Section 2 - Compliance with Laws, Regulations, Permits, Etc. Clause (This language is required in all contracts):

The _____ (Contractor/Vendor Name) shall comply with all Federal, State and local codes, laws, regulations, standards, and ordinances, including, without limitation, those of the Occupational Safety and Health Administration (OSHA), the Wisconsin Department of Safety and Professional Services and all County rules and orders governing the performance of the work performed by the Contractor/Vendor, its employees, agents and subcontractors or anyone employed directly or indirectly by any of them or by anyone for whose acts any of them may be liable. In addition, any material, equipment or supplies provided to the County must comply with all safety requirements as set forth by the Wisconsin Administrative Code, Rules of the Industrial Commission on Safety and all applicable OSHA Standards. Effective May 1, 2007 employers performing work on qualified public works construction projects in Wisconsin for municipal government and state building projects will be required to have a written substance abuse testing program in place. The provisions of this requirement are contained in Wisconsin Statute § 103.503.

Section 3 - Subcontractors Clause (This language is required in all contracts):

The _____ (Contractor/Vendor Name) shall require each of their Subcontractors to take out and maintain, during the life of their subcontract the same insurance coverages as required under section 6, below, including without limitation naming the County, its Boards, Committees, Officers, Employees, Authorized Representatives and Volunteers as additional insureds with respect to all commercial general liability insurance policies. Each Subcontractor shall furnish to the _____ (Contractor/Vendor Name) two (2) copies of all certificates of insurance in a form acceptable to the County. The _____ (Contractor/Vendor Name) shall furnish one copy of

each of the certificates of insurance, and any other evidence of insurance requested by the County, to the County prior to the commencement of any work to be performed by Contractor/Vendor or its Subcontractors. The County reserves the right to immediately terminate the contract with no liability or obligation to Contractor/Vendor or its Subcontractors, if the Subcontractor is not in compliance with these insurance requirements.

Section 4 - Proof of Insurance (This language is required in all contracts):

Policies shall be issued by a company or companies authorized to do business in the State of Wisconsin and licensed by the Wisconsin Insurance Department and having an "AM Best" rating of A- or better. Acceptance of Contractor's insurance by County shall not relieve or decrease the liability of the Contractor hereunder. Any deductible or self-insured retention amount or other similar obligation under the policies shall be the sole responsibility of the Contractor. Coverage afforded shall apply as primary and non-contributory, with the County, its Boards, Committees, Officers, Employees, Authorized Representatives and Volunteers named as **additionally insureds (with respects to any and all insurance policies identified in Section 6, as allowed by law)**. All liability insurance policies (except professional liability policies) to be maintained hereunder by Contractor/Vendor shall be occurrence based and not claims made policies. The County shall be given thirty (30) days advance notice of cancellation or nonrenewal of any and all required insurance coverages during the term of this agreement. Prior to the execution of this agreement, the _____ (Contractor/Vendor name) shall furnish the County with certificates of insurance (Acord Form 25-S or equivalent) signed by the insurer's representative and, upon request, certified copies of the required insurance policies and any other insurance related information, evidencing the insurance coverage requirements referenced below. **Certificates of insurance shall be sent to the following address: Outagamie County, Attention: Risk Administrator, 320 South Walnut Street, Appleton, WI 54911**. The County reserves the right to immediately terminate the contract with no liability or obligation to Contractor/Vendor or any of its Subcontractors, if the _____ (Contractor/Vendor Name) is not in compliance with these insurance requirements.

Section 5 – Applicable Law (This language is required in all contracts):

Any lawsuits related to or arising out of disputes under this agreement shall be commenced and tried in the Circuit Court of Outagamie County, Wisconsin and the County and _____ (Contractor/Vendor Name) shall submit exclusively and specifically to the jurisdiction of the Outagamie County Circuit Court for such lawsuits. This agreement will be governed and construed according to the laws of the State of Wisconsin.

Section 6 – Insurance Coverage Requirements:

This language is required in all contracts: The insurance requirements herein are minimum requirements for this Contract and in no way limit the indemnity covenants contained in this Contract. **Outagamie County in no way warrants that the minimum limits contained herein are sufficient to protect the Contractor/Vendor from liabilities that might arise out of the performance of work under this contract by the Contractor, it agents, representatives, employees or subcontractors, and Contractor is free to purchase additional insurance.** _____ (Contractor/Vendor Name) agrees that in order to protect itself and the County, its Boards, Committees, Employees, Authorized Representatives and Volunteers under the indemnity provisions of Section 1, it will at all times during the term of the agreement provide and maintain at its own expense, the following minimum limits of insurance covering its operations:

Minimum Insurance Coverages and Limits (Note to County Departments: these coverage amounts, except for worker's compensation, should be increased as the size of the project and the exposure risk increases. To determine adequate coverage limits, contact the Risk Administrator.)

1) Worker's Compensation & Employer's Liability
   a) Applicable State – Statutory Limits as Required by the State of Wisconsin
   b) Applicable Federal (e.g. U.S. Longshoremen's and Harbor Worker's Act, Admiralty (Jones) Act, and Federal Employer's Liability Act) – Statutory Limit
   c) Employer's Liability - $100,000 each occurrence / $100,000 each person (disease) / $500,000 total limit (disease)

      Add this language – Except as may be otherwise set forth herein, the County shall not be liable to _____ (Contractor/Vendor Name), its employees, or subcontractors, or anyone employed directly or indirectly by any of them or by anyone for whose acts any of them may be liable, for any injuries to any of them arising out of or in any way related to the performance of the work under this agreement. _____ (Contractor/Vendor Name) agrees that the indemnification and hold harmless provisions within this agreement extend to any claims brought by or on behalf of any such employees, subcontractors or anyone employed directly or indirectly by any of them or by anyone for whose acts any of them may be liable.

2) Automobile Liability – Owned, Non-Owned, Hired
   a) Bodily Injury and Property Damage Combined - $1,000,000 for bodily injury and property damage per occurrence limit covering all vehicles to be used in connection with the performance of Contractor's/Vendor's obligations under this Agreement.
   b) Coverage for commercial automobile liability insurance shall be at least as broad as Insurance Services Office (ISO) Business Auto Coverage (Form CA 0001), covering Symbol 1 (any vehicle).

      Add this language - If Contractor/Vendor/Subcontractor or Contractor's/ Vendor's/Subcontractor's employees use personal vehicles to perform any services or work to be performed by Contractor/Vendor or Subcontractor under this Agreement, the Contractor/Vendor/Subcontractor must provide, to the County, a copy of the Certificate of Insurance (and any other documentation requested by the County) for Personal Automobile Liability coverage for each employee of Contractor/Vendor/Subcontractor who will be using their personal vehicle to perform such services or work as evidence of satisfactory compliance.

3) Commercial General Liability (Including Broad Liability Endorsement)
   a) Bodily Injury and Property Damage Combined - $1,000,000, Each Occurrence
   b) Personal Injury - $1,000,000
   c) X,C,U - $1,000,000 Each Occurrence
   d) Coverage for commercial general liability insurance shall be at least as broad as Insurance Services Office (ISO) Commercial General Liability Coverage (Occurrence Form CG 0001)

4) Umbrella or Excess Liability
   a) $1,000,000 following form excess of the primary General Liability, Automobile Liability and Employers Liability Coverages.

Other Insurance Coverage's & Minimum Limits (use as necessary)
(Note to County Departments: these coverage amounts should be increased as the size of the project and the exposure risk increases. To determine the adequate coverage limits, contact the Risk Administration Department.)

1) Professional Liability (*This coverage is needed when any intangible item is involved such as, but not limited to, the use of architects, engineers, testing services and consultants.*)

a) Coverage Limit - $1,000,000 per claim or event

Add this language – The _____ (Contractor /Vendor Name) shall maintain insurance covering negligent acts, errors and omissions, arising out of performance of, or the failure to perform, any professional services required under this Agreement. Additionally, the _____ (Contractor/Vendor Name) shall require its consultants and their sub-consultants, if any, to maintain professional liability insurance. If the policy coverage is a claims made policy and not occurrence based, then all such insurance coverages shall be maintained for a minimum of ten (10) years following completion or earlier termination of the Project.

2) Completed Operations (*This coverage is needed for any construction or installation project.*)
   a) $1,000,000 / Each Accident

   Add this language – Coverage shall be maintained for a period of two (2) years after the final payment to Contractor/Vendor.

3) X,C,U [*This coverage is needed for the following: (**X** – use of explosives that might damage property), (**C** – covers property damage rising out of the following: grading of land, excavation, burrowing, filling or backfilling, tunneling, pile driving, or coffer dam or caisson work; also includes moving, shoring, underpinning, razing, or demolition of any building or structure.), and (**U**- underground damage; includes damage to wires, conduits, pipes, mains, sewers, tanks, tunnels, or any similar property beneath the surface of the ground or water caused by and occurring during the use of mechanical equipment for the purpose of grading land, paving, excavating, drilling, burrowing, filling backfilling or pile driving):*
   a) $1,000,000 / Each Accident
4) Product Liability (*This coverage is needed in instances such as, but not limited to, a vendor serving food at the Airport Restaurant.*)
   a) $1,000,000 / Each Accident

   Add this language – Coverage shall be maintained for a period of two (2) years after the final payment to Contractor/Vendor.

5) Malpractice / Professional Liability (*This coverage is needed for all contracted medical services, including but not limited to, assisted physician services, laboratory equipment maintenance, and patient testing.)*
   a) In an amount not less than $1,000,000 per occurrence and $3,000,000 in the aggregate

   Add this language – For claims made, the retroactive date of coverage for all policies in force during this agreement shall be not later than the inception date of the agreement. Coverage shall be extended beyond this agreement and policy year either by a supplemental extended reporting period for at least two (2) years after the termination of this agreement or by providing a retroactive date no later than the inception date of this agreement for any policy issued within two (2) years after the termination of this agreement.

6) Pollution Liability *(This coverage is needed if an agreement involves a hazardous substance such as but not limited to waste oil, waste batteries, etc.)*
   a) In an amount not less than $1,000,000 per occurrence and $2,000,000 in the aggregate (with 1 year extended reporting period)

7) Aircraft Liability (*This coverage is needed if the agreement involves the use of any aircraft.*)
   a) Piston - $5,000,000 per occurrence
   b) Jet - $25,000,000 per occurrence

8) Cyber/Privacy Liability (*This coverage is needed for Contracted vendors who maintain protected personal information ("personal information" means information that identifies an individual, including an individual's photograph, social security number, driver identification number, name, address (but not the 5-digit zip code), telephone number, and medical or disability information, financial information such as credit information, etc.) concerning clients and/or employees of Outagamie County*)
   a) $1,000,000 per occurrence / $3,000,000 aggregate
      Add this language - Coverage shall include, but not be limited to, coverage for unauthorized access, denial of service attacks, computer viruses, transmission of malicious code, and failure of security; breach of privacy and the failure to protect and disclosure of personally identifiable information, payment card information, and health information; and violation of any federal, state or local law or regulation in connection with the protection of information, including coverage for fines and penalties to the extent allowed by applicable law. If such policy is a "claims made" policy, all renewals thereof during the life of the Contract shall include "prior acts coverage" covering at all times all claims made with respect to Contractor's work performed under the Contract
      .

Please contact the Risk Administrator (extension 5494) for further questions.

EXHIBIT E

APPLETON AIRPORT
INTERNATIONAL

AIR OPERATIONS AREA (AOA) AWARENESS PROGRAM

49 CFR Part 1542.213 (c) requires that the airport operator may not authorize an individual access to the AOA unless that individual has been provided information in accordance with the airport security program.

DEFINITIONS

Security Identification display area (SIDA) – A portion of the airport which requires the display of one's ID badge. (See attached SIDA/ Secured Area Map)

> **Terminal SIDA** – The concrete apron surrounding the terminal concourse, the baggage makeup areas west of the airline operations offices, and the incoming baggage staging areas south of the baggage carousels.
>
> **Air Cargo SIDA** – The concrete apron east of the air freight facility. The western portion of the Fed Ex building used for receiving, sorting, loading, or unloading cargo and the concrete apron west of the facility.

Secured Area – A portion of the airport, where airport operators enplane and deplane passengers and sort and load baggage, and any adjacent areas that are not separated by adequate security systems, measures, or procedures. All secured areas are called SIDA's and require the display of one's ID badge.

Air Operations Area – A portion of the airport that includes aircraft movement areas, aircraft parking areas, loading ramps, safety areas, and any adjacent areas (such as general aviation areas) that are not separated by adequate security systems, measures, or procedures. This area does not include the secured area and does NOT require a SIDA badge be worn.

Airport Security Coordinator – The airport operator's primary contact for security- related activities and related communications with the TSA. At the Appleton International Airport, the Airport Security Coordinator is Gary Wunsch, Deputy Chief Airport Department of Public Safety. The alternate ASCs are the terminal maintenance supervisor and the ADPS Fire Chief.
The Security Coordinator can be reached at (920) 832-2186 or (920) 419-2215.

RESPONSIBILITIES

Transportation Security Administration – Federal oversight responsibility including the publishing of safety and security regulations, and monitoring and ensuring compliance with those regulations.

Airport Operator – The entity issued an airport operating certificate by the FAA under FAR Part 139, which enables that entity to conduct airport operations subject to FAA regulations and oversight. The airport operator's role includes development of the airport security program and compliance with applicable Transportation Security Regulations, including providing law enforcement support.

EXHIBIT E

Approved Individual

Each Person shall:

1. Stay in the designated work areas at all times
2. Provide photo identification upon request from ADPS or TSA Officers while in this area.
3. Be under Escort at all times.

No person shall, or cause another person to:

1. Tamper with a locking mechanism that would cause a secure door to not function properly.
2. Attempt to perform unauthorized self-testing of any security system or procedure.
3. Attempt to gain access to the AOA, SIDA, or secured area via methods not outlined in the security plan.
4. Enter, or be present within, a secured area, AOA, SIDA or sterile area without complying with the systems, measures, or procedures being applied to control access to, or presence or movement in, such areas.
5. Divulge, record, transmit, or give the pass code to another.

VEHICLE OPERATIONS/RESTRICTIONS

All unescorted vehicles authorized in these areas are identified with a beacon, or orange and white checked flag, on the top of the vehicle. All personnel entering the SIDA must wear identification authorizing them to be in this area or be escorted by an individual who has been granted unescorted access to the SIDA. Vehicles in the SIDA are limited to:

1. Vehicles owned and operated by Appleton International Airport and used in direct support of air operations, maintenance and fire fighting.
2. Vehicles operated by airlines and used in support of air carrier operations and maintenance.
3. Vehicles owned and operated by the Federal Government and used in direct support of NAVAID maintenance and repair.
4. FBO vehicles used in support of general aviation and air carrier operations.
5. Construction vehicles with the appropriate markings and authorized by the Airport Security Coordinator.

TSA SECURITY INSPECTION ENFORCEMENT ACTIVITES:

** The TSA randomly conducts inspections of our facility and tests our security practices. If a security breach is found, we can be fined up to $10,000.
** The Outagamie County has an ordinance that addresses security violations. Violations of this ordinance may result in a progressive fine: $10.00 first offense, $25.00 second offense and $50.00 for third offense. The Airport D.P.S., Sheriff's Dept. and Airport Director have authority to issue these fines.

1. Allowing someone to piggyback through secure door/gate.
2. Not following stop/wait policy at vehicle gates.

LAW ENFORCEMENT

The Appleton International Airport operated under a TSA approved Flexible Response system. Under this system, the Outagamie County Sheriff's Department will respond, within minutes of being summoned, with a uniformed Sheriff's Deputy to any event requiring a law enforcement officer.

The Airport Department of Public Safety phone number is (920) 832-1633.

APPLETON AIRPORT
INTERNATIONAL

Air Operations Area (AOA) Training Certification
EXHIBIT E.1

I certify that I have received and read the Appleton International Airport Air Operations Area (AOA) training program.

I also certify that I understand the responsibilities associated with obtaining access to the AOA

PRINTED NAME DATE

SIGNATURE

COMPANY NAME

LOCK IN OF ALL APPOINTMENTS, ORDINANCE NOS. Z-2, Z-3—2024-25 AND RESOLUTION NOS. Z-4, 10, 11, 12, 13, 14, 15, 16, 17, 18, 19—2024-25.

Vote for lock in. ROLL CALL: 30 yes, 6 absent. ALL APPOINTMENTS, ORDINANCE NOS. Z-2, Z-3—2024-25 AND RESOLUTION NOS. Z-4, 10, 11, 12, 13, 14, 15, 16, 17, 18, 19—2024-25 ARE ADOPTED & LOCKED IN.

VOTE RESULTS 30 YES 0 NO 0 ABSTAIN 6 ABSENT

Lock in of Appointments, Ord. No. Z-2, Z-3—2024-25, Res. No. Z-4, 10-19—2024-25

Lock In of Appointments, Ord. No. Z-2, Z-3—2024-25, Res. No. Z-4, 10, 11, 12, 13, 14, 15, 16, 17, 18, 19—2024 Passed With Majority of Full Membership

1 THOMPSON	YES	13 WEGAND	YES	25 JANKE	YES
2 JOHNSON	YES	14 HERMES	ABSENT	26 WEINBERG	YES
3 SMITH	YES	15 MacDONALD	YES	27 CULBERTSON	YES
4 PATIENCE	YES	16 SCHROEDER	ABSENT	28 MONFILS	YES
5 GABRIELSON	YES	17 CROATT	ABSENT	29 WINTERFELDT	ABSENT
6 KOSTELNY	YES	18 SPEARS	YES	30 NEJEDLO	YES
7 HAMMEN	YES	19 HEISER	YES	31 CLEGG	YES
8 LAWRENCE	YES	20 MITCHELL	YES	32 THYSSEN	YES
9 KRUEGER	ABSENT	21 CUFF	ABSENT	33 VANDERHEIDEN	YES
10 LAMERS	YES	22 HAGEN	YES	34 RETTLER	YES
11 FERGUSON	YES	23 KLEMP	YES	35 KOURY	YES
12 McCABE	YES	24 THIEDE	YES	36 LAUTENSCHLAGER	YES

Outagamie County 4-16-24 County Board Meeting - May 28 2024 07:46:44 PM

April 16, 2024 County Board Meeting

OpenMeeting

RECONSIDERATION OF ALL APPOINTMENTS, ORDINANCE NOS. Z-2, Z-3—2024-25 AND RESOLUTION NOS. Z-4, 10, 11, 12, 13, 14, 15, 16, 17, 18, 19—2024-25.

Supervisor Lautenschlager moved, seconded by Supervisor Patience, to reconsider all appointments, and the above listed ordinances and resolutions.

Vote for reconsideration. ROLL CALL: 28 yes, 1 no (Thiede), 1 abstain (Clegg), 6 absent. ALL APPOINTMENTS, ORDINANCE NOS. Z-2, Z-3—2024-25 AND RESOLUTION NOS. Z-4, 10, 11, 12, 13, 14, 15, 16, 17, 18, 19—2024-25 ARE RECONSIDERED.

VOTE RESULTS 28 YES 1 NO 1 ABSTAIN 6 ABSENT

Reconsideration of Appointments, Ord. No. Z-2, Z-3—2024-25 Res. No. Z-4 10-19—2024

Reconsideration of Appointments, Ord. No. Z-2, Z-3—2024-25, Res. No. Z-4, 10, 11, 12, 13, 14, 15, 16, 17, 18, Passed With Majority of Full Membership

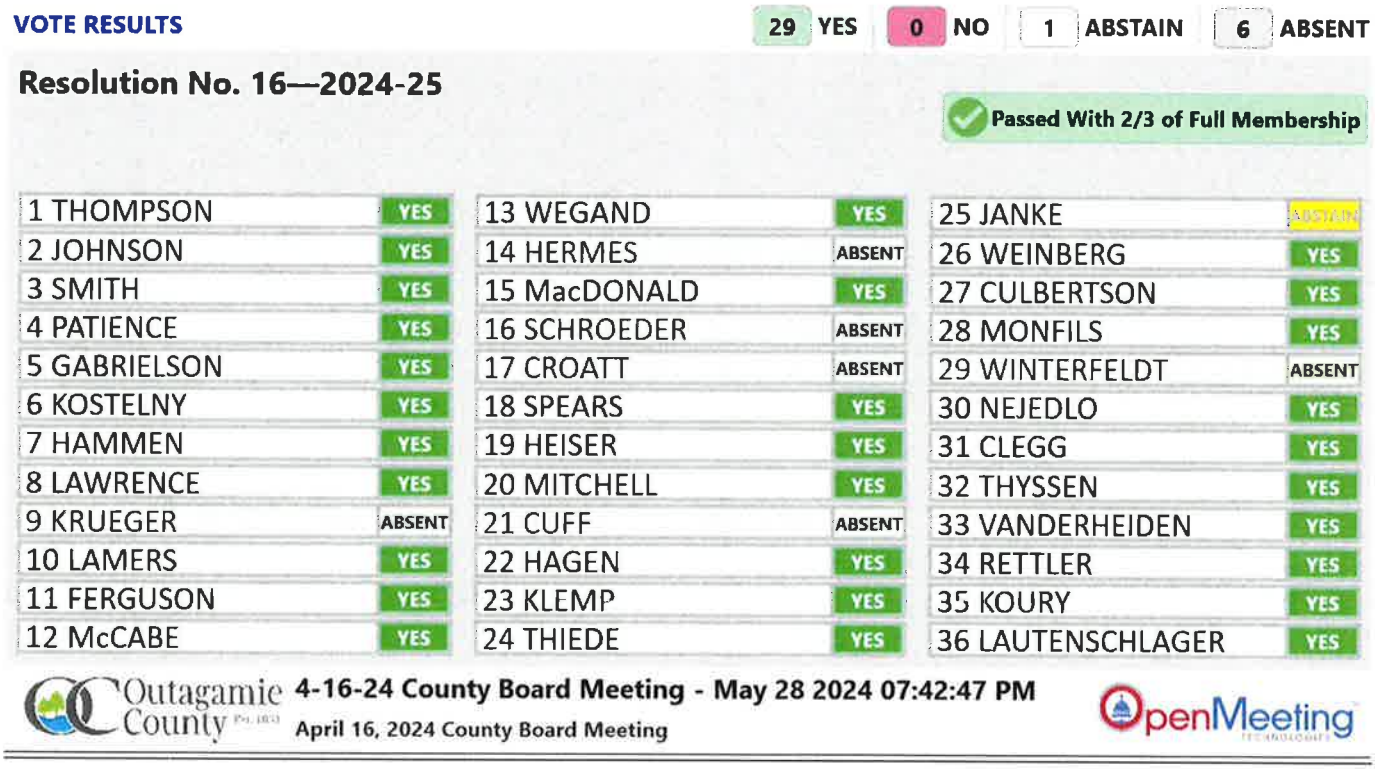
1 THOMPSON	YES	13 WEGAND	YES	25 JANKE	YES
2 JOHNSON	YES	14 HERMES	ABSENT	26 WEINBERG	YES
3 SMITH	YES	15 MacDONALD	YES	27 CULBERTSON	YES
4 PATIENCE	YES	16 SCHROEDER	ABSENT	28 MONFILS	YES
5 GABRIELSON	YES	17 CROATT	ABSENT	29 WINTERFELDT	ABSENT
6 KOSTELNY	YES	18 SPEARS	YES	30 NEJEDLO	YES
7 HAMMEN	YES	19 HEISER	YES	31 CLEGG	ABSTAIN
8 LAWRENCE	YES	20 MITCHELL	YES	32 THYSSEN	YES
9 KRUEGER	ABSENT	21 CUFF	ABSENT	33 VANDERHEIDEN	YES
10 LAMERS	YES	22 HAGEN	YES	34 RETTLER	YES
11 FERGUSON	YES	23 KLEMP	YES	35 KOURY	YES
12 McCABE	YES	24 THIEDE	NO	36 LAUTENSCHLAGER	YES

Outagamie County 4-16-24 County Board Meeting - May 28 2024 07:46:28 PM
April 16, 2024 County Board Meeting
OpenMeeting

Resolution No. 16—2024-25 – Public Safety Committee. Approve the request to transfer $31,841 from the Small Department Vacation / Sick Leave Payout Fund to the line items of Clerk of Courts Salaries by $29,578, and Fringe Benefits by $2,263, and the General Funds line items of Applied, Fund Balance increase by $31,841, and the Committed Fund Balance for Small Depts Vac/Sick Payouts decrease by $31,841, and the Fund Balance Unassigned increase by $31,841, as noted on the attachments, to fill the Deputy Court Clerk position.

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

ROLL CALL: 29 yes, 1 abstain (Janke), 6 absent. RESOLUTION NO. 16—2024-25 IS ADOPTED.



VOTE RESULTS

29 YES 0 NO 1 ABSTAIN 6 ABSENT

Resolution No. 16—2024-25

Passed With 2/3 of Full Membership

1 THOMPSON	YES	13 WEGAND	YES	25 JANKE	ABSTAIN
2 JOHNSON	YES	14 HERMES	ABSENT	26 WEINBERG	YES
3 SMITH	YES	15 MacDONALD	YES	27 CULBERTSON	YES
4 PATIENCE	YES	16 SCHROEDER	ABSENT	28 MONFILS	YES
5 GABRIELSON	YES	17 CROATT	ABSENT	29 WINTERFELDT	ABSENT
6 KOSTELNY	YES	18 SPEARS	YES	30 NEJEDLO	YES
7 HAMMEN	YES	19 HEISER	YES	31 CLEGG	YES
8 LAWRENCE	YES	20 MITCHELL	YES	32 THYSSEN	YES
9 KRUEGER	ABSENT	21 CUFF	ABSENT	33 VANDERHEIDEN	YES
10 LAMERS	YES	22 HAGEN	YES	34 RETTLER	YES
11 FERGUSON	YES	23 KLEMP	YES	35 KOURY	YES
12 McCABE	YES	24 THIEDE	YES	36 LAUTENSCHLAGER	YES

Outagamie County

4-16-24 County Board Meeting - May 28 2024 07:42:47 PM

April 16, 2024 County Board Meeting

OpenMeeting

RESOLUTION NO.: 16—2024-25

TO THE HONORABLE, THE OUTAGAMIE COUNTY BOARD OF SUPERVISORS

LADIES AND GENTLEMEN: ***2/3 MAJORITY – 24 VOTES***

The Outagamie County Clerk of Courts Office is statutorily required to provide a Deputy Court Clerk to the Judges and Court Commissioners at hearings. Due to the recent retirement of a Deputy Court Clerk, it is necessary to replace this position as quickly as possible. Therefore, the Clerk of Courts Office is requesting a transfer from the Small Department Vacation / Sick Leave Fund in the amount of $31,841 ($29,578 for Salaries and $2,263 for Fringe Benefits) which is the projected net amount that the department is unable to absorb for this position. This will allow the department to fill the position promptly in order for the department to carry out the required duties in a cost efficient and timely manner. It is essential for the Deputy Court Clerk position to be trained a full year in their office division (criminal, civil, small claims, traffic, juvenile, family and paternity cases) as well as in the courtroom and the various types of hearings held in each courtroom (initial appearance, preliminary hearings, plea and sentencing, jury trials, adoptions, termination of parental rights, dispositions, motions, court trials, temporary restraining orders, bail/bond hearings, etc.). In addition, there is required training on courtroom equipment that will be operated by the Deputy Court Clerk.

The current balance of the Small Department Vacation / Sick Leave Fund as of April 1, 2024 is $479,906. If this request is approved, the revised available balance will be $448,065.

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

BE IT RESOLVED, that the Outagamie County Board of Supervisors does authorize and approve the request to transfer $31,841 from the Small Department Vacation / Sick Leave Payout Fund to the Clerk of Courts Salaries line item for $29,578, and Fringe Benefits line item for $2,263, and increase the General Funds Applied, Fund Balance Applied line item by $31,841, and decrease the General Fund, Committed Fund Balance for Small Depts Vac/Sick Payouts line item by $31,841, and increase the General Fund, Fund Balance Unassigned line item by $31,841 as noted on the attached fiscal note and Small Departments Vacation and Sick Leave Payout Budget Request Form, which by reference are made a part hereof, and

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

Dated this 28th day of May 2024

Respectfully submitted,

PUBLIC SAFETY COMMITTEE

Katrin Patience

Christine Lamers

Timothy Hermes

Michael Smith

Jeremy Thyssen

Duly and officially adopted by the County Board on: May 28, 2024

Signed: _____ Board Chairperson

_____ County Clerk

Approved: 6.3.24

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:** Request for transfer from small department sick and vacation payout fund for 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)

The Clerk of Courts is statutorily required to provide a Deputy Court Clerk to the Judges and Court Commissioners for the hearings held before them. Due to a recent retirement of a Deputy Court Clerk, it is necessary to replace this position as quickly as possible. As such, the Department is requesting a transfer from the Small Department Vacation/Sick Leave Fund in the amount of $31,841 ($29,578 for Salaries and $2,263 for Fringe Benefits) which is the projected net amount that the Department is unable to absorb for this position. This will allow the department to fill the position more promptly to allow the Department to carry out their required duties in a cost efficient and timely manner. The Deputy Court clerk position needs a full year to be trained in their office division (criminal, civil, small claims, traffic, civil, juvenile, family and paternity cases) as well as in the courtroom and the various types of hearings (initial appearance, preliminary hearings, plea and sentencing, jury trials, adoptions, termination of parental rights, dispositions, motions, court trials, temporary restraining orders, bail/bond hearings, etc.) held in each courtroom. In addition, there is courtroom equipment that needs to be operated by the Deputy Court Clerk and training is required on that as well.

The current balance of the small department sick and vacation payout fund at April 1, 2024 is $479,906 prior to the request. If the departmental request is approved, the revised available balance will then be $448,065.

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

[ ] Revenues [X] 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.)

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
Clerk of Courts	Salaries	1000500.5100	29,578
Clerk of Courts	Fringe Benefits	1000500.5200	2,263
General Funds Applied	Fund Balance Applied	1002223.8955	31,841
BALANCE SHEET ENTRY - 2024			
General Fund	Committed Fund Balance for Small Depts Vac/Sick Payouts	1000000.3870	(31,841)
General Fund	Fund Balance Unassigned	1000000.3891	31,841

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: Barb Bocik

For Financial Services purposes only

Reviewed By: Jay Hamilton

Date: 04/01/2024

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 Expenditures Account Number	Amount

Comments:

SMALL DEPARTMENTS VACATION AND SICK LEAVE PAYOUT BUDGET REQUEST FORM

Department	Clerk of Courts
Department Head	Barb Bocik
Date	April 18, 204
Position Vacated	Deputy Court Clerk
Vacation and Sick Payout Estimate	$31,841
Budgeted Transfer Request Amount	$31,841

Operational Impact (i.e. risks, productivity, cost, etc) if not allowed to fill the vacated position until the vacation and sick payout is recovered on a budgetary basis:

The Clerk of Courts is statutorily required to provide a Deputy Court Clerk to the Judges and Court Commissioners for the hearings held before them. Due to a recent retirement of a Deputy Court Clerk, it is necessary to replace this position as quickly as possible. As such, the Department is requesting a transfer from the Small Department Vacation/Sick Leave fund in the amount of $31,841 ($29,578 for Salaries and $2,263 for Fringe Benefits) which is the projected net amount that the Department is unable to absorb for this position. This will allow the department to fill the position more promptly to allow the Department to carry out their required duties in a cost efficient and timely manner. The Deputy Court Clerk position needs a full year to be trained in their office division (criminal, civil, small claims, traffic, civil, juvenile, family and paternity cases) as well as in the courtroom and the various types of hearings (initial appearance, preliminary hearings, plea and sentencings, jury trials, dispositions, termination of parental rights, dispositions, motions, court trials, temporary restraining order, bail/bond hearing, etc) held in each courtroom. In addition, there is courtroom equipment that needs to be operated by the Deputy Court Clerk and training is required on that as well.

LOCK IN OF ALL APPOINTMENTS, ORDINANCE NOS. Z-2, Z-3—2024-25 AND RESOLUTION NOS. Z-4, 10, 11, 12, 13, 14, 15, 16, 17, 18, 19—2024-25.

Vote for lock in. ROLL CALL: 30 yes, 6 absent. ALL APPOINTMENTS, ORDINANCE NOS. Z-2, Z-3—2024-25 AND RESOLUTION NOS. Z-4, 10, 11, 12, 13, 14, 15, 16, 17, 18, 19—2024-25 ARE ADOPTED & LOCKED IN.

VOTE RESULTS 30 YES 0 NO 0 ABSTAIN 6 ABSENT

Lock in of Appointments, Ord. No. Z-2, Z-3—2024-25, Res. No. Z-4, 10-19—2024-25

Lock In of Appointments, Ord. No. Z-2, Z-3—2024-25, Res. No. Z-4, 10, 11, 12, 13, 14, 15, 16, 17, 18, 19—2024 Passed With Majority of Full Membership

1 THOMPSON	YES	13 WEGAND	YES	25 JANKE	YES
2 JOHNSON	YES	14 HERMES	ABSENT	26 WEINBERG	YES
3 SMITH	YES	15 MacDONALD	YES	27 CULBERTSON	YES
4 PATIENCE	YES	16 SCHROEDER	ABSENT	28 MONFILS	YES
5 GABRIELSON	YES	17 CROATT	ABSENT	29 WINTERFELDT	ABSENT
6 KOSTELNY	YES	18 SPEARS	YES	30 NEJEDLO	YES
7 HAMMEN	YES	19 HEISER	YES	31 CLEGG	YES
8 LAWRENCE	YES	20 MITCHELL	YES	32 THYSSEN	YES
9 KRUEGER	ABSENT	21 CUFF	ABSENT	33 VANDERHEIDEN	YES
10 LAMERS	YES	22 HAGEN	YES	34 RETTLER	YES
11 FERGUSON	YES	23 KLEMP	YES	35 KOURY	YES
12 McCABE	YES	24 THIEDE	YES	36 LAUTENSCHLAGER	YES

Outagamie County **4-16-24 County Board Meeting - May 28 2024 07:46:44 PM**

April 16, 2024 County Board Meeting

OpenMeeting

RECONSIDERATION OF ALL APPOINTMENTS, ORDINANCE NOS. Z-2, Z-3—2024-25 AND RESOLUTION NOS. Z-4, 10, 11, 12, 13, 14, 15, 16, 17, 18, 19—2024-25.

Supervisor Lautenschlager moved, seconded by Supervisor Patience, to reconsider all appointments, and the above listed ordinances and resolutions.

Vote for reconsideration. ROLL CALL: 28 yes, 1 no (Thiede), 1 abstain (Clegg), 6 absent. ALL APPOINTMENTS, ORDINANCE NOS. Z-2, Z-3—2024-25 AND RESOLUTION NOS. Z-4, 10, 11, 12, 13, 14, 15, 16, 17, 18, 19—2024-25 ARE RECONSIDERED.

VOTE RESULTS 28 YES 1 NO 1 ABSTAIN 6 ABSENT

Reconsideration of Appointments, Ord. No. Z-2, Z-3—2024-25 Res. No. Z-4 10-19—2024

Reconsideration of Appointments, Ord. No. Z-2, Z-3—2024-25, Res. No. Z-4, 10, 11, 12, 13, 14, 15, 16, 17, 18, Passed With Majority of Full Membership

1 THOMPSON	YES	13 WEGAND	YES	25 JANKE	YES
2 JOHNSON	YES	14 HERMES	ABSENT	26 WEINBERG	YES
3 SMITH	YES	15 MacDONALD	YES	27 CULBERTSON	YES
4 PATIENCE	YES	16 SCHROEDER	ABSENT	28 MONFILS	YES
5 GABRIELSON	YES	17 CROATT	ABSENT	29 WINTERFELDT	ABSENT
6 KOSTELNY	YES	18 SPEARS	YES	30 NEJEDLO	YES
7 HAMMEN	YES	19 HEISER	YES	31 CLEGG	ABSTAIN
8 LAWRENCE	YES	20 MITCHELL	YES	32 THYSSEN	YES
9 KRUEGER	ABSENT	21 CUFF	ABSENT	33 VANDERHEIDEN	YES
10 LAMERS	YES	22 HAGEN	YES	34 RETTLER	YES
11 FERGUSON	YES	23 KLEMP	YES	35 KOURY	YES
12 McCABE	YES	24 THIEDE	NO	36 LAUTENSCHLAGER	YES

Outagamie County WISCONSIN 4-16-24 County Board Meeting - May 28 2024 07:46:28 PM

April 16, 2024 County Board Meeting

OpenMeeting

Resolution No. 17—2024-25 – Public Safety Committee. Approve the Criminal Justice Treatment Services Department to apply for, accept, and expend the 2024 Veterans Treatment Court Innovations Grant issued by the Justice for Vets for $37,379, and increase the following line items in the Treatment Courts cost center: Intergovernmental Revenue by $37,379; Purchased Services by $10,518; and Travel/Training by $26,861, as detailed on the attached fiscal note.

Supervisor Smith moved, seconded by Supervisor Johnson, for adoption.

ROLL CALL: 30 yes, 6 absent. RESOLUTION NO. 17—2024-25 IS ADOPTED.

VOTE RESULTS 30 YES 0 NO 0 ABSTAIN 6 ABSENT

Resolution No. 17—2024-25

Public Safety Committee. Approve the Criminal Justice Treatment Services Department to apply for, accept, a **Passed With 2/3 of Full Membership**
Innovations Grant issued by the Justice for Vets for $37,379, and increase the following line items in the Treatment Courts cost center: Intergovernmental Revenue by $37,379; Purchased Services by $10,518; and Travel/Training by $26,861, as detailed on the attached fiscal note.

1 THOMPSON	YES	13 WEGAND	YES	25 JANKE	YES
2 JOHNSON	YES	14 HERMES	ABSENT	26 WEINBERG	YES
3 SMITH	YES	15 MacDONALD	YES	27 CULBERTSON	YES
4 PATIENCE	YES	16 SCHROEDER	ABSENT	28 MONFILS	YES
5 GABRIELSON	YES	17 CROATT	ABSENT	29 WINTERFELDT	ABSENT
6 KOSTELNY	YES	18 SPEARS	YES	30 NEJEDLO	YES
7 HAMMEN	YES	19 HEISER	YES	31 CLEGG	YES
8 LAWRENCE	YES	20 MITCHELL	YES	32 THYSSEN	YES
9 KRUEGER	ABSENT	21 CUFF	ABSENT	33 VANDERHEIDEN	YES
10 LAMERS	YES	22 HAGEN	YES	34 RETTLER	YES
11 FERGUSON	YES	23 KLEMP	YES	35 KOURY	YES
12 McCABE	YES	24 THIEDE	YES	36 LAUTENSCHLAGER	YES

Outagamie County **4-16-24 County Board Meeting - May 28 2024 07:43:51 PM**
April 16, 2024 County Board Meeting
OpenMeeting

RESOLUTION NO.: 17—2024-25

TO THE HONORABLE, THE OUTAGAMIE COUNTY BOARD OF SUPERVISORS

LADIES AND GENTLEMEN: ***2/3 MAJORITY – 24 VOTES***

The Criminal Justice Treatment Services Department (CJTS) is requesting approval to apply for, accept, and expend the 2024 Veterans Treatment Court Innovations Grant issued by the Justice for Vets in the amount of $37,379. CJTS will use $10,518 of this grant to cover a portion of a new treatment court case management system that is scheduled to be implemented in 2024. Additionally, $26,861 will be used for travel expenses for the Veterans Treatment Court Team to attend various trainings and conferences approved by the grantor that are yet to be determined. The Veterans Treatment Court team consists of representatives from Circuit Courts, District Attorney's Office, Public Defender's Office, CJTS, Veterans Affairs, Department of Corrections, and private treatment providers.

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

BE IT RESOLVED, that the Outagamie County Board of Supervisors does authorize and approve the Criminal Justice Treatment Services Department to apply for, accept, and expend the 2024 Veterans Treatment Court Innovations Grant issued by the Justice for Vets in the amount of $37,379, and

BE IT FURTHER RESOLVED, that the Outagamie County Board of Supervisors does authorize and approve of increasing the following line items in the Treatment Courts cost center: Intergovernmental Revenue by $37,379; Purchased Services by $10,518; and Travel/Training by $26,861, as noted on the attached fiscal note, which by reference is made a part hereof, and

BE IT FINALLY RESOLVED, that the Outagamie County Clerk be directed to forward a copy of this resolution to the Outagamie County Director of Criminal Justice Treatment Services and the Outagamie County Finance Director.

Dated this 28th day of May 2024

Respectfully submitted,

PUBLIC SAFETY COMMITTEE

Katrin Patience

Christine Lamers

Timothy Hermes

Michael Smith

Jeremy Thyssen

Duly and officially adopted by the County Board on: May 28, 2024

Signed: _____
Board Chairperson

_____
County Clerk

Approved: 6/3/24

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:** CRIMINAL JUSTICE TREATMENT SERVICES (CJTS) TO APPLY, ACCEPT AND EXPEND GRANT FUNDS FOR THE JUSTICE FOR VETS GRANT

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)

CJTS requests approval to apply, accept and expend the 2024 Veterans Treatment Court Innovations grant issues by Justice for Vets. The grant award for 2024 is $37,379. CJTS will use $10,518 of this grant to cover a portion of a new treatment court case management system that is scheduled to be implemented in 2024. $26,861 will be used for travel expenses for the Veterans Treatment Court Team to attend various trainings and conferences approved by the grantor that are yet to be determined. The Veterans Treatment Court team consists of representatives from Circuit Courts, District Attorney's Office, Public Defenders Office, CJTS, Veterans Affairs, Department of Corrections and private treatment providers.

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

[x] Revenues [x] Expenses (Cost) [ ] None – 2024 Budget

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 ( ) no (x)

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

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
Treatment Courts	Intergovernmental Revenue	1009110.4206.40	$37,379
Treatment Courts	Purchased Services	1009110.5400	$10,518
Treatment Courts	Travel/Training	1009110.5300	$26,861

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: Bernie Vetrone

For Financial Services purposes only

Reviewed By: Michelle Utterbrock

Date: April 24, 2024

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 Expenditures Account Number | Amount

Comments:

LOCK IN OF ALL APPOINTMENTS, ORDINANCE NOS. Z-2, Z-3—2024-25 AND RESOLUTION NOS. Z-4, 10, 11, 12, 13, 14, 15, 16, 17, 18, 19—2024-25.

Vote for lock in. ROLL CALL: 30 yes, 6 absent. ALL APPOINTMENTS, ORDINANCE NOS. Z-2, Z-3—2024-25 AND RESOLUTION NOS. Z-4, 10, 11, 12, 13, 14, 15, 16, 17, 18, 19—2024-25 ARE ADOPTED & LOCKED IN.

VOTE RESULTS 30 YES 0 NO 0 ABSTAIN 6 ABSENT

Lock in of Appointments, Ord. No. Z-2, Z-3—2024-25, Res. No. Z-4, 10-19—2024-25

Lock In of Appointments, Ord. No. Z-2, Z-3—2024-25, Res. No. Z-4, 10, 11, 12, 13, 14, 15, 16, 17, 18, 19—2024 Passed With Majority of Full Membership

1 THOMPSON	YES	13 WEGAND	YES	25 JANKE	YES
2 JOHNSON	YES	14 HERMES	ABSENT	26 WEINBERG	YES
3 SMITH	YES	15 MacDONALD	YES	27 CULBERTSON	YES
4 PATIENCE	YES	16 SCHROEDER	ABSENT	28 MONFILS	YES
5 GABRIELSON	YES	17 CROATT	ABSENT	29 WINTERFELDT	ABSENT
6 KOSTELNY	YES	18 SPEARS	YES	30 NEJEDLO	YES
7 HAMMEN	YES	19 HEISER	YES	31 CLEGG	YES
8 LAWRENCE	YES	20 MITCHELL	YES	32 THYSSEN	YES
9 KRUEGER	ABSENT	21 CUFF	ABSENT	33 VANDERHEIDEN	YES
10 LAMERS	YES	22 HAGEN	YES	34 RETTLER	YES
11 FERGUSON	YES	23 KLEMP	YES	35 KOURY	YES
12 McCABE	YES	24 THIEDE	YES	36 LAUTENSCHLAGER	YES

Outagamie County 4-16-24 County Board Meeting - May 28 2024 07:46:44 PM

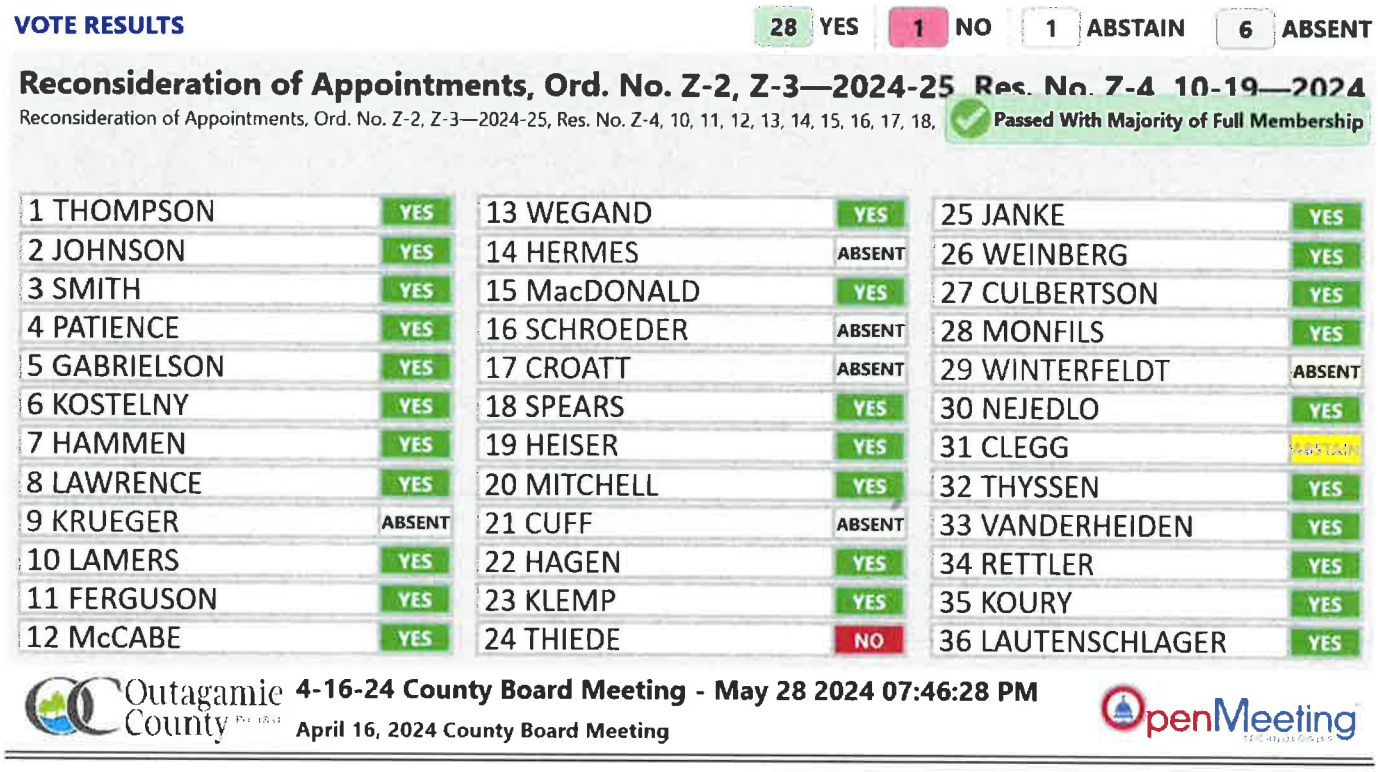
April 16, 2024 County Board Meeting

OpenMeeting

RECONSIDERATION OF ALL APPOINTMENTS, ORDINANCE NOS. Z-2, Z-3—2024-25 AND RESOLUTION NOS. Z-4, 10, 11, 12, 13, 14, 15, 16, 17, 18, 19—2024-25.

Supervisor Lautenschlager moved, seconded by Supervisor Patience, to reconsider all appointments, and the above listed ordinances and resolutions.

Vote for reconsideration. ROLL CALL: 28 yes, 1 no (Thiede), 1 abstain (Clegg), 6 absent. ALL APPOINTMENTS, ORDINANCE NOS. Z-2, Z-3—2024-25 AND RESOLUTION NOS. Z-4, 10, 11, 12, 13, 14, 15, 16, 17, 18, 19—2024-25 ARE RECONSIDERED.



Resolution No. 18—2024-25 – Finance Committee. Approve all excess or deficiency of revenues over/under expenditures and unexpended appropriations of the various accounts reverting back to the County's General Fund or from the General Fund, including the Highway related revolving funds for year 2023 into 2024, not included in the original request and resolution, except as otherwise noted in the resolution and attachments.

Supervisor Lautenschlager moved, seconded by Supervisor Lawrence, for adoption.

ROLL CALL: 30 yes, 6 absent. RESOLUTION NO. 18—2024-25 IS ADOPTED.

VOTE RESULTS 30 YES 0 NO 0 ABSTAIN 6 ABSENT

Resolution No. 18—2024-25

Finance Committee. Approve all excess or deficiency of revenues over/under expenditures and unexpended a... back to the County's General Fund or from the General Fund, including the Highway related revolving funds for year 2023 into 2024, not included in the original request and resolution, except as otherwise noted in the resolution and attachments.

Passed With 2/3 of Full Membership

1 THOMPSON YES	13 WEGAND YES	25 JANKE YES
2 JOHNSON YES	14 HERMES ABSENT	26 WEINBERG YES
3 SMITH YES	15 MacDONALD YES	27 CULBERTSON YES
4 PATIENCE YES	16 SCHROEDER ABSENT	28 MONFILS YES
5 GABRIELSON YES	17 CROATT ABSENT	29 WINTERFELDT ABSENT
6 KOSTELNY YES	18 SPEARS YES	30 NEJEDLO YES
7 HAMMEN YES	19 HEISER YES	31 CLEGG YES
8 LAWRENCE YES	20 MITCHELL YES	32 THYSSEN YES
9 KRUEGER ABSENT	21 CUFF ABSENT	33 VANDERHEIDEN YES
10 LAMERS YES	22 HAGEN YES	34 RETTLER YES
11 FERGUSON YES	23 KLEMP YES	35 KOURY YES
12 McCABE YES	24 THIEDE YES	36 LAUTENSCHLAGER YES

Outagamie County 4-16-24 County Board Meeting - May 28 2024 07:44:41 PM

April 16, 2024 County Board Meeting

OpenMeeting

RESOLUTION NO.: 18—2024-25

TO THE HONORABLE, THE OUTAGAMIE COUNTY BOARD OF SUPERVISORS

LADIES AND GENTLEMEN: ***2/3 MAJORITY – 24 VOTES***

It is necessary that various accounts of Outagamie County be closed as of December 31, 2023, except special funds, commonly known as Revolving Funds, which are in the best interest of Outagamie County to remain intact. The budget adjustments will be made to the 2024 budget.

Resolution 8—2024-25, presented to the County Board on May 14, 2024 included the majority of the requested County's Revolving Funds for the year 2023 into 2024. However, the resolution did not include the Highway Department revolving funds, ARPA revolving funds, or Other Miscellaneous revolving funds as the amounts were not available at that time.

This resolution approves the Highway Department related revolving funds, ARPA related revolving funds, and other Miscellaneous revolving funds that were not included in the original adopted resolution. These items will be included in the budget adjustments that will be made to the 2024 budget.

NOW THEREFORE, the undersigned members of the Finance Committee recommend adoption of the following resolution.

BE IT RESOLVED, that the Outagamie County Board of Supervisors does authorize and approve of all excess or deficiency of revenues over/under expenditures and unexpended appropriations of the various accounts reverting back to the County's General Fund or from the General Fund as indicated in the attached fiscal note and summary pages, with the exception of those expenses, revenues or transfers as detailed in the attachments, which by reference are made a part hereof, and

BE IT FURTHER RESOLVED, unless detailed otherwise on the attachment, that should any closed projects have excess funding (except highway project funded that will be applied to the following year's budget), those funds will be returned to the General Fund, or if legally required, to the Debt Service fund, and

BE IT STILL FURTHER RESOLVED, that all of the following accounts shall not lapse to the County's General Fund: County Roads & Bridges Fund; Highway Fund; Capital projects – Highway Related; ARPA funds; Other Miscellaneous Funds, and

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

Dated this 28th day of May 2024

Respectfully Submitted,

FINANCE COMMITTEE

Chris Croatt

John Cuff

Karen Lawrence

Dana Johnson

Rick Lautenschlager

Duly and officially adopted by the County Board on: May 28, 2024

Signed: _____
Board Chairperson

_____
County Clerk

Approved: 6.3.24

Vetoed: _____

Signed: _____
County Executive

REVOLVING FUNDS FROM 2023 TO 2024 PROJECTS
HIGHWAY DEPARTMENT

PROJECT NUMBER	DESCRIPTION	STATE / FEDERAL CR&B SHARE	LOCAL MUNICIPALITY SHARE	COUNTY SHARE HWY FUND BAL	COUNTY SHARE CAP PROJECT	COUNTY SHARE CR&B FUND	TOTAL HIGHWAY COSTS
CONSTRUCTION							
6005805	CTH CE & RAILROAD INTERSECTION		52,000		52,000		**104,000**
6005812	CTH OO & FRENCH RD INTERSECTION	93,779	71,050		25,528	-	**190,357**
6005815	BRIDGE 9-44-0003 CTH KK OVER KONKAPOT CREEK	1,183,345			129,781	104,150	**1,417,276**
6005821	CTH Z - KAVANAUGH RD TO OUTAGAMIE	246,822			109,108	54,106	**410,036**
6005822	CTH JJ (OLD STH 15) INDUSTRIAL TO DOUGLAS	72,167	29,513			15,346	**117,025**
6005823	CTH JJ (OLD STH 15) DOUGLAS TO WARNER	69,818	66,872			45,205	**181,895**
6005824	CTH V V - HOLZER RD TO CTH Y				474,375		**474,375**
6005825	BRIDGE P-44-0709 CTH JJ OVER BLACK OTTER CRREK	27,330			30,000	23,000	**80,330**
6005827	CTH N - CTH KK TO CTH CE	170,328	45,962		463,565	43,262	**723,118**
6005830	CTH Z - CTH ZZ TO KAVANAUGH RD				24,405	105,000	**129,405**
6005831	CTH JJ - CTH A TO STH 47		110,734		739,860	120,874	**971,469**
6005832	CTH KK - TRAFFIC SIGNAL UPGRADE					17,713	**17,713**
6005833	CTH G - ISAAR RD TO CTH Y					127,859	**127,859**
6005835	CTH U - CTH S TO CTH EE					153,070	**153,070**
6005836	CTH N & CTH JJ ROUNDABOUT	132,200				15,000	**147,200**
6005837	CTH KK 1000' W TO 1000' E					114,887	**114,887**
6005838	CTH OO -BRIDGE OVER SOO LINE					50,000	**50,000**
6005839	CTH JJ - BLACK OTTER BRIDGE TO NASH		27,739			103,644	**131,382**
6005840	I41 TRAFFIC MANAGEMENT					250,000	**250,000**
6005894	CTH U - I41 TO CTH S						-
6005897	CTH JJ - CTH N TO STH 55					-	-

REVOLVING FUNDS FROM 2023 TO 2024 PROJECTS
HIGHWAY DEPARTMENT

PROJECT NUMBER	DESCRIPTION	STATE / FEDERAL CR&B SHARE	LOCAL MUNICIPALITY SHARE	COUNTY SHARE HWY FUND BAL	COUNTY SHARE CAP PROJECT	COUNTY SHARE CR&B FUND	TOTAL HIGHWAY COSTS
6005899	Culvert Replacement Program				212,810	-	**212,810**
	TOTAL CONSTRUCTION	**1,995,789**	**403,879**	**-**	**2,261,434**	**1,343,115**	**6,004,207**

REVOLVING FUNDS FROM 2023 TO 2024 PROJECTS
HIGHWAY DEPARTMENT

PROJECT NUMBER	DESCRIPTION	STATE / FEDERAL CR&B SHARE	LOCAL MUNICIPALITY SHARE	COUNTY SHARE HWY FUND BAL	COUNTY SHARE CAP PROJECT	COUNTY SHARE CR&B FUND	TOTAL HIGHWAY COSTS
BITUMINOUS							
6005908	CTH GV - STH 96 TO SILVER SPRING ROAD				-	5,573	5,573
6005907	CTH J - I41 TO CTH JJ						-
6005998	CTH D - STH 76 TO CTH XX				388,600	32,529	421,129
	TOTAL BITUMINOUS	-	-	-	**388,600**	**38,101**	**426,701**
COUNTY AID BRIDGES							
6006500	Unallocated Bridge Funds (All extra bridge funds go in this account)		40,715			142,936	183,651
6005813	Market Road Bridge - Tn of Ellington	76,000	9,500			9,500	95,000
							-
							-
		-					-
		-					-
							-
							-
	TOTAL COUNTY AID BRIDGES	**76,000**	**50,215**	-	-	**152,436**	**278,651**
COUNTY AID BRIDGES							
							-
	GRAND TOTAL	2,071,789	454,084	-	2,650,034	1,533,653	6,709,560

	Variance Budget to Actual
Revolved Per Budget	482,907.00
Year End Revolving Funds	4,076,116.00
General & Winter Maintenanc	597,910.83
Capital Projects Unallocated	577,152.84
Local Funds	529,805.52
	6,263,892.19

Outagamie County
Detail of 2023- 2024 Revolving Funds
Highway Related Items Not Included on the Original Request

Cost Center Name / Description	Cost Center Line Item	P.O. Number	Purchase Order Commitment	Additional Appropriation	Revenue Amount
COUNTY ROAD & BRIDGE FUND					
Highway Projects - See attached	Various		-	3,605,441	2,075,579
HIGHWAY FUND					
Highway Projects - See attached	Various		-	6,709,560	3,605,442
CAPITAL PROJECTS - Highway Related					
2020 CAPITAL PROJECTS FUND					
Highway Projects	4582200.6000		-	206,826	-
2021 CAPITAL PROJECTS FUND					
Highway Projects	4602300.6000		-	10,460	-
2022 CAPITAL PROJECTS FUND					
Highway Projects	4622700.6000		-	42,460	-
2022 CAPITAL PROJECTS FUND					
Highway Projects	4620200.6000		-	18,073	-
2023 CAPITAL PROJECTS FUND					
Highway Projects	4642900.6000		-	2,611,711	-
TOTAL REVOLVING FUND REQUESTS:			-	13,204,531	5,681,021

OUTAGAMIE COUNTY
SUMMARY OF 2022 - 2023 REVOLVING FUNDS
Highway Related and Additional Items Not Included on the Original Request

Fund	Purchase Order Commitments	Additional Appropriations	Projects	Total
County Roads & Bridges	-	-	2,192,900	2,192,900
Highway	-	-	4,630,322	4,630,322
Capital Projects (Highway related projects)	-	-	2,173,129	2,173,129
Total	-	-	8,996,351	8,996,351

Fund / Funding Source	Intergovernmental Revenue, Fees Fines & Costs, Charges for Service	Fund Balance / Retained Earnings	Debt Proceeds / Advances	Total
County Roads & Bridges	892,007	1,300,893	-	2,192,900
Highway	4,630,322	-	-	4,630,322
Capital Projects (Highway related projects)	-	2,173,129	-	2,173,129
Total	5,522,329	3,474,022	-	8,996,351

See attached for details of rollovers by category and fund.

Outagamie County
2020 - 2021 Revolving Funds
Highway Related and Additional Items Not Included on the Original or Need to be Adjusted

Cost Center Name / Description	Cost Center Line Item	P.O. Number	P.O. & Other Committed Amounts	Additional Appropriation	Revenue Amount
GENERAL FUND					
CLERK OF COURTS					
Employee Appreciation Funds from 2020	1000500.5400		-	275	-
ENVIRONMENTAL STEWARDSHIP					
AMERICAN TRANSMISSION CO (ATC)					
Adjustment - Was originally rolled over. Determined not needed to be rolled over as payable was included in 2020.	2080200.6000		-	(50,000)	-
STATE GRANTS					
COMMUNITY DEVELOPMENT/REV LOAN FUND COST CENTER					
Payment to State to Close fund - Payment was first made in 2021	2160100.5500		865,620	-	-
CAPITAL PROJECTS - Highway Related					
2016 CAPITAL PROJECTS FUND					
IT Software/Hardware Systems - $63,420 HR/Payroll System S/L 106687	4500200.6000		-	(9,014)	-
2020 CAPITAL PROJECTS FUND					
Highway Projects	4582200.6000		-	983,993	-
TOTAL REVOLVING FUND REQUESTS:			865,620	925,254	-

OUTAGAMIE COUNTY
SUMMARY OF 2023 - 2024 REVOLVING FUNDS
Highway Related and Additional Items Not Included on the Original or Need to be Adjusted

Fund	Purchase Orders & Contracts / Commitments	Additional Appropriations	Projects	Total
General Fund	-	-	-	-
County Roads & Bridges	-	-	3,605,441	3,605,441
Environmental Stewardship	-	-	-	-
ARPA	-	-	26,064,553	26,064,553
Highway	-	-	2,650,034	2,650,034
Capital Projects (Mostly Highway rltd projects)	-	-	-	-
Total	-	-	32,320,028	32,320,028

Fund / Funding Source	Intergovernmental Revenue, Fees Fines & Costs, Charges for Service	Fund Balance / Retained Earnings	Debt Proceeds / Advances	Total
General Fund	-	-	-	-
County Roads & Bridges	2,326,666	1,278,775	-	3,605,441
Environmental Stewardship	-	-	-	-
ARPA	28,566,097	(2,501,544)	-	26,064,553
Highway		2,650,034	-	2,650,034
Capital Projects (Highway related projects)	-	-	-	-
Total	30,892,763	1,427,265	-	32,320,028

See attached for details of rollovers by category and fund.

COUNTY ROADS & BRIDGES FUND - REMAINING BALANCES 2023 TO 2024

Revised 05/16/24

EXPENSES:	2023 Revised Budget	2023 Actual	Remaining	+ or - Revenue Variance	Transfer	Available Revolving	Less Revolved/Used Per Budget	Less Per Budget Undesignated	Less Revolved 23 to 24 Per Revolving Funds Resolution	Total Undesignated/ Not Revolved
CR4 - Maintenance (g/m & w/m)	5,229,250	5,266,941	(37,691)	-	-	(37,691)	-	-	-	(37,691)
Construction	7,745,809	4,300,085	3,445,724	-		3,445,724	-	-	3,338,904	106,820
Bituminous	2,007,288	1,949,048	58,240	-		58,240	-	-	38,101	20,139
County Aid Bridges	963,543	342,901	620,642	-	-	620,642	-	-	228,438	392,206
Operating Transfer Out	-	-	-			-	-	-	-	-
TOTAL	15,945,890	11,858,975	4,086,915	-	-	4,086,915	-	-	3,605,441	481,474

REVENUES:	Beg Balance 2023	Applied in 2023	Remaining Fund Balance	Plus Revenue		Available Fund Balance	Less Revolved/Used Per 2023 Budget	Revolved/Used Per Revolving Funds Resolution	Revolved 23 to 24 Used/Per Revolving Funds Resolution	Undesignated/ Not Revolved
Fund Balance Designated	250,000		250,000			250,000	-			250,000
Fund Balance	2,593,636	1,649,119	944,517	-	-	944,517	-	-	-	944,517
GRAND TOTAL	-	-	-	-	-	5,281,432	-	-	3,605,441	1,675,991

Revenues						
Levy	3,489,250	3,544,250	75,000			
Transportation Aids	3,585,000	3,586,985	1,985			
ARPA	100,000	100,000	-			
ERIP/CHI	299,988	307,839	7,851			
Jurisdictional Transfer fund	225,818	56,502	(169,316)	169,316	Construction	
State HSIP Funds	2,609,917	2,518,138	(93,779)	93,779		
STP Urban Funding	198,147	27,814	(170,328)	170,328	Construction	
STP Rural Funding	393,381	146,559	(246,822)	246,822	Construction	
Federal Bridge	2,188,000	673,579	(1,514,421)	1,263,334	Construction	
BIL	1,142,609	1,010,609	(132,000)	132,000	Construction	
Revolving Funds	-	-	-			
TOTAL	14,212,135	11,970,274	(2,241,831)	2,075,579	Jurisdictional Transfer/Federal Bridge/S	
				2,075,579	Total Revolving Funds Revenues	
				Revolved to 2024 (Paid Direct to Vendor)		
Net Cost or (Income)	1,733,755	(111,299)	1,845,084			
						1,845,084

Year end revolving	3,605,441
Applied in 2024 Budget	-
Expenditures Needed	3,605,441
Revenues Revolved	2,075,579
DESIGNATED	250,000
Undesignated	-
Net Fund Balance Needed	5,931,020
Beginning Fund Balance	2,843,636
Add/Less: 2023 Activity	111,299
Net Fund Balance Available 12/31/23	2,954,935
Undesignated	(2,976,085)
Year End Revolving	3,605,441
Applied in 2024 Budget	-
Less: Revenues Revolved	(2,075,579)
Cash Amount Need fr Revlving Funds/FB applied	1,529,862
Cash Amount Need fr Revlving Funds/FB applied	1,529,862
DESIGNATED	250,000
Undesignated	1,175,073
Total Fund Balance	2,954,935

from cr&b revolving

State/fed CR&B

COUNTY ROADS & BRIDGES FUND - REMAINING BALANCES
2011 TO 2012

Revised 05/16/24

EXPENSES:	2011 Revised Budget	2011 Actual	Remaining	+ or - Revenue Variance	Transfer	Available Revolving	Less Revolved/Used Per Budget	Per Budget Undesignated	Revolved Per Revolving Funds Resolution	Total Undesignated/ Not Revolved
CTH - Maintenance (g/m & w/m)	4,735,000	4,828,935	(93,935)	(12,512)	106,447	(0)	-	-	-	-
Construction	5,561,981	3,707,157	1,854,824	(968,363)	(67,459)	799,003	-	-	799,003	(0)
Bituminous	976,409	954,758	21,651	(2,663)	(18,988)	0	-	-	-	0
County Aid Bridges	389,360	89,121	300,239	2,830		303,069	-	-	303,069	0
Operating Transfer Out	-	-	-	-	-	-	-	-	-	-
TOTAL	11,662,760	9,579,980	2,082,780	(980,708)	-	1,102,072	-	-	1,102,072	0
REVENUES:	Beg Balance 2010	Applied in 2010	Remaining Fund Balance	Plus Revenue		Available Fund Balance	Less Revolved/Used Per 2011 Budget:	Revolved/Used Per Revolving Funds Resolution	Revolved/Used Per Revolving Funds Resolution	Undesignated/ Not Revolved
Fund Balance	-	-	-	-	-	-	-	-	-	-
GRAND TOTAL	-	-	-	(980,708)	-	1,102,072	-	-	1,102,072	0
Revenues:										
Levy	3,808,402	3,808,402	-							
Transportation Aids	2,522,890	2,504,213	(18,677)							
Federal / State Aid STP Urban	3,040,000	2,021,590	(1,018,410)							
Revolved to			150,000							
Federal/State Aid STP Rural	250,000	100,048	(149,952)							
Revolved to			50,000							
Refund from Bridge Complete Project	-	2,830	2,830							
Federal/State Bridge Aid	-	-	-							
Local Road Improvement		6,165	6,165							
Local Road Improvement Revolving (CHIP Funds)	347,257	344,594	(2,663)							
Fund Balance Applied	-	-	-							
Revolving Funds	-	-	-							
TOTAL	9,968,549	8,787,842	(980,707)							
Net Cost or (Income)	1,694,211	792,138	1,102,073							

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:** Revolving Funds Requests 2023 to 2024 – Highway and ARPA related funds not included in previous revolving funds resolution

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)

Resolution #8-2024/2025 was the original resolution that includes the majority of the requested County's Revolving Funds for the year 2023 into 2024. This resolution is going to the Board also on May 14th. That original resolution did not include the Highway Revolving Funds as the amounts were not available at that time. This fiscal note and attachment includes the Highway related revolving funds not included in that original request and resolution. These items will be included in the budget adjustments that will be made to the 2024 budget.

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

[X] Revenues [X] 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? If no, skip to question 8 below. yes (X) no ( )

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
See attached.			

Annual and Long-Term Impact

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

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

Fiscal Note Prepared by: Michelle Uitenbroek/ Kay Hamilton

For Financial Services purposes only

Reviewed By: Michelle Uitenbroek

Date: 5/16/2024

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

C:\Users\hickeysa\Desktop\fiscal.docx

LOCK IN OF ALL APPOINTMENTS, ORDINANCE NOS. Z-2, Z-3—2024-25 AND RESOLUTION NOS. Z-4, 10, 11, 12, 13, 14, 15, 16, 17, 18, 19—2024-25.

Vote for lock in. ROLL CALL: 30 yes, 6 absent. ALL APPOINTMENTS, ORDINANCE NOS. Z-2, Z-3—2024-25 AND RESOLUTION NOS. Z-4, 10, 11, 12, 13, 14, 15, 16, 17, 18, 19—2024-25 ARE ADOPTED & LOCKED IN.

VOTE RESULTS 30 YES 0 NO 0 ABSTAIN 6 ABSENT

Lock in of Appointments, Ord. No. Z-2, Z-3—2024-25, Res. No. Z-4, 10-19—2024-25

Lock In of Appointments, Ord. No. Z-2, Z-3—2024-25, Res. No. Z-4, 10, 11, 12, 13, 14, 15, 16, 17, 18, 19—2024 Passed With Majority of Full Membership

1 THOMPSON	YES	13 WEGAND	YES	25 JANKE	YES
2 JOHNSON	YES	14 HERMES	ABSENT	26 WEINBERG	YES
3 SMITH	YES	15 MacDONALD	YES	27 CULBERTSON	YES
4 PATIENCE	YES	16 SCHROEDER	ABSENT	28 MONFILS	YES
5 GABRIELSON	YES	17 CROATT	ABSENT	29 WINTERFELDT	ABSENT
6 KOSTELNY	YES	18 SPEARS	YES	30 NEJEDLO	YES
7 HAMMEN	YES	19 HEISER	YES	31 CLEGG	YES
8 LAWRENCE	YES	20 MITCHELL	YES	32 THYSSEN	YES
9 KRUEGER	ABSENT	21 CUFF	ABSENT	33 VANDERHEIDEN	YES
10 LAMERS	YES	22 HAGEN	YES	34 RETTLER	YES
11 FERGUSON	YES	23 KLEMP	YES	35 KOURY	YES
12 McCABE	YES	24 THIEDE	YES	36 LAUTENSCHLAGER	YES

Outagamie County 4-16-24 County Board Meeting - May 28 2024 07:46:44 PM

April 16, 2024 County Board Meeting

OpenMeeting

RECONSIDERATION OF ALL APPOINTMENTS, ORDINANCE NOS. Z-2, Z-3—2024-25 AND RESOLUTION NOS. Z-4, 10, 11, 12, 13, 14, 15, 16, 17, 18, 19—2024-25.

Supervisor Lautenschlager moved, seconded by Supervisor Patience, to reconsider all appointments, and the above listed ordinances and resolutions.

Vote for reconsideration. ROLL CALL: 28 yes, 1 no (Thiede), 1 abstain (Clegg), 6 absent. ALL APPOINTMENTS, ORDINANCE NOS. Z-2, Z-3—2024-25 AND RESOLUTION NOS. Z-4, 10, 11, 12, 13, 14, 15, 16, 17, 18, 19—2024-25 ARE RECONSIDERED.

VOTE RESULTS 28 YES 1 NO 1 ABSTAIN 6 ABSENT

Reconsideration of Appointments, Ord. No. Z-2, Z-3—2024-25 Res. No. Z-4, 10-19—2024

Reconsideration of Appointments, Ord. No. Z-2, Z-3—2024-25, Res. No. Z-4, 10, 11, 12, 13, 14, 15, 16, 17, 18, Passed With Majority of Full Membership

1 THOMPSON	YES	13 WEGAND	YES	25 JANKE	YES
2 JOHNSON	YES	14 HERMES	ABSENT	26 WEINBERG	YES
3 SMITH	YES	15 MacDONALD	YES	27 CULBERTSON	YES
4 PATIENCE	YES	16 SCHROEDER	ABSENT	28 MONFILS	YES
5 GABRIELSON	YES	17 CROATT	ABSENT	29 WINTERFELDT	ABSENT
6 KOSTELNY	YES	18 SPEARS	YES	30 NEJEDLO	YES
7 HAMMEN	YES	19 HEISER	YES	31 CLEGG	ABSTAIN
8 LAWRENCE	YES	20 MITCHELL	YES	32 THYSSEN	YES
9 KRUEGER	ABSENT	21 CUFF	ABSENT	33 VANDERHEIDEN	YES
10 LAMERS	YES	22 HAGEN	YES	34 RETTLER	YES
11 FERGUSON	YES	23 KLEMP	YES	35 KOURY	YES
12 McCABE	YES	24 THIEDE	NO	36 LAUTENSCHLAGER	YES

Outagamie County WISCONSIN **4-16-24 County Board Meeting - May 28 2024 07:46:28 PM**

April 16, 2024 County Board Meeting

OpenMeeting

Resolution No. 19—2024-25 – Property, Airport, Recreation and Economic Development Committee. Approve to authorize filing a new application and amendment, as necessary, of any open applications with the Federal Aviation Administration (FAA), authorizing the continuation of the imposition of a Passenger Facility Charge of $4.50, and the expenditure of revenues from the Appleton International Airport (ATW), in accordance with the Capital Improvement Program, and the assurances and understandings contained in Application #10, and acknowledge the attached ATW Passenger Facility Charge Application #10 Proposed Project Information, and that the projects are subject to change based on FAA approval, needs and funding capability of the ATW.

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

ROLL CALL: 30 yes, 6 absent. RESOLUTION NO. 19—2024-25 IS ADOPTED.

VOTE RESULTS 30 YES 0 NO 0 ABSTAIN 6 ABSENT

Resolution No. 19—2024-25

Passed With Majority of Full Membership

1 THOMPSON	YES	13 WEGAND	YES	25 JANKE	YES
2 JOHNSON	YES	14 HERMES	ABSENT	26 WEINBERG	YES
3 SMITH	YES	15 MacDONALD	YES	27 CULBERTSON	YES
4 PATIENCE	YES	16 SCHROEDER	ABSENT	28 MONFILS	YES
5 GABRIELSON	YES	17 CROATT	ABSENT	29 WINTERFELDT	ABSENT
6 KOSTELNY	YES	18 SPEARS	YES	30 NEJEDLO	YES
7 HAMMEN	YES	19 HEISER	YES	31 CLEGG	YES
8 LAWRENCE	YES	20 MITCHELL	YES	32 THYSSEN	YES
9 KRUEGER	ABSENT	21 CUFF	ABSENT	33 VANDERHEIDEN	YES
10 LAMERS	YES	22 HAGEN	YES	34 RETTLER	YES
11 FERGUSON	YES	23 KLEMP	YES	35 KOURY	YES
12 McCABE	YES	24 THIEDE	YES	36 LAUTENSCHLAGER	YES

Outagamie County 4-16-24 County Board Meeting - May 28 2024 07:45:50 PM

April 16, 2024 County Board Meeting

OpenMeeting

RESOLUTION NO.: 19—2024-25

TO THE HONORABLE, THE OUTAGAMIE COUNTY BOARD OF SUPERVISORS

LADIES AND GENTLEMEN: ***MAJORITY***

The Appleton International Airport intends to submit a new Passenger Facility Charge Application to the Federal Aviation Administration (FAA) authorizing the continuation of a $4.50 Passenger Facility Charge (PFC) at the Appleton International Airport. A PFC is authorized by federal law and this user fee is imposed only on eligible enplaned passengers utilizing Airports. The Appleton International Airport has used PFCs to fund capital projects since 1994. This resolution authorizes the continuation of a PFC charge in the amount of $4.50, which is necessary to accomplish capital projects designed to preserve and enhance capacity, safety, security and development of the Appleton International Airport.

NOW THEREFORE, the undersigned members of the Property, Airport, Recreation and Economic Development Committee recommend adoption of the following resolution.

BE IT RESOLVED, that the Outagamie County Board of Supervisors does hereby and herewith authorize filing a new application and amendment, as necessary, of any open applications with the Federal Aviation Administration (FAA), authorizing the continuation of the imposition of a Passenger Facility Charge (PFC) in the amount of $4.50, and the expenditure of revenues from the Appleton International Airport, in accordance with the Capital Improvement Program, and the assurances and understandings contained in Application #10, and

BE IT FURTHER RESOLVED, that the Outagamie County Board of Supervisors does acknowledge the attached Appleton International Airport (ATW) Passenger Facility Charge Application #10 Proposed Project Information, which by reference is made a part hereof, and that the projects are subject to change based on FAA approval, needs and funding capability of the Appleton International Airport, and

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

Dated this 28th day of May 2024

Respectfully submitted,

PROPERTY, AIRPORT, RECREATION & ECONOMIC DEVELOPMENT COMMITTEE

Dean Culbertson

Lee W. Hammen

Ronald Klemp

Yvonne Monfils

Jayson Winterfeldt

Duly and officially adopted by the County Board on: May 28, 2024

Signed: _____ _____
Board Chairperson County Clerk

Approved: 6.3.24 Vetoed: _____

Signed: _____
County Executive

Appleton International Airport (ATW)
Passenger Facility Charge Application #10
Proposed Project Information

10-001 Passenger Terminal Building Concourse Expansion and Rehabilitation

This project includes the design and construction of an expansion to the Airport's passenger concourse, modifications at the connection between the new expansion to the existing concourse, and rehabilitation of the existing concourse. The project is expected to include approximately 62,472 square feet of expanded space. The project will add four common use gates to the concourse and includes four passenger boarding bridges. In addition to the gates, the project will provide public restrooms, a mother's room, a service animal relief area, and a concessions area. The project also includes the acquisition of public holdroom seating. The project includes the relocation of an existing passenger boarding bridge, an elevator and generators, a hearing loop, and solar and microgrid sustainability infrastructure.

This project is necessary to accommodate the passenger traffic growth that has occurred and is anticipated at ATW. Enplanements at the Airport have increased more than 75% since 2018. Historical enplanements (as reported by the FAA from 2018 through 2022; 2023 enplanements per ATW) are as follows:

Calendar Year	Enplanements	% Growth
2018	275,835	-
2019	386,737	40.2%
2020	184,128	(52.4%)
2021	352,006	91.2%
2022	416,390	18.3%
2023	484,714	16.4%

Additionally, the FAA's January 2024 Terminal Area Forecast estimates enplanements at ATW will grow to over 580,000 by 2030 and over 715,000 by 2040. In 2018, the Airport served ten destinations. That number grew to sixteen destinations in 2023 with two additional destinations planned for 2024. With the advent of larger regional and narrow-body jet aircraft serving ATW over the last few years, terminal and concourse facilities became more congested during peak operations. Development of the new concourse expansion will provide facilities that will meet higher levels of service for passenger enplanements and improvements to aircraft operations.

This project started in November 2023 and be completed in December 2025. The total estimated costs and anticipated funding sources for this project are as follows:

Estimated Costs:	
Design	$5,794,737
Construction (Based on Bids)	66,938,123
Construction Administration	3,298,504
Total Estimated Capital Costs	**$76,031,364**
Financing & Interest	8,650,661
Total Estimated Costs	**$84,682,025**
Funding Sources:	
AIP Entitlement Funds (FY23 and FY24)	$4,430,375
BIL/AIG Funds (FY22 and FY23)	6,171,627
AIP Discretionary	17,251,412
BIL/ATP Funds (FY24)	3,420,000
Wisconsin State Funding	7,000,000
PFC Bond Capital	15,000,000
PFC Pay-as-you-go funds	11,204,623
Local Funds	11,553,327
Total Capital Funding Sources	**$76,031,364**
PFC Financing & Interest	8,650,661
Total Funding Sources	**$84,682,025**
Total PFCs Requested	**$34,855,284**

10-002 PFC Administration Fees

PFC-eligible general formation costs included in this PFC project are the necessary expenditures to prepare and administer the new PFC application. This includes funds necessary to prepare, amend and close the application. Development associated with the approved projects in this application will preserve and enhance capacity at the Airport. The total cost of this project is $100,000. PFCs are anticipated to provide 100% funding for this project. This project started in July 2023 and will be complete in January 2055.

I, Kelly Gerrits, County Clerk for the County of Outagamie Wisconsin do hereby certify that the foregoing is a true and correct copy of the May 28, 2024 County Board Minutes approved by a majority vote at a meeting of the County Board on June 25, 2024 and recorded in the minutes of said meeting a quorum of members being present.

In testimony whereof, I have hereunto set my hand and the seal of the County of Outagamie, Wisconsin, this 26th Day of June, 2024.

/s/ Kelly Gerrits
County Clerk

Please call the Outagamie County Clerk's Office (832-5077) if you would like further elaboration of these minutes.

RUN: July 5, 2024

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

Office of the County Clerk, June 25, 2024.

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: 30 present, 6 absent. Members present: Thompson, Johnson, Smith, Patience, Gabrielson, Kostelny, Hammen, Lawrence, Krueger, Lamers, Ferguson, McCabe, MacDonald, Schroeder, Croatt, Spears, Heiser, Mitchell, Cuff, Hagen, Klemp, Janke, Weinberg, Culbertson, Monfils, Winterfeldt, Nejedlo, Clegg, Rettler, and Lautenschlager. Members absent: Wegand, Hermes, Thiede, Thyssen, VanderHeiden, and Koury.

The Board Chairperson requested the Board's confirmation to excuse Supervisor Wegand, Supervisor Hermes, Supervisor Thiede, Supervisor Thyssen, and Supervisor VanderHeiden. Supervisor Koury will be arriving late. No objections; so ordered.

The Pledge of Allegiance was led by Chairperson Gabrielson.

MINUTES OF THE MAY 28, 2024 COUNTY BOARD MEETING
Supervisor Patience moved, seconded by Supervisor Klemp, to approve the minutes of the May 28, 2024, County Board meeting.

ROLL CALL: 29 yes, 1 abstain (Winterfeldt), 6 absent. MINUTES OF THE MAY 28, 2024, COUNTY BOARD MEETING ARE APPROVED.

SPECIAL ORDER OF BUSINESS – County Board Supervisors Yvonne Monfils and Chris Croatt and County Executive Thomas Nelson will give a UWO Fox Cities Campus update

Supervisor Yvonne Monfils, UWO-Fox Cities Board of Trustees member, provided an update on the recent announcement by UW Oshkosh.

- It was recently released in the news that on June 30, 2025, UWO Fox Cities will cease operations. The buildings on the campus will become the full responsibility of both Outagamie and Winnebago Counties. UW Oshkosh has a $7.6M deficit and UWO Fox Cities is 20% of their budget. Other factors contributing to the announcement: enrollment has been declining throughout the entire UW system, there is a declining high school population, many people are getting their degree online, and upgraded competition from other colleges.
- During the peak of enrollment in 2010, enrollment was at 1,239 students. In 2023, there were 415 full time students and 148 part time students. In 2024, there are less than 500 students enrolled.
- Supervisor Monfils further explained the partnership of UWO Fox Cities. In June of 1970, Outagamie County, Winnebago County and UW Oshkosh got together to create a campus to serve the educational needs of the people of the counties by maintaining a branch campus of the University of Wisconsin. This agreement still stands today and has not had any updates. The agreement that was entered into by the three parties states that the UW system would pay for education and custodial staff, utilities, grounds maintenance and all moveable equipment. The Counties would pay for major building repairs, labor & supplies, and any permanent construction/remodeling.

- The University of Wisconsin-Oshkosh, Fox Cities Campus (formerly the University of Wisconsin-Fox Valley) is a branch campus of UW Oshkosh. It is comprised of 42 acres on Midway Road in Menasha, WI, in Winnebago County. The land is deeded to both Outagamie and Winnebago Counties.

Supervisor Chris Croatt, UWO-Fox Cities Board of Trustees member, further explained the role of the Board of Trustees and table of organization.

- The Board of Trustees consists of two members from Outagamie County and two members from Winnebago County, and alternates. The role of the trustees is to review campus maintenance expenditures, approve building and grounds improvements, assess facility problems, review campus use policies, review and prioritize the CIP budget, communications between County Facility Directors and Fox Cities Facility Director, and follow the MOU.
- Supervisor Croatt shared pictures and highlights of the facility. Key assets include: the Weis Earth Science Museum, The Barlow Planetarium, Aylward Art Gallery, the Communication Arts Center and Perry Hall, a full-sized gymnasium, a child care facility, and the UW Platteville engineering lab building.
- Supervisor Croatt also reviewed the budget. Maintenance funds are in the General Budget by both Outagamie County and Winnebago County. Costs are split evenly. The annual Outagamie County budget is approximately $150,000. CIP budgeted amounts are currently on hold. Costs are split between Outagamie County and Winnebago County.

County Executive Nelson presented what has transpired over the last few months, what is recently in the news and where things stand going forward.

- County Executive Nelson submitted an open records request on May 21, 2024. A writ to force disclosure was issued on June 10, 2024. On June 13, 2024, the announcement was made that UWO Fox Cities would be ceasing operations in June 2025. Two hours after the announcement, twelve documents were released pertaining to the open records request.
- The UWO Fox Cities campus is a 54-year investment and includes millions of dollars of assets.
- County Executive Nelson explained that before there can be discussion on future plans, it needs to be determined what the legal structure and framework is. There have been many ideas that have come forward since the announcement.
- This is the beginning of what will be a long journey. There are more questions than answers at this time.

Supervisor Koury arrived at the meeting at 7:10 p.m.

Supervisor questions and comments followed.

Supervisor Spears moved, seconded by Supervisor Patience, to suspend County Board rules and allow Facilities Director, Paul Farrell, to address the board.

ESTABLISH ORDER OF THE DAY – Chairperson Gabrielson reported the request to have all appointments, ordinances, and resolutions locked in at the meeting.

Chairperson Gabrielson asked for unanimous consent to handle all reconsiderations and lock ins at the end of the meeting as noted. No objections; so ordered.

COMMUNICATIONS –
Chairperson Gabrielson summarized the following communications:

- Ten Supervisors have not completed the security training that was due by the end of May. There is one Supervisor that needs to complete the March security training that was due on April 10th. Please contact Legislative Services if you need a link to the training.
- The Outagamie County Back to School Program is in need of new supplies, backpacks, or monetary donations. If you are interested in donating to this program, please contact Legislative Services for more information.
- The Outagamie County Fair runs from June 26th through June 30th.
- A reminder was given that there is a long-standing agreement between the County Board and the County Executive that communication with department heads is done by the chair of the governing committee or with that chairs permission. Supervisors should not directly discuss business with department heads. Please see Chairman Gabrielson with any questions.

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 –

County Executive Nelson nomination for reappointments of Greg Peterson and Steve Van Dyn Hoven to the Criminal Justice Coordinating Council; terms expiring April 30, 2026.

Supervisor Patience moved, seconded by Supervisor Lautenschlager, for confirmation of the above-listed reappointments.

ROLL CALL: 31 yes, 5 absent. GREG PETERSON AND STEVE VAN DYN HOVEN ARE REAPPOINTED TO THE CRIMINAL JUSTICE COORDINATING COUNCIL.

County Executive Nelson nomination for reappointments of Matt Kasriel and Natalie Vandeveld (terms expiring 6-30-2027) and the appointment of Philip Boivin (term expiring 6-30-2025) to the Local Emergency Planning Committee.

Supervisor Johnson moved, seconded by Supervisor Smith, for confirmation of the above-listed reappointments and appointment.

ROLL CALL: 31 yes, 5 absent. MATT KASRIEL AND NATALIE VANDEVELD ARE REAPPOINTED AND PHILIP BOIVIN IS APPOINTED TO THE LOCAL EMERGENCY PLANNING COMMITTEE.

County Executive Nelson nomination for appointment of Holly Femal to the Greenway Implementation Committee; term expiring April 30, 2027.

Supervisor Hagen moved, seconded by Supervisor Schroeder, for confirmation of the above-listed appointment.

ROLL CALL: 31 yes, 5 absent. HOLLY FEMAL IS APPOINTED TO THE GREENWAY IMPLEMENTATION COMMITTEE.

County Executive Nelson nomination for reappointments of Harold Hermansen (term expiring 5-31-2028), Steven Frassetto and Jenni Eickelberg (terms expiring 5-31-2029) to the Housing Authority Commission.

Supervisor Koury moved, seconded by Supervisor McCabe, for confirmation of the above-listed reappointments.

ROLL CALL: 31 yes, 5 absent. HAROLD HERMANSEN, STEVEN FRASSETTO AND JENNI EICKELBERG ARE REAPPOINTED TO THE HOUSING AUTHORITY COMMISSION.

UNFINISHED BUSINESS – None.

NEW BUSINESS – *NOTE: The minutes that follow list the synopsis of the ordinances/resolutions and roll calls. At the end of this set of minutes, the scanned copies of the each ordinance/resolution will be appended along with the physical roll call.*

Resolution No. 20—2024-25 – Finance Committee. Authorize and approve the continuation of a self-insured worker's compensation program that is currently in effect and in compliance with the Wisconsin Administrative Code DWD 80.60(3).

Supervisor Croatt moved, seconded by Supervisor Lawrence, for adoption.

ROLL CALL: 31 yes, 5 absent. RESOLUTION NO. 20—2024-25 IS ADOPTED.

Resolution No. 21—2024-25 – Highway, Recycling and Solid Waste Committee. Approve to authorize the County Highway Commissioner to enter into the 2024-2025 Local Small Structures Inspection and Inventory Program Agreement with the Wisconsin Department of Transportation, for the inventory and inspection of Local Small Structures, with the county share of the project costs to be included in future budgets, as noted on the attachments.

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

ROLL CALL: 31 yes, 5 absent. RESOLUTION NO. 21—2024-25 IS ADOPTED.

Resolution No. 22—2024-25 – Highway, Recycling and Solid Waste Committee. Approve to authorize the County Highway Commissioner to enter into a State/Municipal Agreement for a State-Let Highway Safety Improvement Program Project for the CTH A & CTH JJ-West intersection project, with the county share of the project costs to be included in future budgets, as noted on the attachments.

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

ROLL CALL: 31 yes, 5 absent. RESOLUTION NO. 22—2024-25 IS ADOPTED.

Resolution No. 23—2024-25 – Highway, Recycling and Solid Waste Committee. Support and approve the new structure of the Appleton (Fox Cities) Metropolitan Planning Organization (MPO) Policy Board (as noted in the attached Organization Table), and participate in the Appleton (Fox Cities) MPO Policy Board meetings to ensure a continuing, comprehensive, and cooperative transportation planning process for the Appleton (Fox Cities) Metropolitan Planning Area, support the attached Agreement provisions,

and the final Agreement will be negotiated and executed between the State of Wisconsin Governor, East Central Wisconsin Regional Planning Commission, and the local units of government.

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

ROLL CALL: 31 yes, 5 absent. RESOLUTION NO. 23—2024-25 IS ADOPTED.

Resolution No. 24—2024-25 – Legislative/Audit and Human Resources Committee. Approve an in-year Table of Organization request to move one full-time Lieutenant position from the Sheriff's Office Corrections cost center to the Patrol cost center effective June 16, 2024 (as noted on the attachments), and increase the line items of Patrol Salaries by $48,900 and Patrol Fringe Benefits by $18,600; decrease the line items of Corrections Salaries by $48,900 and Corrections Fringe Benefits by $18,600, as noted on the attached fiscal note.

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

ROLL CALL: 31 yes, 5 absent. RESOLUTION NO. 24—2024-25 IS ADOPTED.

Resolution No. 25—2024-25 – Legislative/Audit and Human Resources Committee. Approve an in-year Table of Organization request to delete one part-time Assistant Corporation Counsel position and add one full-time Assistant Corporation Counsel position effective July 1, 2024, for the Corporation Counsel Department (as noted on the attachments), and increase the line items of Corporation Counsel Salaries by $22,675 and Corporation Counsel Fringe by $8,403, and decrease the line item of General Funds Applied, Fund Balance Applied by $31,078, as noted on the attached fiscal note.

Supervisor Spears moved, seconded by Supervisor Kostelny for adoption.

ROLL CALL: 30 yes, 1 no (Janke), 5 absent. RESOLUTION NO. 25—2024-25 IS ADOPTED.

Resolution No. 26—2024-25 – Legislative/Audit and Human Resources Committee. Approve an in-year Table of Organization classification request to change the Watershed GIS Analyst position to a Programs Manager/GIS Analyst position effective May 15, 2024, in the Land Conservation Department (as noted on the attachments), and increase the following Land Conservation line items: Salaries by $2,642; Fringes by $395; Intergovernmental Revenue by $3,037, as noted on the attached fiscal note.

Supervisor Spears moved, seconded by Supervisor MacDonald, for adoption.

ROLL CALL: 31 yes, 5 absent. RESOLUTION NO. 26—2024-25 IS ADOPTED.

Resolution No. 27—2024-25 – Legislative/Audit and Human Resources Committee. Approve an in-year Table of Organization classification request to change the Environmental Engineer/Project Coordinator position to a Deputy Director/Environmental Engineer position effective May 15, 2024, in the Land Conservation Department, with no budget adjustment, as noted on the attachments.

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

ROLL CALL: 31 yes, 5 absent. RESOLUTION NO. 27—2024-25 IS ADOPTED.

Resolution No. 28—2024-25 – Legislative/Audit and Human Resources Committee. Approve an in-year Table of Organization request by adding one full-time Regenerative Ag Coordinator position (sunset position) effective May 15, 2024, for the Land Conservation Department, with no budget adjustment, as noted on the attachments.

Supervisor Spears moved, seconded by Supervisor Weinberg, for adoption.

ROLL CALL: 31 yes, 5 absent. RESOLUTION NO. 28—2024-25 IS ADOPTED.

Resolution No. 29—2024-25 – Legislative/Audit and Human Resources Committee. Approve an in-year Table of Organization change to delete two full-time Industrial Maintenance Technician positions, add one full-time Recycling Equipment/Maintenance Technician position, and add one full-time Solid Waste Equipment/Maintenance Technician position effective May 6, 2024, in the Recycling and Solid Waste Department (as noted on the attachments) and for the following cost center line items: Landfill Operations Salaries increase by $984.50; Landfill Operations Fringes increase by $672; Landfill Operations Fund Balance Applied decrease by $1,656.50; Single Stream Operations Salaries increase by $984.50; Single Stream Operations Fringes increase by $672; Single Stream Operations Fund Balance Applied decrease by $1,656.50, as noted on the attached fiscal note.

Supervisor Spears moved, seconded by Supervisor MacDonald, for adoption.

ROLL CALL: 31 yes, 5 absent. RESOLUTION NO. 29—2024-25 IS ADOPTED.

Resolution No. 30—2024-25 – Legislative/Audit and Human Resources Committee. Approve an in-year Table of Organization request by adding one full-time position for the following: Marketing and Social Media Coordinator, Assistant Airport Director, and Airport Electrician effective July 1, 2024, at the Appleton International Airport, and for the following Airport Terminal cost center line items: increase Salaries by $103,700; increase Fringe Benefits by $51,200; increase IT Direct Billed by $12,100; and decrease Fund Balance Applied by $167,000, as note on the attached fiscal note.

Supervisor Croatt moved, seconded by Supervisor Schroeder, for adoption.

Supervisor Spears moved, seconded by Supervisor MacDonald to amend Resolution 30—2024-25 to read as ‘Approve an in-year Table of Organization request by adding one full-time position for the following: Marketing and Social Media Coordinator, Assistant Airport Director, and Airport Electrician effective July 1, 2024, at the Appleton International Airport, and for the following Airport Terminal cost center line items: increase Salaries by $115,100; increase Fringe Benefits by $53,000; increase IT Direct Billed by $11,800; and decrease Fund Balance Applied by $179,900, as note on the attached fiscal note’ for amendment.

ROLL CALL: 31 yes, 5 absent. RESOLUTION NO. 30—2024-25 IS AMENDED.

ROLL CALL: 31 yes, 5 absent. RESOLUTION NO. 30—2024-25 IS ADOPTED AS AMENDED.

Resolution No. 31—2024-25 – Public Safety Committee. Approve the Sheriff’s Office to accept and expend an unsolicited donation from Keller, Inc. for $2,500, for the purchase of fitness equipment to be used by employees in the lower level workout room at the Justice Center, and increase the line items for Corrections Revenue and Corrections Supplies by $2,500 each, as noted on the attached fiscal note.

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

ROLL CALL: 31 yes, 5 absent. RESOLUTION NO. 31—2024-25 IS ADOPTED.

Ordinance No. A—2024-25 – Legislative/Audit and Human Resources Committee. Approve amendments to Chapter 2 of the Outagamie County Code of Ordinances as pertains to East Central Wisconsin Regional Planning Commission and Fox Cities Metropolitan Area Planning Organization Policy Board Appointments, as noted on the Ordinance.

Supervisor Spears moved, seconded by Supervisor Klemp, for adoption.

ROLL CALL: 31 yes, 5 absent. ORDINANCE NO. A—2024-25 IS ADOPTED.

RECONSIDERATION OF ALL APPOINTMENTS, RESOLUTION NOS. 20, 21, 22, 23, 24, 25, 26, 27, 28, 29, 30, 31 —2024-25 AND ORDINANCE NO. A—2024-25.

Supervisor Krueger moved, seconded by Supervisor McCabe, to reconsider all appointments, and the above listed ordinance and resolutions.

Vote for reconsideration. ROLL CALL: 31 yes, 5 absent. ALL APPOINTMENTS, RESOLUTION NOS. 20, 21, 22, 23, 24, 25, 26, 27, 28, 29, 30, 31—2024-25 AND ORDINANCE NO. A—2024-25 ARE RECONSIDERED.

Vote for lock in. ROLL CALL: 31 yes, 5 absent. ALL APPOINTMENTS, RESOLUTION NOS. 20, 21, 22, 23, 24, 25, 26, 27, 28, 29, 30, 31—2024-25 AND ORDINANCE NO. A—2024-25 ARE ADOPTED & LOCKED IN.

REPORTS – None.

ADJOURNMENT
Supervisor Lawrence moved, seconded by Supervisor Koury to adjourn until July 23, 2024 at 7:00 p.m. VOICE VOTE CARRIED UNANIMOUSLY.

The meeting adjourned at 8:18 p.m.

FINAL COPIES OF ORDINANCES/RESOLUTIONS AND ROLL CALLS PERTINENT TO NEW BUSINESS FOLLOW:

LOCK IN OF ALL APPOINTMENTS, RESOLUTION NOS. 20, 21, 22, 23, 24, 25, 26, 27, 28, 29, 30, 31 —2024-25 AND ORDINANCE NO. A—2024-25.

Vote for lock in. ROLL CALL: 31 yes, 5 absent. ALL APPOINTMENTS, RESOLUTION NOS. 20, 21, 22, 23, 24, 25, 26, 27, 28, 29, 30, 31 —2024-25 AND ORDINANCE NO. A—2024-25 ARE ADOPTED & LOCKED IN.

VOTE RESULTS 31 YES 0 NO 0 ABSTAIN 5 ABSENT

Lock in of Appointments, Res. Nos. 20-31—2024-25, Ord. No. A—2024-25

Lock In of Appointments, Res. Nos. 20, 21, 22, 23, 24, 25, 26, 27, 28, 29, 30, 31—2024-25, Ord. No. A—2024-25 — Passed With Majority of Full Membership

1 THOMPSON YES	13 WEGAND ABSENT	25 JANKE YES
2 JOHNSON YES	14 HERMES ABSENT	26 WEINBERG YES
3 SMITH YES	15 MacDONALD YES	27 CULBERTSON YES
4 PATIENCE YES	16 SCHROEDER YES	28 MONFILS YES
5 GABRIELSON YES	17 CROATT YES	29 WINTERFELDT YES
6 KOSTELNY YES	18 SPEARS YES	30 NEJEDLO YES
7 HAMMEN YES	19 HEISER YES	31 CLEGG YES
8 LAWRENCE YES	20 MITCHELL YES	32 THYSSEN ABSENT
9 KRUEGER YES	21 CUFF YES	33 VANDERHEIDEN ABSENT
10 LAMERS YES	22 HAGEN YES	34 RETTLER YES
11 FERGUSON YES	23 KLEMP YES	35 KOURY YES
12 McCABE YES	24 THIEDE ABSENT	36 LAUTENSCHLAGER YES

Outagamie County 6-25-24 County Board Meeting - June 25 2024 08:17:56 PM
June 25, 2024 County Board Meeting
OpenMeeting

RECONSIDERATION OF ALL APPOINTMENTS, RESOLUTION NOS. 20, 21, 22, 23, 24, 25, 26, 27, 28, 29, 30, 31 —2024-25 AND ORDINANCE NO. A—2024-25.

Supervisor Krueger moved, seconded by Supervisor McCabe, to reconsider all appointments, and the above listed resolutions and ordinance.

Vote for reconsideration. ROLL CALL: 31 yes, 5 absent. ALL APPOINTMENTS, RESOLUTION NOS. 20, 21, 22, 23, 24, 25, 26, 27, 28, 29, 30, 31—2024-25 AND ORDINANCE NO. A—2024-25 AND ARE RECONSIDERED.

VOTE RESULTS 31 YES 0 NO 0 ABSTAIN 5 ABSENT

Reconsideration of Appointments, Res. Nos. 20-31—2024-25, Ord. No. A—2024-25

Reconsideration of Appointments, Res. Nos. 20, 21, 22, 23, 24, 25, 26, 27, 28, 29, 30, 31—2024-25, Ord. No. A– Passed With Majority of Full Membership

1 THOMPSON YES	13 WEGAND ABSENT	25 JANKE YES
2 JOHNSON YES	14 HERMES ABSENT	26 WEINBERG YES
3 SMITH YES	15 MacDONALD YES	27 CULBERTSON YES
4 PATIENCE YES	16 SCHROEDER YES	28 MONFILS YES
5 GABRIELSON YES	17 CROATT YES	29 WINTERFELDT YES
6 KOSTELNY YES	18 SPEARS YES	30 NEJEDLO YES
7 HAMMEN YES	19 HEISER YES	31 CLEGG YES
8 LAWRENCE YES	20 MITCHELL YES	32 THYSSEN ABSENT
9 KRUEGER YES	21 CUFF YES	33 VANDERHEIDEN ABSENT
10 LAMERS YES	22 HAGEN YES	34 RETTLER YES
11 FERGUSON YES	23 KLEMP YES	35 KOURY YES
12 McCABE YES	24 THIEDE ABSENT	36 LAUTENSCHLAGER YES

Outagamie County 6-25-24 County Board Meeting - June 25 2024 08:17:39 PM
June 25, 2024 County Board Meeting
OpenMeeting

Resolution No. 20—2024-25 – Finance Committee. Authorize and approve the continuation of a self-insured worker's compensation program that is currently in effect and in compliance with the Wisconsin Administrative Code DWD 80.60(3).

Supervisor Croatt moved, seconded by Supervisor Lawrence, for adoption.

ROLL CALL: 31 yes, 5 absent. RESOLUTION NO. 20—2024-25 IS ADOPTED.

VOTE RESULTS 31 YES 0 NO 0 ABSTAIN 5 ABSENT

Resolution No. 20—2024-25

Resolution No. 20—2024-25 - Finance Committee. Authorize and approve the continuation of a self-insured in effect and in compliance with the Wisconsin Administrative Code DWD 80.60(3). Passed With Majority of Full Membership

1 THOMPSON	YES	13 WEGAND	ABSENT	25 JANKE	YES
2 JOHNSON	YES	14 HERMES	ABSENT	26 WEINBERG	YES
3 SMITH	YES	15 MacDONALD	YES	27 CULBERTSON	YES
4 PATIENCE	YES	16 SCHROEDER	YES	28 MONFILS	YES
5 GABRIELSON	YES	17 CROATT	YES	29 WINTERFELDT	YES
6 KOSTELNY	YES	18 SPEARS	YES	30 NEJEDLO	YES
7 HAMMEN	YES	19 HEISER	YES	31 CLEGG	YES
8 LAWRENCE	YES	20 MITCHELL	YES	32 THYSSEN	ABSENT
9 KRUEGER	YES	21 CUFF	YES	33 VANDERHEIDEN	ABSENT
10 LAMERS	YES	22 HAGEN	YES	34 RETTLER	YES
11 FERGUSON	YES	23 KLEMP	YES	35 KOURY	YES
12 McCABE	YES	24 THIEDE	ABSENT	36 LAUTENSCHLAGER	YES

Outagamie County 6-25-24 County Board Meeting - June 25 2024 08:00:56 PM
June 25, 2024 County Board Meeting
OpenMeeting

RESOLUTION NO.: 20—2024-25

TO THE HONORABLE, THE OUTAGAMIE COUNTY BOARD OF SUPERVISORS

LADIES AND GENTLEMEN: ***MAJORITY***

The Wisconsin Worker's Compensation Act (the Act) provides that employers covered by the Act either insure their liability with worker's compensation insurance carriers authorized to do business in Wisconsin, or to be exempted (self-insured) from insuring liabilities with a carrier and thereby assuming the responsibility for its own worker's compensation risk and payment. Outagamie County is a qualified political subdivision of the State of Wisconsin, and as such may self-insure worker's compensation without a special order from the Department of Workforce Development (The Department) if they agree to report faithfully all compensable injuries and agree to comply with the Act and rules of the Department. This resolution approves continuation of the self-insured worker's compensation program.

NOW THEREFORE, the undersigned members of the Finance Committee recommend adoption of the following resolution.

BE IT RESOLVED, that the Outagamie County Board of Supervisors does authorize and approve the continuation of a self-insured worker's compensation program that is currently in effect and in compliance with the Wisconsin Administrative Code DWD 80.60(3), and

BE IT FINALLY RESOLVED, that the Outagamie County Clerk be directed to forward a copy of this resolution to the Outagamie County Executive, the Outagamie County Finance Director, the Outagamie County Risk Administrator, and Brittany J. Webb, Department of Workforce Development, Workers Compensation Division, Self Insurance, P.O. Box 7901, Madison, WI 53707-7901.

Dated this 25th day of June 2024

Respectfully Submitted,

FINANCE COMMITTEE

Chris Croatt

John Cuff

Karen Lawrence

Dana Johnson

Rick Lautenschlager

Duly and officially adopted by the County Board on: June 25, 2024

Signed: _____ _____
Board Chairperson County Clerk

Approved: 6.27.24 Vetoed: _____

Signed: _____
County Executive

LOCK IN OF ALL APPOINTMENTS, RESOLUTION NOS. 20, 21, 22, 23, 24, 25, 26, 27, 28, 29, 30, 31 —2024-25 AND ORDINANCE NO. A—2024-25.

Vote for lock in. ROLL CALL: 31 yes, 5 absent. ALL APPOINTMENTS, RESOLUTION NOS. 20, 21, 22, 23, 24, 25, 26, 27, 28, 29, 30, 31 —2024-25 AND ORDINANCE NO. A—2024-25 ARE ADOPTED & LOCKED IN.

VOTE RESULTS 31 YES 0 NO 0 ABSTAIN 5 ABSENT

Lock in of Appointments, Res. Nos. 20-31—2024-25, Ord. No. A—2024-25

Lock In of Appointments, Res. Nos. 20, 21, 22, 23, 24, 25, 26, 27, 28, 29, 30, 31—2024-25, Ord. No. A—2024-25 Passed With Majority of Full Membership

1 THOMPSON YES	13 WEGAND ABSENT	25 JANKE YES
2 JOHNSON YES	14 HERMES ABSENT	26 WEINBERG YES
3 SMITH YES	15 MacDONALD YES	27 CULBERTSON YES
4 PATIENCE YES	16 SCHROEDER YES	28 MONFILS YES
5 GABRIELSON YES	17 CROATT YES	29 WINTERFELDT YES
6 KOSTELNY YES	18 SPEARS YES	30 NEJEDLO YES
7 HAMMEN YES	19 HEISER YES	31 CLEGG YES
8 LAWRENCE YES	20 MITCHELL YES	32 THYSSEN ABSENT
9 KRUEGER YES	21 CUFF YES	33 VANDERHEIDEN ABSENT
10 LAMERS YES	22 HAGEN YES	34 RETTLER YES
11 FERGUSON YES	23 KLEMP YES	35 KOURY YES
12 McCABE YES	24 THIEDE ABSENT	36 LAUTENSCHLAGER YES

Outagamie County **6-25-24 County Board Meeting - June 25 2024 08:17:56 PM**

June 25, 2024 County Board Meeting

OpenMeeting

RECONSIDERATION OF ALL APPOINTMENTS, RESOLUTION NOS. 20, 21, 22, 23, 24, 25, 26, 27, 28, 29, 30, 31 —2024-25 AND ORDINANCE NO. A—2024-25.

Supervisor Krueger moved, seconded by Supervisor McCabe, to reconsider all appointments, and the above listed resolutions and ordinance.

Vote for reconsideration. ROLL CALL: 31 yes, 5 absent. ALL APPOINTMENTS, RESOLUTION NOS. 20, 21, 22, 23, 24, 25, 26, 27, 28, 29, 30, 31—2024-25 AND ORDINANCE NO. A—2024-25 AND ARE RECONSIDERED.

VOTE RESULTS 31 YES 0 NO 0 ABSTAIN 5 ABSENT

Reconsideration of Appointments, Res. Nos. 20-31—2024-25, Ord. No. A—2024-25

Reconsideration of Appointments, Res. Nos. 20, 21, 22, 23, 24, 25, 26, 27, 28, 29, 30, 31—2024-25, Ord. No. A– Passed With Majority of Full Membership

1 THOMPSON YES	13 WEGAND ABSENT	25 JANKE YES
2 JOHNSON YES	14 HERMES ABSENT	26 WEINBERG YES
3 SMITH YES	15 MacDONALD YES	27 CULBERTSON YES
4 PATIENCE YES	16 SCHROEDER YES	28 MONFILS YES
5 GABRIELSON YES	17 CROATT YES	29 WINTERFELDT YES
6 KOSTELNY YES	18 SPEARS YES	30 NEJEDLO YES
7 HAMMEN YES	19 HEISER YES	31 CLEGG YES
8 LAWRENCE YES	20 MITCHELL YES	32 THYSSEN ABSENT
9 KRUEGER YES	21 CUFF YES	33 VANDERHEIDEN ABSENT
10 LAMERS YES	22 HAGEN YES	34 RETTLER YES
11 FERGUSON YES	23 KLEMP YES	35 KOURY YES
12 McCABE YES	24 THIEDE ABSENT	36 LAUTENSCHLAGER YES

Outagamie County **6-25-24 County Board Meeting - June 25 2024 08:17:39 PM**

June 25, 2024 County Board Meeting

OpenMeeting

Resolution No. 21—2024-25 – Highway, Recycling and Solid Waste Committee. Approve to authorize the County Highway Commissioner to enter into the 2024-2025 Local Small Structures Inspection and Inventory Program Agreement with the Wisconsin Department of Transportation, for the inventory and inspection of Local Small Structures, with the county share of the project costs to be included in future budgets, as noted on the attachments.

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

ROLL CALL: 31 yes, 5 absent. RESOLUTION NO. 21—2024-25 IS ADOPTED.

VOTE RESULTS 31 YES 0 NO 0 ABSTAIN 5 ABSENT

Resolution No. 21—2024-25

Highway, Recycling and Solid Waste Committee. Approve to authorize the County Highway Commissioner to Inspection and Inventory Program Agreement with the Wisconsin Department of Transportation, for the inventory and inspection of Local Small Structures, with the county share of the project costs to be included in future budgets, as noted on the attachments.

Passed With Majority of Full Membership

1 THOMPSON	YES	13 WEGAND	ABSENT	25 JANKE	YES
2 JOHNSON	YES	14 HERMES	ABSENT	26 WEINBERG	YES
3 SMITH	YES	15 MacDONALD	YES	27 CULBERTSON	YES
4 PATIENCE	YES	16 SCHROEDER	YES	28 MONFILS	YES
5 GABRIELSON	YES	17 CROATT	YES	29 WINTERFELDT	YES
6 KOSTELNY	YES	18 SPEARS	YES	30 NEJEDLO	YES
7 HAMMEN	YES	19 HEISER	YES	31 CLEGG	YES
8 LAWRENCE	YES	20 MITCHELL	YES	32 THYSSEN	ABSENT
9 KRUEGER	YES	21 CUFF	YES	33 VANDERHEIDEN	ABSENT
10 LAMERS	YES	22 HAGEN	YES	34 RETTLER	YES
11 FERGUSON	YES	23 KLEMP	YES	35 KOURY	YES
12 McCABE	YES	24 THIEDE	ABSENT	36 LAUTENSCHLAGER	YES

Outagamie County 6-25-24 County Board Meeting - June 25 2024 08:01:39 PM
June 25, 2024 County Board Meeting
OpenMeeting

RESOLUTION NO.: 21—2024-25

TO THE HONORABLE, THE OUTAGAMIE COUNTY BOARD OF SUPERVISORS

LADIES AND GENTLEMEN: ***MAJORITY***

The Wisconsin Department of Transportation (WisDOT) has allocated funding to create a program for assessing Local Small Structures. Local Small Structures are defined as any structure that is greater than six (6) feet in length and less than or equal to twenty (20) feet in length. The program is broken into two (2) phases: inventory and assessment/inspection. The program requires that these structures be inventoried and assessed following requirements set forth by WisDOT. After completion of the work, WisDOT will reimburse the County if it satisfies the defined criteria. The reimbursements will be $100 for each structure inventory completed and $350 for each structure inspected.

This resolution grants the Highway Commissioner authority to enter into an agreement with WisDOT for a Local Small Structures Inspection and Inventory Program with no budget adjustment needed at this time.

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

BE IT RESOLVED, that the Outagamie County Board of Supervisors does authorize the Outagamie County Highway Commissioner to enter into the attached 2024-2025 Local Small Structures Inspection and Inventory Program Agreement with the Wisconsin Department of Transportation (WisDOT), which by reference is made a part hereof, for the inventory and inspection of Local Small Structures, and

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

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 25th day of June 2024

Respectfully Submitted,

HIGHWAY, RECYCLING AND SOLID WASTE COMMITTEE

Joy Hagen

Daniel Nejedlo

Steve Thiede

Dennis Clegg

Jason Wegand

Duly and officially adopted by the County Board on: June 25, 2024

Signed: _____ Board Chairperson

_____ County Clerk

Approved: 6.27.24 Vetoed: _____

Signed: _____ County Executive

DocuSign Envelope ID: 9F533159-4D8E-4D51-9B3A-ED4C52567709

2024 – 2025
Local Small Structures
Inspection and Inventory
Program Agreement

Date: 4/23/2024

County of Outagamie

The signatory County, hereinafter COUNTY, by and through its duly authorized officers or officials and the State of Wisconsin Department of Transportation, hereinafter Wis DOT , hereby enter into this Local Small Structures Inspection and Inventory Program Agreement (Agreement) for the inventory and inspection of local bridges and culverts greater than six (6) and less than or equal to twenty (20) feet in length (Local Small Structures).

The Wisconsin State 2023-25 Budget allocated funding to create a program for assessing Local Small Structures as follows:

> Provide $12,500,000 to the Joint Committee on Finance SEG supplemental biennial appropriation in 2023-24 for assessment of local bridges and culverts that are less than 20 feet in length and create a biennial DOT SEG appropriation that could receive the funds. Direct DOT to develop a program for counties to assess local bridges and culverts that are 20 feet or under in length, but greater than six feet in length.

Based on this budget item, the Wisconsin legislature created Wis. Stat. Sec.85.64 which provides:

> Assessment of local bridges and culverts. The department shall administer a program for counties to inventory and assess the condition of local bridges and culverts that are 20 feet or less in length but greater than 6 feet in length.

Wis. Stat. Sec. 85.64 authorizes COUNTY and WisDOT to enter into this Agreement. The Wisconsin Legislature has required WisDOT to develop a program for COUNTY to assess Local Small Structures. Through this Agreement, COUNTY will perform inventory and inspection work in the manner set forth by WisDOT. Upon completion of the work, WisDOT will reimburse COUNTY if it satisfies the criteria outlined herein (Program).

1. Inventory Work

COUNTY shall collect and submit inventory information for Local Small Structures as set forth in the "Local Small Structures – Inventory" memo, a copy of which is attached hereto and incorporated by reference herein (Inventory Work). COUNTY shall submit an invoice to WisDOT for reimbursement itemizing each Local Small Structure inventoried. COUNTY will make every effort to include all Local Small Structures inventoried in as few invoices as possible. WisDOT will verify that the information for the Inventory Work submitted by COUNTY appears accurate and meets the parameters of the Program. WisDOT will reimburse COUNTY for verified inventory information at a rate of $100.00 for each Local Small Structure inventory received.

DocuSign Envelope ID: 9F533159-4D6E-4D51-9B3A-ED4C52567709

WisDOT, at its own discretion, may reject inventory information submitted by COUNTY that is incomplete, inaccurate, or does not meet the required parameters of the Program. WisDOT will not reimburse COUNTY for Inventory Work if it rejects the inventory information submitted and will notify COUNTY of such rejection. COUNTY may correct the inventory information and resubmit to WisDOT within the timeframe of this Agreement.

WisDOT shall reimburse COUNTY for all verified and accepted Inventoried Local Small Structure or notify COUNTY of rejecting the inventory information no later than sixty (60) days after receiving inventory submittals. For purposes of this Agreement "received" means actual receipt by WisDOT. COUNTY shall reimburse local governments $100.00 per structure inventoried (as appropriate) no later than sixty (60) days upon receipt of reimbursement from WisDOT and shall certify to WisDOT within sixty (60) days that it has reimbursed all local governments as required by this Agreement.

Inventory information may be submitted for reimbursement through December 31, 2025. WisDOT will not issue reimbursement for Inventory Information received after December 31, 2025.

2. Inspection Work

COUNTY, using Wisconsin certified bridge inspectors, shall collect and submit inspection information per the "Local Small Structures - Assessment/Inspection" memo, a copy of which is attached hereto and incorporated by reference herein (Inspection Work). COUNTY shall submit an invoice to WisDOT for reimbursement for each Local Small Structure Inspected. WisDOT will verify that the inspection information submitted by COUNTY appears accurate and meets the parameters of the Program. WisDOT will reimburse COUNTY for verified inspection information at a rate of $350.00 for each Local Small Structure inspection received.

WisDOT, at its own discretion, may reject inspection information submitted by COUNTY that is incomplete, inaccurate, or does not meet the required parameters of the Program. WisDOT will not reimburse COUNTY for Inspection Work if it rejects the inspection information submitted and will notify COUNTY of such rejection. COUNTY may correct the inspection information and resubmit to WisDOT within the timeframe of this Agreement.

WisDOT shall reimburse COUNTY for all verified and accepted inspected Local Small Structure or notify COUNTY of rejecting the inspection information no later than sixty (60) days after receiving inspection submittals. For purposes of this Agreement "received" means actual receipt by WisDOT. COUNTY shall reimburse local governments $350.00 per Local Small Structure inspected (as appropriate) no later than sixty (60) days upon receipt of reimbursement from WisDOT and shall certify to WisDOT within sixty (60) days that it has reimbursed all local governments as required by this Agreement.

Inspection information may be submitted for reimbursement through December 31, 2025. WisDOT will not issue reimbursement for inspection information received after December 31, 2025.

DocuSign Envelope ID: 9F533159-4D6E-4D51-9B3A-ED4C52567709

3. Scope and Terms and Conditions

The entire cost of the Inventory Work and/or Inspection Work will be the responsibility of COUNTY unless reimbursement is granted.

Payments to COUNTY will be made after the Inventory Work and/or Inspection Work is completed, verified by WisDOT.

In order to guarantee COUNTY'S agreement to pay local governments, if applicable, COUNTY, through its above duly authorized officers or officials, agrees and authorizes WisDOT to set off and withhold the required reimbursement amount as determined by WisDOT from any moneys otherwise due and payable by WisDOT the COUNTY.

COUNTY will keep records of the cost of the Inventory Work and Inspection Work and will have them available for inspection by representatives of WisDOT and will furnish copies when requested.

This Agreement is subject to the availability of State funds appropriated for this program. The continuance of this agreement beyond the limits of funds already available to the Wisconsin Department of Transportation is contingent upon appropriation of the necessary funds by the Wisconsin Legislature and the Governor. (Reference 66 OAG 408; State ex rel. LaFollette v. Reuter, 36 Wis. 2d 96, 119 [1967])

This Agreement shall be in effect until June 30, 2026.

COUNTY represents that its undersigned representative is authorized to conduct official business for COUNTY.

EXECUTED the date last below signed.

WisDOT:

Joshua Dietsche, Director, Bureau of Structures
NAME & TITLE (TYPE OR PRINT)

Josh Dietsche
SIGNATURE

April 25, 2024
DATE

COUNTY OF OUTAGAMIE:

Dean Steingraber, County Highway Commissioner
NAME & TITLE (TYPE OR PRINT)

SIGNATURE

DATE

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:** Request to support future funding for Local Small Structures 6 to 20 feet.

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 the county share of the project costs to be included in future budgets. The project includes allocated funds from WisDOT to create a program for assessing Local Small Structures defined as any structure greater than six and less than or equal to twenty feet in length. The program requires that these structures be inventoried and assessed following WisDOT requiements. After completion of work, WisDOT will reimburse the County if it satisfies the defined criteria. The reimbursement will be $100 for each structure inventory completed and $350 for each structure inspected.

Therefore, the Highway Department is seeking support from the County Board to grant the Highway Commissioner authority to enter into an agreement with WisDOT to enter into this Local Small Structures Inspection and Inventory Program Agreement.

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

[ ] Revenues [ ] Expenses (Cost) [X] None

3. Is the specific cost or revenue included in the current year's budget? yes ( ) no ( ) n/a (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 ( ) no (X)
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
No Budget Adjustment at this time			

Annual and Long-Term Impact

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

9. What is the anticipated annual and/or long-term cost or revenue impact? Annual Cost 0.00
Annual Revenue 0.00

Fiscal Note Prepared by: Rick Hammen

For Financial Services purposes only

Reviewed By: *Michelle Uitenbroek*

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

S:\FINANCE\9 Fiscal Notes & Intrabudget Adjustments\2024 Budget\HWY 6-20 Foot Local Small Structures - MLU.doc

OUTAGAMIE COUNTY FISCAL NOTE

Date: 5/21/2024	
Comments:	

LOCK IN OF ALL APPOINTMENTS, RESOLUTION NOS. 20, 21, 22, 23, 24, 25, 26, 27, 28, 29, 30, 31 —2024-25 AND ORDINANCE NO. A—2024-25.

Vote for lock in. ROLL CALL: 31 yes, 5 absent. ALL APPOINTMENTS, RESOLUTION NOS. 20, 21, 22, 23, 24, 25, 26, 27, 28, 29, 30, 31 —2024-25 AND ORDINANCE NO. A—2024-25 ARE ADOPTED & LOCKED IN.

VOTE RESULTS 31 YES 0 NO 0 ABSTAIN 5 ABSENT

Lock in of Appointments, Res. Nos. 20-31—2024-25, Ord. No. A—2024-25

Lock In of Appointments, Res. Nos. 20, 21, 22, 23, 24, 25, 26, 27, 28, 29, 30, 31—2024-25, Ord. No. A—2024-25 — Passed With Majority of Full Membership

1 THOMPSON	YES	13 WEGAND	ABSENT	25 JANKE	YES
2 JOHNSON	YES	14 HERMES	ABSENT	26 WEINBERG	YES
3 SMITH	YES	15 MacDONALD	YES	27 CULBERTSON	YES
4 PATIENCE	YES	16 SCHROEDER	YES	28 MONFILS	YES
5 GABRIELSON	YES	17 CROATT	YES	29 WINTERFELDT	YES
6 KOSTELNY	YES	18 SPEARS	YES	30 NEJEDLO	YES
7 HAMMEN	YES	19 HEISER	YES	31 CLEGG	YES
8 LAWRENCE	YES	20 MITCHELL	YES	32 THYSSEN	ABSENT
9 KRUEGER	YES	21 CUFF	YES	33 VANDERHEIDEN	ABSENT
10 LAMERS	YES	22 HAGEN	YES	34 RETTLER	YES
11 FERGUSON	YES	23 KLEMP	YES	35 KOURY	YES
12 McCABE	YES	24 THIEDE	ABSENT	36 LAUTENSCHLAGER	YES

Outagamie County — 6-25-24 County Board Meeting - June 25 2024 08:17:56 PM
June 25, 2024 County Board Meeting — OpenMeeting

RECONSIDERATION OF ALL APPOINTMENTS, RESOLUTION NOS. 20, 21, 22, 23, 24, 25, 26, 27, 28, 29, 30, 31 —2024-25 AND ORDINANCE NO. A—2024-25.

Supervisor Krueger moved, seconded by Supervisor McCabe, to reconsider all appointments, and the above listed resolutions and ordinance.

Vote for reconsideration. ROLL CALL: 31 yes, 5 absent. ALL APPOINTMENTS, RESOLUTION NOS. 20, 21, 22, 23, 24, 25, 26, 27, 28, 29, 30, 31—2024-25 AND ORDINANCE NO. A—2024-25 AND ARE RECONSIDERED.

VOTE RESULTS 31 YES 0 NO 0 ABSTAIN 5 ABSENT

Reconsideration of Appointments, Res. Nos. 20-31—2024-25, Ord. No. A—2024-25

Reconsideration of Appointments, Res. Nos. 20, 21, 22, 23, 24, 25, 26, 27, 28, 29, 30, 31—2024-25, Ord. No. A– Passed With Majority of Full Membership

1 THOMPSON	YES	13 WEGAND	ABSENT	25 JANKE	YES
2 JOHNSON	YES	14 HERMES	ABSENT	26 WEINBERG	YES
3 SMITH	YES	15 MacDONALD	YES	27 CULBERTSON	YES
4 PATIENCE	YES	16 SCHROEDER	YES	28 MONFILS	YES
5 GABRIELSON	YES	17 CROATT	YES	29 WINTERFELDT	YES
6 KOSTELNY	YES	18 SPEARS	YES	30 NEJEDLO	YES
7 HAMMEN	YES	19 HEISER	YES	31 CLEGG	YES
8 LAWRENCE	YES	20 MITCHELL	YES	32 THYSSEN	ABSENT
9 KRUEGER	YES	21 CUFF	YES	33 VANDERHEIDEN	ABSENT
10 LAMERS	YES	22 HAGEN	YES	34 RETTLER	YES
11 FERGUSON	YES	23 KLEMP	YES	35 KOURY	YES
12 McCABE	YES	24 THIEDE	ABSENT	36 LAUTENSCHLAGER	YES

Outagamie County **6-25-24 County Board Meeting - June 25 2024 08:17:39 PM**

June 25, 2024 County Board Meeting

OpenMeeting

Resolution No. 22—2024-25 – Highway, Recycling and Solid Waste Committee. Approve to authorize the County Highway Commissioner to enter into a State/Municipal Agreement for a State-Let Highway Safety Improvement Program Project for the CTH A & CTH JJ-West intersection project, with the county share of the project costs to be included in future budgets, as noted on the attachments.

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

ROLL CALL: 31 yes, 5 absent. RESOLUTION NO. 22—2024-25 IS ADOPTED.

VOTE RESULTS 31 YES 0 NO 0 ABSTAIN 5 ABSENT

Resolution No. 22—2024-25

Highway, Recycling and Solid Waste Committee. Approve to authorize the County Highway Commissioner to State-Let Highway Safety Improvement Program Project for the CTH A & CTH JJ-West intersection project, with the county share of the project costs to be included in future budgets, as noted on the attachments.

Passed With Majority of Full Membership

1 THOMPSON YES	13 WEGAND ABSENT	25 JANKE YES
2 JOHNSON YES	14 HERMES ABSENT	26 WEINBERG YES
3 SMITH YES	15 MacDONALD YES	27 CULBERTSON YES
4 PATIENCE YES	16 SCHROEDER YES	28 MONFILS YES
5 GABRIELSON YES	17 CROATT YES	29 WINTERFELDT YES
6 KOSTELNY YES	18 SPEARS YES	30 NEJEDLO YES
7 HAMMEN YES	19 HEISER YES	31 CLEGG YES
8 LAWRENCE YES	20 MITCHELL YES	32 THYSSEN ABSENT
9 KRUEGER YES	21 CUFF YES	33 VANDERHEIDEN ABSENT
10 LAMERS YES	22 HAGEN YES	34 RETTLER YES
11 FERGUSON YES	23 KLEMP YES	35 KOURY YES
12 McCABE YES	24 THIEDE ABSENT	36 LAUTENSCHLAGER YES

Outagamie County 6-25-24 County Board Meeting - June 25 2024 08:02:29 PM

June 25, 2024 County Board Meeting

OpenMeeting

RESOLUTION NO.: 22—2024-25

TO THE HONORABLE, THE OUTAGAMIE COUNTY BOARD OF SUPERVISORS

LADIES AND GENTLEMEN: ***MAJORITY***

The Highway Department submitted an application for Highway Safety Improvement Program (HSIP) funds and was approved for 90% federal funding for the CTH A & CTH JJ-West intersection and pavement rehabilitation project. The project includes construction of a single lane roundabout at the intersection of CTH A & CTH JJ. The cost of the project is anticipated to be $2,138,422 of which the federal funding is capped at $1,924,580. The county's share is estimated to be $213,842, which is 10% of the project and any excess. Estimated costs cover design, construction, and state review with construction currently scheduled for State Fiscal Year 2029. The county share of the project costs are anticipated to be funded in future budgets.

This resolution authorizes the Outagamie County Highway Commissioner to enter into a State/Municipal Agreement for the project and support future funding of the CTH A & CTH JJ-West intersection improvement project.

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

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

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

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 25th day of June 2024

Respectfully Submitted,

HIGHWAY, RECYCLING AND SOLID WASTE COMMITTEE

Joy Hagen

Daniel Nejedlo

Steve Thiede

Dennis Clegg

Jason Wegand

Duly and officially adopted by the County Board on: June 25, 2024

Signed: Dan Galewski
Board Chairperson

Kelly M. Galewski
County Clerk

Approved: 6/27/24 Vetoed: _____

Signed: _____
County Executive

DocuSign Envelope ID: 14440E6D-5622-4084-8CB0-C88A10B12BED

STATE/MUNICIPAL AGREEMENT FOR A STATE- LET HIGHWAY SAFETY IIMPROVEMENT PROGRAM (HSIP) PROJECT **Program Name: HSIP PROGRAM** **Sub-program #: 206** **Cycle: 2024-2027**	Date: April 24, 2024 I.D.: 6521-06-00/70 Road Name: CTH A Limits: CTH JJ Intersection County: Outagamie Roadway Length: 0.07 miles Functional Classification: Minor Arterial Project Sponsor: Outagamie County

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 A and CTH JJ is a T-intersection with free flow traffic along CTH A moving northbound and southbound and a stop condition for eastbound traffic along CTH JJ. The intersection contains right turn lanes for southbound and eastbound traffic and a bypass lane for northbound traffic. Safety at the intersection is a concern due to the rising traffic and truck volumes as well as the geometry of the intersection. Over the five-year period from 2019-2023 there were a total of eleven crashes that occurred, resulting in one fatality, two injuries, and three possible injury crashes.

Proposed Improvement - Nature of work: The proposed improvement involves constructing a single lane roundabout at the 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 2024-2027 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 2029. **In accordance with the State's sunset policy for HSIP projects, the subject 2024-2027 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

DocuSign Envelope ID: 14440E6D-5622-4084-8CB0-C88A10B12BED

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 **$1,924,580** 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 6521-06-00					
Design	$244,900	$220,410	90%	$24,490	10%+BAL
State Review	$12,600	$11,340	90%	$1,260	10%+BAL
Subtotal 6521-06-00:	$257,500	$231,750	CAP	$25,750	BAL
ID 6521-06-70					
Participating Construction	$1,716,922	$1,545,230	90%	$171,692	10%+BAL
State Review	$16,000	$14,400	90%	$1,600	10%+BAL
Construction Engineering	$148,000	$133,200	90%	$14,800	10%+BAL
Non-Participating Construction	$0	$0	0%	$0	100%
Subtotal 6521-06-70:	$1,880,922	$1,692,830	CAP	$188,092	BAL
Total Est. Cost Distribution	**$2,138,422**	**$1,924,580**	**MAX***	**$213,842**	**N/A**

*Design ID# **6521-06-00** federal funding is limited to **$231,750.**
*Construction ID# **6521-06-70** federal funding is limited to **$1,692,830**.

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** (please sign in blue ink.)

Name Dean Steingraber Title Date

Signed for and on behalf of the State:

Name Title Date

DocuSign Envelope ID: 14440E6D-5822-4084-8CB0-C88A10B12BED

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 2024-2027 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.

DocuSign Envelope ID: 14440E6D-5622-4084-8CB0-C88A10B12BED

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 2024-2027 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.

DocuSign Envelope ID: 14440E6D-5622-4084-8CB0-C88A10B12BED

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 2024-2027 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.

DocuSign Envelope ID: 14440E6D-5622-4084-8CB0-C88A10B12BED

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.

DocuSign Envelope ID: 14440E6D-5622-4084-8CB0-C88A10B12BED

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 2024-2027 HSIP project funding conditions:

    a. ID 6521-06-00: Design is funded with 90% federal funding up to a funding limit of **$231,750** when the Municipality agrees to provide the remaining 10% and any funds in excess of the **$231,750** 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 6521-06-70: Construction:

        i. Costs for roadway reconstruction are funded with 90% federal funding up to a funding limit of **$1,692,830** when the Municipality agrees to provide the remaining 10%, and any funds in excess of the **$1,692,830** 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.

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:** Request to support future funding for the CTH A & CTH JJ intersection and pavement rehabilitation.

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 Funds (HSIP) and was approved for 90% federal funding for the project. The project includes construction of a single lane roundabout at the intersection of CTH A & CTH JJ. The cost of the project is anticipated to be $2,138,422 of which the federal funding is capped at $1,924,580. The county would be responsible for $213,842 which is 10% and any excess. The project is scheduled for the year 2029 county share, along with the federal portion to account for the full cost of construction will be included in the 2029 Highway budget.

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 A & CTH JJ intersection construction.

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

[ ] Revenues [ ] Expenses (Cost) [X] None

3. Is the specific cost or revenue included in the current year's budget? yes ( ) no ( ) n/a (X) N/A – future budget
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) N/A – future budget
5. Is the proposal to accept additional revenues only? yes ( ) no (X)
6. Does this request modify/adjust the current year budget? yes ( ) no (X)
   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
Not Applicable – Future Budget			

Annual and Long-Term Impact

8. Is the above Increase/Decrease a nonrecurring one-time expense or revenue? yes ( ) no ( ) n/a (X)
9. What is the anticipated annual and/or long-term cost or revenue impact? Annual Cost 0.00 Annual Revenue 0.00

Fiscal Note Prepared by: Rick Hammen

For Financial Services purposes only

Reviewed By: *Michelle Uitenbroek*

Date: 5/21/2024

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

Comments:

S:\LEGSERV\Committees\Standing Comm\2024-2026 Term\Highway, Recycling and Solid Waste Committee\2024\Packets\05-28-2024\Fiscal-HWY - CTH A CTH JJ - MLU.doc

LOCK IN OF ALL APPOINTMENTS, RESOLUTION NOS. 20, 21, 22, 23, 24, 25, 26, 27, 28, 29, 30, 31 —2024-25 AND ORDINANCE NO. A—2024-25.

Vote for lock in. ROLL CALL: 31 yes, 5 absent. ALL APPOINTMENTS, RESOLUTION NOS. 20, 21, 22, 23, 24, 25, 26, 27, 28, 29, 30, 31 —2024-25 AND ORDINANCE NO. A—2024-25 ARE ADOPTED & LOCKED IN.

VOTE RESULTS 31 YES 0 NO 0 ABSTAIN 5 ABSENT

Lock in of Appointments, Res. Nos. 20-31—2024-25, Ord. No. A—2024-25

Lock In of Appointments, Res. Nos. 20, 21, 22, 23, 24, 25, 26, 27, 28, 29, 30, 31—2024-25, Ord. No. A—2024-25 — Passed With Majority of Full Membership

1 THOMPSON YES	13 WEGAND ABSENT	25 JANKE YES
2 JOHNSON YES	14 HERMES ABSENT	26 WEINBERG YES
3 SMITH YES	15 MacDONALD YES	27 CULBERTSON YES
4 PATIENCE YES	16 SCHROEDER YES	28 MONFILS YES
5 GABRIELSON YES	17 CROATT YES	29 WINTERFELDT YES
6 KOSTELNY YES	18 SPEARS YES	30 NEJEDLO YES
7 HAMMEN YES	19 HEISER YES	31 CLEGG YES
8 LAWRENCE YES	20 MITCHELL YES	32 THYSSEN ABSENT
9 KRUEGER YES	21 CUFF YES	33 VANDERHEIDEN ABSENT
10 LAMERS YES	22 HAGEN YES	34 RETTLER YES
11 FERGUSON YES	23 KLEMP YES	35 KOURY YES
12 McCABE YES	24 THIEDE ABSENT	36 LAUTENSCHLAGER YES

Outagamie County — 6-25-24 County Board Meeting - June 25 2024 08:17:56 PM
June 25, 2024 County Board Meeting — OpenMeeting

RECONSIDERATION OF ALL APPOINTMENTS, RESOLUTION NOS. 20, 21, 22, 23, 24, 25, 26, 27, 28, 29, 30, 31 —2024-25 AND ORDINANCE NO. A—2024-25.

Supervisor Krueger moved, seconded by Supervisor McCabe, to reconsider all appointments, and the above listed resolutions and ordinance.

Vote for reconsideration. ROLL CALL: 31 yes, 5 absent. ALL APPOINTMENTS, RESOLUTION NOS. 20, 21, 22, 23, 24, 25, 26, 27, 28, 29, 30, 31—2024-25 AND ORDINANCE NO. A—2024-25 AND ARE RECONSIDERED.

VOTE RESULTS 31 YES 0 NO 0 ABSTAIN 5 ABSENT

Reconsideration of Appointments, Res. Nos. 20-31—2024-25, Ord. No. A—2024-25

Reconsideration of Appointments, Res. Nos. 20, 21, 22, 23, 24, 25, 26, 27, 28, 29, 30, 31—2024-25, Ord. No. A– Passed With Majority of Full Membership

1 THOMPSON	YES	13 WEGAND	ABSENT	25 JANKE	YES
2 JOHNSON	YES	14 HERMES	ABSENT	26 WEINBERG	YES
3 SMITH	YES	15 MacDONALD	YES	27 CULBERTSON	YES
4 PATIENCE	YES	16 SCHROEDER	YES	28 MONFILS	YES
5 GABRIELSON	YES	17 CROATT	YES	29 WINTERFELDT	YES
6 KOSTELNY	YES	18 SPEARS	YES	30 NEJEDLO	YES
7 HAMMEN	YES	19 HEISER	YES	31 CLEGG	YES
8 LAWRENCE	YES	20 MITCHELL	YES	32 THYSSEN	ABSENT
9 KRUEGER	YES	21 CUFF	YES	33 VANDERHEIDEN	ABSENT
10 LAMERS	YES	22 HAGEN	YES	34 RETTLER	YES
11 FERGUSON	YES	23 KLEMP	YES	35 KOURY	YES
12 McCABE	YES	24 THIEDE	ABSENT	36 LAUTENSCHLAGER	YES

Outagamie County 6-25-24 County Board Meeting - June 25 2024 08:17:39 PM

June 25, 2024 County Board Meeting

OpenMeeting

Resolution No. 23—2024-25 – Highway, Recycling and Solid Waste Committee. Support and approve the new structure of the Appleton (Fox Cities) Metropolitan Planning Organization (MPO) Policy Board (as noted in the attached Organization Table), and participate in the Appleton (Fox Cities) MPO Policy Board meetings to ensure a continuing, comprehensive, and cooperative transportation planning process for the Appleton (Fox Cities) Metropolitan Planning Area, support the attached Agreement provisions, and the final Agreement will be negotiated and executed between the State of Wisconsin Governor, East Central Wisconsin Regional Planning Commission, and the local units of government.

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

ROLL CALL: 31 yes, 5 absent. RESOLUTION NO. 23—2024-25 IS ADOPTED.

VOTE RESULTS 31 YES 0 NO 0 ABSTAIN 5 ABSENT

Resolution No. 23—2024-25

Passed With Majority of Full Membership

1 THOMPSON	YES	13 WEGAND	ABSENT	25 JANKE	YES
2 JOHNSON	YES	14 HERMES	ABSENT	26 WEINBERG	YES
3 SMITH	YES	15 MacDONALD	YES	27 CULBERTSON	YES
4 PATIENCE	YES	16 SCHROEDER	YES	28 MONFILS	YES
5 GABRIELSON	YES	17 CROATT	YES	29 WINTERFELDT	YES
6 KOSTELNY	YES	18 SPEARS	YES	30 NEJEDLO	YES
7 HAMMEN	YES	19 HEISER	YES	31 CLEGG	YES
8 LAWRENCE	YES	20 MITCHELL	YES	32 THYSSEN	ABSENT
9 KRUEGER	YES	21 CUFF	YES	33 VANDERHEIDEN	ABSENT
10 LAMERS	YES	22 HAGEN	YES	34 RETTLER	YES
11 FERGUSON	YES	23 KLEMP	YES	35 KOURY	YES
12 McCABE	YES	24 THIEDE	ABSENT	36 LAUTENSCHLAGER	YES

Outagamie County

6-25-24 County Board Meeting - June 25 2024 08:03:29 PM

June 25, 2024 County Board Meeting

OpenMeeting

RESOLUTION NO.: 23—2024-25

TO THE HONORABLE, THE OUTAGAMIE COUNTY BOARD OF SUPERVISORS

LADIES AND GENTLEMEN: ***MAJORITY***

The Federal Aid Highway Act of 1962 requires a continuing, comprehensive transportation planning process carried out cooperatively by the State and local communities of each urban area of more than 50,000 population in order to qualify transportation projects for federal aid.

East Central Wisconsin Regional Planning Commission (ECWRPC) was designated as the Appleton (Fox Cities) Metropolitan Planning Organization (MPO) by Wisconsin's Governor in January 1974. Due to a population in excess of 200,000 following the 2010 U.S. Census, the Appleton (Fox Cities) Urban area was designated by the federal government as a Transportation Management Area (TMA) in 2012. The ECWRPC Board, consisting of elected and appointed officials from member counties within East Central's ten (10) county region has served as the Policy Board for the Appleton (Fox Cities) MPO since 1974. However, ECWRPC identified the creation of a separate Appleton (Fox Cities) MPO Policy Board within their 2020 Strategic Plan.

A change to the Appleton (Fox Cities) MPO Policy Board was identified as necessary by ECWRPC, Federal Highway Administration (FHWA) and Federal Transit Administration (FTA) to ensure that local elected officials representing 75% of the affected population serve on the MPO Policy Board, consistent with federal requirements as outlined in 23 CFR 450.310.

Outagamie County is located within the Appleton (Fox Cities) Metropolitan Planning Organization. A new Appleton (Fox Cities) MPO Policy Board structure has been developed by ECWRPC staff, in coordination with FHWA, FTA, WISDOT, and local impacted communities, which is outlined in the attached Table.

The main functions of the Appleton (Fox Cities) MPO Policy Board shall be to provide policy guidance throughout the transportation planning process, review and approve the Metropolitan Transportation Plan (MTP), Congestion Management Process, Transportation Improvement Program (TIP), the Unified Planning Work Program (UPWP), and promote the implementation of the TIP and UPWP.

Approval of each governing body of the municipalities and counties located within the Appleton (Fox Cities) Metropolitan Planning Area is necessary to demonstrate local support for the formal request that the Governor redesignate the Appleton (Fox Cities) MPO Policy Board structure as outlined in the attached table. Each local unit of government located within the Appleton (Fox Cities) MPO area will be party to the formal redesignation agreement (draft attached), and the final agreement will be negotiated and executed between the State of Wisconsin Governor, ECWRPC, and the local units of government.

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

BE IT RESOLVED, that the Outagamie County Board of Supervisors does support and approve the new structure of the Appleton (Fox Cities) Metropolitan Planning Organization (MPO) Policy Board as reflected in the attached Appleton (Fox Cities) Metropolitan Planning Organization Table, which by reference is made a part hereof, and

BE IT FURTHER RESOLVED, that the Outagamie County Board of Supervisors does agree to participate in the Appleton (Fox Cities) MPO Policy Board meetings to ensure a continuing, comprehensive, and cooperative transportation planning process for the Appleton (Fox Cities) Metropolitan Planning Area, and

BE IT STILL FURTHER RESOLVED, that the Outagamie County Board of Supervisors does support the provisions as outlined in the attached Draft Agreement Redesignating the Metropolitan Planning Organization Policy Board Structure For The Appleton (Fox Cities) Urbanized Area, which by reference is made a part hereof, and the final Agreement will be negotiated and executed between the State of Wisconsin Governor, East Central Wisconsin Regional Planning Commission, and the local units of government, and

BE IT FINALLY RESOLVED, that the Outagamie County Clerk be directed to forward a copy of this resolution to the Outagamie County Executive, the Outagamie County Development and Land Services Director, and East Central Wisconsin Regional Planning Commission.

Dated this 25th day of June 2024

Respectfully Submitted,

HIGHWAY, RECYCLING AND SOLID WASTE COMMITTEE

Joy Hagen

Daniel Nejedlo

Steve Thiede

Dennis Clegg

Jason Wegand

Duly and officially adopted by the County Board on: June 25, 2024

Signed: Dan Gabrielson
Board Chairperson

Kelly M. Burt
County Clerk

Approved: 6/27/24 Vetoed: _____

Signed: _____
County Executive

APPLETON (FOX CITIES) METROPOLITAN PLANNING ORGANIZATION

Updated 2/22 with adjusted MPA boundary populations

Member Jurisdiction	2020 Census		Policy Board Structure	
	Population within MPA Boundary	Population %	> 5,000 populaton = 1 vote; Additional vote(s) for each increment of 25K pop	
			Voting Seats	Advisory Seats
City of Appleton	75,913	30%	4	
Outagamie - 63,168				
Calumet - 11,304				
Winnebago - 1,441				
City of Neenah	27,319	11%	2	
Town of Grand Chute	23,650	9%	1	
Village of Fox Crossing	18,974	7%	1	
City of Kaukauna	17,094	7%	1	
City of Menasha	16,268	7%	1	
Winnebago - 15,261				
Calumet - 3,007				
Village of Greenville	12,118	5%	1	
Village of Harrison	12,091	5%	1	
Village of Little Chute	11,619	5%	1	
Village of Kimberly	7,320	3%	1	
Town of Buchanan	6,823	3%	1	
Town of Neenah	3,702	1%		1
Village of Combined Locks	3,634	1%		1
Town of Clayton	3,487	1%		1
Village of Sherwood	3,271	1%		1
Town of Center	1,859	1%		1
Town of Vandenbroek	1,627	1%		1
Town of Freedom	1,353	1%		1
Town of Kaukauna	1,020	0%		1
Town of Vinland	1,202	0%		1
Town of Ellington	945	0%		1
Village of Wrightstown	292	0%		1
Town of Woodville	149	0%		1
MUNICIPALITY TOTALS	**253,730**	**100%**	**15**	**12**

COUNTIES			Min. 1 vote; Additional vote(s) for each increment of 100,000 population	
Outagamie County	152,522	60%	2	
Winnebago County	71,386	28%	1	
Calumet County	29,822	12%	1	
COUNTY TOTALS	**253,730**	**100%**	**4**	**0**

REQUIRED MAJOR MODES OF TRANSPORTATION		
WISDOT	1	
Valley Transit	1	
Appleton International Airport	1	
MAJOR MODES TOTALS	**3**	**0**

REQUIRED NON-VOTING MEMBERS		
FHWA		1
FTA		1
MPO Director		1
REQUIRED NON-VOTING MEMBER TOTALS	**0**	**3**

GRAND TOTAL POLICY BOARD SEATS	**22**	**15**

% of pop w/direct representation	91.1%

AN AGREEMENT REDESIGNATING THE METROPOLITAN PLANNING ORGANIZATION POLICY BOARD STRUCTURE FOR THE APPLETON (FOX CITIES) URBANIZED AREA

Introduction

The parties to this Agreement (hereinafter the "Signatories") hereby agree to the redesignation of East Central Wisconsin Regional Planning Commission arising out of the need to address actions recommended by the Federal Highway Administration (FHWA) and Federal Transit Administration (FTA) pertaining to the organization and structure of the existing Metropolitan Planning Organization's Policy Board.

WHEREAS, The Metropolitan Planning Organization (MPO) for the Appleton (Fox Cities) Urban Area is charged, under Title 23 U.S.C., Section 134, as the organization responsible for cooperative transportation planning and decision making for the Appleton (Fox Cities) Metropolitan Planning Area, and;

WHEREAS, the Metropolitan Planning Area consists of the City of Appleton, the Appleton Urban Area, and all or portions of the contiguous cities, villages, and towns which are or are likely to become urbanized within a 20-year period as shown on the attached map and agreed to by the MPO and the Governor, and;

WHEREAS, the responsibilities of the Metropolitan Planning Organization include:

1. Carrying out a cooperative, continuous, and comprehensive planning process for making transportation investment decisions in the metropolitan area with program oversight from the Federal Highway Administration (FHWA), the Federal Transit Administration (FTA), and the Wisconsin Department of Transportation (WisDOT).

2. Preparing and maintaining a Metropolitan Transportation Plan.

3. Preparing and implementing an annual unified planning work program.

4. Preparing a transportation improvement program to provide for transportation investments to meet metropolitan transportation needs.

5. Preparing and maintaining the Congestion Management Process, the Public Participation Process and the Title VI plan.

6. Establishing operating rules and procedures.

7. Working in cooperation with Valley Transit.

8. Other duties as required to comply with State and Federal regulations, and;

WHEREAS, the Appleton (Fox Cities) Urban Area was created through an agreement between the Governor and East Central Wisconsin Regional Planning Commission (ECWRPC), effective January 15, 1974 designating the MPO for the Appleton (Fox Cities) Urban Area in accordance with federal law. East Central Wisconsin Regional

Planning Commission assumed the responsibility to conduct transportation planning and programming for the Appleton (Fox Cities) Urban area, and;

WHEREAS, the Appleton (Fox Cities) MPO Policy Board membership and voting structure was identified by ECWRPC, Federal Highway Administration, and Federal Transit Administration as requiring adjustments to ensure compliance with federal requirements, and;

WHEREAS, federal law allows for the redesignation of the Metropolitan Planning Organization by agreement between the Governor and units of general-purpose local government that together represent at least 75 percent of the population within the Planning Area, including the largest incorporated city, and;

WHEREAS, a redesignation process to implement the necessary changes was initiated by ECWRPC, in partnership with FHWA, FTA, and WisDOT, in late 2023. On March 28, 2024, the East Central WI Regional Planning Commission Board took the first step in the process and approved a resolution in support of engaging the local impacted communities on the structure and membership of the Appleton (Fox Cities) MPO Policy Board to bring it into compliance with federal requirements, as outlined in 23 CFR 450.310, and;

WHEREAS, a Redesignation Agreement cannot be amended without the consent of all the Signatories, and so;

NOW, THEREFORE, IT IS MUTUALLY AGREED:

That the revised structure of the Appleton (Fox Cities) Metropolitan Planning Organization's Policy Board is described below.

B. Composition of the Appleton (Fox Cities) MPO Policy Board

The members of the Appleton (Fox Cities) Metropolitan Planning Organization Policy Board are appointed by the Wisconsin Department of Transportation, Valley Transit, City of Appleton, Outagamie, Calumet and Winnebago Counties, small villages, cities and towns within the Metropolitan Planning Area in recognition of their respective roles as the owners and operators of the major modes of transportation serving the Metropolitan Planning Area. Each appointee to the Policy Board shall reside within the Metropolitan Planning Area and shall serve until their successor is appointed. As of September 3, 2024, the Metropolitan Planning Organization Policy Board for the Appleton (Fox Cities) Urbanized Area and Appleton (Fox Cities) Metropolitan Planning Area consist of the following members:

(INSERT NEW POLICY BOARD STRUCTURE)

In addition, all appointments must be in accordance with Title 23, United States Code, Section 134, Paragraph (d)(2) that indicates the voting membership of the Policy Board shall consist of:

a. Local elected officials;

b. Officials of public agencies that administer or operate major modes of transportation in the metropolitan area; and

c. Appropriate State officials.

When each of the appointing authorities is making an appointment under condition (b) above, the MPO also accepts members in good standing that come from local boards and commissions with a focus on transportation or land use, including mayoral representatives, or representatives of the chief executive officer of any city, village, or town in the MPO Planning area with said focus.

Policy board members representing any local government jurisdiction or collective group of local government jurisdictions (such as Cities, Villages, or Towns) must be selected by the elected officials of the local government jurisdiction(s) they represent.

C. Future Changes to the Policy Board Composition

The composition of the Appleton (Fox Cities) MPO Policy Board will be reviewed following each decennial U.S. Census to ensure appropriate and proportional representation.

Revising the composition of the Policy Board (e.g. adding membership, the number or requirements of members appointed by each appointing authority) or expansion of the metropolitan planning area boundary does not necessarily require redesignation of the MPO.

A change to the Appleton (Fox Cities) MPO Policy Board can be made following the notification of the appointing authorities, all the local units of government in the MPO Planning Area, a public hearing on the proposed changes, and ratification by those units of government with 75 percent of the population in the planning area, including the City of Appleton as the largest incorporated city.

D. Designation of Fiscal Agent

East Central Wisconsin Regional Planning Commission shall be designated to serve as the fiscal agent for the Appleton (Fox Cities) Metropolitan Planning Organization.

1. Location. MPO staff will be provided by the East Central WI Regional Planning Commission

2. Matching Contribution. Outagamie, Calumet and Winnebago Counties shall be responsible for providing the local matching contributions, through their annual levy contribution to ECWRPC.

E. Initial Plan Updates

Subject to state and federal laws and fiscal constraint, to maintain consistency and continuity in the region planning efforts to-date the existing planning documents of the

previous MPOs are adopted, including the fiscally constrained TIPs, as the starting point for future updates, and prioritizing projects currently.

F. Effective Date and Conditions of the Agreement

1. This agreement is effective on September 3, 2024 after obtaining signatures of approval by the Governor and representatives of units of government with 75 percent of the population in the MPO Planning Area, including Appleton as the largest incorporated city.

2. This agreement supersedes and voids the designation agreement entered into by the Governor and East Central Wisconsin Regional Planning Commission dated January 15, 1974.

G. Amendments

Any changes to the Redesignation Agreement shall be enacted by a written amendment executed by all signatories.

H. Non-Discrimination

In the performance of the services under this Agreement, the parties shall not discriminate against any employee or applicant because of race, religion, marital status, age, color, sex, handicap, national origin, or ancestry, income level, or source of income, arrest record or conviction record, less than honorable discharge, physical appearance, sexual orientation, political beliefs, or student status. The parties further agree not to discriminate against any subcontractor or person who offers to subcontract on this contract because of race, color, age, disability, sex or national origin.

WITNESS WHEREOF, the parties have caused this to be executed by individuals and officers duly authorized on the dates noted below.

LOCK IN OF ALL APPOINTMENTS, RESOLUTION NOS. 20, 21, 22, 23, 24, 25, 26, 27, 28, 29, 30, 31 —2024-25 AND ORDINANCE NO. A—2024-25.

Vote for lock in. ROLL CALL: 31 yes, 5 absent. ALL APPOINTMENTS, RESOLUTION NOS. 20, 21, 22, 23, 24, 25, 26, 27, 28, 29, 30, 31 —2024-25 AND ORDINANCE NO. A—2024-25 ARE ADOPTED & LOCKED IN.

VOTE RESULTS 31 YES 0 NO 0 ABSTAIN 5 ABSENT

Lock in of Appointments, Res. Nos. 20-31—2024-25, Ord. No. A—2024-25

Lock In of Appointments, Res. Nos. 20, 21, 22, 23, 24, 25, 26, 27, 28, 29, 30, 31—2024-25, Ord. No. A—2024-25 Passed With Majority of Full Membership

1 THOMPSON YES	13 WEGAND ABSENT	25 JANKE YES
2 JOHNSON YES	14 HERMES ABSENT	26 WEINBERG YES
3 SMITH YES	15 MacDONALD YES	27 CULBERTSON YES
4 PATIENCE YES	16 SCHROEDER YES	28 MONFILS YES
5 GABRIELSON YES	17 CROATT YES	29 WINTERFELDT YES
6 KOSTELNY YES	18 SPEARS YES	30 NEJEDLO YES
7 HAMMEN YES	19 HEISER YES	31 CLEGG YES
8 LAWRENCE YES	20 MITCHELL YES	32 THYSSEN ABSENT
9 KRUEGER YES	21 CUFF YES	33 VANDERHEIDEN ABSENT
10 LAMERS YES	22 HAGEN YES	34 RETTLER YES
11 FERGUSON YES	23 KLEMP YES	35 KOURY YES
12 McCABE YES	24 THIEDE ABSENT	36 LAUTENSCHLAGER YES

Outagamie County **6-25-24 County Board Meeting - June 25 2024 08:17:56 PM**

June 25, 2024 County Board Meeting

OpenMeeting

RECONSIDERATION OF ALL APPOINTMENTS, RESOLUTION NOS. 20, 21, 22, 23, 24, 25, 26, 27, 28, 29, 30, 31 —2024-25 AND ORDINANCE NO. A—2024-25.

Supervisor Krueger moved, seconded by Supervisor McCabe, to reconsider all appointments, and the above listed resolutions and ordinance.

Vote for reconsideration. ROLL CALL: 31 yes, 5 absent. ALL APPOINTMENTS, RESOLUTION NOS. 20, 21, 22, 23, 24, 25, 26, 27, 28, 29, 30, 31—2024-25 AND ORDINANCE NO. A—2024-25 AND ARE RECONSIDERED.

VOTE RESULTS 31 YES 0 NO 0 ABSTAIN 5 ABSENT

Reconsideration of Appointments, Res. Nos. 20-31—2024-25, Ord. No. A—2024-25

Reconsideration of Appointments, Res. Nos. 20, 21, 22, 23, 24, 25, 26, 27, 28, 29, 30, 31—2024-25, Ord. No. A- Passed With Majority of Full Membership

1 THOMPSON YES	13 WEGAND ABSENT	25 JANKE YES
2 JOHNSON YES	14 HERMES ABSENT	26 WEINBERG YES
3 SMITH YES	15 MacDONALD YES	27 CULBERTSON YES
4 PATIENCE YES	16 SCHROEDER YES	28 MONFILS YES
5 GABRIELSON YES	17 CROATT YES	29 WINTERFELDT YES
6 KOSTELNY YES	18 SPEARS YES	30 NEJEDLO YES
7 HAMMEN YES	19 HEISER YES	31 CLEGG YES
8 LAWRENCE YES	20 MITCHELL YES	32 THYSSEN ABSENT
9 KRUEGER YES	21 CUFF YES	33 VANDERHEIDEN ABSENT
10 LAMERS YES	22 HAGEN YES	34 RETTLER YES
11 FERGUSON YES	23 KLEMP YES	35 KOURY YES
12 McCABE YES	24 THIEDE ABSENT	36 LAUTENSCHLAGER YES

Outagamie County 6-25-24 County Board Meeting - June 25 2024 08:17:39 PM
June 25, 2024 County Board Meeting
OpenMeeting

Resolution No. 24—2024-25 – Legislative/Audit and Human Resources Committee. Approve an in-year Table of Organization request to move one full-time Lieutenant position from the Sheriff's Office Corrections cost center to the Patrol cost center effective June 16, 2024 (as noted on the attachments), and increase the line items of Patrol Salaries by $48,900 and Patrol Fringe Benefits by $18,600; decrease the line items of Corrections Salaries by $48,900 and Corrections Fringe Benefits by $18,600, as noted on the attached fiscal note.

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

ROLL CALL: 31 yes, 5 absent. RESOLUTION NO. 24—2024-25 IS ADOPTED.

VOTE RESULTS 31 YES 0 NO 0 ABSTAIN 5 ABSENT

Resolution No. 24—2024-25

Passed With 2/3 of Full Membership

1 THOMPSON	YES	13 WEGAND	ABSENT	25 JANKE	YES
2 JOHNSON	YES	14 HERMES	ABSENT	26 WEINBERG	YES
3 SMITH	YES	15 MacDONALD	YES	27 CULBERTSON	YES
4 PATIENCE	YES	16 SCHROEDER	YES	28 MONFILS	YES
5 GABRIELSON	YES	17 CROATT	YES	29 WINTERFELDT	YES
6 KOSTELNY	YES	18 SPEARS	YES	30 NEJEDLO	YES
7 HAMMEN	YES	19 HEISER	YES	31 CLEGG	YES
8 LAWRENCE	YES	20 MITCHELL	YES	32 THYSSEN	ABSENT
9 KRUEGER	YES	21 CUFF	YES	33 VANDERHEIDEN	ABSENT
10 LAMERS	YES	22 HAGEN	YES	34 RETTLER	YES
11 FERGUSON	YES	23 KLEMP	YES	35 KOURY	YES
12 McCABE	YES	24 THIEDE	ABSENT	36 LAUTENSCHLAGER	YES

Outagamie County 6-25-24 County Board Meeting - June 25 2024 08:04:24 PM
June 25, 2024 County Board Meeting
OpenMeeting

RESOLUTION NO.: 24—2024-25

TO THE HONORABLE, THE OUTAGAMIE COUNTY BOARD OF SUPERVISORS

LADIES AND GENTLEMEN: ***2/3 MAJORITY – 24 VOTES***

The Sheriff's Office is requesting to transfer one existing Lieutenant position from the Corrections cost center to the Patrol cost center. The request is budget neutral, and will better serve the needs of each division.

In March of 2022, the Sheriff's Office reassigned the duties of one Corrections Lieutenant to fill gaps in Patrol and the Communication Center, as other positions did not have capacity to complete necessary tasks. Although this was intended to be temporary, the need for additional management in the Patrol division increased. The Sheriff's Office was able to successfully distribute the Corrections Lieutenant duties to the six remaining Lieutenants, other management, and part-time positions without disrupting jail operations.

Currently, there are seven Patrol Lieutenant positions on the Sheriff's Office Table of Organization. Six of these positions are primarily responsible for overseeing, managing and supervising patrol operations 24/7, while one oversees training as well as backfills for the other six. The extra duties associated with these positions, along with the span and control, have made it difficult to adequately oversee patrol operations and manage special assignments during the regular scheduled hours. The extra duties Patrol Lieutenants must manage when time allows include snow patrol, boat patrol, body cameras, county wide towing rotation, vehicle impoundment, firearms certification/training, ammunition inventory, Taser certification/training, use of force training/certification/incident review, in-service training schedules, legal updates, field training program, county wide rescue task force (covering law, fire, schools, and EMS), fleet management, vehicle contract instruction, officer evaluations, equipment management, honor guard, emergency vehicle operations, Emergency Response Team (SWAT), Bomb Squad (Hazardous Device Response Team), new officer orientation, Grants (speed, seatbelt, OWI, and other special enforcement), domestic violence intervention team, policy review team, public information officers, Humane Society representative, deficit hours, drone program, MRAP driver training, MCV operation, peer support team, crash investigation teams, dive/search team, K9 program, Chaplaincy program, citizen complaints, town meetings, and other duties as assigned.

Patrol calls for service continue to increase along with the amount of time Patrol Lieutenants have to spend on direct supervision and extra duties. With limited funds available to add positions, moving one Lieutenant from Corrections to Patrol will increase supervision capacity, allow more time to complete extra duties, and reduce overtime.

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

BE IT RESOLVED, that the Outagamie County Board of Supervisors does approve an in-year Table of Organization request to move one (1) full-time Lieutenant position from the Sheriff's Office Corrections cost center to the Patrol cost center effective June 16, 2024, as noted on the attached Out of Budget – Position Cost Center Change Form, Job Description, and Table of Organization which by reference are made a part hereof, and

BE IT FURTHER RESOLVED, that the Outagamie County Board of Supervisors does authorize and approve of increasing the Patrol Salaries line item by $48,900; increasing the Patrol Fringe Benefits line item by $18,600; decreasing the Corrections Salaries line item by $48,900; and decreasing the Corrections Fringe Benefits line item by $18,600 as noted on the attached fiscal note, which by reference is made a part hereof, and

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

Dated this 25th day of June 2024

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: June 25, 2024

Signed: _____
Board Chairperson

_____
County Clerk

Approved: 6.27.24

Vetoed: _____

Signed: _____
County Executive

OUT OF BUDGET - POSITION COST CENTER CHANGE FORM

Completion Checklist

- o A visual of proposed Table of Organization
- o Fiscal Note

Request Details

Effective Date of Requested Change: Note: must be beginning of pay period		6/16/2024		
Position Title:		Lieutenant		
Current Department:		Corrections		
Current Department Head:		Clint Kriewaldt		
Current Cost Center Number:		1008015		
New Department:		Patrol		
New Department Head:		Clint Kriewaldt		
New Cost Center Number:		1008007		
Is this position full time or part time? *(If more than one position, use the worksheet for Multiples)*		Full Time:		x
		Part Time:		
Employee(s) Impact By Change	Employee Name	Employee #		New Supervisor
	N/A - All staff are in the appropriate cost center. The position we are requesting to transfer is currently vacant.			

Position Justification

Briefly summarize why this change is needed, as well as areas of revenue and savings.

The Sheriff's Office requests to move one existing Lieutenant position from the Corrections cost center and transfer that position to the Patrol cost center. The attachment shows the changes requested to the Table of Organization. This is a budget neutral request, and will better serve the needs of each department.

In March of 2022 the Sheriff's Office reassigned the duties of one Corrections Lieutenant to fill gaps in Patrol and the Communication Center, as other positions did not have capacity to complete necessary tasks. Although this was intended to be temporary, the need for additional management in the Patrol division increased. We were able to successfully distribute the Corrections Lieutenant duties to the six remaining Lieutenants, other management, and part time positions without disrupting jail operations.

Currently there are Seven Patrol Lieutenants in the table of organization. Six of these positions primarily responsible for overseeing, managing and supervising patrol operations 24/7, while one oversees training as well as backfills for the other six. The extra duties associated with these positions along with the span and control have made it difficult to adequately oversee patrol operations and manage special assignments during the regular scheduled hours. The extra duties Patrol Lieutenants must manage when time allows include snow patrol, boat patrol, body cameras, county wide towing rotation, vehicle impound, firearms certification/training, ammunition inventory, Taser certification/training, use of force training/certification/incident review, in-service training schedules, legal updates, field training program, county wide rescue task force (covering law, fire, schools and EMS), fleet management, vehicle contacts instruction, officer evaluations, equipment management, honor guard, emergency vehicle operation, Emergency Response Team (SWAT), Bomb Squad (Hazardous Device Response Team), new officer orientation, Grants (such as speed, seatbelt, OWI grants and other special enforcement grants), domestic violence intervention team, policy review team, public information officers, Humane Society representative, deficit hours, drone program, MRAP driver training, MCV operation, peer support team, crash investigation team, dive/search team, K9 program, Chaplaincy program, citizen complaints, town meetings and other duties.

Patrol calls for service continue to increase along with the amount of time Patrol Lieutenants have to spend on direct supervision and extra duties. With limited funds available to add positions, moving one Lieutenant form Corrections to Patrol will increase supervision capacity, allow more time to complete extra duties, and reduce overtime.

Fiscal Data	
How will this position be funded (choose from drop-down list)?	**N/A - Levy**
PROJECTED 2024 EXPENDITURES NEW COST CENTER - Amounts must agree to amounts included in the proposed budget.	
Salary	
Fringe Benefits	
Travel/Training	$ -
Supplies - IT	
Supplies - Other	$ -
Purchased Services - IT	
Purchased Services - Other	$ -
Capital Outlay	$ -
TOTAL EXPENDITURES	
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)*
	$ -
	$ -
TOTAL COST SAVINGS/REVENUES	$ -
NET COUNTY COST (Levy/Fund Bal)	$ -
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)	$ -

Outagamie County

Lieutenant (Corrections)

CLASS CODE	2210-2	**SALARY**	$38.11 - $49.74 Hourly $79,268.80 - $103,459.20 Annually
ESTABLISHED DATE	April 04, 2017	**REVISION DATE**	December 17, 2023

Position Purpose

Reporting to their respective Captain or designee, the Lieutenant supervises and directs the activities of their assigned Division staff, develops and implements division policies and procedures, and responds to incidents and emergencies, etc.

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.

- Supervises assigned staff. Trains, evaluates and counsels employees. Prepares daily activities briefings and division resume.
- Reviews, approves, schedules and records employee attendance and training.
- Assists in the planning and application of department goals and objectives; including the safety of staff, security of the facility, and inmate well-being.
- Act as a role model, mentor, and teacher for supervised staff.
- Coordinates department activities and services with other divisions, the health office, courts, attorneys, and other agencies.
- Provides information and assistance to the general public, attorneys, other agencies and the media.
- Receives, investigates, takes action or makes recommendations on incidents, requests, and complaints involving inmates or division staff.
- Prepares reports and recommendations for court; processes and services legal documents involving inmates.

- Monitors inmate housing, inmate trust and canteen accounts, billing and all records.
- Oversees recruiting, screening, hiring of new applicants / candidates for communication center.
- Works closely with communication center supervisor on personnel issues.
- Oversees the programming and logistics of he portable and mobile radios.

Education/Certifications/Experience Requirements

- Associates degree or higher from accredited post-high school institution.
- 2 or more years of corrections or law enforcement experience.
- Or any combination of education and experience that provides equivalent knowledge, skills and abilities.

Required or Preferred Skills

- Excel, Word, Power point proficiency
- Ability to operate a variety of police equipment including firearms, handcuffs, tactical equipment and radio equipment.
- Make recommendations regarding the selection, discipline, and discharge of employees.
- Communicate effectively with administration, inmates, court personnel, peers, attorneys, other county and state departments, Health office representatives, sales representatives, and the general public verbally and in writing, to include communications center technology vendors and the general public verbally and in writing.
- Comprehend and interpret a variety of documents including booking records, Court judgments, incident and other reports, legal documents, State statutes, and various policy manuals.
- Prepare a variety of documents including training, incident, crime and prison reports, employee evaluations, and purchase requisitions.
- Maintain composure and exercise good judgment.

- Recognize and respond to staff and inmate needs. Treating staff and inmates fairly and effectively.
- Maintains regular and predictable attendance, works overtime / extra hours as required.
- Working knowledge of the portable and mobile radio system, with the skills and abilities to provide programming support.

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

Lieutenant (Sheriff)

CLASS CODE	2240-5	**SALARY**	$79,268.80 - $103,459.20 Hourly $164,879,104.00 - $215,195,136.00 Annually
ESTABLISHED DATE	February 20, 2003	**REVISION DATE**	December 17, 2023

Position Purpose

Reporting to the Captain, the Lieutenant supervises and directs the activities of their assigned Division staff, develops and implements division policies and procedures, and responds to incidents and emergencies, etc.

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.

- Supervises assigned staff.
- Trains, evaluates, and counsels employees.
- Assists in the planning and application of department goals and objectives; assists in the formulation of unit budgets as required.
- Prepares and updates division policy and procedures for review.
- Reviews, approves, schedules, and records employee attendance and training.
- Reviews reports and complaints, making recommendations and duty assignments as required.
- Coordinates department activities and services with other divisions, the Health Office, Courts, attorneys, and other agencies.
- Prepares purchase requisitions, researches purchases, monitors and orders supplies and equipment.
- Prepares daily activity briefings and division resume.
- Submits State and department reports as required.
- Provides information and assistance to the general public, policy and social service agencies, attorneys, and the media.

- Maintains regular and predictable attendance, works overtime/extra hours as required.

PATROL

- Reviews deputies' reports, to include criminal, civil, and traffic related matters and ensures submission of reports in a timely and accurate fashion.
- Administers the monthly patrol schedule to ensure proper manpower coverage, and to monitor vacations, attendance, and divisional training.
- Supervises and performs periodic inspections of one to one vehicles, intensive use vehicles and related equipment.
- Assists the Patrol Captain in preparing and administering the division budget, ensuring adherence to its guidelines, and making recommendations as appropriate.
- Assumes command at crime scenes, accident scenes, and other incidents or disturbances requiring police intervention.

INVESTIGATIVE

- Responds to crises, disasters, and tactical situations to assess the need for specialized assistance or resources.
- Reviews incoming documents for thoroughness and accuracy, and to determine dispositional status.Ensures the prompt and efficient processing of cases.
- Tracks and maintains case load of each office through case file system.
- Ensures that officers responding to investigations have proper support, training and equipment.
- Monitors statutory case requirements for thoroughness and timeliness.
- Assumes responsibility for special assignments such as Emergency Response team training.
- Assists Lieutenant with extraditions.
- Initiates, leads, evaluations, and processes correspondence and memoranda related to operational activities.

RESOURCE DEVELOPMENT

- Serves as public information officer for the department.
- Assesses department training needs and schedules training activities to meet established goals.
- Coordinates and presents training to assist all levels of staff to perform more effectively.
- Coordinates with and provides training resources to other agencies.

- Tracks training and maintains training records.
- Performs other duties as assigned.

Education/Certifications/Experience Requirements

- Associate degree in Law Enforcement or a related field with three to five years experience in the specified assignment area, including supervisory experience.
- Or any combination of education and experience that provides equivalent knowledge, skills, and abilities.

Required or Preferred Skills

Physical Requirements

- Ability to operate a variety of office equipment including computer, typewriter, calculator, and photocopier.
- Ability to operate a variety of drug and alcohol testing equipment.
- Ability to operate a variety of police equipment including firearms, handcuffs, tactical equipment and radio equipment.

Supervisory Skills

- Ability to assign, supervise, and review the work of others.
- Ability to make recommendations regarding the selection, discipline, and discharge of employees.

Mathematical Ability

- Ability to add, subtract, multiply, divide, calculate decimals and percents, and make use of the principals of descriptive statistics.

Language Ability and Interpersonal Communication

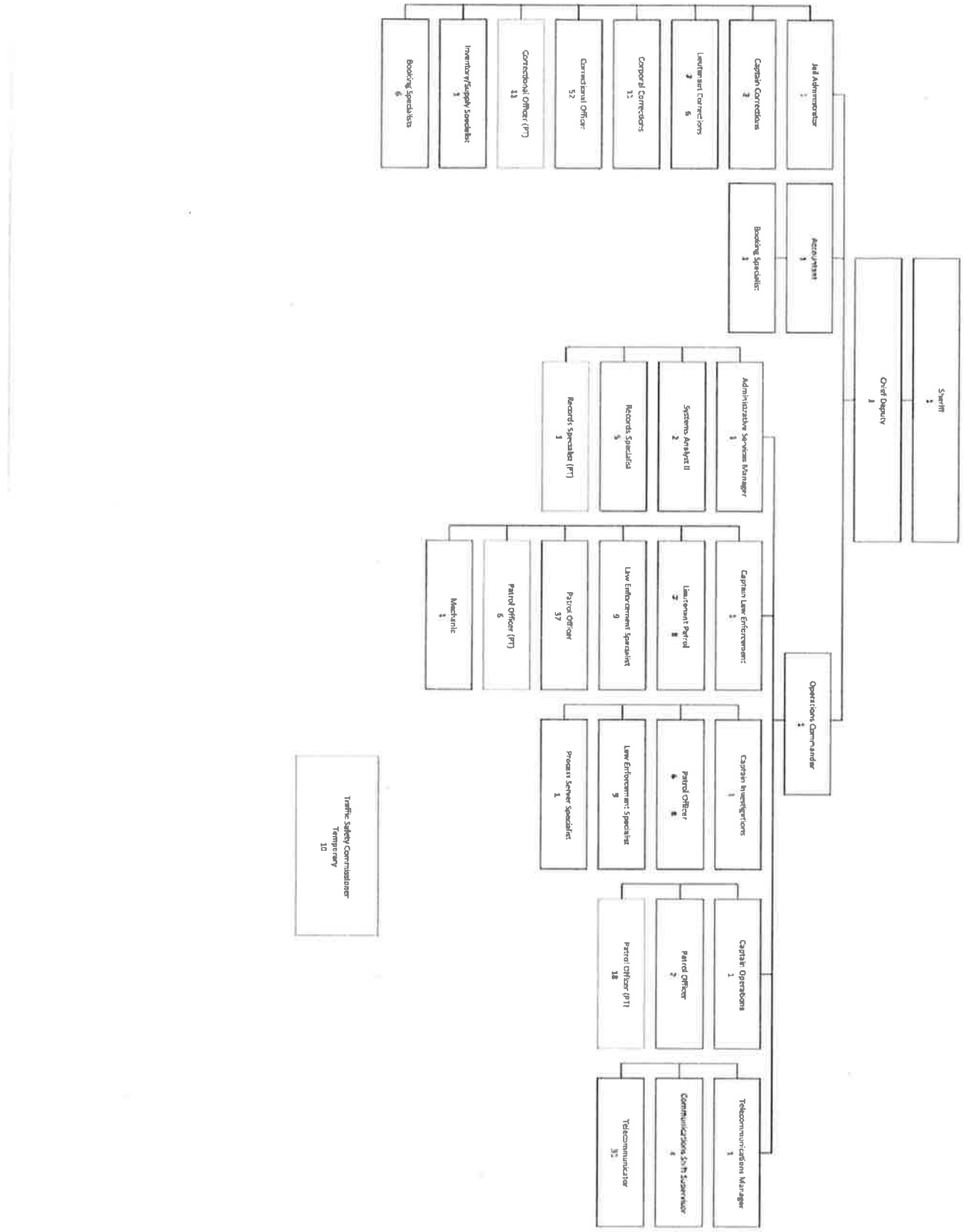
- Ability to comprehend and interpret a variety of documents including booking records, Court judgments, incident and other reports, legal documents, State statutes, and various policy manuals.
- Ability to prepare a variety of documents including training, incident, crime and prison reports, employee evaluations, and purchase requisitions.
- Ability to use and interpret medical and legal terminology.
- Ability to communicate effectively with administration, inmates, court personnel, peers, attorneys, other county and state departments, Health office representatives, sales representatives, and the general public verbally and in writing.

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.

	FT	PT	Sworn	Non-Sworn	Sunset Positions FT	Sunset Positions 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		
	11	1	2	10		
Civil Process						
Process Server Specialist	1			1		
Patrol						
Commander	1		1			
Captain	3		3			
Lieutenant	7		7			
Lieutenant - Transferred from Corrections in 2024	*1*		*1*			
Law Enforcement Specialist	18		18		1	
Patrol Officer	44	24	68		11	7
	74	24	98	0	12	7
Drug Squad						
Patrol Officer	1		1			
Patrol Officer - Request for 2025	*2*		*2*		*2*	
	3	0	3	0		
Communications						
Telecommunications Manager	1			1		
Telecommunications Shift Supervisor	4			4		
Telecommunicator	31			31		
	36	0	0	36		
Jail						
Jail Administrator	1		1			
Captain	2		2			
Lieutenant	7		7			
Lieutenant - Transfer to Patrol in 2024	*-1*		*-1*			
Corporal	11			11		
Correctional Officer	52	11		63		
Booking Specialist	7			7		
Inventory/Supply Specialist	1			1		
	80	11	9	82		
Squad Car						
Mechanic	1			1		
Total Department	206	36	112	130	14	7
Total positions	242		242			

Resolution #142-2019-20	Add 1 FT patrol officer position for Behavioral Health officer effective 3/1/20.
Resolution #25-2020-21	Add 2 FT patrol officer positions for Seymour SRO effective 10/11/20.
Resolution #83-2020-21	Add 1 FT mechanic during the 2021 budget process effective 7/1/21
Approved for 2022	Remove 5 PT correctional Officers and replace with 3 FT
Resolution #168-2021-22	Request to add 3 FT Patrol Officers/Greenville (Sunset)
Resolution #59-2022-23	Remove one Patrol Officer and add one Law Enforcement Specialist
Resolution #59-2022-23	Remove one Process Server and add one Records Specialist 2
Resolution #90-2022-23	Remove Health Records Specialist from TO
Resolution #89-2022-23	Add 1 Patrol LT effective 7/1/23
Update for 2024	New title of Corporal as part of McGrath Study, in lieu of differential pay
Update for 2024	Transfer one Lieutenant from Jail to Patrol
Request for 2025	Request 2 Opioid Special Investigative Deputies


Sheriff
1
Chief Deputy
1
Jail Administrator
1
Captain Corrections
2
Lieutenant Corrections
3
6
Corporal Corrections
12
Correctional Officer
52
Correctional Officer (PT)
11
Inventory/Supply Specialist
3
Booking Specialists
6
Accountant
1
Booking Specialists
3
Operations Commander
1
Administrative Services Manager
1
Systems Analyst II
2
Records Specialist
5
Records Specialist (PT)
1
Captain Law Enforcement
1
Lieutenant Patrol
2
8
Law Enforcement Specialist
9
Patrol Officer
37
Patrol Officer (PT)
6
Mechanic
1
Captain Investigations
1
Patrol Officer
6
8
Law Enforcement Specialist
9
Process Server Specialist
1
Captain Operations
1
Patrol Officer
7
Patrol Officer (PT)
18
Telecommunications Manager
1
Communications Shift Supervisor
4
Telecommunicator
32
Traffic Safety Commissioner
Temporary
10

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 requesting budget adjustment and update to Table of Organization to transfer one Lieutenant from Corrections to Patrol

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 move one existing Lieutenant position from the Corrections cost center and transfer that position to the Patrol cost center. The attachment shows the changes requested to the Table of Organization. This request is budget neutral, and will better serve the needs of each department.

In March of 2022 the Sheriff's Office reassigned the duties of one Corrections Lieutenant to fill gaps in Patrol and the Communication Center, as other positions did not have capacity to complete necessary tasks. Although this was intended to be temporary, the need for additional management in the Patrol division increased. We were able to successfully distribute the Corrections Lieutenant duties to the six remaining Lieutenants, other management, and part time positions without disrupting jail operations.

Currently there are Seven Patrol Lieutenants in the table of organization. Six of these positions primarily responsible for overseeing, managing and supervising patrol operations 24/7, while one oversees training as well as backfills for the other six. The extra duties associated with these positions along with the span and control have made it difficult to adequately oversee patrol operations and manage special assignments during the regular scheduled hours. The extra duties Patrol Lieutenants must manage when time allows include snow patrol, boat patrol, body cameras, county wide towing rotation, vehicle impound, firearms certification/training, ammunition inventory, Taser certification/training, use of force training/certification/incident review, in-service training schedules, legal updates, field training program, county wide rescue task force (covering law, fire, schools and EMS), fleet management, vehicle contacts instruction, officer evaluations, equipment management, honor guard, emergency vehicle operation, Emergency Response Team (SWAT), Bomb Squad (Hazardous Device Response Team), new officer orientation, Grants (such as speed, seatbolt, OWI grants and other special enforcement grants), domestic violence intervention team, policy review team, public information officers, Humane Society representative, deficit hours, drone program, MRAP driver training, MCV operation, peer support team, crash investigation team, dive/search team, K9 program, Chaplaincy program, citizen complaints, town meetings and other duties.

Patrol calls for service continue to increase along with the amount of time Patrol Lieutenants have to spend on direct supervision and extra duties. With limited funds available to add positions, moving one Lieutenant form Corrections to Patrol will increase supervision capacity, allow more time to complete extra duties, and reduce overtime.

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

[ ] Revenues [X] 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? If no, skip to question 8 below. yes (X) no ( )

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	Salaries	1008007.5100	48,900.00
Patrol	Fringe Benefits	1008007.5200	18,600.00
Corrections	Salaries	1008015.5100	(48,900.00)
Corrections	Fringe Benefits	1008015.5200	(18,600.00)

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 0 Annual Revenue 0

Fiscal Note Prepared by: Lisa VandenLangenberg

For Financial Services purposes only	
Reviewed By: Michelle Lotenbrod Date: May 7, 2024	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 Expenditures Account Number — Amount
Comments:	

LOCK IN OF ALL APPOINTMENTS, RESOLUTION NOS. 20, 21, 22, 23, 24, 25, 26, 27, 28, 29, 30, 31 —2024-25 AND ORDINANCE NO. A—2024-25.

Vote for lock in. ROLL CALL: 31 yes, 5 absent. ALL APPOINTMENTS, RESOLUTION NOS. 20, 21, 22, 23, 24, 25, 26, 27, 28, 29, 30, 31 —2024-25 AND ORDINANCE NO. A—2024-25 ARE ADOPTED & LOCKED IN.

VOTE RESULTS 31 YES 0 NO 0 ABSTAIN 5 ABSENT

Lock in of Appointments, Res. Nos. 20-31—2024-25, Ord. No. A—2024-25

Lock In of Appointments, Res. Nos. 20, 21, 22, 23, 24, 25, 26, 27, 28, 29, 30, 31—2024-25, Ord. No. A—2024-25 — Passed With Majority of Full Membership

1 THOMPSON	YES	13 WEGAND	ABSENT	25 JANKE	YES
2 JOHNSON	YES	14 HERMES	ABSENT	26 WEINBERG	YES
3 SMITH	YES	15 MacDONALD	YES	27 CULBERTSON	YES
4 PATIENCE	YES	16 SCHROEDER	YES	28 MONFILS	YES
5 GABRIELSON	YES	17 CROATT	YES	29 WINTERFELDT	YES
6 KOSTELNY	YES	18 SPEARS	YES	30 NEJEDLO	YES
7 HAMMEN	YES	19 HEISER	YES	31 CLEGG	YES
8 LAWRENCE	YES	20 MITCHELL	YES	32 THYSSEN	ABSENT
9 KRUEGER	YES	21 CUFF	YES	33 VANDERHEIDEN	ABSENT
10 LAMERS	YES	22 HAGEN	YES	34 RETTLER	YES
11 FERGUSON	YES	23 KLEMP	YES	35 KOURY	YES
12 McCABE	YES	24 THIEDE	ABSENT	36 LAUTENSCHLAGER	YES

Outagamie County **6-25-24 County Board Meeting - June 25 2024 08:17:56 PM**

June 25, 2024 County Board Meeting

OpenMeeting

RECONSIDERATION OF ALL APPOINTMENTS, RESOLUTION NOS. 20, 21, 22, 23, 24, 25, 26, 27, 28, 29, 30, 31 —2024-25 AND ORDINANCE NO. A—2024-25.

Supervisor Krueger moved, seconded by Supervisor McCabe, to reconsider all appointments, and the above listed resolutions and ordinance.

Vote for reconsideration. ROLL CALL: 31 yes, 5 absent. ALL APPOINTMENTS, RESOLUTION NOS. 20, 21, 22, 23, 24, 25, 26, 27, 28, 29, 30, 31—2024-25 AND ORDINANCE NO. A—2024-25 AND ARE RECONSIDERED.

VOTE RESULTS 31 YES 0 NO 0 ABSTAIN 5 ABSENT

Reconsideration of Appointments, Res. Nos. 20-31—2024-25, Ord. No. A—2024-25

Reconsideration of Appointments, Res. Nos. 20, 21, 22, 23, 24, 25, 26, 27, 28, 29, 30, 31—2024-25, Ord. No. A— Passed With Majority of Full Membership

1 THOMPSON	YES	13 WEGAND	ABSENT	25 JANKE	YES
2 JOHNSON	YES	14 HERMES	ABSENT	26 WEINBERG	YES
3 SMITH	YES	15 MacDONALD	YES	27 CULBERTSON	YES
4 PATIENCE	YES	16 SCHROEDER	YES	28 MONFILS	YES
5 GABRIELSON	YES	17 CROATT	YES	29 WINTERFELDT	YES
6 KOSTELNY	YES	18 SPEARS	YES	30 NEJEDLO	YES
7 HAMMEN	YES	19 HEISER	YES	31 CLEGG	YES
8 LAWRENCE	YES	20 MITCHELL	YES	32 THYSSEN	ABSENT
9 KRUEGER	YES	21 CUFF	YES	33 VANDERHEIDEN	ABSENT
10 LAMERS	YES	22 HAGEN	YES	34 RETTLER	YES
11 FERGUSON	YES	23 KLEMP	YES	35 KOURY	YES
12 McCABE	YES	24 THIEDE	ABSENT	36 LAUTENSCHLAGER	YES

Outagamie County 6-25-24 County Board Meeting - June 25 2024 08:17:39 PM
June 25, 2024 County Board Meeting
OpenMeeting

Resolution No. 25—2024-25 – Legislative/Audit and Human Resources Committee. Approve an in-year Table of Organization request to delete one part-time Assistant Corporation Counsel position and add one full-time Assistant Corporation Counsel position effective July 1, 2024, for the Corporation Counsel Department (as noted on the attachments), and increase the line items of Corporation Counsel Salaries by $22,675 and Corporation Counsel Fringe by $8,403, and decrease the line item of General Funds Applied, Fund Balance Applied by $31,078, as noted on the attached fiscal note.

Supervisor Spears moved, seconded by Supervisor Kostelny for adoption.

ROLL CALL: 30 yes, 1 no (Janke), 5 absent. RESOLUTION NO. 25—2024-25 IS ADOPTED.

VOTE RESULTS 30 YES 1 NO 0 ABSTAIN 5 ABSENT

Resolution No. 25—2024-25

Passed With 2/3 of Full Membership

1 THOMPSON	YES	13 WEGAND	ABSENT	25 JANKE	NO
2 JOHNSON	YES	14 HERMES	ABSENT	26 WEINBERG	YES
3 SMITH	YES	15 MacDONALD	YES	27 CULBERTSON	YES
4 PATIENCE	YES	16 SCHROEDER	YES	28 MONFILS	YES
5 GABRIELSON	YES	17 CROATT	YES	29 WINTERFELDT	YES
6 KOSTELNY	YES	18 SPEARS	YES	30 NEJEDLO	YES
7 HAMMEN	YES	19 HEISER	YES	31 CLEGG	YES
8 LAWRENCE	YES	20 MITCHELL	YES	32 THYSSEN	ABSENT
9 KRUEGER	YES	21 CUFF	YES	33 VANDERHEIDEN	ABSENT
10 LAMERS	YES	22 HAGEN	YES	34 RETTLER	YES
11 FERGUSON	YES	23 KLEMP	YES	35 KOURY	YES
12 McCABE	YES	24 THIEDE	ABSENT	36 LAUTENSCHLAGER	YES

Outagamie County

6-25-24 County Board Meeting - June 25 2024 08:09:14 PM

June 25, 2024 County Board Meeting

OpenMeeting

RESOLUTION NO.: 25—2024-25

TO THE HONORABLE, THE OUTAGAMIE COUNTY BOARD OF SUPERVISORS

LADIES AND GENTLEMEN: ***2/3 MAJORITY – 24 VOTES***

The Outagamie County Corporation Counsel Office is requesting approval to delete one (1) part-time Assistant Corporation Counsel position and replace with one (1) full-time Assistant Corporation Counsel position.

Currently, the part-time Assistant Corporation Counsel position is dedicated 50% to child support and 50% to general Corporation Counsel issues. Other than child support duties, this position is generally dedicated to prosecution of Chapter 51 cases, Guardianships, and research on other projects for various departments. In reviewing staff assignments, three and a half (3.5) of the five (5) attorneys in the office are either dedicated solely, or do the vast majority of their work for the Health and Human Services Department (HHS). This leaves one and a half (1.5) attorneys to address the needs of the remaining 31 departments. This has led to increased wait times for departments on legal opinions, and other legal projects. By adding one full-time general Assistant Corporation Counsel position, the department will have the full-time equivalent of two (2) attorneys to address the areas outside of HHS.

Current year fiscal impact will include an increase in the Corporation Counsel operating budget of $31,078.

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

BE IT RESOLVED, that the Outagamie County Board of Supervisors does approve an in-year Table of Organization request to delete one (1) part-time Assistant Corporation Counsel position and add one (1) full-time Assistant Corporation Counsel position effective July 1, 2024, for the Corporation Counsel Department, as noted on the attached Position Deletion Form, Position Addition Form, Job Description, and Table of Organization, which by reference are made a part hereof, and

BE IT FURTHER RESOLVED, that the Outagamie County Board of Supervisors does authorize and approve of increasing the Corporation Counsel Salaries line item by $22,675, increasing the Corporation Counsel Fringe line item by $8,403, and decreasing the General Funds Applied, Fund Balance Applied line item by $31,078, as noted on the attached fiscal note, which by reference is made a part hereof, and

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

Dated this 25th day of June 2024

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: June 25, 2024

Signed: _____
Board Chairperson

_____
County Clerk

Approved: 6-27-24

Vetoed: _____

Signed: _____
County Executive

POSITION DELETION FORM

Completion Checklist		
Request Details		
Effective Date of Requested Change:	7/1/2024	
Department:	Corporation Counsel	
Department Head:	Kyle Sargent	
Cost Center Number:	1001500	
Position Title:	Assistant Corporation Counsel	
Sunset Position? (Yes or No)	No	
Is this position full time or part time? *(If more than one position, use the worksheet for Multiples)*	Full Time:	No
	Part Time:	Yes
If adding a position to offset this deletion; which position(s) will be added?	Assistant Corporation Counsel FT	
Position Justification		
Briefly summarize why this position is no longer needed, as well as areas of revenue and savings.		
REQUESTING TO INCREASE THE PART TIME POSITION TO THE FULL TIME POSITION. THIS PART TIME CORP COUNSEL POSITION WILL BE DELETED AND A FULL TIME POSITION WILL BE ADDED TO PROVIDE ADDITIONAL ASSISTANCE WITH DEPARTMENTS OUTSIDE OF HHS.		
Employee(s) Impacted By This Change (if no one in position - leave blank)		

Fiscal Data		
PROJECTED COST SAVINGS		
Salary	$	22,675
Fringe Benefits	$	12,973
Travel/Training	$	-
Supplies	$	-
Purchased Services	$	-
Capital Outlay	$	-
TOTAL COST SAVINGS	$	35,648
DECREASED REVENUES BY DELETING THIS POSITION:		
Please list below the decreased revenues pertaining to this position deletion.		
Description	*Dollar Value (enter as negative)*	
	$	-
	$	-
	$	-
TOTAL REVENUE REDUCTION	$	-
NET COUNTY COST (Levy/Fund Balance)	$	35,648

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

POSITION ADDITION FORM		
Completion Checklist		
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:	**7/1/2024**	
Department:	**Corporation Counsel**	
Department Head:	**Kyle Sargent**	
Cost Center Number:	**1001500; 601011**	
Position Title:	**Assistant Corporation Counsel**	
Sunset Position? (Yes or No)	**No**	
Exempt (Salaried) or Non-Exempt (Hourly):	**Exempt**	
Pay Grade of Position:	**170**	
Estimated Starting Step:	**3**	
Position exists in current the Table of Organization?	**Yes**	
Is this position full time or part time? *(If more than one position, use the worksheet for Multiples)*	**Full Time:**	**Full-time**
	Part Time:	
If Part Time position, how many hours per week will this position be working?	**Hours:**	
What other alternatives were considered?	**consultants**	
If deleting a position to add this position; which position(s) will be deleted?	**1 part time Assistant Corp Counsel**	
(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.		
Currently Corporation Counsel has an Assistant Corporation Counsel Position which is dedicated 50% to child support, and 50% to general corporation counsel issues. Outside of the child support duties this position is generally dedicated to prosecution of Chapter 51 cases, Guardianships, and research on other projects for the various departments. In reviewing staff assignments, 3.5 of the 5 attorneys in the office are either dedicated solely, or do the vast majority of their work for the Department of Health and Human Services. This leaves about 1.5 attorneys to address the needs of the remaining 31 departments. This has led to increased wait times for departments on legal opinions, and other legal projects. By adding one full time general Assistant Corp Counsel, and removing the 50% general Assistant Corporation Counsel, we will at least have the full time equivalent of 2 attorneys to address the areas outside of HHS. This increase will give corporation counsel 5.5 total attorneys; 1.5 attorneys in the child support role, and 4 attorneys addressing non child support matters. The time of 2 of those attorneys will be solely dedicated to departments other than health and human services.		
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)?	**Other**	

PROJECTED 2023 EXPENDITURES - Amounts must agree to amounts included in the proposed budget.		
Salary	$	**45,350**
Fringe Benefits	$	**21,376**
Travel/Training	$	-
Supplies - IT		
Supplies - Other	$	-
Purchased Services - IT		
Purchased Services - Other	$	-
Capital Outlay	$	-
TOTAL EXPENDITURES	$	**66,726**
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.		
Description	*Dollar Value (enter as negative)*	
Deleted Position (if applicable)	$	**(35,648)**
	$	-
	$	-
TOTAL COST SAVINGS/REVENUES	$	**(35,648)**
NET COUNTY COST (Levy/Fund Bal)	$	**31,078**
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	$	**89,961**
Fringe Benefits	$	**42,403**
Other Expenditures	$	-
TOTAL EXPENDITURES	$	**132,363**
Deleted Position (if applicable)	$	**(70,715)**
Less Increased Revenue/Cost Savings (enter as negative)	$	-
NET COUNTY COST (Levy/Fund Bal)	$	**61,649**

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

Outagamie County

Assistant Corporation Counsel

CLASS CODE	1300-1	**SALARY**	$84,801.60 - $110,656.00 Annually
ESTABLISHED DATE	June 08, 2017	**REVISION DATE**	December 17, 2023

Position Purpose

Reporting to the Corporation Counsel, the Assistant Corporation Counsel provides a wide range of legal services to the County Executive, County Board of Supervisors and its Committees, other County Committees, Boards, Commissions and authorities, and County officers and employees

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.

- Advise the County Executive, County Board of Supervisors and its Committees, other County committees, boards, commissions and authorities, and County officers and employees of applicable law as assigned by the Corporation Counsel, doing such legal research as necessary to give such advice.
- Advises the County Board of Supervisors and/or committees on parliamentary procedure in the absence of or at the direction of the Corporation Counsel.
- Represent and defend the County and its officers and employees in Court actions and administrative proceedings as assigned by the Corporation Counsel.
- Demonstrates a working knowledge in the areas of Planning and Zoning, Unemployment Compensation, public records and open meetings laws so as to provide legal advice, representation and training to the involved departments, officers and employees.
- Develop an overview of Insurance Law, Worker's compensation Law, Construction Law, Labor Relations (including grievances and discipline), Airport Law, Highway Law, Real Estate Law, Municipal Finance Law and other areas of law applicable to the County so as to assist the Corporation Counsel as required.
- Review and draft contracts and other legal documents to which the County is a party.
- Prosecute Zoning and other Ordinance violations.
- Serve as back-up to the Assistant Corporation Counsel (Child Support and Mental Health Commitments) when necessary.
- Perform the duties of the Corporation Counsel in his/her absence.
- Maintains regular and predictable attendance, works overtime/extra hours as required.
- Performs other duties as assigned.

Education/Certifications/Experience Requirements

- Law degree and admission to practice in the State of Wisconsin.
- One to two years legal experience.
- Or any combination of education and experience that provides equivalent knowledge, skills, and abilities.

Required or Preferred Skills

- Ability to operate a variety of office equipment including personal computer, typewriter, fax machine, calculator, photocopier, and fax machine.
- Ability to perform most work independently, with supervision by the Corporation Counsel at times. Ability to review the work of others.
- Ability to add, subtract, multiply, divide, and calculate decimals and percents and make use of the principles of descriptive statistics and statistical inference.
- Ability to comprehend and interpret a variety of legal documents including statutes, case records, case management and other handbooks, etc.
- Ability to prepare a variety of documents including Court orders, Motions, Summons, Complaints, etc. Ability to use and interpret medical, legal and accounting terminology.

  Ability to communicate effectively with County Officials and Employees, Judges, Family Court Commissioner, court Commissioner, Attorneys, Physicians, Consultants, witnesses, clients, and the general public verbally and in writing.

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: GENERAL 100 COST CENTER NAME: CORPORATION COUNSEL

DEPARTMENT NAME: CORPORATION COUNSEL COST CENTER NUMBER: 1001500, 6010100

POSITION COUNT	2020 FT	2020 PT	2021 FT	2021 PT	2022 FT	2022 PT	2023 FT	2023 PT	2024 FT	2024 PT
REGULAR POSITIONS:										
ASSISTANT CORP COUNSEL	1	1	1	1	1	1	1	1	2	0
ASSISTANT CORP COUNSEL/CHILD SUPPORT	1	1	1	1	1	1	1	1	1	1
CORPORATION COUNSEL	1	0	1	0	1	0	1	0	1	0
DEPUTY CORPORATION COUNSEL	1	0	1	0	1	0	1	0	1	0
LEGAL SECRETARY	0	1	0	1	0	1	0	1	0	1
OFFICE MANAGER/PARALEGAL	0	0	1	0	1	0	1	0	1	0
PARALEGAL	2	0	1	0	1	0	1	0	1	0
COST CENTER 6010100										
RISK ADMINISTRATOR	0	0	0	0	0	0	0	0	1	0
TOTAL POSITIONS - REGULAR:	6	3	6	3	6	3	6	3	8	2
TOTAL ALL POSITIONS:	6	3	6	3	6	3	6	3	8	2

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:** Addition of a .5FTE Assistant Corporation Counsel to the Table Of Organization for Corporation Counsel

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)

This position will increase a current .5FTE Assistant Corporation Counsel position to a full time Assistant Corporation Counsel Position. This will be accomplished by deleting the current .5FTE and adding a 1.0FTE. Current year fiscal impact will include an increase in the Corporation Counsel Operating Budget of $31,078. The position is being requested to provide additional support for various departments outside of the Department of Health and Human Services which currently utilizes a significant portion of the Corporation Counsel Resources.

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

[ ] Revenues [x] 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 (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
Corporation Counsel	Salaries	1001500.5100	$22,675
Corporation Counsel	Fringe	1001500.5200	$8,403
General Funds Applied	Fund Balance Applied	1002247.5500	($31,078)

Annual and Long-Term Impact

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

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

Fiscal Note Prepared by: Kyle Sargent Corporation Counsel

For Financial Services purposes only	
Reviewed By: *Michelle Uitenbroek*	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: 5/20/2024	
Comments:	

LOCK IN OF ALL APPOINTMENTS, RESOLUTION NOS. 20, 21, 22, 23, 24, 25, 26, 27, 28, 29, 30, 31 —2024-25 AND ORDINANCE NO. A—2024-25.

Vote for lock in. ROLL CALL: 31 yes, 5 absent. ALL APPOINTMENTS, RESOLUTION NOS. 20, 21, 22, 23, 24, 25, 26, 27, 28, 29, 30, 31 —2024-25 AND ORDINANCE NO. A—2024-25 ARE ADOPTED & LOCKED IN.

VOTE RESULTS 31 YES 0 NO 0 ABSTAIN 5 ABSENT

Lock in of Appointments, Res. Nos. 20-31—2024-25, Ord. No. A—2024-25

Lock In of Appointments, Res. Nos. 20, 21, 22, 23, 24, 25, 26, 27, 28, 29, 30, 31—2024-25, Ord. No. A—2024-25 — Passed With Majority of Full Membership

1 THOMPSON YES	13 WEGAND ABSENT	25 JANKE YES
2 JOHNSON YES	14 HERMES ABSENT	26 WEINBERG YES
3 SMITH YES	15 MacDONALD YES	27 CULBERTSON YES
4 PATIENCE YES	16 SCHROEDER YES	28 MONFILS YES
5 GABRIELSON YES	17 CROATT YES	29 WINTERFELDT YES
6 KOSTELNY YES	18 SPEARS YES	30 NEJEDLO YES
7 HAMMEN YES	19 HEISER YES	31 CLEGG YES
8 LAWRENCE YES	20 MITCHELL YES	32 THYSSEN ABSENT
9 KRUEGER YES	21 CUFF YES	33 VANDERHEIDEN ABSENT
10 LAMERS YES	22 HAGEN YES	34 RETTLER YES
11 FERGUSON YES	23 KLEMP YES	35 KOURY YES
12 McCABE YES	24 THIEDE ABSENT	36 LAUTENSCHLAGER YES

Outagamie County **6-25-24 County Board Meeting - June 25 2024 08:17:56 PM**

June 25, 2024 County Board Meeting

OpenMeeting

RECONSIDERATION OF ALL APPOINTMENTS, RESOLUTION NOS. 20, 21, 22, 23, 24, 25, 26, 27, 28, 29, 30, 31 —2024-25 AND ORDINANCE NO. A—2024-25.

Supervisor Krueger moved, seconded by Supervisor McCabe, to reconsider all appointments, and the above listed resolutions and ordinance.

Vote for reconsideration. ROLL CALL: 31 yes, 5 absent. ALL APPOINTMENTS, RESOLUTION NOS. 20, 21, 22, 23, 24, 25, 26, 27, 28, 29, 30, 31—2024-25 AND ORDINANCE NO. A—2024-25 AND ARE RECONSIDERED.

VOTE RESULTS 31 YES 0 NO 0 ABSTAIN 5 ABSENT

Reconsideration of Appointments, Res. Nos. 20-31—2024-25, Ord. No. A—2024-25

Reconsideration of Appointments, Res. Nos. 20, 21, 22, 23, 24, 25, 26, 27, 28, 29, 30, 31—2024-25, Ord. No. A— Passed With Majority of Full Membership

1 THOMPSON	YES	13 WEGAND	ABSENT	25 JANKE	YES
2 JOHNSON	YES	14 HERMES	ABSENT	26 WEINBERG	YES
3 SMITH	YES	15 MacDONALD	YES	27 CULBERTSON	YES
4 PATIENCE	YES	16 SCHROEDER	YES	28 MONFILS	YES
5 GABRIELSON	YES	17 CROATT	YES	29 WINTERFELDT	YES
6 KOSTELNY	YES	18 SPEARS	YES	30 NEJEDLO	YES
7 HAMMEN	YES	19 HEISER	YES	31 CLEGG	YES
8 LAWRENCE	YES	20 MITCHELL	YES	32 THYSSEN	ABSENT
9 KRUEGER	YES	21 CUFF	YES	33 VANDERHEIDEN	ABSENT
10 LAMERS	YES	22 HAGEN	YES	34 RETTLER	YES
11 FERGUSON	YES	23 KLEMP	YES	35 KOURY	YES
12 McCABE	YES	24 THIEDE	ABSENT	36 LAUTENSCHLAGER	YES

Outagamie County 6-25-24 County Board Meeting - June 25 2024 08:17:39 PM

June 25, 2024 County Board Meeting

OpenMeeting

Resolution No. 26—2024-25 – Legislative/Audit and Human Resources Committee. Approve an in-year Table of Organization classification request to change the Watershed GIS Analyst position to a Programs Manager/GIS Analyst position effective May 15, 2024, in the Land Conservation Department (as noted on the attachments), and increase the following Land Conservation line items: Salaries by $2,642; Fringes by $395; Intergovernmental Revenue by $3,037, as noted on the attached fiscal note.

Supervisor Spears moved, seconded by Supervisor MacDonald, for adoption.

ROLL CALL: 31 yes, 5 absent. RESOLUTION NO. 26—2024-25 IS ADOPTED.

VOTE RESULTS 31 YES 0 NO 0 ABSTAIN 5 ABSENT

Resolution No. 26—2024-25

Passed With 2/3 of Full Membership

1 THOMPSON YES	13 WEGAND ABSENT	25 JANKE YES
2 JOHNSON YES	14 HERMES ABSENT	26 WEINBERG YES
3 SMITH YES	15 MacDONALD YES	27 CULBERTSON YES
4 PATIENCE YES	16 SCHROEDER YES	28 MONFILS YES
5 GABRIELSON YES	17 CROATT YES	29 WINTERFELDT YES
6 KOSTELNY YES	18 SPEARS YES	30 NEJEDLO YES
7 HAMMEN YES	19 HEISER YES	31 CLEGG YES
8 LAWRENCE YES	20 MITCHELL YES	32 THYSSEN ABSENT
9 KRUEGER YES	21 CUFF YES	33 VANDERHEIDEN ABSENT
10 LAMERS YES	22 HAGEN YES	34 RETTLER YES
11 FERGUSON YES	23 KLEMP YES	35 KOURY YES
12 McCABE YES	24 THIEDE ABSENT	36 LAUTENSCHLAGER YES

Outagamie County **6-25-24 County Board Meeting - June 25 2024 08:10:05 PM**
June 25, 2024 County Board Meeting
OpenMeeting

RESOLUTION NO.: 26—2024-25

TO THE HONORABLE, THE OUTAGAMIE COUNTY BOARD OF SUPERVISORS

LADIES AND GENTLEMEN: ***2/3 MAJORITY – 24 VOTES***

The Land Conservation Department is requesting approval for an in-year position classification to change the Watershed GIS Analyst position to a Programs Manager/GIS Analyst position. The position has taken on supervisory responsibilities and additional programs in the department. The additional costs will be covered by existing grant funding.

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

BE IT RESOLVED, that the Outagamie County Board of Supervisors does approve an in-year Table of Organization classification request to change the Watershed GIS Analyst position to a Programs Manager/GIS Analyst position effective May 15, 2024, in the Land Conservation Department, as noted on the attached Position Classification / Grade Change Form, Job Description, and Table of Organization, which by reference are made a part hereof, and

BE IT FURTHER RESOLVED, that the Outagamie County Board of Supervisors does authorize and approve of increasing the following Land Conservation line items: Salaries by $2,642; Fringes by $395; Intergovernmental Revenue by $3,037 as noted on the attached fiscal note, which by reference is made a part hereof, and

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

Dated this 25th day of June 2024

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: June 25, 2024

Signed: Board Chairperson

County Clerk

Approved: 7N

Vetoed: _____

Signed: 6.27.24
County Executive

POSITION CLASSIFICATION/GRADE CHANGE FORM		
Request Details		
Effective Date of Requested Change:		**5/15/2024**
Department:		**Land Conservation**
Department Head:		**Greg Baneck**
Cost Center Number:		**1008200**
Position Title:		**Programs Manager/GIS Analyst (previously Watershed GIS Analyst)**
Current Classification: Exempt (Salaried) or Non-Exempt (Hourly):		**Exempt**
Proposed Classification: Exempt (Salaried) or Non-Exempt (Hourly):		**Exempt**
Current Pay Grade of Position:		**155**
Proposed Pay Grade of Position: (based on market data received from HR)		**155**
New Step(s) in New Grade:		**3**
Number of Employees: *(if more than 1, complete the "Multiples" worksheet)*		**1**
Position Justification		
Briefly summarize why this Classification Change is needed, as well as areas of revenue and savings.		
This position has taken on supervisory responsibilies over 5 (soon to be 6) positions and additional programs within the Department.		
Employee(s) Impacted By This Change (if no one in position - leave blank)		
Sarah Kussow		
Fiscal Data		
How will this position change be funded (choose from drop-down list)?		**Combination - Grants/Levy**
NET PROJECTED 2024 EXPENDITURES - Amounts must agree to amounts included in the proposed budget.		
Salary	$	**40,453**
Fringe Benefits	$	**6,659**
Other (Describe):	$	-
Other (Describe):	$	-
TOTAL EXPENDITURES	$	**47,112**
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.		
Description	*Dollar Value (enter as negative)*	
position deletion - wages	$	**(37,811)**
position deletion - fringe	$	**(6,264)**
	$	-
TOTAL COST SAVINGS/REVENUES	$	**(44,075)**
NET COUNTY COST (Levy/Fund Balance)	$	**3,037**

Outagamie County
Position Description

####

Position Title:	Programs Manager/GIS Analyst	December 27, 2023
Department:	Land Conservation	
Reports to:	County Conservationist	

Purpose of Position

Reporting to the County Conservationist, the Programs Manager/GIS Analyst supervises conservation program and administrative activities and employees. This position involves Geographic Information Systems (GIS) work in the areas of complex spatial data analysis, application development, watershed modeling, project management and assists with County GIS Initiatives.

Essential Duties and 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.

- Supervises subordinate program and administrative staff. Assigns work to and reviews work of program and administrative staff; establishes performance expectations and recommends disciplinary actions and terminations.
- Responsible for Department administrative work flows and procedures. Trains staff on departmental procedures, grant/program documentation requirements, software and conservation contracts.
- Assists County Conservationist with annual department budget process and tracking of department and grant budgets.
- Serves as the lead watershed planner, including conducting field investigations, surveys, watershed inventory, streambank monitoring, and analytical reports. Develops watershed plans for DNR & EPA review.
- Develop and maintain GIS datasets and utilize GIS data to perform various watershed modeling (ACPF, EVAAL, STEPL/PLET) in the planning and implementation of watershed projects.
- Assists with the preparation of grant proposals by conducting research, gathering support data, and preparing maps/graphics.
- Department lead on configuration and maximizing the use of CityView database software and other programs/software/technologies to drive efficiencies within Land Conservation operations.
- Responsible for analysis and improvement of department systems and processes. Assists in maintaining records, monitoring, developing and writing departmental policies and

procedures while working closely with County Conservationist and other Leadership team staff.

- Participate in regional planning/GIS initiatives.
- Responsible for all Land Conservation Department general mapping on the County computerized mapping system and major GIS projects; compiles geographic data from a variety of sources including existing databases, field observation, orthophotography, and existing maps.
- Analyzes GIS data to assist in targeting various BMP's and conservation efforts in order to provide the greatest benefit to the resources of Outagamie County.
- Provides mapping support for department staff.
- Coordinate, manage, and participate in research projects.
- Participate on committees where appropriate.
- Prepares and provides graphic and other educational information to the general public, project partners and others, including digital materials, aerial photography, brochures, paper maps and through in person presentations.
- Maintains regular and predictable attendance, works overtime/extra hours as required.
- Performs other duties as assigned.

Minimum Training and Experience Required to Perform Essential Job Functions

Bachelor's Degree in Planning, Geography, Engineering, Cartography, Watershed Management, Natural Resource Management, Soil Science, or related field or any combination of education and experience that provides the equivalent knowledge, skills and abilities. Previous experience preferred; experience or training in GIS (ESRI suite); experience in watershed project management/planning and experience in supervising staff.

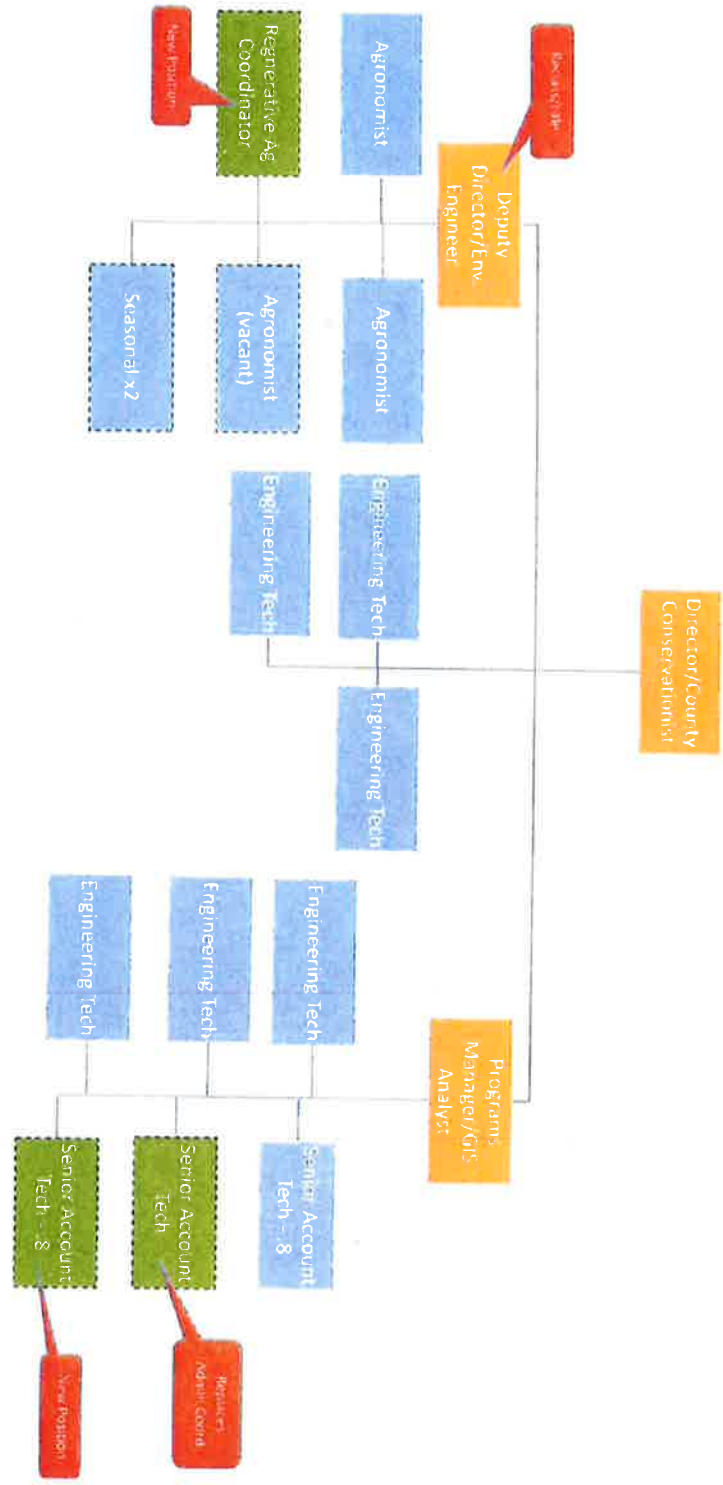
Minimum Physical and Mental Abilities Required to Perform Essential Job Functions

- Ability to operate a variety of office equipment, including a personal computer, telephone, fax machine, photocopier, scanner, etc.
- Ability to transport oneself to and from various locations in a timely and efficient manner.
- Knowledge of computers, database management and experience with software utilized by the department.
- Ability to operate a variety of map making and design equipment, including AutoDesk and ESRI software.
- Ability to develop and manage a GIS and related databases, transferring and receiving GIS data from a variety of sources and formats.
- Ability to effectively supervise and train subordinate staff positions and delegate tasks to provide optimal workflow.

- Ability to add, subtract, multiply, divide, calculate decimals and percentages, and make use of the principles of descriptive statistics and college level algebra, trigonometry, and geometry.
- Ability to comprehend and interpret a variety of documents, including survey data and other maps, address and other requests, site plans, permits, deeds, pertinent federal, state, and/or local statutes and regulations, planning reports, accounting records, etc.
- Ability to prepare a variety of documents, maps, billing statements, contracts, letters and other correspondence.
- Ability to interpret aerial photos and soils maps.
- Ability to communicate effectively with co-workers, cooperating agencies, program partners, and the general public both verbally and in writing.
- Basic knowledge of cartographic skills required for producing professional mapping products.
- Working knowledge in the functions and application of GPS related to GIS management.

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.

BLOODBORNE PATHOGENS
Exposure Risk Category C


Director/County Conservationist
Deputy Director/Env. Engineer
Programs Manager/GIS Analyst
Regenerative Ag Coordinator
Agronomist
Agronomist
Agronomist (vacant)
Seasonal x2
Engineering Tech
Engineering Tech
Engineering Tech
Engineering Tech
Engineering Tech
Engineering Tech
Senior Account Tech - 8
Senior Account Tech
Senior Account Tech - 8

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:** In Year Land Conservation Position Request – Programs Manager/GIS Analyst

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)

Requesting a change from the Watershed GIS Analyst to Programs Manager/GIS Analyst. This position has taken on supervisory responsibilities and additional programs in the department. The additional costs will be covered by existing grant funding.

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

[x] Revenues [x] 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 ( ) 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
Land Conservation	Salaries	1008200.5100	2642.00
Land Conservation	Fringes	1008200.5200	395.00
Land Conservation	Intergovernmental Revenue	1008200.4200	3037.00

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: Including in future budgets
Annual Revenue: 0

Fiscal Note Prepared by: Greg Banek/Michelle Uitenbroek

For Financial Services purposes only	
Reviewed By: *Michelle Uitenbroek*	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: 5/20/2024	
Comments:	

C:\Users\hickeysa\AppData\Local\Microsoft\Windows\INetCache\Content.Outlook\9JEKB7PG\Land Con - Program Manager - MLU.docx

LOCK IN OF ALL APPOINTMENTS, RESOLUTION NOS. 20, 21, 22, 23, 24, 25, 26, 27, 28, 29, 30, 31 —2024-25 AND ORDINANCE NO. A—2024-25.

Vote for lock in. ROLL CALL: 31 yes, 5 absent. ALL APPOINTMENTS, RESOLUTION NOS. 20, 21, 22, 23, 24, 25, 26, 27, 28, 29, 30, 31 —2024-25 AND ORDINANCE NO. A—2024-25 ARE ADOPTED & LOCKED IN.

VOTE RESULTS 31 YES 0 NO 0 ABSTAIN 5 ABSENT

Lock in of Appointments, Res. Nos. 20-31—2024-25, Ord. No. A—2024-25

Lock In of Appointments, Res. Nos. 20, 21, 22, 23, 24, 25, 26, 27, 28, 29, 30, 31—2024-25, Ord. No. A—2024-25 — Passed With Majority of Full Membership

1 THOMPSON YES	13 WEGAND ABSENT	25 JANKE YES
2 JOHNSON YES	14 HERMES ABSENT	26 WEINBERG YES
3 SMITH YES	15 MacDONALD YES	27 CULBERTSON YES
4 PATIENCE YES	16 SCHROEDER YES	28 MONFILS YES
5 GABRIELSON YES	17 CROATT YES	29 WINTERFELDT YES
6 KOSTELNY YES	18 SPEARS YES	30 NEJEDLO YES
7 HAMMEN YES	19 HEISER YES	31 CLEGG YES
8 LAWRENCE YES	20 MITCHELL YES	32 THYSSEN ABSENT
9 KRUEGER YES	21 CUFF YES	33 VANDERHEIDEN ABSENT
10 LAMERS YES	22 HAGEN YES	34 RETTLER YES
11 FERGUSON YES	23 KLEMP YES	35 KOURY YES
12 McCABE YES	24 THIEDE ABSENT	36 LAUTENSCHLAGER YES

Outagamie County — 6-25-24 County Board Meeting - June 25 2024 08:17:56 PM
June 25, 2024 County Board Meeting
OpenMeeting

RECONSIDERATION OF ALL APPOINTMENTS, RESOLUTION NOS. 20, 21, 22, 23, 24, 25, 26, 27, 28, 29, 30, 31 —2024-25 AND ORDINANCE NO. A—2024-25.

Supervisor Krueger moved, seconded by Supervisor McCabe, to reconsider all appointments, and the above listed resolutions and ordinance.

Vote for reconsideration. ROLL CALL: 31 yes, 5 absent. ALL APPOINTMENTS, RESOLUTION NOS. 20, 21, 22, 23, 24, 25, 26, 27, 28, 29, 30, 31—2024-25 AND ORDINANCE NO. A—2024-25 AND ARE RECONSIDERED.

VOTE RESULTS 31 YES 0 NO 0 ABSTAIN 5 ABSENT

Reconsideration of Appointments, Res. Nos. 20-31—2024-25, Ord. No. A—2024-25

Reconsideration of Appointments, Res. Nos. 20, 21, 22, 23, 24, 25, 26, 27, 28, 29, 30, 31—2024-25, Ord. No. A— Passed With Majority of Full Membership

1 THOMPSON	YES	13 WEGAND	ABSENT	25 JANKE	YES
2 JOHNSON	YES	14 HERMES	ABSENT	26 WEINBERG	YES
3 SMITH	YES	15 MacDONALD	YES	27 CULBERTSON	YES
4 PATIENCE	YES	16 SCHROEDER	YES	28 MONFILS	YES
5 GABRIELSON	YES	17 CROATT	YES	29 WINTERFELDT	YES
6 KOSTELNY	YES	18 SPEARS	YES	30 NEJEDLO	YES
7 HAMMEN	YES	19 HEISER	YES	31 CLEGG	YES
8 LAWRENCE	YES	20 MITCHELL	YES	32 THYSSEN	ABSENT
9 KRUEGER	YES	21 CUFF	YES	33 VANDERHEIDEN	ABSENT
10 LAMERS	YES	22 HAGEN	YES	34 RETTLER	YES
11 FERGUSON	YES	23 KLEMP	YES	35 KOURY	YES
12 McCABE	YES	24 THIEDE	ABSENT	36 LAUTENSCHLAGER	YES

Outagamie County 6-25-24 County Board Meeting - June 25 2024 08:17:39 PM
June 25, 2024 County Board Meeting
OpenMeeting

Resolution No. 27—2024-25 – Legislative/Audit and Human Resources Committee. Approve an in-year Table of Organization classification request to change the Environmental Engineer/Project Coordinator position to a Deputy Director/Environmental Engineer position effective May 15, 2024, in the Land Conservation Department, with no budget adjustment, as noted on the attachments.

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

ROLL CALL: 31 yes, 5 absent. RESOLUTION NO. 27—2024-25 IS ADOPTED.

VOTE RESULTS 31 YES 0 NO 0 ABSTAIN 5 ABSENT

Resolution No. 27—2024-25

Legislative/Audit and Human Resources Committee. Approve an in-year Table of Organization classification r… Project Coordinator position to a Deputy Director/Environmental Engineer position effective May 15, 2024, in the Land Conservation Department, with no budget adjustment, as noted on the attachments.

Passed With 2/3 of Full Membership

1 THOMPSON YES	13 WEGAND ABSENT	25 JANKE YES
2 JOHNSON YES	14 HERMES ABSENT	26 WEINBERG YES
3 SMITH YES	15 MacDONALD YES	27 CULBERTSON YES
4 PATIENCE YES	16 SCHROEDER YES	28 MONFILS YES
5 GABRIELSON YES	17 CROATT YES	29 WINTERFELDT YES
6 KOSTELNY YES	18 SPEARS YES	30 NEJEDLO YES
7 HAMMEN YES	19 HEISER YES	31 CLEGG YES
8 LAWRENCE YES	20 MITCHELL YES	32 THYSSEN ABSENT
9 KRUEGER YES	21 CUFF YES	33 VANDERHEIDEN ABSENT
10 LAMERS YES	22 HAGEN YES	34 RETTLER YES
11 FERGUSON YES	23 KLEMP YES	35 KOURY YES
12 McCABE YES	24 THIEDE ABSENT	36 LAUTENSCHLAGER YES

Outagamie County **6-25-24 County Board Meeting - June 25 2024 08:10:43 PM**

June 25, 2024 County Board Meeting

OpenMeeting

RESOLUTION NO.: 27—2024-25

TO THE HONORABLE, THE OUTAGAMIE COUNTY BOARD OF SUPERVISORS

LADIES AND GENTLEMEN: ***2/3 MAJORITY – 24 VOTES***

The Land Conservation Department is requesting approval for an in-year position classification to change the Environmental Engineer/Project Coordinator position to a Deputy Director/Environmental Engineer position. The proposed change is presented in order to be consistent with other deputy Director positions with other County departments. Additionally, this position has considerable responsibility. The additional costs will be absorbed by existing grant funding, with no budget adjustment needed at this time.

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

BE IT RESOLVED, that the Outagamie County Board of Supervisors does approve an in-year Table of Organization classification request to change the Environmental Engineer/Project Coordinator position to a Deputy Director/Environmental Engineer position effective May 15, 2024 in the Land Conservation Department, with no budget adjustment needed at this time, as noted on the attached Position Classification / Grade Change Form, Job Description, Table of Organization, and Fiscal Note which by reference are made a part hereof, and

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

Dated this 25th day of June 2024

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: June 25, 2024

Signed: _____
Board Chairperson

_____
County Clerk

Approved: 6/27/24

Vetoed: _____

Signed: _____
County Executive

POSITION CLASSIFICATION/GRADE CHANGE FORM		
Request Details		
Effective Date of Requested Change:		**5/15/2024**
Department:		**Land Conservation**
Department Head:		**Greg Baneck**
Cost Center Number:		**1008200**
Position Title:		**Deputy Director/Environmental Engineer (currently Environmental Engineer/Project Coordinator)**
Current Classification: Exempt (Salaried) or Non-Exempt (Hourly):		**Exempt**
Proposed Classification: Exempt (Salaried) or Non-Exempt (Hourly):		**Exempt**
Current Pay Grade of Position:		**170**
Proposed Pay Grade of Position: (based on market data received from HR)		
New Step(s) in New Grade:		**7**
Number of Employees: *(if more than 1, complete the "Multiples" worksheet)*		**1**
Position Justification		
Briefly summarize why this Classification Change is needed, as well as areas of revenue and savings.		
To be consistent with other Deputy Director positions with other County Departments. Position has considerable responsibility as such.		
Employee(s) Impacted By This Change (If no one in position - leave blank)		
Jeremy Freund		
Fiscal Data		
How will this position change be funded (choose from drop-down list)?		**Combination - Grants/Levy**
NET PROJECTED 2023 EXPENDITURES - Amounts must agree to amounts included in the proposed budget.		
Salary	$	**2,936**
Fringe Benefits	$	**435**
Other (Describe):	$	-
Other (Describe):	$	-
TOTAL EXPENDITURES	$	**3,371**
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.		
Description	*Dollar Value (enter as negative)*	
	$	-
	$	-
	$	-
TOTAL COST SAVINGS/REVENUES	$	-
NET COUNTY COST (Levy/Fund Balance)	$	**3,371**

Outagamie County
Position Description

xxxx

Position Title:	Deputy Director/Environmental Engineer	April 3, 2024
Department:	Land Conservation	
Reports to:	County Conservationist	

Purpose of Position:

Reporting to the Land Conservation Director/County Conservationist, the Deputy Director/Environmental Engineer assists the Director in all administrative functions of the Department, including the management of operations and personnel; budgeting and fiscal management; contracting; programming; and development of internal policies and procedures. The Deputy Director substitutes for and represents the Director in their absence. Leads, performs complex work, and supervises professional staff to ensure programs and services are carried out effectively. Builds and sustains partnerships; liaisons with strategic groups to further the Department and County's goals and objectives. Serves on various boards, commissions, and/or committees as needed. Coordinates TMDL watershed implementation for the County and also provides professional engineering assistance for the project and to other departmental staff and County departments

Duties and 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.

- Assists the Director in all administrative functions of the Department, including the management of operations and personnel; budgeting and fiscal management, 3 year budget planning; contracting; programming; and development of internal policies and procedures.
- Substitutes for and represents the Director in their absence.
- Leads, performs complex work, and supervises professional staff to ensure programs and services are carried out effectively. Builds and sustains partnerships; liaisons with strategic groups to further the Department and County's goals and objectives.
- Builds and sustains partnerships; liaisons with strategic groups to further the Department and County's goals and objectives. Serves on various boards, commissions, and/or committees as needed.
- Acts as TMDL Implementation Coordinator and serves as principal liaison representing County at related meetings/events, Coordinates implementation with adjoining counties LCD's and regularly communicates with staff to assure consistent efforts across the entire watershed.
- Trains and supervises project staff, seasonal employees and work crews assigned to watershed projects.
- Serves as co-author of 9-key element watershed plans and subsequent grant applications.
- Serves on applicable committees/boards as related to the position (Fox/Wolf Watershed Alliance, NE WI Stormwater Consortium, etc.)
- Works with Point Sources to facilitate Pollutant Trading efforts between point and non-point sources in the watersheds.

- Maintains files for records received and sent; maintains accounting and other financial records; prepares various reports.
- Provides professional engineering assistance to project and other departmental staff in the design and installation of Best Management Practices (BMP's).
- Provides professional engineering consultation to Zoning, Highway, and other departments on a limited basis.
- Attends DNR, DATCP, EPA, and other professional training sessions, seminars, and conferences as relevant to the Departments mission.
- Coordinates GIS activities within the Department, Creates and maintains GIS data, develops standards for GIS procedures, analysis, map production, documentation, data management, provides quality control to ensure that data meets approved County operational standards provides GIS technical support, troubleshoots GIS related issues and provides training to LCD staff to help integrate GIS technology to meet the specific needs of various programs.
- Analyzes GIS data to assist in targeting various BMP's and conservation efforts in order to provide the greatest benefit to the resources of Outagamie County.
- Researches and evaluates new GIS related technology and makes recommendations to Director to help staff work more efficiently with it.
- Approves, selects or designs appropriate rural and urban Best Management Practices; supervises and approves construction by independent contractors.
- Provides consultation regarding erosion control and stormwater management to individuals, developers, engineers and units of government.
- Maintains regular and predictable attendance, works overtime/extra hours as required.
- Performs other duties as assigned.

Minimum Training and Experience Required to Perform Essential Job Functions

- Requires graduation from an accredited college or university with a degree in Environmental Engineering, Agricultural/Biological Systems Engineering, or Civil Engineering; seven plus years related engineering and project management experience.
- Five years of experience in supervising staff
- Or, any combination of education and experience that provides equivalent knowledge, skills and abilities.
- Wisconsin Professional Engineer certification.
- Must possess a valid driver's license.

Knowledge, Skills, and Abilities

- Ability to effectively supervise and train subordinate staff positions and delegate tasks to provide optimal work flow.
- Experience or training in conservation practices design and construction, surveying, operation of topographic surveying equipment, and GIS software.

- Knowledge of computers, database management and experience with the software utilized by the department.
- Understanding of stormwater engineering practices/principles, Wisconsin DNR Best Management Practices, NRCS Technical Guides, National Conservation Planning Manual, Engineering Field Manual, and Agricultural Waste Field manual.
- Knowledge of rural and urban land use/management issues and activities and appropriate federal, state and local regulations and requirements.
- Ability to interpret aerial photos and soils maps.
- Ability to maintain composure and effectively use tact and diplomacy with co-workers, general public, clients, etc.
- Ability to develop and manage a GIS and related databases, transferring and receiving GIS data from a variety of sources and formats.
- Basic knowledge of cartographic skills required for producing professional mapping products.
- Working knowledge in the functions and applications of GPS related to GIS management.
- Ability to budget time and schedule work to efficiently complete tasks.
- Ability to understand and follow written and oral instructions, communicate effectively with a wide range of individuals and organizations both verbally and in writing, maintain accurate and complete records, and prepare clear and comprehensive reports.
- Ability to add, subtract, multiply, divide, and figure mathematical calculations.
- Ability to walk, stoop, climb, bend, stretch; push, pull and lift up to 75 pounds, understanding and utilizing proper body mechanics.
- Ability to operate a variety of office equipment including, but not limited to personal computer, typewriter, calculator, photocopier, and telephone.
- Ability to comprehend and interpret a variety of documents including billing invoices, reports, accounting records, state and other statutes and regulations, technical guides and manuals, etc.
- Ability to transport oneself to and from various locations in a timely and efficient manner.

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.

_____ _____

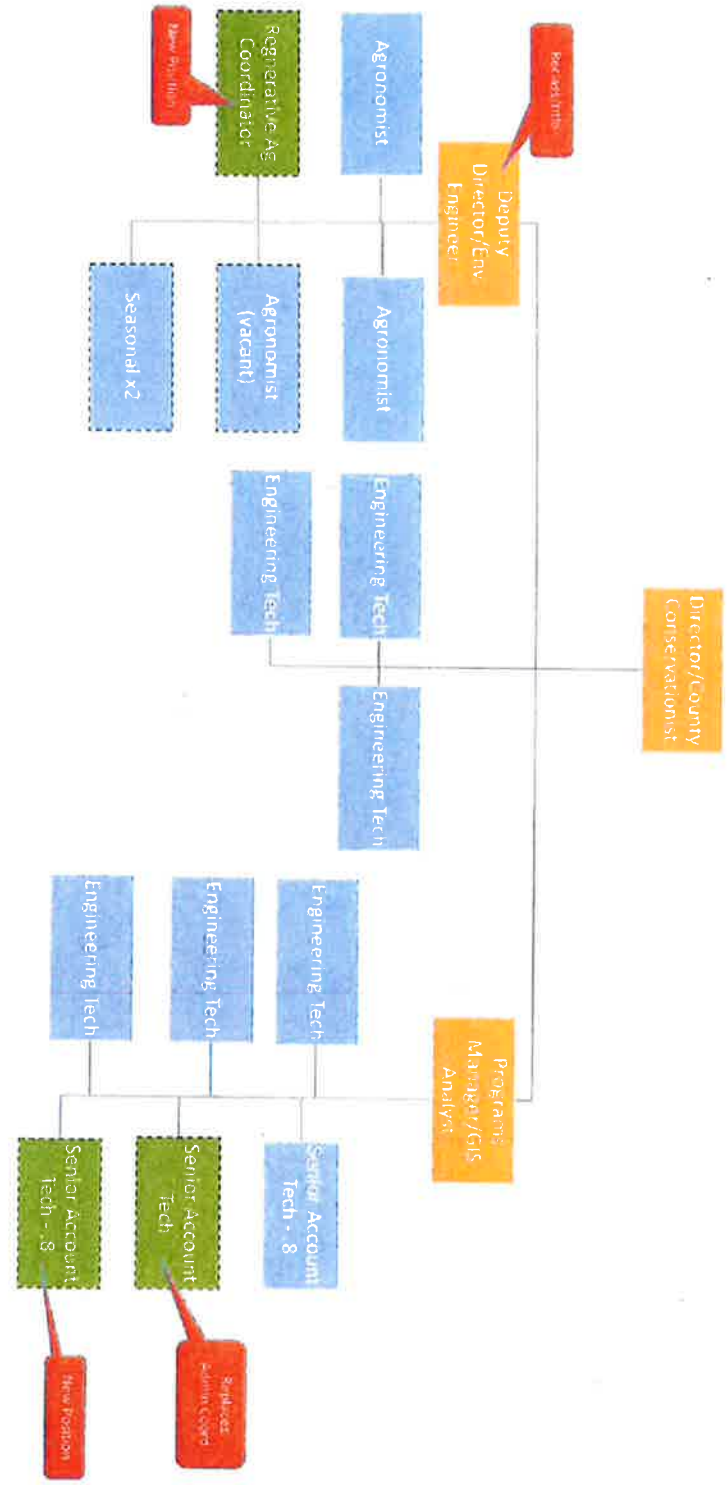
Employee's Signature Date

_____ _____

Supervisor's Signature Date

_____ _____

Human Resources Director's Signature Date


Director/County Conservationist
Deputy Director/Env Engineer
Agronomist
Regenerative Ag Coordinator
Agronomist
Agronomist (vacant)
Seasonal x2
Engineering Tech
Engineering Tech
Engineering Tech
Engineering Tech
Engineering Tech
Engineering Tech
Programs Manager/GIS Analyst
Senior Account Tech - 8
Senior Account Tech
Senior Account Tech - 8

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:** In Year Land Convservation Position Request – Environmental Engineer/Project Coordinator to Deputy Director/Environmental Engineer

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)

Request to reclass the current Environmental Engineer/Project Coordinator to Deputy Director/Environmental Engineer. This position will increase salary ($2,936), fringe ($435) and will be absorbed by current grant funding the department receives.

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

[ ] Revenues [ ] Expenses (Cost) [x] 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 ( ) no (x)
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
No budget adjustment needed at this time			

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: Including in future budgets
Annual Revenue: 0

Fiscal Note Prepared by: Greg Banek/Michelle Uitenbroek

For Financial Services purposes only	
Reviewed By:	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

Michelle Uitenbroek		
Date: 5/20/2024		
Comments:		

LOCK IN OF ALL APPOINTMENTS, RESOLUTION NOS. 20, 21, 22, 23, 24, 25, 26, 27, 28, 29, 30, 31 —2024-25 AND ORDINANCE NO. A—2024-25.

Vote for lock in. ROLL CALL: 31 yes, 5 absent. ALL APPOINTMENTS, RESOLUTION NOS. 20, 21, 22, 23, 24, 25, 26, 27, 28, 29, 30, 31 —2024-25 AND ORDINANCE NO. A—2024-25 ARE ADOPTED & LOCKED IN.

VOTE RESULTS 31 YES 0 NO 0 ABSTAIN 5 ABSENT

Lock in of Appointments, Res. Nos. 20-31—2024-25, Ord. No. A—2024-25

Lock In of Appointments, Res. Nos. 20, 21, 22, 23, 24, 25, 26, 27, 28, 29, 30, 31—2024-25, Ord. No. A—2024-25 Passed With Majority of Full Membership

1 THOMPSON YES	13 WEGAND ABSENT	25 JANKE YES
2 JOHNSON YES	14 HERMES ABSENT	26 WEINBERG YES
3 SMITH YES	15 MacDONALD YES	27 CULBERTSON YES
4 PATIENCE YES	16 SCHROEDER YES	28 MONFILS YES
5 GABRIELSON YES	17 CROATT YES	29 WINTERFELDT YES
6 KOSTELNY YES	18 SPEARS YES	30 NEJEDLO YES
7 HAMMEN YES	19 HEISER YES	31 CLEGG YES
8 LAWRENCE YES	20 MITCHELL YES	32 THYSSEN ABSENT
9 KRUEGER YES	21 CUFF YES	33 VANDERHEIDEN ABSENT
10 LAMERS YES	22 HAGEN YES	34 RETTLER YES
11 FERGUSON YES	23 KLEMP YES	35 KOURY YES
12 McCABE YES	24 THIEDE ABSENT	36 LAUTENSCHLAGER YES

Outagamie County **6-25-24 County Board Meeting - June 25 2024 08:17:56 PM**

June 25, 2024 County Board Meeting

OpenMeeting

RECONSIDERATION OF ALL APPOINTMENTS, RESOLUTION NOS. 20, 21, 22, 23, 24, 25, 26, 27, 28, 29, 30, 31 —2024-25 AND ORDINANCE NO. A—2024-25.

Supervisor Krueger moved, seconded by Supervisor McCabe, to reconsider all appointments, and the above listed resolutions and ordinance.

Vote for reconsideration. ROLL CALL: 31 yes, 5 absent. ALL APPOINTMENTS, RESOLUTION NOS. 20, 21, 22, 23, 24, 25, 26, 27, 28, 29, 30, 31—2024-25 AND ORDINANCE NO. A—2024-25 AND ARE RECONSIDERED.

VOTE RESULTS 31 YES 0 NO 0 ABSTAIN 5 ABSENT

Reconsideration of Appointments, Res. Nos. 20-31—2024-25, Ord. No. A—2024-25

Reconsideration of Appointments, Res. Nos. 20, 21, 22, 23, 24, 25, 26, 27, 28, 29, 30, 31—2024-25, Ord. No. A– Passed With Majority of Full Membership

1 THOMPSON YES	13 WEGAND ABSENT	25 JANKE YES
2 JOHNSON YES	14 HERMES ABSENT	26 WEINBERG YES
3 SMITH YES	15 MacDONALD YES	27 CULBERTSON YES
4 PATIENCE YES	16 SCHROEDER YES	28 MONFILS YES
5 GABRIELSON YES	17 CROATT YES	29 WINTERFELDT YES
6 KOSTELNY YES	18 SPEARS YES	30 NEJEDLO YES
7 HAMMEN YES	19 HEISER YES	31 CLEGG YES
8 LAWRENCE YES	20 MITCHELL YES	32 THYSSEN ABSENT
9 KRUEGER YES	21 CUFF YES	33 VANDERHEIDEN ABSENT
10 LAMERS YES	22 HAGEN YES	34 RETTLER YES
11 FERGUSON YES	23 KLEMP YES	35 KOURY YES
12 McCABE YES	24 THIEDE ABSENT	36 LAUTENSCHLAGER YES

Outagamie County 6-25-24 County Board Meeting - June 25 2024 08:17:39 PM
June 25, 2024 County Board Meeting
OpenMeeting

Resolution No. 28—2024-25 – Legislative/Audit and Human Resources Committee. Approve an in-year Table of Organization request by adding one full-time Regenerative Ag Coordinator position (sunset position) effective May 15, 2024, for the Land Conservation Department, with no budget adjustment, as noted on the attachments.

Supervisor Spears moved, seconded by Supervisor Weinberg, for adoption.

ROLL CALL: 31 yes, 5 absent. RESOLUTION NO. 28—2024-25 IS ADOPTED.

VOTE RESULTS 31 YES 0 NO 0 ABSTAIN 5 ABSENT

Resolution No. 28—2024-25

Legislative/Audit and Human Resources Committee. Approve an in-year Table of Organization request by adc **Passed With 2/3 of Full Membership**
position (sunset position) effective May 15, 2024, for the Land Conservation Department, with no budget adjustment, as noted on the attachments.

1 THOMPSON YES	13 WEGAND ABSENT	25 JANKE YES
2 JOHNSON YES	14 HERMES ABSENT	26 WEINBERG YES
3 SMITH YES	15 MacDONALD YES	27 CULBERTSON YES
4 PATIENCE YES	16 SCHROEDER YES	28 MONFILS YES
5 GABRIELSON YES	17 CROATT YES	29 WINTERFELDT YES
6 KOSTELNY YES	18 SPEARS YES	30 NEJEDLO YES
7 HAMMEN YES	19 HEISER YES	31 CLEGG YES
8 LAWRENCE YES	20 MITCHELL YES	32 THYSSEN ABSENT
9 KRUEGER YES	21 CUFF YES	33 VANDERHEIDEN ABSENT
10 LAMERS YES	22 HAGEN YES	34 RETTLER YES
11 FERGUSON YES	23 KLEMP YES	35 KOURY YES
12 McCABE YES	24 THIEDE ABSENT	36 LAUTENSCHLAGER YES

Outagamie County **6-25-24 County Board Meeting - June 25 2024 08:11:19 PM**
June 25, 2024 County Board Meeting
OpenMeeting

RESOLUTION NO.: 28—2024-25

TO THE HONORABLE, THE OUTAGAMIE COUNTY BOARD OF SUPERVISORS

LADIES AND GENTLEMEN: ***2/3 MAJORITY – 24 VOTES***

The Land Conservation Department is requesting approval for an in-year Table of Organization change by adding one (1) full-time Regenerative Ag Coordinator position (sunset position).

The Land Conservation Department was sub-awarded a Climate Smart Agronomy Grant through the Fox/Wolf Watershed Alliance. This position will work with area farmers and processors to enhance carbon sequestration efforts, better position farms to track and take credit for their carbon sequestration efforts, and work with area processors on strategies for marketing milk and dairy products that are produced in an environmentally sustainable manner. This position will help to ensure sustainable agriculture in the county and region well into the future.

This position is a requirement of the Climate Smart Agronomy Grant, which is funding the position. No budget adjustment is needed at this time.

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

BE IT RESOLVED, that the Outagamie County Board of Supervisors does approve an in-year Table of Organization request by adding one (1) full-time Regenerative Ag Coordinator position (sunset position) effective May 15, 2024 for the Land Conservation Department, with no budget adjustment needed at this time as noted on the attached Position Addition Form, Job Description, Table of Organization, and Fiscal Note which by reference are made a part hereof, and

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

Dated this 25th day of June 2024

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: June 25, 2024

Signed: _____
Board Chairperson

_____
County Clerk

Approved: 6.27.24

Vetoed: _____

Signed: _____
County Executive

POSITION ADDITION FORM		
Request Details		
Effective Date of Requested Change:	5/15/2024	
Department:	Land Conservation	
Department Head:	Greg Baneck	
Cost Center Number:		
Position Title:	Regenerative Ag Coordinator	
Sunset Position? (Yes or No)	Yes	
Exempt (Salaried) or Non-Exempt (Hourly):	Exempt	
Pay Grade of Position:	140	
Estimated Starting Step:	3	
Position exists in current the Table of Organization?	No	
Is this position full time or part time? *(If more than one position, use the worksheet for Multiples)*	**Full Time:**	X
	Part Time:	
If Part Time position, how many hours per week will this position be working?	**Hours:**	
What other alternatives were considered?	Required hire as part of grant - none	
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:	Agronomist (To be filled with grant funds later this year)	
Position Justification		
Briefly summarize why this position is needed, as well as areas of revenue and savings.		
We are a sub-award for a Climate Smart Agronomy grant through the Fox/Wolf Watershed Alliance. This position will work with area farmers and processors to enhance carbon sequestration efforts, better position farms to track and take credit for their carbon sequestration efforts, and to work with area processors on strategies for marketing milk and dairy products that are produced in an environmentally sustainable manner. This position will help to ensure sustainable Agriculture in the County and Region well into the future.		
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)?	Grants	
PROJECTED 2023 EXPENDITURES - Amounts must agree to amounts included in the proposed budget.		
Salary	$	37,951
Fringe Benefits	$	24,021
Travel/Training	$	-
Supplies - IT		
Supplies - Other	$	-
Purchased Services - IT		
Purchased Services - Other	$	-
Capital Outlay	$	-
TOTAL EXPENDITURES	$	61,972
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.		
Description	*Dollar Value (enter as negative)*	
Deleted Position (if applicable)		
	$	-
	$	-
TOTAL COST SAVINGS/REVENUES	$	-
NET COUNTY COST (Levy/Fund Bal)	$	**61,972**
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	$	**59,966**
Fringe Benefits	$	**37,956**
Other Expenditures	$	-
TOTAL EXPENDITURES	$	**97,921**
Deleted Position (if applicable)		
Less Increased Revenue/Cost Savings (enter as negative)	$	-
NET COUNTY COST (Levy/Fund Bal)	$	**97,921**

Job Title: Regenerative Ag Coordinator

Department: Outagamie County Land Conservation Department

Position Overview: The Regenerative Ag Coordinator will play a pivotal role in advancing agricultural practices focused on climate smart commodities and our newly funded USDA Climate Smart Commodities Grant award for Outagamie County. This position involves spearheading initiatives, collaborating with various entities, and leveraging expertise to enhance carbon sequestration measurements and agronomic practices. Additionally, the role involves providing guidance, training, and support to regional teams and stakeholders. This role is eligible for the County's telecommuting program.

Responsibilities:

The following duties are most critical for this position based on the grant deliverables. These are not to be construed as exclusive or all-inclusive.

1. **Regional Climate Specialist**
   - Obtain and maintain specialist-level training in climate and carbon spaces related to regional agriculture.
   - Act as the Wisconsin Farmer's Union and Pheasants Forever Climate Specialist for contractual practices funded by respective grants.
   - Serve as the Fox-Wolf Basin's Climate Specialist, staying updated on Agricultural Climate Modeling solutions and providing leadership and resources to the region.

2. **Carbon Sequestration Modeling and Recommendations**
   - Recommend a regional carbon sequestration measurement model, detailing the pros/cons of each considered tool in a comprehensive report.
   - Provide guidance on measuring on-farm factors requested by the supply chain in addition to carbon sequestration metrics.
   - Train the Basin Agronomy Team on the chosen model and ensure consistency in its application.
   - Collaborate with Fox-Wolf staff to integrate Climate Components into Farm Reports.

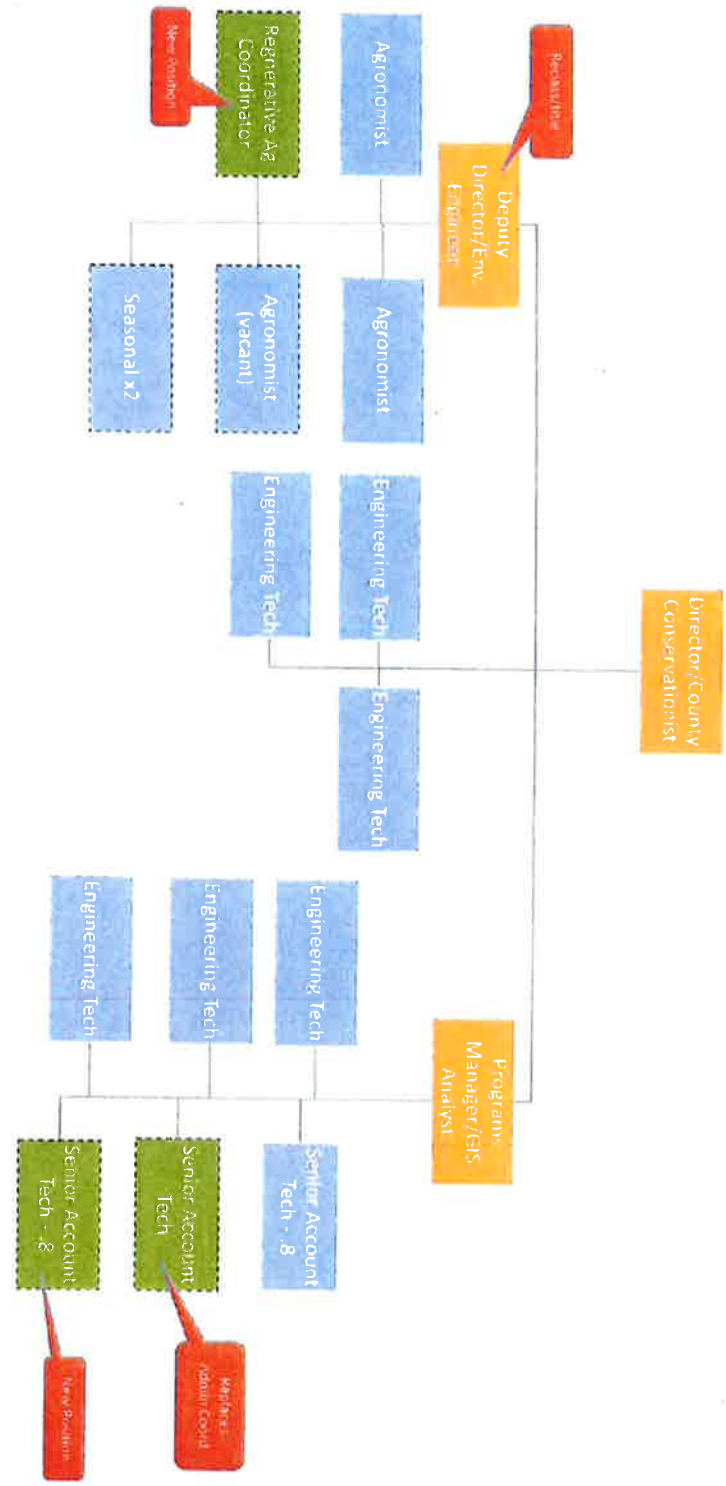
3. **Milk Study Documentation**
   - Document conservation plans with regular updates and justifications, including problem-solving sections.
   - Verify and document the implementation of plans, detailing field activities, cover crops, fertilization, crop specifics, tillage, etc., with accompanying photos.
   - Provide quarterly reports with field observations and progress updates.
   - Collaborate to create a comprehensive guide based on project outcomes, outlining farm management options for achieving higher nutritional value in milk.

Education/Certifications/Experience Requirements:

- Bachelor's or advanced degree in Agronomy, Environmental Science, Sustainability, Natural Resource Management, or a related field.
- Proficient computing and mobile phone application skills
- Strong documentation and reporting skills with attention to detail.
- Ability to interpret and analyze data and lab test reports.
- Ability to collaborate effectively with diverse stakeholders and organizations.
- Ability to interpret aerial photography, soil maps, and to use in-field measuring devices.
- Ability to prepare and give presentations during training sessions to associations, community groups, schools, governmental entities and professionals, related to current agronomy issues and pertinent LCD programs.
- Ability to work independently with limited supervision.

Preferred Requirements:

- Experience collaborating with the agriculture supply chain and sustainability initiatives
- Knowledge of agronomy, animal husbandry/biology, farming practices, nutrient management and soil health, and the economics of conservation practices.
- Knowledge of agricultural climate modeling and carbon sequestration practices.
- Experience in providing training, guidance, and support to agricultural teams.
- Knowledge of agricultural soil health and climate smart best management practices.


Director/County Conservationist
Deputy Director/Env. Engineer
Programs Manager/GIS Analyst
Agronomist
Regenerative Ag Coordinator
Agronomist
Seasonal x2
Agronomist (vacant)
Agronomist
Engineering Tech
Engineering Tech
Engineering Tech
Engineering Tech
Engineering Tech
Engineering Tech
Senior Account Tech - .8
Senior Account Tech
Senior Account Tech - .8

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:** In Year Land Conservation – Regenerative Ag 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)

Addition of a Regenerative Ag Coordinator to work with area farmers and processors to enhance carbon sequestration efforts. This position is a requirement of the Climate Smart Agronomy Grant which is funding the 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 ( ) 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.

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
*No Budget adjustment needed **			

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: Including in future budgets
Annual Revenue: 0

Fiscal Note Prepared by: Greg Banek/Michelle Uitenbroek

For Financial Services purposes only	
Reviewed By: *Michelle Uitenbroek*	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: 5/20/2024	
Comments:	

LOCK IN OF ALL APPOINTMENTS, RESOLUTION NOS. 20, 21, 22, 23, 24, 25, 26, 27, 28, 29, 30, 31 —2024-25 AND ORDINANCE NO. A—2024-25.

Vote for lock in. ROLL CALL: 31 yes, 5 absent. ALL APPOINTMENTS, RESOLUTION NOS. 20, 21, 22, 23, 24, 25, 26, 27, 28, 29, 30, 31 —2024-25 AND ORDINANCE NO. A—2024-25 ARE ADOPTED & LOCKED IN.

VOTE RESULTS 31 YES 0 NO 0 ABSTAIN 5 ABSENT

Lock in of Appointments, Res. Nos. 20-31—2024-25, Ord. No. A—2024-25

Lock In of Appointments, Res. Nos. 20, 21, 22, 23, 24, 25, 26, 27, 28, 29, 30, 31—2024-25, Ord. No. A—2024-25 Passed With Majority of Full Membership

1 THOMPSON	YES	13 WEGAND	ABSENT	25 JANKE	YES
2 JOHNSON	YES	14 HERMES	ABSENT	26 WEINBERG	YES
3 SMITH	YES	15 MacDONALD	YES	27 CULBERTSON	YES
4 PATIENCE	YES	16 SCHROEDER	YES	28 MONFILS	YES
5 GABRIELSON	YES	17 CROATT	YES	29 WINTERFELDT	YES
6 KOSTELNY	YES	18 SPEARS	YES	30 NEJEDLO	YES
7 HAMMEN	YES	19 HEISER	YES	31 CLEGG	YES
8 LAWRENCE	YES	20 MITCHELL	YES	32 THYSSEN	ABSENT
9 KRUEGER	YES	21 CUFF	YES	33 VANDERHEIDEN	ABSENT
10 LAMERS	YES	22 HAGEN	YES	34 RETTLER	YES
11 FERGUSON	YES	23 KLEMP	YES	35 KOURY	YES
12 McCABE	YES	24 THIEDE	ABSENT	36 LAUTENSCHLAGER	YES

Outagamie County — 6-25-24 County Board Meeting - June 25 2024 08:17:56 PM
June 25, 2024 County Board Meeting
OpenMeeting

RECONSIDERATION OF ALL APPOINTMENTS, RESOLUTION NOS. 20, 21, 22, 23, 24, 25, 26, 27, 28, 29, 30, 31 —2024-25 AND ORDINANCE NO. A—2024-25.

Supervisor Krueger moved, seconded by Supervisor McCabe, to reconsider all appointments, and the above listed resolutions and ordinance.

Vote for reconsideration. ROLL CALL: 31 yes, 5 absent. ALL APPOINTMENTS, RESOLUTION NOS. 20, 21, 22, 23, 24, 25, 26, 27, 28, 29, 30, 31—2024-25 AND ORDINANCE NO. A—2024-25 AND ARE RECONSIDERED.

VOTE RESULTS 31 YES 0 NO 0 ABSTAIN 5 ABSENT

Reconsideration of Appointments, Res. Nos. 20-31—2024-25, Ord. No. A—2024-25

Reconsideration of Appointments, Res. Nos. 20, 21, 22, 23, 24, 25, 26, 27, 28, 29, 30, 31—2024-25, Ord. No. A— Passed With Majority of Full Membership

1 THOMPSON YES	13 WEGAND ABSENT	25 JANKE YES
2 JOHNSON YES	14 HERMES ABSENT	26 WEINBERG YES
3 SMITH YES	15 MacDONALD YES	27 CULBERTSON YES
4 PATIENCE YES	16 SCHROEDER YES	28 MONFILS YES
5 GABRIELSON YES	17 CROATT YES	29 WINTERFELDT YES
6 KOSTELNY YES	18 SPEARS YES	30 NEJEDLO YES
7 HAMMEN YES	19 HEISER YES	31 CLEGG YES
8 LAWRENCE YES	20 MITCHELL YES	32 THYSSEN ABSENT
9 KRUEGER YES	21 CUFF YES	33 VANDERHEIDEN ABSENT
10 LAMERS YES	22 HAGEN YES	34 RETTLER YES
11 FERGUSON YES	23 KLEMP YES	35 KOURY YES
12 McCABE YES	24 THIEDE ABSENT	36 LAUTENSCHLAGER YES

Outagamie County 6-25-24 County Board Meeting - June 25 2024 08:17:39 PM
June 25, 2024 County Board Meeting
OpenMeeting

Resolution No. 29—2024-25 – Legislative/Audit and Human Resources Committee. Approve an in-year Table of Organization change to delete two full-time Industrial Maintenance Technician positions, add one full-time Recycling Equipment/Maintenance Technician position, and add one full-time Solid Waste Equipment/Maintenance Technician position effective May 6, 2024, in the Recycling and Solid Waste Department (as noted on the attachments) and for the following cost center line items: Landfill Operations Salaries increase by $984.50; Landfill Operations Fringes increase by $672; Landfill Operations Fund Balance Applied decrease by $1,656.50; Single Stream Operations Salaries increase by $984.50; Single Stream Operations Fringes increase by $672; Single Stream Operations Fund Balance Applied decrease by $1,656.50, as noted on the attached fiscal note.

Supervisor Spears moved, seconded by Supervisor MacDonald, for adoption.

ROLL CALL: 31 yes, 5 absent. RESOLUTION NO. 29—2024-25 IS ADOPTED.

VOTE RESULTS 31 YES 0 NO 0 ABSTAIN 5 ABSENT

Resolution No. 29—2024-25

Passed With 2/3 of Full Membership

1 THOMPSON	YES	13 WEGAND	ABSENT	25 JANKE	YES
2 JOHNSON	YES	14 HERMES	ABSENT	26 WEINBERG	YES
3 SMITH	YES	15 MacDONALD	YES	27 CULBERTSON	YES
4 PATIENCE	YES	16 SCHROEDER	YES	28 MONFILS	YES
5 GABRIELSON	YES	17 CROATT	YES	29 WINTERFELDT	YES
6 KOSTELNY	YES	18 SPEARS	YES	30 NEJEDLO	YES
7 HAMMEN	YES	19 HEISER	YES	31 CLEGG	YES
8 LAWRENCE	YES	20 MITCHELL	YES	32 THYSSEN	ABSENT
9 KRUEGER	YES	21 CUFF	YES	33 VANDERHEIDEN	ABSENT
10 LAMERS	YES	22 HAGEN	YES	34 RETTLER	YES
11 FERGUSON	YES	23 KLEMP	YES	35 KOURY	YES
12 McCABE	YES	24 THIEDE	ABSENT	36 LAUTENSCHLAGER	YES

Outagamie County 6-25-24 County Board Meeting - June 25 2024 08:12:51 PM
June 25, 2024 County Board Meeting
OpenMeeting

RESOLUTION NO.: 29—2024-25

TO THE HONORABLE, THE OUTAGAMIE COUNTY BOARD OF SUPERVISORS

LADIES AND GENTLEMEN: ***2/3 MAJORITY – 24 VOTES***

The Recycling and Solid Waste Department is requesting approval for an in-year Table of Organization change to delete two (2) full-time Industrial Maintenance Technician positions and add one (1) full-time Recycling Equipment/Maintenance Technician position and add one (1) full-time Solid Waste Equipment/Maintenance Technician position.

One (1) Industrial Maintenance Technician position has not been filled in over a year. The position was used to complete larger projects on 3rd shift that could not be completed on the 1st or 2nd shifts while the recycling facility is operating. Due to not being able to fill the position, an outside vendor was hired to complete these tasks. The removal of the position shows a net cost to the department as the wages were not adjusted for this position and would assumed to have been classified higher as it was in the previous wage schedule. If the Industrial Maintenance Technician position was classified at a higher wage, it would be a net savings.

The Recycling Equipment/Maintenance Technician position will be able to assist with general maintenance, preventative maintenance and other projects as they arise, thereby taking some of the duties off the outside vendor used to staff the 3rd shift. Currently, many projects are handled on 3rd shift by an outside vendor and the addition of an Equipment/Maintenance Technician would take some of the smaller projects that can be completed on 1st or 2nd shifts, resulting in fewer costs from the outside vendor.

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

BE IT RESOLVED, that the Outagamie County Board of Supervisors does approve an in-year Table of Organization change to delete two (2) full-time Industrial Maintenance Technician positions and add one (1) full-time Recycling Equipment/Maintenance Technician position and add one (1) full-time Solid Waste Equipment/Maintenance Technician position effective May 6, 2024 in the Recycling and Solid Waste Department as noted on the attached Position Deletion Form, Position Addition Form, Job Description, and Table of Organization, which by reference are made a part hereof, and

BE IT FURTHER RESOLVED, that the Outagamie County Board of Supervisors does approve of increasing the Landfill Operations Salaries line item by $984.50; increasing the Landfill Operations Fringes line item by $672; decreasing the Landfill Operations Fund Balance Applied line item by $1,656.50; increasing the Single Stream Operations Salaries line item by $984.50; increasing the Single Stream Operations Fringes by $672; decreasing the Single Stream Operations Fund Balance Applied line item by $1,656.50 as noted on the attached fiscal note, which by reference is made a part hereof, and

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

Dated this 25th day of June 2024

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: June 25, 2024

Signed: Board Chairperson

County Clerk

Approved: 6·27·24

Vetoed:

Signed: County Executive

POSITION ADDITION FORM		
Completion Checklist		
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:	5/6/2024	
Department:	Recycling and Solid Waste	
Department Head:	Greg Parins	
Cost Center Number:	5040100.5100	
Position Title:	Recycling Equipment/Maintenance Technician & Solid Waste Equipment/Maintenance Technician(2 positions)	
Sunset Position? (Yes or No)	No	
Exempt (Salaried) or Non-Exempt (Hourly):	Non-Exempt	
Pay Grade of Position:	145	
Estimated Starting Step:	1	
Position exists in current the Table of Organization?	Yes	
Is this position full time or part time? *(If more than one position, use the worksheet for Multiples)*	Full Time:	Yes
	Part Time:	
If Part Time position, how many hours per week will this position be working?	Hours:	
What other alternatives were considered?	Outside vendor, Hiring Industrial Maintenance Tech	
If deleting a position to add this position; which position(s) will be deleted?	Industrial Maintenance Technician (Recycling)	
(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:	Industrial Maintenance Technician (Recycling)	
Position Justification		
Briefly summarize why this position is needed, as well as areas of revenue and savings.		
We are looking to shift the Industrial Maintenance Technician position to this position because we are looking to hire another in house maintenance employee in the Recycling Facility. This employee would be able to assist with the general maintenance, preventative maintenance and other projects as they arise taking some of the duties off of the outside vendor used to staff our 3rd shift. Currently, many projects are handled on 3rd shift by an outside vendor and the addition of an Equipment/Maintenance Technician would take some of the smaller projects that can be completed on 1st or 2nd shifts, resulting in fewer costs from the outside vendor.		
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 2023 EXPENDITURES - Amounts must agree to amounts included in the proposed budget.		
Salary	$	79,516
Fringe Benefits	$	30,902
Travel/Training	$	-
Supplies - IT		
Supplies - Other	$	-
Purchased Services - IT		
Purchased Services - Other	$	-
Capital Outlay	$	-
TOTAL EXPENDITURES	$	110,418
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.		
Description	*Dollar Value (enter as negative)*	
Deleted Position (if applicable)	$	(107,105)
Industrial Maintenance Technician	$	-
	$	-
TOTAL COST SAVINGS/REVENUES	$	(107,105)
NET COUNTY COST (Levy/Fund Bal)	$	3,313
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	$	120,931
Fringe Benefits	$	46,997
Other Expenditures	$	-
TOTAL EXPENDITURES	$	167,927
Deleted Position (if applicable)	$	(162,889)
Less Increased Revenue/Cost Savings (enter as negative)	$	-
NET COUNTY COST (Levy/Fund Bal)	$	5,039

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

POSITION DELETION FORM		
Completion Checklist		
Request Details		
Effective Date of Requested Change:	5/6/2024	
Department:	Recycling and Solid Waste	
Department Head:	Greg Parins	
Cost Center Number:	5040100.5100	
Position Title:	Industrial Maintenance Technician (2 positions)	
Sunset Position? (Yes or No)	No	
Is this position full time or part time? *(If more than one position, use the worksheet for Multiples)*	Full Time:	Yes
	Part Time:	
If adding a position to offset this deletion; which position(s) will be added?	Recycling Equipment/Maintenance Technician	
Position Justification		
Briefly summarize why this position is no longer needed, as well as areas of revenue and savings.		
We are looking to transition this position to the Recycling Equipment/Maintenance Technician as we have not been able to fill this position in over a year. The Industrial Maintenance Technician position was used to complete larger projects on 3rd shift that could not be completed on 1st or 2nd shifts while the recycling facility is operating. Since we've been unable to fill that position we have hired an outside vendor to complete these tasks. The removal of this position shows a net cost to the department as the wages were not adjusted for this position and would assumed to have been classified higher as it was in the previous wage schedule. If the Industrial Maintenance Tech position was classified at a higher wage it would be a net savings		
Employee(s) Impacted By This Change (if no one in position - leave blank)		
Currently vacant positions.		
Fiscal Data		
PROJECTED COST SAVINGS		
Salary	$	77,547
Fringe Benefits	$	29,558
Travel/Training	$	-
Supplies	$	-
Purchased Services	$	-
Capital Outlay	$	-
TOTAL COST SAVINGS	$	107,105
DECREASED REVENUES BY DELETING THIS POSITION:		
Please list below the decreased revenues pertaining to this position deletion.		
Description	*Dollar Value (enter as negative)*	
	$	-
	$	-
	$	-
TOTAL REVENUE REDUCTION	$	-
NET COUNTY COST (Levy/Fund Balance)	$	107,105

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

Position Purpose
Reporting to the SW Facilities/Equipment Superintendent, the Recycling Equipment/Maintenance Technician performs skilled work at the journeyman level for the maintenance and repair of machinery, buildings and equipment.

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.

- Performs skilled work at the journeyman level in one or more of several trades which include mechanical systems, electrical/electronics, pneumatic controls, and/or HVAC.
- Performs various skilled and semi-skilled tasks in the repair and maintenance of machinery, buildings, and equipment.
- Installs electrical conduit, wiring, switching devices, controls, outlets, fixtures, motors and other such equipment.
- Tests, troubleshoots, maintains, and evaluates equipment performance using instruments such as voltmeters, ohmmeters, pyrometers and pressure gauges.
- Tests and troubleshoots HVAC controls, automation systems, security systems and fire alarm systems.
- Troubleshoots recycling equipment including conveyors, compactors, balers, disc screens, vibratory units, aspirators, and other machines.
- Performs skilled maintenance activities including construction, welding, brazing, soldering and plumbing.
- Checks and repairs pumps, fans, valves, and motors.
- Troubleshoots, adjusts, repairs, and replaces electrical and electronic pneumatic relays.
- Prepares accurate records for preventative maintenance performed.
- Performs equipment operations for testing and production.
- Communicates arising problems to department supervisors.
- Provides on-call support as needed.
- Maintains regular and predictable attendance, works overtime/extra hours as required.

- Performs other duties as assigned.

Education/Certifications/Experience Requirements

- Two years experience in building or plant maintenance work and strong skills in at least one of the following: electrical/electronics, pneumatic controls, and/or HVAC.
- Two years technical school training and trade certification preferred.
- Or, any combination of education and experience which provides equivalent knowledge, skills and abilities.
- **Within one year of employment valid State of Wisconsin Commercial Driver's License Class B with endorsement N (Tanker) is required. As well as the ability to legally operate Commercial Motor Vehicles (CMV's) with Air Brakes.**
- This position does require successful completion of a Post Offer Pre Employment Examination (POPE).

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 comply with all policies, and procedures of the Outagamie County Work Rules and Terms of Employment.
- Demonstrated ability to comply with appropriate safety regulations.
- 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
- Understanding of basic electronics related to computerized building maintenance systems and ability to troubleshoot and program these systems.
- Considerable knowledge of the methods, materials, tools and practices used in at least two of the building, electrical or mechanical trades.
- Considerable knowledge of the occupational hazards and safety precautions of the trades involved.
- Skill in the care and use of tools and equipment used in the trades involved.
- Ability to detect defects in equipment and to make proper repairs or adjustments.
- Ability to lead a small group of semi-skilled workers and custodians.
- Ability to interpret and work from pencil sketches and diagrams.

- Ability to stoop, bend and lift up to 50 pounds frequently and up to 100 pounds occasionally, understanding and utilizing proper body mechanics.

Essential Physical Demands

1. Stand/walk
2. Lift/carry 100 lbs. from floor to waist level
3. Push/pull (estimated up to 100 lbs. of force to clear jams on belts and screens)
4. Climbing stairs, stepladder and rung ladders (climbs up to, on and above machinery/equipment)
5. Stooping
6. Kneeling
7. Repeated bending
8. Crawling (in confined spaces)
9. Reaching: high/low level
10. Finger movement-repetitive
11. Repetitive twisting/pressure with wrist or hands (working with various hand tools
12. Both hands required
13. Both legs required
14. Ability to communicate verbally
15. Visual requirements for working around machinery with moving parts

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.

Position Purpose
Reporting directly to the Solid Waste Equipment/Maintenance Supervisor and informal reporting to the Solid Waste Operations Supervisor, the Solid Waste Equipment/Maintenance Technician performs generalized labor and technical skills in the maintenance and repair of machinery, buildings and equipment.
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.
- Performs routine preventative hourly interval maintenance on heavy equipment utilized in the landfill.
- Performs skilled technical work in one or more of several trades which include mechanical systems, electrical/electronics, pneumatic controls, and/or HVAC.
- Performs various skilled and semi-skilled tasks in the repair and maintenance of machinery, buildings, and equipment.
- Organizes and maintains landfill service building, parts room, and other areas in a neat and serviceable manner.
- Installs electrical conduit, wiring, switching devices, controls, outlets, fixtures, motors and other such equipment.
- Tests, troubleshoots, maintains, and evaluates equipment performance using instruments such as voltmeters, ohmmeters, pyrometers and pressure gages.
- Tests and troubleshoots HVAC controls, automation systems, security systems and fire alarm systems.
- Performs skilled maintenance activities including construction, welding, brazing, soldering and plumbing.
- Checks and repairs pumps, fans, valves, and motors.
- Troubleshoots, adjusts, repairs, and replaces electrical and electronic pneumatic relays.
- Prepares accurate records for preventative maintenance performed.
- Performs equipment operations for testing and production.
- Communicates arising problems to department supervisors.
- Maintains regular and predictable attendance, works overtime/extra hours as required.
- Performs other duties as assigned.

Maintenance Technicians working within the Solid Waste Landfill and/or Transfer Station Operations may receive training and/or perform all or some of the following:

- Receives training on the methane collection field, ensures functionality of the wells, and monitors the quality of the methane.
- Receives training in landfill operations to include spreading and compacting refuse
- Receives training in the safe operation of equipment at the transfer station in how to process materials and loads transfer trucks

- May be required to operate other equipment at various locations on site in support of landfill diversion or other resource recovery programs
- Installs daily spray on or other alternative landfill cover systems

Education/Certifications/Experience Requirements

- Two years' experience in equipment preventative maintenance and repair.
- General experience in facility or plant maintenance work.
- Two years technical school training and trade certification preferred.
- Or, any combination of education and experience which provides equivalent knowledge, skills and abilities.
- **Within one year of employment valid State of Wisconsin Commercial Driver's License Class B with endorsement N (Tanker) is required. As well as the ability to legally operate Commercial Motor Vehicles (CMV's) with Air Brakes.**
- This position does require successful completion of a Post Offer Pre Employment Examination (POPE).

Required or Preferred Skills

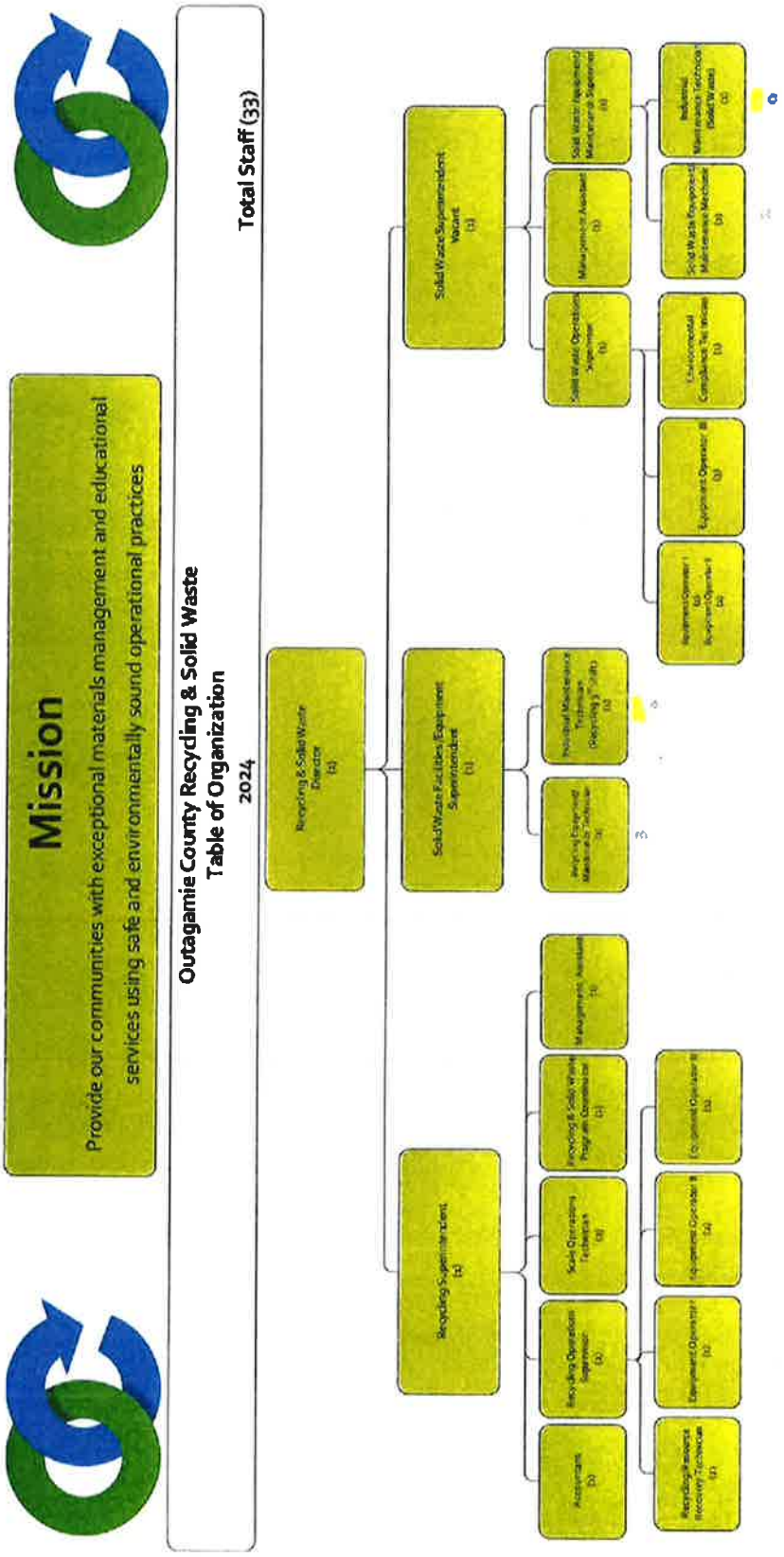
- Knowledge of and demonstrated ability to harmonize and align with the mission/vision/purpose/core values/goals of the Department and comply with all policies, and procedures of the Outagamie County Work Rules and Terms of Employment.
- Demonstrated ability to comply with appropriate safety regulations.
- 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
- Knowledge of and ability to operate and service trucks, tractors, and light equipment.
- Knowledge of traffic laws, ordinances, and regulations involved in equipment operation.
- Ability to work in adverse weather conditions, and cope with distracting vibrations, fumes, dust, etc.
- Ability to read gauges, dials, etc.
- Ability to budget time and schedule work to efficiently complete tasks.

- Ability to add, subtract, multiply, divide, and figure simple mathematical calculations.
- Ability to organize and schedule work effectively and cooperatively with co-workers.
- Understanding of basic electronics related to computerized building maintenance systems and ability to troubleshoot and program these systems.
- Considerable knowledge of the methods, materials, tools and practices used in at least two of the building, electrical or mechanical trades.
- Considerable knowledge of the occupational hazards and safety precautions of the trades involved.
- Skill in the care and use of tools and equipment used in the trades involved.
- Ability to detect defects in equipment and to make proper repairs or adjustments.
- Ability to lead a small group of semi-skilled workers and custodians.
- Ability to interpret and work from pencil sketches and diagrams.
- Ability to stoop, bend and lift up to 50 pounds frequently and up to 100 pounds occasionally, understanding and utilizing proper body mechanics.

Essential Physical Demands

- Stand/walk
- Lift/carry 100 lbs. from floor to waist level
- Push/pull (estimated up to 100 lbs. of force to clear jams on belts and screens)
- Climbing stairs, stepladder and rung ladders (climbs up to, on and above machinery/equipment)
- Stooping
- Kneeling
- Repeated bending
- Crawling (in confined spaces)
- Reaching: high/low level
- Finger movement-repetitive
- Repetitive twisting/pressure with wrist or hands (working with various hand tools
- Both hands required
- Both legs required
- Ability to communicate verbally
- Visual requirements for working around machinery with moving parts

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.


Mission
Provide our communities with exceptional materials management and educational services using safe and environmentally sound operational practices
Outagamie County Recycling & Solid Waste
Table of Organization
2024
Total Staff (33)

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:** In Year Recycling & Solid Waste – Recycling Equipment/Maintenance 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)

Addition of a Recycling Equipment/Maintenance Technician, addition of a Solid Waste Equipment/Maintenance Technician and deletion of Industrial Maintenance Technician to assist with the general maintenance, preventative maintenance and other projects.

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

[ ] Revenues [x] 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 ( )

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
Landfill Operations	Salaries	5039002.5100	$984.50
Landfill Operations	Fringes	5039002.5200	$672
Landfill Operations	Fund Balance Applied	5039002.8955	($1656.50)
Single Stream Operations	Salaries	5040100.5100	$984.50
Single Stream Operations	Fringes	5040100.5200	$672
Single Stream Operations	Fund Balance Applied	5040100.8955	($1656.50)

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: Including in future budgets
Annual Revenue: 0

Fiscal Note Prepared by: Greg Parins/Michelle Uitenbroek

For Financial Services purposes only	
Reviewed By: *Michelle Uitenbroek*	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: 5/20/2024	
Comments:	

LOCK IN OF ALL APPOINTMENTS, RESOLUTION NOS. 20, 21, 22, 23, 24, 25, 26, 27, 28, 29, 30, 31 —2024-25 AND ORDINANCE NO. A—2024-25.

Vote for lock in. ROLL CALL: 31 yes, 5 absent. ALL APPOINTMENTS, RESOLUTION NOS. 20, 21, 22, 23, 24, 25, 26, 27, 28, 29, 30, 31 —2024-25 AND ORDINANCE NO. A—2024-25 ARE ADOPTED & LOCKED IN.

VOTE RESULTS 31 YES 0 NO 0 ABSTAIN 5 ABSENT

Lock in of Appointments, Res. Nos. 20-31—2024-25, Ord. No. A—2024-25

Lock In of Appointments, Res. Nos. 20, 21, 22, 23, 24, 25, 26, 27, 28, 29, 30, 31—2024-25, Ord. No. A—2024-25 — Passed With Majority of Full Membership

1 THOMPSON YES	13 WEGAND ABSENT	25 JANKE YES
2 JOHNSON YES	14 HERMES ABSENT	26 WEINBERG YES
3 SMITH YES	15 MacDONALD YES	27 CULBERTSON YES
4 PATIENCE YES	16 SCHROEDER YES	28 MONFILS YES
5 GABRIELSON YES	17 CROATT YES	29 WINTERFELDT YES
6 KOSTELNY YES	18 SPEARS YES	30 NEJEDLO YES
7 HAMMEN YES	19 HEISER YES	31 CLEGG YES
8 LAWRENCE YES	20 MITCHELL YES	32 THYSSEN ABSENT
9 KRUEGER YES	21 CUFF YES	33 VANDERHEIDEN ABSENT
10 LAMERS YES	22 HAGEN YES	34 RETTLER YES
11 FERGUSON YES	23 KLEMP YES	35 KOURY YES
12 McCABE YES	24 THIEDE ABSENT	36 LAUTENSCHLAGER YES

Outagamie County 6-25-24 County Board Meeting - June 25 2024 08:17:56 PM
June 25, 2024 County Board Meeting
OpenMeeting

RECONSIDERATION OF ALL APPOINTMENTS, RESOLUTION NOS. 20, 21, 22, 23, 24, 25, 26, 27, 28, 29, 30, 31 —2024-25 AND ORDINANCE NO. A—2024-25.

Supervisor Krueger moved, seconded by Supervisor McCabe, to reconsider all appointments, and the above listed resolutions and ordinance.

Vote for reconsideration. ROLL CALL: 31 yes, 5 absent. ALL APPOINTMENTS, RESOLUTION NOS. 20, 21, 22, 23, 24, 25, 26, 27, 28, 29, 30, 31—2024-25 AND ORDINANCE NO. A—2024-25 AND ARE RECONSIDERED.

VOTE RESULTS 31 YES 0 NO 0 ABSTAIN 5 ABSENT

Reconsideration of Appointments, Res. Nos. 20-31—2024-25, Ord. No. A—2024-25

Reconsideration of Appointments, Res. Nos. 20, 21, 22, 23, 24, 25, 26, 27, 28, 29, 30, 31—2024-25, Ord. No. A— Passed With Majority of Full Membership

1 THOMPSON	YES	13 WEGAND	ABSENT	25 JANKE	YES
2 JOHNSON	YES	14 HERMES	ABSENT	26 WEINBERG	YES
3 SMITH	YES	15 MacDONALD	YES	27 CULBERTSON	YES
4 PATIENCE	YES	16 SCHROEDER	YES	28 MONFILS	YES
5 GABRIELSON	YES	17 CROATT	YES	29 WINTERFELDT	YES
6 KOSTELNY	YES	18 SPEARS	YES	30 NEJEDLO	YES
7 HAMMEN	YES	19 HEISER	YES	31 CLEGG	YES
8 LAWRENCE	YES	20 MITCHELL	YES	32 THYSSEN	ABSENT
9 KRUEGER	YES	21 CUFF	YES	33 VANDERHEIDEN	ABSENT
10 LAMERS	YES	22 HAGEN	YES	34 RETTLER	YES
11 FERGUSON	YES	23 KLEMP	YES	35 KOURY	YES
12 McCABE	YES	24 THIEDE	ABSENT	36 LAUTENSCHLAGER	YES

Outagamie County 6-25-24 County Board Meeting - June 25 2024 08:17:39 PM
June 25, 2024 County Board Meeting
OpenMeeting

Resolution No. 30—2024-25 – Legislative/Audit and Human Resources Committee. To amend approving an in-year Table of Organization request by adding one full-time position for the following: Marketing and Social Media Coordinator, Assistant Airport Director, and Airport Electrician effective July 1, 2024, at the Appleton International Airport, and for the following Airport Terminal cost center line items: increase Salaries by $103,700; increase Fringe Benefits by $51,200; increase IT Direct Billed by $12,100; and decrease Fund Balance Applied by $167,000, as note on the attached fiscal note.

Supervisor Spears moved, seconded by Supervisor MacDonald, for amendment.

ROLL CALL: 31 yes, 5 absent. RESOLUTION NO. 30—2024-25 IS AMENDED.

VOTE RESULTS 31 YES 0 NO 0 ABSTAIN 5 ABSENT

To Amend Resolution No. 30—2024-25

Passed With 2/3 of Full Membership

1 THOMPSON YES	13 WEGAND ABSENT	25 JANKE YES
2 JOHNSON YES	14 HERMES ABSENT	26 WEINBERG YES
3 SMITH YES	15 MacDONALD YES	27 CULBERTSON YES
4 PATIENCE YES	16 SCHROEDER YES	28 MONFILS YES
5 GABRIELSON YES	17 CROATT YES	29 WINTERFELDT YES
6 KOSTELNY YES	18 SPEARS YES	30 NEJEDLO YES
7 HAMMEN YES	19 HEISER YES	31 CLEGG YES
8 LAWRENCE YES	20 MITCHELL YES	32 THYSSEN ABSENT
9 KRUEGER YES	21 CUFF YES	33 VANDERHEIDEN ABSENT
10 LAMERS YES	22 HAGEN YES	34 RETTLER YES
11 FERGUSON YES	23 KLEMP YES	35 KOURY YES
12 McCABE YES	24 THIEDE ABSENT	36 LAUTENSCHLAGER YES

Outagamie County 6-25-24 County Board Meeting - June 25 2024 08:15:17 PM
June 25, 2024 County Board Meeting
OpenMeeting

Resolution No. 30—2024-25 – Legislative/Audit and Human Resources Committee. Approve an in-year Table of Organization request by adding one full-time position for the following: Marketing and Social Media Coordinator, Assistant Airport Director, and Airport Electrician effective July 1, 2024, at the Appleton International Airport, and for the following Airport Terminal cost center line items: increase Salaries by $115,100; increase Fringe Benefits by $53,000; increase IT Direct Billed by $11,800; and decrease Fund Balance Applied by $179,900, as note on the attached fiscal note.

Supervisor Croatt moved, seconded by Supervisor Schroeder, to approve Resolution No. 30—2024-25 as amended.

ROLL CALL: 31 yes, 5 absent. RESOLUTION NO. 30—2024-25 IS ADOPTED AS AMENDED.

VOTE RESULTS 31 YES 0 NO 0 ABSTAIN 5 ABSENT

Resolution No. 30—2024-25 As Amended

Passed With 2/3 of Full Membership

1 THOMPSON	YES	13 WEGAND	ABSENT	25 JANKE	YES
2 JOHNSON	YES	14 HERMES	ABSENT	26 WEINBERG	YES
3 SMITH	YES	15 MacDONALD	YES	27 CULBERTSON	YES
4 PATIENCE	YES	16 SCHROEDER	YES	28 MONFILS	YES
5 GABRIELSON	YES	17 CROATT	YES	29 WINTERFELDT	YES
6 KOSTELNY	YES	18 SPEARS	YES	30 NEJEDLO	YES
7 HAMMEN	YES	19 HEISER	YES	31 CLEGG	YES
8 LAWRENCE	YES	20 MITCHELL	YES	32 THYSSEN	ABSENT
9 KRUEGER	YES	21 CUFF	YES	33 VANDERHEIDEN	ABSENT
10 LAMERS	YES	22 HAGEN	YES	34 RETTLER	YES
11 FERGUSON	YES	23 KLEMP	YES	35 KOURY	YES
12 McCABE	YES	24 THIEDE	ABSENT	36 LAUTENSCHLAGER	YES

Outagamie County 6-25-24 County Board Meeting - June 25 2024 08:15:39 PM
June 25, 2024 County Board Meeting
OpenMeeting

CORRECTED
RESOLUTION NO.: 30—2024-25

TO THE HONORABLE, THE OUTAGAMIE COUNTY BOARD OF SUPERVISORS

LADIES AND GENTLEMEN: ***2/3 MAJORITY – 24 VOTES***

The Appleton International Airport (the Airport) is requesting approval for the following in-year Table of Organization changes:

- Add one (1) full-time Marketing and Social Media Coordinator position
- Add one (1) full-time Assistant Airport Director position
- Add one (1) full-time Airport Electrician position

The above positions are being requested due to the significant growth of the Airport. Funding for the positions will be recouped partially through airline rates and charges and partially through increased revenues from the growth of the Airport. In addition, there should be cost savings as the Airport has been outsourcing some electrical work as well as social media consulting. The impact on the 2024 budget will be approximately $179,900.

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

BE IT RESOLVED, that the Outagamie County Board of Supervisors does approve an in-year Table of Organization request by adding one (1) full-time Marketing and Social Media Coordinator position, one (1) full-time Assistant Airport Director position, and one (1) full-time Airport Electrician position effective July 1, 2024 at the Appleton International Airport as noted on the attached Position Addition Forms, Job Descriptions, and Table of Organization, which by reference are made a part hereof, and

BE IT FURTHER RESOLVED, that the Outagamie County Board of Supervisors does authorize and approve of the following budget adjustments to the Airport Terminal cost center: increase Salaries line item by $115,100; increase Fringe Benefits line item by $53,000; increase IT Direct Billed line item by $11,800; decrease Fund Balance Applied line item by $179,900 as note on the attached fiscal note, which by reference is made a part hereof, and

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

Dated this 25th day of June 2024

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: June 25, 2024

Signed: _____
Board Chairperson

_____
County Clerk

Approved: 6-27-24

Vetoed: _____

Signed: _____
County Executive

POSITION ADDITION FORM - IN YEAR REQUEST		
Request Details		
Effective Date of Requested Change:	7/1/2024	
Department:	Airport	
Department Head:	Abe Weber	
Cost Center Number:	5000110	
Position Title:	Marketing and Social Media Coordinator	
Sunset Position? (Yes or No)	N	
Exempt (Salaried) or Non-Exempt (Hourly):	N	
Pay Grade of Position:	140	
Estimated Starting Step:	1	
Position exists in current the Table of Organization?	N	
Is this position full time or part time? *(If more than one position, use the worksheet for Multiples)*	Full Time:	Y
	Part Time:	N
If Part Time position, how many hours per week will this position be working?	Hours:	na
What other alternatives were considered?	We are currently using a contract service for this work.	
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:	None	
Position Justification		
Briefly summarize why this position is needed, as well as areas of revenue and savings.		
The marketing and social media coordinator (MSMC) position will play a crucial role in the success of our marketing team and the overall marketing strategy. ATW participates in numerus community events, trade shows, and internal airport customer events where the MSMC will help planning and execution of these activities. Further tasks that will include coordinating logistics, designing promotional materials, and ensuring a strong brand presence. Each year we have over 50 ice cream bus events, 14+ in-terminal customer events, and 5 major community partnership events that MSMC will support. ATW has six social media channels that we monitor, use for creating awareness and as vehicle to fill the airplanes. The MSMC's role in email marketing encompasses planning and executing campaigns. They will create engaging content, manage subscriber lists, and implement automation workflows along with ensuring compliance to prescribed standards, monitoring delivery, and optimization. This position will also be able to help with tracking and analyzing key metrics, generating reports, and coordinating with other marketing channels. The role also involves customer segmentation, continuous optimization, and staying informed about industry trends to contribute to the overall success of the marketing strategy. At ATW we've made an effort to organically grow our email list to 73,000+ subscribers. This is a way for us to communicate airport updates and sell airplane tickets to fill our seats.		
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 2023 EXPENDITURES - Amounts must agree to amounts included in the proposed budget.		
Salary	$	**28,489**
Fringe Benefits	$	**16,840**
Travel/Training	$	-
Supplies - IT	$	**1,000**
Supplies - Other	$	-
Purchased Services - IT		
Purchased Services - Other	$	-
Capital Outlay	$	-
TOTAL EXPENDITURES	$	**46,329**
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.		
Description	*Dollar Value (enter as negative)*	
Deleted Position (if applicable)		
	$	-
	$	-
TOTAL COST SAVINGS/REVENUES	$	**(36,906)**
NET COUNTY COST (Levy/Fund Bal)	$	**9,423**
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	$	**56,514**
Fringe Benefits	$	**33,405**
Other Expenditures	$	-
TOTAL EXPENDITURES	$	**89,918**
Deleted Position (if applicable)		
Less Increased Revenue/Cost Savings (enter as negative)	$	**(71,226)**
NET COUNTY COST (Levy/Fund Bal)	$	**18,692**

TO BE COMPLETED BY HUMAN RESOURCES:	
Reviewed by HR	**4/15/2024**
County Executive Decision (Approved/Denied)	**Approved**

Airport Marketing & Social Media Coordinator

SALARY RANGE

$40,289.60 - $46,696.00 Annually

POSITION PURPOSE:

Reporting to the Marketing & Communications Specialist, the Marketing and Social Media Coordinator is essential for promoting ATW's brand, engaging with our digital audience, and creating memorable events that enhance passenger experience and community engagement.

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.

- Social Media Management: Manage and grow our presence across six social media channels. Create engaging content, monitor engagement, and use social media as a tool to fill airplanes and enhance brand awareness. Analyze the effectiveness of social media campaigns and other marketing efforts, providing reports on ROI and suggestions for improvement.
- Event Planning: Coordinate over 50 ice cream bus events, 14+ traveler and employee events, plus 5+ major community partnership events annually. This includes logistics, promotional material design, and ensuring brand presence.
- Email Marketing: Execute email marketing campaigns for our 73,000+ subscriber list. Develop content, manage automation workflows, conduct A/B testing, and analyze performance to optimize reach and effectiveness.
- Graphic Design: Manage the visual aspects of our marketing materials, from concept to execution. Collaborate with designers, create basic design assets, and ensure all materials meet our brand standards.
- Market Research: Conduct market research to stay ahead of industry trends, understand competitor strategies, and gather customer insights through surveys and events.
- Project Coordination: Oversee the scheduling and content updates for our diverse in-terminal advertising spaces, ensuring regular updates and brand consistency.

EDUCATION/CERTIFICATIONS/EXPERIENCE REQUIREMENTS:

- Bachelor's degree in Marketing, Communications, or a related field.
- Proven experience in marketing and social media management.

- Strong organizational and project management skills, with the ability to manage multiple projects simultaneously.
- Excellent written and verbal communication skills.
- Creative mindset with a strong eye for design.
- Proficiency in graphic design software is a plus.
- Ability to analyze data and derive meaningful insights to inform strategy.
- Team player with the ability to work collaboratively across different departments.

REQUIRED OR PREFERRED SKILLS:

- Excellent oral, written and visual communication skills
- Knowledge in Adobe Photoshop and Illustrator; WordPress; Microsoft Office, Outlook, Word, Excel, and PowerPoint; Google aps including Drive and Docs; file sharing/storage aps including Dropbox and iCloud; Apple iMovie and GarageBand; Prezi preferred
- Experience working with the public
- Knowledge of photography
- Understanding of writing for the news media and creation writing
- Understanding of principles of design
- Ability to work independently and with teams, and maintain effective working relationships to accomplish job responsibilities
- Ability to quickly learn and put to use new skills and knowledge brought about by rapidly changing information and/or technology
- Ingenuity and inventiveness in the performance of assigned tasks

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.

POSITION ADDITION FORM - IN YEAR REQUEST		
Request Details		
Effective Date of Requested Change:	7/1/2024	
Department:	Airport	
Department Head:	Abe Weber	
Cost Center Number:	5000110	
Position Title:	Assistant Airport Director	
Sunset Position? (Yes or No)	N	
Exempt (Salaried) or Non-Exempt (Hourly):	E	
Pay Grade of Position:	180	
Estimated Starting Step:	2	
Position exists in current the Table of Organization?	N	
Is this position full time or part time? Enter number of positions.	Full Time:	1
	Part Time:	
If Part Time position, how many hours per week will this position be working?	Hours:	NA
What other alternatives were considered?	No	
If deleting a position to add this position; which position(s) will be deleted?	NA	
(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:	None	
Position Justification		
Briefly summarize why this position is needed, as well as areas of revenue and savings.		
The Assistant Airport Director is pivotal for maintaining operational efficiency, safety, and regulatory compliance at ATW. This role supports the Airport Director in overseeing daily operations, emergency preparedness, and stakeholder engagement, while also ensuring the airport meets safety standards and operates within its budget. With the growing complexity of airport management and the need for continuous infrastructure and service improvement, the Assistant Airport Director is essential for enhancing service quality, fostering positive community relations, and securing the airport's financial sustainability. This position supports the successful day-to-day operation and long-term development of the airport.		
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 2024 EXPENDITURES - Amounts must agree to amounts included in the proposed budget.		
Salary	$	52,320
Fringe Benefits	$	18,481
Travel/Training	$	-
Supplies - IT	$	1,000
Supplies - Other	$	-

Purchased Services - IT	$	5,985
Purchased Services - Other	$	-
Capital Outlay	$	-
TOTAL EXPENDITURES	$	77,786
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.		
Description	*Dollar Value (enter as negative)*	
Deleted Position (if applicable)		
	$	-
	$	-
TOTAL COST SAVINGS/REVENUES		
NET COUNTY COST (Levy/Fund Bal)	$	77,786

TO BE COMPLETED BY HUMAN RESOURCES:	
Reviewed by HR	**4/15/2024**
County Executive Decision (Approved/Denied)	**Approved**

Assistant Airport Director

POSITION PURPOSE:

Reporting to the Airport Director, the Assistant Director oversees all operational divisions of the airport to ensure compliance with federal regulations, safety of users, performance objectives are met, and customer experience metrics are achieved. Through leadership, accountability, and stakeholder engagement, the Assistant Director is responsible for short term and long term strategic direction of the division, promoting efficient and deliberate use of resources, and planning innovative solutions for the success of Appleton International Airport.

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.

- Provides airport leadership in the absence of the airport director; directs, administers, and manages the operations of the Appleton International Airport; develops and monitors internal policies and procedures; aids in the development and administration of the annual budget; supervises, directs and evaluates the activities of all division staff, either directly or through senior staff.
- Consults frequently with the Airport Director and department directors, helps develop policy and procedural directives for the airport's possible adoption, and carries out policies and directives of the Airport.
- Assists in creating policy recommendations to the Airport regarding compliance requirements of federal and state directives affecting airport operations and development.
- By direction, represents the Airport when communicating with legislative bodies and public officials. Develops relationships with key stakeholders and maximizes partnerships for the Win-Win-Win.
- Builds strategic vision and goals for airport operations including airfield, terminal operations, Fixed Base Operator, and other operational divisions.
- Reviews performance standards for airport service contractors and tenants to ensure goals are met and lease requirements are fulfilled.
- Oversees the development and compliance with the Airport Certification Manual, the Snow and Ice Control Plan, the Wildlife Hazard Mitigation Plan, and the Airport Emergency Plan; coordinates agencies who have responsibility under all airport plans, including the Airport Emergency Plan.
- Explore and implement solutions to increase revenue, reduce expenses, push innovation and/or elevate customer experience throughout airport divisions.
- Develops and implements budget process for airport operations, prepares cost estimates for new construction/renovation projects, acquisition of equipment, and coordinates work of associated subcontractors.
- Guide and oversee the airport relationships with the following federal agencies, TSA, Air Traffic Control Tower, law enforcement agencies, mutual aid agencies, FAA Airport Certification Office.
- Serves as designated Airport Security Coordinator in compliance with TSR 1542.

- Remains on-call twenty-four (24) hours a day for emergency situations.
- Maintains regular and predictable attendance, works overtime/extra hours as required.
- Performs other duties as assigned.

EDUCATION/CERTIFICATIONS/EXPERIENCE REQUIREMENTS:

- Bachelor degree in airport management, business administration, aeronautical engineering or related field.
- Certified Member of American Association of Airport Executives; A.A.A.E preferred.
- Minimum of five (7) years of progressively responsible experience
- Supervisory experience required.

REQUIRED OR PREFERRED SKILLS:

1. Ability to operate a variety of motorized vehicles and equipment.
2. Ability to hear, speak, walk, stoop, climb ladders, bend, stretch; push, pull, and lift objects up to 50 pounds, understanding and using proper safety equipment and body mechanics.
3. Must possess a valid Wisconsin Driver's License.
4. Ability to assign, supervise, and review the work of maintenance, operations, and public safety staff.
5. Ability to make decisions regarding the selection, discipline and discharge of employees.
6. Ability to add, subtract, multiply, divide, calculate decimals and percent.
7. Ability to comprehend and interpret a variety of documents including labor agreements, personnel manual, time cards, budgets, work orders, building blueprints electrical and wiring diagrams, etc.
8. Ability to prepare a variety of documents including performance evaluations, interoffice memos, letters, etc.
9. Ability to use and interpret electrical, mechanical, plumbing and construction related terminology.
10. Ability to effectively communicate with the Airport Director, Property/Airport committee, County Executive, maintenance, operations, and public safety, outside vendors, contractors and others both verbally and in writing.
11. Ability to use and comprehend standard airport phraseology, and operate a two-way radio.

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.

POSITION ADDITION FORM - IN YEAR REQUEST		
Request Details		
Effective Date of Requested Change:	**7/1/2024**	
Department:	**Airport**	
Department Head:	**Abe Weber**	
Cost Center Number:	**5000110**	
Position Title:	**Airport Electrician**	
Sunset Position? (Yes or No)	**N**	
Exempt (Salaried) or Non-Exempt (Hourly):	**NE**	
Pay Grade of Position:	**150**	
Estimated Starting Step:	**1**	
Position exists in current the Table of Organization?	**N**	
Is this position full time or part time? *(If more than one position, use the worksheet for Multiples)*	**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?	**We are currently using contract service providers to assist with completing tasks and projects.**	
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:	**None**	
Position Justification		
Briefly summarize why this position is needed, as well as areas of revenue and savings.		

Appleton Airport currently has one Airport Electrician that is responsible for maintaining electrical needs campus wide which includes multiple buildings, parking lots, and the airfield electrical systems. Prior to 2013, the electrician was responsible for approximately 417,610 square feet of building electrical maintenance. Since 2013, the airport has seen significant growth with additional Air Carrier Service and campus buildings to support that growth. The current square footage of buildings the Electrician is responsible for is 598,802, a 43.3% increase and growing. Because of this growth, the electrician spends a majority of their time responding to critical issues. Many projects that are preventative and scheduled are unable to be accomplished. Delaying preventative maintenance and projects creates the potential safety and reliabilty issues which will have an effect on airport tenants and users. An example of delayed preventative maintenace are the airport generators and airfield lighting/ switchgear systems. These systems alone have values in excess of $750,000. If the generators and airfield systems are not maintained properly we risk the potential of flight delays and reduced confidence by our tenants and traveling public. In recent years, the electrician positon work scope has expanded to include items related to network and camera issues. Network related components encompass a large protion of daily activities and will remain a focus as all new electrical products require some type of network cabling or interface. Afterhour's calls for electrical related issues (including network problems) requires our current electrician to travel back/forth to the airport. With the increase of evening and weekend activity (flight activity) this has put a strain on the current electrician. We have suplemented with contract staff but additional resources are still needed. The new position will help reduce many of the items mentioned above including: providing additional knowledge base for electrical and network issues, multiplying workforce for afterhours/ weekend issues, addressing preventive maintenance work, and completing project work. Finally, this position will also provide support for snow operations durlng winter months as they will be included as an equipment operator within our snow removal team.

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 2023 EXPENDITURES - Amounts must agree to amounts included in the proposed budget.		
Salary	$	34,320
Fringe Benefits	$	17,704
Travel/Training	$	-
Supplies - IT	$	1,000
Supplies - Other	$	-
Purchased Services - IT	$	2,760
Purchased Services - Other	$	-
Capital Outlay	$	-
TOTAL EXPENDITURES	$	55,784
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.		
Description	*Dollar Value (enter as negative)*	

Deleted Position (if applicable)		
	$	-
Charges for Services	$	(53,784)
TOTAL COST SAVINGS/REVENUES	$	(53,784)
NET COUNTY COST (Levy/Fund Bal)	$	2,000
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	$	68,640
Fringe Benefits	$	35,407
Other Expenditures	$	-
TOTAL EXPENDITURES	$	104,047
Deleted Position (if applicable)		
Less Increased Revenue/Cost Savings (enter as negative)	$	(99,232)
NET COUNTY COST (Levy/Fund Bal)	$	4,815

TO BE COMPLETED BY HUMAN RESOURCES:	
Reviewed by HR	**4/15/2024**
County Executive Decision (Approved/Denied)	**Approved**

Electrician (Airport)

Position Purpose

Reporting to the Airport Director or as assigned, to the Operations Supervisor Airfield or Operations Supervisor Landside, the Electrician performs skilled electrical work in installing, maintaining and repairing various lighting systems, CCTV, phone, computer cable, fiber optics, machinery and equipment controls for the airport and other Outagamie County departments as necessary.

Key Responsibilities

- Maintains and repairs Airside and Landside electrical systems and components.
- Assists with snow and ice removal.
- Assists with preventive maintenance and repair of buildings, grounds and equipment.
- Maintains and repairs airfield lighting, regulators, and circuits as needed.
- Works with contractors in updating electrical prints for new and existing electrical facilities.
- Prepares project layout, cost estimates, and performs installation of electrical and other work as needed on projects.
- Oversees projects to ensure quality of work and standards are met.
- Performs skilled electrical work for various Outagamie County departments as required.
- Establishes and follows safety procedures for troubleshooting high voltage.
- Conforms to federal, state and local codes.
- Provides on-call coverage as assigned.

- Maintains regular and predictable attendance, works overtime/extra hours as required.

- Performs other duties as assigned.

Education/Certifications/Experience Requirements

- High School graduate or GED.

- Completion of an accredited 4 year electrical apprenticeship and certified as a journeyman.

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 hear, speak, walk, stoop, climb ladders, bend, stretch, push, pull, and lift maximum of 100 pounds, understanding and utilizing proper body mechanics.

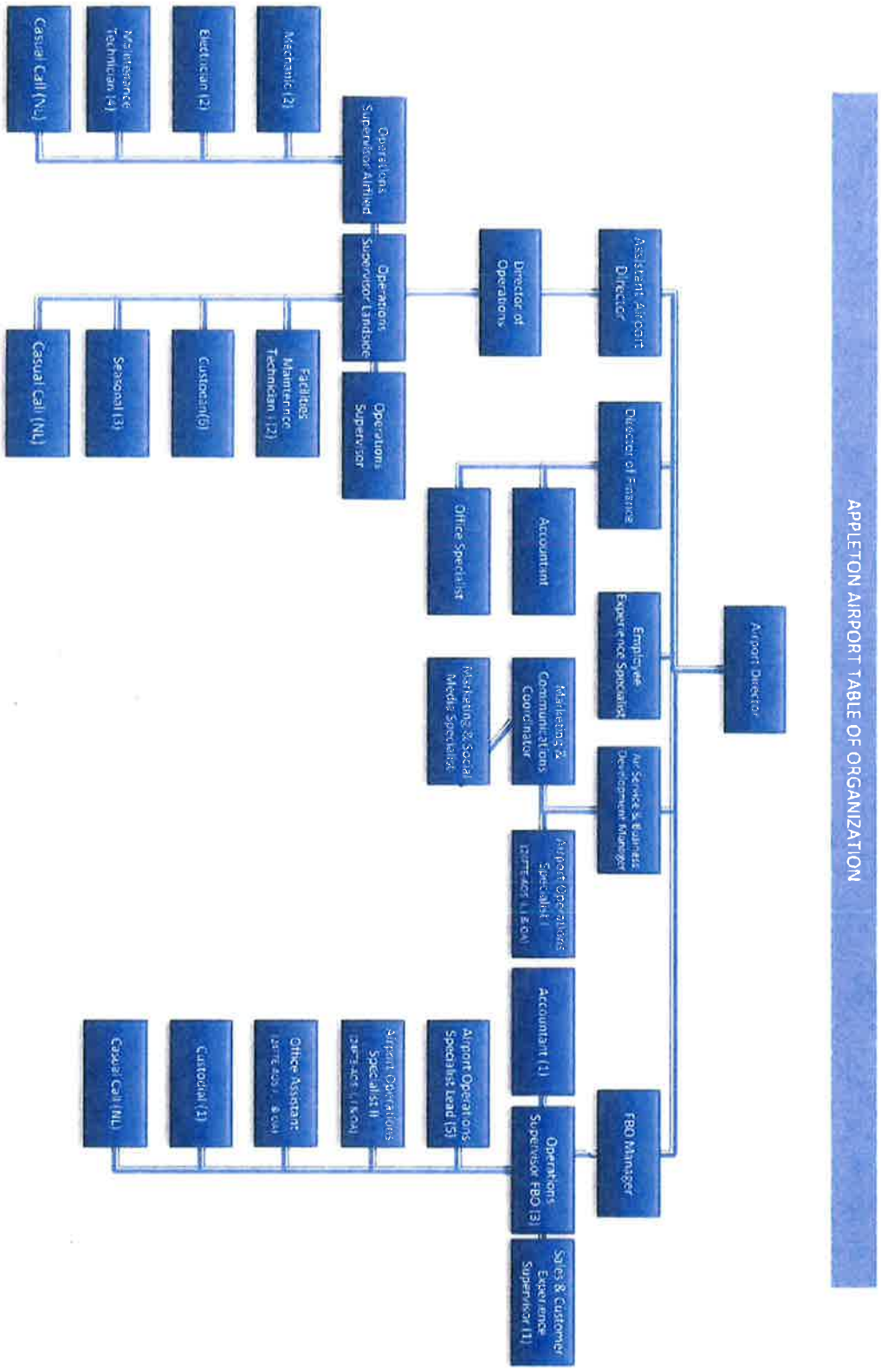
- Ability to operate heavy equipment such as snow removal equipment, trencher, front loader, maintenance equipment, lawnmowers, etc.

- Ability to work long hours, including evenings, weekends and holidays during emergencies, snow and ice removal operations, and as other circumstances dictate.

- Ability to add, subtract, multiply, divide, and calculate decimals and percentages.

- Ability to communicate effectively both verbally and in writing, with County department staff, vendors, contractors, engineers, architects and others in an articulate and professional manner.

- Ability to use and comprehend standard airport phraseology, and operate a two-way radio.


APPLETON AIRPORT TABLE OF ORGANIZATION
Airport Director
Assistant Airport Director
Director of Operations
Director of Finance
Employee Experience Specialist
Air Service & Business Development Manager
Office Specialist
Accountant
Marketing & Communications Coordinator
Marketing & Social Media Specialist
Airport Operations Specialist I
Accountant (1)
Operations Supervisor FBO (3)
Sales & Customer Experience Supervisor (1)
FBO Manager
Airport Operations Specialist Lead (5)
Airport Operations Specialist II
Office Assistant
Custodial (2)
Casual Call (NL)
Operations Supervisor Airfield
Operations Supervisor Landside
Operations Supervisor
Mechanic (2)
Electrician (2)
Maintenance Technician (4)
Casual Call (NL)
Facilities Maintenance Technician (2)
Custodian(5)
Seasonal (3)
Casual Call (NL)

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 adjust the budget for addition of 3 new positions.

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) is requesting to add 3 positions. These positions are needed due to the significant growth of the Airport. The positions will be recouped through partially through airline rates and charges, and partially through increased revenues from the growth of the airport. In addition, there should be cost savings as the Airport has been outsourcing some electrical work as well as social media consulting. The 2024 impact would be approximately $179,900.

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

[ ] Revenues [x] 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
Airport Terminal	Salaries	5000110.5100	115,100
Airport Terminal	Fringe	50000110.5200	53,000
Airport Terminal	IT Direct Billed	5000110.5575.15	11,800
Airport Terminal	Fund Balance Applied	5000110.8955	(179,900)

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 336,000
Annual Revenue 0

Fiscal Note Prepared by: Abe Weber/ Katie Horan

For Financial Services purposes only

Reviewed By: *Michelle Uitenbroek*

Date: 6/20/2024

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

Comments:

C:\Users\hickeyca\AppData\Local\Microsoft\Windows\INetCache\Content.Outlook\9IEKB7PG\Airport Positions in year request.docx

RESOLUTION NO.: 30—2024-25

TO THE HONORABLE, THE OUTAGAMIE COUNTY BOARD OF SUPERVISORS

LADIES AND GENTLEMEN: ***2/3 MAJORITY – 24 VOTES***

The Appleton International Airport (the Airport) is requesting approval for the following in-year Table of Organization changes:

- Add one (1) full-time Marketing and Social Media Coordinator position
- Add one (1) full-time Assistant Airport Director position
- Add one (1) full-time Airport Electrician position

The above positions are being requested due to the significant growth of the Airport. Funding for the positions will be recouped partially through airline rates and charges and partially through increased revenues from the growth of the Airport. In addition, there should be cost savings as the Airport has been outsourcing some electrical work as well as social media consulting. The impact on the 2024 budget will be approximately $167,000.

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

BE IT RESOLVED, that the Outagamie County Board of Supervisors does approve an in-year Table of Organization request by adding one (1) full-time Marketing and Social Media Coordinator position, one (1) full-time Assistant Airport Director position, and one (1) full-time Airport Electrician position effective July 1, 2024 at the Appleton International Airport as noted on the attached Position Addition Forms, Job Descriptions, and Table of Organization, which by reference are made a part hereof, and

BE IT FURTHER RESOLVED, that the Outagamie County Board of Supervisors does authorize and approve of the following budget adjustments to the Airport Terminal cost center: increase Salaries line item by $103,700; increase Fringe Benefits line item by $51,200; increase IT Direct Billed line item by $12,100; decrease Fund Balance Applied line item by $167,000 as note on the attached fiscal note, which by reference is made a part hereof, and

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

Dated this _____ day of June 2024

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 - IN YEAR REQUEST		
Request Details		
Effective Date of Requested Change:	**7/1/2024**	
Department:	**Airport**	
Department Head:	**Abe Weber**	
Cost Center Number:	**5000110**	
Position Title:	**Marketing and Social Media Coordinator**	
Sunset Position? (Yes or No)	**N**	
Exempt (Salaried) or Non-Exempt (Hourly):	**N**	
Pay Grade of Position:	**140**	
Estimated Starting Step:	**1**	
Position exists in current the Table of Organization?	**N**	
Is this position full time or part time? *(If more than one position, use the worksheet for Multiples)*	**Full Time:**	**Y**
	Part Time:	**N**
If Part Time position, how many hours per week will this position be working?	**Hours:**	**na**
What other alternatives were considered?	**We are currently using a contract service for this work.**	
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:	**None**	
Position Justification		
Briefly summarize why this position is needed, as well as areas of revenue and savings.		
The marketing and social media coordinator (MSMC) position will play a crucial role in the success of our marketing team and the overall marketing strategy. ATW participates in numerus community events, trade shows, and internal airport customer events where the MSMC will help planning and execution of these activities. Further tasks that will include coordinating logistics, designing promotional materials, and ensuring a strong brand presence. Each year we have over 50 ice cream bus events, 14+ in-terminal customer events, and 5 major community partnership events that MSMC will support. ATW has six social media channels that we monitor, use for creating awareness and as vehicle to fill the airplanes. The MSMC's role in email marketing encompasses planning and executing campaigns. They will create engaging content, manage subscriber lists, and implement automation workflows along with ensuring compliance to prescribed standards, monitoring delivery, and optimization. This position will also be able to help with tracking and analyzing key metrics, generating reports, and coordinating with other marketing channels. The role also involves customer segmentation, continuous optimization, and staying informed about industry trends to contribute to the overall success of the marketing strategy. At ATW we've made an effort to organically grow our email list to 73,000+ subscribers. This is a way for us to communicate airport updates and sell airplane tickets to fill our seats.		
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 2023 EXPENDITURES - Amounts must agree to amounts included in the proposed budget.		
Salary	$	**28,489**
Fringe Benefits	$	**16,840**
Travel/Training	$	-
Supplies - IT	$	**1,000**
Supplies - Other	$	-
Purchased Services - IT		
Purchased Services - Other	$	-
Capital Outlay	$	-
TOTAL EXPENDITURES	$	**46,329**
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.		
Description	*Dollar Value (enter as negative)*	
Deleted Position (if applicable)		
	$	-
	$	-
TOTAL COST SAVINGS/REVENUES	$	**(36,906)**
NET COUNTY COST (Levy/Fund Bal)	$	**9,423**
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	$	**56,514**
Fringe Benefits	$	**33,405**
Other Expenditures	$	-
TOTAL EXPENDITURES	$	**89,918**
Deleted Position (if applicable)		
Less Increased Revenue/Cost Savings (enter as negative)	$	**(71,226)**
NET COUNTY COST (Levy/Fund Bal)	$	**18,692**

TO BE COMPLETED BY HUMAN RESOURCES:	
Reviewed by HR	**4/15/2024**
County Executive Decision (Approved/Denied)	**Approved**

Airport Marketing & Social Media Coordinator

SALARY RANGE

$40,289.60 - $46,696.00 Annually

POSITION PURPOSE:

Reporting to the Marketing & Communications Specialist, the Marketing and Social Media Coordinator is essential for promoting ATW's brand, engaging with our digital audience, and creating memorable events that enhance passenger experience and community engagement.

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.

- Social Media Management: Manage and grow our presence across six social media channels. Create engaging content, monitor engagement, and use social media as a tool to fill airplanes and enhance brand awareness. Analyze the effectiveness of social media campaigns and other marketing efforts, providing reports on ROI and suggestions for improvement.
- Event Planning: Coordinate over 50 ice cream bus events, 14+ traveler and employee events, plus 5+ major community partnership events annually. This includes logistics, promotional material design, and ensuring brand presence.
- Email Marketing: Execute email marketing campaigns for our 73,000+ subscriber list. Develop content, manage automation workflows, conduct A/B testing, and analyze performance to optimize reach and effectiveness.
- Graphic Design: Manage the visual aspects of our marketing materials, from concept to execution. Collaborate with designers, create basic design assets, and ensure all materials meet our brand standards.
- Market Research: Conduct market research to stay ahead of industry trends, understand competitor strategies, and gather customer insights through surveys and events.
- Project Coordination: Oversee the scheduling and content updates for our diverse in-terminal advertising spaces, ensuring regular updates and brand consistency.

EDUCATION/CERTIFICATIONS/EXPERIENCE REQUIREMENTS:

- Bachelor's degree in Marketing, Communications, or a related field.
- Proven experience in marketing and social media management.

- Strong organizational and project management skills, with the ability to manage multiple projects simultaneously.
- Excellent written and verbal communication skills.
- Creative mindset with a strong eye for design.
- Proficiency in graphic design software is a plus.
- Ability to analyze data and derive meaningful insights to inform strategy.
- Team player with the ability to work collaboratively across different departments.

REQUIRED OR PREFERRED SKILLS:

- Excellent oral, written and visual communication skills
- Knowledge in Adobe Photoshop and Illustrator; WordPress; Microsoft Office, Outlook, Word, Excel, and PowerPoint; Google aps including Drive and Docs; file sharing/storage aps including Dropbox and iCloud; Apple iMovie and GarageBand; Prezi preferred
- Experience working with the public
- Knowledge of photography
- Understanding of writing for the news media and creation writing
- Understanding of principles of design
- Ability to work independently and with teams, and maintain effective working relationships to accomplish job responsibilities
- Ability to quickly learn and put to use new skills and knowledge brought about by rapidly changing information and/or technology
- Ingenuity and inventiveness in the performance of assigned tasks

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.

POSITION ADDITION FORM - IN YEAR REQUEST		
Request Details		
Effective Date of Requested Change:	**7/1/2024**	
Department:	**Airport**	
Department Head:	**Abe Weber**	
Cost Center Number:	**5000110**	
Position Title:	**Assistant Airport Director**	
Sunset Position? (Yes or No)	**N**	
Exempt (Salaried) or Non-Exempt (Hourly):	**E**	
Pay Grade of Position:	**180**	
Estimated Starting Step:	**2**	
Position exists in current the Table of Organization?	**N**	
Is this position full time or part time? Enter number of positions.	**Full Time:**	**1**
	Part Time:	
If Part Time position, how many hours per week will this position be working?	**Hours:**	**NA**
What other alternatives were considered?	**No**	
If deleting a position to add this position; which position(s) will be deleted?	**NA**	
(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:	**None**	
Position Justification		
Briefly summarize why this position is needed, as well as areas of revenue and savings.		
The Assistant Airport Director is pivotal for maintaining operational efficiency, safety, and regulatory compliance at ATW. This role supports the Airport Director in overseeing daily operations, emergency preparedness, and stakeholder engagement, while also ensuring the airport meets safety standards and operates within its budget. With the growing complexity of airport management and the need for continuous infrastructure and service improvement, the Assistant Airport Director is essential for enhancing service quality, fostering positive community relations, and securing the airport's financial sustainability. This position supports the successful day-to-day operation and long-term development of the airport.		
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 2024 EXPENDITURES - Amounts must agree to amounts included in the proposed budget.		
Salary	$	**52,320**
Fringe Benefits	$	**18,481**
Travel/Training	$	-
Supplies - IT	$	**1,000**
Supplies - Other	$	-

Purchased Services - IT	$	5,985
Purchased Services - Other	$	-
Capital Outlay	$	-
TOTAL EXPENDITURES	$	77,786
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.		
Description	*Dollar Value (enter as negative)*	
Deleted Position (if applicable)		
	$	-
	$	-
TOTAL COST SAVINGS/REVENUES		
NET COUNTY COST (Levy/Fund Bal)	$	77,786

TO BE COMPLETED BY HUMAN RESOURCES:	
Reviewed by HR	**4/15/2024**
County Executive Decision (Approved/Denied)	**Approved**

Assistant Airport Director

POSITION PURPOSE:

Reporting to the Airport Director, the Assistant Director oversees all operational divisions of the airport to ensure compliance with federal regulations, safety of users, performance objectives are met, and customer experience metrics are achieved. Through leadership, accountability, and stakeholder engagement, the Assistant Director is responsible for short term and long term strategic direction of the division, promoting efficient and deliberate use of resources, and planning innovative solutions for the success of Appleton International Airport.

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.

- Provides airport leadership in the absence of the airport director; directs, administers, and manages the operations of the Appleton International Airport; develops and monitors internal policies and procedures; aids in the development and administration of the annual budget; supervises, directs and evaluates the activities of all division staff, either directly or through senior staff.
- Consults frequently with the Airport Director and department directors, helps develop policy and procedural directives for the airport's possible adoption, and carries out policies and directives of the Airport.
- Assists in creating policy recommendations to the Airport regarding compliance requirements of federal and state directives affecting airport operations and development.
- By direction, represents the Airport when communicating with legislative bodies and public officials. Develops relationships with key stakeholders and maximizes partnerships for the Win-Win-Win.
- Builds strategic vision and goals for airport operations including airfield, terminal operations, Fixed Base Operator, and other operational divisions
- Reviews performance standards for airport service contractors and tenants to ensure goals are met and lease requirements are fulfilled.
- Oversees the development and compliance with the Airport Certification Manual, the Snow and Ice Control Plan, the Wildlife Hazard Mitigation Plan, and the Airport Emergency Plan; coordinates agencies who have responsibility under all airport plans, including the Airport Emergency Plan.
- Explore and implement solutions to increase revenue, reduce expenses, push innovation and/or elevate customer experience throughout airport divisions.
- Develops and implements budget process for airport operations, prepares cost estimates for new construction/renovation projects, acquisition of equipment, and coordinates work of associated subcontractors.
- Guide and oversee the airport relationships with the following federal agencies, TSA, Air Traffic Control Tower, law enforcement agencies, mutual aid agencies, FAA Airport Certification Office.
- Serves as designated Airport Security Coordinator in compliance with TSR 1542.

- Remains on-call twenty-four (24) hours a day for emergency situations.
- Maintains regular and predictable attendance, works overtime/extra hours as required.
- Performs other duties as assigned.

EDUCATION/CERTIFICATIONS/EXPERIENCE REQUIREMENTS:

- Bachelor degree in airport management, business administration, aeronautical engineering or related field.
- Certified Member of American Association of Airport Executives; A.A.A.E preferred.
- Minimum of five (7) years of progressively responsible experience
- Supervisory experience required.

REQUIRED OR PREFERRED SKILLS:

1. Ability to operate a variety of motorized vehicles and equipment.
2. Ability to hear, speak, walk, stoop, climb ladders, bend, stretch; push, pull, and lift objects up to 50 pounds, understanding and using proper safety equipment and body mechanics.
3. Must possess a valid Wisconsin Driver's License.
4. Ability to assign, supervise, and review the work of maintenance, operations, and public safety staff.
5. Ability to make decisions regarding the selection, discipline and discharge of employees.
6. Ability to add, subtract, multiply, divide, calculate decimals and percent.
7. Ability to comprehend and interpret a variety of documents including labor agreements, personnel manual, time cards, budgets, work orders, building blueprints electrical and wiring diagrams, etc.
8. Ability to prepare a variety of documents including performance evaluations, interoffice memos, letters, etc.
9. Ability to use and interpret electrical, mechanical, plumbing and construction related terminology.
10. Ability to effectively communicate with the Airport Director, Property/Airport committee, County Executive, maintenance, operations, and public safety, outside vendors, contractors and others both verbally and in writing.
11. Ability to use and comprehend standard airport phraseology, and operate a two-way radio.

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.

POSITION ADDITION FORM - IN YEAR REQUEST		
Request Details		
Effective Date of Requested Change:	**7/1/2024**	
Department:	**Airport**	
Department Head:	**Abe Weber**	
Cost Center Number:	**5000110**	
Position Title:	**Airport Electrician**	
Sunset Position? (Yes or No)	**N**	
Exempt (Salaried) or Non-Exempt (Hourly):	**NE**	
Pay Grade of Position:	**150**	
Estimated Starting Step:	**1**	
Position exists in current the Table of Organization?	**N**	
Is this position full time or part time? *(If more than one position, use the worksheet for Multiples)*	**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?	**We are currently using contract service providers to assist with completing tasks and projects.**	
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:	**None**	
Position Justification		
Briefly summarize why this position is needed, as well as areas of revenue and savings.		

Appleton Airport currently has one Airport Electrician that is responsible for maintaining electrical needs campus wide which includes multiple buildings, parking lots, and the airfield electrical systems. Prior to 2013, the electrician was responsible for approximately 417,610 square feet of building electrical maintenance. Since 2013, the airport has seen significant growth with additional Air Carrier Service and campus buildings to support that growth. The current square footage of buildings the Electrician is responsible for is 598,802, a 43.3% increase and growing. Because of this growth, the electrician spends a majority of their time responding to critical issues. Many projects that are preventative and scheduled are unable to be accomplished. Delaying preventative maintenance and projects creates the potential safety and reliabilty issues which will have an effect on airport tenants and users. An example of delayed preventative maintenace are the airport generators and airfield lighting/ switchgear systems. These systems alone have values in excess of $750,000. If the generators and airfield systems are not maintained properly we risk the potential of flight delays and reduced confidence by our tenants and traveling public. In recent years, the electrician positon work scope has expanded to include items related to network and camera issues. Network related components encompass a large protion of daily activities and will remain a focus as all new electrical products require some type of network cabling or interface. Afterhour's calls for electrical related issues (including network problems) requires our current electrician to travel back/forth to the airport. With the increase of evening and weekend activity (flight activity) this has put a strain on the current electrician. We have suplemented with contract staff but additional resources are still needed. The new position will help reduce many of the items mentioned above including: providing additional knowledge base for electrical and network issues, multiplying workforce for afterhours/ weekend issues, addressing preventive maintenance work, and completing project work. Finally, this position will also provide support for snow operations during winter months as they will be included as an equipment operator within our snow removal team.
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 2023 EXPENDITURES - Amounts must agree to amounts included in the proposed budget.		
Salary	$	**34,320**
Fringe Benefits	$	**17,704**
Travel/Training	$	-
Supplies - IT	$	**1,000**
Supplies - Other	$	-
Purchased Services - IT	$	**2,760**
Purchased Services - Other	$	-
Capital Outlay	$	-
TOTAL EXPENDITURES	$	**55,784**
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.		
Description	*Dollar Value (enter as negative)*	

Deleted Position (if applicable)		
	$	-
Charges for Services	$	(53,784)
TOTAL COST SAVINGS/REVENUES	$	(53,784)
NET COUNTY COST (Levy/Fund Bal)	$	2,000
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	$	68,640
Fringe Benefits	$	35,407
Other Expenditures	$	-
TOTAL EXPENDITURES	$	104,047
Deleted Position (if applicable)		
Less Increased Revenue/Cost Savings (enter as negative)	$	(99,232)
NET COUNTY COST (Levy/Fund Bal)	$	4,815

TO BE COMPLETED BY HUMAN RESOURCES:	
Reviewed by HR	**4/15/2024**
County Executive Decision (Approved/Denied)	**Approved**

Electrician (Airport)

Position Purpose

Reporting to the Airport Director or as assigned, to the Operations Supervisor Airfield or Operations Supervisor Landside, the Electrician performs skilled electrical work in installing, maintaining and repairing various lighting systems, CCTV, phone, computer cable, fiber optics, machinery and equipment controls for the airport and other Outagamie County departments as necessary.

Key Responsibilities

- Maintains and repairs Airside and Landside electrical systems and components.
- Assists with snow and ice removal.
- Assists with preventive maintenance and repair of buildings, grounds and equipment.
- Maintains and repairs airfield lighting, regulators, and circuits as needed.
- Works with contractors in updating electrical prints for new and existing electrical facilities.
- Prepares project layout, cost estimates, and performs installation of electrical and other work as needed on projects.
- Oversees projects to ensure quality of work and standards are met.
- Performs skilled electrical work for various Outagamie County departments as required.
- Establishes and follows safety procedures for troubleshooting high voltage.
- Conforms to federal, state and local codes.
- Provides on-call coverage as assigned.

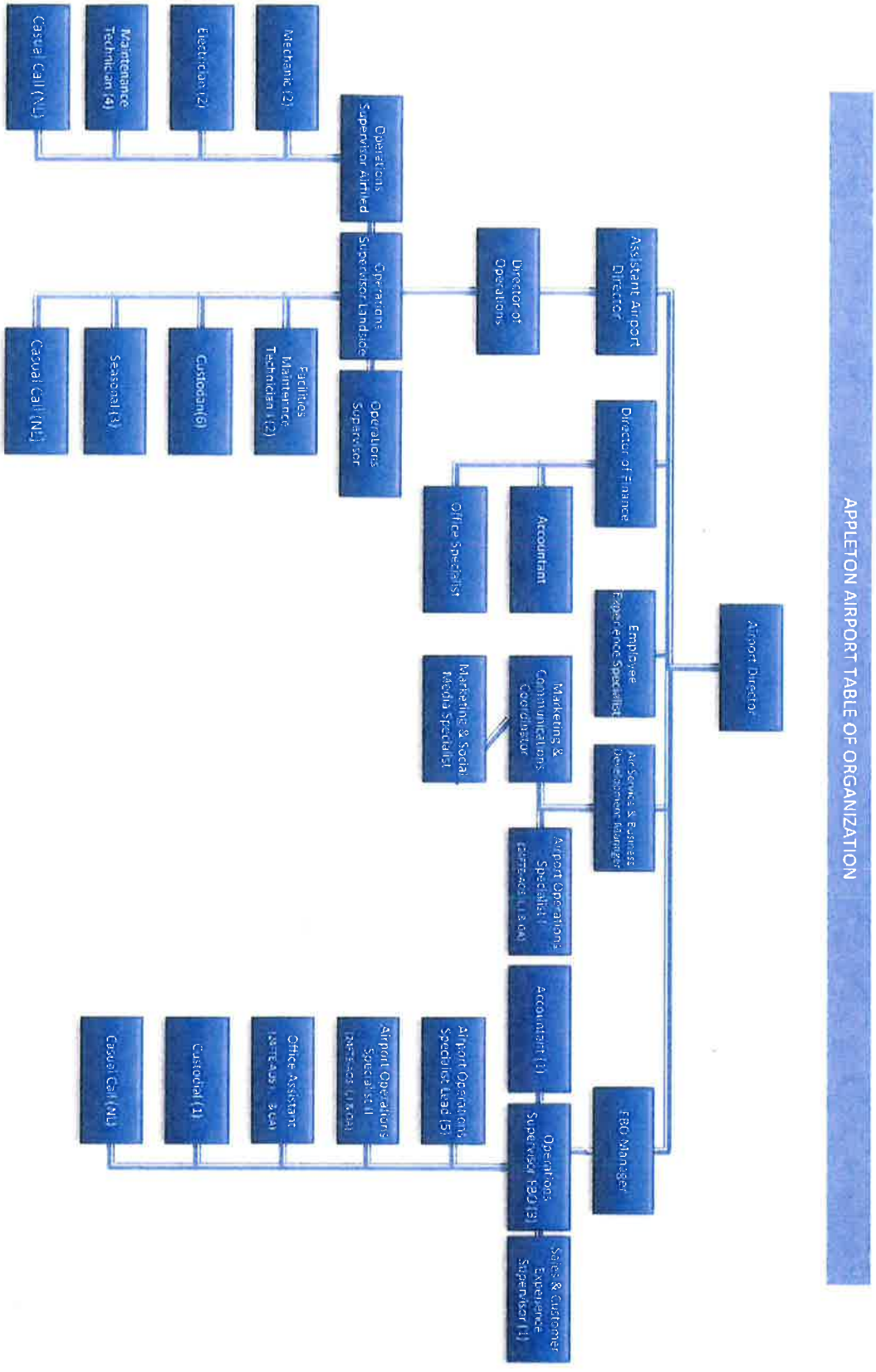
- Maintains regular and predictable attendance, works overtime/extra hours as required.
- Performs other duties as assigned.

Education/Certifications/Experience Requirements

- High School graduate or GED.
- Completion of an accredited 4 year electrical apprenticeship and certified as a journeyman.

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 hear, speak, walk, stoop, climb ladders, bend, stretch, push, pull, and lift maximum of 100 pounds, understanding and utilizing proper body mechanics.
- Ability to operate heavy equipment such as snow removal equipment, trencher, front loader, maintenance equipment, lawnmowers, etc.
- Ability to work long hours, including evenings, weekends and holidays during emergencies, snow and ice removal operations, and as other circumstances dictate.
- Ability to add, subtract, multiply, divide, and calculate decimals and percentages.
- Ability to communicate effectively both verbally and in writing, with County department staff, vendors, contractors, engineers, architects and others in an articulate and professional manner.
- Ability to use and comprehend standard airport phraseology, and operate a two-way radio.


APPLETON AIRPORT TABLE OF ORGANIZATION
Airport Director
Assistant Airport Director
Director of Operations
Director of Finance
Employee Experience Specialist
Air Service & Business Development Manager
Marketing & Communications Coordinator
Accountant
Office Specialist
Marketing & Social Media Specialist
Airport Operations Specialist I
Accountant I
Airport Operations Specialist Lead (5)
Operations Supervisor FBO (3)
FBO Manager
Sales & Customer Experience Supervisor (1)
Airport Operations Specialist II
Office Assistant
Custodial (1)
Casual Call (NL)
Operations Supervisor Airfield
Operations Supervisor Landside
Operations Supervisor
Mechanic (2)
Electrician (2)
Maintenance Technician (4)
Casual Call (NL)
Facilities Maintenance Technician I (2)
Custodian(6)
Seasonal (3)
Casual Call (NL)

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 adjust the budget for addition of 3 new positions

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) is requesting to add 3 positions. These positions are needed due to the significant growth of the Airport. The positions will be recouped through partially through airline rates and charges, and partially through increased revenues from the growth of the airport. In addition, there should be cost savings as the Airport has been outsourcing some electrical work as well as social media consulting. The 2024 impact would be approximately $167,000.

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

[ ] Revenues [X] 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.)

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
Airport Terminal	Salaries	5000110.5100	103,700
Airport Terminal	Fringe Benefits	5000110.5200	51,200
Airport Terminal	IT Direct Billed	5000110.5575.15	12,100
Airport Terminal	Fund balance applied	5000110.8955	(167,000)

Annual and Long-Term Impact

8. Is the above increase/decrease a non-recurring 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 $316,000
Annual Revenue

Fiscal Note Prepared by: Abe Weber/Katie Horan

For Financial Services purposes only

Reviewed By: Michelle Uitenbroek

Date: 5/20/2024

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 Expenditures Account Number | Amount

Comments:

Appleton International Airport
Mid-year position requests

	2024	2025
Assistant Airport Director	75,963	145,000
Electrician	53,784	100,000
Marketing & Social Media Coordinator	36,906	71,000
	166,653	316,000

	Asst Director	Electrician	Social Media Cooridnator	Total
Salaries & Wages	50,799	32,620	20,310	103,729
Fringe Benefits	18,179	17,404	15,596	51,179
IT Costs	6,985	3,760	1,000	11,745
	75,963	53,784	36,906	166,653

LOCK IN OF ALL APPOINTMENTS, RESOLUTION NOS. 20, 21, 22, 23, 24, 25, 26, 27, 28, 29, 30, 31 —2024-25 AND ORDINANCE NO. A—2024-25.

Vote for lock in. ROLL CALL: 31 yes, 5 absent. ALL APPOINTMENTS, RESOLUTION NOS. 20, 21, 22, 23, 24, 25, 26, 27, 28, 29, 30, 31 —2024-25 AND ORDINANCE NO. A—2024-25 ARE ADOPTED & LOCKED IN.

VOTE RESULTS 31 YES 0 NO 0 ABSTAIN 5 ABSENT

Lock in of Appointments, Res. Nos. 20-31—2024-25, Ord. No. A—2024-25

Lock In of Appointments, Res. Nos. 20, 21, 22, 23, 24, 25, 26, 27, 28, 29, 30, 31—2024-25, Ord. No. A—2024-25 — Passed With Majority of Full Membership

1 THOMPSON	YES	13 WEGAND	ABSENT	25 JANKE	YES
2 JOHNSON	YES	14 HERMES	ABSENT	26 WEINBERG	YES
3 SMITH	YES	15 MacDONALD	YES	27 CULBERTSON	YES
4 PATIENCE	YES	16 SCHROEDER	YES	28 MONFILS	YES
5 GABRIELSON	YES	17 CROATT	YES	29 WINTERFELDT	YES
6 KOSTELNY	YES	18 SPEARS	YES	30 NEJEDLO	YES
7 HAMMEN	YES	19 HEISER	YES	31 CLEGG	YES
8 LAWRENCE	YES	20 MITCHELL	YES	32 THYSSEN	ABSENT
9 KRUEGER	YES	21 CUFF	YES	33 VANDERHEIDEN	ABSENT
10 LAMERS	YES	22 HAGEN	YES	34 RETTLER	YES
11 FERGUSON	YES	23 KLEMP	YES	35 KOURY	YES
12 McCABE	YES	24 THIEDE	ABSENT	36 LAUTENSCHLAGER	YES

Outagamie County — 6-25-24 County Board Meeting - June 25 2024 08:17:56 PM

June 25, 2024 County Board Meeting

OpenMeeting

RECONSIDERATION OF ALL APPOINTMENTS, RESOLUTION NOS. 20, 21, 22, 23, 24, 25, 26, 27, 28, 29, 30, 31 —2024-25 AND ORDINANCE NO. A—2024-25.

Supervisor Krueger moved, seconded by Supervisor McCabe, to reconsider all appointments, and the above listed resolutions and ordinance.

Vote for reconsideration. ROLL CALL: 31 yes, 5 absent. ALL APPOINTMENTS, RESOLUTION NOS. 20, 21, 22, 23, 24, 25, 26, 27, 28, 29, 30, 31—2024-25 AND ORDINANCE NO. A—2024-25 AND ARE RECONSIDERED.

VOTE RESULTS 31 YES 0 NO 0 ABSTAIN 5 ABSENT

Reconsideration of Appointments, Res. Nos. 20-31—2024-25, Ord. No. A—2024-25

Reconsideration of Appointments, Res. Nos. 20, 21, 22, 23, 24, 25, 26, 27, 28, 29, 30, 31—2024-25, Ord. No. A— Passed With Majority of Full Membership

1 THOMPSON YES	13 WEGAND ABSENT	25 JANKE YES
2 JOHNSON YES	14 HERMES ABSENT	26 WEINBERG YES
3 SMITH YES	15 MacDONALD YES	27 CULBERTSON YES
4 PATIENCE YES	16 SCHROEDER YES	28 MONFILS YES
5 GABRIELSON YES	17 CROATT YES	29 WINTERFELDT YES
6 KOSTELNY YES	18 SPEARS YES	30 NEJEDLO YES
7 HAMMEN YES	19 HEISER YES	31 CLEGG YES
8 LAWRENCE YES	20 MITCHELL YES	32 THYSSEN ABSENT
9 KRUEGER YES	21 CUFF YES	33 VANDERHEIDEN ABSENT
10 LAMERS YES	22 HAGEN YES	34 RETTLER YES
11 FERGUSON YES	23 KLEMP YES	35 KOURY YES
12 McCABE YES	24 THIEDE ABSENT	36 LAUTENSCHLAGER YES

Outagamie County 6-25-24 County Board Meeting - June 25 2024 08:17:39 PM
June 25, 2024 County Board Meeting
OpenMeeting

Resolution No. 31—2024-25 – Public Safety Committee. Approve the Sheriff's Office to accept and expend an unsolicited donation from Keller, Inc. for $2,500, for the purchase of fitness equipment to be used by employees in the lower level workout room at the Justice Center, and increase the line items for Corrections Revenue and Corrections Supplies by $2,500 each, as noted on the attached fiscal note.

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

ROLL CALL: 31 yes, 5 absent. RESOLUTION NO. 31—2024-25 IS ADOPTED.

VOTE RESULTS 31 YES 0 NO 0 ABSTAIN 5 ABSENT

Resolution No. 31—2024-25

Public Safety Committee. Approve the Sheriff's Office to accept and expend an unsolicited donation from Kel — **Passed With 2/3 of Full Membership**
equipment to be used by employees in the lower level workout room at the Justice Center, and increase the line items for Corrections Revenue and Corrections Supplies by $2,500 each, as noted on the attached fiscal note.

1 THOMPSON	YES	13 WEGAND	ABSENT	25 JANKE	YES
2 JOHNSON	YES	14 HERMES	ABSENT	26 WEINBERG	YES
3 SMITH	YES	15 MacDONALD	YES	27 CULBERTSON	YES
4 PATIENCE	YES	16 SCHROEDER	YES	28 MONFILS	YES
5 GABRIELSON	YES	17 CROATT	YES	29 WINTERFELDT	YES
6 KOSTELNY	YES	18 SPEARS	YES	30 NEJEDLO	YES
7 HAMMEN	YES	19 HEISER	YES	31 CLEGG	YES
8 LAWRENCE	YES	20 MITCHELL	YES	32 THYSSEN	ABSENT
9 KRUEGER	YES	21 CUFF	YES	33 VANDERHEIDEN	ABSENT
10 LAMERS	YES	22 HAGEN	YES	34 RETTLER	YES
11 FERGUSON	YES	23 KLEMP	YES	35 KOURY	YES
12 McCABE	YES	24 THIEDE	ABSENT	36 LAUTENSCHLAGER	YES

Outagamie County **6-25-24 County Board Meeting - June 25 2024 08:16:23 PM**
June 25, 2024 County Board Meeting
OpenMeeting

RESOLUTION NO.: 31—2024-25

TO THE HONORABLE, THE OUTAGAMIE COUNTY BOARD OF SUPERVISORS

LADIES AND GENTLEMEN: ***2/3 MAJORITY – 24 VOTES***

The Outagamie County Sheriff's Office is requesting to accept and expend an unsolicited donation from Keller, Inc. in the amount of $2,500. The funds will be applied to the purchase of fitness equipment to be used by employees in the lower level workout room at the Justice Center. Any costs above the donation will come from already budgeted funds. No county match is required.

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

BE IT RESOLVED, that the Outagamie County Board of Supervisors does authorize and approve the Sheriff's Office to accept and expend an unsolicited donation from Keller, Inc. in the amount of $2,500, said funds to be applied to the purchase of fitness equipment to be used by employees in the lower level workout room at the Justice Center, and

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

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

Dated this 25th day of June 2024

Respectfully submitted,

PUBLIC SAFETY COMMITTEE

Katrin Patience

Christine Lamers

Timothy Hermes

Michael Smith

Jeremy Thyssen

Duly and officially adopted by the County Board on: June 25, 2024

Signed: _____ _____
Board Chairperson County Clerk

Approved: 6 27 24 Vetoed: _____

Signed: _____
County Executive

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. The funds will be applied to the purchase of fitness equipment to be used by employees in the lower level workout room at the Justice Center. Any costs above the donation will come from already budgeted funds. No County match is required.

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

[X] Revenues [X] 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 ( ) 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
Corrections	Revenue	1008015.4510.20	$2,500
Corrections	Supplies	1008015.5400	$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: *Michelle Uitenbroek*

Date: 5/15/2024

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
1008015.5420.08	2,500

Comments:

LOCK IN OF ALL APPOINTMENTS, RESOLUTION NOS. 20, 21, 22, 23, 24, 25, 26, 27, 28, 29, 30, 31 —2024-25 AND ORDINANCE NO. A—2024-25.

Vote for lock in. ROLL CALL: 31 yes, 5 absent. ALL APPOINTMENTS, RESOLUTION NOS. 20, 21, 22, 23, 24, 25, 26, 27, 28, 29, 30, 31 —2024-25 AND ORDINANCE NO. A—2024-25 ARE ADOPTED & LOCKED IN.

VOTE RESULTS 31 YES 0 NO 0 ABSTAIN 5 ABSENT

Lock in of Appointments, Res. Nos. 20-31—2024-25, Ord. No. A—2024-25

Lock In of Appointments, Res. Nos. 20, 21, 22, 23, 24, 25, 26, 27, 28, 29, 30, 31—2024-25, Ord. No. A—2024-25 — Passed With Majority of Full Membership

1 THOMPSON YES	13 WEGAND ABSENT	25 JANKE YES
2 JOHNSON YES	14 HERMES ABSENT	26 WEINBERG YES
3 SMITH YES	15 MacDONALD YES	27 CULBERTSON YES
4 PATIENCE YES	16 SCHROEDER YES	28 MONFILS YES
5 GABRIELSON YES	17 CROATT YES	29 WINTERFELDT YES
6 KOSTELNY YES	18 SPEARS YES	30 NEJEDLO YES
7 HAMMEN YES	19 HEISER YES	31 CLEGG YES
8 LAWRENCE YES	20 MITCHELL YES	32 THYSSEN ABSENT
9 KRUEGER YES	21 CUFF YES	33 VANDERHEIDEN ABSENT
10 LAMERS YES	22 HAGEN YES	34 RETTLER YES
11 FERGUSON YES	23 KLEMP YES	35 KOURY YES
12 McCABE YES	24 THIEDE ABSENT	36 LAUTENSCHLAGER YES

Outagamie County 6-25-24 County Board Meeting - June 25 2024 08:17:56 PM
June 25, 2024 County Board Meeting
OpenMeeting

RECONSIDERATION OF ALL APPOINTMENTS, RESOLUTION NOS. 20, 21, 22, 23, 24, 25, 26, 27, 28, 29, 30, 31 —2024-25 AND ORDINANCE NO. A—2024-25.

Supervisor Krueger moved, seconded by Supervisor McCabe, to reconsider all appointments, and the above listed resolutions and ordinance.

Vote for reconsideration. ROLL CALL: 31 yes, 5 absent. ALL APPOINTMENTS, RESOLUTION NOS. 20, 21, 22, 23, 24, 25, 26, 27, 28, 29, 30, 31—2024-25 AND ORDINANCE NO. A—2024-25 AND ARE RECONSIDERED.

VOTE RESULTS 31 YES 0 NO 0 ABSTAIN 5 ABSENT

Reconsideration of Appointments, Res. Nos. 20-31—2024-25, Ord. No. A—2024-25

Reconsideration of Appointments, Res. Nos. 20, 21, 22, 23, 24, 25, 26, 27, 28, 29, 30, 31—2024-25, Ord. No. A- Passed With Majority of Full Membership

1 THOMPSON YES	13 WEGAND ABSENT	25 JANKE YES
2 JOHNSON YES	14 HERMES ABSENT	26 WEINBERG YES
3 SMITH YES	15 MacDONALD YES	27 CULBERTSON YES
4 PATIENCE YES	16 SCHROEDER YES	28 MONFILS YES
5 GABRIELSON YES	17 CROATT YES	29 WINTERFELDT YES
6 KOSTELNY YES	18 SPEARS YES	30 NEJEDLO YES
7 HAMMEN YES	19 HEISER YES	31 CLEGG YES
8 LAWRENCE YES	20 MITCHELL YES	32 THYSSEN ABSENT
9 KRUEGER YES	21 CUFF YES	33 VANDERHEIDEN ABSENT
10 LAMERS YES	22 HAGEN YES	34 RETTLER YES
11 FERGUSON YES	23 KLEMP YES	35 KOURY YES
12 McCABE YES	24 THIEDE ABSENT	36 LAUTENSCHLAGER YES

Outagamie County **6-25-24 County Board Meeting - June 25 2024 08:17:39 PM**
June 25, 2024 County Board Meeting
OpenMeeting

Ordinance No. A—2024-25 – Legislative/Audit and Human Resources Committee. Approve amendments to Chapter 2 of the Outagamie County Code of Ordinances as pertains to East Central Wisconsin Regional Planning Commission and Fox Cities Metropolitan Area Planning Organization Policy Board Appointments, as noted on the Ordinance.

Supervisor Spears moved, seconded by Supervisor Klemp, for adoption.

ROLL CALL: 31 yes, 5 absent. ORDINANCE NO. A—2024-25 IS ADOPTED.

VOTE RESULTS 31 YES 0 NO 0 ABSTAIN 5 ABSENT

Ordinance No. A—2024-25

Legislative/Audit and Human Resources Committee. Approve amendments to Chapter 2 of the Outagamie C… Central Wisconsin Regional Planning Commission and Fox Cities Metropolitan Area Planning Organization Policy Board Appointments, as noted on the Ordinance.

Passed With Majority of Full Membership

1 THOMPSON YES	13 WEGAND ABSENT	25 JANKE YES
2 JOHNSON YES	14 HERMES ABSENT	26 WEINBERG YES
3 SMITH YES	15 MacDONALD YES	27 CULBERTSON YES
4 PATIENCE YES	16 SCHROEDER YES	28 MONFILS YES
5 GABRIELSON YES	17 CROATT YES	29 WINTERFELDT YES
6 KOSTELNY YES	18 SPEARS YES	30 NEJEDLO YES
7 HAMMEN YES	19 HEISER YES	31 CLEGG YES
8 LAWRENCE YES	20 MITCHELL YES	32 THYSSEN ABSENT
9 KRUEGER YES	21 CUFF YES	33 VANDERHEIDEN ABSENT
10 LAMERS YES	22 HAGEN YES	34 RETTLER YES
11 FERGUSON YES	23 KLEMP YES	35 KOURY YES
12 McCABE YES	24 THIEDE ABSENT	36 LAUTENSCHLAGER YES

Outagamie County **6-25-24 County Board Meeting - June 25 2024 08:17:03 PM**

June 25, 2024 County Board Meeting

OpenMeeting

ORDINANCE NO.: A—2024-25

TO THE HONORABLE, THE OUTAGAMIE COUNTY BOARD OF SUPERVISORS

LADIES AND GENTLEMEN: ***MAJORITY***

The Legislative/Audit and Human Resources Committee is requesting to amend the Outagamie County Board Rules. The amendments pertain to East Central Wisconsin Regional Planning Commission and Fox Cities Metropolitan Area Planning Organization (MPO) Policy Board Appointments.

NOW THEREFORE, the undersigned members of the Legislative/Audit and Human Resources Committee recommend adoption of the following ordinance.

BE IT ORDAINED, that the Outagamie County Board of Supervisors does approve the following amendments to Chapter 2 of the Outagamie County Code of Ordinances (additions are underlined and in italics; deletions are struck through):

Article II. – Governing Body
Division 3. – Standing Committees
Subdivision IV. – Finance Committee
Sec. 2-163. – Duties.

The duties of the Finance Committee shall be to:
(1) Annually review the county budget prepared by the County Executive for submission to the County Board and make its recommendations at the annual meeting in November.
(2) Advise the County Executive and his staff on policy and legislation regarding financial and purchasing matters.
(3) Prepare schedule of fees and charges for instruments, services, blanks and forms as are carried by the county for the convenience of the public.
(4) Make a contract for emergency expenditures that may be incurred by any office or department of the county not exceeding $5,000.00.
(5) Review all financial reports submitted by the County Executive, County Officials and Auditors. Recommend to the County Board Auditors for the audit of financial records, reports and internal controls as required by law, state statute or as deemed necessary.
(6) Recommend to the County Board necessary insurance protection for the county.
(7) Act as the county's in Rem Committee and members of the Finance Committee shall serve on the Bond Review Committee along with the County Board Chair.
(8) Meet with the State Department of Taxation, Equalization Committee to keep the county informed on all equalization matters.
(9) Recommend to the Executive for appointment one committee member and one alternate to serve as liaison to the University of Wisconsin Oshkosh, Fox Cities Campus *Board of Trustees.* ~~and the East Central Wisconsin Regional Planning Commission~~.
(10) Evaluate the qualification of candidates for the position of county fiscal auditor as may be established under Wis. Stats. § 59.47.

(11) Recommend to the County Board such financial programs designed to improve the economic status of the community.
(12) Have advisory responsibilities for and over the conduct of performance audits done by the county or for the county and may:
a. Study and review the post audit or other reports submitted by any firm providing audit services for the County, including conferring with any firm providing audit services and with other standing committees in regard to such reports and, if necessary, confer with any audit in order to obtain full and complete information in regard to any fiscal transactions and governmental operations within the county.
b. Refer to the County Board or to an appropriate standing committee information that warrants action by the County Board or by a committee of the Board. Seek the advice of the appropriate standing committee with respect to the program/performance portion of an audit relating to a county department, board, committee, commission, division or agency which is within the budgetary/policy purview of such committee.
c. Annually determine within the resources provided by the County Board which county departments, programs, operations, activities or functions should be subjected to fiscal and performance evaluations or audits and ensuring any such audit be conducted in accordance with government auditing standards.
(13) Claims with an actual value of less than $10,000.00 may be denied by the County Finance Committee with no County Board approval required; claims with an actual value of $10,000.00 or more will require County Board denial after review by the Finance Committee.
(14) Approve all county imposed rates or fee changes proposed in the annual budget and recommend adoption of these rates/fees to the County Board as part of the budget process. Rates/fees not approved during the annual budget process shall be brought before the Finance Committee for approval and the Finance Committee shall draft a resolution for County Board approval.

Article VII. – Boards, Committees and Commissions
Division 3. – Local Emergency Planning Committee
.....
Secs. 2-729 – ~~2-754.~~ *2.739* – Reserved.

Division 4. – East Central Wisconsin Regional Planning Commission and Appleton (Fox Cities) Metropolitan Planning Organization Policy Board
Sec. 2-740 – Appointments to the East Central Wisconsin Regional Planning Commission.
In accordance with the East Central Wisconsin Regional Planning Commission's bylaws, the County Executive, the County Board Chair, and two at-large county representatives shall be appointed to the East Central Wisconsin Regional Planning Commission. The County Executive and the County Board Chair may each select a permanent alternate to serve in their place. The Finance Committee and the Property, Airport, Recreation, and Economic Development Committee shall each recommend to the County Executive for appointment one committee member to serve as at-large representatives to the East Central Wisconsin Regional Planning Commission.

Sec. 2-741 – Appointments to the Appleton (Fox Cities) Metropolitan Area Planning Organization Policy Board. *In accordance with the Appleton (Fox Cities) Metropolitan Area Planning Organization's (MPO) bylaws, there shall be two elected official representatives from Outagamie County appointed to the MPO Policy Board and a representative of Appleton International Airport. The County Executive and County Board Chair shall serve as the County's representatives to the Fox Cities MPO Policy Board, and the Appleton International Airport Director shall serve as the Appleton International Airport's representative. The County Executive and County Board Chair may choose an alternate, provided however, that the alternate member is a County Board Supervisor.*

Secs. 2-742 – 2-754. – Reserved.

BE IT FURTHER ORDAINED, that this ordinance shall be in effect upon completion of publication in accordance with Wisconsin Statutes, and

BE IT FINALLY ORDAINED, that the Outagamie County Clerk be directed to forward a copy of this resolution to the Outagamie County Corporation Counsel, the Outagamie County Development and Land Services Director, and Municipal Code Corporation for inclusion in the Outagamie County Code of Ordinances.

Dated this 25th day of June 2024

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: June 25, 2024

Signed: _____
Board Chairperson

_____
County Clerk

Approved: 6-27-24

Vetoed: _____

Signed: _____
County Executive

I, Kelly Gerrits, County Clerk for the County of Outagamie Wisconsin do hereby certify that the foregoing is a true and correct copy of the June 25, 2024 County Board Minutes approved by a majority vote at a meeting of the County Board on July 23, 2024, 2024 and recorded in the minutes of said meeting a quorum of members being present.

In testimony whereof, I have hereunto set my hand and the seal of the County of Outagamie, Wisconsin, this 24th Day of July, 2024

/s/ Kelly Gerrits
County Clerk

Please call the Outagamie County Clerk's Office (832-5077) if you would like further elaboration of these minutes.

RUN: August 5, 2024

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

Office of the County Clerk, July 23, 2024.

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: 32 present, 4 absent. Members present: Thompson, Johnson, Smith, Patience, Gabrielson, Kostelny, Hammen, Lawrence, Krueger, Lamers, Ferguson, McCabe, Wegand, Hermes, Croatt, Spears, Heiser, Mitchell, Cuff, Hagen, Klemp, Janke, Weinberg, Culbertson, Monfils, Winterfeldt, Nejedlo, Clegg, Thyssen, VanderHeiden, Rettler, and Lautenschlager. Members absent: MacDonald, Schroeder, Thiede, and Koury.

The Board Chairperson requested the Board's confirmation to excuse Supervisor MacDonald, Supervisor Schroeder, Supervisor Thiede, and Supervisor Koury. No objections; so ordered.

The Pledge of Allegiance was led by Chairperson Gabrielson.

MINUTES OF THE JUNE 25, 2024 COUNTY BOARD MEETING
Supervisor Krueger moved, seconded by Supervisor McCabe, to approve the minutes of the June 25, 2024, County Board meeting.

ROLL CALL: 29 yes, 3 abstain (Wegand, Hermes, VanderHeiden), 4 absent. MINUTES OF THE JUNE 25, 2024, COUNTY BOARD MEETING ARE APPROVED.

SPECIAL ORDER OF BUSINESS – Highway Commissioner Dean Steingraber will give an update on the I-41 construction project

Highway Commissioner Dean Steingraber provided an update on the I-41 construction project. Highlights of the update included:

- The mainline project improvements on I-41 spanning from Appleton to De Pere (with the plan on expanding the 23 mile mainline to six (6) travel lanes, construct auxiliary lanes between closely spaced interchanges, and constructing collector-distributor roads between County E and WIS-441).
- Other project improvements including updating interchanges, replacing overpasses and underpasses, resurfacing three (3) park and ride lots, constructing a new salt shed, constructing a Wrightstown Post and Safety and Weight Enforcement Facility (SWEF), and location/intention of providing noise barriers near Capital Drive, Lynndale Drive, HWY 47, and Ballard Road, as much of those areas are surrounding residential communities.
- The coordination efforts with local communities to enhance aesthetics and cohesion of ramps, which will also be reconstructed to accommodate the speed change.
- First Responders/lane changes, traffic and incident management for construction for ongoing activities to be prepared during construction season.
- The addition of WisDOT Highway Safety Patrol by GEICO (specially equipped vehicles patrol high-volume roadways and major work zones and offer free roadside services).
- A reminder was given to be mindful when passing through work zones.

Supervisor questions and comments followed.

ESTABLISH ORDER OF THE DAY – Chairperson Gabrielson reported the request to have all appointments and resolutions locked in at the meeting.

Chairperson Gabrielson asked for unanimous consent to handle all reconsiderations and lock ins at the end of the meeting as noted. No objections; so ordered.

COMMUNICATIONS –

Chairperson Gabrielson summarized the following communications:

- Roll Call Request - The Proceedings of the Board of Supervisors 2023-2024 Electronic Version, in accordance to Resolution No. 150—2018-19, are available for viewing on the County's intranet website under the County Clerk section (can be only accessible while on the County's network), and a link was provided to each Supervisor. The County Clerk's Office is currently reviewing options for external viewing options. A roll call was conducted as a result of some Supervisor requests of obtaining a portable thumb drive option, which will cost $3 per drive. ROLL CALL: 8 yes (Gabrielson, Hammen, Lawrence, Mitchell, Cuff, Hagen, and Janke), 24 no, 4 absent.
- The outstanding requirement of three (3) Supervisors who still need to complete cyber security training, which was sent out in May 2024. Chairperson Gabrielson emphasized the importance of completing the trainings, as they are a way to continue to help with remediation and recovery.
- Loren Dieck's final day with Outagamie County as longtime Parks Director was Friday, July 12, 2024. Chairperson Gabrielson wished Mr. Dieck well in his future endeavors.
- County Board Room upgrades are being implemented (new chairs were installed this week). Additional updates to be aware of that will occur in the near future will include new power sources at desks, enhanced security measures, new projectors and A/V equipment. Updates are being funded through ARPA dollars.
- County Executive Nelson provided a memorandum on the upcoming August Partisan Primary referendum questions and is available via DropBox.
- Chairperson Gabrielson recognized the following County Board Supervisor birthdays: Supervisor Winterfeldt (7/11), Supervisor Spears (7/21), Supervisor Hermes (7/23), Supervisor Lawrence (7/26), Supervisor Johnson (7/30) and Chairperson Gabrielson (8/17).

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 –

County Executive Nelson nomination for reappointments of Jeff Dietzen and appointments of Kevin Grondahl, Traci Robinson, and Matthew Wrege to the Local Emergency Planning Committee; said terms expire June 30, 2027.

Supervisor Croatt moved, seconded by Supervisor Kostelny, for confirmation of the above-listed reappointment and appointments.

ROLL CALL: 32 yes, 4 absent. JEFF DIETZEN IS REAPPOINTED AND KEVIN GRONDAHL, TRACI ROBINSON, AND MATTHEW WREGE ARE APPOINTED TO THE LOCAL EMERGENCY PLANNING COMMITTEE.

County Executive Nelson nomination for appointment of Joy Hagen (alternate) to the Appleton (Fox Cities) Metropolitan Area Planning Organization Policy Board; said term expires April 2026.

Supervisor Lamers moved, seconded by Supervisor Spears, for confirmation of the above-listed appointment.

ROLL CALL: 31 yes, 4 absent, 1 abstain (Hagen). JOY HAGEN (ALTERNATE) IS APPOINTED TO THE APPLETON (FOX CITIES) METROPOLITAN AREA PLANNING ORGANIZATION POLICY BOARD.

UNFINISHED BUSINESS – None.

NEW BUSINESS – *NOTE: The minutes that follow list the synopsis of the ordinances/resolutions and roll calls. At the end of this set of minutes, the scanned copies of the each ordinance/resolution will be appended along with the physical roll call.*

Resolution No. Z-5—2024-25 – Agriculture, Extension Education, Zoning and Land Conservation Committee. Approve the rezone request for JBW Properties LLC, for parcel 030065702, from the General Agriculture District, Local Commercial District, and Industrial District to the Industrial District only, in the Town of Buchanan, as noted on the attachments.

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

ROLL CALL: 32 yes, 4 absent. RESOLUTION NO. Z-5—2024-25 IS ADOPTED.

Resolution No. 32—2024-25 – Highway, Recycling and Solid Waste Committee. Authorize the Highway Commissioner to enter into a State/Municipal Financial Agreement for the County E interchange reconstruction project, with the county share of the project costs to be included in future budgets, as noted on the attachments.

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

ROLL CALL: 32 yes, 4 absent. RESOLUTION NO. 32—2024-25 IS ADOPTED.

Resolution No. 33—2024-25 – Highway, Recycling and Solid Waste Committee. Authorize the Highway Commissioner to enter into a revised State/Municipal Agreement for the County Z improvement project, with the county share of the project costs to be included in a future budget (2025), as noted on the attachments.

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

ROLL CALL: 32 yes, 4 absent. RESOLUTION NO. 33—2024-25 IS ADOPTED.

Resolution No. 34—2024-25 – Property, Airport, Recreation and Economic Development Committee. Authorize and approve the Appleton International Airport entering into an agreement for branded display advertising with ThedaCare, Inc., with no budget adjustment needed as the lease revenue has been included in the 2024 budget, as noted in the attachments.

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

ROLL CALL: 32 yes, 4 absent. RESOLUTION NO. 34—2024-25 IS ADOPTED.

Resolution No. 35—2024-25 – Health and Human Services Committee. Approve the Opioid Settlement Agreements, as noted on the resolution and attachments.

Supervisor McCabe moved, seconded by Supervisor Johnson, for adoption.

ROLL CALL: 32 yes, 4 absent. RESOLUTION NO. 35—2024-25 IS ADOPTED.

Resolution No. 36—2024-25 – Property, Airport, Recreation and Economic Development Committee. Approve an Underground Telecommunication Easement made by and between the State of Wisconsin Department of Natural Resources and Bug Tussel Wireless LLC for the area described as Part of the NE ¼ of the SE ¼ of Section 5, Township 22 North, Range 15 East, Town of Liberty and Part of the SW ¼ of the SW ¼ of Section 9, Township 22 North, Range 17 East, Village of Black Creek, as noted on the resolution and attachments.

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

ROLL CALL: 31 yes, 1 abstain (Heiser), 4 absent. RESOLUTION NO. 36—2024-25 IS ADOPTED.

Resolution No. 37—2024-25 – Finance Committee. Authorize and approve that the following Development and Land Services accounts shall not lapse to the County's General Fund: Contract with CHM Government Services for Campground Feasibility Study for County-owned Trapper's Lane properties; Contract with Pro-West for NG911 Implementation; and Contract with TriMin Systems for Recorded Document Back Indexing project, as noted on the attachments.

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

ROLL CALL: 32 yes, 4 absent. RESOLUTION NO. 37—2024-25 IS ADOPTED.

Resolution No. 38—2024-25 – Finance Committee. Authorize and approve the unused levy from 2019 in the amount of 1.903% of the county's valuation be carried forward, as noted on the resolution and attachments.

Supervisor Croatt moved, seconded by Supervisor Lawrence, for adoption.

ROLL CALL: 32 yes, 4 absent. RESOLUTION NO. 38—2024-25 IS ADOPTED.

Resolution No. 39—2024-25 – Legislative/Audit and Human Resources Committee. Approve the Administrative Rule AR-2024-01 (attached), replacing AR-2023-02, which amends the County Employee Handbook with adjustments and clarifying language to reflect current practice in several areas (as noted on the resolution and attachments), and will be on file in the County Clerk's Office in a manual labeled "Outagamie County Administrative Rules".

Supervisor Spears moved, seconded by Supervisor Weinberg, for adoption.

ROLL CALL: 32 yes, 4 absent. RESOLUTION NO. 39—2024-25 IS ADOPTED.

RECONSIDERATION OF ALL APPOINTMENTS AND RESOLUTION NOS. Z-5, 32, 33, 34, 35, 36, 37, 38 AND 39 —2024-25.

Supervisor Smith moved, seconded by Supervisor Patience, to reconsider all appointments and the above listed resolutions.

Vote for reconsideration. ROLL CALL: 32 yes, 4 absent. ALL APPOINTMENTS AND RESOLUTION NOS. Z-5, 32, 33, 34, 35, 36, 37, 38 AND 39 —2024-25 ARE RECONSIDERED.

Vote for lock in. ROLL CALL: 32 yes, 4 absent. ALL APPOINTMENTS AND RESOLUTION NOS. Z-5, 32, 33, 34, 35, 36, 37, 38 AND 39 —2024-25 ARE ADOPTED & LOCKED IN.

REPORTS – None.

ADJOURNMENT
Supervisor Patience moved, seconded by Supervisor VanderHeiden to adjourn until August 27, 2024 at 7:00 p.m. VOICE VOTE CARRIED UNANIMOUSLY.

The meeting adjourned at 7:47 p.m.

FINAL COPIES OF ORDINANCES/RESOLUTIONS AND ROLL CALLS PERTINENT TO NEW BUSINESS FOLLOW:

LOCK IN OF ALL APPOINTMENTS AND RESOLUTION NOS. Z-5, 32, 33, 34, 35, 36, 37, 38 AND 39 —2024-25.

Vote for lock in. ROLL CALL: 32 yes, 4 absent. ALL APPOINTMENTS AND RESOLUTION NOS. Z-5, 32, 33, 34, 35, 36, 37, 38 AND 39 —2024-25 ARE ADOPTED & LOCKED IN.

VOTE RESULTS 32 YES 0 NO 0 ABSTAIN 4 ABSENT

Lock in of Appointments and Res. Nos. Z-5, 32-39—2024-25

Lock In of Appointments and Res. Nos. Z-5, 32, 33, 34, 35, 36, 37, 38 and 39—2024-25

Passed With Majority of Full Membership

1 THOMPSON	YES	13 WEGAND	YES	25 JANKE	YES
2 JOHNSON	YES	14 HERMES	YES	26 WEINBERG	YES
3 SMITH	YES	15 MacDONALD	ABSENT	27 CULBERTSON	YES
4 PATIENCE	YES	16 SCHROEDER	ABSENT	28 MONFILS	YES
5 GABRIELSON	YES	17 CROATT	YES	29 WINTERFELDT	YES
6 KOSTELNY	YES	18 SPEARS	YES	30 NEJEDLO	YES
7 HAMMEN	YES	19 HEISER	YES	31 CLEGG	YES
8 LAWRENCE	YES	20 MITCHELL	YES	32 THYSSEN	YES
9 KRUEGER	YES	21 CUFF	YES	33 VANDERHEIDEN	YES
10 LAMERS	YES	22 HAGEN	YES	34 RETTLER	YES
11 FERGUSON	YES	23 KLEMP	YES	35 KOURY	ABSENT
12 McCABE	YES	24 THIEDE	ABSENT	36 LAUTENSCHLAGER	YES

Outagamie County

7-23-24 County Board Meeting - July 23 2024 07:46:44 PM

July 23, 2024 County Board Meeting

OpenMeeting

RECONSIDERATION OF ALL APPOINTMENTS AND RESOLUTION NOS. Z-5, 32, 33, 34, 35, 36, 37, 38 AND 39—2024-25.

Supervisor Smith moved, seconded by Supervisor Patience, to reconsider all appointments and the above listed resolutions.

Vote for reconsideration. ROLL CALL: 32 yes, 4 absent. ALL APPOINTMENTS AND RESOLUTION NOS. Z-5, 32, 33, 34, 35, 36, 37, 38 AND 39—2024-25 ARE RECONSIDERED.

VOTE RESULTS 32 YES 0 NO 0 ABSTAIN 4 ABSENT

Reconsideration of Appointments and Res. Nos. Z-5, 32-39—2024-25

Reconsideration of Appointments and Res. Nos. Z-5, 32, 33, 34, 35, 36, 37, 38 and 39—2024-25.

Passed With Majority of Full Membership

1 THOMPSON YES	13 WEGAND YES	25 JANKE YES
2 JOHNSON YES	14 HERMES YES	26 WEINBERG YES
3 SMITH YES	15 MacDONALD ABSENT	27 CULBERTSON YES
4 PATIENCE YES	16 SCHROEDER ABSENT	28 MONFILS YES
5 GABRIELSON YES	17 CROATT YES	29 WINTERFELDT YES
6 KOSTELNY YES	18 SPEARS YES	30 NEJEDLO YES
7 HAMMEN YES	19 HEISER YES	31 CLEGG YES
8 LAWRENCE YES	20 MITCHELL YES	32 THYSSEN YES
9 KRUEGER YES	21 CUFF YES	33 VANDERHEIDEN YES
10 LAMERS YES	22 HAGEN YES	34 RETTLER YES
11 FERGUSON YES	23 KLEMP YES	35 KOURY ABSENT
12 McCABE YES	24 THIEDE ABSENT	36 LAUTENSCHLAGER YES

Outagamie County 7-23-24 County Board Meeting - July 23 2024 07:46:26 PM

July 23, 2024 County Board Meeting

OpenMeeting

Resolution No. Z-5—2024-25 – Agriculture, Extension Education, Zoning and Land Conservation Committee. Approve the rezone request for JBW Properties LLC, for parcel 030065702, from the General Agriculture District, Local Commercial District, and Industrial District to the Industrial District only, in the Town of Buchanan, as noted on the attachments.

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

ROLL CALL: 32 yes, 4 absent. RESOLUTION NO. Z-5—2024-25 IS ADOPTED.

VOTE RESULTS 32 YES 0 NO 0 ABSTAIN 4 ABSENT

Resolution No. Z-5—2024-25

Resolution No. Z-5—2024-25 – Agriculture, Extension Education, Zoning and Land Conservation Committee. ... LLC, for parcel 030065702, from the General Agriculture District, Local Commercial District, and Industrial District to the Industrial District only, in the Town of Buchanan, as noted on the attachments.

Passed With Majority of Full Membership

1 THOMPSON YES	13 WEGAND YES	25 JANKE YES
2 JOHNSON YES	14 HERMES YES	26 WEINBERG YES
3 SMITH YES	15 MacDONALD ABSENT	27 CULBERTSON YES
4 PATIENCE YES	16 SCHROEDER ABSENT	28 MONFILS YES
5 GABRIELSON YES	17 CROATT YES	29 WINTERFELDT YES
6 KOSTELNY YES	18 SPEARS YES	30 NEJEDLO YES
7 HAMMEN YES	19 HEISER YES	31 CLEGG YES
8 LAWRENCE YES	20 MITCHELL YES	32 THYSSEN YES
9 KRUEGER YES	21 CUFF YES	33 VANDERHEIDEN YES
10 LAMERS YES	22 HAGEN YES	34 RETTLER YES
11 FERGUSON YES	23 KLEMP YES	35 KOURY ABSENT
12 McCABE YES	24 THIEDE ABSENT	36 LAUTENSCHLAGER YES

Outagamie County **7-23-24 County Board Meeting - July 23 2024 07:36:03 PM**

July 23, 2024 County Board Meeting

OpenMeeting

RESOLUTION NO.: Z-5—2024-25

TO THE HONORABLE, THE OUTAGAMIE COUNTY BOARD OF SUPERVISORS

LADIES AND GENTLEMEN: ***MAJORITY***

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

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

BE IT RESOLVED, that the Outagamie County Board of Supervisors does approve of the proposed rezoning request for JBW Properties LLC. The proposed rezoning is for parcel 030065702, from the General Agriculture District, the Local Commercial District, and the Industrial District to the Industrial District only. The parcel is located east of State Road 55 in the Town of Buchanan, Outagamie County, WI, as depicted on the attached review and map, which by reference are made a part hereof, and

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

Dated this 23rd day of July, 2024

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: July 23, 2024

Signed: _____
Board Chairperson

_____
County Clerk

Approved: 7.24.24

Vetoed: _____

Signed: _____
County Executive

Outagamie County Est. 1851

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: Sadie DiNatale Burda, Deputy Director
DATE: June 12, 2024
RE: PL202400248: Town Rezoning, Review and Recommendation

Application Details:

Applicant/Owner:	Town of Buchanan, Applicant on behalf of JBW Properties LLC (Owner)
Request:	Rezoning - Town
Parcels:	030065702
Location:	East of State Road 55 Town of Buchanan
Public Hearing:	May 14, 2024 at 7:00 PM held by the Town of Buchanan

Background:

Outagamie County received a Town Rezoning request from the Town of Buchanan, as depicted on the attached Rezoning Map. The proposal would rezone parcel 030065702 (5.11 acres) from the General Agriculture District, the Local Commercial District, and the Industrial District to the Industrial District only. The rezoning would accommodate the existing use (a truss manufacturing business) and the proposed expansion of the existing use.

The Town of Buchanan exercises village powers and adopted General Town Zoning. The Town of Buchanan is required to find this rezoning consistent with its Comprehensive Plan. They have identified the rezoning to be consistent with its Comprehensive Plan Future Land Use Map, which identifies the area as "Commercial and Retail Service Hub (middle)" which allows for industrial zoning.

Outagamie County concurs that the rezone is also consistent with the County Comprehensive Plan Future Land Map, which identifies the area as "Community Mixed Use." This designation potentially allows for industrial land uses and activities.

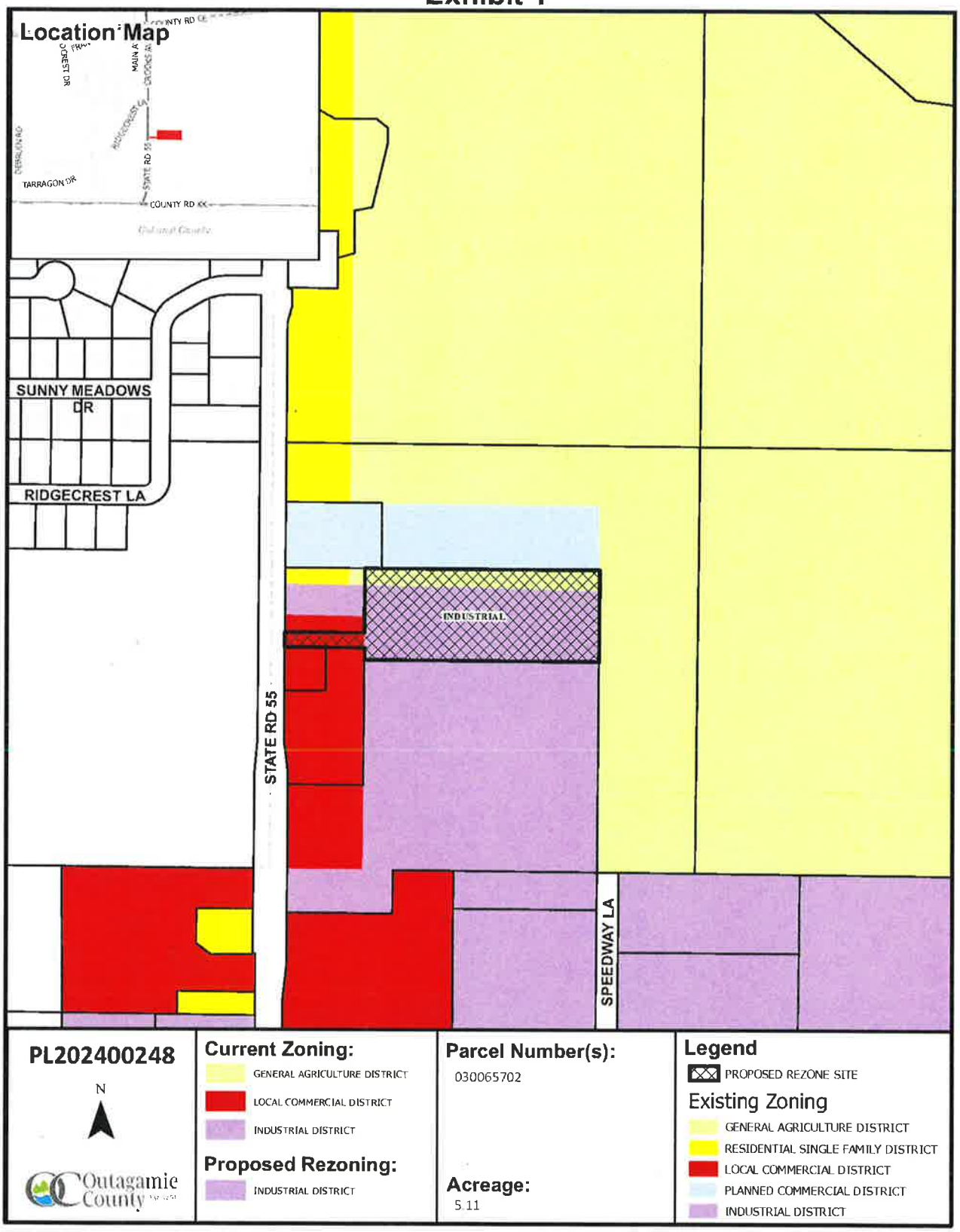
The Buchanan Town Board voted to approve the rezoning request on May 21, 2024.

Staff Recommendation:

Based on County staff's review of this proposed Town Rezoning, Staff recommends to: approve the rezoning of parcel 030065702 from the General Agriculture District, the Local Commercial District, and the Industrial District to the Industrial District only.

***Lock-in Request* Due to Outagamie County Board of Supervisors' summer meeting schedule, County Staff requests that the Board's decision be locked-in at the first County Board meeting where the request is considered.**

Exhibit 1


Location Map
TARRAGON DR
COUNTY RD KK
SUNNY MEADOWS DR
RIDGECREST LA
INDUSTRIAL
STATE RD 55
SPEEDWAY LA
PL202400248
N
Outagamie County
Current Zoning:
GENERAL AGRICULTURE DISTRICT
LOCAL COMMERCIAL DISTRICT
INDUSTRIAL DISTRICT
Proposed Rezoning:
INDUSTRIAL DISTRICT
Parcel Number(s):
030065702
Acreage:
5.11
Legend
PROPOSED REZONE SITE
Existing Zoning
GENERAL AGRICULTURE DISTRICT
RESIDENTIAL SINGLE FAMILY DISTRICT
LOCAL COMMERCIAL DISTRICT
PLANNED COMMERCIAL DISTRICT
INDUSTRIAL DISTRICT

PLAN COMMISSION MEETING:	**May 14, 2024**	**AGENDA ITEM #: 7a**
ACTION TYPE:	**Legislative**	**(For Approval/Denial)**

"In the Spirit of Town Government"

AGENDA MEMORANDUM

To:	Plan Commission Chairperson and Members
From:	Michael J.D. Brown, Administrator
Date:	May 14, 2024
RE:	**Rezoning of N250 State Rd 55 Parcel 030065702**

SUMMARY: Mike Klarner with Fox Structures, Inc, applicant, submitted a rezoning request on behalf of the owner JBW Properties for N250 State Rd 55 Parcel 030065702 in order to rezone the property from AGD General Agriculture and CL Local Commercial to Ind Industrial. The property currently is zoned General Agriculture (northern strip of property), Local Commercial (driveway entrance area) and Industrial (majority of property). A building permit was submitted for an addition to the north side of the existing building; however, that portion of the property is zoned General Agriculture and site plan approval will also be required prior to issuance of a building permit. The existing and proposed use of the property is a truss manufacturing business and therefore requires industrial zoning.

In order for the Town to rezone it must find the request is consistent with the comprehensive plan which indicates this area is Commercial & Retail Service Hub (middle) which allows for industrial zoning and is consistent with the majority of the existing zoning of the property as well as the manufacturing use.

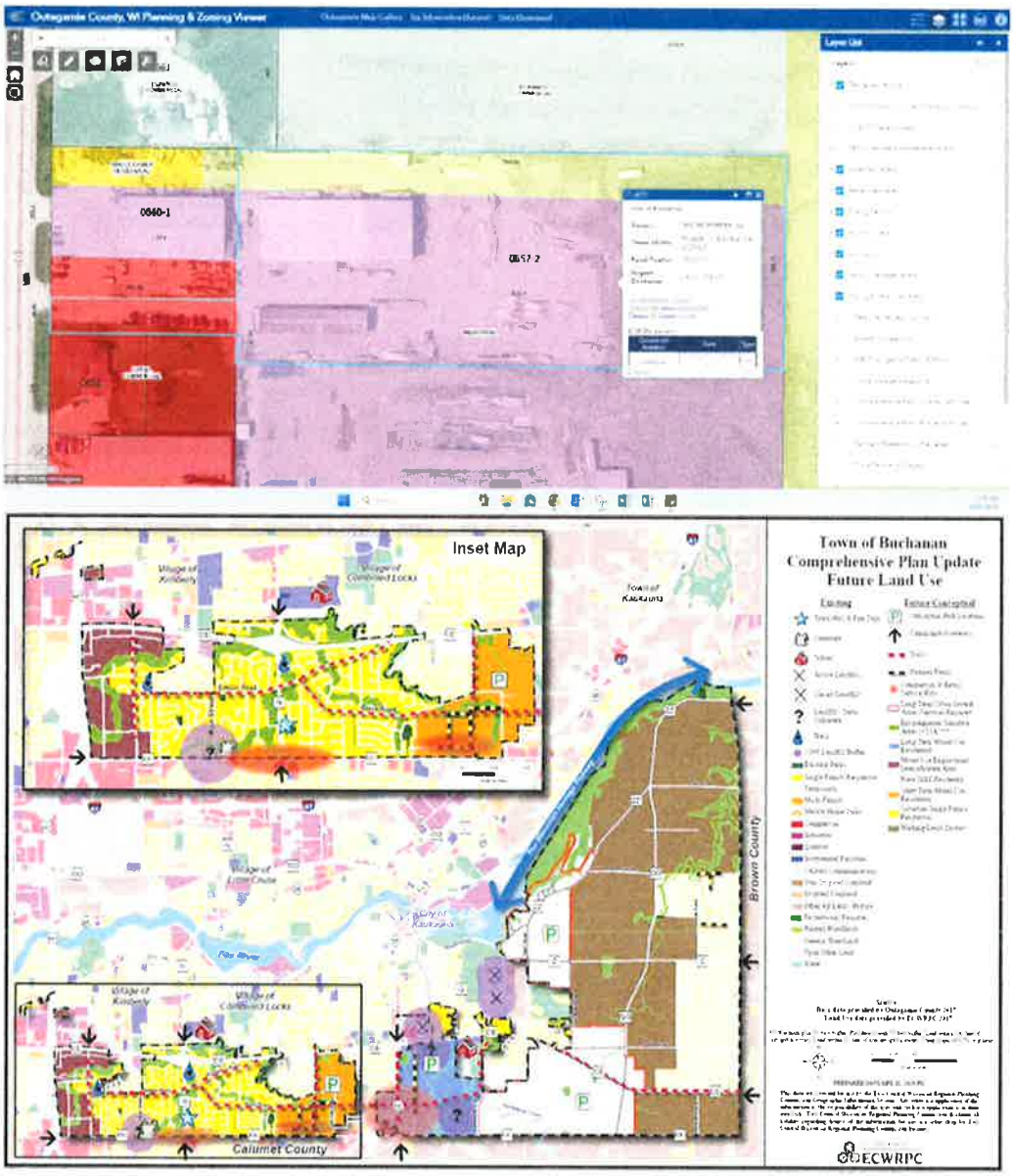
RECOMMENDED ACTION: If the Commission finds the request to be consistent with the Comprehensive Plan staff recommends approval and the following motion may be made.

Motion to recommend approval of Resolution 2024-07 to the Town Board.

###

Attachments:

1. **Resolution 2024-07**


Outagamie County, WI Planning & Zoning Viewer
0640-1
Inset Map
Town of Buchanan
Comprehensive Plan Update
Future Land Use
Brown County
Calumet County
ECWRPC


VALLEY TRUSSES LLC
C1.1
ARCHITECTURAL SITE PLAN
0660-1

LOCK IN OF ALL APPOINTMENTS AND RESOLUTION NOS. Z-5, 32, 33, 34, 35, 36, 37, 38 AND 39 —2024-25.

Vote for lock in. ROLL CALL: 32 yes, 4 absent. ALL APPOINTMENTS AND RESOLUTION NOS. Z-5, 32, 33, 34, 35, 36, 37, 38 AND 39 —2024-25 ARE ADOPTED & LOCKED IN.

VOTE RESULTS 32 YES 0 NO 0 ABSTAIN 4 ABSENT

Lock in of Appointments and Res. Nos. Z-5, 32-39—2024-25

Lock In of Appointments and Res. Nos. Z-5, 32, 33, 34, 35, 36, 37, 38 and 39—2024-25.

Passed With Majority of Full Membership

1 THOMPSON YES	13 WEGAND YES	25 JANKE YES
2 JOHNSON YES	14 HERMES YES	26 WEINBERG YES
3 SMITH YES	15 MacDONALD ABSENT	27 CULBERTSON YES
4 PATIENCE YES	16 SCHROEDER ABSENT	28 MONFILS YES
5 GABRIELSON YES	17 CROATT YES	29 WINTERFELDT YES
6 KOSTELNY YES	18 SPEARS YES	30 NEJEDLO YES
7 HAMMEN YES	19 HEISER YES	31 CLEGG YES
8 LAWRENCE YES	20 MITCHELL YES	32 THYSSEN YES
9 KRUEGER YES	21 CUFF YES	33 VANDERHEIDEN YES
10 LAMERS YES	22 HAGEN YES	34 RETTLER YES
11 FERGUSON YES	23 KLEMP YES	35 KOURY ABSENT
12 McCABE YES	24 THIEDE ABSENT	36 LAUTENSCHLAGER YES

Outagamie County 7-23-24 County Board Meeting - July 23 2024 07:46:44 PM

July 23, 2024 County Board Meeting

OpenMeeting

RECONSIDERATION OF ALL APPOINTMENTS AND RESOLUTION NOS. Z-5, 32, 33, 34, 35, 36, 37, 38 AND 39—2024-25.

Supervisor Smith moved, seconded by Supervisor Patience, to reconsider all appointments and the above listed resolutions.

Vote for reconsideration. ROLL CALL: 32 yes, 4 absent. ALL APPOINTMENTS AND RESOLUTION NOS. Z-5, 32, 33, 34, 35, 36, 37, 38 AND 39—2024-25 ARE RECONSIDERED.

VOTE RESULTS 32 YES 0 NO 0 ABSTAIN 4 ABSENT

Reconsideration of Appointments and Res. Nos. Z-5, 32-39—2024-25

Reconsideration of Appointments and Res. Nos. Z-5, 32, 33, 34, 35, 36, 37, 38 and 39—2024-25. Passed With Majority of Full Membership

1 THOMPSON	YES	13 WEGAND	YES	25 JANKE	YES
2 JOHNSON	YES	14 HERMES	YES	26 WEINBERG	YES
3 SMITH	YES	15 MacDONALD	ABSENT	27 CULBERTSON	YES
4 PATIENCE	YES	16 SCHROEDER	ABSENT	28 MONFILS	YES
5 GABRIELSON	YES	17 CROATT	YES	29 WINTERFELDT	YES
6 KOSTELNY	YES	18 SPEARS	YES	30 NEJEDLO	YES
7 HAMMEN	YES	19 HEISER	YES	31 CLEGG	YES
8 LAWRENCE	YES	20 MITCHELL	YES	32 THYSSEN	YES
9 KRUEGER	YES	21 CUFF	YES	33 VANDERHEIDEN	YES
10 LAMERS	YES	22 HAGEN	YES	34 RETTLER	YES
11 FERGUSON	YES	23 KLEMP	YES	35 KOURY	ABSENT
12 McCABE	YES	24 THIEDE	ABSENT	36 LAUTENSCHLAGER	YES

Outagamie County 7-23-24 County Board Meeting - July 23 2024 07:46:26 PM

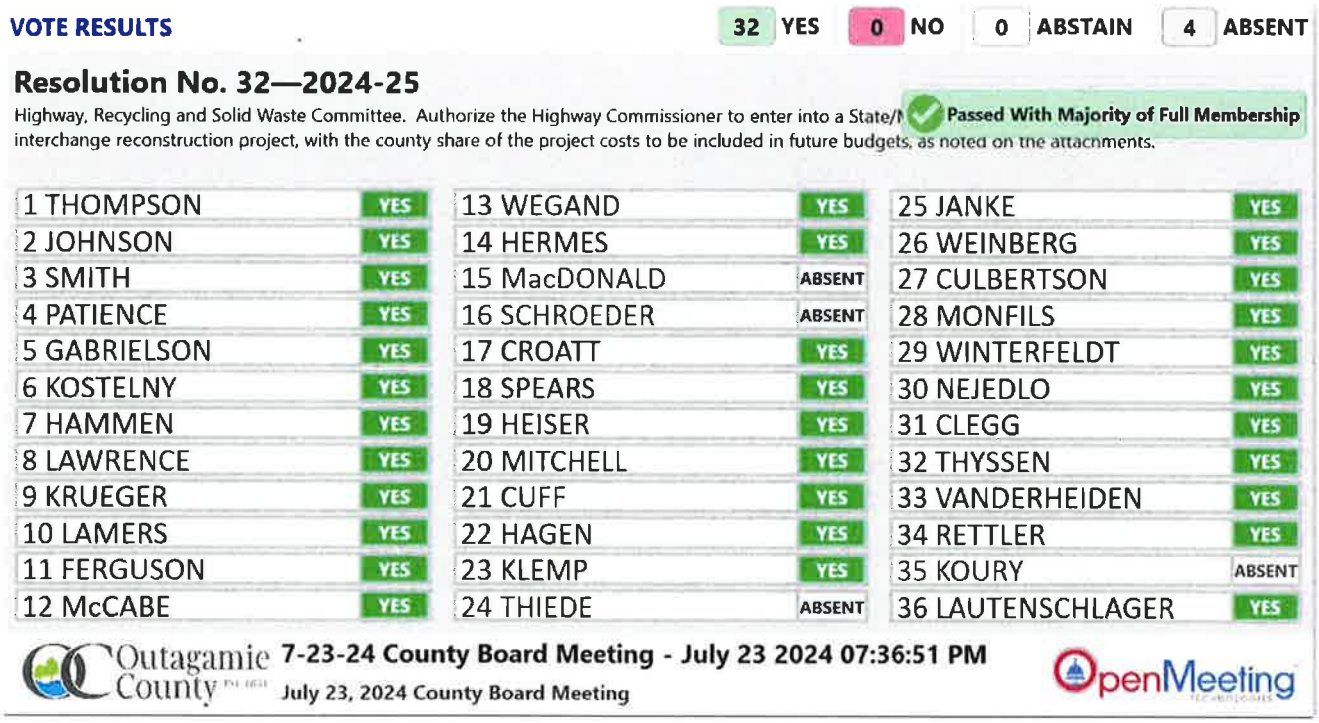
July 23, 2024 County Board Meeting

OpenMeeting

Resolution No. 32—2024-25 – Highway, Recycling and Solid Waste Committee. Authorize the Highway Commissioner to enter into a State/Municipal Financial Agreement for the County E interchange reconstruction project, with the county share of the project costs to be included in future budgets, as noted on the attachments.

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

ROLL CALL: 32 yes, 4 absent. RESOLUTION NO. 32—2024-25 IS ADOPTED.



VOTE RESULTS — 32 YES | 0 NO | 0 ABSTAIN | 4 ABSENT

Resolution No. 32—2024-25

Highway, Recycling and Solid Waste Committee. Authorize the Highway Commissioner to enter into a State/M… interchange reconstruction project, with the county share of the project costs to be included in future budgets, as noted on the attachments.

Passed With Majority of Full Membership

1 THOMPSON	YES	13 WEGAND	YES	25 JANKE	YES
2 JOHNSON	YES	14 HERMES	YES	26 WEINBERG	YES
3 SMITH	YES	15 MacDONALD	ABSENT	27 CULBERTSON	YES
4 PATIENCE	YES	16 SCHROEDER	ABSENT	28 MONFILS	YES
5 GABRIELSON	YES	17 CROATT	YES	29 WINTERFELDT	YES
6 KOSTELNY	YES	18 SPEARS	YES	30 NEJEDLO	YES
7 HAMMEN	YES	19 HEISER	YES	31 CLEGG	YES
8 LAWRENCE	YES	20 MITCHELL	YES	32 THYSSEN	YES
9 KRUEGER	YES	21 CUFF	YES	33 VANDERHEIDEN	YES
10 LAMERS	YES	22 HAGEN	YES	34 RETTLER	YES
11 FERGUSON	YES	23 KLEMP	YES	35 KOURY	ABSENT
12 McCABE	YES	24 THIEDE	ABSENT	36 LAUTENSCHLAGER	YES

Outagamie County — 7-23-24 County Board Meeting - July 23 2024 07:36:51 PM

July 23, 2024 County Board Meeting

OpenMeeting

RESOLUTION NO.: 32—2024-25

TO THE HONORABLE, THE OUTAGAMIE COUNTY BOARD OF SUPERVISORS

LADIES AND GENTLEMEN: ***MAJORITY***

The Wisconsin Department of Transportation (WisDOT) is planning for reconstruction of the I-41 corridor which includes interchanges with local highways. The interchange of County E (Ballard Road) has been identified as one of those to be reconstructed within the project limits. The existing interchange will be reconstructed as a diverging diamond interchange. County E will be reconstructed within the project limits and bicycle lanes will be added. Additional work will entail removal and replacement of existing pavement and storm sewers, replacement of the existing overpass structure with two new bridge structures, and construction of new sign structures, retaining walls, traffic signals, signing, pavement markings, and incidentals. Non-participating work that is being incorporated into the project includes reconstruction of the County E & Capitol Drive intersection, landscaping and aesthetic treatments. Current WisDOT policy prevents the use of state funds on local intersection improvements that occur outside the interchange touchdown points and aesthetic elements adjacent to, or part of, a state highway improvement project and require local participation. Construction is currently scheduled for 2025. Outagamie County's share is currently estimated to be $411,000 for non-participating items. The county share of the project cost is to be funded within future budgets.

As shown in the State/Municipal Financial Agreement (SMFA), Outagamie County will share the total cost of non-participating items with the City of Appleton in a 50%-50% split. This resolution authorizes the Outagamie County Highway Commissioner to enter into a SMFA for this state-let improvement project and to support future funding for the County E interchange reconstruction project.

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

BE IT RESOLVED, that the Outagamie County Board of Supervisors does authorize the Highway Commissioner to enter into a State/Municipal Financial Agreement for the County E interchange reconstruction project, as noted on the attached State/Municipal Financial Agreement for a State-Let Highway Project document, which by reference is made a part hereof, and

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

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 23rd day of July 2024

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: July 23, 2024

Signed: Dan Gabrielse
Board Chairperson

Kelly M. Bott
County Clerk

Approved: 7.24.24 Vetoed: _____

Signed: _____
County Executive

WISCONSIN DEPARTMENT OF TRANSPORTATION	**STATE/MUNICIPAL FINANCIAL AGREEMENT FOR A STATE- LET HIGHWAY PROJECT**	Date:March 12, 2024 I.D.:1130-65-76 (Design 1130-63-01) Road Name: IH 41 Title: Appleton – De Pere Limits: Ballard Rd (CTH E) Intchg County: Outagamie Roadway Length: 0.51 Miles

The signatories Outagamie County and City of Appleton, 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 I-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.

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.

The I 41 and County E (Ballard Road) interchange will be reconstructed to address safety and capacity concerns.

Proposed Improvement - Nature of work: WisDOT identified the diverging diamond interchange as the preferred alternative for the County E interchange. At the County E interchange, the diverging diamond interchange (DDI) is the safest interchange option, has the best traffic operations, and has the support of Outagamie County and the municipalities. Impacts between alternatives considered are not substantially different.

County E will be reconstructed, and bike lanes will be added from Capitol Drive to Evergreen Drive. Sidewalk and shared use paths impacted by reconstruction will be replaced. New storm sewer will be installed withing the project limits. The existing structures carrying County E over I 41 will be replaced with structures B-44-0324 and B-44-0325. Retaining walls R-44-0040 and R-44-0041 will be constructed. Sign structures S-44-0367, S-44-0369, S-44-0370, S-44-0371, S-44-0372, and S-44-0373, New traffic signals will be installed at the I 41/ County E ramp terminals. MUTCD compliant signing and pavement markings will be installed with the project.

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: The core and west approach to the County E/ Capitol Drive intersection will be reconstructed to allow for the addition of an eastbound left turn lane (two total eastbound left tun lanes after reconstruction). Bike lanes will be constructed on both sides of the roadway. Sidewalk will be replaced on the north side of the roadway. The limits of the reconstruction of Capitol Drive extend from the core of the County E/ Capitol Drive intersection to 250 ft west of Commerce Court.

Work along Capitol Drive and Ballard and Capitol Drive intersection core will also include storm sewer installation, erosion control, fertilizer/seed/ mulch, permanent signing, traffic signals, pavement marking and temporary traffic control.

Landscaping elements such as trees, bushes, and grass will be added to the medians and islands of the IH 41 and Ballard Road diverging diamond interchange (DDI).

City of Appleton Intelligent Transportation Systems (ITS) infrastructure will be added to the IH 41 and Ballard Road DDI.

This request shall constitute agreement between the Municipality and the State; is subject to the terms and conditions that follow (pages [1] – [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.

	SUMMARY OF COSTS						
[1]Phase	Total Est. Cost	Federal/State Funds	%	Outagamie County	%	City of Appleton	%
Preliminary Engineering							
Ballard Rd Interchange	$2,000,000	$2,000,000	100%	$0	0%	$0	0%
Ballard and Capitol Intersection	$56,700	$56,700	100%	$0	0%	$0	0%
Preliminary Engineering Subtotal	**$2,056,700**	**$2,056,700**		$0		**$0**	
Real Estate Acquisition							
Ballard Rd Interchange	$3,507,000	$3,507,000	100%	$0	0%	$0	0%
Ballard and Capitol Intersection	$93,500	$93,500	100%	$0	0%	$0	0%
Real Estate Acquisition Subtotal	**$3,600,500**	**$3,600,500**		**$0**		**$0**	
Municipal Utility Coordination:							
Ballard Rd Interchange	$30,000	$27,000	90%	$0	0%	$3,000	10%
Ballard and Capitol Intersection	$20,000	$0	0%	$0	0%	$20,000	100%
Municipal Utility Subtotal	**$50,000**	**$27,000**		**$0**		**$23,000**	
[2]Construction:							
Ballard Rd Interchange	$23,000,000	$23,000,000	100%	$0	0%	$0	0%
Ballard and Capitol Intersection	$652,100	$0	0%	$309,000	50%	$309,000	50%
Ballard Rd Interchange Landscaping (CSS)	$200,000	$0	0%	$100,000	50%	$100,000	50%
Ballard Road Tree Replacement (18 Trees)	$20,000	$16,000	80%	$2,000	10%	$2,000	10%
City of Appleton ITS	TBD	$0	0%	$0	0%	TBD	100%
Construction Subtotal	**$23,872,100**	**$23,016,000**		**$411,000**		**$411,000**	
Total Est. Cost Distribution	**$29,579,300**	**$28,700,200**		**$411,000**		**$434,000**	

[1] Costs shown are estimates only and may be updated as design progresses
[2] Estimates include construction engineering.

Signed for and in behalf of the **Outagamie County** (please sign in blue ink)	
Name (print)	Title
Signature	Date
Signed for and in behalf of the **City of Appleton** (please sign in blue ink)	
Name (print)	Title
Signature	Date
Signed for and in 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 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) WisDOT will replace the existing trees located in the median of the Ballard Road interchange.

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) Ballard and Capitol Intersection costs.

- Compensable utility adjustment and railroad force work necessitated for the project.
- The grading, base, pavement, curb and gutter, and structure costs to State standards
- 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.
- Signing and pavement marking necessitated for the safe and efficient flow of traffic.
- 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.
- Replacement of existing driveways, in kind, necessitated by the project.
- New installations or alteration resulting from roadway construction of standard street lighting and traffic signals or devices. Alteration may include salvaging and replacement of existing components.

(i) Ballard Road Interchange Landscaping (CSS)

(j) City of Appleton Intelligent Transportation System (ITS)

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:

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

Construction ID 1130-65-76

Ballard Rd Interchange

The State will pay 100% of the construction costs under Ballard Rd Interchange unless otherwise noted.

Ballard and Capitol Intersection

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.

Ballard Rd Interchange Landscaping (CSS)

In accordance with the Local Participation Policy Section 3-25-5 of the State's Program Management Manual Wis. Stat. 85.0205 (1m) prevents the use of improvement funds on elements of a highway improvement project that are determined to be primarily related to the aesthetic preferences of communities adjacent to the improvement. These aesthetic preferences are commonly called community sensitive solutions (CSS) or community sensitive design (CSD).

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.

Ballard Rd Tree Replacement

In accordance with the Local Participation Policy Section 3-25-15 of the State's Program Management Manual landscaping replacement in the median or terrace area that is approved by WisDOT is eligible for WisDOT participation.

Landscaping is 80 percent eligible for WisDOT participation when placement is in the right-of-way or when the municipality or WisDOT legally arranges for placement on private property in cases where there is insufficient space in the right-of-way.

Landscaping will be consistent with the adopted WisDOT standards (limited to trees and shrubs as appropriate), provided the municipality or property owner accepts responsibility for the maintenance of the landscaping items.

City of Appleton Intelligent Transportation System (ITS)

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.

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 the County Highway E (Ballard Road) interchange 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 the interchange at I-41 & CTH E (Ballard Road). The Highway Department has asked to enter into an agreement to fund non-participating items as part of the reconstruction. There will be a 50/50 cost share with the City of Appleton. The County's estimated cost is $411,000 to be covered in future budgets.

The request is to allow the Highway Department to enter into the State Municipal Financial Agreement and support future funding for the reconstruction project.

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

[ ] Revenues [X] Expenses (Cost) [ ] None

3. Is the specific cost or revenue included in the current year's budget? yes ( ) no ( ) 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 ( ) no (x)
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			N/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: Dean Steingraber

For Financial Services purposes only	
Reviewed By: *Michelle Uitenbroek 3/14/2024*	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

LOCK IN OF ALL APPOINTMENTS AND RESOLUTION NOS. Z-5, 32, 33, 34, 35, 36, 37, 38 AND 39 —2024-25.

Vote for lock in. ROLL CALL: 32 yes, 4 absent. ALL APPOINTMENTS AND RESOLUTION NOS. Z-5, 32, 33, 34, 35, 36, 37, 38 AND 39 —2024-25 ARE ADOPTED & LOCKED IN.

VOTE RESULTS 32 YES 0 NO 0 ABSTAIN 4 ABSENT

Lock in of Appointments and Res. Nos. Z-5, 32-39—2024-25

Lock In of Appointments and Res. Nos. Z-5, 32, 33, 34, 35, 36, 37, 38 and 39—2024-25.

Passed With Majority of Full Membership

1 THOMPSON YES	13 WEGAND YES	25 JANKE YES
2 JOHNSON YES	14 HERMES YES	26 WEINBERG YES
3 SMITH YES	15 MacDONALD ABSENT	27 CULBERTSON YES
4 PATIENCE YES	16 SCHROEDER ABSENT	28 MONFILS YES
5 GABRIELSON YES	17 CROATT YES	29 WINTERFELDT YES
6 KOSTELNY YES	18 SPEARS YES	30 NEJEDLO YES
7 HAMMEN YES	19 HEISER YES	31 CLEGG YES
8 LAWRENCE YES	20 MITCHELL YES	32 THYSSEN YES
9 KRUEGER YES	21 CUFF YES	33 VANDERHEIDEN YES
10 LAMERS YES	22 HAGEN YES	34 RETTLER YES
11 FERGUSON YES	23 KLEMP YES	35 KOURY ABSENT
12 McCABE YES	24 THIEDE ABSENT	36 LAUTENSCHLAGER YES

Outagamie County 7-23-24 County Board Meeting - July 23 2024 07:46:44 PM

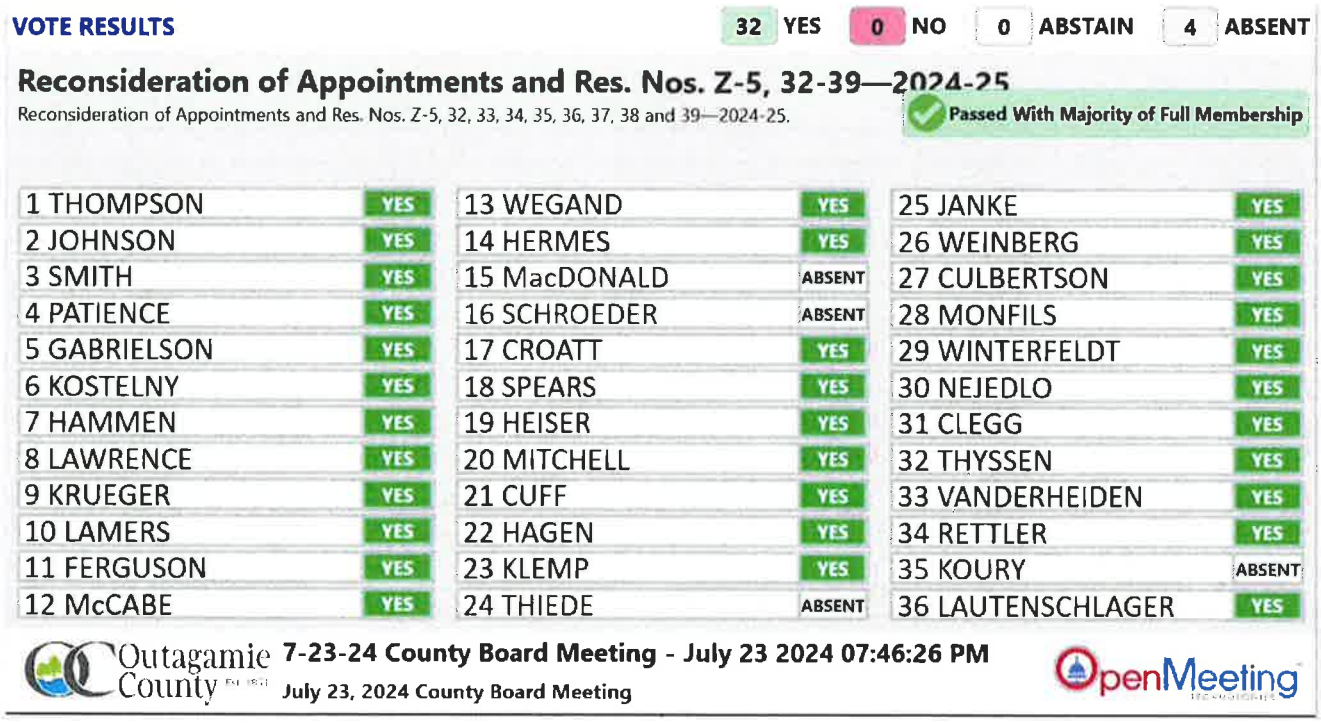
July 23, 2024 County Board Meeting

OpenMeeting

RECONSIDERATION OF ALL APPOINTMENTS AND RESOLUTION NOS. Z-5, 32, 33, 34, 35, 36, 37, 38 AND 39—2024-25.

Supervisor Smith moved, seconded by Supervisor Patience, to reconsider all appointments and the above listed resolutions.

Vote for reconsideration. ROLL CALL: 32 yes, 4 absent. ALL APPOINTMENTS AND RESOLUTION NOS. Z-5, 32, 33, 34, 35, 36, 37, 38 AND 39—2024-25 ARE RECONSIDERED.



VOTE RESULTS — 32 YES | 0 NO | 0 ABSTAIN | 4 ABSENT

Reconsideration of Appointments and Res. Nos. Z-5, 32-39—2024-25

Reconsideration of Appointments and Res. Nos. Z-5, 32, 33, 34, 35, 36, 37, 38 and 39—2024-25.

Passed With Majority of Full Membership

1 THOMPSON YES	13 WEGAND YES	25 JANKE YES
2 JOHNSON YES	14 HERMES YES	26 WEINBERG YES
3 SMITH YES	15 MacDONALD ABSENT	27 CULBERTSON YES
4 PATIENCE YES	16 SCHROEDER ABSENT	28 MONFILS YES
5 GABRIELSON YES	17 CROATT YES	29 WINTERFELDT YES
6 KOSTELNY YES	18 SPEARS YES	30 NEJEDLO YES
7 HAMMEN YES	19 HEISER YES	31 CLEGG YES
8 LAWRENCE YES	20 MITCHELL YES	32 THYSSEN YES
9 KRUEGER YES	21 CUFF YES	33 VANDERHEIDEN YES
10 LAMERS YES	22 HAGEN YES	34 RETTLER YES
11 FERGUSON YES	23 KLEMP YES	35 KOURY ABSENT
12 McCABE YES	24 THIEDE ABSENT	36 LAUTENSCHLAGER YES

Outagamie County — 7-23-24 County Board Meeting - July 23 2024 07:46:26 PM

July 23, 2024 County Board Meeting

OpenMeeting

Resolution No. 33—2024-25 – Highway, Recycling and Solid Waste Committee. Authorize the Highway Commissioner to enter into a revised State/Municipal Agreement for the County Z improvement project, with the county share of the project costs to be included in a future budget (2025), as noted on the attachments.

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

ROLL CALL: 32 yes, 4 absent. RESOLUTION NO. 33—2024-25 IS ADOPTED.

VOTE RESULTS 32 YES 0 NO 0 ABSTAIN 4 ABSENT

Resolution No. 33—2024-25

Highway, Recycling and Solid Waste Committee. Authorize the Highway Commissioner to enter into a revised improvement project, with the county share of the project costs to be included in a future budget (2025), as noted on the attachments.

Passed With Majority of Full Membership

1 THOMPSON	YES	13 WEGAND	YES	25 JANKE	YES
2 JOHNSON	YES	14 HERMES	YES	26 WEINBERG	YES
3 SMITH	YES	15 MacDONALD	ABSENT	27 CULBERTSON	YES
4 PATIENCE	YES	16 SCHROEDER	ABSENT	28 MONFILS	YES
5 GABRIELSON	YES	17 CROATT	YES	29 WINTERFELDT	YES
6 KOSTELNY	YES	18 SPEARS	YES	30 NEJEDLO	YES
7 HAMMEN	YES	19 HEISER	YES	31 CLEGG	YES
8 LAWRENCE	YES	20 MITCHELL	YES	32 THYSSEN	YES
9 KRUEGER	YES	21 CUFF	YES	33 VANDERHEIDEN	YES
10 LAMERS	YES	22 HAGEN	YES	34 RETTLER	YES
11 FERGUSON	YES	23 KLEMP	YES	35 KOURY	ABSENT
12 McCABE	YES	24 THIEDE	ABSENT	36 LAUTENSCHLAGER	YES

Outagamie County **7-23-24 County Board Meeting - July 23 2024 07:37:32 PM**

July 23, 2024 County Board Meeting

OpenMeeting

RESOLUTION NO.: 33—2024-25

TO THE HONORABLE, THE OUTAGAMIE COUNTY BOARD OF SUPERVISORS

LADIES AND GENTLEMEN: ***MAJORITY***

The Outagamie County Highway Department previously entered into a State/Municipal Agreement for the County Z project from County ZZ to Outagamie Road in order to accept STP-Rural funding and begin engineering for the project in 2020.

The State recently increased the amount of available funding through the STP-Rural Local Program. The Highway Department is requesting approval to enter into a revised State/Municipal Agreement for the project to reflect updated funding levels. The updated State/Municipal Agreement increases state/federal participation by $1,504,410, thereby reducing County participation by the equivalent amount. The county share of the project cost is to be funded within a future budget (2025).

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

BE IT RESOLVED, that the Outagamie County Board of Supervisors does authorize the Outagamie County Highway Commissioner to enter into a revised State/Municipal Agreement for the County Z improvement project, as noted on the attached 3rd Revision State/Municipal Agreement for A State-Let STP-Rural Program, which by reference is made a part hereof, and

BE IT FURTHER RESOLVED, that the Outagamie County Board of Supervisors does authorize funding for the county share of the project costs to be included in a future budget (2025) as noted on the attached fiscal note which by reference is made a part hereof, and

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 23rd day of July 2024

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: July 23, 2024

Signed: Dan Calmenson
Board Chairperson

Kelly M. Burt
County Clerk

Approved: 7.24.24

Vetoed: _____

Signed: _____
County Executive

	3rd REVISION **STATE/MUNICIPAL AGREEMENT FOR A STATE- LET STP-RURAL PROGRAM** *This agreement supersedes the agreement signed by the Municipality on December 18, 2020 and signed by State on December 21, 2020.* **Program Name: STP-RURAL** **Sub-program #: 206** **Cycle: 2020-2025**	Revised Date: MAY 29, 2024 Date: MAY 11, 2020 I.D.: 4679-02-00/01/71 Road Name: CTH Z Limits: CTH ZZ – OUTAGAMIE ROAD County: OUTAGAMIE Roadway Length: 2.0 MILES Functional Classification: MAJOR COLLECTOR Project Sponsor: OUTAGAMIE COUNTY

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 - Describe and give reason for request: **CTH Z is a major collector that last experienced an improvement in 2005. The pavement is near the end of its useful life with a pavement rating of 4 and is experiencing longitudinal and transverse cracking that has settled causing poor ride quality. The existing cross section is substandard with no paved shoulders and 3 foot or less gravel shoulders in areas. Steep foreslopes and backslopes exist, creating a potential for severe crashes with poor clear zone recovery area for errant vehicles. There are no bicycle or pedestrian accommodations. Drainage issues exist along portions of the highway. There are three (3) navigable waterways within the project limits. No horizontal curves exist. Vertical curves will be evalutated for reconstruction to current sight distance standards.**

Proposed Improvement - Nature of work: **The proposed improvement is a reconstruction level improvement. The proposed roadway will be a rural cross section consisting of two (2) 12-foot lanes with 6 foot shoulders, 5-foot paved and 1-foot gravel. Beam guard will be evaluated and replaced where appropriate. There will be extensive grading throughout the project area. Real estate acquisition is anticipated in Fee and temporary limited easements.**

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: **The 0.5 mile segment of CTH Z between CTH ZZ and Kavanaugh Road is within the Appleton Urbanized area boundary and will be included in the reconstruction project as 100% locally funded. State review of design for this segment is under Project ID 4679-02-01.**

The Municipality agrees to the following 2020-2025 STP-Rural project funding conditions:

Project ID 4679-02-00/71 costs are funded with up to 80% federal funding up to a funding limit of $4,963,770. The Municipality agrees to provide the remaining 20% and any funds in excess of the $4,963,770 federal funding limit.

Project ID 4679-02-01 costs are funded with 100% local funding. 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 2025. **In accordance with the State's sunset policy for STP-Rural projects, the subject 2020-2025 STP-Rural improvement must be constructed and in final acceptance within six years from the start of State Fiscal Year 2021, or by June 30, 2026.** 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 $3,459,360 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				
PHASE	**Total Est. Cost**	**Federal Funds**	**%**	**Municipal Funds**	**%**
ID 4679-02-00					
Design	$635,200	$508,160	80%	$127,040	20% + BAL
State Review	$16,200	$12,960	80%	$3,240	20% + BAL
ID 4679-02-01					
State Review	$11,760	$0	0%	$11,760	100%
ID 4679-02-71					
Participating Construction	$5,056,512	$4,045,210	80%	$1,011,302	20% + BAL
Non-Participating Construction	$794,000	$0	0%	$794,000	100%
State Review	$496,800	$397,440	80%	$99,360	20% + BAL
Total Est. Cost Distribution	**$7,010,472**	**$4,963,770**	N/A	$2,046,702	N/A

*Design ID# 4679-02-00 federal funding is limited to **$521,120.**
*Construction ID# 4679-02-71 federal funding is limited to **$4,442,650**.

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 in behalf of: **Outagamie County** (please sign in blue ink)

Name Title Date

Signed for and in behalf of the State:

Name Title Date

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 2020-2025 STP-Rural 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.

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 2020-2025 STP-Rural 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. Real estate for the improvement.

   h. Street and bridge width in excess of standards, in accordance with the current WisDOT Facilities Development Manual (FDM).

   i. Other 100% Municipality funded items: State review costs for design ID 4679-02-01 and all items associated with the reconstruction of CTH Z from CTH ZZ to Kaukauna Road.

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.

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 STP-Rural projects, the subject 2020-2025 STP-Rural improvement must be constructed and in final acceptance within six years from the start of State Fiscal Year 2021, or by June 30, 2026.** 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.

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.

19. Contract modification: This State/Municipal Agreement can only 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 2020-2025 STP-Rural project funding conditions:

    a. ID 4679-02-00: Design is funded with 80% federal funding up to a funding limit of $521,120 when the Municipality agrees to provide the remaining 20% and any funds in excess of the $521,120 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 80% with federal funding and 20% by the Municipality.

    b. ID 4679-02-01: The Municipality is responsible for 100% of design related costs. This phase includes Plan Development and State Review. The work includes project review, approval of required reports and documents and for processing the final PS&E document for award of the contract. Costs include an estimated amount for state review activities.

    c. Real estate is funded 100% by the Municipality. Real estate acquisition is 100% the responsibility of the Municipality.

    d. ID 4679-02-71: Construction:

        i. Costs for roadway reconstruction are funded with 80% federal funding up to a funding limit of $4,442,650, when the Municipality agrees to provide the remaining 20%, and any funds in excess of the $4,442,650 federal funding limit.

        ii. Non-participating costs for roadway reconstruction between CTH ZZ and Kaukauna Road 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 80% with federal funding and 20% by the Municipality.

[End of Document]

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 previously entered into a State/Municipal Agreement for the County Z project from County ZZ to Outagamie Road in order to accept STP-Rural funding and begin engineering for the project in 2020.

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 is requesting approval to enter into a revised State/Municipal Agreement for the project to reflect updated funding levels. The updated State/Municipal Agreement increases state/federal participation by $1,504,410, thereby reducing County participation by the equivalent amount. The county share of the project cost is to be funded within a future budget (2025).

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

[ ] Revenues [ ] Expenses (Cost) [x] 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 Budget (2025)			

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 Uitenbroek 6/19/2024	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 _____
Comments.	

S:\FINANCE\9 Fiscal Notes & Intrabudget Adjustments\2024 Budget\HWY Fiscal Note CTH Z from CTH ZZ - Outagamie Road SFMA.docx

LOCK IN OF ALL APPOINTMENTS AND RESOLUTION NOS. Z-5, 32, 33, 34, 35, 36, 37, 38 AND 39 —2024-25.

Vote for lock in. ROLL CALL: 32 yes, 4 absent. ALL APPOINTMENTS AND RESOLUTION NOS. Z-5, 32, 33, 34, 35, 36, 37, 38 AND 39 —2024-25 ARE ADOPTED & LOCKED IN.

VOTE RESULTS 32 YES 0 NO 0 ABSTAIN 4 ABSENT

Lock in of Appointments and Res. Nos. Z-5, 32-39—2024-25

Lock In of Appointments and Res. Nos. Z-5, 32, 33, 34, 35, 36, 37, 38 and 39—2024-25.

Passed With Majority of Full Membership

1 THOMPSON	YES	13 WEGAND	YES	25 JANKE	YES
2 JOHNSON	YES	14 HERMES	YES	26 WEINBERG	YES
3 SMITH	YES	15 MacDONALD	ABSENT	27 CULBERTSON	YES
4 PATIENCE	YES	16 SCHROEDER	ABSENT	28 MONFILS	YES
5 GABRIELSON	YES	17 CROATT	YES	29 WINTERFELDT	YES
6 KOSTELNY	YES	18 SPEARS	YES	30 NEJEDLO	YES
7 HAMMEN	YES	19 HEISER	YES	31 CLEGG	YES
8 LAWRENCE	YES	20 MITCHELL	YES	32 THYSSEN	YES
9 KRUEGER	YES	21 CUFF	YES	33 VANDERHEIDEN	YES
10 LAMERS	YES	22 HAGEN	YES	34 RETTLER	YES
11 FERGUSON	YES	23 KLEMP	YES	35 KOURY	ABSENT
12 McCABE	YES	24 THIEDE	ABSENT	36 LAUTENSCHLAGER	YES

Outagamie County

7-23-24 County Board Meeting - July 23 2024 07:46:44 PM

July 23, 2024 County Board Meeting

OpenMeeting

RECONSIDERATION OF ALL APPOINTMENTS AND RESOLUTION NOS. Z-5, 32, 33, 34, 35, 36, 37, 38 AND 39—2024-25.

Supervisor Smith moved, seconded by Supervisor Patience, to reconsider all appointments and the above listed resolutions.

Vote for reconsideration. ROLL CALL: 32 yes, 4 absent. ALL APPOINTMENTS AND RESOLUTION NOS. Z-5, 32, 33, 34, 35, 36, 37, 38 AND 39—2024-25 ARE RECONSIDERED.

VOTE RESULTS 32 YES 0 NO 0 ABSTAIN 4 ABSENT

Reconsideration of Appointments and Res. Nos. Z-5, 32-39—2024-25

Reconsideration of Appointments and Res. Nos. Z-5, 32, 33, 34, 35, 36, 37, 38 and 39—2024-25. Passed With Majority of Full Membership

1 THOMPSON YES	13 WEGAND YES	25 JANKE YES
2 JOHNSON YES	14 HERMES YES	26 WEINBERG YES
3 SMITH YES	15 MacDONALD ABSENT	27 CULBERTSON YES
4 PATIENCE YES	16 SCHROEDER ABSENT	28 MONFILS YES
5 GABRIELSON YES	17 CROATT YES	29 WINTERFELDT YES
6 KOSTELNY YES	18 SPEARS YES	30 NEJEDLO YES
7 HAMMEN YES	19 HEISER YES	31 CLEGG YES
8 LAWRENCE YES	20 MITCHELL YES	32 THYSSEN YES
9 KRUEGER YES	21 CUFF YES	33 VANDERHEIDEN YES
10 LAMERS YES	22 HAGEN YES	34 RETTLER YES
11 FERGUSON YES	23 KLEMP YES	35 KOURY ABSENT
12 McCABE YES	24 THIEDE ABSENT	36 LAUTENSCHLAGER YES

Outagamie County 7-23-24 County Board Meeting - July 23 2024 07:46:26 PM
July 23, 2024 County Board Meeting
OpenMeeting

Resolution No. 34—2024-25 – Property, Airport, Recreation and Economic Development Committee. Authorize and approve the Appleton International Airport entering into an agreement for branded display advertising with ThedaCare, Inc., with no budget adjustment needed as the lease revenue has been included in the 2024 budget, as noted in the attachments.

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

ROLL CALL: 32 yes, 4 absent. RESOLUTION NO. 34—2024-25 IS ADOPTED.

VOTE RESULTS 32 YES 0 NO 0 ABSTAIN 4 ABSENT

Resolution No. 34—2024-25

Property, Airport, Recreation and Economic Development Committee. Authorize and approve the Appleton I... for branded display advertising with ThedaCare, Inc., with no budget adjustment needed as the lease revenue has been included in the 2024 budget, as noted in the attachments.

Passed With Majority of Full Membership

1 THOMPSON YES	13 WEGAND YES	25 JANKE YES
2 JOHNSON YES	14 HERMES YES	26 WEINBERG YES
3 SMITH YES	15 MacDONALD ABSENT	27 CULBERTSON YES
4 PATIENCE YES	16 SCHROEDER ABSENT	28 MONFILS YES
5 GABRIELSON YES	17 CROATT YES	29 WINTERFELDT YES
6 KOSTELNY YES	18 SPEARS YES	30 NEJEDLO YES
7 HAMMEN YES	19 HEISER YES	31 CLEGG YES
8 LAWRENCE YES	20 MITCHELL YES	32 THYSSEN YES
9 KRUEGER YES	21 CUFF YES	33 VANDERHEIDEN YES
10 LAMERS YES	22 HAGEN YES	34 RETTLER YES
11 FERGUSON YES	23 KLEMP YES	35 KOURY ABSENT
12 McCABE YES	24 THIEDE ABSENT	36 LAUTENSCHLAGER YES

Outagamie County

7-23-24 County Board Meeting - July 23 2024 07:38:12 PM

July 23, 2024 County Board Meeting

OpenMeeting

RESOLUTION NO.: 34—2024-25

TO THE HONORABLE, THE OUTAGAMIE COUNTY BOARD OF SUPERVISORS

LADIES AND GENTLEMEN: ***MAJORITY***

The Appleton International Airport desires to enter into an agreement for branded display advertising with ThedaCare, Inc. The term of the agreement shall be for two (2) years beginning March 1, 2024. Annual sponsorship under the agreement shall be $195,000. The lease revenue has already been included in the 2024 budget, therefore, no budget adjustment is required.

NOW THEREFORE, the undersigned members of the Property, Airport, Recreation and Economic Development Committee recommend adoption of the following resolution.

BE IT RESOLVED, that the Outagamie County Board of Supervisors does authorize and approve the Appleton International Airport entering into an agreement for branded display advertising with ThedaCare, Inc., with no budget adjustment needed as the lease revenue has been included in the 2024 budget as detailed in the attached Agreement for Display Advertising Between Outagamie County and ThedaCare, Inc. and fiscal note, which by reference are made a part hereof, and

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

Dated this 23rd day of July 2024

Respectfully submitted,

PROPERTY, AIRPORT, RECREATION & ECONOMIC DEVELOPMENT COMMITTEE

Dean Culbertson

Lee W. Hammen

Ronald Klemp

Yvonne Monfils

Jayson Winterfeldt

Duly and officially adopted by the County Board on: July 23, 2024

Signed: _____ Board Chairperson

_____ County Clerk

Approved: 7.24.24

Vetoed: _____

Signed: _____ County Executive

DocuSign Envelope ID: 0C9701BD-C71E-4B06-BF4B-C1C4EDA58C7A

AGREEMENT FOR DISPLAY ADVERTISING

BETWEEN

OUTAGAMIE COUNTY

AND

THEDACARE, INC.

DocuSign Envelope ID: 0C9701BD-C71E-4B06-BF4B-C1C4EDA58C7A

This Agreement for Display Advertising ("Agreement") is effective as of the 1st day of March, 2024 by and between Outagamie County, ("County") and ThedaCare, Inc. ("Company").

NOW, THEREFORE, in consideration of the mutual promises in this Agreement, the parties hereby agree as follows:

1. PREMISES, RENT AND TERM

Company is authorized to display advertisements and content, whether digital, print or through a display box, to promote its business at Appleton International Airport ("Airport"). The annual lease rate during the Term and any renewal thereof for each designated display area under lease within the Airport terminal is set forth in Exhibit B, attached hereto. Exhibit A, attached hereto, sets forth a diagram of locations within the airport terminal along with the approximate square footage occupied by each exhibit. Exhibits A and B are incorporated by reference herein.

The base term of this Agreement shall be for 2 years beginning March 1, 2024 and expiring on February 28, 2026 ("Term"). Company may terminate this Agreement for any reason during the Term or any renewal thereof upon at least ninety (90) days prior written notice of termination to County, served by certified mail with a postmark at least ninety (90) days prior to the proposed termination date. Rent payments shall be annual. Rent for the first year shall be due on June 30, 2024 and shall be due on April 30 for each subsequent year of the Term or extension thereof.

2. CONTENT, OWNERSHIP, AND DUTY TO DISASSEMBLE AND REMOVE EXHIBIT MATERIALS

A. The content of exhibit materials must pertain and be relevant to the promotion of Company's business, be presented in a professional, consistent and tasteful manner and must not cast the County or the Airport in a negative light. All advertising and promotional content must be approved by the Airport Director prior to display. Such approval shall not be unreasonably withheld.

DocuSign Envelope ID: 0C9701BD-C71E-4B06-BF4B-C1C4EDA58C7A

B. All display materials shall be the property of the Company and the Company must maintain the display in good condition. In the event a display is not maintained in good condition, the Airport Director shall provide written notice to the Company and Company shall have ten (10) business days to repair or return the display to good condition. In the event the display is not repaired or returned to good condition within the ten (10) business days, the Airport Director shall be authorized to take down the display at his discretion.

C. Upon giving the proper notice of termination, as set forth in this Agreement, it shall be the duty of the Company to remove all displays on the termination or expiration of the relevant lease period. The Company must also return the premises, upon which the display was located, to its condition prior to the placement of the display, reasonable wear and tear excepted. Failure to remove displays by the expiration or termination date of the lease shall result in holdover status and the Company shall be on a month to month lease for up to two (2) months until such displays are removed. In the event the displays are not removed within two (2) months of the lease termination or expiration date, the Airport Director may remove the displays, repair or return the premises to their previous condition and assess a reasonable charge for such removal and/or repair as needed.

3. NON-EXCLUSIVE LEASE

Although Company shall be assigned specific areas and spaces in the Airport Terminal to display its advertising and promotional content, the Airport reserves the right to display advertising and promotional content for other lessees within the same general area or vicinity as Company's display; however, any other display shall not encroach upon or obstruct the view of Company's display.

4. UTILITIES

In the event a display requires electricity or other utility, the airport shall provide and pay for such utilities.

DocuSign Envelope ID: 0C9701BD-C71E-4B06-BF4B-C1C4EDA58C7A

5. HEADINGS

The article and paragraph headings are inserted only as a matter of convenience and for reference, and in no way define, limit or describe the scope or intent of any provision of this Agreement.

6. TERMINATION BY COUNTY

The Airport Director may terminate this Agreement immediately upon or after any one of the following events:

A. Company defaults on a rental payment of the whole or any part of the amount agreed upon herein for a period of ten (10) days after the time such payments become due; provided that any such amount(s) are not subject to a good faith dispute. This non-payment of an undisputed amount shall be considered a material breach and as such is subject to immediate termination without notice; or

B. The breach by Company in the performance of any Agreement required herein, and Company's failure to cure such breach within thirty (30) days of written notice by County of such breach, unless otherwise specified within this Agreement (e.g. default in rental payment as stated above); provided, however, that no notice of termination, as above provided, shall be of any force or effect if Company shall have cured such breach within such thirty (30) day period.

Failure of the Airport Director to declare this Agreement terminated upon default of Company for any of the reasons set out above shall not operate to bar or destroy the right of the Airport Director to terminate this Agreement by reason of any subsequent violation of the terms of this Agreement. Further, the acceptance of rent by the County for any period after a default of any of the terms, covenants or conditions by Company shall not be deemed a waiver of any right on the part or the Airport Director to terminate this Agreement.

DocuSign Envelope ID: 0C9701BD-C71E-4B06-BF4B-C1C4EDA58C7A

7. TERMINATION BY COMPANY

In addition to the termination rights set forth in Section 1 of this Agreement, Company may terminate this Agreement as follows:

A. In the event an LCD digital kiosk is removed; or any restrictions on the maintenance or operation of advertising displays are imposed by statute or ordinance of the Municipality in which the Airport Terminal is located, or by legislation, rules or regulations of Federal/State, municipal or other public authorities which in the judgment of the Company shall have the effect of materially diminishing the value of the digital display for advertising purposes, the Company may terminate this Agreement upon thirty (30) days notice to the County. The County shall in this case refund pro rata any rent paid in advance for the unexpired term of this Agreement.

B. Upon the breach by County in the performance of any agreement, condition or requirement required herein, and County's failure to cure such breach within thirty (30) days of written notice by Company of such breach; provided, however, that no notice of termination, as above provided, shall be of any force or effect if County shall have cured such breach within such thirty (30) day period. In the event of any such termination under this provision, the County shall refund to Company pro rata any rent paid in advance for the unexpired term of this Agreement.

8. SEVERABILITY

In the event that any provision herein contained is held to be invalid by any court of competent jurisdiction, the invalidity of any such provision shall in no way affect any other provision contained herein, provided that the invalidity of any such provisions does not materially prejudice either County or Company in their respective rights and obligations contained in the valid provisions of this Agreement.

9. INDEPENDENCE OF CONTRACT

It is further mutually understood and agreed that nothing herein contained is intended or shall

DocuSign Envelope ID: 0C9701BD-C71E-4B06-BF4B-C1C4EDA58C7A

be construed as in any way creating or establishing the relationship of co-partners between the parties hereto or and constituting the Company as the agent or representative or employee of the County for any purpose or in any manner whatsoever.

10. RIGHTS UPON TERMINATION

Upon expiration or termination of this Agreement, Company's rights herein shall cease.

11. MISREPRESENTATION AND INVALID PROVISIONS

All terms and conditions with respect to this Agreement are expressly contained herein, and both parties agree that no representative or agent of the County or Company has made any representation or promise with respect to this Agreement not expressly contained herein.

12. HOLDING OVER

In the event that the Company should hold over after the expiration of the Term or any extension of this Agreement or termination for any other cause, such holding over shall be deemed not to operate as a renewal or extension of this Agreement, unless otherwise provided herein.

13. FEES AND NOTICES

All fees due under this Agreement shall be made payable to Outagamie County Treasurer, with notation "Airport Digital Display", and shall be remitted to the Outagamie County Courthouse, 320 South Walnut Street, Appleton, Wisconsin, 54911.

Notices shall be sufficient if hand delivered or sent by certified mail, postage prepaid, addressed to:

County

Airport Director
Appleton International Airport
W6390 Challenger Drive
Suite 201
Appleton WI 54914

Company

ThedaCare, Inc.
3 Neenah Center, 4th Floor
Neenah, WI 54956
Attn: General Counsel

DocuSign Envelope ID: 0C9701BD-C71E-4B06-BF4B-C1C4EDA58C7A

or to such other addresses as the parties may designate to each other in writing from time to time.

14. ASSIGNMENT OF AGREEMENT

Neither the Agreement nor any of its provisions shall be assigned by either party hereto without written consent of the other party hereto. In the event of Company's merger, acquisition, corporate reorganization, or sale of all or substantially all of Company's assets, consent will not be unreasonably withheld.

15. CHOICE OF LAW

This Agreement shall governed by and construed in accordance with the laws of the State of Wisconsin without regard to the conflicts of law rules thereof.

16. CONFIDENTIALITY

County acknowledges that patient medical information is confidential and is protected by state and federal law. County shall not disclose patient-identifiable information to any third party and shall use patient-identifiable information only to the extent necessary to perform the services under this Agreement, if applicable. County shall be liable for any misuse, misappropriation, disclosure, or any other breach of this Agreement.

17. MEDICARE ACCESS TO BOOKS AND RECORDS

Until the expiration of four years after the furnishing of the services provided under this Agreement, County will make available to the Secretary, U.S. Department of Health and Human Services, and the U.S. Comptroller General, and their representatives, this Agreement and all books, documents and records necessary to certify the nature and extent of the costs of those services. If County carries out the duties of the contract through a subcontractor worth $10,000 or more over a 12-month period with a related organization, the subcontract will also contain an access clause to permit access by the Secretary, Comptroller General, and their representatives to the related organization's books and records. This provision shall survive the termination of this Agreement.

DocuSign Envelope ID: 0C9701BD-C71E-4B06-BF4B-C1C4EDA58C7A

18. MEDICARE REPRESENTATIONS AND WARRANTIES.

County represents and warrants that neither it nor anyone performing services under this Agreement has ever been (1) convicted of a criminal offense related to health care and/or related to the provision of services paid for by Medicare, Medicaid or another federal health care program; or (2) excluded or debarred from participation in any federal health care program, including Medicare and Medicaid.

19. BOOKS AND RECORDS.

If County provides any "discount or reduction in price" as referred to under Section 1128B(b)(3)(A) of the Social Security Act, 42 U.S.C. 1320a-b(b)(3)(A), it shall disclose the discount or reduction in price on its invoices to Company, and Company agrees to disclose that discount or reduction in price as required by law. Further, until the expiration of four (4) years after the furnishing of any products or services hereunder, County will make available to government entities, this Agreement and all books, documents, and records necessary to certify the nature and extent of the costs of such products and services. If County carries out the duties of this Agreement through a subcontractor worth $10,000 or more over a 12-month period with a related organization, the subcontract will also be subject to this obligation. This provision shall survive the termination of this Agreement.

20. NO LIEN RIGHTS.

County may neither file nor assert any lien, security interest, or encumbrance (collectively "Lien Right") on Company's real or personal property without first providing no less than 60 days prior written notice to Company. The notice shall specify in detail the reason County seeks the Lien Right. The parties further agree that they shall meet and negotiate in good faith within 30 days of the date Company receives notice.

21. MEDICARE NOTIFICATION REQUIREMENTS.

County shall notify Company immediately in the event that it or anyone performing services under this Agreement (1) is convicted of a criminal offense related to health care and/or related to the provision of services paid for by Medicare, Medicaid or another federal health

DocuSign Envelope ID: 0C9701BD-C71E-4B06-BF4B-C1C4EDA58C7A

care program; or (2) is excluded or debarred from participation in any federal health care program, including Medicare and Medicaid. Company may terminate this Agreement immediately upon the occurrence or notification of any of the above. In the event of any such termination under this provision, the County shall refund to Company pro rata any rent paid in advance for the unexpired term of this Agreement.

Dated this 14 day of June, 2024.

[Signature page follows]

DocuSign Envelope ID: 0C9701BD-C71E-4B06-BF4B-C1C4EDA58C7A

IN WITNESS WHEREOF, the parties have hereunto executed this Agreement the day and year above written.

OUTAGAMIE COUNTY

By: _____
Thomas Nelson
County Executive

By: _____
Dan Gabrielson
Board Chairperson

By: _____
Jeffrey King
County Clerk

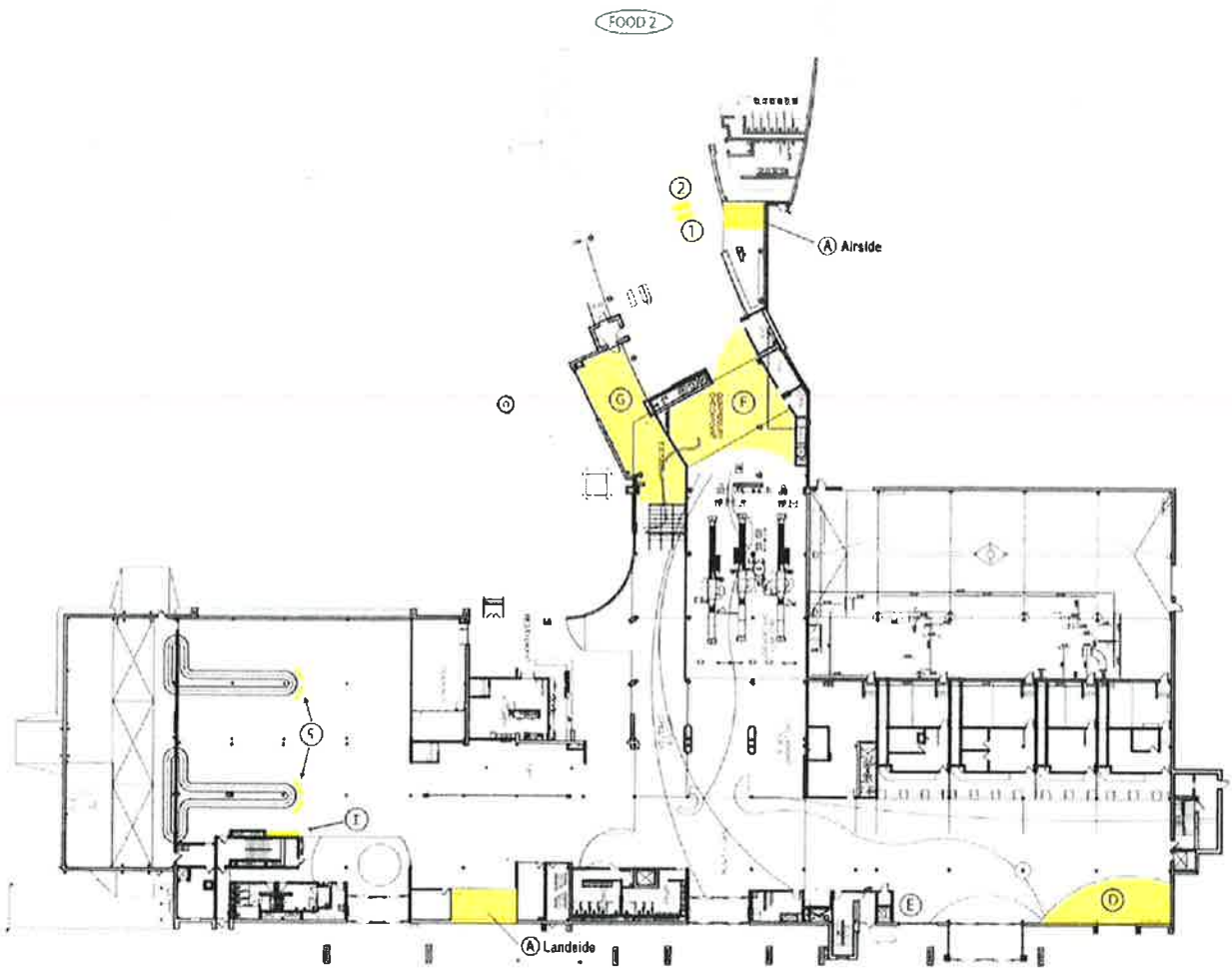
APPROVED AS TO FORM:

Electronically Signed: Kyle J. Sargent
Kyle Sargent
Corporation Counsel

ThedaCare, Inc.
By: Will Flatt
Name: Will Flatt
Title: CFO

DocuSign Envelope ID: 0C9701BD-C71E-4B06-BF4B-C1C4EDA58C7A

EXHIBIT A



DocuSign Envelope ID: 0C97D1BD-C71E 4B06-BF4B C1C4EDA58C7A

Location	Item Description	and Install with Base	Sponsorship	Detail	Photos
A	Kitchen Viewing Room Video Package	Airport	$8,500	County to provide Theatre Audio/Video equipment including switcher, and camera package (Theatre will provide labor for installation). Theatre will provide plumbing and power for the kitchen. Theatre will provide projector and screen.	
B	Digital Signage	Digital Signage	$12,000	County to provide Theatre Audio/Video equipment including switcher, and camera package (Theatre will provide labor for installation). Theatre will provide plumbing and power for the kitchen. Theatre will provide projector and screen.	
F	Interactive Kiosk - Wayfinding	Kiosk Software, Hardware, Installation, Network Connection to Airport	$40,000	Interactive touchscreen kiosk for wayfinding and airport information. Theatre will provide software and hardware, including installation and network connection. Theatre will provide projector and screen.	
G	Wall Space	Signage, Wall Space	$40,000	County to provide Theatre Audio/Video equipment including switcher, and camera package (Theatre will provide labor for installation). Theatre will provide plumbing and power for the kitchen. Theatre will provide projector and screen.	
I	Seating - Café Booth Area	Furniture, Seating	$10,000	Theatre will provide furniture, including booths, tables, and chairs, for the café booth area. Theatre will provide labor for installation.	
J	Seating - Café Tables and Chairs	Furniture, Seating	$15,000	County will provide furniture, including tables and chairs, for the café area. Theatre will provide labor for installation.	
K,L,M	Digital Signage - Menu Boards, Ad Space, Play Structure Ad, Bumpers	Digital Signage, Menu Boards, Ad Space	$9,000	County will provide digital signage, including menu boards and ad space. Theatre will provide labor for installation.	
N	Parking Entrance, Exit, Validation	Parking Entrance, Exit, Validation	$22,000	Theatre will provide parking entrance, exit, and validation equipment. Theatre will provide labor for installation.	
Food 1	Kitchen Equipment, Furniture, Seating	Kitchen Equipment, Furniture, Seating	$5,000	County will provide kitchen equipment, furniture, and seating for the food court. Theatre will provide labor for installation.	
Food 2	Kitchen Equipment, Furniture, Seating, Menu Boards, Digital Signage	Kitchen Equipment, Furniture, Seating, Menu Boards, Digital Signage	$7,500	Kitchen equipment, furniture, seating, menu boards, and digital signage for the food court. Theatre will provide labor for installation.	
A	Kitchen Equipment, Furniture, Seating	Kitchen Equipment, Furniture, Seating	$5,000	Kitchen equipment, furniture, and seating for the kitchen. Theatre will provide labor for installation.	
	Total		$195,000		

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:** ThedaCare, Inc Display Advertising Agreement

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 desires to enter into an agreement for branded display advertising with ThedaCare, Inc. The term of the agreement shall be for 2 years beginning March 1, 2024. Annual sponsorship under the agreement shall be $195,000. The lease has already been included in the 2024 budget therefore no budget adjustment is being requested.

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

[ ] Revenues [ ] Expenses (Cost) [X] None

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

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
No Budget Adjustment needed. Revenue included in 2024 budget			

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 0
Annual Revenue 195,000

Fiscal Note Prepared by: Abe Weber/Katie Horan

For Financial Services purposes only	
Reviewed By: [signature]	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 Expenditures Account Number — Amount
Date: 2/21/2024	
Comments:	

LOCK IN OF ALL APPOINTMENTS AND RESOLUTION NOS. Z-5, 32, 33, 34, 35, 36, 37, 38 AND 39 —2024-25.

Vote for lock in. ROLL CALL: 32 yes, 4 absent. ALL APPOINTMENTS AND RESOLUTION NOS. Z-5, 32, 33, 34, 35, 36, 37, 38 AND 39 —2024-25 ARE ADOPTED & LOCKED IN.

VOTE RESULTS 32 YES 0 NO 0 ABSTAIN 4 ABSENT

Lock in of Appointments and Res. Nos. Z-5, 32-39—2024-25

Lock In of Appointments and Res. Nos. Z-5, 32, 33, 34, 35, 36, 37, 38 and 39—2024-25.

Passed With Majority of Full Membership

1 THOMPSON	YES	13 WEGAND	YES	25 JANKE	YES
2 JOHNSON	YES	14 HERMES	YES	26 WEINBERG	YES
3 SMITH	YES	15 MacDONALD	ABSENT	27 CULBERTSON	YES
4 PATIENCE	YES	16 SCHROEDER	ABSENT	28 MONFILS	YES
5 GABRIELSON	YES	17 CROATT	YES	29 WINTERFELDT	YES
6 KOSTELNY	YES	18 SPEARS	YES	30 NEJEDLO	YES
7 HAMMEN	YES	19 HEISER	YES	31 CLEGG	YES
8 LAWRENCE	YES	20 MITCHELL	YES	32 THYSSEN	YES
9 KRUEGER	YES	21 CUFF	YES	33 VANDERHEIDEN	YES
10 LAMERS	YES	22 HAGEN	YES	34 RETTLER	YES
11 FERGUSON	YES	23 KLEMP	YES	35 KOURY	ABSENT
12 McCABE	YES	24 THIEDE	ABSENT	36 LAUTENSCHLAGER	YES

Outagamie County

7-23-24 County Board Meeting - July 23 2024 07:46:44 PM

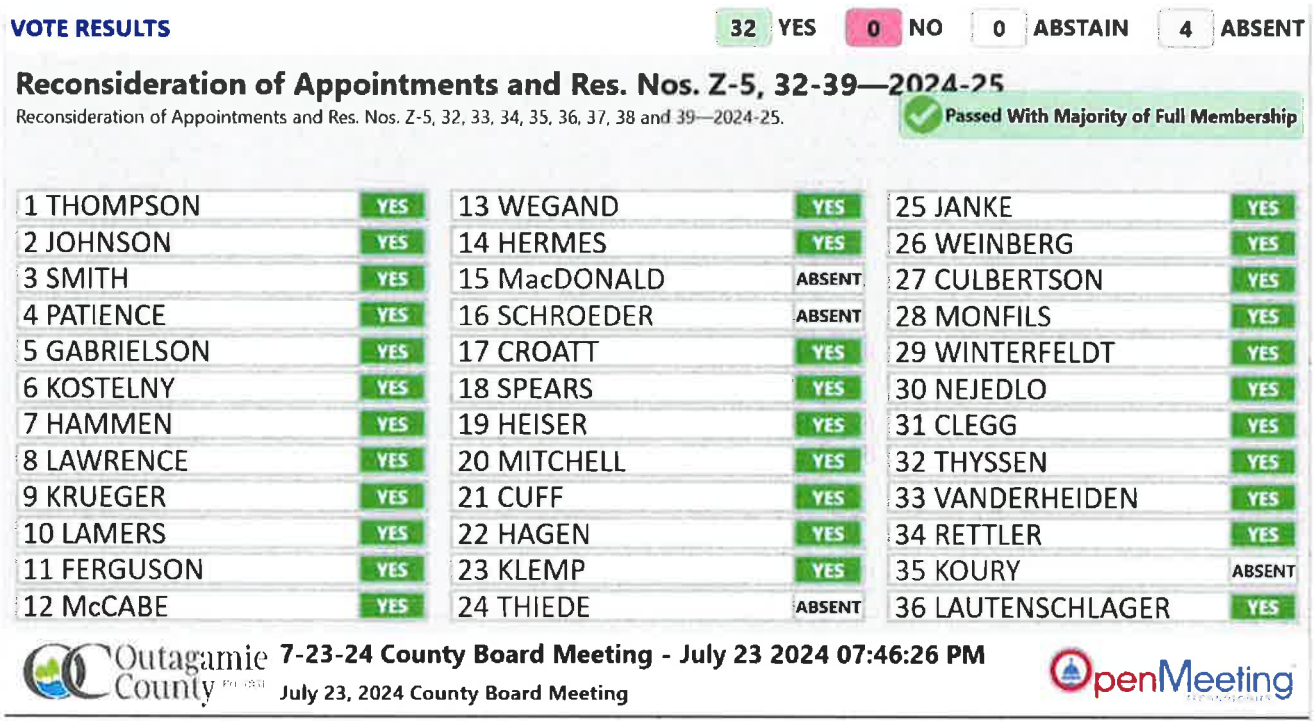
July 23, 2024 County Board Meeting

OpenMeeting

RECONSIDERATION OF ALL APPOINTMENTS AND RESOLUTION NOS. Z-5, 32, 33, 34, 35, 36, 37, 38 AND 39—2024-25.

Supervisor Smith moved, seconded by Supervisor Patience, to reconsider all appointments and the above listed resolutions.

Vote for reconsideration. ROLL CALL: 32 yes, 4 absent. ALL APPOINTMENTS AND RESOLUTION NOS. Z-5, 32, 33, 34, 35, 36, 37, 38 AND 39—2024-25 ARE RECONSIDERED.



VOTE RESULTS — 32 YES | 0 NO | 0 ABSTAIN | 4 ABSENT

Reconsideration of Appointments and Res. Nos. Z-5, 32-39—2024-25

Reconsideration of Appointments and Res. Nos. Z-5, 32, 33, 34, 35, 36, 37, 38 and 39—2024-25.

Passed With Majority of Full Membership

1 THOMPSON YES	13 WEGAND YES	25 JANKE YES
2 JOHNSON YES	14 HERMES YES	26 WEINBERG YES
3 SMITH YES	15 MacDONALD ABSENT	27 CULBERTSON YES
4 PATIENCE YES	16 SCHROEDER ABSENT	28 MONFILS YES
5 GABRIELSON YES	17 CROATT YES	29 WINTERFELDT YES
6 KOSTELNY YES	18 SPEARS YES	30 NEJEDLO YES
7 HAMMEN YES	19 HEISER YES	31 CLEGG YES
8 LAWRENCE YES	20 MITCHELL YES	32 THYSSEN YES
9 KRUEGER YES	21 CUFF YES	33 VANDERHEIDEN YES
10 LAMERS YES	22 HAGEN YES	34 RETTLER YES
11 FERGUSON YES	23 KLEMP YES	35 KOURY ABSENT
12 McCABE YES	24 THIEDE ABSENT	36 LAUTENSCHLAGER YES

Outagamie County — 7-23-24 County Board Meeting - July 23 2024 07:46:26 PM

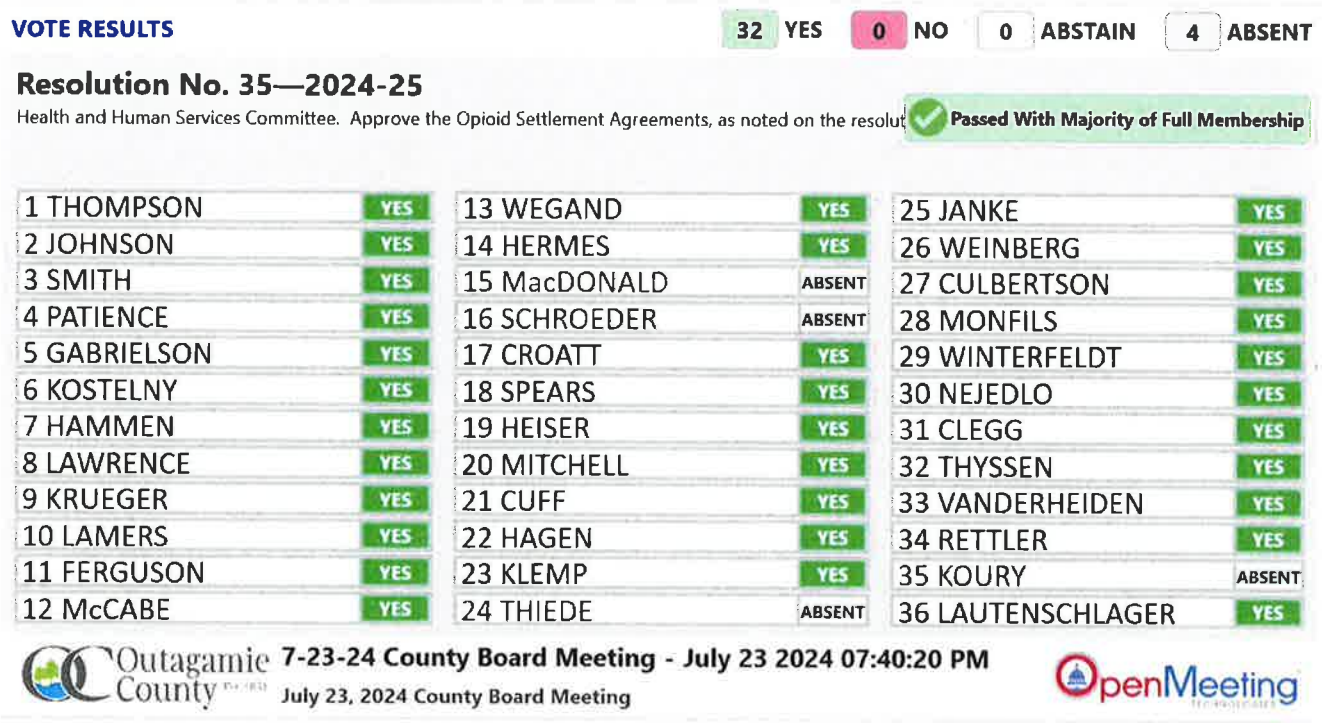
July 23, 2024 County Board Meeting

OpenMeeting

Resolution No. 35—2024-25 – Health and Human Services Committee. Approve the Opioid Settlement Agreements, as noted on the resolution and attachments.

Supervisor McCabe moved, seconded by Supervisor Johnson, for adoption.

ROLL CALL: 32 yes, 4 absent. RESOLUTION NO. 35—2024-25 IS ADOPTED.



VOTE RESULTS

32 YES 0 NO 0 ABSTAIN 4 ABSENT

Resolution No. 35—2024-25

Health and Human Services Committee. Approve the Opioid Settlement Agreements, as noted on the resolut

Passed With Majority of Full Membership

1 THOMPSON YES	13 WEGAND YES	25 JANKE YES
2 JOHNSON YES	14 HERMES YES	26 WEINBERG YES
3 SMITH YES	15 MacDONALD ABSENT	27 CULBERTSON YES
4 PATIENCE YES	16 SCHROEDER ABSENT	28 MONFILS YES
5 GABRIELSON YES	17 CROATT YES	29 WINTERFELDT YES
6 KOSTELNY YES	18 SPEARS YES	30 NEJEDLO YES
7 HAMMEN YES	19 HEISER YES	31 CLEGG YES
8 LAWRENCE YES	20 MITCHELL YES	32 THYSSEN YES
9 KRUEGER YES	21 CUFF YES	33 VANDERHEIDEN YES
10 LAMERS YES	22 HAGEN YES	34 RETTLER YES
11 FERGUSON YES	23 KLEMP YES	35 KOURY ABSENT
12 McCABE YES	24 THIEDE ABSENT	36 LAUTENSCHLAGER YES

Outagamie County

7-23-24 County Board Meeting - July 23 2024 07:40:20 PM

July 23, 2024 County Board Meeting

OpenMeeting

RESOLUTION NO.: 35—2024-25

TO THE HONORABLE, THE OUTAGAMIE COUNTY BOARD OF SUPERVISORS

LADIES AND GENTLEMEN: ***MAJORITY***

The Outagamie County Board of Supervisors previously authorized the County to enter into an engagement agreement with von Briesen & Roper, s.c., Crueger Dickinson LLC and Simmons Hanly Conroy LLC (the "Law Firms") to pursue litigation against certain manufacturers, distributors, and retailers of opioid pharmaceuticals (the "Opioid Defendants") in an effort to hold the Opioid Defendants financially responsible for the County's expenditure of vast money and resources to combat the opioid epidemic.

On behalf of Outagamie County, the Law Firms filed a lawsuit against the Opioid Defendants.

The Law Firms filed similar lawsuits on behalf of 66 other Wisconsin counties and all Wisconsin cases were coordinated with thousands of other lawsuits filed against the same or substantially similar parties as the Opioid Defendants in the Northern District of Ohio, captioned *In re: Opioid Litigation,* MDL 2804 (the "Litigation").

Four (4) additional Wisconsin counties (Milwaukee, Dane, Waukesha, and Walworth) hired separate counsel and joined the Litigation.

Since the inception of the Litigation, the Law Firms have coordinated with counsel from around the country (including counsel for Milwaukee, Dane, Waukesha, and Walworth Counties) to prepare the County's case for trial and engage in extensive settlement discussions with the Opioid Defendants.

The settlement discussions with The Kroger Co. (the "Settling Defendant") resulted in a tentative agreement as to settlement terms pending agreement from the County and other plaintiffs involved in the Litigation.

Copies of the settlement agreement relating to the Settling Defendant ("Settlement Agreement") representing the terms of the tentative settlement agreement with the Settling Defendant has been made available at https://nationalopioidsettlement.com/wp-content/uploads/2024/05/Kroger-Multistate-Settlement-Agreement-Circulated-to-States-March-25-2024.pdf.

The Settlement Agreement provides, among other things, for the payment of certain sums to Participating Subdivisions (as defined in the Settlement Agreement) upon the occurrence of certain events detailed in the Settlement Agreement.

The County is a Participating Subdivision in the Settlement Agreement and has the opportunity to participate in the benefits associated with the Settlement Agreement provided the County (a) approves the Settlement Agreement; (b) approves the Addendum Two to the Memorandum of Understanding allocating proceeds from the Settlement Agreement ("MOU") among the various Wisconsin Participating Subdivisions, a copy of which is attached to this Resolution ("Addendum Two"); and (c) the Legislature's Joint Committee on Finance approves the terms of the Settlement Agreement.

Pursuant to Section 12 of the State-Local MOU entered into between the Wisconsin Participating Subdivisions and the Attorney General of the State of Wisconsin ("State-Local MOU"), the Attorney General has provided notice that the terms of the State-Local MOU shall apply to the Settlement Agreement and all proceeds of such Settlement Agreement.

2021 Wisconsin Act 57 created Section 165.12 of the Wisconsin Statutes relating to the settlement of all or part of the Litigation.

Pursuant to Wis. Stat. § 165.12(2), the Legislature's Joint Committee on Finance is required to approve the Settlement Agreement.

Pursuant to Wis. Stat. § 165.12(2), the proceeds from any settlement of all or part of the Litigation are distributed 70% to local governments in Wisconsin that are parties to the Litigation and 30% to the State.

Wis. Stat. § 165.12(4)(b)2. provides the proceeds from the Settlement Agreement must be deposited in a segregated account (the "Opioid Abatement Account") and may be expended only for approved uses for opioid abatement as provided in the Settlement Agreement.

Wis. Stat. § 165.12(7) bars claims from any Wisconsin local government against the Opioid Defendants filed after June 1, 2021.

The definition of Participating Subdivisions in the Settlement Agreement recognizes a statutory bar on claims such as that set forth in Wis. Stat. § 165.12(7) and, as a result, the only Participating Subdivisions in Wisconsin are those counties and municipalities that were parties to the Litigation (or otherwise actively litigating a claim against one, some, or all of the Opioid Defendants) as of June 1, 2021.

The Legislature's Joint Committee on Finance is not statutorily authorized or required to approve the allocation of proceeds of the Settlement Agreement among Wisconsin Participating Subdivisions.

The Wisconsin Participating Subdivisions previously negotiated and approved the allocation of proceeds among themselves, which allocation is reflected in Exhibit A to the MOU, which is an agreement between all of the entities identified in the Allocation MOU as to how the proceeds payable to those entities under the Settlement Agreements will be allocated.

The County and all other Wisconsin Participating Subdivisions agreed to and entered into that certain Addendum to the MOU ("Addendum One") that provided for allocation of settlement proceeds from previous settlements with certain pharmacies and manufacturers according to the same percentages as that provided in the MOU.

The County has been informed as to the deadlines related to the effective dates of the Settlement Agreement, the ramifications associated with the County's refusal to enter into the Settlement Agreement, the form of Addendum Two and an overview of the process for finalizing the Settlement Agreements and such information, together with additional resources related to the settlement can be found at https://nationalopioidsettlement.com/kroger-co-settlement/.

The County, by this Resolution, shall deposit the proceeds of the Settlement Agreement consistent with the terms of this Resolution and Wis. Stat. § 165.12(4)(b).

Pursuant to the County's engagement agreement with the Law Firms, the County shall pay up to an amount equal to 25% of the proceeds from successful resolution of all or part of the Litigation, whether through settlement or otherwise, plus the Law Firms' costs and disbursements, to the Law Firms as compensation for the Law Firms' efforts in the Litigation and any settlement.

The Law Firms anticipate making application to the national fee fund established in the Settlement Agreement seeking payment, in whole or part, of the fees, costs, and disbursements owed the Law Firms pursuant to the engagement agreement with the County.

It is anticipated the amount of any award from the fee fund established in the Settlement Agreements will be insufficient to satisfy the County's obligations under the engagement agreement with the Law Firms.

The County, by this Resolution, and pursuant to the authority granted the County in the applicable Order emanating from the Litigation in relation to the Settlement Agreement and payment of attorney fees, shall authorize and direct the escrow agent responsible for the receipt and distribution of the proceeds from the Settlement Agreement to establish an account for the purpose of segregating funds to pay the fees, costs, and disbursements of the Law Firms owed by the County (the "Attorney Fees Account") in order to fund a local "backstop" for payment of the fees, costs, and disbursements of the Law Firms.

In no event shall payments to the Law Firms out of the Attorney Fees Account and the fee fund established in the Settlement Agreement exceed an amount equal to 25% of the amounts allocated to the County by virtue of the Addendum Two (Exhibit A to the MOU).

The intent of this Resolution is to authorize the County to enter into the Settlement Agreement, the Addendum Two, establish the County's Opioid Abatement Account, and establish the Attorney Fees Account.

The County, by this Resolution, shall authorize the County's corporation counsel to finalize and execute any other document or agreement necessary to effectuate the Settlement Agreement and the other agreements referenced herein.

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

BE IT RESOLVED, that the Outagamie County Board of Supervisors does authorize and approve:

1. The execution of the Settlement Agreement and any and all documents ancillary thereto and authorizes the Board Chair or designee to execute same.

2. The final negotiation and execution of Addendum Two in form substantially similar to that presented with this Resolution and any and all documents ancillary thereto and authorizes the Board Chair or designee to execute same upon finalization provided the percentage share identified as allocated to the County is substantially similar to that identified in the Addendum Two provided to the Board with this Resolution.

3. The execution by the Board Chair or designee of any additional documents or agreements for the receipt and disbursement of the proceeds of the Settlement Agreement.

BE IT FURTHER RESOLVED, that the Outagamie County Board of Supervisors does authorize and approve all proceeds from the Settlement Agreement not otherwise directed to the Attorney Fees Account shall be deposited in the County's Opioid Abatement Account. The Opioid Abatement Account shall be administered consistent with the terms of this Resolution, Wis. Stat. § 165.12(4), and the Settlement Agreement, and

BE IT STILL FURTHER RESOLVED, that Outagamie County hereby authorizes the establishment of an account separate and distinct from any account containing funds allocated or allocable to the County which shall be referred to by the County as the "Attorney Fees Account." An escrow agent shall deposit a sum equal to or up to, but in no event exceeding, an amount equal to 20% of the County's proceeds from the Settlement Agreement into the Attorney Fees Account. If the payments to the County are not enough to fully fund the Attorney Fees Account as provided herein because such payments are made over time, the Attorney Fees Account shall be funded by placing up to, but in no event exceeding, an amount equal to 20% of the proceeds from the Settlement Agreement attributable to Local Governments (as that term is defined in the MOU) into the Attorney Fees Account for each payment. Funds in the Attorney Fees Account shall be utilized to pay the fees, costs, and disbursements owed to the Law Firms pursuant to the engagement agreement between the County and the Law Firms provided, however, the Law Firms shall receive no more than that to which they are entitled under their fee contract when considering the amounts paid the Law Firms from the fee fund established in the Settlement Agreement and allocable to the County. The Law Firms may make application for payment from the Attorney Fees Account at any time and the County shall cooperate with the Law Firms in executing any documents necessary for the escrow agent to make payments out of the Attorney Fees Account, and

BE IT FURTHER RESOLVED that all actions heretofore taken by the 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, and

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

Dated this 23rd day of July 2024

Respectfully Submitted,

HEALTH AND HUMAN SERVICES COMMITTEE

Jeff McCabe

Justin Krueger

Dustin Koury

Cathy Thompson

Kelly Schroeder

Duly and officially adopted by the County Board on: July 23, 2024

Signed: _____ Board Chairperson

_____ County Clerk

Approved: 7.24.24

Vetoed: _____

Signed: _____ County Executive

ADDENDUM TWO TO WISCONSIN LOCAL GOVERNMENT MEMORANDUM OF UNDERSTANDING

WHEREAS, the undersigned local governments ("Local Governments") entered into that certain Memorandum of Understanding relating to, among other things, the allocation of the proceeds of the settlements with McKesson Corporation, Cardinal Health, Inc., AmerisourceBergen Corporation, Johnson & Johnson, Janssen Pharmaceuticals, Inc., Ortho-McNeil-Janssen Pharmaceuticals, Inc., and Janssen Pharmaceutica, Inc. ("Original MOU"); and

WHEREAS, the undersigned Local Governments entered into that certain Addendum to the MOU relating to, among other things, the allocation of the proceeds of the settlements with Walgreens, Walmart, CVS, Teva, and Allergan ("Addendum 1" and, together with the Original MOU, the "MOU"); and

WHEREAS, the settlement discussions with The Kroger Co. has resulted in a tentative agreement as to settlement terms ("Kroger Settlement Agreement") pending agreement from the State of Wisconsin, the Local Governments and other parties involved in the Litigation; and

WHEREAS, the Local Governments intend this Addendum Two to the MOU ("Addendum Two") to effectuate the terms of the Kroger Settlement Agreement and allocate the proceeds of the Kroger Settlement Agreement to each of the Local Governments in the same manner and same percentages as set forth in the MOU and Exhibit A to the Original MOU, a copy of which is appended to this Addendum Two with the elimination of the dollar amounts attributable to the settlements referenced in the Original MOU.

NOW, THEREFORE, the Local Governments enter into this Addendum Two upon the terms described herein.

1. The Local Governments ratify, confirm and agree to in all respects the MOU. By this Addendum Two, the Local Governments agree that any and all proceeds of the Kroger Settlement Agreement shall be distributed, allocated and otherwise disposed of in the same manner and same percentages as set forth in the MOU and Exhibit A to the Original MOU. Terms not defined in this Addendum Two shall be given the definition ascribed to such terms in the MOU and the Kroger Settlement Agreement.

2. Nothing in this Addendum Two is intended to alter or change any Local Government's right to pursue its own claim. Rather, the intent of this Addendum Two is to provide a mechanism for the receipt and expenditure of Opioid Funds, as that term is defined in the MOU.

3. This MOU may be executed in counterparts. Electronic signatures shall in all respects be considered valid and binding.

[*Signatures on Following Page*]

IN WITNESS WHEREOF, the parties hereby execute this Addendum Two as of the date set forth below.

ON BEHALF OF THE LOCAL GOVERNMENTS:

_____ Date: _____
Adams County
Printed: _____

_____ Date: _____
Ashland County
Printed: _____

_____ Date: _____
Barron County
Printed: _____

_____ Date: _____
Bayfield County
Printed: _____

_____ Date: _____
Brown County
Printed: _____

_____ Date: _____
Buffalo County
Printed: _____

_____ Date: _____
Burnett County

Printed: _____

_____ Date: _____

Calumet County
Printed: _____

_____ Date: _____

Chippewa County
Printed: _____

_____ Date: _____

Clark County
Printed: _____

_____ Date: _____

Columbia County
Printed: _____

_____ Date: _____

Crawford County
Printed: _____

_____ Date: _____

Dane County
Printed: _____

_____ Date: _____

Dodge County
Printed: _____

_____ Date: _____

Door County
Printed: _____

_____ Date: _____
Douglas County
Printed: _____

_____ Date: _____
Superior, City of
Printed: _____

_____ Date: _____
Dunn County
Printed: _____

_____ Date: _____
Eau Claire County
Printed: _____

_____ Date: _____
Florence County
Printed: _____

_____ Date: _____
Fond Du Lac County
Printed: _____

_____ Date: _____
Forest County
Printed: _____

_____ Date: _____
Grant County
Printed: _____

_____ Date: _____
Green County
Printed: _____

_____ Date: _____
Green Lake County
Printed: _____

_____ Date: _____
Iowa County
Printed: _____

_____ Date: _____
Iron County
Printed: _____

_____ Date: _____
Jackson County
Printed: _____

_____ Date: _____
Jefferson County
Printed: _____

_____ Date: _____
Juneau County
Printed: _____

_____ Date: _____
Kenosha County
Printed: _____

_____ Date: _____
Kenosha, City of
Printed: _____

_____ Date: _____
Pleasant Prairie, City of
Printed: _____

_____ Date: _____
Kewaunee County
Printed: _____

_____ Date: _____
La Crosse County
Printed: _____

_____ Date: _____
Lafayette County
Printed: _____

_____ Date: _____
Langlade County
Printed: _____

_____ Date: _____
Lincoln County
Printed: _____

_____ Date: _____
Manitowoc County
Printed: _____

_____ Date: _____
Marathon County
Printed: _____

_____ Date: _____
Marinette County
Printed: _____

_____ Date: _____
Marinette, City of
Printed: _____

_____ Date: _____
Marquette County
Printed: _____

_____ Date: _____
Menominee County
Printed: _____

_____ Date: _____
Milwaukee County
Printed: _____

_____ Date: _____
Cudahy, City of
Printed: _____

_____ Date: _____
Franklin, City of
Printed: _____

_____ Date: _____
Greenfield, City of
Printed: _____

_____ Date: _____
Milwaukee, City of
Printed: _____

_____ Date: _____
Oak Creek, City of
Printed: _____

_____ Date: _____
South Milwaukee, City of
Printed: _____

_____ Date: _____
Wauwatosa, City of
Printed: _____

_____ Date: _____
West Allis, City of
Printed: _____

_____ Date: _____
Monroe County
Printed: _____

_____ Date: _____
Oconto County
Printed: _____

_____ Date: _____
Oneida County
Printed: _____

_____ Date: _____
Outagamie County
Printed: _____

_____ Date: _____
Ozaukee County
Printed: _____

_____ Date: _____
Pepin County
Printed: _____

_____ Date: _____
Pierce County
Printed: _____

_____ Date: _____
Portage County
Printed: _____

_____ Date: _____
Price County
Printed: _____

_____ Date: _____
Racine County
Printed: _____

_____ Date: _____
Mount Pleasant, City of
Printed: _____

_____ Date: _____
Sturtevant, City of
Printed: _____

_____ Date: _____
Union Grove, City of
Printed: _____

_____ Date: _____
Yorkville Town
Printed: _____

_____ Date: _____
Richland County
Printed: _____

_____ Date: _____
Rock County
Printed: _____

_____ Date: _____
Rusk County
Printed: _____

_____ Date: _____
Sauk County
Printed: _____

_____ Date: _____
Sawyer County
Printed: _____

_____ Date: _____
Shawano County
Printed: _____

_____ Date: _____
Sheboygan County
Printed: _____

_____ Date: _____
St. Croix County
Printed: _____

_____ Date: _____
Taylor County
Printed: _____

_____ Date: _____
Trempealeau County
Printed: _____

_____ Date: _____
Vernon County
Printed: _____

_____ Date: _____
Vilas County
Printed: _____

_____ Date: _____
Walworth County
Printed: _____

_____ Date: _____
Washburn County
Printed: _____

_____ Date: _____
Washington County
Printed: _____

_____ Date: _____
Waukesha County
Printed: _____

_____ Date: _____
Waupaca County
Printed: _____

_____ Date: _____
Waushara County
Printed: _____

_____ Date: _____
Winnebago County
Printed: _____

_____ Date: _____
Wood County
Printed: _____

EXHIBIT A

Allocation of Proceeds Among the Local Governments

The following chart is agreed upon by and between the Local Governments identified below as representing the allocation of proceeds from the Settlement Agreements following (a) allocation to the Local Governments; and (b) allocation to the Attorney Fee Fund. The Local Governments shall cooperate with one another and the State in the negotiation and execution of an Escrow Agreement to effectuate the terms of the State-Local Government MOU, the Local Government MOU and the allocation set forth below. **The monetary value associated with the percentages below will be calculated consistent with the Settlement Agreements.**

Local Government Type	Wisconsin Litigating Local Government	Allocation Percentage
County	Adams County	0.327%
County	Ashland County	0.225%
County	Barron County	0.478%
County	Bayfield County	0.124%
County	Brown County	2.900%
County	Buffalo County	0.126%
County	Burnett County	0.224%
County	Calumet County	0.386%
County	Chippewa County	0.696%
County	Clark County	0.261%
County	Columbia County	1.076%
County	Crawford County	0.195%
County	Dane County	8.248%
County	Dodge County	1.302%
County	Door County	0.282%
County	Douglas County	0.554%
City	Superior	0.089%
County	Dunn County	0.442%
County	Eau Claire County	1.177%
County	Florence County	0.053%
County	Fond Du Lac County	1.196%
County	Forest County	0.127%
County	Grant County	0.498%
County	Green County	0.466%
County	Green Lake County	0.280%
County	Iowa County	0.279%

County	Iron County	0.061%
County	Jackson County	0.236%
County	Jefferson County	1.051%
County	Juneau County	0.438%
County	Kenosha County	3.712%
City	Kenosha	0.484%
City	Pleasant Prairie	0.059%
County	Kewaunee County	0.156%
County	La Crosse County	1.649%
County	Lafayette County	0.134%
County	Langlade County	0.312%
County	Lincoln County	0.350%
County	Manitowoc County	1.403%
County	Marathon County	1.259%
County	Marinette County	0.503%
City	Marinette	0.032%
County	Marquette County	0.246%
County	Menominee County	0.080%
County	Milwaukee County	25.220%
City	Cudahy	0.087%
City	Franklin	0.155%
City	Greenfield	0.163%
City	Milwaukee	7.815%
City	Oak Creek	0.166%
City	South Milwaukee	0.096%
City	Wauwatosa	0.309%
City	West Allis	0.378%
County	Monroe County	0.655%
County	Oconto County	0.336%
County	Oneida County	0.526%
County	Outagamie County	1.836%
County	Ozaukee County	1.036%
County	Pepin County	0.055%
County	Pierce County	0.387%
County	Portage County	0.729%
County	Price County	0.149%
County	Racine County	3.208%
City	Mount Pleasant	0.117%
City	Sturtevant	0.018%

City	Union Grove	0.007%
City	Yorkville Town	0.002%
County	Richland County	0.218%
County	Rock County	2.947%
County	Rusk County	0.159%
County	Sauk County	1.226%
County	Sawyer County	0.258%
County	Shawano County	0.418%
County	Sheboygan County	1.410%
County	St Croix County	0.829%
County	Taylor County	0.159%
County	Trempealeau County	0.320%
County	Vernon County	0.322%
County	Vilas County	0.468%
County	Walworth County	1.573%
County	Washburn County	0.185%
County	Washington County	1.991%
County	Waukesha County	6.035%
County	Waupaca County	0.606%
County	Waushara County	0.231%
County	Winnebago County	2.176%
County	Wood County	0.842%

LOCK IN OF ALL APPOINTMENTS AND RESOLUTION NOS. Z-5, 32, 33, 34, 35, 36, 37, 38 AND 39 —2024-25.

Vote for lock in. ROLL CALL: 32 yes, 4 absent. ALL APPOINTMENTS AND RESOLUTION NOS. Z-5, 32, 33, 34, 35, 36, 37, 38 AND 39 —2024-25 ARE ADOPTED & LOCKED IN.

VOTE RESULTS 32 YES 0 NO 0 ABSTAIN 4 ABSENT

Lock in of Appointments and Res. Nos. Z-5, 32-39—2024-25

Lock In of Appointments and Res. Nos. Z-5, 32, 33, 34, 35, 36, 37, 38 and 39—2024-25.

Passed With Majority of Full Membership

1 THOMPSON	YES	13 WEGAND	YES	25 JANKE	YES
2 JOHNSON	YES	14 HERMES	YES	26 WEINBERG	YES
3 SMITH	YES	15 MacDONALD	ABSENT	27 CULBERTSON	YES
4 PATIENCE	YES	16 SCHROEDER	ABSENT	28 MONFILS	YES
5 GABRIELSON	YES	17 CROATT	YES	29 WINTERFELDT	YES
6 KOSTELNY	YES	18 SPEARS	YES	30 NEJEDLO	YES
7 HAMMEN	YES	19 HEISER	YES	31 CLEGG	YES
8 LAWRENCE	YES	20 MITCHELL	YES	32 THYSSEN	YES
9 KRUEGER	YES	21 CUFF	YES	33 VANDERHEIDEN	YES
10 LAMERS	YES	22 HAGEN	YES	34 RETTLER	YES
11 FERGUSON	YES	23 KLEMP	YES	35 KOURY	ABSENT
12 McCABE	YES	24 THIEDE	ABSENT	36 LAUTENSCHLAGER	YES

Outagamie County

7-23-24 County Board Meeting - July 23 2024 07:46:44 PM

July 23, 2024 County Board Meeting

OpenMeeting

RECONSIDERATION OF ALL APPOINTMENTS AND RESOLUTION NOS. Z-5, 32, 33, 34, 35, 36, 37, 38 AND 39—2024-25.

Supervisor Smith moved, seconded by Supervisor Patience, to reconsider all appointments and the above listed resolutions.

Vote for reconsideration. ROLL CALL: 32 yes, 4 absent. ALL APPOINTMENTS AND RESOLUTION NOS. Z-5, 32, 33, 34, 35, 36, 37, 38 AND 39—2024-25 ARE RECONSIDERED.

VOTE RESULTS 32 YES 0 NO 0 ABSTAIN 4 ABSENT

Reconsideration of Appointments and Res. Nos. Z-5, 32-39—2024-25

Reconsideration of Appointments and Res. Nos. Z-5, 32, 33, 34, 35, 36, 37, 38 and 39—2024-25.

Passed With Majority of Full Membership

1 THOMPSON YES	13 WEGAND YES	25 JANKE YES
2 JOHNSON YES	14 HERMES YES	26 WEINBERG YES
3 SMITH YES	15 MacDONALD ABSENT	27 CULBERTSON YES
4 PATIENCE YES	16 SCHROEDER ABSENT	28 MONFILS YES
5 GABRIELSON YES	17 CROATT YES	29 WINTERFELDT YES
6 KOSTELNY YES	18 SPEARS YES	30 NEJEDLO YES
7 HAMMEN YES	19 HEISER YES	31 CLEGG YES
8 LAWRENCE YES	20 MITCHELL YES	32 THYSSEN YES
9 KRUEGER YES	21 CUFF YES	33 VANDERHEIDEN YES
10 LAMERS YES	22 HAGEN YES	34 RETTLER YES
11 FERGUSON YES	23 KLEMP YES	35 KOURY ABSENT
12 McCABE YES	24 THIEDE ABSENT	36 LAUTENSCHLAGER YES

Outagamie County 7-23-24 County Board Meeting - July 23 2024 07:46:26 PM

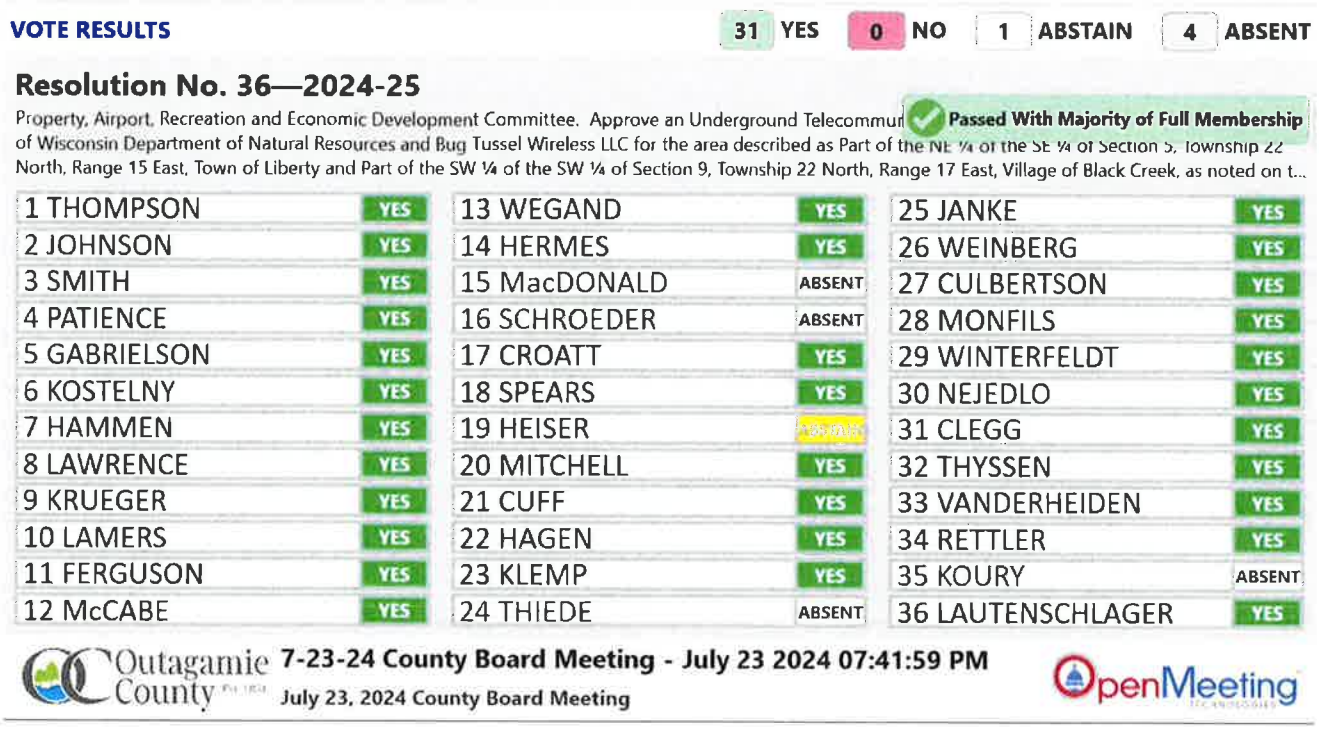
July 23, 2024 County Board Meeting

OpenMeeting

Resolution No. 36—2024-25 – Property, Airport, Recreation and Economic Development Committee. Approve an Underground Telecommunication Easement made by and between the State of Wisconsin Department of Natural Resources and Bug Tussel Wireless LLC for the area described as Part of the NE ¼ of the SE ¼ of Section 5, Township 22 North, Range 15 East, Town of Liberty and Part of the SW ¼ of the SW ¼ of Section 9, Township 22 North, Range 17 East, Village of Black Creek, as noted on the resolution and attachments.

Supervisor Culbertson moved, seconded by Supervisor Hammen for adoption.

ROLL CALL: 31 yes, 1 abstain (Heiser), 4 absent. RESOLUTION NO. 36—2024-25 IS ADOPTED.



RESOLUTION NO.: 36—2024-25

TO THE HONORABLE, THE OUTAGAMIE COUNTY BOARD OF SUPERVISORS

LADIES AND GENTLEMEN: ***MAJORITY***

The Outagamie County Parks Department is requesting approval of an Underground Telecommunication Easement made by and between the State of Wisconsin Department of Natural Resources (DNR) ("Grantor") and Bug Tussel Wireless LLC ("Grantee"). The Grantee desires to install, construct, operate, maintain, repair, remove, replace and/or abandon in place one fiber optic telecommunication cable under and across the Newton Blackmour State Trail by directional drilling at a minimum depth of 36 inches.

NOW THEREFORE, the undersigned members of the Property, Airport, Recreation and Economic Development Committee recommend adoption of the following resolution.

BE IT RESOLVED, that the Outagamie County Board of Supervisors does hereby and herewith approve an Underground Telecommunication Easement made by and between the State of Wisconsin Department of Natural Resources and Bug Tussel Wireless LLC for the area described as Part of the NE ¼ of the SE ¼ of Section 5, Township 22 North, Range 15 East, Town of Liberty and Part of the SW ¼ of the SW ¼ of Section 9, Township 22 North, Range 17 East, Village of Black Creek, all in Outagamie County, Wisconsin; said land is shown on the attached Underground Telecommunication Easement (Cooperative Trail) and Exhibit "A" and Exhibit "A-1" which by reference are made a part hereof, and

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

Dated this 23rd day of July 2024

Respectfully submitted,

PROPERTY, AIRPORT, RECREATION &
ECONOMIC DEVELOPMENT COMMITTEE

Dean Culbertson

Lee W. Hammen

Ronald Klemp

Yvonne Monfils

Jayson Winterfeldt

Duly and officially adopted by the County Board on: July 23, 2024

Signed: _____ _____
Board Chairperson County Clerk

Approved: 7.24.24 Vetoed: _____

Signed: _____
County Executive

Document Number	Document Title

State of Wisconsin
Department of Natural Resources
Box 7921
Madison, WI 53707

UNDERGROUND TELECOMMUNICATION EASEMENT (Cooperative Trail)

Wis. Stat. ss. 23.09(10)
Form 2200-015h
Rev. 03/2024

THIS UNDERGROUND TELECOMMUNICATION EASEMENT ("Easement") is made by and between the State of Wisconsin Department of Natural Resources ("Grantor") and Bug Tussel Wireless LLC ("Grantee").

Recording Area
Return: Department of Natural Resources
Bureau of Facilities & Lands – LF/6
P.O. Box 7921
Madison, WI 53707-7921
Attn: Bill Peterson (CE-10258)

Parcel Identification Number (PIN):
n/a

RECITALS

WHEREAS, the Grantor is the successor in title of the former railroad corridor of Wisconsin Central Ltd. known today as the "Newton Blackmour State Trail" ("Trail" or "Premises");

WHEREAS, the Grantor has provided an Easement for the trail management and operations to Outagamie County Parks Department ("Trail Manager");

WHEREAS, the Grantee desires to install, construct, operate, maintain, repair, remove, replace and/or abandon in place one fiber optic telecommunication cable under and across the Trail by directional drilling at a minimum depth of 36 inches; and

WHEREAS, the fiber optic telecommunication cable will be installed within a 12-foot-wide corridor crossing under the Trail (the "Easement Area"), which is depicted on the attached Exhibits "A" and "A1" and more particularly described as follows:

> **Part of the NE ¼ of the SE ¼ of Section 5, Township 22 North, Range 15 East, Town of Liberty, and Part of the SW ¼ of the SW ¼ of Section 9, Township 22 North, Range 17 East, Village of Black Creek, all in Outagamie County, Wisconsin,** that is further described below:
>
> Section 15: Commencing on the NW corner of the NE ¼ SE ¼ of said Section 5, moving easterly 99 feet, then southerly 116 feet is the POINT OF BEGINNING.
> Thence moving 99 feet southeasterly along the right-of-way along Liberty Hall Road a distance of 99 feet southerly to the POINT OF TERMINATION.
>
> Section 9: Commencing on the NW corner of the SW ¼ SW ¼ of said Section 9, moving easterly 416 feet, then southerly 506 feet is the POINT OF BEGINNING.
> Thence moving 108 feet southerly along the right-of-way along N. Maple Street a distance of 108 feet southerly to the POINT OF TERMINATION.

NOW, THEREFORE, the Grantor hereby grants to the Grantee, and its corporate successors in interest for good and valuable consideration of the sum of $500.00 a non-exclusive right-of-way Easement allowing for the

installation, construction, operation, maintenance, repair, removal, replacement and/or abandonment in place of a fiber optic telecommunication cable encased within a duct in the Easement Area.

It is understood by the Grantor and the Grantee that this grant of non-exclusive Easement is subject to the following conditions:

1. **Recitals.** The Grantor and Grantee confirm and agree that the recitals set forth above are true and correct and incorporate the same herein for all purposes.

2. **Purpose.** The Grantor grants and conveys to Grantee a non-exclusive Easement for the installation, construction, operation, maintenance, repair, removal, replacement and/or abandonment in place of a fiber optic telecommunication cable which is to be directionally bored within the Easement Area. Any additional ducts, cables, or other structures, or duct, cable or other upgrades will require prior written approval of the Grantor and Grantor may require the Grantee to obtain a new, separate easement.

3. **Parties.** This Easement is limited to the Grantee and is not transferable to a non-affiliated third-party. The Grantee may assign this Easement to its affiliate with notice to Grantor. For purposes of this section, "affiliate" means any entity that directly or indirectly owns or controls, is owned or controlled by, or is under common ownership or control with Grantee. The Grantee will not have the right to allow additional co-location of facilities by a third party without written consent from the Grantor and amendment to the Easement. Grantor may also require a new and separate easement to accommodate additional facilities.

4. **Non-Exclusive Use.** The Easement shall be non-exclusive, and the Grantor may use the Easement Area and may lease or convey other easements to one or more other person(s), company(ies) or other entity(ies), provided that any such subsequent use, lease or conveyance shall not interfere with the Grantee's rights.

5. **Construction.** Grantee shall submit a written notification of project commencement to the Grantor's Trail Manager at least five business days prior to initiation of any construction, installation, maintenance, repair, removal, replacement and/or abandonment work on the Easement Area. The Grantee shall receive approval from the Grantor's Trail Manager prior to commencing any project. In the event that Grantee's planned commencement of project activities conflicts with Grantor's use of the Premises or the Grantor's Trail Manager's plans for the Trail, the Grantor or the Grantor's Trail Manager shall notify Grantee of the conflict and the parties shall agree on an alternative date to begin the project. If an emergency arises within the Easement Area requiring immediate action by the Grantee, the Grantee shall immediately notify the Grantor's Trail Manager that an emergency exists and that the Grantee is proceeding to correct the emergency situation. The Grantor's Trail Manager can be reached at 920-832-4791.

6. **Access**. If notification is provided in advance to Grantor's Trail Manager, Grantee may enter upon the Premises at locations outside of the Easement Area using Grantor's existing roads if necessary to gain access to the Easement Area in order to construct, install, operate, maintain, repair, remove, replace and/or abandon in place an underground fiber optic telecommunication cable and to do any and all other such work as is reasonably necessary in accordance with the rights granted under this Easement.

7. **Vegetative Management.** No cutting or trimming of trees shall be done without the prior written approval of the Trail Manager, except for dead and down trees that obstruct the Trail may be removed without such written approval. Any trees removed from the Premises remain the property of the Grantor. All trees having commercial value including firewood shall be cut in standard lengths and be piled at a location on the Premises designated by the Grantor's Trail Manager. All stumps, slash, waste materials and other debris shall be disposed of by the Grantee as directed by the Grantor's Trail Manager. Use of pesticides

and herbicides shall only be allowed with the prior written approval of the Grantor. Any pesticides used, including but not limited to herbicides, insecticides, fungicides, must follow the label and adhere to all local, county, state and federal rules related to pesticide use. Upon request, Grantee must provide pesticide application records for at least 2 years post-application. Grantee agrees to modify its pesticide use if requested by Grantor.

8. **Signage.** Any signs, postings and other markers not in accordance with standard utility practice to be located on the Easement Area by the Grantee shall be approved by the Grantor prior to placement.

9. **Maintenance.** The Grantee shall maintain the Easement Area in a decent, sanitary, and safe condition and at no time shall the Grantee allow its work to cause a hazard or unsafe conditions on the Easement Area.

10. **Existing Utilities.** The Grantee is responsible for determining the location of any existing utilities within the Easement Area. Grantee is responsible for any and all damages, costs or liabilities that result from damages caused by the Grantee to existing utilities within the Easement Area.

11. **Compliance with Other Laws.** This Easement does not relieve Grantee from the responsibility to comply with all applicable federal and state laws and local ordinances and does not supersede any other governmental requirements for plan approval or for authority to exercise any other rights granted herein.

12. **Conditions of Construction and Maintenance.** Relating to installation, operation, and maintenance work within the Easement Area, work shall be completed as follows:
    a. Other than as otherwise permitted herein, the Trail should remain open for public use at all times. Trail closures will not be allowed during snowmobile season and may not be allowed at certain times during bicycling season depending on planned events, activities, or volume of use. All closures must be coordinated with the Grantor's Trail Manager.
    b. If the Trail must be blocked at any time due to safety, a flag person must be present or appropriate signage must be installed such that Trail users are informed of the blockage and an acceptable detour (if needed) must be provided by the Grantee so users can pass through safely. Grantee shall not use the Trail right-of-way for backing of any equipment unless a flag person is present and directing Trail traffic.
    c. Warning signs and lights shall be placed informing Trail users of any construction work or as otherwise directed by the Grantor's Trail Manager.
    d. If needed, as determined by the Grantor's Trail Manager, Grantee shall place passable barricades at entry points for Trail users that require Trail users to substantially reduce their speed and proceed single file. Barricade points must include signs stating that construction activities are taking place along the Trail, listing a reduced speed limit, and indicating 2-way, single-file traffic.
    e. All excavated open holes must be adequately marked at all times by the Grantee and warning signs must be placed and maintained by Grantee a safe distance ahead in both directions.
    f. All excavated holes shall be filled in and made level with the original grade by the Grantee prior to project activity completion.
    g. Insofar as is practicable and when the Grantor requests other than during the initial construction or due to an emergency situation, the Grantee shall schedule any construction work in an area used for recreational purposes at times when the ground is frozen in order to prevent or reduce soil compaction. All work will be conducted to minimize soil disturbance. All rutting will be repaired and the Easement Area restored as promptly as possible by Grantee following its work. If soils are not frozen or stable to a point that avoids rutting, timber mats, mud tracks, or equivalent must be utilized to access construction, installation, or maintenance locations.
    h. Any and all ground settling or Trail surface damage caused by the exercise of the Grantee's rights within a 2 year period from the date of installation or any maintenance is the sole responsibility of

the Grantee and must be restored or repaired to pre-construction or better conditions using the same type and quality materials as approved by the Grantor's Trail Manager. Upon failure to perform by the Grantee within 20 days of notification by the Grantor's Trail Manager of needed repairs or restoration, repairs or restoration may be contracted by the Grantor's Trail Manager and the Grantee shall be liable for all costs associated with such repairs and restoration.

i. Grantee shall not park or store any vehicles or equipment on the Trail at any time unless authorized in writing by Grantor or Grantor's Trail Manager.

13. **AREMA Compliance.** The Premises may be encumbered by federal or state railroad interest and subject to future restoration and reconstruction of the right-of-way for rail purposes consistent with Section 208 of the National Trails System Act Amendment of 1983, Publ. L. No. 98-11 (16 U.S.C. 1247(d)) or Wis. Stat. s. 85.09, including possible termination of this Easement, and subject to reservations, exceptions and leases, agreements and permits authorized by the former railroad company or the Grantor prior to the execution of this Easement. Grantor shall provide written notice of the necessity for the reestablishment of railroad, which may result in the termination of this Easement upon the discretion of the railroad. Grantee shall: (1) not materially change the grade or topography of the Trail or the Easement Area; (2) not construct and install or remove any permanent improvement which violates American Railway Engineering and Maintenance-of-Way Association ("AREMA"), or its successors' published practices and procedures or would make such reestablishment of railroad impracticable; and (3) not allow the installation of any facility, above or below grade that does not conform to AREMA's standards or clearances for railroad.

14. **Non-Disturbance.** Grantee shall not disturb wetlands or waterways unless it first obtains all necessary permits. No work may be done that alters drainage or allows water to drain onto adjoining land.

15. **Restoration.** The Grantee shall restore the Easement Area in a timely workmanlike manner consistent with the original condition of the Easement Area prior to such entry by the Grantee or its employees or agents. This restoration, however, does not apply to the initial installation of said facilities or to any trees, bushes, branches or roots which may interfere with Grantee's use of the Easement Area.

16. **Violation.** If Grantor identifies a violation of this Easement by Grantee that does not constitute an emergency, the Grantor will notify Grantee of the violation(s) in writing, and the Grantee will have 30 days to provide Grantor with a plan and a schedule for correcting the violation(s). If Grantee's plan is not approved by the Grantor, Grantor will provide Grantee with a list of acceptable modifications to the plan and allow Grantee an additional 30 days to revise its plan to meet Grantor's requirements. If Grantee refuses Grantor's modifications, Grantor may declare this Easement null and void, and it may take full control of the Easement Area without hindrance or delay, and it may use its legal remedies to recover from the Grantee any damages sustained by acts of the Grantee. Grantor's approval of the plan for correcting the violation(s) shall not be unreasonably withheld, delayed, or denied. Any violations that constitute a health or safety emergency shall be immediately rectified by the Grantee in accordance with paragraph 5.

17. **Termination.** The Easement shall automatically terminate, without right of reentry, upon:
    a. Grantee's acknowledgement that it is abandoning the Easement Area; or
    b. An implied abandonment as evidenced by Grantee's non-use of the Easement Area for a period of two consecutive years.

18. **Indemnification.** Except for the willful misconduct or negligence by the Grantor, its agents, officers, and employees, Grantee assumes and agrees to protect, indemnify and save harmless the Grantor, and its agents, officers and employees from and against any and all claims, demands, suits, liability and expense

by reason of loss or damage to any property or bodily injury including death, arising directly or indirectly from:

a. The construction, installation, operation, maintenance, existence, use, repair, removal, replacement and/or abandonment in place of the underground telecommunication line;
b. Any defect in the telecommunication line or failure thereof;
c. Any act or omission of the Grantee, its agents or employees while on or about the Easement Area(s) or any of Grantor's adjoining land;
d. Grantee's exercise of any and all rights, duties and responsibilities granted by this Easement; and/or
e. Any defect or insufficiency of title or authority of the Grantor to convey this Easement.

19. **Insurance.** At all times the Grantee shall be required to provide the Grantor adequate evidence of financial responsibility to meet the liabilities, losses, demands and actions from which the Grantee is required to meet. Evidence of adequate financial responsibility shall be either appropriate evidence that the Grantee is self-insured and has sufficient resources to provide coverage equivalent to an insurance policy having combined single limits of not less than $500,000.00 or, alternatively, evidence of an appropriate insurance policy having combined single limits of not less than $500,000.00. Upon request, the Grantee shall furnish the Grantor the requisite certificate, or other proof of insurance showing that the Grantor and its officers, employees and agents, are named as additional insureds under the insurance policy. The Grantor may require greater evidence of resources or higher limits of insurance coverage if it determines that greater coverage is reasonably required to cover the risks presented by the underground line. The Grantee shall furnish the Grantor evidence of adequate financial responsibility on or before the effective date of the Easement. If at any time the Grantor determines that the Grantee has not provided adequate evidence of financial responsibility, the Grantee shall immediately suspend any construction, installation, operation, maintenance, repair, removal or replacement on the Easement Area until adequate evidence of financial responsibility is again provided to the Grantor.

20. **Notices.** With the exception of emergency notice provided to the Trail manager, all notices or other writings this Easement requires to be given, or which may be given, to either party by the other shall be deemed to have been fully given when made in writing and either by certified mail, return receipt requested or through regular commercially available overnight delivery service with proof of delivery as follows:

a. To the Grantor: Wisconsin Department of Natural Resources, Bureau of Facilities and Lands, 101 S. Webster St., Madison, WI 53703.
b. To the Trail Manager: Director of Parks Department, Outagamie County, 1375 Broadway Drive, Appleton, WI 54913.
c. To the Grantee: Bug Tussel Wireless LLC, 417 Pine Street, Green Bay, WI 54301.
d. The address to which any notice, demand, or other writing may be given, made or sent to any party as above provided may be changed by written notice given by such party as above provided.

The Trail Manager shall be notified of emergencies via telephone at (920)832-4791 or the DNR Call Center at 1-888-936-7463.

21. **NR 45 Enforcement.** The Grantor retains management, supervision and control over the Premises for the purpose of enforcing pertinent state laws needed to protect the Premises, its natural resources or the general public, including Chapter NR 45, Wis. Admin. Code, which governs the conduct of visitors to state lands.

22. **Non-Warrantable Title.** The Grantor does not warrant that title to the Easement Area is free and clear of all encumbrances or that it will defend the Grantee in its peaceful use and occupancy of the Easement Area.

23. **Relocation Costs.** If Grantor requests that Grantee's facilities that serve Grantor be relocated, Grantor will be responsible for the costs associated with that relocation and shall grant easement rights covering the new location. If Grantee's facilities that do not serve Grantor need to be relocated at the request of Grantor, Grantee will be responsible for all costs associated with the same.

24. **Headings.** The headings of clauses contained in this Easement are used for convenience and ease of reference only and do not limit the scope or intent of the clause.

25. **Governing Law.** This Easement shall be construed and enforced in accordance with the internal law of the State of Wisconsin.

26. **Acknowledgement**. This Easement sets forth the entire understanding of the Grantor and the Grantee and may not be changed except by a written document executed and acknowledged by the Grantor and the Grantee.

27. **Invalidity.** If any term or condition of this Easement shall be deemed invalid or unenforceable, the remainder of this Easement shall not be affected thereby, and each term and condition shall be valid and enforceable to the fullest extent permitted by law.

28. **Enforcement.** Enforcement of this Easement may be by proceedings at law or in equity against any person or persons violating or attempting or threatening to violate any term or condition in this Easement, either to restrain or prevent the violation or to obtain any other relief.

29. **Additional Conditions.** Additional conditions that apply to this Easement are enumerated below: None.

END OF TERMS AND CONDITIONS

- 7 -

IN WITNESS WHEREOF, the Grantor has caused this easement to be executed on its behalf this _____day of_____, 20__.

State of Wisconsin
Department of Natural Resources
For the Secretary

By _____ (SEAL)
Terry H. Bay
Bureau Director - Facilities and Lands

State of Wisconsin)
) ss.
Dane County)

Personally came before me this _____ day of _____, 20__, the above named Terry H. Bay, Bureau Director for Facilities and Lands, State of Wisconsin Department of Natural Resources, to me known to be the person who executed the foregoing instrument and acknowledged that he executed and delivered the same as for the act and deed of said Department of Natural Resources.

_____
Katherine Shubak
Notary Public, State of Wisconsin
My Commission (expires)(is) _____

- 8 -

IN WITNESS WHEREOF, the Grantee has agreed to and caused this Easement to be executed on its behalf this ____ day of _____, 20__.

Bug Tussel Wireless, LLC

By _____(SEAL)
Tom Lieberherr
Land Manager

State of _____)
) ss.
_____County)

Personally appeared before me this _____ day of _____ 20__, the above named Tom Lieberherr, to me known to be the person who executed the foregoing instrument and acknowledged the same as and for the act and deed of the Grantee.

_____
*
Notary Public, State of _____
My commission (expires) (is) _____

*Please print names

This instrument drafted by:
State of Wisconsin
Department of Natural Resources

CONSENT TO EASEMENT

IN WITNESS WHEREOF, Outagamie County, being the holder of an Easement for the Newton Blackmour State Trail by virtue of said Easement, between the State of Wisconsin Department of Natural Resources and Outagamie County as recorded on May 12, 2009 as Document No. 1833971 all in Outagamie County Records against said Premises, does hereby acknowledge, join in and consent to this Underground Telecommunication Easement, subject to the same terms and conditions as set forth herein on this _____ day of _____ _____, 20__.

Outagamie County

By: _____ (SEAL)
Tomas M. Nelson
County Executive

By: _____ (SEAL)
Kelly Gerrits
County Clerk

By: _____ (SEAL)
Dan Gabrielson
Board Chairperson

State of Wisconsin)
) ss.
County of Outagamie)

Personally appeared before me this _____ day of _____ 2020, the above-named Thomas M. Nelson, Kelly Gerrits, Dan Gabrielson , to me known to be the person who executed the foregoing instrument and acknowledged the same in the capacity therein stated and for the purpose therein contained.

_____
*
Notary Public, State of Wisconsin

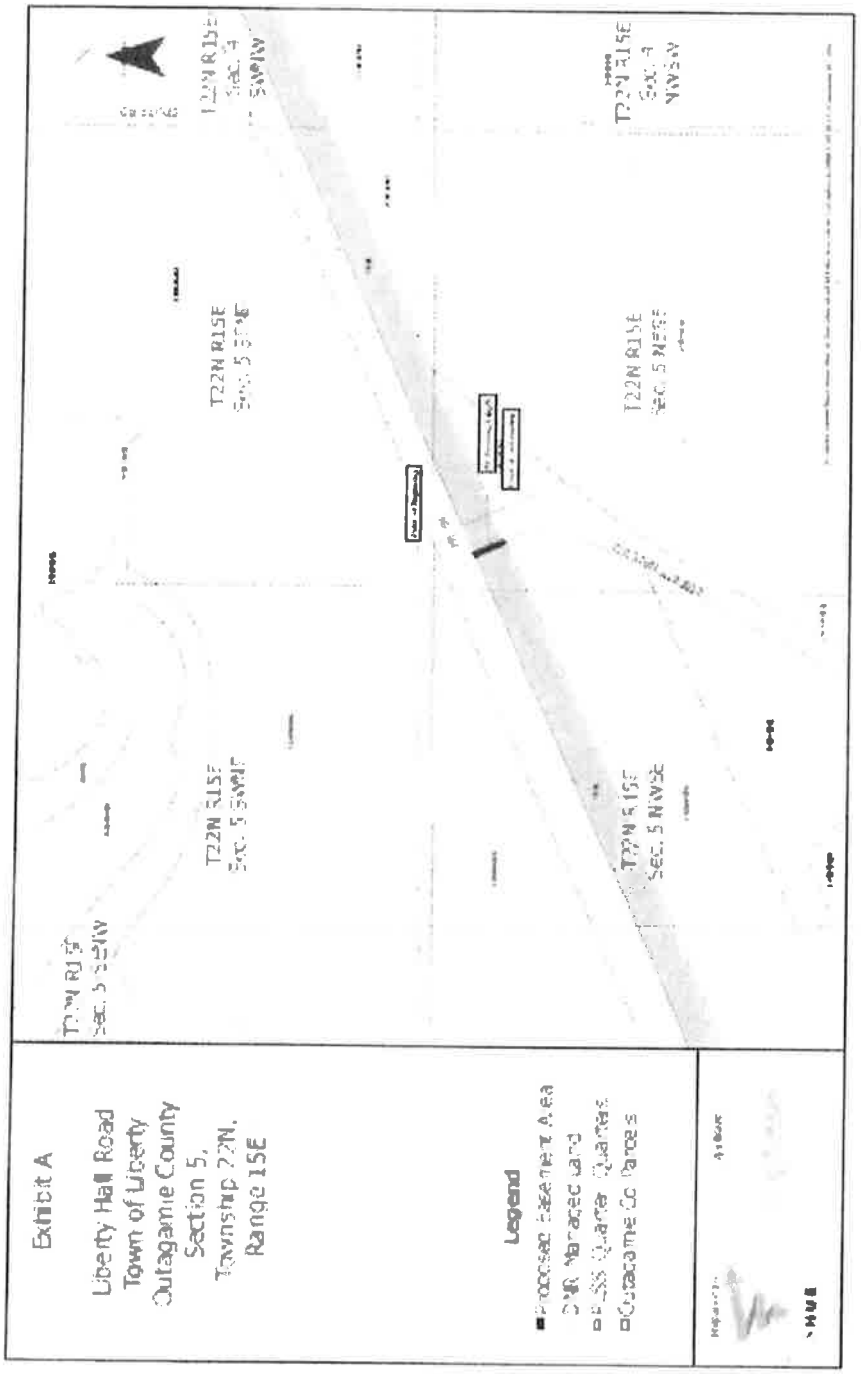
My commission (expires) (is) _____

*Please print name

This instrument drafted by:
State of Wisconsin
Department of Natural Resources

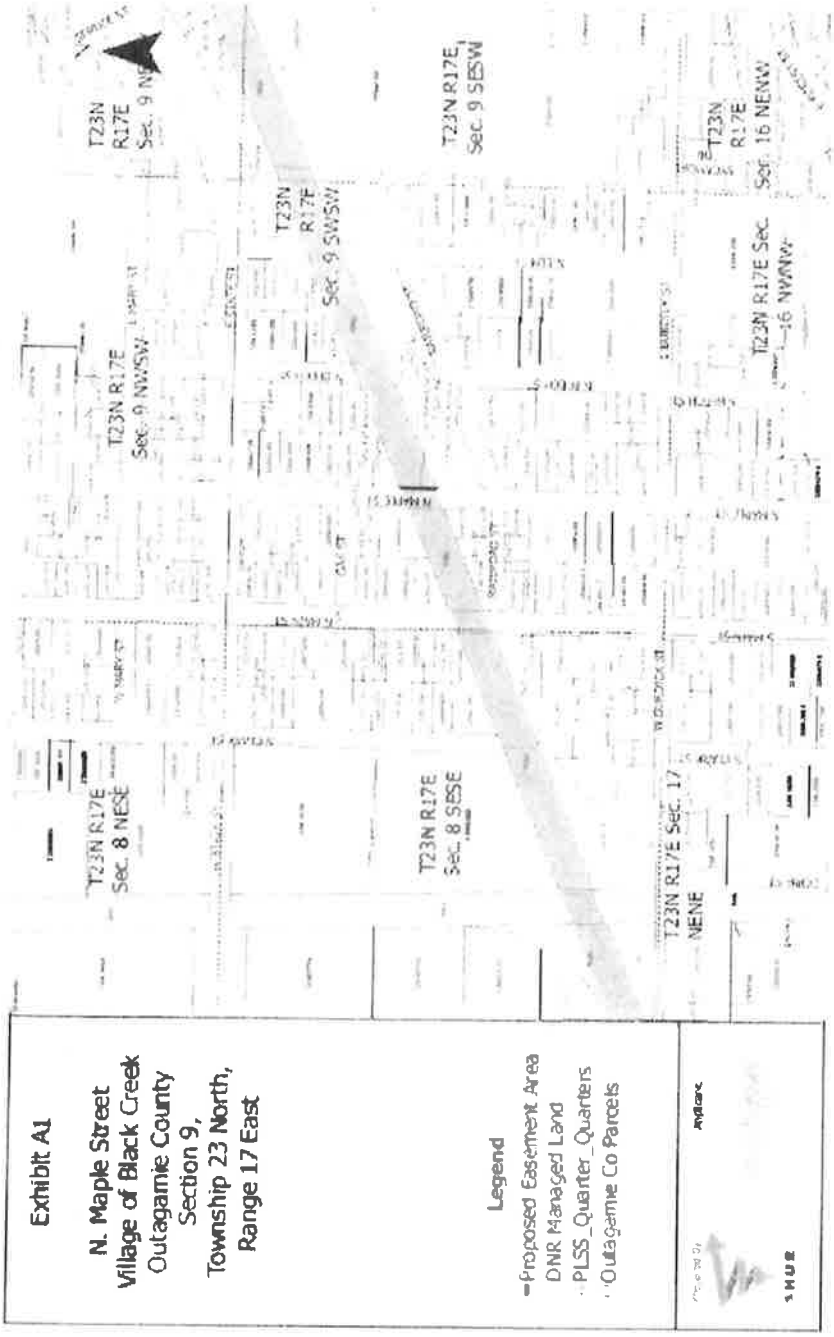
- 10 -

EXHIBIT "A"


Exhibit A
Liberty Hall Road
Town of Liberty
Outagamie County
Section 5,
Township 22N,
Range 15E
Legend
T22N R15E
Sec. 5 NWSW
T22N R15E
Sec. 5 NWSE

- 11 -

EXHIBIT "A-1"



LOCK IN OF ALL APPOINTMENTS AND RESOLUTION NOS. Z-5, 32, 33, 34, 35, 36, 37, 38 AND 39 —2024-25.

Vote for lock in. ROLL CALL: 32 yes, 4 absent. ALL APPOINTMENTS AND RESOLUTION NOS. Z-5, 32, 33, 34, 35, 36, 37, 38 AND 39 —2024-25 ARE ADOPTED & LOCKED IN.

VOTE RESULTS 32 YES 0 NO 0 ABSTAIN 4 ABSENT

Lock in of Appointments and Res. Nos. Z-5, 32-39—2024-25

Lock In of Appointments and Res. Nos. Z-5, 32, 33, 34, 35, 36, 37, 38 and 39—2024-25.

Passed With Majority of Full Membership

1 THOMPSON	YES	13 WEGAND	YES	25 JANKE	YES
2 JOHNSON	YES	14 HERMES	YES	26 WEINBERG	YES
3 SMITH	YES	15 MacDONALD	ABSENT	27 CULBERTSON	YES
4 PATIENCE	YES	16 SCHROEDER	ABSENT	28 MONFILS	YES
5 GABRIELSON	YES	17 CROATT	YES	29 WINTERFELDT	YES
6 KOSTELNY	YES	18 SPEARS	YES	30 NEJEDLO	YES
7 HAMMEN	YES	19 HEISER	YES	31 CLEGG	YES
8 LAWRENCE	YES	20 MITCHELL	YES	32 THYSSEN	YES
9 KRUEGER	YES	21 CUFF	YES	33 VANDERHEIDEN	YES
10 LAMERS	YES	22 HAGEN	YES	34 RETTLER	YES
11 FERGUSON	YES	23 KLEMP	YES	35 KOURY	ABSENT
12 McCABE	YES	24 THIEDE	ABSENT	36 LAUTENSCHLAGER	YES

Outagamie County 7-23-24 County Board Meeting - July 23 2024 07:46:44 PM

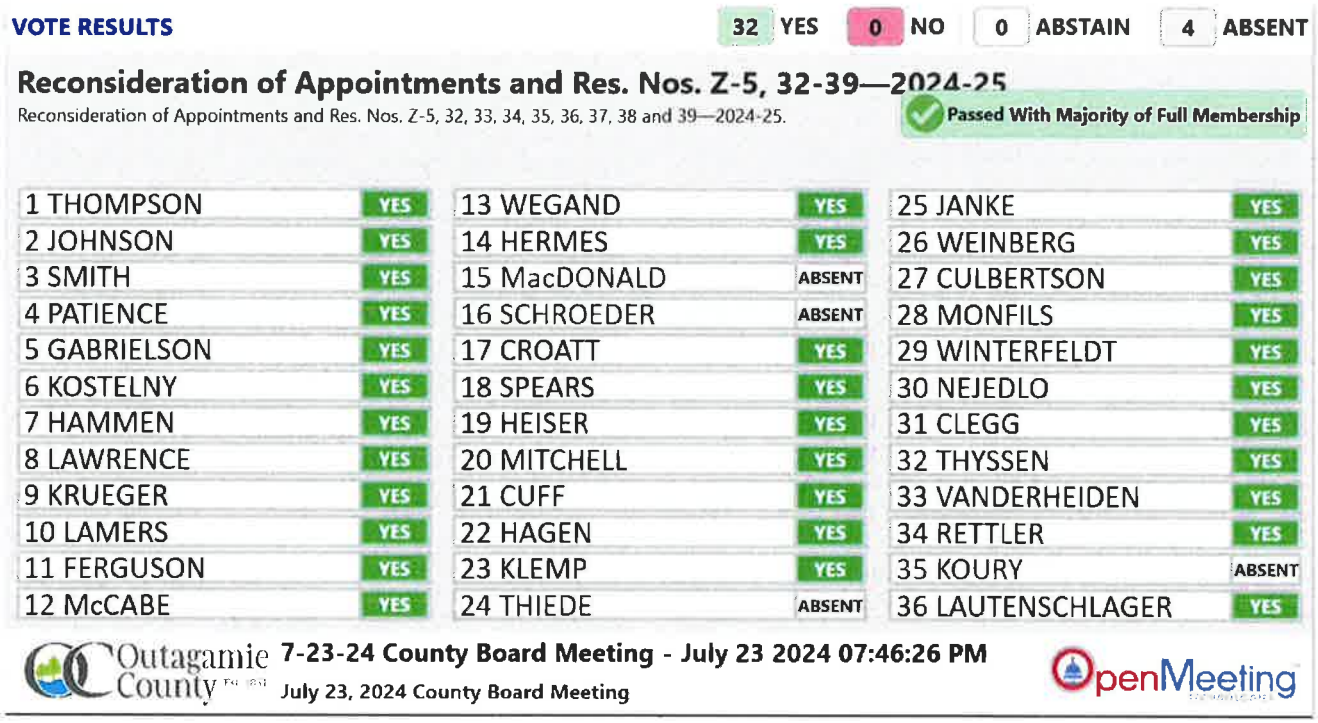
July 23, 2024 County Board Meeting

OpenMeeting

RECONSIDERATION OF ALL APPOINTMENTS AND RESOLUTION NOS. Z-5, 32, 33, 34, 35, 36, 37, 38 AND 39—2024-25.

Supervisor Smith moved, seconded by Supervisor Patience, to reconsider all appointments and the above listed resolutions.

Vote for reconsideration. ROLL CALL: 32 yes, 4 absent. ALL APPOINTMENTS AND RESOLUTION NOS. Z-5, 32, 33, 34, 35, 36, 37, 38 AND 39—2024-25 ARE RECONSIDERED.



VOTE RESULTS

32 YES 0 NO 0 ABSTAIN 4 ABSENT

Reconsideration of Appointments and Res. Nos. Z-5, 32-39—2024-25

Reconsideration of Appointments and Res. Nos. Z-5, 32, 33, 34, 35, 36, 37, 38 and 39—2024-25.

Passed With Majority of Full Membership

1 THOMPSON YES	13 WEGAND YES	25 JANKE YES
2 JOHNSON YES	14 HERMES YES	26 WEINBERG YES
3 SMITH YES	15 MacDONALD ABSENT	27 CULBERTSON YES
4 PATIENCE YES	16 SCHROEDER ABSENT	28 MONFILS YES
5 GABRIELSON YES	17 CROATT YES	29 WINTERFELDT YES
6 KOSTELNY YES	18 SPEARS YES	30 NEJEDLO YES
7 HAMMEN YES	19 HEISER YES	31 CLEGG YES
8 LAWRENCE YES	20 MITCHELL YES	32 THYSSEN YES
9 KRUEGER YES	21 CUFF YES	33 VANDERHEIDEN YES
10 LAMERS YES	22 HAGEN YES	34 RETTLER YES
11 FERGUSON YES	23 KLEMP YES	35 KOURY ABSENT
12 McCABE YES	24 THIEDE ABSENT	36 LAUTENSCHLAGER YES

Outagamie County

7-23-24 County Board Meeting - July 23 2024 07:46:26 PM

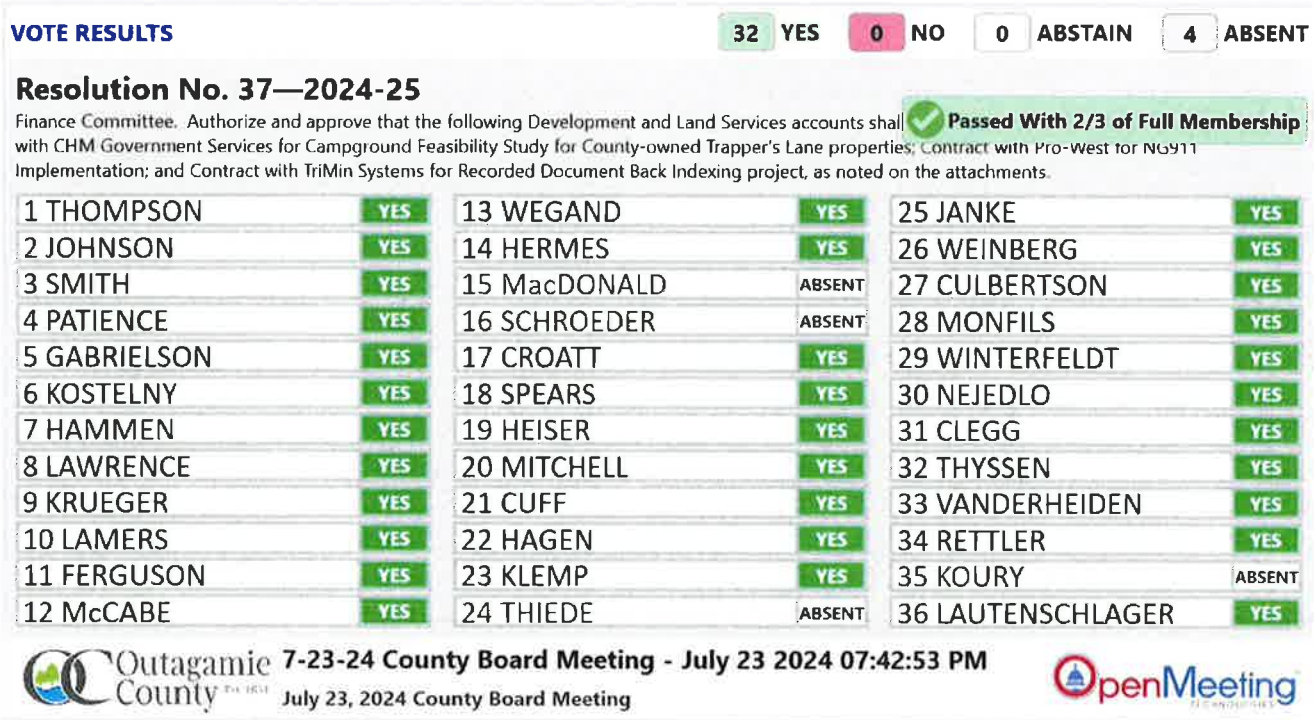
July 23, 2024 County Board Meeting

OpenMeeting

Resolution No. 37—2024-25 – Finance Committee. Authorize and approve that the following Development and Land Services accounts shall not lapse to the County's General Fund: Contract with CHM Government Services for Campground Feasibility Study for County-owned Trapper's Lane properties; Contract with Pro-West for NG911 Implementation; and Contract with TriMin Systems for Recorded Document Back Indexing project, as noted on the attachments.

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

ROLL CALL: 32 yes, 4 absent. RESOLUTION NO. 37—2024-25 IS ADOPTED.



VOTE RESULTS — 32 YES | 0 NO | 0 ABSTAIN | 4 ABSENT

Resolution No. 37—2024-25

Finance Committee. Authorize and approve that the following Development and Land Services accounts shall with CHM Government Services for Campground Feasibility Study for County-owned Trapper's Lane properties; Contract with Pro-West for NG911 Implementation; and Contract with TriMin Systems for Recorded Document Back Indexing project, as noted on the attachments.

Passed With 2/3 of Full Membership

1 THOMPSON YES	13 WEGAND YES	25 JANKE YES
2 JOHNSON YES	14 HERMES YES	26 WEINBERG YES
3 SMITH YES	15 MacDONALD ABSENT	27 CULBERTSON YES
4 PATIENCE YES	16 SCHROEDER ABSENT	28 MONFILS YES
5 GABRIELSON YES	17 CROATT YES	29 WINTERFELDT YES
6 KOSTELNY YES	18 SPEARS YES	30 NEJEDLO YES
7 HAMMEN YES	19 HEISER YES	31 CLEGG YES
8 LAWRENCE YES	20 MITCHELL YES	32 THYSSEN YES
9 KRUEGER YES	21 CUFF YES	33 VANDERHEIDEN YES
10 LAMERS YES	22 HAGEN YES	34 RETTLER YES
11 FERGUSON YES	23 KLEMP YES	35 KOURY ABSENT
12 McCABE YES	24 THIEDE ABSENT	36 LAUTENSCHLAGER YES

Outagamie County 7-23-24 County Board Meeting - July 23 2024 07:42:53 PM
July 23, 2024 County Board Meeting
OpenMeeting

RESOLUTION NO.: 37—2024-25

TO THE HONORABLE, THE OUTAGAMIE COUNTY BOARD OF SUPERVISORS

LADIES AND GENTLEMEN: ***2/3 MAJORITY – 24 VOTES***

It is necessary that various accounts of Outagamie County be closed as of December 31, 2023, except special funds, commonly known as Revolving Funds, which are in the best interest of Outagamie County to remain intact. The budget adjustments will be made to the 2024 budget.

Resolution 8—2024-25, presented to the County Board on May 14, 2024 included the majority of the requested County's Revolving Funds for the year 2023 into 2024. Resolution 18—2024-25, presented to the County Board on May 28, 2024 included the Highway Department revolving funds, ARPA revolving funds, and Other Miscellaneous revolving funds.

This resolution approves miscellaneous Development and Land Services contracts that were not included in the previously adopted resolutions. These items will be included in the budget adjustments that will be made to the 2024 budget.

NOW THEREFORE, the undersigned members of the Finance Committee recommend adoption of the following resolution.

BE IT RESOLVED, that the Outagamie County Board of Supervisors does authorize and approve that the following Development and Land Services accounts shall not lapse to the County's General Fund: Contract with CHM Government Services for Campground Feasibility Study for County-owned Trapper's Lane properties; Contract with Pro-West for NG911 Implementation; and Contract with TriMin Systems for Recorded Document Back Indexing project as detailed in the attached fiscal note and 2023 to 2024 Revolving Funds Request summary page, which by reference are made a part hereof, and

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

Dated this 23rd day of July 2024

Respectfully Submitted,

FINANCE COMMITTEE

Chris Croatt

John Cuff

Karen Lawrence

Dana Johnson

Rick Lautenschlager

Duly and officially adopted by the County Board on: July 23, 2024

Signed: Board Chairperson

County Clerk

Approved: 7.24.24

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:** Revolving Funds Requests 2023 to 2024 – Development Land Services Contracts

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)

See attached for the complete schedule of requested Revolving Funds from the 2023 budget into the 2024 budget. The budget adjustments will be made to the 2024 budget. This is for Development and Land Services department

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

[X] Revenues [X] 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.)

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 attached			

Annual and Long-Term Impact

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

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

Fiscal Note Prepared by: Kevin Englebert

For Financial Services purposes only	
Reviewed By: *Michelle Uitenbroek*	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: 7/10/2024	

C:\Users\hickeysa\AppData\Local\Microsoft\Windows\INetCache\Content.Outlook\D9UXRYJ\Fiscal Note Revolving Funds 2023 to 2024 D.E.S.doc

2023 to 2024 REVOLVING FUNDS REQUEST

COST CENTER NAME - Development Land Services Cost Centers

COST CENTER NUMBER - 1007300, 2130100 (rollovers)
1009300, 102411, 2150100, 2160100, 2100200 (no rollovers)
PREPARED BY - Kevin Englebert

PART I - PURCHASE ORDERS DESCRIPTION	PO NUMBER	COST CENTER BUDGET LINE ITEM	AMOUNT
Campground Feasibility Study for County-owned Trapper's Lane properties. Contract with CHM Government services, which will be completed in April, 2024.	124698	1007300.5525.34	28,589

PART II - CONTRACTS/COMMITMENTS DESCRIPTION	CONTRACT/ COMMITMENT	COST CENTER BUDGET LINE ITEM	AMOUNT
NG911 Implemenation Contract with ProWest - Project was delayed due to complexity of working with Winnebago and Calumet County on getting contract agreed upon and executed. This project is associated with a 95% reimbursement grant from WI DMA.	ProWest Contract	2130100.5525.04	69,735
TRIMIN Recorded Document Back Indexing Contract - This is a major document back indexing project for ROD. Currently the Grantor/Grantee only dates back to 1991 and ROD would like to allow more information to be accessible to the public through name searches and that is what this project will accomplish. It will also increase the documents with available parcel ID information. Project was delayed by TRIMIN.	TRIMIN Contract	2130100.5525.04	316,192

LOCK IN OF ALL APPOINTMENTS AND RESOLUTION NOS. Z-5, 32, 33, 34, 35, 36, 37, 38 AND 39 —2024-25.

Vote for lock in. ROLL CALL: 32 yes, 4 absent. ALL APPOINTMENTS AND RESOLUTION NOS. Z-5, 32, 33, 34, 35, 36, 37, 38 AND 39 —2024-25 ARE ADOPTED & LOCKED IN.

VOTE RESULTS 32 YES 0 NO 0 ABSTAIN 4 ABSENT

Lock in of Appointments and Res. Nos. Z-5, 32-39—2024-25

Lock In of Appointments and Res. Nos. Z-5, 32, 33, 34, 35, 36, 37, 38 and 39—2024-25.

Passed With Majority of Full Membership

1 THOMPSON	YES	13 WEGAND	YES	25 JANKE	YES
2 JOHNSON	YES	14 HERMES	YES	26 WEINBERG	YES
3 SMITH	YES	15 MacDONALD	ABSENT	27 CULBERTSON	YES
4 PATIENCE	YES	16 SCHROEDER	ABSENT	28 MONFILS	YES
5 GABRIELSON	YES	17 CROATT	YES	29 WINTERFELDT	YES
6 KOSTELNY	YES	18 SPEARS	YES	30 NEJEDLO	YES
7 HAMMEN	YES	19 HEISER	YES	31 CLEGG	YES
8 LAWRENCE	YES	20 MITCHELL	YES	32 THYSSEN	YES
9 KRUEGER	YES	21 CUFF	YES	33 VANDERHEIDEN	YES
10 LAMERS	YES	22 HAGEN	YES	34 RETTLER	YES
11 FERGUSON	YES	23 KLEMP	YES	35 KOURY	ABSENT
12 McCABE	YES	24 THIEDE	ABSENT	36 LAUTENSCHLAGER	YES

Outagamie County

7-23-24 County Board Meeting - July 23 2024 07:46:44 PM

July 23, 2024 County Board Meeting

OpenMeeting

RECONSIDERATION OF ALL APPOINTMENTS AND RESOLUTION NOS. Z-5, 32, 33, 34, 35, 36, 37, 38 AND 39—2024-25.

Supervisor Smith moved, seconded by Supervisor Patience, to reconsider all appointments and the above listed resolutions.

Vote for reconsideration. ROLL CALL: 32 yes, 4 absent. ALL APPOINTMENTS AND RESOLUTION NOS. Z-5, 32, 33, 34, 35, 36, 37, 38 AND 39—2024-25 ARE RECONSIDERED.



VOTE RESULTS 32 YES 0 NO 0 ABSTAIN 4 ABSENT

Reconsideration of Appointments and Res. Nos. Z-5, 32-39—2024-25

Reconsideration of Appointments and Res. Nos. Z-5, 32, 33, 34, 35, 36, 37, 38 and 39—2024-25.

Passed With Majority of Full Membership

1 THOMPSON YES	13 WEGAND YES	25 JANKE YES
2 JOHNSON YES	14 HERMES YES	26 WEINBERG YES
3 SMITH YES	15 MacDONALD ABSENT	27 CULBERTSON YES
4 PATIENCE YES	16 SCHROEDER ABSENT	28 MONFILS YES
5 GABRIELSON YES	17 CROATT YES	29 WINTERFELDT YES
6 KOSTELNY YES	18 SPEARS YES	30 NEJEDLO YES
7 HAMMEN YES	19 HEISER YES	31 CLEGG YES
8 LAWRENCE YES	20 MITCHELL YES	32 THYSSEN YES
9 KRUEGER YES	21 CUFF YES	33 VANDERHEIDEN YES
10 LAMERS YES	22 HAGEN YES	34 RETTLER YES
11 FERGUSON YES	23 KLEMP YES	35 KOURY ABSENT
12 McCABE YES	24 THIEDE ABSENT	36 LAUTENSCHLAGER YES

Outagamie County 7-23-24 County Board Meeting - July 23 2024 07:46:26 PM

July 23, 2024 County Board Meeting

OpenMeeting

Resolution No. 38—2024-25 – Finance Committee. Authorize and approve that unused levy from 2019 in the amount of 1.903% of the county's valuation be carried forward, as noted on the resolution and attachments.

Supervisor Croatt moved, seconded by Supervisor Lawrence, for adoption.

ROLL CALL: 32 yes, 4 absent. RESOLUTION NO. 38—2024-25 IS ADOPTED.

VOTE RESULTS 32 YES 0 NO 0 ABSTAIN 4 ABSENT

Resolution No. 38—2024-25

Finance Committee. Authorize and approve that unused levy from 2019 in the amount of 1.903% of the coun resolution and attachments.

Passed With 2/3 of Full Membership

1 THOMPSON YES	13 WEGAND YES	25 JANKE YES
2 JOHNSON YES	14 HERMES YES	26 WEINBERG YES
3 SMITH YES	15 MacDONALD ABSENT	27 CULBERTSON YES
4 PATIENCE YES	16 SCHROEDER ABSENT	28 MONFILS YES
5 GABRIELSON YES	17 CROATT YES	29 WINTERFELDT YES
6 KOSTELNY YES	18 SPEARS YES	30 NEJEDLO YES
7 HAMMEN YES	19 HEISER YES	31 CLEGG YES
8 LAWRENCE YES	20 MITCHELL YES	32 THYSSEN YES
9 KRUEGER YES	21 CUFF YES	33 VANDERHEIDEN YES
10 LAMERS YES	22 HAGEN YES	34 RETTLER YES
11 FERGUSON YES	23 KLEMP YES	35 KOURY ABSENT
12 McCABE YES	24 THIEDE ABSENT	36 LAUTENSCHLAGER YES

Outagamie County

7-23-24 County Board Meeting - July 23 2024 07:43:32 PM

July 23, 2024 County Board Meeting

OpenMeeting

RESOLUTION NO.: 38—2024-25

TO THE HONORABLE, THE OUTAGAMIE COUNTY BOARD OF SUPERVISORS

LADIES AND GENTLEMEN: ***2/3 MAJORITY – 24 VOTES***

Wisconsin State Statute Section 66.02602(3)(fm) provides that unused levy from prior years can be carried forward by a two-thirds majority vote of the governing body. There is a percentage of unused levy from 2019 due to the use of sales tax as opposed to debt issues. The amount available is 1.903% of the county's valuation. This is only available for five years prior and this is the last year to use the 2019 carryforward. There is no carryforward provisions for years 2020 – 2023.

NOW THEREFORE, the undersigned members of the Finance Committee recommend adoption of the following resolution.

BE IT RESOLVED, that the Outagamie County Board of Supervisors does authorize and approve that unused levy from 2019 in the amount of 1.903% of the county's valuation be carried forward as noted on the attached fiscal note and Summary of Tax Levy Limit memo, which by reference are made a part hereof, and

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

Dated this 23rd day of July 2024

Respectfully Submitted,

FINANCE COMMITTEE

Chris Croatt

John Cuff

Karen Lawrence

Dana Johnson

Rick Lautenschlager

Duly and officially adopted by the County Board on: July 23, 2024

Signed: Board Chairperson

County Clerk

Approved: 7.24.24

Vetoed: _____

Signed: County Executive

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 prior years unused levy carryforward

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)

Request to use the prior year's unused levy carryforward per Wis. Stats. Sec 66.02602(3)(fm). There is a percentage of unused levy from 2019 due to the use of sales tax versus debt issues. The amount available is 1.903% of our valuation. This is only available for 5 years prior and this is the last year to use the 2019 carryforward. There is no carryforward provisions for 2020 – 2023 years.

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

[ ] Revenues [ ] Expenses (Cost) [x] None

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

6. Does this request modify/adjust the current year budget? yes ( ) no (x)
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

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 $1,253,023+

Fiscal Note Prepared by: Michelle Uitenbroek

For Financial Services purposes only	
Reviewed By: *Michelle Uitenbroek*	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: 7/10/2024	
Comments:	

C:\Users\thickeysa\AppData\Local\Microsoft\Windows\INetCache\Content.Outlook\9D9UXRYJ\Prior years unused levy carryforward.docx

Outagamie County Est. 1851

FINANCIAL SERVICES
320 South Walnut St.
Appleton, WI 54911
920.832.1680

To: Nadine Miller, Finance Committee Chair and
Finance Committee Members
CC: Thomas Nelson, County Executive
From: Brian Massey, Consultant
Date: May 2, 2023
RE: Summary of Tax Levy Limit

Per your request, this memo briefly explains the Tax Levy Limit in accordance with State Statute 66.0602. We will not go into details of all of the calculation but will describe the items the County has used and dealt with in the past 10 years or so or are available in the future. I have included several attachments and will explain them at a high level as follows:

I. 2022 Actual County Levy Limit Worksheet completed for the 2023 Budget
   A) Determination of 2022 Payable 2023 Allowable Levy Limit
   B) Adjustment for Previous Year's Unused Levy
   C) Adjustment for Prior Years' Unused Levy Carryforward
II. Excerpt of page I-28 of the County's 2023 Adopted Budget that shows the County's calculation of the Property Tax Levy Limit for transparency purposes

I. **2022 Actual County Levy Limit Worksheet completed for the 2023 Budget** – This is the actual form completed by the County.

A) Determination of 2022 Payable 2023 Allowable Levy Limit

1- Essentially starts with the County's prior year levy, excluding those items exempt from the levy limit as well as adjusting for the State reimbursement for the current year's personal property tax payment. For Outagamie County (OC), those items that are exempt from the levy limit cap are the Town Bridge Aid, Library Aid and State Special Charges – see attachment II for those amounts excluded from the levy limit calculation.
2- Exclusion for unreimbursed emergency expenses – has not applied to OC that I'm aware of
3- Exclusion for new GO Debt authorized after July 1, 2005 – has not applied to OC since implementation of the sales tax in the 2020 budget.
4- Adjusted County Levy Subtotal.
5- Terminated Tax Increment increase percentage and amount. Amount adjusted for any TIDs that were terminated prior to May of the current year. (The County usually has zero to two TIDs that terminate during a given year).
6- Net New Construction increase. Based on Net New Construction percentage as calculated by the DOR.
7- Greater of line 5 or 6. Since the TID terminations are generally far under our average net new construction, we have always used line 6.
8- Levy limit taking into account the next years projected personal property tax payment.

9- Any other adjustments – See second page of attachment A. The County has only occasionally used the adjustment for the transfer of services for the past many years. For example, we had to transfer to local municipalites the pro-rated share of our levy amount for the operations of the emergency sirens several years ago. However, our expenses were reduced by a like amount.

10- Final calculated Allowable Levy Subject to the Levy Limit calculation.

B) **Adjustment for Previous Year's Unused Levy** – Per the State's instructions

Section B.

1- Previous year's allowable levy.
2- Previous year's actual levy.
3- Previous year's unused levy – Line 1 minus line 2.
4- Previous year's actual levy multiplied by 0.015%.
5- Allowable increase (Lessor of line 3 or 4). Since the County has levied up to our levy limit the past two years, we are not eligible for this exception for the past two years as well as for the 2023 budget.

C) **Adjustment for Prior Years' Unused Levy Carryforward** – Per the State's instructions, the DOR goes through a formula of comparing taxes levied compared to the prior year times a valuation factor. See attachment B for the example calculation.

Section C.

1-6- This is computed the State DOR and it is a 5 year rolling amount. Each year a new year is added and a prior year is taken off. The total of the rolling 5 year percentage is calculated.
7- This is the last year's tax levy applicable to the levy limit
8- This row calculates the total unused carryforward percentage of the years times the tax levy.

The County is only able to use this section if the following applies or happens:

- Approved by a two-thirds vote of the County Board.
- The County's outstanding general obligation (GO) debt for the current year is less than the prior year. (Note – if the County does take out promissory notes for the Broadband expansion and/or a substantial amount of GO debt for the Airport, that may/would preclude the County to use this portion for the 2024 budget. However, it would not preclude the County from using this section for the 2025 budget since the calculation is based on a 5 year rolling amount.)

This carry forward amount is then built into the County's new base tax levy and is available for the next budget etc.

Note that the County is only eligible to use either Section B or Section C, not both.

II. **Excerpt of page I-28 of the County's 2023 Adopted Budget**. Shows the County's calculation of the Property Tax Levy Limit for transparency purposes.

(A)

Form SL-202c	**2022 County Levy Limit Worksheet**	WI Dept of Revenue

Year	County	Co-muni Code	Account No.	Report Type
2022	OUTAGAMIE	44999	1210	

Section A: Determination of 2022 Payable 2023 Allowable Levy Limit

1	2021 payable 2022 actual county levy plus 2022 personal property aid (529,394.03)	$63,138,634
2	Exclude prior year levy for unreimbursed expenses related to an emergency	$0
3	Exclude 2021 levy for new general obligation debt authorized **after** July 1, 2005	$0
4	2021 payable 2022 adjusted actual county levy *(Line 1 minus Lines 2 and 3)*	$63,138,634
5	0.00% growth, plus terminated TID (0.002 %), plus TID subtraction (0.002 %) applied to 2021 adjusted actual levy	$63,141,160
6	Net new construction (1.98 %), plus terminated TID (0.002 %), plus TID subtraction (0.002 %) applied to 2021 adjusted actual levy	$64,391,304
7	Greater of Line 5 or Line 6	$64,391,304
8	2022 levy limit before adjustments **less 2023 personal property aid** ($529,394.03)	$63,861,910
9	Total adjustments *(from Sec. D, Line Q)*	$0
10	**2022 Payable 2023 Allowable Levy** *(sum of Lines 8 and 9)*	$63,861,910

Section B: Adjustment for Previous Year's Unused Levy (sec. 66.0602(3)(f)., Wis. Stats.)

1	Previous year's allowable levy	$62,609,240
2	Previous year's actual levy	$62,609,240
3	Previous year's unused levy *(Line 1 minus Line 2)*	$0
4	Previous year's actual levy $62,609,240 x 0.015	$939,139
5	**Allowable Increase** *(lesser of Lines 3 or 4)*	$0

Section C: Adjustment for Prior Years Unused Levy Carryforward (sec. 66.0602(3)(fm), Wis. Stats.)

1	2021 unused percentage	0.000%
2	2020 unused percentage	0.000%
3	2019 unused percentage	1.903%
4	2018 unused percentage	0.135%
5	2017 unused percentage	0.056%
6	Total unused percentage *(sum of Lines 1-5)*	2.094%
7	Previous year actual levy due to valuation factor	$63,138,634
8	**Allowable Increase** *(Line 6 multiplied by Line 7)*	$1,322,123

(A)

Form SL-202c

2022 County Levy Limit Worksheet

WI Dept of Revenue

Section D: Adjustments to Allowable Levy Limit

		Additions	Subtractions
A	Increase for unused levy from previous year *(from Sec. B, Line 5)*		
B	Decrease in 2023 debt service levy as compared to 2022 debt service levy for debt authorized **prior to** July 1, 2005		
C	Increase in 2023 debt service levy as compared to 2022 debt service levy for debt authorized **prior to** July 1, 2005		
D	Increase for county's share of refunded or rescinded taxes certified under sec. 74.41(5), Wis. Stats.		
E	Debt service levy for general obligation debt authorized **after** July 1, 2005. Includes levy for Milwaukee County Pension Obligation Bonds issued under Sec.59.85, Wis. Stats.		
F	Increase in 2022 payable 2023 levy approved by a referendum		
G	Amount levied in 2022 to pay unreimbursed expenses related to an emergency		
H	Increase/decrease in costs associated with an intergovernmental cooperation agreement		
I	Adjustment to 2022 payable 2023 levy for transfer of services during 2022 **to** other governmental units		
J	Adjustment to 2022 payable 2023 levy for transfer of services during 2022 **from** other governmental units		
K	Adjustment to 2022 payable 2023 levy for consolidation of services during 2022		
L	Lease payment for lease revenue bonds issued **before** July 1, 2005		
M	Levy for shortfall of debt service on revenue bond issued under sec. 66.0621, Wis. Stats., or special assessment B bond issued under sec. 66.0713(4), Wis. Stats.		
N	Adjustment to 2022 payable 2023 levy for the adoption of a new fee or fee increase for covered services partly or wholly funded by levy in 2013		
O	Increase for unused levy carryforward from prior years *(from Sec. C, Line 8)*		
P	Increase in levy due to a reduced utility aid payment for a decommissioned or closed plant		
Q	**Total Adjustments** *(sum of Lines A-P)*		$0

(B)

Municipal Levy Limit Worksheet Instructions

As a municipal clerk, you are required to submit this form to the Wisconsin Department of Revenue (DOR) by December 15, 2022.

If you have questions:

- Email: lgs@wisconsin.gov
- Call: (608) 266-8618 or (608) 261-5167

Section A: Determination of 2022 payable 2023 Allowable Levy Limit

Lines 1 through 8 are auto-filled by DOR.

- **Line 1** – previous year actual levy reported on your 2021 Statement of Taxes plus 2022 personal property aid
- **Line 2** – amount reported in Sec. D, Line G of your 2021 Levy Limit Worksheet
- **Line 3** – amount reported in Sec. D, Line E of your 2021 Levy Limit Worksheet
- **Line 4** – 2021 adjusted actual levy (Line 1 minus total of Lines 2 and 3)
- **Line 5** – allowable increase for growth, terminated tax increment district (TID) and TID territory subtractions applied to 2021 adjusted actual levy
- **Line 6** – allowable levy including increase for net new construction, terminated TID and TID territory subtractions applied to 2021 adjusted actual levy
- **Line 7** – Greater of Line 5 or 6
- **Line 8** – 2022 allowable levy limit before adjustments less 2023 personal property aid
- **Line 9** – total adjustments from Sec. D, Line U
- **Line 10** – 2022 allowable levy limit (sum of Lines 8 and 9)
- **Line 11** – for towns with a population of less than 3,000, enter higher levy approved by special resolution at a special meeting of town electors. You must provide the following documents to DOR:
  - Resolution to propose exceeding levy limit
  - Notice of special town meeting
  - Signed resolution for electors to exceed levy limit (with voting results)
  - Note: Resolution and notice templates are available on the Wisconsin Towns Association website

Section B: Adjustment for Previous Year's Unused Levy (sec. 66.0602(3)(f), Wis. Stats.)

This section calculates the allowable increase for the previous year's unused levy (auto-filled by DOR).

- **Line 1** – previous year's allowable levy reported on your 2021 Levy Limit Worksheet
- **Line 2** – previous year's actual levy reported on your 2021 Statement of Taxes
- **Line 3** – previous year's unused levy (Line 1 minus Line 2)
- **Line 4** – previous year's actual levy multiplied by 1.5%
- **Line 5** – allowable increase (lesser of Line 3 or 4)
- **Note:** Each year, you may use the allowable increase calculated in Sec. B **or** Sec. C

Section C: Adjustment for Prior Years' Unused Levy Carryforward (sec. 66.0602(3)(fm), Wis. Stats.)

This section calculates the allowable increase for the prior five years' unused levy carryforward (auto-filled by DOR).

- **Line 1** – 2021 unused percentage
- **Line 2** – 2020 unused percentage
- **Line 3** – 2019 unused percentage
- **Line 4** – 2018 unused percentage
- **Line 5** – 2017 unused percentage

- **Line 6** – total unused percentage, which cannot exceed 5% (sum of Line 1 through 5)
- **Line 7** – previous year actual levy due to valuation factor (actual levy reported on your 2021 Statement of Taxes minus total adjustments reported on Sec. A, Line 9 of your 2021 Levy Limit Worksheet)
- **Line 8** – allowable increase (Line 6 multiplied by Line 7)
- **Note:** Each year, you may use the allowable increase calculated in Sec. B or Sec. C

Section C – Example

2021 Unused Percentage		2020 Unused Percentage		2019 Unused Percentage		2018 Unused Percentage		2017 Unused Percentage	
2021 actual levy due to valuation factor	$5,220,000	2020 actual levy due to valuation factor	$5,185,000	2019 actual levy due to valuation factor	$5,125,000	2018 actual levy due to valuation factor	$5,050,000	2017 actual levy due to valuation factor	$5,000,000
2020 actual levy due to valuation factor	$5,185,000	2019 actual levy due to valuation factor	$5,125,000	2018 actual levy due to valuation factor	$5,050,000	2017 actual levy due to valuation factor	$5,000,000	2016 actual levy due to valuation factor	$4,955,000
Increase from 2020 to 2021	$35,000	Increase from 2019 to 2020	$60,000	Increase from 2018 to 2019	$75,000	Increase from 2017 to 2018	$50,000	Increase from 2016 to 2017	$45,000
% increase from 2020 to 2021	0.675%	% increase from 2019 to 2020	1.171%	% increase from 2018 to 2019	1.485%	% increase from 2017 to 2018	1.000%	% increase from 2016 to 2017	0.908%
Greater of net new construction or growth (set at 0%) for 2021	1.150%	Greater of net new construction or growth (set at 0%) for 2020	1.460%	Greater of net new construction or growth (set at 0%) for 2019	1.550%	Greater of net new construction or growth for 2018	1.500%	Greater of net new construction or growth for 2017	1.000%
Line 1 – 2021 unused percentage (1.150% - 0.675%)	0.475%	2020 unused percentage (1.460% - 1.171%)	0.289%	2019 unused percentage (1.550% - 1.485%)	0.065%	2018 unused percentage (1.500% - 1.000%)	0.500%	2017 unused percentage (1.000% - 0.908%)	0.092%
		Percentage used in prior year	0.289%	Percentage used in prior year	0.000%	Percentage used in prior years	0.250%	Percentage used in prior years	0.092%
		Line 2 – 2020 remaining unused percentage (0.289% - 0.289%)	0.000%	Line 3 – 2019 remaining unused percentage (0.065% - 0.000%)	0.065%	Line 4 – 2018 remaining unused percentage (0.500% - 0.250%)	0.250%	Line 5 – 2017 remaining unused percentage (0.092% - 0.092%)	0.000%
Line 6 – Total unused percentage (sum of Lines 1 through 5)							0.790%		
Line 7 – Previous year actual levy due to valuation factor							$5,220,000		
Line 8 – Allowable increase							$41,238		

Section D: Adjustments to Levy Limit

The reported adjustments in this section will increase or decrease your allowable levy limit.

- **Line A –** to use the allowable increase provided in Sec. B, enter an amount less than or equal to Sec. B, Line 5. To qualify for this adjustment:
  - Your governing body must approve by majority vote (for an increase of 0.5% or less); two-thirds majority vote (for an increase more than 0.5% to 1.5%); or three-quarters majority vote (for cities, villages and counties with at least five members approving an increase more than 0.5% to 1.5%)
  - You cannot report an amount on Line A **and** Line B
- **Line B** – enter the amount of decrease in debt service levy for debt authorized prior to July 1, 2005
- **Line C –** enter the amount of increase in debt service levy for debt authorized prior to July 1, 2005. This is rare.
- **Line D** – enter the levy increase for your municipality's share of refunded or rescinded taxes certified by DOR under state law (sec. 74.41(5), Wis. Stats.)

PROPERTY TAX LEVY FREEZE

Excerpt - 2023 Budget

The County is subject to a property tax levy freeze. Below is a calculation of the levy freeze. Under current law, a certain amount under the levy cap is available to be carried over to a future year if approved under certain conditions by the County Board.

2023 Levy Limit

2021 Payable 2022 County Levy (Line 27 County Apportionment Sheet)			$64,714,987
Less:	Bridge Aid Levy		(200,000)
	Library Aid Levy		(1,905,587)
	State Special Charges: General Hospital Charge		(160)
	Subtotal		62,609,240
Add: Personal Property Tax Aid			529,394
	Subtotal		63,138,634
	Debt Service for GO Debt Authorized after July 1, 2005		(0)
			63,138,634
Larger of 0% or Net New Construction			
	1.98% Net New Construction	1,250,144	
	0.0% Minimum Increase	-	
	Additional Increase - TIF Closeout (.05% less reduction .002%)	2,526	1,252,670
Subtotal			64,391,304
Deduct: Personal Property Tax Aid			(529,394)
Subtotal			63,861,910
Add/Deduct:	Adjustments for transfer of services		(0)
	Adjustment to Levy Limit – Debt Service		
	Declared Debt Service for GO Debt Authorized after July 1, 2005 – Governmental Funds (*1)		0
Total Tax Levy Cap per Formula			63,861,910
2023 Budget Tax Levy Not Subject to CAP			
	2023 Adopted Levy	65,992,158	
LESS:	Bridge Aid Levy	(250,000)	
	Library Aid Levy	(1,879,877)	
	State Special Charges: General Hospital Charge	(371)	
Total Tax Levy Subject to Cap			63,861,910
Difference (Over) Under Cap			$ 0
Available Levy Limit Balance per Formula			
	Post 2005 – Governmental Debt Declared in Formula (*1)		($0)
	Total Post 2005 – Governmental Debt		5,967,495
Total Additional Allowable and Undeclared Post 2005 Governmental Debt			$5,967,495
Undeclared Enterprise Fund Debt			2,545,672
Grand Total Available			$8,513,167

LOCK IN OF ALL APPOINTMENTS AND RESOLUTION NOS. Z-5, 32, 33, 34, 35, 36, 37, 38 AND 39 —2024-25.

Vote for lock in. ROLL CALL: 32 yes, 4 absent. ALL APPOINTMENTS AND RESOLUTION NOS. Z-5, 32, 33, 34, 35, 36, 37, 38 AND 39 —2024-25 ARE ADOPTED & LOCKED IN.

VOTE RESULTS 32 YES 0 NO 0 ABSTAIN 4 ABSENT

Lock in of Appointments and Res. Nos. Z-5, 32-39—2024-25

Lock In of Appointments and Res. Nos. Z-5, 32, 33, 34, 35, 36, 37, 38 and 39—2024-25.

Passed With Majority of Full Membership

1 THOMPSON	YES	13 WEGAND	YES	25 JANKE	YES
2 JOHNSON	YES	14 HERMES	YES	26 WEINBERG	YES
3 SMITH	YES	15 MacDONALD	ABSENT	27 CULBERTSON	YES
4 PATIENCE	YES	16 SCHROEDER	ABSENT	28 MONFILS	YES
5 GABRIELSON	YES	17 CROATT	YES	29 WINTERFELDT	YES
6 KOSTELNY	YES	18 SPEARS	YES	30 NEJEDLO	YES
7 HAMMEN	YES	19 HEISER	YES	31 CLEGG	YES
8 LAWRENCE	YES	20 MITCHELL	YES	32 THYSSEN	YES
9 KRUEGER	YES	21 CUFF	YES	33 VANDERHEIDEN	YES
10 LAMERS	YES	22 HAGEN	YES	34 RETTLER	YES
11 FERGUSON	YES	23 KLEMP	YES	35 KOURY	ABSENT
12 McCABE	YES	24 THIEDE	ABSENT	36 LAUTENSCHLAGER	YES

Outagamie County

7-23-24 County Board Meeting - July 23 2024 07:46:44 PM

July 23, 2024 County Board Meeting

OpenMeeting

RECONSIDERATION OF ALL APPOINTMENTS AND RESOLUTION NOS. Z-5, 32, 33, 34, 35, 36, 37, 38 AND 39—2024-25.

Supervisor Smith moved, seconded by Supervisor Patience, to reconsider all appointments and the above listed resolutions.

Vote for reconsideration. ROLL CALL: 32 yes, 4 absent. ALL APPOINTMENTS AND RESOLUTION NOS. Z-5, 32, 33, 34, 35, 36, 37, 38 AND 39—2024-25 ARE RECONSIDERED.

VOTE RESULTS 32 YES 0 NO 0 ABSTAIN 4 ABSENT

Reconsideration of Appointments and Res. Nos. Z-5, 32-39—2024-25

Reconsideration of Appointments and Res. Nos. Z-5, 32, 33, 34, 35, 36, 37, 38 and 39—2024-25. Passed With Majority of Full Membership

1 THOMPSON YES	13 WEGAND YES	25 JANKE YES
2 JOHNSON YES	14 HERMES YES	26 WEINBERG YES
3 SMITH YES	15 MacDONALD ABSENT	27 CULBERTSON YES
4 PATIENCE YES	16 SCHROEDER ABSENT	28 MONFILS YES
5 GABRIELSON YES	17 CROATT YES	29 WINTERFELDT YES
6 KOSTELNY YES	18 SPEARS YES	30 NEJEDLO YES
7 HAMMEN YES	19 HEISER YES	31 CLEGG YES
8 LAWRENCE YES	20 MITCHELL YES	32 THYSSEN YES
9 KRUEGER YES	21 CUFF YES	33 VANDERHEIDEN YES
10 LAMERS YES	22 HAGEN YES	34 RETTLER YES
11 FERGUSON YES	23 KLEMP YES	35 KOURY ABSENT
12 McCABE YES	24 THIEDE ABSENT	36 LAUTENSCHLAGER YES

Outagamie County 7-23-24 County Board Meeting - July 23 2024 07:46:26 PM
July 23, 2024 County Board Meeting
OpenMeeting

Resolution No. 39—2024-25 – Legislative/Audit and Human Resources Committee. Approve the Administrative Rule AR-2024-01 (attached), replacing AR-2023-02, which amends the County Employee Handbook with adjustments and clarifying language to reflect current practice in several areas (as noted on the resolution and attachments), and will be on file in the County Clerk's Office in a manual labeled "Outagamie County Administrative Rules".

Supervisor Spears moved, seconded by Supervisor Weinberg, for adoption.

ROLL CALL: 32 yes, 4 absent. RESOLUTION NO. 39—2024-25 IS ADOPTED.

VOTE RESULTS 32 YES 0 NO 0 ABSTAIN 4 ABSENT

Resolution No. 39—2024-25

Legislative/Audit and Human Resources Committee. Approve the Administrative Rule AR-2024-01 (attached) Passed With Majority of Full Membership Employee Handbook with adjustments and clarifying language to reflect current practice in several areas (as noted on the resolution and attachments), and will be on file in the County Clerk's Office in a manual labeled "Outagamie County Administrative Rules".

1 THOMPSON YES	13 WEGAND YES	25 JANKE YES
2 JOHNSON YES	14 HERMES YES	26 WEINBERG YES
3 SMITH YES	15 MacDONALD ABSENT	27 CULBERTSON YES
4 PATIENCE YES	16 SCHROEDER ABSENT	28 MONFILS YES
5 GABRIELSON YES	17 CROATT YES	29 WINTERFELDT YES
6 KOSTELNY YES	18 SPEARS YES	30 NEJEDLO YES
7 HAMMEN YES	19 HEISER YES	31 CLEGG YES
8 LAWRENCE YES	20 MITCHELL YES	32 THYSSEN YES
9 KRUEGER YES	21 CUFF YES	33 VANDERHEIDEN YES
10 LAMERS YES	22 HAGEN YES	34 RETTLER YES
11 FERGUSON YES	23 KLEMP YES	35 KOURY ABSENT
12 McCABE YES	24 THIEDE ABSENT	36 LAUTENSCHLAGER YES

Outagamie County 7-23-24 County Board Meeting - July 23 2024 07:45:45 PM
July 23, 2024 County Board Meeting
OpenMeeting

RESOLUTION NO.: 39—2024-25

TO THE HONORABLE, THE OUTAGAMIE COUNTY BOARD OF SUPERVISORS

LADIES AND GENTLEMEN: ***MAJORITY***

Rule 9 of the Outagamie County Board Rules, Sec. 2-52 Administrative Rule Review, establishes a procedure for the review of Administrative Rules. The County Board may approve of the rule or refer it back to administration for revision and re-submission. A rule regarding updates to the Outagamie County Employee Handbook has been submitted for review.

Administrative Rule AR-2024-01 updates the Outagamie County Employee Handbook with adjustments and clarifying language to reflect current practice in several areas including bereavement leave, breastfeeding friendly workplace, commercial driver's license, compensatory time, continuing education, corrective discipline, dental insurance, health insurance, holidays, overtime, performance evaluations, clothing allowance, pet policy and service animals, sick leave, and termination.

Administrative Rule AR-2024-01 replaces Administrative Rule AR-2023-02.

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

BE IT RESOLVED, that the Outagamie County Board of Supervisors does hereby approve Administrative Rule AR-2024-01 as attached and by reference made a part hereof, which amends the Outagamie County Employee Handbook with adjustments and clarifying language to reflect current practice in several areas, including bereavement leave, breastfeeding friendly workplace, commercial driver's license, compensatory time, continuing education, corrective discipline, dental insurance, health insurance, holidays, overtime, performance evaluations, clothing allowance, pet policy and service animals, sick leave, and termination, and

BE IT FURTHER RESOLVED, that this rule shall be numbered AR-2024-01, shall replace AR-2023-02, and will be on file in the manual entitled "Outagamie County Administrative Rules" in the Outagamie County Clerk's Office, and

BE IT FINALLY RESOLVED, that the Outagamie County Clerk be directed to forward a copy of this resolution to the Outagamie County Human Resources Director and the Outagamie County Executive, who, in accordance with Sec. 59.03 Wis. Stats., shall be charged with the duty of distributing said rule to affected departments for compliance.

Dated this 23rd day of July 2024

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: July 23, 2024

Signed: _____ Board Chairperson

_____ County Clerk

Approved: 7/24/24

Vetoed: _____

Signed: _____ County Executive

Outagamie County Employee Handbook

Subject:	Outagamie County Employee Handbook
Number:	AR-2024-01
Effective:	07/24/2024
Replaces:	AR-2023-02 Outagamie County Employee Handbook
Adopted:	TBD

Introduction

This Administrative Rule updates the Outagamie County Employee Handbook with adjustments and clarifying language to reflect current practice in several areas including bereavement leave, breastfeeding friendly workplace, commercial driver's license, compensatory time, continuing education, corrective discipline, dental insurance, health insurance, holidays, overtime, performance evaluations, clothing allowance, pet policy and service animals, sick leave, and termination.

Procedure

Outagamie County Ordinance, Sec. 30-2 -- Purpose, authorizes the creation of a human resources manual through administrative rule which shall be a working document provided to all affected employees and shall contain procedures as listed in Sec. 30 – 12. The human resources manual shall be approved by the County Board as an administrative rule in accordance with Section 2.52.

Outagamie County Ordinance, Sec. 2-52 – Rule 9 – Administrative Rule Review requires all administrative rules to be submitted to the Legislative/Audit and Human Resources Committee who shall submit them to the full County Board for review. The County Board shall approve of the rule or refer the rule back to the Executive for revision and resubmission.

Policy

The attached matrix details the specific language changes to the handbook which can be found in the attached modified Employee Handbook.

Employee Handbook

Matrix of Changes

July, 2024

TOPIC	PAGE #	TYPE OF CHANGE	PROPOSED VERSION	ORIGINAL VERSION
Purpose of the Handbook	3 (Paragraph 4)	Clarification	The language set forth in this handbook supersedes all previous Outagamie County Employee Handbooks, as well as Personnel and Interim Personnel Manuals, and is effective July 2024.	The language set forth in this handbook supersedes all previous Outagamie County Employee Handbooks, as well as Personnel and Interim Personnel Manuals, and is effective August 2022.
Acceptable Behavior	8 (Paragraph 3)	Clarification	This report can be made verbally or by completing a Behavior Complaint Form found on MyOC.org/Human Resources/Employee Relations.	This report can be made verbally or by completing a Complaint Form found on the HR webpage.
Acceptable Behavior	8 (Paragraph 7)	Clarification	Other allegations of unacceptable conduct will be investigated in a timely and thorough manner by department management or Human Resources staff in conjunction with department management staff if appropriate.	Other allegations of unacceptable conduct will be investigated in a timely and thorough manner by department management or Human Resources staff in conjunction with department management staff.
Bereavement Leave	12 – top of 13	Addition/Removal	All regular full-time and part-time employees are eligible for pay from regularly scheduled duty as outlined below: • Up to five (5) days in the event of death of the employee's spouse, domestic partner, child, parent, brother, sister, and an adult who stood in loco parentis to the employee during childhood. *(Note: this section includes applicable step relatives)* • Up to three (3) days for grandparents, father-in-law, mother-in-law, and grandchild. *(Note: this section includes applicable step and great relatives)*; and • Up to one (1) day for aunt, uncle, nephew, and niece. *(Note: this section includes applicable step and great relatives)* • Up to five (5) days for your or your spouse's pregnancy loss. This will run concurrently with FMLA if applicable and cannot be paid simultaneously with Short-Term Disability.	All regular full-time and part-time employees are eligible for up to five (5) days with pay for death in the family to include spouse, child, parent, stepparent, stepchild, brother, sister, step-brother, and step-sister; three (3) days with pay for (great) grandparents, step-grandparents, father-in-law, mother-in-law, grandchild, and step-grandchild; and one (1) day with pay for uncle, aunt, nephew, niece. Family members covered in this section must be legal relatives at the time of death. For example, a person who once was a step-parent but has since divorced is no longer considered a step-parent at the time of death.
Bereavement Leave	13	Remove		Bereavement leave will normally be granted unless there are unusual business needs, or staffing requirements.

Bereavement Leave	13 (Paragraph 5)	Change	Employees under discipline for attendance issues may be required to provide documentation with regard to their bereavement leave.	The employee's supervisor and Human Resources will consider this time off on a case-by-case basis and may require verification of the need for the leave in special circumstances.
Breastfeeding Friendly Workplace	13	Remove	Outagamie County provides a supportive environment to enable breastfeeding employees to express their milk during work hours.	In recognition of the well documented health advantages of breastfeeding for infants and mothers, Outagamie County provides a supportive environment to enable breastfeeding employees to express their milk during work hours.
Breastfeeding Friendly Workplace	14	Remove		Breastfeeding Equipment:
				The employee is responsible to purchase their own breast pump equipment. The Affordable Care Act requires health insurance to cover a breast pump for all new mothers.
				A list of breast pump distributors is available upon request from the Human Resources Department.
Breastfeeding Friendly Workplace	15	Remove (redundant – also on 14)		Employees shall use the Staff Lactation Room Outlook calendar to schedule milk expression times that are most convenient or best meet their needs.
Commercial Driver's License	16 (paragraph 2)	Change (RSW also has CDL's)	Any employee who receives a citation for any offense that has a potential penalty of the suspension, revocation, or disqualification of their CDL shall notify their Department Head.	Any employee who receives a citation for any offense that has a potential penalty of the suspension, revocation, or disqualification of their CDL shall notify the Highway Commissioner.
Commercial Driver's License	16 (paragraph 5)	Change (RSW also has CDL's)	Prior to granting the leave of absence, the county may choose to continue the active employment of the affected employee to the extent that the Department Head determines that work is available.	Prior to granting the leave of absence, the county may choose to continue the active employment of the affected employee to the extent that the Highway Commissioner determines that work is available.
Commercial Driver's License	16 (paragraph 8)	Change (RSW also has CDL's)	The decision of the Department Head to offer, or not to offer, continued work or to assign other work duties in other departments is final and cannot be grieved.	The decision of the Highway Commissioner to offer, or not to offer, continued work or to assign other work duties in other departments is final and cannot be grieved.
Compensatory Time	18 (paragraph 1)	Change	If an exempt/salaried employee transfers to another department that does not utilize compensatory time, the employee will retain and be able to use unused compensatory time but will not be able to earn additional compensatory time. ~~the employee has earned will be lost.~~	If an exempt/salaried employee transfers to another department that does not utilize compensatory time, any unused compensatory time the employee has earned will be lost.
Continuing Education	19 (last paragraph)	Addition	Any regular full-time or part-time 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.	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.

Continuing Education	20 (Class Application)	Change	Forms are available on the MyOC.org/Human Resources/Administrative Support webpage.	Forms are available the HR webpage.
Corrective Discipline	22 (paragraph 1)	Change	The aim of discipline is to address and rectify unsatisfactory job performance or behavior.	The purpose of discipline is intended to correct unacceptable job performance.
Corrective Discipline	22 (paragraph 1)	Change	Because all performance criteria which may make disciplining an employee necessary cannot be listed, each employee is expected to follow all county or departmental policies and processes outlined in the Employee Handbook and conduct themselves in a manner which is consistent with County Values and is appropriate to the employment setting.	Because all performance criteria which may make disciplining an employee necessary cannot be listed, each employee is expected to follow all county or departmental policies and processes outlined in the Employee Handbook and conduct themselves in a manner which is appropriate to the employment setting.
Corrective Discipline	23	Remove		An employee shall be terminated and the employment relationship ended for any of the following reasons: 1. Discharge; 2. Resignation; (Resignation will become effective upon receipt by the county of a written notice of resignation from the employee.) 3. Retirement; 4. Unexcused failure to return to work after the expiration of a leave of absence or period for which Worker's Compensation was paid; 5. Failure to report availability to return to work within five (5) calendar days after notice of recall from layoff or failure to return to work within fourteen (14) calendar days after reporting availability. 6. On layoff for a continuous period of time equivalent to twelve (12) calendar months.
Deferred Compensation	23 (Paragraph 2)	Remove		The county offers two deferred compensation plans, currently administered by ICMA and Wisconsin Deferred Compensation.
Deferred Compensation	23 (Paragraph 2)	Change	Additional information is available in the Human Resources Department, or at MyOC.org/Human Resources/Benefits webpage.	Additional information is available in the Human Resources Department, or on the Human Resources webpage.
Dental Insurance	24 (Paragraph 3)	Change	Upon termination of employment or retirement, coverage will end at the end of the month of last day worked or last day on paid leave, whichever is later provided employee contributions for that month have been deducted from final paycheck or paid to the County Treasurer.	Coverage continues through the end of the month in which termination of coverage occurs.

Electronic Resources: Computers, Internet & Email	25 (last paragraph)	Change	See the ACCEPTABLE USE POLICY located on MyOC.org/Applications/Policies & Procedures/IT webpage.	See the ACCEPTABLE USE POLICY located on the IT webpage.
Employee Assistance Program (EAP)	25 (Paragraph 3)	Change	This free, comprehensive counseling service offers employees and their spouse or children six (6) visits per issue each year and a 24-hour hotline answered by professional, degreed counselors. Employees may contact the Employee Assistance Program directly. Contact information can be found on the MyOC.org/Department/Human Resources/Benefits/EAP webpage.	This free, comprehensive counseling service offers employees and their spouse or children three visits per issue each year and a 24-hour hotline answered by professional, degreed counselors. Employees may contact the Employee Assistance Program directly. Contact information can be found on the HR webpage.
Health Insurance	32 (Paragraph 1)	Change	Upon termination of employment or retirement, coverage will end at the end of the month of last day worked or last day on paid leave, whichever is later provided employee contributions for that month have been deducted from final paycheck or paid to the County Treasurer.	Coverage continues through the end of the month in which termination of coverage occurs.
Holidays	33 (Paragraph 1)	Change	The Holiday Calendar can be found on MyOC.org/Departments/Human Resources/Administrative Support/Holiday webpage.	The Holiday Calendar can be found on the HR website.
Holidays	34 (Paragraph 4)	Change	Unless previously granted an exception, exempt employees who are required to work on a holiday will be eligible, based on the departments use of compensatory time, to earn compensatory time for all hours worked over 40 (Grades 100-165) or 45 (Grades 170 and over) in a week.	Unless previously granted an exception, exempt employees who are required to work on a holiday will be eligible, based on the departments use of compensatory time, to earn compensatory time for all hours worked over 40 (Grades 1-8) or 45 (Grades 9 and over) in a week.
Overtime	47 (2nd Bullet)	Change	...for hours worked over 40 in a week for Grades 100-165 or over 45 hours in a week for Grades 170 and over.	...for hours worked over 40 in a week for Grades 1-8 or over 45 hours in a week for Grades 9 and over.
Performance Evaluations, and Salary Administration	51 (5th paragraph)	Remove / Addition	In cases of poor performance, the department head or County Executive may, after conferring with the Human Resources Director, ~~reduce the pay of an employee by up to 3.0%~~ withhold, or delay a scheduled general base salary adjustment for an employee.	In cases of poor performance, the department head or County Executive may, after conferring with the Human Resources Director, reduce the pay of an employee by up to 3.0% or withhold a scheduled general base salary adjustment for an employee.
Clothing Allowance	53 (paragraph 1)	Remove	~~Airport,~~ Plamann Park, Maintenance and Custodial employees who are required to wear uniforms will be provided with the following initial allotment:	Airport, Plamann Park, Maintenance and Custodial employees who are required to wear uniforms will be provided with the following initial allotment:
Clothing Allowance	53 (Paragraph 3)	Addition	Appleton Airport will provide the necessary uniforms to any employee whose job duties require such attire. Uniform attire and annual allowances may differ based on position and department needs. Details are available from Airport leadership.	
Pet Policy & Service Animals	54 (Last paragraph)	Remove	Employees requesting accommodation for a disability that includes a service animal ~~dog~~ or service animal dog in training, must contact ~~the Human Resources~~	Employees requesting accommodation for a disability that includes a service dog or service dog in training, must contact the Human Resources (HR) Department

			~~(HR) Department and complete a Documentation of Disability form. All service dogs must be registered with the~~ Risk Management Administrator.	and complete a Documentation of Disability form. All service dogs must be registered with the Risk Management Administrator.
Safety & Accident Prevention	63 (paragraph 4)	Change	Additional information regarding vehicle usage and insurance coverage requirement can be found at MyOC.org/Departments/County Executive/Administrative Rules/Vehicle Usage Policy.	Additional information regarding vehicle usage and insurance coverage requirement can be found on the Risk Administration webpage.
Sick Leave	65 (Paragraph 2)	Change	New employees that are eligible to earn sick leave can use it once it is available on the first of the month following their hire date. Any sick leave taken prior to having it available would be without pay if vacation and/or floating holiday pays are not approved to be used or available.	New employees that are eligible to earn sick leave can use it once it is available on the first of the month following their hire date. Any leave taken prior to having it available would be without pay.
Sick Leave	65 (Paragraph 5)	Addition	An employee eligible for sick leave with pay may use such leave upon approval of the manager/supervisor/department head for absence due to an employee's illness, injury, exposure to contagious disease, dental or medical appointments or due to illness in the employee's immediate family (i.e, the employee's spouse, domestic partner or dependent children living in the employee's household) hospitalization, illness, or dental/medical appointment requiring the employee's personal attendance. In addition, employees who are not eligible for FMLA will be able to use sick leave for a continuous absence related to the birth of their child, provided notification and paperwork is completed with the HR Advisor – Leave Administrator.	An employee eligible for sick leave with pay may use such leave upon approval of the manager/supervisor/department head for absence due to an employee's illness, injury, exposure to contagious disease, dental or medical appointments or due to illness in the employee's immediate family (i.e, the employee's spouse, or dependent children living in the employee's household) hospitalization, illness, or dental/medical appointment requiring the employee's personal attendance.
Sick Leave	65 (Paragraph 5)	Change	HR Advisor – Leave Administrator	Employee Leave Administrator
Sick Leave	65 (Paragraph 6)	Remove	In order to use sick leave for serious health conditions of family members not in the immediate family, it must be covered under FMLA Family Medical Leave. ~~Sick leave pay may only be used for baby bonding and serious health conditions of family members not in the immediate family under Family Medical Leave.~~	In order to use sick leave for serious health conditions of family members not in the immediate family, it must be covered under FMLA Family Medical Leave. Sick Leave pay may only be used for baby bonding and serious health conditions of family members not in the immediate family under Family Medical Leave.
Sick Leave	66 (Paragraph 2)	Change	Sick leave and retirement – Employees hired prior to January 1, 2014 who ~~are retiring~~ meet the definition of retirement under Wisconsin Retirement System will receive a 100% payout of accumulated sick leave. Employees hired on or after January 1, 2014 who ~~are retiring~~ meet the definition of retirement under Wisconsin Retirement System will receive a graduated percentage payout of up to 120 days of accumulated sick leave based on their length of service with Outagamie County....	Sick leave and retirement – Employees hired prior to January 1, 2014 who are retiring under Wisconsin Retirement will receive a 100% payout of accumulated sick leave. Employees hired on or after January 1, 2014 who are retiring under Wisconsin Retirement System will receive a graduated percentage payout of up to 120 days of accumulated sick leave based on their length of service with Outagamie County....

Termination	69 (Paragraph 5)	Change	Retirement: Voluntary withdrawal from one's position with Outagamie County, similar to voluntary termination, ~~but receives a Wisconsin Retirement annuity~~ is retiring under the Wisconsin Retirement System and has at least 5 years of service with Outagamie County immediately prior to the retirement. An employee will only be considered to be retiring once from Outagamie County. If the employee returns to Outagamie County employment, any subsequent voluntary termination will be considered a resignation regardless of length of service.	Retirement: Voluntary withdrawal from one's position with Outagamie County, similar to voluntary termination, but receives a Wisconsin Retirement annuity.
Glossary of Terms	87 (Adjusted Date of Hire)	Addition	Adjusted Date of Hire: A date used as a starting point to track such things as time in grade, position and employment status.	Adjusted Date of Hire: A date used as a starting point to track such things as time in grade.
Glossary of Terms	87 (Domestic Partner)	Addition	Domestic Partner: a person with whom an employee shares a committed relationship akin to marriage. This relationship is characterized by mutual financial interdependence and a shared residence, and typically involves a level of emotional and physical commitment similar to that found in a traditional marriage. Domestic partners may or may not be legally married or have registered their partnership, depending on local laws and regulations.	
Glossary of Terms	88 (Immediate Family)	Addition	Immediate Family: unless otherwise defined, includes spouse, domestic partner, child, parent, brother, sister, mother-in-law, father-in-law, sister-in-law, brother-in-law, daughter-in-law, son-in-law, grandparent, stepparent, stepchild, stepbrother, or stepsister.	Immediate Family: includes spouse, child, parent, brother, sister, mother-in-law, father-in-law, sister-in-law, brother-in-law, daughter-in-law, son-in-law, grandparent, stepparent, stepchild, stepbrother, or stepsister.

EMPLOYEE HANDBOOK

Your guide in understanding the way we work at

Outagamie County Est. 1851

Revision Date: July 2024

INTRODUCTION

We are pleased that you are employed with us at Outagamie County. We depend on the skill and energy of people like you to provide our citizens with the kind of efficient and courteous service they deserve and expect.

Please read all the information in this handbook carefully and keep this as a ready reference. You will undoubtedly have questions about your job with the County. When questions arise which are not answered in the handbook, do not hesitate to ask your supervisor/manager or department head for assistance.

You are an important member of the County work force; we hope your employment is mutually rewarding.

Thomas

Thomas Nelson
Outagamie County Executive

OUTAGAMIE COUNTY CORE VALUES

Invested in Serving
Devoted to positively impacting our communities

Better Together
Inspire unity by promoting collaboration, trust and respect

Create Progress
Encourage growth through innovation to advance and succeed

Support Through Compassion
Prioritize one another through communication, inclusion, and transparency to bolster our community

Revision Date: July 2024

PURPOSE OF THE HANDBOOK

The Employee Handbook is designed to promote consistent, uniform personnel administration throughout Outagamie County. It is the intent of Outagamie County that all employees be treated with dignity and respect.

This handbook is not designed to be an all-inclusive or all exclusive document, as there may be other policies that may apply to you. However, it will help you familiarize yourself with important matters that relate to you, your job, and your career.

This handbook is for general information purposes only, and applies to all non-bargaining unit employees. The statements in this book are intended as explanation only and create no new rights or obligations. It is not, nor is it intended to be, a contract of employment or a promise of employment. The County reserves the right to modify, revoke, suspend, terminate, or change any or all of such plans or processes, in whole or in part, at any time, with or without notice. Any statements set forth which are in conflict with, are superseded by, and subject to all federal and state laws, county ordinances and resolutions, and, if applicable, collective bargaining agreements and individual employment contracts, related to employee rights and benefits. In addition, your department may have unique characteristics that may require special consideration within these guideline areas and may develop work rules within the parameters of this Manual. Employees of Outagamie County are employees-at-will. No person has authority to make any agreement for employment for any specified period of time or to make any agreement contrary to the foregoing.

The language set forth in this handbook supersedes all previous Outagamie County Employee Handbooks, as well as Personnel and Interim Personnel Manuals, and is effective July 2024. When there is a conflict regarding the present handbook and any other past practices related to personnel matters, the present manual will prevail.

Constructive comments on the usefulness and completeness of this handbook are welcome. Please direct them, as well as any questions you may have, to the Outagamie County Human Resources Department.

Table of Contents

ABSENCES 7
ACCEPTABLE BEHAVIOR 7
ALCOHOL AND DRUGS 9
BEREAVEMENT LEAVE 12
BREASTFEEDING FRIENDLY WORKPLACE 13
CIVIC DUTY 15
COMMERCIAL DRIVERS LICENSES 15
COMPENSATORY TIME 17
CONFLICTS OF INTEREST AND CODE OF ETHICS 18
CONTINUING EDUCATION 19
CORRECTIVE DISCIPLINE 22
COUNTY RESIDENCY 23
DEFERRED COMPENSATION 23
DENTAL INSURANCE 24
ELECTRONIC RESOURCES: COMPUTERS, INTERNET AND EMAIL 24
EMPLOYEE ASSISTANCE PROGRAM (EAP) 25
EMPLOYMENT OF RELATIVES 26
EMPLOYMENT RECORDS 26
EQUAL EMPLOYMENT OPPORTUNITY 27
EXIT INTERVIEWS 27
FAMILY and MEDICAL LEAVE ACT (FMLA) 28
FRINGE BENEFITS 29
GRIEVANCES/COMPLAINTS 29
HEALTH INSURANCE 32
HOLIDAYS 33
IDENTIFICATION CARDS 35
INCLEMENT WEATHER 37
JOB SHARING 38
LAYOFF AND RECALL 39
LIFE INSURANCE 39

LONG-TERM DISABILITY....40
MEAL AND REST BREAKS....40
MILITARY LEAVE....41
OFF DUTY CONDUCT....46
OVERTIME....47
PAID ADMINISTRATIVE LEAVE....48
PARKING....48
PAY REMITTANCE AND DEDUCTIONS....49
PERFORMANCE EVALUATIONS AND SALARY ADMINISTRATION....50
PERSONAL APPEARANCE....52
PET POLICY & SERVICE ANIMALS....54
POSITION CLASSIFICATION....55
PROPERTY INSPECTION....58
RECRUITMENT....59
SAFETY AND ACCIDENT PREVENTION....63
SEPARATION FROM EMPLOYMENT....63
SHORT-TERM DISABILITY....64
SICK LEAVE....65
SOLICITATION & BULLETIN BOARDS....66
TELECOMMUTING....67
TERMINATION....69
TIME REPORTING....71
TOBACCO FREE WORKPLACE....71
TRAVEL....71
UNPAID LEAVES OF ABSENCE....72
UNPAID MEDICAL LEAVE....73
VACATION....74
VISION INSURANCE....77
VOLUNTARY SHARED LEAVE....77
VOLUNTEERS....80
WHISTLEBLOWER PROTECTIONS....82
WISCONSIN RETIREMENT SYSTEM....83

WORK WEEK AND HOURS....84
WORKER'S COMPENSATION....85
GLOSSARY OF TERMS....87
ADDITIONAL RESOURCES....89



ABSENCES

Employees unable to come to work must contact their supervisor or designee prior to the start of their work day as determined by their department. While it is recognized that there may be extenuating circumstances for unauthorized absences; and due consideration will be given for each case, an employee who is absent from duty without approval for three (3) consecutive scheduled work days will be considered to have voluntarily terminated their position.

Employees absent from work must account for their missed time through the use of vacation, sick leave, comp time, unpaid leave, or floating holidays. The provisions of this section apply to both Fair Labor Standards Act exempt and non-exempt employees and are in accordance with the county's policy of ensuring public accountability of its employees.



ACCEPTABLE BEHAVIOR

It is the policy of Outagamie County to promote a safe and respectful environment for employees and clients that is free from all forms of harassment, offensive language, violence, bullying, and other non-productive behaviors.

It is a violation of this section of the handbook to engage in any behavior that is offensive, unprofessional, illegal, disrespectful, or in any way does not meet the high professional standards expected in our workplace. Unacceptable behavior will include but will not be limited to:

Harassment or other discriminatory behavior toward individuals in protected classes as defined and covered by Title VII of the Civil Rights Act of 1964. Harassment includes physical, verbal, and non-verbal abuse, intimidation, and threats. Sexual harassment is defined as unwelcome or unsolicited verbal, non-verbal, or physical conduct of a sexual nature in which submission to or rejection of such conduct is used as the basis for making decisions effecting conditions of employment or has the purpose or effect of substantially interfering with an employee's job performance, or creates an intimidating hostile or offensive work environment.

General harassment, bullying, other forms of psychological harassment, and any use of hostile, intimidating, threatening or humiliating behavior.

Violence, including the use or threat of use of any weapon on county property unless as a requirement of the job; the use of physical violence, including threat of physical violence on county property (reasonable force may be used in the defense of oneself or others).

Possession of any weapon in county facilities or vehicles, or in the performance of county duties, unless as a requirement of the job.

RESPONSIBILITY

It is the responsibility of each member of management to create an atmosphere free of unacceptable behavior. All members of management are responsible for preventing and/or eliminating unacceptable behavior in their work areas. In addition, it is the responsibility of all employees, contractors, vendors and visitors to respect the rights and feelings of other individuals.

COMPLAINT PROCESS

Any employee who believes they have been subjected to unacceptable behavior is encouraged to file a report of such conduct by either:

a) notifying their department management staff who will then notify the Human Resources Department, or;
b) notifying the Human Resources Deputy Director or Director.

This report can be made verbally or by completing a Complaint Form found on MyOC.org/Human Resources/Employee Relations. Complaints should include specific detail about the parties involved, what day and time the incident occurred, a list of any witnesses, and any other relevant information.

In cases of violent behavior where the threat of injury is imminent, or an injury has occurred, emergency responders such as police, fire and/or ambulance personnel should be notified immediately by calling 9-911. Human Resources should then be notified. Human Resources and/or department management will take steps to minimize the potential for further violence or the fulfillment of any threatened violence.

The county recognizes that false accusations can have serious effects on innocent individuals and their families. Consequently, false accusations will result in appropriate disciplinary action against the complaining party.

INVESTIGATION PROCESS

Allegations of protected class harassment will be investigated in a timely and thorough manner by members of the Human Resources Department in conjunction with department management staff.

Other allegations of unacceptable conduct will be investigated in a timely and thorough manner by department management staff or Human Resources staff in conjunction with department management staff if appropriate.

Where allegations of violent behavior have been made, the county reserves the right to search an employee's belongings while on county property and county owned property being used by the employee or have law enforcement personnel search any employee's person if there is a reasonable suspicion that a weapon or evidence of violent behavior has been concealed. Any employee failing to cooperate with such a search will be subject to disciplinary action.

REMEDIAL ACTION

Discipline may include warning, suspension or termination depending on the severity of the incident and the repetitious nature of the behavior.

NOTIFICATION TO COMPLAINANT

Following investigation and imposition of any discipline, the complaining party will be notified as to the resolution of the case and that any further incidents should be reported promptly.

RETALIATION

Any and all forms of retaliation against a complainant or witness are expressly prohibited by the county. Appropriate disciplinary action will be taken against anyone retaliating against either the person filing a complaint or anyone assisting in the investigation.

CONFIDENTIALITY

To every extent possible, complaints and investigation results regarding unacceptable behavior will be treated with the utmost discretion and confidentiality for both the complaining party and the person against whom the complaint was filed.



ALCOHOL AND DRUGS

Outagamie County has a vital interest in maintaining safe, healthy, and productive working conditions for employees and providing safe, quality services to constituents. Employees under the influence of alcohol or other drugs while in the workplace pose a threat to the safety and wellbeing of themselves, co-workers and the general public.

The county encourages employees who have an alcohol or other drug problem to seek help to deal with their problem. Help is available through the Employee Assistance Program. For more details on this program, contact the Human Resources Department.

Some positions within Outagamie County fall within the purview of the DOT, Law Enforcement, FAA or other state or federal agencies that have different alcohol/drug standards that apply. Where a different standard exists, the more stringent standard will supersede.

POLICY STATEMENTS

The unauthorized consumption of alcohol during work hours or on county property is prohibited.

The unauthorized use, possession, distribution or sale of drugs, illicit drugs and/or controlled substances during work hours or on county property is prohibited.

Being under the influence of alcohol at work is a violation of this policy. Under the influence of alcohol is defined as a Breath Alcohol Concentration (BRAC) of .02 or greater.

Being at work under the influence of any drug not lawfully prescribed, or the misuse of any lawfully prescribed drug while at work is a violation of this policy. Under the influence of drugs

is defined as meeting or exceeding urine concentration levels of prohibited substances as established by the DOT. Misuse is defined as exceeding the normal urine concentration range for a drug as prescribed.

Employees will not be permitted to work if under the influence of legal drugs or prescribed medications whose use adversely affects the employee's work.

Employees violating this policy will be subject to discipline.

REASONABLE SUSPICION

Where reasonable suspicion exists that an employee is under the influence of alcohol or drugs, the employee may be required to submit to testing specified by the employer.

Where reasonable suspicion exists that an employee is in possession of drugs or has been consuming alcohol or drugs during work hours or on county property, the employer reserves the right to inspect any and all storage devices on county property including personal storage devices.

Reasonable suspicion is defined as specific, contemporaneous, articulable observations about the conduct, appearance, speech or body odors of the employee and may include information provided by co-workers. Involvement in, or causation of an on-the-job accident may constitute a basis for reasonable suspicion. Anonymous tips will not be accepted as the sole basis for reasonable suspicion.

Reasonable suspicion must be established by a member of management and wherever possible, be confirmed by a second member of management.

PROCESS

Where reasonable suspicion exists, if at all possible, the Human Resources Department should be consulted before proceeding. Human Resources will provide the manager with a list of state certified testing facilities.

Where testing is indicated, a member of management must complete a Referral Authorization Form and escort the employee to the designated testing facility, present the Referral Authorization Form, and remain with the employee at the test site throughout the testing process. Under no circumstances should an employee, suspected of being under the influence of alcohol or drugs, be permitted to drive themselves to the testing site.

Standard testing will include a Breath Alcohol Test (BAT) and a Rapid Drug Screen. The employer reserves the right to test for other illegal drugs at its discretion.

Following testing, the escort will return the employee to the worksite. If during normal business hours, the employee will be brought to the Human Resources Department to await test results. If not during normal business hours, or if test results are not immediately available, arrangements should be made for the employee to get home where the employee will await return to work instructions.

Test results will be reported to the Human Resources Department as either positive or non-positive as soon as they are available. An employee will not be permitted to work while awaiting test results.

Refusal to be tested, tampering with the samples and/or non-cooperation with the process will be considered a positive test and the employee will be subject to discipline.

Where non-positive results are obtained from the BAT and Rapid Drug Screen, Human Resources will clear the employee to return to work immediately. Management should investigate the circumstances that led to reasonable suspicion. The EAP may be consulted in this regard.

CHALLENGING RESULTS

An employee may request a blood sample be drawn at the time of the BAT if they wish to ultimately challenge the results of the BAT. The blood sample may be analyzed at a lab of the employee's choice. The results of the blood analysis will govern.

An employee may challenge the results of the Rapid Drug Screen findings with a confirmation test at a lab of the employee's choice within 14 calendar days of the initial test. In the event of conflicting results, the confirmation test will determine the outcome.

RETURN TO WORK FOLLOWING POSITIVE RESULTS: ALCOHOL

Employees testing positive will be subject to discipline. An EAP referral may be made in conjunction with discipline. If an EAP referral is indicated, the employee must execute a consent agreement allowing the release of information regarding treatment recommendations, cooperation, follow-through, and readiness to return to work.

If discipline does not result in termination of employment, the date and time of return to work will be determined by the Human Resources Department or the employee's manager.

RETURN TO WORK FOLLOWING POSITIVE RESULTS: DRUGS

A positive Rapid Drug Screen requires the test sample to be forwarded to a lab for a more detailed chemical analysis. Human Resources will be notified immediately that the sample is being sent for analysis. The analysis process may take several days. The employee will be sent home pending receipt of results.

Positive results are forwarded to the Medical Review Officer (MRO) at the designated testing facility who will review the results of the detailed analysis and contact the employee for additional information. The employee may be required to present proof regarding the usage of prescription medications. The MRO will then consult with the Human Resources Department.

After the results are made known to the Human Resources Department, the employee testing positive will be subject to discipline. An EAP referral may be made in conjunction with discipline. If an EAP referral is indicated, the employee must execute a consent agreement allowing the release of information regarding treatment recommendations, cooperation, follow-through, and readiness to return to work.

If discipline does not result in termination of employment, the employee may not return to work without evidence of a non-positive test.

Testing for purposes of return to work may be completed at a state certified facility of the employee's choice but must use threshold levels established by the employer.

Revision Date: July 2024

RECORDS AND FOLLOW-UP

All test results and test related information will be maintained by the Human Resources Department in a confidential manner.

If discipline does not result in termination of employment, an employee, after having tested positive, may, without reasonable suspicion, be subject to a maximum of three subsequent screens related to the initial positive test during the following 12 month period unless more frequent or random testing is prescribed by the EAP.

ASSOCIATED COSTS

All initial testing required by the employer will be paid for by the employer.

Random testing and follow-up testing prescribed by the EAP as described will be paid for by the employer.

Testing required for return to work will be determined by and paid for by the employer. Return to work testing not approved by the employer will be paid for by the employee.

All costs related to any challenge of initial test results, including any medical procedures, will be the responsibility of the employee unless the results are non-positive.

SALARY AND WAGES

Employees will be paid their regular wages for the time spent in the initial testing process.

Employees waiting for clearance to return to work following testing will be paid their regular wages for all missed time if the tests are non-positive. Where the tests are positive, the employee will not be paid their regular wages nor have access to sick leave, vacation or floating holiday pay for missed time.

Where return to work is delayed by an employee challenge of test results, the employee will be paid their regular wages for missed time in the event of a non-positive result and will not be paid for hours missed if the result is positive.



BEREAVEMENT LEAVE

Bereavement leave is leave taken by an employee due to the death of another individual, usually a close relative.

The time is usually taken by an employee to grieve the loss of a close family member, prepare for and attend a funeral, and/or attend to any other immediate post-death matters.

All regular full-time and part-time employees are eligible for pay from regularly scheduled duty as outlined below:

- Up to five (5) days in the event of death of the employee's spouse, domestic partner, child, parent, brother, sister, and an adult who stood in loco parentis to the employee during childhood. *(Note: this section includes applicable step relatives)*
- Up to three (3) days for grandparents, father-in-law, mother-in-law, and grandchild. *(Note: this section includes applicable step and great relatives)*; and
- Up to one (1) day for aunt, uncle, nephew, and niece. *(Note: this section includes applicable step and great relatives)*
- Up to five (5) days for your or your spouse's pregnancy loss. This will run concurrently with FMLA if applicable and cannot be paid simultaneously with Short-Term Disability.

The hour equivalent of the term "days" is determined by the proration factor of the employee, with a maximum factor of eight (8) hours per day.

An employee may, with their supervisor's approval, use any available vacation or floating holidays for additional time off as necessary. Sick leave may not be used to extend bereavement leave without a physician's certification.

Generally, bereavement leave is taken immediately following the death. However, there may be circumstances when a supervisor will recognize the need for flexibility, for example, if a memorial service is scheduled at a time in the future.

Bereavement pay is calculated based on the base pay rate at the time of absence, and it will not include any special forms of compensation, such as incentives, commissions, bonuses, overtime or shift differentials.

Employees under discipline for attendance issues may be required to provide documentation with regards to their bereavement leave.



BREASTFEEDING FRIENDLY WORKPLACE

Outagamie County provides a supportive environment to enable breastfeeding employees to express their milk during work hours.

EMPLOYEE RESPONSIBILITIES

Employees who wish to express milk during the work period shall keep supervisors informed of their needs so that appropriate accommodations can be made to satisfy the needs of both the employee and the department.

It is the employees' responsibility to initiate this communication and to clearly state their needs to their supervisor.

Maintenance of Milk Expression Areas:

Breastfeeding employees are responsible for keeping milk expression areas clean, using anti-microbial wipes to clean the surfaces they utilize to pump.

Employees are also responsible for keeping the general lactation room clean for the next user.

This responsibility extends to both designated milk expression areas, as well as other areas where expressing milk will occur.

Milk Storage:

If milk is stored in a common refrigerator, employees should label all milk expressed with their name and date collected so it is not inadvertently confused with another employee's milk.

Use of Times to Express Milk:

Employees shall use the Staff Lactation Room Outlook Calendar or sign-up calendar displayed on lactation room door to schedule milk expression times that are most convenient or best meet their needs.

A Staff Lactation Room has been established on Level 3 of the Administration Building, on Level 2 (Heritage Square) at Brewster Village and ground floor of the Justice Center. All county employees are welcome to schedule time in these rooms. In other buildings where there is not a dedicated lactation room, the employee must work with their management staff to establish appropriate accommodations. Temporary Lactation Rooms have been identified at Highway Department, YFS, Solid Waste and the Sheriff's Department. If an employee has comments, concerns, or questions, regarding this issue, they may contact Human Resources.

EMPLOYER RESPONSIBILITIES

Milk Expression Breaks:

In accordance with the Fair Labor Standards Act (FLSA), Outagamie County will provide nursing mothers reasonable break time each time the employee needs to express milk for up to one year after the birth of a child.

Lactation times shall be established for each employee based on her work schedule. If possible, the lactation time is to run concurrently with any break time already provided.

Lactation time beyond the regular break time is unpaid and will be determined between the employee and the employee's supervisor.

A Place to Express Milk:

In accordance with the Fair Labor Standards Act (FLSA), a private room (not a toilet stall or restroom) shall be available for employees to breastfeed or express milk. The room will:

- Be private and sanitary
- Be located near a sink with running water for washing hands and rinsing out breast pump parts
- Have an electrical outlet
- Be in close proximity to the employee's work area
- Contain comfortable seating

- Have appropriate signage and/or other security measures will be used to identify the occupied status of the lactation area

If employees prefer, they may also breastfeed or express milk in their own private offices, or in other comfortable locations agreed upon in consultation with the employee's supervisor.

Supervisors will be responsible for reviewing policies and practices that will help facilitate each employee's infant feeding goals.

It is expected that employees will assist in providing a positive atmosphere of support for breastfeeding employees.



CIVIC DUTY

The county supports employees in their civic duty to serve on a jury, and their responsibilities as an active citizen.

Employees must present any summons to jury duty to their supervisor as soon as possible after receiving the notice to allow advance planning for an employee's absence.

An employee when subpoenaed in connection with county business, called upon to serve jury duty, or subpoenaed as a witness, will be paid their regular salary up to eight (8) hours per day.

The employee will not be entitled to jury duty pay or witness fees in addition to their regular pay except on those occasions when the employee chooses to take vacation or floating holiday time equal to the time lost by serving on the jury or as witness.

No employee will receive salary for attending court in cases involving a criminal act by the employee or a civil case initiated by the employee.



COMMERCIAL DRIVERS LICENSES

Highway Employees: The county shall pay up to one hundred fifty dollars ($150.00) per renewal toward the cost of successfully obtaining / renewing a CDL and endorsements that are required by the county, including background screening fees, upon presentation of receipts.

Recycling / Solid Waste Employees: The county shall pay up to one hundred fifty dollars ($150.00) toward the cost of successfully obtaining an initial CDL license and required endorsements and all subsequent renewals of a CDL and endorsements that are required by the county, including background screening fees, upon presentation of receipts.

The parties agree that they will comply with all federal and state regulations that pertain to the commercial driver's licenses.

Any employee who receives a citation for any offense that has a potential penalty of the suspension, revocation, or disqualification of their CDL shall notify their Department Head, or their designee, by 7:00 a.m. on the next business day. Failure to comply will make the employee ineligible for this Section and subject to discipline.

This opportunity shall be given to any employee only once during that employee's employment with Outagamie County. A second major offense, or a series of serious traffic violations resulting in CDL disqualification, shall result in termination.

The county will provide an unpaid leave of absence not to exceed thirteen (13) months to a maximum of two (2) employees at a time, who are disqualified from holding a CDL due to circumstances arising outside of work. Furthermore, it is recognized that loss of a CDL due to circumstances occurring during working hours is a severe offense and may result in termination of employment.

Prior to granting the leave of absence, the county may choose to continue the active employment of the affected employee to the extent that the Department Head determines that work is available. The employee may also be assigned to other work duties in other departments for which the employee may be qualified, at the sole discretion of the county.

It is understood that if a job assignment pays less than the employee's assigned position, the employee's wage will be adjusted accordingly. If the assignment is into a higher classification, the employee will be paid their normal rate.

Once a leave of absence is granted, the employee will not be required to return to work for intermittent, sporadic work assignments, unless said employee makes themselves available for such work.

The decision of the Department Head to offer, or not to offer, continued work or to assign other work duties in other departments is final and cannot be grieved.

Said employee shall have their CDL privileges reinstated within thirty (30) days following the end of the suspension, revocation, or disqualification period, and failure to do so will result in termination of employment.

The county has the sole discretion to fill the employee's position on a temporary basis during the leave of absence in any manner it deems appropriate. The county may also temporarily fill the position internally, and it shall not be subject to the posting process.

The employee will be required to use available vacation and floating holidays prior to an unpaid leave of absence. Following the utilization of any paid leave, the leave of absence shall be without pay or benefits. It is agreed that the employee shall not file for unemployment benefits while on paid leave of absence. During the unpaid leave of absence, health, dental, and life insurance coverage will be available if the full premiums are paid by the employee, in accordance with county Policy.

The employee will not lose benefits accrued prior to the paid leave of absence but will not accrue benefits while on the unpaid leave.



COMPENSATORY TIME

It is the policy of Outagamie County to permit employees to earn compensatory time off, at the discretion of the supervisor, manager, or department head. For purposes of computing compensatory time, authorized paid leaves of absence are only considered time worked, if the additional work hours are required by the department. All overtime/compensatory work must be approved in advance by a supervisor or manager.

GRANTING COMPENSATORY TIME

There is no legal requirement or obligation of Outagamie County to grant compensatory time off to employees. A supervisor may choose to grant compensatory time off to employees who work in excess of 40/45 hours in a standard workweek for special projects, to perform urgent county business or during weekends/normally scheduled time off. Compensatory time will be granted on an hour-for-hour basis for exempt/salaried employees and at a rate of 1.5 hours for each hour worked for non-exempt/hourly employees. Compensatory time and overtime only applies after 40 hours for those positions that fall in a 37.5 hour/week category. (Note: all hours over 40 in a work week for non-exempt/hourly employees must either be compensated in compensatory time or overtime, with no exceptions.)

PROCESS

The maximum amount of compensatory time is a rolling amount of 40 hours (i.e. you cannot have more than 40 accumulated hours at any given time).

The approval for earning compensatory time must be approved by the supervisor in advance, whenever possible. Regardless of whether advance approval is required, all employees are responsible for tracking their compensatory time. Time reporting should reflect regular pay and any compensatory time earned or used for a select pay period.

An employee who has accrued compensatory time and requests use of the time must be permitted to use the time off within a "reasonable period" after making the request. Compensatory time usage must be taken in increments of fifteen (15) minutes. Supervisors may deny the request if the use of compensatory time will "unduly disrupt" the department's operations. Supervisors can also require an employee to take compensatory time off to manage the accrual limitation.

PAYOUT OF COMPENSATORY TIME

Non-exempt/hourly employees should intend to use all earned compensatory time off before the first pay period ending in December of the year it was earned. If a non-exempt/hourly employee has any remaining compensatory time off, it will be paid out on the second paycheck in December of the calendar year in which it was earned. Compensatory Time will also be paid out upon separation of a non-exempt/hourly employee or when an employee transfers to a department that does not utilize compensatory time.

For Exempt/Salaried employees, compensatory time may be carried over from one year to another, never to exceed 40 hours at any given time, and will not be paid out upon separation, unless approved by the HR Director due to extenuating circumstances. If an exempt/salaried employee transfers to another department that does not utilize compensatory time, the employee will retain and be able to use unused compensatory time but will not be able to earn additional compensatory time.



CONFLICTS OF INTEREST AND CODE OF ETHICS

Outagamie County expects all employees to conduct themselves and county business in a manner that reflects the highest standards of ethical conduct, and in accordance with all federal, state, and local laws and regulations. This includes avoiding real and potential conflicts of interests, as well as perception of a conflict of interest.

Exactly what constitutes a conflict of interest or an unethical business practice is both a moral and a legal question. Outagamie County recognizes and respects the individual employee's right to engage in activities outside of employment which are private in nature and do not in any way conflict with or reflect poorly on the county.

The proper operation of government requires that employees be independent, impartial, and accountable to the people and for the public to have confidence in the integrity of its government. Nothing in this section will deny any individual rights granted by the United States Constitution, the Constitution of the State of Wisconsin, or the laws of the United States and State of Wisconsin.

No county employee will use their office or position for personal financial gain or the financial gain of their family. No employee shall engage in their own business activity, accept private employment, or render services for private interests when such employment, business activity, or service is incompatible or conflicts with the proper discharge of their official duties or would impair their independence of judgment or action in the performance of their official duties. No employee will participate in the selection, award or administration of a contract supported by a federal/state award if they have a real or apparent conflict of interest. No employee shall use or disclose "privileged, confidential, or HIPAA protected information" gained in the course of or by reason of their official position or activities.

No county employee is allowed to conduct business relating to outside employment while on county paid time, nor is an employee allowed, at any time, to use county facilities, supplies, equipment, telephones, or property in the performance of outside duties.

Employees can engage in political activity outside of the employee's county employment provided that such activity does not interfere with normal work performance, does not interfere with specific job duties, is not conducted during normal working hours and does not involve the use of county equipment or property. Employees are specifically prohibited from directly or indirectly coercing any person to hold or contribute monetary or other types of assistance to any political candidate, party, or purpose. Under provisions of the Federal

Hatch Act, employees who are principally employed in positions which are financed in whole or in part by federal loans or grants cannot become political candidates in partisan elections.

No person shall be employed, promoted, or transferred to any department within Outagamie County government or to a division thereof when, as a result, they would be directly supervising or receiving direct supervision from a member of their immediate family. No county employee will solicit or accept for themselves, or another person any gift, campaign contribution, gratuity, favor, services, promise of future employment, entertainment, loan, or any other thing of monetary value from a person who has or is seeking contractual or other business activities from or which are regulated by the county. This does not include acceptance of loans from banks or other financial institutions on customary terms of finance for personal use, such as home mortgage loans, the acceptance of unsolicited advertising or promotional material, such as pens and calendars, and acceptance of an award for meritorious public or personal contributions or achievements.

Any perceived conflict of interest that is detected or suspected by an employee or third party shall be reported to your supervisor or manager or to their supervisor or manager in their absence. An investigation by the supervisor/manager and/or department head will follow upon notification of perceived violations of this policy. Corporation Counsel should also be contacted to determine if any additional follow-up is needed and to determine what disclosures should be made. Disclosure of known conflicts will be included in federal/state grant applications or will provide prompt notification upon subsequent awareness prior to the awarding of grant funding, as required by federal and state laws. Subsequent identification of known violations (including fraud, bribery, or gratuity violations) must be disclosed, in a timely manner, in writing to the Federal awarding agency or pass-through entity with the department taking prompt, corrective action to ensure such conduct ceases and will not recur.

Violations of this policy may result in disciplinary action consistent with Board policies, procedures, and federal and state laws



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.

This section of the handbook describes eligibility requirements, criteria for approval and reimbursement, and the process for application, approval and reimbursement.

Any regular full-time or part-time 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.

CRITERIA FOR APPROVAL

Classes must meet during non-working hours. Exceptions can be made only with the approval of the department head and Human Resources.

Courses must be directly related to the employee's current job, be preparation for a promotion to an existing county job for which the applicant would otherwise qualify, meet the requirements for specialized training related to a current assignment; or be required as part of a degree program that meets these qualifications.

Funds must be available in the department budget of the employee. If funds are not available in the employee's department budget, application may be made to the Human Resources Department, with prior approval by the department head.

Any expenses covered by grants or any other form of payment are not eligible for reimbursement under this program.

MAXIMUM AMOUNTS

Reimbursement is limited to tuition and books. All other fees and expenses are the responsibility of the employee.

Maximum reimbursement amounts, unless approved otherwise by the Legislative/Audit/Human Resources Committee, Finance Committee and County Board, include:

a) $1,600 per calendar year for an accredited Associates/Undergraduate degree program

b) $2,450 per calendar year for an accredited Graduate degree program

Reimbursement for books is limited to half the cost incurred.

Qualifying part-time employees will be eligible for one-half of the stated maximum amounts. Where an employee changes status from part-time to full-time or full-time to part-time, reimbursement maximums will be based on the status that the employee maintained for the majority of the length of the actual course.

Where an employee takes both undergraduate and graduate classes in the same year, total reimbursement for the year will not exceed the maximum for graduate level courses.

CLASS APPLICATION

Application for approval should be made in advance of the class by completing an Outagamie County Tuition Reimbursement Request for Course Approval form. One Application for Approval must be completed for each class. Forms are available on the MyOC.org/Human Resources/Administrative Support webpage.

APPROVAL PROCESS

The completed Request for Course Approval form must be submitted to the employee's Department management for review and approval. If approval is granted at the department level, the department will then forward the form to the Human Resources who will review the application for completeness and approve or disapprove the application in

accordance with established approval criteria and annual maximums. A copy of the Request for Course Approval will then be returned to the employee's supervisor with indication that the course was either approved or disapproved. If the course was not approved, the reason will be clearly stated.

CRITERIA FOR REIMBURSEMENT

- Requests for reimbursement must be made within a sixty (60) day period following the conclusion of class.
- Exceptions to this criteria require special approval from Human Resources and the appropriate Department.
- Employee must be employed with Outagamie County at the time of request for reimbursement.
- A grade of "C" (or better) or "pass" must be attained.

REIMBURSEMENT PROCESS

Employee must submit to Human Resources, a completed Reimbursement Request Form with appropriate signatures and account numbers and attach the following:

(a) Verification from the educational institution that payment covering or in excess of the reimbursement amount was made.

(b) Verification from the educational institution of the course, credit and grade received by the employee.

Upon verification that all requirements have been met, the Human Resources Department will initiate the payment process. The reimbursed amount will be charged against the "Maximum Amounts" for the calendar year in which the course is completed.

EMPLOYMENT LONGEVITY

Employees that voluntarily terminate employment with the county prior to the completion of two (2) years of employment from the course End Date will be required to pay back a pro-rated portion of their reimbursement amount. The pay back will be 1/24th of the total reimbursement for each month short of twenty-four (24) months employment post course End Date. Authorization to deduct any payback amounts are provided by the employee on the Request for Course Approval form.

Employees who are involuntarily terminated prior to the completion of two (2) years of employment from the course End Date will be obligated to pay back a pro-rated portion of their reimbursement amount. The pay back will be 1/24th of the total reimbursement for each month short of twenty-four (24) months employment post course End Date. This amount may be collected from the employee by the employer in the form of a deduction on the employee's final paycheck, a cash or check payment from the employee, or referred to a collection agency. Authorization to deduct any payback amounts are provided by the employee on the Request for Course Approval form.

For courses with no established End Date, the date of reimbursement will be considered the End Date.

RECORDS

Copies of all reimbursement related applications, documentation and payments will be scanned and preserved in the accounts payable records in Financial Services.

SEMINARS, CONFERENCES, TRAINING, AND OTHER ITEMS OUTSIDE OF REIMBURSEMENT AND PAYBACK PROCESS

1. Staff submit request directly to their supervisor.

2. Supervisor evaluates appropriateness of request based upon:

- Applicability to their job function or individual training needs.
- Cost effectiveness of the seminar.
- Willingness of the attendees to share the knowledge gained with the organization.
- Evaluate the number of seminars the individual has attended.

3. The supervisor/manager will then confirm their recommendation with the department head who will either approve or disapprove request.

4. Decisions go to the supervisor and employee.

5. Charges will be applied to the appropriate account within the department budget.



CORRECTIVE DISCIPLINE

The aim of discipline is to address and rectify unsatisfactory job performance or behavior. Disciplinary action is intended to be administered in a corrective fashion, concentrating on performance improvement rather than on punishment. The county will attempt to inform the employee of standards of conduct and performance which are expected. Because all performance criteria which may make disciplining an employee necessary cannot be listed, each employee is expected to follow all county or departmental policies and processes outlined in the Employee Handbook and conduct themselves in a manner which is consistent with County Values and appropriate to the employment setting.

Normally, when disciplinary actions are required for employees, the concept of progressive discipline will be followed; however, it must also be understood that the degree of disciplinary action will match the severity of the infraction. Therefore, depending upon the severity of the offense and an employee's disciplinary history, the action chosen by management may involve immediate application of one or more of the progressive steps, including immediate discharge, if warranted. Repeated infractions of even minor offenses can and will result in increasingly severe disciplinary actions. Unless there are mitigating circumstances, the normal sequence of discipline will be:

1st offense - The employee will be given a verbal reprimand. This normally will be done in private. The department head or supervisor will explain to the employee the reasons for being disciplined and also the manner in which the employee should correct their problem in the future to avoid further discipline. A document confirming the conversation will be provided to the employee, at which time the employee should respond in writing acknowledging

receipt. The document should then be forwarded to the Human Resources Specialist to be placed in the employee's personnel file.

2nd offense - The employee will be given a written reprimand, with a copy to the Human Resources Department to be placed in the employee's personnel file. This document, like the verbal warning, will give the rule or policy broken and the manner to improve performance. (Note: a Performance Improvement Plan template is available on the HR webpage, for use as appropriate.)

3rd offense - The employee may be suspended without pay. A confirmation letter will be sent to the employee with a copy to Human Resources to be placed in the employee's personnel file.

[Note: Employees considered exempt under the Fair Labor Standards Act will be suspended in weekly increments only, with the exception of a suspension for a major safety infraction or a serious work place conduct violation.]

4th offense - The employee will be terminated. Before any employee is terminated, the matter will be reviewed with the Human Resources Director.



COUNTY RESIDENCY

Employees of Outagamie County are not required to reside within the physical boundaries of the county. (Exception: All sworn employees of the Sheriff's Department, according to county ordinance, must, within six (6) months of employment with the county, establish residency within twenty seven (27) radius miles of Sheriff Headquarters.)



DEFERRED COMPENSATION

Section 457 of the Internal Revenue Code allows public sector employees to defer a portion of their pre-tax income into an investment account. Employees are allowed to defer up to one hundred percent (100%) of gross income, subject to an annual maximum deferral amount.

The county offers two deferred compensation plans. Both plans also offer an after-tax Roth option. Additional information is available in the Human Resources Department or at MyOC.org/Human Resources/Benefits webpage.



DENTAL INSURANCE

All regular employees who are hired at or are pro-rated at twenty (20) or more hours per week are eligible for dental insurance coverage.

Eligible employees may choose either single, limited family, or family coverage. In the event an employee has a spouse who is also a county employee, that employee and spouse may choose either two single plans or one family plan.

Insurance becomes effective the first day of the month following one full month of employment or eligibility. Upon termination of employment or retirement, coverage will end at the end of the month of last day worked or last day on paid leave, whichever is later provided employee contributions for that month have been deducted from final paycheck or paid to the County Treasurer.

Specific details regarding dental premium amounts can be found on the Benefits Summary on the Human Resources webpage.



ELECTRONIC RESOURCES: COMPUTERS, INTERNET AND EMAIL

The county provides a wide variety of communication tools and resources to employees for use in running day-to-day business activities. Whether it is the telephone, voicemail, fax, scanner, internet, intranet, e-mail, or any other county-provided technology, use should be reserved for business. All communication using these tools shall be handled in a professional and respectful manner.

Employees do not have any expectation of privacy in their use of county computer, phone, or other communication tools. All communications made using county-provided equipment or services, including e-mail and internet activity, are subject to inspection by the county. Employees should keep in mind that even if they delete an email, voicemail, or other communication, a copy will be archived on the county's systems on a real-time basis.

E-mails that are not job-related have the potential to drain, rather than enhance, productivity and system performance. You should also be aware that information transmitted through e-email is not completely secure and that information you transmit and receive could damage the reputation of the county.

The county encourages employees to use communication tools only to communicate with fellow employees, suppliers, and clients regarding county business. Internal and external e-mails are generally considered public records and may also be subject to discovery in the event of litigation. Be aware of this possibility when sending e-mails within and outside of the county.

Using communications in a manner that violates any county guidelines or policies is strictly prohibited, including but not limited to the Equal Opportunity and Harassment policies, the Conflict of Interest Policy, etc. Delete any e-mail messages prior to opening that are received from unknown senders and advertisers.

It is the county's goal to respect the dignity of employees at all times. Because e-mail, telephone and voicemail, and internet communication equipment are provided for county business purposes and are critical to the county's success, your communications may be accessed without further notice by Information Technology department administrators and county management to ensure compliance with this guideline.

The electronic communication systems are not secure and may allow inadvertent disclosure, accidental transmission to third parties, etc. Sensitive information should not be sent via unsecured electronic means.

Office telephones are for business purposes. While the county recognizes that some personal calls are necessary, these should be kept as brief as possible and to a minimum. Abuse of these privileges is subject to corrective action, up to and including termination. With the exception of emergency situations, personal cell phones should be used at break times or lunch hours.

It is also against county policy to turn off anti-virus protection software or make unauthorized changes to system configurations installed on county computers. Violations of this policy may result in termination for a first offense.

All employees are subject to the Outagamie county Acceptable Use Policy and are required to review such policy provided during new hire orientation.

See the ACCEPTABLE USE POLICY located on MyOC.org/Applications/Policies & Procedures/IT webpage.



EMPLOYEE ASSISTANCE PROGRAM (EAP)

The Employee Assistance Program (EAP) is a resource designed to provide highly confidential and experienced help for employees in dealing with issues that affect their lives and the quality of their job performance.

Outagamie County wants employees to be able to maintain a healthy balance of work and family that allows them to enjoy life.

This free, comprehensive counseling service offers employees and their spouse or children six (6) visits per issue each year and a 24-hour hotline answered by professional, degreed counselors. Employees may contact the Employee Assistance Program directly. Contact information can be found on MyOC.org/Department/Human Resources/Benefits/EAP webpage.

The county encourages employees to use this valuable service whenever they have such a need. Employees who choose to use these counseling services are assured the information disclosed in their sessions is confidential and not available to the county, nor is the county given any information on who chooses to use the services.

The initial appointment to the agency will not be charged to the employee's sick leave or vacation leave; however, should follow-up counseling be required, the employee is expected to use sick leave, vacation, or non-scheduled time.



EMPLOYMENT OF RELATIVES

Due to potential for perceived or actual conflicts, such as favoritism or personal conflicts from outside the work environment, which can be carried into the daily working relationship. Outagamie County will hire or consider other employment per the guidelines below concerning relatives of persons currently employed. This policy applies to all current employees and candidates for employment.

For the purposes of this policy, "relatives" are defined as spouses, children, siblings, parents, or grandparents.

Outagamie County will hire or consider other employment only if: a) candidates for employment will not be working directly for or supervising a relative, and b) candidates for employment will not occupy a position in the same line of authority in which employees can initiate or participate in decisions involving a direct benefit to the relative. Such decisions include hiring, retention, transfer, promotion, wages and leave requests

Current employees who marry each other will be permitted to continue employment with the county provided they don't work in a direct supervisory relationship with each other or otherwise pose difficulties. If employees who marry do work in a direct supervisory relationship with each other, the county will attempt to reassign one of the employees to another position for which they are qualified, if such a position is available. If no such position is available, one of the employees may be required to leave the county.



EMPLOYMENT RECORDS

Information contained in an employee's personnel file is generally considered confidential and is available only to the employee or the employee's designee, the County Executive, Departmental Supervisory staff, Human Resources staff, legal staff, and authorized federal or state representatives who have cause to review the records for official reasons, unless otherwise disclosable under the Wisconsin Public Records Law.

The employer will grant at least two (2) requests to inspect their file by an employee in a calendar year. The employer will provide the employee with the opportunity to inspect the employee's personnel records within seven (7) working days after the employee submits a written request for inspection.



EQUAL EMPLOYMENT OPPORTUNITY

Outagamie County is committed to a policy of equal opportunity for all candidates and employees without regard to age (over 40), race, religion, color, sex, national origin or ancestry, disability or association with a person with a disability, arrest record, conviction record, sexual orientation, gender identity, marital status, pregnancy or childbirth, military participation, genetic testing, submitting to honesty testing, or use or non-use of lawful products off the employers premises during non-working hours.

The county pledges not to engage in illegal discrimination against employees or applicants in any employment activity including, but not limited to recruitment, hiring, job classification, firing, promotion, demotion, wages, benefits and training.

This section of the handbook sets forth the responsibility for compliance with EEO legislation and the methods of policy communication.

RESPONSIBILITY

It is the responsibility of the HR Deputy Director to instruct, counsel and provide training material to management staff on EEO related issues.

It is the responsibility of all participants in employment related decisions to be knowledgeable of, and to comply with the Outagamie County EEO Policy and federal, state and local legislation.

COMMUNICATION

Outagamie County complies with federal and state posting regulations by posting the required Equal Employment Opportunity is the Law notices at all facilities.

Each employment advertisement in any medium, or any other public announcement contains the Equal Opportunity Employer statement.

Each Outagamie County job description contains an Equal Opportunity Employer statement.



EXIT INTERVIEWS

The exit interview is a function of the Human Resources Department and is used as a tool to look at reasons for turnover, recommendations for improvement, and job satisfaction.

This section of the handbook outlines how exit interviews are managed.

SCHEDULING THE EXIT INTERVIEW

When termination notification is received in Human Resources, an exit interview link is forwarded by Human Resources via Survey Monkey to the exiting employee. While completing the survey, employees will have the option to notify Human Resources of their desire to meet personally to discuss their exit interview responses in greater detail. This email notification will also include a link to the Termination Frequently Asked Questions document.

The exit interview is voluntary.

The exit interview can be done on paid work time.

CONDUCTING THE EXIT INTERVIEW

When an in-person meeting is requested, Human Resources introduces the exit interview purpose, points out that it is voluntary, and reminds the exiting employee that the information obtained will be routed to the Human Resources Director, the employee's department head, the employee's supervisor or manager, and to the County Executive.

PROCESSING THE EXIT INTERVIEW

Human Resources will route the questionnaire after the employee's last paid day.

Exit metrics are provided to the Leg/Audit/HR Committee as requested or at least annually.

FAMILY and MEDICAL LEAVE ACT (FMLA)

Outagamie County complies with the federal and state Family and Medical Leave Act (FMLA), which requires employers to grant unpaid leaves of absence to qualified workers for certain medical and family-related reasons. The more generous of the two laws will apply to the employee if the employee is eligible under both federal and state laws.

Please note there are many requirements, qualifications, and exceptions under these laws, and each employee's situation is different. Whether an employee is eligible is determined by the number of hours they were paid (Wisconsin State FML) or have worked (Federal FML) within the past year of employment with Outagamie County and the health condition requiring the leave.

Reasons for Taking Leave: Under federal law, unpaid leave may be requested for pregnancy and prenatal care; pre-placement activities, birth, adoption, or foster placement of a child; or the serious health condition of a child, spouse, parent, domestic partner, or the employee. State law may have additional reasons defined.

Military Family Leave Entitlements: Under federal law, unpaid leave may also be requested by eligible employees who have any qualifying exigency arising out of the fact that the spouse or a son, daughter, parent, domestic partner, or next of kin of the employee is on covered active duty (or has been notified of an impending call or order to covered active duty) in the armed forces and may use their 12-week entitlement to address certain qualifying circumstances. Qualifying circumstances may include deploying on short-notice, attending certain military events, arranging for alternative child care and school activities, addressing certain financial and legal arrangements, attending certain counseling sessions, engaging in rest and recuperation, and attending post deployment reintegration briefings.

Employees wishing to request either of the Family Medical Leaves, should first have a conversation with their manager/supervisor to inform them of the need for a leave. Following that discussion, the employee should complete a leave request form, found on the Human Resources webpage. The Employee Leave Administrator will then review the leave and process accordingly.

Any employee with a serious health condition that misses more than three consecutive days of work is expected to open an FML claim by completing the online request form.

Outagamie County reserves the right to place a qualifying employee on Family Medical Leave, if the employee refuses to follow the outlined process.



FRINGE BENEFITS

Fringe benefits are types of compensation offered by the county to its employees in addition to wages. Fringe benefits are not offered to lease or employment agency workers.

Each fringe benefit has its own eligibility criteria, such as length of service. In addition, each type of benefit must be examined to determine whether it is available to any particular group of employees, such as regular full-time, temporary part-time, etc.

Unless otherwise stated, part-time employees are generally eligible for prorated benefits at such time as they average twenty (20) hours or more per week during each proration period.

References to "day" and "week" in the county policy refers to the part-time employee's prorated "day" or "week", e.g. a 50% employee's day is equal to 4 hours and a week to 20 hours.

Proration calculations are performed by Payroll and forwarded to each department.

Requirements for eligibility for certain benefits noted in other sections of the Employee Handbook (including, but not limited to, employer portion of health/dental insurance, vacation and sick leave and holidays) are based on the following: Full-time employees must receive pay for an equivalent of their Full Time Factor multiplied by ten (10) for each applicable month; pay to include wages for time worked, in addition to holiday, bereavement and jury duty paid hours, vacation, holiday, floating holiday, comp or sick hours used); Part-time benefit eligible employees must receive pay equivalent to their Part Time Factor multiplied by ten (10) at minimum. Full time employees have a factor of 8 (except those full time employees in roles working 7.5 hours per day whose Factor is 7.5). Part time factors are determined each Anniversary Date and provided to employees by the Payroll team or employee's department.



GRIEVANCES/COMPLAINTS

It is Outagamie County's standard to treat all employees equitably and fairly in matters affecting their employment. The county has established this Grievance section for an employee to utilize for matters concerning discipline, termination, or workplace safety covered by this Grievance section. This section of the handbook provides an employee with the individual opportunity to address concerns regarding discipline, termination, or workplace safety matters, to have those matters reviewed by an Independent Hearing Officer, and to appeal to the County Board.

Information on the complaint process is available to each employee by contacting the Human Resources Department.

The grievance shall mean a dispute regarding the application of county policies regarding an employee's discipline or termination of employment, or a dispute concerning workplace safety. No grievance shall be processed under this policy unless it is in writing and contains all of the following:

1. The name and position of the grievant;
2. A clear and concise statement of the grievance;
3. The issue involved;
4. The relief sought;
5. The date the incident or alleged violation took place;
6. The specific section of the policy or workplace safety rule alleged to have been violated; and
7. The signature of the grievant and the date.

The term "days" means regular business days, Monday through Friday, other than weekends and holidays, regardless of whether the employee or their classification is scheduled to work. The time within which an act is to be done under this policy shall be computed by excluding the first day and including the last day.

A "grievant" is an employee of Outagamie County and shall not include employees subject to a collective bargaining agreement addressing employee discipline, termination and workplace safety, statutorily appointed individuals identified specifically in statute as serving at the pleasure of an appointed authority, elected officials, and independent contractors. Any grievant may request a peer or outside representative of their choice to attend meetings related to the grievance. Any cost associated with external representation is the responsibility of the employee.

"Workplace safety" means those conditions related to physical health and safety of employees enforceable under federal or state law, or county rule related to: safety of the physical work environment, the safe operation of workplace equipment and tools, provision of protective equipment, training and warning requirements, workplace violence, and accident risk.

"Discipline" means oral reprimands (where a written record of the reprimand is placed in the employee's file), written reprimands, suspension, performance improvement plans, and demotion. Discipline does not include counseling, job coaching, paid administrative leave for pending investigation, change in job assignment or location, performance reviews, work plans, or corrective actions that do not include a reprimand or other adverse employment action.

"Termination" means discharge from employment. Layoffs (reduction in force), voluntary resignation, failure to return to work from a layoff, absences when not on an approved leave, job abandonment (no call / no show) and loss of license or certification. Inability to perform due to physical or mental condition are not considered terminations and are not subject to this process.

First Step

Within ten (10) days after the facts upon which the grievance is based or should have reasonably become known, the employee shall present the written grievance to their immediate supervisor, who will review the grievance with the department head. The department head shall give a

written answer within ten (10) days of receipt of the grievance, with a copy to the Human Resources Director.

An employee who has been notified of termination may process the grievance commencing at Step 3.

Second Step

If the grievance is not satisfactorily resolved at Step 1, it may be submitted by the grievant to the Human Resources Director within five (5) days after having received the answer in the First Step. After receipt of the written grievance by the Human Resources Director, they or the designated representative of the Human Resources Director will meet with the grievant in an effort to resolve the issue(s) raised by the grievance. Within ten (10) days after the meeting, the Human Resources Director shall respond to the grievance in writing.

The Human Resources Director shall also determine if the grievance is timely and if the subject matter of the grievance is within the scope of this policy and otherwise properly processed as required by this policy. If the Human Resources Director is aware of other similar pending grievances, the Human Resources Director may consolidate those matters and process them as one grievance.

Third Step

Upon the written request of the grievant in response to an adverse decision, the decision at the second step may be appealed by a written statement forwarded to the Human Resources Director, particularly describing the reason for appeal. The grievance will be referred to an Independent Hearing Officer (IHO), who will be designated by the County Executive. Any costs incurred by the IHO will be paid by the county. The IHO will convene a hearing in the manner the IHO determines necessary. The IHO shall have the authority to administer oaths, issue subpoenas at the request of the parties, and decide if a transcript is necessary. The IHO may require the parties to submit grievance documents and witness lists in advance of the hearing to expedite the hearing. The burden of proof shall be "a preponderance of the evidence". In termination and discipline cases, the county shall have the burden. In workplace safety cases, the employee shall have the burden. The IHO may apply relaxed standards for the admission of evidence, including allowing the admission of hearsay. The IHO may request oral or written arguments and replies. The IHO shall provide the parties a written decision.

The IHO may only consider the matter presented in the initial grievance filed by the employee. The IHO shall have the power to order only the following remedies: withdrawal of a verbal or written reprimand, reduction of suspension, and transfer to original position from demoted position, reinstatement with or without some or all back pay. All other remedial authority shall be subject to the determination and approval of the County Executive.

Fourth Step

Either party may appeal an adverse determination at Step 3 to the County Board, by filing written notice appealing the decision of the IHO in the Human Resources Director's office within ten (10) days of the decision of the IHO. The County Board shall, within thirty (30) days after submission of the appeal, schedule the review of the IHO's decision. The review will be conducted by the Board during a closed session meeting unless an open session is requested by the employee. The Board may make its decision based on the written decision of the IHO or the Board may examine any

records, evidence, and testimony produced at the hearing before the IHO. A simple majority vote of the Board membership shall decide the appeal within twenty (20) days following the last session scheduled for review. The Board will issue a final written decision, which shall be binding for all parties.

Timelines: Failure to process the grievance by the grievant within the specified time limit or agreed upon extensions shall constitute waiver of the grievance and will be considered resolved on the basis of the county's last answer. Failure of a management representative to meet the time limits shall cause the grievance to move automatically to the next step in the process. To encourage that grievances are addressed in a prompt manner, the time limits set by this policy are intended to be strictly observed and may not be extended except in extreme circumstances, and then only upon the express written consent of the parties.

Exclusive Remedy: This section of the handbook constitutes the exclusive process for the redress of any employee grievances as defined herein. However, nothing in this grievance section shall prevent any employee from addressing concerns regarding matters not subject to the grievance process with administration, and employees are encouraged to do so. Matters not subject to the grievance process that are raised by employees shall be considered by administration, which has final authority, subject to any applicable Board policy or directive, to resolve the matter.



HEALTH INSURANCE

All regular employees who are hired at or are pro-rated at 20 or more hours per week are eligible for health insurance coverage. Eligible employees may choose either single or family coverage. In the event an employee has a spouse who is also a county employee, that employee and spouse may choose either two single plans or one family plan. Insurance becomes effective the first day of the month following one full month of employment or eligibility due to a change in status. Upon termination of employment or retirement, coverage will end at the end of the month of last day worked or last day on paid leave, whichever is later provided employee contributions for that month have been deducted from final paycheck or paid to the County Treasurer.

Health Insurance Choices: The county currently offers 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. Contribution rates are determined each year during the budget planning process. Specific details can be found on the Benefits Summary.

Health Savings Account (HSA): Effective on the first pay period following December 31st for employees who are enrolled in the High Deductible Health Plan, the county will contribute to an employee's Health Savings Account. The amount deposited into this account is also determined each year as part of the budget planning process and is based upon the employee's job status and health insurance coverage level in effect on January 1st of that year. The amount the county deposits into an employee's HSA account is not adjusted during the calendar year for changes to the employee's job status or health insurance coverage levels.

- HSA - New employees: For new employees who enroll in the Consumer-Driven Health Plan after January 1st of the calendar year, the county will contribute a pro-rated amount to the employee's Health Savings Account for that calendar year.

- HSA - Part-Time Employees: For regular part-time employees who work at least an average of twenty (20) hours per week, the county will contribute to the employee's Health Savings Account an amount equal to sixty-five percent (65%) of the amount contributed on behalf of full-time employees.
- Specific details regarding Health Savings Account contribution amounts can be found on the Benefits Summary.
- HSA – Payroll Deduction: As allowed by law, the county agrees to allow employees to contribute, through payroll deduction, additional funds to their Health Savings Account, up to the amount allowed by the IRS.
- HSA - Hold Harmless: The county will be held harmless for any employee eligibility issues or tax consequences caused by outside insurance coverage, inappropriate withdrawals, payroll deductions in excess of the allowable limits, or other matters beyond the county's control that would interfere with an employee's Health Savings Account eligibility.

Leave of Absences: Employees on official leaves of absence without pay, with the exception of USERRA (Military Leave) which allows COBRA for twenty-four (24) months, may elect continuation for up to eighteen (18) months under COBRA, and must pay the full premium to the County Treasurer by the 25th of the month for the following month's coverage.

Pursuant to 2019 Wisconsin Act 19, Outagamie County will pay health insurance premiums for the surviving spouse and dependent children of a law enforcement officer who dies in the line of duty. This coverage may continue until a surviving spouse remarries or reaches the age of 65, or to a surviving child until they reach the age of 26.

Retirees: Early Wisconsin Retirement annuitants and enrolled spouses may remain in the group policy, provided the retiree pays the full premium to the County Treasurer by the 25th of the month for the following month's coverage. Once the retired annuitant becomes eligible for Medicare, Medicare Coverage Parts A & B must be applied for and will become primary payer, while the group plan pays second.

Terminations/Change in Status Resulting in Reduction of Hours: Under federal COBRA regulations, terminated employees (except for terminations due to gross misconduct) and employees with reduction of hours due to change in status into a non-benefit eligible position that are/were enrolled in a county health plan may elect to continue group coverage for up to eighteen (18) months by paying the County Treasurer the required premium by the twenty-fifth (25th) of the month for the following month's coverage.



HOLIDAYS

The county observes and allows time off with pay for various holidays across departments. Any additional holidays will be designated by the county for each calendar year. The Holiday Calendar can be found on MyOC.org/Department/Human Resources/Administrative Support/Holiday webpage.

If one of these holidays falls on a Sunday, it will be observed on the following Monday. If the holiday falls on a Saturday, it will be observed the preceding Friday. However, if Christmas Day

and New Year's Day fall on the weekend, the following Monday will be the observed holiday; and if December 24th or 31st fall on the weekend, the preceding Friday will be the observed holiday.

To be eligible for holiday pay, employees must either work the actual/observed holiday itself, or work the last regularly scheduled workday preceding the holiday and the first regularly scheduled workday following the holiday, unless the employee is on approved paid time off. When a holiday falls within a period of leave without pay, the employee will receive no holiday pay. When a designated holiday falls on an employee's scheduled day off, an additional day off will be substituted. A "regularly scheduled day" is based on the proration amount of the employee, with a maximum of eight (8) hours per holiday.

Employees assigned to those departments that work a 24 hours, seven (7) day a week schedule will follow the specific holiday practices and schedules currently in effect in those departments.

All regular full-time and benefit-eligible part-time employees shall receive their regular compensation for county-observed holidays, based on their proration factor. Employees normally scheduled to work more than their prorated holiday hours may use vacation, floating holiday, or comp time to make up for the difference unless the employee is already scheduled to work on that day. Non-Exempt/hourly employees required to work on a holiday will receive overtime pay of time and one half for all hours actually worked or given compensatory time off at a rate of time and one half for anything worked over 40 hours in the week, in addition to holiday pay. As always the use of compensatory time is to be scheduled at the mutual convenience of the employee and their supervisor and in accordance with the provisions of applicable law, but must be used within the year it was earned. Unless previously granted an exception, exempt employees who are required to work on a holiday will be eligible, based on the departments use of compensatory time, to earn compensatory time for all hours worked over 40 (Grades 100-165) or 45 (Grades 170 and over) in the week. This time must also be scheduled at the mutual convenience of the employee and their supervisor, but does not need to be used within the year it was earned. Departments that do not use compensatory time have the option to allow the employee to flex their schedule due to additional hours worked on the holiday, within the holiday week. Exempt employees are not eligible for overtime for time worked on holidays and not eligible for straight pay for hours paid over 40 in that week, unless previously granted an exception. For shift pay purposes, the holiday shall be defined to include those shifts which start on the actual holiday.

Floating holidays are paid leave not tied to any particular day (as are county observed holidays), and are available for use at a time mutually agreeable between the employee and their supervisor, and can be taken in increments no smaller than fifteen (15) minutes. Like county observed holidays, full-time employees receive credit for a full day's time, not to exceed eight (8) hours, and part-time benefit eligible employees will receive a pro-rated amount.

Floating holidays will be available for employee use upon hire and must be used within the calendar year granted with the following exception:

New employees hired prior to July 1 are eligible for floating holidays, and those hired on or after July 1 are not eligible for any floating holidays during that calendar year.

If an employee moves from one department, role or shift to another that has a different floating holiday schedule, any floating holidays they are eligible for will be based on the transfer date into the new role or status.

If they move to the new role prior to July 1st, they will acquire the floating holiday count for their new department, role or shift less any hours that they have already used. If they move July 1st or later, there is no change and they will keep the balance they had at the beginning of the year, less any floating holidays used.

Employees are not allowed to use floating holidays during the two weeks of notice to terminate or retire from employment. No pay-out of floating holidays will be made.

The total number of holidays (including observed and floating) that all employees receive annually is 12. A matrix of observed holidays and floating holidays by department/role/shift are listed on the intranet.



IDENTIFICATION CARDS

Outagamie County is committed to providing a safe and secure environment for its employees and those who visit Outagamie County. In order to maintain a safe and secure environment for employees and visitors, and to ensure the public that individuals providing services on behalf of the county are indeed county employees, all Outagamie County employees shall display an identification card while performing their job. This section will outline the responsibility, identification card information, requirements for wear, new employee process, and replacement and use of employee identification cards.

In most cases, the responsibility to issue identification cards to all Outagamie County employees lies with the Human Resources and Maintenance Departments, with Human Resources issuing the badge and Maintenance establishing security access.

There may be some off-site locations that print and administer their own badging process.

REQUIREMENTS FOR WEAR

All Outagamie County employees, County Board members, temporary contract workers, State employees assigned to the county location and county emergency personnel shall obtain an identification card. Volunteers may be given a department temporary card or individual card based on length of and type of assignment.

The identification card should be worn while performing duties as an Outagamie County employee, and must be used to swipe in and out of employee entrances and exits.

All Outagamie County employees (exceptions may be made by department heads due to safety or uniform requirements) should wear their identification card on the front of their person on their outermost garment.

Outagamie County will provide the cardholders. An employee may obtain their own cardholder.

Departments shall ensure that their employees are wearing the identification card.

Supervisors of volunteers or temporary contract employees should contact the Human Resources Department if a card needs to be issued for an individual.

NEW EMPLOYEE IDENTIFICATION CARD PROCESS

New employees will fill out an Outagamie County Employee Identification Card Information Sheet and will submit a headshot picture to be used for their badge, prior to their first day of hire.

Contract workers who are determined to need an individual identification card must fill out the Contractor Identification Card form located on the HR website and have it filled out and signed by a supervisor.

Badge information created for new employees is provided to the maintenance department, who will then establish facility access for designated departments.

REPLACEMENT AND USE

If an employee forgets their identification card, they may obtain a temporary department identification card to wear for that day. This should be obtained through the employee's department.

If an employee misplaces their identification badge, they may use the department temporary card for up to one week. The employee should immediately notify their supervisor or Maintenance so the security access can be disabled. If the employee has not located their card in one week, a new card must be obtained through Human Resources.

Upon termination, all employees shall surrender their identification card to their supervisor or Human Resources. All Supervisors shall collect Id badges as part of the termination checklist process. If an employee refuses to surrender the badge or does not have the badge the supervisor shall immediately contact Maintenance so the badge can be disabled.

Any employee who is found to have used their identification card for purposes other than for authorized Outagamie County business, or who allows another person to use their identification card for personal use, will be subject to the discipline process.

If an employee changes department or name, the supervisor or employee may contact the Human Resources Department for a new identification card.

If the identification card is broken, worn, or no longer works for security access, the employee should contact Maintenance for a replacement card.

BADGING IN/OUT OF THE BUILDING

All visitors MUST use the Main Visitor Entrance and be cleared through CJU security. Visitors must also exit through the public exit near the front door security.

All employees should utilize the Employee Only Entrances rather than the Main Visitor Entrance whenever possible. If an employee forgets their access card, they shall be required to enter at the visitor's entrance and go through security screening. Employees shall not let other employee in through the employee entrances.

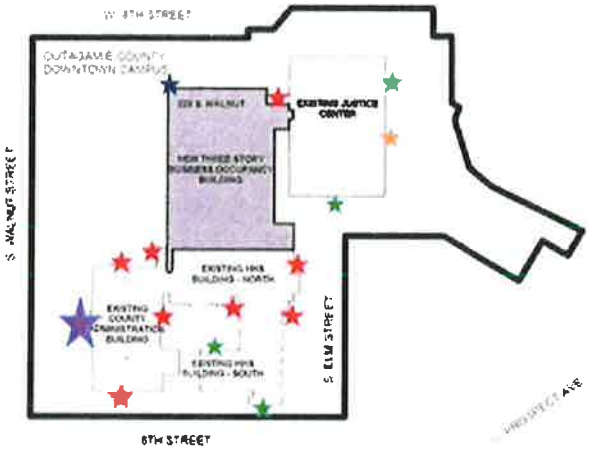
When using the Main Visitor Entrance employees will be screened just like the general public All employees MUST badge OUT of the building when exiting at the Employee Only Entrances (do not need to badge out of exits with green stars on the map) Employees should listen for the beep to ensure their badge was recorded. If a beep is not heard they should rescan their badge.

It is not necessary to close the door between entering/exiting employees, but each employee MUST badge in/out individually.

If you accidentally sound the alarm when exiting, please immediately badge out and the alarm will clear

All building entrances are monitored by video camera.

The CAB West Entrance onto the front lawn/plaza (large purple star on the map) is NOT available to employees or visitors to enter or exit, other than emergency evacuation.





INCLEMENT WEATHER

The safety of our employees is a priority for Outagamie County. We realize there are emergency situations caused by inclement weather. This inclement weather section outlines how the county will handle notification and pay of employees in such situations.

Inclement weather may make it impossible for employees to come to work, or it may require employees to leave work before the end of normal office hours. Employees may request that this time off be charged to unused vacation, leave without pay, or choose to "make-up" the lost time, consistent with flex, comp-time and Fair Labor Standards Act requirements. In addition, contrary to the unpaid leave policy, employees may use, leave without pay,, even if they have available vacation to use. All arrangements must be confirmed with department approval.

Note: Due to the nature of services provided at 24/7 facilities, employees at those locations are expected to make arrangements for safe and timely arrival for all scheduled shifts, wherever possible.

There are no provisions to close the county offices. However, it may be determined that it is appropriate to cancel or postpone work in a particular department because of inclement weather. If this determination is made, a general announcement will be made over the following radio stations: WPKR (99.5 FM), WIXX (101.1 FM), and WNCY (100.3 FM), WTAQ (1360 AM), WHBY (1150 AM), WNAM (1280 AM), and WAPL (105.7 FM).

Updates and announcements will be sent via e-mail and also included on the County Executive Facebook page.



JOB SHARING

Outagamie County, recognizing the importance of balance between work and family/life issues, supports the concept of job sharing. This section identifies the conditions under which job sharing will be approved and the process for approval.

CONDITIONS

Job sharing is not an entitlement. Management retains the right to approve, reject or cancel a job share request or agreement based on the business needs of the county.

Work quality, productivity and level of service cannot be compromised by the sharing of a position.

The value of the work performed must be shared on a relatively equal basis.

Cost (wages and benefits) to the county for a shared job must approximate the cost of the same position when not shared.

The hours of the job may not be expanded to gain a "forced advantage." For example, a 37½ hour position cannot be expanded to 40 hours in order for both to be eligible for benefits.

PROCESS

An employee requesting a job share arrangement should direct a written request to their immediate supervisor/manager.

A supervisor/manager initiating a job share request or in support of an employee request, should document their position relative to the request and route for review and approval by their immediate supervisor, department head and Human Resources.

Components of the job share agreement such as the division of hours, split of duties and other relevant terms will be documented for inclusion in the job share request.

Employees involved in a job share arrangement must sign a Job Share Agreement, which can be obtained from Human Resources.

In the event a job share request is denied, the requestor will be notified by their immediate supervisor of the decision and the reason(s) for that decision.

Copies of the request, all supporting documentation and the signed job share agreement will be maintained in each job share employee's personnel file.

Monitoring of the job sharing process at Outagamie County is the responsibility of the Department and the Human Resources Department.



LAYOFF AND RECALL

If Outagamie County determines that it must reduce employment because of adverse economic or other conditions, then layoffs and recall from layoffs will generally be conducted in a manner that is consistent with Outagamie County requirements and in accordance with the process described below.

Employees shall be laid off as determined by the county until the work force is reduced to the required number. Employees shall be rehired as determined by the county. The employee shall be notified in writing.

The county shall pay the county's share of the premium for Health, Dental, Long Term Disability and Life Insurance for the remainder of the month of layoff where the enrolled employee has not received pay for at least ten (10) regular workdays during the month of layoff, or the county shall pay the county's share of the premium for Health, Dental, Long Term Disability and Life Insurance for one additional month following the month of layoff where the enrolled employee has received pay for at least ten (10) regular workdays during the month of layoff.

Employees who continue on layoff after the county no longer pays the county's share of the premiums may exercise their COBRA rights by paying the full cost of the premium in advance by the twenty-fifth (25th) of the month for the following month's premium. Upon return from layoff, so long as the employee receives pay for at least ten (10) regular workdays during the month of return, the county shall reimburse to the employee the county's share of the Health, Dental, Long-Term Disability and Life Insurance premiums that the employee had previously paid for that month of return.



LIFE INSURANCE

Outagamie County provides group life insurance for full-time employees. All employees are eligible the 1st of the month following six (6) full months of continuous employment.

The cost of this coverage is paid for in full by the county and coverage is $50,000.

Within thirty-one (31) days of termination, the employee shall have the opportunity to elect conversion to a personal policy. Application can be obtained through the Human Resources Department.

In the event of an unpaid leave of absence or layoff, employees can elect up to twelve (12) months of continuation by paying the group rate premium to the county Treasurer by the 25th of the month for the following month's coverage.

If the unpaid leave is a medical leave, the county will pay the premium during the elimination period for the waiver of the life premium until the waiver of the life premium begins or until the waiver of life premium is denied.



LONG-TERM DISABILITY

All regular, full-time employees are eligible for long-term disability coverage. Premiums are fully paid by the county.

Coverage becomes effective the first of the month following three (3) full months of continuous employment of eligibility.

Provisions of the plan are contained in the plan booklet.

In the event an employee is on an unpaid leave of absence or layoff, they can elect up to three (3) months of continuation by paying the group premium to the Outagamie County Treasurer by the 25th of the month for the following month's coverage. If the unpaid leave is a medical leave, the county will pay for the six (6) month elimination period.



MEAL AND REST BREAKS

While lunch and rest breaks are not mandated by law, the county encourages departments to provide a break of at least 30 minutes at or near the usual meal period, whenever operationally possible.

Employees are eligible for a 15-30 minute unpaid meal break each day. If a non-exempt / hourly employee is required to work through a meal break, they will be paid for the meal period. Meal and rest breaks will be scheduled by the department supervisor or manager. It is not acceptable to skip a normally taken lunch break in order to shorten the workday.

As coverage needs allow, employees may also be able to take two paid personal breaks of fifteen (15) minutes throughout their workday. Such fifteen (15) minutes shall be computed from the time the employee leaves their work station until they return to said work station.

Employees under the age of 18 must be given a 30 minute unpaid, uninterrupted meal break if they have worked six hours or more.



MILITARY LEAVE

GENERAL INFORMATION

All Outagamie County employees who are serving, have served, or will serve in the uniformed services are covered under this policy, regardless of length of employment or part-time or full-time status. "Employee", however, does not include contracted staff, and may not include seasonal or temporary staff who worked for a brief, nonrecurring period where there is no reasonable expectation that the employment would have continued indefinitely or for a significant period.

"Service in the uniformed services" covers all categories of military training and service, including duty performed on a voluntary or involuntary basis, in time of peace or war, and includes a period of absence for an examination to determine the fitness of the employee to perform such duty, absence for the purpose of performing authorized funeral honors duty, as well as travel time to allow the employee to arrive at the duty station fit to perform the service and, depending on the duration of service, the amount of notice received, and the location of the service, additional time to rest or to arrange affairs and report to duty.

Uniformed services includes the U S Armed forces; Army National Guard and Air National Guard when engaged in Federal orders for active duty for training, inactive duty training, or full-time National Guard duty; the commissioned corps of the Public Health Service; any other category of persons designated by the President in time of war or national emergency; and service as an intermittent disaster response appointee of the National Disaster Medical System (NDMS) when federally activated or attending authorized training in support of their Federal mission.

PRIOR TO BEGINNING THE LEAVE

It is the employee's responsibility to inform Outagamie County in advance, whenever possible, of the intent to be off work for military leave. This notice can be verbal or written.

A copy of the military orders or a Leave and Earnings Statement (LES) is required by the county in order for the employee to take advantage of any military stipend pay and/or validate the right to claim the county's share of the Wisconsin Retirement System (WRS) contribution be made on their behalf upon reemployment.

Additional information regarding benefit coverage may be forwarded to the employee depending on the length of time the employee is expected to be off work.

DURING THE MILITARY LEAVE

During the period of uniformed services, the employee is considered on the employment status of "leave of absence" and is entitled to length of service-based benefits. Specifically, Outagamie County length of service-based benefits include:

Military stipend. The applicable Union contract, or Employee Handbook may provide for additional pay for a short period of time, if the military pay is less than the pay the employee would have received from the county for that same period of time. Proof of the amount of military pay received must be provided to Payroll in order to calculate any amount due.

Insurance coverage. County sponsored health, dental, life and long term disability insurance coverage will continue through the end of the month in which the employee is last paid prior to the start of the military leave of absence. Effective the first of the following month for military leaves expected to exceed 30 days, the employee is eligible to exercise their COBRA rights by paying the full premium for health and dental insurance for up to twenty-four (24) months.

If the employee returns to work with an absence of fewer than thirty-one (31) days, the premium amount paid for that COBRA continuation will be refunded to the employee. Also effective the first of the following month, the employee is eligible to continue the long term disability insurance coverage for up to three (3) months and life insurance coverage for up to twelve (12) months by paying the full premium.

Step increases and base salary increases. The length of time the employee is on military leave of absence will be credited towards any step increase(s) and/or base salary increase(s) he/she would have otherwise been awarded during that absence. Those adjustment(s) in the wage rate will be made following the employee's reemployment with Outagamie County.

Seniority. Where seniority exists in an applicable collective bargaining agreement, the length of time the employee is on military leave of absence will be credited towards seniority as though the employee was not absent.

During the period of uniformed services, the employee is considered on the employment status of "leave of absence" and is not entitled to non-length of service-based benefits. Specifically, Outagamie County non-length of service-based benefits include:

Holiday pay. Employees are required to be paid a certain number of scheduled day(s) prior to and following the fixed holiday(s) that are listed in the Employee Handbook in order to be paid the holiday pay.

Floating holiday pay. Employees who are awarded one (1) or more floating holiday(s) at the beginning of a calendar year are able to use that / those day(s) during military leave upon request and with approval of their supervisor. Note that floating holiday(s) do not carry over into a new calendar year. If the floating holiday(s) are not used prior to the end of a calendar year, they are lost and will not be reinstated.

Vacation allotment. Earning vacation time is tied to satisfying the definition of "full month of service". The definition of "full month of service" can be found in the Employee Handbook. For each full month of service an employee satisfies that definition, they earn one-twelfth (1/12th) of their allotment of vacation for use during the following anniversary year. Conversely, for those months when an employee does not satisfy that definition, they do not earn any vacation time. Any earned vacation hours not spent prior to or during an employee's military leave of absence will be held in trust pending the reemployment of that employee.

Sick leave accrual. Sick leave accrual is tied to the employee satisfying the definition of "full month of service". The definition of "full month of service" can be found in the Employee Handbook. For each full month of service an employee satisfies that definition, they earn one (1)

day of sick leave time available for use the first of the following month. "Day" is defined as the number of hours an employee normally works, with full-time status equating seven and one-half (7½) hours or eight (8) hours and part-time status equaling a prorated amount compared to full time status. Any earned sick leave not spent prior to an employee's military leave of absence will be held in trust pending the reemployment of that employee.

Wisconsin Retirement System (WRS) contributions. WRS is a contributory defined benefit plan with a vesting schedule as well as employer and employee required contributions. During a military leave of absence, no WRS contributions will be made to the employee's account. Additionally, no creditable service will be deemed unless a USERRA certification is completed. Adjustments may be made following the employee's reemployment.

GENERAL ELIGIBILITY REQUIREMENTS FOR REEMPLOYMENT.

To be considered for reemployment following their military service, the employee must have met all of the following conditions:

a) The employee must have given reasonable advance notice, most often at least thirty (30) days, to the county of their intent to leave work for military service. That notice can be either verbal or written, may be informal and is not required to follow a certain format. [Note: Submission of specific documents is, however, required for Wisconsin Retirement System (WRS) purposes.] In the event an employee is unable to provide advance notice because of, for example, the classified nature of the service, Department of Defense regulations allow an "appropriate officer" to give notice on the employee's behalf. [Note: Under Wisconsin law, an employee enlisted in the U S Armed Forces is not required to give their employer advance notice of the need for leave.]

b) The employee has been absent from work for Outagamie County because of their military service for a cumulative five (5) years or less in any combination of U S Armed Forces service and / or National Guard Federal duty. In addition, other military leaves may also not qualify in the five (5) year maximum (see USERRA 1002.103 for complete list). [Note: National Guard members who serve under State orders are allowed a cumulative maximum absence of up to four (4) years.] Regardless, it is the employee's responsibility to provide documentation as to the exact length of the cumulative military leave of absence, upon request of the county.

c) The employee returns to work or applies for reemployment, either verbally or in writing, in a timely manner.

An employee returning from U S Armed Forces duty or Federal National Guard duty must report to work or submit a timely application for reemployment depending upon the length of service as follows:

a) Period of Service less than thirty-one (31) days or for a period of any length for the purpose of a fitness examination. The employee must report to work no later than the beginning of the first full regularly scheduled work period on the first full calendar day following the completion of the period of service and the expiration of eight (8) hours after a period allowing for safe transportation from the place of that service to the employee's residence.

b) Period of service more than thirty (30) days but less than one hundred and eighty one (181) days. The employee must submit an application for reemployment, which can be written or verbal, not later than fourteen (14) days after completing service.

c) Period of service more than one hundred and eighty (180) days. The employee must submit an application for reemployment, which can be written or verbal, not later than ninety (90) days after completing service.

d) If, however, the employee is hospitalized for or convalescing from an illness or injury incurred in or aggravated during the performance of the service, they must report to or submit an application for reemployment at the end of the period necessary for recovery from the illness or injury. Absent extenuating circumstances, this period may not exceed two (2) years from the date of the completion of service.

e) The employee has not been separated from military service with a disqualifying discharge or under other than honorable conditions; is not absent from service without authority for more than three (3) months; is imprisoned in a civilian court; or was dismissed by court martial. [Note: the employee may be required to provide documentation to prove the condition(s) of the military separation.]

REEMPLOYMENT RIGHTS AND BENEFITS

Absent other circumstances and so long as the criteria listed in this policy have been met, the employee has the right to prompt reemployment. As an example, "prompt reemployment" is considered generally practicable by the next scheduled work day following National Guard duty; and within two (2) weeks of the employee's application for reemployment following several years of active duty in the U S Armed Services.

Generally speaking, the employee is entitled to reemployment in the position they would have attained with reasonable certainty if not for the military absence. This "escalator principle" takes into consideration such factors as the position the employee left, the employee's length of service, qualifications, and disability (if any). The reemployment position may be either the escalator position; the pre-service position; a position comparable to the escalator or pre-service position; or the nearest approximation to one of these positions, depending on the circumstances.

The employee may be required to take qualifications tests, become relicensed or recertified, or be retrained in order to assume such position. The course of action will be determined by Outagamie County on a case-by-case basis.

The county's obligation to grant the returning service member reemployment rights may result in adverse consequences and cause an employee to be laid off, or even terminated.

The wage rate paid to the employee on reemployment will take into account the escalator principle, and in combination with language found in an applicable collective bargaining agreement or Employee Handbook and employment practice(s), will result in the military leave of absence time being allowed to "credit" time towards a step increase(s) and/or longevity increase(s) that would have occurred with reasonable certainty if the employee had not been away in military service.

The time-in-grade toward any next step increase(s) and/or base salary increase(s) that were missed because of the employee's military leave of absence, will be determined and their rate of pay will be adjusted accordingly so that the rate of pay on reemployment will begin immediately upon the employee's reemployment.

A reemployed employee who belongs to a Union with seniority rights will be granted seniority credit equal to the military leave of absence time as though the employee had had no military leave of absence.

A reemployed employee who would otherwise be eligible for Federal or Wisconsin Family and Medical Leave (FML) but for the military leave of absence, will be credited with the number of hours of work they would have normally been scheduled to work during that military leave of absence, toward their eligibility requirements for the FML.

Upon reemployment, the employee must make a choice regarding catch-up contributions to the WRS. An employee can choose to make all, some or none of the employee required make-up contributions. Contributions can be made within a timeframe beginning with the date of reemployment and ending either three (3) times the period of military service or five (5) years, whichever is shortest. Be advised the degree to which the county's contribution to the employee's WRS account will be made is determined by the degree to which they make their own WRS contribution. However, any vested amount already in the employee's WRS account will not be affected by the decision whether to participate in making up the missed contribution(s).

Reinstatement of health, dental, life and long term disability insurance coverage is not subject to a waiting period, although service-related injuries or illnesses may create an exclusion of coverage. If there has been a lapse in coverage, the employee must complete enrollment applications within thirty (30) days of the date they returned to work. Reemployed employees are subject to the same insurance carrier(s) and plan(s) as those offered to all other Outagamie County employees.

Any sick leave or vacation balance(s) will be available to the reemployed employee without a waiting period, and future accruals will be subject to the satisfaction of the definition of "full month of service" provisions of the Employee Handbook. If the employee's anniversary date passed during their military leave of absence, they will be credited with one-twelfth (1/12th) of their vacation allotment earned prior to the beginning of the leave of absence for each of the months they satisfied the definition of "full month of service". Specific approval of a request(s) to use vacation time following reemployment is subject to the practices of the reemployed employee's department and the Employee Handbook language in effect at the time of the request.

If a reemployed employee whose most recent period of military service was:

a) between thirty-one (31) and one hundred and eighty (180) days, they must not be terminated without cause during the first one hundred and eighty (180) days following his/her date of reemployment; or
b) greater than one hundred and eight (180) days, they must not be terminated without cause during the first one (1) year following his/her date of reemployment.

DISCLAIMER

This information is published to provide a general overview and encourage a basic understanding of the interaction of the various military leave laws and the practices of Outagamie County. It is

not, however, intended to be an exclusive or all-inclusive document that will cover all parameters of all the various regulations that impact the employee and/or Outagamie County when an employee takes a military leave of absence. Management staff and employees are encouraged to contact Human Resources for additional information or to obtain answers to questions or concerns that may arise.



OFF DUTY CONDUCT

Generally, employees are held accountable for their actions and behaviors while working. However, as a public organization providing services to our community, there are certain instances where employees may be held accountable for actions or behaviors while off-duty, as well.

FIRST AMENDMENT RIGHTS

The content of free speech (both online and offline) covered under the First Amendment by an employee is not restricted but for a narrow category. Employee protections under the First Amendment apply in most but not all circumstances. First, speech is only protected by the First Amendment when you are speaking as a private citizen. If their speech is part of their official job duties, then the employee may be disciplined including up to termination. Second, even if an employee is speaking as a private citizen you can be disciplined by your employer for certain conduct. If you are speaking as a private citizen on a matter of public concern, the First Amendment will *not* protect your speech. If you are speaking on a matter of public concern, the First Amendment will not protect your speech if your right to speak freely is outweighed by the County's interest in efficiently fulfilling its public services. This determination can consider factors such as whether the speech could interfere with the performance of the employee's duties, the nature of the relationship between the speaker and those toward which the speech was directed, and whether the speech could create a hostile work environment.

OTHER OFF DUTY CONDUCT

Employees who engage in certain conduct while off duty may also be subject to discipline if substantially related to the County's interests. Whether or not an action or behavior is substantially related is determined on a case by case basis. Employees may be disciplined, suspended or potentially terminated if they engage in any of the following:

1) Illegal Conduct, regardless of whether the conduct results in arrest or conviction, which substantially relates to the job duties of the position held by the employee, or the interests of the County.

2) The use or possession of illegal drugs, including prescription drugs which have not been prescribed to the employee, and where the use and/or possession bears a substantial relationship to the job duties of the employee or the interests of the County.

3) Harassment of any person, where such harassment creates a negative effect on the work environment for an employee of the County, a vendor who provides services for the County, a client of the County, or any individual who has a substantial relationship with Outagamie County such that the harassment creates a hostile environment.



OVERTIME

When required by the needs of the business or by County policy or contract, employees may be required to work or get paid for overtime. Overtime is generally due to working hours in excess of 40 hours in a workweek for most county employees with various exceptions that follow in this section or appendix. Unless noted elsewhere, non-exempt employees, will be paid time for overtime at one and one-half their regular rate of pay for all hours worked over 40 hours in a work week. For the purposes of computing overtime, all authorized paid leaves of absence are considered time worked. All overtime must be approved in advance by a supervisor or manager.

Sheriff's Department: Overtime in certain Sheriff's Department areas are determined by Section 7(k). Section 7(k) of the Fair Labor Standards Act provides that employees engaged in law enforcement may be paid overtime on a "work period" basis. A "work period" may be from seven (7) consecutive days to 28 consecutive days in length. For work periods of at least 7 but less than 28 days, overtime pay is required when the number of hours worked exceeds the number of hours that bears the same relationship to 171 as the number of days in the work period bears to 28. For example, law enforcement personnel must receive overtime after 86 hours worked during a 14-day work period.

Eligibility for overtime compensation is determined by individual department and in accordance with the Fair Labor Standards Act as noted below.

- Non-exempt employees are eligible for overtime pay at the rate of time and one-half for all hours worked in excess of forty (40) in a given work week. Where applicable within the department, compensatory time may also be used, also at a rate of time and one-half.
- Exempt employees are not eligible for overtime. Unless previously granted an exception, exempt employees are only eligible to earn compensatory time, if the department allows, for hours worked over 40 in a week for Grades 100-165 or over 45 hours in a week for Grades 170 and over.
- Brewster Village: As determined by the Fair Labor Standards Act, all applicable seven day a week health care and maintenance staff will earn overtime over 8 hours in a day and over 80 in a two week period. All other Brewster Village staff will earn overtime over 40 hours in a workweek.
- Sheriff Department staff exceptions when paid overtime or different than general categories:
    - Correctional Officer - Over 171 hours in a 28 day cycle or outside of their normal schedule. Part- time staff will only earn over 171 hours in a 28 day cycle.
    - Operations Assistant - For 5/2 and 5/3 shift staff, over 40 hours in a work week or outside of their normal schedule.

- Telecommunicator - For 5/2 and 5/3 shift staff, over 40 hours in a work week or outside of their normal schedule. Part-time staff will only earn over 40 hours in a one week period.
- Records Specialist - Over 40 hours in a work week. Telecommunications Supervisor - Over 40 hours in a work week.
- Staff Sergeant - Earn comp time at straight-time regular rate but are paid overtime on any hours worked outside of their normal schedule.

- Highway (with the exception of eligible Recycling and Solid Waste department employees) - Earn overtime over 10 hours in a day and/or 40 hours in a workweek and for all hours on Sunday. Recycling and Solid Waste department eligible employees only earn overtime over 40 hours in a workweek.

For Brewster Village employees, holidays, vacations, sick leave, and bereavement leave shall be considered time worked for the purpose of overtime, provided, however, that employees on a seven (7) day per week schedule shall not have the hours of holiday pay (8) considered as time worked for the purpose of computing overtime, unless such holiday falls on a scheduled workday and the employee is given the day off as holiday off time. Employees who work a double shift at the direction of the county shall receive eight (8) hours pay at the straight-time rate for the first shift and eight (8) hours overtime pay (time and one-half) for the second shift and may be provided with a meal during the second shift at no cost to the employee.



PAID ADMINISTRATIVE LEAVE

Administrative leave occurs when an employee must temporarily leave their position and work duties for a certain time period. Administrative leave differs from a leave of absence because a leave of absence is an authorized absence from work for an extended time period and granted due to dispensary reasons. Any paid administrative leave must be approved by Human Resources and the Department Head prior to communicating to the employee or entering a personal action.



PARKING

Designated employee parking spaces are required for each county facility to ensure ample parking for all employees.

Maintenance Department issued parking permits are required for all workers (County/State employees, and contract workers) based at the Outagamie County Government Center and parking on county-controlled lots within the Outagamie County Government Center. Although all reasonable attempts shall be made to afford free parking to employees, such a benefit is not guaranteed.

For employees who move to the Outagamie County Government Center from an outlying campus (Highway/Solid Waste, Airport, UW Extension/Ag/Brewster), the employee must complete and submit a parking permit request form to the Maintenance Department. The permit will be issued and sent to the employee via interoffice mail.



PAY REMITTANCE AND DEDUCTIONS

Pay can be viewed via self-service functionality in the Human Resources-Payroll system. If a pay day falls on a federal holiday, employees will receive their pay on the preceding workday. Pay is directly deposited into the employee's checking and/or savings accounts. Direct deposit is mandatory for all employees.

The following deductions are mandatory and are made each pay period, unless exempt by law:

a) Federal Withholding Tax
b) Social Security
c) State Withholding Tax
d) Wisconsin Retirement Plan

Various deductions may be made from the employee's pay when so authorized by the employee. Noted below are a few examples:

a) Deferred Compensation
b) Insurances
c) Flexible Spending
d) Health Savings Account

Circumstances in Which Outagamie County May Make Reductions from Pay for Exempt/Salary Employees: Reductions in pay are permissible when an exempt employee is: absent from work for a partial day or one or more full days for personal reasons other than sickness or disability and/or for absences of a partial day or one or more full days due to sickness or disability, if the reduction is made in accordance with a bona fide plan, policy, or practice of providing compensation for salary lost due to illness, to offset amounts received as jury or witness fees or for military pay; or for unpaid disciplinary suspensions of one or more full days imposed in good faith for workplace conduct rule infractions.

Also, Outagamie County is not required to pay the full salary in the initial or termination week of employment for penalties imposed in good faith for infractions of safety rules of major significance or for weeks in which an exempt employee takes unpaid leave under the Family and Medical Leave Act. In these circumstances, either partial-day or full-day reductions may be made.

Outagamie County Policy for Employees Paid on a Salary Basis: It is Outagamie County's policy to comply with the salary basis requirements of the Fair Labor Standards Act. Except as noted, any county official is prohibited from making any improper reduction from the salary of exempt employees. Outagamie County wants its exempt employees to be aware of this policy and to know that Outagamie County does not allow reductions that violate the Fair Labor Standards Act.

What to Do If an Improper Reduction Occurs: If an employee believes an improper reduction has been made from their salary, the employee should immediately report this to their supervisor or the Human Resources Director. Reports of improper reductions will be promptly investigated. If it is determined that any improper reduction has occurred, the employee will be promptly reimbursed for any improper reduction. The provisions of this section apply to Fair Labor Standards Act exempt employees and are in accordance with the county's policy of ensuring public accountability of its employees.



PERFORMANCE EVALUATIONS AND SALARY ADMINISTRATION

The purpose of the annual performance evaluation is to assess an employee's work effectiveness and to discuss good performance while also identifying areas for development. Performance evaluations are considered in decisions affecting placement, salary advancement, overtime assignments, promotions, demotions, termination, order of layoff, reemployment, and training. Acknowledgement of the performance evaluation discussion must be completed in Tyler-Munis before a personnel action for the resulting step increase is submitted. No step increase will occur until the evaluation discussion has occurred. Performance evaluation are not required for Casual Call employees, as they are not eligible for step increases.

Human Resources is responsible for the overall administration of the employee performance evaluation and salary administration processes and takes an active role in advising and assisting employees, supervisors, and department heads to ensure that performance evaluation processes are handled according to the provisions of the program and result in meaningful discussions for the employee.

The purpose of salary administration is to fairly allocate each position in the county to a wage grade in such a manner as to maintain equity between positions, balancing such job duties/factors as education required, impact of errors, and supervision exercised. It also sets initial hiring rates and salary ranges, as well as promotion guidelines, and sets standards and processes for performance evaluations and step increases.

The Human Resources Director can recommend necessary amendments in the compensation program to the County Executive and County Board's Legislative Audit / Human Resources Committee.

The County Executive may seek the input of the various committees, commissions, and boards, as needed in the evaluation process.

New employees will normally be hired at the lower end of the pay grade established for their position. However, a new employee's starting wage may be at a higher step of their pay grade if warranted by such reasons as exceptional qualifications or competitive market conditions. Discussion with the Human Resources Recruiter and approval of the department head and the Human Resources Director is required before a starting salary above the pay grade minimum may be offered to a new hire.

At twelve month intervals following the employee's date of hire, reclassification, or promotion, the employee will be eligible to advance to the next highest step within the employee's pay grade.

Regular part-time employees in the Sheriff's Office (in positions formerly a part of the OCJCA employee group) will be eligible for step increases as long as their proration is 20 or more hours per week after 12 months. Conversely, in the Sheriff's Office, full time employees who take a part time position that is less than 20 hours per week will be frozen at their current step and will not be eligible for step increases while in that part time status.

At twelve month intervals following the employee's date of hire, reclassification, or promotion; both the employee and the employee's manager/supervisor will complete a comprehensive evaluation of the employee's performance for the previous twelve months and will establish goals or areas of focus for the coming year. For all employees, the manager/supervisor will then finalize the evaluation by determining approval, denial, or delay of step increases performance or other wage schedule requirements.

The Step Program is dependent on budget conditions and may be put on hold by approval of the County Executive and County Board.

Other than in the case of annual step progression within the Deputy Sheriff's Association, advancement in the pay grade is predicated on the employee meeting the key expectations of their position and as defined by the job description, as well as the standard county evaluation categories outlined in the evaluation form. Step increases shall occur at the beginning of the pay period following the employee's date of hire or adjusted date of hire.

In cases of poor performance, the department head or County Executive may, after conferring with the Human Resources Director, withhold or delay a scheduled general base salary adjustment for an employee. These actions apply to those situations where the employee's job performance is unsuitable for the employee's step position within their pay grade. Disagreement with the performance evaluation is not grievable under the Employee Complaint process.

An employee promoted or reclassified to a position in a higher pay grade will be put at that step in their new pay grade which typically provides for an increase of between 3% and 10%. Any promotional or reclassification increases of more than 5% of the employee's current wage will require approval from Human Resources before offering the position. Promotional or reclassification increases of more than 10% may only be given if needed to bring the employee up to the Minimum Step of the employee's new pay grade.

An employee who is promoted, demoted, or reclassified to a position in a lower pay grade may be paid at any step in their new pay grade as recommended by Human Resources and approved by the County Executive. All step increases will become effective on the first pay period following the anniversary date of that event.

Upon the recommendation of Human Resources, the County Executive may authorize specific salary adjustments due to extraordinary circumstances, subject to availability of appropriated funds. The Legislative Audit / Human Resources Committee will be notified of all such salary adjustments.

In order to reflect necessary increases in the minimum and maximum rates appropriate for each job, the salary structure recommended will be reviewed and updated annually as part of the annual budget process.

In a situation where the assignment or scheduling of work requires an employee to perform in a higher level classification (higher pay grade or pay range), a temporary pay rate may be

established for the period of that assignment or work schedule. This action requires the recommendation of the department head, as well as the approval of the Human Resources Director or the County Executive. This practice will not be applied to vacation replacement.



PERSONAL APPEARANCE

Outagamie County allows departments and their employees the flexibility to "**Dress for Your Day**." The "Dress For Your Day" policy is intended to be relaxed when you have a workday that does not include meetings with clients, vendors or business associates. The expectation is that employees will wear clothing appropriate for the nature of our business and the type of work performed. It gives employees the flexibility to dress in a way that adheres to their schedule for that day. If you are at a client, training/conference, recruitment activity, or other professional circumstances, employees must dress in business attire.

At the discretion of the Department Head, an employee not otherwise required to wear a uniform may wear casual, yet appropriate, work attire (including wearing denim jeans) on days when the employee has no obligations to interact in-person with clients, visitors, customers, vendors, and/or the public. Department Heads may determine what positions or duties constitute an employee's ability to wear casual work attire. Even though the dress code is casual, it is important to project a professional image to our customers, visitors, and co-workers, consistent with the environment in which an employee works. All employees are expected to dress in a manner consistent with good hygiene, safety, and good taste.

Supervisors should communicate any department-specific workplace attire and grooming guidelines to staff members during new-hire orientation and evaluation periods. Not adhering to this policy may result in disciplinary action or the removal of the "Dress for Your Day" option.

Below are some guidelines to help employees differentiate what is appropriate. Any questions about the department's specific guidelines for attire should be discussed with a supervisor.

APPROPRIATE FOR CASUAL DAYS	APPROPRIATE FOR BUSINESS DAYS	INAPPROPRIATE
• PANTS: leggings under a dress or long shirt, (the length of the shirt should reach the person's fingertips when arm is facing downward), jeans (must be clean and free of rips, tears and fraying; may not be excessively tight or revealing). • SHIRTS: denim or flannel shirts, non-hooded plain sweatshirts. • SHOES: dress sandals or open toe shoes. ***Note:*** *Casual attire may be further defined by departments based on*	• PANTS: dress slacks, khakis or corduroys, business suit. • SHIRTS: blazers/sport coats, collared knit or golf shirts, oxford shirts, County logo wear, short-sleeve blouses or shirts, sweaters • SHOES: Closed toe dress shoes such as loafers, flats, deck shoes, and dress boots. ***Note:*** *Business attire may be further defined by departments based on*	• PANTS: jeans that are frayed, damaged, washed-out, dingy or dirty with holes, shorts/skorts, yoga/exercise pants, sweat pants and form-fitting leggings. • SHIRTS: t-shirts, tank tops, halter tops, tops with spaghetti straps, shirts with lettering or logos larger than 4"x4", hooded sweatshirts, off-the-shoulder tops, low-cut/sheer blouses/shirts or shirts that bare the midriff, sports attire (unless communicated otherwise by Human Resources or the County Executive Office), beachwear.

the expected dress for specific work related activities.	*the expected dress for specific work related activities.*	• SHOES: Thong sandals, flip flops, athletic shoes, tennis shoes, croc-like shoes.

CLOTHING ALLOWANCES

Plamann Park, Maintenance and Custodial employees who are required to wear uniforms will be provided with the following initial allotment:

- 2 summer shirts
- 2 summer pants
- 2 winter shirts
- 2 winter pants
- 1 summer jacket
- 1 summer cap
- 1 winter jacket
- 1 winter cap

The county will pay fifty percent (50%) of the replacement cost of such uniforms, up to a maximum of one hundred dollars ($100.00) per employee per calendar year. Employees shall submit receipts for such replacement cost of uniforms two times per year, no later than the work day immediately prior to July 1 and January 1. The county will pay for and provide any identification patches required to be placed on the uniforms.

Appleton Airport will provide the necessary uniforms to any employee whose job duties require such attire. Uniform attire and annual allowances may differ based on position and department needs. Details available from Airport leadership.

Highway and Recycling / Solid Waste Employees: The county agrees to provide, at such employee's option, either a pants and shirt or coveralls, to an employee classified as a mechanic to be used by such employee when that employee is performing mechanic's work, and to an employee who is assigned as the gasman. Employees will be provided with a hard hat, vest, goggles, and fuel cards, which will be their responsibility to replace if they are lost or stolen, provided that if there is clear evidence of forced entry, the employee will not have the responsibility to replace the item. These items will be inventoried on an annual basis. The county shall make disposable coveralls available to employees as set forth below. The Employee shall reimburse the county for its cost of such coveralls, except those employees who are required to change oil will receive two (2) pair of disposable coveralls per year, free of charge. The Employer agrees to provide employees normally assigned to perform body shop work during the year and the one employee normally assigned to perform welding during the year with each employee's option of either pants and a shirt or coveralls, to be used by these employees when they are performing body shop work or welding.

The amount and administration of the clothing allowance for uniformed Sheriff's Office staff will be made in accordance with existing policies, with a summary of current policies provided below:

• Sheriff, Chief Deputy, Commander, Corrections Administrator, Captains, Jail Lieutenants, Telecommunications Supervisor and Communications Shift Supervisor shall receive a $275 initial allowance and an annual $275 allowance.

• Patrol Lieutenants shall receive a $375 initial allowance and an annual $375 allowance.

• Operations Assistants and Telecommunicators will receive an initial $275 allowance and then an annual $250 allowance after that. The Sheriff's Office Mechanic is required wear safety shoes and is responsible for purchasing and wearing safety shoes/boots to comply with the County's Personal Protective Equipment policy and is eligible to receive an annual (per calendar year) reimbursement up to $40 for purchase of safety shoes, with presentation of proper receipt to your supervisor. The Sheriff's Office Mechanic will be reimbursed for tools purchased up to $250.00 per year, payable upon the submission of a receipt substantiating the purchase.

• All employees paid during the pay period in January each year when the clothing allowance has been disbursed (typically the 2nd payday in January), will be paid the full annual rate for clothing allowance for that year. As an example: if you were hired in Feb or Dec of 2017, you will receive your clothing allowance as a new employee in Feb or Dec of 2017 and in January of 2018 you will receive the 2018 annual clothing allowance. The only exceptions are for new employees hired Jan 1 through the pay period of the uniform allowance, as they will receive just their initial hiring allowance; whereas those not leaving in good standing during that disbursement pay period will not receive the allowance. All uniformed Sheriff's Office staff, including part-time, shall receive a clothing allowance on the above basis, excluding the Administrative Supervisor, Systems Analysts, Staff Accountant and Records Specialists.

All uniformed Sheriff's Office staff, including part-time, shall receive a clothing allowance on the above basis, excluding Operations Assistants, Process Servers, and Health Records Specialists.

Any questions or complaints regarding the appropriateness of attire should be directed to your department head or the Human Resources Department.



PET POLICY & SERVICE ANIMALS

Outagamie County prohibits employees from bringing a pet to work or having a pet in Outagamie County controlled buildings and premises, with the exception of service dogs for a person with disabilities or in the case of certified therapy dogs/cats for specific departments or as part of the K-9 unit in the Sheriff's Department. Animals other than service dogs or certified therapy dogs/cats are not allowed at work or in any Outagamie County controlled buildings.

SERVICE ANIMALS

According to the Americans with Disabilities Act (ADA), a service animal is defined as "any animal individually trained to work or perform tasks for the benefit of an individual with a disability, including, but not limited to, guiding individuals with impaired vision, alerting individuals to an impending seizure or protecting individuals during one, and alerting individuals who are hearing impaired to intruders, or pulling a wheelchair and fetching dropped items."

A person with a disability uses a service animal as an auxiliary aid. In compliance with the ADA, service animals are welcome in all buildings on company property and may attend any class, meeting or other event. There may be an exception to certain areas.

Employees requesting accommodation for a disability that includes a service animal or service animal in training, must be registered with the Risk Management Administrator.

REQUIREMENTS OF SERVICE DOGS OR CERTIFIED THERAPY DOGS/CATS AND THEIR OWNERS:

- All animals need to be immunized against rabies and other diseases common to that type of animal. All vaccinations must be current.
- Animals must wear a rabies vaccination tag.
- All service dogs and certified therapy dogs/cats must be licensed per state law.
- Service dogs and certified therapy dogs/cats must wear an owner identification tag (which includes the name and phone number of the owner) at all times.
- Service dogs in training, must wear the designated service animal vest throughout their training period.
- Animals must be in good health.
- Dogs must be on a leash, harness or other type of restraint at all times, unless the owner/partner is unable to retain an animal on leash due to a disability.
- The owner must be in full control of the animal at all times. The care and supervision of the animal is solely the responsibility of the owner/partner.
- The owner/partner must provide the HR department staff with information as to how the service dog accommodates for the individual's disability.

Reasonable behavior is expected from service dogs while on company property. The owners of disruptive and aggressive service dogs or certified therapy dogs/cats may be asked to remove them from Outagamie County facilities. If the improper behavior happens repeatedly, the owner may be told not to bring the service/therapy animal into any facility until the owner takes significant steps to mitigate the behavior.

Cleanliness of the dog/cat is mandatory. Consideration of others must be taken into account when providing maintenance and hygiene of animals. The owner/partner is expected to clean and dispose of all animal waste.

Animal owners are responsible for any injury, death or damage caused by their animal.



POSITION CLASSIFICATION

Position classification is the process used to allocate a position's defined duties and responsibilities to a job standard. The position classification process involves the department, Human Resources, and at times an external market analysis, reviewing the duties and responsibilities assigned to a position and determining the appropriate classification for the position.

In order to determine eligibility for benefits and overtime status and to ensure compliance with federal and state laws and regulations, Outagamie County follows Fair Labor Standards and classifies its employees as shown below. Outagamie County may review or change employee classifications at any time.

Exempt: Exempt employees are paid on a salaried basis and are not eligible to receive overtime pay, based on criteria established by the Fair Labor Standards. Some exceptions may apply by county policy.

Non-Exempt: Non-exempt employees are paid on an hourly basis and are eligible to receive overtime pay for overtime hours, based on criteria established by the Fair Labor Standard or county policy.

Full-Time Regular Employee: Works a regular schedule of 37.5 or 40 hours per week or meets the hours requirements of Section 7(k) of the Fair Labor Standards Act (FLSA).

Part-Time Regular Employee: Works a regular schedule that is, on average, less than 37.5 hours per week, with the exception of Section 7(k) for Sheriff Department employees. Part-time employees, on a pro-rated basis, are entitled to the same benefits as full-time employees, with the exception of Life Insurance and Long Term Disability Insurance, provided they are hired at or averaged at least 20 hours per week for the 12 months preceding their anniversary date. Under federal laws, part-time employees are treated the same as full-time employees under the Fair Labor Standard Act concerning minimum wage and overtime pay.

Job Share Employee: Job sharing means that two (or more) workers share the duties of one full-time job, each working part-time. Employees involved in a job share arrangement must sign a Job Share Agreement.

See the Job Share section of handbook for additional details.

Casual-Call Employee: One who is hired to satisfy or meet the needs of a department which are cyclical and recurring in nature. They may have a regular/consistent, infrequent, or variable schedule and may work as needed throughout the year but they may not work more than 960 hours in a 12- month period. A department may hire casual call employees for approved positions on their Table of Organization as their budget allows in order to meet the needs of the department. If an employee is anticipated to work beyond 960 hours within a 12-month period, the supervisor should speak with Human Resources to determine whether the status of the employee should be changed.

Temporary Employee: A direct hire temporary employee is an hourly appointment used to fill a classified job title in the county. A temporary employee is one who will be with the county for less than a year and one who has a specific expiration date. Temporary employees are eligible to earn leave and are covered by Social Security and unemployment compensation but do not receive any other fringe benefits.

Seasonal Employee: Any employee who works one hundred twenty days a year or less for the county. These days need not be consecutive. The work being provided does not fulfill a classified job title in the Table of Organization. For example, if an employee works for the months of January, July, and October. then the employee is a seasonal employee.

Intern: A student who works, sometimes without pay, at a trade or occupation in order to gain practical work experience as part of an academic requirement. Internships will most often be viewed as employment, unless described below, relating to other academic compensation. Interns who qualify as employees typically must be paid at least the minimum wage and overtime compensation for hours worked over 40 in a work week. There are some circumstances under which individuals who participate in internships or training programs may do so without compensation. This may apply to interns who receive training for their own educational benefit, if the training meets certain criteria. The determination of whether an internship or training

program meets this exclusion depends upon all of the facts and circumstances of each such program.

Contract Workers: Typically hired to cover for absent employees (such as those who are on medical or disability leave) and temporary vacancies or to fill gaps in a county's workforce. Contract workers are typically hired through a temporary staffing agency -- in which case the temp is on lease with the staffing county but not an employee of the county. Contract workers may be contracted to perform work in a range of industries, such as system support, labor, education, information technology, and healthcare. Some temporary jobs may lead to regular employment where appropriate. More often, however, departments procure contracted staff for a specific business purpose while avoiding the cost of hiring regular employees.

Contract workers may work full or part-time but are not eligible for county benefits. Any benefits a worker may be eligible for would be provided by the contracting agency, where applicable. The maximum contract assignment for any temporary contract worker is twelve (12) calendar months. Any assignment needed beyond twelve (12) months must be approved by Human Resources.

Note: Contract workers are not considered benefit eligible employees of Outagamie County and would not fall into the category of Employee as it pertains to this Employee Handbook.

Throughout one's employment with the county, an employee's status may change, whether by voluntary or involuntary means. They may be granted a promotion, make a lateral transfer, get laid off, terminate the employment relationship, or become part or full-time. Since changes such as address and marital status are quite straight forward, they will not be discussed here. Instead, following is an explanation of the usual types of changes that may occur.

Temporary to Regular Status: A temporary employee is one who occupies a temporary slot on the Table of Organization, holds a position of limited duration for a specified period of time, or is hired to perform a specific project. A regular employee is one who occupies a regular slot on the Table of Organization and is expected to remain employed by Outagamie County so long as the work is required and the individual performs in a satisfactory manner. Temporary and regular employees may be either part-time or full-time. A temporary employee who, through continuous employment, obtains regular status in the same job classification in the same department, will have their date of employment for the purpose of determining wage rate and date of hire, vacation eligibility, and sick leave accrual established as of their date of employment as a temporary employee.

Promotion: A promoted employee is one who accepts a job assignment in a higher classification with a higher pay range. Upon moving to this new position, the employee will receive an adjusted date of hire.

Demotion: A demoted employee is one who is assigned, either voluntarily or involuntarily, to a job in a lower classification with a lower pay range. Whether the employee receives an immediate decrease in salary is determined by the circumstances at the time of the demotion and the spread of the new salary range. Demotions may be made in lieu of layoff, may be used as a disciplinary measure, or can be voluntary. Demotions must be approved in advance by the Human Resources Director. Upon moving to this new position, the employee will receive an adjusted date of hire.

Reclassification: Reclassification is the reassignment of a position from one class to another to recognize a change in the duties and responsibilities of a position or to correct a misclassification in the original assignment. Reclassifications must be approved by the Legislative Audit / Human Resources Committee and County Board. Upon moving to this new position, the employee will receive an adjusted date of hire.

Full-Time / Part-Time: In response to changing business needs or priority, the time allotted to a particular job may change from part-time to full-time, or vice versa. In those cases where a part-time position is expanding to fill full-time hours, or where a full-time position is reducing to part-time, the posting process is not normally followed. Instead, the employee who has the part-time or full-time position expands or reduces his/her hours. Occasionally, when the situation warrants, job sharing one full-time position may be allowed.

Lateral Transfer: When necessary, Outagamie County may change an employee or group of employees from one job to another within the same pay grade. When an employee is transferred to a position in the same pay grade, they will not receive an adjustment in pay nor an adjusted date of hire.

An employee in good standing may also request to transfer to another comparable vacant position for which they are qualified. Requests for such voluntary transfer should be made to Human Resources and requires the approval of the employee's department head.

Termination: This is a term used to refer to the removal of an employee from the payroll for voluntary or involuntary reasons including dismissal, resignation, retirement, or death.

Layoff: A layoff is the involuntary separation of an employee due to lack of work, lack of funds, the abolishment of a position, or other reason. Layoff plans must be approved by the Human Resources Director before they are implemented. No regular employee will be laid off while there are temporary workers serving in the same classification in the same department. Layoffs are based on job performance and seniority. Regular employees will receive at least ten (10) business days' notice prior to layoff, and each laid-off employee will be notified of all of their rights, including reinstatement eligibility and benefits. Laid-off employees will be held in a layoff pool for a period of time equal to their length of service but no longer than one year. Employees in the layoff pool have a priority for reinstatement when a vacancy occurs for which they are qualified. A laid-off employee loses their reinstatement rights if they do not return to work within ten (10) calendar days after notification. This does not apply to sunset or grant positions.



PROPERTY INSPECTION

The county provides desks, filing cabinets, lockers and/or other storage devices, electronic or otherwise, for employee's convenient safekeeping of work materials and personal items. The storage devices remain the property of the county, and the county makes no assurance of an expectation of privacy regarding the contents thereof. Further, the county reserves the right to inspect any and all such storage containers or devices at any time and may inspect personal property on county premises where reasonable suspicion exists that the container or device may

contain stolen items, firearms, drugs, alcohol, or other contraband. Further, county information in or on personal containers or devices may be accessed, if necessary, by the county.



RECRUITMENT

The standard of the county is to recruit and select the most qualified persons for county positions. Recruitment and selection is conducted in compliance with all applicable laws. Whenever possible, vacancies are filled from current county employees, providing they meet qualification standards and are the most qualified candidate. The filling of Union positions is done in accordance with the applicable bargaining agreement. Recruitment is the responsibility of the Human Resources Department, who works in conjunction with the department in need of staff.

This section sets forth general process guidelines to be used by Outagamie County management personnel relative to the employment function. It is understood that adjustments to this process may be made as dictated by special circumstances. The following process will be the recognized process for employment functions at Outagamie County.

JOB OPENING

Open positions are either identified by a vacancy created or upon approval for an additional position by the County Executive and Board of Supervisors. Positions being requested from the Not Posted list will require approval from the HR Director or their designee.

The hiring manager will complete a requisition request form in the applicant tracking system for submission to Human Resources.

Human Resources will verify the opening against the Table of Organization (TO).

The HR Recruiter, in conjunction with the hiring manager, will review the position job description and update as required.

POSTING

Except as noted below for internal department/division promotions or transfers, the position will be posted for a minimum of five days (excluding holidays and weekends).

- Human Resources will develop the posting using the duties and requirements found in the job description/class spec and review the posting with the hiring manager.
- Postings will be on the Current Openings sections of the Outagamie County intranet site and internet sites. In addition to the official posting sites, Human Resources and the hiring manager may identify other industry and recruitment sites where the position will be posted.
- Postings will remain on the official posting sites until the position has been filled or a suitable amount of applications have been received.
- Once a position has been posted, the hiring manager(s) can view applicant data within the applicant tracking system and determine next steps within the system.

Internal Department/Division Promotions or Transfers Only – Hiring Managers are allowed to fill open positions in their department without posting the job for the minimum five (5) day requirement, if they fill it with an active employee from the same department and division.

To hire someone internally from within their department and division, the hiring manager must complete a requisition request in NeoGov and the departmental employee must complete the inter-department application in NeoGov. Once the application has been completed the hiring manager can then move the applicant to hire in NeoGov to begin the hiring process. While this approach may help departments fill vacancies more rapidly, hiring managers must still select the best candidate for the job based on skills, education, and performance factors reflected in satisfactory performance evaluations.

If a department or division wants to hire someone from another department or division, they must post the job internally for five (5) days at minimum, following the procedures outlined above.

RECRUITMENT/SOURCING

Methods and timing of external recruitment will be determined by Human Resources and the hiring manager on a case-by-case basis.

Advertising should be coordinated through and tracked by the Human Resources Department. Advertising costs may be charged back to the department.

APPLICANT FLOW

In order to be considered for a position, an applicant must submit their application electronically via the applicant tracking system. Only electronic applications will be accepted. Inquiries received in other departments should be directed to apply via the Outagamie County internet/intranet sites.

Unsolicited applications will not be accepted.

All applicants must apply separately for each posted opening.

Human Resources will maintain applicant data and hire records within the applicant tracking system.

SCREENING OF CANDIDATES

The HR Recruiter will work with the hiring manager to determine on a case-by-case basis the process for screening applicants. As requested by the hiring manager, Human Resources will assist in reviewing resumes and applications.

Candidates will be evaluated based upon their qualifications for the job being filled without regard to gender, race, color, religion, age, national origin, sexual orientation, gender identity, genetic testing, and military service or on the basis on any other protected status.

In general, consideration will be given to applicants in the following order:

- In the case of county employees who are members of a bargaining unit and who may have contractual rights related to the open position within that same bargaining agreement, primary consideration will be given according to the contractual language.

- In the case of non-union employees, selection of candidates for job openings will be determined by the county from the available internal and external applications.
- As a best practice, hiring managers should contact current managers of internal applicants with questions related to overall performance. It is expected that all internal applicants be provided either a telephone or in-person conversation.

INTERVIEWING

The hiring manager will coordinate and conduct interviews of candidates. The HR Recruiter will be available for consultation or to participate in the interview process.

Human Resources should be involved in interviews involving managerial or critical positions.

Hiring managers should establish and utilize set interview questions for all applicants and keep separate notes and comments on candidates interviewed. Notes and comments are not to be recorded on the original resume or application.

Employees are encouraged to discuss their interest in open positions with their supervisor. However, supervisor approval is not required to submit an application if the employee meets all eligibility requirements. When an employee is selected to be interviewed for an opening, the employee must notify their supervisor that they are being considered for a particular opening. Such notification must take place before the interview. Non-exempt/hourly employees will not be paid for the time they are interviewing or testing. They will be allowed to make up that time or take as some sort of leave time. Exempt employees should adjust their schedule accordingly.

Upon completion of interviewing, all accompanying notes and comments should be uploaded to the applicant tracking system by the hiring manager or their designee.

TESTING

The HR Recruiter, in conjunction with the hiring manager, will determine testing needs based on requirements of the position and will determine the point in the interviewing process where testing will be administered.

All testing will either be coordinated through the Human Resources Department or within their respective department.

Test results will be shared with the hiring manager and become part of the candidate's file.

Results of testing will remain valid for a period of six (6) months.

SELECTION

The hiring manager makes the hiring decision. Prior to acting on any employment decision, the hiring manager should consult with the appropriate department head and the HR Recruiter.

REFERENCE CHECKS

Whenever possible, a minimum of two (2) references should be secured prior to any offer of employment being extended. References are to be obtained by the department designee. Human Resources is available for assistance. Documentation of references should be maintained in the employee's personnel file or uploaded into the applicant tracking system.

OFFERS OF EMPLOYMENT

Starting wage rates will be determined by Human Resources in conjunction with the hiring manager in accordance with established bargaining agreement and compensation administration guidelines.

Start dates of all new hires coincide with the orientation calendar to ensure new hires are beginning employment on an orientation day and complete the necessary steps to be placed on the payroll. There may be exceptions allowed in this timing based on critical business needs. Any exceptions must be discussed with the HR Recruiter and approval obtained from the HR Director or their designee.

Verbal offers of employment may be extended by the hiring manager after consultation with the appropriate department head and HR Recruiter. Hiring managers will complete the hire process in the applicant tracking system in order to initiate the written offer letter.

Written offer letters should be drafted by the HR Recruiter. Signed offer letters and applicable new hire paperwork will be provided electronically or in hard copy to the HR Recruiter who will then attach these documents to the exam plan in the applicant tracking system.

New hire details will be provided to the HR Administrative team for entry into HR system.

CONTINGENT OFFERS OF EMPLOYMENT

Offers of employment are contingent on appropriate background check, POPEs (Post Offer Pre Employment Screens), education records, required certifications, and/or driver's license requirements.

Education levels will be verified for any position that requires a particular degree level. Verification will consist of receipt of transcripts or direct contact with the educational institution. The Human Resources Department is responsible to ensure that proper verification has been obtained. Documentation regarding education level verification will be filed in the personnel files located in the Human Resources Department.

Human Resources will process the appropriate background request forms upon receipt of signed release of information statements. Sheriff's department will perform investigations and administer appropriate background checks for their hires or those county employees working within the Sheriff's department. Releases must be received and background checks run prior to the employee beginning employment. Exceptions to this will be considered based on Human Resources Director approval.

With the exception of the Sheriff's department, Human Resources will review the report information. Results of background investigations will be forwarded to the hiring manager as applicable. In the case of negative results, a course of action will be determined with the hiring manager and input from Corporation Counsel when appropriate.

Contingency documents will be stored in the employee's personnel file.

RELEASE OF INTERNAL CANDIDATES

It is the responsibility of the hiring manager and the selected employee's current manager to mutually agree on the starting date for the new position. In general the new starting date should

be within 20 days (excluding holidays & weekends) of the accepted offer and should begin at the beginning of a pay period.

NOTIFICATION OF UNSUCCESSFUL CANDIDATES

All internal candidates not selected will be notified directly (in person, by phone or e-mail) by either the hiring manager or Human Resources.

Notification to external candidates interviewed but not selected, will be communicated by either telephone or using the notification functionality within the applicant tracking system.



SAFETY AND ACCIDENT PREVENTION

Outagamie County has a long-standing philosophy of taking pride in its practices to ensure the safety, health and well-being of all its employees. This section serves to provide guidance to all employees on the standards the county expects its employees to adhere to.

Employees injured on the job must report the injury to their supervisor immediately. All reports must be filed within twenty-four (24) hours of the injury. Suggestions from all employees regarding safety are welcome and encouraged. See Worker's Compensation section of this handbook for additional details related to reporting an injury.

Employees who transport county clients in their own personal vehicle (excluding motorcycles) and whose vehicle suffers damage during that transport may be eligible for partial reimbursement for damages.

Additional information regarding vehicle usage and insurance coverage requirement can be found on MyOC.org/Departments/County Executive/Administrative Rules/Vehicle Usage Policy webpage.



SEPARATION FROM EMPLOYMENT

Employment with Outagamie County is governed by the common law doctrine of "at-will" employment. An employee may be dismissed at any time at the option of the county. In such case of involuntary separation, the employee's supervisor or department head will discuss the proposed action with Human Resources prior to taking action. Employees involuntarily terminated or who resign due to misconduct or poor job performance are not eligible for rehire without department head and Human Resources approval. An employee may quit employment with the county at any time. The publishing of this Employee Handbook does not guarantee or make a promise of employment nor does it create a contractual employment relationship.

Revision Date: July 2024

Employees are encouraged to provide a two-(2)-week written notice of intent to terminate their employment. The two weeks' notice begins the day after they turn in their notice. This allows the county time to begin a search for the employee's replacement and/or to realign the duties within the department. An employee is considered as having terminated in good standing if they gave the fourteen-(14)-day notice or if their employment was terminated by the county for reasons other than performance or misconduct, at the discretion of the HR Director. Furthermore, failure to give proper notice will affect sick leave payout, earned and accrued vacation payouts, etc. In addition to providing a two-(2)-week notice, resigning employees must work on their last day of employment, with the exception of those on an approved medical leave, in order to be considered to have left in good standing. Other paid leave restrictions within the two-week notice period may apply and could impact the employee's ability to leave in good standing, as outlined on the Retirement/Resignation Notice on the county intranet.

In most cases, Human Resources or a department representative will collect all county property as appropriate and to discuss final pay. The exit interview is conducted by the Human Resources Department with an employee who is separating from employment with the county and is intended to gain insight into the effectiveness of county practices, to determine where personnel guidelines and processes are in need of review or revision, and to determine where supervisory or managerial practices need modification or improvement. Exit interviews will be provided whenever possible, regardless of reason for leaving, position held, or length of service.

Return of county equipment: Employees leaving county employment must return county identification cards, cars, books, manuals, keys, tools, equipment, and other county-owned items on or before their last day of work. If applicable, information regarding benefits continuation through the Consolidated Omnibus Budget Reconciliation Act (COBRA) will be sent to the employee's home address.



SHORT-TERM DISABILITY

Short-Term Disability pays the employee a portion of their 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. Employees are eligible if they are an active full-time employee who works at least 37.5 hours per week on a regularly-scheduled basis. Active part-time employees are eligible if their current pro-ration is at or above the threshold for benefit eligibility (i.e., health and dental insurance).

Employees may purchase coverage that would pay a percentage of the employee's weekly earnings. The maximum Voluntary Short-Term Disability Insurance benefit is determined by the plan.

Short-term disability benefits run concurrently with the Family and Medical Leave Act and/or any other leave where permitted by state and federal law. Employees on Unpaid Medical Leave while receiving Short-Term Disability payments are not required to use sick leave or vacation leave balances.



SICK LEAVE

Every full-time employee shall earn one (1) sick day (eight (8) hours or 7.5 hours) for each month of full-time, regular service with the County, regardless of department. Part-time employees earn one prorated day for each full month of service. A full month of service is any month in which an employee received pay for at least ten (10) times the employee's factor (Full Time Factors: 8 and 7.5; Part Time Factors: As assigned by Payroll or employee's department).

New employees that are eligible to earn sick leave can use it once it is available on the first of the month following their hire date. Any sick leave taken prior to having it available would be without pay if vacation and/or floating holiday pays are not approved to be used or available.

Unused sick leave may be accumulated to a total of one hundred and twenty (120) days. Part time employees may accumulate up to 120 days times your factor.

Employees absent from work on legal holidays, during sick leave, vacation, for disability arising from injuries sustained in the course of their employment, or for other authorized leaves of absence with pay shall continue to accumulate sick leave at the regularly prescribed rate during such absence as though they were present for duty.

An employee eligible for sick leave with pay may use such leave upon approval of the manager/supervisor/department head for absence due to an employee's illness, injury, exposure to contagious disease, dental or medical appointments or due to illness in the employee's immediate family (i.e., the employee's spouse, domestic partner or dependent children living in the employee's household) hospitalization, illness or dental/medical appointment requiring the employee's personal attendance. In addition, employees who are not eligible for FMLA will be able to use sick leave for a continuous absence related to the birth of their child, provided notification and paperwork is completed with the HR Advisor – Leave Administrator. An employee on sick leave shall inform their immediate supervisor of the fact and reason therefore as soon as possible and failure to do so within reasonable time may be cause for denial of pay for the period of absence. The department head may request a doctor's certificate before approving such leave with pay if three (3) or more consecutive workdays are missed. If an employee is eligible for Family Medical Leave, that employee is required to complete FML paperwork after more than three (3) consecutive workdays are missed. Questions regarding qualifications for FMLA should be directed to the HR Advisor - Leave Administrator. The department head may also request a doctor's certificate, for any sick leave use, before approving such leave with pay after four (4) instances of sick leave, without a doctor's certificate, are taken in a calendar year.

In order to use sick leave for serious health conditions of family members not in the immediate family, it must be covered under Family Medical Leave.

In the event that an employee becomes ill on the job, the time actually spent off the job shall be charged to sick leave.

Absences for a fraction or part of a day that are chargeable to sick leave in accordance with these provisions may be charged in no less than fifteen (15) minute increments. Sick leave usage of less than fifteen (15) minutes must still be reported as fifteen (15) minutes.

SICK LEAVE AND RETIREMENT - Employees hired prior to January 1, 2014 who meet the definition of retirement under Wisconsin Retirement System will receive a 100% payout of accumulated sick leave. Employees hired on or after January 1, 2014 who meet the definition of retirement under the Wisconsin Retirement System will receive a graduated percentage payout of up to 120 days of accumulated sick leave based on their length of service with Outagamie County so that: after ten (10) years of service the employee is eligible for a fifty percent (50%) payout of sick leave accumulation; after fifteen (15) years of service the employee is eligible for a seventy-five percent (75%) payout of sick leave accumulation; and after twenty (20) years of service the employee is eligible for a one hundred percent (100%) payout of sick leave accumulation. In the event of the death of an employee, the County will make the same 100% payment to the employee's estate. If an employee does not participate in the life insurance program, the employee may specify a beneficiary with the Human Resources Department for the purpose of this Section.

SICK LEAVE AND RESIGNATION – Grandfathered and accreted employees hired prior to January 1, 2014 who terminate in good standing will receive a 50%-100% payout up to 120 days of accumulated sick leave, based previously agreed to terms.

For all other employees, sick leave is cancelled upon resignation.



SOLICITATION & BULLETIN BOARDS

In order to protect our employees and visitors, solicitation by employees is strictly prohibited while either the employee being solicited or the employee doing the soliciting is on "working time." "Working time" is defined as time during which an employee is not at a meal, on break, or on the premises immediately before or after their shift.

Employees are also prohibited from distributing written materials, handbills, or any other type of literature on working time and, at all times, in "working areas," which includes all office areas. "Working areas" do not include break rooms, parking lots, or common areas shared by employees during non-working time.

All required governmental postings are posted on the boards located in the break rooms of county buildings. These boards may also contain general announcements. The county reserves the right to refuse permission to post or to take down any announcement.

Visitors may not solicit or distribute materials anywhere on county property, at any time.



TELECOMMUTING

Telecommuting allows employees to work remotely for all or part of their workweek. Outagamie County considers telecommuting to be a viable, flexible work option when both the employee and the job are suited to such an arrangement. Telecommuting may be appropriate for some employees and jobs but not for others. Telecommuting is not an entitlement, it is not a county wide benefit, and it in no way changes the terms and conditions of employment with Outagamie County. This guidance provides a general overview and does not attempt to address each unique situation or technology need.

Telecommuting is not designed to be a replacement for appropriate child care. Although an individual employee's schedule may be modified to accommodate child care needs, the focus of the arrangement must remain on job performance and meeting business demands. Prospective telecommuters are encouraged to discuss expectations of telecommuting with family members prior to entering a trial period.

PROCEDURES

Telecommuting can be informal, such as working remotely for a short-term project or a formal set schedule of working away from the office as described below. Either an employee or manager can suggest telecommuting as a possible work arrangement.

Any telecommuting arrangement made will be on a trial basis for the first three months and may be discontinued at will and at any time at the request of either the telecommuter or the supervisor/county. Every effort will be made to provide 30 days' notice of such change to accommodate commuting, child care and other issues that may arise from the termination of a telecommuting arrangement. There may be instances, however, when no notice is possible.

ELIGIBILITY

Individuals requesting formal telecommuting arrangements must typically be employed in their current role for a minimum of six (6) months of continuous, regular employment and must have a satisfactory performance record. Department Heads have the discretion to authorize remote work prior to the employee's first six months of employment, if applicable.

Before entering into any telecommuting agreement, the employee and manager, with the assistance of the Human Resources and Information Technology departments, will evaluate the suitability of such an arrangement, reviewing the following areas:

Employee suitability. The employee and manager will assess the needs and work habits of the employee, compared to traits customarily recognized as appropriate for successful telecommuters.

Job responsibilities. The employee and manager will discuss the job responsibilities and determine if the job is appropriate for a telecommuting arrangement.

Equipment needs, workspace design considerations and scheduling issues. The employee and manager will review the physical workspace needs and the appropriate location for the telework. This can be done in person or virtually, as requested.

Tax and other legal implications. The employee must determine any tax or legal implications under IRS, state and local government laws, and/or restrictions of working out of a home-based office. Responsibility for fulfilling all obligations in this area rests solely with the employee.

The employee understands that they are responsible for all equipment needs related to a home workspace, with the exception of a county provided laptop/tablet. The County will provide supplies related items such as: paper, ink, pens, etc. The county will not provide laptops for the purpose of working remotely. Only employees identified as having a need for a laptop when working onsite will be provided a county laptop, which can then be used for remote work as needed.

If the employee and manager agree, and the Human Resources department concurs, a draft telecommuting agreement will be prepared and signed by all parties, and a three-month trial period will commence.

Evaluation of telecommuter performance during the trial period will include regular interaction, by phone and e-mail between the employee and the manager, and weekly face-to-face meetings to discuss work progress and problems. At the end of the trial period, the employee and manager will evaluate the arrangement and make recommendations for continuance or modifications.

EQUIPMENT

With the exception of a county issued laptop, the employee will be responsible for providing/acquiring the appropriate equipment needs (including hardware, software, high speed internet, secure Wi-Fi, phone lines and other office equipment) for each telecommuting arrangement, at their own expense. The Human Resources and Information Technology departments will serve as resources in this matter. Outagamie County reserves the right to make determinations as to appropriate equipment, subject to change at any time, and in ensuring proper security is in place to protect County related data.

Outagamie County will supply the employee with appropriate office supplies (pens, printer ink, paper, etc.) as deemed necessary. Outagamie County will also reimburse the employee for business-related expenses, such as phone calls and mailing costs that are reasonably incurred in carrying out the employee's job.

The employee will establish an appropriate work environment within their home for work purposes. Outagamie County will not be responsible for support of personally owned equipment, costs associated with the setup of the employee's home office, such as remodeling, furniture or lighting, nor for repairs or modifications to the home office space. Outagamie County Information Technology Department will not provide technical support for personal equipment, even when co-mingled with county provided equipment. For liability reasons, Information Technology will also not remote into personal equipment and some technical issues for county equipment may need to be addressed onsite.

SECURITY

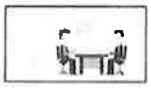
Employees must adhere to all Federal State and local confidentiality laws including *but not limited* to 45CFR160-164 Wis. Stat. §146.81 and .82 (HIPAA protected health information), Wis. Stat.

Chapters 51, 54 and 55 (Mental Health and Guardianship Information), and Wis. Stat. Chapters 48, 938, and 118 (Protected Juvenile Information). Employees who choose to operate under this agreement are responsible for ensuring that all confidential information deemed to be confidential under these or any other applicable state, federal or local law remains confidential. Maintaining confidentiality includes working in a location where third parties, including family members, will not be able to overhear or see confidential information in any format, written, verbal or electronic. Employees must also take steps to secure this information including the use of locked file cabinets and desks, regular password maintenance, and any other measures appropriate for the job and the environment.

SAFETY

Employees are expected to maintain their home workspace in a safe manner, free from safety hazards. Outagamie County will provide each telecommuter with a safety checklist that must be completed at least twice per year. Injuries sustained by the employee in a home office location and in conjunction with their regular work duties are normally covered by the company's workers' compensation policy. Telecommuting employees are responsible for notifying the employer of such injuries preferably by the end of the work shift, or as outlined in a departmental policy. The employee is liable for any injuries sustained by visitors to their home worksite.

Employee request forms and supervisor assessment forms can be found on the Human Resources webpage located on MyOC.



TERMINATION

The Human Resources Department wants terminations to be conducted accurately and efficiently for both the employee and Outagamie County. Based on the type of termination, certain information must be provided to Human Resources.

This section will define the steps required to process an employee's termination, whether it is an involuntary termination, voluntary termination, or retirement.

Involuntary Termination: Determination by the employer that the employee's services are no longer needed. Misconduct has occurred or the employee is unable to perform satisfactorily. Note: Does not include layoff which is considered a temporary arrangement with return to work possible.

Voluntary Termination: Determination by the employee where they desire to continue the employment relationship with Outagamie County no longer exists.

Retirement: Voluntary withdrawal from one's position with Outagamie County, similar to voluntary termination, but is retiring under the Wisconsin Retirement System and has at least 5 years of service with Outagamie County immediately prior to the retirement. An employee will only be considered to be retiring once from Outagamie County. If the employee returns to Outagamie County employment, any subsequent voluntary termination will be considered a resignation regardless of length of service.

INVOLUNTARY TERMINATION

Prior to termination, the Human Resources department will need to be contacted and a file review will need to be completed. No involuntary terminations can take place without approval from the Human Resources Director.

In the case of involuntary termination, a meeting should be scheduled with the employee, the employee's manager, and a member of the Human Resources team to discuss the details of the termination. If there are any safety concerns regarding the employee's reaction or behavior after notification, notify someone in the Sheriff's department in advance of the termination so a deputy can be placed on standby.

All involuntary terminations should be done with two persons present with the employee.

Prior to or immediately after, make arrangements for Information Technology to discontinue system access and to contact department IT resource to discontinue any department specific access.

Meet with the employee in a neutral area, such as a conference room. Inform the employee of their last day and termination reason.

Inform the employee that benefits information will be mailed to them and encourage the employee to contact the Employee Benefits Specialist for detailed benefits information. The exiting employee should also be given a copy of the Termination Frequently Asked Questions document.

Retrieve all keys, the ID badge, and any other county property before the exiting employee leaves the building.

Complete a Personnel Action in HR System to notify HR, Payroll, IT, and Maintenance. The Personnel Action should indicate if the employee is eligible for any normal payouts.

VOLUNTARY TERMINATION

Obtain a signed resignation from the employee indicating the employee's last day of work and complete a Personnel Action in HR System to notify HR, Payroll, IT, and Maintenance. The Personnel Action should indicate if the employee is eligible for any normal payouts.

Employees must provide two weeks' notice in order to be considered as Leaving in Good Standing. Direct the employee to the Leaving in Good Standing policy indicating what needs to be done or can be done their last two weeks.

Human Resources will contact the employee regarding an exit interview.

For employees subject to annual audiogram requirements, the supervisor will contact an appropriate medical provider to obtain an exit audiogram prior to the employee's last day of work. Contact the Risk Administrator for assistance.



TIME REPORTING

Accurately reporting time worked is the responsibility of every employee and their supervisor/manager. Outagamie County must keep an accurate record of time worked to calculate employee pay and benefits.

Accurate time reports showing all time actually worked or time to be paid are required. These records are required by governmental regulations and are used to calculate regular and overtime pay. At the end of each pay period, the employee and their supervisor must submit the time record attesting to its accuracy, before final submission for processing.

Highway Employees: Time and equipment used must be prepared by the employee daily and submitted to the foreman.



TOBACCO FREE WORKPLACE

A tobacco-free environment helps create a safe and healthy workplace. Outagamie County recognizes the hazards caused by tobacco use and exposure to second-hand tobacco smoke. Our goal is to provide a safe and healthy workplace environment for all employees and visitors.

No use of tobacco products including, but not limited to, cigarettes, e-cigarettes, and "spit tobacco" will be allowed within the facilities of Outagamie County, and employees must abide by department vehicle policies at all times.

Smoking or tobacco use shall be permitted only during break times and in designated smoking areas located at least 20 feet outside of the building entrance.

All materials used for smoking in designated smoking areas, including cigarette butts and matches, will be extinguished and disposed of in appropriate containers.



TRAVEL

Travel regulations as set forth herein are subject to approval by the Outagamie County Board of Supervisors. Included are mileage reimbursement rates, porterage tips, moving expenses, temporary lodging allowances, meals and lodging rates and other employee travel related

expenses. All travel paid or reimbursed to employees from county-administered funds must be done in compliance with these regulations, regardless of the funding source. Anticipated travel expenses are to be appropriated as part of the annual budget process.

Employees who travel are expected to exercise good judgment when incurring travel costs. An employee may be reimbursed for reasonable and necessary travel expenses actually incurred in the performance of official duties in accordance with the provisions herein. Reimbursement is generally limited to the most reasonable cost-effective transportation available.

A claimant shall not seek reimbursement for goods or services provided free of charge, not personally paid for by the claimant, reimbursed by another source, or which will be paid or reimbursed from another source. Any reimbursement which is received by the employee from another source for the same costs reimbursed by Outagamie County shall be deposited back to the county funding source which was initially charged.

Only travel expenses related to the conduct of Outagamie County business, including meetings, conferences, and other appropriate departmental activities, may be reimbursed.

See the My OC webpage http://myoc.org/departments/financial-services for additional details related to this policy.



UNPAID LEAVES OF ABSENCE

The reason for Unpaid Leaves of Absence is for the county to allow time off, flexibility for employees, or reduce county expenses by providing an opportunity for employees to voluntarily take time off without pay. Additionally, Unpaid Leaves of Absence may be required if an employee does not have any paid leave balances, as outlined below.

ELIGIBILITY

All full-time and part-time employees of Outagamie County. This leave is not to be used in lieu of Unpaid Medical Leave.

PROVISIONS

Typically, participation in the program is subject to approval of the employee's supervisor and/or department head when an employee has exhausted their paid leave balances.

Requests to take unpaid time off will be reviewed on a case-by-case basis and may be granted at the sole discretion of the county, department or division.

Leave may be granted as a continuous block of time or in 7.5, 8, or part-time hour increments. Less than eight-hour increments may be allowed at the discretion of the department head.

An employee's vacation, floating holiday and compensatory time balance(s) MUST be exhausted before they can utilize an unpaid leave of absence.

If an employee is ill and does not have paid sick leave available, the employee will be required to substitute and exhaust remaining vacation, floating holiday, and/or compensatory time balance(s) before becoming eligible for unpaid time off.

If the leave is initiated by the department, the employee's current benefits (i.e.: vacation and sick leave accrual, and county sponsorship of the insurance programs for which the employee is a current participant) and status (full-time or part-time at a specific proration) will be maintained.

If unpaid leave is not initiated by the department, benefit eligible employees will be responsible to ensure they are paid enough hours within a month to maintain health and dental benefits or will be responsible for the entire portion of the benefit contribution to maintain their benefits. Unpaid Leave may also affect the proration of a part time employee as unpaid hours are not counted into proration calculations. If the leave is two (2) weeks or longer and/or may affect the employee's ability to have ten (10) times their Factor worth of pay on their timesheet in a month, the Unpaid Leave of Absence Request Form must be completed and sent to Human Resources. The form may be found on the intranet.

If an observed holiday occurs during an employee's unpaid leave, or occurs either the normally scheduled work day(s) prior to and / or normally scheduled work day(s) following an observed holiday, the employee will not receive his/her normal holiday pay for that holiday. The holiday may be paid in the case of a department initiated leave.

Employees who are receiving Short Term Disability (STD) payments from the voluntary STD insurance plan must be on an Unpaid Medical Leave, if not already on FMLA, in conjunction with the STD. Similarly, employees are not eligible to be on another leave while on an unpaid leave of absence.

The county reserves the right to rescind or modify the program with or without notice, and at its sole discretion.

PROCESS

Employees requesting an unpaid leave of absence must notify their immediate supervisor of their need for leave and the day(s) requested. If the leave request is approved and this is the first time the employee is requesting an unpaid leave of absence, the supervisor must inform the payroll department to add this pay code to the employee's self-service timesheet.

If the absence is 2 weeks or longer an Unpaid Leave of Absence Form must be completed. Instructions for completion are on the form.

The employee must record time used as Unpaid Leave of Absence as part of the time reporting process.



UNPAID MEDICAL LEAVE

An employee who has exhausted or is not yet eligible for paid sick, vacation or compensatory time and who still is unable to work because of the employee's non-work related illness or injury may, upon prior written request may be granted an unpaid medical leave of absence not to

exceed six (6) months by the Human Resources Director (or their designee). Such leave may be extended up to an additional six (6) months by the Human Resources Director (or their designee) upon prior written request. Where it is impossible to make a prior written request, such request shall be made as soon as possible.

Such requests shall be submitted to Human Resources and shall be accompanied by a doctor's certificate substantiating the need for such medical leave of absence. An employee granted such medical leave under this provision shall be required, at the discretion of the Human Resources Director (or their designee), to furnish the county with a medical report from their doctor for each six (6) weeks of leave.

An employee who is on an extended medical leave of absence may be placed in a similar position within one (1) year with a doctor's certificate. While the county may rely upon the determination of the employee's doctor regarding the employee's request for a leave or any extension, or for the employee's return to work, it shall have the right to obtain a second opinion from another doctor, mutually agreed upon by the employee and the county, for any extension or return to work with which a final determination will be made. If the county requires a second opinion from another doctor, the county will pay the cost of such opinion. In the event a second doctor is not mutually agreed upon, the employee and the county shall each submit three (3) doctors qualified in the area of illness or injury involved. From those six (6) doctors, five (5) names will be drawn. The parties shall then proceed to alternately strike names from that panel until a doctor is selected. The striking order shall be determined by a coin toss.

Employees on an unpaid leave of absence because of such non-work related illness or injury who are enrolled in the group health and/or dental insurance program shall be permitted to continue their participation in such programs while on such leave, under the applicable COBRA provisions. The county shall pay the county's share of the premium for any month in which a full or part time employee received pay for at least ten (10) times their Factor in a month.

Employees on an unpaid leave of absence because of such non-work related illness or injury who are enrolled in the life insurance plan can elect up to twelve (12) months of continuation by paying the group rate premium to the County Treasurer by the twenty-fifth (25th) of the month for the following month's coverage. However, for absence caused by such non-work related illness or injury, the county shall pay the life insurance premiums during the elimination period for the waiver of life premium. The cessation of this county sponsorship for the life insurance plan shall be triggered by the end of the nine (9) month time frame, employee's return to work, denial of the waiver premium by the life insurance company, or death, whichever occurs first.

Employees on Unpaid Medical Leave while receiving Short-Term Disability payments are not able to use sick leave or vacation leave balances.



VACATION

Outagamie County recognizes the importance of time off from work to relax, spend time with family, and enjoy leisure activities. The county provides paid vacation time to full-time and benefit-eligible part-time employees for this purpose, and employees are encouraged to take vacation

during the year. Part-time employees who are regularly scheduled to work 20 or more hours per week will be eligible for paid vacation on a pro-rated schedule.

Vacation is determined by an anniversary year system, where on the anniversary date of hire, the employee is granted a new allotment of vacation benefit. The exact allotment granted is determined by the years of continuous service, the full-time/part-time status, and the employee's continuity of service.

Vacation benefits for full-time employees are accrued at the rate of one-twelfth (1/12th) of the employee's authorized vacation for each full month of employment in the previous anniversary year. A full month of employment is any month in which an employee received pay for at least ten (10) times the employee's Factor (Full Time Factors: 8 and 7.5; Part Time Factors: As assigned by Payroll or employee's department).

Part-time employees meeting the benefits-eligibility requirements of the county receive a pro-rated portion of the vacation allotment, according to actual time worked in relation to a full-time employee with the same number of continuous years of service. Vacation hours are determined on the employee's anniversary date of hire by Financial Services, taking into account the hours paid during the twenty-six (26) pay periods immediately prior to the anniversary date.

Vacation granted upon hire within the first year of employment may be adjusted if an employee takes a new position or posting. For example, if a part time employee takes a full time posting within the initial year of hire, his or her vacation balance will be increased based on the number of months in the full-time position. Conversely, for example, if a full time employee takes a part time position within the initial year of hire, his or her vacation will be reduced based on the number of months in the part time position.

Vacation can be taken at times mutually agreed upon by the employee and their supervisor. Employees are encouraged to take their vacation in half day, full day, or full week increments. However, a department head may allow vacation time to be used in as small as fifteen (15) minute increments.

An employee who presents an acceptable medical excuse from their physician as proof of illness, and which includes the dates of the illness, may have that portion of their vacation leave converted to available sick leave.

Vacation allowances are not cumulative from year to year. However, on those occasions when an employee has not used all their vacation allotment prior to reaching their anniversary date, a maximum of five (5) days will be automatically carried over into the employee's next anniversary year. Any accumulated vacation over five (5) days will only be carried over with written approval of the department head and Human Resources. Benefit eligible part-time employees vacation carryover will be prorated. This carry over vacation must be used prior to the employee's following anniversary.

Upon leaving in good standing from county service and following one (1) year of employment, an employee shall be paid for all unused vacation leave at the time of their leaving county employ due in the current anniversary year plus a pro-rated amount of vacation allowance due in the succeeding anniversary year, based on length of service subsequent to the employee's anniversary date. Leaving in good standing includes death and retirement and also voluntary termination, where the employee gives notice thereof at least fourteen (14) calendar days prior

thereto and remains in active employment during such fourteen (14) day period, and termination caused by layoff, but it does not include discharge for disciplinary reasons. Such pro-rated amount will be computed on the employee's eligibility as of the time of termination, during the second year – pro-ration of two weeks, etc. In the event of the death of the employee, any wages and vacation payments due the employee will be made by a check issued to the employee's life insurance beneficiary, or if none is designated, to the estate of the employee. If an employee does not participate in the life insurance program, the employee may specify a beneficiary with the Human Resources Department for purposes of this Section.

Those employees who terminate in good standing, following one year of service, will be paid for earned but unused and/or accrued vacation allowance. However, if the employee terminated employment prior to completing an anniversary year of continuous service, they are not eligible for any vacation payout. Employees satisfying the service criteria will receive payment for accrued vacation allowance on a pro rata basis from the previous anniversary date to the date of termination (computed to the nearest one-quarter (1/4) month) and based on their eligibility level as of the date of termination and the provisions of the definition of "full month", above.

Retiring employees may extend their final date of retirement up to 30 days, by using unused vacation days, provided they satisfy the adequate fourteen (14) day notice provisions.

Employees who are leaving in good standing must have any vacation requests for time off during their fourteen (14) day period of notice re-approved by their department head, and cannot have vacation as their last day of pay, unless the absence was pre-approved, due to medical leave, or the result of retirement.

Employees who are on Federal Family Medical Leave will be required to use their vacation accumulation if they remain off work and have exhausted their sick leave accumulation following their choice period, unless on short-term disability.

A full-time employee's earned vacation to be taken during their anniversary year is determined as of the anniversary date of employment. Service shall be construed as full-time regular service with the county, regardless of department.

Each department head/manager/supervisor shall approve vacation in accordance with operating requirements, and insofar as possible, based upon a request of the employee.

Below is a table outlining the vacation schedule for all employees.

	Upon Hire	After three years of service	After eight years of service	After 15 years of service
ALL EMPLOYEES (excluding DSA)	Two Weeks	Three Weeks	Four Weeks	Five Weeks



Revision Date: July 2024

VISION INSURANCE

The county offers single, employee plus one, employee plus children, and family voluntary vision insurance for those that are benefit eligible. Vision Insurance is paid 100% by the employee.

Vision insurance coverage provides an opportunity for employees to save money on routine vision exams, contacts, eyeglass frames, and lenses. Additional details regarding this benefit can be found on the Human Resources webpage.



VOLUNTARY SHARED LEAVE

The Outagamie County Human Resources Department administers a County Executive initiative called Voluntary Shared Leave which allows one employee to assist another employee by donating earned vacation in case of a prolonged, life-threatening medical condition or accident which exhausts the employee's available paid leave sources, i.e. sick leave, vacation, floating holiday and compensatory time, and forces the employee to be on a leave without pay.

Because Voluntary Shared Leave is a County Executive initiative, authorizations and approvals under this program are at the sole discretion of the County Executive.

This section of the handbook describes the conditions under which an employee may be eligible to receive or donate leave, the process of application for receipt or donation of leave, and provides forms for those purposes.

Voluntary Shared Leave is intended to be used by employees with a prolonged, life threatening medical condition and one that is likely to require an employee's absence from work for a prolonged time.

Voluntary shared leave does not apply to incidental, normal, and/or short-term medical conditions or illnesses. This includes conditions such as short-term, sporadic recurrence of chronic allergies or conditions; short-term or sporadic absences due to contagious disease; or short-term, recurring medical or therapeutic treatments. These examples are illustrative only, and are not intended to be all inclusive. Each case will be examined and decided based on its conformity to policy intent.

Voluntary shared leave is not intended to circumvent the requirement of management to have duties performed, or limit management's right to deny a request for leave without pay.

RESPONSIBILITY

Human Resources responsible for coordinating this program and interacting between the employees involved, the County Executive or their designee, and Payroll staff.

GUIDELINES

Donated hours can be used while an employee is on a Family and Medical Leave or unpaid Medical Leave as described in the Employee Handbook, or Collective Bargaining Agreement. When an employee is on unpaid Medical Leave and using shared leave, the income generated by the shared leave will not disqualify the employee from eligibility for the unpaid Medical Leave.

Revision Date: July 2024

Employees on worker's compensation are not eligible to participate in Voluntary Shared Leave as a recipient.

Employees who are receiving Short Term Disability (STD) payments from the voluntary STD insurance plan available through Outagamie County are not eligible to participate in Voluntary Shared Leave as a recipient.

Program participation is limited to 1,040 hours (prorated for part-time recipients), either continuously or, if for the same condition, on a recurring basis. Additional verification from the physician may be required. The number of hours of leave an employee can receive is equal to the projected recovery or treatment period (up to a maximum of 1,040 hours), less the employee's combined vacation and sick leave balance as of the beginning absence, including Family and Medical Leave.

The employee must exhaust all available vacation, sick leave, floating holiday, and compensatory time (comp time) before using any donated shared leave.

Shared leave ends when the employee returns to work, even for a part of the employee's regular shift. In the event that there is a balance of donated leave when the employee returns to work, the donated leave will be returned to the donator(s) in reverse order of the date the donation was received in Human Resources.

The establishment of a leave bank for use by unnamed employees is prohibited. Leave must be donated on a one-to-one personal basis.

An employee may not directly or indirectly make any attempt to intimidate, threaten, or coerce any other employee for the purpose of soliciting leave. Such action is considered a personal conduct issue and subject to disciplinary action, including dismissal.

All information from the applicant and the donator will be kept strictly confidential, including the identity of the donator. In the event the applicant wishes to divulge any information, medical or otherwise, they may do so. However, there will be no release of information by Outagamie County, Human Resources, or Payroll, with the exception of a short announcement if the recipient grants permission to disclose their information.

ELIGIBILITY

Any county employee who is eligible to accrue vacation may participate in this program and may apply to receive leave donations at any time when faced with a prolonged, life threatening medical condition.

A prolonged, life-threatening medical condition is one which has already or is likely to require an employee's absence from work for a prolonged period. A prolonged period is generally considered to be at least twenty (20) consecutive work days.

An exemption to the twenty (20) day requirement may be made if the employee has had previous, random, and excessive absences for the same condition as that for which shared leave is currently being requested; or if the employee has had a different but prolonged, life-threatening medical condition within the past twelve (12) months.

PROCESS

An eligible employee may apply to receive shared leave by submitting a completed Application to Receive Voluntary Shared Leave form to the Human Resources Department.

Only those applicants who currently have a zero balance in all paid leave accounts, i.e. sick leave, vacation, compensatory time, and floating holiday, will be considered.

The employee requesting the shared leave must provide a physician's statement describing the specific nature of the medical condition, prognosis, and the estimated recovery or treatment time. To do this, the employee can either attach such certification to the application form, or, in the event the employee is currently on Family and Medical Leave, they can choose to use the Health Care Provider Certification that justified that leave, so long as the date of the Family and Medical Leave Certification is within twelve weeks of the date of the Voluntary Shared Leave application. If an employee has used all of their Family and Medical Leave and is now applying for or is currently receiving unpaid Medical Leave, they must once again provide a certification from their physician justifying the need for the continued absence.

Human Resources will research the requesting employee's attendance history, provide information as to paid leave balances; and present the application form to the County Executive or their designee who will approve or deny the request.

The employee requesting the shared leave will be informed by Human Resources as to the results of the approval process.

DONATION PROCESS

Any eligible employee, i.e. one who currently has earned vacation in their vacation account, can donate vacation leave to another eligible employee. Attempts to donate sick leave, compensatory time or floating holidays will not be approved.

An employee may donate shared leave by submitting a completed Voluntary Shared Leave Donation form to the Human Resources Department.

An employee may not donate more than his/her available earned vacation amount.

The minimum allowable donation must be equal to the donator's full workday increments, whether in eight (8) hour, seven and one-half (7.5) hour, or prorated (part-time) blocks.

A full-time employee's donated hours, whether eight (8) hour or seven and one-half (7½) hour blocks, will be received by the full-time applicant in that same increment. That is, if an employee who normally works a seven and one-half (7½) hour day donates a day to an applicant who normally works an eight (8) hour day, the donation will be credited as seven and one-half (7½) hours. Likewise, if an eight (8) hour employee donates a day, it will be received by the seven and one-half (7½) hour recipient as eight (8) hours. In the event a part-time employee donates one of their regular days, for example a four (4) hour day, to a full-time employee, that recipient will receive four (4) hours. In the event a full-time employee donates an eight (8) hour day to a part-time employee, the part-time recipient will receive eight (8) hours. At no time will a recipient be paid for more than the number of hours they normally work. In all cases, donations will be credited to the first day the recipient has been unpaid. For example, if the recipient had unpaid days beginning June 2nd, and on July 10th they received a donation of one (1) day, that donation would be paid out on the current check cycle but credited to June 2nd.

Human Resources will confirm that an employee who wishes to donate earned vacation actually has the vacation, will coordinate the donation with Payroll, and will inform the employee that their donation has been accepted or rejected.

DISCLAIMER

The Voluntary Shared Leave Program is an initiative of the County Executive and may be continued or discontinued at any time and without recourse by the participants in this Program.

The form to request Voluntary Shared Leave can obtained from Human Resources.



VOLUNTEERS

Outagamie County recognizes the value of the contributions made by volunteers to the community and in support of county programs. However, volunteers also expose the county to potential risk and liability. Proactive risk management efforts can control and minimize liability exposures and help ensure that the use of volunteers is a positive experience for the volunteers, Outagamie County and its residents.

This section of the handbook sets forth minimum requirements for the use of volunteers in support of county objectives. Due to the nature of various volunteer programs throughout the county, additional steps, training or safeguards may be prudent or required and are not limited by this section.

A volunteer of Outagamie County is defined as an individual recognized and authorized by Outagamie County or one of its officials, agents or employees to perform services on behalf of Outagamie County without receipt of salary or compensation other than expense reimbursement.

RESPONSIBILITY

It is the responsibility of the management staff of each department utilizing volunteers to ensure the provisions of this section of the handbook are followed and that any additional steps, training or safeguards which would minimize exposure to liability are instituted.

The Human Resources Department, Risk Administrator, Corporation Counsel and other departments are available as needed to assist with evaluation of technical issues associated with the operation of the volunteer programs.

INSURANCE COVERAGES

General Liability. The county's general liability insurance policy provides that any expressly authorized volunteer of the county, while acting within the scope of their volunteer service, is covered by the policy, subject to its terms, conditions and exclusions.

If a volunteer's actions cause physical injury or property damage to another and the injured party files a claim against or sues the volunteer, the county or its insurer will defend the volunteer and be responsible for any financial judgment incurred, provided that the volunteer was acting within the scope of their responsibilities, gives notice of the claim to the county and cooperates in the defense or litigation.

Automobile Liability. The county's automobile liability insurance policy states that anyone operating a county owned vehicle with the permission of the county, or their personal vehicle while conducting county business, is an insured subject to policy terms, conditions and exclusions. However, when using a personal vehicle, the county's automobile liability coverage is secondary, or excess, over any other insurance available to the volunteer. Volunteers who use their own vehicle to conduct county business should confirm with their insurance provider that there is coverage for such use. The county does not provide any physical damage coverage for the volunteer's personal vehicle.

For any volunteer that is likely to drive in the course of their service, the Department is required to obtain and maintain on file a Certificate of Insurance or Insurance Identification Card that verifies automobile insurance coverage at least equal to the Wisconsin minimums. The Department will also obtain evidence of continued coverage if the volunteer's insurance expires during the term of service with the county. State minimums are listed on the Risk Administration website under the "Insurance Info" tab.

Volunteer Accident Policy. The county provides accident insurance to all volunteers which covers medical, dismemberment and death benefits to a maximum of $25,000 per occurrence along with a $1,000 dental benefit. These benefits are payable for an injury sustained while on the county premises and participating in authorized volunteer work or while traveling in connection with volunteer activities while under direct supervision of the county. The county does not provide any coverage for loss of income, permanent disability or other non-monetary damages or injuries.

Reporting. Volunteers must report all incidents/accidents related to their volunteer service to their supervisor as soon as possible and complete a Volunteer Report of Injury or Accident (Addendum 3) which must be forwarded to the Risk Administrator within 48 hours. Verbal notification to the Risk Administrator should be made as soon as possible.

MINIMUM PROCEDURAL REQUIREMENTS

All volunteer candidates should be screened and interviewed based on interests and suitability for the responsibilities of the assignment by the supervising department. References should be obtained, documented and retained.

Basic information will be collected and maintained by the supervising department or agency for all individuals retained as volunteers prior to the provision of any services on behalf of the county. The basic information will include: Name, Telephone Number, Address and Date of Application.

An Outagamie County Volunteer Information Form is attached (Addendum 1). Use of this particular form is optional. Based on the nature of the volunteer assignment, additional information may be required.

Criminal Background Investigations will be required for volunteers who are assigned tasks in which there will be unsupervised interaction with clients and/or where the handling of money or sensitive information is involved. The Human Resources Department will pay for Criminal Background Checks and will assist with processing the checks as necessary. Any questionable information obtained in a background check should be discussed with the Human Resources Department or Risk Administrator.

Motor Vehicle Operations Checks are required for all volunteers whose responsibilities will include driving any vehicle (county or personal) in the fulfillment of their assignments. Any check that

reveals an infraction within the past 3 years must be reviewed with the Risk Administrator. Details for completing Motor Vehicle Operations Checks can be found on the Risk Administration website under the "Insurance Info" tab.

The supervising department or agency will provide all volunteers with a written description of their responsibilities and duties and should include at a minimum: volunteer title, supervisor or point of contact, objective of the position, duties of the position, and requirements necessary to perform the duties. The supervising department or agency will control the time and activities of the volunteer and maintain records which will, at a minimum, indicate the beginning and end of volunteer service for each individual.

All volunteers should receive basic training on how to carry out their responsibilities. Based on the complexity and responsibility of the assignment, instruction will vary from an informal orientation to a formalized training program. Training will include safety issues and incident reporting information.

It will be the responsibility of the supervising department or agency to monitor the performance of volunteers and ensure that volunteers are performing up to standards and in the best interests of the county. Those not performing up to expectations will be relieved of their responsibilities.

RECORDS RETENTION

Records of each volunteer's basic information, begin and end dates, and any other pertinent information will be retained by the supervising department or agency for a period of seven years. In the event a juvenile is retained as a volunteer, those records will be kept for a period of seven years from the date the individual reaches the age of majority (18).

A copy of the Volunteer Form can be obtained from Human Resources.



WHISTLEBLOWER PROTECTIONS

A whistleblower as defined by this policy is an employee of Outagamie County who reports an activity that they consider to be illegal or dishonest to one or more of the parties specified in this Policy. The whistleblower is not responsible for investigating the activity or for determining fault or corrective measures; appropriate management officials are charged with these responsibilities.

Examples of illegal or dishonest activities include but are not limited to violations of federal, state or local laws; billing for services not performed or for goods not delivered; and other fraudulent financial reporting.

If an employee has knowledge of or a concern of illegal or dishonest fraudulent activity, the employee is to contact the Human Resources Director or their designee. The employee must exercise sound judgment to avoid baseless allegations. An employee who intentionally files a false report of wrongdoing will be subject to discipline up to and including termination.

Whistleblower protections are provided in two important areas – confidentiality, and anti-retaliation. Insofar as possible, the confidentiality of the whistleblower will be maintained. However, identity may have to be disclosed to conduct a thorough investigation, to comply with the law and to provide accused individuals their legal rights of defense. Outagamie County will not retaliate against a whistleblower. This includes, but is not limited to, protection from retaliation in the form of an adverse employment action such as termination, compensation decreases, or poor work assignments and threats of physical harm. Any whistleblower who believes they are being retaliated against must contact the Human Resources Director immediately. The right of a whistleblower for protection against retaliation does not include immunity for any personal wrongdoing that is alleged and investigated.

In the event that such a report requires disclosures of trade secrets, the DTSA provides for immunity to the employee for certain disclosures of trade secrets.

Pursuant to 18USC1893(3) and Wis. Stat. § 134.90(1)(c), the term "trade secret" means all forms and types of financial, business, scientific, technical, economic, or engineering information, including patterns, plans, compilations, program devices, formulas, designs, prototypes, methods, techniques, processes, procedures, programs, or codes, whether tangible or intangible, and whether or how stored, compiled, or memorialized physically, electronically, graphically, photographically, or in writing if— (A)the owner thereof has taken reasonable measures to keep such information secret; and (B)the information derives independent economic value, actual or potential, from not being generally known to, and not being readily ascertainable through proper means by, another person who can obtain economic value from the disclosure or use of the information.

Defend Trade Secrets Act (DTSA) Compliance: "Immunity from Liability for Confidential Disclosure of a Trade Secret to the Government or in a Court Filing:

(1) Immunity—An individual shall not be held criminally or civilly liable under any federal or state trade secret law for the disclosure of a trade secret that—(A) is made—(i) in confidence to a federal, state or local government official, either directly or indirectly, or to an attorney; and (ii) solely for the purpose of reporting or investigating a suspected violation of law; or (B) is made in a complaint or other document filed in a lawsuit or other proceeding, if such filing is made under seal.

(2) Use of Trade Secret Information in Anti-Retaliation Lawsuit—An individual who files a lawsuit for retaliation by an employer for reporting a suspected violation of law may disclose the trade secret to the attorney of the individual and use the trade secret information in the court proceeding, if the individual—(A) files any document containing the trade secret under seal; and (B) does not disclose the trade secret, except pursuant to court order."

WISCONSIN RETIREMENT SYSTEM

Employees expected to work 1200 hours and at least one year are eligible to participate in the Wisconsin Retirement System (WRS) as administered by Employee Trust Fund (ETF). This State-

administered program covers employees from the first day in a qualifying position; however, employees hired on or after July 1, 2011 will be subject to a five (5) year vesting requirement.

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. However, Sheriff's Department protective status management staff hired prior to July 1, 2011 will have the same Wisconsin Retirement System contribution arrangement as the Deputy Sheriff's Association. Contribution rates are determined by the Trust Funds Board and are subject to change.

A separation benefit from the Wisconsin Retirement Fund can be taken upon termination of employment. The termination must occur any time prior to age 55 for general category employees, or if over 55, a separation benefit would be available to participants who are not vested. A separation benefit is a lump sum withdrawal of the employee contribution balance which will include all employee contributions (whether deducted from the employee's salary or paid on the employee's behalf by the county) plus accumulated interest. The employer-required contributions are forfeited.

On retirement, employees vested in the Wisconsin Retirement System can apply for a lifetime monthly annuity based on the plan's available formula calculation or other options as allowed by ETF. Employees severing their employment status with the county should contact the Human Resources Department to obtain the applicable forms and information regarding their retirement account. Retiring employees are encouraged to contact ETF at least six (6) months in advance of their anticipated retirement date.



WORK WEEK AND HOURS

Outagamie County maintains work hours which are compatible with state law, departmental functions, and the maintenance of effective work schedules. The county reserves the right to modify the normal schedule of hours.

Each payroll period is two weeks long, beginning on a Sunday and ending on a Saturday, and is known as a bi-weekly payroll, with the exception of certain Highway employees who are on a semi-monthly schedule. Payday for most county employees is every other Friday.

With the exception of Section 7(k) Sheriff Department employees, the normal work day for regular full-time employees shall generally be 7.5 - 8 hours and a normal work week shall generally be 37.5 - 40 hours. Employees on a 37.5 hour work week schedule shall be compensated at straight-time pay for all hours worked between thirty-seven and one-half (37.5) and forty (40) hours per week.

Brewster Village: Full-time regular Brewster Village employees shall work a normal day of eight (8) hours and a normal work period of forty (40) hours or eighty (80) hours, depending on assignment. Brewster Village nursing staff will receive a shift differential as defined on the wage schedule. The work schedule will be posted at least two (2) pay periods in advance and posted on the respective neighborhoods. In the event of a layoff, the work schedule shall be made two (2) weeks in advance of the effective date of the layoff and posted on the respective neighborhoods. Any deviation from this schedule, if requested by an employee, shall be the

responsibility of the employee to have someone to work in their place as long as it does not involve overtime pay. Exceptions may be made in cases of illness, bereavement leave, or vacation.

Sheriff's Department: The normal work week for full-time employees classified as Telecommunicator, Correctional Officer, and Jail Operations Assistant will typically be 5 on – 2 off, 5 on – 3 off, and the normal work day for such employees shall consist of an eight and one-third (8.20) hour shift. Shifts for Communication Center Personnel and Jail Operations Assistants shall be assigned as determined by the county. Other assignments to the various shifts may be made by the county as needed.



WORKER'S COMPENSATION

It is the policy of the Outagamie County to provide a workers' compensation program at no cost to employees. This program covers any injury or illness sustained in the course of employment.

Workers' compensation is a "no-fault" system that provides compensation for reasonable medical expenses and wage losses to employees who are injured or who become ill because of employment.

Outagamie County has self-funded workers' compensation insurance with a third-party claims administrator. The insurance provides coverage for related medical and rehabilitation expenses and a portion of lost wages to employees who sustain an injury on the job. Worker's Compensation begins on the employee's first day of work.

The County abides by all applicable state workers' compensation laws and regulations.

If an employee sustains a job-related injury or illness, the employee is required to notify the Supervisor and/or Risk Administration. The employee will complete and sign an Injury Report. The Supervisor will also complete an injury report and return both the employee's and their form to the Risk Administrator who will file the claim. In cases of true medical emergencies, the employee should report to the nearest emergency room and notify his or her supervisor as soon as possible.

In the case of serious work-related injury which requires the employee to leave work to seek medical attention on the date of the injury, a full day's pay will be allowed for the first day, regardless of what time of day the injury was sustained after the official starting time. Per Wisconsin statutes, Chapter 102, if an employee misses work due to a work injury (or work illness), workers' compensation will pay up to two-thirds of the employee's gross average weekly wage. A three-day waiting period may apply. To receive any wage benefit, missed time must be authorized by the employee's treating physician.

No employee will be allowed to take sick leave for an occupational injury except as cited above, as per ruling of the Wisconsin Division of Workers' Compensation. Compensation is always paid on legal holidays falling on a work day, and when an employee is off work due to an injury over a holiday, they cannot receive holiday pay from the County. Compensation is figured at six (6) days per week.

If an employee returns to work after an injury and they have to go back to their doctor for treatment or checkup, such time can be charged to sick leave. If any employee is off from work at the close of the year because of occupational injury and still has unused vacation time, such time can be taken in the following year, with authorization from the Administrator.

During the time an employee is receiving temporary-total Worker's Compensation benefits, the County will continue paying its share of the Health Insurance premium, for a maximum of twelve (12) months.

Worker's Compensation Differential Pay for Correctional Officers, Telecommunicators, Process Servers, Operations Assistants & Records Specialists (former OCJCA employee group): In the event a full time employee becomes entitled to and receives Worker's Compensation payments for temporary-total or temporary-partial disability under Chapter 102 of Wisconsin Statutes, the employee's Worker's Compensation payments will be supplemented so that the employee will receive eighty percent (80%) of their full salary during said period up to a maximum of twenty-six (26) calendar weeks from the date of the original injury or illness. This shall be accomplished by the County paying the employee the difference between the employee's Worker's Compensation check and the employee's normal salary for the period covered by said Worker's Compensation check. For purposes of this paragraph only, an employee shall be considered as entitled to Worker's Compensation payments for temporary-total or temporary-partial disability during the first three (3) days of any illness or injury, notwithstanding the provisions of Chapter 102 of Wisconsin Statutes. Part time employees in these positions do not qualify for this differential pay.

Workers' compensation benefits (paid or unpaid) will run concurrently with the Family and Medical Leave Act, if applicable, and where permitted by state and federal law.

Information on how to report an injury can be found on the Risk Administration webpage http://myoc.org/home/showpublisheddocument/4646/638047862218330000

GLOSSARY OF TERMS

The following definitions are in alphabetical order and are presented here as resources for your use as you use the handbook.

Active Employment: Performing actual work for the county for which the employee receives pay.

Adjusted Date of Hire: A date used as a starting point to track such things as time in grade, position, and employment status.

Allocation: The assignment of a position to a class.

Anniversary Date: The date an employee begins county employment. Also known as "Date of Hire".

Board: The Outagamie County Board of Supervisors.

Class: One or more positions which are sufficiently alike in duties and responsibilities to warrant using the same title, similar qualifications, selection processes and the same pay range.

Class Specification: A written description of a class containing the class title, a general statement of the duties and responsibilities, examples of typical duties performed, and minimum qualifications required.

Class Title: The official designation or name of the class as stated in the class specification. The class title shall be used on all personnel records and other official personnel actions.

Classification Plan: The sum total of all job class specifications in the county service and a system showing salary and classification relationships.

Compensatory Time: The hours absent from duty granted to compensate for authorized overtime worked.

Continuous Service: The total length of employment with the county without break or interruption.

Demotion: The assignment of an employee from one class to another class with a lower pay range.

Department: A unit of government having a separate operational budget, usually reporting directly to the County Executive.

Department Head: A county official with the responsibility for the operation of a county department and that department's budget.

Disciplinary Action: The action taken to discipline an employee for cause which may include any action from a verbal reprimand up to and including discharge.

Domestic Partner: A person with whom an employee shares a committed relationship akin to marriage. This relationship is characterized by mutual financial interdependence and a shared residence, and typically involves a level of emotional and physical commitment similar to that found in a traditional marriage. Domestic partners may or may not be legally married or have registered their partnership, depending on local laws and regulations.

Effective Date: The date at the beginning of a payroll period on or following the eligibility date for which a change in pay is to be implemented.

Eligible: A person certified as meeting the training, experience, and skill requirements and as successfully completing all parts of the selection process when formal selection devices are used.

Eligibility Date: The date an employee becomes eligible for benefits and/or change in salary.

Eligibility List: A list of persons eligible to fill positions in a particular job class.

Emergency Appointment: An appointment not to exceed thirty calendar days which may be made in case of unforeseen emergency and when necessary to prevent impairment of county service.

Employee: An individual who is employed by the county and is paid in part or whole through the county payroll. This specifically excludes leased, employment agency and independent contractors.

Employee Complaint: A formal employee complaint regarding alleged poor working conditions, unjust application of discipline, or unfair application or violation of the personnel rules and regulations of the county or the department for which the employee works.

Entrance Pay Rate: The rate at which an individual not currently on the payroll will normally be paid upon joining the county service.

Full Month of Service: Minimum of ten (10) times an employee's Factor (Full Time Factors: 8 and 7.5; Part Time Factors: As assigned by Payroll or employee's department); 10 is derived from 10 days of service in a month.

Immediate Family: Unless otherwise defined, includes spouse, domestic partner, child, parent, brother, sister, mother-in-law, father-in-law, sister-in-law, brother-in-law, daughter-in-law, son-in-law, grandparent, stepparent, stepchild, stepbrother, or stepsister.

Jurisdictional Committee: That committee established by the County Board to be the policy and budget oversight committee for a particular department.

Layoff: The involuntary separation of an employee because of lack of work, lack of funds, or the abolishment of a position.

Leave: An authorized absence from regularly scheduled work hours which has been approved by proper authority.

Overtime: Time an employee is directed and authorized to work in excess of forty (40) hours in one work week, or other hours as determined by Federal or State law for applicable law enforcement or Brewster Village staff.

Pay Plan: A schedule of pay ranges for all classes of positions in the county service.

Pay Range: The minimum and maximum rates of pay established for each class of positions.

Position: A grouping of duties and responsibilities to be performed by an employee. A position may be filled or vacant, full-time or part-time, regular or temporary.

Promotion: The assignment of an employee from one class to another class with a higher pay range.

Reclassification: The reassignment of a position from one class to another to recognize a change in the duties and responsibilities of a position or to correct an error in the original assignment.

Reinstatement: The action by which a former employee may be reinstated to a position with pay and/or fringe benefits comparable to that received at the time of separation or as may be appropriate at the time.

Reprimand: A written notice to an employee that the supervisor believes a deficiency exists in the employee's work performance or conduct and improvement is needed, which is filed in the employee's Human Resources Department personnel file.

Supervisor: The person responsible for the assignment, direction and evaluation of the work of another employee.

Termination: The removal of an employee from the payroll for voluntary, or involuntary reasons, including dismissal, resignation, retirement, or death.

Transfer: The assignment of an employee from one position to another in the same class or to a class with the same pay range.

Vacancy: A duly created position which is not occupied and for which funds have been provided.

ADDITIONAL RESOURCES

Internal Outagamie County Website (for employees only)
http://myoc.org/

External Outagamie County Website
https://www.outagamie.org/

Administrative Rules & County Executive Newsletter
http://myoc.org/departments/county-executive

Human Resources Webpage
http://myoc.org/departments/human-resources

Tyler-Munis Employee Self-Service
https://outagamie.munisselfservice.com/

Various Policies and Procedures
http://myoc.org/applications/policies-procedures

Revision Date: July 2024

I, Kelly Gerrits, County Clerk for the County of Outagamie Wisconsin do hereby certify that the foregoing is a true and correct copy of the July 23, 2024 County Board Minutes approved by a majority vote at a meeting of the County Board on August 27, 2024 and recorded in the minutes of said meeting a quorum of members being present.

In testimony whereof, I have hereunto set my hand and the seal of the County of Outagamie, Wisconsin, this 28th Day of August, 2024.

/s/ Kelly Gerrits
County Clerk

Please call the Outagamie County Clerk's Office (832-5077) if you would like further elaboration of these minutes.

RUN: September 9, 2024

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

Office of the County Clerk, August 27, 2024.

The Board met pursuant to adjournment, and was called to order by Chairperson Gabrielson at 7:03 p.m. in the County Board Room, located at 320 South Walnut Street, Appleton, Wisconsin.

ROLL CALL: 35 present, 1 absent. Members present: Thompson, Johnson, Smith, Patience, Gabrielson, Kostelny, Hammen, Lawrence, Krueger, Lamers, Ferguson, McCabe, Wegand, Hermes, MacDonald, Croatt, Spears, Heiser, Mitchell, Cuff, Hagen, Klemp, Thiede, Janke, Weinberg, Culbertson, Monfils, Winterfeldt, Nejedlo, Clegg, Thyssen, VanderHeiden, Rettler, Koury, and Lautenschlager. Members absent: Supervisor Schroeder.

The Board Chairperson requested the Board's confirmation to excuse Supervisor Schroeder. No objections; so ordered.

The Pledge of Allegiance was led by Chairperson Gabrielson.

MINUTES OF THE JULY 23, 2024 COUNTY BOARD MEETING
Supervisor Patience moved, seconded by Supervisor Culbertson, to approve the minutes of the July 23, 2024, County Board meeting.

ROLL CALL: 33 yes, 2 abstain (MacDonald, Thiede), 1 absent. MINUTES OF THE JULY 23, 2024, COUNTY BOARD MEETING ARE APPROVED.

SPECIAL ORDER OF BUSINESS – None.

ESTABLISH ORDER OF THE DAY – Chairperson Gabrielson reported the request to have the Parks Director and Veterans Service Officer appointments and Resolution Nos. 46 and 47 —2024-25 locked in at the meeting.

Supervisor Spears requested to have Resolution No. 48 —2024-25 locked in at the meeting due to timing.

Chairperson Gabrielson asked for unanimous consent to handle all reconsiderations and lock ins at the end of the meeting as noted. No objections; so ordered.

COMMUNICATIONS –

Chairperson Gabrielson summarized the following communications:

- There are twelve outstanding County Board Supervisors who still need to complete the July 2024 security awareness training. This training should be completed by the end of August; any questions can be posed to Legislative Services. Two supervisors still need to complete the May 2024 cyber security training. Chairperson Gabrielson emphasized the importance of completing the trainings, as they are a way to continue to help with remediation and recovery efforts, and align the County to be in compliance with its cyber security insurance.

- Chairperson Gabrielson recognized the following County Board Supervisor birthday: Supervisor Lamers (8/29).
- The approved 2024 County Budget is now available on the Legislative Services page.
- Password e-mail reset instructions are available in each County Supervisor's mailbox slot in the Legislative Services office.
- Chairperson Gabrielson introduced Valerie Neuman, Chief Deputy County Clerk, who started with the County Clerk's Office in July 2024.
- Chairperson Gabrielson commended County Clerk Gerrits and her staff on the successful completion of the August Partisan Primary Election and Canvassing.

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 –

Robert Kramer, W6461 Summer Wind Lane, Greenville, WI – Spoke to the County Board of Supervisors in opposition to Resolution No. 46—2024-25.

APPOINTMENTS –

County Executive Nelson nomination for appointment of Justin Schumacher as Parks Director.

Supervisor Croatt moved, seconded by Supervisor Clegg, for confirmation of the above-listed appointment.

Supervisor Spears moved, seconded by Supervisor MacDonald, to suspend County Board rules and allow Human Resources Director, Valarie Wunderlich, address the Board.

ROLL CALL: 35 yes, 1 absent. JUSTIN SCHUMACHER IS APPOINTED AS PARKS DIRECTOR.

County Executive Nelson nomination for appointments of Phil Anhalt, Denise Chorne, Andrew Olson, and the reappointment of Chris Shea to the Local Emergency Planning Committee; terms expire June 30, 2027.

Supervisor Kostelny moved, seconded by Supervisor Thiede, for confirmation of the above-listed appointments and reappointment.

ROLL CALL: 35 yes, 1 absent. PHIL ANHALT, DENISE CHORNE, AND ANDREW OLSON ARE APPOINTED AND CHRIS SHEA IS REAPPOINTED TO THE LOCAL EMERGENCY PLANNING COMMITTEE.

County Executive Nelson nomination for appointment of Michelle Uitenbroek to the Department of Recycling and Solid Waste and Highway Department Facility and Land Use Oversight Committee; for the duration of the project.

Supervisor Thiede moved, seconded by Supervisor Krueger, for confirmation of the above-listed appointment.

ROLL CALL: 35 yes, 1 absent. MICHELLE UITENBROEK IS APPOINTED TO THE DEPARTMENT OF RECYCLING AND SOLID WASTE AND HIGHWAY DEPARTMENT FACILITY AND LAND USE OVERSIGHT COMMITTEE.

County Executive Nelson nomination for appointment of Kelly "Kell" Bales as Veterans Service Officer.

Supervisor Kostelny moved, seconded by Supervisor Janke, for confirmation of the above-listed appointment.

ROLL CALL: 35 yes, 1 absent. KELLY "KELL" BALES IS APPOINTED AS VETERANS SERVICE OFFICER.

County Board Chair Gabrielson nomination for appointment of Karen Lawrence to the Department of Recycling and Solid Waste and Highway Department Facility and Land Use Plan Oversight Committee; term expires April 2026.

Supervisor Koury moved, seconded by Supervisor Patience, for confirmation of the above-listed appointment.

VOICE VOTE CARRIED UNANIMOUSLY. KAREN LAWRENCE IS APPOINTED TO THE DEPARTMENT OF RECYCLING AND SOLID WASTE AND HIGHWAY DEPARTMENT FACILITY AND LAND USE PLAN OVERSIGHT COMMITTEE.

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

Supervisor questions and comments followed.

UNFINISHED BUSINESS – None.

NEW BUSINESS – *NOTE: The minutes that follow list the synopsis of the ordinances/resolutions and roll calls. At the end of this set of minutes, the scanned copies of the each ordinance/resolution will be appended along with the physical roll call.*

Resolution No. 40—2024-25 – Agriculture, Extension Education, Zoning, and Land Conservation Committee. Approve the Land Conservation Department to accept and expend $108,575 Reserve Funds from the Wisconsin Department of Agriculture, Trade and Consumer Protection as a landowner cost sharing project at Olson's Best Dairy waste storage project site; and increase the line items of Cost-Share for the Land Conservation Grant and Landowner Payment by $108,575 each, as noted on the attached fiscal note.

Supervisor Vanderheiden moved, seconded by Supervisor Rettler, for adoption.

ROLL CALL: 35 yes, 1 absent. RESOLUTION NO. 40—2024-25 IS ADOPTED.

Resolution No. 41—2024-25 – Highway, Recycling and Solid Waste Committee. Authorize the County Highway Commissioner to enter into a State/Municipal Financial Agreement for the I-41 salt shed project, as noted on the attached State/Municipal Financial Agreement for a State-Let Highway Project, and the county share of the project costs to be included in future budgets, as noted on the attached fiscal note.

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

ROLL CALL: 35 yes, 1 absent. RESOLUTION NO. 41—2024-25 IS ADOPTED.

Resolution No. 42—2024-25 – Highway, Recycling and Solid Waste Committee. Authorize the Highway Commissioner to enter into a State/Municipal Financial Agreement for the County J interchange improvement project, as noted on the attached State/Municipal Financial Agreement for a State-Let Highway Project, and the county share of the project costs to be included in future budgets, as noted on the attached fiscal note.

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

ROLL CALL: 35 yes, 1 absent. RESOLUTION NO. 42—2024-25 IS ADOPTED.

Resolution No. 43—2024-25 – Highway, Recycling and Solid Waste Committee. Authorize the Highway Commissioner to enter into a State/Municipal Financial Agreement for the County U interchange and I-41 mainline improvement projects, as noted on the attached State/Municipal Financial Agreement for a State-Let Highway Project, and the county share of the project costs to be included in future budgets, as noted on the attached fiscal note.

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

ROLL CALL: 35 yes, 1 absent. RESOLUTION NO. 43—2024-25 IS ADOPTED.

Resolution No. 44—2024-25 – 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, as noted on the attached State/Municipal Financial Agreement for a State-Let Highway Project, and the county share of the project costs to be included in future budgets, as noted on the attached fiscal note.

Supervisor Wegand moved, seconded by Supervisor Nejedlo, for adoption.

ROLL CALL: 35 yes, 1 absent. RESOLUTION NO. 44—2024-25 IS ADOPTED.

Resolution No. 45—2024-25 – Health and Human Services Committee. Approve the County Department of Health and Human Services to solicit for donations from the community for the programs listed on this resolution and the attached Solicitation of Donations Policy and Procedure and Record of Donation Form that shall be used by all Department of Health and Human Services units, divisions, and programs within the department.

Supervisor McCabe moved, seconded by Supervisor Johnson, for adoption.

ROLL CALL: 27 yes, 8 no (Lamers, Hermes, Mitchell, Klemp, Janke, Winterfeldt, Clegg, Lautenschlager), 1 absent. RESOLUTION NO. 45—2024-25 IS ADOPTED.

Resolution No. 46—2024-25 – Legislative/Audit and Human Resources Committee. Approve an in-year Table of Organization request to add two (2) part-time Driver positions and reclassify one (1) full-time Maintenance Lead position, effective September 8, 2024, for Brewster Village, with no budget adjustment needed, as noted on the attachments.

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

ROLL CALL: 33 yes, 1 no (Winterfeldt), 1 abstain (Mitchell), 1 absent. RESOLUTION NO. 46—2024-25 IS ADOPTED.

Resolution No. 47—2024-25 – Property, Airport, Recreation and Economic Development Committee. Authorize granting We Energies an easement for the area described as strips of land twelve feet in width, being part of the Grantor's land for parcels 311931406, 311931411, and 311931410, in the City of Appleton (Plamann Park); as shown on the attached Distribution Easement Underground and Temporary Exhibit A.

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

ROLL CALL: 35 yes, 1 absent. RESOLUTION NO. 47—2024-25 IS ADOPTED.

Resolution No. 48—2024-25 – Legislative/Audit and Human Resources Committee. Approve transferring $5,600 from the Human Resources Salaries line item to the Human Resources Capital Outlay line item to upgrade chairs and the department conference room for video conference capabilities, as noted on the attached fiscal note.

Supervisor Spears moved, seconded by Supervisor Ferguson, for adoption.

ROLL CALL: 35 yes, 1 absent. RESOLUTION NO. 48—2024-25 IS ADOPTED.

Supervisor VanderHeiden requested to have Resolution No. 40—2024-25 locked in due to timing.

RECONSIDERATION OF APPOINTMENTS JUSTIN SCHUMACHER, PARKS DIRECTOR, AND KELLY "KELL" BALES, VETERANS SERVICE OFFICER.

Supervisor Patience moved, seconded by Supervisor MacDonald, to reconsider the above listed appointments.

Vote for reconsideration. ROLL CALL: 35 yes, 1 absent. APPOINTMENTS FOR JUSTIN SCHUMACHER, PARKS DIRECTOR, AND KELLY "KELL" BALES, VETERANS SERVICE OFFICER ARE RECONSIDERED.

Vote for lock in. ROLL CALL: 35 yes, 1 absent. APPOINTMENTS FOR JUSTIN SCHUMACHER, PARKS DIRECTOR, AND KELLY "KELL" BALES, VETERANS SERVICE OFFICER ARE ADOPTED & LOCKED IN.

Supervisor Thiede moved, seconded by Supervisor MacDonald, to have Resolution Nos. 40, 46, 47, and 48 —2024-25 reconsidered and locked in separately.

RECONSIDERATION OF RESOLUTION NO. 40 —2024-25.
Supervisor VanderHeiden moved, seconded by Supervisor Mitchell, to reconsider the above listed resolution.

Vote for reconsideration. ROLL CALL: 34 yes, 1 no (Thiede), 1 absent. RESOLUTION NO. 40 —2024-25 IS RECONSIDERED.

Vote for lock in. ROLL CALL: 35 yes, 1 absent. RESOLUTION NO. 40 —2024-25 IS ADOPTED & LOCKED IN.

RECONSIDERATION OF RESOLUTION NO. 46 —2024-25.

Supervisor Smith moved, seconded by Supervisor Thiede, to reconsider the above listed resolution.

Vote for reconsideration. ROLL CALL: 33 yes, 1 no (Winterfeldt), 1 abstain (Mitchell), 1 absent. RESOLUTION NO. 46 —2024-25 IS RECONSIDERED,

Vote for lock in. ROLL CALL: 34 yes, 1 abstain (Mitchell), 1 absent. RESOLUTION NO. 46 —2024-25 IS ADOPTED & LOCKED IN.

RECONSIDERATION OF RESOLUTION NO. 47 —2024-25.

Supervisor Krueger moved, seconded by Supervisor Patience, to reconsider the above listed resolution.

Vote for reconsideration. ROLL CALL: 34 yes, 1 no (Thiede), 1 absent. RESOLUTION NO. 47 —2024-25 IS RECONSIDERED,

Vote for lock in. ROLL CALL: 35 yes, 1 absent. RESOLUTION NO. 47 —2024-25 IS ADOPTED & LOCKED IN.

RECONSIDERATION OF RESOLUTION NO. 48 —2024-25.

Supervisor Smith moved, seconded by Supervisor Lautenschlager, to reconsider the above listed resolution.

Vote for reconsideration. ROLL CALL: 34 yes, 1 no (Thiede), 1 absent. RESOLUTION NO. 48 —2024-25 IS RECONSIDERED,

Vote for lock in. ROLL CALL: 35 yes, 1 absent. RESOLUTION NO. 48 —2024-25 IS ADOPTED & LOCKED IN.

REPORTS – None.

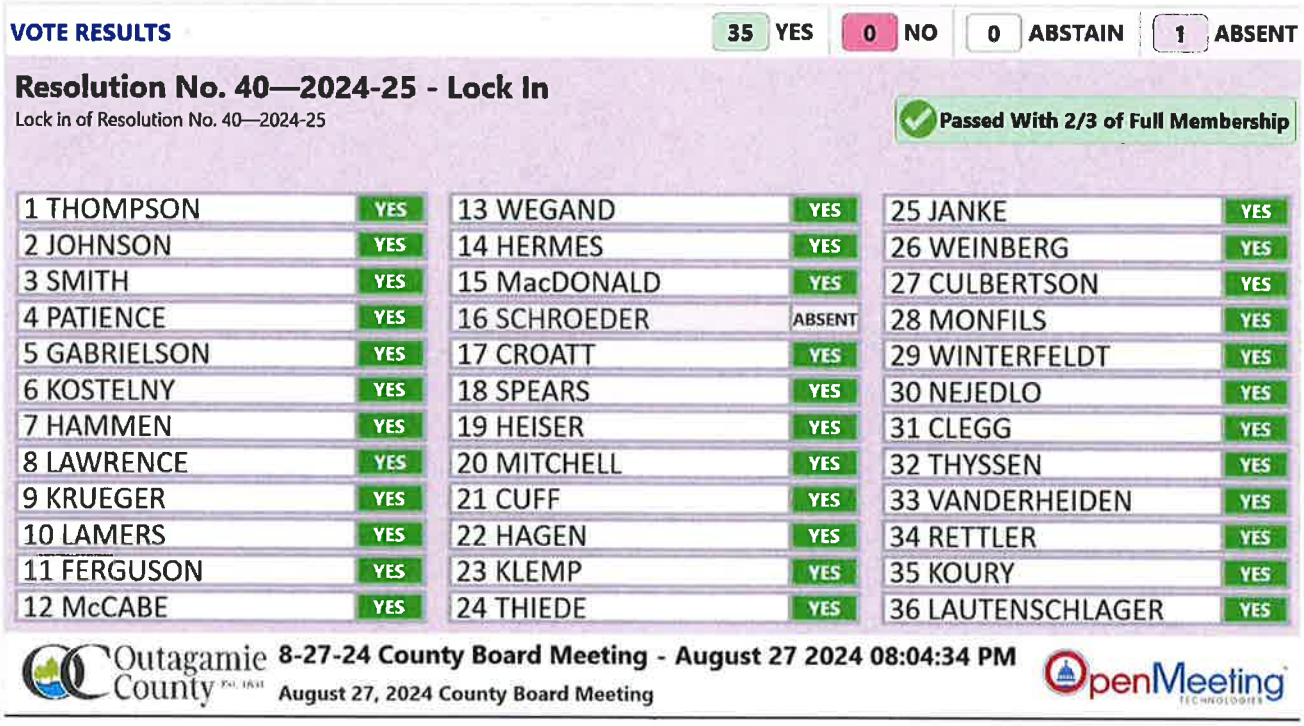
ADJOURNMENT
Supervisor MacDonald moved, seconded by Supervisor Lawrence to adjourn until September 10, 2024 at 7:00 p.m. VOICE VOTE CARRIED UNANIMOUSLY.

The meeting adjourned at 8:10 p.m.

FINAL COPIES OF ORDINANCES/RESOLUTIONS AND ROLL CALLS PERTINENT TO NEW BUSINESS FOLLOW:

LOCK IN OF RESOLUTION NO. 40 —2024-25.

Vote for lock in. ROLL CALL: 35 yes, 1 absent. RESOLUTION NO. 40 —2024-25 IS ADOPTED & LOCKED IN.



VOTE RESULTS — 35 YES | 0 NO | 0 ABSTAIN | 1 ABSENT

Resolution No. 40—2024-25 - Lock In

Lock in of Resolution No. 40—2024-25

Passed With 2/3 of Full Membership

1 THOMPSON YES	13 WEGAND YES	25 JANKE YES
2 JOHNSON YES	14 HERMES YES	26 WEINBERG YES
3 SMITH YES	15 MacDONALD YES	27 CULBERTSON YES
4 PATIENCE YES	16 SCHROEDER ABSENT	28 MONFILS YES
5 GABRIELSON YES	17 CROATT YES	29 WINTERFELDT YES
6 KOSTELNY YES	18 SPEARS YES	30 NEJEDLO YES
7 HAMMEN YES	19 HEISER YES	31 CLEGG YES
8 LAWRENCE YES	20 MITCHELL YES	32 THYSSEN YES
9 KRUEGER YES	21 CUFF YES	33 VANDERHEIDEN YES
10 LAMERS YES	22 HAGEN YES	34 RETTLER YES
11 FERGUSON YES	23 KLEMP YES	35 KOURY YES
12 McCABE YES	24 THIEDE YES	36 LAUTENSCHLAGER YES

Outagamie County — 8-27-24 County Board Meeting - August 27 2024 08:04:34 PM

August 27, 2024 County Board Meeting

OpenMeeting

RECONSIDERATION OF RESOLUTION NO. 40—2024-25.

Supervisor VanderHeiden moved, seconded by Supervisor Mitchell, to reconsider the above listed resolution.

Vote for reconsideration. ROLL CALL: 34 yes, 1 no (Thiede), 1 absent. RESOLUTION NO. 40—2024-25 IS RECONSIDERED.

VOTE RESULTS 34 YES | 1 NO | 0 ABSTAIN | 1 ABSENT

Resolution No. 40—2024-25 - Reconsideration

Reconsideration of Resolution No. 40—2024-25

Passed With Majority of Full Membership

1 THOMPSON	YES	13 WEGAND	YES	25 JANKE	YES
2 JOHNSON	YES	14 HERMES	YES	26 WEINBERG	YES
3 SMITH	YES	15 MacDONALD	YES	27 CULBERTSON	YES
4 PATIENCE	YES	16 SCHROEDER	ABSENT	28 MONFILS	YES
5 GABRIELSON	YES	17 CROATT	YES	29 WINTERFELDT	YES
6 KOSTELNY	YES	18 SPEARS	YES	30 NEJEDLO	YES
7 HAMMEN	YES	19 HEISER	YES	31 CLEGG	YES
8 LAWRENCE	YES	20 MITCHELL	YES	32 THYSSEN	YES
9 KRUEGER	YES	21 CUFF	YES	33 VANDERHEIDEN	YES
10 LAMERS	YES	22 HAGEN	YES	34 RETTLER	YES
11 FERGUSON	YES	23 KLEMP	YES	35 KOURY	YES
12 McCABE	YES	24 THIEDE	NO	36 LAUTENSCHLAGER	YES

Outagamie County Est. 1851 **8-27-24 County Board Meeting - August 27 2024 08:04:17 PM**

August 27, 2024 County Board Meeting

OpenMeeting TECHNOLOGIES

Resolution No. 40—2024-25 – Agriculture, Extension Education, Zoning, and Land Conservation Committee. Approve the Land Conservation Department to accept and expend $108,575 Reserve Funds from the Wisconsin Department of Agriculture, Trade and Consumer Protection as a landowner cost sharing project at Olson's Best Dairy waste storage project site; and increase the line items of Cost-Share for the Land Conservation Grant and Landowner Payment by $108,575 each, as noted on the attached fiscal note.

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

ROLL CALL: 35 yes, 1 absent. RESOLUTION NO. 40—2024-25 IS ADOPTED.

VOTE RESULTS 35 YES | 0 NO | 0 ABSTAIN | 1 ABSENT

Resolution No. 40—2024-25

Passed With 2/3 of Full Membership

1 THOMPSON YES	13 WEGAND YES	25 JANKE YES
2 JOHNSON YES	14 HERMES YES	26 WEINBERG YES
3 SMITH YES	15 MacDONALD YES	27 CULBERTSON YES
4 PATIENCE YES	16 SCHROEDER ABSENT	28 MONFILS YES
5 GABRIELSON YES	17 CROATT YES	29 WINTERFELDT YES
6 KOSTELNY YES	18 SPEARS YES	30 NEJEDLO YES
7 HAMMEN YES	19 HEISER YES	31 CLEGG YES
8 LAWRENCE YES	20 MITCHELL YES	32 THYSSEN YES
9 KRUEGER YES	21 CUFF YES	33 VANDERHEIDEN YES
10 LAMERS YES	22 HAGEN YES	34 RETTLER YES
11 FERGUSON YES	23 KLEMP YES	35 KOURY YES
12 McCABE YES	24 THIEDE YES	36 LAUTENSCHLAGER YES

Outagamie County

8-27-24 County Board Meeting - August 27 2024 07:42:01 PM

August 27, 2024 County Board Meeting

OpenMeeting

RESOLUTION NO.: 40—2024-25

TO THE HONORABLE, THE OUTAGAMIE COUNTY BOARD OF SUPERVISORS

LADIES AND GENTLEMEN: ***2/3 MAJORITY – 24 VOTES***

The Outagamie County Land Conservation Department (LCD) has been awarded $108,575 in engineering reserve funds from the Wisconsin Department of Agriculture, Trade and Consumer Protection (DATCP). The funds will be used to address issues identified at Olson's Best Dairy waste storage project site and will be a landowner cost sharing project.

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

BE IT RESOLVED, that the Outagamie County Board of Supervisors does authorize and approve the Land Conservation Department to accept and expend $108,575 Reserve Funds from the Wisconsin Department of Agriculture, Trade and Consumer Protection (DATCP) as a landowner cost sharing project at Olson's Best Dairy waste storage project site, and

BE IT FURTHER RESOLVED, that the Outagamie County Board of Supervisors does authorize and approve of increasing the Land Conservation Cost-Share Grant line item and Landowner Cost-Share Payment line item by $108,575 each as noted on the attached fiscal note which by reference is made a part hereof, and

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

Dated this 27th day of August 2024

Respectfully Submitted,

AGRICULTURE, EXTENSION EDUCATION, ZONING AND LAND CONSERVATION COMMITTEE

Debbie VanderHeiden

Mike Janke

Jayme Heiser

Mark Mitchell

Daniel Rettler

Duly and officially adopted by the County Board on: August 27, 2024

Signed: _____ Board Chairperson

_____ County Clerk

Approved: 8.28.24

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:** LCD Request to accept and expend DATCP Reserve Funds 2024

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)

Land Conservation has been awarded DATCP Reserve Funds in the amount of $108,575 for landowner cost sharing. This will increase our budget amount for cost-share.

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

[X] Revenues [X] 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 ( ) no (X)

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

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
Cost-Share grant		1008200.4220.07	$108,575
Landowner Cost-Share payments		1008200.5562.65	$108,575

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 _____ Annual Revenue _____

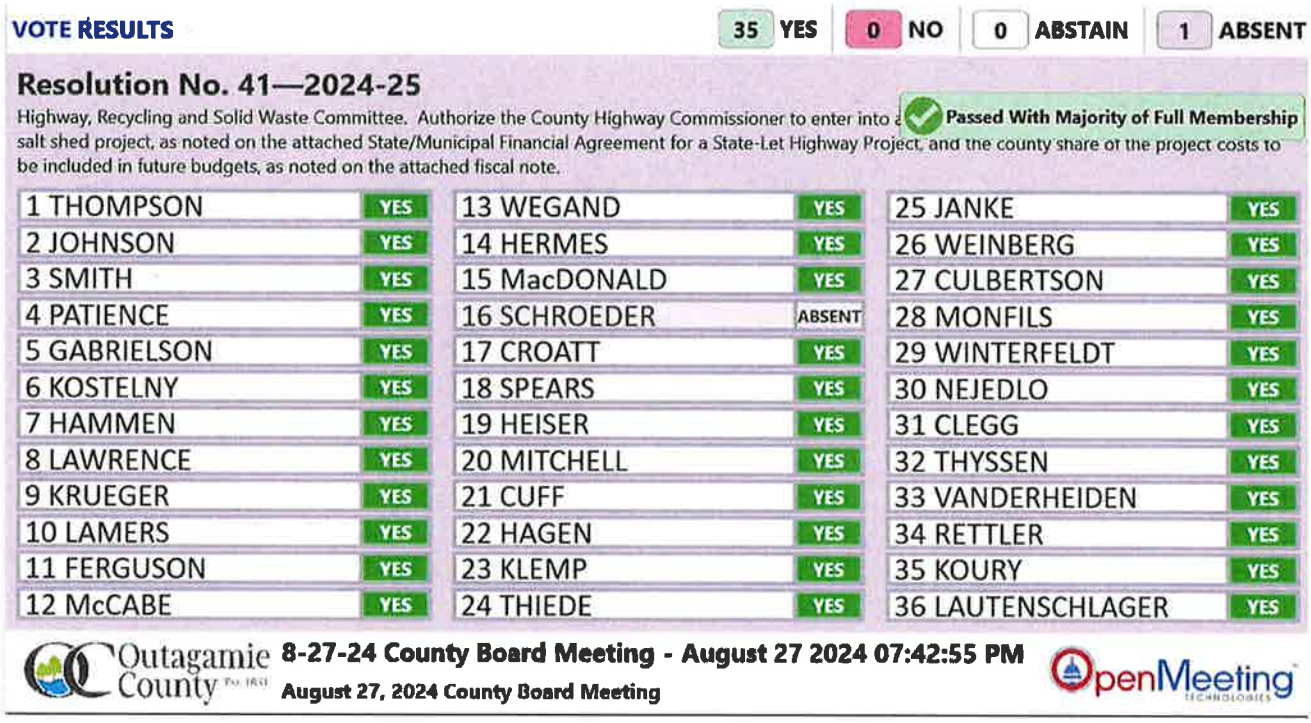
Fiscal Note Prepared by: Sarah Kussow

For Financial Services purposes only	
Reviewed By: Tara L Hamilton	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 Expenditures Account Number / Amount
Date: 7/11/2024	
Comments:	

Resolution No. 41—2024-25 – Highway, Recycling and Solid Waste Committee. Authorize the County Highway Commissioner to enter into a State/Municipal Financial Agreement for the I-41 salt shed project, as noted on the attached State/Municipal Financial Agreement for a State-Let Highway Project, and the county share of the project costs to be included in future budgets, as noted on the attached fiscal note.

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

ROLL CALL: 35 yes, 1 absent. RESOLUTION NO. 41—2024-25 IS ADOPTED.



VOTE RESULTS

35 YES | 0 NO | 0 ABSTAIN | 1 ABSENT

Resolution No. 41—2024-25

Highway, Recycling and Solid Waste Committee. Authorize the County Highway Commissioner to enter into a salt shed project, as noted on the attached State/Municipal Financial Agreement for a State-Let Highway Project, and the county share of the project costs to be included in future budgets, as noted on the attached fiscal note.

Passed With Majority of Full Membership

1 THOMPSON YES	13 WEGAND YES	25 JANKE YES
2 JOHNSON YES	14 HERMES YES	26 WEINBERG YES
3 SMITH YES	15 MacDONALD YES	27 CULBERTSON YES
4 PATIENCE YES	16 SCHROEDER ABSENT	28 MONFILS YES
5 GABRIELSON YES	17 CROATT YES	29 WINTERFELDT YES
6 KOSTELNY YES	18 SPEARS YES	30 NEJEDLO YES
7 HAMMEN YES	19 HEISER YES	31 CLEGG YES
8 LAWRENCE YES	20 MITCHELL YES	32 THYSSEN YES
9 KRUEGER YES	21 CUFF YES	33 VANDERHEIDEN YES
10 LAMERS YES	22 HAGEN YES	34 RETTLER YES
11 FERGUSON YES	23 KLEMP YES	35 KOURY YES
12 McCABE YES	24 THIEDE YES	36 LAUTENSCHLAGER YES

Outagamie County

8-27-24 County Board Meeting - August 27 2024 07:42:55 PM

August 27, 2024 County Board Meeting

OpenMeeting

RESOLUTION NO.: 41—2024-25

TO THE HONORABLE, THE OUTAGAMIE COUNTY BOARD OF SUPERVISORS

LADIES AND GENTLEMEN: ***MAJORITY***

The Wisconsin Department of Transportation (WisDOT) is planning for reconstruction of the I-41 corridor, which includes intersections with local highways. The reconstruction will expand the I-41 mainline from four (4) lanes to six (6) lanes throughout the project limits and add additional ramp and collector-distributor lanes as well. The increased pavement area has driven the need for additional salt storage capacity to service the additional State Highway winter maintenance needs and maintain an acceptable level of service. WisDOT is proposing to construct a new salt storage facility on the current Appleton campus. Construction is currently scheduled for 2025. Outagamie County's share is currently estimated to be $15 for non-participating items. The county share of the project costs will be funded within future budgets.

This resolution authorizes the Outagamie County Highway Commissioner to enter into a State/Municipal Financial Agreement (SMFA) for this state-let improvement project and to support future funding for the I-41 salt shed project.

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

BE IT RESOLVED, that the Outagamie County Board of Supervisors does authorize the Outagamie County Highway Commissioner to enter into a State/Municipal Financial Agreement for the I-41 salt shed project, as noted on the attached State/Municipal Financial Agreement for a State-Let Highway Project, which by reference is made a part hereof, and

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

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 27th day of August 2024

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: August 27, 2024

Signed: Board Chairperson

County Clerk

Approved: 8·28·24 Vetoed: _____

Signed: County Executive

ORIGINAL STATE/MUNICIPAL FINANCIAL AGREEMENT FOR A STATE – LET HIGHWAY PROJECT	Date: 7/16/2024 ID: 1130-65-88 (Design 1130-63-01) Road Name: IH 41 Title: Appleton – De Pere Limits: Salt Storage Facility County: Outagamie County Roadway Length: 0.0

The signatory County of Outagamie, 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 standard, 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. Because of these issues, the number of mainline lanes is being expanded and the additional lanes will require additional salt storage capacity in order to provide the necessary winter snow clearing and acceptable Level of Service (LOS).

Proposed Improvement – Nature of work:

The proposed project will construct a salt shed within property owned by Outagamie County in order to service additional State Highway winter maintenance needs due to the expansion of IH 41.

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 address any unanticipated non-participating needs during construction.

SUMMARY OF COSTS

Phase	Total Est. Cost	Federal/State Funds	%	County of Outagamie	%
Design Engineering	N/A	N/A	100%	$0	0%
Real Estate Acquisition	N/A	N/A	100%	$0	0%
Utility Coordination:	N/A	N/A	100%	$0	0%
Construction :					
Category 1000 – Roadway/Site Items	$1,610,000.00	$1,610,000.00	100%	$0	0%
Category 1600 – 100% Outagamie County Funded	$15.00	$0	0%	$15.00	100%
Subtotal	$1,610,015.00	$1,610,000.00		$15.00	
Total Est. Cost Distribution	$1,610,015.00	$1,610,000.00		$15.00	

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

[2] Estimates include construction engineering, estimated at 15%

This request shall constitute agreement between the Municipality and the State; is subject to the terms and conditions that follow (pages [2] – [4]); 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 County of Outagamie	
Name	Title
Signature	Date
Signed for and in behalf of the State	
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.

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) Conditioning, if required, and maintenance of detour routes.

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: 1130-65-88

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

Category 1000 – Roadway/Site Items

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

Category 1600 – 100% Outagamie County Funded

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.

Item Number	Item Description	Units	Estimated Qty	Unit Price	Amount
305.0120	Base Aggregate Dense 1 ¼-Inch	TON	1	$13	$13.00

1130-65-88 Construction Total	$13.00
15% Construction Engineering	$2.00
1130-65-88 Project Total	$15.00

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.

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:** This resolution authorizes the Outagamie County Highway Commissioner to enter into a State/Municipal Financial Agreement (SMFA) for this state-let improvement project and to support future funding for the I-41 salt shed 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 (WisDOT) is planning for reconstruction of the I-41 corridor which includes intersections with local highways. The reconstruction will expand the I-41 mainline from four (4) lanes to six (6) lanes throughout the project limits and add additional ramp and collector-distributor lanes as well. The increased pavement area has driven the need for additional salt storage capacity to service the new, expanded facility and maintain an acceptable Level of Service. WisDOT is proposing to construct a new salt storage facility on the current Appleton campus. Construction is currently scheduled in 2025. Outagamie County's share is currently estimated to be $15 for non-participating items. The county share of the project costs is to be funded within future budgets.

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

[ ] Revenues [ ] Expenses (Cost) [x] 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 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 Uitenbroek
7/18/2024

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

C:\Users\hickeysa\AppData\Local\Microsoft\Windows\INetCache\Content.Outlook\DI9UXRYJ\Fiscal Note I-41 Salt Shed SFMA.docx

Resolution No. 42—2024-25 – Highway, Recycling and Solid Waste Committee. Authorize the Highway Commissioner to enter into a State/Municipal Financial Agreement for the County J interchange improvement project, as noted on the attached State/Municipal Financial Agreement for a State-Let Highway Project, and the county share of the project costs to be included in future budgets, as noted on the attached fiscal note.

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

ROLL CALL: 35 yes, 1 absent. RESOLUTION NO. 42—2024-25 IS ADOPTED.

VOTE RESULTS 35 YES | 0 NO | 0 ABSTAIN | 1 ABSENT

Resolution No. 42—2024-25

Highway, Recycling and Solid Waste Committee. Authorize the Highway Commissioner to enter into a State/M... interchange improvement project, as noted on the attached State/Municipal Financial Agreement for a State-Let Highway Project, and the county share of the project costs to be included in future budgets, as noted on the attached fiscal note.

Passed With Majority of Full Membership

1 THOMPSON	YES	13 WEGAND	YES	25 JANKE	YES
2 JOHNSON	YES	14 HERMES	YES	26 WEINBERG	YES
3 SMITH	YES	15 MacDONALD	YES	27 CULBERTSON	YES
4 PATIENCE	YES	16 SCHROEDER	ABSENT	28 MONFILS	YES
5 GABRIELSON	YES	17 CROATT	YES	29 WINTERFELDT	YES
6 KOSTELNY	YES	18 SPEARS	YES	30 NEJEDLO	YES
7 HAMMEN	YES	19 HEISER	YES	31 CLEGG	YES
8 LAWRENCE	YES	20 MITCHELL	YES	32 THYSSEN	YES
9 KRUEGER	YES	21 CUFF	YES	33 VANDERHEIDEN	YES
10 LAMERS	YES	22 HAGEN	YES	34 RETTLER	YES
11 FERGUSON	YES	23 KLEMP	YES	35 KOURY	YES
12 McCABE	YES	24 THIEDE	YES	36 LAUTENSCHLAGER	YES

Outagamie County 8-27-24 County Board Meeting - August 27 2024 07:43:37 PM
August 27, 2024 County Board Meeting
OpenMeeting

RESOLUTION NO.: 42—2024-25

TO THE HONORABLE, THE OUTAGAMIE COUNTY BOARD OF SUPERVISORS

LADIES AND GENTLEMEN: ***MAJORITY***

The Wisconsin Department of Transportation (WisDOT) is planning for reconstruction of the I-41 corridor, which includes interchanges with local highways. The interchange of County J has been identified as one of those to be reconstructed within the project limits. Work will entail removal and replacement of existing pavement and base material and operational improvements on the interchange ramps and along County J. The typical cross section will remain as an urbanized two-lane typical cross section between the ramp terminals and a rural cross section at the project limits. The existing bridge structure will be replaced. Construction is currently scheduled for 2025. Outagamie County's share is currently estimated to be $15 for non-participating items. The county share of the project costs is to be funded within future budgets.

This resolution authorizes the Outagamie County Highway Commissioner to enter into a State/Municipal Financial Agreement (SMFA) for this state-let improvement project and to support future funding for the County J interchange improvement project.

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

BE IT RESOLVED, that the Outagamie County Board of Supervisors does authorize the Highway Commissioner to enter into a State/Municipal Financial Agreement for the County J interchange improvement project, as noted on the attached State/Municipal Financial Agreement for a State-Let Highway Project, which by reference is made a part hereof, and

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

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 27th day of August 2024

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: August 27, 2024

Signed: _____ _____
Board Chairperson County Clerk

Approved: 8·28·24 Vetoed: _____

Signed: _____
County Executive

	ORIGINAL STATE/MUNICIPAL FINANCIAL AGREEMENT FOR A STATE – LET HIGHWAY PROJECT	Date: 7/12/2024 ID: 1130-66-78 (Design: 1130-63-01) Road Name: III-41 Title: Appleton – De Pere Limits: CTH J Interchange County: Outagamie County Roadway Length: 0.277 miles

The signatories Town of Kaukauna and County of Outagamie, hereinafter called the Municipalities, through their 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 Municipalities 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 standard, 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. CTH J serves multiple land uses including businesses that require larger vehicles (Oversize and Overweight - OSOW) that have difficulty navigating the existing roundabouts on CTH J at the IH 41 ramp terminals.

Proposed Improvement – Nature of work:

The proposed project will remove the existing CTH J bridge (B-44-0044) over IH 41 and replace it with a new bridge (B-44-0338). The CTH J roadway approaches will be constructed to match into the new bridge including reconstructing the roundabout intersections and approaching interchange ramps. The existing CTH J asphalt pavement will be replaced with a concrete pavement per the approved project pavement design. The limits of the pavement replacement work extend from approximately 700 feet south of IH 41 to 700 feet north of IH 41.

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 address any unanticipated non-participating needs during construction.

SUMMARY OF COSTS							
Phase [1]	Total Est. Cost	Federal/State Funds	%	Town of Kaukauna	%	County of Outagamie	%
Design Engineering	N/A	N/A	100%	$0	0%	$0	0%
Real Estate Acquisition	N/A	N/A	100%	$0	0%	$0	0%
Utility Coordination:	N/A	N/A	100%	$0	0%	$0	0%
Construction [2]:							
Category 1000 - Roadway	$2,665,932.00	$2,665,932.00	100%	$0	0%	$0	0%
Category 1100 – Lighting	$324,180.00	$324,180.00	100%	$0	0%	$0	0%
Category 1200 – FTMS / ITS	$202,407.00	$202,407.00	100%	$0	0%	$0	0%
Category 1600 – 100% Outagamie County Funded	$15.00	$0	0%	$0	0%	$15.00	100%
Category 1610 – 100% Town of Kaukauna Funded	$15.00	$0	0%	$15.00	100%	$0	0%
Category 1800 – 100% State Funded	$1,000.00	$1,000.00	100%	$0	0%	$0	0%
Category 2000 – B-44-0338	$1,910,108.00	$1,910,108.00	100%	$0	0%	$0	0%
Category 4000 – R-44-0050	$155,965.00	$155,965.00	100%	$0	0%	$0	0%
Category 4010 – R-44-0051	$207,545.00	$207,545.00	100%	$0	0%	$0	0%
Subtotal	$5,467,167.00	$5,467,137.00		$15.00		$15.00	
Total Est. Cost Distribution	$5,467,167.00	$5,467,137.00		$15.00		$15.00	

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

[2] Estimates include construction engineering, estimated at 15%.

This request shall constitute agreement between the Municipalities 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 Municipalities. 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 Kaukauna

Name Title

Signature Date

Signed for and on behalf of the County of Outagamie	
Name	Title
Signature	Date
Signed for and on behalf of the State	
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.

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) Conditioning, if required, and maintenance of detour routes.

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: 1130-66-78

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 for standard lighting required by the FDM for roundabouts per PMM 3-25-05.

Category 1200 – FTMS / ITS

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

Category 1600 – 100% 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.

Item Number	Item Description	Units	Estimated Qty	Unit Price	Amount
305.0120	Base Aggregate Dense 1 ¼-Inch	TON	1	$13	$13.00

1130-66-78 Construction Total	$13.00
15% Construction Engineering	$2.00
1130-66-78 Project Total	$15.00

Category 1610 – 100% Town of Kaukauna

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.

Item Number	Item Description	Units	Estimated Qty	Unit Price	Amount
305.0120	Base Aggregate Dense 1 ¼-Inch	TON	1	$13	$13.00

1130-66-78 Construction Total	$13.00
15% Construction Engineering	$2.00
1130-66-78 Project Total	$15.00

Category 1800 – 100% State Funded

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

Category 2000 – B-44-0338

The State will pay 100% of the construction costs under Category 2000 – B-44-0338 unless otherwise noted.

Category 4000 – R-44-50

The State will pay 100% of the construction costs under Category 4000 – R-44-0050 unless otherwise

noted.

Category 4010 – R-44-51

The State will pay 100% of the construction costs under Category 4010 – R-44-0051 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.

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:** This resolution authorizes the Outagamie County Highway Commissioner to enter into a State/Municipal Financial Agreement (SMFA) for this state-let improvement project and to support future funding for the County J interchange improvement 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 (WisDOT) is planning for reconstruction of the I-41 corridor which includes interchanges with local highways. The interchange of County J has been identified as one of those to be reconstructed within the project limits. Work will entail removal and replacement of existing pavement and base material and operational improvements on the interchange ramps and along County J. The typical cross section will remain as an urbanized two-lane typical cross section between the ramp terminals and a rural cross section at the project limits. The existing bridge structure will be replaced. Construction is currently scheduled for 2025. Outagamie County's share is currently estimated to be $15 for non-participating items. The county share of the project costs is to be funded within future budgets.

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

[ ] Revenues [ ] Expenses (Cost) [x] 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? If no, skip to question 8 below. yes ( ) no ( )

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 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 Litchbrock
7/18/2024

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:

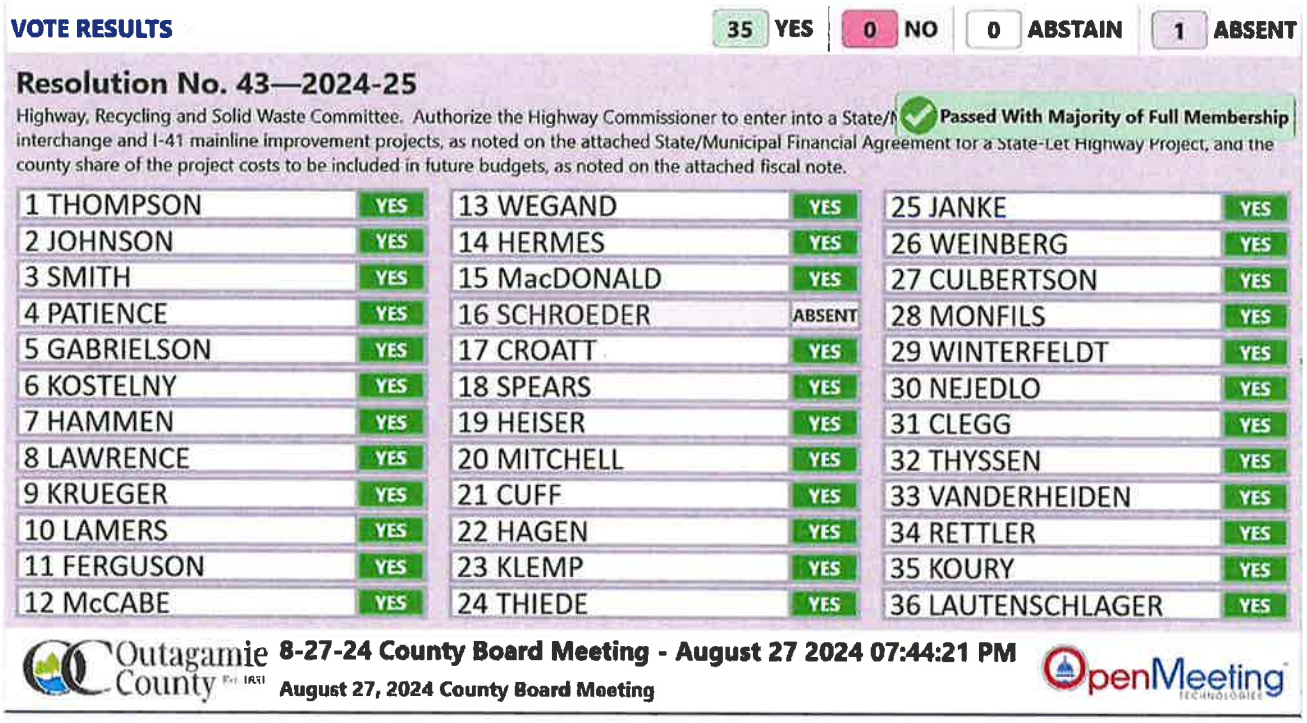
Detail Expenditure Account Number Amount

C:\Users\hickeysa\AppData\Local\Microsoft\Windows\INetCache\Content.Outlook\DI9UXRYJ\Fiscal Note I-41 CTH J Interchange SFMA.docx

Resolution No. 43—2024-25 – Highway, Recycling and Solid Waste Committee. Authorize the Highway Commissioner to enter into a State/Municipal Financial Agreement for the County U interchange and I-41 mainline improvement projects, as noted on the attached State/Municipal Financial Agreement for a State-Let Highway Project, and the county share of the project costs to be included in future budgets, as noted on the attached fiscal note.

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

ROLL CALL: 35 yes, 1 absent. RESOLUTION NO. 43—2024-25 IS ADOPTED.



VOTE RESULTS — 35 YES | 0 NO | 0 ABSTAIN | 1 ABSENT

Resolution No. 43—2024-25

Highway, Recycling and Solid Waste Committee. Authorize the Highway Commissioner to enter into a State/M… interchange and I-41 mainline improvement projects, as noted on the attached State/Municipal Financial Agreement for a State-Let Highway Project, and the county share of the project costs to be included in future budgets, as noted on the attached fiscal note.

Passed With Majority of Full Membership

1 THOMPSON YES	13 WEGAND YES	25 JANKE YES
2 JOHNSON YES	14 HERMES YES	26 WEINBERG YES
3 SMITH YES	15 MacDONALD YES	27 CULBERTSON YES
4 PATIENCE YES	16 SCHROEDER ABSENT	28 MONFILS YES
5 GABRIELSON YES	17 CROATT YES	29 WINTERFELDT YES
6 KOSTELNY YES	18 SPEARS YES	30 NEJEDLO YES
7 HAMMEN YES	19 HEISER YES	31 CLEGG YES
8 LAWRENCE YES	20 MITCHELL YES	32 THYSSEN YES
9 KRUEGER YES	21 CUFF YES	33 VANDERHEIDEN YES
10 LAMERS YES	22 HAGEN YES	34 RETTLER YES
11 FERGUSON YES	23 KLEMP YES	35 KOURY YES
12 McCABE YES	24 THIEDE YES	36 LAUTENSCHLAGER YES

Outagamie County — 8-27-24 County Board Meeting - August 27 2024 07:44:21 PM — August 27, 2024 County Board Meeting — OpenMeeting

RESOLUTION NO.: 43—2024-25

TO THE HONORABLE, THE OUTAGAMIE COUNTY BOARD OF SUPERVISORS

LADIES AND GENTLEMEN: ***MAJORITY***

The Wisconsin Department of Transportation (WisDOT) is planning for reconstruction of the I-41 corridor, which includes interchanges with local highways. The interchange of County U has been identified as one of those to be reconstructed within the project limits. The project will also include the mainline expansion of I-41, including the existing overpasses over County JJ, and a portion of County JJ. Work will entail removal and replacement of existing pavement and base material and operational improvements on the interchange ramps, numerous side road intersections, and along County JJ and County U. A single-lane roundabout will also be constructed at the intersection of the East Frontage Road and County U. The typical cross section will become an urbanized two-lane roadway between the ramp terminals and remain as a rural cross section at the project limits. The existing bridge structures will be replaced at County JJ, Wrightstown Road, and County U. Construction is currently scheduled to begin in 2025. Outagamie County's share is currently estimated to be $45 for non-participating items. The county share of the project costs is to be funded within future budgets.

This resolution authorizes the Outagamie County Highway Commissioner to enter into a State/Municipal Financial Agreement (SMFA) for this state-let improvement project and to support future funding for the County U interchange and I-41 mainline improvement projects.

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

BE IT RESOLVED, that the Outagamie County Board of Supervisors does authorize the Highway Commissioner to enter into a State/Municipal Financial Agreement for the County U interchange and I-41 mainline improvement projects, as noted on the attached State/Municipal Financial Agreement for a State-Let Highway Project, which by reference is made a part hereof, and

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

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 27th day of August 2024

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: August 27, 2024

Signed: _____ _____
Board Chairperson County Clerk

Approved: 8-28-24 Vetoed: _____

Signed: _____
County Executive

ORIGINAL STATE/MUNICIPAL FINANCIAL AGREEMENT FOR A STATE – LET HIGHWAY PROJECT	Date: 7/16/2024 ID: 1130-67-72 / 1130-67-76 / 1130-67-86 (Design: 1130-63-01) Road Name: IH 41 Title: Appleton – De Pere Limits: I-41 Mainline, CTH JJ-Miner's Way/ S County Line Rd, CTH U Interchange/ CTH U Frontage Rds County: Outagamie County Roadway Length: 4.943 miles / .679 miles / 1.207 miles

The signatories Town of Kaukauna, Village of Wrightstown, and the County of Outagamie, hereinafter called the Municipalities, through their 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 Municipalities 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:

These projects are part of the overall IH 41 major project corridor, which experiences crashes at a rate greater than similar freeways in Wisconsin. Traffic is expected to increase and cause additional congestion and delay throughout the entire length of the corridor. Crash rates are high due to multiple roadway design deficiencies. In addition, much of the pavement and several bridges are reaching the end of their useful lives and need replacing. The project corridor has reached the end of its useful service life, meaning further rehabilitations are no longer cost-effective. The interchange has outdated ramp designs, and the frontage road intersections are spaced too close to the ramp terminals with skews that are unfavorable for sight distance and truck turning movements. The skew of CTH U to IH 41 is also significant and creates sight distance and safety issues at the intersections of the ramps and frontage roads at CTH U.

Proposed Improvement – Nature of work:

1130-67-72: 4.81 miles of IH 41 will be expanded from four to six lanes from CTH JJ in Outagamie County to Miner's Way in Brown County. The IH 41 bridges over CTH JJ, Wrightstown Rd, CTH U, and Apple Creek will be reconstructed. CTH JJ and Wrightstown Rd will be reconstructed within the project limits.

1130-67-76: .68 miles of CTH U at the CTH U interchange will be reconstructed with the modernization of the IH 41 corridor. Intersection improvements include multi-lane roundabouts at the ramp terminals and a single-lane roundabout at the East Frontage Rd/CTH U intersection to address traffic operations and improve safety. Standard T-intersections are proposed at the West Frontage Rd/CTH U intersection, Mid Valley Dr/CTH U intersection, French Rd/CTH U intersection, and West Frontage Rd/Garrity Rd intersection. Access at the French Rd/CTH U intersection will be limited to right-in/right-out.

1130-67-86: The modernization of 1.2 miles of frontage roads at the CTH U interchange. The East Frontage Road, West Frontage Road, French Road, and Mid Valley Road will be reconstructed and realigned at the new intersection locations on CTH U.

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 address any unanticipated non-participating needs during construction.

SUMMARY OF COSTS FOR ID: 1130-67-72									
Phase	**Total Est. Cost**	**Federal/State Funds**	**%**	**Town of Kaukauna**	**%**	**County of Outagamie**	**%**	**Village of Wrightstown**	**%**
Design Engineering	N/A	N/A	100%	$0	0%	$0	0%	$0	0%
Real Estate Acquisition	N/A	N/A	100%	$0	0%	$0	0%	$0	0%
Municipal Utility Coordination:	N/A	N/A	100%	$0	0%	$0	0%	$0	0%
Construction [2]:									
Category 1000 – Roadway	$79,038,276.00	$79,038,276.00	100%	$0	0%	$0	0%	$0	0%
Category 1010 – Sidewalk (including sidewalk base)	$102,554.00	$82,043.00	80%	$20,511.00	20%	$0	0%	$0	0%
Category 1100 – Lighting	$560,678.00	$560,678.00	100%	$0	0%	$0	0%	$0	0%
Category 1200 – FTMS / ITS	$560,678.00	$560,678.00	100%	$0	0%	$0	0%	$0	0%
Category 1600 – 100% Village of Wrightstown Funded	$15.00	$0	0%	$0	0%	$0	0%	$15.00	100%
Category 1610 – 100% Town of Kaukauna Funded	$15.00	$0	0%	$15.00	100%	0	0%	$0	0%
Category 1620 – 100% Outagamie County Funded	$15.00	$0	0%	$0	0%	$15.00	100%	$0	0%
Category 1800 – 100% State Funded	$1000.00	$1000.00	100%	$0	0%	$0	0%	$0	0%
Category 2000 – B-44-0342 IH SB CTH JJ (EDGEWOOD DR)	$2,486,455.00	$2,486,455.00	100%	$0	0%	$0	0%	$0	0%
Category 2010 – B-44-0341 IH NB/ CTH JJ (EDGEWOOD DR)	$2,486,455.00	$2,486,455.00	100%	$0	0%	$0	0%	$0	0%
Category 2020 – B-44-0344 IH SB/ WRIGHTSTOWN RD	$2,486,455.00	$2,486,455.00	100%	$0	0%	$0	0%	$0	0%
Category 2030 – B-44-0343 IH 41 NB/ WRIGHTSTOWN RD	$2,486,455.00	$2,486,455.00	100%	$0	0%	$0	0%	$0	0%
Category 2040 – B-44-0345 IH 41 NB/ CTH U (S CO LINE RD)	$2,486,455.00	$2,486,455.00	100%	$0	0%	$0	0%	$0	0%
Category 2050 – B-44-0346 IH 41 SB/ CTH U (S CO LINE RD)	$2,486,455.00	$2,486,455.00	100%	$0	0%	$0	0%	$0	0%
Category 2060 – B-05-0695 IH 41 NB/ APPLE CREEK	$2,486,455.00	$2,486,455.00	100%	$0	0%	$0	0%	$0	0%
Category 2070 – B-05-0694 IH 41 SB/ APPLE CREEK	$2,486,455.00	$2,486,455.00	100%	$0	0%	$0	0%	$0	0%
Category 5000 – N-44-0021	$1,618,000.00	$1,618,000.00	100%	$0	0%	$0	0%	$0	0%
Category 6000 – S-44-0340	$103,571.00	$103,571.00	100%	$0	0%	$0	0%	$0	0%
Category 6010 – S-44-0341	$103,571.00	$103,571.00	100%	$0	0%	$0	0%	$0	0%
Category 6020 – S-44-0342	$103,571.00	$103,571.00	100%	$0	0%	$0	0%	$0	0%
Category 6030 – S-44-0396	$103,571.00	$103,571.00	100%	$0	0%	$0	0%	$0	0%
Category 6040 – S-44-0397	$103,571.00	$103,571.00	100%	$0	0%	$0	0%	$0	0%
Category 6050 – S-44-0398	$103,571.00	$103,571.00	100%	$0	0%	$0	0%	$0	0%
Category 6060 – S-44-0424	$103,571.00	$103,571.00	100%	$0	0%	$0	0%	$0	0%
Category 6070 – S-44-0425	$103,571.00	$103,571.00	100%	$0	0%	$0	0%	$0	0%
Category 6080 – S-44-0426	$103,571.00	$103,571.00	100%	$0	0%	$0	0%	$0	0%
Subtotal	$102,705,010.00	$102,684,454.00		$20,526.00		$15.00		$15.00	
Total Est. Cost Distribution	$102,705,010.00	$102,684,454.00		$20,526.00		$15.00		$15.00	

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

[2] Estimates include construction engineering, estimated at 15%.

SUMMARY OF COSTS FOR ID: 1130-67-76									
Phase [1]	**Total Est. Cost**	**Federal/State Funds**	**%**	**Town of Kaukauna**	**%**	**County of Outagamie**	**%**	**Village of Wrightstown**	**%**
Design Engineering	N/A	N/A	100%	$0	0%	$0	0%	$0	0%
Real Estate Acquisition	N/A	N/A	100%	$0	0%	$0	0%	$0	0%
Municipal Utility Coordination:	N/A	N/A	100%	$0	0%	$0	0%	$0	0%
Construction [2]:									
Category 1000 – Roadway	$9,943,137.00	$9,943,137.00	100%	$0	0%	$0	0%	$0	0%
Category 1110 – Lighting	$75,974.00	$75,974.00	100%	$0	0%	$0	0%	$0	0%
Category 1210 – FTMS / ITS	$75,974.00	$75,974.00	100%	$0	0%	$0	0%	$0	0%
Category 1630 – 100% Village of Wrightstown Funded	$15.00	$0	0%	$0	0%	$0	0%	$15.00	100%
Category 1640 – 100% Town of Kaukauna Funded	$15.00	$0	0%	$15.00	100%	0	0%	$0	0%
Category 1650 – 100% Outagamie County Funded	$15.00	$0	0%	$0	0%	$15.00	100%	$0	0%
Category 1810 – 100% State Funded	$1000.00	$1000.00	100%	$0	0%	$0	0%	$0	
Category 6090 – S-44-0343	$103,571.00	$103,571.00	100%	$0	0%	$0	0%	$0	0%
Category 6100 – S-44-0344	$103,571.00	$103,571.00	100%	$0	0%	$0	0%	$0	0%
Category 6110 – S-44-0345	$103,571.00	$103,571.00	100%	$0	0%	$0	0%	$0	0%
Category 6120 – S-44-0346	$103,571.00	$103,571.00	100%	$0	0%	$0	0%	$0	0%
Category 6130 – S-44-0399	$103,571.00	$103,571.00	100%	$0	0%	$0	%0	$0	0%
Category 6140 – S-44-0400	$103,571.00	$103,571.00	100%	$0	0%	$0	0%	$0	0%
Subtotal	$10,717,556	$10,717,556		$15.00		$15.00		$15.00	
Total Est. Cost Distribution	$10,717,556 00	$10,717,556		$15.00		$15.00		$15.00	

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

[2] Estimates include construction engineering, estimated at 15%.

SUMMARY OF COSTS FOR ID: 1130-67-86									
Phase [1]	**Total Est. Cost**	**Federal/State Funds**	**%**	**Town of Kaukauna**	**%**	**County of Outagamie**	**%**	**Village of Wrightstown**	**%**
Design Engineering	N/A	N/A	100%	$0	0%	$0	0%	$0	0%
Real Estate Acquisition	N/A	N/A	100%	$0	0%	$0	0%	$0	0%
Municipal Utility Coordination:	N/A	N/A	100%	$0	0%	$0	0%	$0	0%
Construction [2]**:**									
Category 1000 – Roadway	$3,039,940.00	$3,039,940.00	100%	$0	0%	$0	0%	$0	0%
Category 1660 – 100% Village of Wrightstown Funded	$15.00	$0	0%	$0	0%	$0	0%	$15.00	100%
Category 1670 – 100% Town of Kaukauna Funded	$15.00	$0	0%	$15.00	100%	0	0%	$0	0%
Category 1680 – 100% Outagamie County Funded	$15.00	$0	0%	$0	0%	$15.00	100%	$0	0%
Category 1820 – 100% State Funded	$1000.00	$1000.00	100%	$0	0%	$0	0%		
Subtotal	$3,040,985.00	$3,040,940.00		$15.00		$15.00		$15.00	
Total Est. Cost Distribution	$3,040,985.00	$3,040,940.00		$15.00		$15.00		$15.00	

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

[2] Estimates include construction engineering, estimated at 15%.

This request shall constitute agreement between the Municipalities and the State; is subject to the terms and conditions that follow (pages [5] – [12]); 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 Municipalities. 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 Town of Kaukauna

Name Title

Signature Date

Signed for and in behalf of the Village of Wrightstown

Name Title

Signature Date

Signed for and in behalf of the County of Outagamie	
Name	Title
Signature	Date
Signed for and in behalf of the State	
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.

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) Conditioning, if required, and maintenance of detour routes.

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: 1130-67-72

   The Project Agreement will be revised, if necessary, as the project progresses. All costs shown are approximate and subject to final audit. Estimates include construction engineering, estimated at 15%.

   Category 1000 – Roadway items

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

noted.

Category 1010 – Sidewalk (Including Sidewalk Base) – Town of Kaukauna

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.

Item Number	Item Description	Units	Estimated Qty	Unit Price	Amount
305.0120	Base Aggregate Dense 1 ¼ Inch	Ton	250	$13	$3,250.00
602.0405	Concrete Sidewalk 4-Inch	SF	10,109	$8.50	$85,927.00

1130-67-72 Sidewalk Total	$89,177.00
15% Construction Contingency	$13,377.00
1130-67-72 Project Total	$102,554.00
20% Municipality Participation	$20,511.00

Category 1100 – Lighting

The State will pay 100% of the construction costs under Category 1100 – 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 1600 – 100% Village of Wrightstown Funded

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.

Item Number	Item Description	Units	Estimated Qty	Unit Price	Amount
305.0120	Base Aggregate Dense 1 ¼-Inch	TON	1	$13	$13.00

1130-67-72 Construction Total	$13.00
15% Construction Engineering	$2.00
1130-67-72 Project Total	$15.00

Category 1610 – 100% Town of Kaukauna Funded

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.

Item Number	Item Description	Units	Estimated Qty	Unit Price	Amount
305.0120	Base Aggregate Dense 1 ¼-Inch	TON	1	$13	$13.00

1130-67-72 Construction Total	$13.00
15% Construction Engineering	$2.00
1130-67-72 Project Total	$15.00

Category 1620 – 100% Outagamie County Funded

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.

Item Number	Item Description	Units	Estimated Qty	Unit Price	Amount
305.0120	Base Aggregate Dense 1 ¼-Inch	TON	1	$13	$13.00

1130-67-72 Construction Total	$13.00
15% Construction Engineering	$2.00
1130-67-72 Project Total	$15.00

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 – B-44-0342 IH SB CTH JJ (EDGEWOOD DR)

The State will pay 100% of the construction costs under Category 2000 – B-44-0342 IH SB CTH JJ (EDGEWOOD DR) unless otherwise noted.

Category 2010 – B-44-0341 IH NB/ CTH JJ (EDGEWOOD DR)

The State will pay 100% of the construction costs under Category 2010 – B-44-0341 IH NB/ CTH JJ (EDGEWOOD DR) unless otherwise noted.

Category 2020 – B-44-0344 IH SB/ WRIGHTSTOWN RD

The State will pay 100% of the construction costs under Category 2020 – B-44-0344 IH SB/ WRIGHTSTOWN RD unless otherwise noted.

Category 2030 – B-44-0342 IH 41 NB/ WRIGHTSTOWN RD

The State will pay 100% of the construction costs under Category 2030 – B-44-0345 IH 41 NB/ WRIGHTSTOWN RD unless otherwise noted.

Category 2040 – B-44-0345 IH NB/ CTH U (S CO LINE RD)

The State will pay 100% of the construction costs under Category 2040 – B-44-0346 IH SB/ CTH U (S CO LINE RD) unless otherwise noted.

Category 2050 – B-44-0346 IH SB/ CTH U (S CO LINE RD)

The State will pay 100% of the construction costs under Category 2050 – B-44-0346 IH SB/ CTH U (S CO LINE RD) unless otherwise noted.

Category 2060 – B-05-0695 IH 41 NB/ APPLE CREEK

The State will pay 100% of the construction costs under Category 2060 – B-05-0695 IH 41 NB/ APPLE CREEK unless otherwise noted.

Category 2070 – B-05-0694 IH 41 SB/ APPLE CREEK

The State will pay 100% of the construction costs under Category 2070 – B-05-0694 IH 41 SB/ APPLE CREEK unless otherwise noted.

Category 5000 – N-44-0021

The State will pay 100% of the construction costs under Category 5000 – N-44-0021 unless otherwise noted.

Category 6000 – S-44-0340

The State will pay 100% of the construction costs under Category 6000 – S-44-0340 unless otherwise noted.

Category 6010 – S-44-0341

The State will pay 100% of the construction costs under Category 6010 – S-44-0341 unless otherwise noted.

Category 6020 – S-44-0342

The State will pay 100% of the construction costs under Category 6020 – S-44-0342 unless otherwise noted.

Category 6030 – S-44-0396

The State will pay 100% of the construction costs under Category 6030 – S-44-0396 unless otherwise noted.

Category 6040 – S-44-0397

The State will pay 100% of the construction costs under Category 6040– S-44-0397 unless otherwise noted.

Category 6050 – S-44-0398

The State will pay 100% of the construction costs under Category 6050 – S-44-0398 unless otherwise noted.

Category 6060 – S-44-0424

The State will pay 100% of the construction costs under Category 6060– S-44-0424 unless otherwise noted.

Category 6070– S-44-0425

The State will pay 100% of the construction costs under Category 6070 – S-44-0425 unless otherwise noted.

Category 6080 – S-44-0426

The State will pay 100% of the construction costs under Category 6080– S-44-0426 unless otherwise noted.

Construction ID: 1130-67-76

The Project Agreement will be revised, if necessary, as the project progresses. All costs shown are approximate and subject to final audit. Estimates include construction engineering, estimated at 15%.

Category 1000 – Roadway

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 for standard lighting required by the FDM for roundabouts per PMM 3-25-05.

Category 1210 – FTMS/ITS

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

Category 1630 – 100% Village of Wrightstown Funded

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.

Item Number	Item Description	Units	Estimated Qty	Unit Price	Amount
305.0120	Base Aggregate Dense 1 ¼-Inch	TON	1	$13	$13.00

1130-67-76 Construction Total	$13.00
15% Construction Engineering	$2.00
1130-67-76 Project Total	$15.00

Category 1640 – 100% Town of Kaukauna Funded

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.

Item Number	Item Description	Units	Estimated Qty	Unit Price	Amount
305.0120	Base Aggregate Dense 1 ¼-Inch	TON	1	$13	$13.00

1130-67-76 Construction Total	$13.00
15% Construction Engineering	$2.00
1130-67-76 Project Total	$15.00

Category 1650 – 100% County of Outagamie Funded

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.

Item Number	Item Description	Units	Estimated Qty	Unit Price	Amount
305.0120	Base Aggregate Dense 1 ¼-Inch	TON	1	$13	$13.00

1130-67-76 Construction Total	$13.00
15% Construction Engineering	$2.00
1130-67-76 Project Total	$15.00

Category 1810 – 100% State Funded

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

Category 6090 – S-44-0343

The State will pay 100% of the construction costs under Category 6090 – S-44-0344 unless otherwise noted.

Category 6100– S-44-0344

The State will pay 100% of the construction costs under Category 6100– S-44-0345 unless otherwise noted.

Category 6110 – S-44-0345

The State will pay 100% of the construction costs under Category 6110 – S-44-0346 unless otherwise noted.

Category 6120 – S-44-0346

The State will pay 100% of the construction costs under Category 6120 – S-44-0346 unless otherwise noted.

Category 6130 – S-44-0399

The State will pay 100% of the construction costs under Category 6130 – S-44-0399 unless otherwise noted

Category 6140 – S-44-0400

The State will pay 100% of the construction costs under Category 6140 – S-44-0400 unless otherwise noted

Construction ID: 1130-67-86

The Project Agreement will be revised, if necessary, as the project progresses. All costs shown are approximate and subject to final audit. Estimates include construction engineering, estimated at 15%.

Category 1000 – Roadway

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

Category 1660 – 100% Village of Wrightstown Funded

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.

Item Number	Item Description	Units	Estimated Qty	Unit Price	Amount
305.0120	Base Aggregate Dense 1 ¼-Inch	TON	1	$13	$13.00

1130-67-86 Construction Total	$13.00
15% Construction Engineering	$2.00
1130-67-86 Project Total	$15.00

Category 1670 – 100% Town of Kaukauna Funded

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.

Item Number	Item Description	Units	Estimated Qty	Unit Price	Amount
305.0120	Base Aggregate Dense 1 ¼-Inch	TON	1	$13	$13.00

1130-67-86 Construction Total	$13.00
15% Construction Engineering	$2.00
1130-67-86 Project Total	$15.00

Category 1680 – 100% Outagamie County Funded.

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.

Item Number	Item Description	Units	Estimated Qty	Unit Price	Amount
305.0120	Base Aggregate Dense 1 ¼-Inch	TON	1	$13	$13.00

1130-67-86 Construction Total	$13.00
15% Construction Engineering	$2.00
1130-67-86 Project Total	$15.00

Category 1820 – 100% State Funded

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

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:** This resolution authorizes the Outagamie County Highway Commissioner to enter into a State/Municipal Financial Agreement (SMFA) for this state-let improvement project and to support future funding for the County U interchange and I-41 mainline improvement projects.

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 (WisDOT) is planning for reconstruction of the I-41 corridor which includes interchanges with local highways. The interchange of County U has been identified as one of those to be reconstructed within the project limits. The project will also include the mainline expansion of I-41, including the existing overpasses over County JJ, and a portion of the County JJ. Work will entail removal and replacement of existing pavement and base material and operational improvements on the interchange ramps, numerous sideroad intersections, and along County JJ and County U. A single-lane roundabout will also be constructed at the intersection of the East Frontage Road and County U. The typical cross section will become an urbanized two-lane roadway between the ramp terminals and remain as a rural cross section at the project limits. The existing bridge structures will be replaced at County JJ, Wrightstown Road, and County U. Construction is currently scheduled to begin in 2025. Outagamie County's share is currently estimated to be $45 for non-participating items. The county share of the project costs is to be funded within future budgets.

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

[ ] Revenues [ ] Expenses (Cost) [x] 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 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 Uitenbroek* 7/18/2024	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:

C:\Users\hickeysu\AppData\Local\Microsoft\Windows\INetCache\Content.Outlook\DI9UXRYJ\Fiscal Note I-41 CTH U Interchange SFMA.docx

Resolution No. 44—2024-25 – 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, as noted on the attached State/Municipal Financial Agreement for a State-Let Highway Project, and the county share of the project costs to be included in future budgets, as noted on the attached fiscal note.

Supervisor Wegand moved, seconded by Supervisor Nejedlo, for adoption.

ROLL CALL: 35 yes, 1 absent. RESOLUTION NO. 44—2024-25 IS ADOPTED.

VOTE RESULTS 35 YES | 0 NO | 0 ABSTAIN | 1 ABSENT

Resolution No. 44—2024-25

Highway, Recycling and Solid Waste Committee. Authorize the Highway Commissioner to enter into a State/M... Passed With Majority of Full Membership mainline improvement project, as noted on the attached State/Municipal Financial Agreement for a State-Let Highway Project, and the county share of the project costs to be included in future budgets, as noted on the attached fiscal note.

1 THOMPSON YES	13 WEGAND YES	25 JANKE YES
2 JOHNSON YES	14 HERMES YES	26 WEINBERG YES
3 SMITH YES	15 MacDONALD YES	27 CULBERTSON YES
4 PATIENCE YES	16 SCHROEDER ABSENT	28 MONFILS YES
5 GABRIELSON YES	17 CROATT YES	29 WINTERFELDT YES
6 KOSTELNY YES	18 SPEARS YES	30 NEJEDLO YES
7 HAMMEN YES	19 HEISER YES	31 CLEGG YES
8 LAWRENCE YES	20 MITCHELL YES	32 THYSSEN YES
9 KRUEGER YES	21 CUFF YES	33 VANDERHEIDEN YES
10 LAMERS YES	22 HAGEN YES	34 RETTLER YES
11 FERGUSON YES	23 KLEMP YES	35 KOURY YES
12 McCABE YES	24 THIEDE YES	36 LAUTENSCHLAGER YES

Outagamie County **8-27-24 County Board Meeting - August 27 2024 07:45:02 PM**
August 27, 2024 County Board Meeting
OpenMeeting

RESOLUTION NO.: 44—2024-25

TO THE HONORABLE, THE OUTAGAMIE COUNTY BOARD OF SUPERVISORS

LADIES AND GENTLEMEN: ***MAJORITY***

The Wisconsin Department of Transportation (WisDOT) is planning for reconstruction of the I-41 corridor, which includes intersections with local highways. I-41 mainline will be reconstructed from the STH 96/Wisconsin Avenue interchange to County A (Lynndale Drive). The project will also include work along County A, which will entail removal and replacement of existing pavement and base material and replacement of the existing single box culvert that crosses I-41, and County A with two new box culverts. The typical cross section will remain as an urbanized four-lane roadway within the project limits. The existing bridge structure over I-41 will remain. Construction is currently scheduled to begin in 2025. Outagamie County's share is currently estimated to be $30 for non-participating items. The county share of the project costs is to be funded within future budgets.

This resolution authorizes the Outagamie County Highway Commissioner to enter into a State/Municipal Financial Agreement (SMFA) for this state-let improvement project and to support future funding for the I-41 mainline improvement project.

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

BE IT RESOLVED, that the Outagamie County Board of Supervisors does authorize the Highway Commissioner to enter into a State/Municipal Financial Agreement for the I-41 mainline improvement project, as noted on the attached State/Municipal Financial Agreement for a State-Let Highway Project, which by reference is made a part hereof, and

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

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 27th day of August 2024

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: August 27, 2024

Signed: Dan Calmuler
Board Chairperson

Kelly M. Pont
County Clerk

Approved: 8.28.24 Vetoed: _____

Signed: _____
County Executive

ORIGINAL STATE/MUNICIPAL FINANCIAL AGREEMENT FOR A STATE – LET HIGHWAY PROJECT	Date: 7/15/2024 ID: 1130-64-71 / 1130-64-72 / 1130-64-87 (Design: 1130-63-01) Road Name: IH 41 Title: Appleton – De Pere Limits: IH 41 Mainline, STH 96 to RR Bridge, RR Bridge-Lynndale, Railroad Structures County: Outagamie Roadway Length: 0.6 miles / 2.06 miles

The signatories Town of Grand Chute and the County of Outagamie, hereinafter called the Municipality, through their 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 Municipalities 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 23-mile IH 41 Project corridor from STH 96 in Appleton to CTH F in De Pere has four travel lanes – two lanes in each direction. The segment is congested and has 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. 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.

Proposed Improvement – Nature of work:

1130-64-71: The 1130-64-71 project ID will address the 0.6 miles of the 23-mile IH 41 project between the IH 41 interchange with STH 96 to the railroad bridges over the Fox Valley and Lake Superior New London Subdivision railroad line. IH 41 will be reconstructed with three northbound and three southbound travel lanes. Auxiliary lanes will be constructed between STH 96 and STH 15. The northbound entrance ramp form STH 96 and the southbound exit ramp to STH 96 will be reconstructed. New storm sewer will be installed with reconstruction of the travel lanes. Sign Structures S-44-0347, S-44-0348, S-44-0349, and S-44-0350 will be constructed. Retaining walls R-44-0028, R-44-0052 and R-44-0053 will be constructed. MUTCD compliant signing and pavement markings will be installed with the project. As part of the contract for 1130-64-71, the Town of Grand Chute water main manhole will be adjusted to avoid conflicting with the proposed reconstruction of the entrance ramp to IH 41 from STH 96.

1130-64-72: The 1130-64-72 project ID will address the 2.06 miles of the 23-mile IH 41 project between the railroad bridges over the Fox Valley and Lake Superior New London Subdivision railroad line and Lynndale Drive, including the replacement of a box culvert located at the Lynndale Drive Overpass. IH 41 will be reconstructed with three northbound and three southbound travel lanes. Auxiliary lanes will be constructed between STH 96 and STH 15. The STH 15 interchange will be reconstructed as a Diverging Diamond interchange as part of another project (1130-64-76). The Capitol Drive Overpass will be reconstructed as part of another project (1130-64-81). New storm sewer will be installed with reconstruction of the travel lanes. Noise wall N-44-0011 will be constructed along northbound IH 41 between Capitol Drive and Lynndale Drive. Noise wall N-44-0020 will be constructed along southbound IH 41 between Capitol Drive and Grand Chute Boulevard. Sign Structures S-44-0322, S-44-0323, S-44-0330, S-44-0332, S-44-0333, S-44-0334, and S-44-0363 will be constructed. Box Culverts B-44-0347 and B-44-0348 will be constructed around the Lynndale Drive Overpass. A stormwater management pond will be constructed in the northwest quadrant of the IH 41 and Lynndale Overpass. MUTCD compliant signing and

pavement markings will be installed with the project. As part of the contract for 1130-64-72, the Town of Grand Chute sanitary sewer force main and water main will be relocated to locations that will not conflict with the construction of the box culvert under Lyndale Drive (B-44-0348).

1130-64-87: Bridges B-44-0339 and B-44-0340 will replace the existing bridges B-44-0161 and B-44-0162 over the Fox Valley and Lake Superior railroad.

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 address any unanticipated non-participating needs during construction.

SUMMARY OF COSTS FOR ID: 1130-64-71					
Phase [1]	**Total Est. Cost**	**Federal/State Funds**	**%**	**Town of Grand Chute**	**%**
Design Engineering	N/A	N/A	100%	$0	0%
Real Estate Acquisition	N/A	N/A	100%	$0	0%
Municipal Utility Coordination:	N/A	N/A	100%	$0	0%
Construction [2]**:**					
Category 1000 - Roadway	$13,066,424.25	$13,066,424.25	100%	$0	0%
Category 1100 – Lighting	$174,573.00	$174,573.00	100%	$0	0%
Category 1200 – FTMS / ITS	$223,099.00	$223,099.00	100%	$0	0%
Category 1300 – Signals	$117,912.00	$117,912.00	100%	$0	0%
Category 1600 – 100% Town of Grand Chute Funded	$15.00	$0	0%	$15.00	100%
Category 1700 – Utilities, Town of Grand Chute	$1,500.00	$1,350.00	90%	$150.00	10%
Category 1800 – 100% State Funded	$1,000.00	$1,000.00	100%	$0	0%
Category 4000 – R-44-0028	$4,646,150.00	$4,646,150.00	100%	$0	0%
Category 4010 – R-44-0052	$2,798,138.60	$2,798,138.60	100%	$0	0%
Category 4020 – R-44-0053	$2,517,721.60	$2,517,721.60	100%	$0	0%
Category 6000 – S-44-0347	$64,700.00	$64,700.00	100%	$0	0%
Category 6010 – S-44-0348	$260,800.00	$260,800.00	100%	$0	0%
Category 6020 – S-44-0349	$243,160.00	$243,160.00	100%	$0	0%
Category 6030 – S-44-0350	$56,175.00	$56,175.00	100%	$0	0%
Subtotal	$24,171,369.00	$24,171,204.00		$165.00	
Total Est. Cost Distribution	$24,171,369.00	$24,171,204.00		$165.00	

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

[2] Estimates include construction engineering, estimated at 15%.

SUMMARY OF COSTS FOR ID: 1130-64-72							
Phase [1]	**Total Est. Cost**	**Federal/State Funds**	**%**	**Town of Grand Chute**	**%**	**County of Outagamie**	**%**
Design Engineering	N/A	N/A	100%	$0	0%	$0	0%
Real Estate Acquisition	N/A	N/A	100%	$0	0%	$0	0%
Municipal Utility Coordination:	N/A	N/A	100%	$0	0%	$0	0%
Construction [2]**:**							
Category 1000 - Roadway	$29,702,248.95	$29,702,248.95	100%	$0	0%	$0	0%
Category 1110 – Lighting	$614,159.50	$614,159.50	100%	$0	0%	$0	0%
Category 1210 – FTMS / ITS	$317,906.00	$317,906.00	100%	$0	0%	$0	0%
Category 1610 – 100% Outagamie County Funded	$15.00	$0	0%	$0	0%	$15.00	100%
Category 1620 – 100% Town of Grand Chute Funded	$15.00	$0	0%	$15.00	100%	$0	0%
Category 1710 – Utilities, Town of Grand Chute	$404,000.00	$363,600.00	90%	$40,400.00	10%	$0	0%
Category 1810 – 100% State Funded	$24,250.00	$24,250.00	100%	$0	0%	$0	0%
Category 2000 – B-44-0347	$707,814.80	$707,814.80	100%	$0	0%	$0	0%
Category 2010 – B-44-0348	$1,560,876.20	$1,560,876.20	100%	$0	0%	$0	0%
Category 5000 – N-44-0011	$3,842,300.00	$3,842,300.00	100%	$0	0%	$0	0%
Category 5010 – N-44-0020	$3,660,800.00	$3,660,800.00	100%	$0	0%	$0	0%
Category 6040 – S-44-0322	$198,160.00	$198,160.00	100%	$0	0%	$0	0%
Category 6050 – S-44-0323	$224,500.00	$224,500.00	100%	$0	0%	$0	0%
Category 6060 – S-44-0330	$198,160.00	$198,160.00	100%	$0	0%	$0	0%
Category 6070 – S-44-0332	$252,025.00	$252,025.00	100%	$0	0%	$0	0%
Category 6080 – S-44-0333	$65,760.00	$65,760.00	100%	$0	0%	$0	0%
Category 6090 – S-44-0334	$71,965.00	$71,965.00	100%	$0	0%	$0	0%
Category 6100 – S-44-0363	$56,175.00	$56,175.00	100%	$0	0%	$0	0%
Subtotal	$41,901,131.00	$41,860,701.00		$40,415.00		$15.00	
Total Est. Cost Distribution	$41,901,131.00	$41,860,701.00		$40,415.00		$15.00	

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

[2] Estimates include construction engineering, estimated at 15%.

SUMMARY OF COSTS FOR ID: 1130-64-87			
Phase [1]	**Total Est. Cost**	**Federal/State Funds**	**%**
Design Engineering	N/A	N/A	100%
Real Estate Acquisition	N/A	N/A	100%

Municipal Utility Coordination:	N/A	N/A	100%
Construction [2]:			
Category 1000 – Roadway	$60,000.00	$60,000.00	100%
Category 2020 – B-44-0339	$2,899,361.70	$2,899,361.70	100%
Category 2030 – B-44-0340	$2,959,472.20	$2,959,472.20	100%
Subtotal	$5,918,833.90	$5,918,833.90	
Total Est. Cost Distribution	$5,918,833.90	$5,918,833.90	

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

[2] Estimates include construction engineering, estimated at 15%.

This request shall constitute agreement between the Municipalities and the State; is subject to the terms and conditions that follow (pages [4] – [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 Municipalities. 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.

(please sign in blue ink)

Signed for and in behalf of the Town of Grand Chute	
Name (print)	Title
Signature	Date
Signed for and in behalf of the County of Outagamie	
Name (print)	Title
Signature	Date
Signed for and in behalf of the **State**	
Name (print)	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.

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) Conditioning, if required, and maintenance of detour routes.

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: 1130-64-71

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 1300 – Signals

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

Category 1600 – 100% Town of Grand Chute Funded

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.

Item Number	Item Description	Units	Estimated Qty	Unit Price	Amount
305.0120	Base Aggregate Dense 1 ¼-Inch	TON	1	$13	$13.00

1130-64-71 Construction Total	$13.00
15% Construction Engineering	$2.00
1130-64-71 Project Total	$15.00

Category 1700 – Utilities, Town of Grand Chute

Wisconsin State Stature 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.

Item Number	Item Description	Units	Estimated Qty	Unit Price	Amount
SPV.0060	Special 1200. Adjusting Sanitary Manhole	EACH	1	$1,300	$1,300.00

1130-64-71 Construction Total	$1,300.00
15% Construction Engineering	$200.00
1130-64-71 Project Total	$1,500.00
10% Municipal Participation	$150.00

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 4000 – R-44-0028

The State will pay 100% of the construction costs under Category 4000 – R-44-0028 unless otherwise noted.

Category 4010 – R-44-0052

The State will pay 100% of the construction costs under Category 4010 – R-44-0052 unless otherwise noted.

Category 4020 – R-44-0053

The State will pay 100% of the construction costs under Category 4020 – R-44-0053 unless otherwise noted.

Category 6000 – S-44-0347

The State will pay 100% of the construction costs under Category 6000 – S-44-0347 unless otherwise noted.

Category 6010 – S-44-0348

The State will pay 100% of the construction costs under Category 6010 – S-44-0348 unless otherwise noted.

Category 6020 – S-44-0349

The State will pay 100% of the construction costs under Category 6020 – S-44-0349 unless otherwise noted.

Category 6030 – S-44-0350

The State will pay 100% of the construction costs under Category 6030 – S-44-0350 unless otherwise noted.

Construction ID: 1130-64-72

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

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 1610 – 100% Outagamie County Funded

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.

Item Number	Item Description	Units	Estimated Qty	Unit Price	Amount
305.0120	Base Aggregate Dense 1 ¼-Inch	TON	1	$13	$13.00

1130-64-72 Construction Total	$13.00
15% Construction Engineering	$2.00
1130-64-72 Project Total	$15.00

Category 1620 – 100% Town of Grand Chute Funded

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.

Item Number	Item Description	Units	Estimated Qty	Unit Price	Amount
305.0120	Base Aggregate Dense 1 ¼-Inch	TON	1	$13	$13.00

1130-64-72 Construction Total	$13.00
15% Construction Engineering	$2.00
1130-64-72 Project Total	$15.00

Category 1710 – Utilities, Town of Grand Chute

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

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.

Item Number	Item Description	Units	Estimated Qty	Unit Price	Amount
SPV.0060	Special 1200. Connect to Existing Water Main	EACH	2	$6,000	$12,000
SPV.0060	Special 1205. Remove Water Valve Box	EACH	1	$300	$300
SPV.0060	Special 1210. Furnish and Install Insulation over Water Main	EACH	7	$220	$1,540
SPV.0060	Special 1215. Furnish and Install 16-Inch Water Valve in Manhole	EACH	2	$12,000	$24,000
SPV.0060	Special 1220. Wastewater Control	EACH	1	$10,000	$10,000
SPV.0060	Special 1225. connect to Existing Sanitary Sewer Force Main	EACH	4	$3,500	$14,000
SPV.0060	Special 1230. Furnish and Install Insulation Over Sanitary Sewer Force Main	EACH	7	$220	$1,540
SPV.0060	Special 1235. Air Valve in Manhole	EACH	1	$17,000	$17,000
SPV.0090	Special 1200. Removing Water Main 16-inch	LF	175	$30	$5,250
SPV.0090	Special 1205. 16-Inch Water Main and Fittings	LF	128	$350	$44,800
SPV.0090	Special 1210. 16-Inch Water Main and Fittings With 30-Inch Steel Casing	LF	50	$1,100	$55,000
SPV.0090	Special 1215. Remove Sanitary Sewer Force Main 6-Inch	LF	210	$30	$6,300
SPV.0090	Special 1220. Remove Sanitary Sewer Force Main 8-Inch	LF	210	$30	$6,300
SPV.0090	Special 1225. 6-Inch Sanitary Sewer Force Main and Fittings	LF	168	$200	$33,600
SPV.0090	Special 1230. 8-Inch Sanitary Sewer Force Main and Fittings	LF	165	$225	$37,125
SPV.0090	Special 1235. 6-Inch Sanitary Sewer Force Main and Fittings with 18-Inch Steel Casing	LF	50	$800	$40,000
SPV.0090	Special 1240. 8-Inch Sanitary Sewer Force Main and Fittings with 20-Inch Steel Casing	LF	50	$850	$42,500

1130-64-72 Construction Total	$351,300
15% Construction Engineering	$52,700
1130-64-72 Project Total	$404,000
10% Municipal Participation	$40,400

Category 1810 – 100% State Funded

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

Category 2000 – B-44-0347

The State will pay 100% of the construction costs under Category 2000 – B-44-0347 unless otherwise noted.

Category 2010 – B-44-0348

The State will pay 100% of the construction costs under Category 2010 – B-44-0348 unless otherwise noted.

Category 5000 – N-44-0011

The State will pay 100% of the construction costs under Category 5000 – N-44-0011 unless otherwise noted.

Category 5010 – N-44-0020

The State will pay 100% of the construction costs under Category 5010 – N-44-0020 unless otherwise noted.

Category 6040 – S-44-0322

The State will pay 100% of the construction costs under Category 6040 – S-44-0322 unless otherwise noted.

Category 6050 – S-44-0323

The State will pay 100% of the construction costs under Category 6050 – S-44-0323 unless otherwise noted.

Category 6060 – S-44-0330

The State will pay 100% of the construction costs under Category 6060 – S-44-0330 unless otherwise noted.

Category 6070 – S-44-0332

The State will pay 100% of the construction costs under Category 6070 – S-44-0332 unless otherwise noted.

Category 6080 – S-44-0333

The State will pay 100% of the construction costs under Category 6080 – S-44-0333 unless otherwise noted.

Category 6090 – S-44-0334

The State will pay 100% of the construction costs under Category 6090 – S-44-0334 unless otherwise noted.

Category 6100 – S-44-0363

The State will pay 100% of the construction costs under Category 6100 – S-44-0363 unless otherwise noted.

Construction ID: 1130-64-87

Category 1000 – Roadway

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

Category 2020 – B-44-0339

The State will pay 100% of the construction costs under Category 2020 – B-44-0339 unless otherwise noted.

Category 2030 – B-44-0340

The State will pay 100% of the construction costs under Category 2030 – B-44-0340 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.

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:** This resolution authorizes the Outagamie County Highway Commissioner to enter into a State/Municipal Financial Agreement (SMFA) for this state-let improvement project and to support future funding for the I-41 mainline improvement 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 (WisDOT) is planning for reconstruction of the I-41 corridor which includes intersections with local highways. I-41 mainline will be reconstructed from the STH 96/Wisconsin Avenue interchange to County A (Lynndale Drive). The project will also include work along County A. Work along County A will entail removal and replacement of existing pavement and base material and replacement of the existing single box culvert that crosses I-41 and County A with two new box culverts. The typical cross section will remain as an urbanized four-lane roadway within the project limits. The existing bridge structure over I-41 will remain. Construction is currently scheduled to begin in 2025. Outagamie County's share is currently estimated to be $15 for non-participating items. The county share of the project costs is to be funded within future budgets.

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

[ ] Revenues [ ] Expenses (Cost) [x] 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 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 Uitenbroek
07/18/2014

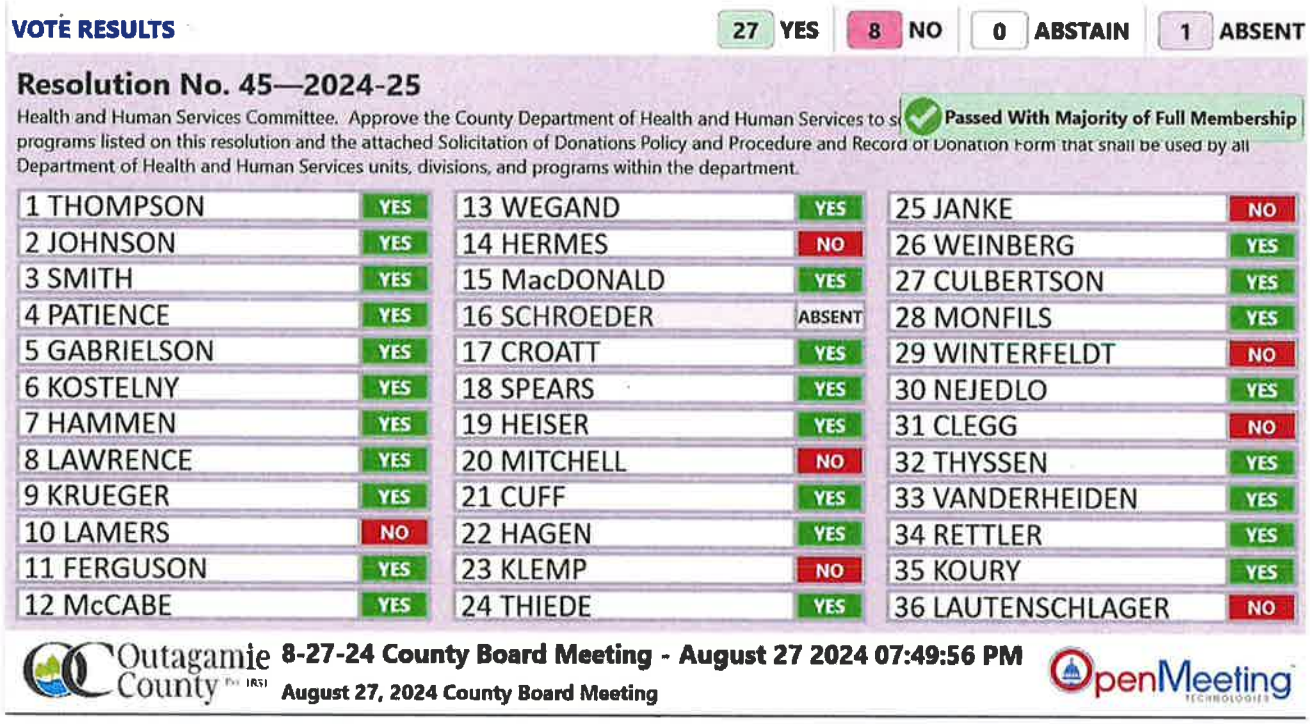
If expenditures are recorded in the financial system at a level of detail lower than the level 6 as shown above, indicate the specific account numbers and amounts below:
Detail Expenditure Account Number Amount

C:\Users\bickeysa\AppData\Local\Microsoft\Windows\INetCache\Content.Outlook\DI9UXRYJ\Fiscal Note HI 41 Mainline STH 96 to RR Bridge RR Bridge-Lyndale SFMA.docx

Resolution No. 45—2024-25 – Health and Human Services Committee. Approve the County Department of Health and Human Services to solicit for donations from the community for the programs listed on this resolution and the attached Solicitation of Donations Policy and Procedure and Record of Donation Form that shall be used by all Department of Health and Human Services units, divisions, and programs within the department.

Supervisor McCabe moved, seconded by Supervisor Johnson for adoption.

ROLL CALL: 27 yes, 8 no (Lamers, Hermes, Mitchell, Klemp, Janke, Winterfeldt, Clegg, Lautenschlager), 1 absent. RESOLUTION NO. 45—2024-25 IS ADOPTED.



VOTE RESULTS

27 YES | 8 NO | 0 ABSTAIN | 1 ABSENT

Resolution No. 45—2024-25

Health and Human Services Committee. Approve the County Department of Health and Human Services to s… programs listed on this resolution and the attached Solicitation of Donations Policy and Procedure and Record of Donation Form that shall be used by all Department of Health and Human Services units, divisions, and programs within the department.

Passed With Majority of Full Membership

1 THOMPSON	YES	13 WEGAND	YES	25 JANKE	NO
2 JOHNSON	YES	14 HERMES	NO	26 WEINBERG	YES
3 SMITH	YES	15 MacDONALD	YES	27 CULBERTSON	YES
4 PATIENCE	YES	16 SCHROEDER	ABSENT	28 MONFILS	YES
5 GABRIELSON	YES	17 CROATT	YES	29 WINTERFELDT	NO
6 KOSTELNY	YES	18 SPEARS	YES	30 NEJEDLO	YES
7 HAMMEN	YES	19 HEISER	YES	31 CLEGG	NO
8 LAWRENCE	YES	20 MITCHELL	NO	32 THYSSEN	YES
9 KRUEGER	YES	21 CUFF	YES	33 VANDERHEIDEN	YES
10 LAMERS	NO	22 HAGEN	YES	34 RETTLER	YES
11 FERGUSON	YES	23 KLEMP	NO	35 KOURY	YES
12 McCABE	YES	24 THIEDE	YES	36 LAUTENSCHLAGER	NO

Outagamie County

8-27-24 County Board Meeting - August 27 2024 07:49:56 PM

August 27, 2024 County Board Meeting

OpenMeeting

RESOLUTION NO.: 45—2024-25

TO THE HONORABLE, THE OUTAGAMIE COUNTY BOARD OF SUPERVISORS

LADIES AND GENTLEMEN: ***MAJORITY***

Outagamie County Code of Ordinances Section 2.586(b) requires departments to receive approval from the County Board committee of jurisdiction in advance of soliciting for donations from the community. The Health and Human Services (HHS) Department has a number of programs, which for years has solicited donations from the community (pursuant to Resolution 5—2001-2002). The HHS department is requesting permission to solicit donations made to various programs. No one, however, may ask for a donation, in any suggest, or encourage a donation to HHS programs unless specification authorized. This policy covers solicitation of/and donations to the department and its programs. It is not intended to address ethics and personal gifts. No staff person may ever solicit/ask for personal gifts for any reason. The department realizes that sometimes clients wish to show appreciation and offer gifts, and to not accept these gifts would be insulting. As long as the gift is of small value (i.e., a cup of coffee, a box of candy, etc.), it may be accepted. If there is ever any question as to appropriateness or value, it must be cleared with Corporation Counsel.

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

BE IT RESOLVED, that the Outagamie County Board of Supervisors does authorize and approve the Outagamie County Department of Health and Human Services (OCDHHS) to solicit for donations for the following programs:

- PROGRAM: ADOPT A FAMILY – Description: The goal of the Adopt A Family Program is to ensure families in need have a happy Christmas. Volunteers are matched with OCDHHS families to be adopted for the holiday and are given a wish list from the family. Volunteers can donate cash, gift cards, or food to be delivered to families.
- PROGRAM: NOAHH (Neighbors Offering A Helping Hand) – Description: The goal of the NOAHH program is to engage the community in assisting families by providing goods, services, and opportunities for children and families served by OCDHHS. Examples can be, but not limited to, beds, furniture, dishes, and payment for a child to attend an extracurricular event.
- PROGRAM: THANKSGIVING FOOD BASKET – Description: The goal of the Thanksgiving Food Basket Program is to ensure that families in need have a holiday meal they can enjoy with their family. Volunteers can donate and deliver a food basket individually or coordinate a food basket drive for several families. Cash and gift card donations are also accepted.
- PROGRAM: BACK TO SCHOOL – Description: The Back to School Program benefits school age children in need with a backpack and supplies for the start of the school year. Volunteer donations of school supplies or monetary contributions from businesses, organizations, churches and individuals are the foundation of this program.

- PROGRAM: MENTORING PROGRAM – Description: Coordinators match at-risk youth with adult mentors. Through relationship building and meaningful activities, these volunteer mentors enhance self-esteem, improve social skills and empower youth to make positive choices for their futures. Staff look for donors to sponsor events for the matches. Sponsoring donors are requested to provide a discounted rate or cover the event cost for matches to attend. ex: sporting events, sports park, parks/wildlife preserves, etc.
- PROGRAM: AGING and NUTRITION PROGRAM – Description: the Older American Act, Sec. 1321.67 Service Contributions, which allows Outagamie County residents the ability to voluntarily contribute toward services they are receiving, governs Program. In-Kind (defined as goods or services (dollar value) that are donated or provided in place of money) and cash contributions are received.
- DIVISION OF CHILDREN, YOUTH AND FAMILIES – Description: Resources and support for families, children, like-kin and for foster care recruitment, retention and support. In-Kind (defined as goods or services (dollar value) that are donated or provided in place of money) and cash contributions are received.
- PROGRAM: PUBLIC HEALTH BIKE HELMETS – Description: Safe Kids Fox Valley, annual donation of bike helmets, which are given to kids to prevent childhood injuries.
- PROGRAM: PUBLIC HEALTH CHILD PASSENGER SAFETY – Description: Safeguarding the health of families, cash contributions are received during car seat fitting stations promoting the safe installation of car seats, which is placed into Safe Kids Fox Valley supporting prevention activities.
- PROGRAM: PUBLIC HEALTH VENDING MACHINE – Description: Public Health Vending Machine is a method to distribute prevention items in the community. Staff solicit public health prevention supplies to be placed in the public health vending machine.
- PROGRAM: PUBLIC HEALTH WIC/FIT FAMILIES - Description: WIC and Fit Families promote healthy nutrition and physical activity in the community through hosting and participating in Community events. WIC may request non-profit rate to participate in events and request financial support in hosting events,

BE IT FURTHER RESOLVED, that the Outagamie County Board of Supervisors does authorize and approve the attached Solicitation of Donations Policy and Procedure and Record of Donation Form, which by reference are made a part hereof, that shall be used by all Department of Health and Human Services units, divisions, and programs within the department, and

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

Dated this 27th day of August 2024

Respectfully Submitted,

HEALTH AND HUMAN SERVICES COMMITTEE

Jeff McCabe

Justin Krueger

Dustin Koury

Cathy Thompson

Kelly Schroeder

Duly and officially adopted by the County Board on: August 27, 2024

Signed: _____ _____
Board Chairperson County Clerk

Approved: 8-28-24 Vetoed: _____

Signed: _____
County Executive

TITLE: Solicitation of Donations Policy and Procedure

OWNER: John Rathman

POLICY AREA: HHS Admin

APPROVAL WORKFLOW: HHS Admin

PURPOSE:

The County Code of Ordinances 107(2) requires departments to have County Board authorization to solicit and/or receive donations from the community. Health and Human Services has a number of programs, which for years solicited donations from the community. Authorized donations are as defined pursuant to **Attachment 01:** County Board Res.: No. 1—2024-2025.

POLICY:

The department, to include all of its staff and programs, may solicit donations made to programs approved by the Outagamie County Board as defined below. No one, however, may ask for a donation, in any way suggest, or encourage a donation to our programs unless specifically authorized.

PROGRAM: ADOPT A FAMILY - Description: The goal of the Adopt A Family Program is to insure families in need have a happy Christmas. Volunteers are matched with OCDHHS families to be adopted for the holiday and are given a wish list from the family. Volunteers can donate cash, gift cards, or food to be delivered to families.

PROGRAM: NOAHH (Neighbors Offering A Helping Hand) - Description: The goal of the NOAHH program is to engage the community in assisting families by providing goods, services, and opportunities for children and families served by OCDHHS. Examples can be, but not limited to, beds, furniture, dishes, and payment for a child to attend an extracurricular event.

PROGRAM: THANKSGIVING FOOD BASKET - Description: The goal of the Thanksgiving Food Basket Program is to insure that families in need have a holiday meal they can enjoy with their family. Volunteers can donate and deliver a food basket individually or coordinate a food basket drive for several families. Cash and gift card donations are also accepted.

PROGRAM: BACK TO SCHOOL - Description: The Back to School Program benefits school age children in need with a backpack and supplies for the start of the school year. Volunteer donations of school supplies or monetary contributions from businesses, organizations, churches and individuals are the foundation of this program.

PROGRAM: MENTORING PROGRAM - Description: Coordinators match at-risk youth with adult mentors. Through relationship building and meaningful activities, these volunteer mentors enhance self-esteem, improve social skills and empower youth to make positive choices for their futures. Staff look for donors to sponsor events for the matches. Sponsoring donors are requested to provide a discounted rate or cover the event cost for matches to attend. ex: sporting events, sports park, parks/wildlife preserves, etc.

PROGRAM: AGING and NUTRITION PROGRAM – Description: the Older American Act, Sec. 1321.67 Service Contributions, which allows Outagamie County residents the ability to voluntarily contribute towards services they are receiving, governs Program. In-Kind (defined as goods or services (dollar value) that are donated or provided in place of money) and cash contributions are received.

DIVISION OF CHILDREN, YOUTH AND FAMILIES – Description: Resources and support for families, children, like-kin and for foster care recruitment, retention and support. In-Kind (defined as goods or services (dollar value) that are donated or provided in place of money) and cash contributions are received.

PROGRAM: PUBLIC HEALTH BIKE HELMETS – Description: Safe Kids Fox Valley, annual donation of bike helmets, which are given to kids to prevent childhood injuries.

PROGRAM: PUBLIC HEALTH CHILD PASSENGER SAFETY – Description: Safeguarding the health of families, cash contributions are received during car seat fitting stations promoting the safe installation of car seats, which is placed into Safe Kids Fox Valley supporting prevention activities.

PROGRAM: PUBLIC HEALTH VENDING MACHINE – Description: Public Health Vending Machine is a method to distribute prevention items in the community. Staff solicit public health prevention supplies to be placed in the public health vending machine.

PROGRAM: PUBLIC HEALTH WIC/FIT FAMILIES - Description: WIC and Fit Families promote healthy nutrition and physical activity in the community through hosting and participating in Community events. WIC may request non-profit rate to participate in events and request financial support in hosting events .

This policy covers solicitation of/and donations to the department and its programs. It is not intended to address ethics and personal gifts. No staff person may ever solicit/ask for personal gifts for any reason. The department realizes that sometimes clients wish to show appreciation and offer gifts, and to not accept these gifts would be insulting. As long as the gift is of small value (i.e., a cup of coffee, a box of candy, etc.), it may be accepted. If there is ever any question as to appropriateness or value, it must be cleared with Corporation Counsel.

PROCEDURE:

1. All units, divisions, and programs within the department, which receive donations, both solicited and unsolicited, are to keep a record of the donation(s) on **Attachment 02**: Donations Received Template.
2. The record must include the name of the organization(s)/donation source, type of donation, and amount/value of donation
3. The Donations Received record will be requested annually by the management assistant for the preceding calendar year after the 1st of the present year from each division of Health and Human Services.
4. The Donations Received records will be jointly assembled by the management assistant and provided to the director for review and signature.
5. The management assistant will send the fully executed, signed, records to the Legislative Services office via email.
6. The management assistant will keep an electronic copy of the fully executed, signed, records at: S:\HHS\Admin\Management Assistant\Donations
7. If there is need to solicit additional donations, a request should be submitted to the HHS director to initiate the approval process from the HHS Board/Committee and County Board.

DONATIONS RECEIVED

DONATION SOURCE	TYPE OF DONATION	AMOUNT

Department: _____

☐ **No donations were received by the** _____ **Department.**

_____ _____

Department Head Signature **Date**

LOCK IN OF RESOLUTION NO. 46 —2024-25.

Vote for lock in. ROLL CALL: 34 yes, 1 abstain (Mitchell), 1 absent. RESOLUTION NO. 46 —2024-25 IS ADOPTED & LOCKED IN.

VOTE RESULTS | 34 YES | 0 NO | 1 ABSTAIN | 1 ABSENT

Resolution No. 46—2024-25 - Lock In

Lock in of Resolution No. 46—2024-25

Passed With 2/3 of Full Membership

1 THOMPSON YES	13 WEGAND YES	25 JANKE YES
2 JOHNSON YES	14 HERMES YES	26 WEINBERG YES
3 SMITH YES	15 MacDONALD YES	27 CULBERTSON YES
4 PATIENCE YES	16 SCHROEDER ABSENT	28 MONFILS YES
5 GABRIELSON YES	17 CROATT YES	29 WINTERFELDT YES
6 KOSTELNY YES	18 SPEARS YES	30 NEJEDLO YES
7 HAMMEN YES	19 HEISER YES	31 CLEGG YES
8 LAWRENCE YES	20 MITCHELL ABSTAIN	32 THYSSEN YES
9 KRUEGER YES	21 CUFF YES	33 VANDERHEIDEN YES
10 LAMERS YES	22 HAGEN YES	34 RETTLER YES
11 FERGUSON YES	23 KLEMP YES	35 KOURY YES
12 McCABE YES	24 THIEDE YES	36 LAUTENSCHLAGER YES

Outagamie County

8-27-24 County Board Meeting - August 27 2024 08:05:28 PM

August 27, 2024 County Board Meeting

OpenMeeting TECHNOLOGIES

RECONSIDERATION OF RESOLUTION NO. 46—2024-25.

Supervisor Smith moved, seconded by Supervisor Thiede, to reconsider the above listed resolution.

Vote for reconsideration. ROLL CALL: 33 yes, 1 no (Winterfeldt), 1 abstain (Mitchell), 1 absent. RESOLUTION NO. 46—2024-25 IS RECONSIDERED.

VOTE RESULTS 33 YES | 1 NO | 1 ABSTAIN | 1 ABSENT

Resolution No. 46—2024-25 - Reconsideration

Reconsideration of Resolution No. 46—2024-25

Passed With Majority of Full Membership

1 THOMPSON YES	13 WEGAND YES	25 JANKE YES
2 JOHNSON YES	14 HERMES YES	26 WEINBERG YES
3 SMITH YES	15 MacDONALD YES	27 CULBERTSON YES
4 PATIENCE YES	16 SCHROEDER ABSENT	28 MONFILS YES
5 GABRIELSON YES	17 CROATT YES	29 WINTERFELDT NO
6 KOSTELNY YES	18 SPEARS YES	30 NEJEDLO YES
7 HAMMEN YES	19 HEISER YES	31 CLEGG YES
8 LAWRENCE YES	20 MITCHELL ABSTAIN	32 THYSSEN YES
9 KRUEGER YES	21 CUFF YES	33 VANDERHEIDEN YES
10 LAMERS YES	22 HAGEN YES	34 RETTLER YES
11 FERGUSON YES	23 KLEMP YES	35 KOURY YES
12 McCABE YES	24 THIEDE YES	36 LAUTENSCHLAGER YES

Outagamie County Est. 1851 **8-27-24 County Board Meeting - August 27 2024 08:05:10 PM**

August 27, 2024 County Board Meeting

OpenMeeting TECHNOLOGIES

Resolution No. 46—2024-25 – Legislative/Audit and Human Resources Committee. Approve an in-year Table of Organization request to add two (2) part-time Driver positions and reclassify one (1) full-time Maintenance Lead position, effective September 8, 2024, for Brewster Village, with no budget adjustment needed, as noted on the attachments.

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

ROLL CALL: 33 yes, 1 no (Winterfeldt), 1 abstain (Mitchell), 1 absent. RESOLUTION NO. 46—2024-25 IS ADOPTED.

VOTE RESULTS — 33 YES | 1 NO | 1 ABSTAIN | 1 ABSENT

Resolution No. 46—2024-25

Legislative/Audit and Human Resources Committee. Approve an in-year Table of Organization request to add one (1) full-time Maintenance Lead position, effective September 8, 2024, for Brewster Village, with no budget adjustment needed, as noted on the attachments.

Passed With 2/3 of Full Membership

1 THOMPSON YES	13 WEGAND YES	25 JANKE YES
2 JOHNSON YES	14 HERMES YES	26 WEINBERG YES
3 SMITH YES	15 MacDONALD YES	27 CULBERTSON YES
4 PATIENCE YES	16 SCHROEDER ABSENT	28 MONFILS YES
5 GABRIELSON YES	17 CROATT YES	29 WINTERFELDT NO
6 KOSTELNY YES	18 SPEARS YES	30 NEJEDLO YES
7 HAMMEN YES	19 HEISER YES	31 CLEGG YES
8 LAWRENCE YES	20 MITCHELL ABSTAIN	32 THYSSEN YES
9 KRUEGER YES	21 CUFF YES	33 VANDERHEIDEN YES
10 LAMERS YES	22 HAGEN YES	34 RETTLER YES
11 FERGUSON YES	23 KLEMP YES	35 KOURY YES
12 McCABE YES	24 THIEDE YES	36 LAUTENSCHLAGER YES

Outagamie County — 8-27-24 County Board Meeting - August 27 2024 07:57:07 PM
August 27, 2024 County Board Meeting
OpenMeeting Technologies

RESOLUTION NO.: 46—2024-25

TO THE HONORABLE, THE OUTAGAMIE COUNTY BOARD OF SUPERVISORS

LADIES AND GENTLEMEN: ***2/3 MAJORITY – 24 VOTES***

The Outagamie County Brewster Village is requesting approval to add two (2) part-time Driver positions and reclassify one (1) full-time Maintenance Lead position.

Valley Transit served the Brewster Village transportation needs for many years. However, notification was received at the end of 2023 that Valley Transit would no longer be serving nursing homes. Therefore, Brewster Village purchased a second van using ARPA funds and transportation was brought in-house. The maintenance staff was trained and performed villager transports in order to have concrete data to better understand the labor needs. It was determined that the number of labor hours needed is too much for current maintenance staff to handle and has interfered with day-to-day job duties. After five (5) months, it was determined that there is a need for two (2) part-time drivers as well as utilizing current maintenance staff for anything that exceeds these hours.

Recently, the Facilities and Operations Department has expanded to include Brewster Village's Systems Analyst position and the in-house transportation program. Due to these added responsibilities and oversight, a Maintenance Lead position is needed to support the Facilities and Operations Manager and act as a lead for the maintenance team, in addition to monitoring and ensuring Life Safety Code compliance.

There is no budget adjustment needed at this time, as costs will be included in future budgets.

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

BE IT RESOLVED, that the Outagamie County Board of Supervisors does hereby approve an in-year Table of Organization request to add two (2) part-time Driver positions and reclassify one (1) full-time Maintenance Lead position effective September 8, 2024 for the Brewster Village, with no budget adjustment needed at this time, as noted on the attached Position Addition Form, Position Classification/Grade Change Form, Job Descriptions, Table of Organization, and fiscal note, which by reference are made a part hereof, and

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

Dated this 27th day of August 2024

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: August 27, 2024

Signed: _____ Board Chairperson

_____ County Clerk

Approved: 8/28/24

Vetoed: _____

Signed: _____ County Executive

POSITION ADDITION FORM			
Completion Checklist			
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:	9/8/2024		
Department:	Brewster Village		
Department Head:	Taya Walk		
Cost Center Number:	5017551		
Position Title:	Driver		
Sunset Position? (Yes or No)			
Exempt (Salaried) or Non-Exempt (Hourly):	Non-Exempt		
Pay Grade of Position:	105		
Estimated Starting Step:	1		
Position exists in current the Table of Organization?	No		
Is this position full time or part time? *(If more than one position, use the worksheet for Multiples)*	Full Time:		
	Part Time:		2
If Part Time position, how many hours per week will this position be working?	Hours:		15
What other alternatives were considered?	We utilized Valley Transit for the service, but they were no longer willing to serve nursing homes. Since February, our maintenance staff have been transporting villagers to appointments, but it challenging to complete both maintence duties and transportation		
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.			
Valley Transit has been serving our villager transportation needs for many years, but we received notification at the end of 2023 that they were not longer serving nursing homes. Brewster Village purchased a second van with ARPA funds and transportation was brought in-house. The maintenance staff were trained and did villager transports so that we could have some concrete data to better understand the labor needs. After 5 months, it is determined that we will need two part time drivers and also utilize our maintenance staff for anything that exceeds these hours. The number of labor hours needed is too much for our maintenance staff to handle on their own and has interfered with their job duties.			
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)?		**Other**
PROJECTED 2024 EXPENDITURES - Amounts must agree to amounts included in the proposed budget.		
Salary	$	**10,998**
Fringe Benefits	$	**1,600**
Travel/Training	$	-
Supplies - IT		
Supplies - Other	$	-
Purchased Services - IT		
Purchased Services - Other	$	-
Capital Outlay	$	-
TOTAL EXPENDITURES	$	**12,598**
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.		
Description	*Dollar Value (enter as negative)*	
Deleted Position (if applicable)		
	$	-
	$	-
TOTAL COST SAVINGS/REVENUES	$	-
NET COUNTY COST (Levy/Fund Bal)	$	**12,598**
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	$	-
Fringe Benefits	$	-
Other Expenditures	$	-
TOTAL EXPENDITURES	$	-
Deleted Position (if applicable)		
Less Increased Revenue/Cost Savings (enter as negative)	$	-
NET COUNTY COST (Levy/Fund Bal)	$	-

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

			8/1-12/31
Hourly Rate	$	16.92	
Annual (2 @ 15 hrs)	$	26,395.20	$ 10,998.00
FICA	$	2,019.23	$ 841.35
WRS	$	1,821.27	$ 758.86
	$	3,840.50	$ 1,600.21

BREWSTER VILLAGE

SHORT-TERM REHABILITATION
AND LONG-TERM CARE COMMUNITY

Brewster Village Wheelchair Van Driver

Brewster Village is looking for a kind and compassionate person who is interested in a rewarding part-time position transporting our Villagers to and from their medical appointments. This position will report to our Facilities and Operations Manager and will have the possibility of working up to 20 hours per week. Schedule will vary based on transportation needs, typically Monday thru Friday and between the hours of 6am and 5pm and no Holidays or Weekends. As a Wheelchair Van Driver, you will play a vital role in the health and well-being of our Villagers.

Qualifications:

- Valid driver's license with a clean driving record
- Excellent communication and interpersonal skills
- Ability to remain calm and professional in stressful situations
- Strong attention to detail
- Basic knowledge of vehicle maintenance and safety practices
- Ability to understand and follow oral and written instructions
- Physical ability to assist residents with boarding and disembarking the van
- Empathy and patience when dealing with elderly or disabled individuals
- Flexibility to work varying shifts, including weekends and holidays
- CPR certification is required

Responsibilities:

- As a Wheelchair Van Driver, you will play a vital role in transporting our Villagers to and from medical appointments
- Safely operate a wheelchair accessible van to transport Villagers
- Assist Villagers in boarding and disembarking the van, ensuring their safety throughout the process
- Follow pre-established routes and schedules to ensure on-time arrivals and departures
- Provide a warm and friendly atmosphere during transportation, engaging with Villagers and maintaining a positive rapport
- Keeping the vans clean and well-maintained, reporting any maintenance issues to the appropriate personnel
- Adhere to all traffic laws and regulations, prioritizing the safety of Villagers and other road users
- Maintain accurate records of transportation activities and any incidents that occur
- Collaborate with other staff members to ensure the overall well-being of the Villagers
- Comply with all County policies and procedures, including infection control and safety protocols
- Securely fastening Villagers using appropriate equipment and techniques to ensure their safety during transport

Benefits:

- Competitive pay

Telephone (920) 832-5400 Fax (920) 832-4922

POSITION CLASSIFICATION/GRADE CHANGE FORM

Completion Checklist

- 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:	**9/8/2024**
Department:	**Brewster Village**
Department Head:	**Taya Walk**
Cost Center Number:	**5017551**
Position Title:	**Maintenance Lead**
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:	**120**
Proposed Pay Grade of Position: (based on market data received from HR)	**135**
New Step(s) in New Grade:	**4**
Number of Employees: *(if more than 1, complete the "Multiples" worksheet)*	**1**

Position Justification

Briefly summarize why this Classification Change is needed, as well as areas of revenue and savings.

Recently, the Facilities and Operations department has expanded to include Brewster Village's Systems Analyst position and the in-house transportation program. Due to these added responsbilities and oversight, a Maintenance Lead position is needed to support the Facilities and Operations Manager and act as a lead for the maintenance team, in addition to monitoring and ensuring Life Safety Code compliance.

Employee(s) Impacted By This Change (if no one in position - leave blank)

Scott Secor

Fiscal Data

How will this position change be funded (choose from drop-down list)?	**Non-Levy (Chgs for Service)**

NET PROJECTED 2024 EXPENDITURES - Amounts must agree to amounts included in the proposed budget.		
Salary	$	**1,300**
Fringe Benefits	$	**189**
Other (Describe):	$	-
Other (Describe):	$	-
TOTAL EXPENDITURES	$	**1,489**

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.

Description	*Dollar Value (enter as negative)*	
	$	-
	$	-
	$	-
TOTAL COST SAVINGS/REVENUES	$	-
NET COUNTY COST (Levy/Fund Balance)	$	**1,489**

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

	Position Add	Position Delte	Add'l Annual Expense	8/1-12/31
Hourly Rate	$ 27.75	$ 26.25		
Annual Salary	$ 57,720.00	$ 54,600.00	$ 3,120.00	$ 1,300.00
FICA	$ 4,415.58	$ 4,176.90	$ 238.68	$ 99.45
WRS	$ 3,982.68	$ 3,767.40	$ 215.28	$ 89.70
		Annual Impact	$ 3,573.96	

BREWSTER

SHORT-TERM REHABILITATION
AND LONG-TERM CARE COMMUNITY

Brewster Village Lead Maintenance Technician

Reporting to the Facility and Operations Manager the Lead Maintenance Technician assists with overseeing the day to day facility operations. This position will make repiars at a Journeymen level, will assist with tracking of all Life Safety Code Complaince inspections and repairs are taking place in accordance with NFPA 101. Will step in when the Manager is out of the office, collect quotes for contracted maintenance services and will have the ability to approve aggreements of upto 2,500 dollars for maintenance related repairs and services.

Typical work schedule will be 7:00am to 3:30pm and will particapate in every third weekend rotation for weekend and on-call coverage with other Maintenance staff.

Key Responsibilities:

- Provide leadership at a Lead level and act as the department authority in the absence of the Facility and Operations Manager.
- Assist with the oversight of the tracking and timely completions of inspections required by the Life Safety Code. Ensure documentation is complete and complete corrective action as needed.
- Facilitate facility projects and repairs. Communicate with, coordinate and oversee the contractors and ensure work is acceptable and complete.
- Collect quotes from contractors for services and repairs
- Assist with the oversight of the preventative maintenance program and ensure actions are documented.
- Provides recommendations for Capital Improvement Projects
- Promotes empowerment of the team in providing person-directed living by providing leadership and vision to Brewster Village and serving as a role model. Participates in team problem solving.
- Provides a multifaceted approach to the use of root cause analysis to ensure completion of all repairs.
- Performs skilled work at the journeyman level in one or more trades, electrical/electronics, HVAC and/or low voltage controls.
- Tests, troubleshoots, maintains, and evaluates equipment performance using instruments such as voltmeters, ohmmeters, pyrometers, hygrometers, hydrometers, and pressure gauges.
- Performs various skilled and semi-skilled repairs, troubleshooting, and preventative maintenance on but not limited to pumps, motors, boilers, air handling units, water heaters, generators, lifts, beds, commercial kitchen equipment, automatic door systems, building automation systems, fire alarm systems, fire sprinkler systems, nurse call systems, commercial refrigeration equipment, and general locksmithing.
- Performs grounds work including mowing lawns, snow removal, and landscape maintenance.
- Provides on call support to provide Brewster Village with continual coverage.
- Prepares accurate records on the facility work order system for preventative maintenance and general work orders.
- Maintains records in accordance with Department requirements and State regulations.
- Has a working knowledge of and performs repairs compliant with all aspects of Life Safety Code NFPA 101.
- Troubleshoots commercial refrigeration equipment.
- Performs skilled maintenance activities including construction, welding, brazing, soldering and plumbing.
- Installs electrical conduit, wiring, switching devices, controls, outlets, fixtures, motors and other such equipment.
- Checks and repairs pumps, fans, valves, and motors.
- Troubleshoots, adjusts, repairs, and replaces electrical and electronic low voltage relays.

Telephone (920) 832-5400 **Fax (920) 832-4922**

- Answers questions and provides information to contractors, custodial workers, and other maintenance technicians.
- Communicates issues to the department Manager.
- Maintains regular and predictable attendance, works overtime/extra hours as needed.
- Performs other duties as assigned.

Education/Certifications/Experience Requirements:

- High school diploma or equivalent
- Five years experience in building or facility maintenance
  Strong skills in at least one of the following Trades: electrical/electronics, HVAC and/or low voltage controls. Journeyman or Electro/ Mechanical trade certification preferred.
  Or, any combination of education and experience which provides equivalent knowledge, skills and abilities.
- Valid Drivers license is required.
- Have the ability to pass all required background checks

Required or Preferred Skills

- Knowledge of and demonstrated ability to conform to goals, policies, and procedures of the Environmental Services Department, Brewster Village, and Outagamie County work rules and terms of employment.
- Understanding of basic electronics related to computerized building maintenance systems and ability to troubleshoot and program these systems.
- Considerable knowledge of the methods, materials, tools and practices used in at least two of the building, electrical or mechanical trades.
- Considerable knowledge of the occupational hazards and safety precautions of the trades involved.
- Skill in the care and use of tools and equipment used in the trades involved.
- Ability to detect defects in equipment and to make proper repairs or adjustments.
- Ability to lead a small group of semi-skilled workers and custodians.
- Ability to interpret and work from pencil sketches and diagrams.
- Good communication skills, oral and written, to relate to supervisors and co-workers in problem identification and solving.
- Ability to stoop, bend and lift up to 50 pounds frequently and up to 100 pounds occasionally, understanding and utilizing proper body mechanics.
- Ability to read and understand code enforcement manuals and ensure compliancy with current codes. Ability to read and understand building prints and equipment manuals.
- Possess necessary interpersonal skills to effectively communicate with Villagers and Brewster Village staff.
- Ability to work in a mutli trade setting that involves daily work with plumbing, hvac, fire sprinkler, fire alarm, mechanical, and electrical trades.
- Ability to order parts and maintain proper stocking levels.
- 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 operate and understand general mechanical equipment, computer equipment, and a variety of software applications.

Essential Physical Requirements:

- Standing, walking, Sitting for periods ot time
- Ability to work in diffuclut positions at times
- Ability to work from heights in excess of 50 feet in the air.
- Lift/carry 100 lbs. from floor to waist level occasionally and 41.4 lbs. to head height
- Push/pull 200 lbs. on a two-wheel cart
- Pulling hand over hand
- Climbing stairs, ladders
- Balancing, Stooping, Kneeling, Repetative bending,

- Ability for rapid mental/muscular coordination simultaneously
- Ability to communicate verbally
- Visual requirements to perform maintenance technician work

ADMINISTRATIVE COORDINATOR (BV) (1)
ADMINISTRATOR (BV) (1)
RECRUITMENT & RETENTION SITE SPECIALIST (1)
NURSING DIRECTOR (1)
SOCIAL SERVICES COORDINATOR (1)
SOCIAL WORKER (BV) (3.5)
PROGRAM SERVICES ADMINISTRATOR (1)
LIFE ENRICHMENT COORDINATOR (1)
LIFE ENRICHMENT – LEAD (1)
LIFE ENRICHMENT SPECIALIST (1)
FOOD & NUTRITION SERVICES DIRECTOR (1)
NUTRITION COORDINATOR (1)
CULINARY SPECIALIST (FTE)
HOMEMAKER (FTE)
FINANCIAL SERVICES DIRECTOR (1)
ACCOUNT ASSOCIATE (1)
EMPLOYEE RELATIONS ASSOCIATE (1)
RECEPTION ASSISTANT (1)
BILLING ASSOCIATE (2)
RECEPTIONIST (1)
ENVIRONMENTAL SERVICES DIRECTOR (1)
DRIVER (2)
MAINTENANCE LEAD (1)
SYSTEMS ANALYST (1)
MAINTENANCE SPECIALIST (2)
ENVIRONMENTAL SERVICES SPECIALIST (FTE 2.8)
SUPPLY SPECIALIST (FTE)
BUILDING & GROUNDS MAINT/CUSTODIAL WORKER (1)
NURSING COORDINATOR (2)
NURSE SPECIALIST (3)
NEIGHBORHOOD COORINATOR (5)
WELLNESS NURSE-RN (FTE)
WELLNESS NURSE-LPN (FTE)
CERTIFIED NURSING ASSISTANT (FTE)
NURSING TECHNICIAN(FTE)
MEDICATION ASSISTANT (FTE)
HEALTH INFORMATION COORDINATOR (1)
MEDICAL CODING ASSOCIATE (1)
HEALTH INFORMATION ASSOCIATE (1)
MDS COORDINATOR

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:** In Year Brewster Village position requests

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)

Request to add in year positions for a Maintenance Lead and two – (2) Part Time Driver's for the van for transportation. The increase cost for the maintenance lead of $3,573.96 will be absorbed in the current salary and fringe lines. The cost for the part time drivers of $1,600.21 per month will be charged to the ARPA funding that provided for the purchase of the additional van and operations through the end of 2024.

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

[ ] Revenues [ ] Expenses (Cost) [X] 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 (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 ( ) no (x)
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
No budget adjustment needed			

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: To be included in Future budgets
Annual Revenue: To be included in Future budgets

Fiscal Note Prepared by: Taya Walk

For Financial Services purposes only

Reviewed By: Michelle Litenbrock

Date: 7/9/2024

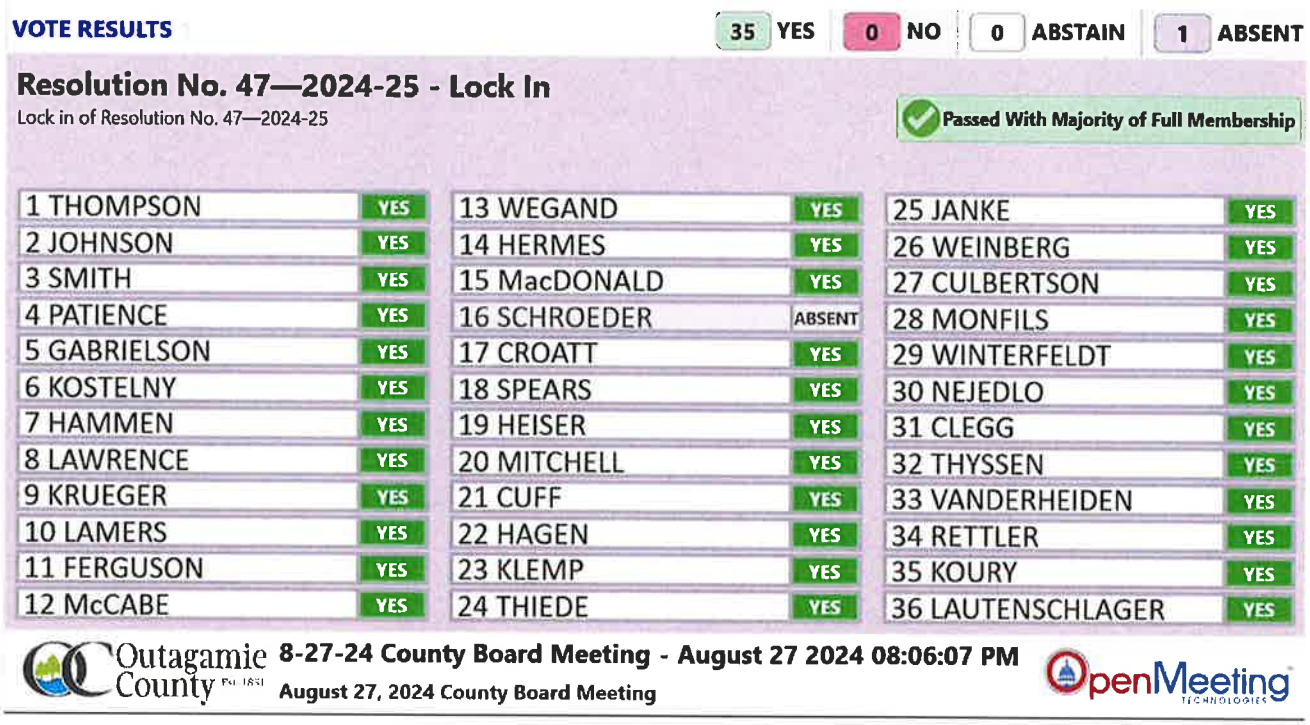
If expenditures are recorded in the financial system at a level of detail lower than the level 6 as shown above, indicate the specific account numbers and amounts below:
Detail Expenditure Account Number ____ Amount ____

Comments:

C:\Users\hickeyst\AppData\Local\Microsoft\Windows\INetCache\Content.Outlook\DI9LXRVB\RV in year position requests.docx

LOCK IN OF RESOLUTION NO. 47 —2024-25.

Vote for lock in. ROLL CALL: 35 yes, 1 absent. RESOLUTION NO. 47 —2024-25 IS ADOPTED & LOCKED IN.



VOTE RESULTS — 35 YES | 0 NO | 0 ABSTAIN | 1 ABSENT

Resolution No. 47—2024-25 - Lock In

Lock in of Resolution No. 47—2024-25

Passed With Majority of Full Membership

1 THOMPSON YES	13 WEGAND YES	25 JANKE YES
2 JOHNSON YES	14 HERMES YES	26 WEINBERG YES
3 SMITH YES	15 MacDONALD YES	27 CULBERTSON YES
4 PATIENCE YES	16 SCHROEDER ABSENT	28 MONFILS YES
5 GABRIELSON YES	17 CROATT YES	29 WINTERFELDT YES
6 KOSTELNY YES	18 SPEARS YES	30 NEJEDLO YES
7 HAMMEN YES	19 HEISER YES	31 CLEGG YES
8 LAWRENCE YES	20 MITCHELL YES	32 THYSSEN YES
9 KRUEGER YES	21 CUFF YES	33 VANDERHEIDEN YES
10 LAMERS YES	22 HAGEN YES	34 RETTLER YES
11 FERGUSON YES	23 KLEMP YES	35 KOURY YES
12 McCABE YES	24 THIEDE YES	36 LAUTENSCHLAGER YES

Outagamie County Est. 1851 — 8-27-24 County Board Meeting - August 27 2024 08:06:07 PM

August 27, 2024 County Board Meeting

OpenMeeting TECHNOLOGIES

RECONSIDERATION OF RESOLUTION NO. 47—2024-25.

Supervisor Krueger moved, seconded by Supervisor Patience, to reconsider the above listed resolution.

Vote for reconsideration. ROLL CALL: 34 yes, 1 no (Thiede), 1 absent. RESOLUTION NO. 47—2024-25 IS RECONSIDERED.

VOTE RESULTS 34 YES | 1 NO | 0 ABSTAIN | 1 ABSENT

Resolution No. 47—2024-25 - Reconsideration

Reconsideration of Resolution No. 47—2024-25

Passed With Majority of Full Membership

1 THOMPSON YES	13 WEGAND YES	25 JANKE YES
2 JOHNSON YES	14 HERMES YES	26 WEINBERG YES
3 SMITH YES	15 MacDONALD YES	27 CULBERTSON YES
4 PATIENCE YES	16 SCHROEDER ABSENT	28 MONFILS YES
5 GABRIELSON YES	17 CROATT YES	29 WINTERFELDT YES
6 KOSTELNY YES	18 SPEARS YES	30 NEJEDLO YES
7 HAMMEN YES	19 HEISER YES	31 CLEGG YES
8 LAWRENCE YES	20 MITCHELL YES	32 THYSSEN YES
9 KRUEGER YES	21 CUFF YES	33 VANDERHEIDEN YES
10 LAMERS YES	22 HAGEN YES	34 RETTLER YES
11 FERGUSON YES	23 KLEMP YES	35 KOURY YES
12 McCABE YES	24 THIEDE NO	36 LAUTENSCHLAGER YES

Outagamie County

8-27-24 County Board Meeting - August 27 2024 08:05:55 PM

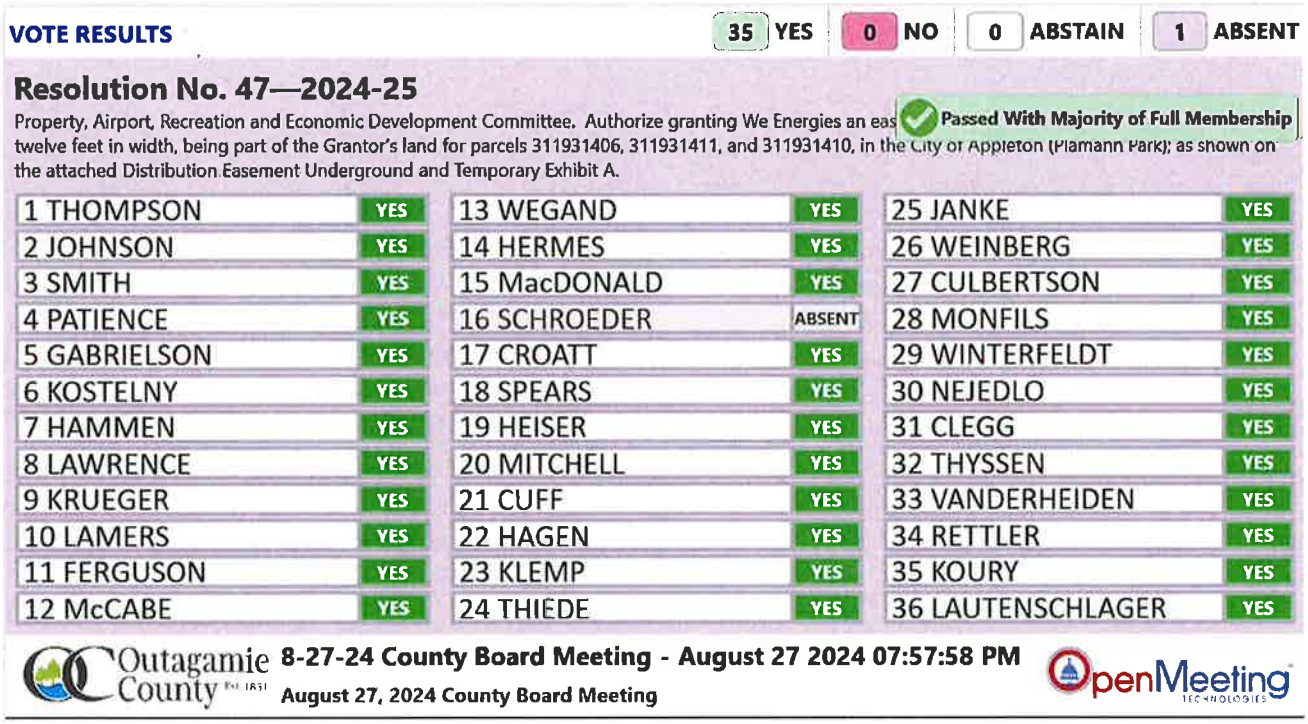
August 27, 2024 County Board Meeting

OpenMeeting TECHNOLOGIES

Resolution No. 47—2024-25 – Property, Airport, Recreation and Economic Development Committee. Authorize granting We Energies an easement for the area described as strips of land twelve feet in width, being part of the Grantor's land for parcels 311931406, 311931411, and 311931410, in the City of Appleton (Plamann Park); as shown on the attached Distribution Easement Underground and Temporary Exhibit A.

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

ROLL CALL: 35 yes, 1 absent. RESOLUTION NO. 47—2024-25 IS ADOPTED.



RESOLUTION NO.: 47—2024-25

TO THE HONORABLE, THE OUTAGAMIE COUNTY BOARD OF SUPERVISORS

LADIES AND GENTLEMEN: ***MAJORITY***

Wisconsin Electric Power Company, doing business as We Energies (Grantee) is requesting an easement in order to construct, install, operate, maintain, repair, replace and extend underground utility facilities, conduit and cables, electric pad-mounted transformers, manhole, electric pad-mounted switch-fuse units, electric pad-mounted vacuum fault interrupter, concrete slabs, power pedestals, riser equipment, terminals and markers, together with all necessary and appurtenant equipment under and above ground as deemed necessary by Grantee, all to transmit electric energy, signals, television and telecommunication services, including the customary growth and replacement thereof. Trees, branches and roots may be trimmed or removed so as not to interfere with Grantee's use of the easement area.

NOW THEREFORE, the undersigned members of the Property, Airport, Recreation and Economic Development Committee recommend adoption of the following resolution.

BE IT RESOLVED, that the Outagamie County Board of Supervisors does hereby and herewith authorize granting We Energies an easement for the area described as strips of land twelve (12) feet in width, being part of the Grantor's land located in the Northeast ¼ of the fractional Northwest ¼, the Southeast ¼ of the Northwest ¼, and Southwest ¼ of the Northwest ¼, all located in Section 1, Township 21 North, Range 17 East, City of Appleton, Outagamie County, Wisconsin (Plamann Park); said land is shown on the attached Distribution Easement Underground and Temporary Exhibit A which by reference are made a part hereof, and

BE IT FINALLY RESOLVED, that the Outagamie County Clerk be directed to forward a copy of this resolution to the Outagamie County Parks Director and We Energies, Property Rights & Information Group, 231 W. Michigan Street, Room P277, P.O. Box 2046, Milwaukee, WI 53201-2046.

Dated this 27th day of August 2024

Respectfully submitted,

PROPERTY, AIRPORT, RECREATION &
ECONOMIC DEVELOPMENT COMMITTEE

Dean Culbertson

Lee W. Hammen

Ronald Klemp

Yvonne Monfils

Jayson Winterfeldt

Duly and officially adopted by the County Board on: August 27, 2024

Signed: _____ _____
Board Chairperson County Clerk

Approved: 8.28.24 Vetoed: _____

Signed: _____
County Executive

DISTRIBUTION EASEMENT UNDERGROUND

Document Number

WR NO. **4986314** IO NO. **75854**

For good and valuable consideration, the receipt and sufficiency of which are hereby acknowledged, **OUTAGAMIE COUNTY, a Wisconsin municipal corporation,** hereinafter referred to as "Grantor", owner of land, hereby grants and warrants to **WISCONSIN ELECTRIC POWER COMPANY, a Wisconsin corporation doing business as We Energies,** hereinafter referred to as "Grantee", a permanent easement upon, within, beneath, over and across a part of Grantor's land hereinafter referred to as "easement area".

The easement area is described as **strips of land Twelve (12) feet in width,** being part of the Grantor's land located in the **Northeast 1/4 of the fractional Northwest 1/4, the Southeast 1/4 of the Northwest 1/4, and Southwest 1/4 of the Northwest 1/4, all located in Section 1, Township 21 North, Range 17 East,** City of Appleton, Outagamie County, Wisconsin; said land being more particularly described in that certain **Warranty Deed** recorded in the Office of the Register of Deeds in and for Outagamie County on February 10, 1971, in Volume 850, page 329, as **Document No. 640137.**

RETURN TO:
We Energies
PROPERTY RIGHTS & INFORMATION GROUP
231 W. MICHIGAN STREET, ROOM P277
PO BOX 2046
MILWAUKEE, WI 53201-2046

311931406, 311931411, 311931410
(Parcel Identification Number)

The location of the easement area with respect to Grantor's land is as shown on the attached drawing, marked Exhibit "A", and made a part of this document.

1. **Purpose:** The purpose of this easement is to construct, install, operate, maintain, repair, replace and extend underground utility facilities, conduit and cables, electric pad-mounted transformers, manhole, electric pad-mounted switch-fuse units, electric pad-mounted vacuum fault interrupter, concrete slabs, power pedestals, riser equipment, terminals and markers, together with all necessary and appurtenant equipment under and above ground as deemed necessary by Grantee, all to transmit electric energy, signals, television and telecommunication services, including the customary growth and replacement thereof. Trees, bushes, branches and roots may be trimmed or removed so as not to interfere with Grantee's use of the easement area.

2. **Access:** Grantee or its agents shall have the right to enter and use Grantor's land with full right of ingress and egress over and across the easement area and adjacent lands of Grantor for the purpose of exercising its rights in the easement area.

3. **Buildings or Other Structures:** Grantor agrees that no structures will be erected in the easement area or in such close proximity to Grantee's facilities as to create a violation of all applicable State of Wisconsin electric codes or any amendments thereto.

4. **Elevation:** Grantor agrees that the elevation of the ground surface existing as of the date of the initial installation of Grantee's facilities within the easement area will not be altered by more than 4 inches without the written consent of Grantee.

5. **Restoration:** Grantee agrees to restore or cause to have restored Grantor's land, as nearly as is reasonably possible, to the condition existing prior to such entry by Grantee or its agents. This restoration, however, does not apply to any trees, bushes, branches or roots which may interfere with Grantee's use of the easement area.

6. **Exercise of Rights:** It is agreed that the complete exercise of the rights herein conveyed may be gradual and not fully exercised until some time in the future, and that none of the rights herein granted shall be lost by non-use.

7. **Binding on Future Parties:** This grant of easement shall be binding upon and inure to the benefit of the heirs, successors and assigns of all parties hereto.

8. **Easement Review**: Grantor acknowledges receipt of materials which describe Grantor's rights and options in the easement negotiation process and furthermore acknowledges that Grantor has had at least 5 days to review this easement document *or* voluntarily waives the five day review period.

Grantor:

OUTAGAMIE COUNTY, a Wisconsin Municipal Corporation

By _____

(Print name and title): _____

By _____

(Print name and title): _____

Personally came before me in _____ County, Wisconsin on _____, 2024,

the above named _____, and _____,

of the **OUTAGAMIE COUNTY, a Wisconsin municipal corporation**, for the municipal corporation, by its authority.

_____

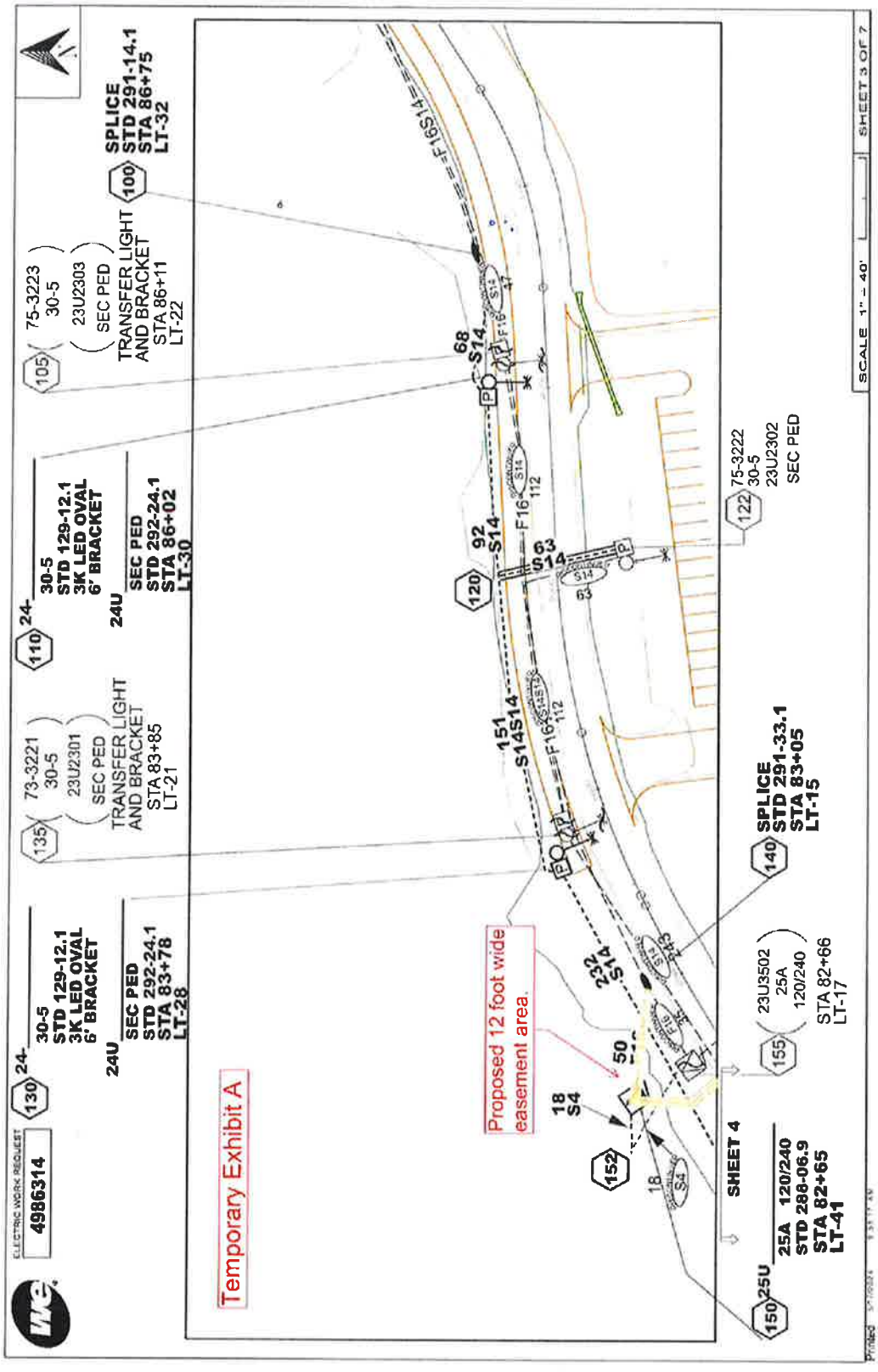
Notary Public Signature, State of Wisconsin

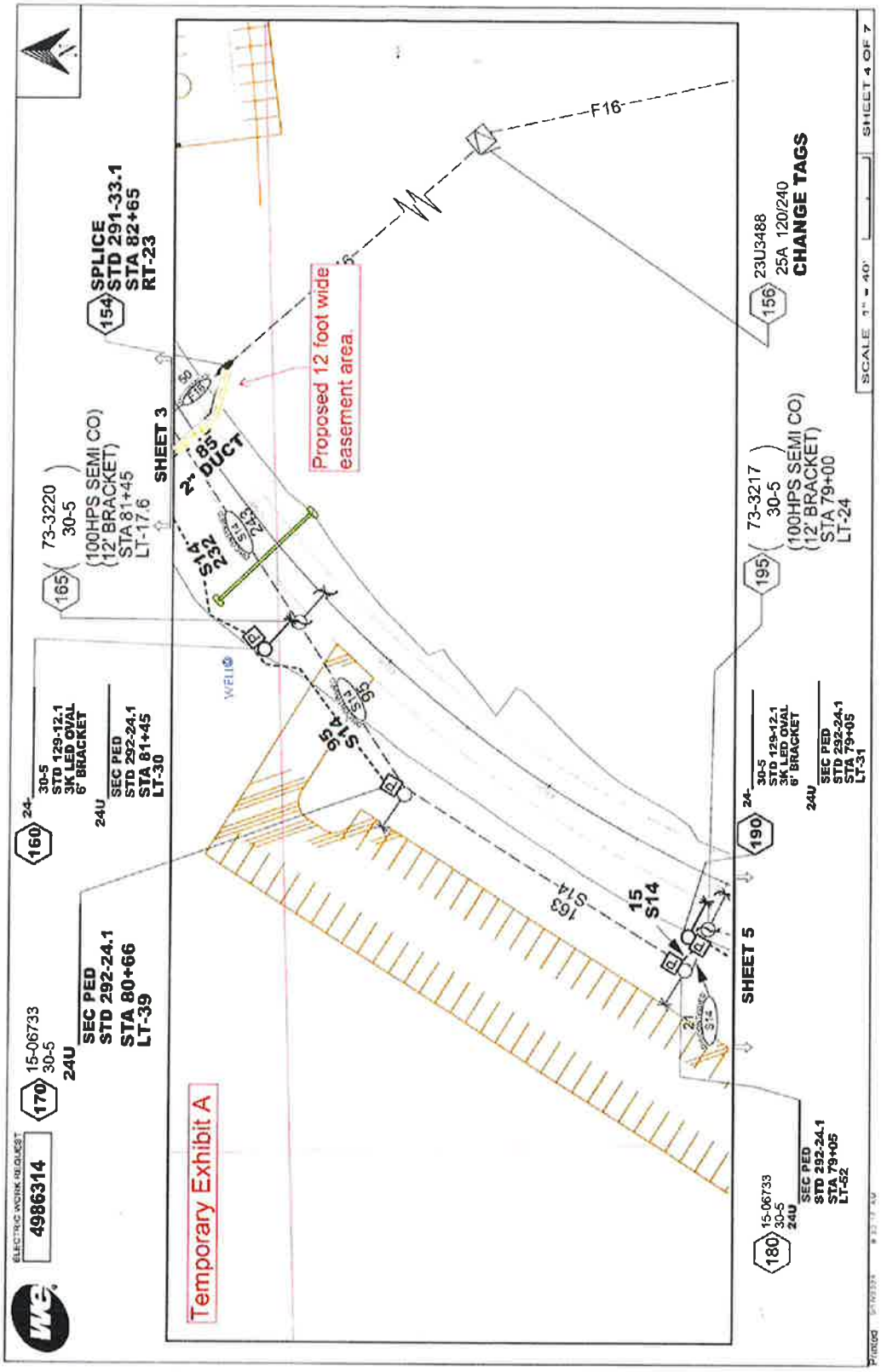
_____

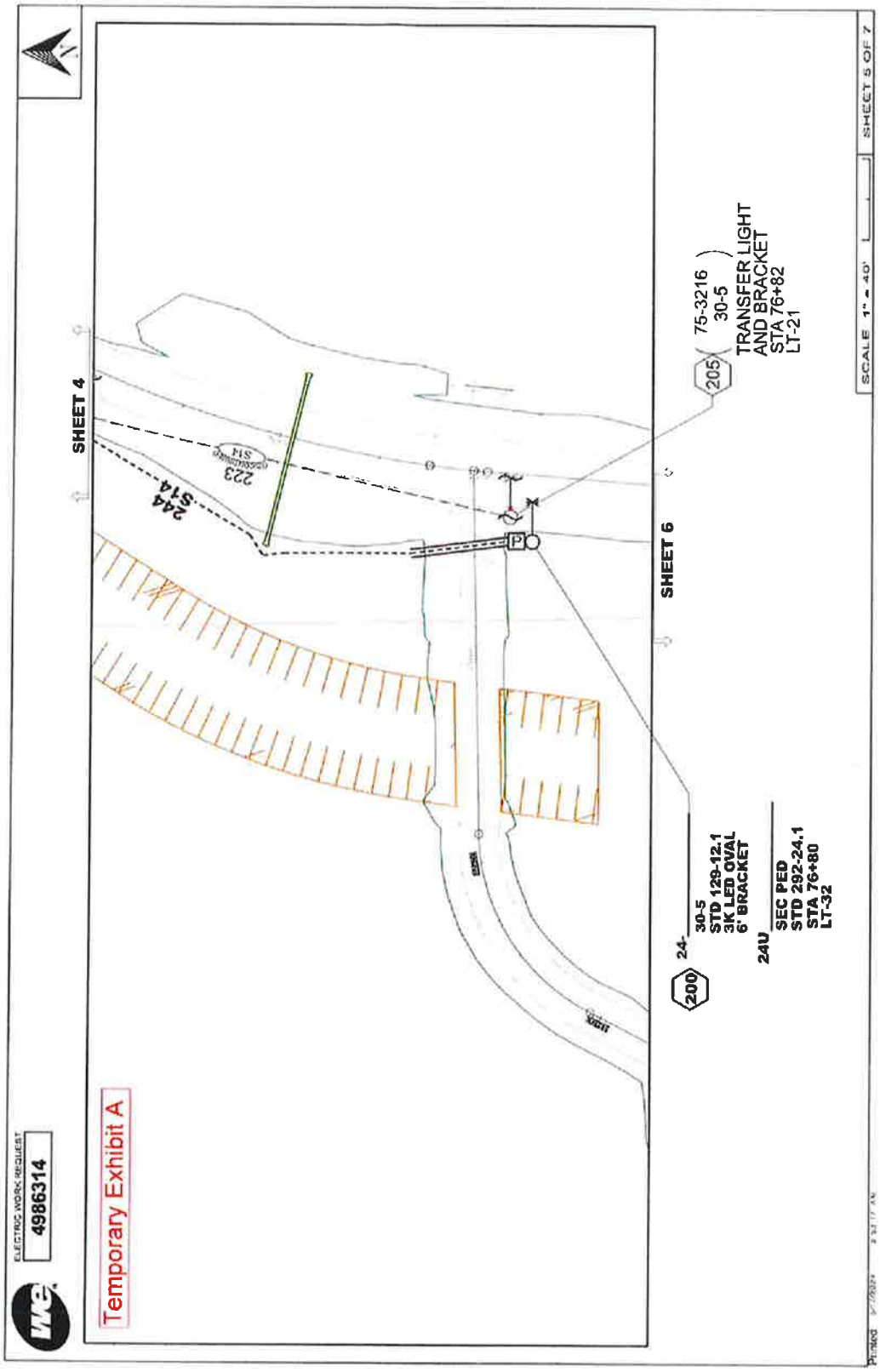
Notary Public Name (Typed or Printed)

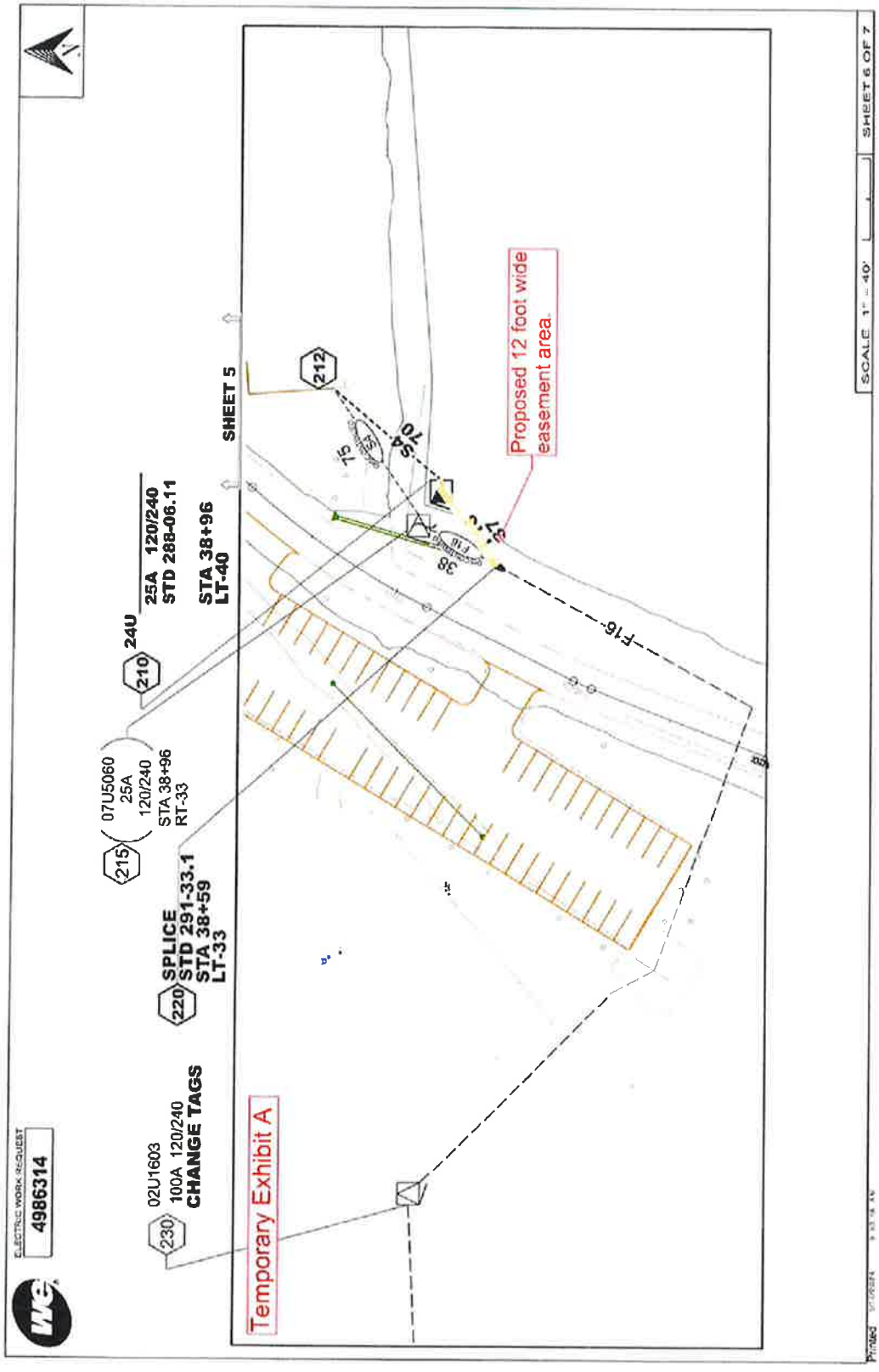
(NOTARY STAMP/SEAL) My commission expires _____

This instrument was drafted by Steve Betz on behalf of Wisconsin Electric Power Company, PO Box 2046, Milwaukee, Wisconsin 53201-2046.


ELECTRIC WORK REQUEST
4986314
Temporary Exhibit A
Proposed 12 foot wide easement area.
SHEET 4
SHEET 3 OF 7
SCALE 1" = 40'
SPLICE STD 291-14.1 STA 86+75 LT-32
TRANSFER LIGHT AND BRACKET STA 86+11 LT-22
SPLICE STD 291-33.1 STA 83+05 LT-15
TRANSFER LIGHT AND BRACKET STA 83+85 LT-21
SEC PED STD 292-24.1 STA 86+02 LT-30
SEC PED STD 292-24.1 STA 83+78 LT-28
30-5 STD 129-12.1 3K LED OVAL 6' BRACKET
25A 120/240 STD 288-06.9 STA 82+65 LT-41
STA 82+66 LT-17


Temporary Exhibit A
Proposed 12 foot wide easement area.
SHEET 3
SHEET 5
SCALE 1" = 40'
SHEET 4 OF 7
ELECTRIC WORK REQUEST
4986314
SPLICE
STD 291-33.1
STA 82+65
RT-23
CHANGE TAGS
F16
2" 85' DUCT
SEC PED
STD 292-24.1
STA 80+66
LT-39
SEC PED
STD 292-24.1
STA 81+45
LT-30
SEC PED
STD 292-24.1
STA 79+05
LT-31
SEC PED
STD 292-24.1
STA 79+05
LT-52
(100HPS SEMI CO)
(12' BRACKET)
STA 81+45
LT-17.6
(100HPS SEMI CO)
(12' BRACKET)
STA 79+00
LT-24
30-5
STD 129-12.1
3K LED OVAL
6' BRACKET
24U
15-06733
23U3488
25A 120/240
73-3220
73-3217


ELECTRIC WORK REQUEST
4986314
Temporary Exhibit A
SHEET 4
SHEET 6
SCALE 1" = 40'
SHEET 5 OF 7
205
75-3216
30-5
TRANSFER LIGHT
AND BRACKET
STA 76+82
LT-21
200
24
30-5
STD 129-12.1
3K LED OVAL
6' BRACKET
24U
SEC PED
STD 292-24.1
STA 76+80
LT-32


ELECTRIC WORK REQUEST
4986314
SCALE 1" = 40'
SHEET 6 OF 7
Temporary Exhibit A
Proposed 12 foot wide easement area
SHEET 5
212
210
24U
25A 120/240
STD 288-06.11
STA 38+96
LT-40
215
07U5060
25A
120/240
STA 38+96
RT-33
220
SPLICE
STD 291-33.1
STA 38+59
LT-33
230
02U1603
100A 120/240
CHANGE TAGS
S4
T0
F16
38
F10

LOCK IN OF RESOLUTION NO. 48 —2024-25.

Vote for lock in. ROLL CALL: 35 yes, 1 absent. RESOLUTION NO. 48 —2024-25 IS ADOPTED & LOCKED IN.

VOTE RESULTS | 35 YES | 0 NO | 0 ABSTAIN | 1 ABSENT

Resolution No. 48—2024-25 - Lock In

Lock in of Resolution No. 48—2024-25

Passed With 2/3 of Full Membership

1 THOMPSON YES	13 WEGAND YES	25 JANKE YES
2 JOHNSON YES	14 HERMES YES	26 WEINBERG YES
3 SMITH YES	15 MacDONALD YES	27 CULBERTSON YES
4 PATIENCE YES	16 SCHROEDER ABSENT	28 MONFILS YES
5 GABRIELSON YES	17 CROATT YES	29 WINTERFELDT YES
6 KOSTELNY YES	18 SPEARS YES	30 NEJEDLO YES
7 HAMMEN YES	19 HEISER YES	31 CLEGG YES
8 LAWRENCE YES	20 MITCHELL YES	32 THYSSEN YES
9 KRUEGER YES	21 CUFF YES	33 VANDERHEIDEN YES
10 LAMERS YES	22 HAGEN YES	34 RETTLER YES
11 FERGUSON YES	23 KLEMP YES	35 KOURY YES
12 McCABE YES	24 THIEDE YES	36 LAUTENSCHLAGER YES

Outagamie County

8-27-24 County Board Meeting - August 27 2024 08:09:00 PM

August 27, 2024 County Board Meeting

OpenMeeting TECHNOLOGIES

RECONSIDERATION OF RESOLUTION NO. 48—2024-25.

Supervisor Smith moved, seconded by Supervisor Lautenschlager, to reconsider the above listed resolution.

Vote for reconsideration. ROLL CALL: 34 yes, 1 no (Thiede), 1 absent. RESOLUTION NO. 48—2024-25 IS RECONSIDERED.

VOTE RESULTS | 34 YES | 1 NO | 0 ABSTAIN | 1 ABSENT

Resolution No. 48—2024-25 - Reconsideration

Reconsideration of Resolution No. 48—2024-25

Passed With Majority of Full Membership

1 THOMPSON YES	13 WEGAND YES	25 JANKE YES
2 JOHNSON YES	14 HERMES YES	26 WEINBERG YES
3 SMITH YES	15 MacDONALD YES	27 CULBERTSON YES
4 PATIENCE YES	16 SCHROEDER ABSENT	28 MONFILS YES
5 GABRIELSON YES	17 CROATT YES	29 WINTERFELDT YES
6 KOSTELNY YES	18 SPEARS YES	30 NEJEDLO YES
7 HAMMEN YES	19 HEISER YES	31 CLEGG YES
8 LAWRENCE YES	20 MITCHELL YES	32 THYSSEN YES
9 KRUEGER YES	21 CUFF YES	33 VANDERHEIDEN YES
10 LAMERS YES	22 HAGEN YES	34 RETTLER YES
11 FERGUSON YES	23 KLEMP YES	35 KOURY YES
12 McCABE YES	24 THIEDE NO	36 LAUTENSCHLAGER YES

Outagamie County

8-27-24 County Board Meeting - August 27 2024 08:08:47 PM

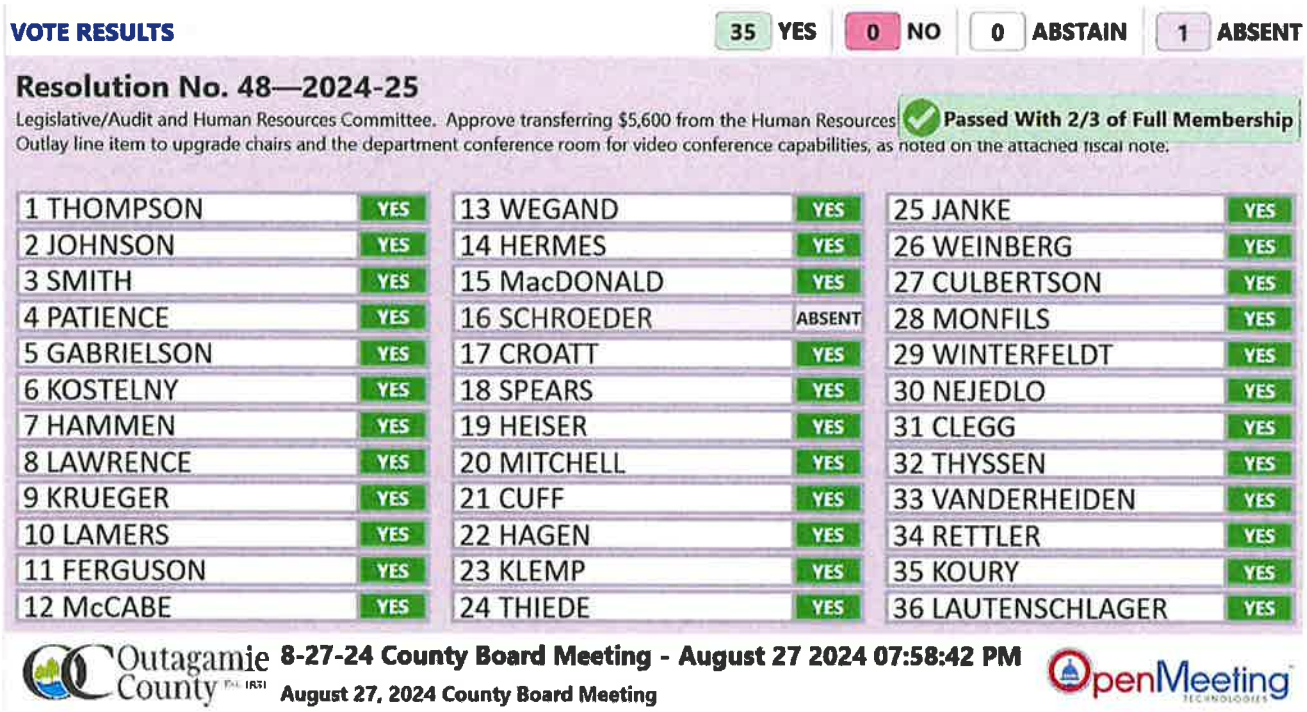
August 27, 2024 County Board Meeting

OpenMeeting TECHNOLOGIES

Resolution No. 48—2024-25 – Legislative/Audit and Human Resources Committee. Approve transferring $5,600 from the Human Resources Salaries line item to the Human Resources Capital Outlay line item to upgrade chairs and the department conference room for video conference capabilities, as noted on the attached fiscal note.

Supervisor Spears moved, seconded by Supervisor Ferguson, for adoption.

ROLL CALL: 35 yes, 1 absent. RESOLUTION NO. 48—2024-25 IS ADOPTED.



VOTE RESULTS — 35 YES | 0 NO | 0 ABSTAIN | 1 ABSENT

Resolution No. 48—2024-25

Legislative/Audit and Human Resources Committee. Approve transferring $5,600 from the Human Resources Outlay line item to upgrade chairs and the department conference room for video conference capabilities, as noted on the attached fiscal note.

Passed With 2/3 of Full Membership

1 THOMPSON YES	13 WEGAND YES	25 JANKE YES
2 JOHNSON YES	14 HERMES YES	26 WEINBERG YES
3 SMITH YES	15 MacDONALD YES	27 CULBERTSON YES
4 PATIENCE YES	16 SCHROEDER ABSENT	28 MONFILS YES
5 GABRIELSON YES	17 CROATT YES	29 WINTERFELDT YES
6 KOSTELNY YES	18 SPEARS YES	30 NEJEDLO YES
7 HAMMEN YES	19 HEISER YES	31 CLEGG YES
8 LAWRENCE YES	20 MITCHELL YES	32 THYSSEN YES
9 KRUEGER YES	21 CUFF YES	33 VANDERHEIDEN YES
10 LAMERS YES	22 HAGEN YES	34 RETTLER YES
11 FERGUSON YES	23 KLEMP YES	35 KOURY YES
12 McCABE YES	24 THIEDE YES	36 LAUTENSCHLAGER YES

Outagamie County — **8-27-24 County Board Meeting - August 27 2024 07:58:42 PM**

August 27, 2024 County Board Meeting

OpenMeeting

RESOLUTION NO.: 48—2024-25

TO THE HONORABLE, THE OUTAGAMIE COUNTY BOARD OF SUPERVISORS

LADIES AND GENTLEMEN: ***2/3 MAJORITY – 24 VOTES***

The Outagamie County Human Resources Department is requesting an intra-budget transfer in the amount of $5,600 from Salaries to Capital Outlay. The monies will be used to upgrade chairs in the office due to safety issues as well as update the department conference room for video conference capabilities.

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

BE IT RESOLVED, that the Outagamie County Board of Supervisors does authorize and approve transferring $5,600 from the Human Resources Salaries line item to the Human Resources Capital Outlay line item in order to upgrade chairs and the department conference room for video conference capabilities as noted on the attached fiscal note, which by reference is made a part hereof, and

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

Dated this 27th day of August 2024

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: August 27, 2024

Signed: Board Chairperson

County Clerk

Approved: 8.29.24

Vetoed: _____

Signed: County Executive

[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:** In Year Human Resources Budget Adjustment

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)

Request to adjust budget from unused salaries to capital outlay. This request is to update chairs in the offices due to safety issues and updates to the conference room for video conference capabilities.

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

[ ] Revenues [x] 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 (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
Human Resources	Salaries	1006000.5100	($5600)
Human Resources	Capital Outlay	1006000.6000	$5600

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: Valarie Wunderlich

For Financial Services purposes only	
Reviewed By: *Michelle Uitenbroek*	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: 7/9/2024	
Comments:	

C:\Users\hickeysa\AppData\Local\Microsoft\Windows\INetCache\Content.Outlook\DI9UXRYJ\11R funding.docx

I, Kelly Gerrits, County Clerk for the County of Outagamie Wisconsin do hereby certify that the foregoing is a true and correct copy of the August 27, 2024 County Board Minutes approved by a majority vote at a meeting of the County Board on September 10, 2024 and recorded in the minutes of said meeting a quorum of members being present.

In testimony whereof, I have hereunto set my hand and the seal of the County of Outagamie, Wisconsin, this 11th Day of September, 2024

/s/ Kelly Gerrits
County Clerk

Please call the Outagamie County Clerk's Office (832-5077) if you would like further elaboration of these minutes.

RUN: September 23, 2024

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

Office of the County Clerk, September 10, 2024.

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: 31 present, 5 absent. Members present: Smith, Patience, Gabrielson, Kostelny, Hammen, Lawrence, Krueger, Lamers, Ferguson, McCabe, Hermes, MacDonald, Schroeder, Spears, Heiser, Mitchell, Cuff, Klemp, Thiede, Janke, Weinberg, Culbertson, Monfils, Winterfeldt, Nejedlo, Clegg, Thyssen, VanderHeiden, Rettler, Koury, and Lautenschlager. Members absent: Thompson, Johnson, Wegand, Croatt, and Hagen.

The Board Chairperson requested the Board's confirmation to excuse Thompson, Johnson, Croatt, and Hagen. No objections; so ordered.

The Pledge of Allegiance was led by Chairperson Gabrielson.

MINUTES OF THE AUGUST 27, 2024 COUNTY BOARD MEETING
Supervisor Laughtenslager moved, seconded by Supervisor Smith, to approve the minutes of the August 27, 2024 County Board meeting.

ROLL CALL: 30 yes, 1 abstain (Schroeder), 5 absent. MINUTES OF THE AUGUST 27, 2024 COUNTY BOARD MEETING ARE APPROVED.

SPECIAL ORDER OF BUSINESS – None.

ESTABLISH ORDER OF THE DAY – Chairperson Gabrielson reported the request to have Resolution No. 51—2024-25 locked in at the meeting.

COMMUNICATIONS –

No.	Adopted Date	Received From	Subject	Referred To
1	08/19/2024	Jackson County	Resolution 31-08-2024 RE: Support of State Investment for Mental Health Funding	Health and Human Services Committee
2	08/19/2024	Jackson County	Resolution 30-08-2024 RE: Resolution Advocating for an Inpatient Behavioral Health Facility for Northern Wisconsin	Health and Human Services Committee

Chairperson Gabrielson summarized the following communications:

- Rosemary Davis passed away on August 27, 2024, who was an Outagamie County employee for 40 years with the Health and Human Services Department. Chairman Gabrielson touted her accomplishments and praised her passion in bettering the County with her innovation. *The Post-Crescent* featured her obituary; he expressed best wishes to her family.
- Two (2) Supervisors still need to complete cyber security training for May 2024, and nine (9) Supervisors still need to complete the July 2024 training. Chairperson Gabrielson emphasized the importance of completing the trainings, as they are a way to continue to help with remediation and recovery.

- Chairperson Gabrielson reminded the Supervisors about the Oversight Committees folder in their mailboxes, and another version that has been made available in Dropbox as an electronic option.
- Chairperson Gabrielson recognized the following County Board Supervisor birthdays: Supervisor Thyssen (9/20).

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 –

County Board Chair Gabrielson nomination for reappointment of Cathy Thompson to the Woodland Enhanced Health Services Commission, term expiring August 2027.

Supervisor Spears moved, seconded by Supervisor Schroeder, for confirmation of the above-listed reappointment.

VOICE VOTE CARRIED UNANIMOUSLY. CATHY THOMPSON IS REAPPOINTED TO THE WOODLAND ENHANCED HEALTH SERVICES COMMISSION.

UNFINISHED BUSINESS – None.

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

NEW BUSINESS – *NOTE: The minutes that follow list the synopsis of the ordinances/resolutions and roll calls. At the end of this set of minutes, the scanned copies of the each ordinance/resolution will be appended along with the physical roll call.*

Resolution No. 49—2024-25 – Health and Human Services Committee. Authorize and approve to increase the Community Health Advertising – Promotion line item for $20,000 in order to correct an error in previously adopted Resolution 4—2024-25, as noted on the attached fiscal note.

Supervisor Cuff moved, seconded by Supervisor McCabe, for adoption.

ROLL CALL: 31 yes, 5 absent. RESOLUTION NO. 49—2024-25 IS ADOPTED.

Resolution No. 50—2024-25 – Health and Human Services Committee. Authorize and approve to transfer the 2024 juvenile transports and mental health client transports budgets from the Health and Human Services Department to the Sheriff's Office, and for the following line items: decrease the Youth Aids Transportation by $10,000; decrease the Contract Mental Health Transportation by $55,520.78; and increase the Public Safety Human Services Transports by $65,520.78, as noted on the attached fiscal note.

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

ROLL CALL: 31 yes, 5 absent. RESOLUTION NO. 50—2024-25 IS ADOPTED.

Resolution No. 51—2024-25 – Property, Airport, Recreation and Economic Development Committee. Authorize the execution of a Warranty Deed to the Wisconsin Department of Transportation for $5,050 for parcel number 260447400 in Outagamie County, with property interests and rights (as noted on the

attachments) and for the line items of Solid Waste for Proceeds from Sale of Asset increase by $5,050 and Solid Waste Land decrease by $5,050, as noted on the attached fiscal note.

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

ROLL CALL: 31 yes, 5 absent. RESOLUTION NO. 51—2024-25 IS ADOPTED.

RECONSIDERATION OF RESOLUTION NO. 51—2024-25.

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

Vote for reconsideration. ROLL CALL: 30 yes, 1 no (Thiede), 5 absent. RESOLUTION NO. 51—2024-25 IS RECONSIDERED.

Vote for lock in. ROLL CALL: 31 yes, 5 absent. RESOLUTION NO. 51 —2024-25 IS ADOPTED & LOCKED IN.

Resolution No. 52—2024-25 – Property, Airport, Recreation and Economic Development Committee. Approve the Addendum to the Lease Agreement between Outagamie County and Valley Packaging Industries to occupy the county owned premises located at 3375 West Brewster Street, Appleton, until February 1, 2025, as noted on the attached Addendum to Lease Agreement, with no budget adjustment needed at this time, as revenues will be included in the 2025 budget.

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

ROLL CALL: 31 yes, 5 absent. RESOLUTION NO. 52—2024-25 IS ADOPTED.

REPORTS – None.

ADJOURNMENT
Supervisor Thyssen moved, seconded by Supervisor Lawrence to adjourn until September 24, 2024 at 7:00 p.m. VOICE VOTE CARRIED UNANIMOUSLY.

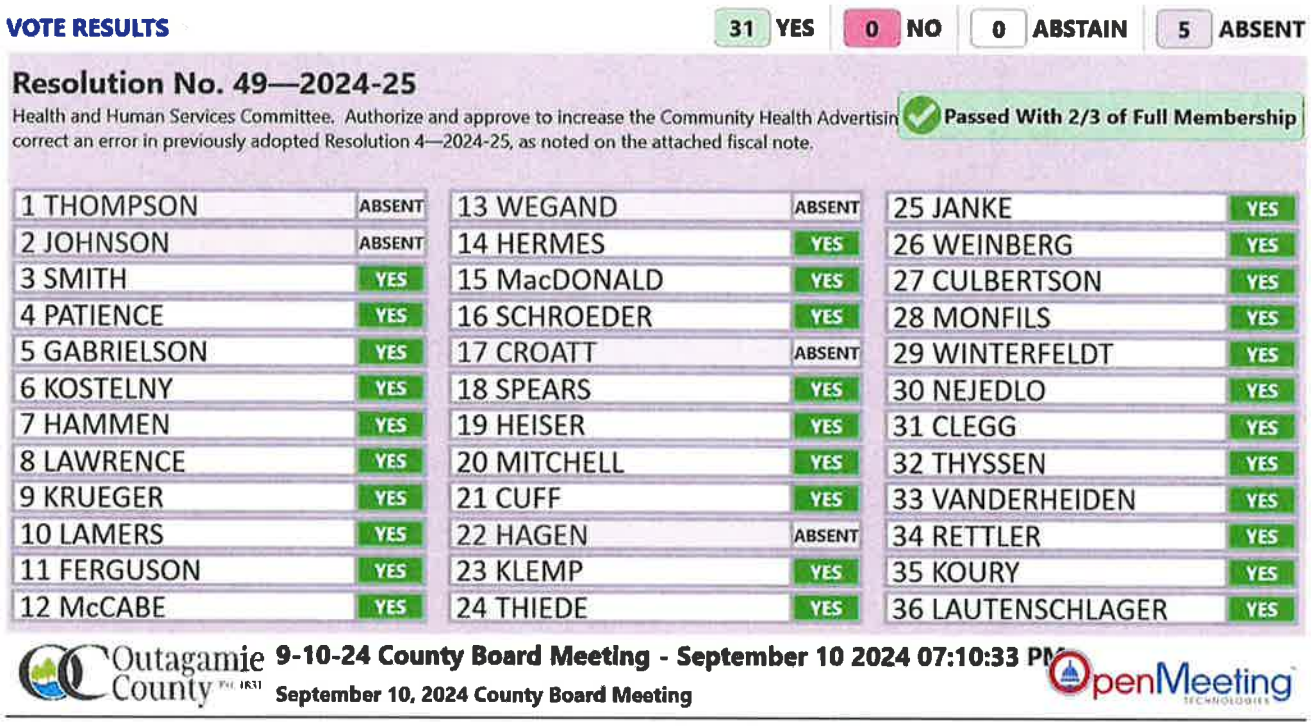
The meeting adjourned at 7:14 p.m.

FINAL COPIES OF ORDINANCES/RESOLUTIONS AND ROLL CALLS PERTINENT TO NEW BUSINESS FOLLOW:

Resolution No. 49—2024-25 – Health and Human Services Committee. Authorize and approve to increase the Community Health Advertising – Promotion line item for $20,000 in order to correct an error in previously adopted Resolution 4—2024-25, as noted on the attached fiscal note.

Supervisor Cuff moved, seconded by Supervisor McCabe, for adoption.

ROLL CALL: 31 yes, 5 absent. RESOLUTION NO. 49—2024-25 IS ADOPTED.



VOTE RESULTS — 31 YES | 0 NO | 0 ABSTAIN | 5 ABSENT

Resolution No. 49—2024-25

Health and Human Services Committee. Authorize and approve to increase the Community Health Advertisin correct an error in previously adopted Resolution 4—2024-25, as noted on the attached fiscal note.

Passed With 2/3 of Full Membership

1 THOMPSON	ABSENT	13 WEGAND	ABSENT	25 JANKE	YES
2 JOHNSON	ABSENT	14 HERMES	YES	26 WEINBERG	YES
3 SMITH	YES	15 MacDONALD	YES	27 CULBERTSON	YES
4 PATIENCE	YES	16 SCHROEDER	YES	28 MONFILS	YES
5 GABRIELSON	YES	17 CROATT	ABSENT	29 WINTERFELDT	YES
6 KOSTELNY	YES	18 SPEARS	YES	30 NEJEDLO	YES
7 HAMMEN	YES	19 HEISER	YES	31 CLEGG	YES
8 LAWRENCE	YES	20 MITCHELL	YES	32 THYSSEN	YES
9 KRUEGER	YES	21 CUFF	YES	33 VANDERHEIDEN	YES
10 LAMERS	YES	22 HAGEN	ABSENT	34 RETTLER	YES
11 FERGUSON	YES	23 KLEMP	YES	35 KOURY	YES
12 McCABE	YES	24 THIEDE	YES	36 LAUTENSCHLAGER	YES

Outagamie County Est. 1851 — **9-10-24 County Board Meeting - September 10 2024 07:10:33 PM**

September 10, 2024 County Board Meeting

OpenMeeting TECHNOLOGIES

RESOLUTION NO.: 49—2024-25

TO THE HONORABLE, THE OUTAGAMIE COUNTY BOARD OF SUPERVISORS

LADIES AND GENTLEMEN: ***2/3 MAJORITY – 24 VOTES***

On May 14, 2024, the Outagamie County Board adopted Resolution 4—2024-25 which approved the Health and Human Services Public Health Department to apply for, accept, and expend the Community Vision Fund Grant in the amount of $10,000 to be used to equip members of the community with the resources needed to provide well-being support, and for the line items of Community Health Revenue – Miscellaneous to be increased by $10,000 and to decrease Community Health Advertising – Promotion by $10,000. However, Resolution 4—2024-25 incorrectly included a decrease to Community Health Advertising – Promotion by $10,000, which should have been an increase.

The Department of Health and Human Services is requesting a correction to the error in Resolution 4—2024-25 by increasing the Community Health Advertising – Promotion line item by $20,000 ($10,000 is to correct the decrease error and $10,000 is to appropriately increase the Community Health Advertising – Promotion line item by $10,000).

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

BE IT RESOLVED, that the Outagamie County Board of Supervisors does authorize and approve of increasing the Community Health Advertising – Promotion line item in the amount of $20,000 in order to correct an error in previously adopted Resolution 4—2024-25 as noted on the attached fiscal note, which by reference is made a part hereof, and

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

Dated this 10th day of September 2024

Respectfully Submitted,

HEALTH AND HUMAN SERVICES COMMITTEE

Jeff McCabe

Justin Krueger

Dustin Koury

Cathy Thompson

Kelly Schroeder

Duly and officially adopted by the County Board on: September 10, 2024

Signed: Board Chairperson

County Clerk

Approved: 9.12.24

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 Request to Amend Approved Resolution 4-2025-225 Health and Human Services Committee - Community Vision Fund Grant

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)

On May 14, 2024, the Outagamie County Board approved Resolution No.4-2024-25 for Health and Human Services Public Department to apply for, accept and expend the Community Vision Fund Grant for $10,000 to be used to equip members of the community with the resources needed to provide well-being support, and for the line items of Community Health Revenue – Miscellaneous increase by $10,000 and decrease Community Health Advertising – Promotion by $10,000.

Resolution No.4-2024-25 incorrectly included a decrease to Community Health Advertising-Promotion by $10,000. The resolution should have included an increase to Community Health Advertising-Promotion by $10,000.

The department of Health and Human Services is requesting to correct the error in Resolution No.4-2024-25 and increase the Community Health Advertising-Promotion by $20,000 ($10,000 is to correct the error in the approved resolution to decrease by $10,000, and $10,000 is to appropriately increase the Community Health Advertising-Promotion by $10,000).

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

[ ] Revenues [x] 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? If no, skip to question 8 below. yes (X) no ( )

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
2061010 Community Health	Advertising - Promotion	2061010.5572.04	$	20,000.00

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

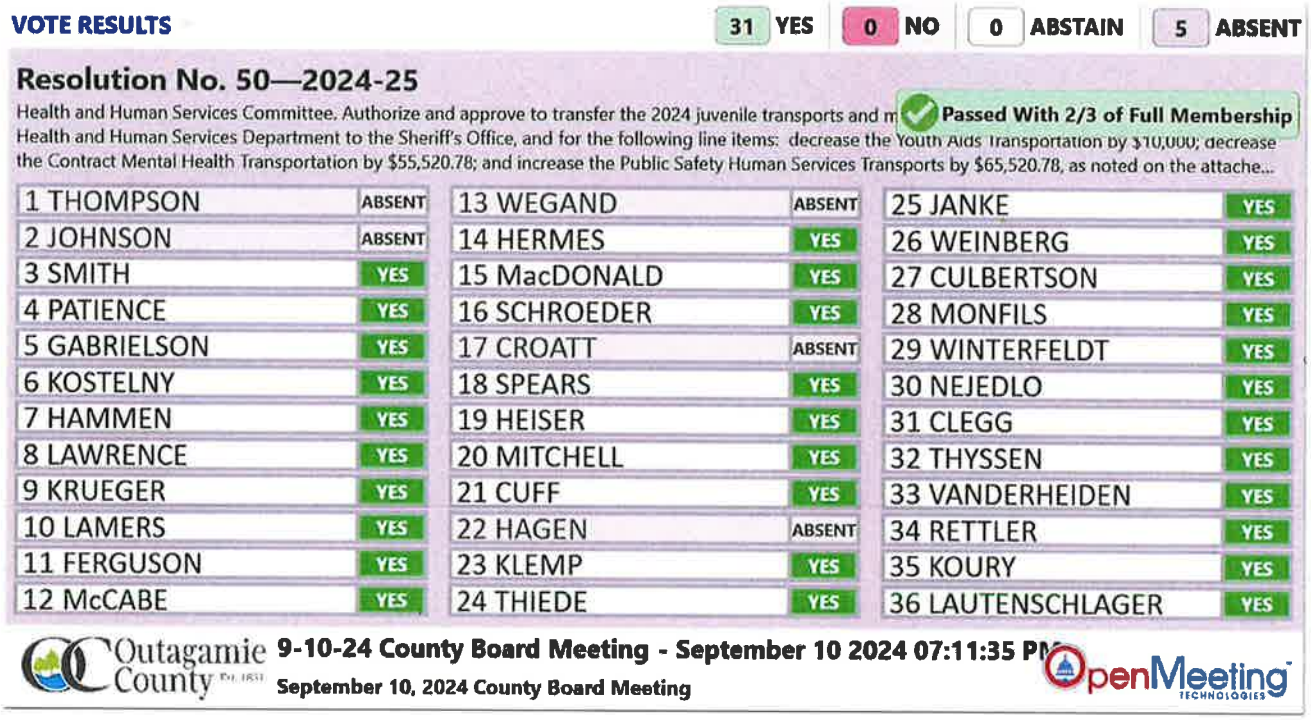
Fiscal Note Prepared by: Betty Gehring

For Financial Services purposes only	
Reviewed By: Michelle Ostenbruel	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 Expenditures Account Number — Amount
Date: 8/14/2024	
Comments:	

Resolution No. 50—2024-25 – Health and Human Services Committee. Authorize and approve to transfer the 2024 juvenile transports and mental health client transports budgets from the Health and Human Services Department to the Sheriff's Office, and for the following line items: decrease the Youth Aids Transportation by $10,000; decrease the Contract Mental Health Transportation by $55,520.78; and increase the Public Safety Human Services Transports by $65,520.78, as noted on the attached fiscal note.

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

ROLL CALL: 31 yes, 5 absent. RESOLUTION NO. 50—2024-25 IS ADOPTED.



VOTE RESULTS — 31 YES | 0 NO | 0 ABSTAIN | 5 ABSENT

Resolution No. 50—2024-25

Health and Human Services Committee. Authorize and approve to transfer the 2024 juvenile transports and m… Health and Human Services Department to the Sheriff's Office, and for the following line items: decrease the Youth Aids Transportation by $10,000; decrease the Contract Mental Health Transportation by $55,520.78; and increase the Public Safety Human Services Transports by $65,520.78, as noted on the attache…

Passed With 2/3 of Full Membership

1 THOMPSON — ABSENT	13 WEGAND — ABSENT	25 JANKE — YES
2 JOHNSON — ABSENT	14 HERMES — YES	26 WEINBERG — YES
3 SMITH — YES	15 MacDONALD — YES	27 CULBERTSON — YES
4 PATIENCE — YES	16 SCHROEDER — YES	28 MONFILS — YES
5 GABRIELSON — YES	17 CROATT — ABSENT	29 WINTERFELDT — YES
6 KOSTELNY — YES	18 SPEARS — YES	30 NEJEDLO — YES
7 HAMMEN — YES	19 HEISER — YES	31 CLEGG — YES
8 LAWRENCE — YES	20 MITCHELL — YES	32 THYSSEN — YES
9 KRUEGER — YES	21 CUFF — YES	33 VANDERHEIDEN — YES
10 LAMERS — YES	22 HAGEN — ABSENT	34 RETTLER — YES
11 FERGUSON — YES	23 KLEMP — YES	35 KOURY — YES
12 McCABE — YES	24 THIEDE — YES	36 LAUTENSCHLAGER — YES

Outagamie County — 9-10-24 County Board Meeting - September 10 2024 07:11:35 PM

September 10, 2024 County Board Meeting

OpenMeeting TECHNOLOGIES

RESOLUTION NO.: 50—2024-25

TO THE HONORABLE, THE OUTAGAMIE COUNTY BOARD OF SUPERVISORS

LADIES AND GENTLEMEN: ***2/3 MAJORITY – 24 VOTES***

The Sheriff's Office provides juvenile transports and mental health client transports for the Health and Human Services Department (HHS). These two types of transports result in the Sheriff's Office sending a monthly invoice to HHS for the transports and HHS creating a monthly journal entry to record the expense in HHS and revenue in the Sheriff's Office. An agreement was reached between the HHS Director and the Sheriff's Office to discontinue invoicing HHS for juvenile transports and mental health client transports in 2024 and for HHS to transfer their 2024 juvenile transports and mental health client transports budgets to the Sheriff's Office.

The Health and Human Services Department is requesting to transfer their 2024 juvenile transports and mental health client transports budget to the Sheriff's Office and the Sheriff's Office will retain the expense for both HHS juvenile and mental health client transports.

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

BE IT RESOLVED, that the Outagamie County Board of Supervisors does authorize and approve of transferring the 2024 juvenile transports and mental health client transports budgets from the Health and Human Services Department to the Sheriff's Office, and

BE IT FURTHER RESOLVED, that the Outagamie County Board of Supervisors does authorize and approve of decreasing the Youth Aids Transportation line item by $10,000; decreasing the Contract Mental Health Transportation line item by $55,520.78; and increasing the Public Safety Human Services Transports line item by $65,520.78 as noted on the attached fiscal note, which by reference is made a part hereof, and

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

Dated this 10th day of September 2024

Respectfully Submitted,

HEALTH AND HUMAN SERVICES COMMITTEE

Jeff McCabe

Justin Krueger

Dustin Koury

Cathy Thompson

Kelly Schroeder

Duly and officially adopted by the County Board on: September 10, 2024

Signed: Board Chairperson

County Clerk

Approved: 9-12-24

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 Request to Move Budget for Sheriff Juvenile Transports and Mental Health Client Transports

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 department provides juvenile transports and mental health client transports for Health and Human Services (HHS). These two types of transports result in the Sheriff's department sending a monthly invoice to HHS for the transports and HHS creating a monthly journal entry to record the expense in HHS and revenue in Sheriff's department. An agreement was reached between the HHS Director and the Sheriff's Department to discontinue invoicing HHS for juvenile transports and mental health client transports in 2024 and for HHS to transfer their 2024 juvenile transports and mental health client transports budgets to the Sheriff's department.

Health and Human Services is requesting to move their 2024 juvenile transports and mental health client transports budgets to the Sheriff's department and the Sheriff's department will retain the expense for both HHS juvenile transports and mental health client transports.

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

[x] Revenues [x] 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? If no, skip to question 8 below. yes (x) no ( )

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
2067540 Youth Aids	Transportation	2067540.5518.08	$ (10,000.00)
2066580 Contract Mental Health	Transportation	2066580.5518.08	$ (55,520.78)
1008007 Public Safety	Human Services Transports	1008007.4415.28	$ 65,520.78

Annual and Long-Term Impact

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

Fiscal Note Prepared by: Betty Gehring

For Financial Services purposes only

Reviewed By: Michelle Hoffenbeck 8/14/2024

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 Expenditures Account Number	Amount

LOCK IN OF RESOLUTION NO. 51 —2024-25.

Vote for lock in. ROLL CALL: 31 yes, 5 absent. RESOLUTION NO. 51 —2024-25 IS ADOPTED & LOCKED IN.

VOTE RESULTS 31 YES | 0 NO | 0 ABSTAIN | 5 ABSENT

Resolution No. 51—2024-25 - Lock In

Lock in of Resolution No. 51—2024-25

Passed With 2/3 of Full Membership

1 THOMPSON	ABSENT	13 WEGAND	ABSENT	25 JANKE	YES
2 JOHNSON	ABSENT	14 HERMES	YES	26 WEINBERG	YES
3 SMITH	YES	15 MacDONALD	YES	27 CULBERTSON	YES
4 PATIENCE	YES	16 SCHROEDER	YES	28 MONFILS	YES
5 GABRIELSON	YES	17 CROATT	ABSENT	29 WINTERFELDT	YES
6 KOSTELNY	YES	18 SPEARS	YES	30 NEJEDLO	YES
7 HAMMEN	YES	19 HEISER	YES	31 CLEGG	YES
8 LAWRENCE	YES	20 MITCHELL	YES	32 THYSSEN	YES
9 KRUEGER	YES	21 CUFF	YES	33 VANDERHEIDEN	YES
10 LAMERS	YES	22 HAGEN	ABSENT	34 RETTLER	YES
11 FERGUSON	YES	23 KLEMP	YES	35 KOURY	YES
12 McCABE	YES	24 THIEDE	YES	36 LAUTENSCHLAGER	YES

Outagamie County

9-10-24 County Board Meeting - September 10 2024 07:13:16 PM

September 10, 2024 County Board Meeting

OpenMeeting TECHNOLOGIES

RECONSIDERATION OF RESOLUTION NO. 51—2024-25.

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

Vote for reconsideration. ROLL CALL: 30 yes, 1 no (Thiede), 5 absent. RESOLUTION NO. 51—2024-25 IS RECONSIDERED.

VOTE RESULTS 30 YES | 1 NO | 0 ABSTAIN | 5 ABSENT

Resolution No. 51—2024-25 - Reconsideration

Reconsideration of Resolution No. 51—2024-25

Passed With Majority of Full Membership

1 THOMPSON	ABSENT	13 WEGAND	ABSENT	25 JANKE	YES
2 JOHNSON	ABSENT	14 HERMES	YES	26 WEINBERG	YES
3 SMITH	YES	15 MacDONALD	YES	27 CULBERTSON	YES
4 PATIENCE	YES	16 SCHROEDER	YES	28 MONFILS	YES
5 GABRIELSON	YES	17 CROATT	ABSENT	29 WINTERFELDT	YES
6 KOSTELNY	YES	18 SPEARS	YES	30 NEJEDLO	YES
7 HAMMEN	YES	19 HEISER	YES	31 CLEGG	YES
8 LAWRENCE	YES	20 MITCHELL	YES	32 THYSSEN	YES
9 KRUEGER	YES	21 CUFF	YES	33 VANDERHEIDEN	YES
10 LAMERS	YES	22 HAGEN	ABSENT	34 RETTLER	YES
11 FERGUSON	YES	23 KLEMP	YES	35 KOURY	YES
12 McCABE	YES	24 THIEDE	NO	36 LAUTENSCHLAGER	YES

Outagamie County

9-10-24 County Board Meeting - September 10 2024 07:13:04 PM

September 10, 2024 County Board Meeting

OpenMeeting

Resolution No. 51—2024-25 – Property, Airport, Recreation and Economic Development Committee. Authorize the execution of a Warranty Deed to the Wisconsin Department of Transportation for $5,050 for parcel number 260447400 in Outagamie County, with property interests and rights (as noted on the attachments) and for the line items of Solid Waste for Proceeds from Sale of Asset increase by $5,050 and Solid Waste Land decrease by $5,050, as noted on the attached fiscal note.

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

ROLL CALL: 31 yes, 5 absent. RESOLUTION NO. 51—2024-25 IS ADOPTED.

VOTE RESULTS — 31 YES | 0 NO | 0 ABSTAIN | 5 ABSENT

Resolution No. 51—2024-25

Property, Airport, Recreation and Economic Development Committee. Authorize the execution of a Warranty Transportation for $5,050 for parcel number 260447400 in Outagamie County, with property interests and rights (as noted on the attachments) and for the line items of Solid Waste for Proceeds from Sale of Asset increase by $5,050 and Solid Waste Land decrease by $5,050, as noted on the attached fiscal note.

Passed With 2/3 of Full Membership

1 THOMPSON	ABSENT	13 WEGAND	ABSENT	25 JANKE	YES
2 JOHNSON	ABSENT	14 HERMES	YES	26 WEINBERG	YES
3 SMITH	YES	15 MacDONALD	YES	27 CULBERTSON	YES
4 PATIENCE	YES	16 SCHROEDER	YES	28 MONFILS	YES
5 GABRIELSON	YES	17 CROATT	ABSENT	29 WINTERFELDT	YES
6 KOSTELNY	YES	18 SPEARS	YES	30 NEJEDLO	YES
7 HAMMEN	YES	19 HEISER	YES	31 CLEGG	YES
8 LAWRENCE	YES	20 MITCHELL	YES	32 THYSSEN	YES
9 KRUEGER	YES	21 CUFF	YES	33 VANDERHEIDEN	YES
10 LAMERS	YES	22 HAGEN	ABSENT	34 RETTLER	YES
11 FERGUSON	YES	23 KLEMP	YES	35 KOURY	YES
12 McCABE	YES	24 THIEDE	YES	36 LAUTENSCHLAGER	YES

Outagamie County — **9-10-24 County Board Meeting - September 10 2024 07:12:34 PM**
September 10, 2024 County Board Meeting — OpenMeeting Technologies

RESOLUTION NO.: 51—2024-25

TO THE HONORABLE, THE OUTAGAMIE COUNTY BOARD OF SUPERVISORS

LADIES AND GENTLEMEN: ***2/3 MAJORITY – 24 VOTES***

The Wisconsin Department of Transportation (WisDOT) is planning for reconstruction of the I-41 corridor, which includes new right-of-way acquisition in multiple areas. This resolution approves payment from the WisDOT to the county for Solid Waste land that is needed, as well as approving a Warranty Deed for the project.

NOW THEREFORE, the undersigned members of the Property, Airport, Recreation and Economic Development Committee recommend adoption of the following resolution.

BE IT RESOLVED, that the Outagamie County Board of Supervisors does authorize execution of a Warranty Deed to the Wisconsin Department of Transportation for the sum of $5,050 for property described as Parcel 218 of Transportation Project Plat 1130-63-21-4.24 Amendment No. 2, recorded as Document 2310777 in Outagamie County, Wisconsin, with property interests and rights of said Parcel 218 consisting of Fee Simple, Temporary Limited Easement, as noted in the attached Warranty Deed, Legal Description, Statement to Construction Engineer, New Supplier Form, and W-9 Form, which by reference are made a part hereof, and

BE IT FURTHER RESOLVED, that the Outagamie County Board of Supervisors does authorize and approve of increasing the Solid Waste Proceeds from Sale of Asset line item by $5,050 and decreasing the Solid Waste Land line item by $5,050 as noted on the attached fiscal note, which by reference is made a part hereof, and

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

Dated this 10th day of September 2024

Respectfully submitted,

PROPERTY, AIRPORT, RECREATION &
ECONOMIC DEVELOPMENT COMMITTEE

Dean Culbertson

Lee W. Hammen

Ronald Klemp

Yvonne Monfils

Jayson Winterfeldt

Duly and officially adopted by the County Board on: September 10, 2024

Signed: _____
Board Chairperson

_____
County Clerk

Approved: 9/12/24 Vetoed: _____

Signed: _____
County Executive

WisDOT Division of Transportation
System Development
Northeast Region
944 Vanderperren Way
Green Bay WI 54304-5344

Governor Tony Evers
Secretary Craig Thompson
wisconsindot.gov
Telephone: (920) 492-5643
FAX: (920) 492-5640
Email: ner.dtsd@dot.wi.gov

July 17, 2024

CERTIFIED MAIL

ATTN: Gregory Parins
Outagamie County Superintendent
c/o Outagamie County
320 South Walnut Street
Appleton, WI 54911

RE: Parcel No.: 218
Parcel Address: North French Road
Appleton, WI 54911
Project ID: 1130-63-21, IH-41, Outagamie & Brown Counties
Appleton – De Pere (STH 96 – CTH F)

Dear Gregory Parins:

The Wisconsin Department of Transportation (WisDOT) is planning a roadway improvement project on IH-41 located in both Outagamie and Brown Counties which includes new right of way acquisition in multiple areas. MSA Professional Services has been hired to act as an agent for WisDOT to acquire the needed right of way for the improvement project. I will be your point of contact and will work closely with you through the real estate acquisition process. This letter identifies the revised compensation amount offered for the required acquisition based on our negotiation and construction commitments.

WisDOT's approved estimate of just compensation is $25,100.00 and is based on the enclosed appraisal report. This amount does not consider any decrease or increase in the market value of the property caused by the anticipation of the project.

Based on our discussions and your request, WisDOT has agreed to re-install the chain-link fence along the property line after the construction of the project is completed. This is in addition to installing fencing to secure the property during construction. Because of this commitment, the above compensation for the in-place value of the existing chain link fence as well as the cost to cure for replacement fencing is no longer appropriate amounts to be provided. Therefore, these amounts are being deducted and the revised total for the transaction is $5,050.00. The allocation is as follows:

Allocation	Description	Size	Unit	Per Unit	Value ($)
Land		4,499.00	Sq. Ft.	$0.92	$4,131.00
~~Site Improvements~~	~~Chain-Link Fencing-Depreciated In-Place Value~~				~~$8,920.00~~
~~Cost to Cure~~	~~Replacement Fencing~~				~~$11,150.00~~
Temporary Limited Easement (TLE)		1,878.00	Sq. Ft.	$0.48	$895.00
Appraiser Rounding					$24.00
Total					$5,050.00

If you agree and wish to enter into an agreement with WisDOT, please sign the following documents and return them to me as soon as possible. Upon receipt of these documents, we will submit a payment request.

A. **Warranty Deed**: All landowners whose names are listed or assigned to this parcel **must** sign and date this document. Each signature must be notarized **in the presence of a Notary Public**.

B. **Statement to Construction Engineer**: This form requires the signature of only **one** landowner and is used to inform the construction engineer of any special commitments that were agreed to by you and WisDOT for construction purposes.

C. **New Supplier Form (DOA-6460)**: This form is to be completed in full for payment processing. Section 3 (Payment Direct Deposit/ACH Information) presents two options. You may receive payment by "Direct Deposit" to a checking or savings account or opt out of "Direct Deposit" and receive payment by mail. Should you choose "Direct Deposit" you must accompany this form with a current, voided check or include a bank letter on bank letterhead signed by a bank representative (as directed on the form).

D. **Form W-9**: This form is required by the IRS for any transaction valued at $600.00 or more. If more than one landowner, unless husband and wife at the time of the conveyance, each should submit a W-9. If exempt, please provide an exemption form.

It is important to us that you are satisfied that your property and your rights have been fully considered. We will provide any additional information requested, if available, or further discuss any other concerns you may have. Should you have any questions or concerns, please feel free to contact me at the phone number or email addressed below.

Sincerely,

MSA Professional Services

ATTN: Peter Miesbauer
MSA Professional Services, Inc.
1702 Pankratz Street
Madison, WI 53704

Enclosures: As stated in letter

WARRANTY DEED

Wisconsin Department of Transportation
Exempt from fee [s. 77.25(2r) Wis. Stats.]
RE1560 10/2023

THIS DEED, made by **Outagamie County, a Wisconsin Municipal Corporation,** GRANTOR, conveys and warrants the property described below to the **Wisconsin Department of Transportation**, GRANTEE, for the sum of **Five Thousand Fifty and 00/100 Dollars ($5,050.00)**.

Any person named in this deed may make an appeal from the amount of compensation within six months after the date of recording of this deed as set forth in s. 32.05(2a) Wisconsin Statutes. For the purpose of any such appeal, the amount of compensation stated on the deed shall be treated as the award, and the date the deed is recorded shall be treated as the date of taking and the date of evaluation.

Other persons having an interest of record in the property: None.

This is not homestead property.

LEGAL DESCRIPTION IS ATTACHED AND MADE A PART OF THIS DOCUMENT BY REFERENCE.

This space is reserved for recording data

Return to
ATTN: Peter Miesbauer
MSA Professional Services, Inc.
1702 Pankratz Street
Madison, WI 53704

Parcel Identification Number/Tax Key Number
260447400

The undersigned certify that this instrument is being executed pursuant to a resolution of the board of directors (or shareholders, if authorized by law) of GRANTOR corporation.

Outagamie County

Signature Date

Print Name & Title

Signature Date

Print Name & Title

Date

State of Wisconsin)
) ss.
_____ County)

On the above date, this instrument was acknowledged before me by the named person(s). Outagamie County

The signer was: ____ Physically in my presence. **OR**

____ In my presence involving the use of communication technology

Signature, Notary Public, State of Wisconsin

Print Name, Notary Public, State of Wisconsin

Date Commission Expires

Project ID
1130-63-21
QJ113244

This instrument was drafted by
Wisconsin Department of Transportation

Parcel No.
218

LEGAL DESCRIPTION

Parcel 218 of Transportation Project Plat 1130-63-21-4.24 Amendment No. 2, recorded as Document 2310777, at the Register of Deeds office in Outagamie County, Wisconsin.

Property interests and rights of said Parcel 218 consist of:

Fee simple.

Temporary limited easement.

Any interests or rights not listed above for said parcel but shown as required on said Transportation Project Plat are hereby incorporated herein by reference.

STATEMENT TO CONSTRUCTION ENGINEER
RE1528 01/2023 s. 84.09 Wis. Stats

Wisconsin Department of Transportation

Copies to: project engineer and owner

Owner Name(s)	Property Address	Area code - phone
Outagamie County ATTN: Gregory Parins Outagamie County Superintendent	North French Road Appleton, WI 54911 Mailing Address 320 South Walnut Street Appleton, WI 54911	Home: Cell: (920) 606-4651 Work: (920) 832-5004 Email: gregory.parins@outagamie.org
Tenant, if any	Property Address North French Road Appleton, WI 54911 Mailing Address	Area code - phone Home: Cell: Work: Email:

Commitments made (fences, driveways, trees, drainage or other items):

Prior to construction, WisDOT will remove and salvage any portions of the chain link fence that will be impacted by the construction of the project. This fencing will be saved for re-installation later.

During construction, WisDOT will install and maintain temporary security fencing within the acquisition area.

After construction, WisDOT agrees to re-install the existing, salvaged fencing along the new boundary of the property.

Other matters of interest and owner concerns:

Outagamie County

Property Owner Signature — Date

Property Owner Print Name & Title

Negotiator Signature — Date

Peter T Miesbauer
Print Negotiator Name

Commitments Approved:

Approving Authority Signature and Title — Date

Print Approving Authority Name

QJ1132566

Project ID 1130-63-21 | County Outagamie | Parcel No. 218

State of Wisconsin
Wisconsin Department of Administration
Division of Executive Budget & Finance
DOA-6460 (R01/2022)

New Supplier Form

Section 1: Identifying Information

Tax Identification Number: ☐☐☐☐☐☐☐☐☐ EIN -or- SSN ☐

Pursuant to Section 6109 of the Internal Revenue Service Code, we are required to obtain your Tax Identification Number (TIN) to properly report income to the IRS as required by law. Forms without a TIN will not be accepted.

Name (as shown on your income tax return). Name is required on this line; do not leave this line blank:

Business Name/disregarded entity name, if different from above:

Address:
City: State: ZIP:
DUNS# UEI#

Section 2: Order Address (For Purchase Orders)

Address:
City: State: ZIP:
DUNS# UEI#

Section 3: Payment Direct Deposit/ACH Information

Bank Name:		**Account Type:**	Checking ☐ Savings ☐
Account Number:		**Routing Number:**	
Account number supplied must match attached bank verification		*Routing number supplied must match attached bank verification*	
Email for Remit Info		***To opt out of Direct Deposit, Check This Box***	☐

Attach a copy of a current voided check or include a bank letter on bank letterhead, signed by a bank representative. Either option must include the individual/company name, routing and account numbers pre-printed by the financial institution

Section 4: International ACH Transaction Information

Will the entire amount of this electronic payment ultimately be deposited into a financial institution outside of the United States, and therefore fall under the regulation of IAT?	Yes ☐
	No ☐

Section 5: Contact Information

Primary Contact Name:	
Title:	Email:
Phone:	Fax:
Secondary Contact Name:	
Title:	Email:
Phone:	Fax:

Section 6: Read the Agreement, Sign & Date

Wisconsin law provides that State agencies or authorities cannot purchase any materials, supplies, equipment, or contractual services from suppliers (vendors), if the supplier and its affiliates are not registered, collecting, and remitting Wisconsin sales or use tax on sales of tangible personal property and taxable services in Wisconsin to the Wisconsin Department of Revenue. If the supplier or its affiliates only make exempt sales in Wisconsin, an Affidavit of Exempt Sales can be signed in lieu of registering. Exempt sales do not include sales of tangible personal property or taxable services not taxed solely because the supplier or affiliate does not have activity in Wisconsin that requires them to collect and remit sales and use tax (Nexus). This law does not change the federal constitutional limitations on who must be licensed to conduct business in Wisconsin. Additionally, A foreign corporation (any corporation other than a Wisconsin corporation) which becomes a party to this Agreement is required to conform to all the requirements of Chapter 180, Wis. Stats., relating to a foreign corporation and must possess a certificate of authority from the Wisconsin Department of Financial Institutions, unless the corporation is transacting business in interstate commerce or is otherwise exempt from the requirement of obtaining a certificate of authority.

The State will establish authentication information requirements for communications between the Supplier and the State, through online systems or paper forms. If the State receives a Communication containing proper authentication information, it shall be entitled to act on the Communication, and shall not be obligated to verify the content of such Communication, establish the identity of the person providing it, or await any confirmation thereof, and the State shall not be liable for acting on any Communication sent in the name of the Supplier. The Supplier shall be solely responsible for the safekeeping of the authentication information (i.e. passwords, Taxpayer Identification Numbers, bank account numbers, etc.) and assumes all risk of accidental disclosure or inadvertent use of such authentication information by any party whatsoever, whether such disclosure or use is on account of the Supplier's negligence or deliberate acts or otherwise. The State shall not be liable for any loss or damage resulting from fraudulent, unauthorized or otherwise improper use of any authentication information by the Supplier. *Only Authorized individuals may complete and submit this form. By completing this form, you are certifying that you are a duly authorized representative of your organization and are lawfully able to initiate changes to banking information.* ***Fraudulent conveyances are punishable offenses.*** The entity listed hereby authorizes the State of Wisconsin to initiate credit entries to its bank account at the financial institution identified above. Additionally, this form provides the State of Wisconsin the authority to reverse (withdraw) any erroneous credits (deposits) to the account. The authority shall remain in effect until the State of Wisconsin receives written notification of revocation and has a reasonable opportunity to act on it.

Print Name:	Date:
Signature:	Phone:

Form **W-9**
(Rev. October 2018)
Department of the Treasury
Internal Revenue Service

Request for Taxpayer Identification Number and Certification

▶ Go to *www.irs.gov/FormW9* for instructions and the latest information.

Give Form to the requester. Do not send to the IRS.

Print or type. See Specific Instructions on page 3

1 Name (as shown on your income tax return). Name is required on this line; do not leave this line blank.

2 Business name/disregarded entity name, if different from above

3 Check appropriate box for federal tax classification of the person whose name is entered on line 1. Check only one of the following seven boxes.

☐ Individual/sole proprietor or single-member LLC ☐ C Corporation ☐ S Corporation ☐ Partnership ☐ Trust/estate

☐ Limited liability company. Enter the tax classification (C=C corporation, S=S corporation, P=Partnership) ▶ _____

Note: Check the appropriate box in the line above for the tax classification of the single-member owner. Do not check LLC if the LLC is classified as a single-member LLC that is disregarded from the owner unless the owner of the LLC is another LLC that is not disregarded from the owner for U.S. federal tax purposes. Otherwise, a single-member LLC that is disregarded from the owner should check the appropriate box for the tax classification of its owner.

☐ Other (see instructions) ▶

4 Exemptions (codes apply only to certain entities, not individuals; see instructions on page 3):

Exempt payee code (if any) _____

Exemption from FATCA reporting code (if any) _____

(Applies to accounts maintained outside the U.S.)

5 Address (number, street, and apt. or suite no.) See instructions.

Requester's name and address (optional)

6 City, state, and ZIP code

7 List account number(s) here (optional)

Part I Taxpayer Identification Number (TIN)

Enter your TIN in the appropriate box. The TIN provided must match the name given on line 1 to avoid backup withholding. For individuals, this is generally your social security number (SSN). However, for a resident alien, sole proprietor, or disregarded entity, see the instructions for Part I, later. For other entities, it is your employer identification number (EIN). If you do not have a number, see *How to get a TIN*, later.

Note: If the account is in more than one name, see the instructions for line 1. Also see *What Name and Number To Give the Requester* for guidelines on whose number to enter.

Social security number

___ - ___ - ____

or

Employer identification number

__ - _____

Part II Certification

Under penalties of perjury, I certify that:

1. The number shown on this form is my correct taxpayer identification number (or I am waiting for a number to be issued to me); and
2. I am not subject to backup withholding because: (a) I am exempt from backup withholding, or (b) I have not been notified by the Internal Revenue Service (IRS) that I am subject to backup withholding as a result of a failure to report all interest or dividends, or (c) the IRS has notified me that I am no longer subject to backup withholding; and
3. I am a U.S. citizen or other U.S. person (defined below); and
4. The FATCA code(s) entered on this form (if any) indicating that I am exempt from FATCA reporting is correct.

Certification instructions. You must cross out item 2 above if you have been notified by the IRS that you are currently subject to backup withholding because you have failed to report all interest and dividends on your tax return. For real estate transactions, item 2 does not apply. For mortgage interest paid, acquisition or abandonment of secured property, cancellation of debt, contributions to an individual retirement arrangement (IRA), and generally, payments other than interest and dividends, you are not required to sign the certification, but you must provide your correct TIN. See the instructions for Part II, later.

Sign Here **Signature of U.S. person** ▶ **Date** ▶

General Instructions

Section references are to the Internal Revenue Code unless otherwise noted.

Future developments. For the latest information about developments related to Form W-9 and its instructions, such as legislation enacted after they were published, go to *www.irs.gov/FormW9*.

Purpose of Form

An individual or entity (Form W-9 requester) who is required to file an information return with the IRS must obtain your correct taxpayer identification number (TIN) which may be your social security number (SSN), individual taxpayer identification number (ITIN), adoption taxpayer identification number (ATIN), or employer identification number (EIN), to report on an information return the amount paid to you, or other amount reportable on an information return. Examples of information returns include, but are not limited to, the following.

- Form 1099-INT (interest earned or paid)
- Form 1099-DIV (dividends, including those from stocks or mutual funds)
- Form 1099-MISC (various types of income, prizes, awards, or gross proceeds)
- Form 1099-B (stock or mutual fund sales and certain other transactions by brokers)
- Form 1099-S (proceeds from real estate transactions)
- Form 1099-K (merchant card and third party network transactions)
- Form 1098 (home mortgage interest), 1098-E (student loan interest), 1098-T (tuition)
- Form 1099-C (canceled debt)
- Form 1099-A (acquisition or abandonment of secured property)

Use Form W-9 only if you are a U.S. person (including a resident alien), to provide your correct TIN.

If you do not return Form W-9 to the requester with a TIN, you might be subject to backup withholding. See What is backup withholding, *later.*

Cat. No. 10231X Form **W-9** (Rev. 10-2018)

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:** Land Sale Parcel 218

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 part of the I-41 reconstruction project, WIsDOT has approach the Department of Solid Waste to purchase portion of parcel 218 as additional right of way for the reconstruction of the Holland Road overpass.

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

[x] 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? If no, skip to question 8 below. yes (x) no ( )

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
Solid Waste	Proceeds from Sale of Asset	5039002.4510.12	5,050
Solid Waste	Land	5030000.1805	(5,050)

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: Greg Parins

For Financial Services purposes only

Reviewed By: Michelle Obenbroek

Date: 8/27/2024

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:

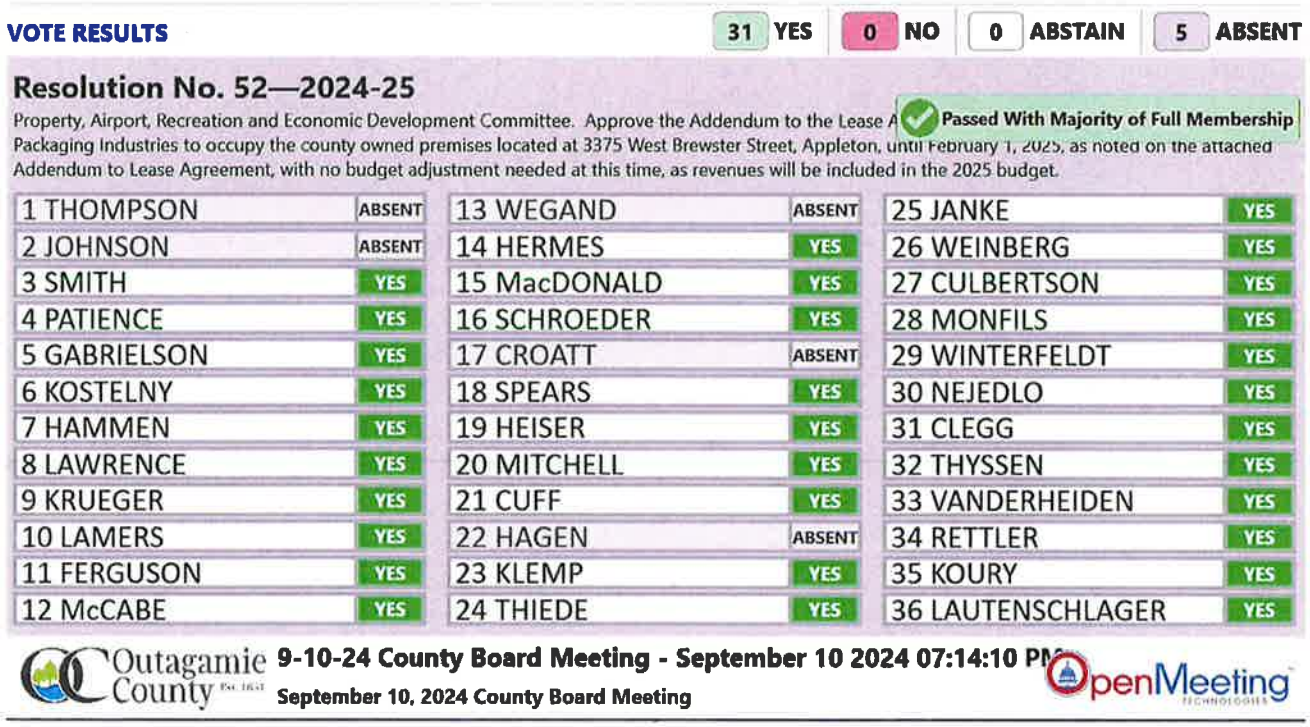
Detail Expenditures Account Number | Amount

Comments:

Resolution No. 52—2024-25 – Property, Airport, Recreation and Economic Development Committee. Approve the Addendum to the Lease Agreement between Outagamie County and Valley Packaging Industries to occupy the county owned premises located at 3375 West Brewster Street, Appleton, until February 1, 2025, as noted on the attached Addendum to Lease Agreement, with no budget adjustment needed at this time, as revenues will be included in the 2025 budget.

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

ROLL CALL: 31 yes, 5 absent. RESOLUTION NO. 52—2024-25 IS ADOPTED.



VOTE RESULTS — 31 YES | 0 NO | 0 ABSTAIN | 5 ABSENT

Resolution No. 52—2024-25

Property, Airport, Recreation and Economic Development Committee. Approve the Addendum to the Lease A… Passed With Majority of Full Membership
Packaging Industries to occupy the county owned premises located at 3375 West Brewster Street, Appleton, until February 1, 2025, as noted on the attached Addendum to Lease Agreement, with no budget adjustment needed at this time, as revenues will be included in the 2025 budget.

1 THOMPSON	ABSENT	13 WEGAND	ABSENT	25 JANKE	YES
2 JOHNSON	ABSENT	14 HERMES	YES	26 WEINBERG	YES
3 SMITH	YES	15 MacDONALD	YES	27 CULBERTSON	YES
4 PATIENCE	YES	16 SCHROEDER	YES	28 MONFILS	YES
5 GABRIELSON	YES	17 CROATT	ABSENT	29 WINTERFELDT	YES
6 KOSTELNY	YES	18 SPEARS	YES	30 NEJEDLO	YES
7 HAMMEN	YES	19 HEISER	YES	31 CLEGG	YES
8 LAWRENCE	YES	20 MITCHELL	YES	32 THYSSEN	YES
9 KRUEGER	YES	21 CUFF	YES	33 VANDERHEIDEN	YES
10 LAMERS	YES	22 HAGEN	ABSENT	34 RETTLER	YES
11 FERGUSON	YES	23 KLEMP	YES	35 KOURY	YES
12 McCABE	YES	24 THIEDE	YES	36 LAUTENSCHLAGER	YES

Outagamie County — 9-10-24 County Board Meeting - September 10 2024 07:14:10 PM — OpenMeeting
September 10, 2024 County Board Meeting

RESOLUTION NO.: 52—2024-25

TO THE HONORABLE, THE OUTAGAMIE COUNTY BOARD OF SUPERVISORS

LADIES AND GENTLEMEN: ***MAJORITY***

Valley Packaging Industries (VPI) currently leases space within an Outagamie County owned building located at 3375 West Brewster Street, Appleton. The most recent lease agreement with VPI is for a period of nine (9) months beginning February 13, 2024 in order to allow VPI to transition to a new property. VPI is requesting additional time to extend the lease agreement due to their construction timeline which precludes them from entering their new leased premises owned by a third party until January 20, 2025.

This resolution approves an Addendum to the Lease Agreement between Outagamie County and VPI to allow VPI to occupy the county owned premises until February 1, 2025 with no budget adjustment needed at this time, as revenues will be included in the 2025 budget.

NOW THEREFORE, the undersigned members of the Property, Airport, Recreation and Economic Development Committee recommend adoption of the following resolution.

BE IT RESOLVED, that the Outagamie County Board of Supervisors does approve the Addendum to Lease Agreement between Outagamie County and Valley Packaging Industries (VPI) in order to occupy the county owned premises located at 3375 West Brewster Street, Appleton, until February 1, 2025 as noted on the attached Addendum to Lease Agreement which by reference is made a part hereof, with no budget adjustment needed at this time, as revenues will be included in the 2025 budget, and

BE IT FINALLY RESOLVED, that the Outagamie County Clerk be directed to forward a copy of this resolution to the Outagamie County Development and Land Services Director and the Outagamie County Facilities Director.

Dated this 10th day of September 2024

Respectfully submitted,

PROPERTY, AIRPORT, RECREATION &
ECONOMIC DEVELOPMENT COMMITTEE

Dean Culbertson

Lee W. Hammen

Ronald Klemp

Yvonne Monfils

Jayson Winterfeldt

Duly and officially adopted by the County Board on: September 10, 2024

Signed: _____ _____
Board Chairperson County Clerk

Approved: 9/12/24 Vetoed: _____

Signed: _____
County Executive

ADDENDUM TO LEASE AGREEMENT

This Lease Addendum made this ____ day of _____ 2024, by and between Outagamie County, (hereinafter referred to as "Lessor"), and the Valley Packaging Industries (hereinafter referred to as "Lessee" or "VPI").

I. WITNESSETH

WHEREAS, Lessor and Lessee entered into a lease agreement in 2014 for the property located at 3375 W. Brewster Street, Appleton, Outagamie County, Wisconsin (hereinafter the property), which previously expired; and

WHEREAS, Lessee had been on a month to month lease of the property since the expiration of its original; and

WHEREAS, in 2024, Lessor and Lessee entered into a lease agreement for a period of 9 months from February 13, 2024 in order to allow Lessee to transition from Lessor's property to a new property; and

WHEREAS, Lessee has requested additional time to extend the lease agreement due to their construction timeline which precludes them from entering their new leased premises owned by a third party until 1/20/2025; and

NOW, THEREFORE, in consideration of the mutual promises of the Lessor and Lessee as set forth below, the Lessor and Lessee agree to amend the Lease approved on February 13, 2024 as follows:

II. GENERAL TERMS

1. Term and Termination:

a. Term: This Lease Addendum allows the Lessee to occupy the premises until February 1, 2025 at 12:00 AM Central Standard Time. Lessee acknowledges and agrees, that it shall surrender the premises on or before that date, and that it shall not in any way remain in possession of the premises, nor have any of its property, equipment, employees, or otherwise on the premises past February 1, 2025 Lessee further agrees that in the event they do not quit possession of the premises as indicated above, that they will concede any issue related to their possession of the premises, and pay for all costs and fees paid by the County, including but not limited to actual attorney's fees, in any action filed by the County to remove Lessee from the premises.

b. All other provisions of the original lease and the lease dated February 13, 2023 shall remain in effect absent the modifications herein or other written agreement by the parties.

Outagamie County:

_____
Dan Gabrielson
County Board Chair
Dated: _____

_____
Thomas Nelson
County Executive
Dated: _____

_____
Kelly Gerrits
County Clerk
Dated: _____

For Valley Packaging Industries:

_____
Tim Riebau
President & CEO
Dated: _____

Approved as to form:

Electronically signed: _____
Kyle J. Sargent
Corporation Counsel

I, Kelly Gerrits, County Clerk for the County of Outagamie Wisconsin do hereby certify that the foregoing is a true and correct copy of the September 10, 2024 County Board Minutes approved by a majority vote at a meeting of the County Board on September 24, 2024 and recorded in the minutes of said meeting a quorum of members being present.

In testimony whereof, I have hereunto set my hand and the seal of the County of Outagamie, Wisconsin, this 25th Day of September, 2024.

/s/ Kelly Gerrits
County Clerk

Please call the Outagamie County Clerk's Office (832-5077) if you would like further elaboration of these minutes.

RUN: October 7, 2024

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

Office of the County Clerk, September 24, 2024.

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: 32 present, 4 absent. Members present: Thompson, Johnson, Smith, Patience, Gabrielson, Kostelny, Hammen, Lawrence, Krueger, Lamers, Ferguson, McCabe, Wegand, Hermes, Schroeder, Croatt, Spears, Heiser, Mitchell, Cuff, Hagen, Klemp, Thiede, Janke, Weinberg, Culbertson, Monfils, Clegg, Thyssen, VanderHeiden, Rettler, and Lautenschlager. Members absent: MacDonald, Winterfeldt, Nejedlo, Koury

The Board Chairperson requested the Board's confirmation to excuse Supervisor Nejedlo and Supervisor Koury. No objections; so ordered.

The Pledge of Allegiance was led by Chairperson Gabrielson.

MINUTES OF THE SEPTEMBER 10, 2024 COUNTY BOARD MEETING
Supervisor Lautenschlager moved, seconded by Supervisor Cuff, to approve the minutes of the September 10, 2024, County Board meeting.

ROLL CALL: 31 yes, 1 abstain (Hagen), 4 absent. MINUTES OF THE SEPTEMBER 10, 2024, COUNTY BOARD MEETING ARE APPROVED.

SPECIAL ORDER OF BUSINESS – Representatives Elizabeth McMasters, Director CPA (appeared in-person) and Jake Lenell, Principal CPA, MBA (appeared remotely), from CLA-CliftonLarsenAllen LLP provided an overview of the Audit Report for Year ended December 31, 2023.

Highlights from the overview included:

- Introduction of the CLA-CliftonLarsenAllen LLP business team
- High-level overview of accounting policies, accounting estimates, along with the County's financial statement, and audit results (Outagamie County received the grade of an unmodified and clean opinion from the auditors)
- Auditors identified necessary adjustments with some financial items (as indicated in the audit materials) needed in order to provide clean opinion, and understood it may have been due to the shift in Finance Department personnel
- Single Audit Status review was done for the federal and state COVID, and ARPA funding sources to ensure the County is in compliance with the state or federal government allocation of the funds (testing of state and federal programs)

Supervisor questions and comments followed.

Michelle Uitenbroek, Finance Director, provided an overview of the 2025 Electronic Budget Format.

Finance Director Uitenbroek presented on the update in process for budget review, as Outagamie County is changing from a hard copy budget book platform to an online/web-based version of the

County Budget. The online platform will provide more transparency, flexibility, better itemization, and reporting of revenues, expenditures and objectives to provide better projections for future budget years. The budget will be available online for review or can be downloaded as a PDF version. The PDF option will provide Supervisors with the option to print-off certain pages of interest (Legislative Services can be of assistance if needing to print off certain pages of interest).

Chairperson Gabrielson commented that this online platform for the budget book is a new process for Outagamie County and to provide grace and understanding as the entire County navigates this new channel of budgeting. He stated Finance Chair Croatt will present at the next scheduled County Board meeting to provide a more detailed overview on the budgeting process from a County Board perspective, along with providing the schedule of budget review session dates. Each County Supervisor will be responsible to review his/her respective budget of jurisdiction/respective committees, whereupon the Department Heads will present their proposed budgets to the Finance Committee for review, and finally will be taken to the County Board level in November for final review and approval. Budget review session dates will start on October 8, 2024 and will occur on Tuesdays and Thursdays throughout the month of October, and will take place in the County Board Room starting at 11:00 a.m. He stated to expect each meeting to span approximately two hours.

Supervisor questions and comments followed.

ESTABLISH ORDER OF THE DAY– Chairperson Gabrielson reported the request to have Resolution Nos. 53 and 54—2024-25 locked in at the meeting.

COMMUNICATIONS –
Chairperson Gabrielson summarized the following communications:

- The most recent cyber security training course is now available and Supervisors should complete the training at their earliest opportunity (deadline of October 1, 2024). There are two (2) Supervisors who still need to complete May 2024 cyber security training, and six (6) Supervisors who still need to complete the July 2024 training.
- Chairperson Gabrielson stated there are no September birthdays to recognize.
- Chairperson Gabrielson thanked Supervisors Spears, McCabe, Croatt, Smith, and VanderHeiden for attending the WCA Conference with him over the past few days. He stated each Supervisor will provide a brief report on the sessions they attended to their individual committees.

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 – *NOTE: The minutes that follow list the synopsis of the ordinances/resolutions and roll calls. At the end of this set of minutes, the scanned copies of the each ordinance/resolution will be appended along with the physical roll call.*

Ordinance No. Z-4—2024-25 – Agriculture, Extension Education, Zoning, and Land Conservation Committee. Approve to adopt the petition of Thomas and Stefanie VanDeHei, property owners, to rezone parcel 190012800, from the Exclusive Agriculture District to the General Agriculture District, in the Town of Seymour, as depicted on the attached review and map.

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

ROLL CALL: 32 yes, 4 absent. ORDINANCE NO. Z-4—2024-25 IS ADOPTED.

Resolution No. 53—2024-25 – Finance Committee. Approve to go on record to support the attached Town of Grand Chute Tax Incremental District (TID) No. 5A Project Plan; and recommend that the County Representative on the Town of Grand Chute TID Board of Review vote in favor of this plan.

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

ROLL CALL: 32 yes, 4 absent. RESOLUTION NO. 53—2024-25 IS ADOPTED.

RECONSIDERATION OF RESOLUTION NO. 53—2024-25.

Supervisor Patience moved, seconded by Supervisor Krueger, to reconsider the above listed resolution.

Vote for reconsideration. ROLL CALL: 31 yes, 1 no (Thiede), 4 absent. RESOLUTION NO. 53—2024-25 IS RECONSIDERED.

Vote for lock in. ROLL CALL: 32 yes, 4 absent. RESOLUTION NO. 53 —2024-25 IS ADOPTED & LOCKED IN.

Resolution No. 54—2024-25 – Finance Committee. Approve to go on record in opposition of the attached document dated September 11, 2024, the Town of Freedom Territory Amendment #1 to Tax Incremental District (TID) No. 3, and recommend that the County Representative on the Town of Freedom TID Board of Review vote in opposition of this plan.

Supervisor Lautenschlager moved, seconded by Supervisor Croatt, for adoption.

ROLL CALL: 29 yes, 2 no (Lawrence, Heiser), 1 abstain (Thompson), 4 absent. RESOLUTION NO. 54—2024-25 IS ADOPTED.

RECONSIDERATION OF RESOLUTION NO. 54—2024-25.

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

Vote for reconsideration. ROLL CALL: 31 yes, 1 no (Thiede), 4 absent. RESOLUTION NO. 54—2024-25 IS RECONSIDERED.

Vote for lock in. ROLL CALL: 30 yes, 1 no (Heiser), 1 abstain (Thompson), 4 absent. RESOLUTION

NO. 54 —2024-25 IS ADOPTED & LOCKED IN.

Ordinance No. B—2024-25 – Finance Committee. Approve to amend the County Code of Ordinances as pertains to Chapter 22, Finance and Taxation, Sec. 22-30 Competitive bids Proposals or Quotations and Sec. 22-66 When Required, as noted on the Ordinance.

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

ROLL CALL: 32 yes, 4 absent. ORDINANCE NO. B—2024-25 IS ADOPTED.

REPORTS – None.

ADJOURNMENT
Supervisor Lawrence moved, seconded by Supervisor Thyssen to adjourn until October 8, 2024 at 7:00 p.m. VOICE VOTE CARRIED UNANIMOUSLY.

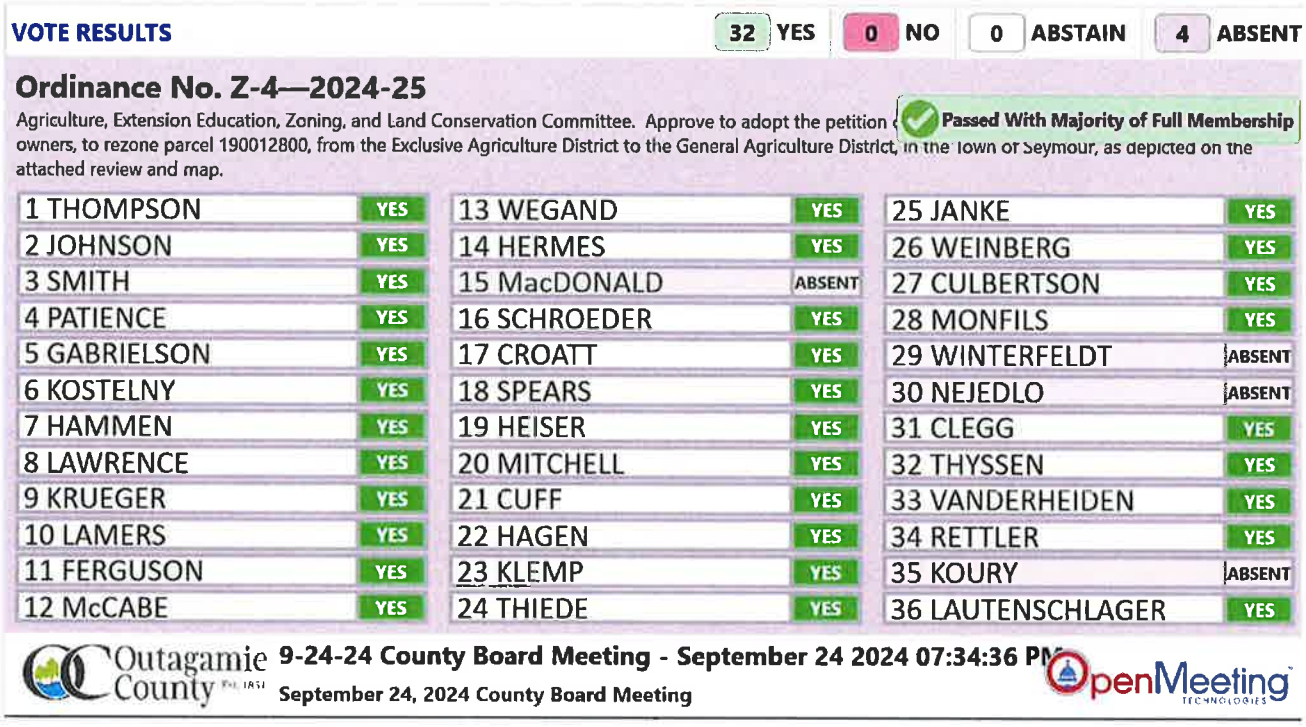
The meeting adjourned at 7:47 p.m.

FINAL COPIES OF ORDINANCES/RESOLUTIONS AND ROLL CALLS PERTINENT TO NEW BUSINESS FOLLOW:

Ordinance No. Z-4—2024-25 – Agriculture, Extension Education, Zoning, and Land Conservation Committee. Approve to adopt the petition of Thomas and Stefanie VanDeHei, property owners, to rezone parcel 190012800, from the Exclusive Agriculture District to the General Agriculture District, in the Town of Seymour, as depicted on the attached review and map.

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

ROLL CALL: 32 yes, 4 absent. ORDINANCE NO. Z-4—2024-25 IS ADOPTED.



VOTE RESULTS 32 YES | 0 NO | 0 ABSTAIN | 4 ABSENT

Ordinance No. Z-4—2024-25

Agriculture, Extension Education, Zoning, and Land Conservation Committee. Approve to adopt the petition of Thomas and Stefanie VanDeHei, property owners, to rezone parcel 190012800, from the Exclusive Agriculture District to the General Agriculture District, in the Town of Seymour, as depicted on the attached review and map.

Passed With Majority of Full Membership

1 THOMPSON YES	13 WEGAND YES	25 JANKE YES
2 JOHNSON YES	14 HERMES YES	26 WEINBERG YES
3 SMITH YES	15 MacDONALD ABSENT	27 CULBERTSON YES
4 PATIENCE YES	16 SCHROEDER YES	28 MONFILS YES
5 GABRIELSON YES	17 CROATT YES	29 WINTERFELDT ABSENT
6 KOSTELNY YES	18 SPEARS YES	30 NEJEDLO ABSENT
7 HAMMEN YES	19 HEISER YES	31 CLEGG YES
8 LAWRENCE YES	20 MITCHELL YES	32 THYSSEN YES
9 KRUEGER YES	21 CUFF YES	33 VANDERHEIDEN YES
10 LAMERS YES	22 HAGEN YES	34 RETTLER YES
11 FERGUSON YES	23 KLEMP YES	35 KOURY ABSENT
12 McCABE YES	24 THIEDE YES	36 LAUTENSCHLAGER YES

Outagamie County

9-24-24 County Board Meeting - September 24 2024 07:34:36 PM

September 24, 2024 County Board Meeting

OpenMeeting TECHNOLOGIES

ORDINANCE NO.: Z-4—2024-25

TO THE HONORABLE, THE OUTAGAMIE COUNTY BOARD OF SUPERVISORS

LADIES AND GENTLEMEN: ***MAJORITY***

AN ORDINANCE TO AMEND THE OUTAGAMIE COUNTY ZONING ORDINANCE. The subject matter of the ordinance having been duly referred and considered by the Outagamie County Agriculture, Extension Education, Zoning and Land Conservation Committee and public hearing having been held after giving requisite notice of said hearing, and a recommendation as required by Section 59.69 of the Wisconsin State Statutes.

Outagamie County Planning Staff Rezoning Review recommends approval. Agriculture, Extension Education, Zoning and Land Conservation Committee recommends approval.

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

BE IT ORDAINED, that the Outagamie County Board of Supervisors does recommend adoption of the petition of Thomas and Stefanie VanDeHei, property owners, to rezone parcel 190012800, from the Exclusive Agriculture District to the General Agriculture District. The location of the site is east of Lawn Road, west of French Road, and north of County Highway VV, Town of Seymour, Outagamie County, WI, as depicted on the attached review and map, which by reference are made a part hereof, and

BE IT FURTHER ORDAINED, that this ordinance shall be in full force and effect in the Town of Seymour upon approval by the Outagamie County Board of Supervisors and publication per State Statute 59.14 and 66.0103, and

BE IT FINALLY ORDAINED, that the Outagamie County Clerk be directed to forward a certified copy of this ordinance to the Town of Seymour Clerk, the Outagamie County Zoning Administrator and Municipal Code Corporation for inclusion in the Outagamie County Code of Ordinances.

Dated this 24th day of September 2024.

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: September 24, 2024

Signed: _____ _____
Board Chairperson County Clerk

Approved: 9/26/24 Vetoed: _____

Signed: _____
County Executive

Outagamie County Est. 1851

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: **September 3, 2024**
RE: **PL202400356- County Rezoning - County Staff Review & Recommendation**

Application Details:

Applicant and Owner:	VANDEHEI, THOMAS & VANDEHEI, STEFANIE
Request:	Rezoning - County
Parcel:	190012800
Location:	East of Lawn Rd, West of French road and North of County Highway "VV" TOWN OF SEYMOUR
Public Hearing:	September 10th, 2024 at 9:30 AM – County Board Room

Background & Analysis:

Tom Vandehei, Applicant and Owner has requested a County Rezoning. The attached rezoning map depicts the request. (Exhibit A) The request is to rezone parcel 190012800 (two-acres) from the Exclusive Agriculture District (AED) to the General Agriculture District (AGD) to accommodate a future Special Exception use for a contractor storage yard. The parcel was recently split via CSM from parcel 190012803 (Exhibit B).

Table 1 presents the existing land use and zoning district patterns surrounding the subject area.

Table 1. Surrounding Land Use and Zoning District Patterns, Relative to Subject Site

Area Adjacent to Subject Site	Existing Zoning District	Existing Land Use
North	Exclusive Agriculture	Agriculture
South	Exclusive Agriculture	Agriculture and Farm Residence
East	Exclusive Agriculture	Agriculture and Single Family Residence

West	Exclusive Agriculture and General Agriculture	Agriculture and Single Family Residence

The Applicant has been advised that, in addition to an approved rezoning, a Special Exception Permit, with an approved siteplan, will need to be granted before a contractor storage yard will be permitted on site.
Staff notes that there are hydric soils present on and adjacent the parcel. A wetland delineation for the site has been completed, and any development will need to comply with the findings in said report. A navigable stream exists to the west of the subject site; however, the area to be rezoned has been positioned to avoid any impact to this environmental feature.
The site is located in a certified farmland preservation zoning district (i.e., it is zoned Exclusive Agriculture). According to Sec. 54-105 of the County's Code of Ordinances, a rezoning out of Exclusive Agriculture is not permitted unless four findings (as outlined below in Table 2) are met. Based on the analysis for each finding, County staff finds that all required findings are met.

Table 2. Required Findings to Rezone Parcels out of Exclusive Agriculture

Required Findings	Summary of County Staff Analysis
The rezoned land is better suited for a use not allowed in the AED exclusive agricultural district.	The subject parcel is in proximity to other non-agricultural uses (Single Family Homes) and lands zoned AGD; however, due to the environmental conditions present, the proposed rezone area could not be placed directly adjacent to other AGD lands while still taking advantage of the building area.
The rezoning is consistent with any applicable comprehensive plan.	The proposed rezone is consistent with the County's Future Land Use Map within its Comprehensive Plan. The County typically considers rezones into AGD to be consistent with the "Agriculture and Open Lands" future land use designation.
The rezoning is substantially consistent with the county farmland preservation plan, which is in effect at the time of the rezoning.	State laws require that the lands within a certified farmland preservation zoning district be at least 80% consistent with the lands planned for farmland preservation in the County's certified Farmland Preservation Plan. The proposed rezone will not interfere with this consistency requirement for the Town of Seymour
The rezoning will not substantially impair or limit current or future agricultural use of other protected farmland.	The proposed rezoned parcel, including any planned driveway or access route, is located adjacent to road frontage, in a corner of the parent parcel, and is compact (i.e., square in shape/not overly elongated.) These characteristics ensure the rezoned area will not substantially impair current/future agricultural use of other protected farmland adjacent to the proposed rezoned parcel

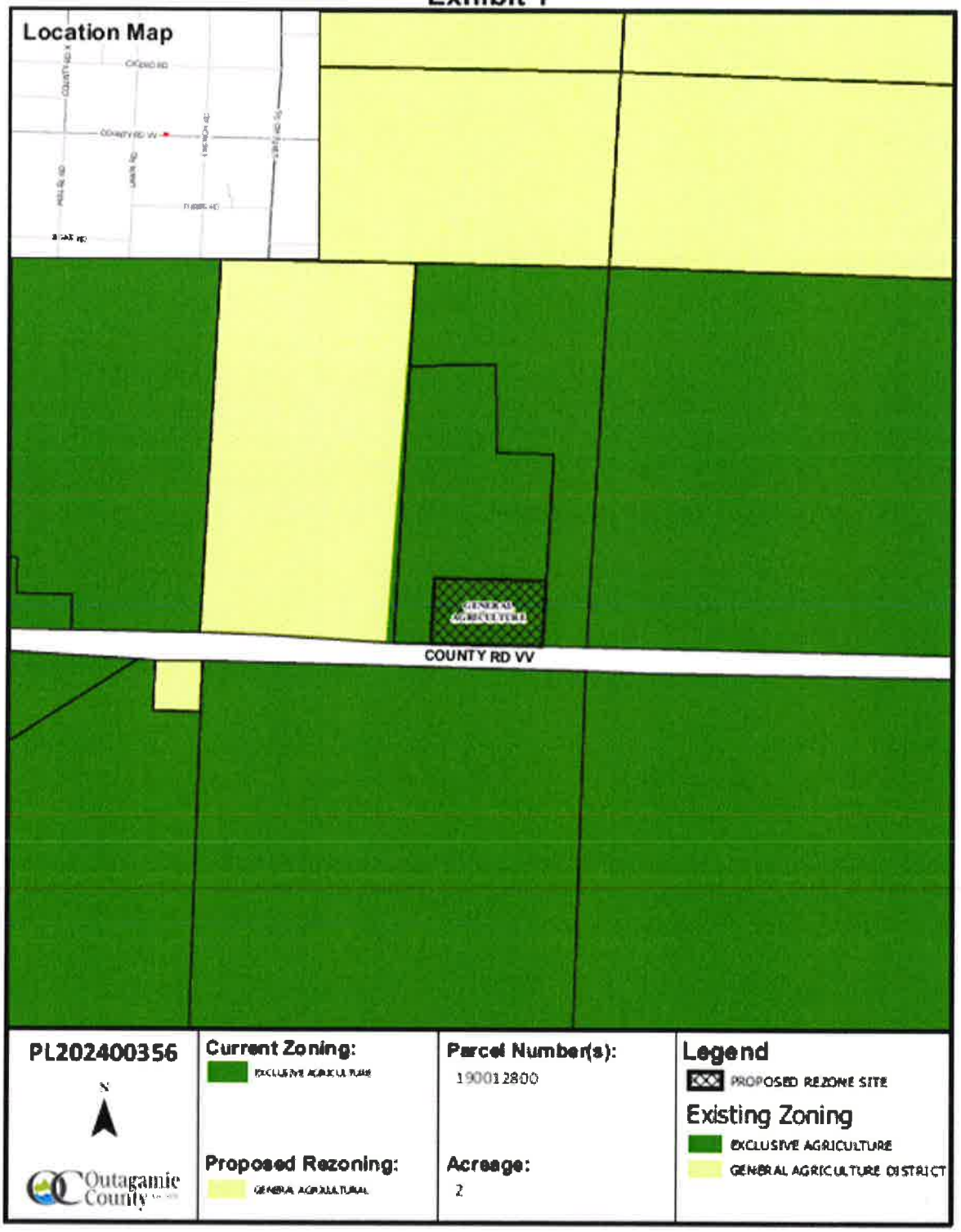
The Town of Seymour Plan Commission and Town Board have reviewed this proposal and recommended approval on July, 11th 2024 (Exhibit C).
General Zoning in the Town of Seymour is administered by the County and the County is statutorily obligated to document consistency with the County Comprehensive Plan, pursuant to Sec. 66.1001(3) Wis. Stats. The Outagamie County Comprehensive Plan designates this area as "Agricultural and Open Lands" within the Comprehensive Plan's future land use map. The County typically considers rezones

into General Agriculture to be consistent with the "Agricultural and Open Lands" future land use designation. The County also finds this rezone to be substantially consistent with the County's Farmland Preservation Plan (Addendum 2 of the County's Comprehensive Plan) Therefore, County staff has identified the proposed rezone to be consistent with the County Comprehensive Plan.

Staff Recommendation:

Based on our review and the above analysis of this proposed Rezoning – County, Staff recommends to: approve the proposed rezoning of parcel 190012800 from the Exclusive Agriculture District to the General Agriculture District.

Exhibit 1


Location Map
COUNTY RD VV
PL202400356
N
Outagamie County
Current Zoning:
Proposed Rezoning:
Parcel Number(s):
190012800
Acreage:
2
Legend
PROPOSED REZONE SITE
Existing Zoning
EXCLUSIVE AGRICULTURE
GENERAL AGRICULTURE DISTRICT

Outagamie County

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

TOWN RECOMMENDATION FORM

This form must accompany any County petition requesting a rezone (map amendment), special exception permit, special exception airport permit, conditional use permit, variance, or appeal. Towns must provide a signed copy of this form to the applicant/petitioner and should retain a copy.

OVERVIEW OF REQUEST:

Town (or Applicable Village):	Seymour
Request:	Rezoning Special exception ☑
Applicant or Petitioner Name:	Tom VanDeHei
Applicant Contact Information (Preferred):	920-851-1430
Site Parcel Number(s):	190012800
Site Address (if applicable):	
Pre-Application Meeting Number (if applicable):	PL202300232
Description of the Request: *(Please summarize the purpose of this request and/or attach a copy of the pre-application meeting summary, if applicable.)*	See attached Pre-Application Meeting Summary from 6/16/2023. updated site proposal from 7/11/2024

COMPLETED BY THE CLERK:

Certification:

I hereby certify that the Board of Seymour Board held on 07/11/2024, voted to Approve, at a legally convened meeting of the the Rezoning / Special Exception ☑ request:

Clerk Signature — Date: 7/12/24

Motion Outcome by a Vote of:	3 ☑ For	0	Against
General Comments/Reasons for the Decision: *(See next page for instructions. If needed, you may include additional pages.)*	The request is to change zoning of 2 acres from Exclusive Ag. to General Ag and a Special Exception to allow a plumbing business.		

LOCK IN OF RESOLUTION NO. 53 —2024-25.

Vote for lock in. ROLL CALL: 32 yes, 4 absent. RESOLUTION NO. 53 —2024-25 IS ADOPTED & LOCKED IN.

VOTE RESULTS 32 YES 0 NO 0 ABSTAIN 4 ABSENT

Resolution No. 53—2024-25 - Lock In

Lock in of Resolution No. 53—2024-25

Passed With Majority of Full Membership

1 THOMPSON YES	13 WEGAND YES	25 JANKE YES
2 JOHNSON YES	14 HERMES YES	26 WEINBERG YES
3 SMITH YES	15 MacDONALD ABSENT	27 CULBERTSON YES
4 PATIENCE YES	16 SCHROEDER YES	28 MONFILS YES
5 GABRIELSON YES	17 CROATT YES	29 WINTERFELDT ABSENT
6 KOSTELNY YES	18 SPEARS YES	30 NEJEDLO ABSENT
7 HAMMEN YES	19 HEISER YES	31 CLEGG YES
8 LAWRENCE YES	20 MITCHELL YES	32 THYSSEN YES
9 KRUEGER YES	21 CUFF YES	33 VANDERHEIDEN YES
10 LAMERS YES	22 HAGEN YES	34 RETTLER YES
11 FERGUSON YES	23 KLEMP YES	35 KOURY ABSENT
12 McCABE YES	24 THIEDE YES	36 LAUTENSCHLAGER YES

Outagamie County

9-24-24 County Board Meeting - September 24 2024 07:36:14 PM

September 24, 2024 County Board Meeting

OpenMeeting TECHNOLOGIES

RECONSIDERATION OF RESOLUTION NO. 53—2024-25.

Supervisor Patience moved, seconded by Supervisor Krueger, to reconsider the above listed resolution.

Vote for reconsideration. ROLL CALL: 31 yes, 1 no (Thiede), 4 absent. RESOLUTION NO. 53—2024-25 IS RECONSIDERED.

VOTE RESULTS | 31 YES | 1 NO | 0 ABSTAIN | 4 ABSENT

Resolution No. 53—2024-25 - Reconsideration

Reconsideration of Resolution No. 53—2024-25

Passed With Majority of Full Membership

1 THOMPSON YES	13 WEGAND YES	25 JANKE YES
2 JOHNSON YES	14 HERMES YES	26 WEINBERG YES
3 SMITH YES	15 MacDONALD ABSENT	27 CULBERTSON YES
4 PATIENCE YES	16 SCHROEDER YES	28 MONFILS YES
5 GABRIELSON YES	17 CROATT YES	29 WINTERFELDT ABSENT
6 KOSTELNY YES	18 SPEARS YES	30 NEJEDLO ABSENT
7 HAMMEN YES	19 HEISER YES	31 CLEGG YES
8 LAWRENCE YES	20 MITCHELL YES	32 THYSSEN YES
9 KRUEGER YES	21 CUFF YES	33 VANDERHEIDEN YES
10 LAMERS YES	22 HAGEN YES	34 RETTLER YES
11 FERGUSON YES	23 KLEMP YES	35 KOURY ABSENT
12 McCABE YES	24 THIEDE NO	36 LAUTENSCHLAGER YES

Outagamie County | 9-24-24 County Board Meeting - September 24 2024 07:35:58 PM | OpenMeeting

September 24, 2024 County Board Meeting

Resolution No. 53—2024-25 – Finance Committee. Approve to go on record to support the attached Town of Grand Chute Tax Incremental District (TID) No. 5A Project Plan; and recommend that the County Representative on the Town of Grand Chute TID Board of Review vote in favor of this plan.

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

ROLL CALL: 32 yes, 4 absent. RESOLUTION NO. 53—2024-25 IS ADOPTED.

VOTE RESULTS 32 YES | 0 NO | 0 ABSTAIN | 4 ABSENT

Resolution No. 53—2024-25

Finance Committee. Approve to go on record to support the attached Town of Grand Chute Tax Incremental that the County Representative on the Town of Grand Chute TID Board of Review vote in favor of this plan.

Passed With Majority of Full Membership

1 THOMPSON YES	13 WEGAND YES	25 JANKE YES
2 JOHNSON YES	14 HERMES YES	26 WEINBERG YES
3 SMITH YES	15 MacDONALD ABSENT	27 CULBERTSON YES
4 PATIENCE YES	16 SCHROEDER YES	28 MONFILS YES
5 GABRIELSON YES	17 CROATT YES	29 WINTERFELDT ABSENT
6 KOSTELNY YES	18 SPEARS YES	30 NEJEDLO ABSENT
7 HAMMEN YES	19 HEISER YES	31 CLEGG YES
8 LAWRENCE YES	20 MITCHELL YES	32 THYSSEN YES
9 KRUEGER YES	21 CUFF YES	33 VANDERHEIDEN YES
10 LAMERS YES	22 HAGEN YES	34 RETTLER YES
11 FERGUSON YES	23 KLEMP YES	35 KOURY ABSENT
12 McCABE YES	24 THIEDE YES	36 LAUTENSCHLAGER YES

Outagamie County

9-24-24 County Board Meeting - September 24 2024 07:35:27 PM

September 24, 2024 County Board Meeting

OpenMeeting

RESOLUTION NO.: 53—2024-25

TO THE HONORABLE, THE OUTAGAMIE COUNTY BOARD OF SUPERVISORS

LADIES AND GENTLEMEN: ***MAJORITY***

The Town of Grand Chute (the Town) has submitted a Project Plan for the creation of Tax Incremental District No. 5A (The District). The proposal is for a Mixed-Use District comprising of approximately 114 acres. The District will be created to pay the costs of public infrastructure and development incentives as needed to promote multi-family residential development, including the potential for a community based residential facility and commercial development.

NOW THEREFORE, the undersigned members of the Finance Committee recommend adoption of the following resolution.

BE IT RESOLVED, that the Outagamie County Board of Supervisors does go on record in support of the Town of Grand Chute TID No. 5A Project Plan as detailed in the attached Town of Grand Chute, Wisconsin Tax Incremental District No. 5A Draft Project Plan, which by reference is made a part hereof, and

BE IT FURTHER RESOLVED, that the Outagamie Board of Supervisors recommend that the representative of Outagamie County on the Town of Grand Chute TID Board of Review vote in favor of the Town of Grand Chute TID No. 5A project plan, and

BE IT FINALLY RESOLVED, that the Outagamie County Clerk be directed to forward a copy of this resolution to the Town of Grand Chute, the Outagamie County Finance Director, the Outagamie County Executive, and the Outagamie County Development and Land Services Director.

Dated this 24th day of September 2024

Respectfully Submitted,

FINANCE COMMITTEE

Chris Croatt

John Cuff

Karen Lawrence

Dana Johnson

Rick Lautenschlager

Duly and officially adopted by the County Board on: September 24, 2024

Signed: _____ _____
Board Chairperson County Clerk

Approved: 9-26-24 Vetoed: _____

Signed: _____
County Executive

August 20, 2024

DRAFT PROJECT PLAN

Town of Grand Chute, Wisconsin

Tax Incremental District No. 5A

EHLERS
PUBLIC FINANCE ADVISORS

Prepared by:

Ehlers
N19W24400 Riverwood Drive,
Suite 100
Waukesha, WI 53188

BUILDING COMMUNITIES. IT'S WHAT WE DO.

KEY DATES

Organizational Joint Review Board Meeting Held:	
Public Hearing Held:	August 29, 2024
Consideration by Plan Commission:	September 3, 2024
Consideration by Town Board:	September 17, 2024
Consideration by the Joint Review Board:	TBD

TABLE OF CONTENTS

Executive Summary 3

Preliminary Map of Proposed District Boundary 6

Map Showing Existing Uses and Conditions 8

Preliminary Parcel List and Analysis 10

Equalized Value Test 12

Statement Listing the Kind, Number and Location of All Proposed Public Works or Improvements Within the District 13

Map Showing Proposed Improvements and Uses 19

Detailed List of Estimated Project Costs 22

Economic Feasibility Study, Description of the Methods of Financing Estimated Project Costs and the Time When Related Costs or Monetary Obligations are to be Incurred 24

Estimate of Property to Be Devoted to Retail Business 28

Proposed Changes of Zoning Ordinances, Master Plan, Map, Building Codes and Town Ordinances 28

Statement of the Proposed Method for the Relocation of any Persons to be Displaced 28

How Creation of the Tax Incremental District Promotes the Orderly Development of the Town 29

List of Estimated Non-Project Costs 29

Legal Opinion Advising Whether the Plan is Complete and Complies with Wis. Stat. § 66.1105(4)(f) 30

Calculation of the Share of Projected Tax Increments Estimated to be Paid by the Owners of Property in the Overlying Taxing Jurisdictions 32

SECTION 1:
Executive Summary

DESCRIPTION OF DISTRICT

Tax Incremental District ("TID") No. 5a ("District") is a proposed Mixed-Use District comprising approximately 114 acres located south of Michaels Drive and north of W. Grande Market Drive. The District will be created to pay the costs of public infrastructure and development incentives as needed to promote multi-family residential development, including the potential for a community based residential facility, and commercial development.

AUTHORITY

Towns with a population of at least 3,500 and equalized valuation of at least $500 million are permitted by Wis. Stat. § 60.23(32) to create a tax incremental district in the same manner as a city or village using the procedures set forth in Wis. Stat. § 66.1105. To exercise this authority, certain conditions related to provision of sanitary sewer service must be met. Those conditions are:

1. The boundaries of the proposed district must be within a sewer service area; and
2. Sewer service, provided by a wastewater treatment facility that complies with Wis. Stat. Chapter 283, must either currently extend to, or be provided to, the proposed district before the use or operation of any improvements to real property in the proposed district begins.

Additionally, a town must specify that one of the following will apply to the district:

a. That at least 51% of the value of public infrastructure improvements within the district will be financed by a private developer, or other private entity, in return for the town's agreement to repay the developer or other entity for those costs solely through the payment of cash grants.
b. That the town expects all project costs to be paid within 90% percent of the proposed tax incremental district's life.
c. That expenditures may be made only within the first half of the proposed tax incremental district's life, except that expenditures may be made after this period if the expenditures are approved by a unanimous vote of the joint review board.

The Town meets the population and valuation requirements. The Town's population per the Wisconsin Department of Administration is 24,294 and the Town's equalized value as of 1/1/2024 is $4,122,489,800. Development within the proposed District will be provided with the required sewer service as it is

located within Sanitary District #2. The Town expects all project costs to be paid within 90% percent of the District's life.

ESTIMATED TOTAL PROJECT COST EXPENDITURES

The Town anticipates making total expenditures of approximately $13.7 million ("Project Costs") to undertake the projects listed in this Project Plan ("Plan"). Project Costs largely consist of public infrastructure and development incentives. The public infrastructure or developer incentive costs will be incurred to match the pace of development within the District. The Town can finance public infrastructure directly, offer development incentives to reimburse infrastructure costs paid by a developer, or require public infrastructure to be paid entirely by a developer. The Town can also use a combination of these approaches. All costs listed in the plan are TID eligible but will require any cost incurred to satisfy the "but for" requirement.

INCREMENTAL VALUATION

The Town projects that new land and improvements value of approximately $45 million will result from development within the District. Creation of this additional value will be made possible by the Project Costs made within the District. A table detailing assumptions as to the development timing and associated values is included in the Economic Feasibility Study located within this Plan.

EXPECTED TERMINATION OF DISTRICT

Based on the Economic Feasibility Study located within Section 9 of this Plan, the Town anticipates that the District will generate sufficient tax increment to pay all Project Costs within 18 of its allowable years.

SUMMARY OF FINDINGS

As required by Wis. Stat. § 66.1105, and as documented in this Plan and the exhibits contained and referenced herein, the following findings are made:

1. That "but for" the creation of this District, the development projected to occur as detailed in this Plan: 1) would not occur; or 2) would not occur in the manner, at the values, or within the timeframe desired by the Town. In reaching this determination, the Town has considered:

   The investment needed to provide public infrastructure and anticipated public-private partnerships needed to promote redevelopment within the District that may necessitate providing developer incentives. Absent the use of tax incremental financing, the Town is unable to fully fund this program of infrastructure improvements within its existing Capital Improvement Plan.

2. The economic benefits of the District, as measured by increased employment, business and personal income, and property value, are sufficient to compensate for the cost of the improvements. In making this determination, the Town has considered the following information:

   That the Developer is likely to purchase goods and services from local suppliers in construction of the Project, and induced effects of employee households spending locally for goods and services from retailers, restaurants and service companies.

3. The benefits of the proposal outweigh the anticipated tax increments to be paid by the owners of property in the overlying taxing jurisdictions. As required by Wis. Stat. § 66.1105(4)(i)4., a calculation of the share of projected tax increments estimated to be paid by the owners of property in the overlying taxing jurisdictions has been prepared and can be found in this Plan. However, because the Project would not occur without the use of tax incremental financing, these tax increments would not be paid but for creation of the District. Accordingly, the Town finds that the benefits expected to be realized as set forth in this Plan outweigh the value of the tax increments to be invested in the Project.

4. Not less than 50% by area of the real property within the District is suitable for mixed use development as defined by Wis. Stat. § 66.1105(2)(cm). Lands proposed for newly-platted residential development comprise no more than 35% of the real property area 10

5. Based on the foregoing finding, the District is designated as a mixed-use district.

6. The Project Costs relate directly to promoting mixed use development in the District, consistent with the purpose for which the District is created.

7. Improvements to be made in the District are likely to significantly enhance the value of substantially all of the other real property in the District.

8. The equalized value of taxable property in the District, plus the incremental value of all existing tax incremental districts within the Town does not exceed 12% of the total equalized value of taxable property within the Town.

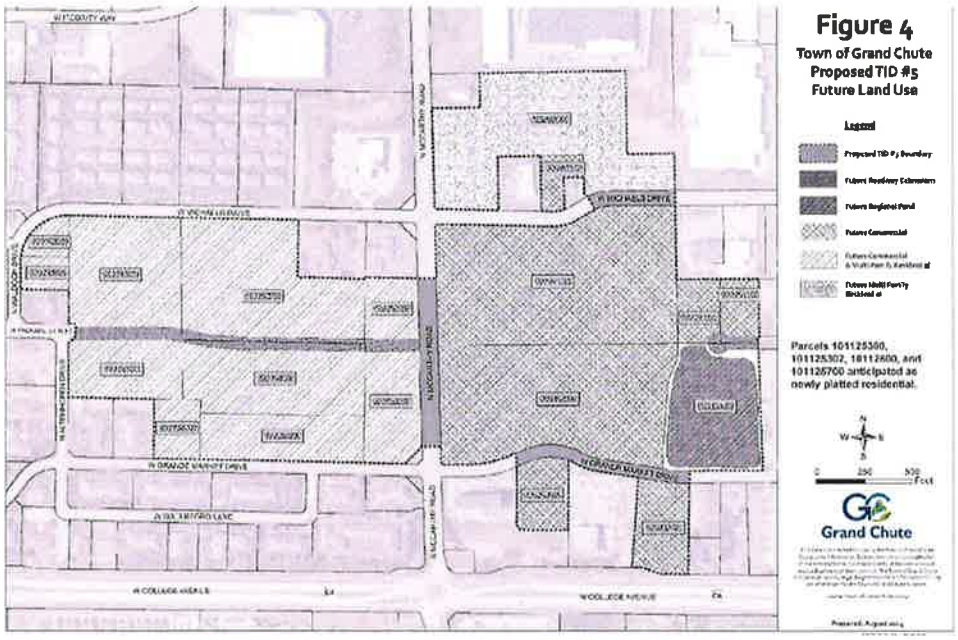
9. The Town estimates that 58% of the territory within the District will be devoted to retail business at the end of the District's maximum expenditure period, pursuant to Wis. Stat. § 66.1105(5)(b).

10. The Plan for the District is feasible and is in conformity with the Master Plan of the Town.

SECTION 2:
Preliminary Map of Proposed District Boundary

Map Found on Following Page.

To the extent District boundaries include wetlands identified on a map prepared under Wis. Stat. § 23.32, the wetlands are excluded from the District.


Figure 4
Town of Grand Chute
Proposed TID #5
Future Land Use
Legend
Parcels 101125300, 101125302, 18112600, and 101126700 anticipated as newly platted residential.
Grand Chute

SECTION 3:
Map Showing Existing Uses and Conditions

Map Found on Following Page.


Figure 2
Town of Grand Chute
Proposed TID #5
Existing Uses & Conditions
Legend
0
280
560
Grand Chute

SECTION 4:
Preliminary Parcel List and Analysis

Tables Found on Following Page.

Parcel Data

	Parcel Number	Address	Owner	Acres	Suitable Acres		
					Commercial/ Business	Newly-Platted Residential	Industrial
	ROW Areas			4.25			
	101125300	N Waldoch Dr	Yorkshire Properties, LLC	0.95		0.95	
	101125302	N Waldoch Dr	Yorkshire Properties, LLC	1.00		1.00	
	101126000	N Mayflower Dr	VNS Real Estate LLC	12.73		12.73	
	101125802	W Grande Market Dr	Appleton 5560-24, LLC	1.73	1.73		
	101125700	N Mayflower Dr	VNS Real Estate LLC	11.71		11.71	
	101125800	N Mayflower Dr	VNS Real Estate LLC	8.19	8.19		
	101125806	W Grande Market Dr	VNS Real Estate LLC	4.78	4.78		
	101125807	N McCarthy Rd	VNS Real Estate LLC	6.32	6.32		
	102530800	N McCarthy Rd	MCMI LLC	13.29		13.29	
	102530700	W Michales Dr	Best West LLC	1.06	1.06		
	101124400	W Michales Dr	MCMI LLC	18.96	18.96		
	101124605	W Packard St	Jonathan Nelson	1.76	1.76		
	101124604	W Packard St	Jonathan Nelson	1.53	1.53		
	102525600	W Grande Market Dr	J&Y Calnin Family Ltd. Partnership	16.24	16.24		
	102525500	W Grande Market Dr	J&Y Calnin Family Ltd. Partnership	7.40			
	102525202	5101 W Grande Market Dr	J&Y Calnin Family Ltd. Partnership	2.27	2.27		
	102525400	W Grande Market Dr	J&Y Calnin Family Ltd. Partnership	3.09	3.09		
TOTALS				117.26	65.93	39.68	0.00

Percentage of TID Area Suitable for Mixed Use Development (at least 50%)	90%
Percentage of TID Area Not Suitable for Development	10%
Total Area	100%
Percentage of TID Area Suitable for Newly Platted Residential Development (no more than 35%)	33.84%

Calculation of Estimated Base Value

Parcel	Assessed Value			Equalized Value[1]			Overlapping TID
	Land	Improvement	Total	Land	Improvement	Total	
101125300	45,000	0	45,000	58,400	0	58,400	No
101125302	44,500	0	44,500	57,800	0	57,800	No
101126000	324,300	0	324,300	421,200	0	421,200	No
101125802	220,100	0	220,100	285,800	0	285,800	No
101125700	372,700	0	372,700	484,000	0	484,000	No
101125800	245,500	0	245,500	318,800	0	318,800	No
101125806	273,600	0	273,600	355,300	0	355,300	No
101125807	398,100	0	398,100	517,000	0	517,000	No
102530800	109,900	0	109,900	142,700	0	142,700	No
102530700	148,000	0	148,000	192,200	0	192,200	No
101124400	3,600	0	3,600	4,700	0	4,700	No
101124605	400	0	400	500	0	500	No
101124604	300	0	300	400	0	400	No
102525600	3,400	0	3,400	4,400	0	4,400	No
102525500	1,500	0	1,500	1,900	0	1,900	No
102525202	500	0	500	600	0	600	No
102525400	600	0	600	800	0	800	No
TOTALS	2,192,000	0	2,192,000	2,846,500	0	2,846,500	

1) Calculation based on aggregate assessment ratio of 77.00%

SECTION 5:
Equalized Value Test

The following calculations demonstrate that the Town expects to be in compliance with Wis. Stat. § 66.1105(4)(gm)4.c., which requires that the equalized value of the taxable property in the proposed District, plus the value increment of all existing tax incremental districts, does not exceed 12% of the total equalized value of taxable property within the Town.

The equalized value of the increment of existing tax incremental districts within the Town, plus the base value of the proposed District, totals $156,660,700 This value is less than the maximum of $494,698,776 in equalized value that is permitted for the Town.

Valuation Test Compliance Calculation		
Calculation of Town Equalized Value Limit		
Town TID IN Equalized Value (Jan. 1, 2024)	$	4,122,489,800
TID Valuation Limit @ 12% of Above Value	**$**	**494,698,776**
Calculation of Value Subject to Limit		
Estimated Base Value of Territory to be Included in District	$	2,846,500
Incremental Value of Existing Districts (Jan. 1, 2024)	$	153,814,200
Total Value Subject to 12% Valuation Limit	**$**	**156,660,700**
Total Percentage of TID IN Equalized Value		**3.80%**
Residual Value Capacity of TID IN Equalized Value	$	**338,038,076**

SECTION 6:
Statement Listing the Kind, Number and Location of All Proposed Public Works or Improvements Within the District

Project Costs are any expenditure made, estimated to be made, or monetary obligations incurred or estimated to be incurred as outlined in this Plan. Project Costs will be diminished by any income, special assessments or other revenues, including user fees or charges, other than tax increments, received or reasonably expected to be received in connection with the implementation of the Plan. If Project Costs incurred benefit territory outside the District, a proportionate share of the cost is not a Project Cost. Costs identified in this Plan are preliminary estimates made prior to design considerations and are subject to change after planning, design and construction is completed.

With all Project Costs, the costs of engineering, design, survey, inspection, materials, construction, restoring property to its original condition, apparatus necessary for public works, legal and other consultant fees, testing, environmental studies, permits, updating Town ordinances and plans, judgments or claims for damages and other expenses are included as Project Costs.

The following is a list of public works and other tax incremental financing eligible Project Costs that the Town expects to make, or may need to make, in conjunction with the implementation of the District's Plan. The map found in Section 7 of this Plan along with the Detailed List of Project Costs found in Section 8 provide additional information as to the kind, number and location of potential Project Costs.

Property, Right-of-Way and Easement Acquisition

Property Acquisition for Development

To promote and facilitate development the Town may acquire property within the District. The cost of property acquired, and any costs associated with the transaction, are eligible Project Costs. Following acquisition, other Project Costs within the categories detailed in this Section may be incurred to make the property suitable for development. Any revenue received by the Town from the sale of property acquired pursuant to the execution of this Plan will be used to reduce the total project costs of the District. If total Project Costs incurred by the Town to acquire property and make it suitable for development exceed the revenues or other consideration received from the sale or lease of that property, the net amount shall be considered "real property assembly costs" as

defined in Wis. Stat. § 66.1105(2)(f)1.c., and subject to recovery as an eligible Project Cost.

Property Acquisition for Conservancy

To promote the objectives of this Plan, the Town may acquire property within the District that it will designate for conservancy. These conservancy objectives include: preserving historic resources or sensitive natural features; protection of scenic and historic views; maintaining habitat for wildlife; maintaining adequate open space; reduction of erosion and sedimentation by preserving existing vegetation; and providing adequate areas for management of stormwater. The cost of property acquired for conservancy, and any costs associated with the transaction, are eligible Project Costs.

Acquisition of Rights-of-Way

The Town may need to acquire property to allow for installation of streets, driveways, sidewalks, utilities, stormwater management practices and other public infrastructure. Costs incurred by the Town to identify, negotiate and acquire rights-of-way are eligible Project Costs.

Acquisition of Easements

The Town may need to acquire temporary or permanent easements to allow for installation and maintenance of streets, driveways, sidewalks, utilities, stormwater management practices and other public infrastructure. Costs incurred by the Town to identify, negotiate and acquire easement rights are eligible Project Costs.

Relocation Costs

If relocation expenses are incurred in conjunction with the acquisition of property, those expenses are eligible Project Costs. These costs may include, but are not limited to: preparation of a relocation plan; allocations of staff time; legal fees; publication of notices; obtaining appraisals; and payment of relocation benefits as required by Wis. Stat. Chapter 32 and Wis. Admin. Code ADM 92.

Site Preparation Activities

Environmental Audits and Remediation

If it becomes necessary to evaluate any land or improvement within the District, any cost incurred by the Town related to environmental audits, testing, and remediation are eligible Project Costs.

Site Grading

Land within the District may require grading to make it suitable for development, to provide access, and to control stormwater runoff. The Town may need to remove and dispose of excess material, or bring in fill material to provide for proper site elevations. Expenses incurred by the Town for site grading are eligible Project Costs.

Utilities

Sanitary Sewer System Improvements

To allow development to occur, the Town may need to construct, alter, rebuild or expand sanitary sewer infrastructure within the District. Eligible Project Costs include, but are not limited to, construction, alteration, rebuilding or expansion of: collection mains; manholes and cleanouts; service laterals; force mains; interceptor sewers; pumping stations; lift stations; wastewater treatment facilities; and all related appurtenances. To the extent sanitary sewer projects undertaken within the District provide direct benefit to land outside of the District, the Town will make an allocation of costs based on such benefit. Those costs corresponding to the benefit allocated to land within the District, and necessitated by the implementation of the Project Plan, are eligible Project Costs. Implementation of the Project Plan may also require that the Town construct, alter, rebuild or expand sanitary sewer infrastructure located outside of the District. That portion of the costs of sanitary sewer system projects undertaken outside the District which are necessitated by the implementation of the Project Plan are eligible Project Costs.

Water System Improvements

To allow development to occur, the Town may need to construct, alter, rebuild or expand water system infrastructure within the District. Eligible Project Costs include, but are not limited to, construction, alteration, rebuilding or expansion of: distribution mains; manholes and valves; hydrants; service laterals; pumping stations; wells; water treatment facilities; storage tanks and reservoirs; and all related appurtenances. To the extent water system projects undertaken within the District provide direct benefit to land outside of the District, the Town will make an allocation of costs based on such benefit. Those costs corresponding to the benefit allocated to land within the District, and necessitated by the implementation of the Project Plan, are eligible Project Costs. Implementation of the Project Plan may also require that the Town construct, alter, rebuild or expand water system infrastructure located outside of the District. That portion of the costs of water system projects undertaken outside the District which are

necessitated by the implementation of the Project Plan are eligible Project Costs.

Stormwater Management System Improvements

Development within the District will cause stormwater runoff. To manage this stormwater runoff, the Town may need to construct, alter, rebuild or expand stormwater management infrastructure within the District. Eligible Project Costs include, but are not limited to, construction, alteration, rebuilding or expansion of: stormwater collection mains; inlets, manholes and valves; service laterals; ditches; culvert pipes; box culverts; bridges; stabilization of stream and river banks; and infiltration, filtration and detention Best Management Practices (BMP's). To the extent stormwater management system projects undertaken within the District provide direct benefit to land outside of the District, the Town will make an allocation of costs based on such benefit. Those costs corresponding to the benefit allocated to land within the District, and necessitated by the implementation of the Project Plan, are eligible Project Costs. Implementation of the Project Plan may also require that the Town construct, alter, rebuild or expand stormwater management infrastructure located outside of the District. That portion of the costs of stormwater management system projects undertaken outside the District which are necessitated by the implementation of the Project Plan are eligible Project Costs.

Electric Service

To create sites suitable for development, the Town may incur costs to provide, relocate or upgrade electric services. Relocation may require abandonment and removal of existing poles or towers, installation of new poles or towers, or burying of overhead electric lines. Costs incurred by the Town to undertake this work are eligible Project Costs.

Gas Service

To create sites suitable for development, the Town may incur costs to provide, relocate or upgrade gas mains and services. Costs incurred by the Town to undertake this work are eligible Project Costs.

Communications Infrastructure

To create sites suitable for development, the Town may incur costs to provide, relocate or upgrade infrastructure required for voice and data communications, including, but not limited to: telephone lines, cable lines and fiber optic cable. Costs incurred by the Town to undertake this work are eligible Project Costs.

Streets and Streetscape

Street Improvements

To allow development to occur, the Town may need to construct or reconstruct streets, highways, alleys, access drives and parking areas. Eligible Project Costs include, but are not limited to: excavation; removal or placement of fill; construction of road base; asphalt or concrete paving or repaving; installation of curb and gutter; installation of sidewalks and bicycle lanes; installation of culverts, box culverts and bridges; rail crossings and signals; utility relocation, to include burying overhead utility lines; street lighting; installation of traffic control signage and traffic signals; pavement marking; right-of-way restoration; installation of retaining walls; and installation of fences, berms, and landscaping.

Streetscaping and Landscaping

To attract development consistent with the objectives of this Plan, the Town may install amenities to enhance development sites, rights-of-way and other public spaces. These amenities include, but are not limited to: landscaping; lighting of streets, sidewalks, parking areas and public areas; installation of planters, benches, clocks, tree rings, trash receptacles and similar items; and installation of brick or other decorative walks, terraces and street crossings. These and any other similar amenities installed by the Town are eligible Project Costs.

Community Development

Cash Grants (Development Incentives)

The Town may enter into agreements with property owners, lessees, or developers of land located within the District for sharing costs to encourage the desired kind of improvements and assure tax base is generated sufficient to recover Project Costs. No cash grants will be provided until the Town executes a developer agreement with the recipient of the cash grant. Any payments of cash grants made by the Town are eligible Project Costs.

Contribution to Community Development Authority (CDA)

As provided for in Wis. Stat. § 66.1105(2)(f)1.h and Wis. Stat. § 66.1333(13), the Town may provide funds to its CDA to be used for administration, planning operations, and capital costs, including but not limited to real property acquisition, related to the purposes for which it was established in furtherance of any redevelopment or urban renewal project. Funds provided to the CDA for this purpose are eligible Project Costs.

Miscellaneous

Projects Outside the Tax Increment District

Pursuant to Wis. Stat. § 66.1105(2)(f)1.n, the Town may undertake projects within territory located within one-half mile of the boundary of the District provided that: 1) the project area is located within the Town's corporate boundaries; and 2) the projects are approved by the Joint Review Board. The cost of projects completed outside the District pursuant to this section are eligible project costs, and may include any project cost that would otherwise be eligible if undertaken within the District. The Town has not identified project cost expenditures outside the District:

Professional Service and Organizational Costs

The costs of professional services rendered, and other costs incurred, in relation to the creation, administration and termination of the District, and the undertaking of the projects contained within this Plan, are eligible Project Costs. Professional services include but are not limited to: architectural; environmental; planning; engineering; legal; audit; financial; and the costs of informing the public with respect to the creation of the District and the implementation of the Plan.

Administrative Costs

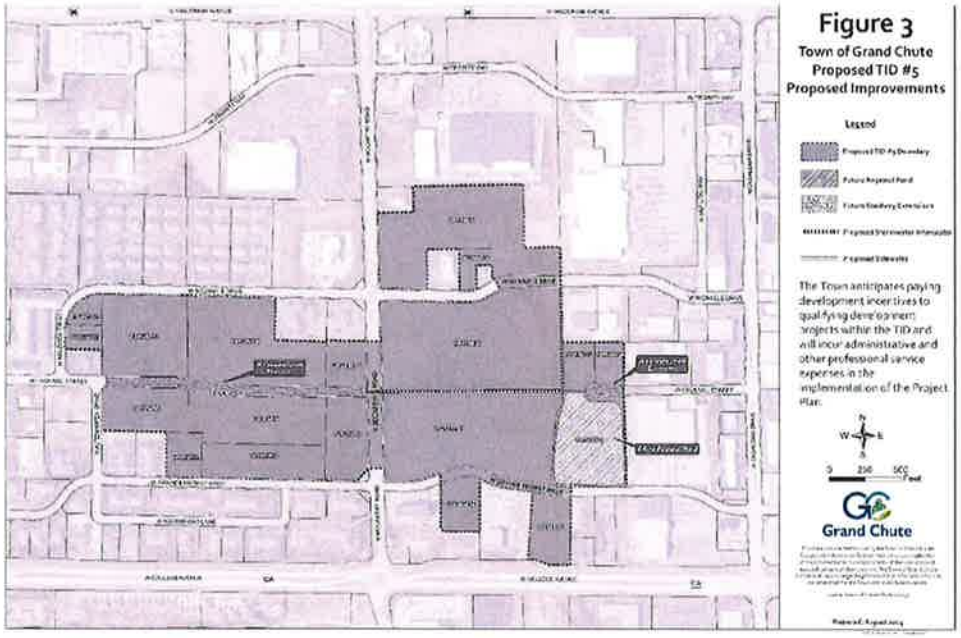
The Town may charge to the District as eligible Project Costs reasonable allocations of administrative costs, including, but not limited to, employee salaries. Costs allocated will bear a direct connection to the time spent by Town employees relating to the implementation of the Plan.

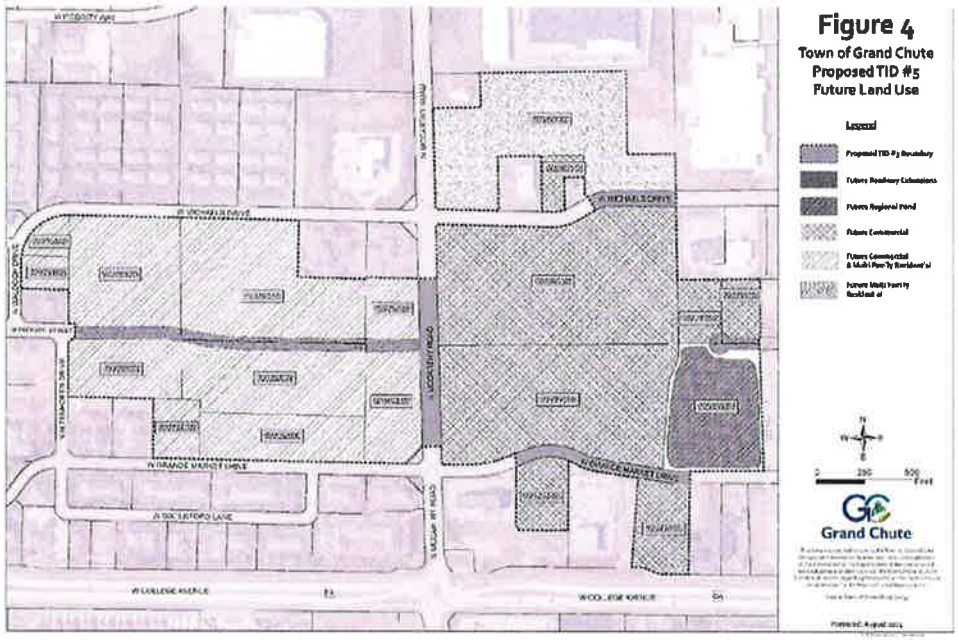
Financing Costs

Interest expense, debt issuance expenses, redemption premiums, and any other fees and costs incurred in conjunction with obtaining financing for projects undertaken under this Plan are eligible Project Costs.

SECTION 7:
Map Showing Proposed Improvements and Uses

Maps Found on Following Pages.


Figure 3
Town of Grand Chute
Proposed TID #5
Proposed Improvements
Legend
The Town anticipates paying development incentives to qualifying development projects within the TID and will incur administrative and other professional service expenses in the implementation of the Project Plan.
Grand Chute


Figure 4
Town of Grand Chute
Proposed TID #5
Future Land Use
Legend
Grand Chute

SECTION 8:
Detailed List of Estimated Project Costs

The following list identifies the Project Costs that the Town currently expects to incur in implementing the District's Plan. All projects identified and related costs reflect the best estimates available as of the date of preparation of this Plan. All costs are preliminary estimates and may increase or decrease. Certain Project Costs listed may become unnecessary, and other Project Costs not currently identified may need to be made. (Section 6 details the general categories of eligible Project Costs). Changes in Project Cost totals or the types of Project Costs to be incurred will not require that this Plan be amended. This Plan is not meant to be a budget nor an appropriation of funds for specific Project Costs, but a framework within which to manage Project Costs.

The public infrastructure costs will be incurred to match the pace of development within the District. The Town could finance public infrastructure directly, offer development incentives to reimburse infrastructure costs paid by a developer, or require public infrastructure to be paid entirely by a developer. The Town could also use a combination of these approaches. All costs listed in the plan are TID eligible but will require any cost incurred to satisfy the "but for" requirement. Project costs are TID eligible to the extent sufficient increment is available to support these projects.

While the Town can reallocate costs between projects as necessary, all expenditures will require separate approval by the Town Board. The Town expects to review planned TID expenditures and projected increment within the District prior to approving capital expenditures or developer incentives to determine if it is feasible for the District to support the proposed costs.

Detailed List of Estimated Project Costs

	Est. Cost (infrastrucure funded by Town or Developer Incentive)						
Project Name/Type	Initial Priority	As development Dictates	If Funding Allows	Ongoing	Totals	1/2 Mile	Non-Project Costs
Regional Storm Water Detention Pond	3,250,000				**3,250,000**		
Land Aquation for regonal storm water pond							1,110,285
Storm Sewer Interceptor Pipe	469,560				**469,560**		
West extension of W Packard[1]		1,479,075			**1,479,075**		
East Extension of W Packard[1]		455,455			**455,455**		
Sidewalks Throughout district			2,405,780		**2,405,780**		
Developer incentives			2,500,000		**2,500,000**		
Interest on Long Term Debt				2,640,200	**2,640,200**		
Financing Costs				242,025	**242,025**		
Ongoing Planning & Administrative Costs				220,000	**220,000**		
	3,719,560	1,934,530	4,905,780	3,102,225	**13,662,095**	0	1,110,285

Notes
1 Includes street, water, sanitary sewer, storm water pipe, and sidewalk improvements

SECTION 9:
Economic Feasibility Study, Description of the Methods of Financing Estimated Project Costs and the Time When Related Costs or Monetary Obligations are to be Incurred

This Section includes a forecast of the valuation increases expected within the District, the associated tax increment collections, a summary of how Project Costs would be financed, and a projected cash flow demonstrating that the District is economically feasible.

Key Assumptions

The Project Costs the Town plans to make are expected to create $45 million of incremental value within the District. Estimated valuations and timing for construction of projects throughout the entire District are included in Table 1. Assuming an equalized TID Interim tax rate of $14.31 per thousand of equalized value declining by -1.50% annually, and economic appreciation of 0.50%, the District would generate approximately $9,245,000 in incremental tax revenue over the 20-year term of the District as shown in Table 2.

Financing and Implementation

Based on the Project Cost expenditures included within the cash flow exhibit (Table 3), the District is projected to accumulate sufficient funds by the year 2043 to pay off all Project cost liabilities and obligations. The projected closure is based on the various assumptions noted in this Plan and will vary dependent on actual Project Costs incurred and the actual amount of tax increments collected.

Table 1 – Development Assumptions

Development Assumptions						
Construction Year		Multi-family Development Total Value	Commercial Development Total Value	Annual Total	Construction Year	
1	2024			**0**	2024	1
2	2025	10,000,000		**10,000,000**	2025	2
3	2026	10,000,000		**10,000,000**	2026	3
4	2027		2,500,000	**2,500,000**	2027	4
5	2028			**0**	2028	5
6	2029	10,000,000		**10,000,000**	2029	6
7	2030	10,000,000		**10,000,000**	2030	7
8	2031		2,500,000	**2,500,000**	2031	8
9	2032			**0**	2032	9
10	2033			**0**	2033	10
11	2034			**0**	2034	11
12	2035			**0**	2035	12
13	2036			**0**	2036	13
14	2037			**0**	2037	14
15	2038			**0**	2038	15
16	2039			**0**	2039	16
17	2040			**0**	2040	17
18	2041			**0**	2041	18
19	2042			**0**	2042	19
20	2043			**0**	2043	20
	Totals	**40,000,000**	**5,000,000**	**45,000,000**		

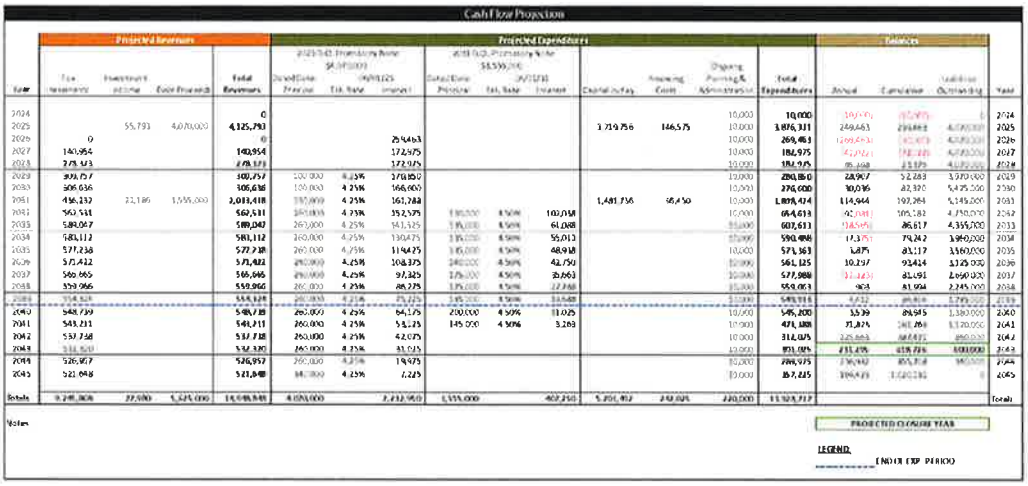
Table 2 – Tax Increment Projection Worksheet

Tax Increment Projection Worksheet

Type of District	Mixed Use		Base Value	2,846,500
District Creation Date	September 17, 2024		Economic Change Factor	0.50%
Valuation Date	Jan 1,	2024	Apply to Base Value	
Max Life (Years)	20		Base Tax Rate	$14.31
Expenditure Period/Termination	15	9/17/2039	Rate Adjustment Factor	-1.50%
Revenue Periods/Final Year	20	2045		
Extension Eligibility/Years	Yes	3		
Eligible Recipient District	No			

	Construction Year	Value Added	Valuation Year	Economic Change	Total Increment	Revenue Year	Tax Rate	Tax Increment
1	2024	0	2025	0	0	2026	$14.31	0
2	2025	10,000,000	2026	0	10,000,000	2027	$14.10	140,954
3	2026	10,000,000	2027	50,000	20,050,000	2028	$13.88	278,373
4	2027	2,500,000	2028	100,250	22,650,250	2029	$13.68	309,757
5	2028	0	2029	113,251	22,763,501	2030	$13.47	306,636
6	2029	10,000,000	2030	113,818	32,877,319	2031	$13.27	436,232
7	2030	10,000,000	2031	164,387	43,041,705	2032	$13.07	562,531
8	2031	2,500,000	2032	215,209	45,756,914	2033	$12.87	589,047
9	2032	0	2033	228,785	45,985,698	2034	$12.68	583,112
10	2033	0	2034	229,928	46,215,627	2035	$12.49	577,218
11	2034	0	2035	231,078	46,446,705	2036	$12.30	571,422
12	2035	0	2036	232,234	46,678,939	2037	$12.12	565,665
13	2036	0	2037	233,395	46,912,333	2038	$11.94	559,966
14	2037	0	2038	234,562	47,146,895	2039	$11.76	554,324
15	2038	0	2039	235,734	47,382,629	2040	$11.58	548,739
16	2039	0	2040	236,913	47,619,543	2041	$11.41	543,211
17	2040	0	2041	238,098	47,857,640	2042	$11.24	537,738
18	2041	0	2042	239,288	48,096,928	2043	$11.07	532,320
19	2042	0	2043	240,485	48,337,413	2044	$10.90	526,957
20	2043	0	2044	241,687	48,579,100	2045	$10.74	521,648
	Totals	45,000,000		3,579,100			Future Value of Increment	9,245,868

Table 3- Cash Flow Projection



Cash Flow Projection

Year	Tax Increment	Investment Income	Debt Proceeds	Total Revenues	2023 G.O. Promissory Note $4,000,000 Dated Date 09/01/23 Principal	Tax Rate	Interest	2018 G.O. Promissory Note $3,559,000 Dated Date 04/01/18 Principal	Tax Rate	Interest	Capital Outlay	Financing Cost	Ongoing Operating & Administration	Total Expenditures	Annual	Cumulative	Additional Outstanding	Year
2024				0									10,000	10,000	(10,000)	(10,000)	0	2024
2025		55,791	4,070,000	4,125,791							3,719,756	146,575	10,000	3,876,331	249,461	239,461	4,070,000	2025
2026	0			0			259,463						10,000	269,463	(269,463)	(30,002)	4,070,000	2026
2027	140,954			140,954			172,675						10,000	182,975	(42,021)	(72,023)	4,070,000	2027
2028	178,423			178,423			172,675						10,000	182,975	(4,552)	(76,575)	4,070,000	2028
2029	303,757			303,757	100,000	4.25%	170,850						10,000	280,850	22,907	(53,668)	3,970,000	2029
2030	306,636			306,636	100,000	4.25%	166,000						10,000	276,000	30,636	(23,032)	3,870,000	2030
2031	436,232	22,186	1,555,000	2,013,418	105,000	4.25%	161,788				1,481,736	66,450	10,000	1,824,974	188,444	165,412	3,765,000	2031
2032	560,531			560,531	105,000	4.25%	157,575	130,000	4.50%	100,058			10,000	672,633	(112,102)	53,310	3,635,000	2032
2033	580,047			580,047	260,000	4.25%	141,525	135,000	4.50%	61,088			10,000	607,613	(27,566)	25,744	3,500,000	2033
2034	580,112			580,112	260,000	4.25%	130,475	135,000	4.50%	55,013			10,000	590,488	(10,376)	15,368	3,365,000	2034
2035	577,238			577,238	260,000	4.25%	119,425	135,000	4.50%	48,913			10,000	573,338	3,900	19,268	3,230,000	2035
2036	573,412			573,412	260,000	4.25%	108,375	140,000	4.50%	42,750			10,000	561,125	12,287	31,555	3,090,000	2036
2037	560,865			560,865	260,000	4.25%	97,325	135,000	4.50%	36,663			10,000	537,988	22,877	54,432	2,955,000	2037
2038	559,066			559,066	260,000	4.25%	86,275	135,000	4.50%	27,788			10,000	519,063	40,003	94,435	2,820,000	2038
2039	554,525			554,525	260,000	4.25%	75,225	145,000	4.50%	19,688			10,000	509,913	44,612	139,047	2,675,000	2039
2040	548,739			548,739	260,000	4.25%	64,175	200,000	4.50%	11,025			10,000	545,200	3,539	142,586	2,475,000	2040
2041	543,211			543,211	260,000	4.25%	53,125	145,000	4.50%	3,263			10,000	471,388	71,824	214,410	2,330,000	2041
2042	537,738			537,738	260,000	4.25%	42,075						10,000	312,075	225,663	440,073	2,070,000	2042
2043	532,320			532,320	260,000	4.25%	31,025						10,000	301,025	231,295	671,368	1,810,000	2043
2044	526,957			526,957	260,000	4.25%	19,975						10,000	289,975	236,982	908,350	1,550,000	2044
2045	521,648			521,648	260,000	4.25%	7,225						10,000	277,225	244,423	1,152,773	1,290,000	2045
Totals	9,248,806	77,977	5,625,000	14,951,783	4,000,000		2,232,950	1,555,000		402,250	5,201,492	213,025	220,000	13,824,717				Totals

Notes

PROJECTED CLOSURE YEAR

LEGEND

ENDED EXP PERIOD

SECTION 10:
Estimate of Property to Be Devoted to Retail Business

Pursuant to Wis. Stat. § 66.1105(5)(b), the Town estimates that 58% of the territory within the District will be devoted to retail business at the end of the District's maximum expenditure period.

SECTION 11:
Proposed Changes of Zoning Ordinances, Master Plan, Map, Building Codes and Town Ordinances

Zoning Ordinances

The proposed Plan is in general conformance with the Town's current zoning ordinances. Individual properties may require rezoning at the time of development.

Master (Comprehensive) Plan and Map

The proposed Plan is in general conformance with the Town's Comprehensive Plan identifying the area as appropriate for mixed use development.

Building Codes and Ordinances

Development within the District will be required to conform to State Building Codes and will be subject to the Town's permitting and inspection procedures. The proposed Plan conforms to all relevant State and local ordinances, plans, and codes. No changes to the existing regulations are proposed or needed.

SECTION 12:
Statement of the Proposed Method for the Relocation of any Persons to be Displaced

Should implementation of this Plan require relocation of individuals or business operations, relocations will be handled in compliance with Wis. Stat. Chapter 32 and Wis. Admin. Code ADM 92.

SECTION 13:
How Creation of the Tax Incremental District Promotes the Orderly Development of the Town

Creation of the District and the implementation of the projects in its Plan will promote the orderly development of the Town by creating opportunities for mixed use development. Through use of tax increment financing, the Town can attract new investment that results in increased tax base. Development will occur in an orderly fashion in accordance with approved plans so that the Projects will be compatible with adjacent land uses.

SECTION 14:
List of Estimated Non-Project Costs

Non-project costs are public works projects which only partly benefit the District. Costs incurred that do not benefit the District may not be paid with tax increments. Examples of non-project costs are:

- A public improvement made within the District that also benefits property outside the District. That portion of the total Project Costs allocable to properties outside of the District would be a non-project cost.
- A public improvement made outside the District that only partially benefits property within the District. That portion of the total Project Costs allocable to properties outside of the District would be a non-project cost.
- Projects undertaken within the District as part of the implementation of this Project Plan, the costs of which are paid fully or in part by impact fees, grants, special assessments, or revenues other than tax increments.

The Plan includes the following non project costs:

- Land acquisition costs totaling $1,110,285 for the storm water detention pond will be paid from revenues of Sanitary District #3.

SECTION 15:
Legal Opinion Advising Whether the Plan is Complete and Complies with Wis. Stat. § 66.1105(4)(f)

Legal Opinion Found on Following Page.

SAMPLE

Town Chairman
Town of Grand Chute
1900 Grand Chute Blvd
Appleton, Wisconsin 54913-9613

RE: **Project Plan for Tax Incremental District No. 5A**

Dear Town Chairman:

Wisconsin Statute 66.1105(4)(f) requires that a project plan for a tax incremental financing district include an opinion provided by the Town Attorney advising as to whether the plan is complete and complies with Wisconsin Statute 66.1105.

As Town Attorney for the Town of Grand Chute, I have been asked to review the above-referenced project plan for compliance with the applicable statutory requirements. Based upon my review, in my opinion, the Project Plan for the Town of Grand Chute Tax Incremental District No. 5A is complete and complies with the provisions of Wisconsin Statute 66.1105.

Sincerely,

Town Attorney

SECTION 16:
Calculation of the Share of Projected Tax Increments Estimated to be Paid by the Owners of Property in the Overlying Taxing Jurisdictions

The following projection is provided to meet the requirements of Wis. Stat. § 66.1105(4)(i)4.

Estimated portion of taxes that owners of taxable property in each taxing jurisdiction overlaying district would pay by jurisdiction.

Revenue Year	Outagamie County	Grand Chute Sanitary District #1	Town of Grand Chute	Appleton School District	Fox Valley Technical College	Total	Revenue Year
2026	0	0	0	0	0	0	2026
2027	29,327	1,474	41,509	61,496	7,148	140,954	2027
2028	57,919	2,911	81,976	121,450	14,117	278,373	2028
2029	64,449	3,239	91,219	135,143	15,708	309,757	2029
2030	63,799	3,206	90,300	133,781	15,550	306,636	2030
2031	90,763	4,561	128,463	190,322	22,122	436,232	2031
2032	117,041	5,882	165,657	245,425	28,526	562,531	2032
2033	122,558	6,159	173,465	256,993	29,871	589,047	2033
2034	121,323	6,097	171,718	254,404	29,570	583,112	2034
2035	120,101	6,036	169,988	251,841	29,272	577,238	2035
2036	118,891	5,975	168,275	249,304	28,977	571,422	2036
2037	117,693	5,915	166,580	246,792	28,685	565,665	2037
2038	116,507	5,855	164,901	244,306	28,396	559,966	2038
2039	115,334	5,796	163,240	241,844	28,110	554,324	2039
2040	114,172	5,738	161,595	239,408	27,827	548,739	2040
2041	113,021	5,680	159,967	236,996	27,547	543,211	2041
2042	111,883	5,623	158,355	234,608	27,269	537,738	2042
2043	110,755	5,566	156,760	232,244	26,994	532,320	2043
2044	109,640	5,510	155,181	229,904	26,722	526,957	2044
2045	108,535	5,454	153,617	227,588	26,453	521,648	2045
Totals	1,923,710	96,676	2,722,766	4,033,850	468,866	9,245,868	

LOCK IN OF RESOLUTION NO. 54 —2024-25.

Vote for lock in. ROLL CALL: 30 yes, 1 no (Heiser), 1 abstain (Thompson), 4 absent. RESOLUTION NO. 54 —2024-25 IS ADOPTED & LOCKED IN.

VOTE RESULTS | 30 YES | 1 NO | 1 ABSTAIN | 4 ABSENT

Resolution No. 54—2024-25 - Lock In

Lock in of Resolution No. 54—2024-25

Passed With Majority of Full Membership

1 THOMPSON ABSTAIN	13 WEGAND YES	25 JANKE YES
2 JOHNSON YES	14 HERMES YES	26 WEINBERG YES
3 SMITH YES	15 MacDONALD ABSENT	27 CULBERTSON YES
4 PATIENCE YES	16 SCHROEDER YES	28 MONFILS YES
5 GABRIELSON YES	17 CROATT YES	29 WINTERFELDT ABSENT
6 KOSTELNY YES	18 SPEARS YES	30 NEJEDLO ABSENT
7 HAMMEN YES	19 HEISER NO	31 CLEGG YES
8 LAWRENCE YES	20 MITCHELL YES	32 THYSSEN YES
9 KRUEGER YES	21 CUFF YES	33 VANDERHEIDEN YES
10 LAMERS YES	22 HAGEN YES	34 RETTLER YES
11 FERGUSON YES	23 KLEMP YES	35 KOURY ABSENT
12 McCABE YES	24 THIEDE YES	36 LAUTENSCHLAGER YES

Outagamie County

9-24-24 County Board Meeting - September 24 2024 07:44:13 PM

September 24, 2024 County Board Meeting

OpenMeeting TECHNOLOGIES

RECONSIDERATION OF RESOLUTION NO. 54—2024-25.

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

Vote for reconsideration. ROLL CALL: 31 yes, 1 no (Thiede), 4 absent. RESOLUTION NO. 54—2024-25 IS RECONSIDERED.

VOTE RESULTS 31 YES | 1 NO | 0 ABSTAIN | 4 ABSENT

Resolution No. 54—2024-25 - Reconsideration

Reconsideration of Resolution No. 54—2024-25

Passed With Majority of Full Membership

1 THOMPSON YES	13 WEGAND YES	25 JANKE YES
2 JOHNSON YES	14 HERMES YES	26 WEINBERG YES
3 SMITH YES	15 MacDONALD ABSENT	27 CULBERTSON YES
4 PATIENCE YES	16 SCHROEDER YES	28 MONFILS YES
5 GABRIELSON YES	17 CROATT YES	29 WINTERFELDT ABSENT
6 KOSTELNY YES	18 SPEARS YES	30 NEJEDLO ABSENT
7 HAMMEN YES	19 HEISER YES	31 CLEGG YES
8 LAWRENCE YES	20 MITCHELL YES	32 THYSSEN YES
9 KRUEGER YES	21 CUFF YES	33 VANDERHEIDEN YES
10 LAMERS YES	22 HAGEN YES	34 RETTLER YES
11 FERGUSON YES	23 KLEMP YES	35 KOURY ABSENT
12 McCABE YES	24 THIEDE NO	36 LAUTENSCHLAGER YES

Outagamie County

9-24-24 County Board Meeting - September 24 2024 07:43:57 PM

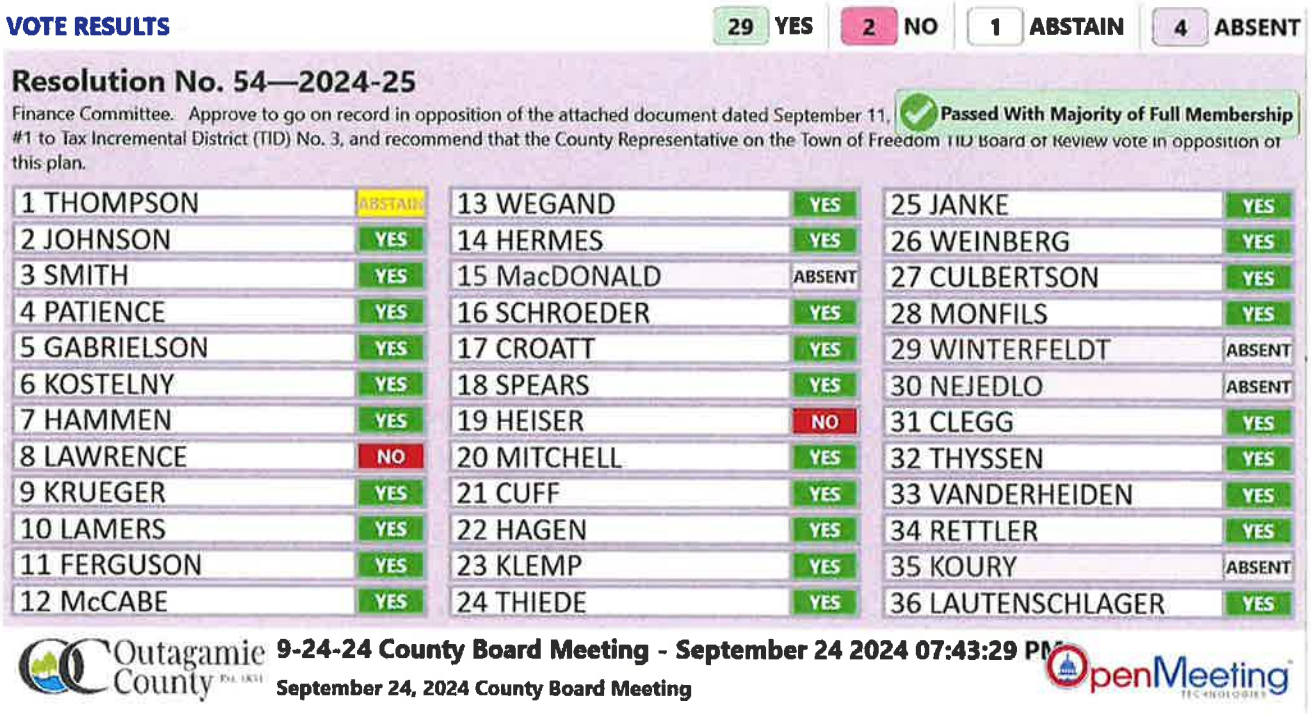
September 24, 2024 County Board Meeting

OpenMeeting

Resolution No. 54—2024-25 – Finance Committee. Approve to go on record in opposition of the attached document dated September 11, 2024, the Town of Freedom Territory Amendment #1 to Tax Incremental District (TID) No. 3, and recommend that the County Representative on the Town of Freedom TID Board of Review vote in opposition of this plan.

Supervisor Lautenschlager moved, seconded by Supervisor Croatt, for adoption.

ROLL CALL: 29 yes, 2 no (Lawrence, Heiser), 1 abstain (Thompson), 4 absent. RESOLUTION NO. 54—2024-25 IS ADOPTED.



RESOLUTION NO.: 54—2024-25

TO THE HONORABLE, THE OUTAGAMIE COUNTY BOARD OF SUPERVISORS

LADIES AND GENTLEMEN: ***MAJORITY***

The Town of Freedom (the Town) has submitted a Territory Amendment #1 to Tax Incremental District No. 3 (TID No. 3).

The Town created TID No. 3 on September 27, 2023. The TID is considered and will remain a "Mixed-Use District." The proposed amendment will add 144 parcels in order to facilitate redevelopment for commercial and residential uses that, other than for the TID, may not happen in the district. The Town has been approached by a developer to construct approximately 94 lots within the Town, but not currently within the tax increment district. Additinally, the town has also been approached by a second developer interested in developing a residential development not within the district but near the current boundary.

NOW THEREFORE, the undersigned members of the Finance Committee recommend adoption of the following resolution.

BE IT RESOLVED, that the Outagamie County Board of Supervisors does go on record in opposition to the Town of Freedom Territory Amendment #1 to Tax Incremental District No. 3 as detailed in the attached Territory Amendment #1 Tax Incremental District No. 3 in the Town of Freedom, Wisconsin document dated September 11, 2024, which by reference is made a part hereof, and

BE IT FURTHER RESOLVED, that the Outagamie Board of Supervisors recommend that the representative of Outagamie County on the Town of Freedom TID Board of Review vote in opposition to the Town of Freedom Territory Amendment #1 to TID No. 3, and

BE IT FINALLY RESOLVED, that the Outagamie County Clerk be directed to forward a copy of this resolution to the Town of Freedom, the Outagamie County Finance Director, the Outagamie County Executive, and the Outagamie County Development and Land Services Director.

Dated this 24th day of September 2024

Respectfully Submitted,
FINANCE COMMITTEE

Chris Croatt

John Cuff

Karen Lawrence

Dana Johnson

Rick Lautenschlager

Duly and officially adopted by the County Board on: September 24, 2024

Signed: _____ _____
Board Chairperson County Clerk

Approved: 9 26 24 Vetoed: _____

Signed: _____
County Executive

Town of Freedom
TID #3 Territory Amendment #1

Territory Amendment #1

Tax Incremental District No. 3

in the

TOWN OF FREEDOM, WISCONSIN

Town of Freedom

The Crossroads of The Fox Valley

September 11, 2024

(Anticipated Actions)

Organizational Joint Review Board Meeting Held	September 9, 2024
Outagamie County Finance Committee Meeting	September 17, 2024
Public Hearing	September 11, 2024
Consideration by Planning Commission	September 11, 2024
Consideration by Town Board	September 25, 2024
Consideration by Joint Review Board	September 30, 2024

Prepared in Part by:

BAIRD

Robert W. Baird & Co.
Public Finance
777 E. Wisconsin Ave.
Milwaukee, WI 53202
800.792.2473

Town of Freedom
TID #3 Territory Amendment #1

Contents

Town of Freedom Officials 3

Introduction and Description of Territory Amendment 4

Maps of Territory Amendment and Existing and Proposed Uses 6

Preliminary Parcel List and Analysis 17

Equalized Valuation Test 23

Statement of Kind, Number and Location of Proposed Projects 23

Town Attorney Opinion 26

EXHIBIT A - CASH FLOW PROFORMA ANALYSIS 27

EXHIBIT B - TOWN ATTORNEY OPINION 29

EXHIBIT C - ESTIMATED TAX INCREMENT BY TAXING ENTITY 30

EXHIBIT C- AMENDED TID #3 BOUNDARY LEGAL DESCRIPTION 31

DISCLAIMER TEXT 32

Town of Freedom
TID #3 Territory Amendment #1

Town of Freedom Officials

Town Board

Justin Schumacher	Town Chairperson
Chris Valley	Town Supervisor # 1
Margo Fox	Town Supervisor # 2
Linda Borneman	Town Supervisor # 3
Kevin Schuh	Town Supervisor # 4

Town Staff

Justin Carlson	Town Administrator
Dana McHugh	Clerk - Treasurer
Keith Steckbauer	Town Attorney

Planning Commission

Linda Borneman-Chairperson	Henry Mckenna
Ron Mashlan	Dan Reinke
Mark Dollevoet	Darin Tiedt
Sam VanHandel	

Joint Review Board

Linda Borneman	Town Representative
Kevin Englebert	Outagamie County
Amy Van Straten	Fox Valley Technical College
Jill Mussett	Freedom Area School District
Terri Romitti	Freedom Sanitary District # 1
Henry McKenna	Town of Freedom, Public Member

Town of Freedom
TID #3 Territory Amendment #1

Introduction and Description of Territory Amendment

Tax Incremental District No. 3 (the "TID #3" or the "District") was created by the Town under the authority provided by Wisconsin Statute Section 66.1105 on September 27, 2023. The TID prior to and including this amendment is considered a "Mixed-Use District" based on the findings that no less than 50 percent, by area, of the TID is suitable for a combination of commercial and residential uses. The amended TID boundary will keep the TID as a Mixed-Use District.

Wisconsin Statutes Section 66.1105(4)(h)2 allows a municipality to modify the TID boundaries no more than four times during the life of the TID. This amendment is the first territory amendment in TID #3.

This first amendment adds 144 parcels. These parcels are planned to be added in the efforts to facilitate redevelopment for commercial and residential uses that but for TIF, would not happen in the district. The town has been approached by a developer looking to construct approximately 94 lots within the town but not currently within the tax increment district. The town has also been approached by another developer interested in developing another residential development not within the district but near the current boundary. In accordance with Wisconsin Statute Section 66.1105(4)(h), a contiguous connection via parcels of land must be made to the existing TID #3 boundary.

As proposed, the TID #3 territory amendment would keep the Town under the 12% TID value threshold using 2024 valuation numbers. Utilizing original public land adjacent to the additional parcels keep the additional valuations down as those parcels have no value for property tax purposes.

This first territory and project plan amendment only addresses the elements or subject areas (required by Statute) that are affected by the territory and project plan amendment. All other subject areas remain unchanged and can be referenced in the original TID#3 project plan. This first amendment does not remove any projects contemplated in the original TID #3 project plan.

The Town confirms with the amendment 34.78% of the district is land proposed for newly platted residential development adhering to the statue compliance requirement of being less than 35%. Residential Housing density is at least three units per acre.

Town of Freedom
TID #3 Territory Amendment #1

Town of Freedom TID No 3. Newly Platted Residential Subdivision % Estimation			
Map Label	Potential Parcels/Area	Acres	Notes
1	90061400	19.47	Estimated at 50% of Parcel
6	90040800	17.85	Estimated at 50% of Parcel
14	90061800	19.5	Estimated at 50% of Parcel
17	90041400	19.05	Estimated at 50% of Parcel
25	90038201	36.75	
32-153	90155200 thru 90139800	29.64	
154	90035701	17	Estimated at 50% of Parcel
155	90038500	17.40	Estimated at 50% of Parcel
156	900038600	19.38	Estimated at 50% of Parcel
172	90016401	30.59	
	Total Potential Acreage	226.63	
	Total Acreage of Proposed TID 3	651.67	
	% newly Platted Residential	34.78%	

The maps on page 6 shows the district before this amendment and the map on page 7 shows upon the addition of territory TID # 3 will continue to be contiguous. The new territory boundary demonstrates that the entire District area remains contiguous. Page 8 of this project plan shows the new proposed half mile radius of the amendment boundary. Page 9 of this project plan contains the list of specific parcels to be added with this first amendment.

The Town anticipates additional public improvement project cost expenditures related towards the amendment of approximately $17,436,809 during the TID's remaining 19-year expenditure period. Proposed public project improvements may include, but not limited to infrastructure, professional and organizational services, administrative costs, and finance costs. As part of the project plan, Developer incentives may be provided by the Town to developers of property within the TID in the form of cash grants.

As a result of the amendment of this TID, the Town projects a preliminary and conservative cash flow analysis indicating $19,838,789 in increments. The TID increment will primarily be used to pay the debt service costs of the TID, and project development incentives.

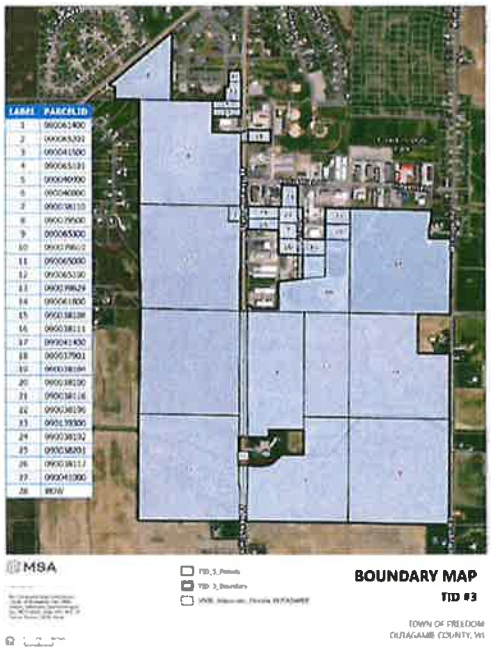
Exhibit A demonstrates revenues for TID #3 are generally trending toward meeting our expenditure commitments (bonds) for projects within the TID boundaries. Although the final year of revenues for TID #3 remains several years off (2044), any additional property tax increment that can be captured by the TID would help to meet the expenditure commitments ahead of time and potentially help with additional redevelopment efforts within the TID. TID #3 has a maximum statutory life of 20 years, closing no later than December 15, 2044, with final tax collection in 2044. The final year to incur TIF related expenditures is 2037. Based on current cash flow projection, TID #3 is expected to close by the end of its maximum statutory life.

The legal description in Exhibit C describes the full TID #3 territory updated for the amended area.

Town of Freedom
TID #3 Territory Amendment #1

Maps of Territory Amendment and Existing and Proposed Uses

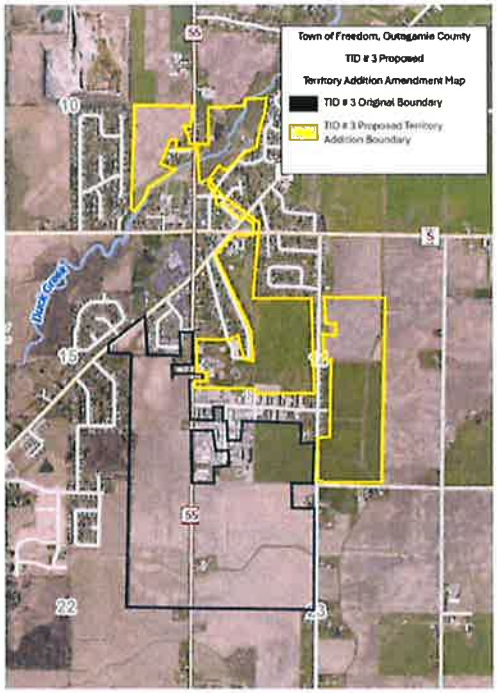
Map shows an outline of the TID before amendment.



6

Town of Freedom
TID #3 Territory Amendment #1

Map of TID # 3 Original Boundary and TID # 2 Proposed Territory Addition Boundary



7

Town of Freedom
TID #3 Territory Amendment #1

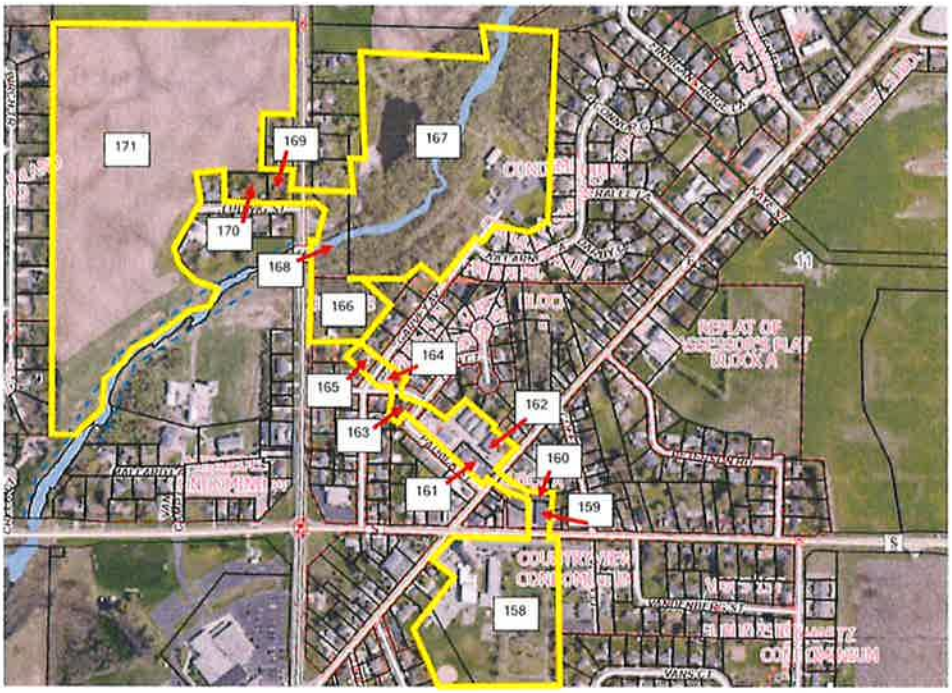
Blown Up Map of TID # 3 Proposed Territory Additions



8

Town of Freedom
TID #3 Territory Amendment #1

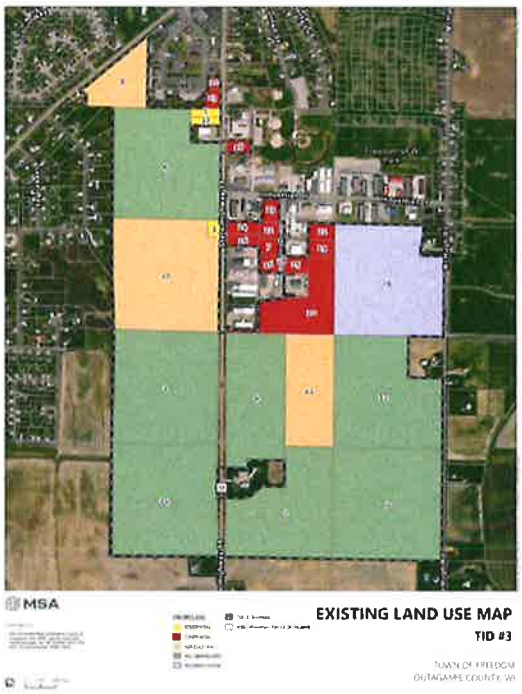
Blown Up Map of TID # 3 Proposed Territory Additions



9

Town of Freedom
TID #3 Territory Amendment #1

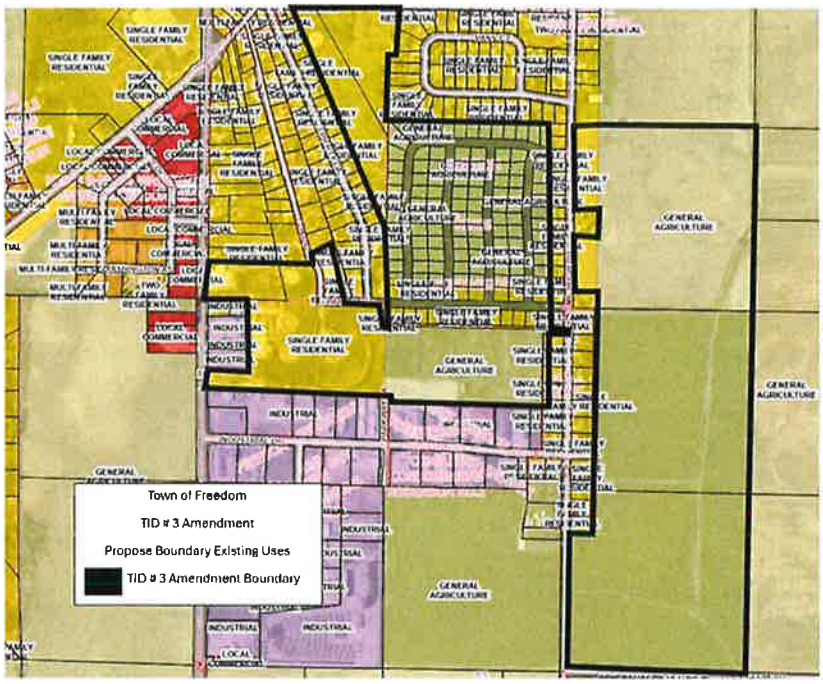
Map of Original TID # 3 Existing Uses Map



10

Town of Freedom
TID #3 Territory Amendment #1

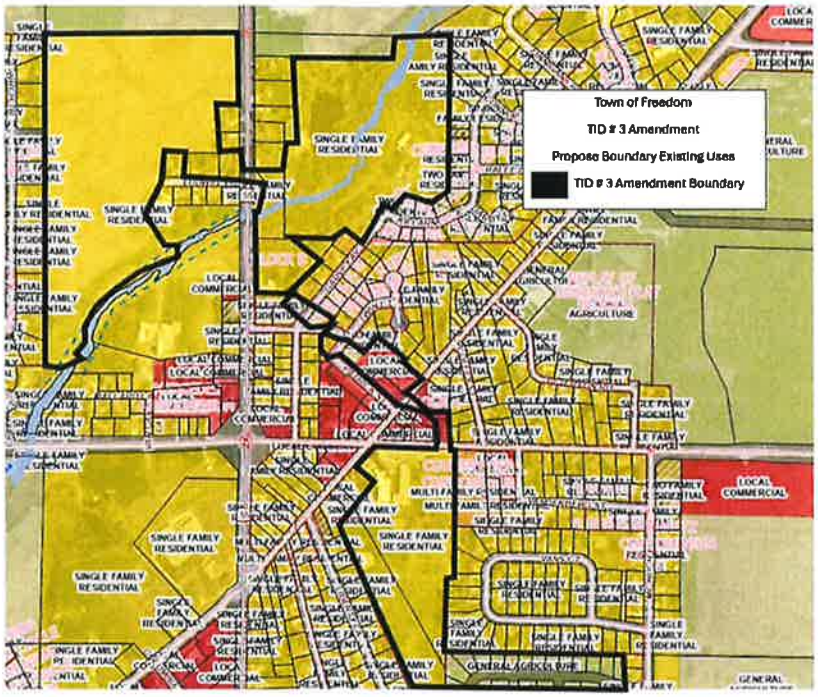
Map of Amended TID # 3 Existing Uses



11

Town of Freedom
TID #3 Territory Amendment #1

Map of Amended TID # 3 Existing Uses



12

Town of Freedom
TID #3 Territory Amendment #1

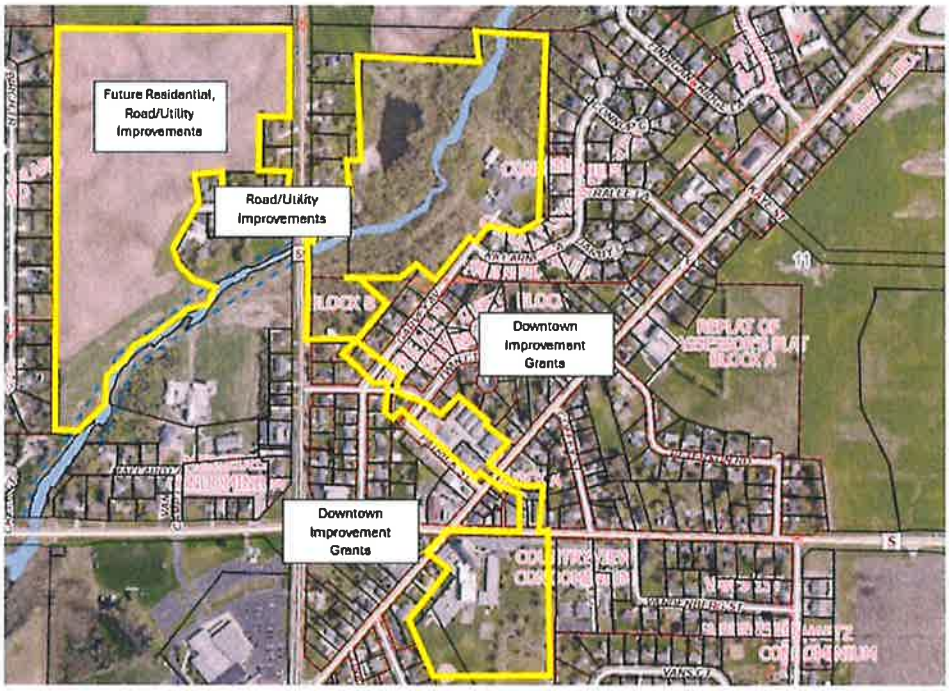
Map of Amended TID#3 Proposed Uses



13

Town of Freedom
TID #3 Territory Amendment #1

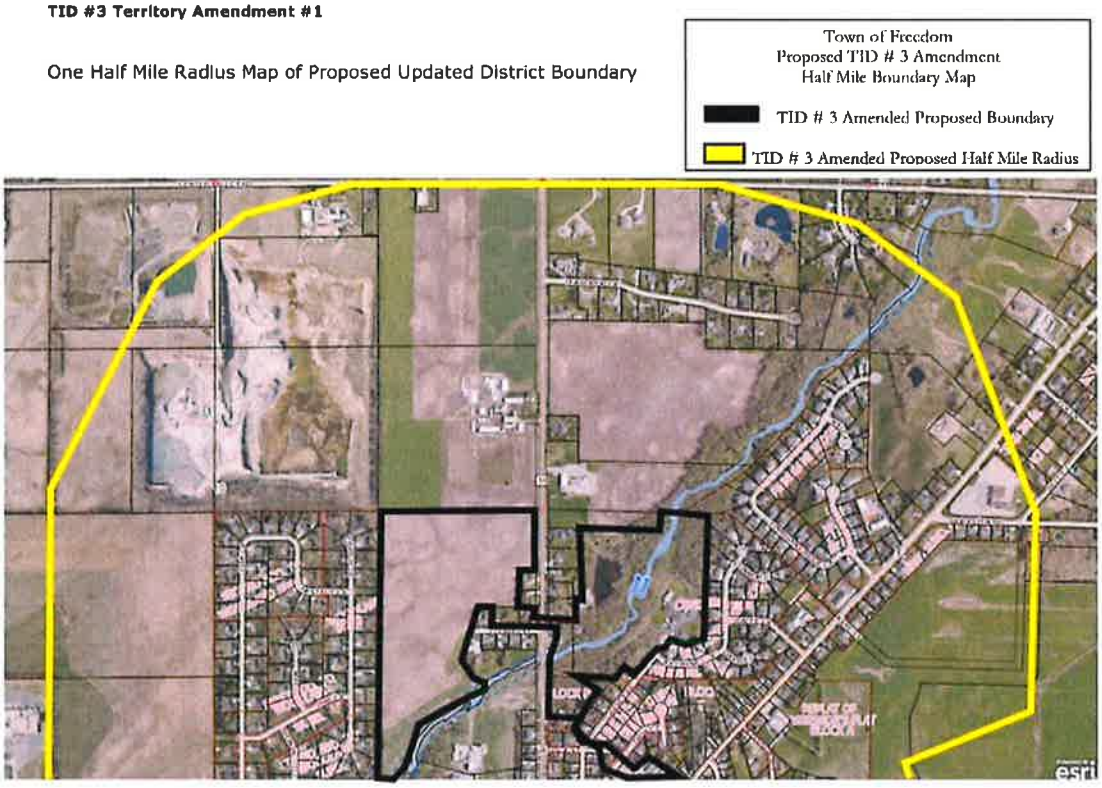
Map of Amended TID#3 Proposed Uses



14

Town of Freedom
TID #3 Territory Amendment #1

One Half Mile Radius Map of Proposed Updated District Boundary



15

Town of Freedom
TID #3 Territory Amendment #1

One Half Mile Radius Map of Proposed Updated District Boundary



16

Town of Freedom
TID #3 Territory Amendment #1

Preliminary Parcel List and Analysis

As of the 01/01/2024 assessed parcel list.

TID # 3 Current Parcel List

Table 3: Town of Freedom TID No. 3 Tax Parcels

MAP ID	PARCEL NO.
1	090061400
2	090065201
3	090041500
4	090065101
5	090040900
6	090040800
7	090038110
8	090039500
9	090065300
10	090039610
11	090065000
12	090065100
13	090039629
14	090061800

MAP ID	PARCEL NO.
15	090038108
16	090038111
17	090041400
18	090037901
19	090038104
20	090038100
21	090038116
22	090038106
23	090139300
24	090038102
25	090038201
26	090038117
27	090041000
28	ROW

Town of Freedom
TID #3 Territory Amendment #1

TID # 3 Proposed Amendment Parcels Addition List.

Proposed Parcel Added to TID 3									
Map ID	Parcel No.	Address	Owner	Acreage	Zoned Use	Future Use	Land Value	Improvements	Total Valuation
29	90037600	W1037 Park Avenue	Town of Freedom	81.81	Exempt Other	Park	$ -	$ -	$ -
30	90116400	N3920 State Road 55	Foreign Veterans of Freedom	3.35	Exempt Other	Park	$ -	$ -	$ -
31	90112901	N5932 Conrad Street	Town of Freedom	1.45	Exempt Other	Park	$ -	$ -	$ -
32	90153200	Lot 137 Freedom Rings Subdivision	Jean A Fox Rev Liv Trust	0.25	Agricultural	Residential	$ 100.00	$ -	$ 100.00
33	90153100	Lot 136 Freedom Rings Subdivision	Jean A Fox Rev Liv Trust	0.22	Agricultural	Residential	$ 100.00	$ -	$ 100.00
34	90153000	Lot 135 Freedom Rings Subdivision	Jean A Fox Rev Liv Trust	0.21	Agricultural	Residential	$ 100.00	$ -	$ 100.00
35	90152900	Lot 134 Freedom Rings Subdivision	Jean A Fox Rev Liv Trust	0.21	Agricultural	Residential	$ 100.00	$ -	$ 100.00
36	90152800	Lot 133 Freedom Rings Subdivision	Jean A Fox Rev Liv Trust	0.22	Agricultural	Residential	$ 100.00	$ -	$ 100.00
37	90152700	Lot 132 Freedom Rings Subdivision	Jean A Fox Rev Liv Trust	0.22	Agricultural	Residential	$ 100.00	$ -	$ 100.00
38	90152600	Lot 131 Freedom Rings Subdivision	Jean A Fox Rev Liv Trust	0.22	Agricultural	Residential	$ 100.00	$ -	$ 100.00
39	90152500	Lot 130 Freedom Rings Subdivision	Jean A Fox Rev Liv Trust	0.22	Agricultural	Residential	$ 100.00	$ -	$ 100.00
40	90152400	Lot 129 Freedom Rings Subdivision	Jean A Fox Rev Liv Trust	0.22	Agricultural	Residential	$ 100.00	$ -	$ 100.00
41	90152300	Lot 128 Freedom Rings Subdivision	Jean A Fox Rev Liv Trust	0.23	Agricultural	Residential	$ 100.00	$ -	$ 100.00
42	90152200	Lot 127 Freedom Rings Subdivision	Jean A Fox Rev Liv Trust	0.23	Agricultural	Residential	$ 100.00	$ -	$ 100.00
43	90152100	Lot 126 Freedom Rings Subdivision	Jean A Fox Rev Liv Trust	0.23	Agricultural	Residential	$ 100.00	$ -	$ 100.00
44	90152000	Lot 125 Freedom Rings Subdivision	Jean A Fox Rev Liv Trust	0.23	Agricultural	Residential	$ 100.00	$ -	$ 100.00
45	90149300	Lot 100 Freedom Rings Subdivision	Jean A Fox Rev Liv Trust	0.24	Agricultural	Residential	$ 100.00	$ -	$ 100.00
46	90149500	Lot 101 Freedom Rings Subdivision	Jean A Fox Rev Liv Trust	0.22	Agricultural	Residential	$ 100.00	$ -	$ 100.00
47	90149700	Lot 102 Freedom Rings Subdivision	Jean A Fox Rev Liv Trust	0.21	Agricultural	Residential	$ 100.00	$ -	$ 100.00
48	90149800	Lot 103 Freedom Rings Subdivision	Jean A Fox Rev Liv Trust	0.21	Agricultural	Residential	$ 100.00	$ -	$ 100.00
49	90149900	Lot 104 Freedom Rings Subdivision	Jean A Fox Rev Liv Trust	0.22	Agricultural	Residential	$ 100.00	$ -	$ 100.00
50	90150000	Lot 105 Freedom Rings Subdivision	Jean A Fox Rev Liv Trust	0.22	Agricultural	Residential	$ 100.00	$ -	$ 100.00

Town of Freedom
TID #3 Territory Amendment #1

Proposed Parcel Added to TID 3									
Map ID	Parcel No.	Address	Owner	Acreage	Zoned Use	Future Use	Land Value	Improvements	Total Valuation
51	90150100	Lot 106 Freedom Rings Subdivision	Jean A Fox Rev LIV Trust	0.38	Agricultural	Residential	$ 100.00	$ -	$ 100.00
52	90150200	Lot 107 Freedom Rings Subdivision	Jean A Fox Rev LIV Trust	0.24	Agricultural	Residential	$ 100.00	$ -	$ 100.00
53	90150300	Lot 108 Freedom Rings Subdivision	Jean A Fox Rev LIV Trust	0.24	Agricultural	Residential	$ 100.00	$ -	$ 100.00
54	90150400	Lot 109 Freedom Rings Subdivision	Jean A Fox Rev LIV Trust	0.33	Agricultural	Residential	$ 100.00	$ -	$ 100.00
55	90150500	Lot 110 Freedom Rings Subdivision	Jean A Fox Rev LIV Trust	0.27	Agricultural	Residential	$ 100.00	$ -	$ 100.00
56	90150600	Lot 111 Freedom Rings Subdivision	Jean A Fox Rev LIV Trust	0.27	Agricultural	Residential	$ 100.00	$ -	$ 100.00
57	90148500	Lot 88 Freedom Rings Subdivision	Jean A Fox Rev LIV Trust	0.26	Agricultural	Residential	$ 100.00	$ -	$ 100.00
58	90148400	Lot 89 Freedom Rings Subdivision	Jean A Fox Rev LIV Trust	0.23	Agricultural	Residential	$ 100.00	$ -	$ 100.00
59	90148500	Lot 90 Freedom Rings Subdivision	Jean A Fox Rev LIV Trust	0.32	Agricultural	Residential	$ 100.00	$ -	$ 100.00
60	90148600	Lot 91 Freedom Rings Subdivision	Jean A Fox Rev LIV Trust	0.22	Agricultural	Residential	$ 100.00	$ -	$ 100.00
61	90148700	Lot 92 Freedom Rings Subdivision	Jean A Fox Rev LIV Trust	0.23	Agricultural	Residential	$ 100.00	$ -	$ 100.00
62	90148800	Lot 93 Freedom Rings Subdivision	Jean A Fox Rev LIV Trust	0.25	Agricultural	Residential	$ 100.00	$ -	$ 100.00
63	90148900	Lot 94 Freedom Rings Subdivision	Jean A Fox Rev LIV Trust	0.25	Agricultural	Residential	$ 100.00	$ -	$ 100.00
64	90149000	Lot 95 Freedom Rings Subdivision	Jean A Fox Rev LIV Trust	0.23	Agricultural	Residential	$ 100.00	$ -	$ 100.00
65	90149100	Lot 96 Freedom Rings Subdivision	Jean A Fox Rev LIV Trust	0.23	Agricultural	Residential	$ 100.00	$ -	$ 100.00
66	90149200	Lot 97 Freedom Rings Subdivision	Jean A Fox Rev LIV Trust	0.25	Agricultural	Residential	$ 100.00	$ -	$ 100.00
67	90149300	Lot 98 Freedom Rings Subdivision	Jean A Fox Rev LIV Trust	0.25	Agricultural	Residential	$ 100.00	$ -	$ 100.00
68	90149400	N/A	Jean A Fox Rev LIV Trust	0.25	Agricultural	Residential	$ 100.00	$ -	$ 100.00
69	90147100	Lot 76 Freedom Rings Subdivision	Jean A Fox Rev LIV Trust	0.25	Agricultural	Residential	$ 100.00	$ -	$ 100.00
70	90147200	Lot 77 Freedom Rings Subdivision	Jean A Fox Rev LIV Trust	0.25	Agricultural	Residential	$ 100.00	$ -	$ 100.00
71	90147300	Lot 78 Freedom Rings Subdivision	Jean A Fox Rev LIV Trust	0.25	Agricultural	Residential	$ 100.00	$ -	$ 100.00
72	90147400	Lot 79 Freedom Rings Subdivision	Jean A Fox Rev LIV Trust	0.23	Agricultural	Residential	$ 100.00	$ -	$ 100.00
73	90147500	Lot 80 Freedom Rings Subdivision	Jean A Fox Rev LIV Trust	0.23	Agricultural	Residential	$ 100.00	$ -	$ 100.00
74	90147600	Lot 81 Freedom Rings Subdivision	Jean A Fox Rev LIV Trust	0.23	Agricultural	Residential	$ 100.00	$ -	$ 100.00
75	90147700	Lot 82 Freedom Rings Subdivision	Jean A Fox Rev LIV Trust	0.25	Agricultural	Residential	$ 100.00	$ -	$ 100.00
76	90147800	Lot 83 Freedom Rings Subdivision	Jean A Fox Rev LIV Trust	0.23	Agricultural	Residential	$ 100.00	$ -	$ 100.00
77	90147900	Lot 84 Freedom Rings Subdivision	Jean A Fox Rev LIV Trust	0.23	Agricultural	Residential	$ 100.00	$ -	$ 100.00
78	90148000	Lot 85 Freedom Rings Subdivision	Jean A Fox Rev LIV Trust	0.23	Agricultural	Residential	$ 100.00	$ -	$ 100.00
79	90148100	Lot 86 Freedom Rings Subdivision	Jean A Fox Rev LIV Trust	0.25	Agricultural	Residential	$ 100.00	$ -	$ 100.00
80	90148200	Lot 87 Freedom Rings Subdivision	Jean A Fox Rev LIV Trust	0.26	Agricultural	Residential	$ 100.00	$ -	$ 100.00

19

Town of Freedom
TID #3 Territory Amendment #1

Proposed Parcel Added to TID 3									
Map ID	Parcel No.	Address	Owner	Acreage	Zoned Use	Future Use	Land Value	Improvements	Total Valuation
81	90145900	Lot 64 Freedom Rings Subdivison	Jean A Fox Rev LIV Trust	0.26	Agricultural	Residential	$ 100.00	$ -	$ 100.00
82	90146000	Lot 65 Freedom Rings Subdivison	Jean A Fox Rev LIV Trust	0.24	Agricultural	Residential	$ 100.00	$ -	$ 100.00
83	90146100	Lot 66 Freedom Rings Subdivison	Jean A Fox Rev LIV Trust	0.24	Agricultural	Residential	$ 100.00	$ -	$ 100.00
84	90146200	Lot 67 Freedom Rings Subdivison	Jean A Fox Rev LIV Trust	0.24	Agricultural	Residential	$ 100.00	$ -	$ 100.00
85	90146300	Lot 68 Freedom Rings Subdivison	Jean A Fox Rev LIV Trust	0.24	Agricultural	Residential	$ 100.00	$ -	$ 100.00
86	90146400	Lot 69 Freedom Rings Subdivison	Jean A Fox Rev LIV Trust	0.24	Agricultural	Residential	$ 100.00	$ -	$ 100.00
87	90146500	Lot 70 Freedom Rings Subdivison	Jean A Fox Rev LIV Trust	0.24	Agricultural	Residential	$ 100.00	$ -	$ 100.00
88	90146600	Lot 71 Freedom Rings Subdivison	Jean A Fox Rev LIV Trust	0.24	Agricultural	Residential	$ 100.00	$ -	$ 100.00
89	90146700	Lot 72 Freedom Rings Subdivison	Jean A Fox Rev LIV Trust	0.24	Agricultural	Residential	$ 100.00	$ -	$ 100.00
90	90146800	Lot 73 Freedom Rings Subdivison	Jean A Fox Rev LIV Trust	0.24	Agricultural	Residential	$ 100.00	$ -	$ 100.00
91	90146900	Lot 74 Freedom Rings Subdivison	Jean A Fox Rev LIV Trust	0.24	Agricultural	Residential	$ 100.00	$ -	$ 100.00
92	90147000	Lot 75 Freedom Rings Subdivison	Jean A Fox Rev LIV Trust	0.26	Agricultural	Residential	$ 100.00	$ -	$ 100.00
93	90144700	Lot 52 Freedom Rings Subdivison	Jean A Fox Rev LIV Trust	0.26	Agricultural	Residential	$ 100.00	$ -	$ 100.00
94	90144800	Lot 53 Freedom Rings Subdivison	Jean A Fox Rev LIV Trust	0.24	Agricultural	Residential	$ 100.00	$ -	$ 100.00
95	90144900	Lot 54 Freedom Rings Subdivison	Jean A Fox Rev LIV Trust	0.24	Agricultural	Residential	$ 100.00	$ -	$ 100.00
96	90145000	Lot 55 Freedom Rings Subdivison	Jean A Fox Rev LIV Trust	0.24	Agricultural	Residential	$ 100.00	$ -	$ 100.00
97	90145100	Lot 56 Freedom Rings Subdivison	Jean A Fox Rev LIV Trust	0.24	Agricultural	Residential	$ 100.00	$ -	$ 100.00
98	90145200	Lot 57 Freedom Rings Subdivison	Jean A Fox Rev LIV Trust	0.24	Agricultural	Residential	$ 100.00	$ -	$ 100.00
99	90145300	Lot 58 Freedom Rings Subdivison	Jean A Fox Rev LIV Trust	0.24	Agricultural	Residential	$ 100.00	$ -	$ 100.00
100	90145400	Lot 59 Freedom Rings Subdivison	Jean A Fox Rev LIV Trust	0.25	Agricultural	Residential	$ 100.00	$ -	$ 100.00
101	90145500	Lot 60 Freedom Rings Subdivison	Jean A Fox Rev LIV Trust	0.24	Agricultural	Residential	$ 100.00	$ -	$ 100.00
102	90145600	Lot 61 Freedom Rings Subdivison	Jean A Fox Rev LIV Trust	0.24	Agricultural	Residential	$ 100.00	$ -	$ 100.00
103	90145700	Lot 62 Freedom Rings Subdivison	Jean A Fox Rev LIV Trust	0.24	Agricultural	Residential	$ 100.00	$ -	$ 100.00
104	90145800	Lot 63 Freedom Rings Subdivison	Jean A Fox Rev LIV Trust	0.27	Agricultural	Residential	$ 100.00	$ -	$ 100.00
105	90143500	Lot 40 Freedom Rings Subdivison	Jean A Fox Rev LIV Trust	0.26	Agricultural	Residential	$ 100.00	$ -	$ 100.00
106	90143600	Lot 41 Freedom Rings Subdivison	Jean A Fox Rev LIV Trust	0.24	Agricultural	Residential	$ 100.00	$ -	$ 100.00
107	90143700	Lot 42 Freedom Rings Subdivison	Jean A Fox Rev LIV Trust	0.24	Agricultural	Residential	$ 100.00	$ -	$ 100.00
108	90143800	Lot 43 Freedom Rings Subdivison	Jean A Fox Rev LIV Trust	0.24	Agricultural	Residential	$ 100.00	$ -	$ 100.00
109	90143900	Lot 44 Freedom Rings Subdivison	Jean A Fox Rev LIV Trust	0.24	Agricultural	Residential	$ 100.00	$ -	$ 100.00
110	90144000	Lot 45 Freedom Rings Subdivison	Jean A Fox Rev LIV Trust	0.24	Agricultural	Residential	$ 100.00	$ -	$ 100.00
111	90144100	Lot 46 Freedom Rings Subdivison	Jean A Fox Rev LIV Trust	0.24	Agricultural	Residential	$ 100.00	$ -	$ 100.00
112	90144200	Lot 47 Freedom Rings Subdivison	Jean A Fox Rev LIV Trust	0.24	Agricultural	Residential	$ 100.00	$ -	$ 100.00
113	90144300	Lot 48 Freedom Rings Subdivison	Jean A Fox Rev LIV Trust	0.24	Agricultural	Residential	$ 100.00	$ -	$ 100.00
114	90144400	Lot 49 Freedom Rings Subdivison	Jean A Fox Rev LIV Trust	0.24	Agricultural	Residential	$ 100.00	$ -	$ 100.00
115	90144500	Lot 50 Freedom Rings Subdivison	Jean A Fox Rev LIV Trust	0.24	Agricultural	Residential	$ 100.00	$ -	$ 100.00
116	90144600	Lot 51 Freedom Rings Subdivison	Jean A Fox Rev LIV Trust	0.26	Agricultural	Residential	$ 100.00	$ -	$ 100.00
117	90143500	Lot 28 Freedom Rings Subdivison	Jean A Fox Rev LIV Trust	0.76	Agricultural	Residential	$ 100.00	$ -	$ 100.00
118	90142400	Lot 29 Freedom Rings Subdivison	Jean A Fox Rev LIV Trust	0.24	Agricultural	Residential	$ 100.00	$ -	$ 100.00

Town of Freedom
TID #3 Territory Amendment #1

Proposed Parcel Added to TID 3									
Map ID	Parcel No.	Address	Owner	Acreage	Zoned Use	Future Use	Land Value	Improvements	Total Valuation
119	90142500	Lot 30 Freedom Rings Subdivision	Jean A Fox Rev Liv Trust	0.24	Agricultural	Residential	$ 100.00	$ -	$ 100.00
120	90142600	Lot 31 Freedom Rings Subdivision	Jean A Fox Rev Liv Trust	0.24	Agricultural	Residential	$ 100.00	$ -	$ 100.00
121	90142700	Lot 32 Freedom Rings Subdivision	Jean A Fox Rev Liv Trust	0.24	Agricultural	Residential	$ 100.00	$ -	$ 100.00
122	90142800	Lot 33 Freedom Rings Subdivision	Jean A Fox Rev Liv Trust	0.24	Agricultural	Residential	$ 100.00	$ -	$ 100.00
123	90142900	Lot 34 Freedom Rings Subdivision	Jean A Fox Rev Liv Trust	0.24	Agricultural	Residential	$ 100.00	$ -	$ 100.00
124	90143000	Lot 35 Freedom Rings Subdivision	Jean A Fox Rev Liv Trust	0.24	Agricultural	Residential	$ 100.00	$ -	$ 100.00
125	90143100	Lot 36 Freedom Rings Subdivision	Jean A Fox Rev Liv Trust	0.24	Agricultural	Residential	$ 100.00	$ -	$ 100.00
126	90143200	Lot 37 Freedom Rings Subdivision	Jean A Fox Rev Liv Trust	0.24	Agricultural	Residential	$ 100.00	$ -	$ 100.00
127	90143300	Lot 38 Freedom Rings Subdivision	Jean A Fox Rev Liv Trust	0.24	Agricultural	Residential	$ 100.00	$ -	$ 100.00
128	90143400	Lot 39 Freedom Rings Subdivision	Jean A Fox Rev Liv Trust	0.23	Agricultural	Residential	$ 100.00	$ -	$ 100.00
129	90142200	Lot 27 Freedom Rings Subdivision	Jean A Fox Rev Liv Trust	0.29	Agricultural	Residential	$ 100.00	$ -	$ 100.00
130	90142100	Lot 26 Freedom Rings Subdivision	Jean A Fox Rev Liv Trust	0.26	Agricultural	Residential	$ 100.00	$ -	$ 100.00
131	90143000	Lot 25 Freedom Rings Subdivision	Jean A Fox Rev Liv Trust	0.26	Agricultural	Residential	$ 100.00	$ -	$ 100.00
132	90141900	Lot 24 Freedom Rings Subdivision	Jean A Fox Rev Liv Trust	0.25	Agricultural	Residential	$ 100.00	$ -	$ 100.00
133	90141800	Lot 23 Freedom Rings Subdivision	Jean A Fox Rev Liv Trust	0.24	Agricultural	Residential	$ 100.00	$ -	$ 100.00
134	90141700	Lot 22 Freedom Rings Subdivision	Jean A Fox Rev Liv Trust	0.25	Agricultural	Residential	$ 100.00	$ -	$ 100.00
135	90141600	Lot 21 Freedom Rings Subdivision	Jean A Fox Rev Liv Trust	0.21	Agricultural	Residential	$ 100.00	$ -	$ 100.00
136	90141500	Lot 20 Freedom Rings Subdivision	Jean A Fox Rev Liv Trust	0.21	Agricultural	Residential	$ 100.00	$ -	$ 100.00
137	90141400	Lot 19 Freedom Rings Subdivision	Jean A Fox Rev Liv Trust	0.22	Agricultural	Residential	$ 100.00	$ -	$ 100.00
138	90141300	Lot 18 Freedom Rings Subdivision	Jean A Fox Rev Liv Trust	0.23	Agricultural	Residential	$ 100.00	$ -	$ 100.00
139	90141200	Lot 17 Freedom Rings Subdivision	Jean A Fox Rev Liv Trust	0.24	Agricultural	Residential	$ 100.00	$ -	$ 100.00
140	90141100	Lot 16 Freedom Rings Subdivision	Jean A Fox Rev Liv Trust	0.28	Agricultural	Residential	$ 100.00	$ -	$ 100.00
141	90141000	Lot 15 Freedom Rings Subdivision	Jean A Fox Rev Liv Trust	0.42	Agricultural	Residential	$ 100.00	$ -	$ 100.00
142	90140900	Lot 14 Freedom Rings Subdivision	Jean A Fox Rev Liv Trust	0.41	Agricultural	Residential	$ 100.00	$ -	$ 100.00
143	90140800	Lot 13 Freedom Rings Subdivision	Jean A Fox Rev Liv Trust	0.3	Agricultural	Residential	$ 100.00	$ -	$ 100.00
144	90140700	Lot 12 Freedom Rings Subdivision	Jean A Fox Rev Liv Trust	0.25	Agricultural	Residential	$ 100.00	$ -	$ 100.00
145	90140600	Lot 11 Freedom Rings Subdivision	Jean A Fox Rev Liv Trust	0.28	Agricultural	Residential	$ 100.00	$ -	$ 100.00
146	90140500	Lot 10 Freedom Rings Subdivision	Jean A Fox Rev Liv Trust	0.25	Agricultural	Residential	$ 100.00	$ -	$ 100.00
147	90140400	Lot 9 Freedom Rings Subdivision	Jean A Fox Rev Liv Trust	0.25	Agricultural	Residential	$ 100.00	$ -	$ 100.00
148	90140300	Lot 8 Freedom Rings Subdivision	Jean A Fox Rev Liv Trust	0.25	Agricultural	Residential	$ 100.00	$ -	$ 100.00
149	90140200	Lot 7 Freedom Rings Subdivision	Jean A Fox Rev Liv Trust	0.25	Agricultural	Residential	$ 100.00	$ -	$ 100.00
150	90140100	Lot 6 Freedom Rings Subdivision	Jean A Fox Rev Liv Trust	0.25	Agricultural	Residential	$ 100.00	$ -	$ 100.00
151	90140000	Lot 5 Freedom Rings Subdivision	Jean A Fox Rev Liv Trust	0.25	Agricultural	Residential	$ 100.00	$ -	$ 100.00
152	90139900	Lot 4 Freedom Rings Subdivision	Jean A Fox Rev Liv Trust	0.28	Agricultural	Residential	$ 100.00	$ -	$ 100.00
153	90139800	Lot 3 Freedom Rings Subdivision	Jean A Fox Rev Liv Trust	0.31	Agricultural	Residential	$ 100.00	$ -	$ 100.00

Town of Freedom
TID #3 Territory Amendment #1

Proposed Parcel Added to TID 3									
Map ID	Parcel No.	Address	Owner	Acreage	Zoned Use	Future Use	Land Value	Improvements	Total Valuation
154	90086701	Lot 2 CSM	Dianne C Guerts and Joy Rickert	34	Agricultural	Residential	$ 6,200.00	$ -	$ 6,200.00
155	90038500	CSM 3826	Donald P Fox Family Trust	31.79	Agricultural	Residential	$ 6,000.00	$ -	$ 6,000.00
156	90038600	CSM 5168	Donald P Fox Family Trust	37	Agricultural	Residential	$ 6,400.00	$ -	$ 6,400.00
157	90112002	Lot 2	St Nicholas Parish	7.35	Exempt Other	Exempt Other	$ -	$ -	$ -
158	90111700	W 2035 County Rd S	St Nicholas Parish	13.33	Exempt Other	Exempt Other	$ -	$ -	$ -
159	90100500	W2004 County Rd S	Town of Freedom	0.35	Exempt Other	Exempt Other	$	$	$
160	90100700	County Rd E	Town of Freedom	0.34	Exempt Other	Exempt Other	$	$	$
161	90106401	N4119 County Rd E	Capital Credit Union	0.54	Commercial	Commercial	$ 38,000.00	$ 521,400.00	$ 559,400.00
162	90106501	N4125 County Road E	Jaslan Properties LLC	7.09	Commercial	Commercial	$ 47,200.00	$ 222,800.00	$ 270,000.00
163	90122000	W2057 Patrick St	Abagael & Kevin Vandehey	0.27	Residential	Residential	$ 23,500.00	$ 125,900.00	$ 149,200.00
164	90119500	W2084 Patrick St	Gavin James Heim	0.27	Residential	Residential	$ 22,100.00	$ 172,100.00	$ 194,860.00
165	90118900	N4157 Garney Avenue	Kory & Amanda Kocitke	0.38	Residential	Residential	$ 27,600.00	$ 111,000.00	$ 138,600.00
166	90105600	N4172 State Rd 55	Leuvsuin Rev Trst	2.64	Residential	Residential	$ 41,500.00	$ 130,900.00	$ 172,400.00
167	90029800	N4229 Garney Avenue	Freedom Sanitary District No 1	28.29	Exempt Other	Exempt Other	$ -	$ -	$ -
168	90030300	N4218 State Road 55	Freedom Sanitary District No 1	2.27	Exempt Other	Exempt Other	$ -	$ -	$ -
169	90022600	N4235 State Road 55	Justin S Hendrickson	0.52	Residential	Residential	$ 17,500.00	$ 159,100.00	$ 176,900.00
170	90024000	W2124 Ludwig St	Marilyn S Gannering	0.89	Residential	Residential	$ 26,900.00	$ 103,900.00	$ 130,900.00
171	90024401	N/A	Robert M and Eileen Vanscamp	38	Agricultural	Residential	$ 7,400.00	$ -	$ 7,400.00
171	90036401	N/A	Robert M and Eileen Vanscamp	2	Undeveloped	Residential	$ 1,800.00	$ -	$ 1,800.00
								Total Assessed Value	$ 1,835,860.00

Total Acres	548.62

Town of Freedom
TID #3 Territory Amendment #1

Equalized Valuation Test

The following calculations demonstrate that the Town is in compliance with Wisconsin State Statute Section 66.1105(4)(gm)4.c. Wis. Stats., which requires that the equalized value of the taxable property in the proposed TID, plus the value increment of any existing Tax Incremental Districts, does not exceed 12% of the total equalized value of taxable property within the Town. With the amendment to TID #3, the value increment of all existing Tax Increment Districts will be approximately 5.55%.

Valuation Test Compliance Calculation

2024 Equalized Valuation (TID IN)	$902,852,200
Limit for 12% Test	$108,342,264
Increment Value of Existing TIDs	$47,574,400
Projected Base Value of TID Amendment	$2,571,000
Total Value Subject to Test	$50,145,400
Compliance ($50,145,400< $108,342,264)	Meets Requirement

Statement of Kind, Number and Location of Proposed Projects

The Town expects to implement the proposed public project improvements indicating within the originally project plan and the following additional costs to those sections indicated below. Any costs including eligible administrative costs necessary or convenient to the district or directly or indirectly related to the public works and other projects are considered "project costs" and eligible to be paid with tax increment revenues of the TID.

1. BUSINESS FAÇADE/ALLEYWAY GRANTS
LOCATION: ENTIRE TID and ½ mile boundary
TOTAL: $2,400,000
DESCRIPTION: The façade/alleyway grant program provides funding to enhance and revitalize the aesthetics of Freedom's commercial districts within the boundary and the half mile radius. It aims to address deteriorating property conditions and encourage enhancements by providing a financial incentive for business to invest in their property.

Town of Freedom
TID #3 Territory Amendment #1

2. UTILITIES

LOCATION: ENTIRE TID and ½ mile boundary
TOTAL: $2,550,000

DESCRIPTION: **SANITARY SEWER SYSTEM IMPROVEMENTS.** To allow development to occur, the Town will need to construct, alter, rebuild, or expand sanitary sewer infrastructure within the district. Eligible Project Costs include, but are not limited to, construction, alteration, rebuilding, or expansion of collection mains; manholes and cleanouts; service laterals; force mains; interceptor sewers; and all related appurtenances. To the extent sanitary sewer projects undertaken within the district provide direct benefit to land outside of the district, the Town will make an allocation of costs based on such benefit. Those costs corresponding to the benefit allocated to land within the district, and necessitated by the implementation of the Project Plan, are eligible Project Costs. Implementation of the Project Plan may also require that the Town construct, alter, rebuild, or expand sanitary sewer infrastructure located outside of the district. That portion of the costs of sanitary sewer system projects undertaken outside the district which are necessitated by the implementation of the Project Plan are eligible Project Costs.

WATER SYSTEM IMPROVEMENTS. To allow development to occur, the Town will need to construct, alter, rebuild, or expand water system infrastructure within the district. Eligible Project Costs include, but are not limited to, construction, alteration, rebuilding, or expansion of distribution mains; manholes and valves; hydrants; service laterals; and all related appurtenances. To the extent water system projects undertaken within the district provide direct benefit to land outside of the district, the Town will make an allocation of costs based on such benefit. Those costs corresponding to the benefit allocated to land within the district, and necessitated by the implementation of the Project Plan, are eligible Project Costs. Implementation of the Project Plan may also require that the Town construct, alter, rebuild, or expand water system infrastructure located outside of the district. That portion of the costs of water system projects undertaken outside the district which are necessitated by the implementation of the Project Plan are eligible Project Costs.

STORMWATER MANAGEMENT SYSTEM IMPROVEMENTS. Development within the District will cause stormwater runoff and pollution. To manage this stormwater runoff, the Town will need to construct, alter, rebuild, or expand stormwater management infrastructure within the district. Eligible Project Costs include, but are not limited to, construction, alteration, rebuilding, or expansion of stormwater collection mains; inlets, manholes and valves; service laterals; ditches; and infiltration, filtration, and detention Best Management Practices (BMP's). To the extent stormwater management system projects undertaken within the district provide direct benefit to land outside of the district, the Town will make an allocation of costs based on such benefit. Those costs corresponding to the benefit allocated to land within the district, and necessitated by the implementation of the Project Plan, are eligible Project Costs. Implementation of the Project Plan may also require that the Town construct, alter, rebuild, or expand

stormwater management infrastructure located outside of the district. That portion of the costs of stormwater management system projects undertaken outside the district which are necessitated by the implementation of the Project Plan are eligible Project Costs.

3. STREETS AND STREETSCAPE

LOCATION: ENTIRE TID and ½ mile boundary.

TOTAL: $2,550,000

DESCRIPTION: **STREET IMPROVEMENTS.** There are inadequate street improvements serving portions of the district. To allow development to occur, the Town may need to construct and reconstruct streets. Eligible Project Costs include but are not limited to excavation; removal or placement of fill; construction of road base; asphalt or concrete paving or repaving; installation of curb and gutter; installation of sidewalks and bicycle lanes; installation of culverts; utility relocation; street lighting; installation of traffic control signage and traffic signals; pavement marking; right-of-way restoration; installation of retaining walls; and installation of fences, berms, and landscaping.

STREETSCAPING AND LANDSCAPING. To attract development and redevelopment consistent with the objectives of this Plan, the Town may install amenities to enhance development sites, rights-of-way, and other public spaces. These amenities include but are not limited to landscaping; lighting of streets, sidewalks, parking areas and public areas; installation of planters, benches, clocks, tree rings, trash receptacles and similar items; and installation of brick or other decorative walks, terraces, and street crossings. These and any other similar amenities installed by the Town are eligible Project Costs.

4. CASH GRANTS (DEVELOPMENT INCENTIVES).

LOCATION: ENTIRE TID and ½ mile boundary

TOTAL: $6,936,809

DESCRIPTION: The Town may enter into agreements with property owners, lessees, or developers of land located within the district for the purpose of sharing costs to encourage the desired kind of improvements and assure tax base is generated sufficient to recover project costs. No cash grants will be provided until the Town executes a developer agreement with the recipient of the cash grant. Any payments of cash grants made by the Town are eligible Project Costs.

Town of Freedom
TID #3 Territory Amendment #1

5. PARK/RECREATIONAL IMPROVEMENTS
LOCATION: Entire TID and ½ mile boundary
TOTAL: $3,000,000

DESCRIPTION: These funds are allocated to improve the recreational facilities nearby at VFW Memorial Park and parks within the half mile radius (Rickert Park), which serves as the neighborhood park for residents within the district.

Detailed List of Project Amendment Costs

1. BUSINESS/FAÇADE/ALLEYWAY GRANTS	$2,400,000
2. UTILITIES	$2,550,000
3. STREET AND STREETSCAPE	$2,550,000
4. CASH GRANTS (DEVELOPMENT INCENTIVES).	$6,936,809
5. PARK/RECREATIONAL IMPROVEMENTS	$3,000,000
Total	**$17,436,809**

The project cost is based on current prices and preliminary estimates. The Town reserves the right to increase this cost to reflect inflationary increases and other uncontrollable circumstances between the creation of the TID and the time of construction. The tax increment allocation is preliminary and is subject to adjustment based upon the implementation of the Plan.
This Plan is not meant to be a budget nor an appropriation of funds for specific projects, but a framework within which to manage projects. All costs included in the Plan are estimates based on the best information available. The Town retains the right to delete or pursue future projects listed in the prior paragraph, and shown on the map, or change the scope and/or timing of projects implemented as they are individually authorized by the Common Council, without amending the Plan.

The Plan authorizes the expenditure of funds for project costs within a 1/2-mile radius of the TID boundary.

Town Attorney Opinion

Exhibit B contains a signed opinion from the Town attorney advising whether the boundary amendment is complete and complies with Wisconsin Statute Section 66.1105(4)(h)(2).

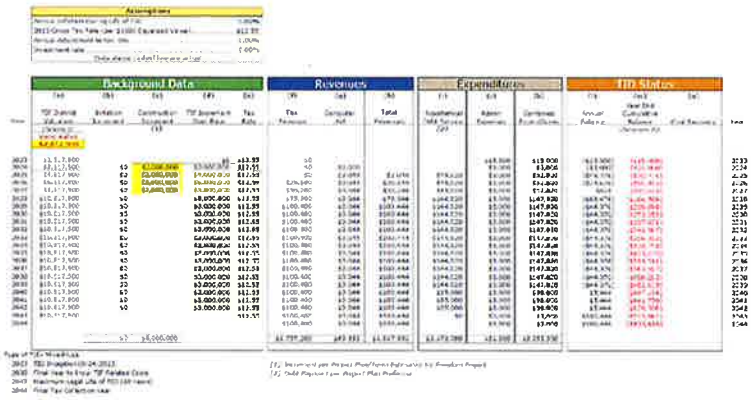
Town of Freedom
TID #3 Territory Amendment #1

EXHIBIT A - CASH FLOW PROFORMA ANALYSIS

Original Project Plan Proforma Current Status

Current Proforma

Town of Freedom
Tax Increment District No. 3
Cash Flow Proforma Analysis Overall Proforma



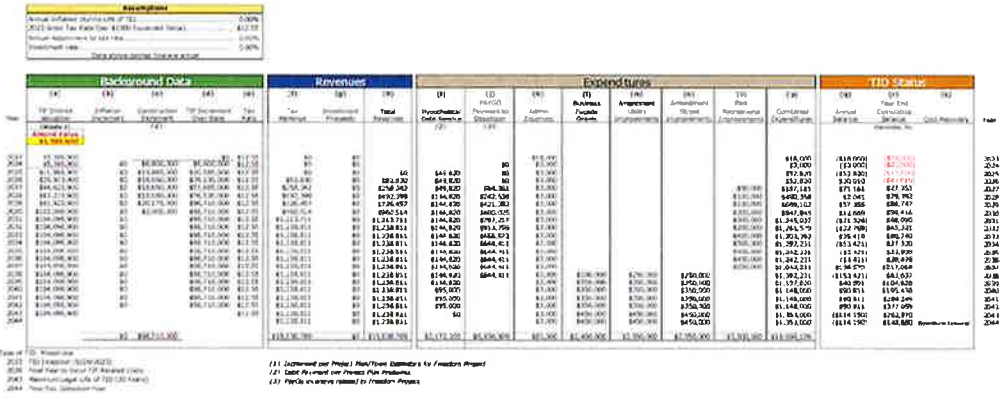
27

Town of Freedom
TID #3 Territory Amendment #1

EXHIBIT A - CASH FLOW PROFORMA ANALYSIS

Overall Amendment Proforma

Town of Freedom
Tax Increment District No. 3
Cash Flow Proforma Analysis Overall Proforma



28

Town of Freedom
TID #3 Territory Amendment #1

EXHIBIT B - TOWN ATTORNEY OPINION

ENTER ATTORNEY OPINION

Town of Freedom
TID #3 Territory Amendment #1

EXHIBIT C - ESTIMATED TAX INCREMENT BY TAXING ENTITY

Town of Freedom - TID # 3 Amendment Calculation of the Growth of Estimated Tax Increments by Taxing Entity					
Revenue	Projected Increment	County	Town	School District	Technical College
2023	$ -	$ -	$ -	$ -	$ -
2024	$ -	$ -	$ -	$ -	$ -
2025	$ -	$ -	$ -	$ -	$ -
2026	$ 82,830	$ 19,984	$ 23,311	$ 34,663.91	$ 4,870.81
2027	$ 258,342	$ 62,330	$ 72,705	$ 108,114.63	$ 15,191.77
2028	$ 492,399	$ 118,801	$ 138,576	$ 206,066.44	$ 28,955.51
2029	$ 726,457	$ 175,272	$ 204,447	$ 304,018.24	$ 42,719.25
2030	$ 960,514	$ 231,743	$ 270,318	$ 401,970.04	$ 56,482.99
2031	$ 1,213,711	$ 292,831	$ 341,576	$ 507,931.31	$ 71,372.18
2032	$ 1,238,811	$ 298,887	$ 348,639	$ 518,435.53	$ 72,848.19
2033	$ 1,238,811	$ 298,887	$ 348,639	$ 518,435.53	$ 72,848.19
2034	$ 1,238,811	$ 298,887	$ 348,639	$ 518,435.53	$ 72,848.19
2035	$ 1,238,811	$ 298,887	$ 348,639	$ 518,435.53	$ 72,848.19
2036	$ 1,238,811	$ 298,887	$ 348,639	$ 518,435.53	$ 72,848.19
2037	$ 1,238,811	$ 298,887	$ 348,639	$ 518,435.53	$ 72,848.19
2038	$ 1,238,811	$ 298,887	$ 348,639	$ 518,435.53	$ 72,848.19
2039	$ 1,238,811	$ 298,887	$ 348,639	$ 518,435.53	$ 72,848.19
2040	$ 1,238,811	$ 298,887	$ 348,639	$ 518,435.53	$ 72,848.19
2041	$ 1,238,811	$ 298,887	$ 348,639	$ 518,435.53	$ 72,848.19
2042	$ 1,238,811	$ 298,887	$ 348,639	$ 518,435.53	$ 72,848.19
2043	$ 1,238,811	$ 298,887	$ 348,639	$ 518,435.53	$ 72,848.19
2044	$ 1,238,811	$ 298,887	$ 348,639	$ 518,435.53	$ 72,848.19
TOTALS	$ 19,838,789	$ 4,786,497	$5,583,246	$ 8,302,426	$1,166,619

Town of Freedom
TID #3 Territory Amendment #1

EXHIBIT C- AMENDED TID #3 BOUNDARY LEGAL DESCRIPTION

ENTER LEGAL DESCRIPTION

Town of Freedom
TID #3 Territory Amendment #1

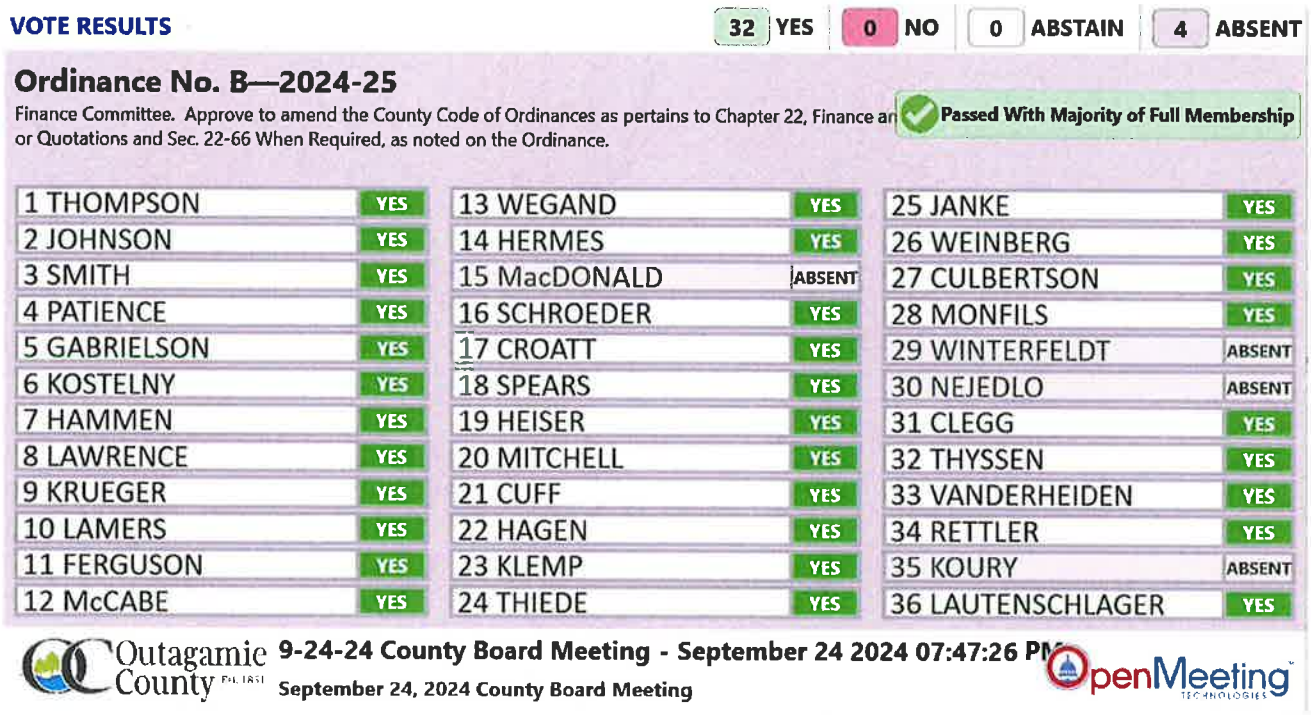
DISCLAIMER TEXT

Robert W. Baird & Co. Incorporated is providing this information to you for discussion purposes. The materials do not contemplate or relate to a future issuance of municipal securities. Baird is not recommending that you take any action, and this information is not intended to be regarded as "advice"' within the meaning of Section 15B of the Securities Exchange Act of 1934 or the rules thereunder.

Ordinance No. B—2024-25 – Finance Committee. Approve to amend the County Code of Ordinances as pertains to Chapter 22, Finance and Taxation, Sec. 22-30 Competitive bids Proposals or Quotations and Sec. 22-66 When Required, as noted on the Ordinance.

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

ROLL CALL: 32 yes, 4 absent. ORDINANCE NO. B—2024-25 IS ADOPTED.



VOTE RESULTS — 32 YES | 0 NO | 0 ABSTAIN | 4 ABSENT

Ordinance No. B—2024-25

Finance Committee. Approve to amend the County Code of Ordinances as pertains to Chapter 22, Finance an... or Quotations and Sec. 22-66 When Required, as noted on the Ordinance.

Passed With Majority of Full Membership

1 THOMPSON YES	13 WEGAND YES	25 JANKE YES
2 JOHNSON YES	14 HERMES YES	26 WEINBERG YES
3 SMITH YES	15 MacDONALD ABSENT	27 CULBERTSON YES
4 PATIENCE YES	16 SCHROEDER YES	28 MONFILS YES
5 GABRIELSON YES	17 CROATT YES	29 WINTERFELDT ABSENT
6 KOSTELNY YES	18 SPEARS YES	30 NEJEDLO ABSENT
7 HAMMEN YES	19 HEISER YES	31 CLEGG YES
8 LAWRENCE YES	20 MITCHELL YES	32 THYSSEN YES
9 KRUEGER YES	21 CUFF YES	33 VANDERHEIDEN YES
10 LAMERS YES	22 HAGEN YES	34 RETTLER YES
11 FERGUSON YES	23 KLEMP YES	35 KOURY ABSENT
12 McCABE YES	24 THIEDE YES	36 LAUTENSCHLAGER YES

Outagamie County — 9-24-24 County Board Meeting - September 24 2024 07:47:26 PM
September 24, 2024 County Board Meeting
OpenMeeting

ORDINANCE NO.: B—2024-25

TO THE HONORABLE, THE OUTAGAMIE COUNTY BOARD OF SUPERVISORS

LADIES AND GENTLEMEN: ***MAJORITY***

The Finance Committee is requesting to amend the County Code of Ordinances as pertains to Chapter 22, Finance and Taxation, as listed below.

NOW THEREFORE, the undersigned members of the Finance Committee recommend adoption of the following ordinance.

BE IT ORDAINED, that the Outagamie County Board of Supervisors does amend Chapter 22, Finance and Taxation, of the Outagamie County Code of Ordinances to read as follows (additions are in red and underlined; deletions are in red and struck through):

Sec. 22-30. Competitive bids, proposals or quotations.

All purchases and/or contracts for all procurement excluding professional services and public works shall be based on competitive bids or proposals wherever practicable.

(1) Purchases up to ~~$10,000.00~~ $50,000.00 may be purchased from a vendor of choice. The purchasing agent may delegate purchasing authority to the departments as determined appropriate, but the purchasing agent shall coordinate the purchase of like items where such purchase is beneficial and practical to the county.

~~(2) Purchases $10,000.00 to $25,000.00 require three documented proposals/quotes direct from the vendor and/or vendor website. This documentation shall be retained by the department. The purchasing agent may delegate purchasing authority to the departments as determined appropriate, but the purchasing agent shall coordinate the purchase of like items where such purchase is beneficial and practical to the county.~~

(~~3~~ 2) Purchases of more than ~~$25,000.00~~ $50,000.00 must be formally solicited through a request for bid or proposal, unless determined by the purchasing agent, due to time constraints, quotes would be sufficient. The purchasing agent shall coordinate the purchase of like items where such purchase is beneficial and practical to the county.

(~~4~~ 3) Sole source. Purchases of goods and materials may be made without competition when the purchasing agent and corporation counsel determines there is a valid reason to purchase from one source or that only one source is available. The reason for invoking this provision shall be documented in writing, retained by the purchasing agent and reported to the County Board.

(~~5~~ 4) Purchases with non-county funding sources. Any purchases made using federal, state and/or other funding sources may be more stringent and vice versa. Departments and/or purchasing agent shall comply with the most stringent regulations or procedures.

(Code 1992, § 3.06(1); Ord. No. F-1995-1996, 6-13-1995; Ord. No. D-2021-22, 9-28-2021)

Sec. 22-66. When required.

When it is estimated that a contract for professional services has a probable cost of ~~$25,000.00~~ $50,000.00 and over, except as noted in section 22-70, the service will be solicited on a Request for Proposal or Qualification. The use of a request for proposal (RFP) or request for qualifications (RFQ) is discretionary for any professional services contract with a probable cost of less than ~~$25,000.00~~ $50,000.00.

(Code 1992, § 3.20(2)(b); Ord. No. D-1991-1992, 6-25-1991; Ord. No. F-1995-1996, 6-13-1995; Ord. No. D-2021-22, 9-28-2021)

BE IT FURTHER ORDAINED, that this ordinance shall be in effect upon completion of publication in accordance with Wisconsin State Statutes, and

BE IT FINALLY ORDAINED, that the Outagamie County Clerk be directed to forward a copy of this resolution to the Outagamie County Corporation Counsel, the Outagamie County Finance Director, the Outagamie County Procurement Coordinator, and Municipal Code Corporation for inclusion in the Outagamie County Code of Ordinances.

Dated this 24th day of September 2024

Respectfully Submitted,

FINANCE COMMITTEE

Chris Croatt

John Cuff

Karen Lawrence

Dana Johnson

Rick Lautenschlager

Duly and officially adopted by the County Board on: September 24, 2024

Signed: _____ _____
Board Chairperson County Clerk

Approved: 9-26-24 Vetoed: _____

Signed: _____
County Executive

I, Kelly Gerrits, County Clerk for the County of Outagamie Wisconsin do hereby certify that the foregoing is a true and correct copy of the September 24, 2024 County Board Minutes approved by a majority vote at a meeting of the County Board on October 8, 2024 and recorded in the minutes of said meeting a quorum of members being present.

In testimony whereof, I have hereunto set my hand and the seal of the County of Outagamie, Wisconsin, this 9th Day of October, 2024.

/s/ Kelly Gerrits
County Clerk

Please call the Outagamie County Clerk's Office (832-5077) if you would like further elaboration of these minutes.

RUN: October 18, 2024

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

Office of the County Clerk, October 8, 2024.

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, 7 absent. Members present: Thompson, Johnson, Patience, Gabrielson, Kostelny, Hammen, Lawrence, Krueger, Lamers, Ferguson, McCabe, Hermes, MacDonald, Spears, Heiser, Mitchell, Cuff, Hagen, Thiede, Janke, Weinberg, Culbertson, Nejedlo, Clegg, Thyssen, VanderHeiden, Rettler, Koury, and Lautenschlager. Members absent: Supervisors Smith, Wegand, Schroeder, Croatt, Klemp, Monfils, and Winterfeldt.

The Board Chairperson requested the Board's confirmation to excuse Supervisors Smith, Wegand, Croatt, Klemp, and Monfils. No objections; so ordered.

The Pledge of Allegiance was led by Chairperson Gabrielson.

MINUTES OF THE SEPTEMBER 24, 2024 COUNTY BOARD MEETING

Supervisor Krueger moved, seconded by Supervisor Patience, to approve the minutes of the September 24, 2024, County Board meeting.

ROLL CALL: 27 yes, 2 abstain (MacDonald, Koury), 7 absent. MINUTES OF THE SEPTEMBER 24, 2024, COUNTY BOARD MEETING ARE APPROVED.

SPECIAL ORDER OF BUSINESS –

2025 Proposed Budget Remarks – County Executive Thomas Nelson

County Executive Thomas Nelson provided an update on the 2025 Budget. Specific highlights included:

- The total tax levy is $69,193,320, which increased from last year (+2.38%), and the tax rate is $2.815 which is a decrease from last year (-3.15%).
- Net new construction is 1.799% (down from last year).
- This translates to $1,606,265 in “new money” compared to last year’s tax levy.
- Wages and salaries:
  - Budgeting for 1% cost-of-living increase (COLA).
  - 3% step increases for employees and a “double bump” for employees who have longevity in their positions with Outagamie County.
  - Health insurance is increasing by 7.5% (with the employee share remaining left unchanged).
  - There are 34 new position requests (which will be paid through $708,000 of the tax levy), with the exception of the funded District Attorney positions, which will be funded in 2025 with ARPA funding.
- Capital Budget includes prior year appropriations of $23,558,981 and 2025 proposed expenditures of $13,282,727, for grand total capital appropriations of $36,841,708 for the County.
- New electronic (online) budget book format through OpenGov software to review proposed budget; departments input data into the OpenGov software.

Finance Director Michelle Uitenbroek and County Executive Thomas Nelson provided a quick navigation overview to the OpenGov interface, which is available to view on Outagamie County's website; additional items included navigating the table of contents, reviewing department proposed budget breakdowns and capital requests, and the general functionality of the website.

Supervisor questions and comments followed.

2025 County Board Budget Process – Finance Committee Chairperson Chris Croatt / Board Chairperson Dan Gabrielson

County Board Chairman Gabrielson provided a general overview of the 2025 budget review process. Specifics of the presentation included:

- A reminder to the County Board about the division of responsibility – the County Board of Supervisors serves the legislative role (makes policy decisions and supervises administration though committee work), whereas the executive role is carried through the County Executive and staff, who administer the policies decided by the Board.
- Chairperson Gabrielson explained the process of the budget is created and distributed by the County Executive, whereupon the budget is then turned over to committees of jurisdiction and the Finance Committee for further review and recommendation to the full County Board prior to Budget Adoption. He continued by expressing the importance of being organized, prepared, and be willing to ask questions (urged Supervisors to attend committee meetings to hear the departmental presentations and provide feedback as a way to get involved, and make informed decisions). Committees will vote to either support budgets of jurisdiction or recommend changes.
- Chairperson Gabrielson reiterated that the new budget software provides additional functionality, including providing narratives for each department (accomplishments, achievements, goals, department changes, and comparable budget data).
    - Chairperson Gabrielson provided the Budget Meeting Timeline for the Finance Committee Budget Review Meetings which will take place every Tuesday and Thursday for the next four weeks at 11:00 a.m., with the exception of Thursday, October 17th, 2024, which has an adjusted time of 9:00 a.m.
    - The Budget Public Hearing will take place Tuesday, October 22nd, 2024, at 7:00 p.m. before the County Board meeting.
    - The Annual County Board Budget Adoption Meeting will be held Monday, November 4th, 2024, in the County Board room at 5:30 p.m. The process has been built for transparency, full participation of committees and the public, and to avoid marathon budget meetings.
    - During the County Board Budget Adoption Meeting:
        - The Executive proposes the annual budget; the County Board approves the unchanged or modified budget.
        - A majority vote is required for budget and table of organization changes.
        - Please contact the Finance Chair or Committee Chairs with any questions.
        - Chairperson Gabrielson mentioned the importance of being prepared for the Adoption Meeting.

Supervisor questions and comments followed.

ESTABLISH ORDER OF THE DAY– Chairperson Gabrielson reported the request to have Resolution No. 55—2024-25 locked in at the meeting.

COMMUNICATIONS –
Chairperson Gabrielson summarized the following communications:

- Supervisors received an e-mail from Sara Hickey on October 8th, 2024 in the afternoon regarding the 2025 County Executive Proposed Budget, along with the Finance Committee Budget Review Calendar. Supervisors are encouraged to attend as many meetings as possible.
- Outagamie County United Way campaign is well underway. To contribute or learn more, please review the e-mail sent out by Executive Operations/Public Relations Specialist Anne Van on October 2nd, 2024. Pledges need to be submitted by October 18th, 2024.
- County Supervisor online security training update – one (1) Supervisor still needs to complete the July training and eleven (11) Supervisors still need to complete the October training.
- Chairperson Gabrielson thanked Supervisor Hagen and Supervisor Monfils who accompanied him in the Transit Tour for "A NEW Avenue Corridor Vision Project". The project focuses on providing growth and better transit access from on the Westside of College Avenue from Downtown Appleton to the Appleton Airport. The group had the opportunity to ride the bus and see the public transit challenges for that area. The mission hopes to attain some future grant funding to help improve that portion of College Avenue.
- Chairperson Gabrielson stated that there are no County Board Supervisor birthdays for October.

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 –

County Executive Nelson nomination for appointment of Marian Moberg to the Health and Human Services Board; term expires December 31, 2026.

Supervisor Koury moved, seconded by Supervisor McCabe for confirmation of the above-listed appointment.

ROLL CALL: 29 yes, 7 absent. MARIAN MOBERG IS APPOINTED TO THE HEALTH AND HUMAN SERVICES BOARD.

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

UNFINISHED BUSINESS – None.

NEW BUSINESS – *NOTE: The minutes that follow list the synopsis of the ordinances/resolutions and roll calls. At the end of this set of minutes, the scanned copies of the each ordinance/resolution will be appended along with the physical roll call.*

Resolution No. 55—2024-25 – Legislative/Audit and Human Resources Committee. Approve an in-year Table of Organization request for the Veterans Service Office, effective August 25, 2024, to delete one full-time Deputy Veterans Service Officer position and add one full-time Senior Benefits Specialist position (as noted on the resolution and attachments); and increase the line items of Veterans Service

Salaries by $2,551 and the Veterans Service Fringe Benefits by $433 and decrease the line item of Reserve for Contingency by $2,984, as noted on the fiscal note.

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

ROLL CALL: 29 yes, 7 absent. RESOLUTION NO. 55—2024-25 IS ADOPTED.

RECONSIDERATION OF RESOLUTION NO. 55—2024-25.
Supervisor Krueger moved, seconded by Supervisor Nejedlo, to reconsider the above listed resolution.

Vote for reconsideration. ROLL CALL: 27 yes, 2 no (Ferguson, Thiede), 7 absent. RESOLUTION NO. 55—2024-25 IS RECONSIDERED.

Vote for lock in. ROLL CALL: 29 yes, 7 absent. RESOLUTION NO. 55 —2024-25 IS ADOPTED & LOCKED IN.

REPORTS – None.

ADJOURNMENT
Supervisor Patience moved, seconded by Supervisor MacDonald to adjourn until October 22nd, 2024 at 7:00 p.m. VOICE VOTE CARRIED UNANIMOUSLY.

The meeting adjourned at 7:31 p.m.

FINAL COPIES OF ORDINANCES/RESOLUTIONS AND ROLL CALLS PERTINENT TO NEW BUSINESS FOLLOW:

LOCK IN OF RESOLUTION NO. 55—2024-25.

Vote for lock in. ROLL CALL: 29 yes, 7 absent. RESOLUTION NO. 55—2024-25 IS ADOPTED & LOCKED IN.

VOTE RESULTS 29 YES 0 NO 0 ABSTAIN 7 ABSENT

Resolution No. 55—2024-25 - Lock In

Lock in of Resolution No. 55—2024-25

Passed With 2/3 of Full Membership

1 THOMPSON	YES	13 WEGAND	ABSENT	25 JANKE	YES
2 JOHNSON	YES	14 HERMES	YES	26 WEINBERG	YES
3 SMITH	ABSENT	15 MacDONALD	YES	27 CULBERTSON	YES
4 PATIENCE	YES	16 SCHROEDER	ABSENT	28 MONFILS	ABSENT
5 GABRIELSON	YES	17 CROATT	ABSENT	29 WINTERFELDT	ABSENT
6 KOSTELNY	YES	18 SPEARS	YES	30 NEJEDLO	YES
7 HAMMEN	YES	19 HEISER	YES	31 CLEGG	YES
8 LAWRENCE	YES	20 MITCHELL	YES	32 THYSSEN	YES
9 KRUEGER	YES	21 CUFF	YES	33 VANDERHEIDEN	YES
10 LAMERS	YES	22 HAGEN	YES	34 RETTLER	YES
11 FERGUSON	YES	23 KLEMP	ABSENT	35 KOURY	YES
12 McCABE	YES	24 THIEDE	YES	36 LAUTENSCHLAGER	YES

Outagamie County 10-8-24 County Board Meeting - October 8 2024 07:30:49 PM

October 8, 2024 County Board Meeting

OpenMeeting

RECONSIDERATION OF RESOLUTION NO. 55—2024-25.

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

Vote for reconsideration. ROLL CALL: 27 yes, 2 no (Ferguson, Thiede), 7 absent. RESOLUTION NO. 55—2024-25 IS RECONSIDERED.

VOTE RESULTS 27 YES 2 NO 0 ABSTAIN 7 ABSENT

Resolution No. 55—2024-25 - Reconsideration

Reconsideration of Resolution No. 55—2024-25

Passed With Majority of Full Membership

1 THOMPSON	YES	13 WEGAND	ABSENT	25 JANKE	YES
2 JOHNSON	YES	14 HERMES	YES	26 WEINBERG	YES
3 SMITH	ABSENT	15 MacDONALD	YES	27 CULBERTSON	YES
4 PATIENCE	YES	16 SCHROEDER	ABSENT	28 MONFILS	ABSENT
5 GABRIELSON	YES	17 CROATT	ABSENT	29 WINTERFELDT	ABSENT
6 KOSTELNY	YES	18 SPEARS	YES	30 NEJEDLO	YES
7 HAMMEN	YES	19 HEISER	YES	31 CLEGG	YES
8 LAWRENCE	YES	20 MITCHELL	YES	32 THYSSEN	YES
9 KRUEGER	YES	21 CUFF	YES	33 VANDERHEIDEN	YES
10 LAMERS	YES	22 HAGEN	YES	34 RETTLER	YES
11 FERGUSON	NO	23 KLEMP	ABSENT	35 KOURY	YES
12 McCABE	YES	24 THIEDE	NO	36 LAUTENSCHLAGER	YES

Outagamie County 10-8-24 County Board Meeting - October 8 2024 07:30:35 PM

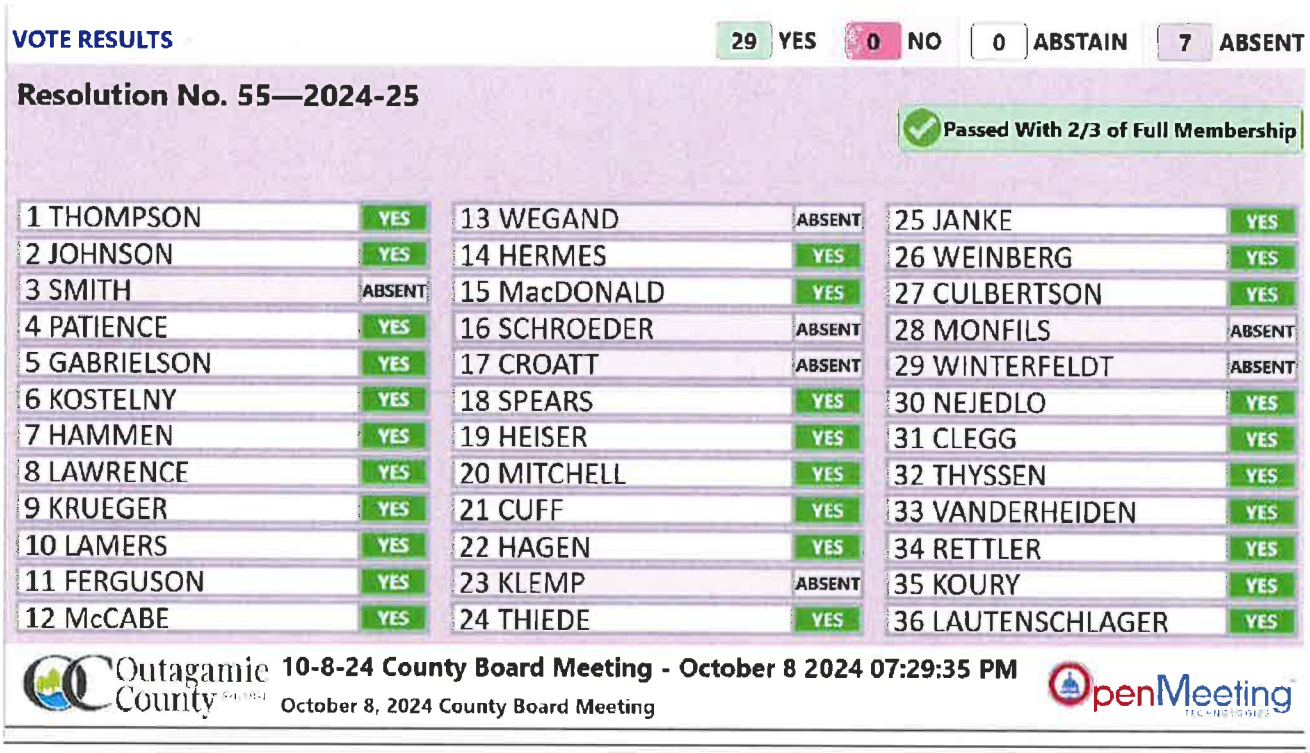
October 8, 2024 County Board Meeting

OpenMeeting

Resolution No. 55—2024-25 – Legislative/Audit and Human Resources Committee. Approve an in-year Table of Organization request for the Veterans Service Office, effective August 25, 2024, to delete one full-time Deputy Veterans Service Officer position and add one full-time Senior Benefits Specialist position (as noted on the resolution and attachments); and increase the line items of Veterans Service Salaries by $2,551 and the Veterans Service Fringe Benefits by $433 and decrease the line item of Reserve for Contingency by $2,984, as noted on the fiscal note.

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

ROLL CALL: 29 yes, 7 absent. RESOLUTION NO. 55—2024-25 IS ADOPTED.



VOTE RESULTS — 29 YES | 0 NO | 0 ABSTAIN | 7 ABSENT

Resolution No. 55—2024-25

Passed With 2/3 of Full Membership

1 THOMPSON YES	13 WEGAND ABSENT	25 JANKE YES
2 JOHNSON YES	14 HERMES YES	26 WEINBERG YES
3 SMITH ABSENT	15 MacDONALD YES	27 CULBERTSON YES
4 PATIENCE YES	16 SCHROEDER ABSENT	28 MONFILS ABSENT
5 GABRIELSON YES	17 CROATT ABSENT	29 WINTERFELDT ABSENT
6 KOSTELNY YES	18 SPEARS YES	30 NEJEDLO YES
7 HAMMEN YES	19 HEISER YES	31 CLEGG YES
8 LAWRENCE YES	20 MITCHELL YES	32 THYSSEN YES
9 KRUEGER YES	21 CUFF YES	33 VANDERHEIDEN YES
10 LAMERS YES	22 HAGEN YES	34 RETTLER YES
11 FERGUSON YES	23 KLEMP ABSENT	35 KOURY YES
12 McCABE YES	24 THIEDE YES	36 LAUTENSCHLAGER YES

Outagamie County — 10-8-24 County Board Meeting - October 8 2024 07:29:35 PM

October 8, 2024 County Board Meeting

OpenMeeting

RESOLUTION NO.: 55—2024-25

TO THE HONORABLE, THE OUTAGAMIE COUNTY BOARD OF SUPERVISORS

LADIES AND GENTLEMEN: ***2/3 MAJORITY – 24 VOTES***

The Outagamie County Veterans Service Office is requesting to approve the following amendments to their Table of Organization:

- Delete one (1) full-time Deputy Veterans Service Officer position
- Add one (1) full-time Senior Benefits Specialist position

The Veterans Service Office has elected to eliminate the position of Deputy Director and add a Senior Benefit Specialist position, as the need in the office is for a more public facing position. The position will be filled by an existing employee and as such will increase the Salaries line item by $2,551 and increase the Fringe Benefits line item by $433 for a total of $2,984. The department is requesting the additional funding from the Contingency Fund.

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

BE IT RESOLVED, that the Outagamie County Board of Supervisors does approve an in-year Table of Organization request for the Veterans Service Office effective August 25, 2024, to delete one (1) full-time Deputy Veterans Service Officer position and add one (1) full-time Senior Benefits Specialist position as noted on the attached Position Deletion Form – 2024 Budget, Position Addition Form – 2024 Budget, Job Description, and Table of Organization, which by reference are made a part hereof, and

BE IT FURTHER RESOLVED, that the Outagamie County Board of Supervisors does approve of increasing the Veterans Service Salaries line item by $2,551; increasing the Veterans Service Fringe Benefits line item by $433; and decreasing the Reserve for Contingency line item by $2,984 as noted on the attached fiscal note, which by reference is made a part hereof, and

BE IT FINALLY RESOLVED, that the Outagamie County Clerk be directed to forward a copy of this resolution to the Outagamie County Human Resources Director, the Outagamie County Finance Director, and the Veterans Service Officer.

Dated this 8th day of October 2024

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: October 8, 2024

Signed: Board Chairperson

County Clerk

Approved: 10.9.24

Vetoed: _____

Signed: County Executive

POSITION DELETION FORM - 2024 BUDGET		
Completion Checklist		
Request Details		
Effective Date of Requested Change:	8/25/2024	
Department:	Veterans Service Office	
Department Head:	Kelly Bales	
Cost Center Number:	1008700	
Position Title:	Deputy Veterans Service Officer	
Sunset Position? (Yes or No)	No	
Is this position full time or part time? *(If more than one position, use the worksheet for Multiples)*	Full Time:	1
	Part Time:	
If adding a position to offset this deletion; which position(s) will be added?	Sr. Benefits Specialist	
Position Justification		
Briefly summarize why this position is no longer needed, as well as areas of revenue and savings.		
Employee Impacted By This Change (if no one in position - leave blank)		
Fiscal Data		
PROJECTED COST SAVINGS		
Salary	$	60,466
Fringe Benefits	$	8,798
Travel/Training	$	-
Supplies	$	-
Purchased Services	$	-
Capital Outlay	$	-
TOTAL COST SAVINGS	$	69,263
DECREASED REVENUES BY DELETING THIS POSITION:		
Please list below the decreased revenues pertaining to this position deletion.		
Description	*Dollar Value (enter as negative)*	
	$	-
	$	-
	$	-
TOTAL REVENUE REDUCTION	$	-
NET COUNTY COST (Levy/Fund Balance)	$	69,263

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

POSITION ADDITION FORM - 2024 BUDGET		
Completion Checklist		
o A visual of your proposed Table of Organization o Job description for the position requested below, highlighting any changes from current JD o Completed McGrath Consulting Position Questionaire (if position is not currently on wage schedule)		
Request Details		
Effective Date of Requested Change:	**8/25/2024**	
Department:	**Veterans Services Office**	
Department Head:	**Kelly Bales**	
Cost Center Number:	**1008700**	
Position Title:	**Sr. Benefits Specialist**	
Sunset Position? (Yes or No)	**No**	
Exempt (Salaried) or Non-Exempt (Hourly):	**Non-Exempt**	
Pay Grade of Position:	**135**	
Estimated Starting Step:	**10**	
Position exists in current the Table of Organization?		
Is this position full time or part time? *(If more than one position, use the worksheet for Multiples)*	**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?		
If deleting a position to add this position; which position(s) will be deleted?	**Deputy Veterans Service Officer**	
(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.		
Employee Impacted By This Change (if no one in position - leave blank)		

Fiscal Data		
How will this position be funded (choose from drop-down list)?		
PROJECTED 2023 EXPENDITURES - Amounts must agree to amounts included in the proposed budget.		
Salary	$	**68,931**
Fringe Benefits	$	**10,029**
Travel/Training	$	-
Supplies - IT		
Supplies - Other	$	-
Purchased Services - IT		
Purchased Services - Other	$	-
Capital Outlay	$	-
TOTAL EXPENDITURES	$	**78,960**
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.		
Description	*Dollar Value (enter as negative)*	
Deleted Position (if applicable)	$	**(69,263)**
	$	-
	$	-
TOTAL COST SAVINGS/REVENUES	$	**(69,263)**
NET COUNTY COST (Levy/Fund Bal)	$	**9,697**
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	$	-
Fringe Benefits	$	-
Other Expenditures	$	-
TOTAL EXPENDITURES	$	-
Deleted Position (if applicable)	$	-
Less Increased Revenue/Cost Savings (enter as negative)	$	-
NET COUNTY COST (Levy/Fund Bal)	$	-

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

Deputy Veterans Service Officer

Class Title
Deputy Veterans Service Officer
Class Code
1700-2
Salary
$60,465.60 - $78,873.60 Annually

- DEFINITION
- BENEFITS

Position Purpose

As an accredited veteran's representative, this position aids in the administration of the veteran's services and provides assistance to veterans, their dependents and/or their survivors. The Deputy CVSO provides information to residents who are county veterans regarding benefits to which they may be entitled or help resolve any complaint or problem arising in or out of such service.

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.

- Manages caseload distribution across Veterans Service team and assists Benefit Specialists with cases more complicated in nature.
- Interviews and advises veterans and/or dependents on eligibility for disability compensation, income based pension benefits, education benefits, death/burial benefits, and all other state and federal veterans' benefits. Prepares and submits applications for appropriate benefits.
- Supervises Veterans Office staff, coordinates office activities, allocation of personnel and workloads to ensure work is performed with accuracy and in a timely manner. The Deputy Veterans Service Officer is also responsible to evaluate the performance of direct reports.
- Assists the Veterans Service Officer with preparation of the annual operating budget and annual grant reporting to the WI Department of Veterans Affairs.
- Prepares department payroll documentation.
- Corresponds with various county, state, and federal offices, attorneys, cemeteries, funeral homes, medical personnel and the general public to obtain and provide necessary veteran information.
- Maintains accreditation with various Veterans Service Organizations and access to federal Veterans Benefits Management System (VBMS).
- Attends meetings or events outside of the office as directed by the Veterans Service Officer.

Education/Certifications/Experience Requirements

- High school graduate with at least five years of office experience working with MS Word, Excel, and Outlook.
- Minimum of three years' experience working with veterans programs such as; compensation, pension, education, and VA Health Care in a County Veterans Service Office or similar Veterans benefits processing position.
- Experience using Vetraspec software or similar Veteran case management software.
- Must have PIV card or ability to obtain PIV card within 12 months of hire.

Required or Preferred Skills

- Veteran status strongly preferred.
- Knowledge of pertinent laws, statutes, codes, regulations and terminology concerning veterans' benefits.
- Must have accreditation through as least one of many qualifying veterans' organizations (NACVSO, WDVA, VFW, DAV, and American Legion, etc.) to represent veterans' claims and appeals with the US Department of Veterans Affairs. Thereafter, must participate in continuing education to maintain accreditation.
- Ability to use current software programs to complete appropriate applications for clients.
- Ability to maintain confidentiality and manage time effectively.
- Experience in budget preparation and supply maintenance.
- Ability to deal effectively with various members of the public and coworkers. Assist coworkers with questions concerning computer programs, office procedures.
- Ability to work independently, make sound decisions, and use good judgment.
- Ability to lift, carry, push, pull, or otherwise move objects up to 50 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.

Justification for Sr. Benefits Specialist position

1. Based on the County Veterans Service Officer Position Description dated December 1, 2023, the main roles and responsibilities can really be summed up in the main duties of Strategic Leadership & Management; Veteran Outreach & Education; Case Management & Counseling; and Veterans Issue Advocacy. This position truly enables a team of Benefits Specialists (including Senior Benefits Specialists) to provide the face-to-face services our Veterans request. Although a CVSO can assist Veterans on a daily basis through appointments (required by State Statute 45-80), in Outagamie County, this becomes more of a secondary role to supporting and enabling the team. Each county will differ a little, especially smaller counties where there may only be one or two staff based on the Veteran population. I still enjoy meeting with Veterans, but have limited my appointments to two a day so I can also focus on the strategic side, especially with the PACT Act opening the door for approximately 5,000,000 more Veterans!
2. Looking at the Deputy Veterans Service Officer Position Description dated January 4, 2023, there is a greater shift to supporting Veterans; however, there are few specifics to include preparing payroll documentation, supervising all staff (except for CVSO), as well as assisting the CVSO prepare the budget and annual grant(s). There is limited leadership and I personally found it odd the Deputy would supervise the staff and perform the annual performance reports; with a staff of this few, I strongly feel the CVSO should execute those duties.
3. As important as the CVSO role is for strategic leadership & management, where the "rubber meets the road" falls within the scope of our amazing Benefits Specialists and Senior Benefits Specialists – they're truly the superstars in my opinion! They're the ones "in the trenches" with the Veterans, doing the deep dives into those clients' lives, ascertaining what benefits are available. It's truly a humbling moment when a Veteran applies for benefits, and when approved (up to a year later), returns to our office with great joy and exuberance; many times their lives are forever changed due to an unexpected additional tax-free income stream. Plus, more often then not, doors open for their families as well including education benefits and future benefits for a spouse (if they meet additional criteria).
4. The Senior Benefits Specialists are also the trainers. They work with the team to share their expertise and will often take on the more difficult cases like Pension & DIC Claims, taking hours of investment. Having two Senior Benefits Specialists allow for more one-on-one training with our Benefits Specialists to make them subject matter experts quickly and efficiently.
5. In my humble opinion, as long as the CVSO dedicates the majority of his/her time following outlined duties in the Position Description, enabling the team through training opportunities, tools, resources, and a healthy work-rest balance, the Veterans Service Office will run smoothly and efficiently. Transferring the 2-3 leadership and management tasks outlined in the Deputy's Position Description to the CVSO should not add a significant workload and in fact, should better define the office structure and allow things to flow more smoothly overall. If at some point the staff loses confidence in the CVSO, they can then go directly to Human Resources for direction; there's not an individual put in an awkward position as the Deputy who is between the staff and HR.
6. As the CVSO, I also want to ensure our team has opportunities to grow through leadership moments, community outreach, and perhaps even delve into supporting me in areas such as the budget, for instance. The more they know, the better they can support the Veterans and each other. In my absence, I have full confidence a Senior Benefits Specialist can step up and fill in for a short period of time in the event of my absence (e.g. vacation, training, etc.). As I work with

my team to develop a comprehensive training program based on my experience in the Air Force with training plans, the goal is essentially to allow anyone to grab a binder (physical or virtual), read step-by-step instructions, and with the support of the subject matter experts around the County, complete simple tasks (e.g. time sheets, P-Card reconciliations, payment vouchers, etc.). Nothing we do is very difficult with the right outline.

7. IF provided the opportunity to convert our part time position to a fulltime position, I would welcome either a Benefits Specialist or Senior Benefits Specialist. However, many counties are moving towards hiring Assistant CVSOs with the same requirements of military service as the CVSOs (WI State Statute 45.80). This position could be the step between a Senior Benefits Specialist and the CVSO, predominantly focusing on Veterans' needs (e.g. Senior Benefits Specialist roles) while still with a limited working knowledge of the CVSO duties and responsibilities in the event of a CVSO's absence. The only drawback is this limits the opportunity to only military Veterans whereas that requirement does NOT exist for Benefits Specialists. It could stifle upward movement in our specific office, at least temporarily. Again, with the proper training and continuity binders, any Senior Benefits Specialist should be able to fill in short term with limited challenges.

Senior Veterans Benefits Specialist

Class Title
Senior Veterans Benefits Specialist
Class Code
1700-3
Salary
$25.40 - $33.14 Hourly

- DEFINITION
- BENEFITS

Position Purpose

This position initiates and presents claims for compensation, pension, entitlements and other benefits to the United States Department of Veterans Affairs and other agencies on behalf of veterans, their eligible dependents, and their survivors. Helping veterans and their dependents receive the benefits to which they are entitled.

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.

- Conducts interviews with veterans and/or dependents to determine and complete the appropriate benefit forms and applications.
- Determines eligibility for veterans and family members of various programs such as education, grants, medical claims, disability claims, waiver requests, and nursing home applications.
- Corresponds with various county, state, and federal offices, the general public, and professionals to obtain and provide necessary information.
- Prepares, maintains, and updates program and department records, reports, confidential records and files.
- Trains new employees.
- Investigates and obtains Military Records, Discharge Documents and Military Medals and Ribbons.
- Participates in community outreach events.
- Order and replenish office brochures and VA pamphlets.
- Performs other duties as assigned.

Education/Certifications/Experience Requirements

- High school graduate or G.E.D. with relevant business classes, computer background, strong typing skills, and at least two years of general office experience.
- Active PIV Card preferred
- WDVA Accreditation preferred

- NACVSO Accreditation preferred

Required or Preferred Skills

- Working knowledge of Microsoft Office Suite
- Excellent oral and written communications skills.
- Experience rending advice and services to veterans and their families
- Experience in administering Veterans Administration's policies, regulations and procedures.
- Veterans encouraged to apply

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: GENERAL 100

COST CENTER NAME: VETERANS

DEPARTMENT NAME: VETERANS

COST CENTER NUMBER: 1008700, 1008800

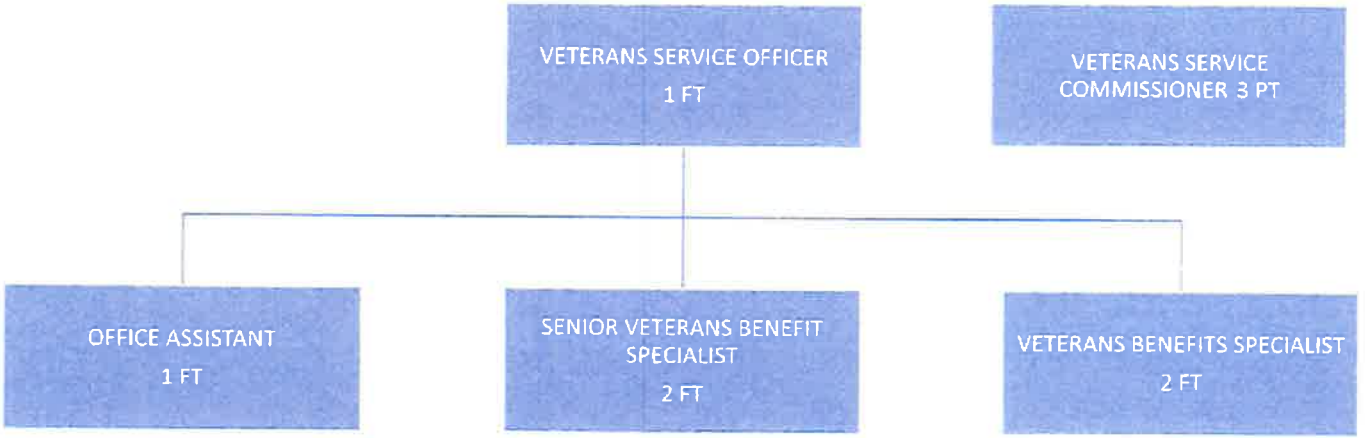
POSITION COUNT REGULAR POSITIONS:	2022		2023		2024		2025	
	FT	PT	FT	PT	FT	PT	FT	PT
COST CENTER 1008700								
DEPUTY VETERANS SERVICES DIRECTOR	1	0	1	0	1	0	0	0
OFFICE ASSISTANT	1	0	1	0	1	0	1	0
SENIOR VETERANS BENEFIT SPECIALIST	1	0	1	0	1	0	2	0
VETERANS BENEFITS SPECIALIST	2	1	2	1	2	1	2	0
VETERANS SERVICE OFFICER	1	0	1	0	1	0	1	0
COST CENTER TOTALS	6	1	6	1	6	1	6	0
TOTAL POSITIONS - REGULAR:	6	1	6	1	6	1	6	0
TEMPORARY POSITIONS:								
COST CENTER 1008800								
VETERANS SERVICE COMMISSIONER	0	3	0	3	0	3	0	3
COST CENTER TOTALS	0	3	0	3	0	3	0	3
TOTAL POSITIONS - TEMPORARY:	0	3	0	3	0	3	0	3
TOTAL ALL POSITIONS:	6	4	6	4	6	4	6	3

FUND: GENERAL 100

DEPARTMENT NAME: VETERANS

COST CENTER NAME: VETERANS

COST CENTER NUMBER: 1008700, 1008800



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 for transfer from contingency – Veteran's Services

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 Veteran's Service is requesting contingency funding for a change of position. The Department would like to eliminate the position of Deputy Director and add a Senior Benefits Specialist as the need is for a more public facing position. The position will be filled by an existing employee and as such will increase salaries by $2,551 and benefits by $433 for a total of $2,984. Funding will come from contingency.

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

[x] Revenues [x] 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 (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
Veteran's Service	Salaries	1008700.5100	$2,551
Veteran's Service	Fringe Benefits	1008700.5200	$433
Reserve for Contingency		1002247.5500	($2,984)

Annual and Long-Term Impact

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

9. What is the anticipated annual and/or long-term cost or revenue impact? Annual Cost $9,697
Annual Revenue 0

Fiscal Note Prepared by: Valarie Wunderlich/Michelle Uitenbroek

For Financial Services purposes only	
Reviewed By: *Michelle Uitenbroek*	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: **September 30, 2024**	
Comments:	

C:\Users\tysonsj\AppData\Local\Microsoft\Windows\INetCache\Content.Outlook\KTBELVZH\Veteran's Services revised.docx

I, Kelly Gerrits, County Clerk for the County of Outagamie Wisconsin do hereby certify that the foregoing is a true and correct copy of the October 8, 2024 County Board Minutes approved by a majority vote at a meeting of the County Board on October 22, 2024 and recorded in the minutes of said meeting a quorum of members being present.

In testimony whereof, I have hereunto set my hand and the seal of the County of Outagamie, Wisconsin, this 23rd Day of October, 2024.

/s/ Kelly Gerrits
County Clerk

Please call the Outagamie County Clerk's Office (832-5077) if you would like further elaboration of these minutes.

RUN: November 4, 2024

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

Office of the County Clerk, October 22, 2024.

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: 31 present, 5 absent. Members present: Thompson, Johnson, Patience, Gabrielson, Kostelny, Lawrence, Lamers, Ferguson, McCabe, Wegand, Hermes, MacDonald, Croatt, Spears, Heiser, Mitchell, Cuff, Hagen, Klemp, Thiede, Janke, Weinberg, Culbertson, Monfils, Winterfeldt, Nejedlo, Clegg, VanderHeiden, Rettler, Koury, and Lautenschlager. Members absent: Supervisor Smith, Hammen, Krueger, Schroeder, and Thyssen.

The Board Chairperson requested the Board's confirmation to excuse Supervisor Smith, Hammen, Krueger, Thyssen, and Schroeder. No objections; so ordered.

The Pledge of Allegiance was led by Chairperson Gabrielson.

PUBLIC HEARING FOR THE PROPOSED 2025 OUTAGAMIE COUNTY BUDGET – Pursuant to Wisconsin Statutes Section 65.90.

Chairperson Gabrielson opened the public hearing at 7:02 p.m.

Mike Thomas – 1 Hillock Court, Appleton; commented as resident and as a representative of Appleton Concerned Taxpayers (ACT), an independent advocacy group. ACT primarily focuses on the Appleton City Council budget, but recently branched out to the area county board and school budgets in recent years by reviewing their financials (tax rate, budget itself, and TIF Districts). He commented on:

- The Capital Improvements Budget for 2025 still includes upgrades for the UW-Oshkosh Fox Cities campus, including the $2.5 million of improvements, primarily for the cafeteria, and with no longer serving as an extension campus as of June 2025, made the recommendation to review and possibly omit said items from the budget.
- Supported the tax rate determined for 2025.
- Advised that the Wisconsin Department of Revenue made a miscalculation that affected the City of Appleton and may in turn impact Outagamie County in some way.
- Provided positive feedback regarding the lack of borrowed money for capital improvement projects for 2025.
- Recommended to review the increase of employees of the Health and Human Services Budget and rationalize if all of the added positions are necessary to get their role done for the County.

Edward Perkins – 4486 North White Hawk Drive, Grand Chute; commented on the following regarding the proposed County Budget:

- Inquired about the cash reserves Outagamie County would have after the ARPA Funds are spent.
- Stated 40 percent of all new hires for Outagamie County are for the Health and Human Services Department, and he questioned the reasoning. Mr. Perkins stated that of the bulk of these new hires are being funded through ARPA funds and stated his concern going forward is the cost of these positions will be a burden to the tax payers.
- Expressed concern to the lower and middle class, who are putting more money on their credit cards, increasing personal debts.

- Commented on the Appleton International Airport (ATW) expansion project's cost for the new concourse and new entrance.

Linda Bjella – 1333 North Lake Court, Grand Chute; spoke on behalf of the League of Women Voters of Appleton-Fox Cities. Ms. Bjella thanked the County Board for the opportunity to speak and wanted to discuss suggestions on individual department budgets, however, the opportunity proved to be difficult to make policy statements, as numerous departments have yet to complete their budget presentations/sessions in front of the Finance Committee. As a result, her comments primarily focused on the budget process. She noted the following:

- After the budget presentations are concluded, the League of Women Voters of Appleton-Fox Cities (LWV) intends to send a letter to County Supervisors and the County Executive outlining the policy items their group wishes to support in the 2025 budget.
- Offered applause to the change from paper to the electronic online budget format, as the interactive option much easier to access and understand. The hyperlinked format is user friendly and clearly states the rationale for department requests. The department narratives provide objectives, accomplishments, and goals for the future. She acknowledged Sara Hickey, Legislative Services, who was helpful in ensuring LWV members had access to the County Board Room Wi-Fi to follow along during Finance Committee meetings.
- Finance Committee meetings completed thus far were conducted effectively and appreciated the presentations from the Department Heads.
- Commented on the lack of accessibility to the public of County Board and committee meetings. Unlike other local governments they monitor, Outagamie County does not provide a virtual option for most public viewing of meetings. A virtual option would greatly increase public engagement/participation if the service became available.
- Questioned the reasoning that the Public Hearing was being conducted prior to the conclusion of all budget presentation meetings, as having the information obtained from the subsequent finance meetings would be helpful to engage citizen input.
- Did not understand the rationale behind the special time for the Budget meeting at 5:30 p.m. on November 4, 2024, and expressed the normal timeslot of 7:00 p.m. would be more flexible with most schedules.
- LWV will continue to collect their positions and will communicate in written form once Finance Committee deliberations are concluded.

Chairperson Gabrielson requested any further speakers; none came forward.

Supervisor Koury moved, seconded by Supervisor Patience, to adjourn the public hearing and go into regular session at 7:17 p.m.

VOICE VOTE CARRIED UNANIMOUSLY. PUBLIC HEARING FOR THE PROPOSED 2024 OUTAGAMIE COUNTY BUDGET IS CLOSED.

ADJOURN PUBLIC HEARING; PROCEED WITH REGULAR MEETING

MINUTES OF THE OCTOBER 8, 2024 COUNTY BOARD MEETING

Supervisor Lautenschlager moved, seconded by Supervisor McCabe, to approve the minutes of the October 8, 2024 County Board meeting.

ROLL CALL: 28 yes, 3 abstain (Wegand, Monfils, Winterfeldt), 5 absent. MINUTES OF THE OCTOBER 8, 2024, COUNTY BOARD MEETING ARE APPROVED.

SPECIAL ORDER OF BUSINESS – None.

ESTABLISH ORDER OF THE DAY– Chairperson Gabrielson reported the request to have Resolution No. 58—2024-25 locked in at the meeting.

COMMUNICATIONS –
Chairperson Gabrielson summarized the following communications:

- There is one (1) Supervisor who still needs to complete the July 2024 training, and nine (9) Supervisors still needing to complete the October 2024 training, "Work Bites – Working Remotely," and the most recent cybersecurity course, "Recipe for Cyber Security" is now available, and should be completed by October 31, 2024. Chairperson Gabrielson emphasized the importance to complete the trainings to continue the education on safety.
- Chairperson Gabrielson thanked Supervisor Weyenberg and Supervisor Ferguson who accompanied him at Mosquito Hill's 50th Year Celebration, which showcased the natural recreational area's history.
- The next County Board meeting will be the Budget Meeting, and it will be held on Monday, November 4, 2024 at the special time of 5:30 p.m. – bound by Wisconsin State Statute.
- The County Board is currently collecting donations for the "Adopt a Family Program" – donations will be accepted at the Legislative Services Office until November 25th – this year's goal is $500. Last year $745 was raised for the program. Outagamie County families are referred to the opportunity, and this is an excellent way to give back to the community. An e-mail reminder will be sent out soon.
- Chairperson Gabrielson recognized the birthday of County Board Supervisor Klemp (10/17).

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 –
County Executive Nelson nomination for reappointments of Jason Brozek, Sadie DiNatale-Burda, Sue Kinde, Kayla Rouse, and Dean Steingraber (terms expire October 31, 2027) and appointment of Justin Schumacher (term expires April 30, 2027) to the Greenway Implementation Committee.

Supervisor MacDonald moved, seconded by Supervisor Hagen, for confirmation of the above-listed reappointments and appointment.

ROLL CALL: 31 yes, 5 absent. JASON BROZEK, SADIE DINATALE-BURDA, SUE KINDE, KAYLA ROUSE, AND DEAN STEINGRABER ARE REAPPOINTED AND JUSTIN SCHUMACHER IS APPOINTED TO THE GREENWAY IMPLEMENTATION COMMITTEE.

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

UNFINISHED BUSINESS – None.

NEW BUSINESS – *NOTE: The minutes that follow list the synopsis of the ordinances/resolutions and roll calls. At the end of this set of minutes, the scanned copies of the each ordinance/resolution will be appended along with the physical roll call.*

Ordinance No. Z-5—2024-25 – Agriculture, Extension Education, Zoning and Land Conservation Committee. Approve to amend Chapter 10, Division 2-Districts and District Regulations, Section 10-521- Interpretation of district boundaries; Section 10-522- Application of regulations; Section 10-525 – Ponds and Stormwater Management Facilities; Section 10-564- Purpose: permitted uses and structures; Section 10-585- Purpose and permitted uses and structures; Section 10-586- Special uses; commercial and industrial uses; Section 10-607- Purpose, permitted uses and structures; Section 10-608- Special uses; Section 10-629- Purpose and permitted uses and structures; Section 10-649- Purpose and permitted uses and structures, of the Outagamie County Code of Ordinances, effective January 1, 2025, as detailed on the ordinance and attachments.

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

ROLL CALL: 31 yes, 5 absent. ORDINANCE NO. Z-5—2024-25 IS ADOPTED.

Resolution No. 56—2024-25 – Public Safety Committee. Authorize and approve of the Sheriff's Office to apply for, accept and expend the 2024 Justice Assistance Grant issued by the US Department of Justice, to be used toward camera equipment, and increase the Patrol line items of Intergovernmental Revenue and Supplies by $10,140 each, as detailed on the attached fiscal note.

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

ROLL CALL: 31 yes, 5 absent. RESOLUTION NO. 56—2024-25 IS ADOPTED.

Resolution No. 57—2024-25 – Property, Airport, Recreation and Economic Development Committee. Approve to endorse Frontier's application for Broadband, Equity, Access, and Deployment (BEAD) funding in Outagamie County and approve to endorse the application of Frontier for BEAD funding to support their broadband infrastructure project in Outagamie County.

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

ROLL CALL: 30 yes, 1 abstain (Heiser), 5 absent. RESOLUTION NO. 57—2024-25 IS ADOPTED.

Resolution No. 58—2024-25 – Property, Airport, Recreation and Economic Development Committee. Approve to grant We Energies an easement for parcel number 311931411 in the City of Appleton, (Plamann Park), as noted on the resolution and attachments.

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

ROLL CALL: 31 yes, 5 absent. RESOLUTION NO. 58—2024-25 IS ADOPTED.

RECONSIDERATION OF RESOLUTION NO. 58—2024-25.

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

Vote for reconsideration. ROLL CALL: 30 yes, 1 no (Thiede), 5 absent. RESOLUTION NO. 58—2024-25 IS RECONSIDERED.

Vote for lock in. ROLL CALL: 31 yes, 5 absent. RESOLUTION NO. 58 —2024-25 IS ADOPTED & LOCKED IN.

Resolution No. 59—2024-25 – Health and Human Services Committee. Approve to respectfully request that the State of Wisconsin, in its 2025-2027 state biennial budget, provide state General Purpose Revenue funding to cover the following: Full non-federal share of Medical Assistance Community Support Programs and Crisis services; and Annual increases to State Human Service Aids to cover increased compensation costs for human services staff.

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

ROLL CALL: 31 yes, 5 absent. RESOLUTION NO. 59—2024-25 IS ADOPTED.

Resolution No. 60—2024-25 – Legislative/Audit and Human Resources Committee. Approve the Administrative Rule AR-2024-02 (attached), replacing AR-2024-01, which amends the County Employee Handbook with adjustments and clarifying language to reflect current practice as pertains to Life Insurance and Long-Term Disability (as noted on the resolution and attachments), and will be on file in the County Clerk's Office in a manual labeled "Outagamie County Administrative Rules".

Supervisor Spears moved, seconded by Supervisor Thiede, for adoption.

Supervisor MacDonald moved, seconded by Supervisor Croatt, to amend Resolution No. 60—2024-25 to read as 'Approve the Administrative Rule AR-2024-02 (attached), replacing AR-2024-01, which amends the County Employee Handbook with adjustments and clarifying language effective January 1, 2025 as pertains to Life Insurance and Long-Term Disability (as noted on the resolution and attachments), and will be on file in the County Clerk's Office in a manual labeled "Outagamie County Administrative Rules"'.

ROLL CALL: 31 yes, 5 absent. RESOLUTION NO. 60—2024-25 IS AMENDED.

ROLL CALL: 31 yes, 5 absent. RESOLUTION NO. 60—2024-25 IS ADOPTED AS AMENDED.

REPORTS – None.

ADJOURNMENT
Supervisor Patience moved, seconded by Supervisor Lawrence to adjourn until November 4, 2024 at the special time of 5:30 p.m. VOICE VOTE CARRIED UNANIMOUSLY.

The meeting adjourned at 7:41 p.m.

FINAL COPIES OF ORDINANCES/RESOLUTIONS AND ROLL CALLS PERTINENT TO NEW BUSINESS FOLLOW:

Ordinance No. Z-5—2024-25 – Agriculture, Extension Education, Zoning and Land Conservation Committee. Approve to amend Chapter 10, Division 2-Districts and District Regulations, Section 10-521- Interpretation of district boundaries; Section 10-522- Application of regulations; Section 10-525 – Ponds and Stormwater Management Facilities; Section 10-564- Purpose: permitted uses and structures; Section 10-585- Purpose and permitted uses and structures; Section 10-586- Special uses; commercial and industrial uses; Section 10-607- Purpose, permitted uses and structures; Section 10-608- Special uses; Section 10-629- Purpose and permitted uses and structures; Section 10-649- Purpose and permitted uses and structures, of the Outagamie County Code of Ordinances, effective January 1, 2025, as detailed on the ordinance and attachments.

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

ROLL CALL: 31 yes, 5 absent. ORDINANCE NO. Z-5—2024-25 IS ADOPTED.

VOTE RESULTS — 31 YES | 0 NO | 0 ABSTAIN | 5 ABSENT

Ordinance No. Z-5—2024-25

Passed With Majority of Full Membership

1 THOMPSON	YES	13 WEGAND	YES	25 JANKE	YES
2 JOHNSON	YES	14 HERMES	YES	26 WEINBERG	YES
3 SMITH	ABSENT	15 MacDONALD	YES	27 CULBERTSON	YES
4 PATIENCE	YES	16 SCHROEDER	ABSENT	28 MONFILS	YES
5 GABRIELSON	YES	17 CROATT	YES	29 WINTERFELDT	YES
6 KOSTELNY	YES	18 SPEARS	YES	30 NEJEDLO	YES
7 HAMMEN	ABSENT	19 HEISER	YES	31 CLEGG	YES
8 LAWRENCE	YES	20 MITCHELL	YES	32 THYSSEN	ABSENT
9 KRUEGER	ABSENT	21 CUFF	YES	33 VANDERHEIDEN	YES
10 LAMERS	YES	22 HAGEN	YES	34 RETTLER	YES
11 FERGUSON	YES	23 KLEMP	YES	35 KOURY	YES
12 McCABE	YES	24 THIEDE	YES	36 LAUTENSCHLAGER	YES

Outagamie County — 10-22-24 County Board Meeting - October 22 2024 07:27:52 PM — OpenMeeting

October 22, 2024 County Board Meeting

ORDINANCE NO.: Z-5—2024-25

TO THE HONORABLE, THE OUTAGAMIE COUNTY BOARD OF SUPERVISORS

LADIES AND GENTLEMEN: ***MAJORITY***

The Agriculture, Extension Education, Zoning and Land Conservation Committee is requesting to amend the County Code of Ordinances, effective January 1, 2025 as pertains to Chapter 10- Aviation, Article III., Airport Zoning; Division 2, Subdivision I., Section 10-521 Interpretation of district boundaries, Division 2, Subdivision I., Section 10-522 Application of regulations, Division 2, Subdivision I., Section 10-525 Ponds and stormwater management facilities, Division 2, Subdivision II., Section 10-564 Purpose; permitted uses and structures, Division 2, Subdivision III., Section 10-585 Purpose and permitted uses and structures, Division 2, Subdivision III., Section 10-586 Special uses; commercial and industrial uses, Division 2, Subdivision IV., Section 10-607 Purpose, permitted uses and structures, Division 2, Subdivision IV., Section 10-608 Special uses, Division 2, Subdivision V., Section 10-629 Purpose and permitted uses and structures, Division 2, Subdivision VI., Section 10-649 Purpose and permitted uses and structures as listed below.

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

BE IT ORDAINED, that the Outagamie County Board of Supervisors does amend Chapter 10, Section 10-521- Interpretation of district boundaries; Section 10-522- Application of regulations; Section 10-525 – Ponds and stormwater management facilities; Section 10-564- Purpose: permitted uses and structures; Section 10-585- Purpose and permitted uses and structures; Section 10-586- Special uses; commercial and industrial uses; Section 10-607- Purpose, permitted uses and structures; Section 10-608- Special uses; Section 10-629- Purpose and permitted uses and structures; Section 10-649- Purpose and permitted uses and structures, of the Outagamie County Code of Ordinances to read as follows (changes are in **bold and underlined**), said changes effective January 1, 2025:

DIVISION 2- DISTRICTS AND DISTRICT REGULATIONS

...

Sec. 10-521. Interpretation of district boundaries.

~~d) Whenever there is a question as to which district a lot or parcel belongs within, the more restrictive district shall prevail; with overlay district zone 1 being the most restrictive and overlay district zone 3 being the least restrictive.~~

~~e)~~ d) Where the property layout existing on the ground is at variance with that shown on the airport zoning map, the County Zoning Administrator shall interpret and make the determination. The determination of the Zoning Administrator may be appealed to the Board of Adjustment as provided in section 54-788.

...

Sec. 10-522. Application of regulations.

~~(f) No pond, retention, detention or other manmade waterbody may be allowed within the 5,000 feet and 10,000 feet buffer from the Air Operations Area (AOA) as indicated on the Outagamie County Regional Airport Zoning Map dated April 2, 2012. Such facility may be permitted if the design requirements of the FAA Advisory Circular 150/5200-33B dated 8-28-2007 are followed.~~

(f) No stormwater management facility, retention, detention, or artificially created waterbody will be allowed within 10,000-feet of the Air Operations Area (AOA) as indicated on the Outagamie County Airport Zoning Map, unless approved and permitted in accordance with Section 10-525.

...

Sec. 10-525. Ponds and Stormwater Management Facilities.

Any stormwater management facility or artificially created waterbody within 10,000 feet of the Air Operations Area (AOA) of the Outagamie County Airport must comply with the following regulations and must receive a permit prior development.

a) Detention Facility. Stormwater management facility designed to drain completely within 48-hours of a rain event.

1) Design. All detention facilities must be designed to drain within 48-hours of a rain event, or be constructed below ground and not accessible to waterfowl or other birds hazardous to aviation. Monitoring for wildlife hazards will not be necessary if there is no standing water available for use by waterfowl or other birds hazardous to aviation.

2) Vegetation. If the upland area around the detention facility is vegetated, the vegetation must be either native prairie plantings or endophyte-infected tall fescue. Mowing must be done no more than twice during the growing season and then only to control invasive and unwanted species.

b) Retention Pond/Facility. Stormwater management facility or artificially created waterbody designed to hold water for more than 48 hours.

1) Monitoring. All retention ponds/facilities must be monitored for bird use by an FAA "Qualified Airport Wildlife Biologist", as defined by the FAA Advisory Circular 150/5200-36C or subsequent editions thereto. The monitoring period must comply with the following:

a. Duration. The monitoring period must begin immediately following the construction of the pond, including establishment of required vegetation. If the project includes other onsite construction activity (buildings, parking areas, etc.) that may effect the accuracy of monitoring results, the monitoring period must begin immediately following substantial completion of the construction activity for the entire project. The monitoring period must continue for a minimum of one-year. The aforementioned monitoring period durations may be revised/altered by the Zoning Administrator upon recommendation by an FAA "Qualified Airport Wildlife Biologist".

b. Frequency. Monitoring must consist of two morning and two evening observations per month.

c. Final Report. A final observation report, including any recommendations to alleviate any wildlife hazardous to aviation (i.e. exclusionary devices), must be provided to the Zoning Administrator and USDA-Wildlife Services for review and approval. If recommended, all exclusionary devices must be installed in accordance with Section 10-525(b)2 and 10-525(d).

d. In Lieu. In lieu of a monitoring period, retention ponds/facilities may be designed and constructed with exclusionary devices and a perimeter fence in accordance with Section 10-525(b)2. The design and construction of all exclusionary devices must be reviewed and approved by the Zoning Administrator and USDA-Wildlife Services prior to installation.

2) Exclusionary Devices. When recommended by a FAA Qualified Airport Wildlife Biologist and/or USDA-Wildlife Services, all retention ponds must be designed with exclusionary devices (e.g., overhead grid, Bird Balls ™, Hexprotect ®, netting, etc.) and a perimeter fence to exclude waterfowl, wading birds, or other wildlife hazardous to aviation. Exclusionary devices must comply with the following:

a. General. Materials used to construct the exclusionary devices must have a long field life and must be maintained and remain functional in perpetuity.

b. Overhead Grid. Overhead grid design and construction must comply with the following criteria in Table 10-525.1.

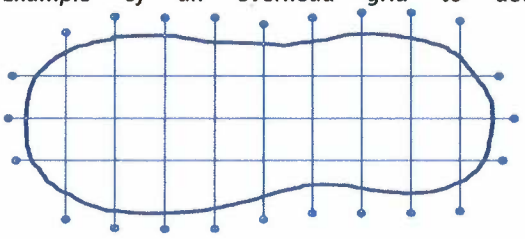
Table 10-525.1. Permanent Overhead Grid System

Component	Details
Grid Material	*Kevlar line, steel cable (high tensile strength, low maintenance); no fishing line*
Initial Post/Line Spacing	*20 feet on center*
Adjusted Spacing[1]	*10 feet on center; 5 feet on center*
Grid Height	*3 feet above average water level surface*
Reflective Objects[1]	*Bright reflective objects attached to the grid (e.g., mylar tape)*
Anchoring	*Secure anchoring of posts; lines/cables must be equipped with turnbuckles to allow for grid tension adjustment/maintenance.*

Table Notes:

[1] Grid spacing adjustments may be recommended by a FAA "Qualified Airport Wildlife Biologist" at any time during annual inspections if wildlife hazardous to aviation are using the pond and the current spacing proves ineffective.

Example of an overhead grid to deter wildlife hazardous to avitaion.



c. Perimeter Fence. Perimeter fence design and construction must comply with the following criteria in Table 10-525.2.

Table 10-525.2. Perimeter Fence

Component	Details
Fence Material	Metal chain-link; mesh spacing no larger than 3" x 3"
Fence Height	Minimum 3 feet above grade
Anchoring	Secure anchoring of posts
Fence at Grade	Installed tight to the ground; no gaps larger than 3"

d. Duration. All exclusionary devices must be regularly maintained and kept functional, in perpetuity, for the life of the retention pond/facility.

e. Modifications. Modifications and adjustments to approved exclusionary devices may be required when determined to be ineffective in keeping wildlife hazardous to aviation from using the pond/facility. Recommended modifications and adjustments, including the addition of supplementary exclusionary devices, shall be completed in accordance with Section 10-525(d) with regard to hazard level and timing.

3) Vegetation. If the upland area around the retention pond/facility is vegetated, vegetation must be either native prairie plantings or endophyte-infected tall fescue. Mowing must be done no more than twice during the growing season and then only to control invasive and unwanted species.

4) Aeration Systems and Fountains. Retention pond/facility aeration systems and fountains are prohibited.

c) Annual Inspections. All permitted ponds/stormwater management facilities must be inspected annually, in perpetuity, by USDA-Wildlife Services or other "Qualified Airport Wildlife Biologist". Inspection reports must be submitted to the Zoning Administrator for review. Any issues, concerns, or hazards noted in the report must be addressed by the property owner upon notice from the County and/or USDA-Wildlife Services in accordance with Section 10-525(d).

d) Hazards. If wildlife hazardous to aviation are observed at a moderate or severe level during any monitoring or inspection period, USDA-Wildlife Services must be consulted and provide recommendations to alleviate the hazard. Recommendations to alleviate a severe hazard must be implemented by the property owner within 24 hours of notice. Recommendations to alleviate a moderate hazard must be implemented by the property owner within 30 days of notice or as otherwise decided by the Zoning Administrator. Any issues, concerns, or hazards not addressed by the property owner following notice from the County/USDA-Wildlife Services, shall constitute a violation of this section.

Secs. ~~10-525~~ 10-526 – 10-563. Reserved.

...

Sec. 10-564. Purpose: permitted uses and structures.

c) Land Use Matrix. Permitted uses and structures must be compatible as determined by the Land Use Matrix included as an Appendix to this chapter.

...

Sec. 10-585. Purpose and permitted uses and structures.

c) Land Use Matrix. Permitted uses and structures must be compatible as determined by the Land Use Matrix included as an Appendix to this chapter.

...

Sec. 10-586. Special uses; commercial and industrial uses.

c) Land Use Matrix. Special uses must be compatible as determined by the Land Use Matrix included as an Appendix to this chapter.

...

Sec. 10-607. Purpose, permitted uses and structures.

c) Land Use Matrix. Permitted uses and structures must be compatible as determined by the Land Use Matrix included as an Appendix to this chapter.

...

Sec. 10-608. Special uses.

a) Special uses of AOD2, airport overlay district zone 2 are as follows:

(1)Residential, provided it is the principal premises of a farm operation which exceeds 35 acres or if it is within zone 2B at a density of not more than one unit per two acres of land and occupying not more than 50 percent of the lot area.

(2)Commercial and industrial uses provided the provisions in section 10-586 are met.

b) Land Use Matrix. Special uses must be compatible as determined by the Land Use Matrix included as an Appendix to this chapter.

...

Sec. 10-629. Purpose and permitted uses and structures.

d) Land Use Matrix. Permitted uses and structures must be compatible as determined by the Land Use Matrix included as an Appendix to this chapter.

...

Sec. 10-649. Purpose and permitted uses and structures.

c) Land Use Matrix. Permitted uses and structures must be compatible as determined by the Land Use Matrix included as an Appendix to this chapter.

BE IT FURTHER ORDAINED, that this ordinance shall be in effect upon completion of publication in accordance with Wisconsin State Statutes, and

BE IT FINALLY ORDAINED, that the Outagamie County Clerk be directed to forward a copy of this ordinance to the Outagamie County Corporation Counsel, Outagamie County Development and Land Services Director, and Municipal Code Corporation for inclusion in the Outagamie County Code of Ordinances.

Dated this 22nd day of October 2024

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: October 22, 2024

Signed: _____
Board Chairperson

_____
County Clerk

Approved: 10 24 24

Vetoed: _____

Signed: _____
County Executive

Outagamie County Est. 1851

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

MEMORANDUM

TO: Outagamie County Zoning Committee
FROM: Isaac Uitenbroek, Zoning Administrator
DATE: September 9, 2024
RE: PL202400405 – Proposed Minor Code Amendments to Chapter 10, Pertaining to District Boundaries, Ponds/Stormwater management facilities within 10,000 feet of ATW's AOA, and Land Use Matrix.

Background and Analysis

The County adopted its Comprehensive Plan in 2020, following community outreach and review spanning several years. The Plan provided clear policy direction to modernize our land use codes. In particular, it cited the following goals and recommendations:

- Goal 2: Modernized land use and regulatory tools.
  - *Rec. 2.1.* Evaluate the zoning, subdivision, and other land use codes for compliance with statutory changes, urban, suburban, and rural land use patterns, and community and county goals....Identify areas where greater clarity could be added. Recommend changes where appropriate.
- Goal 3: Cooperative, intergovernmental land-use decisions.
  - *Rec. 3.2.* Continue to improve coordination and communication with towns for land use planning and zoning actions, creating a partnership between county staff and town officials.

Based on this policy direction and recommendations derived from a recent code audit conducted by Mead & Hunt (see Exhibit A), Outagamie County zoning staff are proposing four minor amendments to the Airport Zoning Ordinance (Chapter 10 of Outagamie County's Code of Ordinances). If approved, the following amendments would be effective January 1, 2025, to allow for necessary permitting system and fee schedule updates.

The first amendment, derives from *AOD Zone Boundaries Recommendation #3* on page three of the Mead & Hunt audit. It addresses Section 10-521 of Chapter 10. This section currently lists criteria intended to aid in the interpretation of airport zoning district boundaries. The proposed amendment will eliminate criteria "d" within this section as it contradicts criteria "c" (see Exhibit B for details).

By removing this contradiction, staff will have the flexibility to apply zoning regulations more precisely as staff can then apply regulations based on the specific location of proposed uses within each airport zoning district.

The second amendment, derives from *Stormwater Management Guidelines Recommendation #1* on page four of the Mead & Hunt audit. It addresses Section 10-522(f) of Chapter 10. This section currently

applies a 5,000-foot and a 10,000-foot distance criterion to determine design and permitting requirements for ponds and stormwater management facilities near ATW.

These criteria are based on FAA recommendations for airports that serve both piston-powered (5,000-foot) and turbine-powered (10,000-foot) aircraft. Since ATW accommodates both types of aircraft, our code auditor cited that utilizing both distance criteria was redundant. The proposed amendment will remove the 5,000-foot criterion to eliminate this redundancy. See Exhibit C for details. If the amendment is approved, ponds and stormwater management facilities within 5,000 feet of ATW's AOA would still continue to be regulated under the 10,000-foot criterion.

This amendment will also ensure that the language in Section 10-522(f) is more consistent with, and includes a reference to, Section 10-525 (further described within the third amendment below).

The third amendment, derives from *Stormwater Management Guidelines Recommendation #2* on page four of the Mead & Hunt audit. This recommendation involves streamlining the County's existing permitting procedures for ponds and stormwater management facilities within 10,000 feet of ATW's AOA. Currently, the County's permitting process involves a special exception permit that includes a pre-application meeting, staff review, public hearing, and ultimately, zoning committee review and action. This process causes unnecessary delays for developers and property owners without providing meaningful benefits to the applicant or community.

Accordingly, this amendment will add Section 10-525 *Ponds and Stormwater Management Facilities* to Chapter 10 (see Exhibit D for details). This new section will allow permitting of ponds and stormwater management facilities within 10,000 feet of ATW's AOA to occur *administratively*. Additionally, it will codify existing design requirements and regulations for these facilities, ensuring transparency and improving the efficiency of administering Chapter 10.

The fourth amendment, derives from *2.3 Airport Land Use Matrix* recommendation on page four of the Mead & Hunt audit. Chapter 10 currently includes a land use matrix as an appendix; however, provides very little reference to the matrix within the regulatory text. This amendment will add specific reference to the land use matrix within each district, ensuring transparency and increased efficiency in determining use compatibility.

Staff Recommendation

DLS staff requests that the County Zoning Committee: **approve the minor code amendments to Ch. 10, Outagamie County Code of Ordinances, as proposed in Exhibits B, C, D and E.**

Exhibits

- Exhibit A: Mead & Hunt 2024 Code Audit Memorandum
- Exhibit B: First Amendment to Chapter 10
- Exhibit C: Second Amendment to Chapter 10
- Exhibit D: Third Amendment to Chapter 10
- Exhibit E: Fourth Amendment to Chapter 10

Exhibit A

Technical Memorandum

Mead & Hunt

To: Appleton International Airport (ATW)
Outagamie County Zoning Department
From: Mead & Hunt, Inc.
Date: April 1, 2024
Subject: Airport Overlay District (AOD) Zoning Ordinance Review & Recommendations

1. Introduction

Wisconsin Statutes, Chapter 114 requires that public use airports protect their runway approach areas. This requirement has been made a condition of state financial aid for airport improvements under Wisconsin Administrative Code for Transportation, Chapter 55. The Federal Aviation Administration (FAA) also requires that airports receiving federal funding comply with the following grant assurances, among others:

- Federal Grant Assurance 20, *Hazard Removal and Mitigation*, requires that the airport sponsor "take appropriate action to assure that such terminal airspace as is required to protect instrument and visual operations at the airport…will be adequately cleared and protected by removing, lowering, marking, or lighting or otherwise mitigating existing airport hazards and by preventing the establishment or creation of future airport hazards."
- Federal Grant Assurance 21, *Compatible Land Use*, requires that the airport sponsor "take appropriate action, to the extent reasonable, including the adoption of zoning laws, to restrict the use of land adjacent to or in the immediate vicinity of the airport to activities and purposes compatible with normal airport operations, including landing and takeoff of aircraft."

Outagamie and Winnebago Counties, as well as other affected jurisdictions, administer an Airport Overlay District (AOD) zoning ordinance that is designed to ensure the Airport meets these state and federal requirements. The AOD zoning ordinance was originally adopted by the Outagamie County Board of Supervisors in 1990 and has been revised multiple times since then, with the latest revision occurring in 2012. The current AOD zoning ordinance has several purposes that serve the public interest, which include preventing incompatible land uses near the Airport, maximizing the safety and viability of the Airport for existing and future aircraft operations, and protecting the community's investment in the Airport.

The Appleton International Airport (ATW or "the Airport") is currently updating its Master Plan. The Master Plan identifies airport development projects that may be required to meet existing and projected future aviation demand over a 20-year planning horizon and considers the environmental and socioeconomic impacts these projects. Projects being contemplated by the Master Plan update process include an expanded passenger terminal building, a relocated air traffic control tower, new hangar development, and an extension to Runway 12/30.

To fully consider the Airport's ability to meet the community's future aviation-related needs, the Airport requested that Mead & Hunt:

1) Evaluate the provisions of the Airport Overlay District (AOD) zoning ordinance contained in the Outagamie County Code of Ordinances, and
2) Identify recommended revisions based on industry best practices and the preferred alternatives identified by the Master Plan.

The purpose of this AOD zoning ordinance review is to provide recommendations for County staff and identify actionable next steps for further County action. This includes recommending potential revisions to both the zoning ordinance text and map but does not include the actual development of a new ordinance or zoning map.

This AOD zoning ordinance review was limited to the following portions of the County Code of Ordinances:

- Chapter 10, Article III, *Airport Zoning*.
- Chapter 10, Article IV, *Supplementary Regulations*.
- Chapter 10, Appendix, *Land Use Matrix*.

2. AOD Zoning Ordinance Review & Recommendations

This review found that, overall, the AOD zoning ordinance is consistent with industry best practices and that the ordinance has been successful in protecting the Airport as a key community asset. However, there are some minor revisions that would bring the ordinance and associated tools up to date with current conditions and industry standards. Mead & Hunt recommends minor revisions related to five specific subject matter areas in the ordinance:

- AOD Zone Boundaries
- Airport Industrial District (AID)
- Airport Land Use Matrix
- Stormwater Management Guidelines
- Height Limitation Zoning

2.1 AOD Zone Boundaries

The official approved AOD zoning map is dated April 2, 2012. It identifies five airport overlay districts applicable to land uses on properties surrounding the Airport and two land use districts intended for application on Airport property only. The shapes and dimensions of the current AOD zones generally reflect the relative safety risk associated with specific land uses in areas near each runway end and are generally consistent with best practices for airport land use regulation. Four updates to the zoning map are recommended by this review, as follows.

AOD Zone Boundaries Recommendation #1: *Update AOD boundaries that are based, in part, on 30-year forecast noise contours from the 1981 Airport Master Plan.*

While the current AOD boundaries reflect reasonable and appropriate regulation of land uses surrounding the Airport, AODs 1, 2A, and 2B are based on an outdated noise study from an era in which the aircraft fleet mix differed significantly from the current aircraft fleet mix using the Airport. The boundaries of these

AODs also are not consistent when comparing each runway end. This review recommends that the County modify the zone boundaries to eliminate reference to the 1981 noise study and to normalize the application of the zoning ordinance across all four runway ends.

This review does not necessarily recommend replacing the current AOD zones with something completely different. The purpose, restrictions, and nomenclature of the current AOD zones could remain substantially similar. Generally, modifications to the AOD zone boundaries should seek to bring more uniformity to application of the zone restrictions. A more detailed study would be required to establish the exact zone boundary modifications. Several other Wisconsin airports have recently updated their zoning ordinances and maps, which could be considered in developing modified AOD zone boundaries for ATW. These airports include La Crosse Regional Airport, Wittman Regional Airport (Oshkosh), and Iowa County Airport (Mineral Point). Links to the updated ordinances and maps for these airports are included in Section 3 at the end of this memorandum.

AOD Zone Boundaries Recommendation #2: *Incorporate considerations for planned future airport facilities identified by the on-going Airport Master Plan Update.*
There are several recommendations from the on-going Airport Master Plan Update that may affect the AOD zoning ordinance. These include the following:

- Planned hangar and business development on the Airport that is outside the current Airport Industrial District (AID) boundaries.
- A planned northwesterly extension to Runway 12/30.
- Land acquisition required for the above recommendations to be implemented.

AOD Zone Boundaries Recommendation #3: *Consider an additional elliptical zone to control general land use hazards.*
The AOD zones in the ordinance are generally limited to the areas beyond each runway end. Industry best practices also include a larger zone that prevents certain incompatible land uses within a defined radius of the airport runways, usually between one and three miles. Land uses typically prohibited within this zone include those identified in Article III, Section 10-522(b) of the AOD zoning ordinance.

AOD Zone Boundaries Recommendation #4: *Revise Article III, Sections 10-521(c) and (d) to clarify application of AOD requirements on parcels within multiple AOD zones.*
There are many properties affected by the AOD zoning ordinance that straddle boundaries between multiple AODs. Industry best practices generally recommend that district requirements be enforced based on the location of proposed development on the parcel. However, Article III, Section 10-521, *Interpretation of district boundaries*, states that "whenever there is a question as to which district a lot or parcel belongs within, the more restrictive district shall prevail". This review recommends that this language be revised to apply the specific requirements of each relevant AOD to the corresponding affected areas within the single lot or parcel in question. This would eliminate confusion and prevent potential burdens to developers.

2.2 Airport Industrial District (AID)

Article III, Subdivision IV of the ordinance lays out permitted uses and development standards for an Airport Industrial District (AID) intended to accommodate development of aviation related business uses in the air industrial park on the Airport. Based on conversation with Airport and County staff, the provisions of the AID have proven cumbersome to enforce and may make it more difficult for the Airport to attract business tenants. This review recommends revisiting the AID provisions in more detail and considering either revising the development standards or replacing them with more flexible design guidelines.

2.3 Airport Land Use Matrix

A detailed airport land use matrix is included in an appendix to the AOD zoning ordinance. This matrix was added to the ordinance in 2012 to simplify administration of the ordinance by local zoning officials. The restrictions identified in this matrix are intended to ensure that land uses near the Airport are compatible with Airport operations. This review did not delve into specific land use restrictions identified in this matrix but found that the matrix is generally consistent with best practices for airport land use regulation. If the County updates its zoning map in accordance with the recommendations described in Section 2.1 above, it should consider revisiting permitted land uses in each zone. When making any updates to the zoning ordinance, more explicit references to the matrix should be added to relevant sections of the ordinance to ease cross-referencing of the matrix with the ordinance text.

2.4 Stormwater Management Guidelines

Article III, Section 10-522(f) of the AOD zoning ordinance requires that developers proposing to create a new pond, retention, detention, or other manmade waterbody within 10,000 feet of the Air Operations Area (AOA) at the Airport follow design guidelines consistent with the current version of FAA Advisory Circular (AC) 150/5200-33, *Hazardous Wildlife Attractants on or near Airports*. The County adopted guidelines in 2016 that are consistent with current FAA recommendations and guidance. Two ordinance updates related to stormwater management are recommended by this review, as follows:

Stormwater Management Guidelines Recommendation #1: *Eliminate 5,000-foot radius on zoning map and in ordinance text.*

The current zoning ordinance text and map include a 5,000-foot radius surrounding the AOA that is redundant when considering that the ordinance text and map also include a 10,000-foot radius with the same restrictions.

Stormwater Management Guidelines Recommendation #2: *Change stormwater facilities from a special use to a permitted use with required conditions.*

The current airport land use matrix prohibits manmade waterbodies in all AODs with a footnote that such waterbodies "could be permitted provided wildlife deterrent measures within the 10,000' of the Air Operations Area of the airport are approved by the County/Community of jurisdiction." This effectively designates manmade waterbodies as a special use requiring specific permit approval for each proposed waterbody by the relevant governing body. This permit requirement creates an unnecessary burden for developers. Changing manmade waterbodies to a permitted use with conditions would allow the relevant jurisdiction to administer this requirement more efficiently.

2.5 Height Limitation Zoning

Restrictions on the height of structures and objects in the vicinity of the Airport are critical to maintaining safe and efficient aircraft approaches and departures at the Airport. If the Airport were to fail to prevent obstacles to flight paths in its immediate vicinity, it would endanger its ability to accommodate its users' needs and potentially jeopardize its eligibility for future federal airport improvement funding.

Height limitation zoning requirements are contained in Article IV, Section 10-677, of the AOD zoning ordinance. The ordinance references and incorporates height limitation zones identified by the 1981 Airport Master Plan.

Height Restriction Recommendation #1: *Update height limitation zoning map to reflect current Federal Aviation Regulations and current airport conditions.*

The height limitation zoning map should be updated for several reasons, including the following:

- The current map was drawn by the Wisconsin Department of Transportation (WisDOT) Bureau of Aeronautics (BOA) in the 1970s. Due to the inherent limitations of the tools and resources available to airport planners at that time, the map uses a grid system based on township/section/range boundaries to identify the maximum height of structures and objects within each quarter-quarter-quarter section surrounding the Airport. This mapping approach is imprecise and has been superseded by GIS mapping applications that can provide much more specificity and reflect the actual impact of structures and objects to aircraft flight paths.
- The current map establishes approach areas beyond each runway end using a 30:1 slope up to 150 feet above the Airport's published elevation. Structures and objects within the remainder of a three-mile radius surrounding the Airport are restricted to 150 feet above the Airport's published elevation. This slope and radius are not consistent with current Federal Aviation Regulations.

3. Informational Resources

AC 150/5190-4B - Airport Land Use Compatibility Planning (faa.gov)

AC 150/5200-33C - Hazardous Wildlife Attractants on or near Airports (faa.gov)

AC 150/5300-13B - Airport Design (faa.gov)

Airport Improvement Program Grant Assurances for Airport Sponsors, May 2022 (faa.gov)

eCFR :: 14 CFR Part 77 -- Safe, Efficient Use, and Preservation of the Navigable Airspace (FAR Part 77)

Wisconsin Legislature: Chapter 114, *Aeronautics and Astronautics*

Wisconsin Legislature: Chapter Trans 55, *Conditions of State Aid for Airport Improvement*

Wisconsin Legislature: Chapter Trans 56, *Erection of High Structures*

Wisconsin Airport Land Use Guidebook (wisconsindot.gov)

La Crosse Regional Airport Zoning Ordinance
- Land Use | Business (lseairport.com)

Wittman Regional Airport (Oshkosh) Zoning Ordinance
- chapter24 2-28-23 RECREATED ORDINANCE_0.pdf (winnebago.wi.us)

Iowa County Airport (Mineral Point/Dodgeville) Zoning Ordinance
- Iowa County Airport

Exhibit B: First Amendment to Chapter 10

Proposed Amendments, related to Interpretation of District Boundaries

Amend the criteria related to the interpretation of airport zoning district boundaries to remove criterion (d) which conflicts with criterion (c). Criterion (c) is more specific and allows for greater flexibility when interpreting district boundaries and applying airport zoning district regulations.

1. In Sec. 10-521, **REMOVE** criterion (d).

a) Except as otherwise specifically provided, a district symbol or name shown within district boundaries on the airport zoning map indicates that the district regulations pertaining to the district extend throughout the whole area surrounded by the boundary line.

b) The airport district shall include all county land owned for airport purposes.

c) Whenever a parcel of land is located within more than one overlay district the location of the building site will be considered for inclusion in the specific district and not the entire parcel.

d) ~~Whenever there is a question as to which district a lot or parcel belongs within, the more restrictive district shall prevail; with overlay district zone 1 being the most restrictive and overlay district zone 3 being the least restrictive.~~

e) Where the property layout existing on the ground is at variance with that shown on the airport zoning map, the County Zoning Administrator shall interpret and make the determination. The determination of the Zoning Administrator may be appealed to the Board of Adjustment as provided in section 54-788.

Exhibit C: Second Amendment to Chapter 10

Proposed Amendments, related to Distance Criteria for Pond and Stormwater Management Facility Regulation

Amend Section 10-522(f) to remove reference to 5,000-foot buffer and revise remaining text to be more consistent with, and include reference to, Section 10-525 *Ponds and Stormwater Management Facilities*.

1. In Sec. 10-522(f), **REMOVE** existing text:

   ~~*No pond, retention, detention or other manmade waterbody may be allowed within the 5,000 feet and 10,000 feet buffer from the Air Operations Area (AOA) as indicated on the Outagamie County Regional Airport Zoning Map dated April 2, 2012. Such facility may be permitted if the design requirements of the FAA Advisory Circular 150/5200-33B dated 8-28-2007 are followed.*~~

2. In Sec. 10-522(f), **ADD** the following text as a replacement:

   No stormwater management facility, retention, detention, or artificially created waterbody will be allowed within 10,000-feet of the Air Operations Area (AOA) as indicated on the Outagamie County Airport Zoning Map, unless approved and permitted in accordance with Section 10-525.

Exhibit D: Third Amendment to Chapter 10

Proposed Amendments, related to the regulation and permitting of ponds and stormwater management facilities within 10,000 feet of ATW AOA.

Amend Chapter 10 to include Section 10-525 *Ponds and Stormwater Management Facilities.*

1. In Chapter 10, following Section 10-524, **ADD** the following text:

Sec. 10-525. Ponds and Stormwater Management Facilities

Any stormwater management facility or artificially created waterbody within 10,000 feet of the Air Operations Area (AOA) of the Outagamie County Airport must comply with the following regulations and must receive a permit prior development.

a) Detention Facility. Stormwater management facility designed to drain completely within 48-hours of a rain event.

1) Design. All detention facilities must be designed to drain within 48-hours of a rain event, or be constructed below ground and not accessible to waterfowl or other birds hazardous to aviation. Monitoring for wildlife hazards will not be necessary if there is no standing water available for use by waterfowl or other birds hazardous to aviation.

2) Vegetation. If the upland area around the detention facility is vegetated, the vegetation must be either native prairie plantings or endophyte-infected tall fescue. Mowing must be done no more than twice during the growing season and then only to control invasive and unwanted species.

b) Retention Pond/Facility. Stormwater management facility or artificially created waterbody designed to hold water for more than 48 hours.

1) Monitoring. All retention ponds/facilities must be monitored for bird use by an FAA "Qualified Airport Wildlife Biologist", as defined by the FAA Advisory Circular 150/5200-36B or subsequent editions thereto. The monitoring period must comply with the following:

a. Duration. The monitoring period must begin immediately following the construction of the pond, including establishment of required vegetation. If the project includes other onsite construction activity (buildings, parking areas, etc.) that may effect the accuracy of monitoring results, the monitoring period must begin immediately following substantial completion of the construction activity for the entire project. The monitoring period must continue for a minimum of one-year. The aforementioned monitoring period durations may be revised/altered by the zoning administrator upon recommendation by an FAA "Qualified Airport Wildlife Biologist".

b. Frequency. Monitoring must consist of two morning and two evening observations per month.

c. Final Report. A final observation report, including any recommendations to alleviate any wildlife hazardous to aviation (i.e. exclusionary devices), must be provided to the Zoning Administrator and USDA-Wildlife Services for review and approval. If recommended, all

exclusionary devices must be installed in accordance with Section 10-525(b)2 and 10-525(d).

d. *In Lieu. In lieu of a monitoring period, retention ponds/facilities may be designed and constructed with exclusionary devices and a perimeter fence in accordance with Section 10-525(b)2. The design and construction of all exclusionary devices must be reviewed and approved by the Zoning Administrator and USDA-Wildlife Services prior to installation.*

2) *Exclusionary Devices. When recommended by a FAA Qualified Airport Wildlife Biologist and/or USDA-Wildlife Services, all retention ponds must be designed with exclusionary devices (e.g., overhead grid, Bird Balls ™, Hexprotect ®, netting, etc.) and a perimeter fence to exclude waterfowl, wading birds, or other wildlife hazardous to aviation. Exclusionary devices must comply with the following:*

a. *General. Materials used to construct the exclusionary devices must have a long field life and must be maintained and remain functional in perpetuity.*

b. *Overhead Grid. Overhead grid design and construction must comply with the following criteria in Table 10-525.1.*

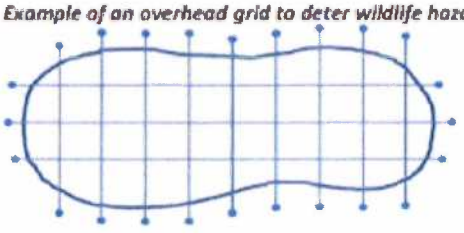
Table 10-525.1. Permanent Overhead Grid System

Component	Details
Grid Material	Kevlar line, steel cable (high tensile strength, low maintenance); no fishing line
Initial Post/Line Spacing	20 feet on center
Adjusted Spacing[1]	10 feet on center; 5 feet on center
Grid Height	3 feet above average water level surface
Reflective Objects[1]	Bright reflective objects attached to the grid (e.g., mylar tape)
Anchoring	Secure anchoring of posts; lines/cables must be equipped with turnbuckles to allow for grid tension adjustment/maintenance.

Table Notes:

[1] *Grid spacing adjustments may be recommended by a FAA "Qualified Airport Wildlife Biologist" at any time during annual inspections if wildlife hazardous to aviation are using the pond and the current spacing proves ineffective.*

Example of an overhead grid to deter wildlife hazardous to avitaion.



c. *Perimeter Fence. Perimeter fence design and construction must comply with the following criteria in Table 10-525.2.*

Table 10-525.2. Perimeter Fence	
Component	***Details***
Fence Material	*Metal chain-link; mesh spacing no larger than 3" x 3"*
Fence Height	*Minimum 3 feet above grade*
Anchoring	*Secure anchoring of posts*
Fence at Grade	*Installed tight to the ground; no gaps larger than 3"*

d. *Duration. All exclusionary devices must be regularly maintained and kept functional, in perpetuity, for the life of the retention pond/facility.*

e. *Modifications. Modifications and adjustments to approved exclusionary devices may be required when determined to be ineffective in keeping wildlife hazardous to aviation from using the pond/facility. Recommended modifications and adjustments, including the addition of supplementary exclusionary devices, shall be completed in accordance with Section 10-525(d) with regard to hazard level and timing.*

3) *Vegetation. If the upland area around the retention pond/facility is vegetated, vegetation must be either native prairie plantings or endophyte-infected tall fescue. Mowing must be done no more than twice during the growing season and then only to control invasive and unwanted species.*

4) *Aeration Systems and Fountains. Retention pond/facility aeration systems and fountains are prohibited.*

c) *Annual Inspections. All permitted ponds/stormwater management facilities must be inspected annually, in perpetuity, by USDA-Wildlife Services or other "Qualified Airport Wildlife Biologist". Inspection reports must be submitted to the Zoning Administrator for review. Any issues, concerns, or hazards noted in the report must be addressed by the property owner upon notice from the County and/or USDA-Wildlife Services in accordance with Section 10-525(d).*

d) *Hazards. If wildlife hazardous to aviation are observed at a moderate or severe level during any monitoring or inspection period, USDA-Wildlife Services must be consulted and provide recommendations to alleviate the hazard. Recommendations to alleviate a severe hazard must be implemented by the property owner within 24 hours of notice. Recommendations to alleviate a moderate hazard must be implemented by the property owner within 30 days of notice or as otherwise decided by the Zoning Administrator. Any issues, concerns, or hazards not addressed by the property owner following notice from the County/USDA-Wildlife Services, shall constitute a violation of this section.*

2. In Chapter 10, following Section 10-525, **REVISE** the following text:

Secs. ~~10-525~~ 10-526 – 10-563. Reserved.

Exhibit E: Fourth Amendment to Chapter 10

Proposed Amendments, related to Land Use Matrix references within ordinance text.

Amend the following sections to include direct reference to the Land Use Matrix.

1. In Sec. 10-564, **ADD** the following text:

   c) Land Use Matrix. Permitted uses and structures must be compatible as determined by the Land Use Matrix included as an Appendix to this chapter.

2. In Sec. 10-585, **ADD** the following text:

   c) Land Use Matrix. Permitted uses and structures must be compatible as determined by the Land Use Matrix included as an Appendix to this chapter.

3. In Sec. 10-586, **ADD** the following text:

   c) Land Use Matrix. Special uses must be compatible as determined by the Land Use Matrix included as an Appendix to this chapter.

4. In Sec. 10-607, **ADD** the following text:

   c) Land Use Matrix. Permitted uses and structures must be compatible as determined by the Land Use Matrix included as an Appendix to this chapter.

5. In Sec. 10-608, **ADD** the following text:

   a) Special uses of AOD2...

   b) Land Use Matrix. Special uses must be compatible as determined by the Land Use Matrix included as an Appendix to this chapter.

6. In Sec. 10-629, **ADD** the following text:

   d) Land Use Matrix. Permitted uses and structures must be compatible as determined by the Land Use Matrix included as an Appendix to this chapter.

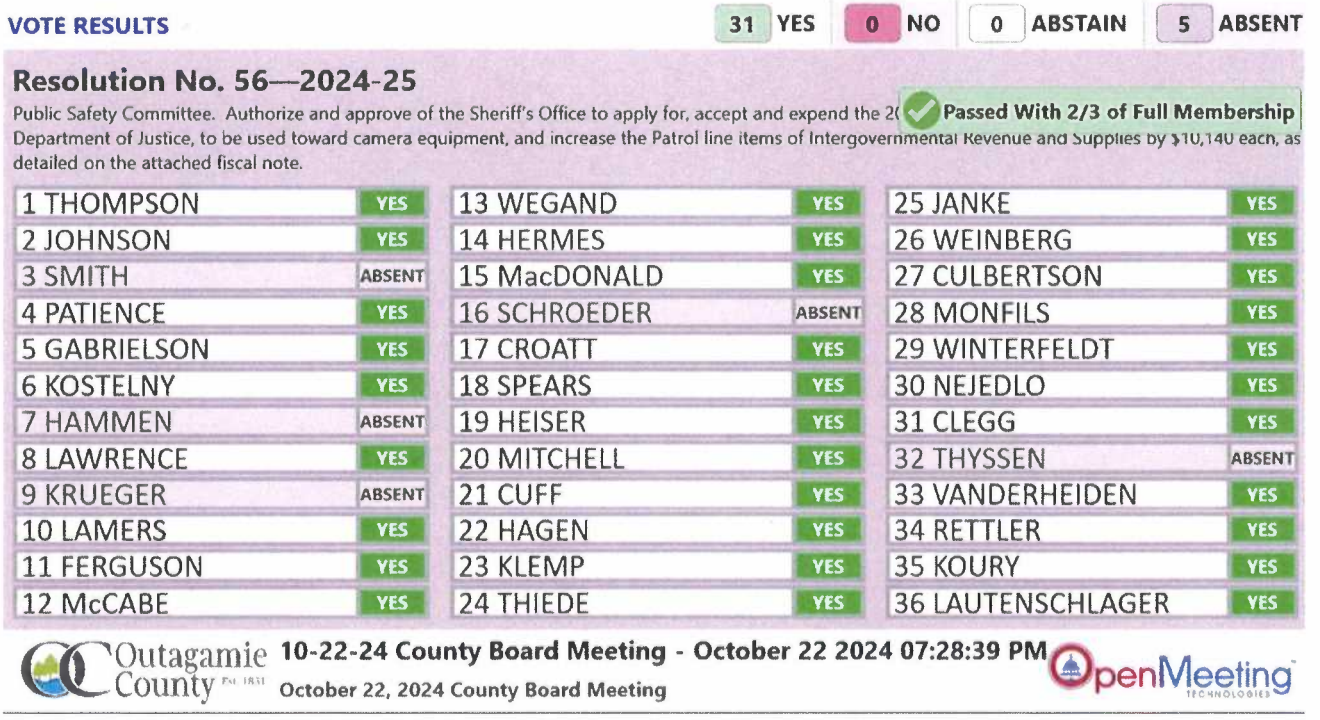
7. In Sec. 10-649, **ADD** the following text:

   c) Land Use Matrix. Permitted uses and structures must be compatible as determined by the Land Use Matrix included as an Appendix to this chapter.

Resolution No. 56—2024-25 – Public Safety Committee. Authorize and approve of the Sheriff's Office to apply for, accept and expend the 2024 Justice Assistance Grant issued by the US Department of Justice, to be used toward camera equipment, and increase the Patrol line items of Intergovernmental Revenue and Supplies by $10,140 each, as detailed on the attached fiscal note.

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

ROLL CALL: 31 yes, 5 absent. RESOLUTION NO. 56—2024-25 IS ADOPTED.



VOTE RESULTS

31 YES | 0 NO | 0 ABSTAIN | 5 ABSENT

Resolution No. 56—2024-25

Public Safety Committee. Authorize and approve of the Sheriff's Office to apply for, accept and expend the 2(Department of Justice, to be used toward camera equipment, and increase the Patrol line items of Intergovernmental Revenue and Supplies by $10,140 each, as detailed on the attached fiscal note.

Passed With 2/3 of Full Membership

1 THOMPSON	YES	13 WEGAND	YES	25 JANKE	YES
2 JOHNSON	YES	14 HERMES	YES	26 WEINBERG	YES
3 SMITH	ABSENT	15 MacDONALD	YES	27 CULBERTSON	YES
4 PATIENCE	YES	16 SCHROEDER	ABSENT	28 MONFILS	YES
5 GABRIELSON	YES	17 CROATT	YES	29 WINTERFELDT	YES
6 KOSTELNY	YES	18 SPEARS	YES	30 NEJEDLO	YES
7 HAMMEN	ABSENT	19 HEISER	YES	31 CLEGG	YES
8 LAWRENCE	YES	20 MITCHELL	YES	32 THYSSEN	ABSENT
9 KRUEGER	ABSENT	21 CUFF	YES	33 VANDERHEIDEN	YES
10 LAMERS	YES	22 HAGEN	YES	34 RETTLER	YES
11 FERGUSON	YES	23 KLEMP	YES	35 KOURY	YES
12 McCABE	YES	24 THIEDE	YES	36 LAUTENSCHLAGER	YES

Outagamie County Est. 1851 **10-22-24 County Board Meeting - October 22 2024 07:28:39 PM**

October 22, 2024 County Board Meeting

OpenMeeting Technologies

RESOLUTION NO.: 56—2024-25

TO THE HONORABLE, THE OUTAGAMIE COUNTY BOARD OF SUPERVISORS

LADIES AND GENTLEMEN: ***2/3 MAJORITY – 24 VOTES***

The Outagamie County Sheriff's Office is requesting approval to apply for, accept, and expend the 2024 Justice Assistance Grant (JAG) issued by the US Department of Justice. This is a joint grant between the Sheriff's Office and the City of Appleton. The grant award for 2024 is $20,279. The City of Appleton Police Department will receive $10,139 and the Sheriff's Office will receive $10,140. The Sheriff's Office will use their portion of the grant funding toward camera equipment to update and replace 15-year old equipment. The seven camera kits to be purchased include Canon EOS Rebel body, Speedlight flashes, Manfrotto tripods, battery packs, remote switches, storage backpacks, SD card holders, and one macro twin light lens flash. These camera kits will enhance the Sheriff's Office evidentiary photography and replace equipment that is at end of life. Equipment costs not fully covered by the grant will come from already budgeted funds. There is no match required for the grant.

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

BE IT RESOLVED, that the Outagamie County Board of Supervisors does authorize and approve of the Sheriff's Office to apply for, accept and expend the 2024 Justice Assistance Grant (JAG) issued by the US Department of Justice, said grant funding to be used toward camera equipment, and

BE IT FURTHER RESOLVED, that the Outagamie County Board of Supervisors does authorize and approve of increasing the Patrol Intergovernmental Revenue line item and the Patrol Supplies line item by $10,140 each as detailed on the attached fiscal note, which by reference is made a part hereof, and

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

Dated this 22nd day of October 2024

Respectfully submitted,

PUBLIC SAFETY COMMITTEE

Katrin Patience

Christine Lamers

Timothy Hermes

Michael Smith

Jeremy Thyssen

Duly and officially adopted by the County Board on: October 22, 2024

Signed: _____ _____
Board Chairperson County Clerk

Approved: 10-24-24 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:** THE SHERIFF'S OFFICE TO APPLY, ACCEPT AND EXPEND GRANT FUNDS WITH THE CITY OF APPLETON FOR THE 2024 EDWARD BYRNE MEMORIAL JUSTICE ASSISTANCE GRANT (JAG) PROGRAM

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 approval to apply, accept and expend the 2024 JAG grant issued by the US Department of Justice. This is a joint grant between the Sheriff's Office and the City of Appleton. The grant award for 2024 is $20,279. The City of Appleton Police Department will receive $10,139 and the Sheriff's Office will receive $10,140. The Sheriff's Office will use their portion of the grant funding towards Camera equipment to update and replace 15 year old equipment. The seven camera kits we would purchase include Canon EOS Rebel body, Speedlight flashes, Manfrotto tripods, battery packs, remote switches, storage backpacks, SD card holders and (one) macro twin light lens flash. These camera kits will enhance the Sheriff's Office evidentiary photography and replace equipment that is at end of life. Equipment costs not fully covered by the grant will come from already budgeted funds. There is no match required for the grant.

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

[X] Revenues [X] 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	Intergovernmental Revenue	1008007.4255.09	$10,140
Patrol	Supplies	1008007.5400	$10,140

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

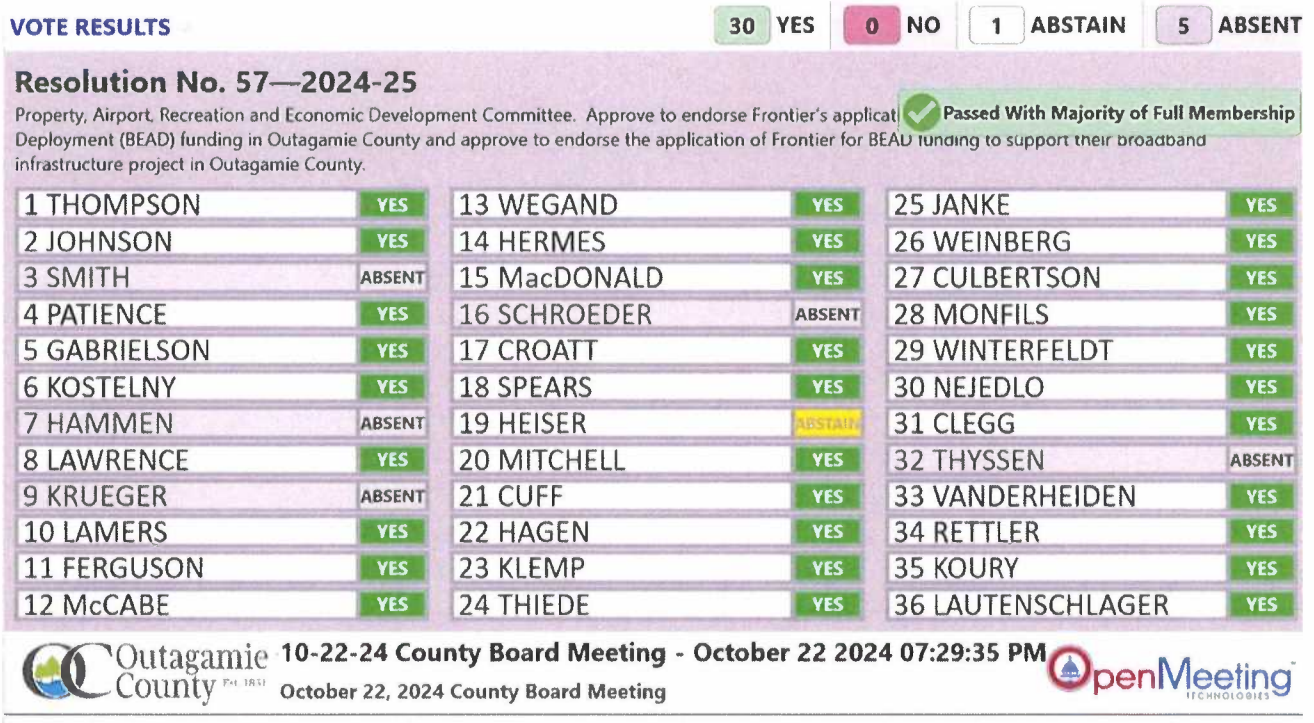
Fiscal Note Prepared by: Lisa VandenLangenberg

For Financial Services purposes only	
Reviewed By: *Michelle Uitenbroek*	If expenditures are recorded in the financial system at a level of detail lower than the level 8 as shown above, indicate the specific account numbers and amounts below: Detail Expenditures Account Number: 1008007.5420.291 Amount: 10,140
Date: September 18, 2024	
Comments:	

Resolution No. 57—2024-25 – Property, Airport, Recreation and Economic Development Committee. Approve to endorse Frontier's application for Broadband, Equity, Access, and Deployment (BEAD) funding in Outagamie County and approve to endorse the application of Frontier for BEAD funding to support their broadband infrastructure project in Outagamie County.

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

ROLL CALL: 30 yes, 1 abstain (Heiser), 5 absent. RESOLUTION NO. 57—2024-25 IS ADOPTED.



VOTE RESULTS

30 YES | 0 NO | 1 ABSTAIN | 5 ABSENT

Resolution No. 57—2024-25

Property, Airport, Recreation and Economic Development Committee. Approve to endorse Frontier's applicat... Deployment (BEAD) funding in Outagamie County and approve to endorse the application of Frontier for BEAD funding to support their broadband infrastructure project in Outagamie County.

Passed With Majority of Full Membership

1 THOMPSON	YES	13 WEGAND	YES	25 JANKE	YES
2 JOHNSON	YES	14 HERMES	YES	26 WEINBERG	YES
3 SMITH	ABSENT	15 MacDONALD	YES	27 CULBERTSON	YES
4 PATIENCE	YES	16 SCHROEDER	ABSENT	28 MONFILS	YES
5 GABRIELSON	YES	17 CROATT	YES	29 WINTERFELDT	YES
6 KOSTELNY	YES	18 SPEARS	YES	30 NEJEDLO	YES
7 HAMMEN	ABSENT	19 HEISER	ABSTAIN	31 CLEGG	YES
8 LAWRENCE	YES	20 MITCHELL	YES	32 THYSSEN	ABSENT
9 KRUEGER	ABSENT	21 CUFF	YES	33 VANDERHEIDEN	YES
10 LAMERS	YES	22 HAGEN	YES	34 RETTLER	YES
11 FERGUSON	YES	23 KLEMP	YES	35 KOURY	YES
12 McCABE	YES	24 THIEDE	YES	36 LAUTENSCHLAGER	YES

Outagamie County Est. 1851 **10-22-24 County Board Meeting - October 22 2024 07:29:35 PM**

October 22, 2024 County Board Meeting

OpenMeeting TECHNOLOGIES

RESOLUTION NO.: 57—2024-25

TO THE HONORABLE, THE OUTAGAMIE COUNTY BOARD OF SUPERVISORS

LADIES AND GENTLEMEN: ***MAJORITY***

The Broadband, Equity, Access, and Deployment (BEAD) Program has been established to provide significant funding to expand high-speed internet access across the United States and funding is available for unserved and underserved households and businesses within Outagamie County. The BEAD Program aids to bridge the digital divide by ensuring that all Americans, regardless of their geographic location, have access to reliable and affordable broadband services.

The availability of BEAD funding is crucial for supporting infrastructure projects that will enhance connectivity for unserved and underserved households and businesses in Outagamie County. The purpose of BEAD funding includes promoting economic growth, improving educational opportunities, and enhancing healthcare services through better internet access.

The Outagamie County Board of Supervisors recognize that broadband connectivity and reliability is critical infrastructure for health, safety, and quality of life for all community residents to participate in the full benefits of society and economy, including access to telemedicine, education, and economic opportunities. Frontier is seeking BEAD funding for Outagamie County.

NOW THEREFORE, the undersigned members of the Property, Airport, Recreation and Economic Development Committee recommend adoption of the following resolution.

BE IT RESOLVED, that the Outagamie County Board of Supervisors does endorse Frontier's application for Broadband, Equity, Access, and Deployment (BEAD) funding for Outagamie County, and

BE IT FURTHER RESOLVED, that the Outagamie County Board of Supervisors does endorse the application of Frontier for BEAD funding to support their broadband infrastructure project in Outagamie County, and

BE IT FINALLY RESOLVED, that the Outagamie County Clerk be directed to provide the attached letter, which by reference is made a part hereof, to the Public Service Commission of Wisconsin and Frontier which outlines this endorsement and verifies the applicant and geographic location affected, and include the minutes from this County Board meeting, as well as forwarding a copy of this resolution to the Outagamie County Development and Land Services Director.

Dated this 22nd day of October 2024

Respectfully submitted,

PROPERTY, AIRPORT, RECREATION & ECONOMIC DEVELOPMENT COMMITTEE

Dean Culbertson

Lee W. Hammen

Ronald Klemp

Yvonne Monfils

Jayson Winterfeldt

Duly and officially adopted by the County Board on: October 22, 2024

Signed: Dan Gabrielson
Board Chairperson

Kelly M. Rant
County Clerk

Approved: 10 24 24 Vetoed: _____

Signed:
County Executive

Outagamie County Clerk Letter Head

[Date]

Cru Stubley
Secretary to the Commission Public Service Commission of Wisconsin
4822 Madison Yards Way
Madison, Wisconsin 53705

Dear Mr. Stubley,

I am writing to confirm that on [Date of County Board Meeting], the Outagamie County Board of Supervisors voted to approve Resolution [Resolution Number], endorsing Frontier's application for Broadband Equity, Access, and Deployment (BEAD) funding to support broadband infrastructure projects in Outagamie County. Enclosed with this letter are the official minutes from the meeting, as well as a copy of the resolution for your reference.

The Outagamie County Board recognizes the critical importance of broadband connectivity in bridging the digital divide and supporting economic growth, educational opportunities, and healthcare services throughout our community. As outlined in the resolution, the BEAD Program provides essential funding to expand high-speed internet access to unserved and underserved households and businesses in Outagamie County, thereby enhancing quality of life and enabling residents to fully participate in our society and economy.

Frontier's application aligns with Outagamie County's strategic goals to improve broadband access and reliability, essential for health, safety, and economic development in our region. Therefore, we are pleased to endorse Frontier's efforts to secure BEAD funding and support their commitment to enhancing broadband infrastructure in Outagamie County.

Please do not hesitate to contact our office if you require any further information or documentation regarding this endorsement.

Sincerely,

[Signature]

Kelly Gerrits
Outagamie County Clerk

(920) 832-5077
kelly.gerrits@outagamie.org

LOCK IN OF RESOLUTION NO. 58 —2024-25.

Vote for lock in. ROLL CALL: 31 yes, 5 absent. RESOLUTION NO. 58 —2024-25 IS ADOPTED & LOCKED IN.

VOTE RESULTS — 31 YES | 0 NO | 0 ABSTAIN | 5 ABSENT

Resolution No. 58—2024-25 - Lock In

Lock in of Resolution No. 58—2024-25

Passed With Majority of Full Membership

1 THOMPSON	YES	13 WEGAND	YES	25 JANKE	YES
2 JOHNSON	YES	14 HERMES	YES	26 WEINBERG	YES
3 SMITH	ABSENT	15 MacDONALD	YES	27 CULBERTSON	YES
4 PATIENCE	YES	16 SCHROEDER	ABSENT	28 MONFILS	YES
5 GABRIELSON	YES	17 CROATT	YES	29 WINTERFELDT	YES
6 KOSTELNY	YES	18 SPEARS	YES	30 NEJEDLO	YES
7 HAMMEN	ABSENT	19 HEISER	YES	31 CLEGG	YES
8 LAWRENCE	YES	20 MITCHELL	YES	32 THYSSEN	ABSENT
9 KRUEGER	ABSENT	21 CUFF	YES	33 VANDERHEIDEN	YES
10 LAMERS	YES	22 HAGEN	YES	34 RETTLER	YES
11 FERGUSON	YES	23 KLEMP	YES	35 KOURY	YES
12 McCABE	YES	24 THIEDE	YES	36 LAUTENSCHLAGER	YES

Outagamie County

10-22-24 County Board Meeting - October 22 2024 07:31:21 PM

October 22, 2024 County Board Meeting

OpenMeeting

RECONSIDERATION OF RESOLUTION NO. 58—2024-25.

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

Vote for reconsideration. ROLL CALL: 30 yes, 1 no (Thiede), 5 absent. RESOLUTION NO. 58—2024-25 IS RECONSIDERED.

VOTE RESULTS — 30 YES | 1 NO | 0 ABSTAIN | 5 ABSENT

Resolution No. 58—2024-25 - Reconsideration

Reconsideration of Resolution No. 58—2024-25

Passed With Majority of Full Membership

1 THOMPSON	YES	13 WEGAND	YES	25 JANKE	YES
2 JOHNSON	YES	14 HERMES	YES	26 WEINBERG	YES
3 SMITH	ABSENT	15 MacDONALD	YES	27 CULBERTSON	YES
4 PATIENCE	YES	16 SCHROEDER	ABSENT	28 MONFILS	YES
5 GABRIELSON	YES	17 CROATT	YES	29 WINTERFELDT	YES
6 KOSTELNY	YES	18 SPEARS	YES	30 NEJEDLO	YES
7 HAMMEN	ABSENT	19 HEISER	YES	31 CLEGG	YES
8 LAWRENCE	YES	20 MITCHELL	YES	32 THYSSEN	ABSENT
9 KRUEGER	ABSENT	21 CUFF	YES	33 VANDERHEIDEN	YES
10 LAMERS	YES	22 HAGEN	YES	34 RETTLER	YES
11 FERGUSON	YES	23 KLEMP	YES	35 KOURY	YES
12 McCABE	YES	24 THIEDE	NO	36 LAUTENSCHLAGER	YES

Outagamie County Est. 1851 — 10-22-24 County Board Meeting - October 22 2024 07:31:09 PM

October 22, 2024 County Board Meeting

OpenMeeting TECHNOLOGIES

Resolution No. 58—2024-25 – Property, Airport, Recreation and Economic Development Committee. Approve to grant We Energies an easement for parcel number 311931411 in the City of Appleton, (Plamann Park), as noted on the resolution and attachments.

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

ROLL CALL: 31 yes, 5 absent. RESOLUTION NO. 58—2024-25 IS ADOPTED.



VOTE RESULTS

31 YES | 0 NO | 0 ABSTAIN | 5 ABSENT

Resolution No. 58—2024-25

Property, Airport, Recreation and Economic Development Committee. Approve to grant We Energies an ease

Appleton, (Plamann Park), as noted on the resolution and attachments.

Passed With Majority of Full Membership

1 THOMPSON	YES	13 WEGAND	YES	25 JANKE	YES
2 JOHNSON	YES	14 HERMES	YES	26 WEINBERG	YES
3 SMITH	ABSENT	15 MacDONALD	YES	27 CULBERTSON	YES
4 PATIENCE	YES	16 SCHROEDER	ABSENT	28 MONFILS	YES
5 GABRIELSON	YES	17 CROATT	YES	29 WINTERFELDT	YES
6 KOSTELNY	YES	18 SPEARS	YES	30 NEJEDLO	YES
7 HAMMEN	ABSENT	19 HEISER	YES	31 CLEGG	YES
8 LAWRENCE	YES	20 MITCHELL	YES	32 THYSSEN	ABSENT
9 KRUEGER	ABSENT	21 CUFF	YES	33 VANDERHEIDEN	YES
10 LAMERS	YES	22 HAGEN	YES	34 RETTLER	YES
11 FERGUSON	YES	23 KLEMP	YES	35 KOURY	YES
12 McCABE	YES	24 THIEDE	YES	36 LAUTENSCHLAGER	YES

Outagamie County Est. 1851 **10-22-24 County Board Meeting - October 22 2024 07:30:43 PM**

October 22, 2024 County Board Meeting

OpenMeeting TECHNOLOGIES

RESOLUTION NO.: 58—2024-25

TO THE HONORABLE, THE OUTAGAMIE COUNTY BOARD OF SUPERVISORS

LADIES AND GENTLEMEN: ***MAJORITY***

Wisconsin Electric Power Company, doing business as We Energies (Grantee) is requesting an easement in order to construct, install, operate, maintain, repair, replace and extend underground utility facilities, conduit and cables, electric pad-mounted transformers, manhole, electric pad-mounted switch-fuse units, electric pad-mounted vacuum fault interrupter, concrete slabs, power pedestals, riser equipment, terminals and markers, together with all necessary and appurtenant equipment under and above ground as deemed necessary by Grantee, all to transmit electric energy, signals, television and telecommunication services, including the customary growth and replacement thereof. Trees, bushes, branches and roots may be trimmed or removed so as not to interfere with Grantee's use of the easement area.

NOW THEREFORE, the undersigned members of the Property, Airport, Recreation and Economic Development Committee recommend adoption of the following resolution.

BE IT RESOLVED, that the Outagamie County Board of Supervisors does hereby and herewith authorize granting We Energies an easement for the area described as a strip of land twelve (12) feet in width, being a portion of the Grantor's land, being a part of the Northeast ¼ of the Northwest ¼, Section 1, Township 21 North, Range 17 East, City of Appleton, Outagamie County, Wisconsin (Plamann Park); said land being more particularly described in that certain Warranty Deed recorded in the office of the Register of Deeds for Outagamie County as Document No. 640137 and as shown on the attached Distribution Easement Underground and Temporary Exhibit A which by reference are made a part hereof, and

BE IT FINALLY RESOLVED, that the Outagamie County Clerk be directed to forward a copy of this resolution to the Outagamie County Parks Director and We Energies, Property Rights & Information Group, 231 W. Michigan Street, Room P277, P.O. Box 2046, Milwaukee, WI 53201-2046.

Dated this 22nd day of October 2024

Respectfully submitted,

PROPERTY, AIRPORT, RECREATION &
ECONOMIC DEVELOPMENT COMMITTEE

Dean Culbertson

Lee W. Hammen

Ronald Klemp

Yvonne Monfils

Jayson Winterfeldt

Duly and officially adopted by the County Board on: October 22, 2024

Signed: _____ _____
Board Chairperson County Clerk

Approved: 10 24 24 Vetoed: _____

Signed: _____
County Executive

DISTRIBUTION EASEMENT
UNDERGROUND

Document Number

WR NO. 5006509 IO NO. 5469

For good and valuable consideration, the receipt and sufficiency of which are hereby acknowledged, **OUTAGAMIE COUNTY, a municipal corporation,** hereinafter referred to as "Grantor", owner of land, hereby grants and warrants to **WISCONSIN ELECTRIC POWER COMPANY, a Wisconsin corporation doing business as We Energies,** hereinafter referred to as "Grantee", a permanent easement upon, within, beneath, over and across a part of Grantor's land hereinafter referred to as "easement area".

The easement area is described as a strip of land **Twelve (12) feet in width**, being a portion of grantor's land, being a part of the **Northeast 1/4 of the Northwest 1/4, Section 1, Township 21 North, Range 17 East**, City of Appleton, Outagamie County, Wisconsin; said land being more particularly described in that certain **Warranty Deed** recorded in the office of the Register of Deeds for Outagamie County as **Document No. 640137.**

The location of the easement area with respect to Grantor's land is as shown on the attached drawing, marked Exhibit "A", and made a part of this document.

RETURN TO:
We Energies
PROPERTY RIGHTS & INFORMATION GROUP
231 W. MICHIGAN STREET, ROOM P277
PO BOX 2046
MILWAUKEE, WI 53201-2046

311931411
(Parcel Identification Number)

1. **Purpose:** The purpose of this easement is to construct, install, operate, maintain, repair, replace and extend underground utility facilities, conduit and cables, electric pad-mounted transformers, manhole, electric pad-mounted switch-fuse units, electric pad-mounted vacuum fault interrupter, concrete slabs, power pedestals, riser equipment, terminals and markers, together with all necessary and appurtenant equipment under and above ground as deemed necessary by Grantee, all to transmit electric energy, signals, television and telecommunication services, including the customary growth and replacement thereof. Trees, bushes, branches and roots may be trimmed or removed so as not to interfere with Grantee's use of the easement area.

2. **Access:** Grantee or its agents shall have the right to enter and use Grantor's land with full right of ingress and egress over and across the easement area and adjacent lands of Grantor for the purpose of exercising its rights in the easement area.

3. **Buildings or Other Structures:** Grantor agrees that no structures will be erected in the easement area or in such close proximity to Grantee's facilities as to create a violation of all applicable State of Wisconsin electric codes or any amendments thereto.

4. **Elevation:** Grantor agrees that the elevation of the ground surface existing as of the date of the initial installation of Grantee's facilities within the easement area will not be altered by more than 4 inches without the written consent of Grantee.

5. **Restoration:** Grantee agrees to restore or cause to have restored Grantor's land, as nearly as is reasonably possible, to the condition existing prior to such entry by Grantee or its agents. This restoration, however, does not apply to the initial installation of said facilities or any trees, bushes, branches or roots which may interfere with Grantee's use of the easement area.

6. **Exercise of Rights:** It is agreed that the complete exercise of the rights herein conveyed may be gradual and not fully exercised until some time in the future, and that none of the rights herein granted shall be lost by non-use.

7. **Binding on Future Parties:** This grant of easement shall be binding upon and inure to the benefit of the heirs, successors and assigns of all parties hereto.

8. **Easement Review:** Grantor acknowledges receipt of materials which describe Grantor's rights and options in the easement negotiation process and furthermore acknowledges that Grantor has had at least 5 days to review this easement document *or* voluntarily waives the five day review period.

Grantor:

OUTAGAMIE COUNTY, a Quasi Municipal Corporation

By: _____

(Print name and title):_____

By _____

(Print name and title): _____

By _____
(Print name and title): _____

Personally came before me in _____ County, Wisconsin on _____, _____,

the above named _____, the _____

and _____, the _____

of OUTAGAMIE COUNTY, a municipal corporation pursuant to a Resolution adopted by the County Board on _____

as Resolution No. _____.

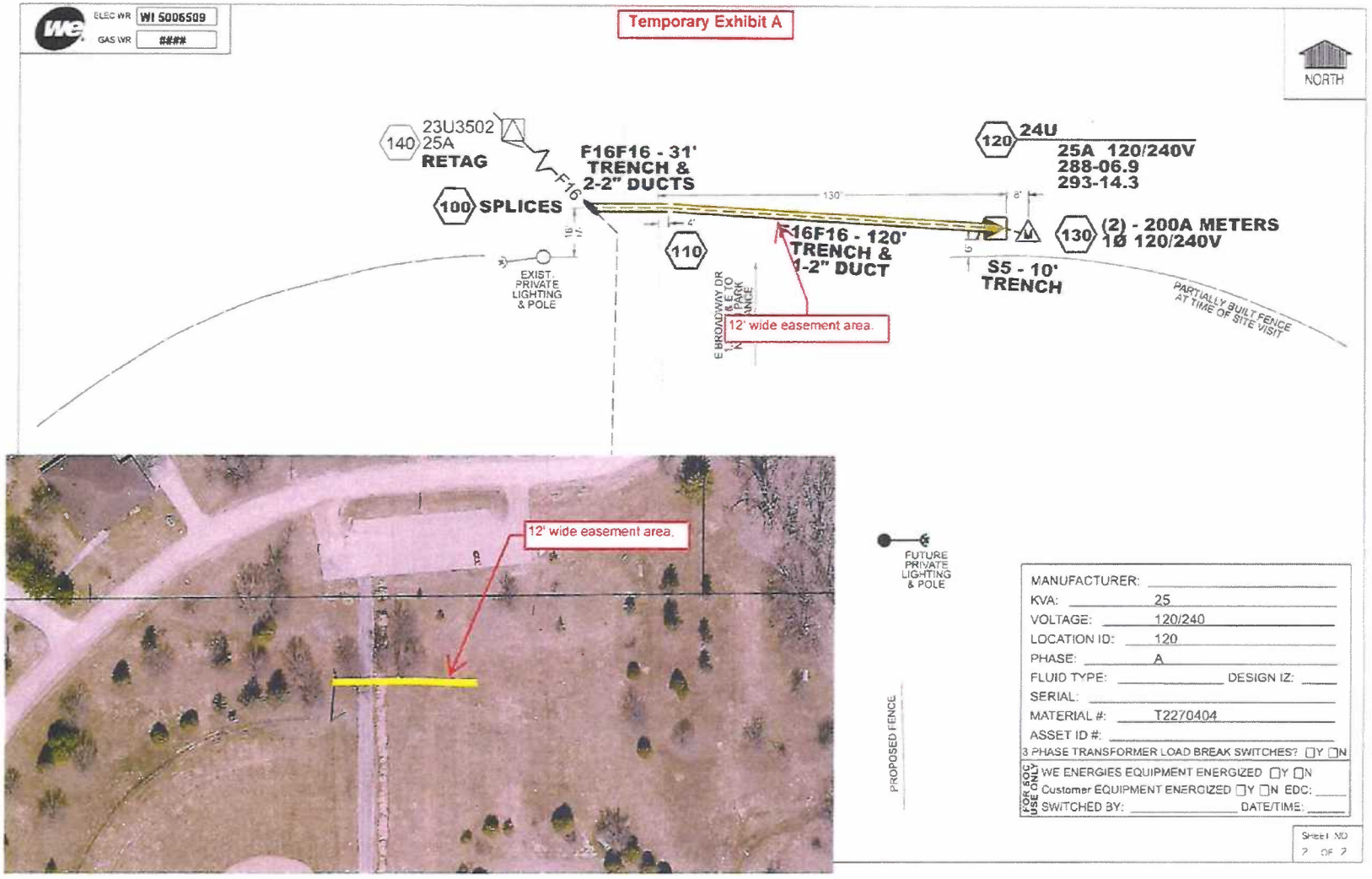
_____
Notary Public Signature, State of Wisconsin

_____
Notary Public Name (Typed or Printed)

(NOTARY STAMP/SEAL)

My commission expires _____

This instrument was drafted by Christopher Anderson on behalf of Wisconsin Electric Power Company, PO Box 2046, Milwaukee, Wisconsin 53201-2046.


ELEC WR WI S006509
GAS WR ####
Temporary Exhibit A
NORTH
140 23U3502
25A
RETAG
F16F16 - 31'
TRENCH &
2-2" DUCTS
100 SPLICES
120 24U
25A 120/240V
288-06.9
293-14.3
130' 8'
130 (2) - 200A METERS
1Ø 120/240V
F16F16 - 120'
TRENCH &
1-2" DUCT
110
S5 - 10'
TRENCH
EXIST. PRIVATE LIGHTING & POLE
E BROADWAY DR & E TO PARK LANE
12' wide easement area.
PARTIALLY BUILT FENCE AT TIME OF SITE VISIT
12' wide easement area.
FUTURE PRIVATE LIGHTING & POLE
PROPOSED FENCE
MANUFACTURER:
KVA: 25
VOLTAGE: 120/240
LOCATION ID: 120
PHASE: A
FLUID TYPE: DESIGN IZ:
SERIAL:
MATERIAL #: T2270404
ASSET ID #:
3 PHASE TRANSFORMER LOAD BREAK SWITCHES? Y N
FOR SOC USE ONLY
WE ENERGIES EQUIPMENT ENERGIZED Y N
Customer EQUIPMENT ENERGIZED Y N EDC:
SWITCHED BY: DATE/TIME:
SHEET NO
2 OF 2

Resolution No. 59—2024-25 – Health and Human Services Committee. Approve to respectfully request that the State of Wisconsin, in its 2025-2027 state biennial budget, provide state General Purpose Revenue funding to cover the following: Full non-federal share of Medical Assistance Community Support Programs and Crisis services; and Annual increases to State Human Service Aids to cover increased compensation costs for human services staff.

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

ROLL CALL: 31 yes, 5 absent. RESOLUTION NO. 59—2024-25 IS ADOPTED.



VOTE RESULTS

31 YES | 0 NO | 0 ABSTAIN | 5 ABSENT

Resolution No. 59—2024-25

Health and Human Services Committee. Approve to respectfully request that the State of Wisconsin, in its 20; Passed With Majority of Full Membership
General Purpose Revenue funding to cover the following: Full non-federal share of Medical Assistance Community Support Programs and Crisis services; and Annual increases to State Human Service Aids to cover increased compensation costs for human services staff.

1 THOMPSON	YES	13 WEGAND	YES	25 JANKE	YES
2 JOHNSON	YES	14 HERMES	YES	26 WEINBERG	YES
3 SMITH	ABSENT	15 MacDONALD	YES	27 CULBERTSON	YES
4 PATIENCE	YES	16 SCHROEDER	ABSENT	28 MONFILS	YES
5 GABRIELSON	YES	17 CROATT	YES	29 WINTERFELDT	YES
6 KOSTELNY	YES	18 SPEARS	YES	30 NEJEDLO	YES
7 HAMMEN	ABSENT	19 HEISER	YES	31 CLEGG	YES
8 LAWRENCE	YES	20 MITCHELL	YES	32 THYSSEN	ABSENT
9 KRUEGER	ABSENT	21 CUFF	YES	33 VANDERHEIDEN	YES
10 LAMERS	YES	22 HAGEN	YES	34 RETTLER	YES
11 FERGUSON	YES	23 KLEMP	YES	35 KOURY	YES
12 McCABE	YES	24 THIEDE	YES	36 LAUTENSCHLAGER	YES

Outagamie County 10-22-24 County Board Meeting - October 22 2024 07:37:09 PM OpenMeeting
October 22, 2024 County Board Meeting

RESOLUTION NO.: 59—2024-25

TO THE HONORABLE, THE OUTAGAMIE COUNTY BOARD OF SUPERVISORS

LADIES AND GENTLEMEN: ***MAJORITY***

Outagamie County ("County") is concerned that the public human service system in Wisconsin is in need of additional resources to respond appropriately to the needs of individuals with persistent mental illness, those experiencing a mental health crisis, and other human service needs.

State law designates counties with the responsibility for the well-being, treatment, and care of individuals with mental illness and other human service needs, and serving those without private insurance coverage.

The Medical Assistance program (MA) covers an array of mental health services, ranging from office-based therapy to inpatient hospitalization, and many of these services are delivered by counties.

Community Support Programs (CSP) offer intensive community-based care for adults whose mental illness and functional limitations might otherwise require them to need institutionalized care. Counties use CSP services to keep people out of extended hospitalizations and support people in the community following emergency detentions.

Counties are required to provide Crisis intervention services including an emergency mental health services program to serve persons in crisis situations; at a minimum, 24-hour crisis telephone service and 24-hour in-person response on an on-call basis.

While the state pays the full cost of most MA services, when it comes to county- based CSP and Crisis mental health services, the county finances the cost of the services up front, and receives MA reimbursement for only the federal share for that service.

Community Aids and other human service funding has not kept pace over the years with increased county costs for services, resulting in counties bearing a disproportionate share of CSP, Crisis and other human service costs from county tax levy.

Counties are limited in their capacity to use tax levy revenue due to state levy limits, so the lack of state human service aid increases combined with strict property tax controls make it difficult for counties to maintain Crisis, CSP and other human service programs.

If human services were operated directly by the state, annual increases would be provided to cover increased compensation costs for human services staff similar to the annual compensation increases provided to state employees.

In addition to the costs to county human service departments, counties and municipalities also incur law enforcement costs to transport and provide security for persons in a crisis.

The awareness of the 988 National Suicide & Crisis Lifeline has made mental health assessment and referral more readily available, resulting in more demand on the mental health crisis systems.

Stagnant state funding results in variations in the extent of services available across counties, wait lists for services, and eligible people receiving limited services.

The limited state funding for Crisis services makes it difficult for counties to implement new evidence-based services, such as mobile crisis workers that could meet law enforcement officers in the field for crisis calls, that would reduce the need for law enforcement involvement and provide a more trauma-informed response to crisis situations.

Wisconsin's counties continue to cover the costs of mental health services for individuals who are not Medicaid eligible.

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

BE IT RESOLVED, that the Outagamie County Board of Supervisors does hereby respectfully request that the State of Wisconsin, in its 2025-2027 state biennial budget, provide state General Purpose Revenue (GPR) funding to cover:

- Full non-federal share of Medical Assistance (MA) Community Support Programs (CSP) and Crisis services.
- Annual increases to State Human Service Aids to cover increased compensation costs for human services staff

BE IT FINALLY RESOLVED, that the Outagamie County Clerk be directed to forward a copy of this resolution to the Wisconsin Counties Association, the State Senators and State Representatives representing Outagamie County, the Governor of the State of Wisconsin, and the Outagamie County Health and Human Services Director.

Dated this 22nd day of October 2024

Respectfully Submitted,

HEALTH AND HUMAN SERVICES COMMITTEE

Jeff McCabe

Justin Krueger

Dustin Koury

Cathy Thompson

Kelly Schroeder

Duly and officially adopted by the County Board on: October 22, 2024

Signed: _____ Board Chairperson

_____ County Clerk

Approved: 10 24 24

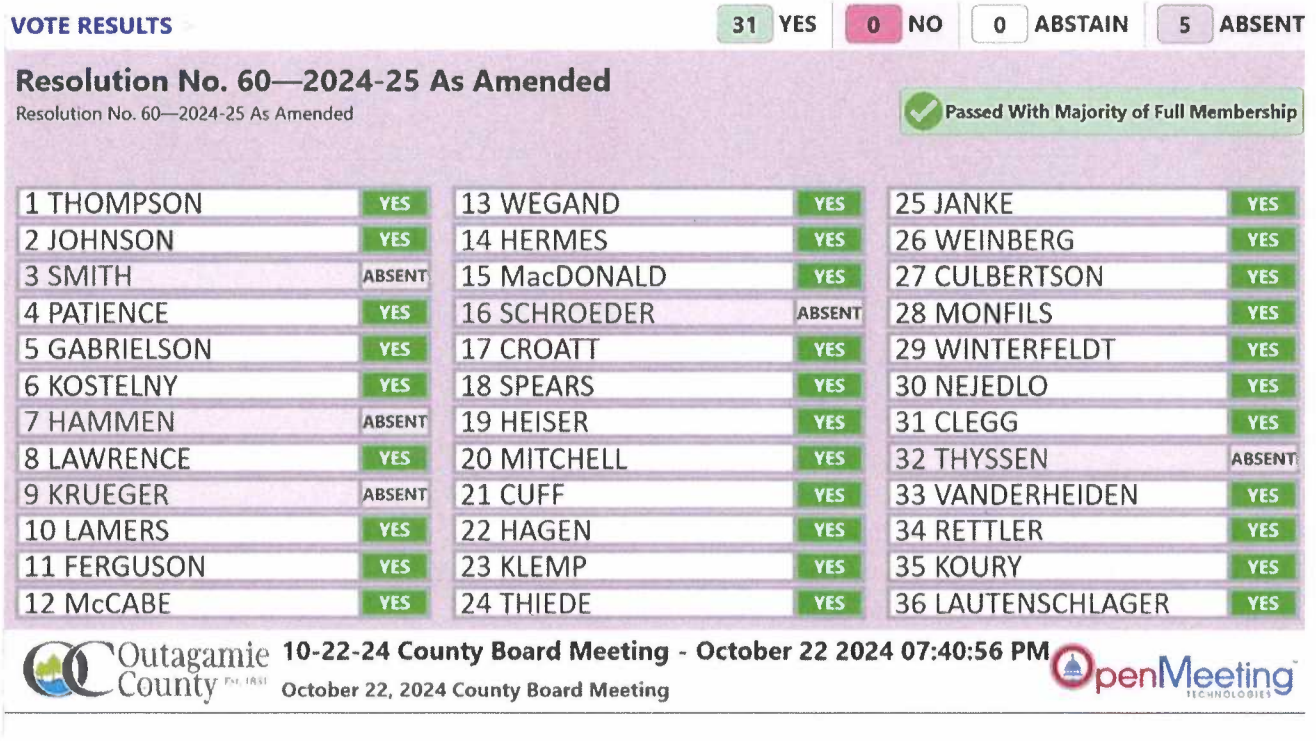
Vetoed: _____

Signed: _____ County Executive

Resolution No. 60—2024-25 – Legislative/Audit and Human Resources Committee. Approve the Administrative Rule AR-2024-02 (attached), replacing AR-2024-01, which amends the County Employee Handbook with adjustments and clarifying language effective January 1, 2025 as pertains to Life Insurance and Long-Term Disability (as noted on the resolution and attachments), and will be on file in the County Clerk's Office in a manual labeled "Outagamie County Administrative Rules".

Supervisor Spears moved, seconded by Supervisor Thiede, to approve Resolution No. 60 —2024-25 as amended.

ROLL CALL: 31 yes, 5 absent. RESOLUTION NO. 60—2024-25 IS ADOPTED AS AMENDED.



VOTE RESULTS — 31 YES | 0 NO | 0 ABSTAIN | 5 ABSENT

Resolution No. 60—2024-25 As Amended

Resolution No. 60—2024-25 As Amended

Passed With Majority of Full Membership

1 THOMPSON YES	13 WEGAND YES	25 JANKE YES
2 JOHNSON YES	14 HERMES YES	26 WEINBERG YES
3 SMITH ABSENT	15 MacDONALD YES	27 CULBERTSON YES
4 PATIENCE YES	16 SCHROEDER ABSENT	28 MONFILS YES
5 GABRIELSON YES	17 CROATT YES	29 WINTERFELDT YES
6 KOSTELNY YES	18 SPEARS YES	30 NEJEDLO YES
7 HAMMEN ABSENT	19 HEISER YES	31 CLEGG YES
8 LAWRENCE YES	20 MITCHELL YES	32 THYSSEN ABSENT
9 KRUEGER ABSENT	21 CUFF YES	33 VANDERHEIDEN YES
10 LAMERS YES	22 HAGEN YES	34 RETTLER YES
11 FERGUSON YES	23 KLEMP YES	35 KOURY YES
12 McCABE YES	24 THIEDE YES	36 LAUTENSCHLAGER YES

Outagamie County Est. 1851 — 10-22-24 County Board Meeting - October 22 2024 07:40:56 PM

October 22, 2024 County Board Meeting

OpenMeeting TECHNOLOGIES

Resolution No. 60—2024-25 – Legislative/Audit and Human Resources Committee. To amend approving the Administrative Rule AR-2024-02 (attached), replacing AR-2024-01, which amends the County Employee Handbook with adjustments and clarifying language to reflect current practice as pertains to Life Insurance and Long-Term Disability (as noted on the resolution and attachments), and will be on file in the County Clerk's Office in a manual labeled "Outagamie County Administrative Rules".

Supervisor MacDonald moved, seconded by Supervisor Croatt, for amendment.

ROLL CALL: 31 yes, 5 absent. RESOLUTION NO. 60—2024-25 IS AMENDED.

VOTE RESULTS — 31 YES | 0 NO | 0 ABSTAIN | 5 ABSENT

To Amend Resolution No. 60—2024-25

To Amend Resolution No. 60—2024-25

Passed With Majority of Full Membership

1 THOMPSON	YES	13 WEGAND	YES	25 JANKE	YES
2 JOHNSON	YES	14 HERMES	YES	26 WEINBERG	YES
3 SMITH	ABSENT	15 MacDONALD	YES	27 CULBERTSON	YES
4 PATIENCE	YES	16 SCHROEDER	ABSENT	28 MONFILS	YES
5 GABRIELSON	YES	17 CROATT	YES	29 WINTERFELDT	YES
6 KOSTELNY	YES	18 SPEARS	YES	30 NEJEDLO	YES
7 HAMMEN	ABSENT	19 HEISER	YES	31 CLEGG	YES
8 LAWRENCE	YES	20 MITCHELL	YES	32 THYSSEN	ABSENT
9 KRUEGER	ABSENT	21 CUFF	YES	33 VANDERHEIDEN	YES
10 LAMERS	YES	22 HAGEN	YES	34 RETTLER	YES
11 FERGUSON	YES	23 KLEMP	YES	35 KOURY	YES
12 McCABE	YES	24 THIEDE	YES	36 LAUTENSCHLAGER	YES

Outagamie County — 10-22-24 County Board Meeting - October 22 2024 07:40:34 PM

October 22, 2024 County Board Meeting

OpenMeeting

Amended

RESOLUTION NO.: 60—2024-25

TO THE HONORABLE, THE OUTAGAMIE COUNTY BOARD OF SUPERVISORS

LADIES AND GENTLEMEN: ***MAJORITY***

Rule 9 of the Outagamie County Board Rules, Sec. 2-52 Administrative Rule Review, establishes a procedure for the review of Administrative Rules. The County Board may approve of the rule or refer it back to administration for revision and re-submission. A rule regarding updates to the Outagamie County Employee Handbook has been submitted for review.

Administrative Rule AR-2024-02 updates the Outagamie County Employee Handbook with adjustments to:

- Life Insurance
  - Outagamie County provides group life insurance for full-time employees, and will be eligible the first of the month following one (1) month of continuous employment.
- Long-Term Disability
  - Coverage becomes effective the first of the month following one (1) full month of continuous employment of eligibility.

Administrative Rule AR-2024-02 replaces Administrative Rule AR-2024-01.

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

BE IT RESOLVED, that the Outagamie County Board of Supervisors does hereby approve Administrative Rule AR-2024-02 as attached and by reference made a part hereof, which amends the Outagamie County Employee Handbook with adjustments and clarifying language effective January 1, 2025 as pertains to Life Insurance and Long-Term Disability, and

BE IT FURTHER RESOLVED, that this rule shall be numbered AR-2024-02, shall replace AR-2024-01, and will be on file in the manual entitled "Outagamie County Administrative Rules" in the Outagamie County Clerk's Office, and

BE IT FINALLY RESOLVED, that the Outagamie County Clerk be directed to forward a copy of this resolution to the Outagamie County Human Resources Director and the Outagamie County Executive, who, in accordance with Sec. 59.03 Wis. Stats., shall be charged with the duty of distributing said rule to affected departments for compliance.

Dated this 22nd day of October 2024

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: October 22, 2024

Signed: _____ Board Chairperson

_____ County Clerk

Approved: 10-24-24

Vetoed: _____

Signed: _____ County Executive

Outagamie County Employee Handbook

Subject:	Outagamie County Employee Handbook
Number:	AR-2024-02
Effective:	11/04/2024
Replaces:	AR-2024-01 Outagamie County Employee Handbook
Adopted:	TBD

Introduction

This Administrative Rule updates the Outagamie County Employee Handbook with adjustments to:

- Life Insurance
  - Outagamie County provides group life insurance for full-time employees, and will be eligible the first of the month following one (1) month of continuous employment.
- Long-Term Disability
  - Coverage becomes effective the first of the month following one (1) full month of continuous employment of eligibility.

Procedure

Outagamie County Ordinance, Sec. 30-2 – Purpose, authorizes the creation of a human resources manual through administrative rule which shall be a working document provided to all affected employees and shall contain procedures as listed in Sec. 30 – 12. The human resources manual shall be approved by the County Board as an administrative rule in accordance with Section 2.52.

Outagamie County Ordinance, Sec. 2-52 – Rule 9 – Administrative Rule Review requires all administrative rules to be submitted to the Legislative/Audit and Human Resources Committee who shall submit them to the full County Board for review. The County Board shall approve of the rule or refer the rule back to the Executive for revision and resubmission.

Policy

The attached matrix details the specific language changes to the handbook which can be found in the attached modified Employee Handbook.

Outagamie County Est. 1851

Employee Handbook

Matrix of Changes

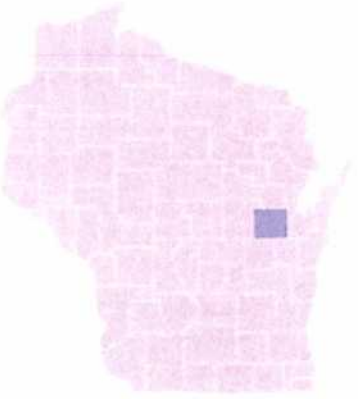
October, 2024

TOPIC	PAGE #	TYPE OF CHANGE	PROPOSED VERSION	ORIGINAL VERSION
Life Insurance	39 Paragraph 1	Change	Outagamie County Provides group life insurance for full-time employees, and will be eligible the 1st of the month following one (1) month of continuous employment.	Outagamie County provides group life insurance for full-time employees. All employees are eligible the 1st of the month following six (6) full months of continuous employment.
Long-Term Disability	40 Paragraph 2	Change	Coverage becomes effective the first of the month following one (1) full month of continuous employment of eligibility.	Coverage becomes effective the first of the month following three (3) full months of continuous employment of eligibility.

EMPLOYEE HANDBOOK

Your guide in understanding the way we work at

Outagamie County Est. 1851



Revision Date: July 2024

INTRODUCTION

We are pleased that you are employed with us at Outagamie County. We depend on the skill and energy of people like you to provide our citizens with the kind of efficient and courteous service they deserve and expect.

Please read all the information in this handbook carefully and keep this as a ready reference. You will undoubtedly have questions about your job with the County. When questions arise which are not answered in the handbook, do not hesitate to ask your supervisor/manager or department head for assistance.

You are an important member of the County work force; we hope your employment is mutually rewarding.

Thomas

Thomas Nelson
Outagamie County Executive

OUTAGAMIE COUNTY CORE VALUES

Invested in Serving
Devoted to positively impacting our communities

Better Together
Inspire unity by promoting collaboration, trust and respect

Create Progress
Encourage growth through innovation to advance and succeed

Support Through Compassion
Prioritize one another through communication, inclusion, and transparency to bolster our community

Revision Date: July 2024

PURPOSE OF THE HANDBOOK

The Employee Handbook is designed to promote consistent, uniform personnel administration throughout Outagamie County. It is the intent of Outagamie County that all employees be treated with dignity and respect.

This handbook is not designed to be an all-inclusive or all exclusive document, as there may be other policies that may apply to you. However, it will help you familiarize yourself with important matters that relate to you, your job, and your career.

This handbook is for general information purposes only, and applies to all non-bargaining unit employees. The statements in this book are intended as explanation only and create no new rights or obligations. It is not, nor is it intended to be, a contract of employment or a promise of employment. The County reserves the right to modify, revoke, suspend, terminate, or change any or all of such plans or processes, in whole or in part, at any time, with or without notice. Any statements set forth which are in conflict with, are superseded by, and subject to all federal and state laws, county ordinances and resolutions, and, if applicable, collective bargaining agreements and individual employment contracts, related to employee rights and benefits. In addition, your department may have unique characteristics that may require special consideration within these guideline areas and may develop work rules within the parameters of this Manual. Employees of Outagamie County are employees-at-will. No person has authority to make any agreement for employment for any specified period of time or to make any agreement contrary to the foregoing.

The language set forth in this handbook supersedes all previous Outagamie County Employee Handbooks, as well as Personnel and Interim Personnel Manuals, and is effective July 2024. When there is a conflict regarding the present handbook and any other past practices related to personnel matters, the present manual will prevail.

Constructive comments on the usefulness and completeness of this handbook are welcome. Please direct them, as well as any questions you may have, to the Outagamie County Human Resources Department.

Table of Contents

ABSENCES 7
ACCEPTABLE BEHAVIOR 7
ALCOHOL AND DRUGS 9
BEREAVEMENT LEAVE 12
BREASTFEEDING FRIENDLY WORKPLACE 13
CIVIC DUTY 15
COMMERCIAL DRIVERS LICENSES 15
COMPENSATORY TIME 17
CONFLICTS OF INTEREST AND CODE OF ETHICS 18
CONTINUING EDUCATION 19
CORRECTIVE DISCIPLINE 22
COUNTY RESIDENCY 23
DEFERRED COMPENSATION 24
DENTAL INSURANCE 24
ELECTRONIC RESOURCES: COMPUTERS, INTERNET AND EMAIL 24
EMPLOYEE ASSISTANCE PROGRAM (EAP) 25
EMPLOYMENT OF RELATIVES 26
EMPLOYMENT RECORDS 27
EQUAL EMPLOYMENT OPPORTUNITY 27
EXIT INTERVIEWS 28
FAMILY and MEDICAL LEAVE ACT (FMLA) 28
FRINGE BENEFITS 29
GRIEVANCES/COMPLAINTS 30
HEALTH INSURANCE 32
HOLIDAYS 34
IDENTIFICATION CARDS 35
INCLEMENT WEATHER 38
JOB SHARING 38
LAYOFF AND RECALL 39
LIFE INSURANCE 40

LONG-TERM DISABILITY 40
MEAL AND REST BREAKS 41
MILITARY LEAVE 41
OFF DUTY CONDUCT 46
OVERTIME 47
PAID ADMINISTRATIVE LEAVE 48
PARKING 49
PAY REMITTANCE AND DEDUCTIONS 49
PERFORMANCE EVALUATIONS AND SALARY ADMINISTRATION 50
PERSONAL APPEARANCE 52
PET POLICY & SERVICE ANIMALS 54
POSITION CLASSIFICATION 56
PROPERTY INSPECTION 59
RECRUITMENT 59
SAFETY AND ACCIDENT PREVENTION 63
SEPARATION FROM EMPLOYMENT 64
SHORT-TERM DISABILITY 64
SICK LEAVE 65
SOLICITATION & BULLETIN BOARDS 66
TELECOMMUTING 67
TERMINATION 69
TIME REPORTING 71
TOBACCO FREE WORKPLACE 71
TRAVEL 72
UNPAID LEAVES OF ABSENCE 72
UNPAID MEDICAL LEAVE 74
VACATION 75
VISION INSURANCE 77
VOLUNTARY SHARED LEAVE 77
VOLUNTEERS 80
WHISTLEBLOWER PROTECTIONS 82
WISCONSIN RETIREMENT SYSTEM 84

WORK WEEK AND HOURS....8484
WORKER'S COMPENSATION....8585
GLOSSARY OF TERMS....8787
ADDITIONAL RESOURCES....8989



ABSENCES

Employees unable to come to work must contact their supervisor or designee prior to the start of their work day as determined by their department. While it is recognized that there may be extenuating circumstances for unauthorized absences; and due consideration will be given for each case, an employee who is absent from duty without approval for three (3) consecutive scheduled work days will be considered to have voluntarily terminated their position.

Employees absent from work must account for their missed time through the use of vacation, sick leave, comp time, unpaid leave, or floating holidays. The provisions of this section apply to both Fair Labor Standards Act exempt and non-exempt employees and are in accordance with the county's policy of ensuring public accountability of its employees.



ACCEPTABLE BEHAVIOR

It is the policy of Outagamie County to promote a safe and respectful environment for employees and clients that is free from all forms of harassment, offensive language, violence, bullying, and other non-productive behaviors.

It is a violation of this section of the handbook to engage in any behavior that is offensive, unprofessional, illegal, disrespectful, or in any way does not meet the high professional standards expected in our workplace. Unacceptable behavior will include but will not be limited to:

Harassment or other discriminatory behavior toward individuals in protected classes as defined and covered by Title VII of the Civil Rights Act of 1964. Harassment includes physical, verbal, and non-verbal abuse, intimidation, and threats. Sexual harassment is defined as unwelcome or unsolicited verbal, non-verbal, or physical conduct of a sexual nature in which submission to or rejection of such conduct is used as the basis for making decisions effecting conditions of employment or has the purpose or effect of substantially interfering with an employee's job performance, or creates an intimidating hostile or offensive work environment.

General harassment, bullying, other forms of psychological harassment, and any use of hostile, intimidating, threatening or humiliating behavior.

Violence, including the use or threat of use of any weapon on county property unless as a requirement of the job; the use of physical violence, including threat of physical violence on county property (reasonable force may be used in the defense of oneself or others).

Possession of any weapon in county facilities or vehicles, or in the performance of county duties, unless as a requirement of the job.

RESPONSIBILITY

It is the responsibility of each member of management to create an atmosphere free of unacceptable behavior. All members of management are responsible for preventing and/or eliminating unacceptable behavior in their work areas. In addition, it is the responsibility of all employees, contractors, vendors and visitors to respect the rights and feelings of other individuals.

COMPLAINT PROCESS

Any employee who believes they have been subjected to unacceptable behavior is encouraged to file a report of such conduct by either:

a) notifying their department management staff who will then notify the Human Resources Department, or;
b) notifying the Human Resources Deputy Director or Director.

This report can be made verbally or by completing a Complaint Form found on MyOC.org/Human Resources/Employee Relations. Complaints should include specific detail about the parties involved, what day and time the incident occurred, a list of any witnesses, and any other relevant information.

In cases of violent behavior where the threat of injury is imminent, or an injury has occurred, emergency responders such as police, fire and/or ambulance personnel should be notified immediately by calling 9-911. Human Resources should then be notified. Human Resources and/or department management will take steps to minimize the potential for further violence or the fulfillment of any threatened violence.

The county recognizes that false accusations can have serious effects on innocent individuals and their families. Consequently, false accusations will result in appropriate disciplinary action against the complaining party.

INVESTIGATION PROCESS

Allegations of protected class harassment will be investigated in a timely and thorough manner by members of the Human Resources Department in conjunction with department management staff.

Other allegations of unacceptable conduct will be investigated in a timely and thorough manner by department management staff or Human Resources staff in conjunction with department management staff if appropriate.

Where allegations of violent behavior have been made, the county reserves the right to search an employee's belongings while on county property and county owned property being used by the employee or have law enforcement personnel search any employee's person if there is a reasonable suspicion that a weapon or evidence of violent behavior has been concealed. Any employee failing to cooperate with such a search will be subject to disciplinary action.

REMEDIAL ACTION

Discipline may include warning, suspension or termination depending on the severity of the incident and the repetitious nature of the behavior.

NOTIFICATION TO COMPLAINANT

Following investigation and imposition of any discipline, the complaining party will be notified as to the resolution of the case and that any further incidents should be reported promptly.

RETALIATION

Any and all forms of retaliation against a complainant or witness are expressly prohibited by the county. Appropriate disciplinary action will be taken against anyone retaliating against either the person filing a complaint or anyone assisting in the investigation.

CONFIDENTIALITY

To every extent possible, complaints and investigation results regarding unacceptable behavior will be treated with the utmost discretion and confidentiality for both the complaining party and the person against whom the complaint was filed.



ALCOHOL AND DRUGS

Outagamie County has a vital interest in maintaining safe, healthy, and productive working conditions for employees and providing safe, quality services to constituents. Employees under the influence of alcohol or other drugs while in the workplace pose a threat to the safety and wellbeing of themselves, co-workers and the general public.

The county encourages employees who have an alcohol or other drug problem to seek help to deal with their problem. Help is available through the Employee Assistance Program. For more details on this program, contact the Human Resources Department.

Some positions within Outagamie County fall within the purview of the DOT, Law Enforcement, FAA or other state or federal agencies that have different alcohol/drug standards that apply. Where a different standard exists, the more stringent standard will supersede.

POLICY STATEMENTS

The unauthorized consumption of alcohol during work hours or on county property is prohibited.

The unauthorized use, possession, distribution or sale of drugs, illicit drugs and/or controlled substances during work hours or on county property is prohibited.

Being under the influence of alcohol at work is a violation of this policy. Under the influence of alcohol is defined as a Breath Alcohol Concentration (BRAC) of .02 or greater.

Being at work under the influence of any drug not lawfully prescribed, or the misuse of any lawfully prescribed drug while at work is a violation of this policy. Under the influence of drugs

is defined as meeting or exceeding urine concentration levels of prohibited substances as established by the DOT. Misuse is defined as exceeding the normal urine concentration range for a drug as prescribed.

Employees will not be permitted to work if under the influence of legal drugs or prescribed medications whose use adversely affects the employee's work.

Employees violating this policy will be subject to discipline.

REASONABLE SUSPICION

Where reasonable suspicion exists that an employee is under the influence of alcohol or drugs, the employee may be required to submit to testing specified by the employer.

Where reasonable suspicion exists that an employee is in possession of drugs or has been consuming alcohol or drugs during work hours or on county property, the employer reserves the right to inspect any and all storage devices on county property including personal storage devices.

Reasonable suspicion is defined as specific, contemporaneous, articulable observations about the conduct, appearance, speech or body odors of the employee and may include information provided by co-workers. Involvement in, or causation of an on-the-job accident may constitute a basis for reasonable suspicion. Anonymous tips will not be accepted as the sole basis for reasonable suspicion.

Reasonable suspicion must be established by a member of management and wherever possible, be confirmed by a second member of management.

PROCESS

Where reasonable suspicion exists, if at all possible, the Human Resources Department should be consulted before proceeding. Human Resources will provide the manager with a list of state certified testing facilities.

Where testing is indicated, a member of management must complete a Referral Authorization Form and escort the employee to the designated testing facility, present the Referral Authorization Form, and remain with the employee at the test site throughout the testing process. Under no circumstances should an employee, suspected of being under the influence of alcohol or drugs, be permitted to drive themselves to the testing site.

Standard testing will include a Breath Alcohol Test (BAT) and a Rapid Drug Screen. The employer reserves the right to test for other illegal drugs at its discretion.

Following testing, the escort will return the employee to the worksite. If during normal business hours, the employee will be brought to the Human Resources Department to await test results. If not during normal business hours, or if test results are not immediately available, arrangements should be made for the employee to get home where the employee will await return to work instructions.

Test results will be reported to the Human Resources Department as either positive or non-positive as soon as they are available. An employee will not be permitted to work while awaiting test results.

Refusal to be tested, tampering with the samples and/or non-cooperation with the process will be considered a positive test and the employee will be subject to discipline.

Where non-positive results are obtained from the BAT and Rapid Drug Screen, Human Resources will clear the employee to return to work immediately. Management should investigate the circumstances that led to reasonable suspicion. The EAP may be consulted in this regard.

CHALLENGING RESULTS

An employee may request a blood sample be drawn at the time of the BAT if they wish to ultimately challenge the results of the BAT. The blood sample may be analyzed at a lab of the employee's choice. The results of the blood analysis will govern.

An employee may challenge the results of the Rapid Drug Screen findings with a confirmation test at a lab of the employee's choice within 14 calendar days of the initial test. In the event of conflicting results, the confirmation test will determine the outcome.

RETURN TO WORK FOLLOWING POSITIVE RESULTS: ALCOHOL

Employees testing positive will be subject to discipline. An EAP referral may be made in conjunction with discipline. If an EAP referral is indicated, the employee must execute a consent agreement allowing the release of information regarding treatment recommendations, cooperation, follow-through, and readiness to return to work.

If discipline does not result in termination of employment, the date and time of return to work will be determined by the Human Resources Department or the employee's manager.

RETURN TO WORK FOLLOWING POSITIVE RESULTS: DRUGS

A positive Rapid Drug Screen requires the test sample to be forwarded to a lab for a more detailed chemical analysis. Human Resources will be notified immediately that the sample is being sent for analysis. The analysis process may take several days. The employee will be sent home pending receipt of results.

Positive results are forwarded to the Medical Review Officer (MRO) at the designated testing facility who will review the results of the detailed analysis and contact the employee for additional information. The employee may be required to present proof regarding the usage of prescription medications. The MRO will then consult with the Human Resources Department.

After the results are made known to the Human Resources Department, the employee testing positive will be subject to discipline. An EAP referral may be made in conjunction with discipline. If an EAP referral is indicated, the employee must execute a consent agreement allowing the release of information regarding treatment recommendations, cooperation, follow-through, and readiness to return to work.

If discipline does not result in termination of employment, the employee may not return to work without evidence of a non-positive test.

Testing for purposes of return to work may be completed at a state certified facility of the employee's choice but must use threshold levels established by the employer.

RECORDS AND FOLLOW-UP

All test results and test related information will be maintained by the Human Resources Department in a confidential manner.

If discipline does not result in termination of employment, an employee, after having tested positive, may, without reasonable suspicion, be subject to a maximum of three subsequent screens related to the initial positive test during the following 12 month period unless more frequent or random testing is prescribed by the EAP.

ASSOCIATED COSTS

All initial testing required by the employer will be paid for by the employer.

Random testing and follow-up testing prescribed by the EAP as described will be paid for by the employer.

Testing required for return to work will be determined by and paid for by the employer. Return to work testing not approved by the employer will be paid for by the employee.

All costs related to any challenge of initial test results, including any medical procedures, will be the responsibility of the employee unless the results are non-positive.

SALARY AND WAGES

Employees will be paid their regular wages for the time spent in the initial testing process.

Employees waiting for clearance to return to work following testing will be paid their regular wages for all missed time if the tests are non-positive. Where the tests are positive, the employee will not be paid their regular wages nor have access to sick leave, vacation or floating holiday pay for missed time.

Where return to work is delayed by an employee challenge of test results, the employee will be paid their regular wages for missed time in the event of a non-positive result and will not be paid for hours missed if the result is positive.



BEREAVEMENT LEAVE

Bereavement leave is leave taken by an employee due to the death of another individual, usually a close relative.

The time is usually taken by an employee to grieve the loss of a close family member, prepare for and attend a funeral, and/or attend to any other immediate post-death matters.

All regular full-time and part-time employees are eligible for pay from regularly scheduled duty as outlined below:

- Up to five (5) days in the event of death of the employee's spouse, domestic partner, child, parent, brother, sister, and an adult who stood in loco parentis to the employee during childhood. *(Note: this section includes applicable step relatives)*
- Up to three (3) days for grandparents, father-in-law, mother-in-law, brother-in-law, sister-in-law, son-in-law, daughter-in-law, and grandchild. *(Note: this section includes applicable in-laws, step and great relatives)*; and
- Up to one (1) day for aunt, uncle, nephew, and niece. *(Note: this section includes applicable in-law, step and great relatives)*
- Up to five (5) days for your or your spouse's pregnancy loss. This will run concurrently with FMLA if applicable and cannot be paid simultaneously with Short-Term Disability.

The hour equivalent of the term "days" is determined by the proration factor of the employee, with a maximum factor of eight (8) hours per day.

An employee may, with their supervisor's approval, use any available vacation or floating holidays for additional time off as necessary. Sick leave may not be used to extend bereavement leave without a physician's certification.

Generally, bereavement leave is taken immediately following the death. However, there may be circumstances when a supervisor will recognize the need for flexibility, for example, if a memorial service is scheduled at a time in the future.

Bereavement pay is calculated based on the base pay rate at the time of absence, and it will not include any special forms of compensation, such as incentives, commissions, bonuses, overtime or shift differentials.

Employees under discipline for attendance issues may be required to provide documentation with regards to their bereavement leave.



BREASTFEEDING FRIENDLY WORKPLACE

Outagamie County provides a supportive environment to enable breastfeeding employees to express their milk during work hours.

EMPLOYEE RESPONSIBILITIES

Employees who wish to express milk during the work period shall keep supervisors informed of their needs so that appropriate accommodations can be made to satisfy the needs of both the employee and the department.

It is the employees' responsibility to initiate this communication and to clearly state their needs to their supervisor.

Maintenance of Milk Expression Areas:

Breastfeeding employees are responsible for keeping milk expression areas clean, using anti-microbial wipes to clean the surfaces they utilize to pump.

Employees are also responsible for keeping the general lactation room clean for the next user.

This responsibility extends to both designated milk expression areas, as well as other areas where expressing milk will occur.

Milk Storage:

If milk is stored in a common refrigerator, employees should label all milk expressed with their name and date collected so it is not inadvertently confused with another employee's milk.

Use of Times to Express Milk:

Employees shall use the Staff Lactation Room Outlook Calendar or sign-up calendar displayed on lactation room door to schedule milk expression times that are most convenient or best meet their needs.

A Staff Lactation Room has been established on Level 3 of the Administration Building, on Level 2 (Heritage Square) at Brewster Village and ground floor of the Justice Center. All county employees are welcome to schedule time in these rooms. In other buildings where there is not a dedicated lactation room, the employee must work with their management staff to establish appropriate accommodations. Temporary Lactation Rooms have been identified at Highway Department, YFS, Solid Waste and the Sheriff's Department. If an employee has comments, concerns, or questions, regarding this issue, they may contact Human Resources.

EMPLOYER RESPONSIBILITIES

Milk Expression Breaks:

In accordance with the Fair Labor Standards Act (FLSA), Outagamie County will provide nursing mothers reasonable break time each time the employee needs to express milk for up to one year after the birth of a child.

Lactation times shall be established for each employee based on her work schedule. If possible, the lactation time is to run concurrently with any break time already provided.

Lactation time beyond the regular break time is unpaid and will be determined between the employee and the employee's supervisor.

A Place to Express Milk:

In accordance with the Fair Labor Standards Act (FLSA), a private room (not a toilet stall or restroom) shall be available for employees to breastfeed or express milk. The room will:

- Be private and sanitary
- Be located near a sink with running water for washing hands and rinsing out breast pump parts
- Have an electrical outlet
- Be in close proximity to the employee's work area
- Contain comfortable seating

- Have appropriate signage and/or other security measures will be used to identify the occupied status of the lactation area

If employees prefer, they may also breastfeed or express milk in their own private offices, or in other comfortable locations agreed upon in consultation with the employee's supervisor.

Supervisors will be responsible for reviewing policies and practices that will help facilitate each employee's infant feeding goals.

It is expected that employees will assist in providing a positive atmosphere of support for breastfeeding employees.



CIVIC DUTY

The county supports employees in their civic duty to serve on a jury, and their responsibilities as an active citizen.

Employees must present any summons to jury duty to their supervisor as soon as possible after receiving the notice to allow advance planning for an employee's absence.

An employee when subpoenaed in connection with county business, called upon to serve jury duty, or subpoenaed as a witness, will be paid their regular salary up to eight (8) hours per day.

The employee will not be entitled to jury duty pay or witness fees in addition to their regular pay except on those occasions when the employee chooses to take vacation or floating holiday time equal to the time lost by serving on the jury or as witness.

No employee will receive salary for attending court in cases involving a criminal act by the employee or a civil case initiated by the employee.



COMMERCIAL DRIVERS LICENSES

Highway Employees: The county shall pay up to one hundred fifty dollars ($150.00) per renewal toward the cost of successfully obtaining / renewing a CDL and endorsements that are required by the county, including background screening fees, upon presentation of receipts.

Recycling / Solid Waste Employees: The county shall pay up to one hundred fifty dollars ($150.00) toward the cost of successfully obtaining an initial CDL license and required endorsements and all subsequent renewals of a CDL and endorsements that are required by the county, including background screening fees, upon presentation of receipts.

The parties agree that they will comply with all federal and state regulations that pertain to the commercial driver's licenses.

Any employee who receives a citation for any offense that has a potential penalty of the suspension, revocation, or disqualification of their CDL shall notify their Department Head, or their designee, by 7:00 a.m. on the next business day. Failure to comply will make the employee ineligible for this Section and subject to discipline.

This opportunity shall be given to any employee only once during that employee's employment with Outagamie County. A second major offense, or a series of serious traffic violations resulting in CDL disqualification, shall result in termination.

The county will provide an unpaid leave of absence not to exceed thirteen (13) months to a maximum of two (2) employees at a time, who are disqualified from holding a CDL due to circumstances arising outside of work. Furthermore, it is recognized that loss of a CDL due to circumstances occurring during working hours is a severe offense and may result in termination of employment.

Prior to granting the leave of absence, the county may choose to continue the active employment of the affected employee to the extent that the Department Head determines that work is available. The employee may also be assigned to other work duties in other departments for which the employee may be qualified, at the sole discretion of the county.

It is understood that if a job assignment pays less than the employee's assigned position, the employee's wage will be adjusted accordingly. If the assignment is into a higher classification, the employee will be paid their normal rate.

Once a leave of absence is granted, the employee will not be required to return to work for intermittent, sporadic work assignments, unless said employee makes themselves available for such work.

The decision of the Department Head to offer, or not to offer, continued work or to assign other work duties in other departments is final and cannot be grieved.

Said employee shall have their CDL privileges reinstated within thirty (30) days following the end of the suspension, revocation, or disqualification period, and failure to do so will result in termination of employment.

The county has the sole discretion to fill the employee's position on a temporary basis during the leave of absence in any manner it deems appropriate. The county may also temporarily fill the position internally, and it shall not be subject to the posting process.

The employee will be required to use available vacation and floating holidays prior to an unpaid leave of absence. Following the utilization of any paid leave, the leave of absence shall be without pay or benefits. It is agreed that the employee shall not file for unemployment benefits while on paid leave of absence. During the unpaid leave of absence, health, dental, and life insurance coverage will be available if the full premiums are paid by the employee, in accordance with county Policy.

The employee will not lose benefits accrued prior to the paid leave of absence but will not accrue benefits while on the unpaid leave.



COMPENSATORY TIME

It is the policy of Outagamie County to permit employees to earn compensatory time off, at the discretion of the supervisor, manager, or department head. For purposes of computing compensatory time, authorized paid leaves of absence are only considered time worked, if the additional work hours are required by the department. All overtime/compensatory work must be approved in advance by a supervisor or manager.

GRANTING COMPENSATORY TIME

There is no legal requirement or obligation of Outagamie County to grant compensatory time off to employees. A supervisor may choose to grant compensatory time off to employees who work in excess of 40/45 hours in a standard workweek for special projects, to perform urgent county business or during weekends/normally scheduled time off. Compensatory time will be granted on an hour-for-hour basis for exempt/salaried employees and at a rate of 1.5 hours for each hour worked for non-exempt/hourly employees. Compensatory time and overtime only applies after 40 hours for those positions that fall in a 37.5 hour/week category. (Note: all hours over 40 in a work week for non-exempt/hourly employees must either be compensated in compensatory time or overtime, with no exceptions.)

PROCESS

The maximum amount of compensatory time is a rolling amount of 40 hours (i.e. you cannot have more than 40 accumulated hours at any given time).

The approval for earning compensatory time must be approved by the supervisor in advance, whenever possible. Regardless of whether advance approval is required, all employees are responsible for tracking their compensatory time. Time reporting should reflect regular pay and any compensatory time earned or used for a select pay period.

An employee who has accrued compensatory time and requests use of the time must be permitted to use the time off within a "reasonable period" after making the request. Compensatory time usage must be taken in increments of fifteen (15) minutes. Supervisors may deny the request if the use of compensatory time will "unduly disrupt" the department's operations. Supervisors can also require an employee to take compensatory time off to manage the accrual limitation.

PAYOUT OF COMPENSATORY TIME

Non-exempt/hourly employees should intend to use all earned compensatory time off before the first pay period ending in December of the year it was earned. If a non-exempt/hourly employee has any remaining compensatory time off, it will be paid out on the second paycheck in December of the calendar year in which it was earned. Compensatory Time will also be paid out upon separation of a non-exempt/hourly employee or when an employee transfers to a department that does not utilize compensatory time.

For Exempt/Salaried employees, compensatory time may be carried over from one year to another, never to exceed 40 hours at any given time, and will not be paid out upon separation, unless approved by the HR Director due to extenuating circumstances. If an exempt/salaried employee transfers to another department that does not utilize compensatory time, the employee will retain and be able to use unused compensatory time but will not be able to earn additional compensatory time.



CONFLICTS OF INTEREST AND CODE OF ETHICS

Outagamie County expects all employees to conduct themselves and county business in a manner that reflects the highest standards of ethical conduct, and in accordance with all federal, state, and local laws and regulations. This includes avoiding real and potential conflicts of interests, as well as perception of a conflict of interest.

Exactly what constitutes a conflict of interest or an unethical business practice is both a moral and a legal question. Outagamie County recognizes and respects the individual employee's right to engage in activities outside of employment which are private in nature and do not in any way conflict with or reflect poorly on the county.

The proper operation of government requires that employees be independent, impartial, and accountable to the people and for the public to have confidence in the integrity of its government. Nothing in this section will deny any individual rights granted by the United States Constitution, the Constitution of the State of Wisconsin, or the laws of the United States and State of Wisconsin.

No county employee will use their office or position for personal financial gain or the financial gain of their family. No employee shall engage in their own business activity, accept private employment, or render services for private interests when such employment, business activity, or service is incompatible or conflicts with the proper discharge of their official duties or would impair their independence of judgment or action in the performance of their official duties. No employee will participate in the selection, award or administration of a contract supported by a federal/state award if they have a real or apparent conflict of interest. No employee shall use or disclose "privileged, confidential, or HIPAA protected information" gained in the course of or by reason of their official position or activities.

No county employee is allowed to conduct business relating to outside employment while on county paid time, nor is an employee allowed, at any time, to use county facilities, supplies, equipment, telephones, or property in the performance of outside duties.

Employees can engage in political activity outside of the employee's county employment provided that such activity does not interfere with normal work performance, does not interfere with specific job duties, is not conducted during normal working hours and does not involve the use of county equipment or property. Employees are specifically prohibited from directly or indirectly coercing any person to hold or contribute monetary or other types of assistance to any political candidate, party, or purpose. Under provisions of the Federal

Hatch Act, employees who are principally employed in positions which are financed in whole or in part by federal loans or grants cannot become political candidates in partisan elections.

No person shall be employed, promoted, or transferred to any department within Outagamie County government or to a division thereof when, as a result, they would be directly supervising or receiving direct supervision from a member of their immediate family. No county employee will solicit or accept for themselves, or another person any gift, campaign contribution, gratuity, favor, services, promise of future employment, entertainment, loan, or any other thing of monetary value from a person who has or is seeking contractual or other business activities from or which are regulated by the county. This does not include acceptance of loans from banks or other financial institutions on customary terms of finance for personal use, such as home mortgage loans, the acceptance of unsolicited advertising or promotional material, such as pens and calendars, and acceptance of an award for meritorious public or personal contributions or achievements.

Any perceived conflict of interest that is detected or suspected by an employee or third party shall be reported to your supervisor or manager or to their supervisor or manager in their absence. An investigation by the supervisor/manager and/or department head will follow upon notification of perceived violations of this policy. Corporation Counsel should also be contacted to determine if any additional follow-up is needed and to determine what disclosures should be made. Disclosure of known conflicts will be included in federal/state grant applications or will provide prompt notification upon subsequent awareness prior to the awarding of grant funding, as required by federal and state laws. Subsequent identification of known violations (including fraud, bribery, or gratuity violations) must be disclosed, in a timely manner, in writing to the Federal awarding agency or pass-through entity with the department taking prompt, corrective action to ensure such conduct ceases and will not recur.

Violations of this policy may result in disciplinary action consistent with Board policies, procedures, and federal and state laws



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.

This section of the handbook describes eligibility requirements, criteria for approval and reimbursement, and the process for application, approval and reimbursement.

Any regular full-time or part-time 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.

CRITERIA FOR APPROVAL

Classes must meet during non-working hours. Exceptions can be made only with the approval of the department head and Human Resources.

Courses must be directly related to the employee's current job, be preparation for a promotion to an existing county job for which the applicant would otherwise qualify, meet the requirements for specialized training related to a current assignment; or be required as part of a degree program that meets these qualifications.

Funds must be available in the department budget of the employee. If funds are not available in the employee's department budget, application may be made to the Human Resources Department, with prior approval by the department head.

Any expenses covered by grants or any other form of payment are not eligible for reimbursement under this program.

MAXIMUM AMOUNTS

Reimbursement is limited to tuition and books. All other fees and expenses are the responsibility of the employee.

Maximum reimbursement amounts, unless approved otherwise by the Legislative/Audit/Human Resources Committee, Finance Committee and County Board, include:

a) $1,600 per calendar year for an accredited Associates/Undergraduate degree program

b) $2,450 per calendar year for an accredited Graduate degree program

Reimbursement for books is limited to half the cost incurred.

Qualifying part-time employees will be eligible for one-half of the stated maximum amounts. Where an employee changes status from part-time to full-time or full-time to part-time, reimbursement maximums will be based on the status that the employee maintained for the majority of the length of the actual course.

Where an employee takes both undergraduate and graduate classes in the same year, total reimbursement for the year will not exceed the maximum for graduate level courses.

CLASS APPLICATION

Application for approval should be made in advance of the class by completing an Outagamie County Tuition Reimbursement Request for Course Approval form. One Application for Approval must be completed for each class. Forms are available on the MyOC.org/Human Resources/Administrative Support webpage.

APPROVAL PROCESS

The completed Request for Course Approval form must be submitted to the employee's Department management for review and approval. If approval is granted at the department level, the department will then forward the form to the Human Resources who will review the application for completeness and approve or disapprove the application in

accordance with established approval criteria and annual maximums. A copy of the Request for Course Approval will then be returned to the employee's supervisor with indication that the course was either approved or disapproved. If the course was not approved, the reason will be clearly stated.

CRITERIA FOR REIMBURSEMENT

- Requests for reimbursement must be made within a sixty (60) day period following the conclusion of class.
- Exceptions to this criteria require special approval from Human Resources and the appropriate Department.
- Employee must be employed with Outagamie County at the time of request for reimbursement.
- A grade of "C" (or better) or "pass" must be attained.

REIMBURSEMENT PROCESS

Employee must submit to Human Resources, a completed Reimbursement Request Form with appropriate signatures and account numbers and attach the following:

(a) Verification from the educational institution that payment covering or in excess of the reimbursement amount was made.

(b) Verification from the educational institution of the course, credit and grade received by the employee.

Upon verification that all requirements have been met, the Human Resources Department will initiate the payment process. The reimbursed amount will be charged against the "Maximum Amounts" for the calendar year in which the course is completed.

EMPLOYMENT LONGEVITY

Employees that voluntarily terminate employment with the county prior to the completion of two (2) years of employment from the course End Date will be required to pay back a pro-rated portion of their reimbursement amount. The pay back will be 1/24th of the total reimbursement for each month short of twenty-four (24) months employment post course End Date. Authorization to deduct any payback amounts are provided by the employee on the Request for Course Approval form.

Employees who are involuntarily terminated prior to the completion of two (2) years of employment from the course End Date will be obligated to pay back a pro-rated portion of their reimbursement amount. The pay back will be 1/24th of the total reimbursement for each month short of twenty-four (24) months employment post course End Date. This amount may be collected from the employee by the employer in the form of a deduction on the employee's final paycheck, a cash or check payment from the employee, or referred to a collection agency. Authorization to deduct any payback amounts are provided by the employee on the Request for Course Approval form.

For courses with no established End Date, the date of reimbursement will be considered the End Date.

RECORDS

Copies of all reimbursement related applications, documentation and payments will be scanned and preserved in the accounts payable records in Financial Services.

SEMINARS, CONFERENCES, TRAINING, AND OTHER ITEMS OUTSIDE OF REIMBURSEMENT AND PAYBACK PROCESS

1. Staff submit request directly to their supervisor.

2. Supervisor evaluates appropriateness of request based upon:

- Applicability to their job function or individual training needs.
- Cost effectiveness of the seminar.
- Willingness of the attendees to share the knowledge gained with the organization.
- Evaluate the number of seminars the individual has attended.

3. The supervisor/manager will then confirm their recommendation with the department head who will either approve or disapprove request.

4. Decisions go to the supervisor and employee.

5. Charges will be applied to the appropriate account within the department budget.



CORRECTIVE DISCIPLINE

The aim of discipline is to address and rectify unsatisfactory job performance or behavior. Disciplinary action is intended to be administered in a corrective fashion, concentrating on performance improvement rather than on punishment. The county will attempt to inform the employee of standards of conduct and performance which are expected. Because all performance criteria which may make disciplining an employee necessary cannot be listed, each employee is expected to follow all county or departmental policies and processes outlined in the Employee Handbook and conduct themselves in a manner which is consistent with County Values and appropriate to the employment setting.

Normally, when disciplinary actions are required for employees, the concept of progressive discipline will be followed; however, it must also be understood that the degree of disciplinary action will match the severity of the infraction. Therefore, depending upon the severity of the offense and an employee's disciplinary history, the action chosen by management may involve immediate application of one or more of the progressive steps, including immediate discharge, if warranted. Repeated infractions of even minor offenses can and will result in increasingly severe disciplinary actions. Unless there are mitigating circumstances, the normal sequence of discipline will be:

1st offense - The employee will be given a verbal reprimand. This normally will be done in private. The department head or supervisor will explain to the employee the reasons for being disciplined and also the manner in which the employee should correct their problem in the future to avoid further discipline. A document confirming the conversation will be provided to the employee, at which time the employee should respond in writing acknowledging

receipt. The document should then be forwarded to the Human Resources Specialist to be placed in the employee's personnel file.

2nd offense - The employee will be given a written reprimand, with a copy to the Human Resources Department to be placed in the employee's personnel file. This document, like the verbal warning, will give the rule or policy broken and the manner to improve performance. (Note: a Performance Improvement Plan template is available on the HR webpage, for use as appropriate.)

3rd offense - The employee may be suspended without pay. A confirmation letter will be sent to the employee with a copy to Human Resources to be placed in the employee's personnel file.

[Note: Employees considered exempt under the Fair Labor Standards Act will be suspended in weekly increments only, with the exception of a suspension for a major safety infraction or a serious work place conduct violation.]

4th offense - The employee will be terminated. Before any employee is terminated, the matter will be reviewed with the Human Resources Director.



COUNTY RESIDENCY

Employees of Outagamie County are not required to reside within the physical boundaries of the county. (Exception: All sworn employees of the Sheriff's Department, according to county ordinance, must, within six (6) months of employment with the county, establish residency within twenty seven (27) radius miles of Sheriff Headquarters.)



DEFERRED COMPENSATION

Section 457 of the Internal Revenue Code allows public sector employees to defer a portion of their pre-tax income into an investment account. Employees are allowed to defer up to one hundred percent (100%) of gross income, subject to an annual maximum deferral amount.

The county offers two deferred compensation plans. Both plans also offer an after-tax Roth option. Additional information is available in the Human Resources Department or at MyOC.org/Human Resources/Benefits webpage.



DENTAL INSURANCE

All regular employees who are hired at or are pro-rated at twenty (20) or more hours per week are eligible for dental insurance coverage.

Eligible employees may choose either single, limited family, or family coverage. In the event an employee has a spouse who is also a county employee, that employee and spouse may choose either two single plans or one family plan.

Insurance becomes effective the first day of the month following one full month of employment or eligibility. Upon termination of employment or retirement, coverage will end at the end of the month of last day worked or last day on paid leave, whichever is later provided employee contributions for that month have been deducted from final paycheck or paid to the County Treasurer.

Specific details regarding dental premium amounts can be found on the Benefits Summary on the Human Resources webpage.



ELECTRONIC RESOURCES: COMPUTERS, INTERNET AND EMAIL

The county provides a wide variety of communication tools and resources to employees for use in running day-to-day business activities. Whether it is the telephone, voicemail, fax, scanner, internet, intranet, e-mail, or any other county-provided technology, use should be reserved for business. All communication using these tools shall be handled in a professional and respectful manner.

Employees do not have any expectation of privacy in their use of county computer, phone, or other communication tools. All communications made using county-provided equipment or services, including e-mail and internet activity, are subject to inspection by the county. Employees should keep in mind that even if they delete an email, voicemail, or other communication, a copy will be archived on the county's systems on a real-time basis.

E-mails that are not job-related have the potential to drain, rather than enhance, productivity and system performance. You should also be aware that information transmitted through e-email is not completely secure and that information you transmit and receive could damage the reputation of the county.

The county encourages employees to use communication tools only to communicate with fellow employees, suppliers, and clients regarding county business. Internal and external e-mails are generally considered public records and may also be subject to discovery in the event of litigation. Be aware of this possibility when sending e-mails within and outside of the county.

Using communications in a manner that violates any county guidelines or policies is strictly prohibited, including but not limited to the Equal Opportunity and Harassment policies, the Conflict of Interest Policy, etc. Delete any e-mail messages prior to opening that are received from unknown senders and advertisers.

It is the county's goal to respect the dignity of employees at all times. Because e-mail, telephone and voicemail, and internet communication equipment are provided for county business purposes and are critical to the county's success, your communications may be accessed without further notice by Information Technology department administrators and county management to ensure compliance with this guideline.

The electronic communication systems are not secure and may allow inadvertent disclosure, accidental transmission to third parties, etc. Sensitive information should not be sent via unsecured electronic means.

Office telephones are for business purposes. While the county recognizes that some personal calls are necessary, these should be kept as brief as possible and to a minimum. Abuse of these privileges is subject to corrective action, up to and including termination. With the exception of emergency situations, personal cell phones should be used at break times or lunch hours.

It is also against county policy to turn off anti-virus protection software or make unauthorized changes to system configurations installed on county computers. Violations of this policy may result in termination for a first offense.

All employees are subject to the Outagamie county Acceptable Use Policy and are required to review such policy provided during new hire orientation.

See the ACCEPTABLE USE POLICY located on MyOC.org/Applications/Policies & Procedures/IT webpage.



EMPLOYEE ASSISTANCE PROGRAM (EAP)

The Employee Assistance Program (EAP) is a resource designed to provide highly confidential and experienced help for employees in dealing with issues that affect their lives and the quality of their job performance.

Outagamie County wants employees to be able to maintain a healthy balance of work and family that allows them to enjoy life.

This free, comprehensive counseling service offers employees and their spouse or children six (6) visits per issue each year and a 24-hour hotline answered by professional, degreed counselors. Employees may contact the Employee Assistance Program directly. Contact information can be found on MyOC.org/Department/Human Resources/Benefits/EAP webpage.

The county encourages employees to use this valuable service whenever they have such a need. Employees who choose to use these counseling services are assured the information disclosed in their sessions is confidential and not available to the county, nor is the county given any information on who chooses to use the services.

The initial appointment to the agency will not be charged to the employee's sick leave or vacation leave; however, should follow-up counseling be required, the employee is expected to use sick leave, vacation, or non-scheduled time.



EMPLOYMENT OF RELATIVES

Due to potential for perceived or actual conflicts, such as favoritism or personal conflicts from outside the work environment, which can be carried into the daily working relationship, Outagamie County will hire or consider other employment per the guidelines below concerning relatives of persons currently employed. This policy applies to all current employees and candidates for employment.

For the purposes of this policy, "relatives" are defined as spouses, children, siblings, parents, or grandparents.

Outagamie County will hire or consider other employment only if: a) candidates for employment will not be working directly for or supervising a relative, and b) candidates for employment will not occupy a position in the same line of authority in which employees can initiate or participate in decisions involving a direct benefit to the relative. Such decisions include hiring, retention, transfer, promotion, wages and leave requests

Current employees who marry each other will be permitted to continue employment with the county provided they don't work in a direct supervisory relationship with each other or otherwise pose difficulties. If employees who marry do work in a direct supervisory relationship with each other, the county will attempt to reassign one of the employees to another position for which they are qualified, if such a position is available. If no such position is available, one of the employees may be required to leave the county.



EMPLOYMENT RECORDS

Information contained in an employee's personnel file is generally considered confidential and is available only to the employee or the employee's designee, the County Executive, Departmental Supervisory staff, Human Resources staff, legal staff, and authorized federal or state representatives who have cause to review the records for official reasons, unless otherwise disclosable under the Wisconsin Public Records Law.

The employer will grant at least two (2) requests to inspect their file by an employee in a calendar year. The employer will provide the employee with the opportunity to inspect the employee's personnel records within seven (7) working days after the employee submits a written request for inspection.



Revision Date: July 2024

EQUAL EMPLOYMENT OPPORTUNITY

Outagamie County is committed to a policy of equal opportunity for all candidates and employees without regard to age (over 40), race, religion, color, sex, national origin or ancestry, disability or association with a person with a disability, arrest record, conviction record, sexual orientation, gender identity, marital status, pregnancy or childbirth, military participation, genetic testing, submitting to honesty testing, or use or non-use of lawful products off the employers premises during non-working hours.

The county pledges not to engage in illegal discrimination against employees or applicants in any employment activity including, but not limited to recruitment, hiring, job classification, firing, promotion, demotion, wages, benefits and training.

This section of the handbook sets forth the responsibility for compliance with EEO legislation and the methods of policy communication.

RESPONSIBILITY

It is the responsibility of the HR Deputy Director to instruct, counsel and provide training material to management staff on EEO related issues.

It is the responsibility of all participants in employment related decisions to be knowledgeable of, and to comply with the Outagamie County EEO Policy and federal, state and local legislation.

COMMUNICATION

Outagamie County complies with federal and state posting regulations by posting the required Equal Employment Opportunity is the Law notices at all facilities.

Each employment advertisement in any medium, or any other public announcement contains the Equal Opportunity Employer statement.

Each Outagamie County job description contains an Equal Opportunity Employer statement.



EXIT INTERVIEWS

The exit interview is a function of the Human Resources Department and is used as a tool to look at reasons for turnover, recommendations for improvement, and job satisfaction.

This section of the handbook outlines how exit interviews are managed.

SCHEDULING THE EXIT INTERVIEW

When termination notification is received in Human Resources, an exit interview link is forwarded by Human Resources via Survey Monkey to the exiting employee. While completing the survey, employees will have the option to notify Human Resources of their desire to meet personally to discuss their exit interview responses in greater detail. This email notification will also include a link to the Termination Frequently Asked Questions document.

The exit interview is voluntary.

The exit interview can be done on paid work time.

CONDUCTING THE EXIT INTERVIEW

When an in-person meeting is requested. Human Resources introduces the exit interview purpose, points out that it is voluntary, and reminds the exiting employee that the information obtained will be routed to the Human Resources Director, the employee's department head, the employee's supervisor or manager, and to the County Executive.

PROCESSING THE EXIT INTERVIEW

Human Resources will route the questionnaire after the employee's last paid day.

Exit metrics are provided to the Leg/Audit/HR Committee as requested or at least annually.



FAMILY and MEDICAL LEAVE ACT (FMLA)

Outagamie County complies with the federal and state Family and Medical Leave Act (FMLA), which requires employers to grant unpaid leaves of absence to qualified workers for certain medical and family-related reasons. The more generous of the two laws will apply to the employee if the employee is eligible under both federal and state laws.

Please note there are many requirements, qualifications, and exceptions under these laws, and each employee's situation is different. Whether an employee is eligible is determined by the number of hours they were paid (Wisconsin State FML) or have worked (Federal FML) within the past year of employment with Outagamie County and the health condition requiring the leave.

Reasons for Taking Leave: Under federal law, unpaid leave may be requested for pregnancy and prenatal care; pre-placement activities, birth, adoption, or foster placement of a child; or the serious health condition of a child, spouse, parent, domestic partner, or the employee. State law may have additional reasons defined.

Military Family Leave Entitlements: Under federal law, unpaid leave may also be requested by eligible employees who have any qualifying exigency arising out of the fact that the spouse or a son, daughter, parent, domestic partner, or next of kin of the employee is on covered active duty (or has been notified of an impending call or order to covered active duty) in the armed forces and may use their 12-week entitlement to address certain qualifying circumstances. Qualifying circumstances may include deploying on short-notice, attending certain military events, arranging for alternative child care and school activities, addressing certain financial and legal arrangements, attending certain counseling sessions, engaging in rest and recuperation, and attending post deployment reintegration briefings.

Employees wishing to request either of the Family Medical Leaves, should first have a conversation with their manager/supervisor to inform them of the need for a leave. Following that discussion, the employee should complete a leave request form, found on the Human Resources webpage. The Employee Leave Administrator will then review the leave and process accordingly.

Any employee with a serious health condition that misses more than three consecutive days of work is expected to open an FML claim by completing the online request form.

Outagamie County reserves the right to place a qualifying employee on Family Medical Leave, if the employee refuses to follow the outlined process.



FRINGE BENEFITS

Fringe benefits are types of compensation offered by the county to its employees in addition to wages. Fringe benefits are not offered to lease or employment agency workers.

Each fringe benefit has its own eligibility criteria, such as length of service. In addition, each type of benefit must be examined to determine whether it is available to any particular group of employees, such as regular full-time, temporary part-time, etc.

Unless otherwise stated, part-time employees are generally eligible for prorated benefits at such time as they average twenty (20) hours or more per week during each proration period.

References to "day" and "week" in the county policy refers to the part-time employee's prorated "day" or "week", e.g. a 50% employee's day is equal to 4 hours and a week to 20 hours.

Proration calculations are performed by Payroll and forwarded to each department.

Requirements for eligibility for certain benefits noted in other sections of the Employee Handbook (including, but not limited to, employer portion of health/dental insurance, vacation and sick leave and holidays) are based on the following: Full-time employees must receive pay for an equivalent of their Full Time Factor multiplied by ten (10) for each applicable month; pay to include wages for time worked, in addition to holiday, bereavement and jury duty paid hours, vacation, holiday, floating holiday, comp or sick hours used); Part-time benefit eligible employees must receive pay equivalent to their Part Time Factor multiplied by ten (10) at minimum. Full time employees have a factor of 8 (except those full time employees in roles working 7.5 hours per day whose Factor is 7.5). Part time factors are determined each Anniversary Date and provided to employees by the Payroll team or employee's department.



GRIEVANCES/COMPLAINTS

It is Outagamie County's standard to treat all employees equitably and fairly in matters affecting their employment. The county has established this Grievance section for an employee to utilize for matters concerning discipline, termination, or workplace safety covered by this Grievance section. This section of the handbook provides an employee with the individual opportunity to address concerns regarding discipline, termination, or workplace safety matters, to have those matters reviewed by an Independent Hearing Officer, and to appeal to the County Board.

Information on the complaint process is available to each employee by contacting the Human Resources Department.

The grievance shall mean a dispute regarding the application of county policies regarding an employee's discipline or termination of employment, or a dispute concerning workplace safety. No grievance shall be processed under this policy unless it is in writing and contains all of the following:

1. The name and position of the grievant;
2. A clear and concise statement of the grievance;
3. The issue involved;
4. The relief sought;
5. The date the incident or alleged violation took place;
6. The specific section of the policy or workplace safety rule alleged to have been violated; and
7. The signature of the grievant and the date.

The term "days" means regular business days, Monday through Friday, other than weekends and holidays, regardless of whether the employee or their classification is scheduled to work. The time within which an act is to be done under this policy shall be computed by excluding the first day and including the last day.

A "grievant" is an employee of Outagamie County and shall not include employees subject to a collective bargaining agreement addressing employee discipline, termination and workplace safety, statutorily appointed individuals identified specifically in statute as serving at the pleasure of an appointed authority, elected officials, and independent contractors. Any grievant may request a peer or outside representative of their choice to attend meetings related to the grievance. Any cost associated with external representation is the responsibility of the employee.

"Workplace safety" means those conditions related to physical health and safety of employees enforceable under federal or state law, or county rule related to: safety of the physical work environment, the safe operation of workplace equipment and tools, provision of protective equipment, training and warning requirements, workplace violence, and accident risk.

"Discipline" means oral reprimands (where a written record of the reprimand is placed in the employee's file), written reprimands, suspension, performance improvement plans, and demotion. Discipline does not include counseling, job coaching, paid administrative leave for pending investigation, change in job assignment or location, performance reviews, work plans, or corrective actions that do not include a reprimand or other adverse employment action.

"Termination" means discharge from employment. Layoffs (reduction in force), voluntary resignation, failure to return to work from a layoff, absences when not on an approved leave, job abandonment (no call / no show) and loss of license or certification. Inability to perform due to physical or mental condition are not considered terminations and are not subject to this process.

First Step

Within ten (10) days after the facts upon which the grievance is based or should have reasonably become known, the employee shall present the written grievance to their immediate supervisor, who will review the grievance with the department head. The department head shall give a

written answer within ten (10) days of receipt of the grievance, with a copy to the Human Resources Director.

An employee who has been notified of termination may process the grievance commencing at Step 3.

Second Step

If the grievance is not satisfactorily resolved at Step 1, it may be submitted by the grievant to the Human Resources Director within five (5) days after having received the answer in the First Step. After receipt of the written grievance by the Human Resources Director, they or the designated representative of the Human Resources Director will meet with the grievant in an effort to resolve the issue(s) raised by the grievance. Within ten (10) days after the meeting, the Human Resources Director shall respond to the grievance in writing.

The Human Resources Director shall also determine if the grievance is timely and if the subject matter of the grievance is within the scope of this policy and otherwise properly processed as required by this policy. If the Human Resources Director is aware of other similar pending grievances, the Human Resources Director may consolidate those matters and process them as one grievance.

Third Step

Upon the written request of the grievant in response to an adverse decision, the decision at the second step may be appealed by a written statement forwarded to the Human Resources Director, particularly describing the reason for appeal. The grievance will be referred to an Independent Hearing Officer (IHO), who will be designated by the County Executive. Any costs incurred by the IHO will be paid by the county. The IHO will convene a hearing in the manner the IHO determines necessary. The IHO shall have the authority to administer oaths, issue subpoenas at the request of the parties, and decide if a transcript is necessary. The IHO may require the parties to submit grievance documents and witness lists in advance of the hearing to expedite the hearing. The burden of proof shall be "a preponderance of the evidence". In termination and discipline cases, the county shall have the burden. In workplace safety cases, the employee shall have the burden. The IHO may apply relaxed standards for the admission of evidence, including allowing the admission of hearsay. The IHO may request oral or written arguments and replies. The IHO shall provide the parties a written decision.

The IHO may only consider the matter presented in the initial grievance filed by the employee. The IHO shall have the power to order only the following remedies: withdrawal of a verbal or written reprimand, reduction of suspension, and transfer to original position from demoted position, reinstatement with or without some or all back pay. All other remedial authority shall be subject to the determination and approval of the County Executive.

Fourth Step

Either party may appeal an adverse determination at Step 3 to the County Board, by filing written notice appealing the decision of the IHO in the Human Resources Director's office within ten (10) days of the decision of the IHO. The County Board shall, within thirty (30) days after submission of the appeal, schedule the review of the IHO's decision. The review will be conducted by the Board during a closed session meeting unless an open session is requested by the employee. The Board may make its decision based on the written decision of the IHO or the Board may examine any

records, evidence, and testimony produced at the hearing before the IHO. A simple majority vote of the Board membership shall decide the appeal within twenty (20) days following the last session scheduled for review. The Board will issue a final written decision, which shall be binding for all parties.

Timelines: Failure to process the grievance by the grievant within the specified time limit or agreed upon extensions shall constitute waiver of the grievance and will be considered resolved on the basis of the county's last answer. Failure of a management representative to meet the time limits shall cause the grievance to move automatically to the next step in the process. To encourage that grievances are addressed in a prompt manner, the time limits set by this policy are intended to be strictly observed and may not be extended except in extreme circumstances, and then only upon the express written consent of the parties.

Exclusive Remedy: This section of the handbook constitutes the exclusive process for the redress of any employee grievances as defined herein. However, nothing in this grievance section shall prevent any employee from addressing concerns regarding matters not subject to the grievance process with administration, and employees are encouraged to do so. Matters not subject to the grievance process that are raised by employees shall be considered by administration, which has final authority, subject to any applicable Board policy or directive, to resolve the matter.



HEALTH INSURANCE

All regular employees who are hired at or are pro-rated at 20 or more hours per week are eligible for health insurance coverage. Eligible employees may choose either single or family coverage. In the event an employee has a spouse who is also a county employee, that employee and spouse may choose either two single plans or one family plan. Insurance becomes effective the first day of the month following one full month of employment or eligibility due to a change in status. Upon termination of employment or retirement, coverage will end at the end of the month of last day worked or last day on paid leave, whichever is later provided employee contributions for that month have been deducted from final paycheck or paid to the County Treasurer.

Health Insurance Choices: The county currently offers 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. Contribution rates are determined each year during the budget planning process. Specific details can be found on the Benefits Summary.

Health Savings Account (HSA): Effective on the first pay period following December 31st for employees who are enrolled in the High Deductible Health Plan, the county will contribute to an employee's Health Savings Account. The amount deposited into this account is also determined each year as part of the budget planning process and is based upon the employee's job status and health insurance coverage level in effect on January 1st of that year. The amount the county deposits into an employee's HSA account is not adjusted during the calendar year for changes to the employee's job status or health insurance coverage levels.

- HSA - New employees: For new employees who enroll in the Consumer-Driven Health Plan after January 1st of the calendar year, the county will contribute a pro-rated amount to the employee's Health Savings Account for that calendar year.

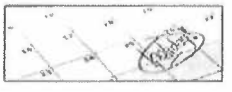
- HSA - Part-Time Employees: For regular part-time employees who work at least an average of twenty (20) hours per week, the county will contribute to the employee's Health Savings Account an amount equal to sixty-five percent (65%) of the amount contributed on behalf of full-time employees.
- Specific details regarding Health Savings Account contribution amounts can be found on the Benefits Summary.
- HSA – Payroll Deduction: As allowed by law, the county agrees to allow employees to contribute, through payroll deduction, additional funds to their Health Savings Account, up to the amount allowed by the IRS.
- HSA - Hold Harmless: The county will be held harmless for any employee eligibility issues or tax consequences caused by outside insurance coverage, inappropriate withdrawals, payroll deductions in excess of the allowable limits, or other matters beyond the county's control that would interfere with an employee's Health Savings Account eligibility.

Leave of Absences: Employees on official leaves of absence without pay, with the exception of USERRA (Military Leave) which allows COBRA for twenty-four (24) months, may elect continuation for up to eighteen (18) months under COBRA, and must pay the full premium to the County Treasurer by the 25th of the month for the following month's coverage.

Pursuant to 2019 Wisconsin Act 19, Outagamie County will pay health insurance premiums for the surviving spouse and dependent children of a law enforcement officer who dies in the line of duty. This coverage may continue until a surviving spouse remarries or reaches the age of 65, or to a surviving child until they reach the age of 26.

Retirees: Early Wisconsin Retirement annuitants and enrolled spouses may remain in the group policy, provided the retiree pays the full premium to the County Treasurer by the 25th of the month for the following month's coverage. Once the retired annuitant becomes eligible for Medicare, Medicare Coverage Parts A & B must be applied for and will become primary payer, while the group plan pays second.

Terminations/Change in Status Resulting in Reduction of Hours: Under federal COBRA regulations, terminated employees (except for terminations due to gross misconduct) and employees with reduction of hours due to change in status into a non-benefit eligible position that are/were enrolled in a county health plan may elect to continue group coverage for up to eighteen (18) months by paying the County Treasurer the required premium by the twenty-fifth (25th) of the month for the following month's coverage.



HOLIDAYS

The county observes and allows time off with pay for various holidays across departments. Any additional holidays will be designated by the county for each calendar year. The Holiday Calendar can be found on MyOC.org/Department/Human Resources/Administrative Support/Holiday webpage.

If one of these holidays falls on a Sunday, it will be observed on the following Monday. If the holiday falls on a Saturday, it will be observed the preceding Friday. However, if Christmas Day

and New Year's Day fall on the weekend, the following Monday will be the observed holiday; and if December 24th or 31st fall on the weekend, the preceding Friday will be the observed holiday.

To be eligible for holiday pay, employees must either work the actual/observed holiday itself, or work the last regularly scheduled workday preceding the holiday and the first regularly scheduled workday following the holiday, unless the employee is on approved paid time off. When a holiday falls within a period of leave without pay, the employee will receive no holiday pay. When a designated holiday falls on an employee's scheduled day off, an additional day off will be substituted. A "regularly scheduled day" is based on the proration amount of the employee, with a maximum of eight (8) hours per holiday.

Employees assigned to those departments that work a 24 hours, seven (7) day a week schedule will follow the specific holiday practices and schedules currently in effect in those departments.

All regular full-time and benefit-eligible part-time employees shall receive their regular compensation for county-observed holidays, based on their proration factor. Employees normally scheduled to work more than their prorated holiday hours may use vacation, floating holiday, or comp time to make up for the difference unless the employee is already scheduled to work on that day. Non-Exempt/hourly employees required to work on a holiday will receive overtime pay of time and one half for all hours actually worked or given compensatory time off at a rate of time and one half for anything worked over 40 hours in the week, in addition to holiday pay. As always the use of compensatory time is to be scheduled at the mutual convenience of the employee and their supervisor and in accordance with the provisions of applicable law, but must be used within the year it was earned. Unless previously granted an exception, exempt employees who are required to work on a holiday will be eligible, based on the departments use of compensatory time, to earn compensatory time for all hours worked over 40 (Grades 100-165) or 45 (Grades 170 and over) in the week. This time must also be scheduled at the mutual convenience of the employee and their supervisor, but does not need to be used within the year it was earned. Departments that do not use compensatory time have the option to allow the employee to flex their schedule due to additional hours worked on the holiday, within the holiday week. Exempt employees are not eligible for overtime for time worked on holidays and not eligible for straight pay for hours paid over 40 in that week, unless previously granted an exception. For shift pay purposes, the holiday shall be defined to include those shifts which start on the actual holiday.

Floating holidays are paid leave not tied to any particular day (as are county observed holidays), and are available for use at a time mutually agreeable between the employee and their supervisor, and can be taken in increments no smaller than fifteen (15) minutes. Like county observed holidays, full-time employees receive credit for a full day's time, not to exceed eight (8) hours, and part-time benefit eligible employees will receive a pro-rated amount.

Floating holidays will be available for employee use upon hire and must be used within the calendar year granted with the following exception:

New employees hired prior to July 1 are eligible for floating holidays, and those hired on or after July 1 are not eligible for any floating holidays during that calendar year.

If an employee moves from one department, role or shift to another that has a different floating holiday schedule, any floating holidays they are eligible for will be based on the transfer date into the new role or status.

If they move to the new role prior to July 1st, they will acquire the floating holiday count for their new department, role or shift less any hours that they have already used. If they move July 1st or later, there is no change and they will keep the balance they had at the beginning of the year, less any floating holidays used.

Employees are not allowed to use floating holidays during the two weeks of notice to terminate or retire from employment. No pay-out of floating holidays will be made.

The total number of holidays (including observed and floating) that all employees receive annually is 12. A matrix of observed holidays and floating holidays by department/role/shift are listed on the intranet.



IDENTIFICATION CARDS

Outagamie County is committed to providing a safe and secure environment for its employees and those who visit Outagamie County. In order to maintain a safe and secure environment for employees and visitors, and to ensure the public that individuals providing services on behalf of the county are indeed county employees, all Outagamie County employees shall display an identification card while performing their job. This section will outline the responsibility, identification card information, requirements for wear, new employee process, and replacement and use of employee identification cards.

In most cases, the responsibility to issue identification cards to all Outagamie County employees lies with the Human Resources and Maintenance Departments, with Human Resources issuing the badge and Maintenance establishing security access.

There may be some off-site locations that print and administer their own badging process.

REQUIREMENTS FOR WEAR

All Outagamie County employees, County Board members, temporary contract workers, State employees assigned to the county location and county emergency personnel shall obtain an identification card. Volunteers may be given a department temporary card or individual card based on length of and type of assignment.

The identification card should be worn while performing duties as an Outagamie County employee, and must be used to swipe in and out of employee entrances and exits.

All Outagamie County employees (exceptions may be made by department heads due to safety or uniform requirements) should wear their identification card on the front of their person on their outermost garment.

Outagamie County will provide the cardholders. An employee may obtain their own cardholder.

Departments shall ensure that their employees are wearing the identification card.

Supervisors of volunteers or temporary contract employees should contact the Human Resources Department if a card needs to be issued for an individual.

NEW EMPLOYEE IDENTIFICATION CARD PROCESS

New employees will fill out an Outagamie County Employee Identification Card Information Sheet and will submit a headshot picture to be used for their badge, prior to their first day of hire.

Contract workers who are determined to need an individual identification card must fill out the Contractor Identification Card form located on the HR website and have it filled out and signed by a supervisor.

Badge information created for new employees is provided to the maintenance department, who will then establish facility access for designated departments.

REPLACEMENT AND USE

If an employee forgets their identification card, they may obtain a temporary department identification card to wear for that day. This should be obtained through the employee's department.

If an employee misplaces their identification badge, they may use the department temporary card for up to one week. The employee should immediately notify their supervisor or Maintenance so the security access can be disabled. If the employee has not located their card in one week, a new card must be obtained through Human Resources.

Upon termination, all employees shall surrender their identification card to their supervisor or Human Resources. All Supervisors shall collect Id badges as part of the termination checklist process. If an employee refuses to surrender the badge or does not have the badge the supervisor shall immediately contact Maintenance so the badge can be disabled.

Any employee who is found to have used their identification card for purposes other than for authorized Outagamie County business, or who allows another person to use their identification card for personal use, will be subject to the discipline process.

If an employee changes department or name, the supervisor or employee may contact the Human Resources Department for a new identification card.

If the identification card is broken, worn, or no longer works for security access, the employee should contact Maintenance for a replacement card.

BADGING IN/OUT OF THE BUILDING

All visitors MUST use the Main Visitor Entrance and be cleared through CJU security. Visitors must also exit through the public exit near the front door security.

All employees should utilize the Employee Only Entrances rather than the Main Visitor Entrance whenever possible. If an employee forgets their access card, they shall be required to enter at the visitor's entrance and go through security screening. Employees shall not let other employee in through the employee entrances.

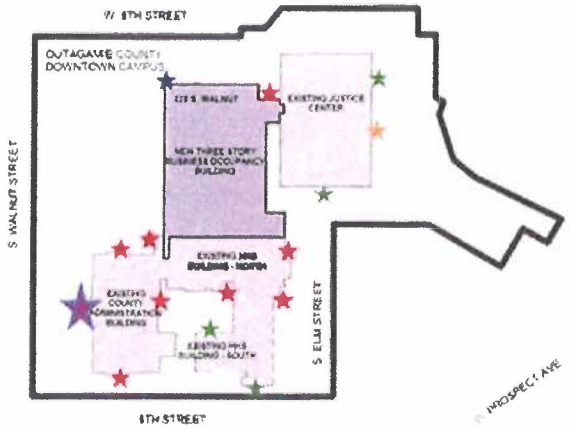
When using the Main Visitor Entrance employees will be screened just like the general public
All employees MUST badge OUT of the building when exiting at the Employee Only Entrances (do not need to badge out of exits with green stars on the map) Employees should listen for the beep to ensure their badge was recorded. If a beep is not heard they should rescan their badge.

It is not necessary to close the door between entering/exiting employees, but each employee MUST badge in/out individually.

If you accidentally sound the alarm when exiting, please immediately badge out and the alarm will clear

All building entrances are monitored by video camera.

The CAB West Entrance onto the front lawn/plaza (large purple star on the map) is NOT available to employees or visitors to enter or exit, other than emergency evacuation.





INCLEMENT WEATHER

The safety of our employees is a priority for Outagamie County. We realize there are emergency situations caused by inclement weather. This inclement weather section outlines how the county will handle notification and pay of employees in such situations.

Inclement weather may make it impossible for employees to come to work, or it may require employees to leave work before the end of normal office hours. Employees may request that this time off be charged to unused vacation, leave without pay, or choose to "make-up" the lost time, consistent with flex, comp-time and Fair Labor Standards Act requirements. In addition, contrary to the unpaid leave policy, employees may use, leave without pay,, even if they have available vacation to use. All arrangements must be confirmed with department approval.

Note: Due to the nature of services provided at 24/7 facilities, employees at those locations are expected to make arrangements for safe and timely arrival for all scheduled shifts, wherever possible.

There are no provisions to close the county offices. However, it may be determined that it is appropriate to cancel or postpone work in a particular department because of inclement weather. If this determination is made, a general announcement will be made over the following radio stations: WPKR (99.5 FM), WIXX (101.1 FM), and WNCY (100.3 FM), WTAQ (1360 AM), WHBY (1150 AM), WNAM (1280 AM), and WAPL (105.7 FM).

Updates and announcements will be sent via e-mail and also included on the County Executive Facebook page.



JOB SHARING

Outagamie County, recognizing the importance of balance between work and family/life issues, supports the concept of job sharing. This section identifies the conditions under which job sharing will be approved and the process for approval.

CONDITIONS

Job sharing is not an entitlement. Management retains the right to approve, reject or cancel a job share request or agreement based on the business needs of the county.

Work quality, productivity and level of service cannot be compromised by the sharing of a position.

The value of the work performed must be shared on a relatively equal basis.

Cost (wages and benefits) to the county for a shared job must approximate the cost of the same position when not shared.

The hours of the job may not be expanded to gain a "forced advantage." For example, a 37½ hour position cannot be expanded to 40 hours in order for both to be eligible for benefits.

PROCESS

An employee requesting a job share arrangement should direct a written request to their immediate supervisor/manager.

A supervisor/manager initiating a job share request or in support of an employee request, should document their position relative to the request and route for review and approval by their immediate supervisor, department head and Human Resources.

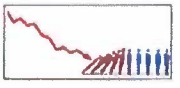
Components of the job share agreement such as the division of hours, split of duties and other relevant terms will be documented for inclusion in the job share request.

Employees involved in a job share arrangement must sign a Job Share Agreement, which can be obtained from Human Resources.

In the event a job share request is denied, the requestor will be notified by their immediate supervisor of the decision and the reason(s) for that decision.

Copies of the request, all supporting documentation and the signed job share agreement will be maintained in each job share employee's personnel file.

Monitoring of the job sharing process at Outagamie County is the responsibility of the Department and the Human Resources Department.



LAYOFF AND RECALL

If Outagamie County determines that it must reduce employment because of adverse economic or other conditions, then layoffs and recall from layoffs will generally be conducted in a manner that is consistent with Outagamie County requirements and in accordance with the process described below.

Employees shall be laid off as determined by the county until the work force is reduced to the required number. Employees shall be rehired as determined by the county. The employee shall be notified in writing.

The county shall pay the county's share of the premium for Health, Dental, Long Term Disability and Life Insurance for the remainder of the month of layoff where the enrolled employee has not received pay for at least ten (10) regular workdays during the month of layoff, or the county shall pay the county's share of the premium for Health, Dental, Long Term Disability and Life Insurance for one additional month following the month of layoff where the enrolled employee has received pay for at least ten (10) regular workdays during the month of layoff.

Employees who continue on layoff after the county no longer pays the county's share of the premiums may exercise their COBRA rights by paying the full cost of the premium in advance by the twenty-fifth (25th) of the month for the following month's premium. Upon return from layoff, so long as the employee receives pay for at least ten (10) regular workdays during the month of return, the county shall reimburse to the employee the county's share of the Health, Dental, Long-Term Disability and Life Insurance premiums that the employee had previously paid for that month of return.



LIFE INSURANCE

Outagamie County provides group life insurance for full-time employees~~. All employees are~~, and will be eligible the 1st of the month following ~~six (6)~~ one (1) full months of continuous employment.

The cost of this coverage is paid for in full by the county and coverage is $50,000.

Revision Date: July 2024

Within thirty-one (31) days of termination, the employee shall have the opportunity to elect conversion to a personal policy. Application can be obtained through the Human Resources Department.

In the event of an unpaid leave of absence or layoff, employees can elect up to twelve (12) months of continuation by paying the group rate premium to the county Treasurer by the 25th of the month for the following month's coverage.

If the unpaid leave is a medical leave, the county will pay the premium during the elimination period for the waiver of the life premium until the waiver of the life premium begins or until the waiver of life premium is denied.



LONG-TERM DISABILITY

All regular, full-time employees are eligible for long-term disability coverage. Premiums are fully paid by the county.

Coverage becomes effective the first of the month following ~~three (3)~~one (1) full months of continuous employment of eligibility.

Provisions of the plan are contained in the plan booklet.

In the event an employee is on an unpaid leave of absence or layoff, they can elect up to three (3) months of continuation by paying the group premium to the Outagamie County Treasurer by the 25th of the month for the following month's coverage. If the unpaid leave is a medical leave, the county will pay for the six (6) month elimination period.



MEAL AND REST BREAKS

While lunch and rest breaks are not mandated by law, the county encourages departments to provide a break of at least 30 minutes at or near the usual meal period, whenever operationally possible.

Employees are eligible for a 15-30 minute unpaid meal break each day. If a non-exempt / hourly employee is required to work through a meal break, they will be paid for the meal period. Meal and rest breaks will be scheduled by the department supervisor or manager. It is not acceptable to skip a normally taken lunch break in order to shorten the workday.

As coverage needs allow, employees may also be able to take two paid personal breaks of fifteen (15) minutes throughout their workday. Such fifteen (15) minutes shall be computed from the time the employee leaves their work station until they return to said work station.

Employees under the age of 18 must be given a 30 minute unpaid, uninterrupted meal break if they have worked six hours or more.



MILITARY LEAVE

GENERAL INFORMATION

All Outagamie County employees who are serving, have served, or will serve in the uniformed services are covered under this policy, regardless of length of employment or part-time or full-time status. "Employee", however, does not include contracted staff, and may not include seasonal or temporary staff who worked for a brief, nonrecurring period where there is no reasonable expectation that the employment would have continued indefinitely or for a significant period.

"Service in the uniformed services" covers all categories of military training and service, including duty performed on a voluntary or involuntary basis, in time of peace or war, and includes a period of absence for an examination to determine the fitness of the employee to perform such duty, absence for the purpose of performing authorized funeral honors duty, as well as travel time to allow the employee to arrive at the duty station fit to perform the service and, depending on the duration of service, the amount of notice received, and the location of the service, additional time to rest or to arrange affairs and report to duty.

Uniformed services includes the U S Armed forces; Army National Guard and Air National Guard when engaged in Federal orders for active duty for training, inactive duty training, or full-time National Guard duty; the commissioned corps of the Public Health Service; any other category of persons designated by the President in time of war or national emergency; and service as an intermittent disaster response appointee of the National Disaster Medical System (NDMS) when federally activated or attending authorized training in support of their Federal mission.

PRIOR TO BEGINNING THE LEAVE

It is the employee's responsibility to inform Outagamie County in advance, whenever possible, of the intent to be off work for military leave. This notice can be verbal or written.

A copy of the military orders or a Leave and Earnings Statement (LES) is required by the county in order for the employee to take advantage of any military stipend pay and/or validate the right to claim the county's share of the Wisconsin Retirement System (WRS) contribution be made on their behalf upon reemployment.

Additional information regarding benefit coverage may be forwarded to the employee depending on the length of time the employee is expected to be off work.

DURING THE MILITARY LEAVE

During the period of uniformed services, the employee is considered on the employment status of "leave of absence" and is entitled to length of service-based benefits. Specifically, Outagamie County length of service-based benefits include:

Military stipend. The applicable Union contract, or Employee Handbook may provide for additional pay for a short period of time, if the military pay is less than the pay the employee would have received from the county for that same period of time. Proof of the amount of military pay received must be provided to Payroll in order to calculate any amount due.

Insurance coverage. County sponsored health, dental, life and long term disability insurance coverage will continue through the end of the month in which the employee is last paid prior to the start of the military leave of absence. Effective the first of the following month for military leaves expected to exceed 30 days, the employee is eligible to exercise their COBRA rights by paying the full premium for health and dental insurance for up to twenty-four (24) months.

If the employee returns to work with an absence of fewer than thirty-one (31) days, the premium amount paid for that COBRA continuation will be refunded to the employee. Also effective the first of the following month, the employee is eligible to continue the long term disability insurance coverage for up to three (3) months and life insurance coverage for up to twelve (12) months by paying the full premium.

Step increases and base salary increases. The length of time the employee is on military leave of absence will be credited towards any step increase(s) and/or base salary increase(s) he/she would have otherwise been awarded during that absence. Those adjustment(s) in the wage rate will be made following the employee's reemployment with Outagamie County.

Seniority. Where seniority exists in an applicable collective bargaining agreement, the length of time the employee is on military leave of absence will be credited towards seniority as though the employee was not absent.

During the period of uniformed services, the employee is considered on the employment status of "leave of absence" and is not entitled to non-length of service-based benefits. Specifically, Outagamie County non-length of service-based benefits include:

Holiday pay. Employees are required to be paid a certain number of scheduled day(s) prior to and following the fixed holiday(s) that are listed in the Employee Handbook in order to be paid the holiday pay.

Floating holiday pay. Employees who are awarded one (1) or more floating holiday(s) at the beginning of a calendar year are able to use that / those day(s) during military leave upon request and with approval of their supervisor. Note that floating holiday(s) do not carry over into a new calendar year. If the floating holiday(s) are not used prior to the end of a calendar year, they are lost and will not be reinstated.

Vacation allotment. Earning vacation time is tied to satisfying the definition of "full month of service". The definition of "full month of service" can be found in the Employee Handbook. For each full month of service an employee satisfies that definition, they earn one-twelfth (1/12th) of their allotment of vacation for use during the following anniversary year. Conversely, for those months when an employee does not satisfy that definition, they do not earn any vacation time. Any earned vacation hours not spent prior to or during an employee's military leave of absence will be held in trust pending the reemployment of that employee.

Sick leave accrual. Sick leave accrual is tied to the employee satisfying the definition of "full month of service". The definition of "full month of service" can be found in the Employee Handbook. For each full month of service an employee satisfies that definition, they earn one (1)

day of sick leave time available for use the first of the following month. "Day" is defined as the number of hours an employee normally works, with full-time status equaling seven and one-half (7½) hours or eight (8) hours and part-time status equaling a prorated amount compared to full time status. Any earned sick leave not spent prior to an employee's military leave of absence will be held in trust pending the reemployment of that employee.

Wisconsin Retirement System (WRS) contributions. WRS is a contributory defined benefit plan with a vesting schedule as well as employer and employee required contributions. During a military leave of absence, no WRS contributions will be made to the employee's account. Additionally, no creditable service will be deemed unless a USERRA certification is completed. Adjustments may be made following the employee's reemployment.

GENERAL ELIGIBILITY REQUIREMENTS FOR REEMPLOYMENT.

To be considered for reemployment following their military service, the employee must have met all of the following conditions:

a) The employee must have given reasonable advance notice, most often at least thirty (30) days, to the county of their intent to leave work for military service. That notice can be either verbal or written, may be informal and is not required to follow a certain format. [Note: Submission of specific documents is, however, required for Wisconsin Retirement System (WRS) purposes.] In the event an employee is unable to provide advance notice because of, for example, the classified nature of the service, Department of Defense regulations allow an "appropriate officer" to give notice on the employee's behalf. [Note: Under Wisconsin law, an employee enlisted in the U S Armed Forces is not required to give their employer advance notice of the need for leave.]

b) The employee has been absent from work for Outagamie County because of their military service for a cumulative five (5) years or less in any combination of U S Armed Forces service and / or National Guard Federal duty. In addition, other military leaves may also not qualify in the five (5) year maximum (see USERRA 1002.103 for complete list). [Note: National Guard members who serve under State orders are allowed a cumulative maximum absence of up to four (4) years.] Regardless, it is the employee's responsibility to provide documentation as to the exact length of the cumulative military leave of absence, upon request of the county.

c) The employee returns to work or applies for reemployment, either verbally or in writing, in a timely manner.

An employee returning from U S Armed Forces duty or Federal National Guard duty must report to work or submit a timely application for reemployment depending upon the length of service as follows:

a) Period of Service less than thirty-one (31) days or for a period of any length for the purpose of a fitness examination. The employee must report to work no later than the beginning of the first full regularly scheduled work period on the first full calendar day following the completion of the period of service and the expiration of eight (8) hours after a period allowing for safe transportation from the place of that service to the employee's residence.

b) Period of service more than thirty (30) days but less than one hundred and eighty one (181) days. The employee must submit an application for reemployment, which can be written or verbal, not later than fourteen (14) days after completing service.

c) Period of service more than one hundred and eighty (180) days. The employee must submit an application for reemployment, which can be written or verbal, not later than ninety (90) days after completing service.

d) If, however, the employee is hospitalized for or convalescing from an illness or injury incurred in or aggravated during the performance of the service, they must report to or submit an application for reemployment at the end of the period necessary for recovery from the illness or injury. Absent extenuating circumstances, this period may not exceed two (2) years from the date of the completion of service.

e) The employee has not been separated from military service with a disqualifying discharge or under other than honorable conditions; is not absent from service without authority for more than three (3) months; is imprisoned in a civilian court; or was dismissed by court martial. [Note: the employee may be required to provide documentation to prove the condition(s) of the military separation.]

REEMPLOYMENT RIGHTS AND BENEFITS

Absent other circumstances and so long as the criteria listed in this policy have been met, the employee has the right to prompt reemployment. As an example, "prompt reemployment" is considered generally practicable by the next scheduled work day following National Guard duty; and within two (2) weeks of the employee's application for reemployment following several years of active duty in the U S Armed Services.

Generally speaking, the employee is entitled to reemployment in the position they would have attained with reasonable certainty if not for the military absence. This "escalator principle" takes into consideration such factors as the position the employee left, the employee's length of service, qualifications, and disability (if any). The reemployment position may be either the escalator position; the pre-service position; a position comparable to the escalator or pre-service position; or the nearest approximation to one of these positions, depending on the circumstances.

The employee may be required to take qualifications tests, become relicensed or recertified, or be retrained in order to assume such position. The course of action will be determined by Outagamie County on a case-by-case basis.

The county's obligation to grant the returning service member reemployment rights may result in adverse consequences and cause an employee to be laid off, or even terminated.

The wage rate paid to the employee on reemployment will take into account the escalator principle, and in combination with language found in an applicable collective bargaining agreement or Employee Handbook and employment practice(s), will result in the military leave of absence time being allowed to "credit" time towards a step increase(s) and/or longevity increase(s) that would have occurred with reasonable certainty if the employee had not been away in military service.

The time-in-grade toward any next step increase(s) and/or base salary increase(s) that were missed because of the employee's military leave of absence, will be determined and their rate of pay will be adjusted accordingly so that the rate of pay on reemployment will begin immediately upon the employee's reemployment.

A reemployed employee who belongs to a Union with seniority rights will be granted seniority credit equal to the military leave of absence time as though the employee had had no military leave of absence.

A reemployed employee who would otherwise be eligible for Federal or Wisconsin Family and Medical Leave (FML) but for the military leave of absence, will be credited with the number of hours of work they would have normally been scheduled to work during that military leave of absence, toward their eligibility requirements for the FML.

Upon reemployment, the employee must make a choice regarding catch-up contributions to the WRS. An employee can choose to make all, some or none of the employee required make-up contributions. Contributions can be made within a timeframe beginning with the date of reemployment and ending either three (3) times the period of military service or five (5) years, whichever is shortest. Be advised the degree to which the county's contribution to the employee's WRS account will be made is determined by the degree to which they make their own WRS contribution. However, any vested amount already in the employee's WRS account will not be affected by the decision whether to participate in making up the missed contribution(s).

Reinstatement of health, dental, life and long term disability insurance coverage is not subject to a waiting period, although service-related injuries or illnesses may create an exclusion of coverage. If there has been a lapse in coverage, the employee must complete enrollment applications within thirty (30) days of the date they returned to work. Reemployed employees are subject to the same insurance carrier(s) and plan(s) as those offered to all other Outagamie County employees.

Any sick leave or vacation balance(s) will be available to the reemployed employee without a waiting period, and future accruals will be subject to the satisfaction of the definition of "full month of service" provisions of the Employee Handbook. If the employee's anniversary date passed during their military leave of absence, they will be credited with one-twelfth (1/12th) of their vacation allotment earned prior to the beginning of the leave of absence for each of the months they satisfied the definition of "full month of service". Specific approval of a request(s) to use vacation time following reemployment is subject to the practices of the reemployed employee's department and the Employee Handbook language in effect at the time of the request.

If a reemployed employee whose most recent period of military service was:

a) between thirty-one (31) and one hundred and eighty (180) days, they must not be terminated without cause during the first one hundred and eighty (180) days following his/her date of reemployment; or
b) greater than one hundred and eight (180) days, they must not be terminated without cause during the first one (1) year following his/her date of reemployment.

DISCLAIMER

This information is published to provide a general overview and encourage a basic understanding of the interaction of the various military leave laws and the practices of Outagamie County. It is

not, however, intended to be an exclusive or all-inclusive document that will cover all parameters of all the various regulations that impact the employee and/or Outagamie County when an employee takes a military leave of absence. Management staff and employees are encouraged to contact Human Resources for additional information or to obtain answers to questions or concerns that may arise.



OFF DUTY CONDUCT

Generally, employees are held accountable for their actions and behaviors while working. However, as a public organization providing services to our community, there are certain instances where employees may be held accountable for actions or behaviors while off-duty, as well.

FIRST AMENDMENT RIGHTS

The content of free speech (both online and offline) covered under the First Amendment by an employee is not restricted but for a narrow category. Employee protections under the First Amendment apply in most but not all circumstances. First, speech is only protected by the First Amendment when you are speaking as a private citizen. If their speech is part of their official job duties, then the employee may be disciplined including up to termination. Second, even if an employee is speaking as a private citizen you can be disciplined by your employer for certain conduct. If you are speaking as a private citizen on a matter of public concern, the First Amendment will *not* protect your speech. If you are speaking on a matter of public concern, the First Amendment will not protect your speech if your right to speak freely is outweighed by the County's interest in efficiently fulfilling its public services. This determination can consider factors such as whether the speech could interfere with the performance of the employee's duties, the nature of the relationship between the speaker and those toward which the speech was directed, and whether the speech could create a hostile work environment.

OTHER OFF DUTY CONDUCT

Employees who engage in certain conduct while off duty may also be subject to discipline if substantially related to the County's interests. Whether or not an action or behavior is substantially related is determined on a case by case basis. Employees may be disciplined, suspended or potentially terminated if they engage in any of the following:

1) Illegal Conduct, regardless of whether the conduct results in arrest or conviction, which substantially relates to the job duties of the position held by the employee, or the interests of the County.

2) The use or possession of illegal drugs, including prescription drugs which have not been prescribed to the employee, and where the use and/or possession bears a substantial relationship to the job duties of the employee or the interests of the County.

3) Harassment of any person, where such harassment creates a negative effect on the work environment for an employee of the County, a vendor who provides services for the County, a client of the County, or any individual who has a substantial relationship with Outagamie County such that the harassment creates a hostile environment.



OVERTIME

When required by the needs of the business or by County policy or contract, employees may be required to work or get paid for overtime. Overtime is generally due to working hours in excess of 40 hours in a workweek for most county employees with various exceptions that follow in this section or appendix. Unless noted elsewhere, non-exempt employees, will be paid time for overtime at one and one-half their regular rate of pay for all hours worked over 40 hours in a work week. For the purposes of computing overtime, all authorized paid leaves of absence are considered time worked. All overtime must be approved in advance by a supervisor or manager.

Sheriff's Department: Overtime in certain Sheriff's Department areas are determined by Section 7(k). Section 7(k) of the Fair Labor Standards Act provides that employees engaged in law enforcement may be paid overtime on a "work period" basis. A "work period" may be from seven (7) consecutive days to 28 consecutive days in length. For work periods of at least 7 but less than 28 days, overtime pay is required when the number of hours worked exceeds the number of hours that bears the same relationship to 171 as the number of days in the work period bears to 28. For example, law enforcement personnel must receive overtime after 86 hours worked during a 14-day work period.

Eligibility for overtime compensation is determined by individual department and in accordance with the Fair Labor Standards Act as noted below.

- Non-exempt employees are eligible for overtime pay at the rate of time and one-half for all hours worked in excess of forty (40) in a given work week. Where applicable within the department, compensatory time may also be used, also at a rate of time and one-half.
- Exempt employees are not eligible for overtime. Unless previously granted an exception, exempt employees are only eligible to earn compensatory time, if the department allows, for hours worked over 40 in a week for Grades 100-165 or over 45 hours in a week for Grades 170 and over.
- Brewster Village: As determined by the Fair Labor Standards Act, all applicable seven day a week health care and maintenance staff will earn overtime over 8 hours in a day and over 80 in a two week period. All other Brewster Village staff will earn overtime over 40 hours in a workweek.
- Sheriff Department staff exceptions when paid overtime or different than general categories:
    - Correctional Officer - Over 171 hours in a 28 day cycle or outside of their normal schedule. Part- time staff will only earn over 171 hours in a 28 day cycle.
    - Operations Assistant - For 5/2 and 5/3 shift staff, over 40 hours in a work week or outside of their normal schedule.

- Telecommunicator - For 5/2 and 5/3 shift staff, over 40 hours in a work week or outside of their normal schedule. Part-time staff will only earn over 40 hours in a one week period.
- Records Specialist - Over 40 hours in a work week. Telecommunications Supervisor - Over 40 hours in a work week.
- Staff Sergeant - Earn comp time at straight-time regular rate but are paid overtime on any hours worked outside of their normal schedule.

- Highway (with the exception of eligible Recycling and Solid Waste department employees) - Earn overtime over 10 hours in a day and/or 40 hours in a workweek and for all hours on Sunday. Recycling and Solid Waste department eligible employees only earn overtime over 40 hours in a workweek.

For Brewster Village employees, holidays, vacations, sick leave, and bereavement leave shall be considered time worked for the purpose of overtime, provided, however, that employees on a seven (7) day per week schedule shall not have the hours of holiday pay (8) considered as time worked for the purpose of computing overtime, unless such holiday falls on a scheduled workday and the employee is given the day off as holiday off time. Employees who work a double shift at the direction of the county shall receive eight (8) hours pay at the straight-time rate for the first shift and eight (8) hours overtime pay (time and one-half) for the second shift and may be provided with a meal during the second shift at no cost to the employee.



PAID ADMINISTRATIVE LEAVE

Administrative leave occurs when an employee must temporarily leave their position and work duties for a certain time period. Administrative leave differs from a leave of absence because a leave of absence is an authorized absence from work for an extended time period and granted due to dispensary reasons. Any paid administrative leave must be approved by Human Resources and the Department Head prior to communicating to the employee or entering a personal action.



PARKING

Designated employee parking spaces are required for each county facility to ensure ample parking for all employees.

Maintenance Department issued parking permits are required for all workers (County/State employees, and contract workers) based at the Outagamie County Government Center and parking on county-controlled lots within the Outagamie County Government Center. Although all reasonable attempts shall be made to afford free parking to employees, such a benefit is not guaranteed.

For employees who move to the Outagamie County Government Center from an outlying campus (Highway/Solid Waste, Airport, UW Extension/Ag/Brewster), the employee must complete and submit a parking permit request form to the Maintenance Department. The permit will be issued and sent to the employee via interoffice mail.



PAY REMITTANCE AND DEDUCTIONS

Pay can be viewed via self-service functionality in the Human Resources-Payroll system. If a pay day falls on a federal holiday, employees will receive their pay on the preceding workday. Pay is directly deposited into the employee's checking and/or savings accounts. Direct deposit is mandatory for all employees.

The following deductions are mandatory and are made each pay period, unless exempt by law:

a) Federal Withholding Tax
b) Social Security
c) State Withholding Tax
d) Wisconsin Retirement Plan

Various deductions may be made from the employee's pay when so authorized by the employee. Noted below are a few examples:

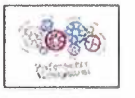
a) Deferred Compensation
b) Insurances
c) Flexible Spending
d) Health Savings Account

Circumstances in Which Outagamie County May Make Reductions from Pay for Exempl/Salary Employees: Reductions in pay are permissible when an exempt employee is: absent from work for a partial day or one or more full days for personal reasons other than sickness or disability and/or for absences of a partial day or one or more full days due to sickness or disability, if the reduction is made in accordance with a bona fide plan, policy, or practice of providing compensation for salary lost due to illness, to offset amounts received as jury or witness fees or for military pay; or for unpaid disciplinary suspensions of one or more full days imposed in good faith for workplace conduct rule infractions.

Also, Outagamie County is not required to pay the full salary in the initial or termination week of employment for penalties imposed in good faith for infractions of safety rules of major significance or for weeks in which an exempt employee takes unpaid leave under the Family and Medical Leave Act. In these circumstances, either partial-day or full-day reductions may be made.

Outagamie County Policy for Employees Paid on a Salary Basis: It is Outagamie County's policy to comply with the salary basis requirements of the Fair Labor Standards Act. Except as noted, any county official is prohibited from making any improper reduction from the salary of exempt employees. Outagamie County wants its exempt employees to be aware of this policy and to know that Outagamie County does not allow reductions that violate the Fair Labor Standards Act.

What to Do If an Improper Reduction Occurs: If an employee believes an improper reduction has been made from their salary, the employee should immediately report this to their supervisor or the Human Resources Director. Reports of improper reductions will be promptly investigated. If it is determined that any improper reduction has occurred, the employee will be promptly reimbursed for any improper reduction. The provisions of this section apply to Fair Labor Standards Act exempt employees and are in accordance with the county's policy of ensuring public accountability of its employees.



PERFORMANCE EVALUATIONS AND SALARY ADMINISTRATION

The purpose of the annual performance evaluation is to assess an employee's work effectiveness and to discuss good performance while also identifying areas for development. Performance evaluations are considered in decisions affecting placement, salary advancement, overtime assignments, promotions, demotions, termination, order of layoff, reemployment, and training. Acknowledgement of the performance evaluation discussion must be completed in Tyler-Munis before a personnel action for the resulting step increase is submitted. No step increase will occur until the evaluation discussion has occurred. Performance evaluation are not required for Casual Call employees, as they are not eligible for step increases.

Human Resources is responsible for the overall administration of the employee performance evaluation and salary administration processes and takes an active role in advising and assisting employees, supervisors, and department heads to ensure that performance evaluation processes are handled according to the provisions of the program and result in meaningful discussions for the employee.

The purpose of salary administration is to fairly allocate each position in the county to a wage grade in such a manner as to maintain equity between positions, balancing such job duties/factors as education required, impact of errors, and supervision exercised. It also sets initial hiring rates and salary ranges, as well as promotion guidelines, and sets standards and processes for performance evaluations and step increases.

The Human Resources Director can recommend necessary amendments in the compensation program to the County Executive and County Board's Legislative Audit / Human Resources Committee.

The County Executive may seek the input of the various committees, commissions, and boards, as needed in the evaluation process.

New employees will normally be hired at the lower end of the pay grade established for their position. However, a new employee's starting wage may be at a higher step of their pay grade if warranted by such reasons as exceptional qualifications or competitive market conditions. Discussion with the Human Resources Recruiter and approval of the department head and the Human Resources Director is required before a starting salary above the pay grade minimum may be offered to a new hire.

At twelve month intervals following the employee's date of hire, reclassification, or promotion, the employee will be eligible to advance to the next highest step within the employee's pay grade.

Regular part-time employees in the Sheriff's Office (in positions formerly a part of the OCJCA employee group) will be eligible for step increases as long as their proration is 20 or more hours per week after 12 months. Conversely, in the Sheriff's Office, full time employees who take a part time position that is less than 20 hours per week will be frozen at their current step and will not be eligible for step increases while in that part time status.

At twelve month intervals following the employee's date of hire, reclassification, or promotion; both the employee and the employee's manager/supervisor will complete a comprehensive evaluation of the employee's performance for the previous twelve months and will establish goals or areas of focus for the coming year. For all employees, the manager/supervisor will then finalize the evaluation by determining approval, denial, or delay of step increases performance or other wage schedule requirements.

The Step Program is dependent on budget conditions and may be put on hold by approval of the County Executive and County Board.

Other than in the case of annual step progression within the Deputy Sheriff's Association, advancement in the pay grade is predicated on the employee meeting the key expectations of their position and as defined by the job description, as well as the standard county evaluation categories outlined in the evaluation form. Step increases shall occur at the beginning of the pay period following the employee's date of hire or adjusted date of hire.

In cases of poor performance, the department head or County Executive may, after conferring with the Human Resources Director, withhold or delay a scheduled general base salary adjustment for an employee. These actions apply to those situations where the employee's job performance is unsuitable for the employee's step position within their pay grade. Disagreement with the performance evaluation is not grievable under the Employee Complaint process.

An employee promoted or reclassified to a position in a higher pay grade will be put at that step in their new pay grade which typically provides for an increase of between 3% and 10%. Any promotional or reclassification increases of more than 5% of the employee's current wage will require approval from Human Resources before offering the position. Promotional or reclassification increases of more than 10% may only be given if needed to bring the employee up to the Minimum Step of the employee's new pay grade.

An employee who is promoted, demoted, or reclassified to a position in a lower pay grade may be paid at any step in their new pay grade as recommended by Human Resources and approved by the County Executive. All step increases will become effective on the first pay period following the anniversary date of that event.

Upon the recommendation of Human Resources, the County Executive may authorize specific salary adjustments due to extraordinary circumstances, subject to availability of appropriated funds. The Legislative Audit / Human Resources Committee will be notified of all such salary adjustments.

In order to reflect necessary increases in the minimum and maximum rates appropriate for each job, the salary structure recommended will be reviewed and updated annually as part of the annual budget process.

In a situation where the assignment or scheduling of work requires an employee to perform in a higher level classification (higher pay grade or pay range), a temporary pay rate may be

established for the period of that assignment or work schedule. This action requires the recommendation of the department head, as well as the approval of the Human Resources Director or the County Executive. This practice will not be applied to vacation replacement.



PERSONAL APPEARANCE

Outagamie County allows departments and their employees the flexibility to "**Dress for Your Day**." The "Dress For Your Day" policy is intended to be relaxed when you have a workday that does not include meetings with clients, vendors or business associates. The expectation is that employees will wear clothing appropriate for the nature of our business and the type of work performed. It gives employees the flexibility to dress in a way that adheres to their schedule for that day. If you are at a client, training/conference, recruitment activity, or other professional circumstances, employees must dress in business attire.

At the discretion of the Department Head, an employee not otherwise required to wear a uniform may wear casual, yet appropriate, work attire (including wearing denim jeans) on days when the employee has no obligations to interact in-person with clients, visitors, customers, vendors, and/or the public. Department Heads may determine what positions or duties constitute an employee's ability to wear casual work attire. Even though the dress code is casual, it is important to project a professional image to our customers, visitors, and co-workers, consistent with the environment in which an employee works. All employees are expected to dress in a manner consistent with good hygiene, safety, and good taste.

Supervisors should communicate any department-specific workplace attire and grooming guidelines to staff members during new-hire orientation and evaluation periods. Not adhering to this policy may result in disciplinary action or the removal of the "Dress for Your Day" option.

Below are some guidelines to help employees differentiate what is appropriate. Any questions about the department's specific guidelines for attire should be discussed with a supervisor.

APPROPRIATE FOR CASUAL DAYS	APPROPRIATE FOR BUSINESS DAYS	INAPPROPRIATE
• PANTS: leggings under a dress or long shirt, (the length of the shirt should reach the person's fingertips when arm is facing downward), jeans (must be clean and free of rips, tears and fraying; may not be excessively tight or revealing). • SHIRTS: denim or flannel shirts, non-hooded plain sweatshirts. • SHOES: dress sandals or open toe shoes. ***Note**: Casual attire may be further defined by departments based on*	• PANTS: dress slacks, khakis or corduroys, business suit. • SHIRTS: blazers/sport coats, collared knit or golf shirts, oxford shirts, County logo wear, short-sleeve blouses or shirts, sweaters • SHOES: Closed toe dress shoes such as loafers, flats, deck shoes, and dress boots. ***Note**: Business attire may be further defined by departments based on*	• PANTS: jeans that are frayed, damaged, washed-out, dingy or dirty with holes, shorts/skorts, yoga/exercise pants, sweat pants and form-fitting leggings. • SHIRTS: t-shirts, tank tops, halter tops, tops with spaghetti straps, shirts with lettering or logos larger than 4"x4", hooded sweatshirts, off-the-shoulder tops, low-cut/sheer blouses/shirts or shirts that bare the midriff, sports attire (unless communicated otherwise by Human Resources or the County Executive Office), beachwear.

Revision Date: July 2024

the expected dress for specific work related activities.	*the expected dress for specific work related activities.*	• SHOES: Thong sandals, flip flops, athletic shoes, tennis shoes, croc-like shoes.

CLOTHING ALLOWANCES

Plamann Park, Maintenance and Custodial employees who are required to wear uniforms will be provided with the following initial allotment:

- 2 summer shirts
- 2 summer pants
- 2 winter shirts
- 2 winter pants
- 1 summer jacket
- 1 summer cap
- 1 winter jacket
- 1 winter cap

The county will pay fifty percent (50%) of the replacement cost of such uniforms, up to a maximum of one hundred dollars ($100.00) per employee per calendar year. Employees shall submit receipts for such replacement cost of uniforms two times per year, no later than the work day immediately prior to July 1 and January 1. The county will pay for and provide any identification patches required to be placed on the uniforms.

Appleton Airport will provide the necessary uniforms to any employee whose job duties require such attire. Uniform attire and annual allowances may differ based on position and department needs. Details available from Airport leadership.

Highway and Recycling / Solid Waste Employees: The county agrees to provide, at such employee's option, either a pants and shirt or coveralls, to an employee classified as a mechanic to be used by such employee when that employee is performing mechanic's work, and to an employee who is assigned as the gasman. Employees will be provided with a hard hat, vest, goggles, and fuel cards, which will be their responsibility to replace if they are lost or stolen, provided that if there is clear evidence of forced entry, the employee will not have the responsibility to replace the item. These items will be inventoried on an annual basis. The county shall make disposable coveralls available to employees as set forth below. The Employee shall reimburse the county for its cost of such coveralls, except those employees who are required to change oil will receive two (2) pair of disposable coveralls per year, free of charge. The Employer agrees to provide employees normally assigned to perform body shop work during the year and the one employee normally assigned to perform welding during the year with each employee's option of either pants and a shirt or coveralls, to be used by these employees when they are performing body shop work or welding.

The amount and administration of the clothing allowance for uniformed Sheriff's Office staff will be made in accordance with existing policies, with a summary of current policies provided below:

• Sheriff, Chief Deputy, Commander, Corrections Administrator, Captains, Jail Lieutenants, Telecommunications Supervisor and Communications Shift Supervisor shall receive a $275 initial allowance and an annual $275 allowance.

• Patrol Lieutenants shall receive a $375 initial allowance and an annual $375 allowance.

• Operations Assistants and Telecommunicators will receive an initial $275 allowance and then an annual $250 allowance after that. The Sheriff's Office Mechanic is required wear safety shoes and is responsible for purchasing and wearing safety shoes/boots to comply with the County's Personal Protective Equipment policy and is eligible to receive an annual (per calendar year) reimbursement up to $40 for purchase of safety shoes, with presentation of proper receipt to your supervisor. The Sheriff's Office Mechanic will be reimbursed for tools purchased up to $250.00 per year, payable upon the submission of a receipt substantiating the purchase.

• All employees paid during the pay period in January each year when the clothing allowance has been disbursed (typically the 2nd payday in January), will be paid the full annual rate for clothing allowance for that year. As an example: if you were hired in Feb or Dec of 2017, you will receive your clothing allowance as a new employee in Feb or Dec of 2017 and in January of 2018 you will receive the 2018 annual clothing allowance. The only exceptions are for new employees hired Jan 1 through the pay period of the uniform allowance, as they will receive just their initial hiring allowance; whereas those not leaving in good standing during that disbursement pay period will not receive the allowance. All uniformed Sheriff's Office staff, including part-time, shall receive a clothing allowance on the above basis, excluding the Administrative Supervisor, Systems Analysts, Staff Accountant and Records Specialists.

All uniformed Sheriff's Office staff, including part-time, shall receive a clothing allowance on the above basis, excluding Operations Assistants, Process Servers, and Health Records Specialists.

Any questions or complaints regarding the appropriateness of attire should be directed to your department head or the Human Resources Department.



PET POLICY & SERVICE ANIMALS

Outagamie County prohibits employees from bringing a pet to work or having a pet in Outagamie County controlled buildings and premises, with the exception of service dogs for a person with disabilities or in the case of certified therapy dogs/cats for specific departments or as part of the K-9 unit in the Sheriff's Department. Animals other than service dogs or certified therapy dogs/cats are not allowed at work or in any Outagamie County controlled buildings.

SERVICE ANIMALS

According to the Americans with Disabilities Act (ADA), a service animal is defined as "any animal individually trained to work or perform tasks for the benefit of an individual with a disability, including, but not limited to, guiding individuals with impaired vision, alerting individuals to an impending seizure or protecting individuals during one, and alerting individuals who are hearing impaired to intruders, or pulling a wheelchair and fetching dropped items."

A person with a disability uses a service animal as an auxiliary aid. In compliance with the ADA, service animals are welcome in all buildings on company property and may attend any class, meeting or other event. There may be an exception to certain areas.

Employees requesting accommodation for a disability that includes a service animal or service animal in training, must be registered with the Risk Management Administrator.

Revision Date: July 2024

REQUIREMENTS OF SERVICE DOGS OR CERTIFIED THERAPY DOGS/CATS AND THEIR OWNERS:

- All animals need to be immunized against rabies and other diseases common to that type of animal. All vaccinations must be current.
- Animals must wear a rabies vaccination tag.
- All service dogs and certified therapy dogs/cats must be licensed per state law.
- Service dogs and certified therapy dogs/cats must wear an owner identification tag (which includes the name and phone number of the owner) at all times.
- Service dogs in training, must wear the designated service animal vest throughout their training period.
- Animals must be in good health.
- Dogs must be on a leash, harness or other type of restraint at all times, unless the owner/partner is unable to retain an animal on leash due to a disability.
- The owner must be in full control of the animal at all times. The care and supervision of the animal is solely the responsibility of the owner/partner.
- The owner/partner must provide the HR department staff with information as to how the service dog accommodates for the individual's disability.

Reasonable behavior is expected from service dogs while on company property. The owners of disruptive and aggressive service dogs or certified therapy dogs/cats may be asked to remove them from Outagamie County facilities. If the improper behavior happens repeatedly, the owner may be told not to bring the service/therapy animal into any facility until the owner takes significant steps to mitigate the behavior.

Cleanliness of the dog/cat is mandatory. Consideration of others must be taken into account when providing maintenance and hygiene of animals. The owner/partner is expected to clean and dispose of all animal waste.

Animal owners are responsible for any injury, death or damage caused by their animal.



POSITION CLASSIFICATION

Position classification is the process used to allocate a position's defined duties and responsibilities to a job standard. The position classification process involves the department, Human Resources, and at times an external market analysis, reviewing the duties and responsibilities assigned to a position and determining the appropriate classification for the position.

In order to determine eligibility for benefits and overtime status and to ensure compliance with federal and state laws and regulations, Outagamie County follows Fair Labor Standards and classifies its employees as shown below. Outagamie County may review or change employee classifications at any time.

Exempt: Exempt employees are paid on a salaried basis and are not eligible to receive overtime pay, based on criteria established by the Fair Labor Standards. Some exceptions may apply by county policy.

Non-Exempt: Non-exempt employees are paid on an hourly basis and are eligible to receive overtime pay for overtime hours, based on criteria established by the Fair Labor Standard or county policy.

Full-Time Regular Employee: Works a regular schedule of 37.5 or 40 hours per week or meets the hours requirements of Section 7(k) of the Fair Labor Standards Act (FLSA).

Part-Time Regular Employee: Works a regular schedule that is, on average, less than 37.5 hours per week, with the exception of Section 7(k) for Sheriff Department employees. Part-time employees, on a pro-rated basis, are entitled to the same benefits as full-time employees, with the exception of Life Insurance and Long Term Disability Insurance, provided they are hired at or averaged at least 20 hours per week for the 12 months preceding their anniversary date. Under federal laws, part-time employees are treated the same as full-time employees under the Fair Labor Standard Act concerning minimum wage and overtime pay.

Job Share Employee: Job sharing means that two (or more) workers share the duties of one full-time job, each working part-time. Employees involved in a job share arrangement must sign a Job Share Agreement.

See the Job Share section of handbook for additional details.

Casual-Call Employee: One who is hired to satisfy or meet the needs of a department which are cyclical and recurring in nature. They may have a regular/consistent, infrequent, or variable schedule and may work as needed throughout the year but they may not work more than 960 hours in a 12- month period. A department may hire casual call employees for approved positions on their Table of Organization as their budget allows in order to meet the needs of the department. If an employee is anticipated to work beyond 960 hours within a 12-month period, the supervisor should speak with Human Resources to determine whether the status of the employee should be changed.

Temporary Employee: A direct hire temporary employee is an hourly appointment used to fill a classified job title in the county. A temporary employee is one who will be with the county for less than a year and one who has a specific expiration date. Temporary employees are eligible to earn leave and are covered by Social Security and unemployment compensation but do not receive any other fringe benefits.

Seasonal Employee: Any employee who works one hundred twenty days a year or less for the county. These days need not be consecutive. The work being provided does not fulfill a classified job title in the Table of Organization. For example, if an employee works for the months of January, July, and October, then the employee is a seasonal employee.

Intern: A student who works, sometimes without pay, at a trade or occupation in order to gain practical work experience as part of an academic requirement. Internships will most often be viewed as employment, unless described below, relating to other academic compensation. Interns who qualify as employees typically must be paid at least the minimum wage and overtime compensation for hours worked over 40 in a work week. There are some circumstances under which individuals who participate in internships or training programs may do so without compensation. This may apply to interns who receive training for their own educational benefit, if the training meets certain criteria. The determination of whether an internship or training

program meets this exclusion depends upon all of the facts and circumstances of each such program.

Contract Workers: Typically hired to cover for absent employees (such as those who are on medical or disability leave) and temporary vacancies or to fill gaps in a county's workforce. Contract workers are typically hired through a temporary staffing agency – in which case the temp is on lease with the staffing county but not an employee of the county. Contract workers may be contracted to perform work in a range of industries, such as system support, labor, education, information technology, and healthcare. Some temporary jobs may lead to regular employment where appropriate. More often, however, departments procure contracted staff for a specific business purpose while avoiding the cost of hiring regular employees.

Contract workers may work full or part-time but are not eligible for county benefits. Any benefits a worker may be eligible for would be provided by the contracting agency, where applicable. The maximum contract assignment for any temporary contract worker is twelve (12) calendar months. Any assignment needed beyond twelve (12) months must be approved by Human Resources.

Note: Contract workers are not considered benefit eligible employees of Outagamie County and would not fall into the category of Employee as it pertains to this Employee Handbook.

Throughout one's employment with the county, an employee's status may change, whether by voluntary or involuntary means. They may be granted a promotion, make a lateral transfer, get laid off, terminate the employment relationship, or become part or full-time. Since changes such as address and marital status are quite straight forward, they will not be discussed here. Instead, following is an explanation of the usual types of changes that may occur.

Temporary to Regular Status: A temporary employee is one who occupies a temporary slot on the Table of Organization, holds a position of limited duration for a specified period of time, or is hired to perform a specific project. A regular employee is one who occupies a regular slot on the Table of Organization and is expected to remain employed by Outagamie County so long as the work is required and the individual performs in a satisfactory manner. Temporary and regular employees may be either part-time or full-time. A temporary employee who, through continuous employment, obtains regular status in the same job classification in the same department, will have their date of employment for the purpose of determining wage rate and date of hire, vacation eligibility, and sick leave accrual established as of their date of employment as a temporary employee.

Promotion: A promoted employee is one who accepts a job assignment in a higher classification with a higher pay range. Upon moving to this new position, the employee will receive an adjusted date of hire.

Demotion: A demoted employee is one who is assigned, either voluntarily or involuntarily, to a job in a lower classification with a lower pay range. Whether the employee receives an immediate decrease in salary is determined by the circumstances at the time of the demotion and the spread of the new salary range. Demotions may be made in lieu of layoff, may be used as a disciplinary measure, or can be voluntary. Demotions must be approved in advance by the Human Resources Director. Upon moving to this new position, the employee will receive an adjusted date of hire.

Reclassification: Reclassification is the reassignment of a position from one class to another to recognize a change in the duties and responsibilities of a position or to correct a misclassification in the original assignment. Reclassifications must be approved by the Legislative Audit / Human Resources Committee and County Board. Upon moving to this new position, the employee will receive an adjusted date of hire.

Full-Time / Part-Time: In response to changing business needs or priority, the time allotted to a particular job may change from part-time to full-time, or vice versa. In those cases where a part-time position is expanding to fill full-time hours, or where a full-time position is reducing to part-time, the posting process is not normally followed. Instead, the employee who has the part-time or full-time position expands or reduces his/her hours. Occasionally, when the situation warrants, job sharing one full-time position may be allowed.

Lateral Transfer: When necessary, Outagamie County may change an employee or group of employees from one job to another within the same pay grade. When an employee is transferred to a position in the same pay grade, they will not receive an adjustment in pay nor an adjusted date of hire.

An employee in good standing may also request to transfer to another comparable vacant position for which they are qualified. Requests for such voluntary transfer should be made to Human Resources and requires the approval of the employee's department head.

Termination: This is a term used to refer to the removal of an employee from the payroll for voluntary or involuntary reasons including dismissal, resignation, retirement, or death.

Layoff: A layoff is the involuntary separation of an employee due to lack of work, lack of funds, the abolishment of a position, or other reason. Layoff plans must be approved by the Human Resources Director before they are implemented. No regular employee will be laid off while there are temporary workers serving in the same classification in the same department. Layoffs are based on job performance and seniority. Regular employees will receive at least ten (10) business days' notice prior to layoff, and each laid-off employee will be notified of all of their rights, including reinstatement eligibility and benefits. Laid-off employees will be held in a layoff pool for a period of time equal to their length of service but no longer than one year. Employees in the layoff pool have a priority for reinstatement when a vacancy occurs for which they are qualified. A laid-off employee loses their reinstatement rights if they do not return to work within ten (10) calendar days after notification. This does not apply to sunset or grant positions.



PROPERTY INSPECTION

The county provides desks, filing cabinets, lockers and/or other storage devices, electronic or otherwise, for employee's convenient safekeeping of work materials and personal items. The storage devices remain the property of the county, and the county makes no assurance of an expectation of privacy regarding the contents thereof. Further, the county reserves the right to inspect any and all such storage containers or devices at any time and may inspect personal property on county premises where reasonable suspicion exists that the container or device may

contain stolen items, firearms, drugs, alcohol, or other contraband. Further, county information in or on personal containers or devices may be accessed, if necessary, by the county.



RECRUITMENT

The standard of the county is to recruit and select the most qualified persons for county positions. Recruitment and selection is conducted in compliance with all applicable laws. Whenever possible, vacancies are filled from current county employees, providing they meet qualification standards and are the most qualified candidate. The filling of Union positions is done in accordance with the applicable bargaining agreement. Recruitment is the responsibility of the Human Resources Department, who works in conjunction with the department in need of staff.

This section sets forth general process guidelines to be used by Outagamie County management personnel relative to the employment function. It is understood that adjustments to this process may be made as dictated by special circumstances. The following process will be the recognized process for employment functions at Outagamie County.

JOB OPENING

Open positions are either identified by a vacancy created or upon approval for an additional position by the County Executive and Board of Supervisors. Positions being requested from the Not Posted list will require approval from the HR Director or their designee.

The hiring manager will complete a requisition request form in the applicant tracking system for submission to Human Resources.

Human Resources will verify the opening against the Table of Organization (TO).

The HR Recruiter, in conjunction with the hiring manager, will review the position job description and update as required.

POSTING

Except as noted below for internal department/division promotions or transfers, the position will be posted for a minimum of five days (excluding holidays and weekends).

- Human Resources will develop the posting using the duties and requirements found in the job description/class spec and review the posting with the hiring manager.
- Postings will be on the Current Openings sections of the Outagamie County intranet site and internet sites. In addition to the official posting sites, Human Resources and the hiring manager may identify other industry and recruitment sites where the position will be posted.
- Postings will remain on the official posting sites until the position has been filled or a suitable amount of applications have been received.
- Once a position has been posted, the hiring manager(s) can view applicant data within the applicant tracking system and determine next steps within the system.

Internal Department/Division Promotions or Transfers Only – Hiring Managers are allowed to fill open positions in their department without posting the job for the minimum five (5) day requirement, if they fill it with an active employee from the same department and division.

To hire someone internally from within their department and division, the hiring manager must complete a requisition request in NeoGov and the departmental employee must complete the inter-department application in NeoGov. Once the application has been completed the hiring manager can then move the applicant to hire in NeoGov to begin the hiring process. While this approach may help departments fill vacancies more rapidly, hiring managers must still select the best candidate for the job based on skills, education, and performance factors reflected in satisfactory performance evaluations.

If a department or division wants to hire someone from another department or division, they must post the job internally for five (5) days at minimum, following the procedures outlined above.

RECRUITMENT/SOURCING

Methods and timing of external recruitment will be determined by Human Resources and the hiring manager on a case-by-case basis.

Advertising should be coordinated through and tracked by the Human Resources Department. Advertising costs may be charged back to the department.

APPLICANT FLOW

In order to be considered for a position, an applicant must submit their application electronically via the applicant tracking system. Only electronic applications will be accepted. Inquiries received in other departments should be directed to apply via the Outagamie County internet/intranet sites.

Unsolicited applications will not be accepted.

All applicants must apply separately for each posted opening.

Human Resources will maintain applicant data and hire records within the applicant tracking system.

SCREENING OF CANDIDATES

The HR Recruiter will work with the hiring manager to determine on a case-by-case basis the process for screening applicants. As requested by the hiring manager, Human Resources will assist in reviewing resumes and applications.

Candidates will be evaluated based upon their qualifications for the job being filled without regard to gender, race, color, religion, age, national origin, sexual orientation, gender identity, genetic testing, and military service or on the basis on any other protected status.

In general, consideration will be given to applicants in the following order:

- In the case of county employees who are members of a bargaining unit and who may have contractual rights related to the open position within that same bargaining agreement, primary consideration will be given according to the contractual language.

- In the case of non-union employees, selection of candidates for job openings will be determined by the county from the available internal and external applications.
- As a best practice, hiring managers should contact current managers of internal applicants with questions related to overall performance. It is expected that all internal applicants be provided either a telephone or in-person conversation.

INTERVIEWING

The hiring manager will coordinate and conduct interviews of candidates. The HR Recruiter will be available for consultation or to participate in the interview process.

Human Resources should be involved in interviews involving managerial or critical positions.

Hiring managers should establish and utilize set interview questions for all applicants and keep separate notes and comments on candidates interviewed. Notes and comments are not to be recorded on the original resume or application.

Employees are encouraged to discuss their interest in open positions with their supervisor. However, supervisor approval is not required to submit an application if the employee meets all eligibility requirements. When an employee is selected to be interviewed for an opening, the employee must notify their supervisor that they are being considered for a particular opening. Such notification must take place before the interview. Non-exempt/hourly employees will not be paid for the time they are interviewing or testing. They will be allowed to make up that time or take as some sort of leave time. Exempt employees should adjust their schedule accordingly.

Upon completion of interviewing, all accompanying notes and comments should be uploaded to the applicant tracking system by the hiring manager or their designee.

TESTING

The HR Recruiter, in conjunction with the hiring manager, will determine testing needs based on requirements of the position and will determine the point in the interviewing process where testing will be administered.

All testing will either be coordinated through the Human Resources Department or within their respective department.

Test results will be shared with the hiring manager and become part of the candidate's file.

Results of testing will remain valid for a period of six (6) months.

SELECTION

The hiring manager makes the hiring decision. Prior to acting on any employment decision, the hiring manager should consult with the appropriate department head and the HR Recruiter.

REFERENCE CHECKS

Whenever possible, a minimum of two (2) references should be secured prior to any offer of employment being extended. References are to be obtained by the department designee. Human Resources is available for assistance. Documentation of references should be maintained in the employee's personnel file or uploaded into the applicant tracking system.

OFFERS OF EMPLOYMENT

Starting wage rates will be determined by Human Resources in conjunction with the hiring manager in accordance with established bargaining agreement and compensation administration guidelines.

Start dates of all new hires coincide with the orientation calendar to ensure new hires are beginning employment on an orientation day and complete the necessary steps to be placed on the payroll. There may be exceptions allowed in this timing based on critical business needs. Any exceptions must be discussed with the HR Recruiter and approval obtained from the HR Director or their designee.

Verbal offers of employment may be extended by the hiring manager after consultation with the appropriate department head and HR Recruiter. Hiring managers will complete the hire process in the applicant tracking system in order to initiate the written offer letter.

Written offer letters should be drafted by the HR Recruiter. Signed offer letters and applicable new hire paperwork will be provided electronically or in hard copy to the HR Recruiter who will then attach these documents to the exam plan in the applicant tracking system.

New hire details will be provided to the HR Administrative team for entry into HR system.

CONTINGENT OFFERS OF EMPLOYMENT

Offers of employment are contingent on appropriate background check, POPEs (Post Offer Pre Employment Screens), education records, required certifications, and/or driver's license requirements.

Education levels will be verified for any position that requires a particular degree level. Verification will consist of receipt of transcripts or direct contact with the educational institution. The Human Resources Department is responsible to ensure that proper verification has been obtained. Documentation regarding education level verification will be filed in the personnel files located in the Human Resources Department.

Human Resources will process the appropriate background request forms upon receipt of signed release of information statements. Sheriff's department will perform investigations and administer appropriate background checks for their hires or those county employees working within the Sheriff's department. Releases must be received and background checks run prior to the employee beginning employment. Exceptions to this will be considered based on Human Resources Director approval.

With the exception of the Sheriff's department, Human Resources will review the report information. Results of background investigations will be forwarded to the hiring manager as applicable. In the case of negative results, a course of action will be determined with the hiring manager and input from Corporation Counsel when appropriate.

Contingency documents will be stored in the employee's personnel file.

RELEASE OF INTERNAL CANDIDATES

It is the responsibility of the hiring manager and the selected employee's current manager to mutually agree on the starting date for the new position. In general the new starting date should

be within 20 days (excluding holidays & weekends) of the accepted offer and should begin at the beginning of a pay period.

NOTIFICATION OF UNSUCCESSFUL CANDIDATES

All internal candidates not selected will be notified directly (in person, by phone or e-mail) by either the hiring manager or Human Resources.

Notification to external candidates interviewed but not selected, will be communicated by either telephone or using the notification functionality within the applicant tracking system.



SAFETY AND ACCIDENT PREVENTION

Outagamie County has a long-standing philosophy of taking pride in its practices to ensure the safety, health and well-being of all its employees. This section serves to provide guidance to all employees on the standards the county expects its employees to adhere to.

Employees injured on the job must report the injury to their supervisor immediately. All reports must be filed within twenty-four (24) hours of the injury. Suggestions from all employees regarding safety are welcome and encouraged. See Worker's Compensation section of this handbook for additional details related to reporting an injury.

Employees who transport county clients in their own personal vehicle (excluding motorcycles) and whose vehicle suffers damage during that transport may be eligible for partial reimbursement for damages.

Additional information regarding vehicle usage and insurance coverage requirement can be found on MyOC.org/Departments/County Executive/Administrative Rules/Vehicle Usage Policy webpage.



SEPARATION FROM EMPLOYMENT

Employment with Outagamie County is governed by the common law doctrine of "at-will" employment. An employee may be dismissed at any time at the option of the county. In such case of involuntary separation, the employee's supervisor or department head will discuss the proposed action with Human Resources prior to taking action. Employees involuntarily terminated or who resign due to misconduct or poor job performance are not eligible for rehire without department head and Human Resources approval. An employee may quit employment with the county at any time. The publishing of this Employee Handbook does not guarantee or make a promise of employment nor does it create a contractual employment relationship.

Revision Date: July 2024

Employees are encouraged to provide a two-(2)-week written notice of intent to terminate their employment. The two weeks' notice begins the day after they turn in their notice. This allows the county time to begin a search for the employee's replacement and/or to realign the duties within the department. An employee is considered as having terminated in good standing if they gave the fourteen-(14)-day notice or if their employment was terminated by the county for reasons other than performance or misconduct, at the discretion of the HR Director. Furthermore, failure to give proper notice will affect sick leave payout, earned and accrued vacation payouts, etc. In addition to providing a two-(2)-week notice, resigning employees must work on their last day of employment, with the exception of those on an approved medical leave, in order to be considered to have left in good standing. Other paid leave restrictions within the two-week notice period may apply and could impact the employee's ability to leave in good standing, as outlined on the Retirement/Resignation Notice on the county intranet.

In most cases, Human Resources or a department representative will collect all county property as appropriate and to discuss final pay. The exit interview is conducted by the Human Resources Department with an employee who is separating from employment with the county and is intended to gain insight into the effectiveness of county practices, to determine where personnel guidelines and processes are in need of review or revision, and to determine where supervisory or managerial practices need modification or improvement. Exit interviews will be provided whenever possible, regardless of reason for leaving, position held, or length of service.

Return of county equipment: Employees leaving county employment must return county identification cards, cars, books, manuals, keys, tools, equipment, and other county-owned items on or before their last day of work. If applicable, information regarding benefits continuation through the Consolidated Omnibus Budget Reconciliation Act (COBRA) will be sent to the employee's home address.



SHORT-TERM DISABILITY

Short-Term Disability pays the employee a portion of their 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. Employees are eligible if they are an active full-time employee who works at least 37.5 hours per week on a regularly-scheduled basis. Active part-time employees are eligible if their current pro-ration is at or above the threshold for benefit eligibility (i.e., health and dental insurance).

Employees may purchase coverage that would pay a percentage of the employee's weekly earnings. The maximum Voluntary Short-Term Disability Insurance benefit is determined by the plan.

Short-term disability benefits run concurrently with the Family and Medical Leave Act and/or any other leave where permitted by state and federal law. Employees on Unpaid Medical Leave while receiving Short-Term Disability payments are not required to use sick leave or vacation leave balances.



SICK LEAVE

Every full-time employee shall earn one (1) sick day (eight (8) hours or 7.5 hours) for each month of full-time, regular service with the County, regardless of department. Part-time employees earn one prorated day for each full month of service. A full month of service is any month in which an employee received pay for at least ten (10) times the employee's factor (Full Time Factors: 8 and 7.5; Part Time Factors: As assigned by Payroll or employee's department).

New employees that are eligible to earn sick leave can use it once it is available on the first of the month following their hire date. Any sick leave taken prior to having it available would be without pay if vacation and/or floating holiday pays are not approved to be used or available.

Unused sick leave may be accumulated to a total of one hundred and twenty (120) days. Part time employees may accumulate up to 120 days times your factor.

Employees absent from work on legal holidays, during sick leave, vacation, for disability arising from injuries sustained in the course of their employment, or for other authorized leaves of absence with pay shall continue to accumulate sick leave at the regularly prescribed rate during such absence as though they were present for duty.

An employee eligible for sick leave with pay may use such leave upon approval of the manager/supervisor/department head for absence due to an employee's illness, injury, exposure to contagious disease, dental or medical appointments or due to illness in the employee's immediate family (i.e., the employee's spouse, domestic partner or dependent children living in the employee's household) hospitalization, illness or dental/medical appointment requiring the employee's personal attendance. In addition, employees who are not eligible for FMLA will be able to use sick leave for a continuous absence related to the birth of their child, provided notification and paperwork is completed with the HR Advisor – Leave Administrator. An employee on sick leave shall inform their immediate supervisor of the fact and reason therefore as soon as possible and failure to do so within reasonable time may be cause for denial of pay for the period of absence. The department head may request a doctor's certificate before approving such leave with pay if three (3) or more consecutive workdays are missed. If an employee is eligible for Family Medical Leave, that employee is required to complete FML paperwork after more than three (3) consecutive workdays are missed. Questions regarding qualifications for FMLA should be directed to the HR Advisor - Leave Administrator. The department head may also request a doctor's certificate, for any sick leave use, before approving such leave with pay after four (4) instances of sick leave, without a doctor's certificate, are taken in a calendar year.

In order to use sick leave for serious health conditions of family members not in the immediate family, it must be covered under Family Medical Leave.

In the event that an employee becomes ill on the job, the time actually spent off the job shall be charged to sick leave.

Absences for a fraction or part of a day that are chargeable to sick leave in accordance with these provisions may be charged in no less than fifteen (15) minute increments. Sick leave usage of less than fifteen (15) minutes must still be reported as fifteen (15) minutes.

SICK LEAVE AND RETIREMENT - Employees hired prior to January 1, 2014 who meet the definition of retirement under Wisconsin Retirement System will receive a 100% payout of accumulated sick leave. Employees hired on or after January 1, 2014 who meet the definition of retirement under the Wisconsin Retirement System will receive a graduated percentage payout of up to 120 days of accumulated sick leave based on their length of service with Outagamie County so that: after ten (10) years of service the employee is eligible for a fifty percent (50%) payout of sick leave accumulation; after fifteen (15) years of service the employee is eligible for a seventy-five percent (75%) payout of sick leave accumulation; and after twenty (20) years of service the employee is eligible for a one hundred percent (100%) payout of sick leave accumulation. In the event of the death of an employee, the County will make the same 100% payment to the employee's estate. If an employee does not participate in the life insurance program, the employee may specify a beneficiary with the Human Resources Department for the purpose of this Section.

SICK LEAVE AND RESIGNATION – Grandfathered and accreted employees hired prior to January 1, 2014 who terminate in good standing will receive a 50%-100% payout up to 120 days of accumulated sick leave, based previously agreed to terms.

For all other employees, sick leave is cancelled upon resignation.



SOLICITATION & BULLETIN BOARDS

In order to protect our employees and visitors, solicitation by employees is strictly prohibited while either the employee being solicited or the employee doing the soliciting is on "working time." "Working time" is defined as time during which an employee is not at a meal, on break, or on the premises immediately before or after their shift.

Employees are also prohibited from distributing written materials, handbills, or any other type of literature on working time and, at all times, in "working areas," which includes all office areas. "Working areas" do not include break rooms, parking lots, or common areas shared by employees during non-working time.

All required governmental postings are posted on the boards located in the break rooms of county buildings. These boards may also contain general announcements. The county reserves the right to refuse permission to post or to take down any announcement.

Visitors may not solicit or distribute materials anywhere on county property, at any time.



Revision Date: July 2024

TELECOMMUTING

Telecommuting allows employees to work remotely for all or part of their workweek. Outagamie County considers telecommuting to be a viable, flexible work option when both the employee and the job are suited to such an arrangement. Telecommuting may be appropriate for some employees and jobs but not for others. Telecommuting is not an entitlement, it is not a county wide benefit, and it in no way changes the terms and conditions of employment with Outagamie County. This guidance provides a general overview and does not attempt to address each unique situation or technology need.

Telecommuting is not designed to be a replacement for appropriate child care. Although an individual employee's schedule may be modified to accommodate child care needs, the focus of the arrangement must remain on job performance and meeting business demands. Prospective telecommuters are encouraged to discuss expectations of telecommuting with family members prior to entering a trial period.

PROCEDURES

Telecommuting can be informal, such as working remotely for a short-term project or a formal set schedule of working away from the office as described below. Either an employee or manager can suggest telecommuting as a possible work arrangement.

Any telecommuting arrangement made will be on a trial basis for the first three months and may be discontinued at will and at any time at the request of either the telecommuter or the supervisor/county. Every effort will be made to provide 30 days' notice of such change to accommodate commuting, child care and other issues that may arise from the termination of a telecommuting arrangement. There may be instances, however, when no notice is possible.

ELIGIBILITY

Individuals requesting formal telecommuting arrangements must typically be employed in their current role for a minimum of six (6) months of continuous, regular employment and must have a satisfactory performance record. Department Heads have the discretion to authorize remote work prior to the employee's first six months of employment, if applicable.

Before entering into any telecommuting agreement, the employee and manager, with the assistance of the Human Resources and Information Technology departments, will evaluate the suitability of such an arrangement, reviewing the following areas:

Employee suitability. The employee and manager will assess the needs and work habits of the employee, compared to traits customarily recognized as appropriate for successful telecommuters.

Job responsibilities. The employee and manager will discuss the job responsibilities and determine if the job is appropriate for a telecommuting arrangement.

Equipment needs, workspace design considerations and scheduling issues. The employee and manager will review the physical workspace needs and the appropriate location for the telework. This can be done in person or virtually, as requested.

Tax and other legal implications. The employee must determine any tax or legal implications under IRS, state and local government laws, and/or restrictions of working out of a home-based office. Responsibility for fulfilling all obligations in this area rests solely with the employee.

The employee understands that they are responsible for all equipment needs related to a home workspace, with the exception of a county provided laptop/tablet. The County will provide supplies related items such as: paper, ink, pens, etc. The county will not provide laptops for the purpose of working remotely. Only employees identified as having a need for a laptop when working onsite will be provided a county laptop, which can then be used for remote work as needed.

If the employee and manager agree, and the Human Resources department concurs, a draft telecommuting agreement will be prepared and signed by all parties, and a three-month trial period will commence.

Evaluation of telecommuter performance during the trial period will include regular interaction, by phone and e-mail between the employee and the manager, and weekly face-to-face meetings to discuss work progress and problems. At the end of the trial period, the employee and manager will evaluate the arrangement and make recommendations for continuance or modifications.

EQUIPMENT

With the exception of a county issued laptop, the employee will be responsible for providing/acquiring the appropriate equipment needs (including hardware, software, high speed internet, secure Wi-Fi, phone lines and other office equipment) for each telecommuting arrangement, at their own expense. The Human Resources and Information Technology departments will serve as resources in this matter. Outagamie County reserves the right to make determinations as to appropriate equipment, subject to change at any time, and in ensuring proper security is in place to protect County related data.

Outagamie County will supply the employee with appropriate office supplies (pens, printer ink, paper, etc.) as deemed necessary. Outagamie County will also reimburse the employee for business-related expenses, such as phone calls and mailing costs that are reasonably incurred in carrying out the employee's job.

The employee will establish an appropriate work environment within their home for work purposes. Outagamie County will not be responsible for support of personally owned equipment, costs associated with the setup of the employee's home office, such as remodeling, furniture or lighting, nor for repairs or modifications to the home office space. Outagamie County Information Technology Department will not provide technical support for personal equipment, even when co-mingled with county provided equipment. For liability reasons, Information Technology will also not remote into personal equipment and some technical issues for county equipment may need to be addressed onsite.

SECURITY

Employees must adhere to all Federal State and local confidentiality laws including *but not limited* to 45CFR160-164 Wis. Stat. §146.81 and .82 (HIPAA protected health information), Wis. Stat.

Chapters 51, 54 and 55 (Mental Health and Guardianship Information), and Wis. Stat. Chapters 48, 938, and 118 (Protected Juvenile Information). Employees who choose to operate under this agreement are responsible for ensuring that all confidential information deemed to be confidential under these or any other applicable state, federal or local law remains confidential. Maintaining confidentiality includes working in a location where third parties, including family members, will not be able to overhear or see confidential information in any format, written, verbal or electronic. Employees must also take steps to secure this information including the use of locked file cabinets and desks, regular password maintenance, and any other measures appropriate for the job and the environment.

SAFETY

Employees are expected to maintain their home workspace in a safe manner, free from safety hazards. Outagamie County will provide each telecommuter with a safety checklist that must be completed at least twice per year. Injuries sustained by the employee in a home office location and in conjunction with their regular work duties are normally covered by the company's workers' compensation policy. Telecommuting employees are responsible for notifying the employer of such injuries preferably by the end of the work shift, or as outlined in a departmental policy. The employee is liable for any injuries sustained by visitors to their home worksite.

Employee request forms and supervisor assessment forms can be found on the Human Resources webpage located on MyOC.



TERMINATION

The Human Resources Department wants terminations to be conducted accurately and efficiently for both the employee and Outagamie County. Based on the type of termination, certain information must be provided to Human Resources.

This section will define the steps required to process an employee's termination, whether it is an involuntary termination, voluntary termination, or retirement.

Involuntary Termination: Determination by the employer that the employee's services are no longer needed. Misconduct has occurred or the employee is unable to perform satisfactorily. Note: Does not include layoff which is considered a temporary arrangement with return to work possible.

Voluntary Termination: Determination by the employee where they desire to continue the employment relationship with Outagamie County no longer exists.

Retirement: Voluntary withdrawal from one's position with Outagamie County, similar to voluntary termination, but is retiring under the Wisconsin Retirement System and has at least 5 years of service with Outagamie County immediately prior to the retirement. An employee will only be considered to be retiring once from Outagamie County. If the employee returns to Outagamie County employment, any subsequent voluntary termination will be considered a resignation regardless of length of service.

INVOLUNTARY TERMINATION

Prior to termination, the Human Resources department will need to be contacted and a file review will need to be completed. No involuntary terminations can take place without approval from the Human Resources Director.

In the case of involuntary termination, a meeting should be scheduled with the employee, the employee's manager, and a member of the Human Resources team to discuss the details of the termination. If there are any safety concerns regarding the employee's reaction or behavior after notification, notify someone in the Sheriff's department in advance of the termination so a deputy can be placed on standby.

All involuntary terminations should be done with two persons present with the employee.

Prior to or immediately after, make arrangements for Information Technology to discontinue system access and to contact department IT resource to discontinue any department specific access.

Meet with the employee in a neutral area, such as a conference room. Inform the employee of their last day and termination reason.

Inform the employee that benefits information will be mailed to them and encourage the employee to contact the Employee Benefits Specialist for detailed benefits information. The exiting employee should also be given a copy of the Termination Frequently Asked Questions document.

Retrieve all keys, the ID badge, and any other county property before the exiting employee leaves the building.

Complete a Personnel Action in HR System to notify HR, Payroll, IT, and Maintenance. The Personnel Action should indicate if the employee is eligible for any normal payouts.

VOLUNTARY TERMINATION

Obtain a signed resignation from the employee indicating the employee's last day of work and complete a Personnel Action in HR System to notify HR, Payroll, IT, and Maintenance. The Personnel Action should indicate if the employee is eligible for any normal payouts.

Employees must provide two weeks' notice in order to be considered as Leaving in Good Standing. Direct the employee to the Leaving in Good Standing policy indicating what needs to be done or can be done their last two weeks.

Human Resources will contact the employee regarding an exit interview.

For employees subject to annual audiogram requirements, the supervisor will contact an appropriate medical provider to obtain an exit audiogram prior to the employee's last day of work. Contact the Risk Administrator for assistance.



TIME REPORTING

Accurately reporting time worked is the responsibility of every employee and their supervisor/manager. Outagamie County must keep an accurate record of time worked to calculate employee pay and benefits.

Accurate time reports showing all time actually worked or time to be paid are required. These records are required by governmental regulations and are used to calculate regular and overtime pay. At the end of each pay period, the employee and their supervisor must submit the time record attesting to its accuracy, before final submission for processing.

Highway Employees: Time and equipment used must be prepared by the employee daily and submitted to the foreman.



TOBACCO FREE WORKPLACE

A tobacco-free environment helps create a safe and healthy workplace. Outagamie County recognizes the hazards caused by tobacco use and exposure to second-hand tobacco smoke. Our goal is to provide a safe and healthy workplace environment for all employees and visitors.

No use of tobacco products including, but not limited to, cigarettes, e-cigarettes, and "spit tobacco" will be allowed within the facilities of Outagamie County, and employees must abide by department vehicle policies at all times.

Smoking or tobacco use shall be permitted only during break times and in designated smoking areas located at least 20 feet outside of the building entrance.

All materials used for smoking in designated smoking areas, including cigarette butts and matches, will be extinguished and disposed of in appropriate containers.



TRAVEL

Travel regulations as set forth herein are subject to approval by the Outagamie County Board of Supervisors. Included are mileage reimbursement rates, porterage tips, moving expenses, temporary lodging allowances, meals and lodging rates and other employee travel related

expenses. All travel paid or reimbursed to employees from county-administered funds must be done in compliance with these regulations, regardless of the funding source. Anticipated travel expenses are to be appropriated as part of the annual budget process.

Employees who travel are expected to exercise good judgment when incurring travel costs. An employee may be reimbursed for reasonable and necessary travel expenses actually incurred in the performance of official duties in accordance with the provisions herein. Reimbursement is generally limited to the most reasonable cost-effective transportation available.

A claimant shall not seek reimbursement for goods or services provided free of charge, not personally paid for by the claimant, reimbursed by another source, or which will be paid or reimbursed from another source. Any reimbursement which is received by the employee from another source for the same costs reimbursed by Outagamie County shall be deposited back to the county funding source which was initially charged.

Only travel expenses related to the conduct of Outagamie County business, including meetings, conferences, and other appropriate departmental activities, may be reimbursed.

See the My OC webpage http://myoc.org/departments/financial-services for additional details related to this policy.



UNPAID LEAVES OF ABSENCE

The reason for Unpaid Leaves of Absence is for the county to allow time off, flexibility for employees, or reduce county expenses by providing an opportunity for employees to voluntarily take time off without pay. Additionally, Unpaid Leaves of Absence may be required if an employee does not have any paid leave balances, as outlined below.

ELIGIBILITY

All full-time and part-time employees of Outagamie County. This leave is not to be used in lieu of Unpaid Medical Leave.

PROVISIONS

Typically, participation in the program is subject to approval of the employee's supervisor and/or department head when an employee has exhausted their paid leave balances.

Requests to take unpaid time off will be reviewed on a case-by-case basis and may be granted at the sole discretion of the county, department or division.

Leave may be granted as a continuous block of time or in 7.5, 8, or part-time hour increments. Less than eight-hour increments may be allowed at the discretion of the department head.

An employee's vacation, floating holiday and compensatory time balance(s) MUST be exhausted before they can utilize an unpaid leave of absence.

If an employee is ill and does not have paid sick leave available, the employee will be required to substitute and exhaust remaining vacation, floating holiday, and/or compensatory time balance(s) before becoming eligible for unpaid time off.

If the leave is initiated by the department, the employee's current benefits (i.e.: vacation and sick leave accrual, and county sponsorship of the insurance programs for which the employee is a current participant) and status (full-time or part-time at a specific proration) will be maintained.

If unpaid leave is not initiated by the department, benefit eligible employees will be responsible to ensure they are paid enough hours within a month to maintain health and dental benefits or will be responsible for the entire portion of the benefit contribution to maintain their benefits. Unpaid Leave may also affect the proration of a part time employee as unpaid hours are not counted into proration calculations. If the leave is two (2) weeks or longer and/or may affect the employee's ability to have ten (10) times their Factor worth of pay on their timesheet in a month, the Unpaid Leave of Absence Request Form must be completed and sent to Human Resources. The form may be found on the intranet.

If an observed holiday occurs during an employee's unpaid leave, or occurs either the normally scheduled work day(s) prior to and / or normally scheduled work day(s) following an observed holiday, the employee will not receive his/her normal holiday pay for that holiday. The holiday may be paid in the case of a department initiated leave.

Employees who are receiving Short Term Disability (STD) payments from the voluntary STD insurance plan must be on an Unpaid Medical Leave, if not already on FMLA, in conjunction with the STD. Similarly, employees are not eligible to be on another leave while on an unpaid leave of absence.

The county reserves the right to rescind or modify the program with or without notice, and at its sole discretion.

PROCESS

Employees requesting an unpaid leave of absence must notify their immediate supervisor of their need for leave and the day(s) requested. If the leave request is approved and this is the first time the employee is requesting an unpaid leave of absence, the supervisor must inform the payroll department to add this pay code to the employee's self-service timesheet.

If the absence is 2 weeks or longer an Unpaid Leave of Absence Form must be completed. Instructions for completion are on the form.

The employee must record time used as Unpaid Leave of Absence as part of the time reporting process.



UNPAID MEDICAL LEAVE

An employee who has exhausted or is not yet eligible for paid sick, vacation or compensatory time and who still is unable to work because of the employee's non-work related illness or injury may, upon prior written request may be granted an unpaid medical leave of absence not to

exceed six (6) months by the Human Resources Director (or their designee). Such leave may be extended up to an additional six (6) months by the Human Resources Director (or their designee) upon prior written request. Where it is impossible to make a prior written request, such request shall be made as soon as possible.

Such requests shall be submitted to Human Resources and shall be accompanied by a doctor's certificate substantiating the need for such medical leave of absence. An employee granted such medical leave under this provision shall be required, at the discretion of the Human Resources Director (or their designee), to furnish the county with a medical report from their doctor for each six (6) weeks of leave.

An employee who is on an extended medical leave of absence may be placed in a similar position within one (1) year with a doctor's certificate. While the county may rely upon the determination of the employee's doctor regarding the employee's request for a leave or any extension, or for the employee's return to work, it shall have the right to obtain a second opinion from another doctor, mutually agreed upon by the employee and the county, for any extension or return to work with which a final determination will be made. If the county requires a second opinion from another doctor, the county will pay the cost of such opinion. In the event a second doctor is not mutually agreed upon, the employee and the county shall each submit three (3) doctors qualified in the area of illness or injury involved. From those six (6) doctors, five (5) names will be drawn. The parties shall then proceed to alternately strike names from that panel until a doctor is selected. The striking order shall be determined by a coin toss.

Employees on an unpaid leave of absence because of such non-work related illness or injury who are enrolled in the group health and/or dental insurance program shall be permitted to continue their participation in such programs while on such leave, under the applicable COBRA provisions. The county shall pay the county's share of the premium for any month in which a full or part time employee received pay for at least ten (10) times their Factor in a month.

Employees on an unpaid leave of absence because of such non-work related illness or injury who are enrolled in the life insurance plan can elect up to twelve (12) months of continuation by paying the group rate premium to the County Treasurer by the twenty-fifth (25th) of the month for the following month's coverage. However, for absence caused by such non-work related illness or injury, the county shall pay the life insurance premiums during the elimination period for the waiver of life premium. The cessation of this county sponsorship for the life insurance plan shall be triggered by the end of the nine (9) month time frame, employee's return to work, denial of the waiver premium by the life insurance company, or death, whichever occurs first.

Employees on Unpaid Medical Leave while receiving Short-Term Disability payments are not able to use sick leave or vacation leave balances.



VACATION

Outagamie County recognizes the importance of time off from work to relax, spend time with family, and enjoy leisure activities. The county provides paid vacation time to full-time and benefit-eligible part-time employees for this purpose, and employees are encouraged to take vacation

during the year. Part-time employees who are regularly scheduled to work 20 or more hours per week will be eligible for paid vacation on a pro-rated schedule.

Vacation is determined by an anniversary year system, where on the anniversary date of hire, the employee is granted a new allotment of vacation benefit. The exact allotment granted is determined by the years of continuous service, the full-time/part-time status, and the employee's continuity of service.

Vacation benefits for full-time employees are accrued at the rate of one-twelfth (1/12th) of the employee's authorized vacation for each full month of employment in the previous anniversary year. A full month of employment is any month in which an employee received pay for at least ten (10) times the employee's Factor (Full Time Factors: 8 and 7.5; Part Time Factors: As assigned by Payroll or employee's department).

Part-time employees meeting the benefits-eligibility requirements of the county receive a pro-rated portion of the vacation allotment, according to actual time worked in relation to a full-time employee with the same number of continuous years of service. Vacation hours are determined on the employee's anniversary date of hire by Financial Services, taking into account the hours paid during the twenty-six (26) pay periods immediately prior to the anniversary date.

Vacation granted upon hire within the first year of employment may be adjusted if an employee takes a new position or posting. For example, if a part time employee takes a full time posting within the initial year of hire, his or her vacation balance will be increased based on the number of months in the full-time position. Conversely, for example, if a full time employee takes a part time position within the initial year of hire, his or her vacation will be reduced based on the number of months in the part time position.

Vacation can be taken at times mutually agreed upon by the employee and their supervisor. Employees are encouraged to take their vacation in half day, full day, or full week increments. However, a department head may allow vacation time to be used in as small as fifteen (15) minute increments.

An employee who presents an acceptable medical excuse from their physician as proof of illness, and which includes the dates of the illness, may have that portion of their vacation leave converted to available sick leave.

Vacation allowances are not cumulative from year to year. However, on those occasions when an employee has not used all their vacation allotment prior to reaching their anniversary date, a maximum of five (5) days will be automatically carried over into the employee's next anniversary year. Any accumulated vacation over five (5) days will only be carried over with written approval of the department head and Human Resources. Benefit eligible part-time employees vacation carryover will be prorated. This carry over vacation must be used prior to the employee's following anniversary.

Upon leaving in good standing from county service and following one (1) year of employment, an employee shall be paid for all unused vacation leave at the time of their leaving county employ due in the current anniversary year plus a pro-rated amount of vacation allowance due in the succeeding anniversary year, based on length of service subsequent to the employee's anniversary date. Leaving in good standing includes death and retirement and also voluntary termination, where the employee gives notice thereof at least fourteen (14) calendar days prior

thereto and remains in active employment during such fourteen (14) day period, and termination caused by layoff, but it does not include discharge for disciplinary reasons. Such pro-rated amount will be computed on the employee's eligibility as of the time of termination, during the second year – pro-ration of two weeks, etc. In the event of the death of the employee, any wages and vacation payments due the employee will be made by a check issued to the employee's life insurance beneficiary, or if none is designated, to the estate of the employee. If an employee does not participate in the life insurance program, the employee may specify a beneficiary with the Human Resources Department for purposes of this Section.

Those employees who terminate in good standing, following one year of service, will be paid for earned but unused and/or accrued vacation allowance. However, if the employee terminated employment prior to completing an anniversary year of continuous service, they are not eligible for any vacation payout. Employees satisfying the service criteria will receive payment for accrued vacation allowance on a pro rata basis from the previous anniversary date to the date of termination (computed to the nearest one-quarter (1/4) month) and based on their eligibility level as of the date of termination and the provisions of the definition of "full month", above.

Retiring employees may extend their final date of retirement up to 30 days, by using unused vacation days, provided they satisfy the adequate fourteen (14) day notice provisions.

Employees who are leaving in good standing must have any vacation requests for time off during their fourteen (14) day period of notice re-approved by their department head, and cannot have vacation as their last day of pay, unless the absence was pre-approved, due to medical leave, or the result of retirement.

Employees who are on Federal Family Medical Leave will be required to use their vacation accumulation if they remain off work and have exhausted their sick leave accumulation following their choice period, unless on short-term disability.

A full-time employee's earned vacation to be taken during their anniversary year is determined as of the anniversary date of employment. Service shall be construed as full-time regular service with the county, regardless of department.

Each department head/manager/supervisor shall approve vacation in accordance with operating requirements, and insofar as possible, based upon a request of the employee.

Below is a table outlining the vacation schedule for all employees.

	Upon Hire	After three years of service	After eight years of service	After 15 years of service
ALL EMPLOYEES (excluding DSA)	Two Weeks	Three Weeks	Four Weeks	Five Weeks



VISION INSURANCE

The county offers single, employee plus one, employee plus children, and family voluntary vision insurance for those that are benefit eligible. Vision Insurance is paid 100% by the employee.

Vision insurance coverage provides an opportunity for employees to save money on routine vision exams, contacts, eyeglass frames, and lenses. Additional details regarding this benefit can be found on the Human Resources webpage.



VOLUNTARY SHARED LEAVE

The Outagamie County Human Resources Department administers a County Executive initiative called Voluntary Shared Leave which allows one employee to assist another employee by donating earned vacation in case of a prolonged, life-threatening medical condition or accident which exhausts the employee's available paid leave sources, i.e. sick leave, vacation, floating holiday and compensatory time, and forces the employee to be on a leave without pay.

Because Voluntary Shared Leave is a County Executive initiative, authorizations and approvals under this program are at the sole discretion of the County Executive.

This section of the handbook describes the conditions under which an employee may be eligible to receive or donate leave, the process of application for receipt or donation of leave, and provides forms for those purposes.

Voluntary Shared Leave is intended to be used by employees with a prolonged, life threatening medical condition and one that is likely to require an employee's absence from work for a prolonged time.

Voluntary shared leave does not apply to incidental, normal, and/or short-term medical conditions or illnesses. This includes conditions such as short-term, sporadic recurrence of chronic allergies or conditions; short-term or sporadic absences due to contagious disease; or short-term, recurring medical or therapeutic treatments. These examples are illustrative only, and are not intended to be all inclusive. Each case will be examined and decided based on its conformity to policy intent.

Voluntary shared leave is not intended to circumvent the requirement of management to have duties performed, or limit management's right to deny a request for leave without pay.

RESPONSIBILITY

Human Resources responsible for coordinating this program and interacting between the employees involved, the County Executive or their designee, and Payroll staff.

GUIDELINES

Donated hours can be used while an employee is on a Family and Medical Leave or unpaid Medical Leave as described in the Employee Handbook, or Collective Bargaining Agreement. When an employee is on unpaid Medical Leave and using shared leave, the income generated by the shared leave will not disqualify the employee from eligibility for the unpaid Medical Leave.

Revision Date: July 2024

Employees on worker's compensation are not eligible to participate in Voluntary Shared Leave as a recipient.

Employees who are receiving Short Term Disability (STD) payments from the voluntary STD insurance plan available through Outagamie County are not eligible to participate in Voluntary Shared Leave as a recipient.

Program participation is limited to 1,040 hours (prorated for part-time recipients), either continuously or, if for the same condition, on a recurring basis. Additional verification from the physician may be required. The number of hours of leave an employee can receive is equal to the projected recovery or treatment period (up to a maximum of 1,040 hours), less the employee's combined vacation and sick leave balance as of the beginning absence, including Family and Medical Leave.

The employee must exhaust all available vacation, sick leave, floating holiday, and compensatory time (comp time) before using any donated shared leave.

Shared leave ends when the employee returns to work, even for a part of the employee's regular shift. In the event that there is a balance of donated leave when the employee returns to work, the donated leave will be returned to the donator(s) in reverse order of the date the donation was received in Human Resources.

The establishment of a leave bank for use by unnamed employees is prohibited. Leave must be donated on a one-to-one personal basis.

An employee may not directly or indirectly make any attempt to intimidate, threaten, or coerce any other employee for the purpose of soliciting leave. Such action is considered a personal conduct issue and subject to disciplinary action, including dismissal.

All information from the applicant and the donator will be kept strictly confidential, including the identity of the donator. In the event the applicant wishes to divulge any information, medical or otherwise, they may do so. However, there will be no release of information by Outagamie County, Human Resources, or Payroll, with the exception of a short announcement if the recipient grants permission to disclose their information.

ELIGIBILITY

Any county employee who is eligible to accrue vacation may participate in this program and may apply to receive leave donations at any time when faced with a prolonged, life threatening medical condition.

A prolonged, life-threatening medical condition is one which has already or is likely to require an employee's absence from work for a prolonged period. A prolonged period is generally considered to be at least twenty (20) consecutive work days.

An exemption to the twenty (20) day requirement may be made if the employee has had previous, random, and excessive absences for the same condition as that for which shared leave is currently being requested; or if the employee has had a different but prolonged, life-threatening medical condition within the past twelve (12) months.

PROCESS

An eligible employee may apply to receive shared leave by submitting a completed Application to Receive Voluntary Shared Leave form to the Human Resources Department.

Only those applicants who currently have a zero balance in all paid leave accounts, i.e. sick leave, vacation, compensatory time, and floating holiday, will be considered.

The employee requesting the shared leave must provide a physician's statement describing the specific nature of the medical condition, prognosis, and the estimated recovery or treatment time. To do this, the employee can either attach such certification to the application form, or, in the event the employee is currently on Family and Medical Leave, they can choose to use the Health Care Provider Certification that justified that leave, so long as the date of the Family and Medical Leave Certification is within twelve weeks of the date of the Voluntary Shared Leave application. If an employee has used all of their Family and Medical Leave and is now applying for or is currently receiving unpaid Medical Leave, they must once again provide a certification from their physician justifying the need for the continued absence.

Human Resources will research the requesting employee's attendance history, provide information as to paid leave balances; and present the application form to the County Executive or their designee who will approve or deny the request.

The employee requesting the shared leave will be informed by Human Resources as to the results of the approval process.

DONATION PROCESS

Any eligible employee, i.e. one who currently has earned vacation in their vacation account, can donate vacation leave to another eligible employee. Attempts to donate sick leave, compensatory time or floating holidays will not be approved.

An employee may donate shared leave by submitting a completed Voluntary Shared Leave Donation form to the Human Resources Department.

An employee may not donate more than his/her available earned vacation amount.

The minimum allowable donation must be equal to the donator's full workday increments, whether in eight (8) hour, seven and one-half (7.5) hour, or prorated (part-time) blocks.

A full-time employee's donated hours, whether eight (8) hour or seven and one-half (7½) hour blocks, will be received by the full-time applicant in that same increment. That is, if an employee who normally works a seven and one-half (7½) hour day donates a day to an applicant who normally works an eight (8) hour day, the donation will be credited as seven and one-half (7½) hours. Likewise, if an eight (8) hour employee donates a day, it will be received by the seven and one-half (7½) hour recipient as eight (8) hours. In the event a part-time employee donates one of their regular days, for example a four (4) hour day, to a full-time employee, that recipient will receive four (4) hours. In the event a full-time employee donates an eight (8) hour day to a part-time employee, the part-time recipient will receive eight (8) hours. At no time will a recipient be paid for more than the number of hours they normally work. In all cases, donations will be credited to the first day the recipient has been unpaid. For example, if the recipient had unpaid days beginning June 2nd, and on July 10th they received a donation of one (1) day, that donation would be paid out on the current check cycle but credited to June 2nd.

Human Resources will confirm that an employee who wishes to donate earned vacation actually has the vacation, will coordinate the donation with Payroll, and will inform the employee that their donation has been accepted or rejected.

DISCLAIMER

The Voluntary Shared Leave Program is an initiative of the County Executive and may be continued or discontinued at any time and without recourse by the participants in this Program.

The form to request Voluntary Shared Leave can obtained from Human Resources.



VOLUNTEERS

Outagamie County recognizes the value of the contributions made by volunteers to the community and in support of county programs. However, volunteers also expose the county to potential risk and liability. Proactive risk management efforts can control and minimize liability exposures and help ensure that the use of volunteers is a positive experience for the volunteers, Outagamie County and its residents.

This section of the handbook sets forth minimum requirements for the use of volunteers in support of county objectives. Due to the nature of various volunteer programs throughout the county, additional steps, training or safeguards may be prudent or required and are not limited by this section.

A volunteer of Outagamie County is defined as an individual recognized and authorized by Outagamie County or one of its officials, agents or employees to perform services on behalf of Outagamie County without receipt of salary or compensation other than expense reimbursement.

RESPONSIBILITY

It is the responsibility of the management staff of each department utilizing volunteers to ensure the provisions of this section of the handbook are followed and that any additional steps, training or safeguards which would minimize exposure to liability are instituted.

The Human Resources Department, Risk Administrator, Corporation Counsel and other departments are available as needed to assist with evaluation of technical issues associated with the operation of the volunteer programs.

INSURANCE COVERAGES

General Liability. The county's general liability insurance policy provides that any expressly authorized volunteer of the county, while acting within the scope of their volunteer service, is covered by the policy, subject to its terms, conditions and exclusions.

If a volunteer's actions cause physical injury or property damage to another and the injured party files a claim against or sues the volunteer, the county or its insurer will defend the volunteer and be responsible for any financial judgment incurred, provided that the volunteer was acting within the scope of their responsibilities, gives notice of the claim to the county and cooperates in the defense or litigation.

Automobile Liability. The county's automobile liability insurance policy states that anyone operating a county owned vehicle with the permission of the county, or their personal vehicle while conducting county business, is an insured subject to policy terms, conditions and exclusions. However, when using a personal vehicle, the county's automobile liability coverage is secondary, or excess, over any other insurance available to the volunteer. Volunteers who use their own vehicle to conduct county business should confirm with their insurance provider that there is coverage for such use. The county does not provide any physical damage coverage for the volunteer's personal vehicle.

For any volunteer that is likely to drive in the course of their service, the Department is required to obtain and maintain on file a Certificate of Insurance or Insurance Identification Card that verifies automobile insurance coverage at least equal to the Wisconsin minimums. The Department will also obtain evidence of continued coverage if the volunteer's insurance expires during the term of service with the county. State minimums are listed on the Risk Administration website under the "Insurance Info" tab.

Volunteer Accident Policy. The county provides accident insurance to all volunteers which covers medical, dismemberment and death benefits to a maximum of $25,000 per occurrence along with a $1,000 dental benefit. These benefits are payable for an injury sustained while on the county premises and participating in authorized volunteer work or while traveling in connection with volunteer activities while under direct supervision of the county. The county does not provide any coverage for loss of income, permanent disability or other non-monetary damages or injuries.

Reporting. Volunteers must report all incidents/accidents related to their volunteer service to their supervisor as soon as possible and complete a Volunteer Report of Injury or Accident (Addendum 3) which must be forwarded to the Risk Administrator within 48 hours. Verbal notification to the Risk Administrator should be made as soon as possible.

MINIMUM PROCEDURAL REQUIREMENTS

All volunteer candidates should be screened and interviewed based on interests and suitability for the responsibilities of the assignment by the supervising department. References should be obtained, documented and retained.

Basic information will be collected and maintained by the supervising department or agency for all individuals retained as volunteers prior to the provision of any services on behalf of the county. The basic information will include: Name, Telephone Number, Address and Date of Application.

An Outagamie County Volunteer Information Form is attached (Addendum 1). Use of this particular form is optional. Based on the nature of the volunteer assignment, additional information may be required.

Criminal Background Investigations will be required for volunteers who are assigned tasks in which there will be unsupervised interaction with clients and/or where the handling of money or sensitive information is involved. The Human Resources Department will pay for Criminal Background Checks and will assist with processing the checks as necessary. Any questionable information obtained in a background check should be discussed with the Human Resources Department or Risk Administrator.

Motor Vehicle Operations Checks are required for all volunteers whose responsibilities will include driving any vehicle (county or personal) in the fulfillment of their assignments. Any check that

reveals an infraction within the past 3 years must be reviewed with the Risk Administrator. Details for completing Motor Vehicle Operations Checks can be found on the Risk Administration website under the "Insurance Info" tab.

The supervising department or agency will provide all volunteers with a written description of their responsibilities and duties and should include at a minimum: volunteer title, supervisor or point of contact, objective of the position, duties of the position, and requirements necessary to perform the duties. The supervising department or agency will control the time and activities of the volunteer and maintain records which will, at a minimum, indicate the beginning and end of volunteer service for each individual.

All volunteers should receive basic training on how to carry out their responsibilities. Based on the complexity and responsibility of the assignment, instruction will vary from an informal orientation to a formalized training program. Training will include safety issues and incident reporting information.

It will be the responsibility of the supervising department or agency to monitor the performance of volunteers and ensure that volunteers are performing up to standards and in the best interests of the county. Those not performing up to expectations will be relieved of their responsibilities.

RECORDS RETENTION

Records of each volunteer's basic information, begin and end dates, and any other pertinent information will be retained by the supervising department or agency for a period of seven years. In the event a juvenile is retained as a volunteer, those records will be kept for a period of seven years from the date the individual reaches the age of majority (18).

A copy of the Volunteer Form can be obtained from Human Resources.



WHISTLEBLOWER PROTECTIONS

A whistleblower as defined by this policy is an employee of Outagamie County who reports an activity that they consider to be illegal or dishonest to one or more of the parties specified in this Policy. The whistleblower is not responsible for investigating the activity or for determining fault or corrective measures; appropriate management officials are charged with these responsibilities.

Examples of illegal or dishonest activities include but are not limited to violations of federal, state or local laws; billing for services not performed or for goods not delivered; and other fraudulent financial reporting.

If an employee has knowledge of or a concern of illegal or dishonest fraudulent activity, the employee is to contact the Human Resources Director or their designee. The employee must exercise sound judgment to avoid baseless allegations. An employee who intentionally files a false report of wrongdoing will be subject to discipline up to and including termination.

Whistleblower protections are provided in two important areas - confidentiality, and anti-retaliation. Insofar as possible, the confidentiality of the whistleblower will be maintained. However, identity may have to be disclosed to conduct a thorough investigation, to comply with the law and to provide accused individuals their legal rights of defense. Outagamie County will not retaliate against a whistleblower. This includes, but is not limited to, protection from retaliation in the form of an adverse employment action such as termination, compensation decreases, or poor work assignments and threats of physical harm. Any whistleblower who believes they are being retaliated against must contact the Human Resources Director immediately. The right of a whistleblower for protection against retaliation does not include immunity for any personal wrongdoing that is alleged and investigated.

In the event that such a report requires disclosures of trade secrets, the DTSA provides for immunity to the employee for certain disclosures of trade secrets.

Pursuant to 18USC1893(3) and Wis. Stat. § 134.90(1)(c), the term "trade secret" means all forms and types of financial, business, scientific, technical, economic, or engineering information, including patterns, plans, compilations, program devices, formulas, designs, prototypes, methods, techniques, processes, procedures, programs, or codes, whether tangible or intangible, and whether or how stored, compiled, or memorialized physically, electronically, graphically, photographically, or in writing if— (A)the owner thereof has taken reasonable measures to keep such information secret; and (B)the information derives independent economic value, actual or potential, from not being generally known to, and not being readily ascertainable through proper means by, another person who can obtain economic value from the disclosure or use of the information.

Defend Trade Secrets Act (DTSA) Compliance: "Immunity from Liability for Confidential Disclosure of a Trade Secret to the Government or in a Court Filing:

(1) Immunity—An individual shall not be held criminally or civilly liable under any federal or state trade secret law for the disclosure of a trade secret that—(A) is made—(i) in confidence to a federal, state or local government official, either directly or indirectly, or to an attorney; and (ii) solely for the purpose of reporting or investigating a suspected violation of law; or (B) is made in a complaint or other document filed in a lawsuit or other proceeding, if such filing is made under seal.

(2) Use of Trade Secret Information in Anti-Retaliation Lawsuit—An individual who files a lawsuit for retaliation by an employer for reporting a suspected violation of law may disclose the trade secret to the attorney of the individual and use the trade secret information in the court proceeding, if the individual—(A) files any document containing the trade secret under seal; and (B) does not disclose the trade secret, except pursuant to court order."

WISCONSIN RETIREMENT SYSTEM

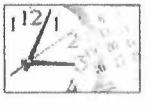
Employees expected to work 1200 hours and at least one year are eligible to participate in the Wisconsin Retirement System (WRS) as administered by Employee Trust Fund (ETF). This State-

administered program covers employees from the first day in a qualifying position; however, employees hired on or after July 1, 2011 will be subject to a five (5) year vesting requirement.

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. However, Sheriff's Department protective status management staff hired prior to July 1, 2011 will have the same Wisconsin Retirement System contribution arrangement as the Deputy Sheriff's Association. Contribution rates are determined by the Trust Funds Board and are subject to change.

A separation benefit from the Wisconsin Retirement Fund can be taken upon termination of employment. The termination must occur any time prior to age 55 for general category employees, or if over 55, a separation benefit would be available to participants who are not vested. A separation benefit is a lump sum withdrawal of the employee contribution balance which will include all employee contributions (whether deducted from the employee's salary or paid on the employee's behalf by the county) plus accumulated interest. The employer-required contributions are forfeited.

On retirement, employees vested in the Wisconsin Retirement System can apply for a lifetime monthly annuity based on the plan's available formula calculation or other options as allowed by ETF. Employees severing their employment status with the county should contact the Human Resources Department to obtain the applicable forms and information regarding their retirement account. Retiring employees are encouraged to contact ETF at least six (6) months in advance of their anticipated retirement date.



WORK WEEK AND HOURS

Outagamie County maintains work hours which are compatible with state law, departmental functions, and the maintenance of effective work schedules. The county reserves the right to modify the normal schedule of hours.

Each payroll period is two weeks long, beginning on a Sunday and ending on a Saturday, and is known as a bi-weekly payroll, with the exception of certain Highway employees who are on a semi-monthly schedule. Payday for most county employees is every other Friday.

With the exception of Section 7(k) Sheriff Department employees, the normal work day for regular full-time employees shall generally be 7.5 - 8 hours and a normal work week shall generally be 37.5 - 40 hours. Employees on a 37.5 hour work week schedule shall be compensated at straight-time pay for all hours worked between thirty-seven and one-half (37.5) and forty (40) hours per week.

Brewster Village: Full-time regular Brewster Village employees shall work a normal day of eight (8) hours and a normal work period of forty (40) hours or eighty (80) hours, depending on assignment. Brewster Village nursing staff will receive a shift differential as defined on the wage schedule. The work schedule will be posted at least two (2) pay periods in advance and posted on the respective neighborhoods. In the event of a layoff, the work schedule shall be made two (2) weeks in advance of the effective date of the layoff and posted on the respective neighborhoods. Any deviation from this schedule, if requested by an employee, shall be the

responsibility of the employee to have someone to work in their place as long as it does not involve overtime pay. Exceptions may be made in cases of illness, bereavement leave, or vacation.

Sheriff's Department: The normal work week for full-time employees classified as Telecommunicator, Correctional Officer, and Jail Operations Assistant will typically be 5 on – 2 off, 5 on – 3 off, and the normal work day for such employees shall consist of an eight and one-third (8.20) hour shift. Shifts for Communication Center Personnel and Jail Operations Assistants shall be assigned as determined by the county. Other assignments to the various shifts may be made by the county as needed.



WORKER'S COMPENSATION

It is the policy of the Outagamie County to provide a workers' compensation program at no cost to employees. This program covers any injury or illness sustained in the course of employment.

Workers' compensation is a "no-fault" system that provides compensation for reasonable medical expenses and wage losses to employees who are injured or who become ill because of employment.

Outagamie County has self-funded workers' compensation insurance with a third-party claims administrator. The insurance provides coverage for related medical and rehabilitation expenses and a portion of lost wages to employees who sustain an injury on the job. Worker's Compensation begins on the employee's first day of work.

The County abides by all applicable state workers' compensation laws and regulations.

If an employee sustains a job-related injury or illness, the employee is required to notify the Supervisor and/or Risk Administration. The employee will complete and sign an Injury Report. The Supervisor will also complete an injury report and return both the employee's and their form to the Risk Administrator who will file the claim. In cases of true medical emergencies, the employee should report to the nearest emergency room and notify his or her supervisor as soon as possible.

In the case of serious work-related injury which requires the employee to leave work to seek medical attention on the date of the injury, a full day's pay will be allowed for the first day, regardless of what time of day the injury was sustained after the official starting time. Per Wisconsin statutes, Chapter 102, if an employee misses work due to a work injury (or work illness), workers' compensation will pay up to two-thirds of the employee's gross average weekly wage. A three-day waiting period may apply. To receive any wage benefit, missed time must be authorized by the employee's treating physician.

No employee will be allowed to take sick leave for an occupational injury except as cited above, as per ruling of the Wisconsin Division of Workers' Compensation. Compensation is always paid on legal holidays falling on a work day, and when an employee is off work due to an injury over a holiday, they cannot receive holiday pay from the County. Compensation is figured at six (6) days per week.

If an employee returns to work after an injury and they have to go back to their doctor for treatment or checkup, such time can be charged to sick leave. If any employee is off from work at the close of the year because of occupational injury and still has unused vacation time, such time can be taken in the following year, with authorization from the Administrator.

During the time an employee is receiving temporary-total Worker's Compensation benefits, the County will continue paying its share of the Health Insurance premium, for a maximum of twelve (12) months.

Worker's Compensation Differential Pay for Correctional Officers, Telecommunicators, Process Servers, Operations Assistants & Records Specialists (former OCJCA employee group): In the event a full time employee becomes entitled to and receives Worker's Compensation payments for temporary-total or temporary-partial disability under Chapter 102 of Wisconsin Statutes, the employee's Worker's Compensation payments will be supplemented so that the employee will receive eighty percent (80%) of their full salary during said period up to a maximum of twenty-six (26) calendar weeks from the date of the original injury or illness. This shall be accomplished by the County paying the employee the difference between the employee's Worker's Compensation check and the employee's normal salary for the period covered by said Worker's Compensation check. For purposes of this paragraph only, an employee shall be considered as entitled to Worker's Compensation payments for temporary-total or temporary-partial disability during the first three (3) days of any illness or injury, notwithstanding the provisions of Chapter 102 of Wisconsin Statutes. Part time employees in these positions do not qualify for this differential pay.

Workers' compensation benefits (paid or unpaid) will run concurrently with the Family and Medical Leave Act, if applicable, and where permitted by state and federal law.

Information on how to report an injury can be found on the Risk Administration webpage http://myoc.org/home/showpublisheddocument/4646/638047862218330000

GLOSSARY OF TERMS

The following definitions are in alphabetical order and are presented here as resources for your use as you use the handbook.

Active Employment: Performing actual work for the county for which the employee receives pay.

Adjusted Date of Hire: A date used as a starting point to track such things as time in grade, position, and employment status.

Allocation: The assignment of a position to a class.

Anniversary Date: The date an employee begins county employment. Also known as "Date of Hire".

Board: The Outagamie County Board of Supervisors.

Class: One or more positions which are sufficiently alike in duties and responsibilities to warrant using the same title, similar qualifications, selection processes and the same pay range.

Class Specification: A written description of a class containing the class title, a general statement of the duties and responsibilities, examples of typical duties performed, and minimum qualifications required.

Class Title: The official designation or name of the class as stated in the class specification. The class title shall be used on all personnel records and other official personnel actions.

Classification Plan: The sum total of all job class specifications in the county service and a system showing salary and classification relationships.

Compensatory Time: The hours absent from duty granted to compensate for authorized overtime worked.

Continuous Service: The total length of employment with the county without break or interruption.

Demotion: The assignment of an employee from one class to another class with a lower pay range.

Department: A unit of government having a separate operational budget, usually reporting directly to the County Executive.

Department Head: A county official with the responsibility for the operation of a county department and that department's budget.

Disciplinary Action: The action taken to discipline an employee for cause which may include any action from a verbal reprimand up to and including discharge.

Domestic Partner: A person with whom an employee shares a committed relationship akin to marriage. This relationship is characterized by mutual financial interdependence and a shared residence, and typically involves a level of emotional and physical commitment similar to that found in a traditional marriage. Domestic partners may or may not be legally married or have registered their partnership, depending on local laws and regulations.

Effective Date: The date at the beginning of a payroll period on or following the eligibility date for which a change in pay is to be implemented.

Eligible: A person certified as meeting the training, experience, and skill requirements and as successfully completing all parts of the selection process when formal selection devices are used.

Eligibility Date: The date an employee becomes eligible for benefits and/or change in salary.

Eligibility List: A list of persons eligible to fill positions in a particular job class.

Emergency Appointment: An appointment not to exceed thirty calendar days which may be made in case of unforeseen emergency and when necessary to prevent impairment of county service.

Employee: An individual who is employed by the county and is paid in part or whole through the county payroll. This specifically excludes leased, employment agency and independent contractors.

Employee Complaint: A formal employee complaint regarding alleged poor working conditions, unjust application of discipline, or unfair application or violation of the personnel rules and regulations of the county or the department for which the employee works.

Entrance Pay Rate: The rate at which an individual not currently on the payroll will normally be paid upon joining the county service.

Full Month of Service: Minimum of ten (10) times an employee's Factor (Full Time Factors: 8 and 7.5; Part Time Factors: As assigned by Payroll or employee's department); 10 is derived from 10 days of service in a month.

Immediate Family: Unless otherwise defined, includes spouse, domestic partner, child, parent, brother, sister, mother-in-law, father-in-law, sister-in-law, brother-in-law, daughter-in-law, son-in-law, grandparent, stepparent, stepchild, stepbrother, or stepsister.

Jurisdictional Committee: That committee established by the County Board to be the policy and budget oversight committee for a particular department.

Layoff: The involuntary separation of an employee because of lack of work, lack of funds, or the abolishment of a position.

Leave: An authorized absence from regularly scheduled work hours which has been approved by proper authority.

Overtime: Time an employee is directed and authorized to work in excess of forty (40) hours in one work week, or other hours as determined by Federal or State law for applicable law enforcement or Brewster Village staff.

Pay Plan: A schedule of pay ranges for all classes of positions in the county service.

Pay Range: The minimum and maximum rates of pay established for each class of positions.

Position: A grouping of duties and responsibilities to be performed by an employee. A position may be filled or vacant, full-time or part-time, regular or temporary.

Promotion: The assignment of an employee from one class to another class with a higher pay range.

Reclassification: The reassignment of a position from one class to another to recognize a change in the duties and responsibilities of a position or to correct an error in the original assignment.

Reinstatement: The action by which a former employee may be reinstated to a position with pay and/or fringe benefits comparable to that received at the time of separation or as may be appropriate at the time.

Reprimand: A written notice to an employee that the supervisor believes a deficiency exists in the employee's work performance or conduct and improvement is needed, which is filed in the employee's Human Resources Department personnel file.

Supervisor: The person responsible for the assignment, direction and evaluation of the work of another employee.

Termination: The removal of an employee from the payroll for voluntary, or involuntary reasons, including dismissal, resignation, retirement, or death.

Transfer: The assignment of an employee from one position to another in the same class or to a class with the same pay range.

Vacancy: A duly created position which is not occupied and for which funds have been provided.

ADDITIONAL RESOURCES

Internal Outagamie County Website (for employees only)
http://myoc.org/

External Outagamie County Website
https://www.outagamie.org/

Administrative Rules & County Executive Newsletter
http://myoc.org/departments/county-executive

Human Resources Webpage
http://myoc.org/departments/human-resources

Tyler-Munis Employee Self-Service
https://outagamie.munisselfservice.com/

Various Policies and Procedures
http://myoc.org/applications/policies-procedures

Revision Date: July 2024

RESOLUTION NO.: 60—2024-25

TO THE HONORABLE, THE OUTAGAMIE COUNTY BOARD OF SUPERVISORS

LADIES AND GENTLEMEN: ***MAJORITY***

Rule 9 of the Outagamie County Board Rules, Sec. 2-52 Administrative Rule Review, establishes a procedure for the review of Administrative Rules. The County Board may approve of the rule or refer it back to administration for revision and re-submission. A rule regarding updates to the Outagamie County Employee Handbook has been submitted for review.

Administrative Rule AR-2024-02 updates the Outagamie County Employee Handbook with adjustments to:

- Life Insurance
  - Outagamie County provides group life insurance for full-time employees, and will be eligible the first of the month following one (1) month of continuous employment.
- Long-Term Disability
  - Coverage becomes effective the first of the month following one (1) full month of continuous employment of eligibility.

Administrative Rule AR-2024-02 replaces Administrative Rule AR-2024-01.

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

BE IT RESOLVED, that the Outagamie County Board of Supervisors does hereby approve Administrative Rule AR-2024-02 as attached and by reference made a part hereof, which amends the Outagamie County Employee Handbook with adjustments and clarifying language to reflect current practice as pertains to Life Insurance and Long-Term Disability, and

BE IT FURTHER RESOLVED, that this rule shall be numbered AR-2024-02, shall replace AR-2024-01, and will be on file in the manual entitled "Outagamie County Administrative Rules" in the Outagamie County Clerk's Office, and

I, Kelly Gerrits, County Clerk for the County of Outagamie Wisconsin do hereby certify that the foregoing is a true and correct copy of the October 22, 2024 County Board Minutes approved by a majority vote at a meeting of the County Board on November 4, 2024 and recorded in the minutes of said meeting a quorum of members being present.

In testimony whereof, I have hereunto set my hand and the seal of the County of Outagamie, Wisconsin, this 5th Day of November, 2024

/s/ Kelly Gerrits
County Clerk

Please call the Outagamie County Clerk's Office (832-5077) if you would like further elaboration of these minutes.

RUN: November 18, 2024

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

Office of the County Clerk, November 4, 2024.

The Board met pursuant to adjournment, and was called to order by Chairperson Gabrielson at 5:30 p.m. in the County Board Room, located at 320 South Walnut Street, Appleton, Wisconsin.

ROLL CALL: 30 present, 6 absent. Members present: Johnson, Patience, Gabrielson, Kostelny, Hammen, Lawrence, Lamers, Ferguson, McCabe, Wegand, MacDonald, Schroeder, Croatt, Spears, Heiser, Mitchell, Cuff, Hagen, Klemp, Thiede, Janke, Weinberg, Culbertson, Monfils, Nejedlo, Clegg, Thyssen, VanderHeiden, Koury, and Lautenschlager. Members absent: Supervisors Thompson, Smith, Krueger, Hermes, Winterfeldt, and Rettler.

The Board Chairperson requested the Board's confirmation to excuse Supervisors Thompson, Smith, Krueger, Hermes, and Rettler. Chairperson Gabrielson announced Supervisor Lamers would need to leave the meeting early. No objections; so ordered.

The Pledge of Allegiance was led by Chairperson Gabrielson.

SPECIAL ORDER OF BUSINESS – None.

ESTABLISH ORDER OF THE DAY– In order to expedite the meeting, Chairperson Gabrielson requested unanimous consent to group the resolutions for roll calls for the Table of Organization Changes, New Position Changes, and Regrading (Resolution Nos. 61-92—2024-25), unless a Supervisor wanted a resolution separated out from the combined roll call. VOICE VOTE CARRIED UNANIMOUSLY.

Chairperson Gabrielson reported the request to have all ordinances, and resolutions locked in at the meeting.

Chairperson Gabrielson asked for unanimous consent to handle all reconsiderations and lock ins at the end of the meeting as noted. No objections; so ordered.

2025 COUNTY EXECUTIVE BUDGET - The Finance Committee moves for adoption of the 2025 County Executive Budget as amended by the Finance Committee (see Final Finance Committee 2025 Executive Budget Amendments Worksheet).

Supervisor Croatt moved, seconded by Supervisor Cuff, for adoption of the 2025 County Executive Budget as amended by the Finance Committee.

Chairperson Gabrielson requested unanimous consent to allow Finance Director Uitenbroek and Deputy Finance Director Hamilton to answer technical questions. VOICE VOTE CARRIED UNANIMOUSLY.

Budgets were taken up in the order, by committee, as listed in the order of the agenda.

Health and Human Services Committee
No amendments were offered.

Highway, Recycling and Solid Waste Committee
No amendments were offered.

Property, Airport, Recreation & Economic Development Committee
No amendments were offered.

Legislative/Audit and Human Resources Committee
No amendments were offered.

New Position Requests – 2025 Budget – tables included in packet and referenced in all position change resolutions:

Airport:
Resolution No. 61—2024-25 – Legislative/Audit & Human Resources Committee. Amend the Wage Scale for the Appleton International Airport, cost center 5000110, by changing the Director of Finance & Administration from Exempt 165 to Exempt 175 effective January 1, 2025, and the fiscal change has been included in the budget as well as attendant budget expenditures and revenues, as detailed in the attachments.

Resolution No. 62—2024-25 – Legislative/Audit & Human Resources Committee. Amend the Wage Scale for the Appleton International Airport, cost center 5000110, by changing the Marketing & Brand Manager from Exempt 145 to Exempt 160 effective January 1, 2025, and the fiscal change has been included in the budget as well as attendant budget expenditures and revenues, as detailed in the attachments.

Supervisor Spears moved, seconded by Supervisor Culbertson, for adoption of Resolution Nos. 61 and 62—2024-25.

ROLL CALL: 30 yes, 6 absent. RESOLUTION NOS. 61 and 62—2024-25 ARE ADOPTED.

CJTS:
Resolution No. 63—2024-25 – Legislative/Audit & Human Resources Committee. Amend the Table of Organization for the Criminal Justice Treatment Services (CJTS), cost center 1009100, by eliminating one (1) part-time Criminal Justice Support Specialist position and creating one (1) part-time Case Manager position effective January 1, 2025, and the fiscal change has been included in the budget as well as attendant budget expenditures and revenues, as detailed in the attachments.

Resolution No. 64—2024-25 – Legislative/Audit & Human Resources Committee. Amend the Table of Organization for the Criminal Justice Treatment Services (CJTS), cost center 2101000, by creating one (1) part-time Office Assistant position (sunset position) effective January 1, 2025, and the fiscal change has been included in the budget as well as attendant budget expenditures and revenues, as detailed in the attachments.

Supervisor Patience moved, seconded by Supervisor MacDonald, for adoption of Resolution Nos. 63 and 64—2024-25.

ROLL CALL: 30 yes, 6 absent. RESOLUTION NOS. 63 and 64—2024-25 ARE ADOPTED.

Financial Services:

Resolution No. 65—2024-25 – Legislative/Audit & Human Resources Committee. Amend the Table of Organization for the Financial Services Department, cost center 1004100, by eliminating one (1) full-time Deputy Director Department & Board Relations position and creating one (1) full-time Senior Accountant position effective January 1, 2025, and the fiscal change has been included in the budget as well as attendant budget expenditures and revenues, as detailed in the attachments.

Supervisor Croatt moved, seconded by Supervisor Lautenschlager, for adoption of Resolution No. 65—2024-25.

ROLL CALL: 30 yes, 6 absent. RESOLUTION NO. 65—2024-25 IS ADOPTED.

Health & Human Services:

Resolution No. 66—2024-25 – Legislative/Audit & Human Resources Committee. Amend the Table of Organization for the Health and Human Services Department, cost center 2063595, by creating two (2) full-time Case Manager – CLTS Program positions (sunset positions) effective January 1, 2025, and the fiscal change has been included in the budget as well as attendant budget expenditures and revenues, as detailed in the attachments.

Resolution No. 67—2024-25 – Legislative/Audit & Human Resources Committee. Amend the Table of Organization for the Health and Human Services Department, cost center 2063595, by creating one (1) full-time Case Manager – Lead position (sunset position) effective January 1, 2025, and the fiscal change has been included in the budget as well as attendant budget expenditures and revenues, as detailed in the attachments.

Resolution No. 68—2024-25 – Legislative/Audit & Human Resources Committee. Amend the Table of Organization for the Health and Human Services Department, cost center 2063595, by creating one (1) full-time Human Services Supervisor - CLTS position (sunset position) effective January 1, 2025, and the fiscal change has been included in the budget as well as attendant budget expenditures and revenues, as detailed in the attachments.

Resolution No. 69—2024-25 – Legislative/Audit & Human Resources Committee. Amend the Table of Organization for the Health and Human Services Department, cost center 2063595, by creating one (1) full-time Fiscal Specialist – CLTS position (sunset position) effective January 1, 2025, and the fiscal change has been included in the budget as well as attendant budget expenditures and revenues, as detailed in the attachments.

Resolution No. 70—2024-25 – Legislative/Audit & Human Resources Committee. Amend the Table of Organization for the Health and Human Services Department, cost center 2061010, by creating One (1) Full-time Community Health Educator – Substance Use Prevention position effective January 1, 2025, and the fiscal change has been included in the budget as well as attendant budget expenditures and revenues, as detailed in the attachments.

Resolution No. 71—2024-25 – Legislative/Audit & Human Resources Committee. Amend the Table of Organization for the Health and Human Services Department, cost center 2061020, by eliminating one (1) full-time Nutritionist position and creating One (1) Full-time Registered Dietitian position (sunset position) effective January 1, 2025, and the fiscal change has been included in the budget as well as attendant budget expenditures and revenues, as detailed in the attachments.

Resolution No. 72—2024-25 – Legislative/Audit & Human Resources Committee. Amend the Table of Organization for the Health and Human Services Department, cost center 2065010, by eliminating one (1) full-time Accountant position and creating One (1) full-time Finance Supervisor (DHHS Fiscal) position effective January 1, 2025, and the fiscal change has been included in the budget as well as attendant budget expenditures and revenues, as detailed in the attachments.

Resolution No. 73—2024-25 – Legislative/Audit & Human Resources Committee. Amend the Table of Organization for the Health and Human Services Department, cost center 2066090, by creating One (1) full-time Systems Analyst II position effective January 1, 2025, and the fiscal change has been included in the budget as well as attendant budget expenditures and revenues, as detailed in the attachments.

Resolution No. 74—2024-25 – Legislative/Audit & Human Resources Committee. Amend the Table of Organization for the Health and Human Services Department, cost center 2066090, by eliminating one (1) full-time Psychiatric Nurse position and creating one (1) full-time Psychiatric Nurse – Lead position effective January 1, 2025, and the fiscal change has been included in the budget as well as attendant budget expenditures and revenues, as detailed in the attachments.

Resolution No. 75—2024-25 – Legislative/Audit & Human Resources Committee. Amend the Table of Organization for the Health and Human Services Department, cost center 2066090, by creating two (2) full-time Case Manager (CCS Kids – Young Adult) positions (sunset positions) effective January 1, 2025, and the fiscal change has been included in the budget as well as attendant budget expenditures and revenues, as detailed in the attachments.

Supervisor McCabe moved, seconded by Supervisor Kostelny, for adoption of Resolution Nos. 66, 67, 68, 69, 70, 71, 72, 73, 74 and 75—2024-25.

ROLL CALL: 30 yes, 6 absent. RESOLUTION NOS. 66, 67, 68, 69, 70, 71, 72, 73, 74 and 75—2024-25 ARE ADOPTED.

Highway:

Resolution No. 76—2024-25 – Legislative/Audit & Human Resources Committee. Amend the Table of Organization for the Highway Department, cost center 6008000, by creating one (1) Deputy Highway Commissioner position effective January 1, 2025, and the fiscal change has been included in the budget as well as attendant budget expenditures and revenues, as detailed in the attachments.

Resolution No. 77—2024-25 – Legislative/Audit & Human Resources Committee. Amend the Table of Organization for the Highway Department, cost center 6005000, by creating two (2) full-time Equipment Operator positions effective January 1, 2025, and the fiscal change has been included in the budget as well as attendant budget expenditures and revenues, as detailed in the attachments.

Resolution No. 78—2024-25 – Legislative/Audit & Human Resources Committee. Amend the Table of Organization for the Highway Department, cost center 6005000, by creating one (1) full-time Highway Operations Foreman position effective January 1, 2025, and the fiscal change has been included in the budget as well as attendant budget expenditures and revenues, as detailed in the attachments.

Resolution No. 79—2024-25 – Legislative/Audit & Human Resources Committee. Amend the Table of Organization for the Highway Department, cost center 6008003, by creating one (1) full-time Mechanic position effective January 1, 2025, and the fiscal change has been included in the budget as well as attendant budget expenditures and revenues, as detailed in the attachments.

Resolution No. 80—2024-25 – Legislative/Audit & Human Resources Committee. Amend the Table of Organization for the Highway Department, cost center 6005000, by creating one (1) part-time Youth Apprentice – Equipment Operator position effective January 1, 2025, and the fiscal change has been included in the budget as well as attendant budget expenditures and revenues, as detailed in the attachments.

Resolution No. 81—2024-25 – Legislative/Audit & Human Resources Committee. Amend the Table of Organization for the Highway Department, cost center 6005000, by creating one (1) part-time Youth Apprentice – Engineering position effective January 1, 2025, and the fiscal change has been included in the budget as well as attendant budget expenditures and revenues, as detailed in the attachments.

Supervisor Hagen moved, seconded by Supervisor Nejedlo, for adoption of Resolution Nos. 76, 77, 78, 79, 80 and 81—2024-25.

ROLL CALL: 30 yes, 6 absent. RESOLUTION NOS. 76, 77, 78, 79, 80 and 81—2024-25 ARE ADOPTED.

Human Resources:

Resolution No. 82—2024-25 – Legislative/Audit & Human Resources Committee. Amend the Wage Scale for the Human Resources Department, cost center 1006000, by changing the full-time HRIS Analyst from Exempt 145 to Exempt 150 effective January 1, 2025, and the fiscal change has been included in the budget as well as attendant budget expenditures and revenues, as detailed in the attachments.

Supervisor Spears moved, seconded by Supervisor Kostelny, for adoption of Resolution No. 82—2024-25.

ROLL CALL: 30 yes, 6 absent. RESOLUTION NO. 82—2024-25 IS ADOPTED.

Information Technology:

Resolution No. 83—2024-25 – Legislative/Audit & Human Resources Committee. Amend the Table of Organization for the Information Technology Department, cost center 6040100, by creating one (1) full-time Network Engineer (IT) position effective January 1, 2025, and the fiscal change has been included in the budget as well as attendant budget expenditures and revenues, as detailed in the attachments.

Resolution No. 84—2024-25 – Legislative/Audit & Human Resources Committee. Amend the Table of Organization for the Information Technology Department, cost center 6040100, by creating one (1) full-time Senior Systems Analyst position effective January 1, 2025, and the fiscal change has been included in the budget as well as attendant budget expenditures and revenues, as detailed in the attachments.

Resolution No. 85—2024-25 – Legislative/Audit & Human Resources Committee. Amend the Table of Organization for the Information Technology Department, cost center 6040100, by creating one (1) full-time Systems Engineer position effective January 1, 2025, and the fiscal change has been included in the budget as well as attendant budget expenditures and revenues, as detailed in the attachments.

Supervisor Croatt moved, seconded by Supervisor Johnson, for adoption of Resolution Nos. 83, 84 and 85—2024-25.

ROLL CALL: 30 yes, 6 absent. RESOLUTION NOS. 83, 84 and 85—2024-25 ARE ADOPTED.

Maintenance:
Resolution No. 86—2024-25 – Legislative/Audit & Human Resources Committee. Amend the Table of Organization for the Maintenance Department, cost center 1005300, by creating one (1) full-time Facilities Maintenance Manager position effective January 1, 2025, and the fiscal change has been included in the budget as well as attendant budget expenditures and revenues, as detailed in the attachments.

Supervisor Lautenschlager moved, seconded by Supervisor Culbertson, for adoption of Resolution No. 86—2024-25.

ROLL CALL: 29 yes, 1 no (Janke), 6 absent. RESOLUTION NO. 86—2024-25 IS ADOPTED.

Parks:
Resolution No. 87—2024-25 – Legislative/Audit & Human Resources Committee. Amend the Table of Organization for the Parks Department, cost center 1006200, by creating one (1) full-time Parks Maintenance Technician position and one (1) part-time Parks Maintenance Technician position effective January 1, 2025, and the fiscal change has been included in the budget as well as attendant budget expenditures and revenues, as detailed in the attachments.

Supervisor Culbertson moved, seconded by Supervisor Monfils, for adoption of Resolution No. 87—2024-25.

ROLL CALL: 29 yes, 1 no (Janke), 6 absent. RESOLUTION NO. 87—2024-25 IS ADOPTED.

Register in Probate:
Resolution No. 88—2024-25 – Legislative/Audit & Human Resources Committee. Amend the Table of Organization for the Register in Probate Department, cost center 1006300, by eliminating one (1) part-time Office Assistant position and creating one (1) full-time Office Assistant position effective January 1, 2025, and the fiscal change has been included in the budget as well as attendant budget expenditures and revenues, as detailed in the attachments.

Supervisor Spears moved, seconded by Supervisor Patience, for adoption of Resolution No. 88—2024-25.

ROLL CALL: 30 yes, 6 absent. RESOLUTION NO. 88—2024-25 IS ADOPTED.

Sheriff:
Resolution No. 89—2024-25 – Legislative/Audit & Human Resources Committee. Amend the Table of Organization for the Sheriff's Office, cost center 2170100, by creating two (2) full-time Patrol Officer positions (sunset positions) effective January 1, 2025, and the fiscal change has been included in the budget as well as attendant budget expenditures and revenues, as detailed in the attachments.

Resolution No. 90—2024-25 – Legislative/Audit & Human Resources Committee. Amend the Table of Organization for the Sheriff's Office, cost center 1008007, by creating two (2) part-time Patrol Officer positions effective January 1, 2025, and the fiscal change has been included in the budget as well as attendant budget expenditures and revenues, as detailed in the attachments.

Supervisor Patience moved, seconded by Supervisor Kostelny, for adoption of Resolution Nos. 89 and 90—2024-25.

ROLL CALL: 30 yes, 6 absent. RESOLUTION NOS. 89 and 90—2024-25 ARE ADOPTED.

Veterans Office:
Resolution No. 91—2024-25 – Legislative/Audit & Human Resources Committee. Amend the Table of Organization for the Veterans Service Office, cost center 1008700, by eliminating one (1) part-time Veterans Benefits Specialist position and creating one (1) full-time Senior Benefits Specialist position effective January 1, 2025, and the fiscal change has been included in the budget as well as attendant budget expenditures and revenues, as detailed in the attachments.

Supervisor Croatt moved, seconded by Supervisor McCabe, for adoption of Resolution No. 91—2024-25.

ROLL CALL: 30 yes, 6 absent. RESOLUTION NO. 91—2024-25 IS ADOPTED.

Resolution No. 92—2024-25 – Legislative/Audit and Human Resources Committee. Authorize an employee base wage increase of one percent (1%) effective December 29, 2024, for the year 2025, exclusive of step increases, for the exempt and non-exempt pay group which includes all employees except Elected Officials / County Board, the DSA Union group and commission members; a one percent (1%) increase for seasonal staff, and a one percent (1%) increase for the Miscellaneous Pay Group employees. The Miscellaneous pay group employees consist of Deputy Coroners, Bailiffs, Grants, various HHS food transporters, handypersons and site managers, with said increase built into the 2025 annual operating budget, as noted on the attached fiscal note. Authorize an additional longevity step for employees that have been in the same position without a reclassification per the following criteria: 5-7 years and placed at less than step 3; 7-10 years and placed at less than step 5; 10-15 years and placed at less than step 7; 15+ years and placed less than step 10. Retain the employee step program for 2025 and all other benefits remain the same based on usage, as detailed in the attachments.

Supervisor Spears moved, seconded by Supervisor Lamers, for adoption of Resolution No. 92—2024-25.

ROLL CALL: 30 yes, 6 absent. RESOLUTION NO. 92—2024-25 IS ADOPTED.

Agriculture, Extension Education, Zoning and Land Conservation Committee
No amendments were offered.

Public Safety Committee
No amendments were offered.

Finance Committee
No amendments were offered.

Independent Supervisor Amendments to the 2025 County Executive Budget.
Chairperson Gabrielson recognized since the County is at its levy limit, any proposed changes will need to be offset by existing item(s) in the proposed budget.

Supervisor Ferguson moved, seconded by Supervisor Thiede, to add a fringe benefit for county mechanics of $1,500 in 2025 for the reimbursement of mechanic tools with the following changes to the 2025 budget: Airport Cost Center, increase Fringe Benefits - $4,500, decrease Supplies - $4,500; Sheriff Cost Center, increase Fringe Benefits - $1,500, decrease Supplies - $1,500; Highway Shop Operations Cost Center, increase Labor & CIL - $15,000 , increase Allocated Applied Credit for Shop Overhead - $15,000.

Supervisor Lamers left the meeting at 6:34 p.m.

ROLL CALL: 7 yes (Ferguson, Schroeder, Croatt, Heiser, Mitchell, Thiede, Weinberg), 20 no, 2 abstain (Johnson and Clegg), 7 absent. INDEPENDENT SUPERVISOR AMENDMENT TO THE 2025 COUNTY EXECUTIVE BUDGET #1 IS DEFEATED.

Chairperson Gabrielson asked for any additional individual amendments. No additional amendments were offered.

ROLL CALL to adopt the 2025 County Executive Budget as amended.

ROLL CALL: 27 yes, 2 no (Ferguson, Thiede), 7 absent. 2025 COUNTY EXECUTIVE BUDGET IS ADOPTED AS AMENDED.

RECONSIDERATION/LOCK IN OF 2025 ADOPTED BUDGET

Supervisor Croatt moved, seconded by Supervisor Patience to reconsider the 2025 Adopted Budget for the purpose of lock in.

ROLL CALL: 29 yes, 7 absent. 2025 COUNTY EXECUTIVE BUDGET AS AMENDED IS RECONSIDERED.

ROLL CALL: 28 yes, 1 no (Thiede), 7 absent. 2025 COUNTY EXECUTIVE BUDGET AS AMENDED IS ADOPTED AND LOCKED IN.

Finance Committee – continued

Resolution No. 93—2024-25 – Finance Committee. Enabling Tax Levy Resolution for 2024, collected in 2025.

Supervisor Croatt moved, seconded by Supervisor Lautenschlager, for adoption.

ROLL CALL: 29 yes, 7 absent. RESOLUTION NO. 93—2024-25 is ADOPTED.

Supervisor Croatt moved, seconded by Supervisor Mitchell, to reconsider Resolution No. 93—2024-25 for the purpose of lock in.

ROLL CALL: 29 yes, 7 absent. RESOLUTION NO. 93—2024-25 IS RECONSIDERED.

ROLL CALL: 29 yes, 7 absent. RESOLUTION NO. 93—2024-25 IS ADOPTED & LOCKED IN.

The following items are pertinent to regular business and the 2024 budget.

MINUTES OF THE OCTOBER 22, 2024 BUDGET PUBLIC HEARING AND COUNTY BOARD MEETING

Supervisor Thiede moved, seconded by Supervisor VanderHeiden, for approval of the minutes.

ROLL CALL: 27 yes, 2 abstain (Schroeder and Thyssen), 7 absent. MINUTES OF THE OCTOBER 22, 2024, BUDGET PUBLIC HEARING AND COUNTY BOARD MEETING ARE APPROVED.

COMMUNICATIONS –
Chairperson Gabrielson summarized the following communications:

- Chairperson Gabrielson provided many thanks to all who helped with the 2025 County Executive Budget. He specifically thanked Finance Director Uitenbroek, her staff, and County Executive Nelson, who met the needs of the County operations while being fiscally responsible. He extended his appreciation to Department Heads who provided thoughtful and thorough budget presentations, including attending numerous committee and County Board meetings. He expressed his understanding in the learning to navigate to a digital budget book. He thanked the Finance Committee Chairman Croatt and Finance Committee members, who dedicated their time and efforts to review and evaluate the budget. He continued with thanking the County Board Supervisors who revised their department and jurisdiction budgets.
- Chairman Gabrielson also thanked members of the public who spoke at the Annual Budget Public Hearing, attended County Board meetings, and the Finance Committee meetings.
- Tomorrow is the November 2024 General Election Day, and encouraged all members of the public who are eligible to go out and vote. Chairman Gabrielson thanked Clerk Gerrits and her staff in preparing for Election Day.
- There is likelihood the November 12, 2024 County Board meeting may be cancelled due to lack of pressing business, but committees will still meet as scheduled.
- Tuesday, December 10, 2024 will be the final County Board meeting for 2024 – Chairman Gabrielson stressed the importance of finalizing all committee business by that date, including final ARPA dollar allocations. With this being the final meeting of the year, Legislative Services is hoping to coordinate foods and desserts prior to the meeting – please watch e-mails for more information.
- Donations are currently being accepted for the County Board holiday tradition of raising funds for the Adopt-A-Family Program for Outagamie County. The goal this year is to raise $500. If interested in contributing, please provide the cash or check (made payable to Sara Hickey) in Legislative Services. All contributions must be received by Monday, November 25, 2024.
- Chairman Gabrielson reminded the County Board that November 11, 2024 is Veterans Day, and took the time to acknowledge Supervisors who served in the country's armed forces: Supervisor Culbertson, Rettler, Janke, Mitchell, and Kostelny. On November 11, 2024 at 2 p.m. the Veterans Village in Grand Chute is having a dedication ceremony – see Supervisor Janke for more information.
- The outstanding requirement of five (5) Supervisors who still need to complete the October 2024 cyber security training (Work Bytes – Working Remotely), fifteen (15) Supervisors who still need to complete the November 2024 training (Core Concepts: Vishing), which is due on November 14, 2024. Chairperson Gabrielson emphasized the importance of completing the trainings, and if any Supervisor is having any issues with accessing or completing the trainings, to reach out to Legislative Services Office for assistance.
- County Board Supervisors should have received an e-mail from Human Resources Specialist Kariann Hess regarding the open enrollment opportunity for the County's health insurance plan. If interested in participating in the plan, please complete the form – enrollment ends November 14, 2024.
- Chairperson Gabrielson recognized the following County Board Supervisor birthdays: Supervisor Ferguson (11/6), Supervisor Nejedlo (11/8), and Supervisor Croatt (11/10).

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 – *NOTE: The minutes that follow list the synopsis of the ordinances/resolutions and roll calls. At the end of this set of minutes, the scanned copies of the each ordinance/resolution will be appended along with the physical roll call.*

Ordinance No. Z-6—2024-25 – Agriculture, Extension, Zoning, and Land Conservation Committee. Approve to adopt the petition of Meridian Surveying LLC, applicant on behalf of Paul and Annette Hauser, owners, to rezone parcel 170201501 from the Local Commercial District to the General Agriculture District in the Town of Oneida, as depicted on the attached review and map.

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

ROLL CALL: 29 yes, 7 absent. ORDINANCE NO. Z-6—2024-25 IS ADOPTED.

Resolution No. 94—2024-25 – Legislative/Audit and Human Resources Committee. Approve an Agreement between Outagamie County and General Teamsters Union Local 662, collective bargaining representative for the employees of the County Highway Department for calendar year 2025, with no fiscal impact to the 2025 budget as the wages have already been included in the budget, as detailed in the attachments.

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

ROLL CALL: 29 yes, 7 absent. RESOLUTION NO. 94—2024-25 IS ADOPTED.

Resolution No. 95—2024-25 – Agriculture, Extension Education, Zoning, and Land Conservation Committee. Approve of making application for a Pre-Disaster Flood Resilience Grant – 2-24 Assessment Grant through Wisconsin Emergency Management for the purpose of studying hydrology in a watershed area south of CTH O and east and west of CTH EE in the Town of Freedom and part of the Town of Center; authorize the County Land Conservation Director to act on behalf of the County by submitting an application for any financial aid, sign documents, and take any necessary action to undertake, direct and complete approved projects, and the County will meet the financial obligation of accepted grants.

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

ROLL CALL: 29 yes, 7 absent. RESOLUTION NO. 95—2024-25 IS ADOPTED.

Resolution No. 96—2024-25 – Public Safety Committee. Authorize and approve of the Emergency Management Department to accept and expend the Hazardous Materials Emergency Preparedness Grant, to be used for training, and increase the EM Grants line items for Intergovernmental Revenue and the Purchased Services by $2,250 each, as detailed on the attached fiscal note.

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

ROLL CALL: 29 yes, 7 absent. RESOLUTION NO. 96—2024-25 IS ADOPTED.

Resolution No. 97—2024-25 – Property, Airport, Recreation and Economic Development Committee. Authorize and approve the Purchased Services line items by increasing Mosquito Hill by $45,000 and decrease the Reserve for Contingencies by $45,000, to be used to demolish an existing house located at Mosquito Hill and grade the property, as noted on the attached fiscal note.

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

ROLL CALL: 29 yes, 7 absent. RESOLUTION NO. 97—2024-25 IS ADOPTED.

Resolution No. 98—2024-25 – Finance Committee. Approve the sale of In-Rem Tax Foreclosure property in the Village of Hortonville, Parcel ID Number 240016000, "as is" for $150.63, with no budget adjustment necessary, as detailed in the attached Agreement Between Outagamie County and the Village of Hortonville.

Supervisor Croatt moved, seconded by Supervisor Cuff, for adoption.

ROLL CALL: 29 yes, 7 absent. RESOLUTION NO. 98—2024-25 IS ADOPTED.

Supervisor Patience moved, seconded by Supervisor Nejedlo, to reconsider Ordinance No. Z-6—2024-25 and Resolution Nos. 94, 95, 96, 97 and 98—2024-25 for the purpose of lock in.

ROLL CALL: 27 yes, 2 no (Ferguson, Thiede), 7 absent. ORDINANCE NO. Z-6—2024-25 AND RESOLUTION NOS. 94, 95, 96, 97 and 98—2024-25 ARE RECONSIDERED.

ROLL CALL: 29 yes, 7 absent. ORDINANCE NO. Z-6—2024-25 AND RESOLUTION NOS. 94, 95, 96, 97 and 98—2024-25 ARE ADOPTED & LOCKED IN.

ADJOURNMENT

Supervisor Thyssen moved, seconded by Supervisor Wegand to adjourn until December 10, 2024 at 7:00 p.m. VOICE VOTE CARRIED UNANIMOUSLY.

The meeting adjourned at 7:07 p.m.

FINAL COPIES OF ORDINANCES/RESOLUTIONS AND ROLL CALLS PERTINENT TO NEW BUSINESS FOLLOW:

LOCK IN OF 2025 ADOPTED BUDGET

RES. 41

Vote for lock in. ROLL CALL: 28 yes, 1 no (Thiede), 7 absent. 2025 COUNTY EXECUTIVE BUDGET AS AMENDED IS ADOPTED AND LOCKED IN.

VOTE RESULTS | 28 YES | 1 NO | 0 ABSTAIN | 7 ABSENT

Lock in of 2025 County Executive Budget As Amended

Lock in of 2025 County Executive Budget As Amended

Passed With Majority of Full Membership

1 THOMPSON	ABSENT	13 WEGAND	YES	25 JANKE	YES
2 JOHNSON	YES	14 HERMES	ABSENT	26 WEINBERG	YES
3 SMITH	ABSENT	15 MacDONALD	YES	27 CULBERTSON	YES
4 PATIENCE	YES	16 SCHROEDER	YES	28 MONFILS	YES
5 GABRIELSON	YES	17 CROATT	YES	29 WINTERFELDT	ABSENT
6 KOSTELNY	YES	18 SPEARS	YES	30 NEJEDLO	YES
7 HAMMEN	YES	19 HEISER	YES	31 CLEGG	YES
8 LAWRENCE	YES	20 MITCHELL	YES	32 THYSSEN	YES
9 KRUEGER	ABSENT	21 CUFF	YES	33 VANDERHEIDEN	YES
10 LAMERS	ABSENT	22 HAGEN	YES	34 RETTLER	ABSENT
11 FERGUSON	YES	23 KLEMP	YES	35 KOURY	YES
12 McCABE	YES	24 THIEDE	NO	36 LAUTENSCHLAGER	YES

Outagamie County EST. 1851 **11-4-24 County Board Meeting - November 4 2024 06:43:02 PM**

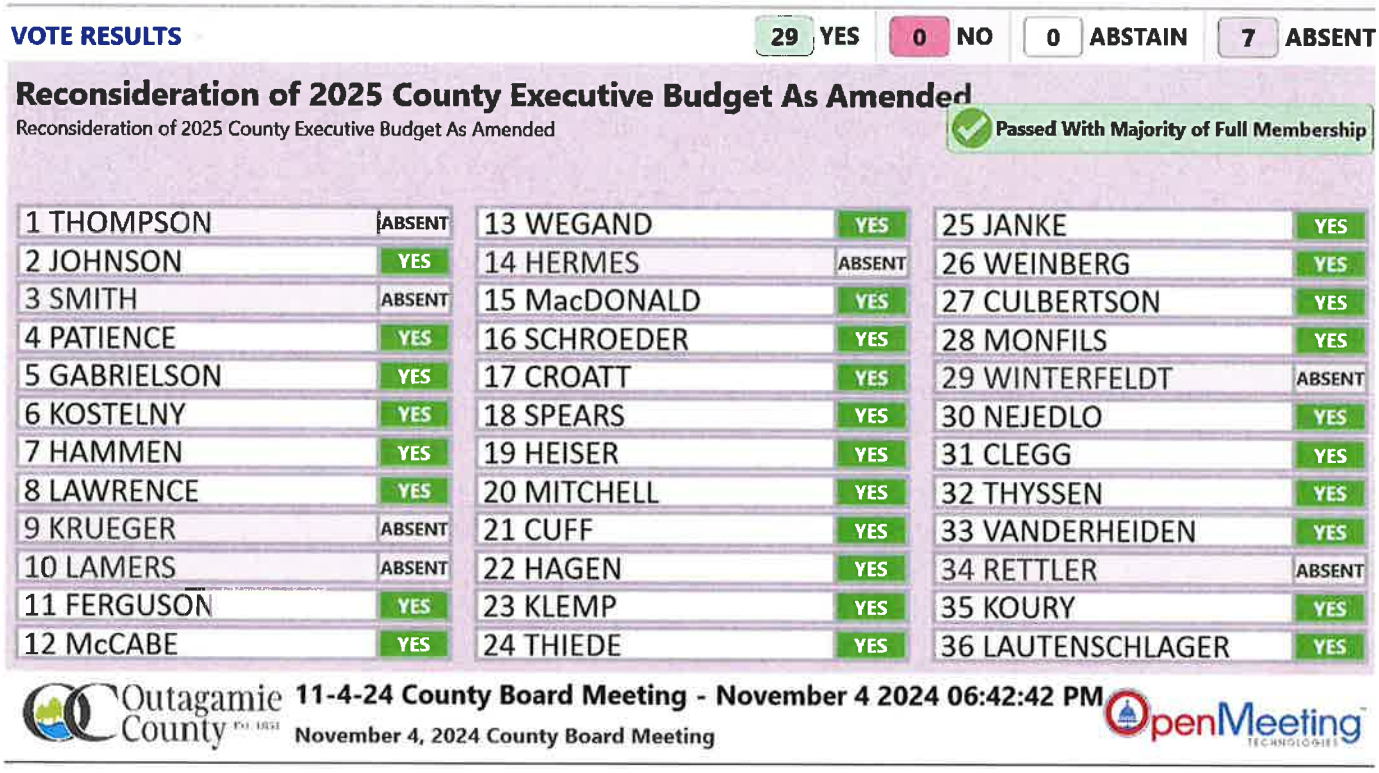
November 4, 2024 County Board Meeting

OpenMeeting TECHNOLOGIES

RECONSIDERATION OF 2025 ADOPTED BUDGET

Supervisor Croatt moved, seconded by Supervisor Patience to reconsider the 2025 Adopted Budget for the purpose of lock in.

Vote for reconsideration. ROLL CALL: 29 yes, 7 absent. 2025 COUNTY EXECUTIVE BUDGET AS AMENDED IS RECONSIDERED.



VOTE RESULTS 29 YES | 0 NO | 0 ABSTAIN | 7 ABSENT

Reconsideration of 2025 County Executive Budget As Amended

Reconsideration of 2025 County Executive Budget As Amended

Passed With Majority of Full Membership

1 THOMPSON	ABSENT	13 WEGAND	YES	25 JANKE	YES
2 JOHNSON	YES	14 HERMES	ABSENT	26 WEINBERG	YES
3 SMITH	ABSENT	15 MacDONALD	YES	27 CULBERTSON	YES
4 PATIENCE	YES	16 SCHROEDER	YES	28 MONFILS	YES
5 GABRIELSON	YES	17 CROATT	YES	29 WINTERFELDT	ABSENT
6 KOSTELNY	YES	18 SPEARS	YES	30 NEJEDLO	YES
7 HAMMEN	YES	19 HEISER	YES	31 CLEGG	YES
8 LAWRENCE	YES	20 MITCHELL	YES	32 THYSSEN	YES
9 KRUEGER	ABSENT	21 CUFF	YES	33 VANDERHEIDEN	YES
10 LAMERS	ABSENT	22 HAGEN	YES	34 RETTLER	ABSENT
11 FERGUSON	YES	23 KLEMP	YES	35 KOURY	YES
12 McCABE	YES	24 THIEDE	YES	36 LAUTENSCHLAGER	YES

Outagamie County

11-4-24 County Board Meeting - November 4 2024 06:42:42 PM

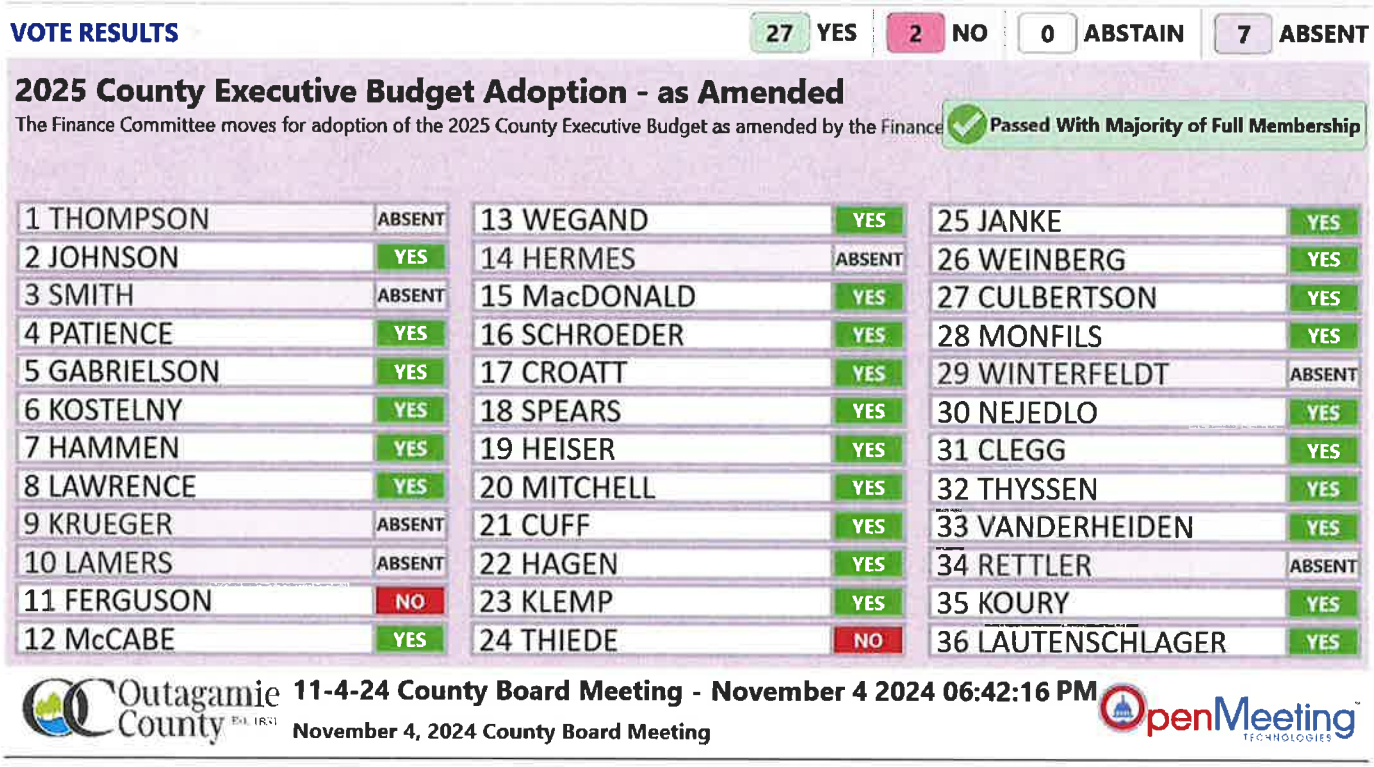
November 4, 2024 County Board Meeting

OpenMeeting

2025 COUNTY EXECUTIVE BUDGET - The Finance Committee moves for adoption of the 2025 County Executive Budget as amended by the Finance Committee.

Supervisor Croatt moved, seconded by Supervisor Cuff, for adoption of the 2025 County Executive Budget as amended by the Finance Committee.

ROLL CALL: 27 yes, 2 no (Ferguson, Thiede), 7 absent. 2025 COUNTY EXECUTIVE BUDGET IS ADOPTED AS AMENDED.



VOTE RESULTS 27 YES | 2 NO | 0 ABSTAIN | 7 ABSENT

2025 County Executive Budget Adoption - as Amended

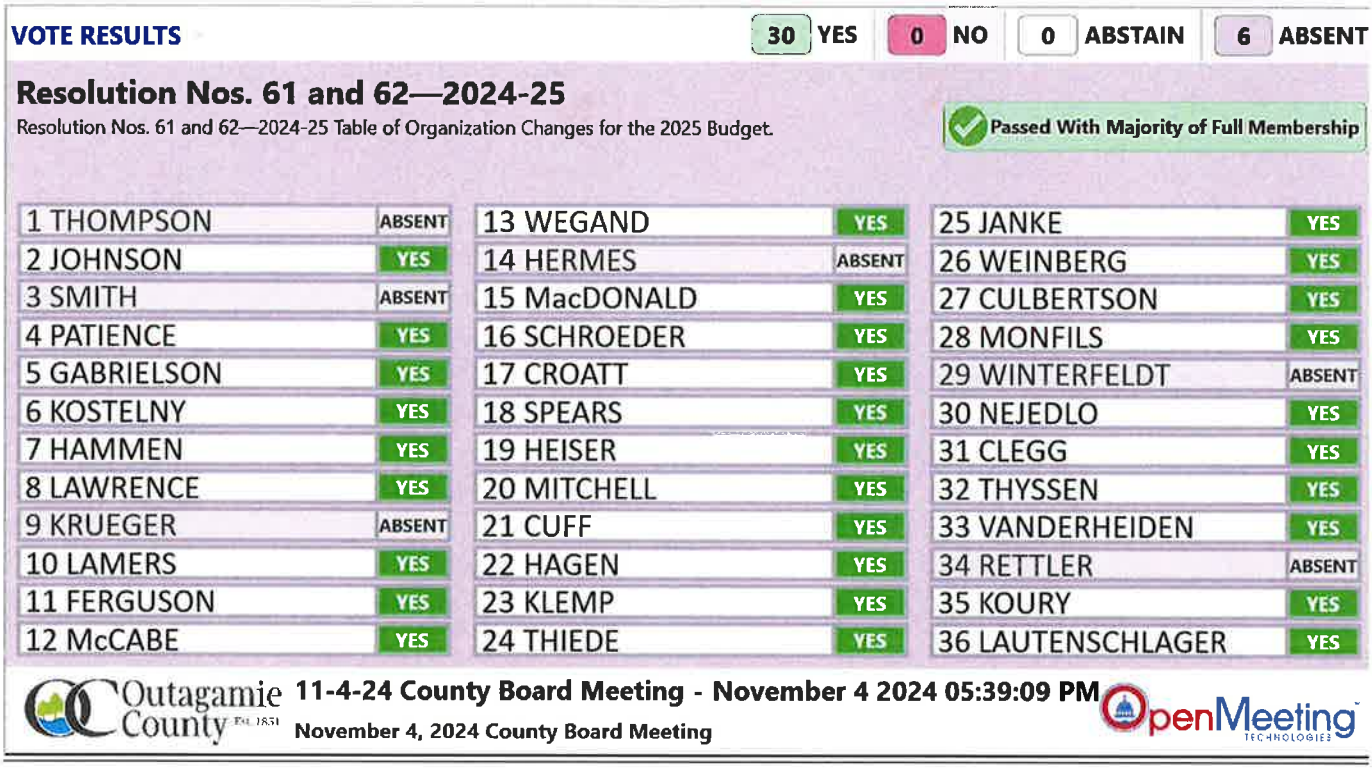
The Finance Committee moves for adoption of the 2025 County Executive Budget as amended by the Finance — Passed With Majority of Full Membership

1 THOMPSON	ABSENT	13 WEGAND	YES	25 JANKE	YES
2 JOHNSON	YES	14 HERMES	ABSENT	26 WEINBERG	YES
3 SMITH	ABSENT	15 MacDONALD	YES	27 CULBERTSON	YES
4 PATIENCE	YES	16 SCHROEDER	YES	28 MONFILS	YES
5 GABRIELSON	YES	17 CROATT	YES	29 WINTERFELDT	ABSENT
6 KOSTELNY	YES	18 SPEARS	YES	30 NEJEDLO	YES
7 HAMMEN	YES	19 HEISER	YES	31 CLEGG	YES
8 LAWRENCE	YES	20 MITCHELL	YES	32 THYSSEN	YES
9 KRUEGER	ABSENT	21 CUFF	YES	33 VANDERHEIDEN	YES
10 LAMERS	ABSENT	22 HAGEN	YES	34 RETTLER	ABSENT
11 FERGUSON	NO	23 KLEMP	YES	35 KOURY	YES
12 McCABE	YES	24 THIEDE	NO	36 LAUTENSCHLAGER	YES

Outagamie County — 11-4-24 County Board Meeting - November 4 2024 06:42:16 PM — November 4, 2024 County Board Meeting — OpenMeeting

Supervisor Spears moved, seconded by Supervisor Culbertson to approve Resolution Nos. 61 and 62—2024-25.

ROLL CALL: 30 yes, 6 absent. RESOLUTION NOS. 61 AND 62—2024-25 ARE ADOPTED.



VOTE RESULTS — 30 YES | 0 NO | 0 ABSTAIN | 6 ABSENT

Resolution Nos. 61 and 62—2024-25

Resolution Nos. 61 and 62—2024-25 Table of Organization Changes for the 2025 Budget.

Passed With Majority of Full Membership

1 THOMPSON	ABSENT	13 WEGAND	YES	25 JANKE	YES
2 JOHNSON	YES	14 HERMES	ABSENT	26 WEINBERG	YES
3 SMITH	ABSENT	15 MacDONALD	YES	27 CULBERTSON	YES
4 PATIENCE	YES	16 SCHROEDER	YES	28 MONFILS	YES
5 GABRIELSON	YES	17 CROATT	YES	29 WINTERFELDT	ABSENT
6 KOSTELNY	YES	18 SPEARS	YES	30 NEJEDLO	YES
7 HAMMEN	YES	19 HEISER	YES	31 CLEGG	YES
8 LAWRENCE	YES	20 MITCHELL	YES	32 THYSSEN	YES
9 KRUEGER	ABSENT	21 CUFF	YES	33 VANDERHEIDEN	YES
10 LAMERS	YES	22 HAGEN	YES	34 RETTLER	ABSENT
11 FERGUSON	YES	23 KLEMP	YES	35 KOURY	YES
12 McCABE	YES	24 THIEDE	YES	36 LAUTENSCHLAGER	YES

Outagamie County Est. 1851 — 11-4-24 County Board Meeting - November 4 2024 05:39:09 PM

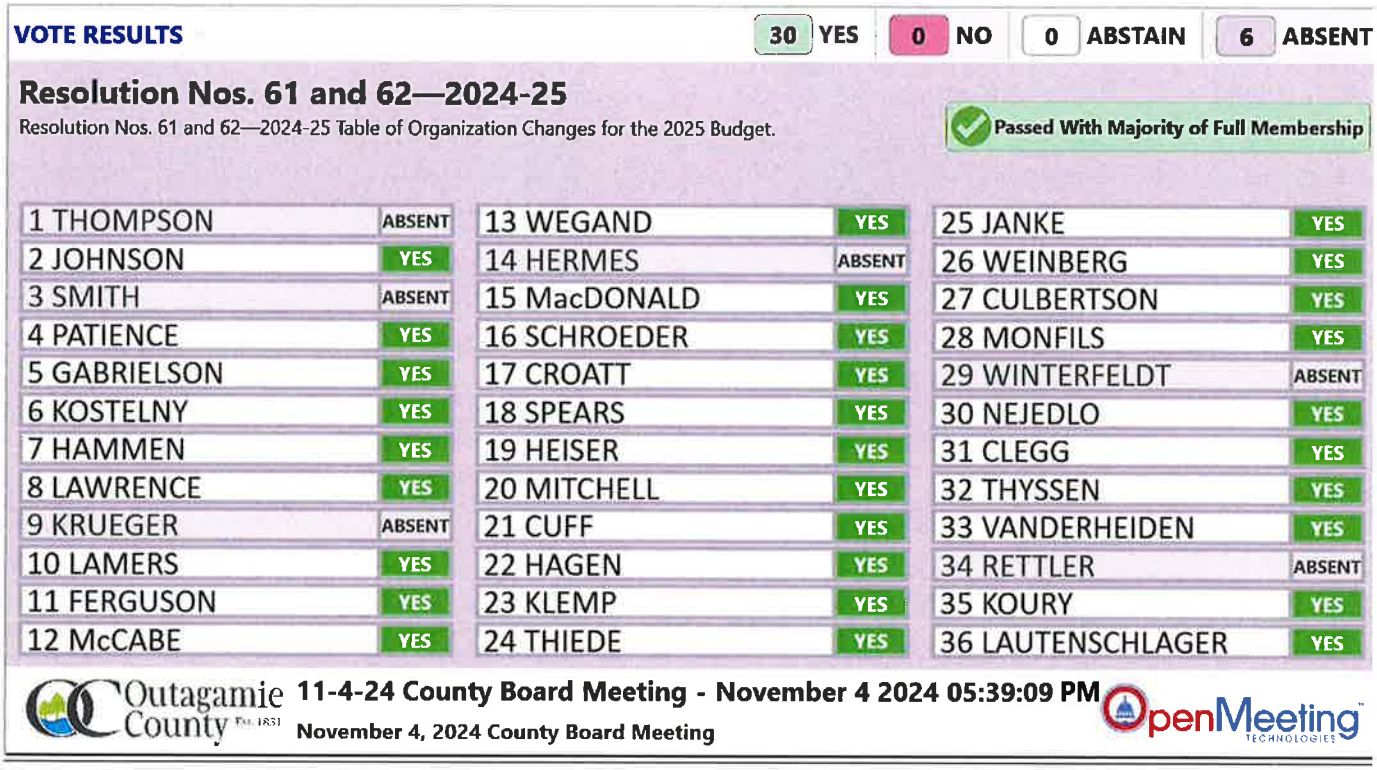
November 4, 2024 County Board Meeting

OpenMeeting TECHNOLOGIES

Resolution No. 61—2024-25 – Legislative/Audit & Human Resources Committee. Amend the Wage Scale for the Appleton International Airport, cost center 5000110, by changing the Director of Finance & Administration from Exempt 165 to Exempt 175 effective January 1, 2025, and the fiscal change has been included in the budget as well as attendant budget expenditures and revenues, as detailed in the attachments.

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

ROLL CALL: 30 yes, 6 absent. RESOLUTION NO. 61—2024-25 IS ADOPTED.



VOTE RESULTS — 30 YES | 0 NO | 0 ABSTAIN | 6 ABSENT

Resolution Nos. 61 and 62—2024-25

Resolution Nos. 61 and 62—2024-25 Table of Organization Changes for the 2025 Budget.

Passed With Majority of Full Membership

1 THOMPSON	ABSENT	13 WEGAND	YES	25 JANKE	YES
2 JOHNSON	YES	14 HERMES	ABSENT	26 WEINBERG	YES
3 SMITH	ABSENT	15 MacDONALD	YES	27 CULBERTSON	YES
4 PATIENCE	YES	16 SCHROEDER	YES	28 MONFILS	YES
5 GABRIELSON	YES	17 CROATT	YES	29 WINTERFELDT	ABSENT
6 KOSTELNY	YES	18 SPEARS	YES	30 NEJEDLO	YES
7 HAMMEN	YES	19 HEISER	YES	31 CLEGG	YES
8 LAWRENCE	YES	20 MITCHELL	YES	32 THYSSEN	YES
9 KRUEGER	ABSENT	21 CUFF	YES	33 VANDERHEIDEN	YES
10 LAMERS	YES	22 HAGEN	YES	34 RETTLER	ABSENT
11 FERGUSON	YES	23 KLEMP	YES	35 KOURY	YES
12 McCABE	YES	24 THIEDE	YES	36 LAUTENSCHLAGER	YES

Outagamie County Est. 1851 — 11-4-24 County Board Meeting - November 4 2024 05:39:09 PM

November 4, 2024 County Board Meeting

OpenMeeting TECHNOLOGIES

RESOLUTION NO.: 61—2024-25

TO THE HONORABLE, THE OUTAGAMIE COUNTY BOARD OF SUPERVISORS

LADIES AND GENTLEMEN: ***MAJORITY***

The County Executive has requested the following grade change, and the same has been made a part of the 2025 County Executive Budget:

Department: Appleton International Airport
Position: (1) Full-time Director of Finance & Administration
Grade Change: From Exempt 165 to Exempt 175

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

BE IT RESOLVED, that the Outagamie County Board of Supervisors does hereby and herewith authorize and approve of amending the Wage Scale for the Appleton International Airport, cost center 5000110, by changing the Director of Finance & Administration from Exempt 165 to Exempt 175 effective January 1, 2025 as described in the Position Classification/Grade Change Form, Position Description, and Table of Organization which by reference are made a part hereof, and

BE IT STILL FURTHER RESOLVED, that the fiscal change has been included in the aforementioned budget as well as attendant budget expenditures and revenues as are detailed in the attached, and

BE IT FINALLY RESOLVED, that the Outagamie County Clerk be directed to forward a copy of this resolution to the Outagamie County Human Resources Director and the Appleton International Airport Director.

Dated this 4th day of November 2024

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: November 4th, 2024

Signed: _____
Board Chairperson

_____
County Clerk

Approved: 11.6.24

Vetoed: _____

Signed: _____
County Executive

POSITION CLASSIFICATION/GRADE CHANGE FORM - 2025 BUDGET

Completion Checklist

- 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 Questionaire with details of how position has changed

Request Details	
Effective Date of Requested Change:	**1-Jan-25**
Department:	**Airport**
Department Head:	**Abe Weber**
Cost Center Number:	
Position Title:	**Director of Finance & Administration**
Current Classification: Exempt (Salaried) or Non-Exempt (Hourly):	**Exempt**
Proposed Classification: Exempt (Salaried) or Non-Exempt (Hourly):	**Exempt**
Current Pay Grade of Position:	**165**
Proposed Pay Grade of Position:	**175**
New Step(s) in New Grade:	**6**
Number of Employees: *(if more than 1, complete the "Multiples" worksheet)*	**1**

Reclass Justification

Briefly summarize why this Classification Change is needed, as well as areas of revenue and savings.

Restructuring due to growth of Airport operations. The Director of Finance & Administration oversees all financial and business operations, including financial management, analysis, strategy, budgeting, accounting, lease, and cash management. Additionally, this role incudes oversight of human resource responsibilities, ensuring alignment with the Airport's strategic goals.

Employee Impacted By This Change (if no one in position - leave blank)

Kathryn Horan

Fiscal Data

How will this position change be funded (choose from drop-down list)?	**Levy Only**

NET PROJECTED 2025 EXPENDITURES - Amounts must agree to amounts included in the proposed budget.		
Salary	$	4,742
Fringe Benefits	$	749
Other (Describe):	$	-
Other (Describe):	$	-
TOTAL EXPENDITURES	$	5,491

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.

Description	*Dollar Value (enter as negative)*	
	$	-
	$	-
	$	-
TOTAL COST SAVINGS/REVENUES	$	-
NET COUNTY COST (Levy/Fund Balance)	$	5,491

TO BE COMPLETED BY HUMAN RESOURCES:	
Reviewed by HR	

Director of Finance & Administration

Position Purpose

The Director of Finance & Administration oversees all financial and business operations, including financial management, analysis, strategy, budgeting, accounting, lease, and cash management. Additionally, this role incudes oversight of human resource responsibilities, ensuring alignment with the Airport's strategic goals. Through leadership, accountability and stakeholder engagement, this position is responsible for short-term and long-term financial direction of the Airport, promoting efficient resource use and devising innovative financial solutions for the success of the Appleton International Airport.

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.

- Establishes, implements, monitors Airport wide, policies in financial procedures, fiscal reporting, accounting methods, budget preparation, debt administration, lease management, and cash management.
- Provides financial analysis and recommendations on complex issues, opportunities and problems facing the Airport. Develops various financial modeling and forecasting matrix to best position the Airport to maintain a "self-sufficient" operating budget.
- Coordinates with the Assistant Airport Director, provides Airport leadership in the absence of the Airport Director; administers and manages the financial operation of the Appleton International Airport.
- Leads the Airport's administrative, financial, and human resource functions ensuring local, state, and federal compliance but also pursing industry best practices are brought forward.
- Coordinates federal and state reimbursements; prepares reimbursement applications and submits all required federal, state and local reports in a timely manner as required by grants.
- Develops relationships and interacts with local, state, and federal leaders, high level external business leaders, Airline executives, all levels of Airport employees and external vendors.
- Negotiates with key leaders, drafts, and tracks all Airport leases, contracts and other agreements. Ensures the leases are structured to protect the Airport's interests.
- Prepares and delivers written and oral presentations to the local board/ municipalities, state and Federal organizations.
- Plans, organizes, and supervises budget preparation activities. Assists the Airport Director in reviewing multiple airport cost center budgets in order to communicate the financial impact of the budget plan. Assists the Airport Director in preparing for the review of the budget with elected officials; and prepares analysis for the Airport Director's review, monitoring actual results and recommending alternative actions to achieve budgeted goals
- Plans and organizes internal and external Airport audit schedules and reports for lease and contract compliance along with audit best practices.
- Provides advice, counsel and direction to the Airport Director to ensure effective administration and implementation of the Airport's approved budget, fiscal policies, plans and programs. Provides regular financial statements to the Airport Director detailing the Airport's financial condition.

- Prepares or directs the process for recovery of Airport revenues due to the County, including grants and miscellaneous fees. Calculates, monitors and communicates airline rates and charges to airline property managers.
- Monitors capital project payments, tracks source and uses of funds to ensure proper allocation of funds and compliance with all applicable FAA, local, state, and other funding source requirements.
- Explores and develops business opportunities, grants and strategic initiatives. Advises, consults and makes recommendations to the Airport Director on all financial matters. Prepares analysis and assistance with economic development initiatives to grow and develop the Northeaster Wisconsin economic engine.
- Oversees all Airport administrative functions, supervises the accounting, administration, and human resource staff; handles performance appraisals, participates in hiring and termination decisions, and coordinates recruitment processes.
- Oversees the implementation and adherence to HR policies and procedures. Collaborates in developing and executing strategies to enhance employee engagement and retention. Drives HR initiatives aimed at establishing the Airport as a leader in industry best practices and innovation.
- Champion efforts to create a positive and dynamic workplace culture that attracts top talent and fosters professional growth.
- Oversees accounting staff in preparing and presenting PFC, FAA, ACDBE, Title VI required reports.
- Creates dashboards to ensure all divisions are operating in efficient manner and in accordance with established Key Performance Indicators (KPIs)
- Oversees administrative staff in providing security training and fingerprinting per TSA requirements for County employees, tenants and contractors and issues appropriate badges.

Education/Certifications/Experience Requirements

- Bachelor's degree from an accredited college or university in Accounting, Finance, Business Administration, Public Administration, Aviation Management, or related field. MBA or advanced degree preferred.
- Ten years of progressive experience in public or private financial management or business development.
- Thorough understanding of Airport financial requirements, including calculation of airline rates and charges, FAA Airport Improvement Program grant assurances (e.g., revenue diversion, self-sufficiency requirements, unjust discrimination), Transportation Security Administration requirements, FAA Airport Revenue Use Policy, and Passenger Facility Charge Program regulations and requirements.
- Must demonstrate strategic vision, administrative ability and leadership qualities.
- Must have above average verbal and written communication skills.

Required or Preferred Skills

- Incumbents holding certifications such as Certified Public Accountant, Certified Internal Auditor, American Association of Airport Executives (AAAE) is preferred.
- Advanced MS Excel skills including functions, (i.e. Vlookup) and pivot tables.
- Strong attention to detail and good analytical skills.
- Excels at multi-tasking, organization, and time management.
- Ability to supervise the administrative functions of the Airport and ability to assign, supervise and review the work of the office staff.
- Ability to make recommendations regarding selection, discipline and discharge of employees.

- Ability to make sound recommendations regarding fiscal matters.
- Ability to add, subtract, multiply, divide, forecast, present value and future values and calculate decimals and percentages.
- Ability to comprehend and analyze complex business operational issues, financial matters and contracts, leases and various correspondences.
- Ability to establish and maintain good working relationships with direct and indirect reports, public officials, tenants, contractors, engineers and general public.
- Ability to prepare letters, memos, fiscal notes and resolutions.
- Ability to hear, speak, walk, stoop, climb, bend, stretch, push, pull and lift up to 20 pounds. Sitting for long periods of time and extensive phone contact.

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: AIRPORT 500

COST CENTER NAME: AIRPORT

DEPARTMENT NAME: AIRPORT

COST CENTER NUMBER: 5000110, 5000119

POSITION COUNT	2022			2023			2024			2025		
REGULAR POSITIONS:	**FT**	**PT**	**FTE**	**FT**	**PT**	**FTE**	**FT**	**PT**	**FTE**	**FT**	**PT**	**FTE**
COST CENTER 5000110												
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	
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	0	0

FUND: AIRPORT 500

COST CENTER NAME: AIRPORT

DEPARTMENT NAME: AIRPORT

COST CENTER NUMBER: 5000110, 5000119

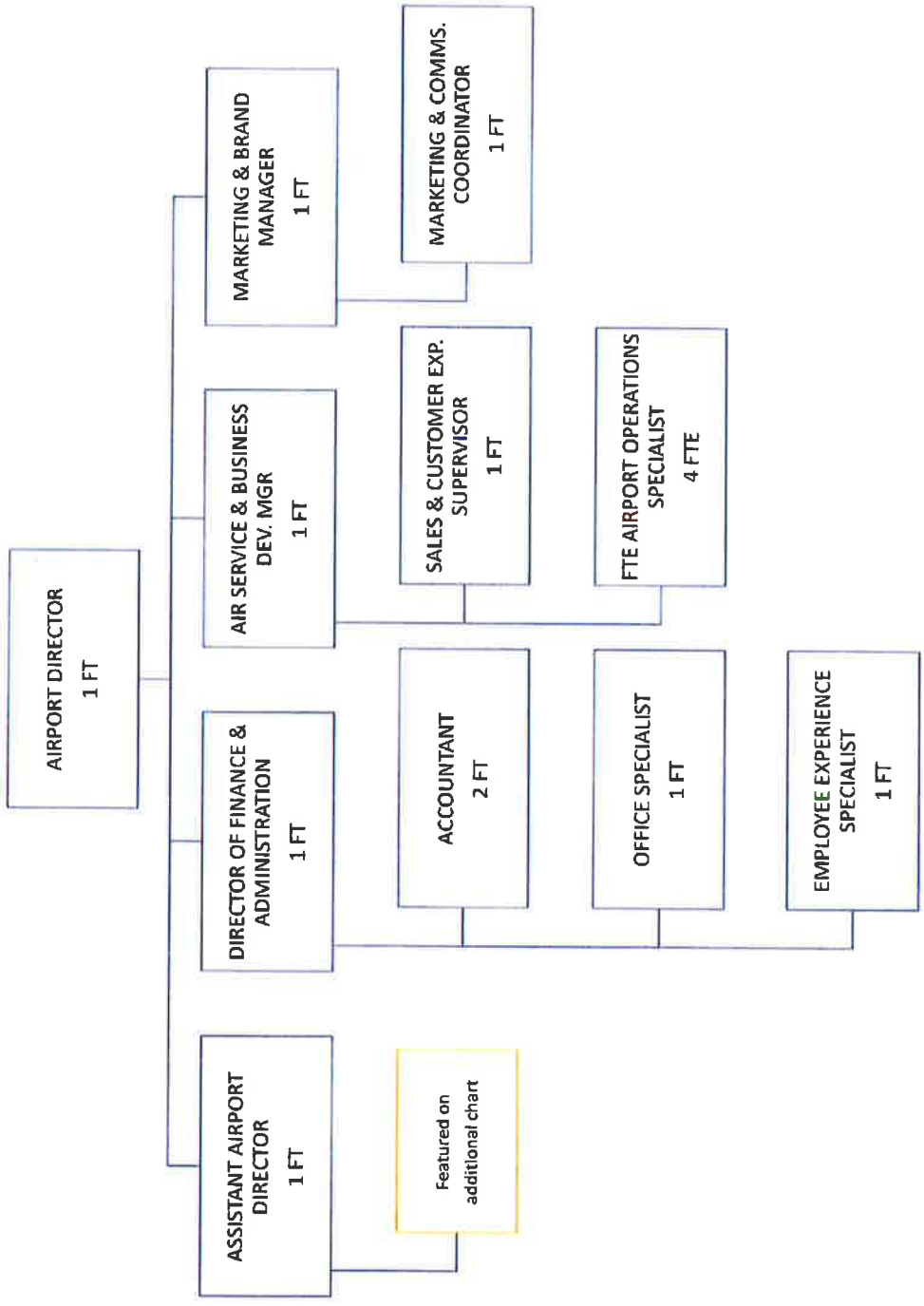
POSITION COUNT	2022			2023			2024			2025		
REGULAR POSITIONS:	FT	PT	FTE	FT	PT	FTE	FT	PT	FTE	FT	PT	FTE
COST CENTER 5000119												
AIRPORT OPERATIONS SPECIALIST	0	0		0	0		0	0		0	0	
AIRPORT OPERATIONS SPECIALIST - LEAD	5	0		5	0		5	0		5	0	
AIRPORT OPERATIONS SUPERVISOR - FBO	3	0		3	0		3	0		3	0	
FBO 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	41	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	15	0	0	15	0	0	15	0	0
TOTAL POSITIONS - TEMPORARY:	15	0	0	15	0	0	15	0	0	15	0	0
TOTAL ALL POSITIONS:	**53**	**0**	**50**	**53**	**0**	**50**	**56**	**0**	**24**	**56**	**0**	**24**

FUND: AIRPORT 500

DEPARTMENT NAME: AIRPORT

COST CENTER NUMBER: 5000110, 5000119

COST CENTER NAME: AIRPORT

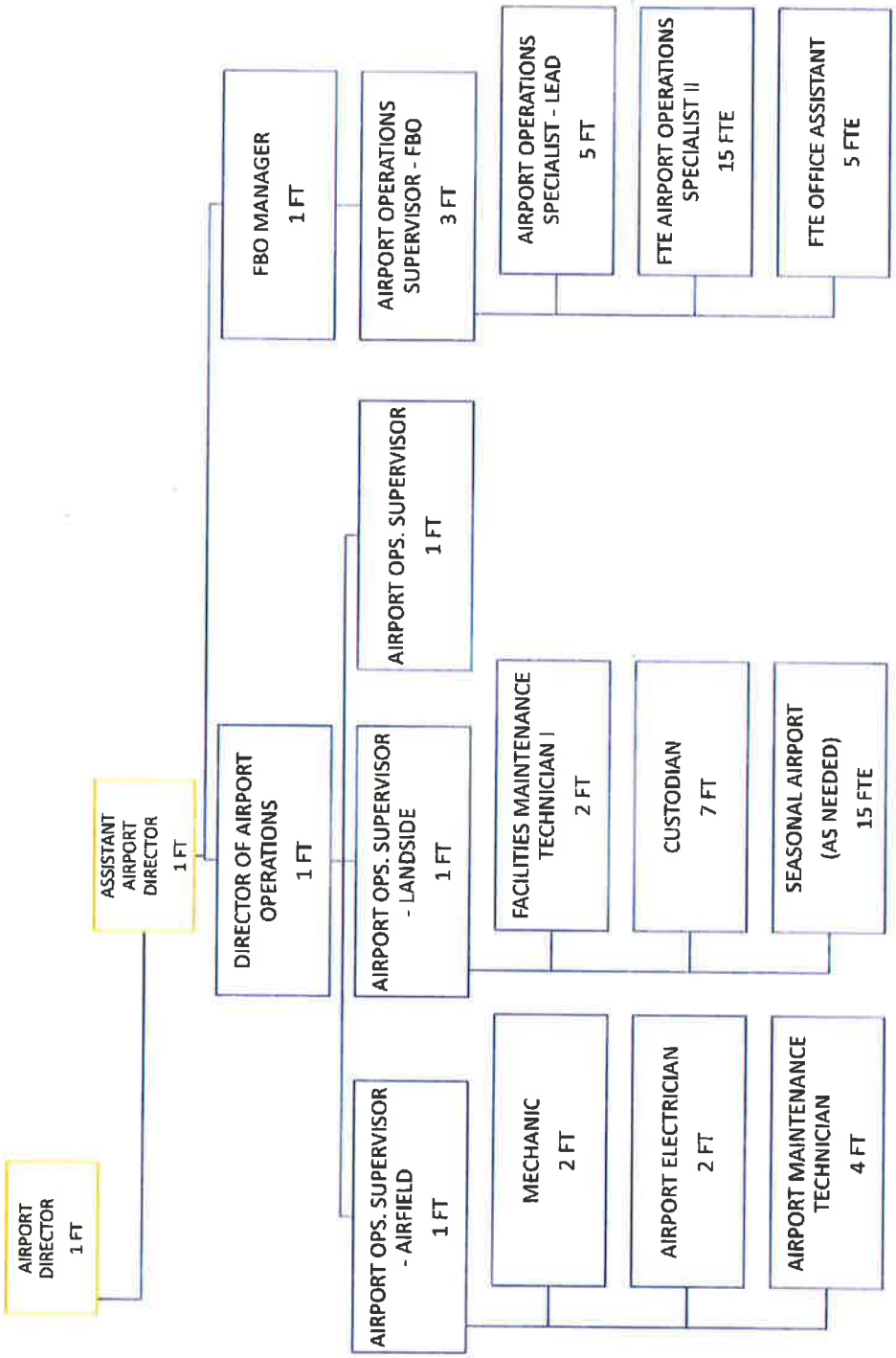


FUND: AIRPORT 500

DEPARTMENT NAME: AIRPORT

COST CENTER NUMBER: 5000110, 5000119

COST CENTER NAME: AIRPORT



LOCK IN OF 2025 ADOPTED BUDGET

RES. 62

Vote for lock in. ROLL CALL: 28 yes, 1 no (Thiede), 7 absent. 2025 COUNTY EXECUTIVE BUDGET AS AMENDED IS ADOPTED AND LOCKED IN.

VOTE RESULTS 28 YES | 1 NO | 0 ABSTAIN | 7 ABSENT

Lock in of 2025 County Executive Budget As Amended

Lock in of 2025 County Executive Budget As Amended

Passed With Majority of Full Membership

1 THOMPSON	ABSENT	13 WEGAND	YES	25 JANKE	YES
2 JOHNSON	YES	14 HERMES	ABSENT	26 WEINBERG	YES
3 SMITH	ABSENT	15 MacDONALD	YES	27 CULBERTSON	YES
4 PATIENCE	YES	16 SCHROEDER	YES	28 MONFILS	YES
5 GABRIELSON	YES	17 CROATT	YES	29 WINTERFELDT	ABSENT
6 KOSTELNY	YES	18 SPEARS	YES	30 NEJEDLO	YES
7 HAMMEN	YES	19 HEISER	YES	31 CLEGG	YES
8 LAWRENCE	YES	20 MITCHELL	YES	32 THYSSEN	YES
9 KRUEGER	ABSENT	21 CUFF	YES	33 VANDERHEIDEN	YES
10 LAMERS	ABSENT	22 HAGEN	YES	34 RETTLER	ABSENT
11 FERGUSON	YES	23 KLEMP	YES	35 KOURY	YES
12 McCABE	YES	24 THIEDE	NO	36 LAUTENSCHLAGER	YES

Outagamie County Est. 1851 **11-4-24 County Board Meeting - November 4 2024 06:43:02 PM**

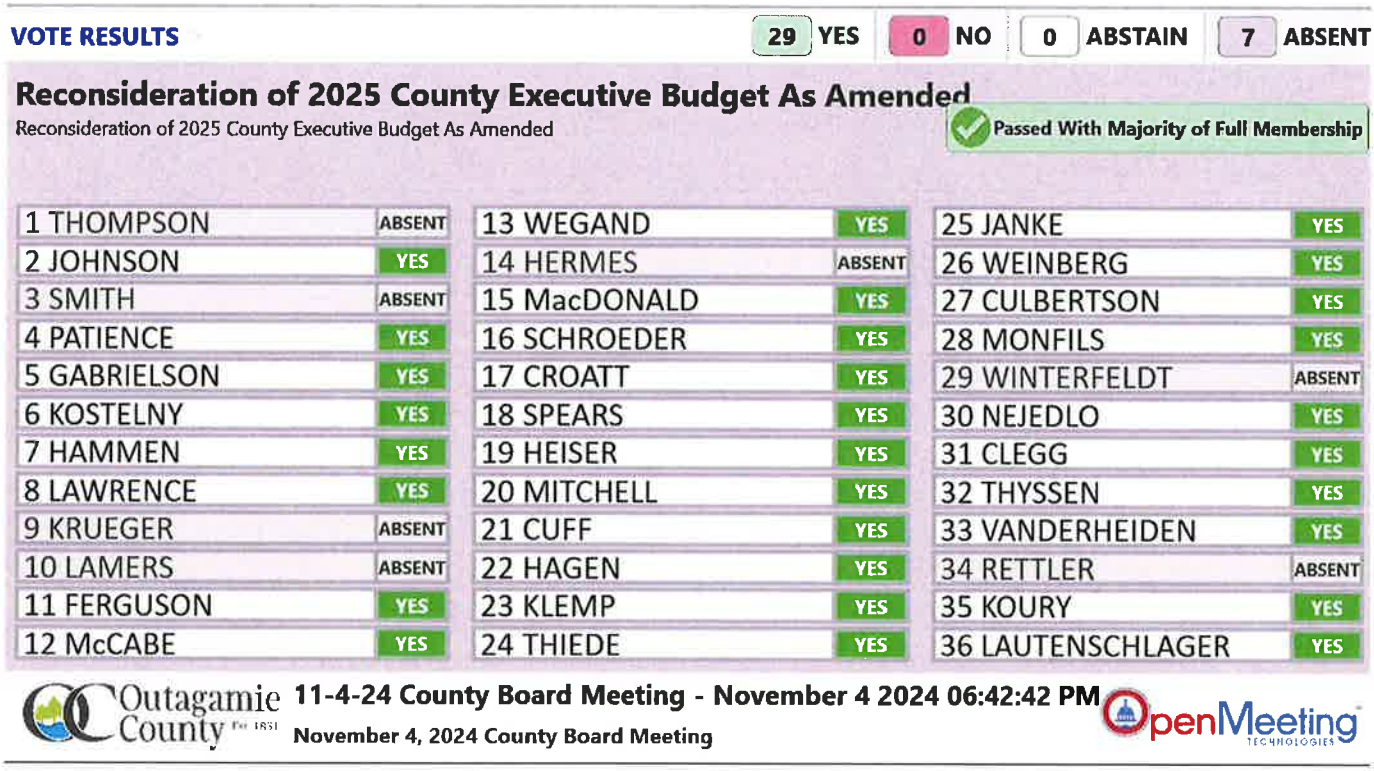
November 4, 2024 County Board Meeting

OpenMeeting TECHNOLOGIES

RECONSIDERATION OF 2025 ADOPTED BUDGET

Supervisor Croatt moved, seconded by Supervisor Patience to reconsider the 2025 Adopted Budget for the purpose of lock in.

Vote for reconsideration. ROLL CALL: 29 yes, 7 absent. 2025 COUNTY EXECUTIVE BUDGET AS AMENDED IS RECONSIDERED.



VOTE RESULTS 29 YES 0 NO 0 ABSTAIN 7 ABSENT

Reconsideration of 2025 County Executive Budget As Amended

Reconsideration of 2025 County Executive Budget As Amended — Passed With Majority of Full Membership

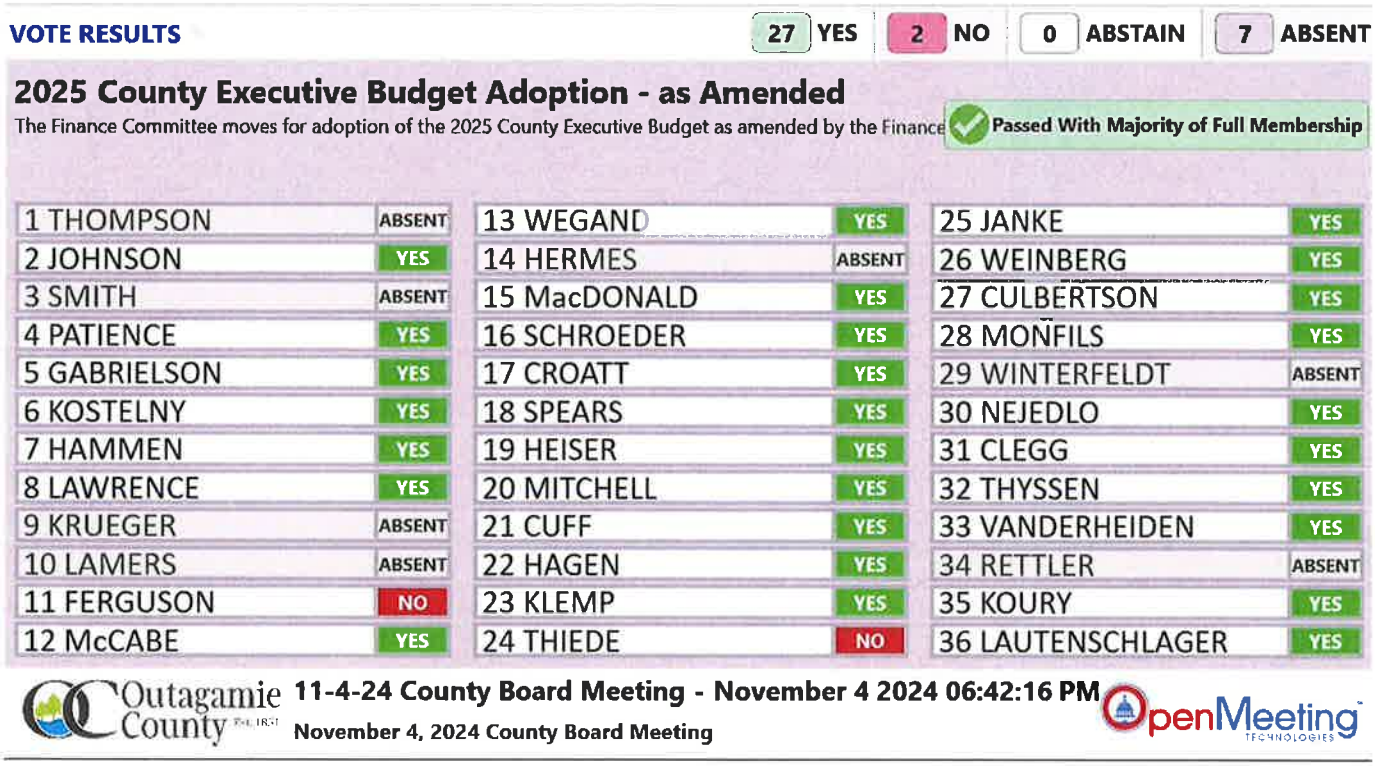
1 THOMPSON	ABSENT	13 WEGAND	YES	25 JANKE	YES
2 JOHNSON	YES	14 HERMES	ABSENT	26 WEINBERG	YES
3 SMITH	ABSENT	15 MacDONALD	YES	27 CULBERTSON	YES
4 PATIENCE	YES	16 SCHROEDER	YES	28 MONFILS	YES
5 GABRIELSON	YES	17 CROATT	YES	29 WINTERFELDT	ABSENT
6 KOSTELNY	YES	18 SPEARS	YES	30 NEJEDLO	YES
7 HAMMEN	YES	19 HEISER	YES	31 CLEGG	YES
8 LAWRENCE	YES	20 MITCHELL	YES	32 THYSSEN	YES
9 KRUEGER	ABSENT	21 CUFF	YES	33 VANDERHEIDEN	YES
10 LAMERS	ABSENT	22 HAGEN	YES	34 RETTLER	ABSENT
11 FERGUSON	YES	23 KLEMP	YES	35 KOURY	YES
12 McCABE	YES	24 THIEDE	YES	36 LAUTENSCHLAGER	YES

Outagamie County Est. 1851 — 11-4-24 County Board Meeting - November 4 2024 06:42:42 PM — November 4, 2024 County Board Meeting — OpenMeeting Technologies

2025 COUNTY EXECUTIVE BUDGET - The Finance Committee moves for adoption of the 2025 County Executive Budget as amended by the Finance Committee.

Supervisor Croatt moved, seconded by Supervisor Cuff, for adoption of the 2025 County Executive Budget as amended by the Finance Committee.

ROLL CALL: 27 yes, 2 no (Ferguson, Thiede), 7 absent. 2025 COUNTY EXECUTIVE BUDGET IS ADOPTED AS AMENDED.



VOTE RESULTS — 27 YES | 2 NO | 0 ABSTAIN | 7 ABSENT

2025 County Executive Budget Adoption - as Amended

The Finance Committee moves for adoption of the 2025 County Executive Budget as amended by the Finance — Passed With Majority of Full Membership

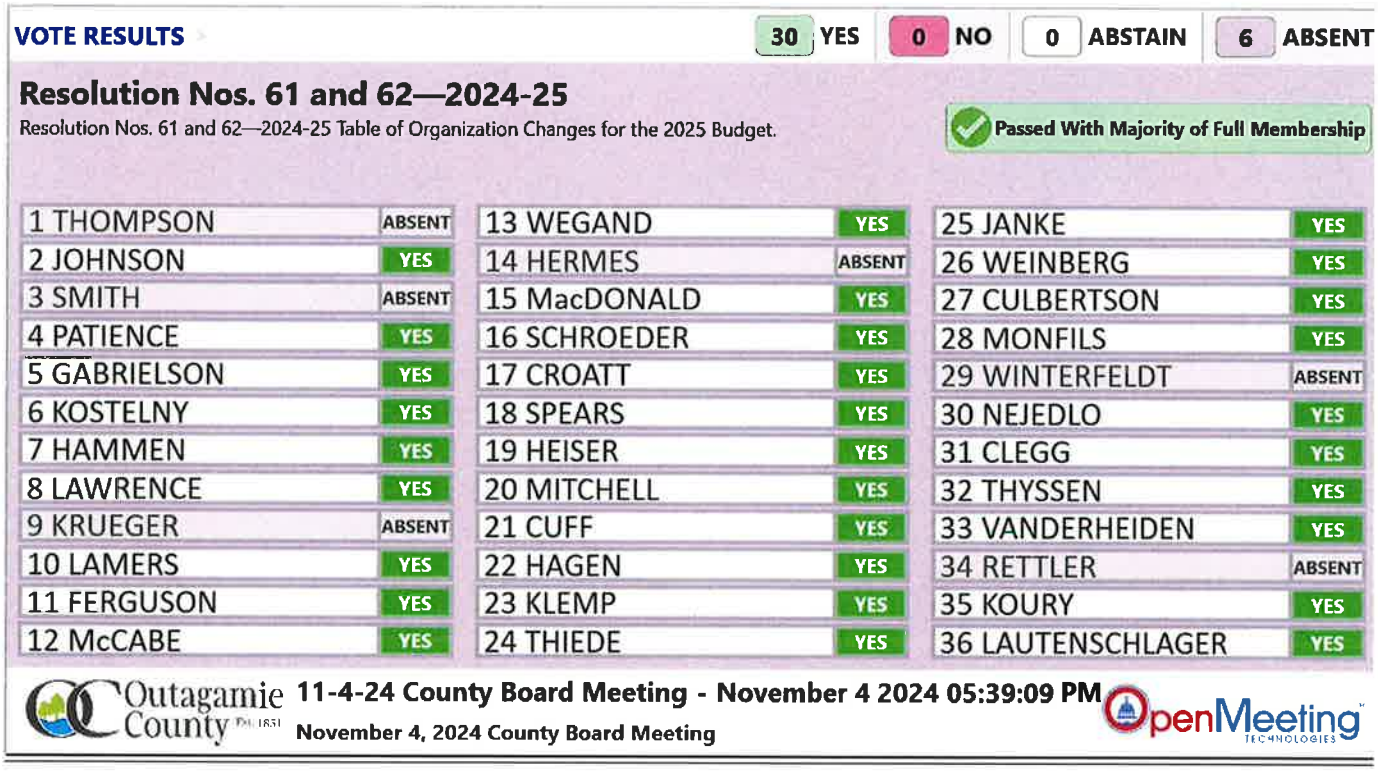
1 THOMPSON	ABSENT	13 WEGAND	YES	25 JANKE	YES
2 JOHNSON	YES	14 HERMES	ABSENT	26 WEINBERG	YES
3 SMITH	ABSENT	15 MacDONALD	YES	27 CULBERTSON	YES
4 PATIENCE	YES	16 SCHROEDER	YES	28 MONFILS	YES
5 GABRIELSON	YES	17 CROATT	YES	29 WINTERFELDT	ABSENT
6 KOSTELNY	YES	18 SPEARS	YES	30 NEJEDLO	YES
7 HAMMEN	YES	19 HEISER	YES	31 CLEGG	YES
8 LAWRENCE	YES	20 MITCHELL	YES	32 THYSSEN	YES
9 KRUEGER	ABSENT	21 CUFF	YES	33 VANDERHEIDEN	YES
10 LAMERS	ABSENT	22 HAGEN	YES	34 RETTLER	ABSENT
11 FERGUSON	NO	23 KLEMP	YES	35 KOURY	YES
12 McCABE	YES	24 THIEDE	NO	36 LAUTENSCHLAGER	YES

Outagamie County — 11-4-24 County Board Meeting - November 4 2024 06:42:16 PM — OpenMeeting

November 4, 2024 County Board Meeting

Supervisor Spears moved, seconded by Supervisor Culbertson to approve Resolution Nos. 61 and 62—2024-25.

ROLL CALL: 30 yes, 6 absent. RESOLUTION NOS. 61 AND 62—2024-25 ARE ADOPTED.



VOTE RESULTS — 30 YES | 0 NO | 0 ABSTAIN | 6 ABSENT

Resolution Nos. 61 and 62—2024-25

Resolution Nos. 61 and 62—2024-25 Table of Organization Changes for the 2025 Budget.

Passed With Majority of Full Membership

1 THOMPSON	ABSENT	13 WEGAND	YES	25 JANKE	YES
2 JOHNSON	YES	14 HERMES	ABSENT	26 WEINBERG	YES
3 SMITH	ABSENT	15 MacDONALD	YES	27 CULBERTSON	YES
4 PATIENCE	YES	16 SCHROEDER	YES	28 MONFILS	YES
5 GABRIELSON	YES	17 CROATT	YES	29 WINTERFELDT	ABSENT
6 KOSTELNY	YES	18 SPEARS	YES	30 NEJEDLO	YES
7 HAMMEN	YES	19 HEISER	YES	31 CLEGG	YES
8 LAWRENCE	YES	20 MITCHELL	YES	32 THYSSEN	YES
9 KRUEGER	ABSENT	21 CUFF	YES	33 VANDERHEIDEN	YES
10 LAMERS	YES	22 HAGEN	YES	34 RETTLER	ABSENT
11 FERGUSON	YES	23 KLEMP	YES	35 KOURY	YES
12 McCABE	YES	24 THIEDE	YES	36 LAUTENSCHLAGER	YES

Outagamie County Est. 1851 — 11-4-24 County Board Meeting - November 4 2024 05:39:09 PM

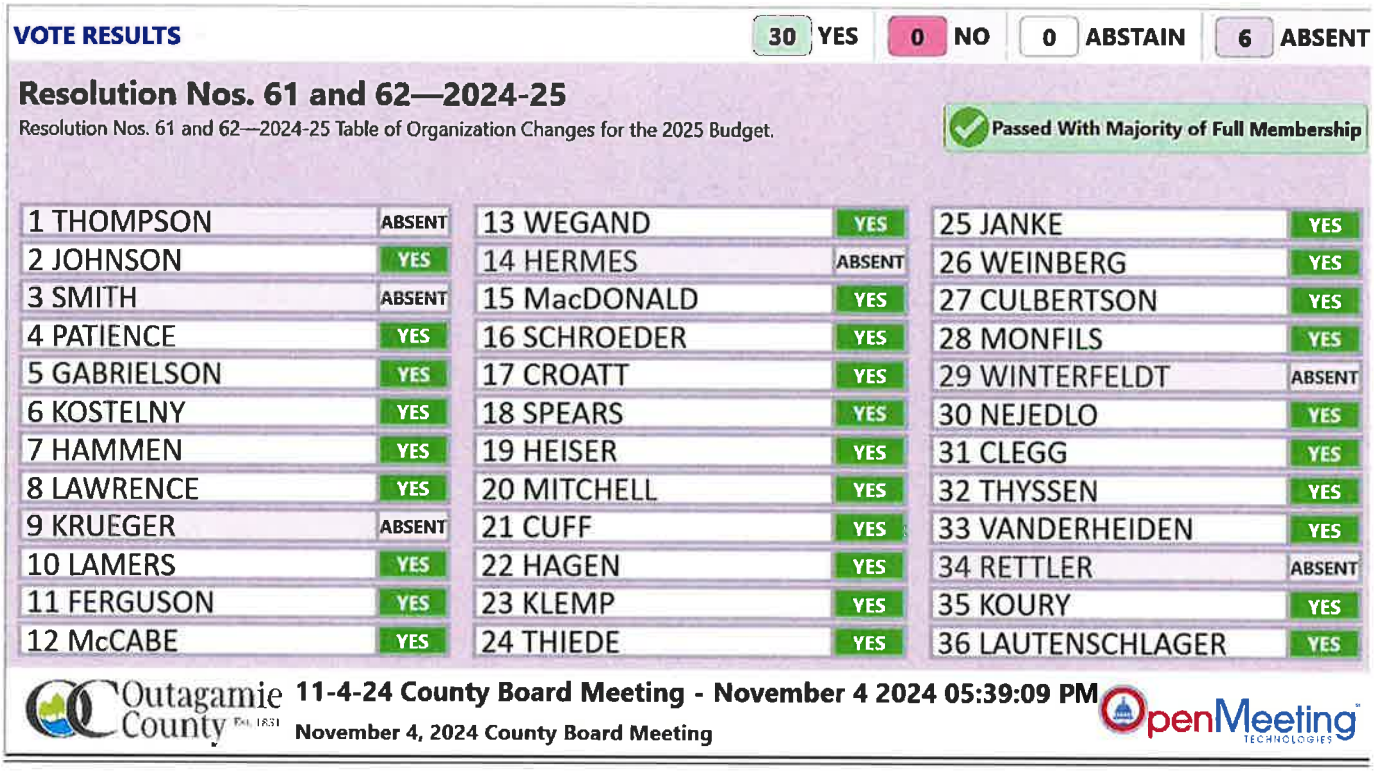
November 4, 2024 County Board Meeting

OpenMeeting TECHNOLOGIES

Resolution No. 62—2024-25 – Legislative/Audit & Human Resources Committee. Amend the Wage Scale for the Appleton International Airport, cost center 5000110, by changing the Marketing & Brand Manager from Exempt 145 to Exempt 160 effective January 1, 2025, and the fiscal change has been included in the budget as well as attendant budget expenditures and revenues, as detailed in the attachments.

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

ROLL CALL: 30 yes, 6 absent. RESOLUTION NO. 62—2024-25 IS ADOPTED.



RESOLUTION NO.: 62—2024-25

TO THE HONORABLE, THE OUTAGAMIE COUNTY BOARD OF SUPERVISORS

LADIES AND GENTLEMEN: ***MAJORITY***

The County Executive has requested the following grade change, and the same has been made a part of the 2025 County Executive Budget:

Department: Appleton International Airport
Position: (1) Full-time Marketing & Brand Manager
Grade Change: From Exempt 145 to Exempt 160

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

BE IT RESOLVED, that the Outagamie County Board of Supervisors does hereby and herewith authorize and approve of amending the Wage Scale for the Appleton International Airport, cost center 5000110, by changing the Marketing & Brand Manager from Exempt 145 to Exempt 160 effective January 1, 2025 as described in the Position Classification/Grade Change Form, Position Description, and Table of Organization which by reference are made a part hereof, and

BE IT STILL FURTHER RESOLVED, that the fiscal change has been included in the aforementioned budget as well as attendant budget expenditures and revenues as are detailed in the attached, and

BE IT FINALLY RESOLVED, that the Outagamie County Clerk be directed to forward a copy of this resolution to the Outagamie County Human Resources Director and the Appleton International Airport Director.

Dated this 19th day of November 2024

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: November 4th, 2024

Signed: Dan Gabrielson
Board Chairperson

Kelly M. Cunt
County Clerk

Approved: 11.6.24

Vetoed: _____

Signed:
County Executive

POSITION CLASSIFICATION/GRADE CHANGE FORM - 2025 BUDGET

Completion Checklist

- 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 Questionaire with details of how position has changed

Request Details	
Effective Date of Requested Change:	**1-Jan-25**
Department:	**Airport**
Department Head:	**Abe Weber**
Cost Center Number:	
Position Title:	**Marketing & Brand Manager**
Current Classification: Exempt (Salaried) or Non-Exempt (Hourly):	**Exempt**
Proposed Classification: Exempt (Salaried) or Non-Exempt (Hourly):	**Exempt**
Current Pay Grade of Position:	**145**
Proposed Pay Grade of Position:	**160**
New Step(s) in New Grade:	**1**
Number of Employees: *(if more than 1, complete the "Multiples" worksheet)*	**1**

Reclass Justification

Briefly summarize why this Classification Change is needed, as well as areas of revenue and savings.

Due to Airport growth, the need for Marketing expands as well. The Marketing and Brand Manager is responsible for creating and implementing strategic marketing plans to enhance the airport's brand identity, increase passenger engagement, manage the marketing budget, and drive the airport's growth. This role requires a creative, analytical thinker with strong leadership skills, plus a deep understanding of market trends and consumer behavior.

Employee Impacted By This Change (if no one in position - leave blank)

Hollie Foley (Raab)

Fiscal Data

How will this position change be funded (choose from drop-down list)?	**Levy Only**

NET PROJECTED 2025 EXPENDITURES - Amounts must agree to amounts included in the proposed budget.		
Salary	$	**11,794**
Fringe Benefits	$	**1,862**
Other (Describe):	$	-
Other (Describe):	$	-
TOTAL EXPENDITURES	$	**13,656**

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.

Description	*Dollar Value (enter as negative)*	
	$	-
	$	-
	$	-
TOTAL COST SAVINGS/REVENUES	$	-
NET COUNTY COST (Levy/Fund Balance)	$	**13,656**

TO BE COMPLETED BY HUMAN RESOURCES:	
Reviewed by HR	

Marketing and Brand Manager

Position Purpose

The Marketing and Brand Manager is responsible for creating and implementing strategic marketing plans to enhance the airport's brand identity, increase passenger engagement, manage the marketing budget, and drive the airport's growth. This role requires a creative, analytical thinker with strong leadership skills, plus a deep understanding of market trends and consumer behavior. Additionally, this role includes managing marketing staff in charge of social media, communications, and marketing programs.

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.

- Brand Strategy and Management:
  - Develop and implement comprehensive brand strategies to increase brand awareness and loyalty to the ATW brand.
  - Ensure brand consistency across all marketing channels and communications.
  - Oversee the creation and maintenance of brand guidelines and assets.
- Budget Management
  - Manage airport marketing budget over $1,000,000, ensuring effective allocation and utilization of resources.
  - Monitor expenditures, activities, and programs, maximize return on investment, and ensure all marketing activities stay within budget.
- Marketing Campaigns:
  - Plan, execute, and optimize multi-channel marketing campaigns to drive passenger acquisition and retention.
  - Collaborate with cross-functional teams to create compelling content and marketing materials.
  - Monitor and analyze campaign performance, providing insights and recommendations for improvement.
- Market Research and Analysis:
  - Conduct market research to identify trends, opportunities, and competitive landscape.
  - Analyze passenger behavior and feedback to inform marketing strategies.
  - Use data-driven insights to measure the effectiveness of marketing efforts and adjust tactics accordingly.
- Digital Marketing:
  - Manage digital marketing initiatives, including SEO, SEM, social media, email marketing, and content marketing.
  - Oversee the airport's online presence and ensure effective digital engagement with target audiences.
  - Utilize analytics tools to track and report on digital marketing performance.
- Passenger Experience Enhancement:
  - Develop and implement strategies to improve passenger experience and satisfaction.
  - Collaborate with operations and customer service teams to address passenger needs and preferences.
  - Create and promote loyalty programs and other initiatives to enhance passenger retention.

- Community and Stakeholder Engagement:
  - Foster positive relationships with community partners, airlines, and other stakeholders.
  - Coordinate community outreach and public relations activities to promote the airport.
  - Represent the airport at industry events, conferences, and other public forums.
- Event Planning and Execution:
  - Plan, coordinate, and execute airport events, including grand openings, holiday events, press conferences, and community outreach programs.
  - Ensure all events align with the airport's branding and strategic objectives.
  - Manage event logistics, budgeting, and coordination with vendors and partners.
- Team Leadership and Collaboration:
  - Lead and mentor a team of marketing professionals, including the Marketing Coordinator and a summer intern, fostering a collaborative and innovative work environment.
  - Provide leadership, guidance, and support to marketing staff, establish goals and objectives for the successful execution of marketing tasks.
  - Work closely with air service, operations, and other departments to align marketing strategies with business objectives.
  - Manage relationships with external agencies and vendors.
- Performs other duties as assigned by Airport Director.

Education/Certifications/Experience Requirements

- Bachelor's degree in one of the following: Communications, Public Relations, Marketing, Journalism, or a related field; MBA or advanced degree preferred.
- Ten years of progressive experience in marketing, brand management, or related role preferably in the aviation or travel industry.
- Must demonstrate strategic vision, marketing and branding ability and leadership qualities.
- Must have above average verbal and written communication skills.

Required or Preferred Skills

- Excellent oral, written and visual communication skills
- Strong understanding of marketing principles, digital marketing, and branding strategies.
- Excellent communication, presentation, and interpersonal skills.
- Proficiency in marketing software and tools (e.g., Google Analytics, CRM systems, social media platforms).
- Creative thinker with the ability to develop innovative marketing solutions.
- Strong analytical skills with the ability to interpret data and make data-driven decisions.
- Ability to manage multiple projects simultaneously and meet deadlines.
- Ability to quickly learn and put to use new skills and knowledge brought about by rapidly changing information and/or technology
- Ingenuity and inventiveness in the performance of assigned tasks

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

FUND: AIRPORT 500

COST CENTER NAME: AIRPORT

DEPARTMENT NAME: AIRPORT

COST CENTER NUMBER: 5000110, 5000119

POSITION COUNT	2022			2023			2024			2025		
REGULAR POSITIONS:	FT	PT	FTE	FT	PT	FTE	FT	PT	FTE	FT	PT	FTE
COST CENTER 5000110												
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	
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	0	0

FUND: AIRPORT 500

COST CENTER NAME: AIRPORT

DEPARTMENT NAME: AIRPORT

COST CENTER NUMBER: 5000110, 5000119

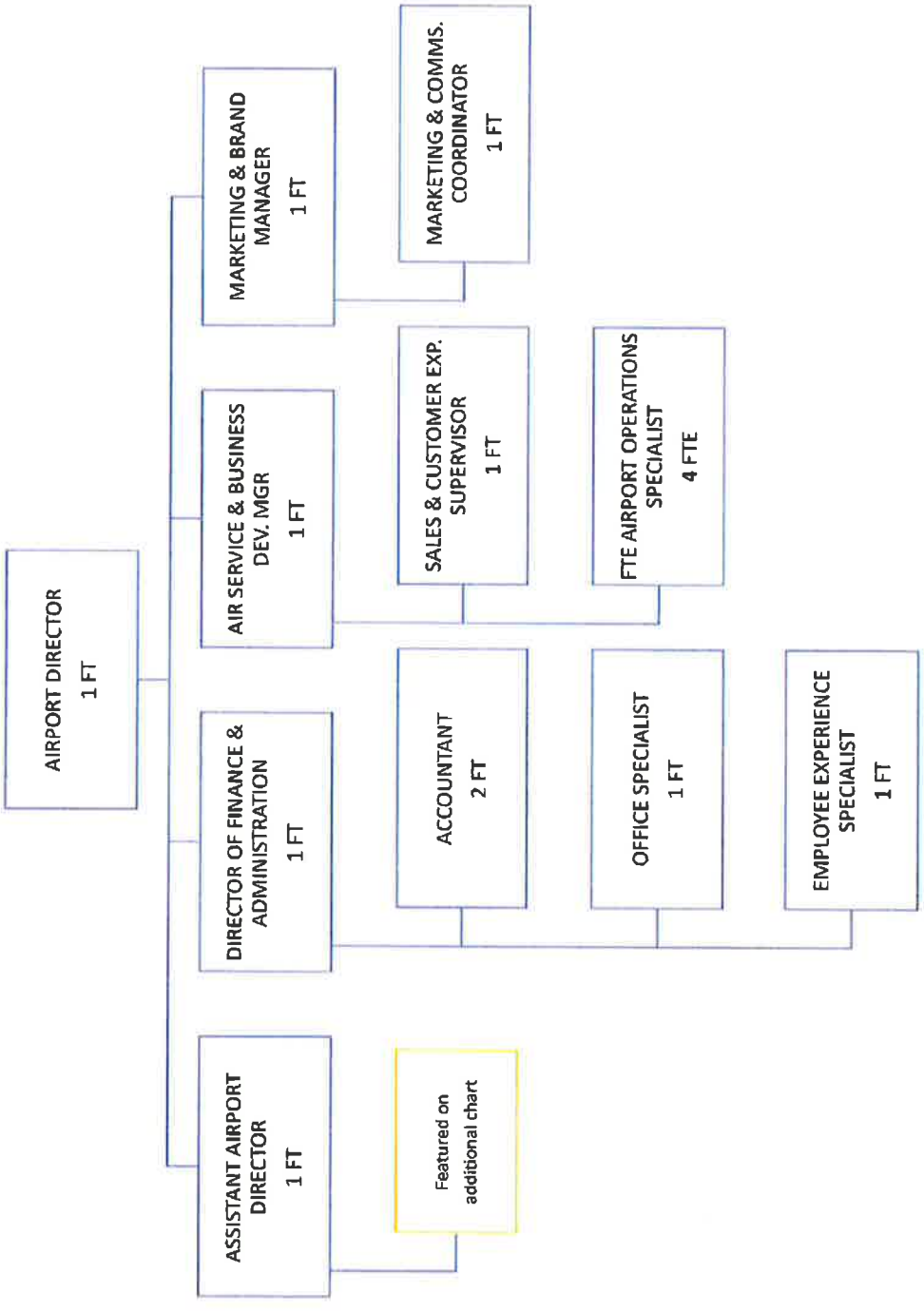
POSITION COUNT	2022			2023			2024			2025		
REGULAR POSITIONS:	FT	PT	FTE	FT	PT	FTE	FT	PT	FTE	FT	PT	FTE
COST CENTER 5000119												
AIRPORT OPERATIONS SPECIALIST	0	0		0	0		0	0		0	0	
AIRPORT OPERATIONS SPECIALIST - LEAD	5	0		5	0		5	0		5	0	
AIRPORT OPERATIONS SUPERVISOR - FBO	3	0		3	0		3	0		3	0	
FBO 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	41	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	15	0	0	15	0	0	15	0	0
TOTAL POSITIONS - TEMPORARY:	15	0	0	15	0	0	15	0	0	15	0	0
TOTAL ALL POSITIONS:	**53**	**0**	**50**	**53**	**0**	**50**	**56**	**0**	**24**	**56**	**0**	**24**

FUND: AIRPORT 500

DEPARTMENT NAME: AIRPORT

COST CENTER NUMBER: 5000110, 5000119

COST CENTER NAME: AIRPORT

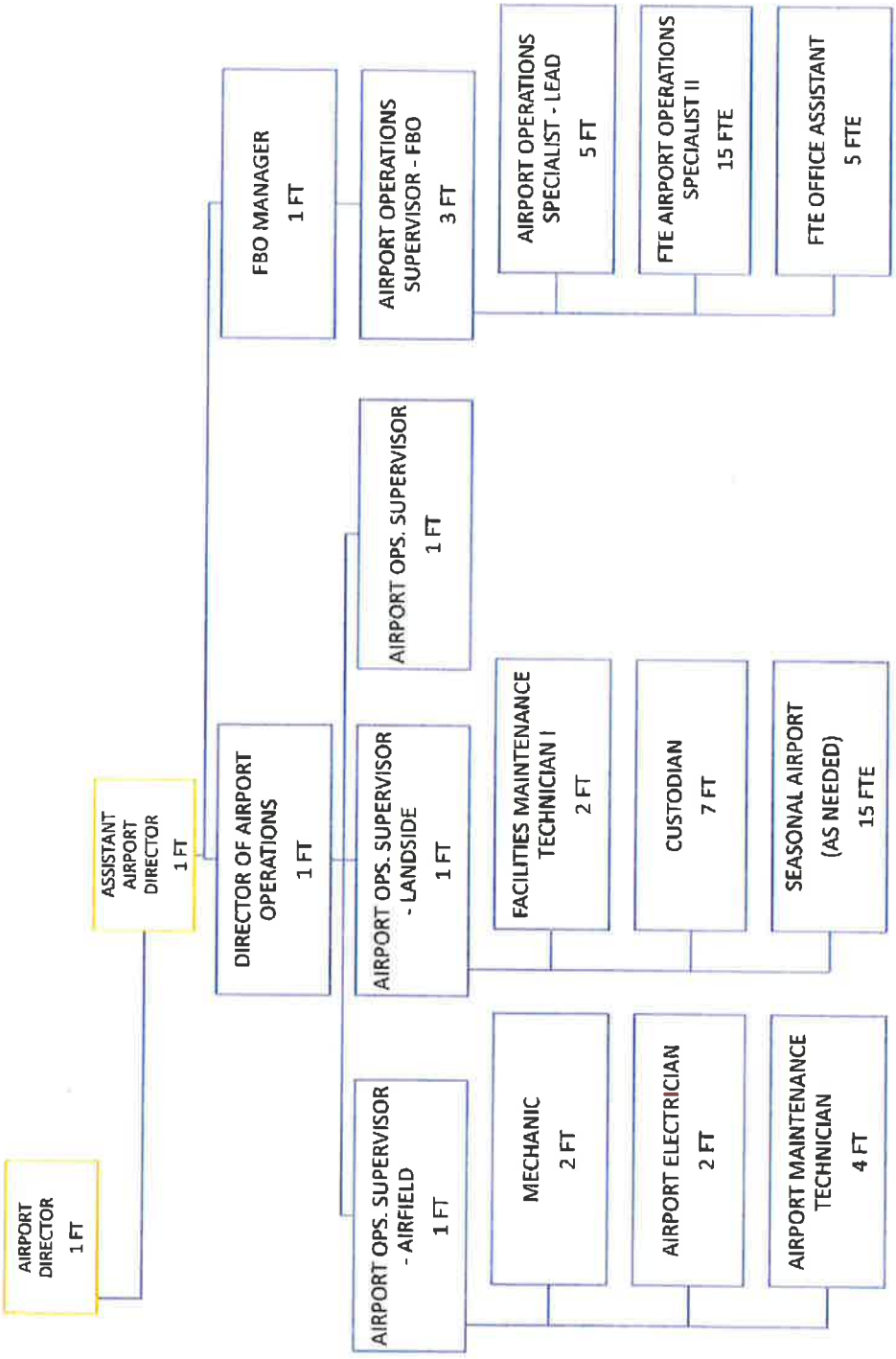


FUND: AIRPORT 500

DEPARTMENT NAME: AIRPORT

COST CENTER NUMBER: 5000110, 5000119

COST CENTER NAME: AIRPORT



LOCK IN OF 2025 ADOPTED BUDGET

RES. 63

Vote for lock in. ROLL CALL: 28 yes, 1 no (Thiede), 7 absent. 2025 COUNTY EXECUTIVE BUDGET AS AMENDED IS ADOPTED AND LOCKED IN.

VOTE RESULTS | 28 YES | 1 NO | 0 ABSTAIN | 7 ABSENT

Lock in of 2025 County Executive Budget As Amended

Lock in of 2025 County Executive Budget As Amended

Passed With Majority of Full Membership

1 THOMPSON	ABSENT	13 WEGAND	YES	25 JANKE	YES
2 JOHNSON	YES	14 HERMES	ABSENT	26 WEINBERG	YES
3 SMITH	ABSENT	15 MacDONALD	YES	27 CULBERTSON	YES
4 PATIENCE	YES	16 SCHROEDER	YES	28 MONFILS	YES
5 GABRIELSON	YES	17 CROATT	YES	29 WINTERFELDT	ABSENT
6 KOSTELNY	YES	18 SPEARS	YES	30 NEJEDLO	YES
7 HAMMEN	YES	19 HEISER	YES	31 CLEGG	YES
8 LAWRENCE	YES	20 MITCHELL	YES	32 THYSSEN	YES
9 KRUEGER	ABSENT	21 CUFF	YES	33 VANDERHEIDEN	YES
10 LAMERS	ABSENT	22 HAGEN	YES	34 RETTLER	ABSENT
11 FERGUSON	YES	23 KLEMP	YES	35 KOURY	YES
12 McCABE	YES	24 THIEDE	NO	36 LAUTENSCHLAGER	YES

Outagamie County

11-4-24 County Board Meeting - November 4 2024 06:43:02 PM

November 4, 2024 County Board Meeting

OpenMeeting

RECONSIDERATION OF 2025 ADOPTED BUDGET

Supervisor Croatt moved, seconded by Supervisor Patience to reconsider the 2025 Adopted Budget for the purpose of lock in.

Vote for reconsideration. ROLL CALL: 29 yes, 7 absent. 2025 COUNTY EXECUTIVE BUDGET AS AMENDED IS RECONSIDERED.

VOTE RESULTS 29 YES | 0 NO | 0 ABSTAIN | 7 ABSENT

Reconsideration of 2025 County Executive Budget As Amended

Reconsideration of 2025 County Executive Budget As Amended — Passed With Majority of Full Membership

1 THOMPSON	ABSENT	13 WEGAND	YES	25 JANKE	YES
2 JOHNSON	YES	14 HERMES	ABSENT	26 WEINBERG	YES
3 SMITH	ABSENT	15 MacDONALD	YES	27 CULBERTSON	YES
4 PATIENCE	YES	16 SCHROEDER	YES	28 MONFILS	YES
5 GABRIELSON	YES	17 CROATT	YES	29 WINTERFELDT	ABSENT
6 KOSTELNY	YES	18 SPEARS	YES	30 NEJEDLO	YES
7 HAMMEN	YES	19 HEISER	YES	31 CLEGG	YES
8 LAWRENCE	YES	20 MITCHELL	YES	32 THYSSEN	YES
9 KRUEGER	ABSENT	21 CUFF	YES	33 VANDERHEIDEN	YES
10 LAMERS	ABSENT	22 HAGEN	YES	34 RETTLER	ABSENT
11 FERGUSON	YES	23 KLEMP	YES	35 KOURY	YES
12 McCABE	YES	24 THIEDE	YES	36 LAUTENSCHLAGER	YES

Outagamie County Est. 1851 **11-4-24 County Board Meeting - November 4 2024 06:42:42 PM**

November 4, 2024 County Board Meeting

OpenMeeting TECHNOLOGIES

2025 COUNTY EXECUTIVE BUDGET - The Finance Committee moves for adoption of the 2025 County Executive Budget as amended by the Finance Committee.

Supervisor Croatt moved, seconded by Supervisor Cuff, for adoption of the 2025 County Executive Budget as amended by the Finance Committee.

ROLL CALL: 27 yes, 2 no (Ferguson, Thiede), 7 absent. 2025 COUNTY EXECUTIVE BUDGET IS ADOPTED AS AMENDED.

VOTE RESULTS | 27 YES | 2 NO | 0 ABSTAIN | 7 ABSENT

2025 County Executive Budget Adoption - as Amended

The Finance Committee moves for adoption of the 2025 County Executive Budget as amended by the Finance

Passed With Majority of Full Membership

1 THOMPSON	ABSENT	13 WEGAND	YES	25 JANKE	YES
2 JOHNSON	YES	14 HERMES	ABSENT	26 WEINBERG	YES
3 SMITH	ABSENT	15 MacDONALD	YES	27 CULBERTSON	YES
4 PATIENCE	YES	16 SCHROEDER	YES	28 MONFILS	YES
5 GABRIELSON	YES	17 CROATT	YES	29 WINTERFELDT	ABSENT
6 KOSTELNY	YES	18 SPEARS	YES	30 NEJEDLO	YES
7 HAMMEN	YES	19 HEISER	YES	31 CLEGG	YES
8 LAWRENCE	YES	20 MITCHELL	YES	32 THYSSEN	YES
9 KRUEGER	ABSENT	21 CUFF	YES	33 VANDERHEIDEN	YES
10 LAMERS	ABSENT	22 HAGEN	YES	34 RETTLER	ABSENT
11 FERGUSON	NO	23 KLEMP	YES	35 KOURY	YES
12 McCABE	YES	24 THIEDE	NO	36 LAUTENSCHLAGER	YES

Outagamie County | 11-4-24 County Board Meeting - November 4 2024 06:42:16 PM | OpenMeeting

November 4, 2024 County Board Meeting

Supervisor Patience moved, seconded by Supervisor MacDonald to approve Resolution Nos. 63 and 64—2024-25.

ROLL CALL: 30 yes, 6 absent. RESOLUTION NOS. 63 AND 64—2024-25 ARE ADOPTED.

VOTE RESULTS — 30 YES | 0 NO | 0 ABSTAIN | 6 ABSENT

Resolution Nos. 63 & 64—2024-25

Resolution Nos. 63 & 64—2024-25 Table of Organization Changes for the Criminal Justice Support Services D — Passed With Majority of Full Membership

1 THOMPSON	ABSENT	13 WEGAND	YES	25 JANKE	YES
2 JOHNSON	YES	14 HERMES	ABSENT	26 WEINBERG	YES
3 SMITH	ABSENT	15 MacDONALD	YES	27 CULBERTSON	YES
4 PATIENCE	YES	16 SCHROEDER	YES	28 MONFILS	YES
5 GABRIELSON	YES	17 CROATT	YES	29 WINTERFELDT	ABSENT
6 KOSTELNY	YES	18 SPEARS	YES	30 NEJEDLO	YES
7 HAMMEN	YES	19 HEISER	YES	31 CLEGG	YES
8 LAWRENCE	YES	20 MITCHELL	YES	32 THYSSEN	YES
9 KRUEGER	ABSENT	21 CUFF	YES	33 VANDERHEIDEN	YES
10 LAMERS	YES	22 HAGEN	YES	34 RETTLER	ABSENT
11 FERGUSON	YES	23 KLEMP	YES	35 KOURY	YES
12 McCABE	YES	24 THIEDE	YES	36 LAUTENSCHLAGER	YES

Outagamie County Est. 1851 **11-4-24 County Board Meeting - November 4 2024 05:40:49 PM**
November 4, 2024 County Board Meeting
OpenMeeting TECHNOLOGIES

Resolution No. 63—2024-25 – Legislative/Audit & Human Resources Committee. Amend the Table of Organization for the Criminal Justice Treatment Services (CJTS), cost center 1009100, by eliminating one (1) part-time Criminal Justice Support Specialist position and creating one (1) part-time Case Manager position effective January 1, 2025, and the fiscal change has been included in the budget as well as attendant budget expenditures and revenues, as detailed in the attachments.

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

ROLL CALL: 30 yes, 6 absent. RESOLUTION NO. 63—2024-25 IS ADOPTED.

VOTE RESULTS 30 YES | 0 NO | 0 ABSTAIN | 6 ABSENT

Resolution Nos. 63 & 64—2024-25

Resolution Nos. 63 & 64—2024-25 Table of Organization Changes for the Criminal Justice Support Services D… Passed With Majority of Full Membership

1 THOMPSON	ABSENT	13 WEGAND	YES	25 JANKE	YES
2 JOHNSON	YES	14 HERMES	ABSENT	26 WEINBERG	YES
3 SMITH	ABSENT	15 MacDONALD	YES	27 CULBERTSON	YES
4 PATIENCE	YES	16 SCHROEDER	YES	28 MONFILS	YES
5 GABRIELSON	YES	17 CROATT	YES	29 WINTERFELDT	ABSENT
6 KOSTELNY	YES	18 SPEARS	YES	30 NEJEDLO	YES
7 HAMMEN	YES	19 HEISER	YES	31 CLEGG	YES
8 LAWRENCE	YES	20 MITCHELL	YES	32 THYSSEN	YES
9 KRUEGER	ABSENT	21 CUFF	YES	33 VANDERHEIDEN	YES
10 LAMERS	YES	22 HAGEN	YES	34 RETTLER	ABSENT
11 FERGUSON	YES	23 KLEMP	YES	35 KOURY	YES
12 McCABE	YES	24 THIEDE	YES	36 LAUTENSCHLAGER	YES

Outagamie County Est. 1851 **11-4-24 County Board Meeting - November 4 2024 05:40:49 PM**
November 4, 2024 County Board Meeting
OpenMeeting TECHNOLOGIES

RESOLUTION NO.: 63—2024-25

TO THE HONORABLE, THE OUTAGAMIE COUNTY BOARD OF SUPERVISORS

LADIES AND GENTLEMEN: ***MAJORITY***

The County Executive has requested the following Criminal Justice Treatment Services (CJTS) Table of Organization changes, and the same have been made a part of the 2025 County Executive Budget:

Eliminate: One (1) Part-Time Criminal Justice Support Specialist position
Create: One (1) Part-Time Case Manager position

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

BE IT RESOLVED, that the Outagamie County Board of Supervisors does hereby and herewith authorize and approve of amending the Table of Organization for the Criminal Justice Treatment Services (CJTS), cost center 1009100, by eliminating one (1) part-time Criminal Justice Support Specialist position and creating one (1) part-time Case Manager position effective January 1, 2025 as described in the attached Position Addition Form, Position Deletion Form, Position Descriptions, and Table of Organization, which by reference are made a part hereof, and

BE IT STILL FURTHER RESOLVED, that the fiscal change has been included in the aforementioned budget as well as attendant budget expenditures and revenues as are detailed in the attached, and

BE IT FINALLY RESOLVED, that the Outagamie County Clerk be directed to forward a copy of this resolution to the Outagamie County Human Resources Director and the Outagamie County Director of Criminal Justice Treatment Services.

Dated this 14th day of November 2024

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: November 4th, 2024

Signed: _____
Board Chairperson

_____
County Clerk

Approved: 11.6.24

Vetoed: _____

Signed: _____
County Executive

POSITION ADDITION FORM - 2025 BUDGET		
Request Details		
Effective Date of Requested Change:	Jan. 1, 2025	
Department:	Criminal Justice Treatment Services	
Department Head:	Bernie Vetrone	
Cost Center Number:	1009100	
Position Title:	Case Manager	
Sunset Position? (Yes or No)	No	
Exempt (Salaried) or Non-Exempt (Hourly):	Exempt	
Pay Grade of Position:	145	
Estimated Starting Step:	1	
Position exists in current the Table of Organization?	Yes	
Is this position full time or part time? *(If more than one position, use the worksheet for Multiples)*	Full Time:	
	Part Time:	x
If Part Time position, how many hours per week will this position be working?	Hours:	22
What other alternatives were considered?	Contract Workers	
If deleting a position to add this position; which position(s) will be deleted?	Criminal Justice Support Specialist	
(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:	No	
Position Justification		
Briefly summarize why this position is needed, as well as areas of revenue and savings.		
In the 2024 budget, as a result of absorbing Drug and Mental Health Court from HHS, CJTS reorganized our Table of Organization. A half-time Mental Health Court Coordinator and a full-time Case Manager position were eliminated and a Treatment Court Coordinator position was added. This resulted in a net savings of $38,000, which was used to expand services to treatment court clients by $24,000 and to increase the Contractual Worker line item in Purchased Services by $14,000. The funds added to the contractual worker line item was used to assist in backfilling the full-time case manager that was eliminated. These Contractual Worker funds will be used to pay for this requested position. No additional funds are being requested.		
Employee Impacted By This Change (if no one in position - leave blank)		
Michelle Plach		
Fiscal Data		
How will this position be funded (choose from drop-down list)?	Levy Only	
PROJECTED 2023 EXPENDITURES - Amounts must agree to amounts included in the proposed budget.		
Salary	$	33,256
Fringe Benefits	$	24,560
Travel/Training	$	-
Supplies - IT		
Supplies - Other	$	-
Purchased Services - IT		

Purchased Services - Other	$	-
Capital Outlay	$	-
TOTAL EXPENDITURES	$	**57,816**
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.		
Description	*Dollar Value (enter as negative)*	
Deleted Position (if applicable)	$	**(59,889)**
	$	-
TOTAL COST SAVINGS/REVENUES	$	**(59,889)**
NET COUNTY COST (Levy/Fund Bal)	$	**(2,072)**

TO BE COMPLETED BY HUMAN RESOURCES:	
Reviewed by HR	**4/26/2024**
County Executive Decision (Approved/Denied)	

POSITION DELETION FORM - 2025 BUDGET		
Request Details		
Effective Date of Requested Change:	Jan. 1, 2025	
Department:	Criminal Justice Treatment Services	
Department Head:	Bernie Vetrone	
Cost Center Number:	1009100	
Position Title:	Criminal Justice Support Specialist	
Sunset Position? (Yes or No)	N	
Is this position full time or part time? *(If more than one position, use the worksheet for Multiples)*	Full Time:	
	Part Time:	1
If adding a position to offset this deletion; which position(s) will be added?		
Position Justification		
Briefly summarize why this position is no longer needed, as well as areas of revenue and savings.		
This position is mostly responsible for doing home visits for out of county GPS Huber Inmates. Since the pandemic the Sherriff's Department has reduced the number of inmates eligible for Huber. Therefore 2 part-time criminal justice support specialist positions are no longer needed. In its place a case manager position will be added, which can supplement the remaining support position, but also assist with community supervision programs and our treatment courts.		
Employee Impacted By This Change (if no one in position - leave blank)		
Michelle Plach - would move into the case manager position		
Fiscal Data		
PROJECTED COST SAVINGS		
Salary	$	26,690
Fringe Benefits	$	24,050
Travel/Training	$	-
Supplies	$	-
Purchased Services	$	9,149
Capital Outlay	$	-
TOTAL COST SAVINGS	$	59,889
DECREASED REVENUES BY DELETING THIS POSITION:		
Please list below the decreased revenues pertaining to this position deletion.		
Description	*Dollar Value (enter as negative)*	
	$	-
	$	-
	$	-
TOTAL REVENUE REDUCTION	$	-
NET COUNTY COST (Levy/Fund Balance)	$	59,889

TO BE COMPLETED BY HUMAN RESOURCES:	
Reviewed by HR	**4/26/2024**
County Executive Decision (Approved/Denied)	

Outagamie County

Outagamie County

Case Manager (CJTS)

Job Description Code: 2300-1
Established Date: 04/12/2017
Last Revised Date: 12/17/2023
Effective: 12/11/2023

Salary Range

$60,465.60 - $78,873.60 Annually

Bargaining Unit

N/A

EEO

Other

Occupational Group

130

FLSA

Exempt

Benefit Code

General

Physical Class

N/A

Grade

145

Position Purpose

Reporting to the Criminal Justice Treatment Services Director, the Case Manager supervises adult correctional clients who are placed on pre-charge, pretrial and post-conviction community supervision programs.

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.

- Supervises correctional clients placed on the Pre-charge Supervision Program, Pretrial Supervision Program, CJTS Probation, Safe Streets Treatment Options Program and the Young Adult Offender Program.
- Develops and leads self-improvement programs in anger management, cognitive intervention and employability for correctional clients.

Employee Group (General, AS&P, etc.)
Exempt

Hepatitis Category
B

- Administers risk and needs assessments on correctional clients.
- Appears in court to testify in court review hearings, bond modification hearings and revocation hearings.
- Conducts investigations of program rule violations of community supervision programs.
- Coordinates and monitors child placement exchanges for the Safe Exchange Program.
- Prepares statistical reports, such as the year-end report and quarterly CJTS newsletter, and other documentation as required.
- Attends various training seminars on criminal justice, volunteer management or topics relative to the position.
- Participates in public awareness regarding CJTS and evidence based practices, volunteerism, and local criminal justice issues.
- Maintains regular and predictable attendance, works overtime/extra hours as required.

Performs other duties as assigned.

Education/Certifications/Experience Requirements

- Bachelor's degree in Criminal Justice, Social Work or a related field
- Three to five years criminal justice, social work, or similar experience, or any

combination of education and experience that provides equivalent knowledge, skills, and abilities.

Required or Preferred Skills

- Ability to operate a variety of office equipment including personal computer, typewriter, photocopier, fax machine, and telephone.
- Ability to engage in motivational interviewing with correctional clients.
- Ability to add, subtract, multiply, divide, calculate decimals and percents, and make use of the principals of descriptive statistics.
- Ability to comprehend and interpret a variety of documents including client records, attorney and police files, probation reports, alcohol and social evaluations, State files, psychological and other reports, law books, State and other statutes and regulations, general correspondence, etc.
- Ability to use and interpret medical, legal, and counseling terminology.
- Ability to communicate effectively with clients and family members, Judges, court officials, attorneys, Sheriff and other law enforcement personnel, psychologists, social workers, employers, school officials, and others verbally and in writing.

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 Est. 1851

Outagamie County

Criminal Justice Support Specialist

Job Description Code: 2300-5
Established Date: 05/03/2017
Last Revised Date: 12/17/2023
Effective: 12/04/2023

Salary Range

$20.73 - $27.04 Hourly

Bargaining Unit

N/A

EEO

Other

Occupational Group

200

FLSA

Non-Exempt

Benefit Code

General

Physical Class

N/A

Grade

120

Employee Group (General, AS&P, etc.)

Position Purpose

The Criminal Justice Support Specialist provides monitoring for adult inmates released to the community on GPS supervision and other correctional clients in alternative programming as well as duties supporting criminal justice case managers.

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.

- Ensures GPS inmates are compliant with the rules of the Outagamie County GPS Program.
- Conduct scheduled and non-scheduled home visits of GPS inmates.
- Assists case managers in the monitoring of pretrial defendants.

Non-Exempt

Hepatitis Category
B

- Conducts preliminary breath tests from GPS inmates and pretrial justice defendants and documents results.
- Records changes to the participants' schedule accordingly.
- Maintain appropriate documentation of inmates activities while on GPS.
- Maintains familiarity and compliance with the rules and regulations of the Outagamie County Jail GPS Program and the CJTS Pretrial Justice Program.
- Provides support and coverage of the reception desk.
- Assists in data entry.

Education/Certifications/Experience Requirements

- High school diploma or GED
- Experience in an office setting or customer service, including handling attention to details accurately and follow-up/thoroughness skills.
- Or any combination of education and experience that provides equivalent knowledge, skills, and abilities.

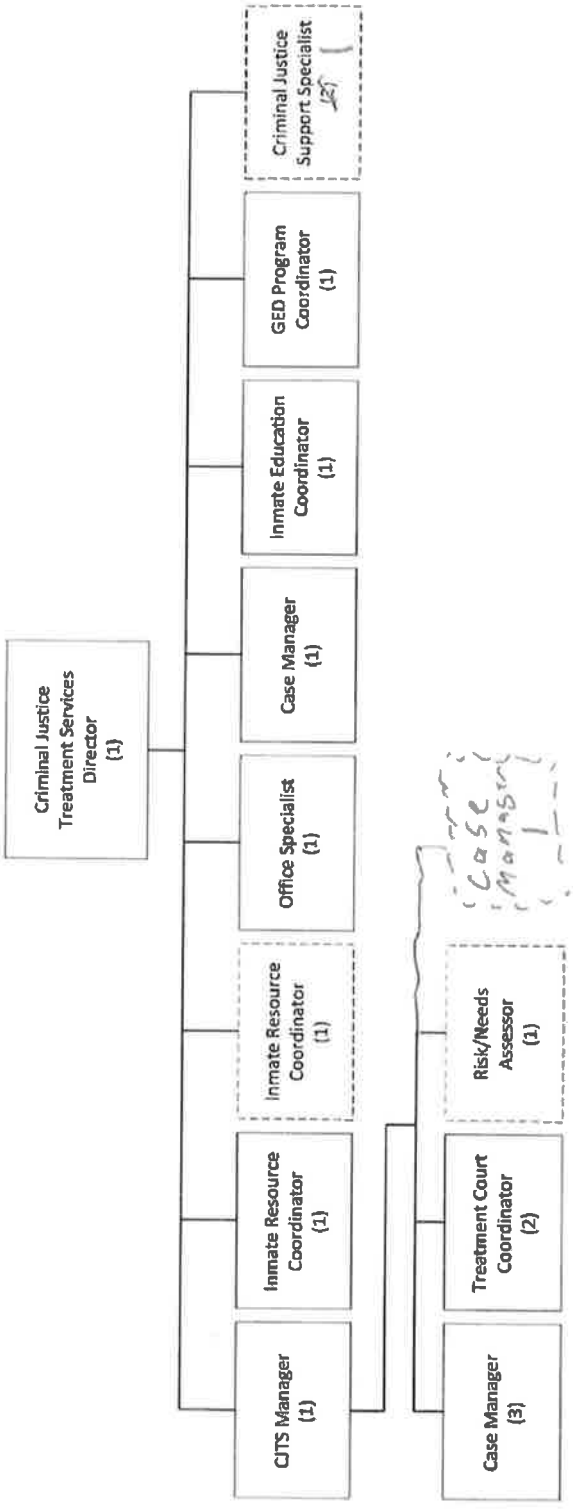
Required or Preferred Skills

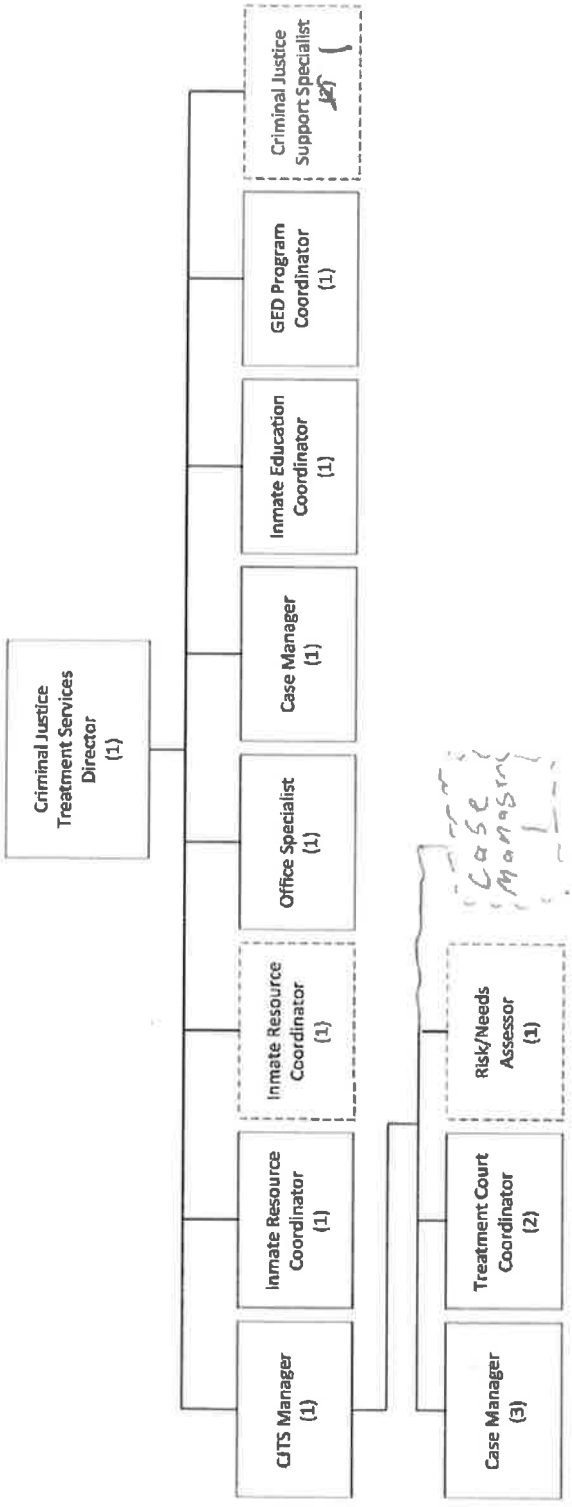
- Experience using computer databases, web based programs and other computer

software.

- Experience using GPS (global positioning) software is a plus.
- Preference for persons who have worked with the jail inmate population.
- Experience working with persons who are chemically dependent or who have mental illness is helpful.
- Must have flexibility in availability for work which includes weekday, weekend, holiday and evening hours.
- Good interpersonal and verbal skills for dealing appropriately with jail inmates and the public.
- Must be patient, have pleasant disposition and ability to multitask while displaying calm.

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.


Criminal Justice Treatment Services Director (1)
Criminal Justice Support Specialist (1)
GED Program Coordinator (1)
Inmate Education Coordinator (1)
Case Manager (1)
Office Specialist (1)
Inmate Resource Coordinator (1)
Inmate Resource Coordinator (1)
CITS Manager (1)
Risk/Needs Assessor (1)
Treatment Court Coordinator (2)
Case Manager (3)
Case Manager (1)


Criminal Justice Treatment Services Director (1)
CJTS Manager (1)
Inmate Resource Coordinator (1)
Inmate Resource Coordinator (1)
Office Specialist (1)
Case Manager (1)
Inmate Education Coordinator (1)
GED Program Coordinator (1)
Criminal Justice Support Specialist
Case Manager (3)
Treatment Court Coordinator (2)
Risk/Needs Assessor (1)
Case Manager

FUND: GENERAL 100

COST CENTER NAME: CRIMINAL JUSTICE TREATMENT SVC.

DEPARTMENT NAME: CRIMINAL JUSTICE TREATMENT

COST CENTER NUMBER: 1009100, 1009110

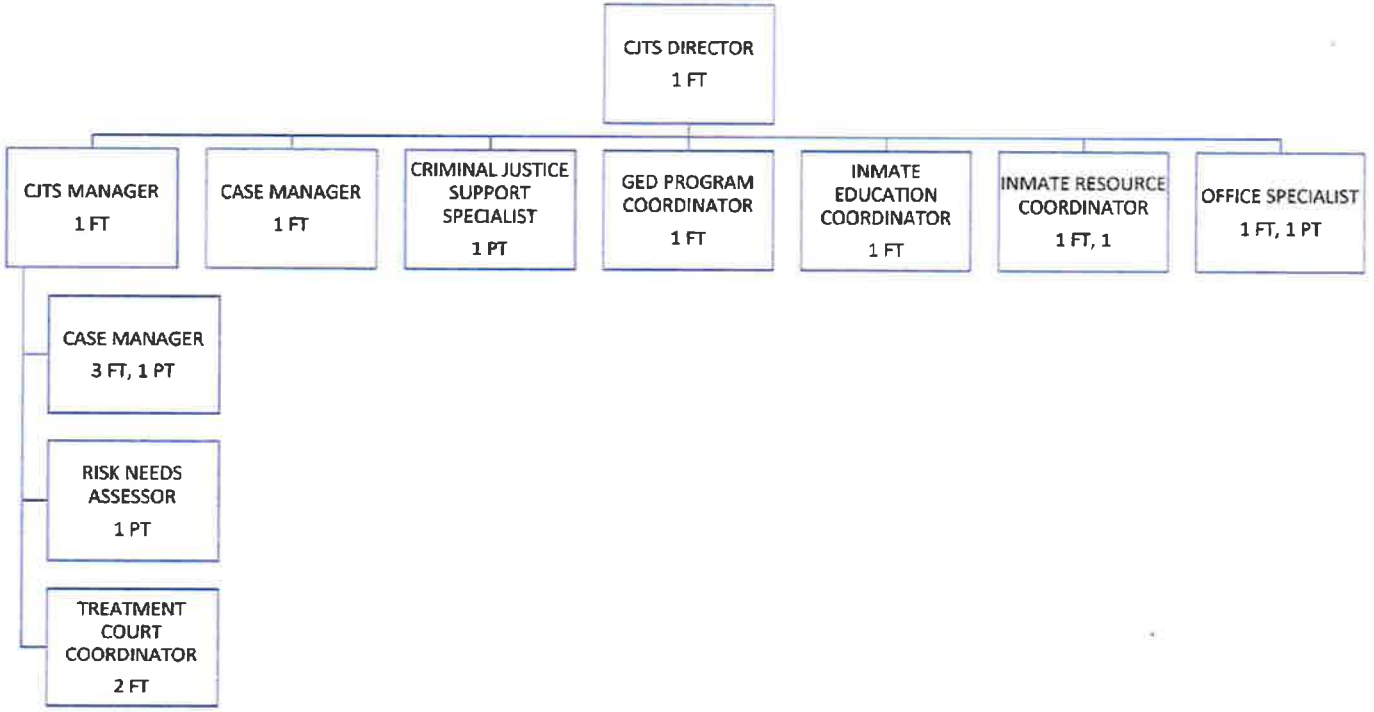
POSITION COUNT REGULAR POSITIONS:	2022		2023		2024		2025	
	FT	PT	FT	PT	FT	PT	FT	PT
COST CENTER 1009100								
CASE MANAGER	5	0	5	0	4	0	4	1
CJTS DIRECTOR	1	0	1	0	1	0	1	0
CJTS MANAGER	1	0	1	0	1	0	1	0
CRIMINAL JUSTICE SUPPORT SPECIALIST	0	2	0	2	0	2	0	1
GED PROGRAM COORDINATOR	1	0	1	0	1	0	1	0
INMATE EDUCATION COORDINATOR	1	0	1	0	1	0	1	0
INMATE RESOURCE COORDINATOR	1	1	1	1	1	1	1	1
MENTAL HEALTH COURT COORDINATOR	0	0	1	0	1	0	0	0
OFFICE SPECIALIST	1	0	1	0	1	0	1	1
RISK NEEDS ASSESSOR	0	1	0	1	0	1	0	1
COST CENTER TOTALS	11	4	12	4	11	4	10	5
COST CENTER 1009110								
TREATMENT COURT COORDINATOR	1	0	2	0	2	0	2	0
COST CENTER TOTALS	1	0	2	0	2	0	2	0
TOTAL POSITIONS-REGULAR:	12	4	14	4	13	4	12	5
TOTAL ALL POSITIONS:	**12**	**4**	**14**	**4**	**13**	**4**	**12**	**5**

FUND: GENERAL 100

COST CENTER NAME: CRIMINAL JUSTICE TREATMENT SVC.

DEPARTMENT NAME: CRIMINAL JUSTICE TREATMENT

COST CENTER NUMBER: 1009100, 1009110



LOCK IN OF 2025 ADOPTED BUDGET

RES. 64

Vote for lock in. ROLL CALL: 28 yes, 1 no (Thiede), 7 absent. 2025 COUNTY EXECUTIVE BUDGET AS AMENDED IS ADOPTED AND LOCKED IN.

VOTE RESULTS 28 YES | 1 NO | 0 ABSTAIN | 7 ABSENT

Lock in of 2025 County Executive Budget As Amended

Lock in of 2025 County Executive Budget As Amended

Passed With Majority of Full Membership

1 THOMPSON	ABSENT	13 WEGAND	YES	25 JANKE	YES
2 JOHNSON	YES	14 HERMES	ABSENT	26 WEINBERG	YES
3 SMITH	ABSENT	15 MacDONALD	YES	27 CULBERTSON	YES
4 PATIENCE	YES	16 SCHROEDER	YES	28 MONFILS	YES
5 GABRIELSON	YES	17 CROATT	YES	29 WINTERFELDT	ABSENT
6 KOSTELNY	YES	18 SPEARS	YES	30 NEJEDLO	YES
7 HAMMEN	YES	19 HEISER	YES	31 CLEGG	YES
8 LAWRENCE	YES	20 MITCHELL	YES	32 THYSSEN	YES
9 KRUEGER	ABSENT	21 CUFF	YES	33 VANDERHEIDEN	YES
10 LAMERS	ABSENT	22 HAGEN	YES	34 RETTLER	ABSENT
11 FERGUSON	YES	23 KLEMP	YES	35 KOURY	YES
12 McCABE	YES	24 THIEDE	NO	36 LAUTENSCHLAGER	YES

Outagamie County Est. 1851 **11-4-24 County Board Meeting - November 4 2024 06:43:02 PM**

November 4, 2024 County Board Meeting

OpenMeeting TECHNOLOGIES

RECONSIDERATION OF 2025 ADOPTED BUDGET

Supervisor Croatt moved, seconded by Supervisor Patience to reconsider the 2025 Adopted Budget for the purpose of lock in.

Vote for reconsideration. ROLL CALL: 29 yes, 7 absent. 2025 COUNTY EXECUTIVE BUDGET AS AMENDED IS RECONSIDERED.

VOTE RESULTS 29 YES | 0 NO | 0 ABSTAIN | 7 ABSENT

Reconsideration of 2025 County Executive Budget As Amended

Reconsideration of 2025 County Executive Budget As Amended — Passed With Majority of Full Membership

1 THOMPSON	ABSENT	13 WEGAND	YES	25 JANKE	YES
2 JOHNSON	YES	14 HERMES	ABSENT	26 WEINBERG	YES
3 SMITH	ABSENT	15 MacDONALD	YES	27 CULBERTSON	YES
4 PATIENCE	YES	16 SCHROEDER	YES	28 MONFILS	YES
5 GABRIELSON	YES	17 CROATT	YES	29 WINTERFELDT	ABSENT
6 KOSTELNY	YES	18 SPEARS	YES	30 NEJEDLO	YES
7 HAMMEN	YES	19 HEISER	YES	31 CLEGG	YES
8 LAWRENCE	YES	20 MITCHELL	YES	32 THYSSEN	YES
9 KRUEGER	ABSENT	21 CUFF	YES	33 VANDERHEIDEN	YES
10 LAMERS	ABSENT	22 HAGEN	YES	34 RETTLER	ABSENT
11 FERGUSON	YES	23 KLEMP	YES	35 KOURY	YES
12 McCABE	YES	24 THIEDE	YES	36 LAUTENSCHLAGER	YES

Outagamie County — 11-4-24 County Board Meeting - November 4 2024 06:42:42 PM

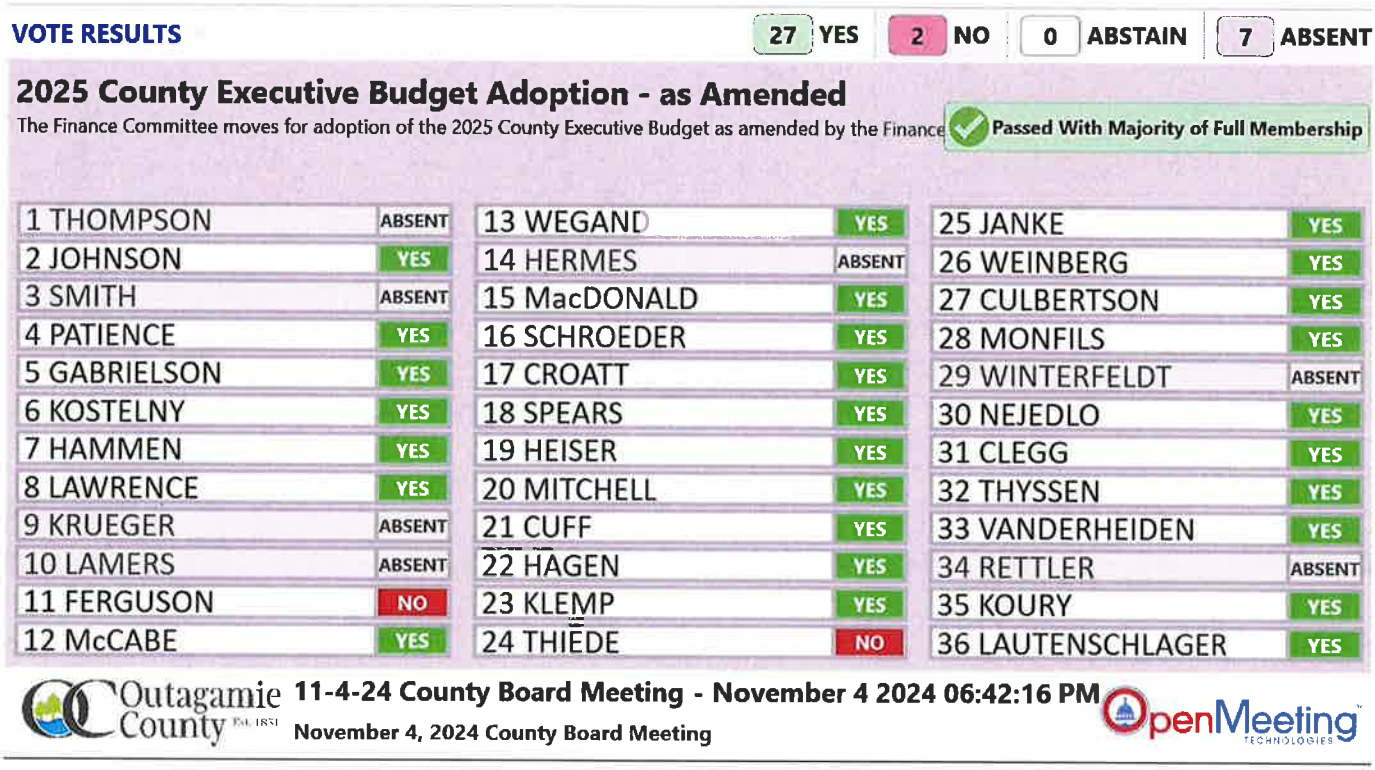
November 4, 2024 County Board Meeting

OpenMeeting TECHNOLOGIES

2025 COUNTY EXECUTIVE BUDGET - The Finance Committee moves for adoption of the 2025 County Executive Budget as amended by the Finance Committee.

Supervisor Croatt moved, seconded by Supervisor Cuff, for adoption of the 2025 County Executive Budget as amended by the Finance Committee.

ROLL CALL: 27 yes, 2 no (Ferguson, Thiede), 7 absent. 2025 COUNTY EXECUTIVE BUDGET IS ADOPTED AS AMENDED.



Supervisor Patience moved, seconded by Supervisor MacDonald to approve Resolution Nos. 63 and 64—2024-25.

ROLL CALL: 30 yes, 6 absent. RESOLUTION NOS. 63 AND 64—2024-25 ARE ADOPTED.

VOTE RESULTS | 30 YES | 0 NO | 0 ABSTAIN | 6 ABSENT

Resolution Nos. 63 & 64—2024-25

Resolution Nos. 63 & 64—2024-25 Table of Organization Changes for the Criminal Justice Support Services D(Passed With Majority of Full Membership

1 THOMPSON	ABSENT	13 WEGAND	YES	25 JANKE	YES
2 JOHNSON	YES	14 HERMES	ABSENT	26 WEINBERG	YES
3 SMITH	ABSENT	15 MacDONALD	YES	27 CULBERTSON	YES
4 PATIENCE	YES	16 SCHROEDER	YES	28 MONFILS	YES
5 GABRIELSON	YES	17 CROATT	YES	29 WINTERFELDT	ABSENT
6 KOSTELNY	YES	18 SPEARS	YES	30 NEJEDLO	YES
7 HAMMEN	YES	19 HEISER	YES	31 CLEGG	YES
8 LAWRENCE	YES	20 MITCHELL	YES	32 THYSSEN	YES
9 KRUEGER	ABSENT	21 CUFF	YES	33 VANDERHEIDEN	YES
10 LAMERS	YES	22 HAGEN	YES	34 RETTLER	ABSENT
11 FERGUSON	YES	23 KLEMP	YES	35 KOURY	YES
12 McCABE	YES	24 THIEDE	YES	36 LAUTENSCHLAGER	YES

Outagamie County Est. 1851 **11-4-24 County Board Meeting - November 4 2024 05:40:49 PM**

November 4, 2024 County Board Meeting

OpenMeeting TECHNOLOGIES

Resolution No. 64—2024-25 – Legislative/Audit & Human Resources Committee. Amend the Table of Organization for the Criminal Justice Treatment Services (CJTS), cost center 2101000, by creating one (1) part-time Office Assistant position (sunset position) effective January 1, 2025, and the fiscal change has been included in the budget as well as attendant budget expenditures and revenues, as detailed in the attachments.

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

ROLL CALL: 30 yes, 6 absent. RESOLUTION NO. 64—2024-25 IS ADOPTED.

VOTE RESULTS 30 YES | 0 NO | 0 ABSTAIN | 6 ABSENT

Resolution Nos. 63 & 64—2024-25

Resolution Nos. 63 & 64—2024-25 Table of Organization Changes for the Criminal Justice Support Services D… Passed With Majority of Full Membership

1 THOMPSON	ABSENT	13 WEGAND	YES	25 JANKE	YES
2 JOHNSON	YES	14 HERMES	ABSENT	26 WEINBERG	YES
3 SMITH	ABSENT	15 MacDONALD	YES	27 CULBERTSON	YES
4 PATIENCE	YES	16 SCHROEDER	YES	28 MONFILS	YES
5 GABRIELSON	YES	17 CROATT	YES	29 WINTERFELDT	ABSENT
6 KOSTELNY	YES	18 SPEARS	YES	30 NEJEDLO	YES
7 HAMMEN	YES	19 HEISER	YES	31 CLEGG	YES
8 LAWRENCE	YES	20 MITCHELL	YES	32 THYSSEN	YES
9 KRUEGER	ABSENT	21 CUFF	YES	33 VANDERHEIDEN	YES
10 LAMERS	YES	22 HAGEN	YES	34 RETTLER	ABSENT
11 FERGUSON	YES	23 KLEMP	YES	35 KOURY	YES
12 McCABE	YES	24 THIEDE	YES	36 LAUTENSCHLAGER	YES

Outagamie County Est. 1851 **11-4-24 County Board Meeting - November 4 2024 05:40:49 PM**

November 4, 2024 County Board Meeting

OpenMeeting TECHNOLOGIES

RESOLUTION NO.: 64—2024-25

TO THE HONORABLE, THE OUTAGAMIE COUNTY BOARD OF SUPERVISORS

LADIES AND GENTLEMEN: ***MAJORITY***

The County Executive has requested the following Criminal Justice Treatment Services (CJTS) Table of Organization changes, and the same have been made a part of the 2025 County Executive Budget:

Create: One (1) Part-Time Office Assistant position (sunset position)

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

BE IT RESOLVED, that the Outagamie County Board of Supervisors does hereby and herewith authorize and approve of amending the Table of Organization for the Criminal Justice Treatment Services (CJTS), cost center 2101000 by creating one (1) part-time Office Assistant position (sunset position) effective January 1, 2025 as described in the attached Position Addition Form, Position Description, and Table of Organization, which by reference are made a part hereof, and

BE IT STILL FURTHER RESOLVED, that the fiscal change has been included in the aforementioned budget as well as attendant budget expenditures and revenues as are detailed in the attached, and

BE IT FINALLY RESOLVED, that the Outagamie County Clerk be directed to forward a copy of this resolution to the Outagamie County Human Resources Director and the Outagamie County Director of Criminal Justice Treatment Services.

Dated this 14th day of November 2024

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: November 4th, 2024

Signed: Dan Calvin
Board Chairperson

Kelly M. Cook
County Clerk

Approved: 11/6/24

Vetoed: _____

Signed:
County Executive

POSITION ADDITION FORM - 2025 BUDGET			
Request Details			
Effective Date of Requested Change:	**Jan. 1, 2025**		
Department:	**Criminal Justice Treatment Services**		
Department Head:	**Bernie Vetrone**		
Cost Center Number:	**2101000**		
Position Title:	**Office Assistant**		
Sunset Position? (Yes or No)	**Yes**		
Exempt (Salaried) or Non-Exempt (Hourly):	**Non-Exempt**		
Pay Grade of Position:	**120**		
Estimated Starting Step:	**3**		
Position exists in current the Table of Organization?	**No**		
Is this position full time or part time? *(If more than one position, use the worksheet for Multiples)*	**Full Time:**		
	Part Time:		**1**
If Part Time position, how many hours per week will this position be working?	**Hours:**		**24**
What other alternatives were considered?	**Allowing over-time for other staff.**		
If deleting a position to add this position; which position(s) will be deleted?	**Not Applicable**		
(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:	**Not Applicable**		
Position Justification			
Briefly summarize why this position is needed, as well as areas of revenue and savings.			
Reporting requirements for our Treatment Alternative and Diversion (TAD) grant are intensive and time sensitive. A dedicated part-time position is needed to gather and enter the necessary data to remain in compliance with grant requirements. This position relieves Treatment Court Coordinators of this duty, who are six grades higher on the wage schedule. Funding for this position is fully under the TAD grant. CJTS has been receiving the TAD grant for over 10 years and anticipates continued grant funding for the foreseeable future. Currently CJTS has a contracted position, using grant funds, for these job duties, however, this contract employee can only remain in this position until January of 2025 before a new individual would have to be trained due to limitations on the length of time any one contract employee can remain in a position. Grant funds have already been utilized to purchase all IT equipment for this position.			
Employee Impacted By This Change (if no one in position - leave blank)			
Fiscal Data			
How will this position be funded (choose from drop-down list)?	**Grants**		
PROJECTED 2025 EXPENDITURES - Amounts must agree to amounts included in the proposed budget.			
Salary	$		**27,444**
Fringe Benefits	$		**23,623**
Travel/Training	$		-
Supplies - IT			
Supplies - Other	$		-

Purchased Services - IT	
Purchased Services - Other	$ -
Capital Outlay	$ -
TOTAL EXPENDITURES	$ **51,067**
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.	
Description	*Dollar Value (enter as negative)*
Deleted Position (if applicable)	
	$ -
	$ -
TOTAL COST SAVINGS/REVENUES	$ -
NET COUNTY COST (Levy/Fund Bal)	$ **51,067**

TO BE COMPLETED BY HUMAN RESOURCES:	
Reviewed by HR	**4/26/2024**
County Executive Decision (Approved/Denied)	

Outagamie County

Outagamie County

Office Assistant (CJTS) *Contractor position

Job Description Code: 2300-16
Established Date: 01/16/2024
Effective: 01/16/2024

Salary Range

$20.73 Hourly

Bargaining Unit

N/A

EEO

EEO1-Administrative Support Workers

Occupational Group

140

FLSA

Non-Exempt

Benefit Code

N/A

Physical Class

N/A

Grade

contractor

Employee Group (General, AS&P, etc.)

Position Purpose

The Office Assistant performs a variety of general and specialized administrative functions to support the Criminal Justice Treatment Services department with the various programs of the department.

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.

- Effectively communicating with the public. Greeting and directing the public, providing program information, answering multi-line telephone, taking messages, making referrals to other services when appropriate, and otherwise assisting the public.
- Gathers and documents information to determine client enrollment into programs. Schedules appointments. Enters data and program specific information into various

Non-Exempt

Hepatitis Category

C

computer systems, programs, and case files.

- Prepares, edits and revises various documents including correspondence, reports, meeting minutes, questionnaires, etc., from handwritten notes, meeting information, or prior documents.
- Opens, maintains, and closes electronic files/charts. Scans documents into electronic case files.
- Develop and maintain spreadsheets, create charts and tables, or generate reports.
- Process, distribute, and/or scan mail following standard procedures.
- Processes paperwork specific. Prepares legal documents and processes paperwork for court actions. Opens and files court documents as appropriate. Coordinates serving the client with court documents.
- Decipher complex documents such as legal documents, program progress reports, participant worksheets, and treatment records.
- May provide financial assistance functions including accepting client payments, recording payments, and preparing billing statements.
- Maintains inventory of office and computer supplies, forms, papers, program supplies.

Education/Certifications/Experience Requirements

- Minimum of a high school diploma or GED equivalent with at least two years of office experience.
- Experience in Word, Excel, scanning, and public contact preferred.

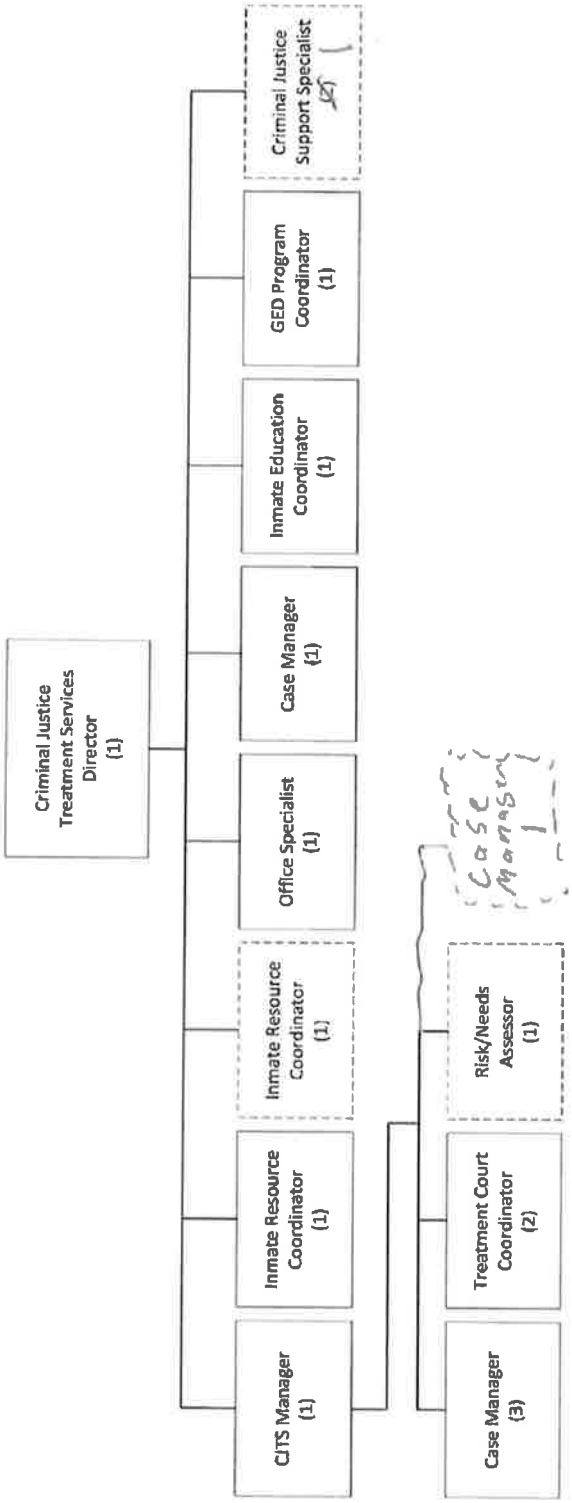
- Or any combination of education and experience that provides equivalent knowledge, skills, and abilities

Required or Preferred Skills

- Knowledge of and ability to use modern office practices, procedures, and equipment.
- Skill in operation of computers and software programs utilized by the department.
- Demonstrated ability to type a minimum of 40 wpm with 95% accuracy. After the first year, will demonstrate ability to type 50 wpm with 95% accuracy.
- Effectively communicate in English. The ability to understand and follow written and oral instructions.
- Determine priorities, multi-task, plan and organize work schedule to meet deadlines and goals.
- Respect individual and their differences, and work with members of all socioeconomic groups.
- Maintain confidentiality and accountability.
- Establish and maintain effective working relationships with co-workers, other county and department employees, and the general public.
- Ability to add, subtract, multiply, divide, and figure simple mathematical calculations.
- Ability to lift, carry, push, pull or otherwise move up to 20 pounds. Understand and use 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.


Criminal Justice Treatment Services Director (1)
Criminal Justice Support Specialist (1)
GED Program Coordinator (1)
Inmate Education Coordinator (1)
Case Manager (1)
Office Specialist (1)
Inmate Resource Coordinator (1)
Inmate Resource Coordinator (1)
CJTS Manager (1)
Risk/Needs Assessor (1)
Treatment Court Coordinator (2)
Case Manager (3)
Case Manager 1

FUND: GENERAL 100

COST CENTER NAME: CRIMINAL JUSTICE TREATMENT SVC.

DEPARTMENT NAME: CRIMINAL JUSTICE TREATMENT

COST CENTER NUMBER: 1009100, 1009110

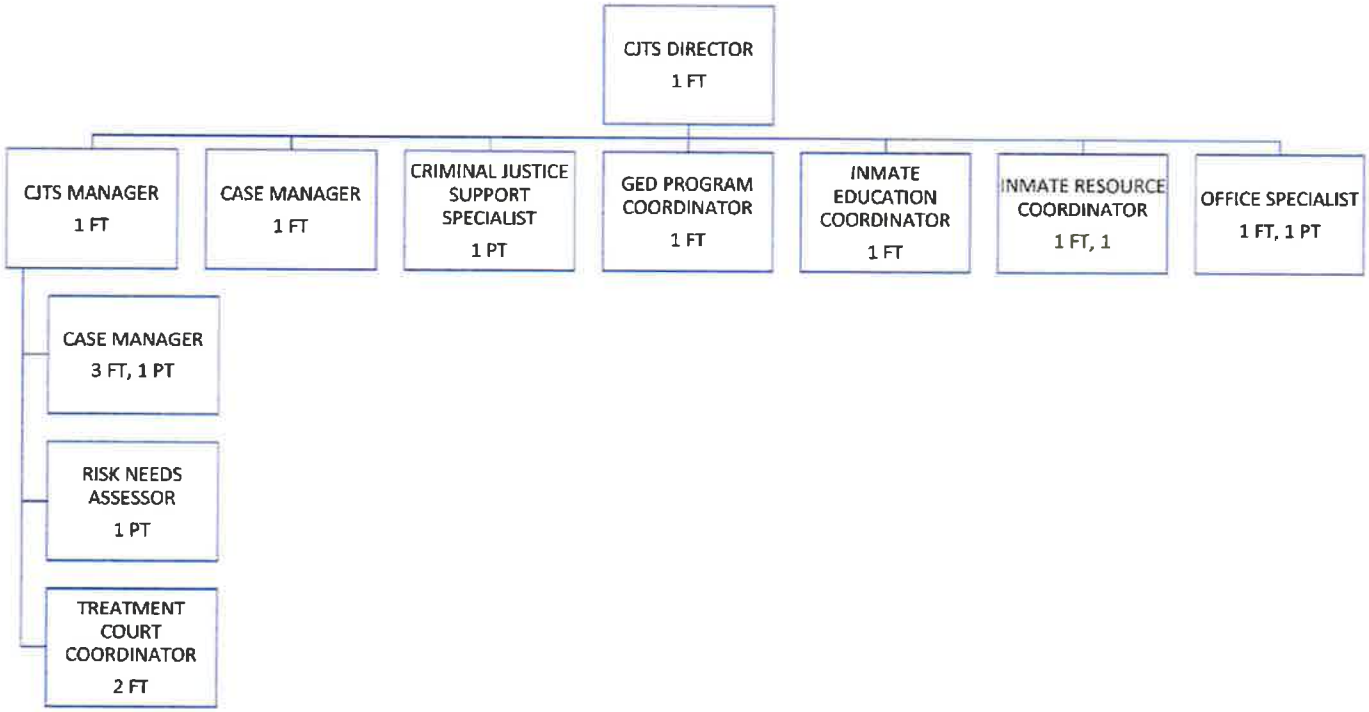
POSITION COUNT REGULAR POSITIONS:	2022		2023		2024		2025	
	FT	PT	FT	PT	FT	PT	FT	PT
COST CENTER 1009100								
CASE MANAGER	5	0	5	0	4	0	4	1
CJTS DIRECTOR	1	0	1	0	1	0	1	0
CJTS MANAGER	1	0	1	0	1	0	1	0
CRIMINAL JUSTICE SUPPORT SPECIALIST	0	2	0	2	0	2	0	1
GED PROGRAM COORDINATOR	1	0	1	0	1	0	1	0
INMATE EDUCATION COORDINATOR	1	0	1	0	1	0	1	0
INMATE RESOURCE COORDINATOR	1	1	1	1	1	1	1	1
MENTAL HEALTH COURT COORDINATOR	0	0	1	0	1	0	0	0
OFFICE SPECIALIST	1	0	1	0	1	0	1	1
RISK NEEDS ASSESSOR	0	1	0	1	0	1	0	1
COST CENTER TOTALS	11	4	12	4	11	4	10	5
COST CENTER 1009110								
TREATMENT COURT COORDINATOR	1	0	2	0	2	0	2	0
COST CENTER TOTALS	1	0	2	0	2	0	2	0
TOTAL POSITIONS-REGULAR:	12	4	14	4	13	4	12	5
TOTAL ALL POSITIONS:	**12**	**4**	**14**	**4**	**13**	**4**	**12**	**5**

FUND: GENERAL 100

COST CENTER NAME: CRIMINAL JUSTICE TREATMENT SVC.

DEPARTMENT NAME: CRIMINAL JUSTICE TREATMENT

COST CENTER NUMBER: 1009100, 1009110



LOCK IN OF 2025 ADOPTED BUDGET

RES. 65

Vote for lock in. ROLL CALL: 28 yes, 1 no (Thiede), 7 absent. 2025 COUNTY EXECUTIVE BUDGET AS AMENDED IS ADOPTED AND LOCKED IN.

VOTE RESULTS 28 YES | 1 NO | 0 ABSTAIN | 7 ABSENT

Lock in of 2025 County Executive Budget As Amended

Lock in of 2025 County Executive Budget As Amended

Passed With Majority of Full Membership

1 THOMPSON	ABSENT	13 WEGAND	YES	25 JANKE	YES
2 JOHNSON	YES	14 HERMES	ABSENT	26 WEINBERG	YES
3 SMITH	ABSENT	15 MacDONALD	YES	27 CULBERTSON	YES
4 PATIENCE	YES	16 SCHROEDER	YES	28 MONFILS	YES
5 GABRIELSON	YES	17 CROATT	YES	29 WINTERFELDT	ABSENT
6 KOSTELNY	YES	18 SPEARS	YES	30 NEJEDLO	YES
7 HAMMEN	YES	19 HEISER	YES	31 CLEGG	YES
8 LAWRENCE	YES	20 MITCHELL	YES	32 THYSSEN	YES
9 KRUEGER	ABSENT	21 CUFF	YES	33 VANDERHEIDEN	YES
10 LAMERS	ABSENT	22 HAGEN	YES	34 RETTLER	ABSENT
11 FERGUSON	YES	23 KLEMP	YES	35 KOURY	YES
12 McCABE	YES	24 THIEDE	NO	36 LAUTENSCHLAGER	YES

Outagamie County WISCONSIN **11-4-24 County Board Meeting - November 4 2024 06:43:02 PM**

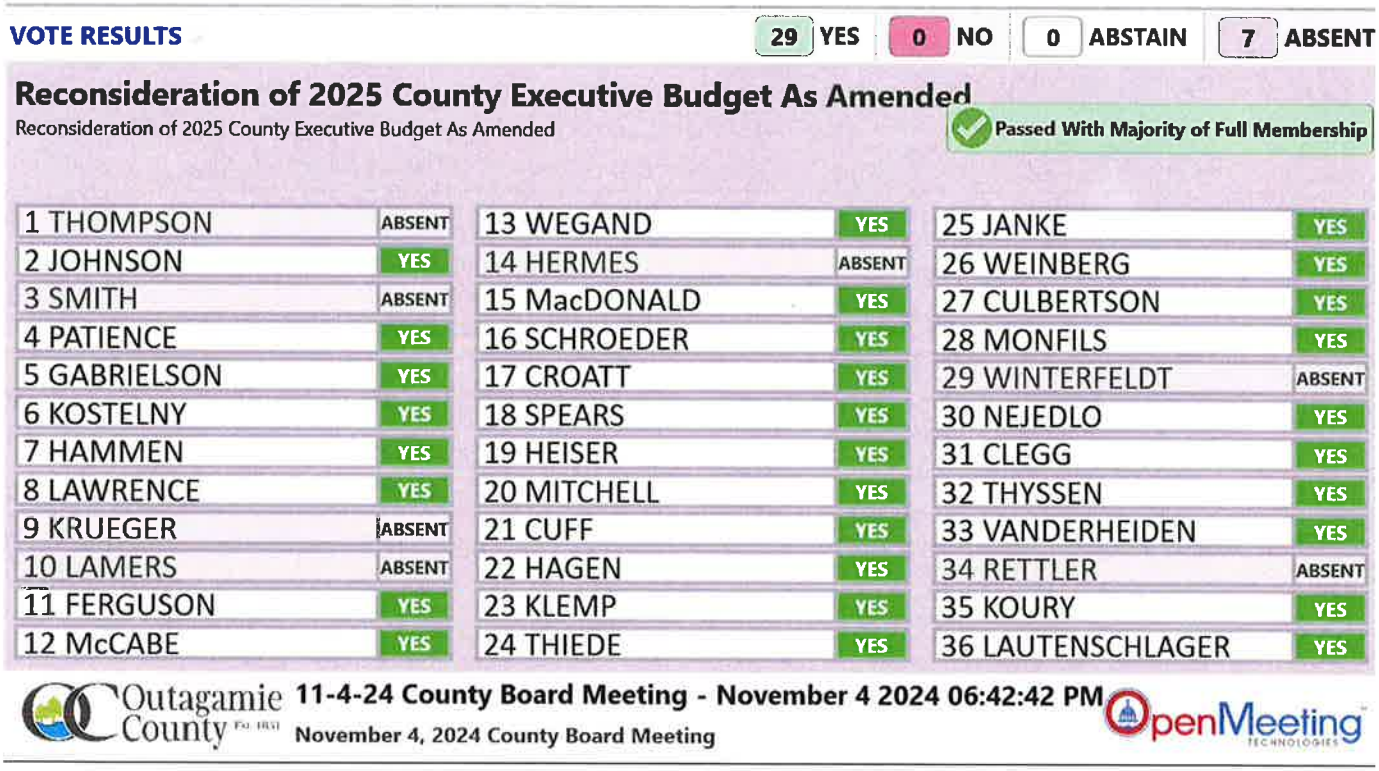
November 4, 2024 County Board Meeting

OpenMeeting TECHNOLOGIES

RECONSIDERATION OF 2025 ADOPTED BUDGET

Supervisor Croatt moved, seconded by Supervisor Patience to reconsider the 2025 Adopted Budget for the purpose of lock in.

Vote for reconsideration. ROLL CALL: 29 yes, 7 absent. 2025 COUNTY EXECUTIVE BUDGET AS AMENDED IS RECONSIDERED.



VOTE RESULTS 29 YES | 0 NO | 0 ABSTAIN | 7 ABSENT

Reconsideration of 2025 County Executive Budget As Amended

Reconsideration of 2025 County Executive Budget As Amended

Passed With Majority of Full Membership

1 THOMPSON	ABSENT	13 WEGAND	YES	25 JANKE	YES
2 JOHNSON	YES	14 HERMES	ABSENT	26 WEINBERG	YES
3 SMITH	ABSENT	15 MacDONALD	YES	27 CULBERTSON	YES
4 PATIENCE	YES	16 SCHROEDER	YES	28 MONFILS	YES
5 GABRIELSON	YES	17 CROATT	YES	29 WINTERFELDT	ABSENT
6 KOSTELNY	YES	18 SPEARS	YES	30 NEJEDLO	YES
7 HAMMEN	YES	19 HEISER	YES	31 CLEGG	YES
8 LAWRENCE	YES	20 MITCHELL	YES	32 THYSSEN	YES
9 KRUEGER	ABSENT	21 CUFF	YES	33 VANDERHEIDEN	YES
10 LAMERS	ABSENT	22 HAGEN	YES	34 RETTLER	ABSENT
11 FERGUSON	YES	23 KLEMP	YES	35 KOURY	YES
12 McCABE	YES	24 THIEDE	YES	36 LAUTENSCHLAGER	YES

Outagamie County

11-4-24 County Board Meeting - November 4 2024 06:42:42 PM

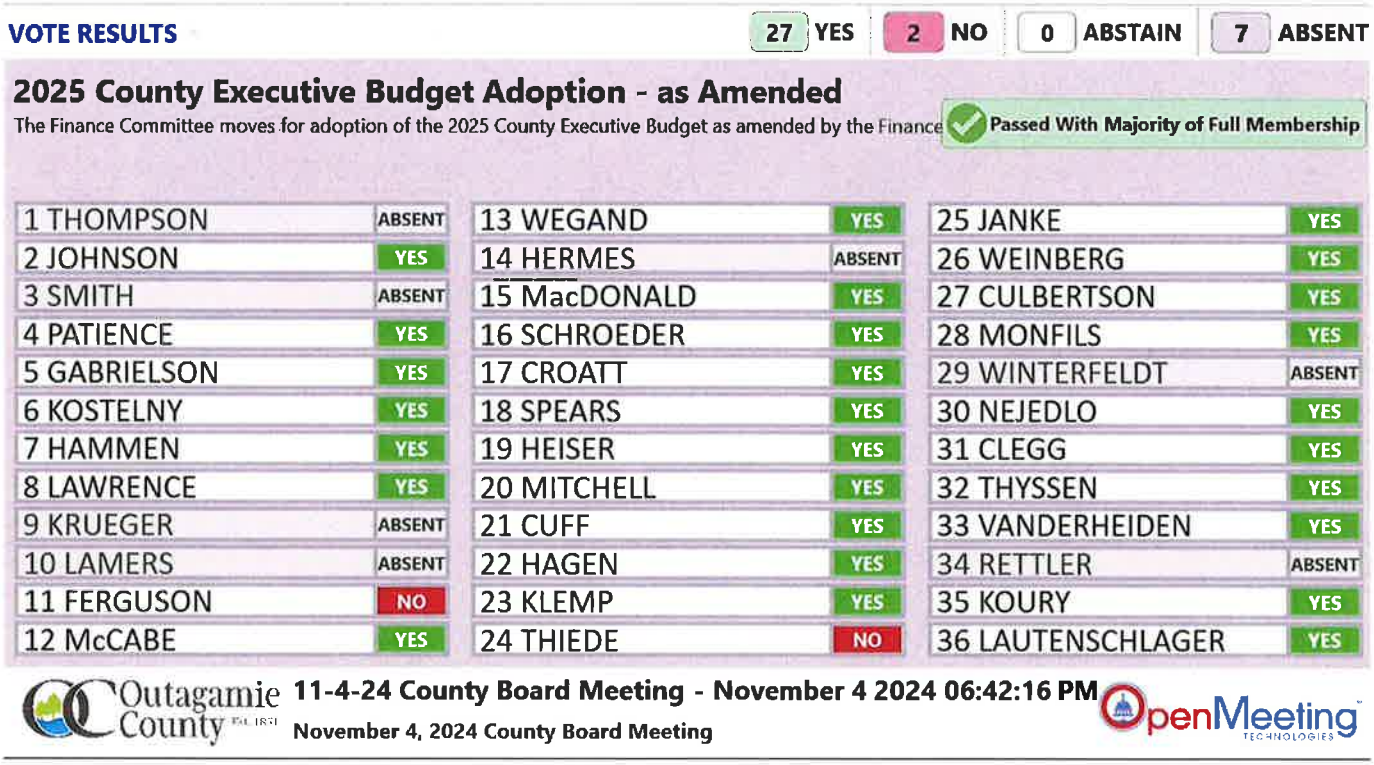
November 4, 2024 County Board Meeting

OpenMeeting TECHNOLOGIES

2025 COUNTY EXECUTIVE BUDGET - The Finance Committee moves for adoption of the 2025 County Executive Budget as amended by the Finance Committee.

Supervisor Croatt moved, seconded by Supervisor Cuff, for adoption of the 2025 County Executive Budget as amended by the Finance Committee.

ROLL CALL: 27 yes, 2 no (Ferguson, Thiede), 7 absent. 2025 COUNTY EXECUTIVE BUDGET IS ADOPTED AS AMENDED.



Resolution No. 65—2024-25 – Legislative/Audit & Human Resources Committee. Amend the Table of Organization for the Financial Services Department, cost center 1004100, by eliminating one (1) full-time Deputy Director Department & Board Relations position and creating one (1) full-time Senior Accountant position effective January 1, 2025, and the fiscal change has been included in the budget as well as attendant budget expenditures and revenues, as detailed in the attachments.

Supervisor Croatt moved, seconded by Supervisor Lautenschlager, for adoption.

ROLL CALL: 30 yes, 6 absent. RESOLUTION NO. 65—2024-25 IS ADOPTED.

VOTE RESULTS — 30 YES | 0 NO | 0 ABSTAIN | 6 ABSENT

Resolution No. 65—2024-25

Legislative/Audit & Human Resources Committee. Amend the Table of Organization for the Financial Services ... one (1) full-time Deputy Director Department & Board Relations position and creating one (1) full-time Senior Accountant position effective January 1, 2025, and the fiscal change has been included in the budget as well as attendant budget expenditures and revenues, as detailed in the attachments.

Passed With Majority of Full Membership

1 THOMPSON	ABSENT	13 WEGAND	YES	25 JANKE	YES
2 JOHNSON	YES	14 HERMES	ABSENT	26 WEINBERG	YES
3 SMITH	ABSENT	15 MacDONALD	YES	27 CULBERTSON	YES
4 PATIENCE	YES	16 SCHROEDER	YES	28 MONFILS	YES
5 GABRIELSON	YES	17 CROATT	YES	29 WINTERFELDT	ABSENT
6 KOSTELNY	YES	18 SPEARS	YES	30 NEJEDLO	YES
7 HAMMEN	YES	19 HEISER	YES	31 CLEGG	YES
8 LAWRENCE	YES	20 MITCHELL	YES	32 THYSSEN	YES
9 KRUEGER	ABSENT	21 CUFF	YES	33 VANDERHEIDEN	YES
10 LAMERS	YES	22 HAGEN	YES	34 RETTLER	ABSENT
11 FERGUSON	YES	23 KLEMP	YES	35 KOURY	YES
12 McCABE	YES	24 THIEDE	YES	36 LAUTENSCHLAGER	YES

Outagamie County — 11-4-24 County Board Meeting - November 4 2024 05:41:45 PM
November 4, 2024 County Board Meeting
OpenMeeting TECHNOLOGIES

RESOLUTION NO.: 65—2024-25

TO THE HONORABLE, THE OUTAGAMIE COUNTY BOARD OF SUPERVISORS

LADIES AND GENTLEMEN: ***MAJORITY***

The County Executive has requested the following Financial Services Department Table of Organization changes, and the same have been made a part of the 2025 County Executive Budget:

Eliminate: One (1) Full-Time Deputy Director Department & Board Relations position
Create: One (1) Full-time Senior Accountant position

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

BE IT RESOLVED, that the Outagamie County Board of Supervisors does hereby and herewith authorize and approve of amending the Table of Organization for the Financial Services Department, cost center 1004100 by eliminating one (1) full-time Deputy Director Department & Board Relations position and creating one (1) full-time Senior Accountant position effective January 1, 2025 as described in the attached Position Addition Form, Position Deletion Form, Position Description, and Table of Organization, which by reference are made a part hereof, and

BE IT STILL FURTHER RESOLVED, that the fiscal change has been included in the aforementioned budget as well as attendant budget expenditures and revenues as are detailed in the attached, and

BE IT FINALLY RESOLVED, that the Outagamie County Clerk be directed to forward a copy of this resolution to the Outagamie County Human Resources Director and the Outagamie County Director of Criminal Justice Treatment Services.

Dated this 4th day of November 2024

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: November 4th, 2024

Signed: Dan Calvanese
Board Chairperson

Kelly M. Cox
County Clerk

Approved: 11/6/24

Vetoed: _____

Signed:
County Executive

POSITION ADDITION FORM - 2025 BUDGET		
Request Details		
Effective Date of Requested Change:	Jan. 1, 2025	
Department:	Financial Services	
Department Head:	Michelle Uitenbroek	
Cost Center Number:	1004100	
Position Title:	Senior Accountant	
Sunset Position? (Yes or No)	no	
Exempt (Salaried) or Non-Exempt (Hourly):	Exempt	
Pay Grade of Position:	165	
Estimated Starting Step:	3	
Position exists in current the Table of Organization?	No	
Is this position full time or part time? Enter number of positions.	Full Time:	1
	Part Time:	0
If Part Time position, how many hours per week will this position be working?	Hours:	n/a
What other alternatives were considered?	none	
If deleting a position to add this position; which position(s) will be deleted?	DEP DIRECTOR DEPT & BOARD RELATIONS	
(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:	Dep Director Dept & Board Relations	
Position Justification		
Briefly summarize why this position is needed, as well as areas of revenue and savings.		
The department needs a senior accountant position to help with more indepth analysis of accounts and budget, lead new initiatives as well as provide guideance to Accountants when Deputy Director and Director are out, reclassing an existing Deputy Director Dept and Board Relations to a Senior Accountant which would be four steps lower than the current position is in the Wage schedule will have huge savings, but give the department much needed assistance with projects outside of the daily duties of staff and be able to proactively work towards moving the Department towards better customer service.		
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)?	Combination - Levy/Non-Levy	
PROJECTED 2023 EXPENDITURES - Amounts must agree to amounts included in the proposed budget.		
Salary	$	84,094
Fringe Benefits	$	40,487
Travel/Training	$	1,500
Supplies - IT		
Supplies - Other	$	100
Purchased Services - IT	$	3,460
Purchased Services - Other	$	-

Capital Outlay	$	-
TOTAL EXPENDITURES	$	**129,641**
COST SAVINGS OR INCREASED REVENUES:		
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.		
Description	*Dollar Value (enter as negative)*	
Deleted Position (if applicable)		
	$	-
TOTAL COST SAVINGS/REVENUES	$	-
NET COUNTY COST (Levy/Fund Bal)	$	**129,641**

TO BE COMPLETED BY HUMAN RESOURCES:	
Reviewed by HR	**4/23/2024**
County Executive Decision (Approved/Denied)	

POSITION DELETION FORM - 2025 BUDGET		
Completion Checklist		
Request Details		
Effective Date of Requested Change:	Jan. 1, 2025	
Department:	Financial Services	
Department Head:	Michelle Uitenbroek	
Cost Center Number:	1004100	
Position Title:	Deputy Dir Dept & Board Relations	
Sunset Position? (Yes or No)	no	
Is this position full time or part time? Enter number of positions *(>1 - complete the "Multiples" tab)*	Full Time:	1
	Part Time:	
If adding a position to offset this deletion; which	Senior Accountant	
Position Justification		
Briefly summarize why this position is no longer needed, as well as areas of revenue and savings.		
Finance needs more people who understand accounting and budget. The Deputy Director Department & Board Relations was not filled at the direction of the County Executive. This position was not funded in 2024.		
Employee(s) 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.		
Description	*Dollar Value (enter as negative)*	
	$	-
	$	-
	$	-
TOTAL REVENUE REDUCTION	$	-
NET COUNTY COST (Levy/Fund Balance)	$	-

TO BE COMPLETED BY HUMAN RESOURCES:	
Reviewed by HR	**4/23/2024**
County Executive Decision (Approved/Denied)	

Outagamie County Est. 1851

Finance Senior Accountant

Class Code: 1500-8

Bargaining Unit:

OUTAGAMIE COUNTY
Established Date: Nov 17, 2016
Revision Date: Apr 20, 2024

SALARY RANGE

$33.28 - $43.42 Hourly

POSITION PURPOSE:

Reporting to the Deputy Finance Director or Controller, the Finance Senior Accountant, performs responsible professional accounting work compiling, analyzing and reconciling fiscal information. Maintains, analyzes and documents financial records. May work on developing, implementing and maintaining departmental accounting policies and procedures and internal controls. Monitors purchased services for compliance with contractual requirements, prepares fiscal and other reports. Performs related work as required.

KEY RESPONSIBILITIES:

- Maintains complex accounting, financial cost, budgetary and operating reports on a departmental and county-wide basis.
- Works with departmental grant program staff to train and assist them with federal state or other grant programs to ensure county-wide compliance with all grant related financial reporting requirements.
- Prepares and maintains the County's Single Audit Schedules.
- Completes the set-up and maintenance of the county-wide JD Edwards financial accounting system including general ledger, accounts receivable, and accounts payable systems including security, account maintenance, integrity reporting, etc.
- Assists in the preparation of county-wide budgets, providing assistance to departments as needed.
- Completes substantive analytic studies and written reports, develops and maintains departmental reports as well as provides technical assistance to departmental staff as necessary.
- Acts as back up for the Finance Deputy Director or Controller on various department's accounting issues in the absence of the Finance Deputy Director or Controller.
- Reviews and analyzes various general ledger accounts and makes adjustments as necessary.
- Prepares documents for the annual audit and assists auditors as requested
- Reviews journal entries for accuracy, makes appropriate adjusting journal entries, generates the monthly recurring journal entries, and inputs, or batches for input, journal entries on a regular basis.
- Coordinates the development of audit lead schedules.

- Reviews, approves, and posts journal entries, receipts, and vouchers on a county-wide basis.
- Assists with the preparation of the Annual Comprehensive Financial Report and the Annual Financial Report for the State of Wisconsin.
- Prepares and maintains debt related schedules and annual accounting and reporting.
- Works with the Deputy Finance Director and Finance Director in coordinating the preparation of the County Capital Improvement Plan.
- Maintains regular and predictable attendance, works overtime/extra hours as required.
- Performs other duties as required.

EDUCATION/CERTIFICATIONS/EXPERIENCE REQUIREMENTS:

- Applicant must possess a Bachelor's degree in Accounting from an accredited college or university, and three (3) years' professional accounting experience.
- Or any combination of education and experience that provides equivalent knowledge, skills, and abilities.
- Preferred requirements a Master's Degree in Public Administration or Accounting, direct experience in Governmental and centralized accounting systems and auditing experience.

REQUIRED OR PREFERRED SKILLS:

- Knowledge of generally accepted accounting principles and practices including governmental internal service fund accounting.
- Knowledge of personal computer applications involving word processing and spreadsheet software, and use of the internet.
- Knowledge of electronic data processing accounting applications.
- Knowledge of governmental practices, policies, and procedures.
- Ability to compile, verify, and analyze financial records and reports.
- Ability to analyze and follow written and oral instructions and procedures.
- Ability to assign and monitor work for accuracy and completion.
- Ability to set priorities and manage complex administrative tasks.
- Ability to develop policies and procedures to meet accounting and administrative needs.
- Ability to work independently and exercise judgement in the application of accounting principles.

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: GENERAL 100

COST CENTER NAME: FINANCIAL SERVICES

DEPARTMENT NAME: FINANCIAL SERVICES

COST CENTER NUMBER: 1004100, 6010100, 6040300

POSITION COUNT	**2022**		**2023**		**2024**		**2025**	
REGULAR POSITIONS:	**FT**	**PT**	**FT**	**PT**	**FT**	**PT**	**FT**	**PT**
COST CENTER 1004100								
ACCOUNT ASSOCIATE II	1	0	1	0	0	0	0	0
ACCOUNT TECHNICIAN - AP	0	1	0	1	0	1	0	1
ACCOUNTANT	1	0	1	0	1	0	2	0
CONTROLLER ^	1	0	1	0	1	0	1	0
DEPUTY ADMIN. & BOARD RELATIONS DIR.	1	0	1	0	1	0	0	0
DEPUTY FINANCE DIRECTOR ^	1	0	1	0	1	0	1	0
FINANCE DIRECTOR	1	0	1	0	1	0	1	0
PAYROLL COORDINATOR	1	0	1	0	1	0	1	0
PAYROLL SUPERVISOR	1	0	1	0	1	0	1	0
PROCUREMENT COORDINATOR	1	0	1	0	1	0	1	0
SENIOR ACCOUNT TECHNICIAN	1	0	1	0	2	0	2	0
SENIOR ACCOUNTANT	0	0	0	0	0	0	1	0
COST CENTER TOTALS	10	1	10	1	10	1	11	1
COST CENTER 6010100								
RISK ADMINISTRATOR	1	0	1	0	0	0	0	0
COST CENTER TOTALS	1	0	1	0	0	0	0	0
COST CENTER 6040300								
CENTRAL SERVICES SPECIALIST	1	1	1	1	0	0	0	0
CENTRAL SERVICES SPVR/ACCOUNTANT	1	0	1	0	1	0	0	0
COST CENTER TOTALS	2	1	2	1	1	0	0	0
TOTAL POSITIONS - REGULAR:	13	2	13	2	11	1	11	1
TOTAL ALL POSITIONS:	**13**	**2**	**13**	**2**	**11**	**1**	**11**	**1**

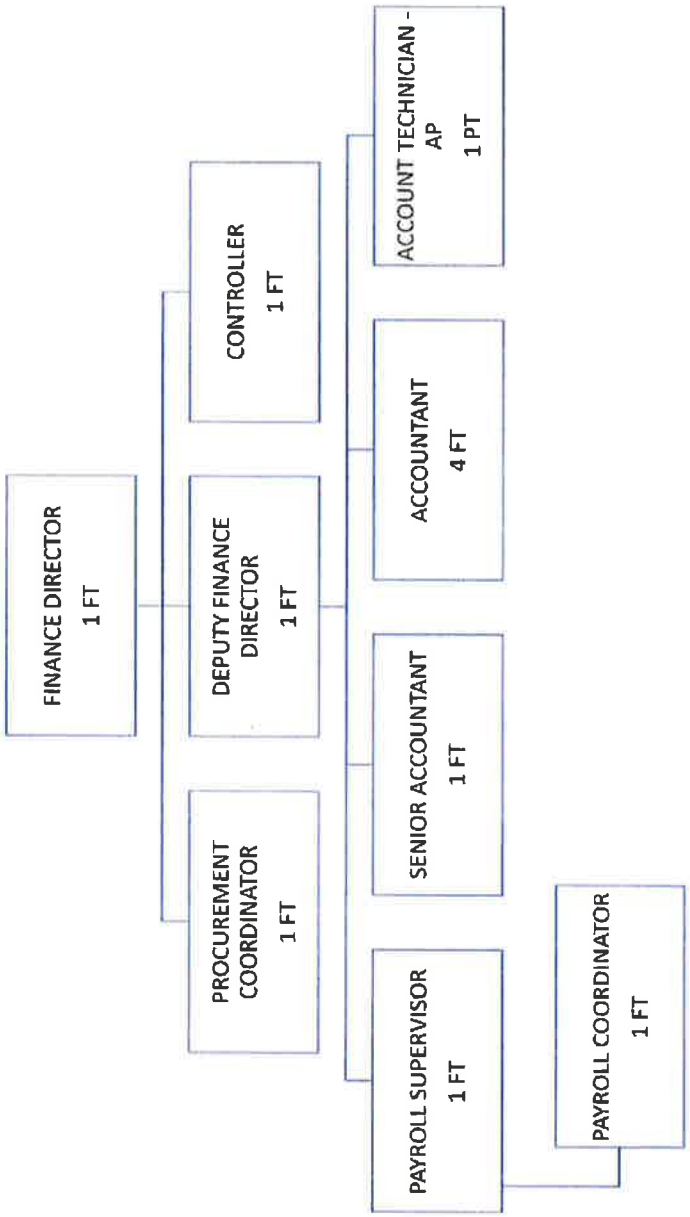
^ ONLY ONE POSITION MAY BE FUNDED AT A TIME.

FUND: GENERAL 100

COST CENTER NAME: FINANCIAL SERVICES

DEPARTMENT NAME: FINANCIAL SERVICES

COST CENTER NUMBER: 1004100, 6010100, 6040300



LOCK IN OF 2025 ADOPTED BUDGET

RES. 66

Vote for lock in. ROLL CALL: 28 yes, 1 no (Thiede), 7 absent. 2025 COUNTY EXECUTIVE BUDGET AS AMENDED IS ADOPTED AND LOCKED IN.

VOTE RESULTS | 28 YES | 1 NO | 0 ABSTAIN | 7 ABSENT

Lock in of 2025 County Executive Budget As Amended

Lock in of 2025 County Executive Budget As Amended

Passed With Majority of Full Membership

1 THOMPSON	ABSENT	13 WEGAND	YES	25 JANKE	YES
2 JOHNSON	YES	14 HERMES	ABSENT	26 WEINBERG	YES
3 SMITH	ABSENT	15 MacDONALD	YES	27 CULBERTSON	YES
4 PATIENCE	YES	16 SCHROEDER	YES	28 MONFILS	YES
5 GABRIELSON	YES	17 CROATT	YES	29 WINTERFELDT	ABSENT
6 KOSTELNY	YES	18 SPEARS	YES	30 NEJEDLO	YES
7 HAMMEN	YES	19 HEISER	YES	31 CLEGG	YES
8 LAWRENCE	YES	20 MITCHELL	YES	32 THYSSEN	YES
9 KRUEGER	ABSENT	21 CUFF	YES	33 VANDERHEIDEN	YES
10 LAMERS	ABSENT	22 HAGEN	YES	34 RETTLER	ABSENT
11 FERGUSON	YES	23 KLEMP	YES	35 KOURY	YES
12 McCABE	YES	24 THIEDE	NO	36 LAUTENSCHLAGER	YES

Outagamie County Est. 1851 **11-4-24 County Board Meeting - November 4 2024 06:43:02 PM**

November 4, 2024 County Board Meeting

OpenMeeting TECHNOLOGIES

RECONSIDERATION OF 2025 ADOPTED BUDGET

Supervisor Croatt moved, seconded by Supervisor Patience to reconsider the 2025 Adopted Budget for the purpose of lock in.

Vote for reconsideration. ROLL CALL: 29 yes, 7 absent. 2025 COUNTY EXECUTIVE BUDGET AS AMENDED IS RECONSIDERED.

VOTE RESULTS 29 YES | 0 NO | 0 ABSTAIN | 7 ABSENT

Reconsideration of 2025 County Executive Budget As Amended

Reconsideration of 2025 County Executive Budget As Amended — Passed With Majority of Full Membership

1 THOMPSON	ABSENT	13 WEGAND	YES	25 JANKE	YES
2 JOHNSON	YES	14 HERMES	ABSENT	26 WEINBERG	YES
3 SMITH	ABSENT	15 MacDONALD	YES	27 CULBERTSON	YES
4 PATIENCE	YES	16 SCHROEDER	YES	28 MONFILS	YES
5 GABRIELSON	YES	17 CROATT	YES	29 WINTERFELDT	ABSENT
6 KOSTELNY	YES	18 SPEARS	YES	30 NEJEDLO	YES
7 HAMMEN	YES	19 HEISER	YES	31 CLEGG	YES
8 LAWRENCE	YES	20 MITCHELL	YES	32 THYSSEN	YES
9 KRUEGER	ABSENT	21 CUFF	YES	33 VANDERHEIDEN	YES
10 LAMERS	ABSENT	22 HAGEN	YES	34 RETTLER	ABSENT
11 FERGUSON	YES	23 KLEMP	YES	35 KOURY	YES
12 McCABE	YES	24 THIEDE	YES	36 LAUTENSCHLAGER	YES

Outagamie County Est. 1851 **11-4-24 County Board Meeting - November 4 2024 06:42:42 PM**

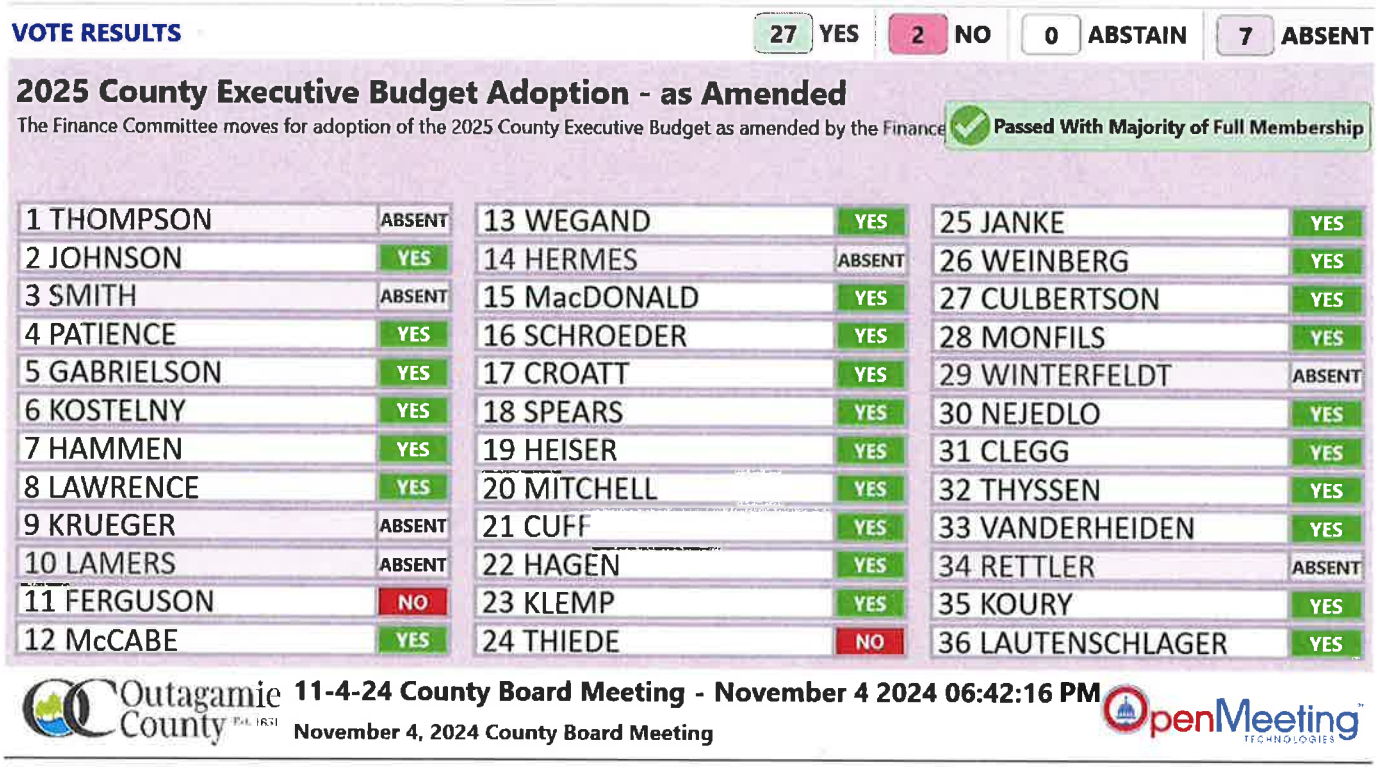
November 4, 2024 County Board Meeting

OpenMeeting TECHNOLOGIES

2025 COUNTY EXECUTIVE BUDGET - The Finance Committee moves for adoption of the 2025 County Executive Budget as amended by the Finance Committee.

Supervisor Croatt moved, seconded by Supervisor Cuff, for adoption of the 2025 County Executive Budget as amended by the Finance Committee.

ROLL CALL: 27 yes, 2 no (Ferguson, Thiede), 7 absent. 2025 COUNTY EXECUTIVE BUDGET IS ADOPTED AS AMENDED.



VOTE RESULTS 27 YES | 2 NO | 0 ABSTAIN | 7 ABSENT

2025 County Executive Budget Adoption - as Amended

The Finance Committee moves for adoption of the 2025 County Executive Budget as amended by the Finance — Passed With Majority of Full Membership

1 THOMPSON	ABSENT	13 WEGAND	YES	25 JANKE	YES
2 JOHNSON	YES	14 HERMES	ABSENT	26 WEINBERG	YES
3 SMITH	ABSENT	15 MacDONALD	YES	27 CULBERTSON	YES
4 PATIENCE	YES	16 SCHROEDER	YES	28 MONFILS	YES
5 GABRIELSON	YES	17 CROATT	YES	29 WINTERFELDT	ABSENT
6 KOSTELNY	YES	18 SPEARS	YES	30 NEJEDLO	YES
7 HAMMEN	YES	19 HEISER	YES	31 CLEGG	YES
8 LAWRENCE	YES	20 MITCHELL	YES	32 THYSSEN	YES
9 KRUEGER	ABSENT	21 CUFF	YES	33 VANDERHEIDEN	YES
10 LAMERS	ABSENT	22 HAGEN	YES	34 RETTLER	ABSENT
11 FERGUSON	NO	23 KLEMP	YES	35 KOURY	YES
12 McCABE	YES	24 THIEDE	NO	36 LAUTENSCHLAGER	YES

Outagamie County — 11-4-24 County Board Meeting - November 4 2024 06:42:16 PM — November 4, 2024 County Board Meeting — OpenMeeting

Supervisor McCabe moved, seconded by Supervisor Kostelny to approve Resolution Nos. 66, 67, 68, 69, 70, 71, 72, 73, 74 and 75—2024-25.

ROLL CALL: 30 yes, 6 absent. RESOLUTION NOS. 66, 67, 68, 69, 70 ,71, 72, 73, 74 AND 75—2024-25 ARE ADOPTED.

VOTE RESULTS 30 YES | 0 NO | 0 ABSTAIN | 6 ABSENT

Resolution Nos. 66-75—2024-25

Resolution Nos. 66, 67, 68, 69, 70, 71, 72, 73, 74 and 75 —2024-25 Table of Organization Changes for the Hea Budget. Passed With Majority of Full Membership

1 THOMPSON	ABSENT	13 WEGAND	YES	25 JANKE	YES
2 JOHNSON	YES	14 HERMES	ABSENT	26 WEINBERG	YES
3 SMITH	ABSENT	15 MacDONALD	YES	27 CULBERTSON	YES
4 PATIENCE	YES	16 SCHROEDER	YES	28 MONFILS	YES
5 GABRIELSON	YES	17 CROATT	YES	29 WINTERFELDT	ABSENT
6 KOSTELNY	YES	18 SPEARS	YES	30 NEJEDLO	YES
7 HAMMEN	YES	19 HEISER	YES	31 CLEGG	YES
8 LAWRENCE	YES	20 MITCHELL	YES	32 THYSSEN	YES
9 KRUEGER	ABSENT	21 CUFF	YES	33 VANDERHEIDEN	YES
10 LAMERS	YES	22 HAGEN	YES	34 RETTLER	ABSENT
11 FERGUSON	YES	23 KLEMP	YES	35 KOURY	YES
12 McCABE	YES	24 THIEDE	YES	36 LAUTENSCHLAGER	YES

Outagamie County 11-4-24 County Board Meeting - November 4 2024 05:47:44 PM
November 4, 2024 County Board Meeting
OpenMeeting TECHNOLOGIES

Resolution No. 66—2024-25 – Legislative/Audit & Human Resources Committee. Amend the Table of Organization for the Health and Human Services Department, cost center 2063595, by creating two (2) full-time Case Manager – CLTS Program positions (sunset positions) effective January 1, 2025, and the fiscal change has been included in the budget as well as attendant budget expenditures and revenues, as detailed in the attachments.

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

ROLL CALL: 30 yes, 6 absent. RESOLUTION NO. 66—2024-25 IS ADOPTED.

VOTE RESULTS 30 YES | 0 NO | 0 ABSTAIN | 6 ABSENT

Resolution Nos. 66-75—2024-25

Resolution Nos. 66, 67, 68, 69, 70, 71, 72, 73, 74 and 75 —2024-25 Table of Organization Changes for the Hea Budget.

Passed With Majority of Full Membership

1 THOMPSON	ABSENT	13 WEGAND	YES	25 JANKE	YES
2 JOHNSON	YES	14 HERMES	ABSENT	26 WEINBERG	YES
3 SMITH	ABSENT	15 MacDONALD	YES	27 CULBERTSON	YES
4 PATIENCE	YES	16 SCHROEDER	YES	28 MONFILS	YES
5 GABRIELSON	YES	17 CROATT	YES	29 WINTERFELDT	ABSENT
6 KOSTELNY	YES	18 SPEARS	YES	30 NEJEDLO	YES
7 HAMMEN	YES	19 HEISER	YES	31 CLEGG	YES
8 LAWRENCE	YES	20 MITCHELL	YES	32 THYSSEN	YES
9 KRUEGER	ABSENT	21 CUFF	YES	33 VANDERHEIDEN	YES
10 LAMERS	YES	22 HAGEN	YES	34 RETTLER	ABSENT
11 FERGUSON	YES	23 KLEMP	YES	35 KOURY	YES
12 McCABE	YES	24 THIEDE	YES	36 LAUTENSCHLAGER	YES

Outagamie County Est. 1851 **11-4-24 County Board Meeting - November 4 2024 05:47:44 PM**

November 4, 2024 County Board Meeting

OpenMeeting TECHNOLOGIES

RESOLUTION NO.: 66—2024-25

TO THE HONORABLE, THE OUTAGAMIE COUNTY BOARD OF SUPERVISORS

LADIES AND GENTLEMEN: ***MAJORITY***

The County Executive has requested the following Health and Human Services Department Table of Organization change, and the same has been made a part of the 2025 County Executive Budget:

Create: Two (2) Full-time Case Manager – CLTS Program positions (sunset positions)

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

BE IT RESOLVED, that the Outagamie County Board of Supervisors does hereby and herewith authorize and approve of amending the Table of Organization for the Health and Human Services Department, cost center 2063595 by creating two (2) full-time Case Manager – CLTS Program positions (sunset positions) effective January 1, 2025 as described in the attached Position Addition Form, Position Description, and Table of Organization, which by reference are made a part hereof, and

BE IT STILL FURTHER RESOLVED, that the fiscal change has been included in the aforementioned budget as well as attendant budget expenditures and revenues as are detailed in the attached, and

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

Dated this 14th day of November 2024

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: November 4th, 2024

Signed: Dan Calemine
Board Chairperson

Kelley M. Cadwell
County Clerk

Approved: 11.6.24

Vetoed: _____

Signed:
County Executive

POSITION ADDITION FORM - 2025 BUDGET		
Request Details		
Effective Date of Requested Change:	Jan. 1, 2025	
Department:	Health and Human Services	
Department Head:	John Rathman	
Cost Center Number:	2063595	
Position Title:	Case Manager - CLTS Program	
Sunset Position? (Yes or No)	Yes	
Exempt (Salaried) or Non-Exempt (Hourly):	E	
Pay Grade of Position:	145	
Estimated Starting Step:	1	
Position exists in current the Table of Organization?	No	
Is this position full time or part time? Enter number of positions.	Full Time:	2
	Part Time:	
If Part Time position, how many hours per week will this position be working?	Hours:	
What other alternatives were considered?		
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:	None	
Position Justification		
Briefly summarize why this position is needed, as well as areas of revenue and savings.		
The ALTS Division is requesting 2 Case Manager positions in the Children's Long Term Support (CLTS) Program for 2025. We continue to add 12-15 new Children's Long Term Support (CLTS) clients each month. A Case Manager carries a caseload of 45 children/families. The Department of Health Services' directive is that no disabled child should wait for services. Therefore, we need to add 2 Case Managers to continue to address our County list of waiting children. **In 2023, the Program served 773 children recieving 259 referrals to the Program throughout the year. This is compared to 598 children in 2022, with 157 referrals. Currently, our list consists of 100 children waiting with 63 of them slated for Outagamie and 37 children will go to our Contracted Agency Lutheran Social Services. These positions will be phased in throughout the year to keep up with the demand.** **The CLTS Program has grown at a fast and steady pace after the initiative started on no children waiting for services. Across the State, the enrollment for the CLTS Program went from 6114 in 2017 to 21,692 in February 2024.** **The 2 positions are fully funded with billed time under our Case Management Rate.**		
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)?		Grants
PROJECTED 2023 EXPENDITURES - Amounts must agree to amounts included in the proposed budget.		
Salary	$	122,142
Fringe Benefits	$	72,000
Travel/Training	$	-
Supplies - IT	$	1,296
Supplies - Other	$	10,324
Purchased Services - IT	$	5,730
Purchased Services - Other	$	-
Capital Outlay	$	-
TOTAL EXPENDITURES	$	211,492
COST SAVINGS OR INCREASED REVENUES:		
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.		
Description	*Dollar Value (enter as negative)*	
Deleted Position (if applicable)		
	$	(211,492)
	$	-
TOTAL COST SAVINGS/REVENUES	$	(211,492)
NET COUNTY COST (Levy/Fund Bal)	$	-

TO BE COMPLETED BY HUMAN RESOURCES:	
Reviewed by HR	4/26/2024
County Executive Decision (Approved/Denied)	

Outagamie County

Case Manager CLTS (DHHS-ALTS)

Job Description Code: 6320-2
Established Date: 11/21/2017
Last Revised Date: 11/27/2023
Effective: 11/27/2023

Salary Range

$60,465.60 - $78,873.60 Annually

Bargaining Unit

N/A

EEO

Other

Occupational Group

500

FLSA

Exempt

Benefit Code

General

Physical Class

N/A

Grade

145

Position Purpose

Reporting to the respective program supervisor, the Case Manager - CLTS serves as a point of contact for participants, customers, and/or clients performing related duties toward the objectives and goals of the division.

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.

- Obtain information from clients, family members, and other agencies to assess needs or degree of disability.
- Provide individuals and family members with information that best meet their needs, goals, and preferences, maintaining a person centered approach while being culturally sensitive.

Employee Group (General, AS&P, etc.)
Exempt

Hepatitis Category
B

- Maintain knowledge of vocational, housing, and other community resources.
- Make referrals to other agencies for additional services as requested or as appropriate.
- Maintain working relationships with other human services, medical, and social services agencies at various locations and levels of authority.
- Provide educational presentations to other agencies, organizations, and the general public. Participate in community events and outreach.
- Identify needs in the service delivery system and participate in program development initiatives.
- Attend Unit/Division Meetings, client/customer/participant collaboration meetings, and other meetings as required.
- Maintain clinical files and accurate records, as appropriate, and prepares reports as required for coordination of the case and in accordance with State and Medical Assistance guidelines.
- Receive and screen referrals for children with disabilities.
- Perform an assessment and interpret results to determine eligibility for program.
- Provide ongoing case management and service coordination to families and children enrolled in the program.
- Assess needs and provide information and services to meet the needs using a person-centered approach.
- Provide support, education, and technical services to assist families, individuals, and agencies in caring for the disabled individual.
- Maintain accurate records and prepare reports and documentation for court

proceedings.

- Certification as a Children's Long Term Care Functional Screener is required and will be achieved through training and examination.
- Perform timely documentation within 3 business days and maintain required productivity rates.
- Maintain regular and predictable attendance. Works overtime/extra hours as needed.
- Perform other duties as assigned.

Education/Certifications/Experience Requirements

- Bachelor of Arts or Science degree or a license to practice as a Registered Nurse. Certification as a Social Worker preferred.
- Two years of experience in a health or human services field, working with one or more of the populations serviced.

Required or Preferred Skills

- Knowledge of and demonstrated ability to conform to goals, policies, and procedures.
- Ability to operate a variety of office equipment including personal computer, photocopier, calculator, and telephone.
- Ability to transport oneself from location to location in an efficient and expedient manner.
- Ability to adhere to professional ethics and standards.
- Skill in organization including paperwork, time management and

prioritization of crisis demands.

- Ability to add, subtract, multiply, divide, calculate decimals and percent's, and make use of the principles of descriptive statistics.
- Ability to comprehend and interpret a variety of documents including client records, medical, accident, and other reports; psychological evaluations and other assessment reports, school records, professional literature, policy and procedure manuals, diagnostic manuals, etc.
- Ability to prepare a variety of documents including client records, referrals, court reports, intake and assessment records, case notes, individual treatment plans, letters and other correspondence, etc.
- Ability to use and interpret medical, legal, and counseling terminology related to the specialty.
- Ability to work well in a team environment.
- Ability to communicate effectively with clients and family members, community agencies and service providers, psychiatrists, physicians, other medical professionals, attorneys, Human Services personnel, school personnel, and others verbally and in writing.
- Knowledge of the service delivery system.
- Knowledge of aging, disabilities, and/or mental illness, dependent on assignment, the effects on individuals and families, and the resources available.

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

DEPARTMENT NAME: HEALTH HUMAN SERVICES

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

POSITION COUNT	2022		2023		2024		2025	
REGULAR POSITIONS:	FT	PT	FT	PT	FT	PT	FT	PT
COST CENTER 2063065								
HS SUPERVISOR - SUPPORTIVE HOME CARE	1	0	1	0	1	0	1	0
SUPPORTIVE HOME CARE SPECIALIST	11	0	11	0	11	0	11	0
COST CENTER TOTALS	12	0	12	0	12	0	12	0
COST CENTER 2063595								
CASE MANAGER	7	0	10	0	13	0	15	0
HUMAN SERVICES SUPERVISOR - CLTS	1	0	1	0	1	0	2	0
LEAD CASE MANAGER ^^	1	0	1	0	1	0	2	0
COST CENTER TOTALS	9	0	12	0	15	0	19	0
COST CENTER 2063090								
CASE MANAGER - GUARDIANSHIP	2	0	2	0	3	0	3	0
DIVISION MANAGER - AGING & LTS	1	0	1	0	1	0	1	0
COST CENTER TOTALS	3	0	3	0	4	0	4	0
TOTAL AGING AND LTS REGULAR POSITIONS:	**37**	**13**	**39**	**13**	**48**	**17**	**52**	**17**

^^ Two of these positions are based on FTE per Res. 171-2001-2002

LOCK IN OF 2025 ADOPTED BUDGET

RES. 67

Vote for lock in. ROLL CALL: 28 yes, 1 no (Thiede), 7 absent. 2025 COUNTY EXECUTIVE BUDGET AS AMENDED IS ADOPTED AND LOCKED IN.

VOTE RESULTS | 28 YES | 1 NO | 0 ABSTAIN | 7 ABSENT

Lock in of 2025 County Executive Budget As Amended

Lock in of 2025 County Executive Budget As Amended

Passed With Majority of Full Membership

1 THOMPSON	ABSENT	13 WEGAND	YES	25 JANKE	YES
2 JOHNSON	YES	14 HERMES	ABSENT	26 WEINBERG	YES
3 SMITH	ABSENT	15 MacDONALD	YES	27 CULBERTSON	YES
4 PATIENCE	YES	16 SCHROEDER	YES	28 MONFILS	YES
5 GABRIELSON	YES	17 CROATT	YES	29 WINTERFELDT	ABSENT
6 KOSTELNY	YES	18 SPEARS	YES	30 NEJEDLO	YES
7 HAMMEN	YES	19 HEISER	YES	31 CLEGG	YES
8 LAWRENCE	YES	20 MITCHELL	YES	32 THYSSEN	YES
9 KRUEGER	ABSENT	21 CUFF	YES	33 VANDERHEIDEN	YES
10 LAMERS	ABSENT	22 HAGEN	YES	34 RETTLER	ABSENT
11 FERGUSON	YES	23 KLEMP	YES	35 KOURY	YES
12 McCABE	YES	24 THIEDE	NO	36 LAUTENSCHLAGER	YES

Outagamie County Board

11-4-24 County Board Meeting - November 4 2024 06:43:02 PM

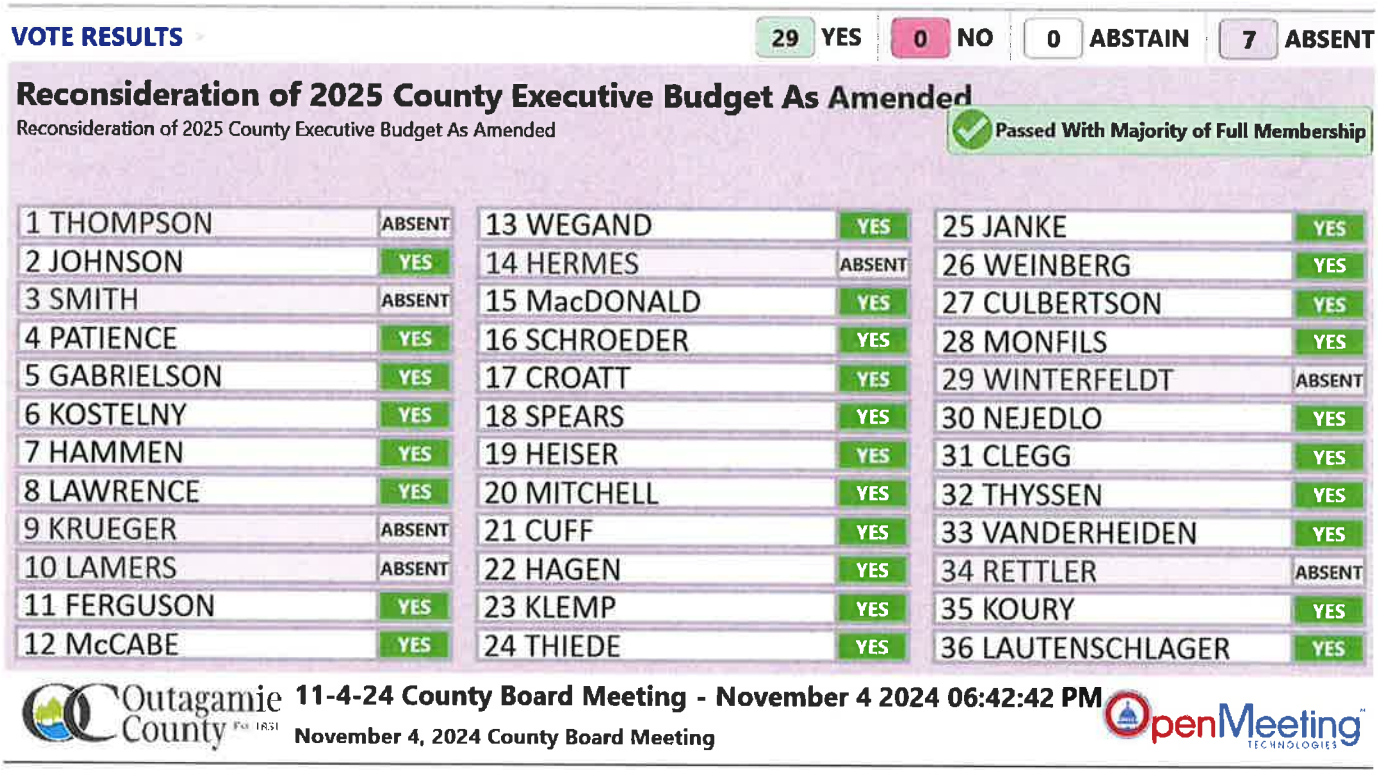
November 4, 2024 County Board Meeting

OpenMeeting TECHNOLOGIES

RECONSIDERATION OF 2025 ADOPTED BUDGET

Supervisor Croatt moved, seconded by Supervisor Patience to reconsider the 2025 Adopted Budget for the purpose of lock in.

Vote for reconsideration. ROLL CALL: 29 yes, 7 absent. 2025 COUNTY EXECUTIVE BUDGET AS AMENDED IS RECONSIDERED.



VOTE RESULTS — 29 YES | 0 NO | 0 ABSTAIN | 7 ABSENT

Reconsideration of 2025 County Executive Budget As Amended

Reconsideration of 2025 County Executive Budget As Amended

Passed With Majority of Full Membership

1 THOMPSON	ABSENT	13 WEGAND	YES	25 JANKE	YES
2 JOHNSON	YES	14 HERMES	ABSENT	26 WEINBERG	YES
3 SMITH	ABSENT	15 MacDONALD	YES	27 CULBERTSON	YES
4 PATIENCE	YES	16 SCHROEDER	YES	28 MONFILS	YES
5 GABRIELSON	YES	17 CROATT	YES	29 WINTERFELDT	ABSENT
6 KOSTELNY	YES	18 SPEARS	YES	30 NEJEDLO	YES
7 HAMMEN	YES	19 HEISER	YES	31 CLEGG	YES
8 LAWRENCE	YES	20 MITCHELL	YES	32 THYSSEN	YES
9 KRUEGER	ABSENT	21 CUFF	YES	33 VANDERHEIDEN	YES
10 LAMERS	ABSENT	22 HAGEN	YES	34 RETTLER	ABSENT
11 FERGUSON	YES	23 KLEMP	YES	35 KOURY	YES
12 McCABE	YES	24 THIEDE	YES	36 LAUTENSCHLAGER	YES

Outagamie County Est. 1851 — 11-4-24 County Board Meeting - November 4 2024 06:42:42 PM

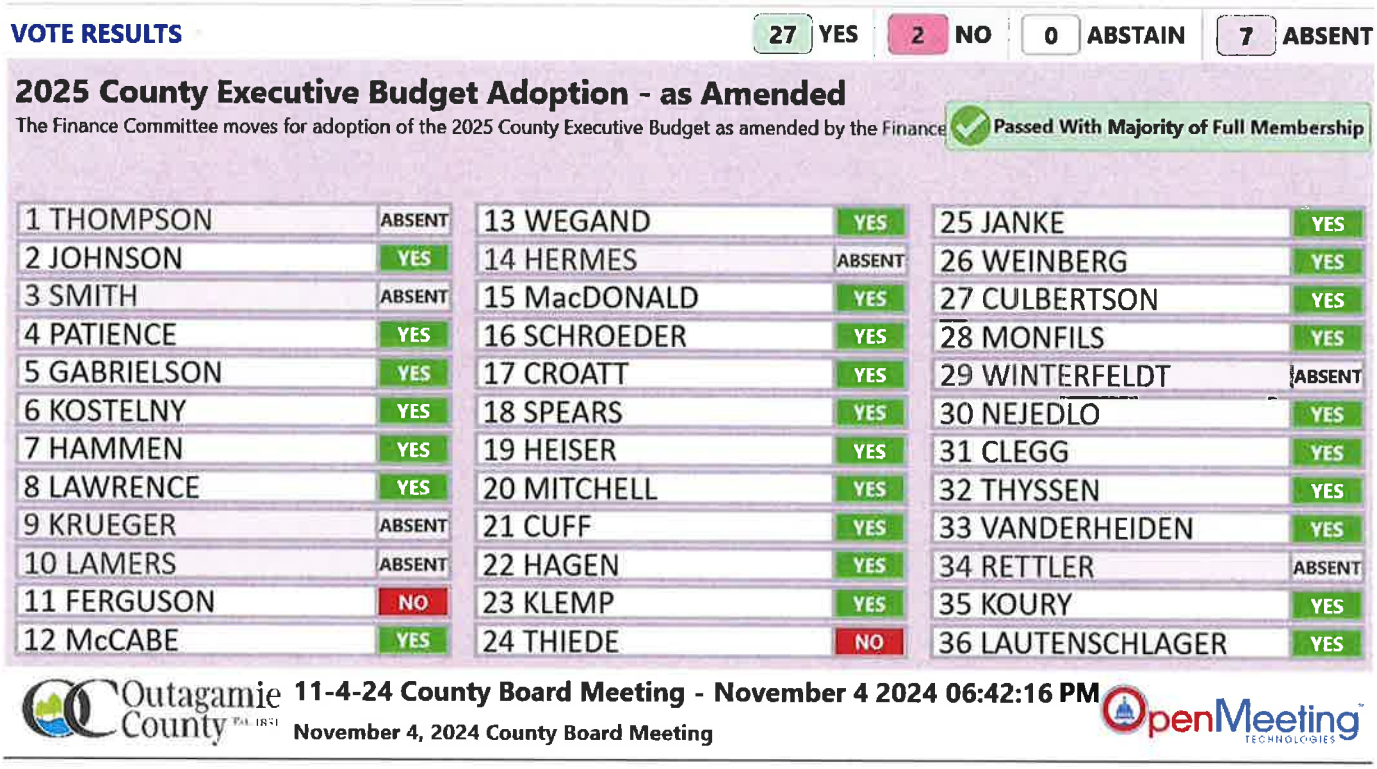
November 4, 2024 County Board Meeting

OpenMeeting TECHNOLOGIES

2025 COUNTY EXECUTIVE BUDGET - The Finance Committee moves for adoption of the 2025 County Executive Budget as amended by the Finance Committee.

Supervisor Croatt moved, seconded by Supervisor Cuff, for adoption of the 2025 County Executive Budget as amended by the Finance Committee.

ROLL CALL: 27 yes, 2 no (Ferguson, Thiede), 7 absent. 2025 COUNTY EXECUTIVE BUDGET IS ADOPTED AS AMENDED.



VOTE RESULTS — 27 YES | 2 NO | 0 ABSTAIN | 7 ABSENT

2025 County Executive Budget Adoption - as Amended

The Finance Committee moves for adoption of the 2025 County Executive Budget as amended by the Finance — Passed With Majority of Full Membership

1 THOMPSON	ABSENT	13 WEGAND	YES	25 JANKE	YES
2 JOHNSON	YES	14 HERMES	ABSENT	26 WEINBERG	YES
3 SMITH	ABSENT	15 MacDONALD	YES	27 CULBERTSON	YES
4 PATIENCE	YES	16 SCHROEDER	YES	28 MONFILS	YES
5 GABRIELSON	YES	17 CROATT	YES	29 WINTERFELDT	ABSENT
6 KOSTELNY	YES	18 SPEARS	YES	30 NEJEDLO	YES
7 HAMMEN	YES	19 HEISER	YES	31 CLEGG	YES
8 LAWRENCE	YES	20 MITCHELL	YES	32 THYSSEN	YES
9 KRUEGER	ABSENT	21 CUFF	YES	33 VANDERHEIDEN	YES
10 LAMERS	ABSENT	22 HAGEN	YES	34 RETTLER	ABSENT
11 FERGUSON	NO	23 KLEMP	YES	35 KOURY	YES
12 McCABE	YES	24 THIEDE	NO	36 LAUTENSCHLAGER	YES

Outagamie County — 11-4-24 County Board Meeting - November 4 2024 06:42:16 PM

November 4, 2024 County Board Meeting

OpenMeeting TECHNOLOGIES

Supervisor McCabe moved, seconded by Supervisor Kostelny to approve Resolution Nos. 66, 67, 68, 69, 70, 71, 72, 73, 74 and 75—2024-25.

ROLL CALL: 30 yes, 6 absent. RESOLUTION NOS. 66, 67, 68, 69, 70 ,71, 72, 73, 74 AND 75—2024-25 ARE ADOPTED.

VOTE RESULTS | 30 YES | 0 NO | 0 ABSTAIN | 6 ABSENT

Resolution Nos. 66-75—2024-25

Resolution Nos. 66, 67, 68, 69, 70, 71, 72, 73, 74 and 75 —2024-25 Table of Organization Changes for the Heal Budget.

Passed With Majority of Full Membership

1 THOMPSON	ABSENT	13 WEGAND	YES	25 JANKE	YES
2 JOHNSON	YES	14 HERMES	ABSENT	26 WEINBERG	YES
3 SMITH	ABSENT	15 MacDONALD	YES	27 CULBERTSON	YES
4 PATIENCE	YES	16 SCHROEDER	YES	28 MONFILS	YES
5 GABRIELSON	YES	17 CROATT	YES	29 WINTERFELDT	ABSENT
6 KOSTELNY	YES	18 SPEARS	YES	30 NEJEDLO	YES
7 HAMMEN	YES	19 HEISER	YES	31 CLEGG	YES
8 LAWRENCE	YES	20 MITCHELL	YES	32 THYSSEN	YES
9 KRUEGER	ABSENT	21 CUFF	YES	33 VANDERHEIDEN	YES
10 LAMERS	YES	22 HAGEN	YES	34 RETTLER	ABSENT
11 FERGUSON	YES	23 KLEMP	YES	35 KOURY	YES
12 McCABE	YES	24 THIEDE	YES	36 LAUTENSCHLAGER	YES

Outagamie County Est. 1851 **11-4-24 County Board Meeting - November 4 2024 05:47:44 PM**

November 4, 2024 County Board Meeting

OpenMeeting TECHNOLOGIES

Resolution No. 67—2024-25 – Legislative/Audit & Human Resources Committee. Amend the Table of Organization for the Health and Human Services Department, cost center 2063595, by creating one (1) full-time Case Manager – Lead position (sunset position) effective January 1, 2025, and the fiscal change has been included in the budget as well as attendant budget expenditures and revenues, as detailed in the attachments.

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

ROLL CALL: 30 yes, 6 absent. RESOLUTION NO. 67—2024-25 IS ADOPTED.

VOTE RESULTS — 30 YES | 0 NO | 0 ABSTAIN | 6 ABSENT

Resolution Nos. 66-75—2024-25

Resolution Nos. 66, 67, 68, 69, 70, 71, 72, 73, 74 and 75 —2024-25 Table of Organization Changes for the Heal Budget. — Passed With Majority of Full Membership

1 THOMPSON	ABSENT	13 WEGAND	YES	25 JANKE	YES
2 JOHNSON	YES	14 HERMES	ABSENT	26 WEINBERG	YES
3 SMITH	ABSENT	15 MacDONALD	YES	27 CULBERTSON	YES
4 PATIENCE	YES	16 SCHROEDER	YES	28 MONFILS	YES
5 GABRIELSON	YES	17 CROATT	YES	29 WINTERFELDT	ABSENT
6 KOSTELNY	YES	18 SPEARS	YES	30 NEJEDLO	YES
7 HAMMEN	YES	19 HEISER	YES	31 CLEGG	YES
8 LAWRENCE	YES	20 MITCHELL	YES	32 THYSSEN	YES
9 KRUEGER	ABSENT	21 CUFF	YES	33 VANDERHEIDEN	YES
10 LAMERS	YES	22 HAGEN	YES	34 RETTLER	ABSENT
11 FERGUSON	YES	23 KLEMP	YES	35 KOURY	YES
12 McCABE	YES	24 THIEDE	YES	36 LAUTENSCHLAGER	YES

Outagamie County Est. 1851 **11-4-24 County Board Meeting - November 4 2024 05:47:44 PM**
November 4, 2024 County Board Meeting
OpenMeeting TECHNOLOGIES

RESOLUTION NO.: 67—2024-25

TO THE HONORABLE, THE OUTAGAMIE COUNTY BOARD OF SUPERVISORS

LADIES AND GENTLEMEN: ***MAJORITY***

The County Executive has requested the following Health and Human Services Department Table of Organization change, and the same has been made a part of the 2025 County Executive Budget:

Create: One (1) Full-time Case Manager – Lead position (sunset position)

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

BE IT RESOLVED, that the Outagamie County Board of Supervisors does hereby and herewith authorize and approve of amending the Table of Organization for the Health and Human Services Department, cost center 2063595 by creating one (1) full-time Case Manager – Lead position (sunset position) effective January 1, 2025 as described in the attached Position Addition Form, Position Description, and Table of Organization, which by reference are made a part hereof, and

BE IT STILL FURTHER RESOLVED, that the fiscal change has been included in the aforementioned budget as well as attendant budget expenditures and revenues as are detailed in the attached, and

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

Dated this 4th day of November 2024

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: November 4th, 2024

Signed: Dan Cahnovsky
Board Chairperson

Kelly M. Cox
County Clerk

Approved: 11/6/24

Vetoed: _____

Signed:
County Executive

POSITION ADDITION FORM - 2025 BUDGET

Request Details		
Effective Date of Requested Change:	Jan. 1, 2025	
Department:	Health and Human Services	
Department Head:	John Rathman	
Cost Center Number:	2063595	
Position Title:	Case Manager - Lead	
Sunset Position? (Yes or No)	Yes	
Exempt (Salaried) or Non-Exempt (Hourly):	E	
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? *(If more than one position, use the worksheet for Multiples)*	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?		
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.

The ALTS Division is requesting a Lead Worker in the Children's Long Term Support (CLTS) Program for 2025. The Department of Health Services is directing Counties to have no disabled child waiting for services. We currently have 13 Case Managers, 1 Lead Worker that takes care of Intakes, and 1 Supervisor for the Program. In 2025 we are proposing to add 2 additional Case Managers to bring our count to 17. Another Lead Worker is needed to take care of Transitions out of the Program to keep the churn of children moving through the Program and Case Managers able to add new clients to their caseload. In 2023, the Program served 773 children recieving 259 referrals to the Program throughout the year. This is compared to 598 children in 2022, with 157 referrals. Currently, the Program has 100 children waiting for services. The CLTS Program has grown at a fast and steady pace after the initiative started on no children waiting for services. Across the State, the enrollment for the CLTS Program went from 6114 in 2017 to 21,692 in February 2024. There are timelines that Outagamie County must meet for enrollment, and it is imperative we transition children out of the Program in a timely manner to keep our Caseloads current and able to take on new children. The Lead Worker would be responsible for obtaining Adult Medicaid, petitioning for Guardianship, preparing the family for transition to the Adult System, coordinating with the ADRC on transition eligibility to the Long Term Care System in the Adult world, and carry a small caseload of children. This Lead Worker will also handle the children transitioning from Lutheran Social Services who currently serves 355 Outagamie County children. This position is fully funded through our Case Management Rate.

Employee Impacted By This Change (if no one in position - leave blank)		
Fiscal Data		
How will this position be funded (choose from drop-down list)?		**Grants**
PROJECTED 2023 EXPENDITURES - Amounts must agree to amounts included in the proposed budget.		
Salary	$	65,356
Fringe Benefits	$	36,655
Travel/Training	$	-
Supplies - IT	$	648
Supplies - Other	$	5,162
Purchased Services - IT	$	2,865
Purchased Services - Other	$	-
Capital Outlay	$	-
TOTAL EXPENDITURES	$	110,686
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.		
Description	*Dollar Value (enter as negative)*	
Deleted Position (if applicable)		
	$	(110,686)
	$	-
TOTAL COST SAVINGS/REVENUES	$	(110,686)
NET COUNTY COST (Levy/Fund Bal)	$	-

TO BE COMPLETED BY HUMAN RESOURCES:	
Reviewed by HR	**4/26/2024**
County Executive Decision (Approved/Denied)	

Outagamie County

Outagamie County

Lead Case Manager CLTS (DHHS-ALTS)

Job Description Code: 6320-3
Established Date: 11/16/2021
Last Revised Date: 11/27/2023
Effective: 11/27/2023

Salary Range

$64,708.80 - $84,406.40 Annually

Bargaining Unit

N/A

EEO

EEO1-Administrative Support Workers

Occupational Group

120

FLSA

Exempt

Benefit Code

General

Physical Class

N/A

Grade

150

Position Purpose

Reporting to the Human Services Supervisor – CLTS, the Lead Case Manager – CLTS serves as a case manager for assigned clients and performs related lead duties toward the program objectives and goals of the division.

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.

- Obtains information from clients, family members, and other agencies to assess needs or degree of dysfunction, establishes goals, develops and coordinates individual case plans; and monitors established service plans.
- Provides individuals and family members with information regarding services which best meet their needs and desires.

Employee Group (General, AS&P, etc.)
Exempt

Hepatitis Category
C

- Maintains knowledge of community resources.
- Makes referrals to other agencies for additional services as requested or as appropriate.
- Maintains working relationships with other human services, medical, and social services agencies in the County and State.
- Identifies needs in the service delivery system and participates in program development initiatives.
- Attends Unit and other meetings as required.
- Maintains accurate records and prepares reports and documentation for court proceedings.
- Maintains clinical files or accurate records, as appropriate, and prepares reports as required for coordination of the case and by State and Medical Assistance guidelines.
- Receives referrals to the program, evaluates eligibility, maintains waitlist, and enrolls clients into the program.
- Manages transitions out of the Program including securing adult Medicaid, petition and track guardianship, preparing the family
- for transition, and coordination with the ADRC on transition and eligibility for the Long Term Care System when 18.
- Responds to staff, contracted staff, and client needs in difficult situations.
- Assists individuals and family members in understanding disabilities and the results of diagnostic and evaluation services.
- Helps problem solve complaints and inquiries of the program.
- Provides support, education, and technical services to assist staff, contracted staff, families, and agencies in caring for the disabled individual.
- Represents the program on key standing meetings regarding clients potentially

- involvement in program and access to County services.
- Maintains regular and predictable attendance, works extra hours as required. Performs other duties as assigned.

Education/Certifications/Experience Requirements

- Bachelor's degree in behavioral science or a related field required. Three to four years of experience with the respective target group preferred.
- Or any combination of education and experience that provides equivalent knowledge, skills, and abilities.
- Certification as a Long Term Care Functional Screener is required. Training and access will be supplied.

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 operate a variety of office equipment including personal computer, dictaphone, photocopier, calculator, and telephone.
- Ability to transport oneself from location to location in an efficient and expedient manner.
  Ability to adhere to professional ethics and standards.
- Skill in organization including paperwork, time management and prioritization of crisis demands.
- Ability to add, subtract, multiply, divide, calculate decimals and percents, and

make use of the principles of descriptive statistics.

- Ability to comprehend and interpret a variety of documents including client charts, medical, accident, and other reports; psychological evaluations and other assessment reports, school records, professional literature, policy and procedure manuals, diagnostic manuals, etc.
- Ability to prepare a variety of documents including client records, referrals, court reports, intake and assessment records, case notes, individual treatment plans, letters and other correspondence, etc.
- Ability to use and interpret medical, legal, and counseling terminology related to the specialty.

Ability to work well in a team environment.

- Ability to communicate effectively with clients and family members, community agencies and service providers, psychiatrists, physicians, and other medical professionals, attorneys, Human Services personnel, school personnel, and others verbally and in writing.

Knowledge of the service delivery system.

- Knowledge of disabilities and/or mental illness, dependent on assignment, the effects on individuals and families, and the resources available.

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	2022		2023		2024		2025	
REGULAR POSITIONS:	FT	PT	FT	PT	FT	PT	FT	PT
COST CENTER 2063065								
HS SUPERVISOR - SUPPORTIVE HOME CARE	1	0	1	0	1	0	1	0
SUPPORTIVE HOME CARE SPECIALIST	11	0	11	0	11	0	11	0
COST CENTER TOTALS	12	0	12	0	12	0	12	0
COST CENTER 2063595								
CASE MANAGER	7	0	10	0	13	0	15	0
HUMAN SERVICES SUPERVISOR - CLTS	1	0	1	0	1	0	2	0
LEAD CASE MANAGER ^^	1	0	1	0	1	0	2	0
COST CENTER TOTALS	9	0	12	0	15	0	19	0
COST CENTER 2063090								
CASE MANAGER - GUARDIANSHIP	2	0	2	0	3	0	3	0
DIVISION MANAGER - AGING & LTS	1	0	1	0	1	0	1	0
COST CENTER TOTALS	3	0	3	0	4	0	4	0
TOTAL AGING AND LTS REGULAR POSITIONS:	**37**	**13**	**39**	**13**	**48**	**17**	**52**	**17**

^^ Two of these positions are based on FTE per Res. 171-2001-2002

LOCK IN OF 2025 ADOPTED BUDGET

RES. 68

Vote for lock in. ROLL CALL: 28 yes, 1 no (Thiede), 7 absent. 2025 COUNTY EXECUTIVE BUDGET AS AMENDED IS ADOPTED AND LOCKED IN.

VOTE RESULTS 28 YES | 1 NO | 0 ABSTAIN | 7 ABSENT

Lock in of 2025 County Executive Budget As Amended

Lock in of 2025 County Executive Budget As Amended

Passed With Majority of Full Membership

1 THOMPSON	ABSENT	13 WEGAND	YES	25 JANKE	YES
2 JOHNSON	YES	14 HERMES	ABSENT	26 WEINBERG	YES
3 SMITH	ABSENT	15 MacDONALD	YES	27 CULBERTSON	YES
4 PATIENCE	YES	16 SCHROEDER	YES	28 MONFILS	YES
5 GABRIELSON	YES	17 CROATT	YES	29 WINTERFELDT	ABSENT
6 KOSTELNY	YES	18 SPEARS	YES	30 NEJEDLO	YES
7 HAMMEN	YES	19 HEISER	YES	31 CLEGG	YES
8 LAWRENCE	YES	20 MITCHELL	YES	32 THYSSEN	YES
9 KRUEGER	ABSENT	21 CUFF	YES	33 VANDERHEIDEN	YES
10 LAMERS	ABSENT	22 HAGEN	YES	34 RETTLER	ABSENT
11 FERGUSON	YES	23 KLEMP	YES	35 KOURY	YES
12 McCABE	YES	24 THIEDE	NO	36 LAUTENSCHLAGER	YES

Outagamie County Est. 1851 **11-4-24 County Board Meeting - November 4 2024 06:43:02 PM**

November 4, 2024 County Board Meeting

OpenMeeting TECHNOLOGIES

RECONSIDERATION OF 2025 ADOPTED BUDGET

Supervisor Croatt moved, seconded by Supervisor Patience to reconsider the 2025 Adopted Budget for the purpose of lock in.

Vote for reconsideration. ROLL CALL: 29 yes, 7 absent. 2025 COUNTY EXECUTIVE BUDGET AS AMENDED IS RECONSIDERED.

VOTE RESULTS 29 YES | 0 NO | 0 ABSTAIN | 7 ABSENT

Reconsideration of 2025 County Executive Budget As Amended

Reconsideration of 2025 County Executive Budget As Amended

Passed With Majority of Full Membership

1 THOMPSON	ABSENT	13 WEGAND	YES	25 JANKE	YES
2 JOHNSON	YES	14 HERMES	ABSENT	26 WEINBERG	YES
3 SMITH	ABSENT	15 MacDONALD	YES	27 CULBERTSON	YES
4 PATIENCE	YES	16 SCHROEDER	YES	28 MONFILS	YES
5 GABRIELSON	YES	17 CROATT	YES	29 WINTERFELDT	ABSENT
6 KOSTELNY	YES	18 SPEARS	YES	30 NEJEDLO	YES
7 HAMMEN	YES	19 HEISER	YES	31 CLEGG	YES
8 LAWRENCE	YES	20 MITCHELL	YES	32 THYSSEN	YES
9 KRUEGER	ABSENT	21 CUFF	YES	33 VANDERHEIDEN	YES
10 LAMERS	ABSENT	22 HAGEN	YES	34 RETTLER	ABSENT
11 FERGUSON	YES	23 KLEMP	YES	35 KOURY	YES
12 McCABE	YES	24 THIEDE	YES	36 LAUTENSCHLAGER	YES

Outagamie County Est 1851 **11-4-24 County Board Meeting - November 4 2024 06:42:42 PM**

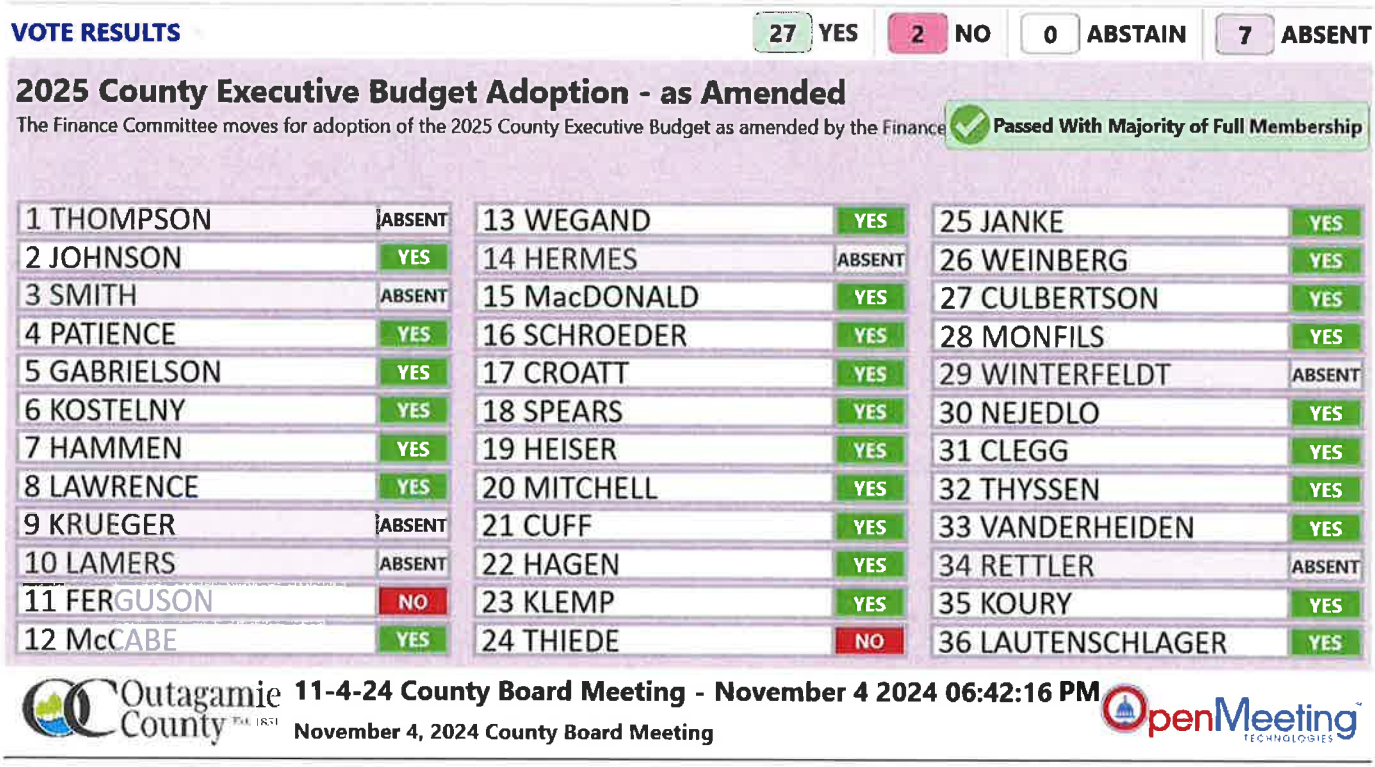
November 4, 2024 County Board Meeting

OpenMeeting TECHNOLOGIES

2025 COUNTY EXECUTIVE BUDGET - The Finance Committee moves for adoption of the 2025 County Executive Budget as amended by the Finance Committee.

Supervisor Croatt moved, seconded by Supervisor Cuff, for adoption of the 2025 County Executive Budget as amended by the Finance Committee.

ROLL CALL: 27 yes, 2 no (Ferguson, Thiede), 7 absent. 2025 COUNTY EXECUTIVE BUDGET IS ADOPTED AS AMENDED.



VOTE RESULTS — 27 YES | 2 NO | 0 ABSTAIN | 7 ABSENT

2025 County Executive Budget Adoption - as Amended

The Finance Committee moves for adoption of the 2025 County Executive Budget as amended by the Finance — Passed With Majority of Full Membership

1 THOMPSON ABSENT	13 WEGAND YES	25 JANKE YES
2 JOHNSON YES	14 HERMES ABSENT	26 WEINBERG YES
3 SMITH ABSENT	15 MacDONALD YES	27 CULBERTSON YES
4 PATIENCE YES	16 SCHROEDER YES	28 MONFILS YES
5 GABRIELSON YES	17 CROATT YES	29 WINTERFELDT ABSENT
6 KOSTELNY YES	18 SPEARS YES	30 NEJEDLO YES
7 HAMMEN YES	19 HEISER YES	31 CLEGG YES
8 LAWRENCE YES	20 MITCHELL YES	32 THYSSEN YES
9 KRUEGER ABSENT	21 CUFF YES	33 VANDERHEIDEN YES
10 LAMERS ABSENT	22 HAGEN YES	34 RETTLER ABSENT
11 FERGUSON NO	23 KLEMP YES	35 KOURY YES
12 McCABE YES	24 THIEDE NO	36 LAUTENSCHLAGER YES

Outagamie County — 11-4-24 County Board Meeting - November 4 2024 06:42:16 PM — November 4, 2024 County Board Meeting — OpenMeeting TECHNOLOGIES

Supervisor McCabe moved, seconded by Supervisor Kostelny to approve Resolution Nos. 66, 67, 68, 69, 70, 71, 72, 73, 74 and 75—2024-25.

ROLL CALL: 30 yes, 6 absent. RESOLUTION NOS. 66, 67, 68, 69, 70 ,71, 72, 73, 74 AND 75—2024-25 ARE ADOPTED.

VOTE RESULTS 30 YES | 0 NO | 0 ABSTAIN | 6 ABSENT

Resolution Nos. 66-75—2024-25

Resolution Nos. 66, 67, 68, 69, 70, 71, 72, 73, 74 and 75 —2024-25 Table of Organization Changes for the Heal Budget. Passed With Majority of Full Membership

1 THOMPSON	ABSENT	13 WEGAND	YES	25 JANKE	YES
2 JOHNSON	YES	14 HERMES	ABSENT	26 WEINBERG	YES
3 SMITH	ABSENT	15 MacDONALD	YES	27 CULBERTSON	YES
4 PATIENCE	YES	16 SCHROEDER	YES	28 MONFILS	YES
5 GABRIELSON	YES	17 CROATT	YES	29 WINTERFELDT	ABSENT
6 KOSTELNY	YES	18 SPEARS	YES	30 NEJEDLO	YES
7 HAMMEN	YES	19 HEISER	YES	31 CLEGG	YES
8 LAWRENCE	YES	20 MITCHELL	YES	32 THYSSEN	YES
9 KRUEGER	ABSENT	21 CUFF	YES	33 VANDERHEIDEN	YES
10 LAMERS	YES	22 HAGEN	YES	34 RETTLER	ABSENT
11 FERGUSON	YES	23 KLEMP	YES	35 KOURY	YES
12 McCABE	YES	24 THIEDE	YES	36 LAUTENSCHLAGER	YES

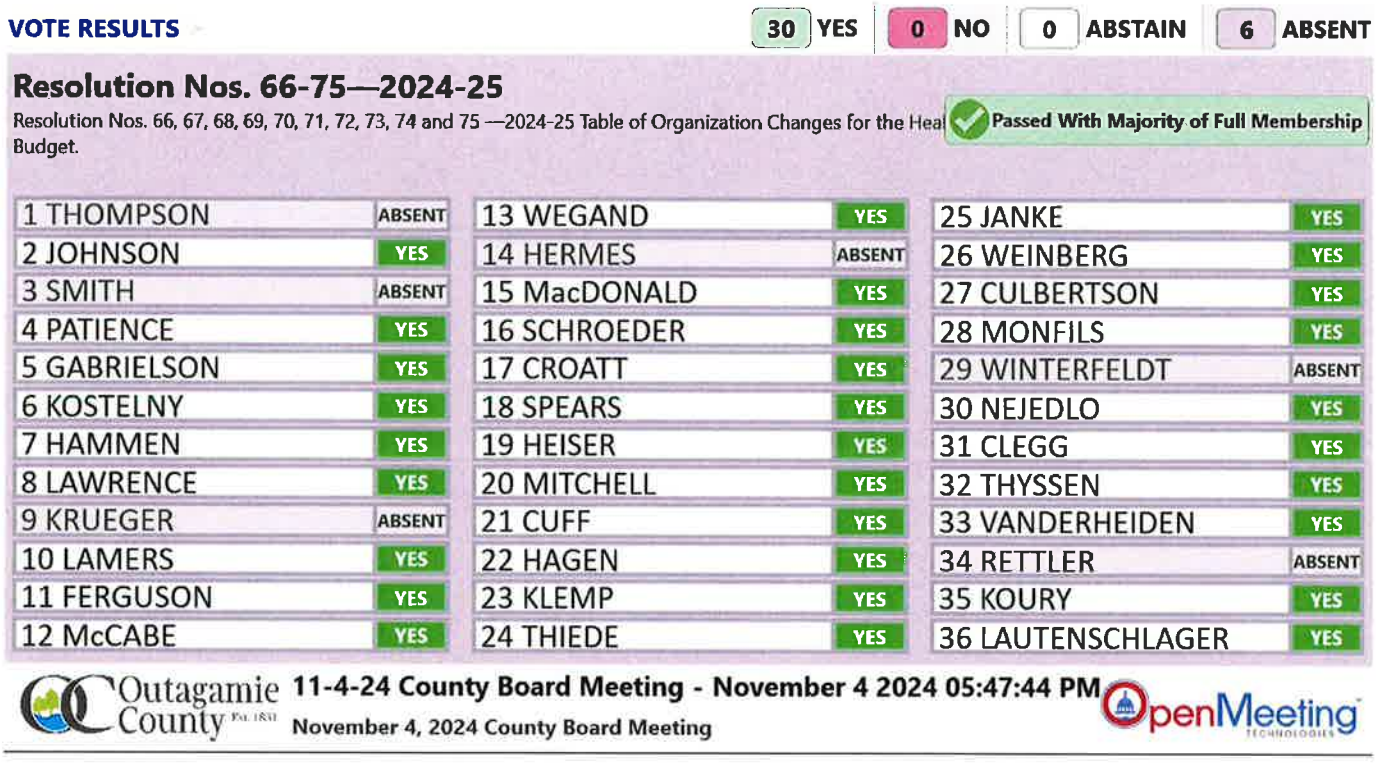
Outagamie County EST. 1851 **11-4-24 County Board Meeting - November 4 2024 05:47:44 PM** OpenMeeting TECHNOLOGIES

November 4, 2024 County Board Meeting

Resolution No. 68—2024-25 – Legislative/Audit & Human Resources Committee. Amend the Table of Organization for the Health and Human Services Department, cost center 2063595, by creating one (1) full-time Human Services Supervisor - CLTS position (sunset position) effective January 1, 2025, and the fiscal change has been included in the budget as well as attendant budget expenditures and revenues, as detailed in the attachments.

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

ROLL CALL: 30 yes, 6 absent. RESOLUTION NO. 68—2024-25 IS ADOPTED.



RESOLUTION NO.: 68—2024-25

TO THE HONORABLE, THE OUTAGAMIE COUNTY BOARD OF SUPERVISORS

LADIES AND GENTLEMEN: ***MAJORITY***

The County Executive has requested the following Health and Human Services Department Table of Organization change, and the same has been made a part of the 2025 County Executive Budget:

Create: One (1) Full-time Human Services Supervisor - CLTS position (sunset position)

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

BE IT RESOLVED, that the Outagamie County Board of Supervisors does hereby and herewith authorize and approve of amending the Table of Organization for the Health and Human Services Department, cost center 2063595 by creating one (1) full-time Human Services Supervisor - CLTS position (sunset position) effective January 1, 2025 as described in the attached Position Addition Form, Position Description, and Table of Organization, which by reference are made a part hereof, and

BE IT STILL FURTHER RESOLVED, that the fiscal change has been included in the aforementioned budget as well as attendant budget expenditures and revenues as are detailed in the attached, and

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

Dated this 4th day of November 2024

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: November 4th, 2024

Signed: Dan Cahnovsky
Board Chairperson

Kelly M. Cook
County Clerk

Approved: 11/6/24

Vetoed: _____

Signed:

County Executive

POSITION ADDITION FORM - 2025 BUDGET		
Request Details		
Effective Date of Requested Change:	Jan. 1, 2025	
Department:	Health and Human Services	
Department Head:	John Rathman	
Cost Center Number:	2063595	
Position Title:	Human Services Supervisor - CLTS	
Sunset Position? (Yes or No)	Yes	
Exempt (Salaried) or Non-Exempt (Hourly):	E	
Pay Grade of Position:	160	
Estimated Starting Step:	1	
Position exists in current the Table of Organization?	No	
Is this position full time or part time? *(If more than one position, use the worksheet for Multiples)*	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?		
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:	None	
Position Justification		
Briefly summarize why this position is needed, as well as areas of revenue and savings.		
The ALTS Division is requesting a Supervisor in the Children's Long Term Support (CLTS) Program for 2025. The Department of Health Services is directing Counties to have no disabled child waiting for services. We currently have 13 Case Managers, 1 Lead Worker that takes care of Intakes, and 1 Supervisor for the Program. In 2025 we are proposing to add 2 additional Case Managers to bring our count to 15. Another Lead Worker is needed to take care of Transitions out of the Program to keep the churn of children moving through the Program. Therefore, in this Program we will have 18 staff. Another Supervisor is needed to manage the daily operations of the Program and direct staff. Adding another Supervisor will bring the staffing ratio to 1 to 9 which is much more realistic. In 2023, the Program served 773 children recieving 259 referrals to the Program throughout the year. This is compared to 598 children in 2022, with 157 referrals. Currently, the Program has 100 children waiting for services. The CLTS Program has grown at a fast and steady pace after the initlative started on no children waiting for services. Across the State, the enrollment for the CLTS Program went from 6114 in 2017 to 21,692 in February 2024. We also have a contracted agency – Lutheran Social Services to help case manage our Autistic children. The Supervisor will carry a small caseload of children, help supervise staff, and coordinate operations between Outagamie County and our contracted agency. It is imperative that we have consistency. This position is fully funded through our Case Management Rate.		
Employee Impacted By This Change (if no one in position - leave blank)		

Fiscal Data		
How will this position be funded (choose from drop-down list)?		Grants
PROJECTED 2023 EXPENDITURES - Amounts must agree to amounts included in the proposed budget.		
Salary	$	74,810
Fringe Benefits	$	38,100
Travel/Training	$	-
Supplies - IT	$	648
Supplies - Other	$	7,403
Purchased Services - IT	$	2,865
Purchased Services - Other	$	-
Capital Outlay	$	-
TOTAL EXPENDITURES	$	123,826
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.		
Description	*Dollar Value (enter as negative)*	
Deleted Position (if applicable)		
	$	(123,826)
	$	-
TOTAL COST SAVINGS/REVENUES	$	(123,826)
NET COUNTY COST (Levy/Fund Bal)	$	-

TO BE COMPLETED BY HUMAN RESOURCES:	
Reviewed by HR	5/7/2024
County Executive Decision (Approved/Denied)	

Outagamie County

Human Services Supervisor CLTS (DHHS - ALTS)

Job Description Code: 6320-5
Established Date: 02/09/2023
Last Revised Date: 11/27/2023
Effective: 11/28/2023

Salary Range

$35.61 - $46.46 Hourly

$74,068.80 - $96,636.80 Annually

Bargaining Unit

N/A

EEO

EEO4-Professionals

Occupational Group

120

FLSA

Exempt

Benefit Code

General

Physical Class

N/A

Grade

160

Position Purpose

Reporting to the Division Manager – Adult/Long Term, the Human Services Supervisor - CLTS directs and coordinates the operations of the Children's Long Term Support Program. Performs related duties including evaluating staff and program performance, serves as a case manager for assigned clients, and performs related duties toward the program objectives and goals of the division.

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.

- Supervises intake process; may assign referrals to appropriate division staff for assessment of needs and to provide services.

Employee Group (General, AS&P, etc.)
Exempt

Hepatitis Category
C

- Obtains information from clients, family members, and other agencies to assess needs, establishes goals, develops and coordinates individual case plans; and monitors established service plans.
- Provides individuals and family members with information regarding services which best meet their needs and desires.
- Defines, interprets, and provides direction regarding administrative policies and mandates.
- Supervises and directs the activities of staff.
- Reviews and approves correspondence.
- Ensures compliance with State standards and County and Department policies.
- Conduct division and staff meetings to discuss policies and services.
- Establishes performance standards for division staff; performs periodic staff reviews and evaluations.
- Completes program performance reports for State Agencies and Department Management.
- Contacts community resources regarding referrals, system problems, and other issues; coordinates division services with other divisions and management.
- Represents the program on key standing meetings regarding clients potentially enrolled or enrolled in the program. Represents program guidelines and requirements when discussing client involvement in program and access to County services.
- Prepares statistical and other reports as required, and participates in the development of the yearly budget for Outagamie County Health and Human Services.

- Perform public presentations to educate and inform the public of Outagamie County's services.
- Participates in the development and implementation of agency policies, procedures, and programs.
- Maintains working relationships with other human services, medical, and social services agencies in the County and State.
- Assists individuals and family members in understanding disabilities and the results of diagnostic and evaluation services. Helps problem solve complaints and inquiries of the program.
- In conjunction with Division Manager, interviews and hires for the Program.
- Maintains regular and predictable attendance, works extra hours as required.
- Performs other duties as assigned.

Education/Certifications/Experience Requirements

- Bachelor's degree in behavioral science or a related field required. Three to four years of experience with the respective target group preferred.
- Or any combination of education and experience that provides equivalent knowledge, skills, and abilities.
- Certification as a Long Term Care Functional Screener is required. Training and access will be supplied.

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 operate a variety of office equipment including personal computer, dictaphone, photocopier, calculator, and telephone.
- Ability to assign, supervise, and review the work of others.
- Ability to make recommendations regarding the selection, discipline, and discharge of employees.
- Ability to add, subtract, multiply, divide, calculate decimals and percents, and make use of the principles of descriptive statistics.
- Ability to prepare a variety of documents including client records, referrals, court reports, intake and assessment records, case notes, individual treatment plans, letters and other correspondence, etc.
- Ability to comprehend and interpret a variety of documents including service requests, case files, letters and other correspondence, policy and procedure manuals, union contracts, etc.
- Ability to prepare a variety of documents including letters and other correspondence, various statistical and other reports, etc.
- Ability to use and interpret social work, counseling, and basic accounting terminology.
- Ability to communicate effectively with clients and family members, community agencies and service providers, psychiatrists, physicians, and other medical professionals, attorneys, Human Services personnel, school personnel, and others verbally and in writing.
- Supervisory experience preferred.

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

DEPARTMENT NAME: HEALTH HUMAN SERVICES

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

POSITION COUNT	2022		2023		2024		2025	
REGULAR POSITIONS:	FT	PT	FT	PT	FT	PT	FT	PT
COST CENTER 2063065								
HS SUPERVISOR - SUPPORTIVE HOME CARE	1	0	1	0	1	0	1	0
SUPPORTIVE HOME CARE SPECIALIST	11	0	11	0	11	0	11	0
COST CENTER TOTALS	12	0	12	0	12	0	12	0
COST CENTER 2063595								
CASE MANAGER	7	0	10	0	13	0	15	0
HUMAN SERVICES SUPERVISOR - CLTS	1	0	1	0	1	0	2	0
LEAD CASE MANAGER ^^	1	0	1	0	1	0	2	0
COST CENTER TOTALS	9	0	12	0	15	0	19	0
COST CENTER 2063090								
CASE MANAGER - GUARDIANSHIP	2	0	2	0	3	0	3	0
DIVISION MANAGER - AGING & LTS	1	0	1	0	1	0	1	0
COST CENTER TOTALS	3	0	3	0	4	0	4	0
TOTAL AGING AND LTS REGULAR POSITIONS:	**37**	**13**	**39**	**13**	**48**	**17**	**52**	**17**

^^ Two of these positions are based on FTE per Res. 171-2001-2002

LOCK IN OF 2025 ADOPTED BUDGET

RES. 69

Vote for lock in. ROLL CALL: 28 yes, 1 no (Thiede), 7 absent. 2025 COUNTY EXECUTIVE BUDGET AS AMENDED IS ADOPTED AND LOCKED IN.

VOTE RESULTS 28 YES | 1 NO | 0 ABSTAIN | 7 ABSENT

Lock in of 2025 County Executive Budget As Amended

Lock in of 2025 County Executive Budget As Amended

Passed With Majority of Full Membership

1 THOMPSON	ABSENT	13 WEGAND	YES	25 JANKE	YES
2 JOHNSON	YES	14 HERMES	ABSENT	26 WEINBERG	YES
3 SMITH	ABSENT	15 MacDONALD	YES	27 CULBERTSON	YES
4 PATIENCE	YES	16 SCHROEDER	YES	28 MONFILS	YES
5 GABRIELSON	YES	17 CROATT	YES	29 WINTERFELDT	ABSENT
6 KOSTELNY	YES	18 SPEARS	YES	30 NEJEDLO	YES
7 HAMMEN	YES	19 HEISER	YES	31 CLEGG	YES
8 LAWRENCE	YES	20 MITCHELL	YES	32 THYSSEN	YES
9 KRUEGER	ABSENT	21 CUFF	YES	33 VANDERHEIDEN	YES
10 LAMERS	ABSENT	22 HAGEN	YES	34 RETTLER	ABSENT
11 FERGUSON	YES	23 KLEMP	YES	35 KOURY	YES
12 McCABE	YES	24 THIEDE	NO	36 LAUTENSCHLAGER	YES

Outagamie County Est. 1851

11-4-24 County Board Meeting - November 4 2024 06:43:02 PM

November 4, 2024 County Board Meeting

OpenMeeting TECHNOLOGIES

RECONSIDERATION OF 2025 ADOPTED BUDGET

Supervisor Croatt moved, seconded by Supervisor Patience to reconsider the 2025 Adopted Budget for the purpose of lock in.

Vote for reconsideration. ROLL CALL: 29 yes, 7 absent. 2025 COUNTY EXECUTIVE BUDGET AS AMENDED IS RECONSIDERED.



VOTE RESULTS 29 YES | 0 NO | 0 ABSTAIN | 7 ABSENT

Reconsideration of 2025 County Executive Budget As Amended

Reconsideration of 2025 County Executive Budget As Amended — Passed With Majority of Full Membership

1 THOMPSON	ABSENT	13 WEGAND	YES	25 JANKE	YES
2 JOHNSON	YES	14 HERMES	ABSENT	26 WEINBERG	YES
3 SMITH	ABSENT	15 MacDONALD	YES	27 CULBERTSON	YES
4 PATIENCE	YES	16 SCHROEDER	YES	28 MONFILS	YES
5 GABRIELSON	YES	17 CROATT	YES	29 WINTERFELDT	ABSENT
6 KOSTELNY	YES	18 SPEARS	YES	30 NEJEDLO	YES
7 HAMMEN	YES	19 HEISER	YES	31 CLEGG	YES
8 LAWRENCE	YES	20 MITCHELL	YES	32 THYSSEN	YES
9 KRUEGER	ABSENT	21 CUFF	YES	33 VANDERHEIDEN	YES
10 LAMERS	ABSENT	22 HAGEN	YES	34 RETTLER	ABSENT
11 FERGUSON	YES	23 KLEMP	YES	35 KOURY	YES
12 McCABE	YES	24 THIEDE	YES	36 LAUTENSCHLAGER	YES

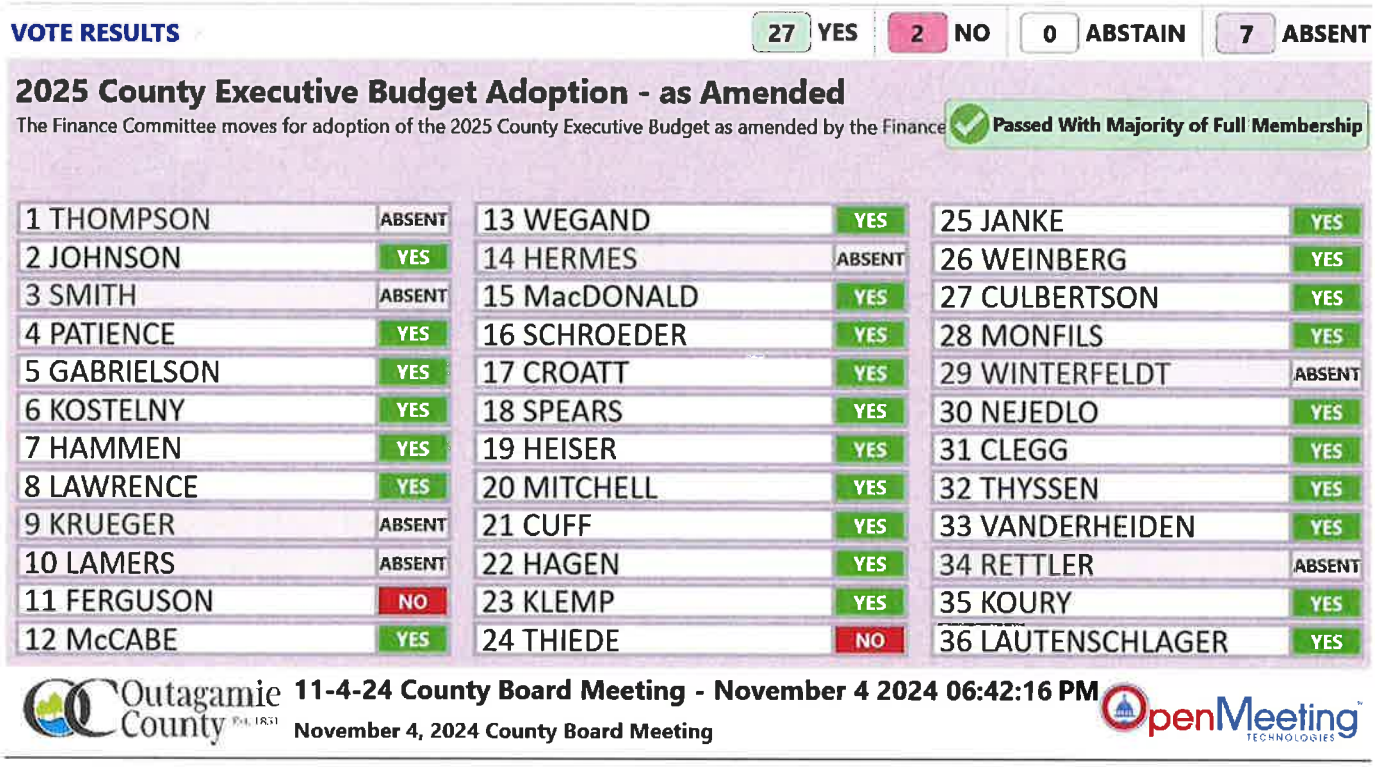
Outagamie County — 11-4-24 County Board Meeting - November 4 2024 06:42:42 PM — OpenMeeting

November 4, 2024 County Board Meeting

2025 COUNTY EXECUTIVE BUDGET - The Finance Committee moves for adoption of the 2025 County Executive Budget as amended by the Finance Committee.

Supervisor Croatt moved, seconded by Supervisor Cuff, for adoption of the 2025 County Executive Budget as amended by the Finance Committee.

ROLL CALL: 27 yes, 2 no (Ferguson, Thiede), 7 absent. 2025 COUNTY EXECUTIVE BUDGET IS ADOPTED AS AMENDED.



VOTE RESULTS — 27 YES | 2 NO | 0 ABSTAIN | 7 ABSENT

2025 County Executive Budget Adoption - as Amended

The Finance Committee moves for adoption of the 2025 County Executive Budget as amended by the Finance — Passed With Majority of Full Membership

1 THOMPSON	ABSENT	13 WEGAND	YES	25 JANKE	YES
2 JOHNSON	YES	14 HERMES	ABSENT	26 WEINBERG	YES
3 SMITH	ABSENT	15 MacDONALD	YES	27 CULBERTSON	YES
4 PATIENCE	YES	16 SCHROEDER	YES	28 MONFILS	YES
5 GABRIELSON	YES	17 CROATT	YES	29 WINTERFELDT	ABSENT
6 KOSTELNY	YES	18 SPEARS	YES	30 NEJEDLO	YES
7 HAMMEN	YES	19 HEISER	YES	31 CLEGG	YES
8 LAWRENCE	YES	20 MITCHELL	YES	32 THYSSEN	YES
9 KRUEGER	ABSENT	21 CUFF	YES	33 VANDERHEIDEN	YES
10 LAMERS	ABSENT	22 HAGEN	YES	34 RETTLER	ABSENT
11 FERGUSON	NO	23 KLEMP	YES	35 KOURY	YES
12 McCABE	YES	24 THIEDE	NO	36 LAUTENSCHLAGER	YES

Outagamie County — 11-4-24 County Board Meeting - November 4 2024 06:42:16 PM — OpenMeeting

November 4, 2024 County Board Meeting

Supervisor McCabe moved, seconded by Supervisor Kostelny to approve Resolution Nos. 66, 67, 68, 69, 70, 71, 72, 73, 74 and 75—2024-25.

ROLL CALL: 30 yes, 6 absent. RESOLUTION NOS. 66, 67, 68, 69, 70 ,71, 72, 73, 74 AND 75—2024-25 ARE ADOPTED.

VOTE RESULTS — 30 YES | 0 NO | 0 ABSTAIN | 6 ABSENT

Resolution Nos. 66-75—2024-25

Resolution Nos. 66, 67, 68, 69, 70, 71, 72, 73, 74 and 75 —2024-25 Table of Organization Changes for the Heal Budget.

Passed With Majority of Full Membership

1 THOMPSON	ABSENT	13 WEGAND	YES	25 JANKE	YES
2 JOHNSON	YES	14 HERMES	ABSENT	26 WEINBERG	YES
3 SMITH	ABSENT	15 MacDONALD	YES	27 CULBERTSON	YES
4 PATIENCE	YES	16 SCHROEDER	YES	28 MONFILS	YES
5 GABRIELSON	YES	17 CROATT	YES	29 WINTERFELDT	ABSENT
6 KOSTELNY	YES	18 SPEARS	YES	30 NEJEDLO	YES
7 HAMMEN	YES	19 HEISER	YES	31 CLEGG	YES
8 LAWRENCE	YES	20 MITCHELL	YES	32 THYSSEN	YES
9 KRUEGER	ABSENT	21 CUFF	YES	33 VANDERHEIDEN	YES
10 LAMERS	YES	22 HAGEN	YES	34 RETTLER	ABSENT
11 FERGUSON	YES	23 KLEMP	YES	35 KOURY	YES
12 McCABE	YES	24 THIEDE	YES	36 LAUTENSCHLAGER	YES

Outagamie County — 11-4-24 County Board Meeting - November 4 2024 05:47:44 PM
November 4, 2024 County Board Meeting
OpenMeeting

Resolution No. 69—2024-25 – Legislative/Audit & Human Resources Committee. Amend the Table of Organization for the Health and Human Services Department, cost center 2063595, by creating one (1) full-time Fiscal Specialist – CLTS position (sunset position) effective January 1, 2025, and the fiscal change has been included in the budget as well as attendant budget expenditures and revenues, as detailed in the attachments.

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

ROLL CALL: 30 yes, 6 absent. RESOLUTION NO. 69—2024-25 IS ADOPTED.

VOTE RESULTS — 30 YES | 0 NO | 0 ABSTAIN | 6 ABSENT

Resolution Nos. 66-75—2024-25

Resolution Nos. 66, 67, 68, 69, 70, 71, 72, 73, 74 and 75 —2024-25 Table of Organization Changes for the Heal Budget

Passed With Majority of Full Membership

1 THOMPSON	ABSENT	13 WEGAND	YES	25 JANKE	YES
2 JOHNSON	YES	14 HERMES	ABSENT	26 WEINBERG	YES
3 SMITH	ABSENT	15 MacDONALD	YES	27 CULBERTSON	YES
4 PATIENCE	YES	16 SCHROEDER	YES	28 MONFILS	YES
5 GABRIELSON	YES	17 CROATT	YES	29 WINTERFELDT	ABSENT
6 KOSTELNY	YES	18 SPEARS	YES	30 NEJEDLO	YES
7 HAMMEN	YES	19 HEISER	YES	31 CLEGG	YES
8 LAWRENCE	YES	20 MITCHELL	YES	32 THYSSEN	YES
9 KRUEGER	ABSENT	21 CUFF	YES	33 VANDERHEIDEN	YES
10 LAMERS	YES	22 HAGEN	YES	34 RETTLER	ABSENT
11 FERGUSON	YES	23 KLEMP	YES	35 KOURY	YES
12 McCABE	YES	24 THIEDE	YES	36 LAUTENSCHLAGER	YES

Outagamie County Est. 1851 **11-4-24 County Board Meeting - November 4 2024 05:47:44 PM**
November 4, 2024 County Board Meeting
OpenMeeting TECHNOLOGIES

RESOLUTION NO.: 69—2024-25

TO THE HONORABLE, THE OUTAGAMIE COUNTY BOARD OF SUPERVISORS

LADIES AND GENTLEMEN: ***MAJORITY***

The County Executive has requested the following Health and Human Services Department Table of Organization change, and the same has been made a part of the 2025 County Executive Budget:

Create: One (1) Full-time Fiscal Specialist – CLTS position (sunset position)

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

BE IT RESOLVED, that the Outagamie County Board of Supervisors does hereby and herewith authorize and approve of amending the Table of Organization for the Health and Human Services Department, cost center 2063595 by creating one (1) full-time Fiscal Specialist – CLTS position (sunset position) effective January 1, 2025 as described in the attached Position Addition Form, Position Description, and Table of Organization, which by reference are made a part hereof, and

BE IT STILL FURTHER RESOLVED, that the fiscal change has been included in the aforementioned budget as well as attendant budget expenditures and revenues as are detailed in the attached, and

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

Dated this 4th day of November 2024

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: November 4th, 2024

Signed: Dan Gabrielson
Board Chairperson

Kelley M. Burt
County Clerk

Approved: 11.6.24

Vetoed: _____

Signed:
County Executive

POSITION ADDITION FORM - 2025 BUDGET

Request Details		
Effective Date of Requested Change:	Jan. 1, 2025	
Department:	Health and Human Services	
Department Head:	John Rathman	
Cost Center Number:	2063595	
Position Title:	Fiscal Specialist - CLTS	
Sunset Position? (Yes or No)	Yes	
Exempt (Salaried) or Non-Exempt (Hourly):	NE	
Pay Grade of Position:	125	
Estimated Starting Step:	1	
Position exists in current the Table of Organization?	No	
Is this position full time or part time? *(If more than one position, use the worksheet for Multiples)*	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?		
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.

The ALTS program continues to add 12-15 new Children's Long Term Support (CLTS) clients each month. A Case Manager carries a caseload of 45 children/families. The Department of Health Services' directive is that no disabled child should wait for services and they will be requesting 2 Case Managers to continue to address our County list of waiting children.

With the workload of 2 additional Case managers, the program assistant responsibilities will substantially increase and we will be requesting to add another fiscal specialist to assist with entering authorizations, track and reconcile all the service dollars needed in the program to serve the new participants, complete client specific CLTS plans to set up the children in the medical record system, assign funding sources, assign rates, determine service codes and other tasks associated with each new child added to the program.

Employee Impacted By This Change (if no one in position - leave blank)

Fiscal Data		
How will this position be funded (choose from drop-down list)?		Grants
PROJECTED 2023 EXPENDITURES - Amounts must agree to amounts included in the proposed budget.		
Salary	$	46,575
Fringe Benefits	$	33,785
Travel/Training	$	-
Supplies - IT	$	330

Supplies - Other	$	1,079
Purchased Services - IT	$	2,095
Purchased Services - Other	$	-
Capital Outlay	$	-
TOTAL EXPENDITURES	$	83,864
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.		
Description	*Dollar Value (enter as negative)*	
Deleted Position (if applicable)		
	$	(83,864)
	$	-
TOTAL COST SAVINGS/REVENUES	$	(83,864)
NET COUNTY COST (Levy/Fund Bal)	$	-

TO BE COMPLETED BY HUMAN RESOURCES:	
Reviewed by HR	5/7/2024
County Executive Decision (Approved/Denied)	

Outagamie County

Fiscal Specialist (DHHS-Fiscal)

Job Description Code: 6500-4
Established Date: 09/12/2017
Last Revised Date: 11/30/2023
Effective: 11/30/2023

Salary Range

$22.17 - $28.93 Hourly

Bargaining Unit

N/A

EEO

Other

Occupational Group

140

FLSA

Non-Exempt

Benefit Code

General

Physical Class

N/A

Grade

125

Employee Group (General, AS&P, etc.)

Position Purpose

Reporting to the Finance Supervisor - Health and Human Services, the Fiscal Specialist performs various long term support fiscal functions including Children's Long Term Support (CLTS) billing, claim reconciliation, HSRS reporting, processes re-certification/6 month review documents, prepares program projections, waiting lists, and unit statistics, etc.

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.

- Processes annual client specific CLTS re-certification, and 6-month review documents.
- Completes client specific CLTS plans. Includes working with service coordinator

Non-Exempt

Hepatitis Category
C

to identify services, assigning rates, determining SPCs and service codes, assigning funding sources, entering data in database/TCM, and problem solving with State CLTS staff.
- Provides ongoing support to CLTS Service Coordinators and service providers.
- Facilitates completion of Medicaid and Disability Determination applications for clients of the MH/AODA division.
- Attends morning crisis staffing's.
- Attends weekly MA (Medical Assistance) Third Party Liability Team meetings.
- Processes invoices for client specific services.
- Maintains close working relationship with In-Patient Discharge Planners at hospital and IMD facilities.
- Completes HSRS/HOD State reporting including opening, closing, and updating client specific data both in CORE and in the Waiver module.
- Monthly non-payment TCM (The Clinical Manager) entries.
- Completes client specific, monthly CLTS billing including collection of units of service, determination of hourly and daily rates, and coordination with state and county program personnel.
- Prepares various reports including CLTS projections.
- Reconciles CLTS P-card statements.
- Enters authorizations for CLTS funded services as needed.
- Maintains regular and predictable attendance, works overtime/extra hours as required.
- Performs other duties as assigned.

Education/Certifications/Experience Requirements

- High school graduate with one to two years accounting experience.
- Associate's Degree in Accounting desirable.

Required or Preferred Skills

- Ability to operate a variety of office equipment including personal computer, computer terminal, typewriter, calculator, photocopier, telephone, etc.
- Ability to add, subtract, multiply, divide, calculate decimals and percent's.
- May also require ability to make use of descriptive statistics.
- Ability to comprehend and interpret a variety of documents including client files, HSRS reports, CLTS billing summaries, insurance PRA's (Provider Remittance Advice), program activity logs, 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 individual service plans, monthly CLTS & BIW claims, journal entries, letters to families, CLTS related forms, unit statistics, cost share worksheets, level of care (LOC), HSRS data entry, etc.
- Ability to use and interpret department specific terminology such as accounting or medical terminology.
- Ability to communicate effectively verbally and in writing, with inter- and intra-departmental staff members, clients, outside agency personnel, service providers, and the general public.

- Ability to lift, carry, push, pull; or otherwise move objects up to 25 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.

FUND: HEALTH HUMAN SERVICES 206

DEPARTMENT NAME: HEALTH HUMAN SERVICES

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

COST CENTER 2066565								
SUBSTANCE USE PROGRAM ASSESSOR	0	0	2	0	2	0	2	0
SUBSTANCE USE PROGRAM ASSISTANT	0	0	2	0	2	0	2	0
COST CENTER TOTALS	0	0	4	0	4	0	4	0
TOTAL MH & SU REGULAR POSITIONS:	**76**	**9**	**81**	**7**	**91**	**7**	**93**	**7**

POSITION COUNT	**2022**		**2023**		**2024**		**2025**	
REGULAR POSITIONS:	FT	PT	FT	PT	FT	PT	FT	PT
FISCAL								
COST CENTER 2065010								
FINANCE MANAGER - HHS	1	0	1	0	1	0	1	0
FINANCE SUPERVISOR - HHS	2	0	2	0	2	0	3	0
ACCOUNTANT	3	0	3	0	3	0	2	0
SENIOR ACCOUNT TECHNICIAN	2	0	2	0	2	0	2	0
FISCAL SPECIALIST (SUNSET)	1	0	1	0	1	0	1	0
CONTRACT SPECIALIST	1	0	1	0	1	0	1	0
COST CENTER TOTALS	10	0	10	0	10	0	10	0
COST CENTER 2066090								
FINANCE SUPERVISOR - HHS	1	0	1	0	1	0	1	0
SENIOR ACCOUNT TECHNICIAN	1	0	1	0	2	0	2	0
BILLING SPECIALIST	2	0	2	0	2	0	2	0
FISCAL SPECIALIST - MH & SU	0	1	0	1	0	1	0	1
COST CENTER TOTALS	4	1	4	1	5	1	5	1
COST CENTER 2063595								
FISCAL SPECIALIST - CLTS	2	0	3	0	3	0	4	0
COST CENTER TOTALS	2	0	3	0	3	0	4	0
COST CENTER 2062040								
FISCAL SPECIALIST - CYF	1	0	1	0	1	0	1	0
COST CENTER TOTALS	1	0	1	0	1	0	1	0
TOTAL FISCAL POSITIONS:	**17**	**1**	**18**	**1**	**19**	**1**	**20**	**1**

LOCK IN OF 2025 ADOPTED BUDGET

RES. 70

Vote for lock in. ROLL CALL: 28 yes, 1 no (Thiede), 7 absent. 2025 COUNTY EXECUTIVE BUDGET AS AMENDED IS ADOPTED AND LOCKED IN.

VOTE RESULTS | 28 YES | 1 NO | 0 ABSTAIN | 7 ABSENT

Lock in of 2025 County Executive Budget As Amended

Lock in of 2025 County Executive Budget As Amended

Passed With Majority of Full Membership

1 THOMPSON	ABSENT	13 WEGAND	YES	25 JANKE	YES
2 JOHNSON	YES	14 HERMES	ABSENT	26 WEINBERG	YES
3 SMITH	ABSENT	15 MacDONALD	YES	27 CULBERTSON	YES
4 PATIENCE	YES	16 SCHROEDER	YES	28 MONFILS	YES
5 GABRIELSON	YES	17 CROATT	YES	29 WINTERFELDT	ABSENT
6 KOSTELNY	YES	18 SPEARS	YES	30 NEJEDLO	YES
7 HAMMEN	YES	19 HEISER	YES	31 CLEGG	YES
8 LAWRENCE	YES	20 MITCHELL	YES	32 THYSSEN	YES
9 KRUEGER	ABSENT	21 CUFF	YES	33 VANDERHEIDEN	YES
10 LAMERS	ABSENT	22 HAGEN	YES	34 RETTLER	ABSENT
11 FERGUSON	YES	23 KLEMP	YES	35 KOURY	YES
12 McCABE	YES	24 THIEDE	NO	36 LAUTENSCHLAGER	YES

Outagamie County Est. 1851 **11-4-24 County Board Meeting - November 4 2024 06:43:02 PM**

November 4, 2024 County Board Meeting

OpenMeeting TECHNOLOGIES

RECONSIDERATION OF 2025 ADOPTED BUDGET

Supervisor Croatt moved, seconded by Supervisor Patience to reconsider the 2025 Adopted Budget for the purpose of lock in.

Vote for reconsideration. ROLL CALL: 29 yes, 7 absent. 2025 COUNTY EXECUTIVE BUDGET AS AMENDED IS RECONSIDERED.

VOTE RESULTS | 29 YES | 0 NO | 0 ABSTAIN | 7 ABSENT

Reconsideration of 2025 County Executive Budget As Amended

Reconsideration of 2025 County Executive Budget As Amended

Passed With Majority of Full Membership

1 THOMPSON	ABSENT	13 WEGAND	YES	25 JANKE	YES
2 JOHNSON	YES	14 HERMES	ABSENT	26 WEINBERG	YES
3 SMITH	ABSENT	15 MacDONALD	YES	27 CULBERTSON	YES
4 PATIENCE	YES	16 SCHROEDER	YES	28 MONFILS	YES
5 GABRIELSON	YES	17 CROATT	YES	29 WINTERFELDT	ABSENT
6 KOSTELNY	YES	18 SPEARS	YES	30 NEJEDLO	YES
7 HAMMEN	YES	19 HEISER	YES	31 CLEGG	YES
8 LAWRENCE	YES	20 MITCHELL	YES	32 THYSSEN	YES
9 KRUEGER	ABSENT	21 CUFF	YES	33 VANDERHEIDEN	YES
10 LAMERS	ABSENT	22 HAGEN	YES	34 RETTLER	ABSENT
11 FERGUSON	YES	23 KLEMP	YES	35 KOURY	YES
12 McCABE	YES	24 THIEDE	YES	36 LAUTENSCHLAGER	YES

Outagamie County Est. 1851 **11-4-24 County Board Meeting - November 4 2024 06:42:42 PM**

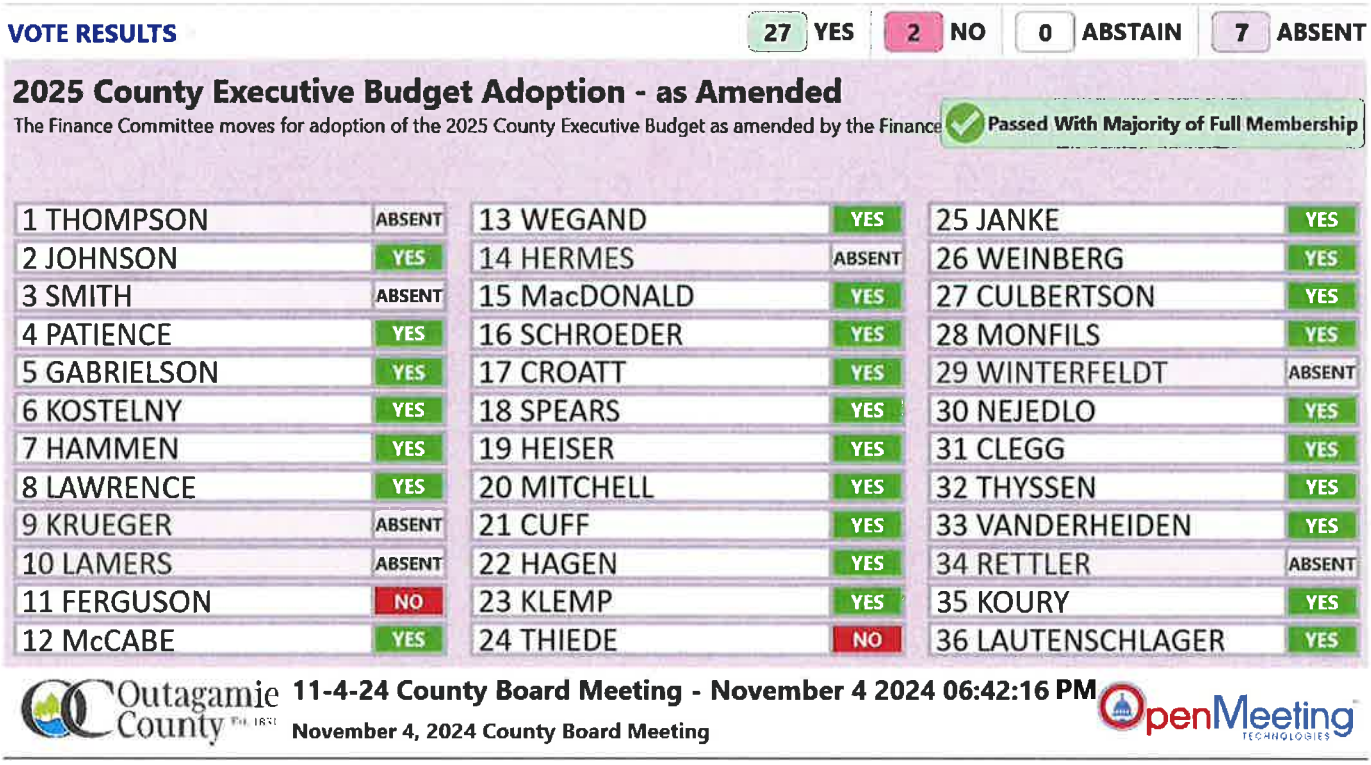
November 4, 2024 County Board Meeting

OpenMeeting TECHNOLOGIES

2025 COUNTY EXECUTIVE BUDGET - The Finance Committee moves for adoption of the 2025 County Executive Budget as amended by the Finance Committee.

Supervisor Croatt moved, seconded by Supervisor Cuff, for adoption of the 2025 County Executive Budget as amended by the Finance Committee.

ROLL CALL: 27 yes, 2 no (Ferguson, Thiede), 7 absent. 2025 COUNTY EXECUTIVE BUDGET IS ADOPTED AS AMENDED.



VOTE RESULTS — 27 YES | 2 NO | 0 ABSTAIN | 7 ABSENT

2025 County Executive Budget Adoption - as Amended

The Finance Committee moves for adoption of the 2025 County Executive Budget as amended by the Finance — Passed With Majority of Full Membership

1 THOMPSON	ABSENT	13 WEGAND	YES	25 JANKE	YES
2 JOHNSON	YES	14 HERMES	ABSENT	26 WEINBERG	YES
3 SMITH	ABSENT	15 MacDONALD	YES	27 CULBERTSON	YES
4 PATIENCE	YES	16 SCHROEDER	YES	28 MONFILS	YES
5 GABRIELSON	YES	17 CROATT	YES	29 WINTERFELDT	ABSENT
6 KOSTELNY	YES	18 SPEARS	YES	30 NEJEDLO	YES
7 HAMMEN	YES	19 HEISER	YES	31 CLEGG	YES
8 LAWRENCE	YES	20 MITCHELL	YES	32 THYSSEN	YES
9 KRUEGER	ABSENT	21 CUFF	YES	33 VANDERHEIDEN	YES
10 LAMERS	ABSENT	22 HAGEN	YES	34 RETTLER	ABSENT
11 FERGUSON	NO	23 KLEMP	YES	35 KOURY	YES
12 McCABE	YES	24 THIEDE	NO	36 LAUTENSCHLAGER	YES

Outagamie County — 11-4-24 County Board Meeting - November 4 2024 06:42:16 PM — OpenMeeting

November 4, 2024 County Board Meeting

Supervisor McCabe moved, seconded by Supervisor Kostelny to approve Resolution Nos. 66, 67, 68, 69, 70, 71, 72, 73, 74 and 75—2024-25.

ROLL CALL: 30 yes, 6 absent. RESOLUTION NOS. 66, 67, 68, 69, 70 ,71, 72, 73, 74 AND 75—2024-25 ARE ADOPTED.

VOTE RESULTS 30 YES | 0 NO | 0 ABSTAIN | 6 ABSENT

Resolution Nos. 66-75—2024-25

Resolution Nos. 66, 67, 68, 69, 70, 71, 72, 73, 74 and 75 —2024-25 Table of Organization Changes for the Hea Budget. Passed With Majority of Full Membership

1 THOMPSON	ABSENT	13 WEGAND	YES	25 JANKE	YES
2 JOHNSON	YES	14 HERMES	ABSENT	26 WEINBERG	YES
3 SMITH	ABSENT	15 MacDONALD	YES	27 CULBERTSON	YES
4 PATIENCE	YES	16 SCHROEDER	YES	28 MONFILS	YES
5 GABRIELSON	YES	17 CROATT	YES	29 WINTERFELDT	ABSENT
6 KOSTELNY	YES	18 SPEARS	YES	30 NEJEDLO	YES
7 HAMMEN	YES	19 HEISER	YES	31 CLEGG	YES
8 LAWRENCE	YES	20 MITCHELL	YES	32 THYSSEN	YES
9 KRUEGER	ABSENT	21 CUFF	YES	33 VANDERHEIDEN	YES
10 LAMERS	YES	22 HAGEN	YES	34 RETTLER	ABSENT
11 FERGUSON	YES	23 KLEMP	YES	35 KOURY	YES
12 McCABE	YES	24 THIEDE	YES	36 LAUTENSCHLAGER	YES

Outagamie County Est. 1851 **11-4-24 County Board Meeting - November 4 2024 05:47:44 PM**

November 4, 2024 County Board Meeting

OpenMeeting TECHNOLOGIES

Resolution No. 70—2024-25 – Legislative/Audit & Human Resources Committee. Amend the Table of Organization for the Health and Human Services Department, cost center 2061010, by creating One (1) Full-time Community Health Educator – Substance Use Prevention position effective January 1, 2025, and the fiscal change has been included in the budget as well as attendant budget expenditures and revenues, as detailed in the attachments.

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

ROLL CALL: 30 yes, 6 absent. RESOLUTION NO. 70—2024-25 IS ADOPTED.

VOTE RESULTS 30 YES | 0 NO | 0 ABSTAIN | 6 ABSENT

Resolution Nos. 66-75—2024-25

Resolution Nos. 66, 67, 68, 69, 70, 71, 72, 73, 74 and 75 —2024-25 Table of Organization Changes for the Hea Budget.

Passed With Majority of Full Membership

1 THOMPSON	ABSENT	13 WEGAND	YES	25 JANKE	YES
2 JOHNSON	YES	14 HERMES	ABSENT	26 WEINBERG	YES
3 SMITH	ABSENT	15 MacDONALD	YES	27 CULBERTSON	YES
4 PATIENCE	YES	16 SCHROEDER	YES	28 MONFILS	YES
5 GABRIELSON	YES	17 CROATT	YES	29 WINTERFELDT	ABSENT
6 KOSTELNY	YES	18 SPEARS	YES	30 NEJEDLO	YES
7 HAMMEN	YES	19 HEISER	YES	31 CLEGG	YES
8 LAWRENCE	YES	20 MITCHELL	YES	32 THYSSEN	YES
9 KRUEGER	ABSENT	21 CUFF	YES	33 VANDERHEIDEN	YES
10 LAMERS	YES	22 HAGEN	YES	34 RETTLER	ABSENT
11 FERGUSON	YES	23 KLEMP	YES	35 KOURY	YES
12 McCABE	YES	24 THIEDE	YES	36 LAUTENSCHLAGER	YES

Outagamie County Est. 1851 **11-4-24 County Board Meeting - November 4 2024 05:47:44 PM**

November 4, 2024 County Board Meeting

OpenMeeting TECHNOLOGIES

RESOLUTION NO.: 70—2024-25

TO THE HONORABLE, THE OUTAGAMIE COUNTY BOARD OF SUPERVISORS

LADIES AND GENTLEMEN: ***MAJORITY***

The County Executive has requested the following Health and Human Services Department Table of Organization change, and the same has been made a part of the 2025 County Executive Budget:

Create: One (1) Full-time Community Health Educator – Substance Use Prevention position

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

BE IT RESOLVED, that the Outagamie County Board of Supervisors does hereby and herewith authorize and approve of amending the Table of Organization for the Health and Human Services Department, cost center 2061010 by creating One (1) Full-time Community Health Educator – Substance Use Prevention position effective January 1, 2025 as described in the attached Position Addition Form, Position Description, and Table of Organization, which by reference are made a part hereof, and

BE IT STILL FURTHER RESOLVED, that the fiscal change has been included in the aforementioned budget as well as attendant budget expenditures and revenues as are detailed in the attached, and

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

Dated this 4th day of November 2024

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: November 4th, 2024

Signed: _____ Board Chairperson

_____ County Clerk

Approved: 11.6.24

Vetoed: _____

Signed: _____ County Executive

POSITION ADDITION FORM - 2025 BUDGET		
Request Details		
Effective Date of Requested Change:	Jan. 1, 2025	
Department:	Health and Human Services	
Department Head:	John Rathman	
Cost Center Number:	2061010	
Position Title:	Community Health Educator - Substance Use Prevention	
Sunset Position? (Yes or No)	No	
Exempt (Salaried) or Non-Exempt (Hourly):	E	
Pay Grade of Position:	145	
Estimated Starting Step:	6	
Position exists in current the Table of Organization?		
Is this position full time or part time? *(If more than one position, use the worksheet for Multiples)*	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?		
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:	None	
Position Justification		
Briefly summarize why this position is needed, as well as areas of revenue and savings.		
This position will support the intervention services that are described in the Wisconsin Department of Health Servcie Administrative Code, Chapter 75, Community Substance Use Service Standards. Currently, the tasks associated with these services are administered by a contract position that is supported by HHS Mental Health Division. The creation of the Community Health Educator – Substance Use Prevention position and the transfer to HHS Public Health Division fosters the connection that currently exists of prevention and health promotion activites. Additionally, the HHS Public Health Divison has three (3) Community Health Educator positions within the Community Health Unit. As a result, the infrastructure is present to support this new position within the table of organization of the HHS Public Health Division. Lastly, the community partners/stakeholders between the contract position and the Comuntiy Health Educators in the HHS Public Health Division routinely engage in similar community partners/stakeholders in developing prevention and health promotion strategies. The addition of this position along with the transferring to HHS Public Health Division, aligns existing structure, programs and prevention activities.		
Employee Impacted By This Change (If no one in position - leave blank)		
Fiscal Data		
How will this position be funded (choose from drop-down list)?	Levy Only	
PROJECTED 2023 EXPENDITURES - Amounts must agree to amounts included in the proposed budget.		

Salary	$	70,797
Fringe Benefits	$	37,487
Travel/Training	$	-
Supplies - IT	$	648
Supplies - Other	$	5,162
Purchased Services - IT	$	3,010
Purchased Services - Other	$	-
Capital Outlay	$	-
TOTAL EXPENDITURES	$	117,104
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.		
Description	*Dollar Value (enter as negative)*	
Deleted Position (if applicable)		
	$	(117,104)
	$	-
TOTAL COST SAVINGS/REVENUES	$	(117,104)
NET COUNTY COST (Levy/Fund Bal)	$	-

TO BE COMPLETED BY HUMAN RESOURCES:	
Reviewed by HR	**5/7/2024**
County Executive Decision (Approved/Denied)	

Position: Community Health Educator (DHHS-PH)

The Community Health Educator position will have a substance use prevention focus. The Key Responsibilities listed will connect directly to substance use prevention activities and strategies.

Position Purpose
This is an opportunity to become an active member of a local health department. The Community Health Educator position will challenge you to develop and apply skills to help ensure a safer and healthier community. Make an impact and become a part of our public health team.

Reporting to the Community Health Supervisor, the Community Health Educator develops, implements and evaluates countywide comprehensive health prevention, promotion and protection programs; provides technical assistance to professionals and the general public; conducts community health assessments, fosters collaboration, and markets public health programs.

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.

- Promotes relationship building and collaborative partnerships to identify, analyze and address community health needs.
- Conducts ongoing and systematic assessment of community needs and the distribution of health risks within the community and monitors progress towards health goals.
- Serve as a liaison between the community and Outagamie County Public Health and advancing towards being the chief public health strategist.
- Coordinates the Community Health Assessment (CHA) and Community Health Improvement Plan (CHIP). Including leading groups through facilitation to successfully engage the community and general public of public health needs.
- Coordinates the process for becoming compliant with National Public Health Accreditation (PHAB) standards.
- Plans, implements and evaluates the effectiveness of public health programs.
- Assists with the development and monitoring of disease and population surveillance systems and epidemiological studies.
- Ability to record, collect, organize, and analyze quantitative and qualitative data.
- Incorporates quality improvement, strategic planning and performance management concepts and skills into all activities.
- Complete and maintain applicable training/certificates to support emergency response roles and responsibilities. Maintains emergency preparedness core Public Health competencies by participating in preparedness training, exercises, and assists in emergency response.
- Participates in health promotion efforts and communication strategies across the division

- Serves as a resource person in population based public health. Provides technical assistance and education to community groups, public agencies, professional organizations, and agency staff.
- Researches, prepares and submits grant applications to advance the work of the public health division and other community programs.
- Assists with division website maintenance, social media and other communication or messaging strategies.
- Maintains regular and predictable attendance, works overtime/extra hours as required.
- Performs other duties as assigned.

Education/Certifications/Experience Requirements

- Bachelor's degree in public health, health education, or closely related field and two years of full-time public health experience required.
- Master's degree, experience in grant writing and Certified Health Education Specialist (CHES) preferred.
- Or, any combination of education and experience that provides equivalent knowledge, skills and abilities.

Required or Preferred Skills

- Knowledge of the Core Competencies for Public Health Professionals. (http://www.phf.org/resourcestools/Pages/Core_Public_Health_Competencies.aspx). Developed by the Council on Linkages, the Core Competencies reflect skills that are desirable for professionals who deliver the Essential Public Health Services. The Core Competencies serve as the foundation for public health practices and are intertwined in the key responsibilities listed above.
- Excellent verbal and written communication skills; ability to communicate in a clear, concise manner, tailoring the message to intended audience.
- Ability to select valid sources of health data and familiarization with and utilization of computerized health databases.
- Ability to utilize/gather primary and secondary sources of health and demographic information.
- Ability to identify health disparities and determine health priorities.
- Ability to recruit community partners and program participants; establish and maintain effective working relationships with system partners.
- Competence in strategic planning.
- Knowledge and understanding of population based public health services, health education and health promotion techniques.
- Ability to develop creative concepts and innovative techniques to reach populations with appropriate health information.
- Ability to transport oneself to and from various locations in a timely and efficient manner.

- Ability to operate a variety of office equipment including personal computer, photocopier, fax machine, telephone, and the software programs utilized by the department.
- Ability to add, subtract, multiply, divide calculate decimals and percentages, rates and knowledge of descriptive statistics.
- Ability to use and interpret counseling, nutrition, and other medical terminology.
- Good public speaking ability.
- Ability to lift, carry, push and move objects up to 20 pounds, understanding and utilizing proper body mechanics.

FUND: HEALTH HUMAN SERVICES 206

DEPARTMENT NAME: HEALTH HUMAN SERVICES

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

POSITION COUNT	2022		2023		2024		2025	
REGULAR POSITIONS:	FT	PT	FT	PT	FT	PT	FT	PT
PUBLIC HEALTH								
COST CENTER 2061010								
COMMUNICATIONS SPECIALIST	0	0	1	0	1	0	1	0
COMMUNITY HEALTH EDUCATOR	2	0	2	0	3	0	4	0
DIVISION MANAGER/PUBLIC HEALTH OFFICER	1	0	1	0	1	0	1	0
EMERGENCY PREPAREDNESS PLANNER	1	0	1	0	1	0	1	0
EPIDEMIOLOGIST	1	0	1	0	1	0	1	0
HS SUPERVISOR - COMMUNITY HEALTH	0	0	1	0	1	0	1	0
COST CENTER TOTALS	5	0	7	0	8	0	9	0
COST CENTER 2061020								
BREAST FEEDING PEER COUNSELOR	0	1	0	1	0	1	0	1
HUMAN SERVICES SUPERVISOR - WIC	1	0	1	0	1	0	1	0
NUTRITIONIST	4	0	4	0	4	0	3	0
PROGRAM ASSISTANT - PUBLIC HEALTH	1	0	1	0	1	0	1	0
PROGRAM ASSISTANT - WIC	2	0	2	0	2	0	2	0
REGISTERED DIETITIAN	0	0	0	0	0	0	1	0
COST CENTER TOTALS	8	1	8	1	8	1	8	1
COST CENTER 2061050								
ENVIRONMENTAL HEALTH SANITARIAN	3	1	3	1	3	1	3	1
ENVIRONMENTAL HEALTH TECHNICIAN	1	0	1	0	1	0	1	0
HS SUPERVISOR - ENVIRONMENTAL HEALTH	1	0	1	0	1	0	1	0
COST CENTER TOTALS	5	1	5	1	5	1	5	1
COST CENTER 2061015								
PUBLIC HEALTH NURSE	7	1	7	1	7	1	7	1
HS SUPERVISOR - PUBLIC HEALTH NURSING	1	0	1	0	1	0	1	0
COST CENTER TOTALS	8	1	8	1	8	1	8	1
COST CENTER 2061012								
COMMUNICABLE DISEASE SPECIALIST	8	0	8	1	8	1	8	0
COMMUNICABLE DISEASE SPECIALIST LEAD	3	0	3	0	3	0	3	0
COMMUNICABLE DISEASE SPECIALIST SPVR	1	0	1	0	1	0	1	0
COST CENTER TOTALS	12	0	12	1	12	1	12	0
TOTAL PUBLIC HEALTH REGULAR POSITIONS:	**38**	**3**	**40**	**4**	**41**	**4**	**42**	**3**

LOCK IN OF 2025 ADOPTED BUDGET

RES. 71

Vote for lock in. ROLL CALL: 28 yes, 1 no (Thiede), 7 absent. 2025 COUNTY EXECUTIVE BUDGET AS AMENDED IS ADOPTED AND LOCKED IN.

VOTE RESULTS | 28 YES | 1 NO | 0 ABSTAIN | 7 ABSENT

Lock in of 2025 County Executive Budget As Amended

Lock in of 2025 County Executive Budget As Amended

Passed With Majority of Full Membership

1 THOMPSON	ABSENT	13 WEGAND	YES	25 JANKE	YES
2 JOHNSON	YES	14 HERMES	ABSENT	26 WEINBERG	YES
3 SMITH	ABSENT	15 MacDONALD	YES	27 CULBERTSON	YES
4 PATIENCE	YES	16 SCHROEDER	YES	28 MONFILS	YES
5 GABRIELSON	YES	17 CROATT	YES	29 WINTERFELDT	ABSENT
6 KOSTELNY	YES	18 SPEARS	YES	30 NEJEDLO	YES
7 HAMMEN	YES	19 HEISER	YES	31 CLEGG	YES
8 LAWRENCE	YES	20 MITCHELL	YES	32 THYSSEN	YES
9 KRUEGER	ABSENT	21 CUFF	YES	33 VANDERHEIDEN	YES
10 LAMERS	ABSENT	22 HAGEN	YES	34 RETTLER	ABSENT
11 FERGUSON	YES	23 KLEMP	YES	35 KOURY	YES
12 McCABE	YES	24 THIEDE	NO	36 LAUTENSCHLAGER	YES

Outagamie County Est. 1851 **11-4-24 County Board Meeting - November 4 2024 06:43:02 PM**

November 4, 2024 County Board Meeting

OpenMeeting TECHNOLOGIES

RECONSIDERATION OF 2025 ADOPTED BUDGET

Supervisor Croatt moved, seconded by Supervisor Patience to reconsider the 2025 Adopted Budget for the purpose of lock in.

Vote for reconsideration. ROLL CALL: 29 yes, 7 absent. 2025 COUNTY EXECUTIVE BUDGET AS AMENDED IS RECONSIDERED.

VOTE RESULTS 29 YES | 0 NO | 0 ABSTAIN | 7 ABSENT

Reconsideration of 2025 County Executive Budget As Amended

Reconsideration of 2025 County Executive Budget As Amended — Passed With Majority of Full Membership

1 THOMPSON	ABSENT	13 WEGAND	YES	25 JANKE	YES
2 JOHNSON	YES	14 HERMES	ABSENT	26 WEINBERG	YES
3 SMITH	ABSENT	15 MacDONALD	YES	27 CULBERTSON	YES
4 PATIENCE	YES	16 SCHROEDER	YES	28 MONFILS	YES
5 GABRIELSON	YES	17 CROATT	YES	29 WINTERFELDT	ABSENT
6 KOSTELNY	YES	18 SPEARS	YES	30 NEJEDLO	YES
7 HAMMEN	YES	19 HEISER	YES	31 CLEGG	YES
8 LAWRENCE	YES	20 MITCHELL	YES	32 THYSSEN	YES
9 KRUEGER	ABSENT	21 CUFF	YES	33 VANDERHEIDEN	YES
10 LAMERS	ABSENT	22 HAGEN	YES	34 RETTLER	ABSENT
11 FERGUSON	YES	23 KLEMP	YES	35 KOURY	YES
12 McCABE	YES	24 THIEDE	YES	36 LAUTENSCHLAGER	YES

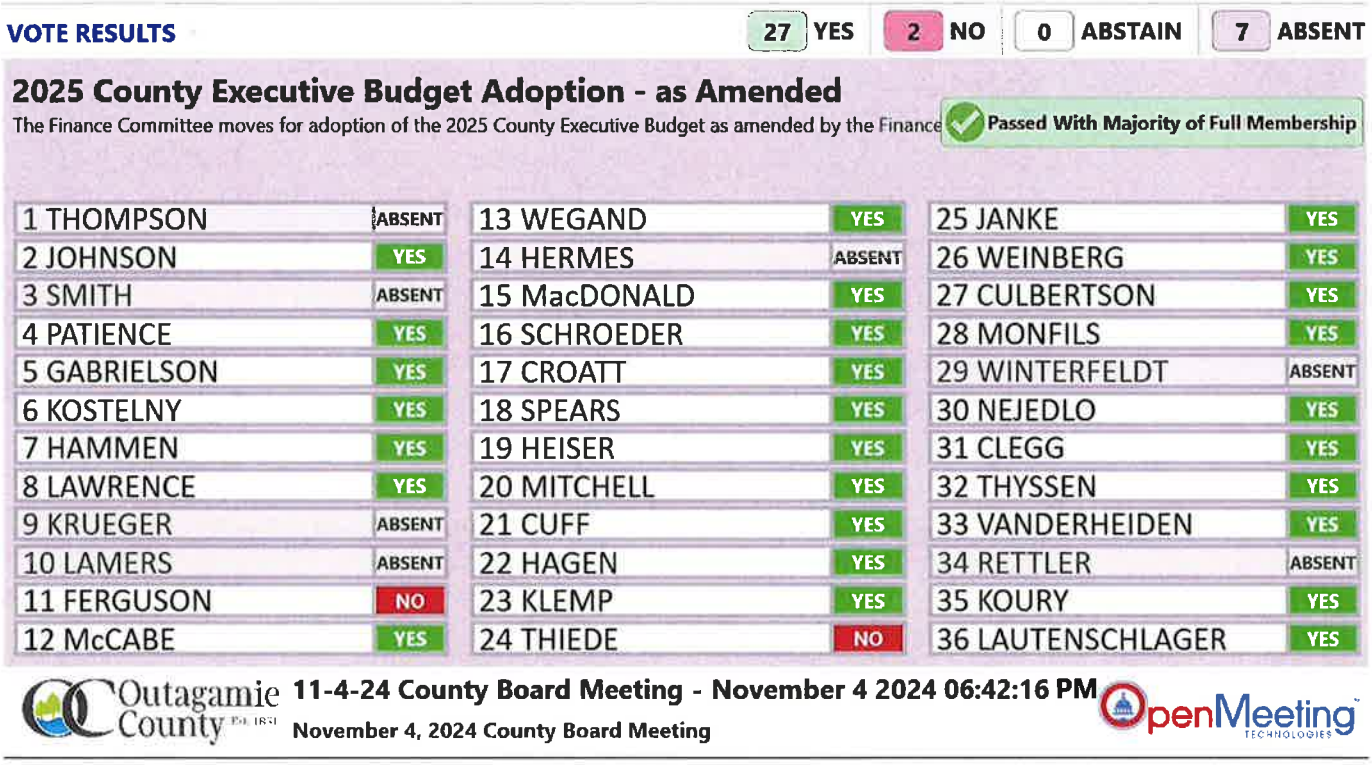
Outagamie County — 11-4-24 County Board Meeting - November 4 2024 06:42:42 PM — OpenMeeting

November 4, 2024 County Board Meeting

2025 COUNTY EXECUTIVE BUDGET - The Finance Committee moves for adoption of the 2025 County Executive Budget as amended by the Finance Committee.

Supervisor Croatt moved, seconded by Supervisor Cuff, for adoption of the 2025 County Executive Budget as amended by the Finance Committee.

ROLL CALL: 27 yes, 2 no (Ferguson, Thiede), 7 absent. 2025 COUNTY EXECUTIVE BUDGET IS ADOPTED AS AMENDED.



VOTE RESULTS — 27 YES | 2 NO | 0 ABSTAIN | 7 ABSENT

2025 County Executive Budget Adoption - as Amended

The Finance Committee moves for adoption of the 2025 County Executive Budget as amended by the Finance — Passed With Majority of Full Membership

1 THOMPSON	ABSENT	13 WEGAND	YES	25 JANKE	YES
2 JOHNSON	YES	14 HERMES	ABSENT	26 WEINBERG	YES
3 SMITH	ABSENT	15 MacDONALD	YES	27 CULBERTSON	YES
4 PATIENCE	YES	16 SCHROEDER	YES	28 MONFILS	YES
5 GABRIELSON	YES	17 CROATT	YES	29 WINTERFELDT	ABSENT
6 KOSTELNY	YES	18 SPEARS	YES	30 NEJEDLO	YES
7 HAMMEN	YES	19 HEISER	YES	31 CLEGG	YES
8 LAWRENCE	YES	20 MITCHELL	YES	32 THYSSEN	YES
9 KRUEGER	ABSENT	21 CUFF	YES	33 VANDERHEIDEN	YES
10 LAMERS	ABSENT	22 HAGEN	YES	34 RETTLER	ABSENT
11 FERGUSON	NO	23 KLEMP	YES	35 KOURY	YES
12 McCABE	YES	24 THIEDE	NO	36 LAUTENSCHLAGER	YES

Outagamie County — 11-4-24 County Board Meeting - November 4 2024 06:42:16 PM

November 4, 2024 County Board Meeting

OpenMeeting TECHNOLOGIES

Supervisor McCabe moved, seconded by Supervisor Kostelny to approve Resolution Nos. 66, 67, 68, 69, 70, 71, 72, 73, 74 and 75—2024-25.

ROLL CALL: 30 yes, 6 absent. RESOLUTION NOS. 66, 67, 68, 69, 70 ,71, 72, 73, 74 AND 75—2024-25 ARE ADOPTED.

VOTE RESULTS 30 YES | 0 NO | 0 ABSTAIN | 6 ABSENT

Resolution Nos. 66-75—2024-25

Resolution Nos. 66, 67, 68, 69, 70, 71, 72, 73, 74 and 75 —2024-25 Table of Organization Changes for the Hea Budget.

Passed With Majority of Full Membership

1 THOMPSON	ABSENT	13 WEGAND	YES	25 JANKE	YES
2 JOHNSON	YES	14 HERMES	ABSENT	26 WEINBERG	YES
3 SMITH	ABSENT	15 MacDONALD	YES	27 CULBERTSON	YES
4 PATIENCE	YES	16 SCHROEDER	YES	28 MONFILS	YES
5 GABRIELSON	YES	17 CROATT	YES	29 WINTERFELDT	ABSENT
6 KOSTELNY	YES	18 SPEARS	YES	30 NEJEDLO	YES
7 HAMMEN	YES	19 HEISER	YES	31 CLEGG	YES
8 LAWRENCE	YES	20 MITCHELL	YES	32 THYSSEN	YES
9 KRUEGER	ABSENT	21 CUFF	YES	33 VANDERHEIDEN	YES
10 LAMERS	YES	22 HAGEN	YES	34 RETTLER	ABSENT
11 FERGUSON	YES	23 KLEMP	YES	35 KOURY	YES
12 McCABE	YES	24 THIEDE	YES	36 LAUTENSCHLAGER	YES

Outagamie County

11-4-24 County Board Meeting - November 4 2024 05:47:44 PM

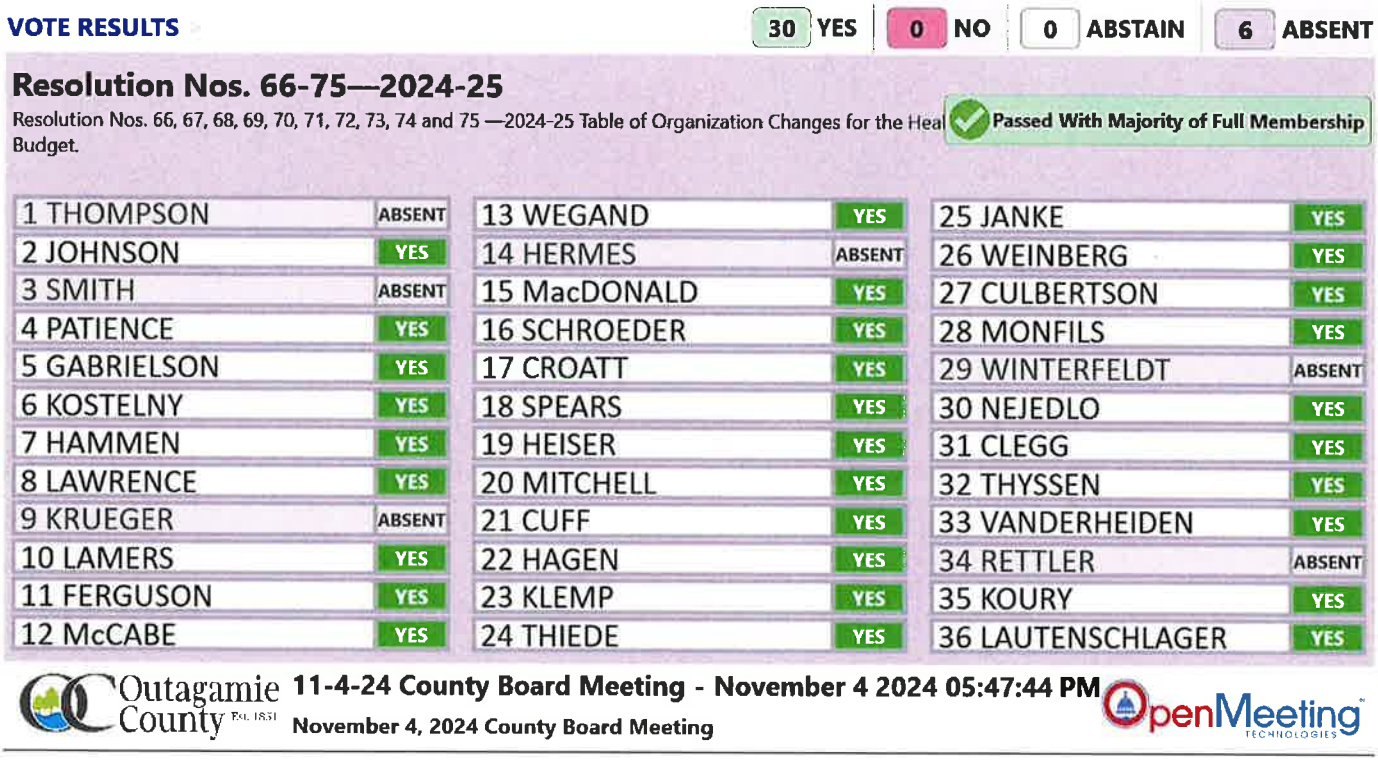
November 4, 2024 County Board Meeting

OpenMeeting TECHNOLOGIES

Resolution No. 71—2024-25 – Legislative/Audit & Human Resources Committee. Amend the Table of Organization for the Health and Human Services Department, cost center 2061020, by eliminating one (1) full-time Nutritionist position and creating One (1) Full-time Registered Dietitian position (sunset position) effective January 1, 2025, and the fiscal change has been included in the budget as well as attendant budget expenditures and revenues, as detailed in the attachments.

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

ROLL CALL: 30 yes, 6 absent. RESOLUTION NO. 71—2024-25 IS ADOPTED.



RESOLUTION NO.: 71—2024-25

TO THE HONORABLE, THE OUTAGAMIE COUNTY BOARD OF SUPERVISORS

LADIES AND GENTLEMEN: ***MAJORITY***

The County Executive has requested the following Health and Human Services Department Table of Organization changes, and the same have been made a part of the 2025 County Executive Budget:

Eliminate: One (1) Full-time Nutritionist Position
Create: One (1) Full-time Registered Dietitian Position (sunset position)

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

BE IT RESOLVED, that the Outagamie County Board of Supervisors does hereby and herewith authorize and approve of amending the Table of Organization for the Health and Human Services Department, cost center 2061020 by eliminating one (1) full-time Nutritionist position and creating One (1) Full-time Registered Dietitian position (sunset position) effective January 1, 2025 as described in the attached Position Addition Form, Position Deletion Form, Position Description, and Table of Organization, which by reference are made a part hereof, and

BE IT STILL FURTHER RESOLVED, that the fiscal change has been included in the aforementioned budget as well as attendant budget expenditures and revenues as are detailed in the attached, and

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

Dated this 4th day of November 2024

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: November 4th, 2024

Signed: _____
Board Chairperson

_____
County Clerk

Approved: 11.6.24

Vetoed: _____

Signed: _____
County Executive

POSITION ADDITION FORM - 2025 BUDGET

Request Details			
Effective Date of Requested Change:	Jan. 1, 2025		
Department:	Health and Human Services		
Department Head:	John Rathman		
Cost Center Number:	2061020		
Position Title:	Registered Dietitian		
Sunset Position? (Yes or No)	Yes		
Exempt (Salaried) or Non-Exempt (Hourly):	E		
Pay Grade of Position:	145		
Estimated Starting Step:	6		
Position exists in current the Table of Organization?	No		
Is this position full time or part time? *(If more than one position, use the worksheet for Multiples)*	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?			
If deleting a position to add this position; which position(s) will be deleted?	Nutritionist		
(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:	None		

Position Justification

Briefly summarize why this position is needed, as well as areas of revenue and savings.

This will be a new position in the table of organization, but will replace one Nutritionist in the WIC Unit. Currently there are 4 Nutritionists. With this suggested change, there will be 1 Registered Dietition and 3 Nutritionists.

The addition of a Registered Dietitian to the HHS Public Health Division will allow expanded technical knowledge and capacity as the WIC administrative duties continue to increase based on contract objectives of the State WIC office. Currently the WIC Supervisor has been serving both the WIC Director and Nutrition Coordinator roles, which are required for each State WIC project. The ability to complete both roles effectively is becoming more challenging to manage the WIC project plus the supervisory responsibilities within the Division. The addition of the Registered Dietetion will allow the transfer of the Nutrition Coordinator duities and assist the WIC Director in ensureing WIC standards are maintained.

- The WIC participants have been more complex related to health and nutritional needs. The addition of this position will add another Registered Dietitian to the WIC Unit to assist those participants as well as mentor other WIC Nutritionalists. This will further enhance the level of service offered to participants.

-WIC required Nutrition Service Plan has outlined specific activities related to outreach, coordinating provider relationships and building network with community partners to increase referrals. With this new Registered Dietitian position it will assist in the goals of the Outagame County WIC project service plan and will improve outreach and collaboration efforts in the community. This change alighns with the overall Division efforts to better engage at different levels identified in the Public Health 3.0 Model.

Employee Impacted By This Change (if no one in position - leave blank)		
Fiscal Data		
How will this position be funded (choose from drop-down list)?		Grants
PROJECTED 2023 EXPENDITURES - Amounts must agree to amounts included in the proposed budget.		
Salary	$	70,797
Fringe Benefits	$	37,485
Travel/Training	$	-
Supplies - IT		
Supplies - Other	$	-
Purchased Services - IT		
Purchased Services - Other	$	-
Capital Outlay	$	-
TOTAL EXPENDITURES	$	108,282
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.		
Description	*Dollar Value (enter as negative)*	
Deleted Position (if applicable)	$	(105,742)
	$	-
	$	-
TOTAL COST SAVINGS/REVENUES	$	(105,742)
NET COUNTY COST (Levy/Fund Bal)	$	2,540

TO BE COMPLETED BY HUMAN RESOURCES:	
Reviewed by HR	**5/7/2024**
County Executive Decision (Approved/Denied)	

POSITION DELETION FORM - 2025 BUDGET		
Completion Checklist		
Request Details		
Effective Date of Requested Change:	Jan. 1, 2025	
Department:	Health and Human Services	
Department Head:	John Rathman	
Cost Center Number:		
Position Title:	Nutritionist	
Sunset Position? (Yes or No)		
Is this position full time or part time? *(If more than one position, use the worksheet for Multiples)*	**Full Time:**	1
	Part Time:	
If adding a position to offset this deletion; which position(s) will be added?		
Position Justification		
Briefly summarize why this position is no longer needed, as well as areas of revenue and savings.		
By adding the Registered Dietician, we will be able to delete one nutritionist position from our current table of organization.		
Employee Impacted By This Change (if no one in position - leave blank)		
Fiscal Data		
PROJECTED COST SAVINGS		
Salary	$	67,583
Fringe Benefits	$	38,159
Travel/Training	$	-
Supplies	$	-
Purchased Services	$	-
Capital Outlay	$	-
TOTAL COST SAVINGS	$	105,742
DECREASED REVENUES BY DELETING THIS POSITION:		
Please list below the decreased revenues pertaining to this position deletion.		
Description	*Dollar Value (enter as negative)*	
	$	-
	$	-
	$	-
TOTAL REVENUE REDUCTION	$	-
NET COUNTY COST (Levy/Fund Balance)	$	105,742

TO BE COMPLETED BY HUMAN RESOURCES:	
Reviewed by HR	**5/7/2024**
County Executive Decision (Approved/Denied)	

Position: Registered Dietitian

Position Purpose

Reporting to the WIC Supervisor, the Registered Dietitian performs specific tasks that require a Registered Dietitian authorization for WIC certification or benefit issuance. This position will also serve as Nutrition Coordinator for the WIC Project.

Key Responsibilities

- Assures quality nutrition services per USDA Nutrition Services Standards.
- Ensure WIC Nutrition services and participant satisfaction by communicating with WIC Supervisor, participants and staff.
- Work with WIC Supervisor for compliance with nutrition policies and procedure per WIC Operational Manual.
- Assure that WIC Participants receive monthly nutrition education per WIC Standards.
- Promote and engage WIC staff in community education activities and programming.
- Conduct annual WIC chart file review of WIC Nutrition staff. Assure that WIC Nutrition staff provide WIC services based on VENA and following Nutrition Policies.
- Orientate WIC Nutrition staff in identifying nutrition risks and providing appropriate nutrition education.
- Provide nutrition assessment, screening and education to participants at high nutrition risk.
- Provide public presentations; attend health and community fairs/events, etc. representing the Outagamie County Public Health WIC Program to the general public or community partners.
- Draft, distribute and collate annual Nutrition Program Volunteer Satisfaction surveys through the state WIC program ROSIE software.
- Based on existing staffing levels, may lead as the Breastfeeding Coordinator for the WIC Project.
- Complete and maintain applicable training/certificates to support emergency response roles and responsibilities. Maintains emergency preparedness core Public Health competencies by participating in preparedness training exercises and planning events.
- Participates in Divisional Quality Improvement, Performance Management, Strategic Planning, Workforce Development, Community Assessment, Community Health Improvement Planning activities.
- Maintains regular and predictable attendance.
- Evening and/or weekend work and/or extended hours and irregular shifts may be required.
- Performs other duties as assigned.

Education/Certifications/Experience Requirements

- **Has successfully completed training approved by Wisconsin WIC on the provision of WIC nutrition services, and**
- **Is a Registered Dietitian Nutritionist (RDN) with the Academy of Nutrition and Dietetics' Commission on Dietetic Registration (CDR).**
- **Holds a bachelor's degree in the field of nutrition from an accredited college or university and has a minimum of 2 years of job-related experience, or**

- Holds a master's or doctoral degree in nutrition from an accredited college or university and has a minimum of 1-year job-related experience.

Required or Preferred Skills

- Knowledge of the Core Competencies for Public Health Professionals. (http://www.phf.org/resourcestools/Pages/Core_Public_Health_Competencies.aspx). Developed by the Council on Linkages, the Core Competencies reflect skills that are desirable for professionals who deliver the Essential Public Health Services. The Core Competencies serve as the foundation for public health practices and are intertwined in the key responsibilities listed above.
- Ability to take measurements such as height and weight accurately and perform iron and lead testing.
- Knowledge of basic nutrition with emphasis on the nutritional needs of women, infants and children.
- Ability to effectively communicate in English, orally and in writing, and understand and follow written and oral instructions.
- Ability to conduct interactive interviews and obtain information in a non-judgmental manner.
- Ability to maintain accurate, legible and detailed records and documentation.
- Ability to walk, stoop, climb, bend, stretch; push, pull and lift up to 35 pounds, understanding and utilizing proper body mechanics.
- Knowledge of pertinent State and Federal rules and regulations.
- Customer service skills and tact, diplomacy and cultural-sensitivity.
- Ability to maintain composure in a noisy, fast-paced setting.
- Ability to work with infants and small children.
- 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.
- Knowledge of diverse cultures and sensitivity to cultural differences.
- Knowledge of basic office practices and procedures.
- Ability to transport oneself and/or consumers to and from various locations in a timely, efficient and safe manner.
- Ability to determine priorities, plan and organize work schedule to meet mandated deadlines.
- Ability to effectively understand and follow written and oral instructions.
- Ability to respect the diversity of the population served by the Health and Human Services Department and to work effectively with a multi-cultural population and varied socioeconomic groups.
- Ability to act calmly in emergency situations and under pressure.
- Ability to accept direction from other professional staff.
- Ability to build and maintain productive working relationships with multidisciplinary and multicultural staff members, community groups and other county employees.
- Ability to maintain confidentiality according to WIC Policy.
- Ability to exercise sound judgment, critical thinking and work independently.
- Knowledge of community and ability to represent the department in community situations.
- Ability to operate a variety of office equipment including telephone, fax, calculator, computer, etc.
- Ability to add, subtract, multiply, divide, calculate decimals and percent and make use of the principles of descriptive statistics.

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	2022		2023		2024		2025	
REGULAR POSITIONS:	FT	PT	FT	PT	FT	PT	FT	PT
PUBLIC HEALTH								
COST CENTER 2061010								
COMMUNICATIONS SPECIALIST	0	0	1	0	1	0	1	0
COMMUNITY HEALTH EDUCATOR	2	0	2	0	3	0	4	0
DIVISION MANAGER/PUBLIC HEALTH OFFICER	1	0	1	0	1	0	1	0
EMERGENCY PREPAREDNESS PLANNER	1	0	1	0	1	0	1	0
EPIDEMIOLOGIST	1	0	1	0	1	0	1	0
HS SUPERVISOR - COMMUNITY HEALTH	0	0	1	0	1	0	1	0
COST CENTER TOTALS	5	0	7	0	8	0	9	0
COST CENTER 2061020								
BREAST FEEDING PEER COUNSELOR	0	1	0	1	0	1	0	1
HUMAN SERVICES SUPERVISOR - WIC	1	0	1	0	1	0	1	0
NUTRITIONIST	4	0	4	0	4	0	3	0
PROGRAM ASSISTANT - PUBLIC HEALTH	1	0	1	0	1	0	1	0
PROGRAM ASSISTANT - WIC	2	0	2	0	2	0	2	0
REGISTERED DIETITIAN	0	0	0	0	0	0	1	0
COST CENTER TOTALS	8	1	8	1	8	1	8	1
COST CENTER 2061050								
ENVIRONMENTAL HEALTH SANITARIAN	3	1	3	1	3	1	3	1
ENVIRONMENTAL HEALTH TECHNICIAN	1	0	1	0	1	0	1	0
HS SUPERVISOR - ENVIRONMENTAL HEALTH	1	0	1	0	1	0	1	0
COST CENTER TOTALS	5	1	5	1	5	1	5	1
COST CENTER 2061015								
PUBLIC HEALTH NURSE	7	1	7	1	7	1	7	1
HS SUPERVISOR - PUBLIC HEALTH NURSING	1	0	1	0	1	0	1	0
COST CENTER TOTALS	8	1	8	1	8	1	8	1
COST CENTER 2061012								
COMMUNICABLE DISEASE SPECIALIST	8	0	8	1	8	1	8	0
COMMUNICABLE DISEASE SPECIALIST LEAD	3	0	3	0	3	0	3	0
COMMUNICABLE DISEASE SPECIALIST SPVR	1	0	1	0	1	0	1	0
COST CENTER TOTALS	12	0	12	1	12	1	12	0
TOTAL PUBLIC HEALTH REGULAR POSITIONS:	**38**	**3**	**40**	**4**	**41**	**4**	**42**	**3**

LOCK IN OF 2025 ADOPTED BUDGET

RES. 72

Vote for lock in. ROLL CALL: 28 yes, 1 no (Thiede), 7 absent. 2025 COUNTY EXECUTIVE BUDGET AS AMENDED IS ADOPTED AND LOCKED IN.

VOTE RESULTS | 28 YES | 1 NO | 0 ABSTAIN | 7 ABSENT

Lock in of 2025 County Executive Budget As Amended

Lock in of 2025 County Executive Budget As Amended

Passed With Majority of Full Membership

1 THOMPSON	ABSENT	13 WEGAND	YES	25 JANKE	YES
2 JOHNSON	YES	14 HERMES	ABSENT	26 WEINBERG	YES
3 SMITH	ABSENT	15 MacDONALD	YES	27 CULBERTSON	YES
4 PATIENCE	YES	16 SCHROEDER	YES	28 MONFILS	YES
5 GABRIELSON	YES	17 CROATT	YES	29 WINTERFELDT	ABSENT
6 KOSTELNY	YES	18 SPEARS	YES	30 NEJEDLO	YES
7 HAMMEN	YES	19 HEISER	YES	31 CLEGG	YES
8 LAWRENCE	YES	20 MITCHELL	YES	32 THYSSEN	YES
9 KRUEGER	ABSENT	21 CUFF	YES	33 VANDERHEIDEN	YES
10 LAMERS	ABSENT	22 HAGEN	YES	34 RETTLER	ABSENT
11 FERGUSON	YES	23 KLEMP	YES	35 KOURY	YES
12 McCABE	YES	24 THIEDE	NO	36 LAUTENSCHLAGER	YES

Outagamie County

11-4-24 County Board Meeting - November 4 2024 06:43:02 PM

November 4, 2024 County Board Meeting

OpenMeeting TECHNOLOGIES

RECONSIDERATION OF 2025 ADOPTED BUDGET

Supervisor Croatt moved, seconded by Supervisor Patience to reconsider the 2025 Adopted Budget for the purpose of lock in.

Vote for reconsideration. ROLL CALL: 29 yes, 7 absent. 2025 COUNTY EXECUTIVE BUDGET AS AMENDED IS RECONSIDERED.

VOTE RESULTS 29 YES | 0 NO | 0 ABSTAIN | 7 ABSENT

Reconsideration of 2025 County Executive Budget As Amended

Reconsideration of 2025 County Executive Budget As Amended — Passed With Majority of Full Membership

1 THOMPSON	ABSENT	13 WEGAND	YES	25 JANKE	YES
2 JOHNSON	YES	14 HERMES	ABSENT	26 WEINBERG	YES
3 SMITH	ABSENT	15 MacDONALD	YES	27 CULBERTSON	YES
4 PATIENCE	YES	16 SCHROEDER	YES	28 MONFILS	YES
5 GABRIELSON	YES	17 CROATT	YES	29 WINTERFELDT	ABSENT
6 KOSTELNY	YES	18 SPEARS	YES	30 NEJEDLO	YES
7 HAMMEN	YES	19 HEISER	YES	31 CLEGG	YES
8 LAWRENCE	YES	20 MITCHELL	YES	32 THYSSEN	YES
9 KRUEGER	ABSENT	21 CUFF	YES	33 VANDERHEIDEN	YES
10 LAMERS	ABSENT	22 HAGEN	YES	34 RETTLER	ABSENT
11 FERGUSON	YES	23 KLEMP	YES	35 KOURY	YES
12 McCABE	YES	24 THIEDE	YES	36 LAUTENSCHLAGER	YES

Outagamie County — 11-4-24 County Board Meeting - November 4 2024 06:42:42 PM

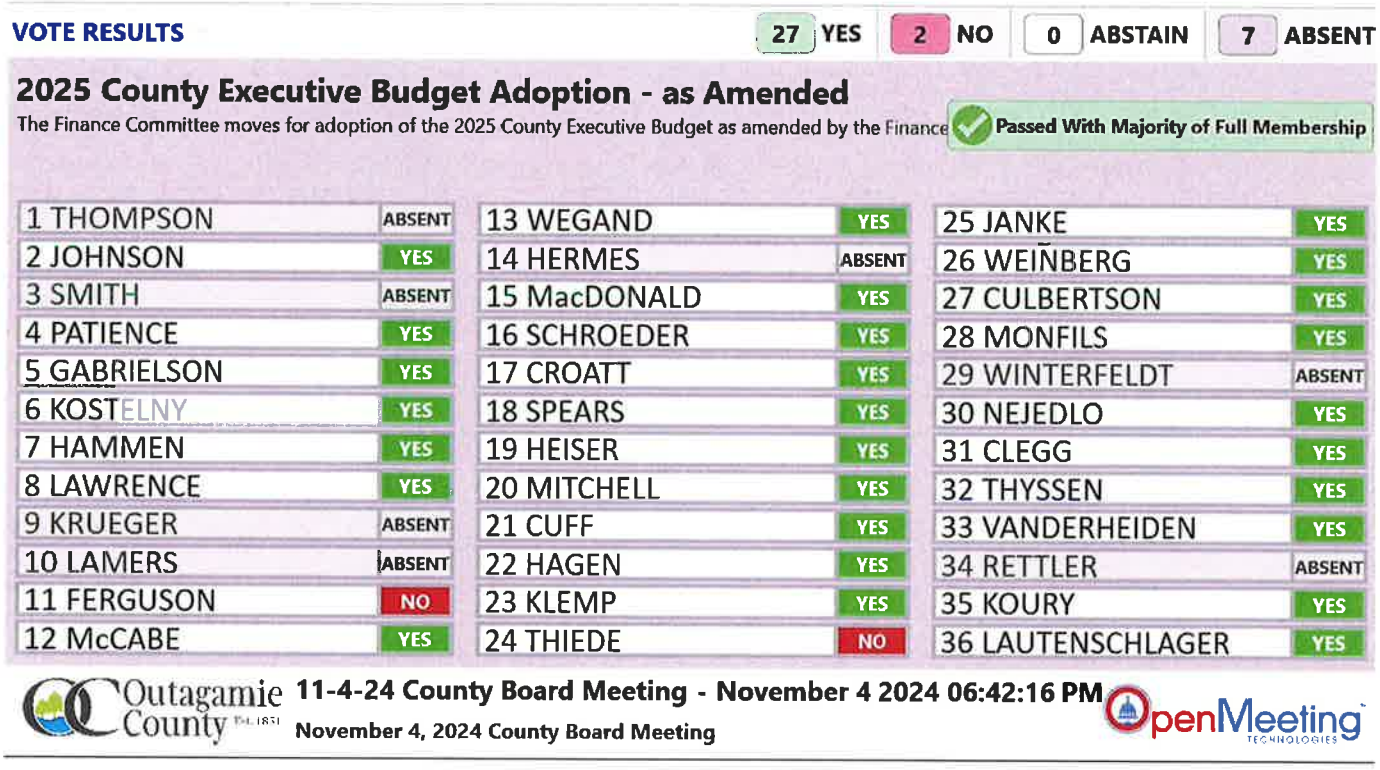
November 4, 2024 County Board Meeting

OpenMeeting TECHNOLOGIES

2025 COUNTY EXECUTIVE BUDGET - The Finance Committee moves for adoption of the 2025 County Executive Budget as amended by the Finance Committee.

Supervisor Croatt moved, seconded by Supervisor Cuff, for adoption of the 2025 County Executive Budget as amended by the Finance Committee.

ROLL CALL: 27 yes, 2 no (Ferguson, Thiede), 7 absent. 2025 COUNTY EXECUTIVE BUDGET IS ADOPTED AS AMENDED.



VOTE RESULTS — 27 YES | 2 NO | 0 ABSTAIN | 7 ABSENT

2025 County Executive Budget Adoption - as Amended

The Finance Committee moves for adoption of the 2025 County Executive Budget as amended by the Finance — Passed With Majority of Full Membership

1 THOMPSON	ABSENT	13 WEGAND	YES	25 JANKE	YES
2 JOHNSON	YES	14 HERMES	ABSENT	26 WEINBERG	YES
3 SMITH	ABSENT	15 MacDONALD	YES	27 CULBERTSON	YES
4 PATIENCE	YES	16 SCHROEDER	YES	28 MONFILS	YES
5 GABRIELSON	YES	17 CROATT	YES	29 WINTERFELDT	ABSENT
6 KOSTELNY	YES	18 SPEARS	YES	30 NEJEDLO	YES
7 HAMMEN	YES	19 HEISER	YES	31 CLEGG	YES
8 LAWRENCE	YES	20 MITCHELL	YES	32 THYSSEN	YES
9 KRUEGER	ABSENT	21 CUFF	YES	33 VANDERHEIDEN	YES
10 LAMERS	ABSENT	22 HAGEN	YES	34 RETTLER	ABSENT
11 FERGUSON	NO	23 KLEMP	YES	35 KOURY	YES
12 McCABE	YES	24 THIEDE	NO	36 LAUTENSCHLAGER	YES

Outagamie County Est. 1851 — 11-4-24 County Board Meeting - November 4 2024 06:42:16 PM — November 4, 2024 County Board Meeting — OpenMeeting Technologies

Supervisor McCabe moved, seconded by Supervisor Kostelny to approve Resolution Nos. 66, 67, 68, 69, 70, 71, 72, 73, 74 and 75—2024-25.

ROLL CALL: 30 yes, 6 absent. RESOLUTION NOS. 66, 67, 68, 69, 70 ,71, 72, 73, 74 AND 75—2024-25 ARE ADOPTED.

VOTE RESULTS 30 YES | 0 NO | 0 ABSTAIN | 6 ABSENT

Resolution Nos. 66-75—2024-25

Resolution Nos. 66, 67, 68, 69, 70, 71, 72, 73, 74 and 75 —2024-25 Table of Organization Changes for the Heal Budget. Passed With Majority of Full Membership

1 THOMPSON	ABSENT	13 WEGAND	YES	25 JANKE	YES
2 JOHNSON	YES	14 HERMES	ABSENT	26 WEINBERG	YES
3 SMITH	ABSENT	15 MacDONALD	YES	27 CULBERTSON	YES
4 PATIENCE	YES	16 SCHROEDER	YES	28 MONFILS	YES
5 GABRIELSON	YES	17 CROATT	YES	29 WINTERFELDT	ABSENT
6 KOSTELNY	YES	18 SPEARS	YES	30 NEJEDLO	YES
7 HAMMEN	YES	19 HEISER	YES	31 CLEGG	YES
8 LAWRENCE	YES	20 MITCHELL	YES	32 THYSSEN	YES
9 KRUEGER	ABSENT	21 CUFF	YES	33 VANDERHEIDEN	YES
10 LAMERS	YES	22 HAGEN	YES	34 RETTLER	ABSENT
11 FERGUSON	YES	23 KLEMP	YES	35 KOURY	YES
12 McCABE	YES	24 THIEDE	YES	36 LAUTENSCHLAGER	YES

Outagamie County Est. 1851 **11-4-24 County Board Meeting - November 4 2024 05:47:44 PM**

November 4, 2024 County Board Meeting

OpenMeeting TECHNOLOGIES

Resolution No. 72—2024-25 – Legislative/Audit & Human Resources Committee. Amend the Table of Organization for the Health and Human Services Department, cost center 2065010, by eliminating one (1) full-time Accountant position and creating One (1) full-time Finance Supervisor (DHHS Fiscal) position effective January 1, 2025, and the fiscal change has been included in the budget as well as attendant budget expenditures and revenues, as detailed in the attachments.

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

ROLL CALL: 30 yes, 6 absent. RESOLUTION NO. 72—2024-25 IS ADOPTED.

VOTE RESULTS — 30 YES | 0 NO | 0 ABSTAIN | 6 ABSENT

Resolution Nos. 66-75—2024-25

Resolution Nos. 66, 67, 68, 69, 70, 71, 72, 73, 74 and 75 —2024-25 Table of Organization Changes for the Hea Budget.

Passed With Majority of Full Membership

1 THOMPSON	ABSENT	13 WEGAND	YES	25 JANKE	YES
2 JOHNSON	YES	14 HERMES	ABSENT	26 WEINBERG	YES
3 SMITH	ABSENT	15 MacDONALD	YES	27 CULBERTSON	YES
4 PATIENCE	YES	16 SCHROEDER	YES	28 MONFILS	YES
5 GABRIELSON	YES	17 CROATT	YES	29 WINTERFELDT	ABSENT
6 KOSTELNY	YES	18 SPEARS	YES	30 NEJEDLO	YES
7 HAMMEN	YES	19 HEISER	YES	31 CLEGG	YES
8 LAWRENCE	YES	20 MITCHELL	YES	32 THYSSEN	YES
9 KRUEGER	ABSENT	21 CUFF	YES	33 VANDERHEIDEN	YES
10 LAMERS	YES	22 HAGEN	YES	34 RETTLER	ABSENT
11 FERGUSON	YES	23 KLEMP	YES	35 KOURY	YES
12 McCABE	YES	24 THIEDE	YES	36 LAUTENSCHLAGER	YES

Outagamie County Est. 1851 **11-4-24 County Board Meeting - November 4 2024 05:47:44 PM**

November 4, 2024 County Board Meeting

OpenMeeting TECHNOLOGIES

RESOLUTION NO.: 72—2024-25

TO THE HONORABLE, THE OUTAGAMIE COUNTY BOARD OF SUPERVISORS

LADIES AND GENTLEMEN: ***MAJORITY***

The County Executive has requested the following Health and Human Services Department Table of Organization changes, and the same have been made a part of the 2025 County Executive Budget:

Eliminate: One (1) Full-time Accountant Position
Create: One (1) Full-time Finance Supervisor (DHHS Fiscal)

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

BE IT RESOLVED, that the Outagamie County Board of Supervisors does hereby and herewith authorize and approve of amending the Table of Organization for the Health and Human Services Department, cost center 2065010 by eliminating one (1) full-time Accountant position and creating One (1) full-time Finance Supervisor (DHHS Fiscal) position effective January 1, 2025 as described in the attached Position Addition Form, Position Deletion Form, Position Description, and Table of Organization, which by reference are made a part hereof, and

BE IT STILL FURTHER RESOLVED, that the fiscal change has been included in the aforementioned budget as well as attendant budget expenditures and revenues as are detailed in the attached, and

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

Dated this 4th day of November 2024

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: November 4th, 2024

Signed: _____
Board Chairperson

_____
County Clerk

Approved: 11.6.24

Vetoed: _____

Signed: _____
County Executive

POSITION ADDITION FORM - 2025 BUDGET

Completion Checklist

- o A visual of your proposed Table of Organization
- o Job description for the position requested below, highlighting any changes from current JD
- o Completed McGrath Consulting Position Questionaire (if position is not currently on wage schedule)

Request Details

Effective Date of Requested Change:	1/1/2025		
Department:	Health and Human Services		
Department Head:	John Rathman		
Cost Center Number:	2065010		
Position Title:	Finance Supervisor (DHHS Fiscal)		
Sunset Position? (Yes or No)	No		
Exempt (Salaried) or Non-Exempt (Hourly):	Exempt		
Pay Grade of Position:	155		
Estimated Starting Step:	6		
Position exists in current the Table of Organization?	No		
Is this position full time or part time? *(If more than one position, use the worksheet for Multiples)*	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?			
If deleting a position to add this position; which position(s) will be deleted?	Accountant		

(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.

This position would replace one of our current accountant positions that has currently been serving as a pilot Budget Finance Supervisor for the department for the past year-and-half. Assembling the annual Health and Human Services Budget is now an eleven-month process and involves extensive preparation, analysis, and leadership to help guide our division managers through this intensive annual process. This additional supervisor position will help reduce the workload of the Fiscal Manager and allow the department to perform routine budget projections throughout the calendar year. This position would be fully funded by current county tax levy used to fund an accountant position and from additional mental health billing and grant revenues.

Employee Impacted By This Change (if no one in position - leave blank)

Fiscal Data		
How will this position be funded (choose from drop-down list)?		
PROJECTED 2023 EXPENDITURES - Amounts must agree to amounts included in the proposed budget.		
Salary	$	81,048
Fringe Benefits	$	39,053
Travel/Training	$	-
Supplies - IT		
Supplies - Other	$	-
Purchased Services - IT		
Purchased Services - Other	$	-
Capital Outlay	$	-
TOTAL EXPENDITURES	$	120,101
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.		
Description	*Dollar Value (enter as negative)*	
Deleted Position (if applicable)	$	(117,811)
	$	-
	$	-
TOTAL COST SAVINGS/REVENUES	$	(117,811)
NET COUNTY COST (Levy/Fund Bal)	$	2,290
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	$	-
Fringe Benefits	$	-
Other Expenditures	$	-
TOTAL EXPENDITURES	$	-
Deleted Position (if applicable)	$	-
Less Increased Revenue/Cost Savings (enter as negative)	$	-
NET COUNTY COST (Levy/Fund Bal)	$	-

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

POSITION DELETION FORM - 2025 BUDGET

Completion Checklist

Request Details

Effective Date of Requested Change:	1/1/2025	
Department:	Health and Human Services	
Department Head:	John Rathman	
Cost Center Number:	2065010	
Position Title:	Accountant	
Sunset Position? (Yes or No)	No	
Is this position full time or part time? *(If more than one position, use the worksheet for Multiples)*	Full Time:	1
	Part Time:	
If adding a position to offset this deletion; which position(s) will be added?	Finance Supervisor (DHHS Fiscal)	

Position Justification

Briefly summarize why this position is no longer needed, as well as areas of revenue and savings.

By adding the Supervisor: Accounting Systems position we will be able to delete an accountant position. The addition of the Supervisor is vitally needed in order to organize and manage our annual budget process that now takes 10 months out of every year to complete. The Supervisor will also help us achieve the long standing goal of completing monthly fiscal projections for our managers.

Employee Impacted By This Change (if no one in position - leave blank)

Fiscal Data

PROJECTED COST SAVINGS		
Salary	$	79,004
Fringe Benefits	$	38,807
Travel/Training	$	-
Supplies	$	-
Purchased Services	$	-
Capital Outlay	$	-
TOTAL COST SAVINGS	$	117,811

DECREASED REVENUES BY DELETING THIS POSITION:

Please list below the decreased revenues pertaining to this position deletion.

Description	*Dollar Value (enter as negative)*	
	$	-
	$	-
	$	-
TOTAL REVENUE REDUCTION	$	-
NET COUNTY COST (Levy/Fund Balance)	$	117,811

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

Logo

Outagamie County Finance Supervisor (DHHS-Fiscal)

Job Description Code	6500-1	**Established Date**	04/05/2017
Last Revised Date	12/17/2023	**Effective**	12/15/2023
Salary Range	$69,222.40 - $90,313.60 Annually	**Bargaining Unit**	N/A
EEO	Other	**Occupational Group**	120
FLSA	Exempt	**Benefit Code**	General
Physical Class	N/A	**Grade**	155
Employee Group (General, AS&P, etc.)	Exempt	**Hepatitis Category**	C

Position Purpose

The Finance Supervisor (DHHS-Fiscal), provides day-to-day supervision of the activities of the fiscal staff, reviews fiscal operations and systems to ensure efficient and accurate operation, and performs various accounting functions.

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.

- Supervises and directs the activities of the fiscal unit accounts receivable or accounts payable staff, monitoring the overall workload of individual fiscal unit staff to insure timely completion of tasks.
- Ensures the preparation of fiscal reports to the County, State and Federal governments.
- Regularly reviews existing procedures and reporting systems to ensure appropriateness and efficiency and assists with the development of fiscal

procedures for new programs.

- Performs fiscal monitoring of department programs, including expenditures and revenues, data collection, monthly reports and reimbursements.
- Performs monthly and annual accounting functions including financial projections, program staff productivity reports, and department and program budgets.
- Assists management staff in fiscal decisions, providing and analyzing data, recommending methods and adjusting projections as needed.
- Provides support and leadership to program management staff including the development of fiscal procedures for new programs and procedural reviews as appropriate.
- Prepares documents and schedules for the single audit, working with auditors as required.
- Reviews and approves payment vouchers, time sheets, reports, and purchased service payrolls for the department.
- Maintains regular and predictable attendance, works overtime/extra hours as required.

Education/Certifications/Experience Requirements

- Bachelor's Degree in Accounting.
- Three to five years accounting experience.
- Supervisory experience in accounting in a health and human services setting preferred.
- For the AR Team Supervisor - experience with Medicaid, Medicare, and other third party billing preferred.
- Proficient in Excel and Word required.
- Or, any combination of education and experience that provides equivalent knowledge, skills and abilities.

Required or Preferred Skills

- Assign, supervise, and review work done by others.
- Evaluate employees, prepare employee performance evaluations and make recommendations regarding the selection, discipline, and discharge of employees.

- Ability to read, analyze, interpret, and apply procedures and governmental policies/regulations.
- Communicate effectively with Health and Human Services and other department personnel, County board, State personnel, contract agency personnel, private, County and other auditors, and others verbally and in writing.
- Knowledge of and ability to apply generally accepted accounting principles and procedures.
- Knowledge of internal control procedures and concepts.
- Strong analytical and problem solving skills.
- Good planning and organizational skills.
- Operate a variety of office equipment including personal computer, calculator, photocopier and telephone.

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 2066565								
SUBSTANCE USE PROGRAM ASSESSOR	0	0	2	0	2	0	2	0
SUBSTANCE USE PROGRAM ASSISTANT	0	0	2	0	2	0	2	0
COST CENTER TOTALS	0	0	4	0	4	0	4	0
TOTAL MH & SU REGULAR POSITIONS:	**76**	**9**	**81**	**7**	**91**	**7**	**93**	**7**

POSITION COUNT	**2022**		**2023**		**2024**		**2025**	
REGULAR POSITIONS:	**FT**	**PT**	**FT**	**PT**	**FT**	**PT**	**FT**	**PT**
FISCAL								
COST CENTER 2065010								
FINANCE MANAGER - HHS	1	0	1	0	1	0	1	0
FINANCE SUPERVISOR - HHS	2	0	2	0	2	0	3	0
ACCOUNTANT	3	0	3	0	3	0	2	0
SENIOR ACCOUNT TECHNICIAN	2	0	2	0	2	0	2	0
FISCAL SPECIALIST (SUNSET)	1	0	1	0	1	0	1	0
CONTRACT SPECIALIST	1	0	1	0	1	0	1	0
COST CENTER TOTALS	10	0	10	0	10	0	10	0
COST CENTER 2066090								
FINANCE SUPERVISOR - HHS	1	0	1	0	1	0	1	0
SENIOR ACCOUNT TECHNICIAN	1	0	1	0	2	0	2	0
BILLING SPECIALIST	2	0	2	0	2	0	2	0
FISCAL SPECIALIST - MH & SU	0	1	0	1	0	1	0	1
COST CENTER TOTALS	4	1	4	1	5	1	5	1
COST CENTER 2063595								
FISCAL SPECIALIST - CLTS	2	0	3	0	3	0	4	0
COST CENTER TOTALS	2	0	3	0	3	0	4	0
COST CENTER 2062040								
FISCAL SPECIALIST - CYF	1	0	1	0	1	0	1	0
COST CENTER TOTALS	1	0	1	0	1	0	1	0
TOTAL FISCAL POSITIONS:	**17**	**1**	**18**	**1**	**19**	**1**	**20**	**1**

LOCK IN OF 2025 ADOPTED BUDGET

RES. 73

Vote for lock in. ROLL CALL: 28 yes, 1 no (Thiede), 7 absent. 2025 COUNTY EXECUTIVE BUDGET AS AMENDED IS ADOPTED AND LOCKED IN.

VOTE RESULTS | 28 YES | 1 NO | 0 ABSTAIN | 7 ABSENT

Lock in of 2025 County Executive Budget As Amended

Lock in of 2025 County Executive Budget As Amended

Passed With Majority of Full Membership

1 THOMPSON	ABSENT	13 WEGAND	YES	25 JANKE	YES
2 JOHNSON	YES	14 HERMES	ABSENT	26 WEINBERG	YES
3 SMITH	ABSENT	15 MacDONALD	YES	27 CULBERTSON	YES
4 PATIENCE	YES	16 SCHROEDER	YES	28 MONFILS	YES
5 GABRIELSON	YES	17 CROATT	YES	29 WINTERFELDT	ABSENT
6 KOSTELNY	YES	18 SPEARS	YES	30 NEJEDLO	YES
7 HAMMEN	YES	19 HEISER	YES	31 CLEGG	YES
8 LAWRENCE	YES	20 MITCHELL	YES	32 THYSSEN	YES
9 KRUEGER	ABSENT	21 CUFF	YES	33 VANDERHEIDEN	YES
10 LAMERS	ABSENT	22 HAGEN	YES	34 RETTLER	ABSENT
11 FERGUSON	YES	23 KLEMP	YES	35 KOURY	YES
12 McCABE	YES	24 THIEDE	NO	36 LAUTENSCHLAGER	YES

Outagamie County

11-4-24 County Board Meeting - November 4 2024 06:43:02 PM

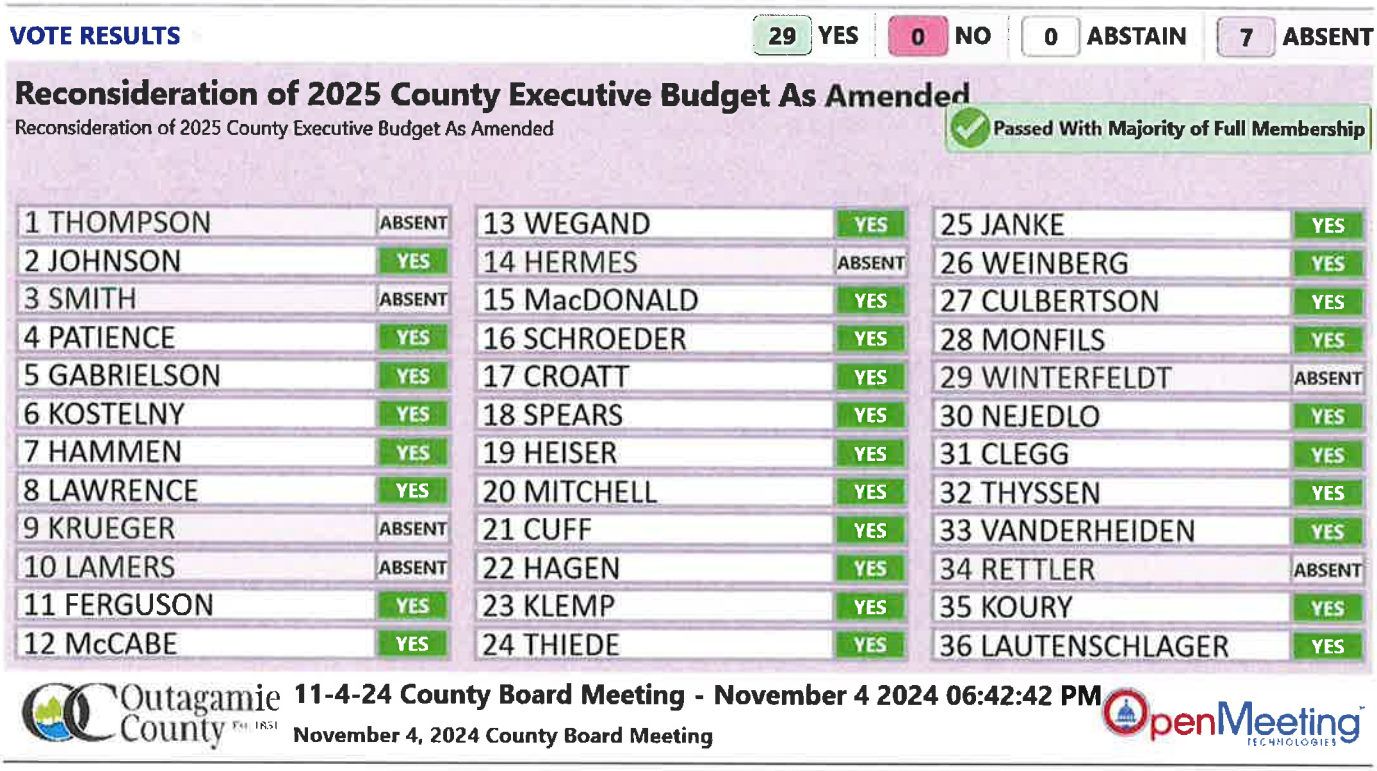
November 4, 2024 County Board Meeting

OpenMeeting TECHNOLOGIES

RECONSIDERATION OF 2025 ADOPTED BUDGET

Supervisor Croatt moved, seconded by Supervisor Patience to reconsider the 2025 Adopted Budget for the purpose of lock in.

Vote for reconsideration. ROLL CALL: 29 yes, 7 absent. 2025 COUNTY EXECUTIVE BUDGET AS AMENDED IS RECONSIDERED.



VOTE RESULTS — 29 YES | 0 NO | 0 ABSTAIN | 7 ABSENT

Reconsideration of 2025 County Executive Budget As Amended

Reconsideration of 2025 County Executive Budget As Amended

Passed With Majority of Full Membership

1 THOMPSON	ABSENT	13 WEGAND	YES	25 JANKE	YES
2 JOHNSON	YES	14 HERMES	ABSENT	26 WEINBERG	YES
3 SMITH	ABSENT	15 MacDONALD	YES	27 CULBERTSON	YES
4 PATIENCE	YES	16 SCHROEDER	YES	28 MONFILS	YES
5 GABRIELSON	YES	17 CROATT	YES	29 WINTERFELDT	ABSENT
6 KOSTELNY	YES	18 SPEARS	YES	30 NEJEDLO	YES
7 HAMMEN	YES	19 HEISER	YES	31 CLEGG	YES
8 LAWRENCE	YES	20 MITCHELL	YES	32 THYSSEN	YES
9 KRUEGER	ABSENT	21 CUFF	YES	33 VANDERHEIDEN	YES
10 LAMERS	ABSENT	22 HAGEN	YES	34 RETTLER	ABSENT
11 FERGUSON	YES	23 KLEMP	YES	35 KOURY	YES
12 McCABE	YES	24 THIEDE	YES	36 LAUTENSCHLAGER	YES

Outagamie County Est. 1851 — 11-4-24 County Board Meeting - November 4 2024 06:42:42 PM

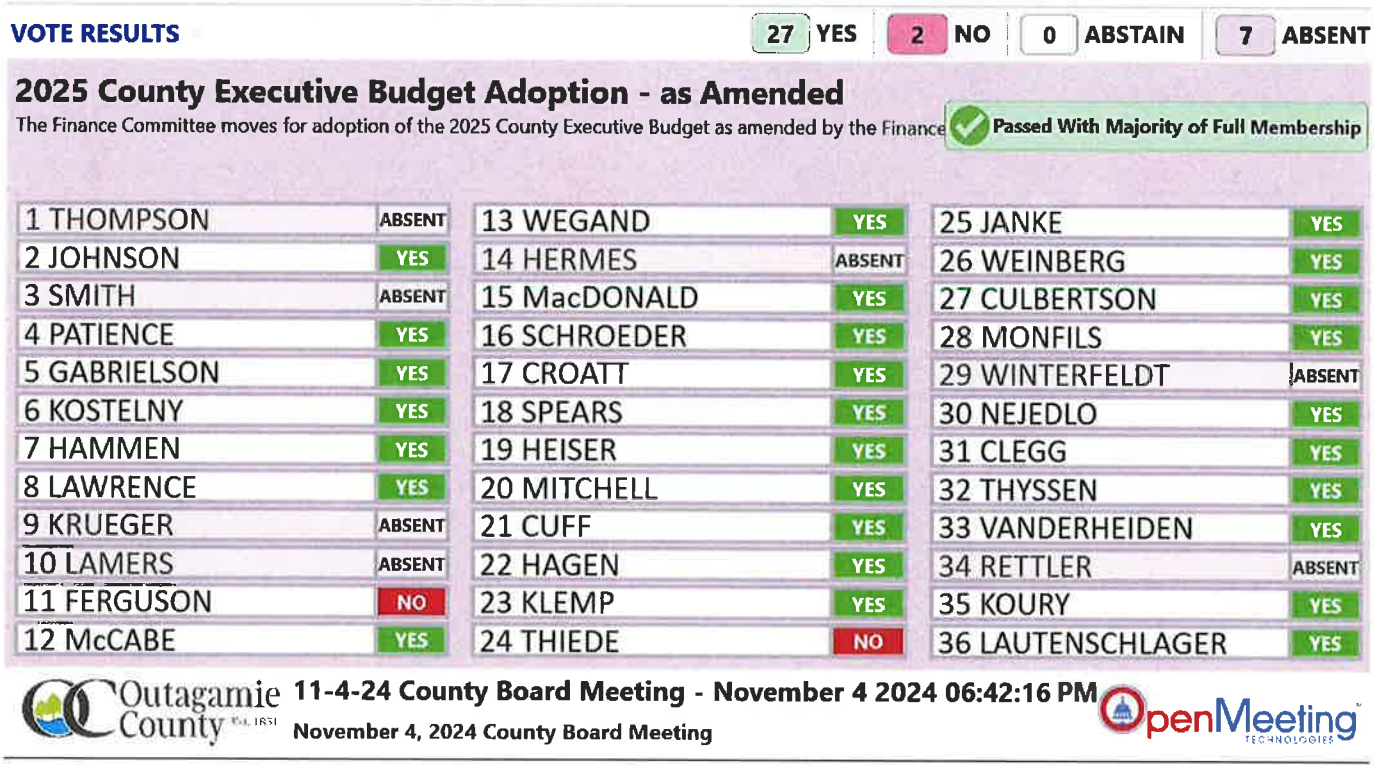
November 4, 2024 County Board Meeting

OpenMeeting Technologies

2025 COUNTY EXECUTIVE BUDGET - The Finance Committee moves for adoption of the 2025 County Executive Budget as amended by the Finance Committee.

Supervisor Croatt moved, seconded by Supervisor Cuff, for adoption of the 2025 County Executive Budget as amended by the Finance Committee.

ROLL CALL: 27 yes, 2 no (Ferguson, Thiede), 7 absent. 2025 COUNTY EXECUTIVE BUDGET IS ADOPTED AS AMENDED.



VOTE RESULTS — 27 YES | 2 NO | 0 ABSTAIN | 7 ABSENT

2025 County Executive Budget Adoption - as Amended

The Finance Committee moves for adoption of the 2025 County Executive Budget as amended by the Finance — Passed With Majority of Full Membership

1 THOMPSON ABSENT	13 WEGAND YES	25 JANKE YES
2 JOHNSON YES	14 HERMES ABSENT	26 WEINBERG YES
3 SMITH ABSENT	15 MacDONALD YES	27 CULBERTSON YES
4 PATIENCE YES	16 SCHROEDER YES	28 MONFILS YES
5 GABRIELSON YES	17 CROATT YES	29 WINTERFELDT ABSENT
6 KOSTELNY YES	18 SPEARS YES	30 NEJEDLO YES
7 HAMMEN YES	19 HEISER YES	31 CLEGG YES
8 LAWRENCE YES	20 MITCHELL YES	32 THYSSEN YES
9 KRUEGER ABSENT	21 CUFF YES	33 VANDERHEIDEN YES
10 LAMERS ABSENT	22 HAGEN YES	34 RETTLER ABSENT
11 FERGUSON NO	23 KLEMP YES	35 KOURY YES
12 McCABE YES	24 THIEDE NO	36 LAUTENSCHLAGER YES

Outagamie County — 11-4-24 County Board Meeting - November 4 2024 06:42:16 PM — November 4, 2024 County Board Meeting — OpenMeeting

Supervisor McCabe moved, seconded by Supervisor Kostelny to approve Resolution Nos. 66, 67, 68, 69, 70, 71, 72, 73, 74 and 75—2024-25.

ROLL CALL: 30 yes, 6 absent. RESOLUTION NOS. 66, 67, 68, 69, 70 ,71, 72, 73, 74 AND 75—2024-25 ARE ADOPTED.

VOTE RESULTS — 30 YES | 0 NO | 0 ABSTAIN | 6 ABSENT

Resolution Nos. 66-75—2024-25

Resolution Nos. 66, 67, 68, 69, 70, 71, 72, 73, 74 and 75 —2024-25 Table of Organization Changes for the Heal Budget.

Passed With Majority of Full Membership

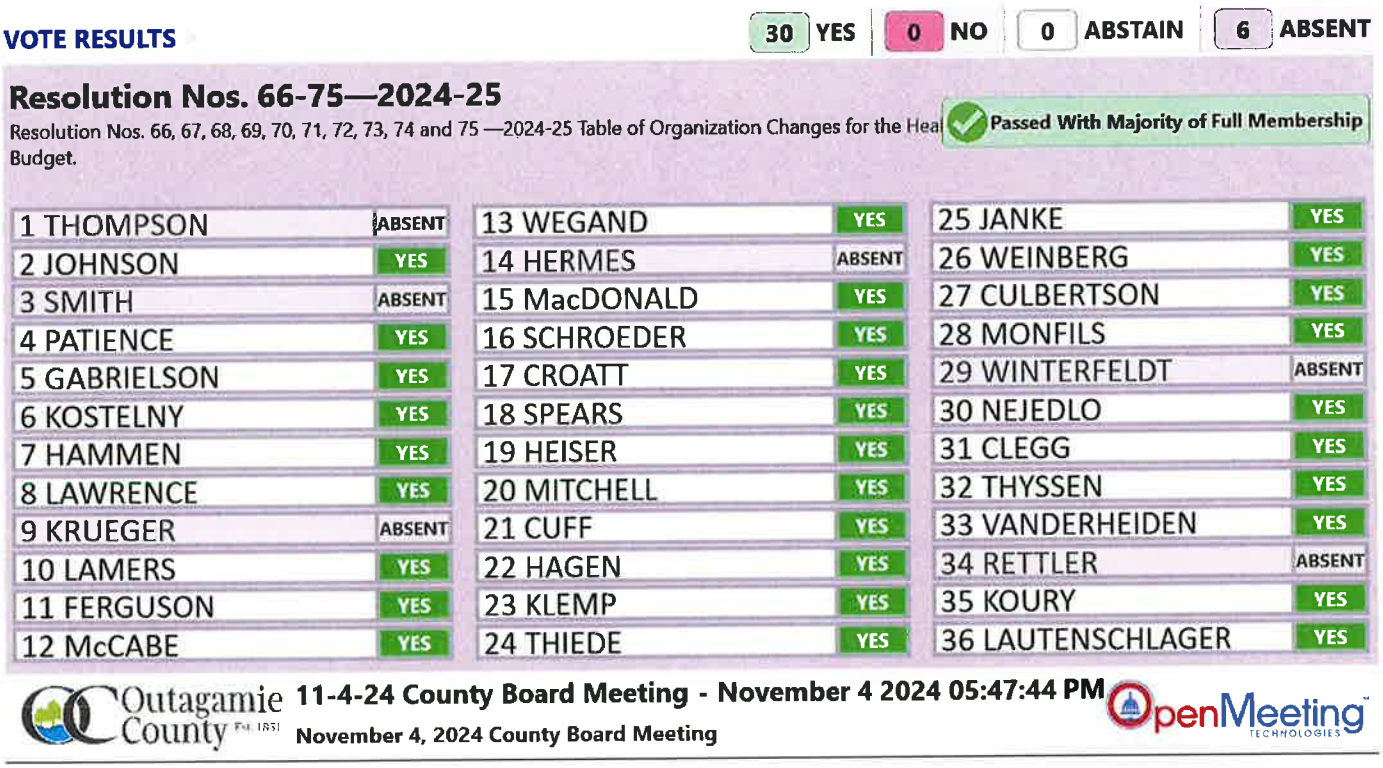
1 THOMPSON	ABSENT	13 WEGAND	YES	25 JANKE	YES
2 JOHNSON	YES	14 HERMES	ABSENT	26 WEINBERG	YES
3 SMITH	ABSENT	15 MacDONALD	YES	27 CULBERTSON	YES
4 PATIENCE	YES	16 SCHROEDER	YES	28 MONFILS	YES
5 GABRIELSON	YES	17 CROATT	YES	29 WINTERFELDT	ABSENT
6 KOSTELNY	YES	18 SPEARS	YES	30 NEJEDLO	YES
7 HAMMEN	YES	19 HEISER	YES	31 CLEGG	YES
8 LAWRENCE	YES	20 MITCHELL	YES	32 THYSSEN	YES
9 KRUEGER	ABSENT	21 CUFF	YES	33 VANDERHEIDEN	YES
10 LAMERS	YES	22 HAGEN	YES	34 RETTLER	ABSENT
11 FERGUSON	YES	23 KLEMP	YES	35 KOURY	YES
12 McCABE	YES	24 THIEDE	YES	36 LAUTENSCHLAGER	YES

Outagamie County — 11-4-24 County Board Meeting - November 4 2024 05:47:44 PM
November 4, 2024 County Board Meeting
OpenMeeting

Resolution No. 73—2024-25 – Legislative/Audit & Human Resources Committee. Amend the Table of Organization for the Health and Human Services Department, cost center 2066090, by creating One (1) full-time Systems Analyst II position effective January 1, 2025, and the fiscal change has been included in the budget as well as attendant budget expenditures and revenues, as detailed in the attachments.

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

ROLL CALL: 30 yes, 6 absent. RESOLUTION NO. 73—2024-25 IS ADOPTED.



VOTE RESULTS

30 YES | 0 NO | 0 ABSTAIN | 6 ABSENT

Resolution Nos. 66-75—2024-25

Resolution Nos. 66, 67, 68, 69, 70, 71, 72, 73, 74 and 75 —2024-25 Table of Organization Changes for the Hea Budget.

Passed With Majority of Full Membership

1 THOMPSON	ABSENT	13 WEGAND	YES	25 JANKE	YES
2 JOHNSON	YES	14 HERMES	ABSENT	26 WEINBERG	YES
3 SMITH	ABSENT	15 MacDONALD	YES	27 CULBERTSON	YES
4 PATIENCE	YES	16 SCHROEDER	YES	28 MONFILS	YES
5 GABRIELSON	YES	17 CROATT	YES	29 WINTERFELDT	ABSENT
6 KOSTELNY	YES	18 SPEARS	YES	30 NEJEDLO	YES
7 HAMMEN	YES	19 HEISER	YES	31 CLEGG	YES
8 LAWRENCE	YES	20 MITCHELL	YES	32 THYSSEN	YES
9 KRUEGER	ABSENT	21 CUFF	YES	33 VANDERHEIDEN	YES
10 LAMERS	YES	22 HAGEN	YES	34 RETTLER	ABSENT
11 FERGUSON	YES	23 KLEMP	YES	35 KOURY	YES
12 McCABE	YES	24 THIEDE	YES	36 LAUTENSCHLAGER	YES

Outagamie County Est. 1851 **11-4-24 County Board Meeting - November 4 2024 05:47:44 PM**

November 4, 2024 County Board Meeting

OpenMeeting TECHNOLOGIES

RESOLUTION NO.: 73—2024-25

TO THE HONORABLE, THE OUTAGAMIE COUNTY BOARD OF SUPERVISORS

LADIES AND GENTLEMEN: ***MAJORITY***

The County Executive has requested the following Health and Human Services Department Table of Organization change, and the same has been made a part of the 2025 County Executive Budget:

Create: One (1) Full-time Systems Analyst II position

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

BE IT RESOLVED, that the Outagamie County Board of Supervisors does hereby and herewith authorize and approve of amending the Table of Organization for the Health and Human Services Department, cost center 2066090 by creating One (1) full-time Systems Analyst II position effective January 1, 2025 as described in the attached Position Addition Form, Position Description, and Table of Organization, which by reference are made a part hereof, and

BE IT STILL FURTHER RESOLVED, that the fiscal change has been included in the aforementioned budget as well as attendant budget expenditures and revenues as are detailed in the attached, and

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

Dated this 4th day of November 2024

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: November 4th, 2024

Signed: _____
Board Chairperson

_____
County Clerk

Approved: 11.6.24

Vetoed: _____

Signed: _____
County Executive

POSITION ADDITION FORM

Request Details		
Effective Date of Requested Change:	1/1/2025	
Department:	Health and Human Services	
Department Head:	John Rathman	
Cost Center Number:	2066090	
Position Title:	Systems Analysts II	
Sunset Position? (Yes or No)	No	
Exempt (Salaried) or Non-Exempt (Hourly):	Non-Exempt	
Pay Grade of Position:	150	
Estimated Starting Step:	1	
Position exists in current the Table of Organization?	Yes	
Is this position full time or part time? *(If more than one position, use the worksheet for Multiples)*	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?		
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.

We are requesting another Systems Analyst II position to help our department with our rapidly growing information technology workload. From April of 2020 to the present, we have increased the number of employees in our department from 350 to 427. This is a 17% increase in staff. In addition, our Department is also in the process of implementing Smartcare, an integrated fiscal and database system that will replace our current system called TCM (The Clinical Manager). Our new system has many new features and enhancements. To take full advantage of all of these abilities to further automate work and processes in the department it will take Analysts staff time to learn the entire system, create new forms, screens and reports for the entire dept, assist the entire department with reviewing process flows and how all new processes will fit in the new system. We are planning to dedicate this new position to our mental health area, which will allow us to recoup a large portion of these positions on-going costs.

Along with this major undertaking, the state is also undergoing 3 major system upgrades that will require analysts time to understand the security and connections to these systems and help support our end users on a daily basis. We have also had a higher amount of new staff members in the Department, which has greatly increased the amount of training, needed to ensure these staff are fully utilizing technology to maximize their productivity and efficiency.

Fiscal Data	
How will this position be funded (choose from drop-down list)?	Combination - Levy/Non-Levy

PROJECTED 2023 EXPENDITURES - Amounts must agree to amounts included in the proposed budget.		
Salary	$	65,356
Fringe Benefits	$	36,655
Travel/Training	$	350
Supplies - IT	$	330
Supplies - Other	$	1,079
Purchased Services - IT	$	4,215
Purchased Services - Other		
Capital Outlay		
TOTAL EXPENDITURES	$	107,985
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.		
Description	*Dollar Value (enter as negative)*	
	$	(87,791)
	$	-
TOTAL COST SAVINGS/REVENUES	$	(87,791)
NET COUNTY COST (Levy/Fund Bal)	$	20,194

TO BE COMPLETED BY HUMAN RESOURCES:	
Reviewed by HR	5/7/2024
County Executive Decision (Approved/Denied)	

Outagamie County

Outagamie County

Systems Analyst II (DHHS-SS)

Job Description Code: 6550-11
Established Date: 01/29/2021
Last Revised Date: 01/16/2024
Effective: 01/16/2024

Salary Range

$31.11 - $40.58 Hourly

Bargaining Unit

N/A

EEO

EEO1-Administrative Support Workers

Occupational Group

140

FLSA

Non-Exempt

Benefit Code

General

Physical Class

N/A

Grade

150

Position Purpose

The Systems Analyst II serves as liaison between IT and Health and Human Services; manages projects; trains staff; creates documentation; implements and assists in the maintenance of software in the Health and Human Services area; and is the primary contact for technical related requests from Health and Human Services to IT.

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.

- Analyzes and evaluates user's processes and procedures for efficiency; learns and understands user's needs; requests enhancements to data systems, and recommends technology solutions.
- Provides leadership, data, and information for the creation of the

Employee Group (General, AS&P, etc.)
Non-Exempt

Hepatitis Category
C

department's 3 year Information Technology Plan.
- Coordinates installation, implementation and training of staff on software packages.
- Tests and verifies requested program changes and provides necessary feedback.
- Writes and revises procedures manuals and training material. Documents necessary meetings.
- Assists users with problems or questions relating to computer hardware and software.
- Reviews available software packages and makes recommendations. Reviews new products, procedures, and methods of operation.
- Maintains electronic records; reviews data for accuracy and quality assurance; monitors data to assist in meeting federal, state and local performance standards.
- Develops, maintains and monitors interfaces to other systems.
- Coordinate IT projects with state and regional partners as required. Attends state and regional meetings as needed.

Education/Certifications/Experience Requirements

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

Required or Preferred Skills

- Analyze software and design information flow; make recommendations as necessary.
- Manage multiple, concurrent projects, activities and tasks under time constraints.
- Exceptional communication, teamwork and influencing skills that foster a collaborative and continuous improvement environment.
- 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.
- Prepare a variety of documents including general correspondence, reports, statistical reports, procedures, etc.
- Excellent facilitation and organizational skills.
- Strong critical/analytical thinking and problem-solving skills. Problem solve issues between department and IT, and to resolve conflicts.
- Effectively interface with staff at all levels and train other staff as needed.
- Use and interpret computer related terminology and interpret department needs to programmers.
- May also require ability to make use of descriptive statistics.

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

DEPARTMENT NAME: HEALTH HUMAN SERVICES

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

POSITION COUNT	2022		2023		2024		2025	
REGULAR POSITIONS:	FT	PT	FT	PT	FT	PT	FT	PT
MANAGEMENT & ADMINISTRATIVE SERVICES								
COST CENTER 2065010								
ADMINISTRATIVE ASSISTANT	2	0	2	0	2	0	2	0
DEPUTY DIRECTOR	1	0	1	0	1	0	1	0
HEALTH AND HUMAN SERVICES DIRECTOR	1	0	1	0	1	0	1	0
MANAGEMENT ASSISTANT	1	0	1	0	1	0	1	0
SYSTEMS ANALYST II	2	0	2	0	2	0	2	0
SYSTEMS ANALYST SUPERVISOR	1	0	1	0	1	0	1	0
RECORDS SPECIALIST	1	0	1	0	1	0	1	0
ADMINISTRATIVE SERVICES MANAGER	1	0	1	0	1	0	1	0
COST CENTER TOTALS	10	0	10	0	10	0	10	0
COST CENTER 2066090								
ADMINISTRATIVE SERVICES SUPERVISOR	1	0	1	0	1	0	1	0
OFFICE ASSISTANT	6	3	6	3	6	3	6	3
DIVISION ASSISTANT	1	0	1	0	1	0	1	0
RECORDS SPECIALIST	0	0	1	0	1	0	1	0
SYSTEMS ANALYST II	0	0	0	0	0	0	1	0
COST CENTER TOTALS	8	3	9	3	9	3	10	3
COST CENTER 2061010								
OFFICE ASSISTANT	3	0	3	0	3	0	3	0
COST CENTER TOTALS	3	0	3	0	3	0	3	0
COST CENTER 2067040								
OFFICE ASSISTANT	3	1	3	1	3	1	3	1
COST CENTER TOTALS	3	1	3	1	3	1	3	1

LOCK IN OF 2025 ADOPTED BUDGET

RES. 74

Vote for lock in. ROLL CALL: 28 yes, 1 no (Thiede), 7 absent. 2025 COUNTY EXECUTIVE BUDGET AS AMENDED IS ADOPTED AND LOCKED IN.

VOTE RESULTS | 28 YES | 1 NO | 0 ABSTAIN | 7 ABSENT

Lock in of 2025 County Executive Budget As Amended

Lock in of 2025 County Executive Budget As Amended

Passed With Majority of Full Membership

1 THOMPSON	ABSENT	13 WEGAND	YES	25 JANKE	YES
2 JOHNSON	YES	14 HERMES	ABSENT	26 WEINBERG	YES
3 SMITH	ABSENT	15 MacDONALD	YES	27 CULBERTSON	YES
4 PATIENCE	YES	16 SCHROEDER	YES	28 MONFILS	YES
5 GABRIELSON	YES	17 CROATT	YES	29 WINTERFELDT	ABSENT
6 KOSTELNY	YES	18 SPEARS	YES	30 NEJEDLO	YES
7 HAMMEN	YES	19 HEISER	YES	31 CLEGG	YES
8 LAWRENCE	YES	20 MITCHELL	YES	32 THYSSEN	YES
9 KRUEGER	ABSENT	21 CUFF	YES	33 VANDERHEIDEN	YES
10 LAMERS	ABSENT	22 HAGEN	YES	34 RETTLER	ABSENT
11 FERGUSON	YES	23 KLEMP	YES	35 KOURY	YES
12 McCABE	YES	24 THIEDE	NO	36 LAUTENSCHLAGER	YES

Outagamie County Est. 1851 **11-4-24 County Board Meeting - November 4 2024 06:43:02 PM**

November 4, 2024 County Board Meeting

OpenMeeting TECHNOLOGIES

RECONSIDERATION OF 2025 ADOPTED BUDGET

Supervisor Croatt moved, seconded by Supervisor Patience to reconsider the 2025 Adopted Budget for the purpose of lock in.

Vote for reconsideration. ROLL CALL: 29 yes, 7 absent. 2025 COUNTY EXECUTIVE BUDGET AS AMENDED IS RECONSIDERED.

VOTE RESULTS 29 YES | 0 NO | 0 ABSTAIN | 7 ABSENT

Reconsideration of 2025 County Executive Budget As Amended

Reconsideration of 2025 County Executive Budget As Amended — Passed With Majority of Full Membership

1 THOMPSON	ABSENT	13 WEGAND	YES	25 JANKE	YES
2 JOHNSON	YES	14 HERMES	ABSENT	26 WEINBERG	YES
3 SMITH	ABSENT	15 MacDONALD	YES	27 CULBERTSON	YES
4 PATIENCE	YES	16 SCHROEDER	YES	28 MONFILS	YES
5 GABRIELSON	YES	17 CROATT	YES	29 WINTERFELDT	ABSENT
6 KOSTELNY	YES	18 SPEARS	YES	30 NEJEDLO	YES
7 HAMMEN	YES	19 HEISER	YES	31 CLEGG	YES
8 LAWRENCE	YES	20 MITCHELL	YES	32 THYSSEN	YES
9 KRUEGER	ABSENT	21 CUFF	YES	33 VANDERHEIDEN	YES
10 LAMERS	ABSENT	22 HAGEN	YES	34 RETTLER	ABSENT
11 FERGUSON	YES	23 KLEMP	YES	35 KOURY	YES
12 McCABE	YES	24 THIEDE	YES	36 LAUTENSCHLAGER	YES

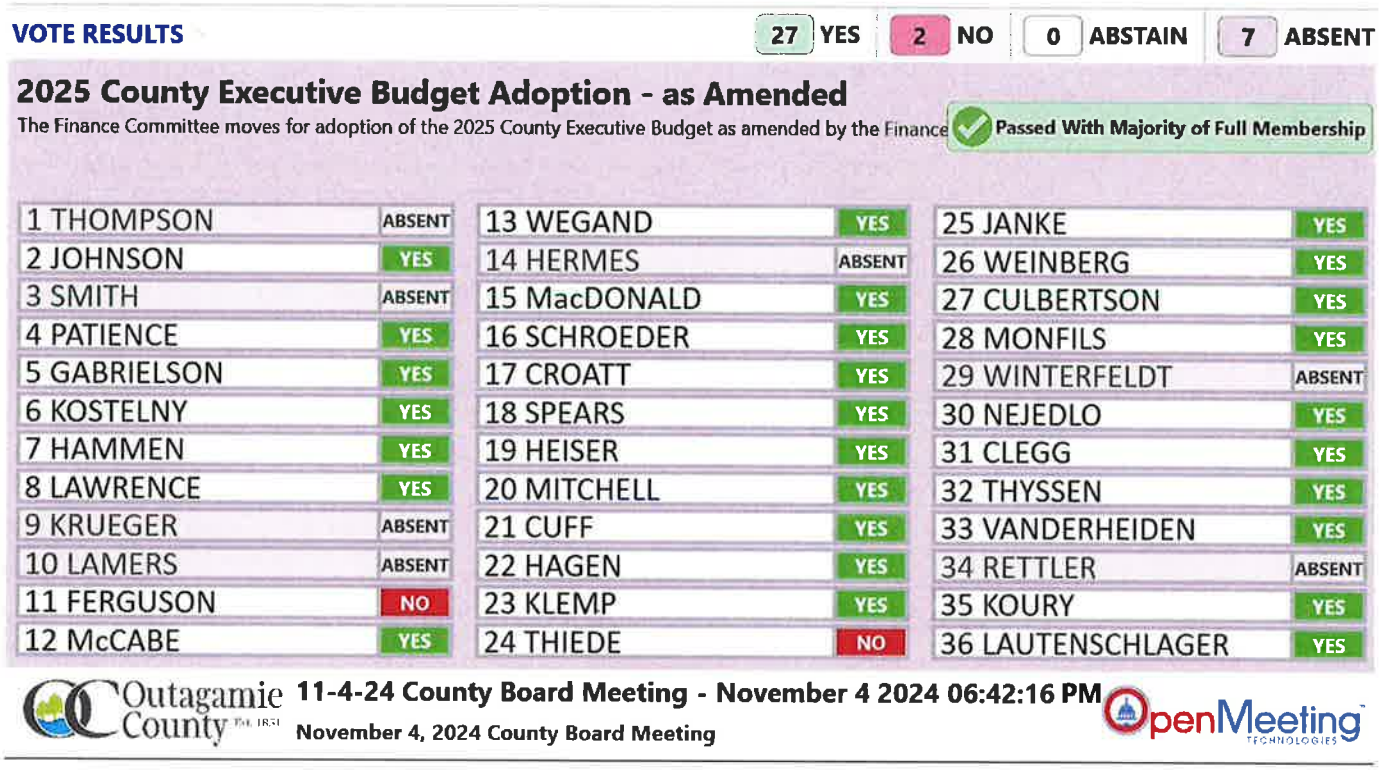
Outagamie County — 11-4-24 County Board Meeting - November 4 2024 06:42:42 PM — OpenMeeting TECHNOLOGIES

November 4, 2024 County Board Meeting

2025 COUNTY EXECUTIVE BUDGET - The Finance Committee moves for adoption of the 2025 County Executive Budget as amended by the Finance Committee.

Supervisor Croatt moved, seconded by Supervisor Cuff, for adoption of the 2025 County Executive Budget as amended by the Finance Committee.

ROLL CALL: 27 yes, 2 no (Ferguson, Thiede), 7 absent. 2025 COUNTY EXECUTIVE BUDGET IS ADOPTED AS AMENDED.



VOTE RESULTS — 27 YES | 2 NO | 0 ABSTAIN | 7 ABSENT

2025 County Executive Budget Adoption - as Amended

The Finance Committee moves for adoption of the 2025 County Executive Budget as amended by the Finance — Passed With Majority of Full Membership

1 THOMPSON	ABSENT	13 WEGAND	YES	25 JANKE	YES
2 JOHNSON	YES	14 HERMES	ABSENT	26 WEINBERG	YES
3 SMITH	ABSENT	15 MacDONALD	YES	27 CULBERTSON	YES
4 PATIENCE	YES	16 SCHROEDER	YES	28 MONFILS	YES
5 GABRIELSON	YES	17 CROATT	YES	29 WINTERFELDT	ABSENT
6 KOSTELNY	YES	18 SPEARS	YES	30 NEJEDLO	YES
7 HAMMEN	YES	19 HEISER	YES	31 CLEGG	YES
8 LAWRENCE	YES	20 MITCHELL	YES	32 THYSSEN	YES
9 KRUEGER	ABSENT	21 CUFF	YES	33 VANDERHEIDEN	YES
10 LAMERS	ABSENT	22 HAGEN	YES	34 RETTLER	ABSENT
11 FERGUSON	NO	23 KLEMP	YES	35 KOURY	YES
12 McCABE	YES	24 THIEDE	NO	36 LAUTENSCHLAGER	YES

Outagamie County — 11-4-24 County Board Meeting - November 4 2024 06:42:16 PM

November 4, 2024 County Board Meeting — OpenMeeting

Supervisor McCabe moved, seconded by Supervisor Kostelny to approve Resolution Nos. 66, 67, 68, 69, 70, 71, 72, 73, 74 and 75—2024-25.

ROLL CALL: 30 yes, 6 absent. RESOLUTION NOS. 66, 67, 68, 69, 70 ,71, 72, 73, 74 AND 75—2024-25 ARE ADOPTED.

VOTE RESULTS — 30 YES | 0 NO | 0 ABSTAIN | 6 ABSENT

Resolution Nos. 66-75—2024-25

Resolution Nos. 66, 67, 68, 69, 70, 71, 72, 73, 74 and 75 —2024-25 Table of Organization Changes for the Heal Budget.

Passed With Majority of Full Membership

1 THOMPSON	ABSENT	13 WEGAND	YES	25 JANKE	YES
2 JOHNSON	YES	14 HERMES	ABSENT	26 WEINBERG	YES
3 SMITH	ABSENT	15 MacDONALD	YES	27 CULBERTSON	YES
4 PATIENCE	YES	16 SCHROEDER	YES	28 MONFILS	YES
5 GABRIELSON	YES	17 CROATT	YES	29 WINTERFELDT	ABSENT
6 KOSTELNY	YES	18 SPEARS	YES	30 NEJEDLO	YES
7 HAMMEN	YES	19 HEISER	YES	31 CLEGG	YES
8 LAWRENCE	YES	20 MITCHELL	YES	32 THYSSEN	YES
9 KRUEGER	ABSENT	21 CUFF	YES	33 VANDERHEIDEN	YES
10 LAMERS	YES	22 HAGEN	YES	34 RETTLER	ABSENT
11 FERGUSON	YES	23 KLEMP	YES	35 KOURY	YES
12 McCABE	YES	24 THIEDE	YES	36 LAUTENSCHLAGER	YES

Outagamie County Est. 1851 **11-4-24 County Board Meeting - November 4 2024 05:47:44 PM**

November 4, 2024 County Board Meeting

OpenMeeting TECHNOLOGIES

Resolution No. 74—2024-25 – Legislative/Audit & Human Resources Committee. Amend the Table of Organization for the Health and Human Services Department, cost center 2066090, by eliminating one (1) full-time Psychiatric Nurse position and creating one (1) full-time Psychiatric Nurse – Lead position effective January 1, 2025, and the fiscal change has been included in the budget as well as attendant budget expenditures and revenues, as detailed in the attachments.

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

ROLL CALL: 30 yes, 6 absent. RESOLUTION NO. 74—2024-25 IS ADOPTED.

VOTE RESULTS — 30 YES | 0 NO | 0 ABSTAIN | 6 ABSENT

Resolution Nos. 66-75—2024-25

Resolution Nos. 66, 67, 68, 69, 70, 71, 72, 73, 74 and 75 —2024-25 Table of Organization Changes for the Hea Budget. — Passed With Majority of Full Membership

1 THOMPSON	ABSENT	13 WEGAND	YES	25 JANKE	YES
2 JOHNSON	YES	14 HERMES	ABSENT	26 WEINBERG	YES
3 SMITH	ABSENT	15 MacDONALD	YES	27 CULBERTSON	YES
4 PATIENCE	YES	16 SCHROEDER	YES	28 MONFILS	YES
5 GABRIELSON	YES	17 CROATT	YES	29 WINTERFELDT	ABSENT
6 KOSTELNY	YES	18 SPEARS	YES	30 NEJEDLO	YES
7 HAMMEN	YES	19 HEISER	YES	31 CLEGG	YES
8 LAWRENCE	YES	20 MITCHELL	YES	32 THYSSEN	YES
9 KRUEGER	ABSENT	21 CUFF	YES	33 VANDERHEIDEN	YES
10 LAMERS	YES	22 HAGEN	YES	34 RETTLER	ABSENT
11 FERGUSON	YES	23 KLEMP	YES	35 KOURY	YES
12 McCABE	YES	24 THIEDE	YES	36 LAUTENSCHLAGER	YES

Outagamie County Est. 1851 **11-4-24 County Board Meeting - November 4 2024 05:47:44 PM**
November 4, 2024 County Board Meeting
OpenMeeting TECHNOLOGIES

RESOLUTION NO.: 74—2024-25

TO THE HONORABLE, THE OUTAGAMIE COUNTY BOARD OF SUPERVISORS

LADIES AND GENTLEMEN: ***MAJORITY***

The County Executive has requested the following Health and Human Services Department Table of Organization changes, and the same have been made a part of the 2025 County Executive Budget:

Eliminate: One (1) Full-time Psychiatric Nurse position
Create: One (1) Full-time Psychiatric Nurse – Lead position

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

BE IT RESOLVED, that the Outagamie County Board of Supervisors does hereby and herewith authorize and approve of amending the Table of Organization for the Health and Human Services Department, cost center 2066090 by eliminating one (1) full-time Psychiatric Nurse position and creating one (1) full-time Psychiatric Nurse – Lead position effective January 1, 2025 as described in the attached Position Addition Form, Position Deletion Form, Position Description, and Table of Organization, which by reference are made a part hereof, and

BE IT STILL FURTHER RESOLVED, that the fiscal change has been included in the aforementioned budget as well as attendant budget expenditures and revenues as are detailed in the attached, and

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

Dated this 4th day of November 2024

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: November 4th, 2024

Signed: _____
Board Chairperson

_____
County Clerk

Approved: 11.6.24

Vetoed: _____

Signed: _____
County Executive

POSITION ADDITION FORM - 2025 BUDGET			
Request Details			
Effective Date of Requested Change:	Jan. 1, 2025		
Department:	Health and Human Services		
Department Head:	John Rathman		
Cost Center Number:	2066090		
Position Title:	Psychiatric Nurse - Lead		
Sunset Position? (Yes or No)	No		
Exempt (Salaried) or Non-Exempt (Hourly):	E		
Pay Grade of Position:	155		
Estimated Starting Step:	1		
Position exists in current the Table of Organization?	No		
Is this position full time or part time? *(If more than one position, use the worksheet for Multiples)*	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?			
If deleting a position to add this position, which position(s) will be deleted?	Psychiatric Nurse		
(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:	Psychologist - Psychiatric RN		
Position Justification			
Briefly summarize why this position is needed, as well as areas of revenue and savings.			
A Psychiatric Registered Nurse (RN) is needed to assist in the daily medical work associated with managing over 800 mental health consumers who are provided services through the Outagamie County Mental Health & AODA Division. This RN will function as a lead RN to assist with and provide training RN's, assist with on-boarding of contracted psychiatrists, provide quality assurance reviews, provide guidance support and mentorship to RN's, assist with development and implementation of nursing policy and procedures, assist the Supervisor with monitoring nursing needs and attend to daily priorities within the clinic as needed. This RN will also work closely with our contracted psychiatrists to assist in their daily needs and structure the other RN's time and priorities as priorities dictate.			
Employee Impacted By This Change (if no one in position - leave blank)			
Fiscal Data			
How will this position be funded (choose from drop-down list)?	Combination - Levy/Non-Levy		
PROJECTED 2023 EXPENDITURES - Amounts must agree to amounts included in the proposed budget.			
Salary	$		69,914
Fringe Benefits	$		37,351
Travel/Training	$		-
Supplies - IT			
Supplies - Other	$		-
Purchased Services - IT			
Purchased Services - Other	$		-
Capital Outlay	$		-

TOTAL EXPENDITURES	$	107,265
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.		
Description	*Dollar Value (enter as negative)*	
Deleted Position (if applicable)	$	(101,943)
	$	-
	$	-
TOTAL COST SAVINGS/REVENUES	$	(101,943)
NET COUNTY COST (Levy/Fund Bal)	$	5,322

TO BE COMPLETED BY HUMAN RESOURCES:	
Reviewed by HR	5/7/2024
County Executive Decision (Approved/Denied)	

POSITION DELETION FORM - 2025 BUDGET		
Request Details		
Effective Date of Requested Change:	Jan. 1, 2025	
Department:	Health and Human Services	
Department Head:	John Rathman	
Cost Center Number:	2066090	
Position Title:	Psychiatric Nurse	
Sunset Position? (Yes or No)		
Is this position full time or part time? *(If more than one position, use the worksheet for Multiples)*	**Full Time:**	1
	Part Time:	
If adding a position to offset this deletion; which position(s) will be added?		
Position Justification		
Briefly summarize why this position is no longer needed, as well as areas of revenue and savings.		
By adding the Lead Psychiatric Nurse position, we would be able to delete one psychiatric nurse position from our current table of organization.		
Employee Impacted By This Change (if no one in position - leave blank)		
Fiscal Data		
PROJECTED COST SAVINGS		
Salary	$	65,356
Fringe Benefits	$	36,587
Travel/Training	$	-
Supplies	$	-
Purchased Services	$	-
Capital Outlay	$	-
TOTAL COST SAVINGS	$	101,943
DECREASED REVENUES BY DELETING THIS POSITION:		
Please list below the decreased revenues pertaining to this position deletion.		
Description	*Dollar Value (enter as negative)*	
	$	-
	$	-
	$	-
TOTAL REVENUE REDUCTION	$	-
NET COUNTY COST (Levy/Fund Balance)	$	101,943

TO BE COMPLETED BY HUMAN RESOURCES:	
Reviewed by HR	**5/7/2024**
County Executive Decision (Approved/Denied)	

Outagamie County

Psychiatric Nurse (DHHS-MH)

Job Description Code: 6600-14
Established Date: 11/26/2017
Last Revised Date: 12/17/2023
Effective: 12/26/2023

Salary Range

$64,708.80 - $84,406.40 Annually

Bargaining Unit

N/A

EEO

Other

Occupational Group

500

FLSA

Exempt

Benefit Code

General

Physical Class

N/A

Grade

150

Position Purpose

Reporting to the Supervisor, Mental Health Services, the Psychiatric Nurse performs various duties regarding the nursing needs of patients under psychiatric care; administers medication, evaluates patient status and needs, etc. Serves as Case Manager for individuals experiencing severe and persistent mental illness.

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.

- Performs assessments to determine eligibility and need for services.
- Obtains information from clients, family members, and other agencies; develops recovery team to assess needs or degree of dysfunction, to determine goals, and to develop and coordinate individual case/treatment plans.

Employee Group (General, AS&P, etc.)
Exempt

Hepatitis Category
B

- Manages a caseload of individuals who have severe and persistent mental illness with a focus on supportive therapy, symptom management, work training and employment, housing, social and recreational activities, medical management, daily living skills, and community integration.
- Conducts home visits, monitors consumer health and quality of services provided.
- Provides ongoing symptom assessment and mental status exams at each client contact.
- Orders refills of medications at pharmacies under the direction of a psychiatrist and maintains records for medication fee waivers.
- Organizes and administers injection clinics and/or administers and observes effects of medications for all patients under the direction of a psychiatrist and maintains on-going physician orders.
- Provides individuals and family members with information regarding services which best meet their needs and desires; communicates medical changes and related issues to appropriate parties.
- Maintains accurate records and prepares reports to the courts on Chapter 51, 55, and 54 proceedings.
- Provides educational presentations relating to the disability to other agencies, organizations, and the general public.
- Provides on-call services as assigned.

- Attends Unit and other meetings as required.
- Maintains clinical files or accurate records, as appropriate, and prepares reports as required for coordination of the case and by State and Medical Assistance guidelines.
- Maintains nursing licensure and stays abreast of professional, ethical and legal issues within the defined field.
- Maintains regular and predictable attendance, works overtime/extra hours as required.
- Performs other duties as assigned.

Education/Certifications/Experience Requirements

- Current licensure as a registered nurse in the State of Wisconsin required.
- Bachelor's degree in Nursing with two years experience working with the target population.
- Or any combination of education and experience that provides equivalent knowledge, skills, and abilities.

Required or Preferred Skills

- Ability to operate nursing equipment including syringes, sphygmomanometer, medical equipment including anemia and blood sugar screening equipment, etc.
- Ability to operate a variety of office equipment including personal computer, dictaphone, photocopier, calculator, and telephone.

- Ability to operate a motor vehicle or have transportation accommodations available for work related activities.
- Ability to add, subtract, multiply, divide, calculate decimals and percents, and make use of the principles of descriptive statistics.
- 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.
- Knowledge of the local service delivery system, the recipient group's needs and dysfunctions, the need for integrated services, and resources available.
- Ability to comprehend and interpret a variety of documents including client charts, medical, accident, and other lab reports; psychological evaluations and other assessment reports, school records, professional literature, policy and procedure manuals, diagnostic manuals, physician orders, hospital charts, etc.
- Ability to prepare a variety of documents including client records, referrals, court reports, intake and assessment records, case notes, individual treatment plans, letters and other correspondence, etc.
- Ability to use and interpret medical, legal, and counseling terminology related to the specialty.
- Ability to communicate effectively with clients and family members, discharge planners, community agencies and service providers, psychiatrists, physicians, and

other medical professionals, attorneys, Human Services personnel, school personnel, and others verbally and in writing.

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

DEPARTMENT NAME: HEALTH HUMAN SERVICES

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

COST CENTER 2064010								
ADMINISTRATIVE SERVICES SUPERVISOR	1	0	1	0	1	0	1	0
OFFICE ASSISTANT	4	1	4	1	4	1	4	1
COST CENTER TOTALS	5	1	5	1	5	1	5	1
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**	**5**

*ADRC Function CC2063100

POSITION COUNT	**2022**		**2023**		**2024**		**2025**	
REGULAR POSITIONS:	**FT**	**PT**	**FT**	**PT**	**FT**	**PT**	**FT**	**PT**
MENTAL HEALTH & SUBSTANCE ABUSE								
COST CENTER 2066090								
ADULT PROTECTIVE SERVICES WORKER	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

LOCK IN OF 2025 ADOPTED BUDGET

RES. 75

Vote for lock in. ROLL CALL: 28 yes, 1 no (Thiede), 7 absent. 2025 COUNTY EXECUTIVE BUDGET AS AMENDED IS ADOPTED AND LOCKED IN.

VOTE RESULTS | 28 YES | 1 NO | 0 ABSTAIN | 7 ABSENT

Lock in of 2025 County Executive Budget As Amended

Lock in of 2025 County Executive Budget As Amended

Passed With Majority of Full Membership

1 THOMPSON	ABSENT	13 WEGAND	YES	25 JANKE	YES
2 JOHNSON	YES	14 HERMES	ABSENT	26 WEINBERG	YES
3 SMITH	ABSENT	15 MacDONALD	YES	27 CULBERTSON	YES
4 PATIENCE	YES	16 SCHROEDER	YES	28 MONFILS	YES
5 GABRIELSON	YES	17 CROATT	YES	29 WINTERFELDT	ABSENT
6 KOSTELNY	YES	18 SPEARS	YES	30 NEJEDLO	YES
7 HAMMEN	YES	19 HEISER	YES	31 CLEGG	YES
8 LAWRENCE	YES	20 MITCHELL	YES	32 THYSSEN	YES
9 KRUEGER	ABSENT	21 CUFF	YES	33 VANDERHEIDEN	YES
10 LAMERS	ABSENT	22 HAGEN	YES	34 RETTLER	ABSENT
11 FERGUSON	YES	23 KLEMP	YES	35 KOURY	YES
12 McCABE	YES	24 THIEDE	NO	36 LAUTENSCHLAGER	YES

Outagamie County Est. 1851

11-4-24 County Board Meeting - November 4 2024 06:43:02 PM

November 4, 2024 County Board Meeting

OpenMeeting TECHNOLOGIES

RECONSIDERATION OF 2025 ADOPTED BUDGET

Supervisor Croatt moved, seconded by Supervisor Patience to reconsider the 2025 Adopted Budget for the purpose of lock in.

Vote for reconsideration. ROLL CALL: 29 yes, 7 absent. 2025 COUNTY EXECUTIVE BUDGET AS AMENDED IS RECONSIDERED.

VOTE RESULTS — 29 YES | 0 NO | 0 ABSTAIN | 7 ABSENT

Reconsideration of 2025 County Executive Budget As Amended

Reconsideration of 2025 County Executive Budget As Amended — Passed With Majority of Full Membership

1 THOMPSON	ABSENT	13 WEGAND	YES	25 JANKE	YES
2 JOHNSON	YES	14 HERMES	ABSENT	26 WEINBERG	YES
3 SMITH	ABSENT	15 MacDONALD	YES	27 CULBERTSON	YES
4 PATIENCE	YES	16 SCHROEDER	YES	28 MONFILS	YES
5 GABRIELSON	YES	17 CROATT	YES	29 WINTERFELDT	ABSENT
6 KOSTELNY	YES	18 SPEARS	YES	30 NEJEDLO	YES
7 HAMMEN	YES	19 HEISER	YES	31 CLEGG	YES
8 LAWRENCE	YES	20 MITCHELL	YES	32 THYSSEN	YES
9 KRUEGER	ABSENT	21 CUFF	YES	33 VANDERHEIDEN	YES
10 LAMERS	ABSENT	22 HAGEN	YES	34 RETTLER	ABSENT
11 FERGUSON	YES	23 KLEMP	YES	35 KOURY	YES
12 McCABE	YES	24 THIEDE	YES	36 LAUTENSCHLAGER	YES

Outagamie County — 11-4-24 County Board Meeting - November 4 2024 06:42:42 PM

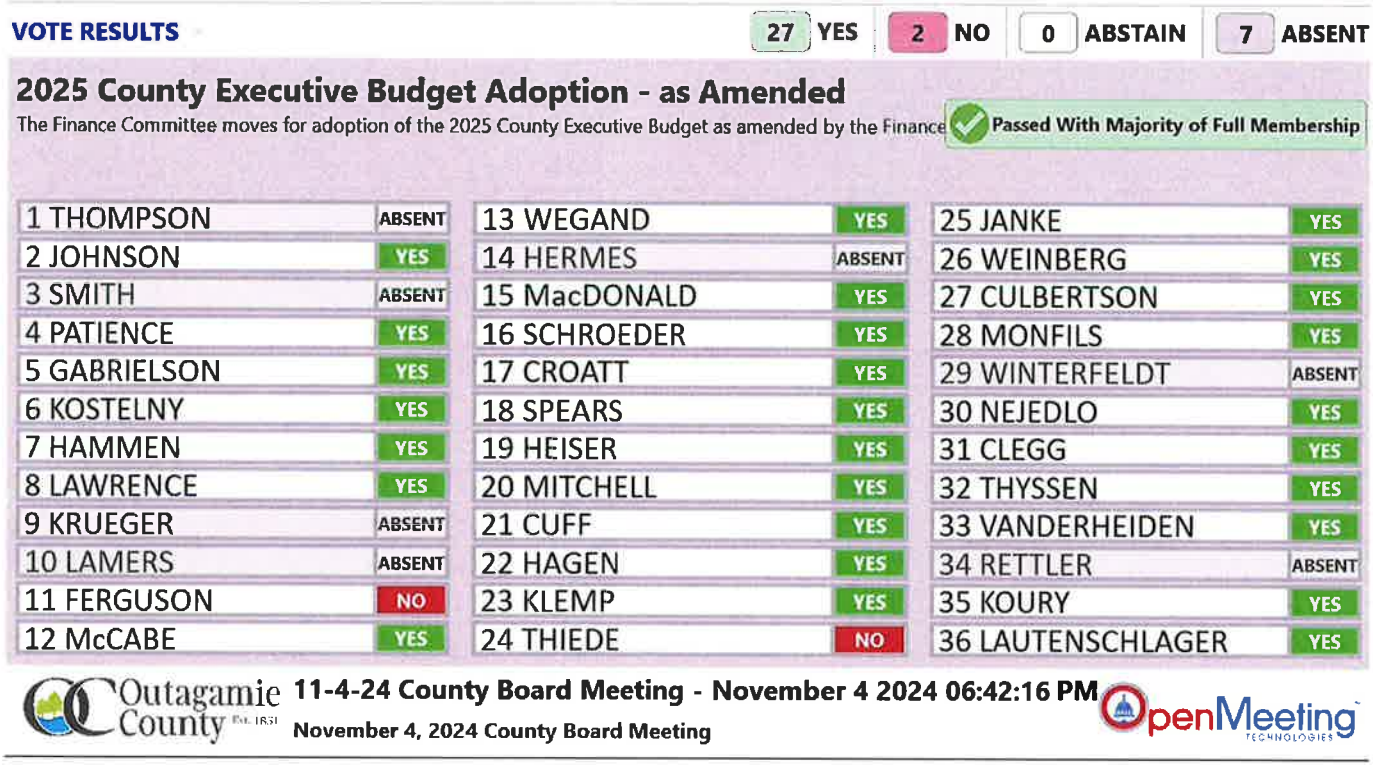
November 4, 2024 County Board Meeting

OpenMeeting TECHNOLOGIES

2025 COUNTY EXECUTIVE BUDGET - The Finance Committee moves for adoption of the 2025 County Executive Budget as amended by the Finance Committee.

Supervisor Croatt moved, seconded by Supervisor Cuff, for adoption of the 2025 County Executive Budget as amended by the Finance Committee.

ROLL CALL: 27 yes, 2 no (Ferguson, Thiede), 7 absent. 2025 COUNTY EXECUTIVE BUDGET IS ADOPTED AS AMENDED.



VOTE RESULTS — 27 YES | 2 NO | 0 ABSTAIN | 7 ABSENT

2025 County Executive Budget Adoption - as Amended

The Finance Committee moves for adoption of the 2025 County Executive Budget as amended by the Finance — Passed With Majority of Full Membership

1 THOMPSON	ABSENT	13 WEGAND	YES	25 JANKE	YES
2 JOHNSON	YES	14 HERMES	ABSENT	26 WEINBERG	YES
3 SMITH	ABSENT	15 MacDONALD	YES	27 CULBERTSON	YES
4 PATIENCE	YES	16 SCHROEDER	YES	28 MONFILS	YES
5 GABRIELSON	YES	17 CROATT	YES	29 WINTERFELDT	ABSENT
6 KOSTELNY	YES	18 SPEARS	YES	30 NEJEDLO	YES
7 HAMMEN	YES	19 HEISER	YES	31 CLEGG	YES
8 LAWRENCE	YES	20 MITCHELL	YES	32 THYSSEN	YES
9 KRUEGER	ABSENT	21 CUFF	YES	33 VANDERHEIDEN	YES
10 LAMERS	ABSENT	22 HAGEN	YES	34 RETTLER	ABSENT
11 FERGUSON	NO	23 KLEMP	YES	35 KOURY	YES
12 McCABE	YES	24 THIEDE	NO	36 LAUTENSCHLAGER	YES

Outagamie County Est. 1851 — 11-4-24 County Board Meeting - November 4 2024 06:42:16 PM — November 4, 2024 County Board Meeting — OpenMeeting Technologies

Supervisor McCabe moved, seconded by Supervisor Kostelny to approve Resolution Nos. 66, 67, 68, 69, 70, 71, 72, 73, 74 and 75—2024-25.

ROLL CALL: 30 yes, 6 absent. RESOLUTION NOS. 66, 67, 68, 69, 70 ,71, 72, 73, 74 AND 75—2024-25 ARE ADOPTED.

VOTE RESULTS — 30 YES | 0 NO | 0 ABSTAIN | 6 ABSENT

Resolution Nos. 66-75—2024-25

Resolution Nos. 66, 67, 68, 69, 70, 71, 72, 73, 74 and 75 —2024-25 Table of Organization Changes for the Heal Budget.

Passed With Majority of Full Membership

1 THOMPSON	ABSENT	13 WEGAND	YES	25 JANKE	YES
2 JOHNSON	YES	14 HERMES	ABSENT	26 WEINBERG	YES
3 SMITH	ABSENT	15 MacDONALD	YES	27 CULBERTSON	YES
4 PATIENCE	YES	16 SCHROEDER	YES	28 MONFILS	YES
5 GABRIELSON	YES	17 CROATT	YES	29 WINTERFELDT	ABSENT
6 KOSTELNY	YES	18 SPEARS	YES	30 NEJEDLO	YES
7 HAMMEN	YES	19 HEISER	YES	31 CLEGG	YES
8 LAWRENCE	YES	20 MITCHELL	YES	32 THYSSEN	YES
9 KRUEGER	ABSENT	21 CUFF	YES	33 VANDERHEIDEN	YES
10 LAMERS	YES	22 HAGEN	YES	34 RETTLER	ABSENT
11 FERGUSON	YES	23 KLEMP	YES	35 KOURY	YES
12 McCABE	YES	24 THIEDE	YES	36 LAUTENSCHLAGER	YES

Outagamie County — 11-4-24 County Board Meeting - November 4 2024 05:47:44 PM
November 4, 2024 County Board Meeting — OpenMeeting

Resolution No. 75—2024-25 – Legislative/Audit & Human Resources Committee. Amend the Table of Organization for the Health and Human Services Department, cost center 2066090, by creating two (2) full-time Case Manager (CCS Kids – Young Adult) positions (sunset positions) effective January 1, 2025, and the fiscal change has been included in the budget as well as attendant budget expenditures and revenues, as detailed in the attachments.

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

ROLL CALL: 30 yes, 6 absent. RESOLUTION NO. 75—2024-25 IS ADOPTED.

VOTE RESULTS — 30 YES | 0 NO | 0 ABSTAIN | 6 ABSENT

Resolution Nos. 66-75—2024-25

Resolution Nos. 66, 67, 68, 69, 70, 71, 72, 73, 74 and 75 —2024-25 Table of Organization Changes for the Heal Budget. — Passed With Majority of Full Membership

1 THOMPSON	ABSENT	13 WEGAND	YES	25 JANKE	YES
2 JOHNSON	YES	14 HERMES	ABSENT	26 WEINBERG	YES
3 SMITH	ABSENT	15 MacDONALD	YES	27 CULBERTSON	YES
4 PATIENCE	YES	16 SCHROEDER	YES	28 MONFILS	YES
5 GABRIELSON	YES	17 CROATT	YES	29 WINTERFELDT	ABSENT
6 KOSTELNY	YES	18 SPEARS	YES	30 NEJEDLO	YES
7 HAMMEN	YES	19 HEISER	YES	31 CLEGG	YES
8 LAWRENCE	YES	20 MITCHELL	YES	32 THYSSEN	YES
9 KRUEGER	ABSENT	21 CUFF	YES	33 VANDERHEIDEN	YES
10 LAMERS	YES	22 HAGEN	YES	34 RETTLER	ABSENT
11 FERGUSON	YES	23 KLEMP	YES	35 KOURY	YES
12 McCABE	YES	24 THIEDE	YES	36 LAUTENSCHLAGER	YES

Outagamie County — 11-4-24 County Board Meeting - November 4 2024 05:47:44 PM
November 4, 2024 County Board Meeting — OpenMeeting Technologies

RESOLUTION NO.: 75—2024-25

TO THE HONORABLE, THE OUTAGAMIE COUNTY BOARD OF SUPERVISORS

LADIES AND GENTLEMEN: ***MAJORITY***

The County Executive has requested the following Health and Human Services Department Table of Organization change, and the same has been made a part of the 2025 County Executive Budget:

Create: Two (2) Full-time Case Manager (CCS Kids – Young Adult) positions (sunset positions)

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

BE IT RESOLVED, that the Outagamie County Board of Supervisors does hereby and herewith authorize and approve of amending the Table of Organization for the Health and Human Services Department, cost center 2066090 by creating two (2) full-time Case Manager (CCS Kids – Young Adult) positions (sunset positions) effective January 1, 2025 as described in the attached Position Addition Form, Position Description, and Table of Organization, which by reference are made a part hereof, and

BE IT STILL FURTHER RESOLVED, that the fiscal change has been included in the aforementioned budget as well as attendant budget expenditures and revenues as are detailed in the attached, and

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

Dated this 4th day of November 2024

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: November 4th, 2024

Signed: _____
Board Chairperson

_____
County Clerk

Approved: 11.6.24

Vetoed: _____

Signed: _____
County Executive

POSITION ADDITION FORM - 2025 BUDGET

Completion Checklist

- o A visual of your proposed Table of Organization
- o Job description for the position requested below, highlighting any changes from current JD
- o Completed McGrath Consulting Position Questionaire (if position is not currently on wage schedule)

Request Details

Effective Date of Requested Change:	1/1/2025	
Department:	Health and Human Services	
Department Head:	John Rathman	
Cost Center Number:	2066090	
Position Title:	Case Manager (CCS Kids - Young Adult)	
Sunset Position? (Yes or No)	Yes	
Exempt (Salaried) or Non-Exempt (Hourly):	Exempt	
Pay Grade of Position:	145	
Estimated Starting Step:	1	
Position exists in current the Table of Organization?	No	
Is this position full time or part time? Enter number of positions.	Full Time:	2
	Part Time:	
If Part Time position, how many hours per week will this position be working?	Hours:	
What other alternatives were considered?		
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.

We are experiencing a very large demand for more CCS kids services. At the present time we have 29 kids on our CCS waitlist. The State does not allow us to have a wait list. We need these case manager positions to serve these kids timely which ultimately will save long-term County tax dollars. Bringing community based services to these kids will allow us to greatly reduce the likelihood of needing expensive residential placements. These positions would be fully funded by CCS revenues.

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)?	
PROJECTED 2023 EXPENDITURES - Amounts must agree to amounts included in the proposed budget.	
Salary	$ 122,142
Fringe Benefits	$ 72,000
Travel/Training	$ -
Supplies - IT	$ 1,296
Supplies - Other	$ 6,582
Purchased Services - IT	$ 5,380
Purchased Services - Other	$ -
Capital Outlay	$ -
TOTAL EXPENDITURES	$ 207,400
COST SAVINGS OR INCREASED REVENUES:	
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.	
Description	*Dollar Value (enter as negative)*
Deleted Position (if applicable)	
CCS Billing Revenue	$ (207,400)
	$ -
TOTAL COST SAVINGS/REVENUES	$ (207,400)
NET COUNTY COST (Levy/Fund Bal)	$ -

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

Outagamie County

Case Manager (DHHS-MH)

Job Description Code: 6600-1
Established Date: 04/05/2017
Last Revised Date: 11/27/2023
Effective: 11/28/2023

Salary Range

$60,465.60 - $78,873.60 Annually

Bargaining Unit

N/A

EEO

Other

Occupational Group

500

FLSA

Exempt

Benefit Code

General

Physical Class

N/A

Grade

145

Position Purpose

Reporting to their respective program supervisor, the Case Manager - MH serves as a case manager for assigned clients and performs related duties toward the objectives and goals of the division.

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.

- Provides protection and advocacy services including oversight of Chapters 51, 54 and 55.
- Transports and escorts consumers to meetings, services, appointments and other activities.
- Attends Unit and other meetings as required.
- Maintains accurate records and prepares reports and documentation for court proceedings.

Employee Group (General, AS&P, etc.)
Exempt

Hepatitis Category
B

- Maintains clinical files or accurate records, as appropriate, and prepares reports as required for coordination of the case and by State and Medical Assistance guidelines.
- Responds to client needs in crisis situations during work and off hours; evaluates suicide, homicide, and other risks.
- Provides on going symptom assessment and monitors client's stability, mental status, and court ordered treatment requirements at each client contact.
- Manages a caseload of individuals diagnosed with severe and persistent mental illness with a focus on supportive therapy, symptom management, employment, housing, social and recreational activities, medical management, daily living skills, and community integration.
- Provides on-call services as assigned.
- Works in conjunction and coordinates services with an interdisciplinary team.

Education/Certifications/Experience Requirements

- Bachelor's degree in behavioral science or a related field required.
- Two years of experience with the respective target group preferred.

Required or Preferred Skills

- Ability to transport oneself from location to location in an efficient and expedient manner.
- Adhere to professional ethics and standards.
- Skill in organization including paperwork, time management and prioritization of

crisis demands.

- Comprehend and interpret a variety of documents including client charts, medical, accident, and other reports; psychological evaluations and other assessment reports, school records, professional literature, policy and procedure manuals, diagnostic manuals, etc.
- Prepare a variety of documents including client records, referrals, court reports, intake and assessment records, case notes, individual treatment plans, letters and other correspondence, etc.
- Work well in a team environment displaying a supportive and positive attitude.
- Communicate effectively with clients and family members, community agencies and service providers, psychiatrists, physicians, and other medical professionals, attorneys, Human Services personnel, school personnel, and others verbally and in writing.
- Knowledge of disabilities and/or mental illness, dependent on assignment, the effects on individuals and families, and the resources available.

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

DEPARTMENT NAME: HEALTH HUMAN SERVICES

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

COST CENTER 2064010								
ADMINISTRATIVE SERVICES SUPERVISOR	1	0	1	0	1	0	1	0
OFFICE ASSISTANT	4	1	4	1	4	1	4	1
COST CENTER TOTALS	5	1	5	1	5	1	5	1
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**	**5**

*ADRC Function CC2063100

POSITION COUNT	**2022**		**2023**		**2024**		**2025**	
REGULAR POSITIONS:	**FT**	**PT**	**FT**	**PT**	**FT**	**PT**	**FT**	**PT**
MENTAL HEALTH & SUBSTANCE ABUSE								
COST CENTER 2066090								
ADULT PROTECTIVE SERVICES WORKER	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

LOCK IN OF 2025 ADOPTED BUDGET

RES. 76

Vote for lock in. ROLL CALL: 28 yes, 1 no (Thiede), 7 absent. 2025 COUNTY EXECUTIVE BUDGET AS AMENDED IS ADOPTED AND LOCKED IN.

VOTE RESULTS 28 YES | 1 NO | 0 ABSTAIN | 7 ABSENT

Lock in of 2025 County Executive Budget As Amended

Lock in of 2025 County Executive Budget As Amended

Passed With Majority of Full Membership

1 THOMPSON	ABSENT	13 WEGAND	YES	25 JANKE	YES
2 JOHNSON	YES	14 HERMES	ABSENT	26 WEINBERG	YES
3 SMITH	ABSENT	15 MacDONALD	YES	27 CULBERTSON	YES
4 PATIENCE	YES	16 SCHROEDER	YES	28 MONFILS	YES
5 GABRIELSON	YES	17 CROATT	YES	29 WINTERFELDT	ABSENT
6 KOSTELNY	YES	18 SPEARS	YES	30 NEJEDLO	YES
7 HAMMEN	YES	19 HEISER	YES	31 CLEGG	YES
8 LAWRENCE	YES	20 MITCHELL	YES	32 THYSSEN	YES
9 KRUEGER	ABSENT	21 CUFF	YES	33 VANDERHEIDEN	YES
10 LAMERS	ABSENT	22 HAGEN	YES	34 RETTLER	ABSENT
11 FERGUSON	YES	23 KLEMP	YES	35 KOURY	YES
12 McCABE	YES	24 THIEDE	NO	36 LAUTENSCHLAGER	YES

Outagamie County

11-4-24 County Board Meeting - November 4 2024 06:43:02 PM

November 4, 2024 County Board Meeting

OpenMeeting TECHNOLOGIES

RECONSIDERATION OF 2025 ADOPTED BUDGET

Supervisor Croatt moved, seconded by Supervisor Patience to reconsider the 2025 Adopted Budget for the purpose of lock in.

Vote for reconsideration. ROLL CALL: 29 yes, 7 absent. 2025 COUNTY EXECUTIVE BUDGET AS AMENDED IS RECONSIDERED.

VOTE RESULTS 29 YES | 0 NO | 0 ABSTAIN | 7 ABSENT

Reconsideration of 2025 County Executive Budget As Amended

Reconsideration of 2025 County Executive Budget As Amended — Passed With Majority of Full Membership

1 THOMPSON	ABSENT	13 WEGAND	YES	25 JANKE	YES
2 JOHNSON	YES	14 HERMES	ABSENT	26 WEINBERG	YES
3 SMITH	ABSENT	15 MacDONALD	YES	27 CULBERTSON	YES
4 PATIENCE	YES	16 SCHROEDER	YES	28 MONFILS	YES
5 GABRIELSON	YES	17 CROATT	YES	29 WINTERFELDT	ABSENT
6 KOSTELNY	YES	18 SPEARS	YES	30 NEJEDLO	YES
7 HAMMEN	YES	19 HEISER	YES	31 CLEGG	YES
8 LAWRENCE	YES	20 MITCHELL	YES	32 THYSSEN	YES
9 KRUEGER	ABSENT	21 CUFF	YES	33 VANDERHEIDEN	YES
10 LAMERS	ABSENT	22 HAGEN	YES	34 RETTLER	ABSENT
11 FERGUSON	YES	23 KLEMP	YES	35 KOURY	YES
12 McCABE	YES	24 THIEDE	YES	36 LAUTENSCHLAGER	YES

Outagamie County Est. 1851 **11-4-24 County Board Meeting - November 4 2024 06:42:42 PM**

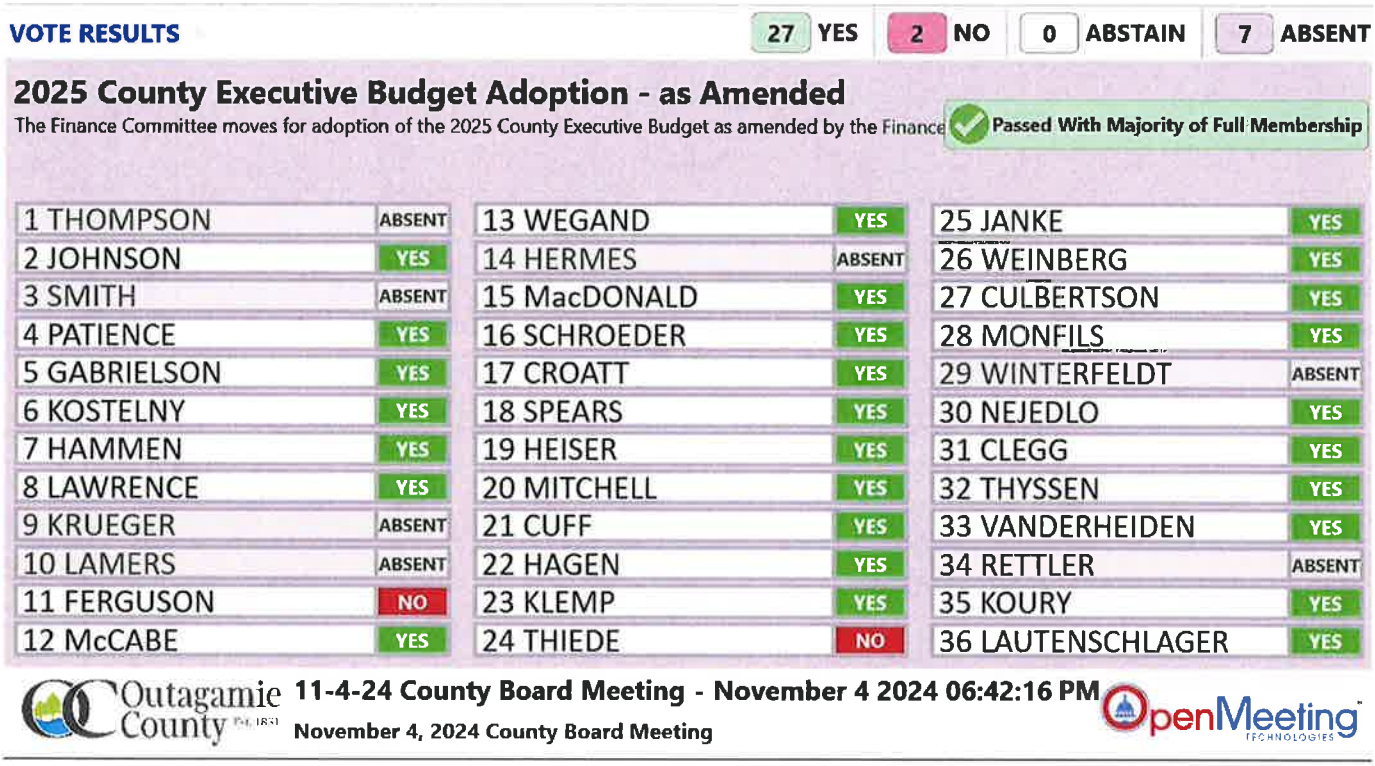
November 4, 2024 County Board Meeting

OpenMeeting TECHNOLOGIES

2025 COUNTY EXECUTIVE BUDGET - The Finance Committee moves for adoption of the 2025 County Executive Budget as amended by the Finance Committee.

Supervisor Croatt moved, seconded by Supervisor Cuff, for adoption of the 2025 County Executive Budget as amended by the Finance Committee.

ROLL CALL: 27 yes, 2 no (Ferguson, Thiede), 7 absent. 2025 COUNTY EXECUTIVE BUDGET IS ADOPTED AS AMENDED.



VOTE RESULTS — 27 YES | 2 NO | 0 ABSTAIN | 7 ABSENT

2025 County Executive Budget Adoption - as Amended

The Finance Committee moves for adoption of the 2025 County Executive Budget as amended by the Finance — Passed With Majority of Full Membership

1 THOMPSON	ABSENT	13 WEGAND	YES	25 JANKE	YES
2 JOHNSON	YES	14 HERMES	ABSENT	26 WEINBERG	YES
3 SMITH	ABSENT	15 MacDONALD	YES	27 CULBERTSON	YES
4 PATIENCE	YES	16 SCHROEDER	YES	28 MONFILS	YES
5 GABRIELSON	YES	17 CROATT	YES	29 WINTERFELDT	ABSENT
6 KOSTELNY	YES	18 SPEARS	YES	30 NEJEDLO	YES
7 HAMMEN	YES	19 HEISER	YES	31 CLEGG	YES
8 LAWRENCE	YES	20 MITCHELL	YES	32 THYSSEN	YES
9 KRUEGER	ABSENT	21 CUFF	YES	33 VANDERHEIDEN	YES
10 LAMERS	ABSENT	22 HAGEN	YES	34 RETTLER	ABSENT
11 FERGUSON	NO	23 KLEMP	YES	35 KOURY	YES
12 McCABE	YES	24 THIEDE	NO	36 LAUTENSCHLAGER	YES

Outagamie County — 11-4-24 County Board Meeting - November 4 2024 06:42:16 PM — OpenMeeting

November 4, 2024 County Board Meeting

Supervisor Hagen moved, seconded by Supervisor Nejedlo to approve Resolution Nos. 76, 77, 78, 79, 80 and 81—2024-25.

ROLL CALL: 30 yes, 6 absent. RESOLUTION NOS. 76, 77, 78, 79, 80 AND 81—2024-25 ARE ADOPTED.

VOTE RESULTS — 30 YES | 0 NO | 0 ABSTAIN | 6 ABSENT

Resolution Nos. 76-81—2024-25

Resolution Nos. 76, 77, 78, 79, 80 and 81—2024-25 Table of Organization Changes for the Highway Departme — Passed With Majority of Full Membership

1 THOMPSON	ABSENT	13 WEGAND	YES	25 JANKE	YES
2 JOHNSON	YES	14 HERMES	ABSENT	26 WEINBERG	YES
3 SMITH	ABSENT	15 MacDONALD	YES	27 CULBERTSON	YES
4 PATIENCE	YES	16 SCHROEDER	YES	28 MONFILS	YES
5 GABRIELSON	YES	17 CROATT	YES	29 WINTERFELDT	ABSENT
6 KOSTELNY	YES	18 SPEARS	YES	30 NEJEDLO	YES
7 HAMMEN	YES	19 HEISER	YES	31 CLEGG	YES
8 LAWRENCE	YES	20 MITCHELL	YES	32 THYSSEN	YES
9 KRUEGER	ABSENT	21 CUFF	YES	33 VANDERHEIDEN	YES
10 LAMERS	YES	22 HAGEN	YES	34 RETTLER	ABSENT
11 FERGUSON	YES	23 KLEMP	YES	35 KOURY	YES
12 McCABE	YES	24 THIEDE	YES	36 LAUTENSCHLAGER	YES

Outagamie County — **11-4-24 County Board Meeting - November 4 2024 05:51:00 PM**

November 4, 2024 County Board Meeting — OpenMeeting TECHNOLOGIES

Resolution No. 76—2024-25 – Legislative/Audit & Human Resources Committee. Amend the Table of Organization for the Highway Department, cost center 6008000, by creating one (1) Deputy Highway Commissioner position effective January 1, 2025, and the fiscal change has been included in the budget as well as attendant budget expenditures and revenues, as detailed in the attachments.

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

ROLL CALL: 30 yes, 6 absent. RESOLUTION NO. 76—2024-25 IS ADOPTED.

VOTE RESULTS 30 YES | 0 NO | 0 ABSTAIN | 6 ABSENT

Resolution Nos. 76-81—2024-25

Resolution Nos. 76, 77, 78, 79, 80 and 81—2024-25 Table of Organization Changes for the Highway Departme — Passed With Majority of Full Membership

1 THOMPSON	ABSENT	13 WEGAND	YES	25 JANKE	YES
2 JOHNSON	YES	14 HERMES	ABSENT	26 WEINBERG	YES
3 SMITH	ABSENT	15 MacDONALD	YES	27 CULBERTSON	YES
4 PATIENCE	YES	16 SCHROEDER	YES	28 MONFILS	YES
5 GABRIELSON	YES	17 CROATT	YES	29 WINTERFELDT	ABSENT
6 KOSTELNY	YES	18 SPEARS	YES	30 NEJEDLO	YES
7 HAMMEN	YES	19 HEISER	YES	31 CLEGG	YES
8 LAWRENCE	YES	20 MITCHELL	YES	32 THYSSEN	YES
9 KRUEGER	ABSENT	21 CUFF	YES	33 VANDERHEIDEN	YES
10 LAMERS	YES	22 HAGEN	YES	34 RETTLER	ABSENT
11 FERGUSON	YES	23 KLEMP	YES	35 KOURY	YES
12 McCABE	YES	24 THIEDE	YES	36 LAUTENSCHLAGER	YES

Outagamie County — 11-4-24 County Board Meeting - November 4 2024 05:51:00 PM
November 4, 2024 County Board Meeting — OpenMeeting TECHNOLOGIES

RESOLUTION NO.: 76—2024-25

TO THE HONORABLE, THE OUTAGAMIE COUNTY BOARD OF SUPERVISORS

LADIES AND GENTLEMEN: ***MAJORITY***

The County Executive has requested the following Highway Department Table of Organization change, and the same has been made a part of the 2025 County Executive Budget:

Create: One (1) Deputy Highway Commissioner position

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

BE IT RESOLVED, that the Outagamie County Board of Supervisors does hereby and herewith authorize and approve of amending the Table of Organization for the Highway Department, cost center 6008000 by creating one (1) Deputy Highway Commissioner position effective January 1, 2025 as described in the attached Position Addition Form, Position Description, and Table of Organization, which by reference are made a part hereof, and

BE IT STILL FURTHER RESOLVED, that the fiscal change has been included in the aforementioned budget as well as attendant budget expenditures and revenues as are detailed in the attached, and

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

Dated this 4th day of November 2024

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: November 4th, 2024

Signed: _____
Board Chairperson

_____
County Clerk

Approved: 11.6.24

Vetoed: _____

Signed: _____
County Executive

POSITION ADDITION FORM - 2025 BUDGET		
Request Details		
Effective Date of Requested Change:	Jan. 1, 2025	
Department:	Highway	
Department Head:	Dean Steingraber	
Cost Center Number:	6008000	
Position Title:	Deputy Highway Commissioner	
Sunset Position? (Yes or No)	No	
Exempt (Salaried) or Non-Exempt (Hourly):	Exempt	
Pay Grade of Position:	TBD - 180?	
Estimated Starting Step:	1	
Position exists in current the Table of Organization?	No	
Is this position full time or part time? *(If more than one position, use the worksheet for Multiples)*	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?		
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:	n/a	
Position Justification		
Briefly summarize why this position is needed as well as areas of revenue and savings.		
This position will serve succession planning purposes in preparation for a new Highway Commissioner in the future. This will improve operations to bridge the gap between the four Highway divisions: Field, Shop, Engineering and Administration. It will better define who is second in charge. It gives the opportunity for the person in the Deputy Highway Commissioner position to be better prepared for the Highway Commissioner role, if they are so chosen in the future. The workload for the Highway Commissioner, Patrol Superintendents, Fleet & Facilities Superintendent and Office Managers will be alleviated with reduced hours, providing for better work/life balance.		
Employee Impacted By This Change (if no one in position - leave blank)		
Fiscal Data		
How will this position be funded (choose from drop-down list)?	Combination - Levy/Non-Levy	
PROJECTED 2023 EXPENDITURES - Amounts must agree to amounts included in the proposed budget.		
Salary	$	96,262
Fringe Benefits	$	42,488
Travel/Training	$	-
Supplies - IT	$	50
Supplies - Other	$	-

Purchased Services - IT	$	5,285
Purchased Services - Other	$	-
Capital Outlay	$	-
TOTAL EXPENDITURES	$	144,085
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.		
Description	*Dollar Value (enter as negative)*	
Deleted Position (if applicable)		
	$	-
	$	-
TOTAL COST SAVINGS/REVENUES	$	-
NET COUNTY COST (Levy/Fund Bal)	$	144,085

TO BE COMPLETED BY HUMAN RESOURCES:	
Reviewed by HR	**4/23/2024**
County Executive Decision (Approved/Denied)	

$	97,094.40	Salary
$	7,427.72	FICA/Medicare
$	6,699.51	WRS
$	22,325.94	Health
$	1,001.00	Dental
$	84.00	Life
$	184.48	LTD
$	37,722.65	

Deputy Highway Commissioner

Position Purpose

Reporting to the Highway Commissioner, the Deputy Highway Commissioner is responsible for the day-to-day operations of the Highway Department and ensures that Highway Programs support the long-term strategic goals established by the Highway Commissioner. The primary purpose of this role is to assess current programs and systems for effectiveness across the county, in support of the county's operational values. This role recommends, develops and manages enhanced or new HR programs across Outagamie County, such as recruitment, onboarding, retention/engagement, succession planning, performance management, employee relations, benefits administration, career training & development, and off-boarding.

This position performs professional work of considerable difficulty overseeing a range of administrative functions related to business, engineering, shop, and field operations.

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.

DAY-TO-DAY OPERATIONS

- Provides direct supervision to the Supervisory team.
- Plans, directs and administers various human resources programs, including but not limited to performance evaluations, performance improvement, training, and development.
- Reviews and approves work plans and schedules, sets priorities, and makes decisions on work problems presented.
- Serves as an acting Highway Commissioner in that person's absence.

INTERNAL CUSTOMER CONSULTATION

- Provides advice and counsel to department heads, managers and staff on updating and interpreting programs.
- Researches, analyzes data and prepares quarterly and annual reports on HR metrics and trends.

POLICIES & PROCEDURES

- Develops, reviews and revises highway program policies and procedures to ensure they are kept up-to-date and implemented consistently.
- Manages Employee Handbook. Ensuring that all employees are trained and follow the policies the handbook details.

EMPLOYEE RECOGNITION AND PROFESSIONAL DEVELOPMENT PROGRAMMING:

- Manages employee engagement activities, including but not limited to engagement surveys and the employee management forum; as well as providing support and guidance on employee events, such as the Employee Appreciation Picnic, Service Awards, and Take Your Child to Work Day.
- Develops Highway training programs. Coordinates annual training schedule and teaches courses.

REGULATORY COMPLIANCE

- Acts as Civil Rights, HIPAA, and ADA compliance officer.
- Manages HR Continuity of Operations Plan (COOP) and acts as Public Information Officer.
- Ensures compliance with all Federal and State labor laws and postings.

Education/Certifications/Experience Requirements

Bachelor's degree from an accredited University or College in Civil Engineering, Business Administration, or a related field, with five to ten years' experience in Highway or Public Works experience including supervisory experience, OR any combination of education and experience that provides equivalent knowledge, skills, and abilities.

Public Works experience includes knowledge of the laws, codes, and regulations pertaining to the construction and maintenance of highways and highway structures, highway machines and equipment, engineering principles and costs, and operations of county government.

Required or Preferred Skills

- Considerable knowledge of principles and practices of human resource management, including recruitment, employee relations, dynamics of employee development and professional growth, and training program design and presentation.
- Direct managerial experience preferred
- Ability to plan, organize and present training activities to diverse employee groups, establish and maintain effective working relationships with employees, other agencies and the public, follow written and verbal instructions, and communicate effectively verbally and in writing.
- Experience in or knowledge of public sector operations is preferred
- Extensive experience in policy/procedure development.
- Advanced facilitation skills with a solid understanding of adult learning concepts.
- Advanced conflict and change management skills

- Labor negotiation experience
- Working knowledge of state and federal labor laws and regulations and report preparation.

Equipment/Software Needs

Experience in set up and implementation of a Human Resources Management System (HRMS), Learning Management System (LMS), and metrics dashboards.

Strong computer skills including intermediate or above knowledge of Microsoft Office programs, with an especially strong skill set in excel.

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.

Bloodborne Pathogens
Exposure Risk Category: C

FUND: HIGHWAY 600

COST CENTER NAME: ADMINISTRATION

DEPARTMENT NAME: HIGHWAY

COST CENTER NUMBER: 6000000, 6005000, 6008000, 6008003

POSITION COUNT REGULAR POSITIONS:	2022		2023		2024		2025	
	FT	PT	FT	PT	FT	PT	FT	PT
COST CENTER 6000000								
ASSISTANT HIGHWAY ENGINEER	1	0	1	0	1	0	1	0
ENGINEER TECHNICIAN	1	0	1	0	1	0	1	0
EQUIPMENT OPERATOR I/II *	30	0	34	0	34	0	36	0
EQUIPMENT OPERATOR III *	24	0	23	0	23	0	18	0
EQUIPMENT OPERATOR IV	0	0	0	0	0	0	5	0
HIGHWAY ENGINEER	1	0	1	0	1	0	1	0
HWY FIELD WORKER	7	0	7	0	7	0	7	0
HWY OPERATIONS FOREMAN	2	0	3	0	3	0	4	0
HWY OPERATIONS SUPERVISOR - GRADE	1	0	1	0	0	0	0	0
HWY OPERATIONS SUPERVISOR - PATROL	3	0	3	0	4	0	4	0
HWY OPERATIONS SUPERVISOR - SHOP	1	0	1	0	1	0	1	0
MECHANIC	6	0	6	0	6	0	7	0
MECHANIC/MAINTENANCE TECH	1	0	1	0	1	0	1	0
SIGN TECHNICIAN	1	0	1	0	1	0	1	0
COST CENTER TOTALS	79	0	83	0	83	0	87	0
COST CENTER 6005000								
PATROL SUPERINTENDENT	2	0	2	0	2	0	2	0
COST CENTER TOTALS	2	0	2	0	2	0	2	0

* POSITION COMPOSITION MAY VARY BUT NOT EXCEED TOTAL COMBINED NUMBER OF POSITIONS

FUND: HIGHWAY 600

COST CENTER NAME: ADMINISTRATION

DEPARTMENT NAME: HIGHWAY

COST CENTER NUMBER: 6000000, 6005000, 6008000, 6008003

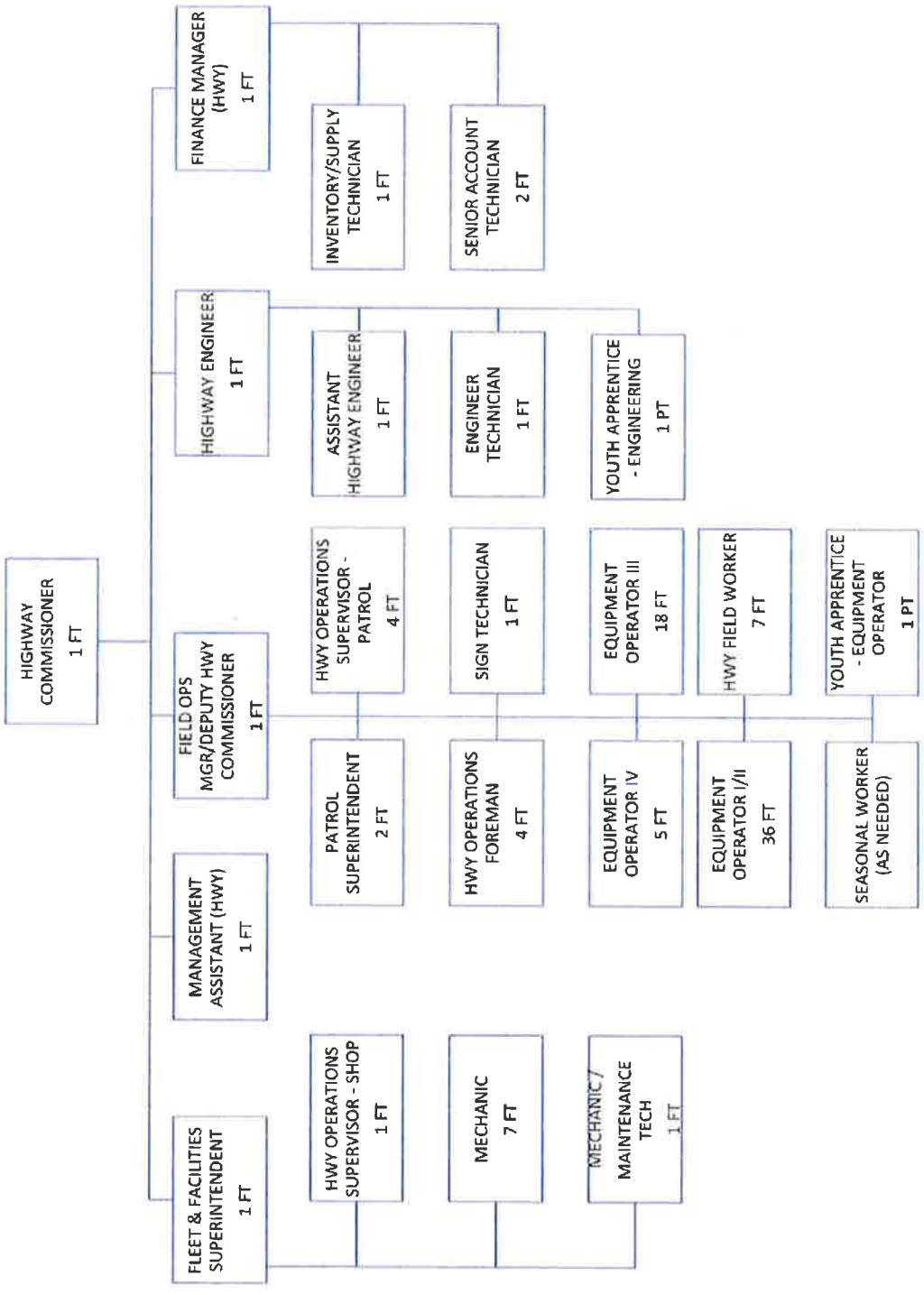
POSITION COUNT	2022		2023		2024		2025	
REGULAR POSITIONS:	FT	PT	FT	PT	FT	PT	FT	PT
COST CENTER 6008000								
FIELD OPS MGR/DEPUTY HWY COMMISSIONER	0	0	0	0	0	0	1	0
FINANCE MANAGER (HWY)	1	0	1	0	1	0	1	0
HIGHWAY COMMISSIONER	1	0	1	0	1	0	1	0
MANAGEMENT ASSISTANT (HWY)	1	0	1	0	1	0	1	0
SENIOR ACCOUNT TECHNICIAN	2	0	2	0	2	0	2	0
COST CENTER TOTALS	5	0	5	0	5	0	6	0
COST CENTER 6008003								
FLEET & FACILITIES SUPERINTENDENT	1	0	1	0	1	0	1	0
INVENTORY/SUPPLY TECHNICIAN	1	0	1	0	1	0	1	0
COST CENTER TOTALS	2	0	2	0	2	0	2	0
TOTAL POSITIONS - REGULAR:	88	0	92	0	92	0	97	0
TEMPORARY POSITIONS:								
COST CENTER 6000000								
SEASONAL WORKER (AS NEEDED)	0	0	0	0	0	0	0	0
COST CENTER TOTALS	0	0	0	0	0	0	0	0
COST CENTER 6005000								
YOUTH APPRENTICE - ENGINEERING	0	0	0	0	0	0	0	1
YOUTH APPRENTICE - EQUIPMENT OPERATOR	0	0	0	0	0	0	0	1
COST CENTER TOTALS	0	0	0	0	0	0	0	2
TOTAL TEMPORARY - REGULAR:	0	0	0	0	0	0	0	2
TOTAL ALL POSITIONS:	**88**	**0**	**92**	**0**	**92**	**0**	**97**	**2**

FUND: HIGHWAY 600

DEPARTMENT NAME: HIGHWAY

COST CENTER NUMBER: 6000000, 6005000, 6008000, 6008003

COST CENTER NAME: ADMINISTRATION



LOCK IN OF 2025 ADOPTED BUDGET

RES. 77

Vote for lock in. ROLL CALL: 28 yes, 1 no (Thiede), 7 absent. 2025 COUNTY EXECUTIVE BUDGET AS AMENDED IS ADOPTED AND LOCKED IN.

VOTE RESULTS | 28 YES | 1 NO | 0 ABSTAIN | 7 ABSENT

Lock in of 2025 County Executive Budget As Amended

Lock in of 2025 County Executive Budget As Amended

Passed With Majority of Full Membership

1 THOMPSON	ABSENT	13 WEGAND	YES	25 JANKE	YES
2 JOHNSON	YES	14 HERMES	ABSENT	26 WEINBERG	YES
3 SMITH	ABSENT	15 MacDONALD	YES	27 CULBERTSON	YES
4 PATIENCE	YES	16 SCHROEDER	YES	28 MONFILS	YES
5 GABRIELSON	YES	17 CROATT	YES	29 WINTERFELDT	ABSENT
6 KOSTELNY	YES	18 SPEARS	YES	30 NEJEDLO	YES
7 HAMMEN	YES	19 HEISER	YES	31 CLEGG	YES
8 LAWRENCE	YES	20 MITCHELL	YES	32 THYSSEN	YES
9 KRUEGER	ABSENT	21 CUFF	YES	33 VANDERHEIDEN	YES
10 LAMERS	ABSENT	22 HAGEN	YES	34 RETTLER	ABSENT
11 FERGUSON	YES	23 KLEMP	YES	35 KOURY	YES
12 McCABE	YES	24 THIEDE	NO	36 LAUTENSCHLAGER	YES

Outagamie County Est. 1851 **11-4-24 County Board Meeting - November 4 2024 06:43:02 PM**

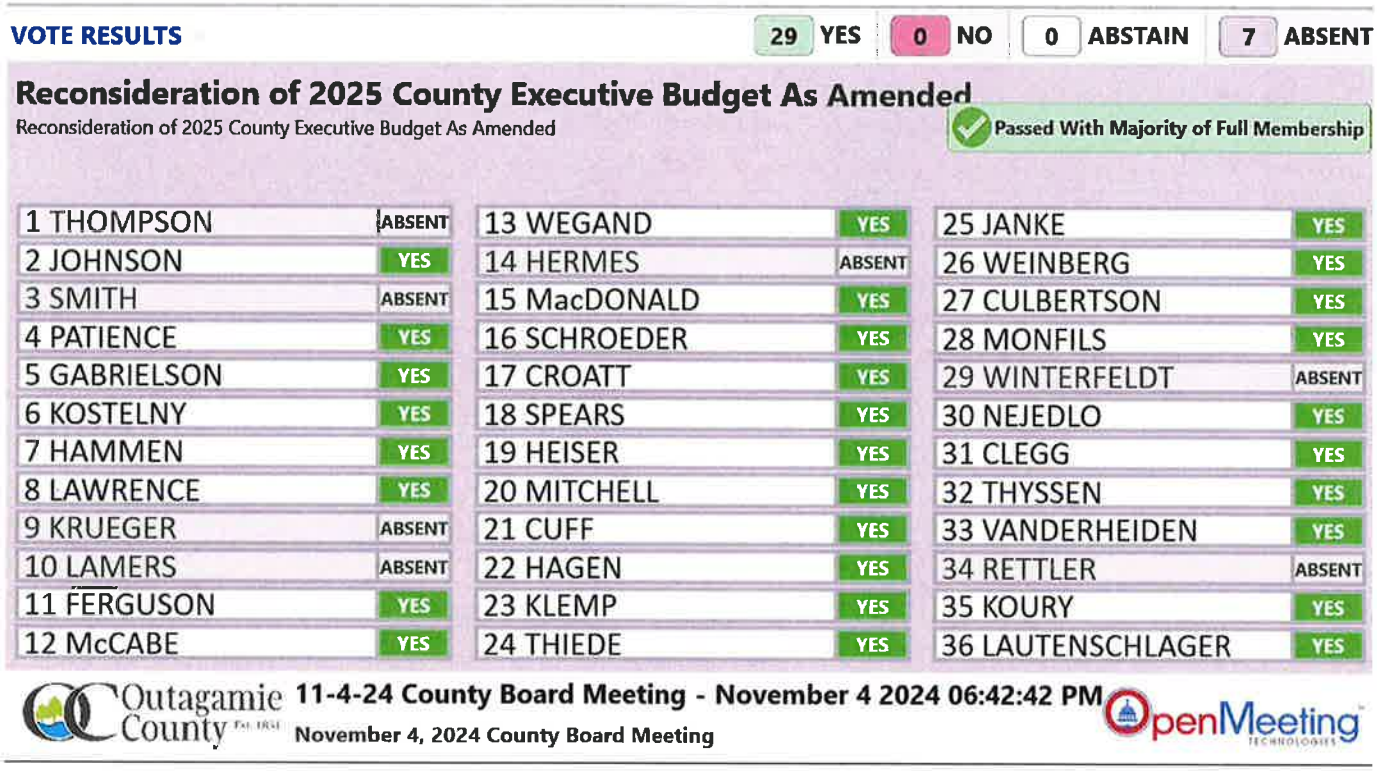
November 4, 2024 County Board Meeting

OpenMeeting TECHNOLOGIES

RECONSIDERATION OF 2025 ADOPTED BUDGET

Supervisor Croatt moved, seconded by Supervisor Patience to reconsider the 2025 Adopted Budget for the purpose of lock in.

Vote for reconsideration. ROLL CALL: 29 yes, 7 absent. 2025 COUNTY EXECUTIVE BUDGET AS AMENDED IS RECONSIDERED.



VOTE RESULTS 29 YES | 0 NO | 0 ABSTAIN | 7 ABSENT

Reconsideration of 2025 County Executive Budget As Amended

Reconsideration of 2025 County Executive Budget As Amended

Passed With Majority of Full Membership

1 THOMPSON	ABSENT	13 WEGAND	YES	25 JANKE	YES
2 JOHNSON	YES	14 HERMES	ABSENT	26 WEINBERG	YES
3 SMITH	ABSENT	15 MacDONALD	YES	27 CULBERTSON	YES
4 PATIENCE	YES	16 SCHROEDER	YES	28 MONFILS	YES
5 GABRIELSON	YES	17 CROATT	YES	29 WINTERFELDT	ABSENT
6 KOSTELNY	YES	18 SPEARS	YES	30 NEJEDLO	YES
7 HAMMEN	YES	19 HEISER	YES	31 CLEGG	YES
8 LAWRENCE	YES	20 MITCHELL	YES	32 THYSSEN	YES
9 KRUEGER	ABSENT	21 CUFF	YES	33 VANDERHEIDEN	YES
10 LAMERS	ABSENT	22 HAGEN	YES	34 RETTLER	ABSENT
11 FERGUSON	YES	23 KLEMP	YES	35 KOURY	YES
12 McCABE	YES	24 THIEDE	YES	36 LAUTENSCHLAGER	YES

Outagamie County

11-4-24 County Board Meeting - November 4 2024 06:42:42 PM

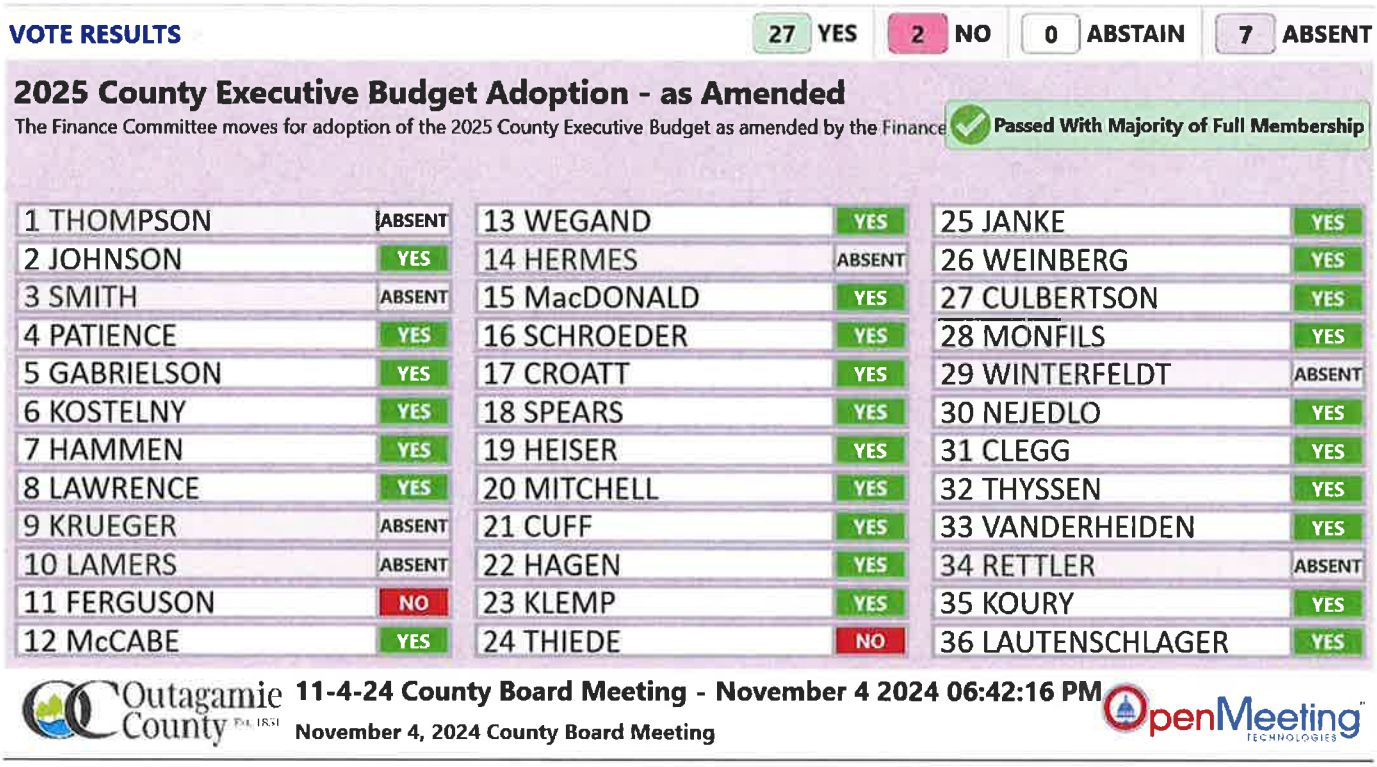
November 4, 2024 County Board Meeting

OpenMeeting

2025 COUNTY EXECUTIVE BUDGET - The Finance Committee moves for adoption of the 2025 County Executive Budget as amended by the Finance Committee.

Supervisor Croatt moved, seconded by Supervisor Cuff, for adoption of the 2025 County Executive Budget as amended by the Finance Committee.

ROLL CALL: 27 yes, 2 no (Ferguson, Thiede), 7 absent. 2025 COUNTY EXECUTIVE BUDGET IS ADOPTED AS AMENDED.



VOTE RESULTS — 27 YES | 2 NO | 0 ABSTAIN | 7 ABSENT

2025 County Executive Budget Adoption - as Amended

The Finance Committee moves for adoption of the 2025 County Executive Budget as amended by the Finance — Passed With Majority of Full Membership

1 THOMPSON	ABSENT	13 WEGAND	YES	25 JANKE	YES
2 JOHNSON	YES	14 HERMES	ABSENT	26 WEINBERG	YES
3 SMITH	ABSENT	15 MacDONALD	YES	27 CULBERTSON	YES
4 PATIENCE	YES	16 SCHROEDER	YES	28 MONFILS	YES
5 GABRIELSON	YES	17 CROATT	YES	29 WINTERFELDT	ABSENT
6 KOSTELNY	YES	18 SPEARS	YES	30 NEJEDLO	YES
7 HAMMEN	YES	19 HEISER	YES	31 CLEGG	YES
8 LAWRENCE	YES	20 MITCHELL	YES	32 THYSSEN	YES
9 KRUEGER	ABSENT	21 CUFF	YES	33 VANDERHEIDEN	YES
10 LAMERS	ABSENT	22 HAGEN	YES	34 RETTLER	ABSENT
11 FERGUSON	NO	23 KLEMP	YES	35 KOURY	YES
12 McCABE	YES	24 THIEDE	NO	36 LAUTENSCHLAGER	YES

Outagamie County WISCONSIN — 11-4-24 County Board Meeting - November 4 2024 06:42:16 PM — November 4, 2024 County Board Meeting — OpenMeeting TECHNOLOGIES

Supervisor Hagen moved, seconded by Supervisor Nejedlo to approve Resolution Nos. 76, 77, 78, 79, 80 and 81—2024-25.

ROLL CALL: 30 yes, 6 absent. RESOLUTION NOS. 76, 77, 78, 79, 80 AND 81—2024-25 ARE ADOPTED.

VOTE RESULTS — 30 YES | 0 NO | 0 ABSTAIN | 6 ABSENT

Resolution Nos. 76-81—2024-25

Resolution Nos. 76, 77, 78, 79, 80 and 81—2024-25 Table of Organization Changes for the Highway Departme — Passed With Majority of Full Membership

1 THOMPSON	ABSENT	13 WEGAND	YES	25 JANKE	YES
2 JOHNSON	YES	14 HERMES	ABSENT	26 WEINBERG	YES
3 SMITH	ABSENT	15 MacDONALD	YES	27 CULBERTSON	YES
4 PATIENCE	YES	16 SCHROEDER	YES	28 MONFILS	YES
5 GABRIELSON	YES	17 CROATT	YES	29 WINTERFELDT	ABSENT
6 KOSTELNY	YES	18 SPEARS	YES	30 NEJEDLO	YES
7 HAMMEN	YES	19 HEISER	YES	31 CLEGG	YES
8 LAWRENCE	YES	20 MITCHELL	YES	32 THYSSEN	YES
9 KRUEGER	ABSENT	21 CUFF	YES	33 VANDERHEIDEN	YES
10 LAMERS	YES	22 HAGEN	YES	34 RETTLER	ABSENT
11 FERGUSON	YES	23 KLEMP	YES	35 KOURY	YES
12 McCABE	YES	24 THIEDE	YES	36 LAUTENSCHLAGER	YES

Outagamie County — 11-4-24 County Board Meeting - November 4 2024 05:51:00 PM

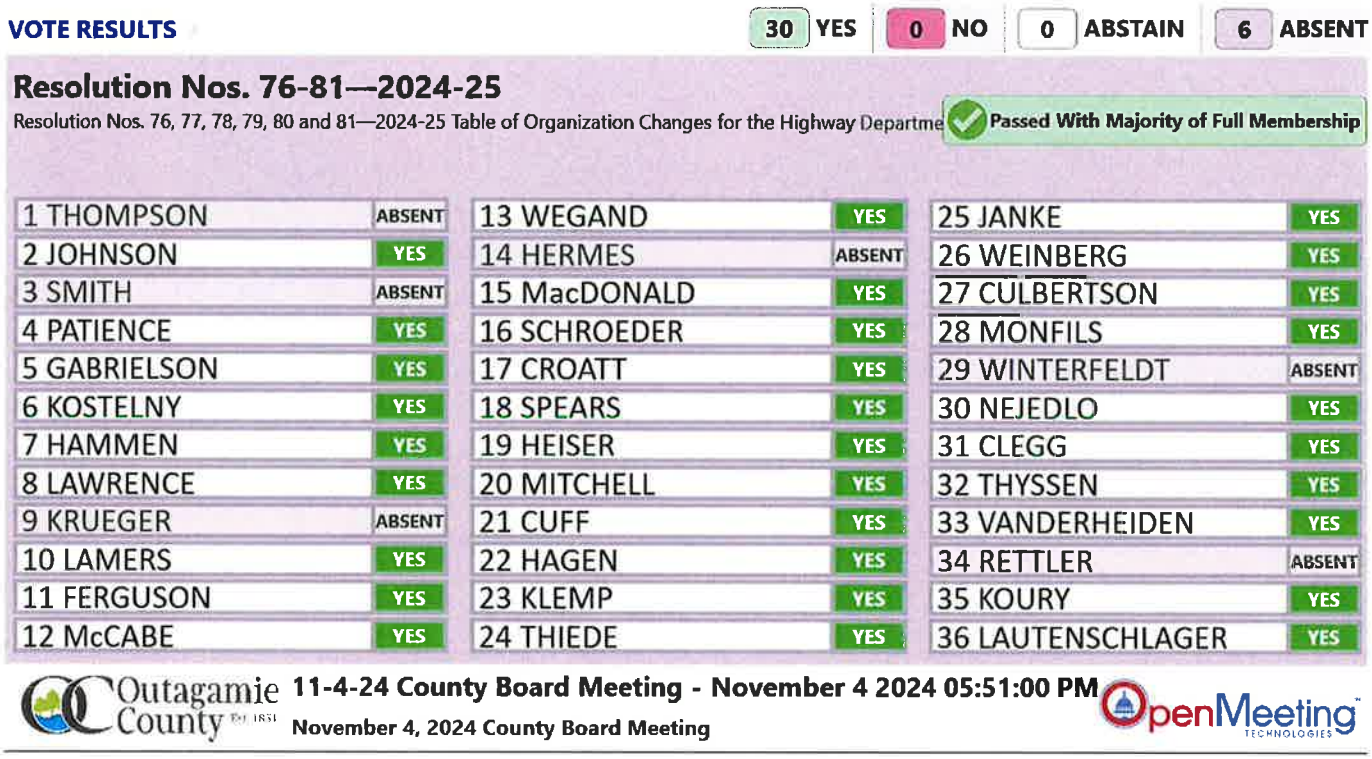
November 4, 2024 County Board Meeting

OpenMeeting TECHNOLOGIES

Resolution No. 77—2024-25 – Legislative/Audit & Human Resources Committee. Amend the Table of Organization for the Highway Department, cost center 6005000, by creating two (2) full-time Equipment Operator positions effective January 1, 2025, and the fiscal change has been included in the budget as well as attendant budget expenditures and revenues, as detailed in the attachments.

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

ROLL CALL: 30 yes, 6 absent. RESOLUTION NO. 77—2024-25 IS ADOPTED.



RESOLUTION NO.: 77—2024-25

TO THE HONORABLE, THE OUTAGAMIE COUNTY BOARD OF SUPERVISORS

LADIES AND GENTLEMEN: ***MAJORITY***

The County Executive has requested the following Highway Department Table of Organization change, and the same has been made a part of the 2025 County Executive Budget:

Create: Two (2) Full-time Equipment Operator I positions

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

BE IT RESOLVED, that the Outagamie County Board of Supervisors does hereby and herewith authorize and approve of amending the Table of Organization for the Highway Department, cost center 6005000 by creating two (2) full-time Equipment Operator positions effective January 1, 2025 as described in the attached Position Addition Form, Position Description, and Table of Organization, which by reference are made a part hereof, and

BE IT STILL FURTHER RESOLVED, that the fiscal change has been included in the aforementioned budget as well as attendant budget expenditures and revenues as are detailed in the attached, and

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

Dated this 4th day of November 2024

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: November 4th, 2024

Signed: _____ Board Chairperson

_____ County Clerk

Approved: 11.6.24

Vetoed: _____

Signed: _____ County Executive

POSITION ADDITION FORM - 2025 BUDGET		
Request Details		
Effective Date of Requested Change:	**Jan. 1, 2025**	
Department:	**Highway**	
Department Head:	**Dean Steingraber**	
Cost Center Number:	**6005000**	
Position Title:	**Equipment Operator I**	
Sunset Position? (Yes or No)	**No**	
Exempt (Salaried) or Non-Exempt (Hourly):	**Non Exempt**	
Pay Grade of Position:	**130**	
Estimated Starting Step:	**3**	
Position exists in current the Table of Organization?	**Yes**	
Is this position full time or part time? Enter number of positions.	**Full Time:**	**2**
	Part Time:	
If Part Time position, how many hours per week will this position be working?	**Hours:**	
What other alternatives were considered?	**Casual Call employees and overtime**	
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:	**n/a**	
Position Justification		
Briefly summarize why this position is needed, as well as areas of revenue and savings.		
The 2023 request was to add 5 new positions and 3 were approved. The expansion of STH 15 (Greenville to New London) from a two (2) lane rural highway to a four (4) lane divided highway, the reconstruction of I-41 (Grand Chute to DePere), and new work zone safety requirements requires additional staff in an effort to meet customer needs, assist in fulfilling business plan goals & assist in providing the desired work-life balance. With reallocations of personnel on state, county, municipality and other county departments, Highway Department has rented an average of 15 dump trucks/operators daily throughout the construction season ($150,000 average over the last 5 years). Highway Department's proposal will utilize our employees/dump trucks reducing rental expense and generating additional machinery revenue from county-owned equipment. Construction activities in the Fox Cities has reduced the availability of rental trucks and inflated prices. Outagamie County has experienced economic development, population and traffic increases which requires additional resources. There will be more Equipment Operators to share the ever-increasing workload as described above. Existing Equipment Operators may experience fewer overtime hours.		
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)?	**Combination - Levy/Non-Levy**	

PROJECTED 2023 EXPENDITURES - Amounts must agree to amounts included in the proposed budget.		
Salary		
Fringe Benefits	$	104,708
Travel/Training	$	70,542
Supplies - IT		
Supplies - Other	$	-
Purchased Services - IT		
Purchased Services - Other	$	-
Capital Outlay	$	-
TOTAL EXPENDITURES	$	175,250
COST SAVINGS OR INCREASED REVENUES:		
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.		
Description	*Dollar Value (enter as negative)*	
Deleted Position (if applicable)		
	$	-
	$	-
TOTAL COST SAVINGS/REVENUES	$	-
NET COUNTY COST (Levy/Fund Bal)	$	175,250

TO BE COMPLETED BY HUMAN RESOURCES:	
Reviewed by HR	**4/23/2024**
County Executive Decision (Approved/Denied)	

Equipment Operator I (HWY)

Class Title
Equipment Operator I (HWY)
Class Code
4010-2
Salary
$23.73 - $30.97 Hourly

- DEFINITION
- BENEFITS

Position Purpose

The Equipment Operator I is a safety-sensitive position subject to DOT drug & alcohol procedures, must be available to report to work during regular business hours and must be available after hours to respond to emergencies and/or highway conditions. This entry level CDL required position has a focus primarily on the operation of Outagamie County's fleet of dump trucks. Also operates several medium and light pieces of equipment and moves materials from manufacturing and distribution centers to jobsites. Equipment operator I's are responsible for winter plowing activities and maintaining a safe and efficient road system.

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.

- Must be available to report to work after hours to respond to emergencies and/or highway conditions. Availability is the ability to respond to a phone call within 15 minutes and report to duty within 45 minutes.
- Plows snow from highways, applying chlorides and abrasives as necessary
- Operate a dump truck to transport various materials to construction sites such as hot mix asphalt, stone, dirt, concrete, debris, etc.
- Complete a pre and post trip to identify mechanical issues.
- Effectively maintain equipment through inspections, greasing and lubing, servicing, making minor repairs and adjustments, and operating appropriately
- Ensure materials are loaded correctly to not exceed weight limits of vehicle.
- Understand WIS DOT work zone field manual to correctly setup various traffic control layouts.
- Perform maintenance duties on the County highway system along with related maintenance jurisdictions including pot hole patching, crack filling, sweeping, mowing, brush cutting, guardrail repair, bridge maintenance, etc.
- Remove hazards and debris from roadways
- Erect and remove snow fence, repair fences and barriers on right of way, landscape roadsides, install erosion control
- Knowledge and ability to set up levels, lasers and utility locators.
- Operate small tools such as chainsaws, string trimmers, brush cutters, power saws, jack hammers, impacts, painters, drills, etc.
- Operate hand tools such as shovels, rakes, hammers, wrenches, etc.

- Operate vehicles such as trucks, dump trucks, plows, brooms, forklifts, loaders, compactors, operate tar kettles, and other small equipment as assigned
- Maintains grounds adjacent to highway facilities, planting and cutting grass, laying sod, installing landscape materials, etc.
- Maintains regular and predictable attendance, works overtime/extra hours as required including nights and weekends.
- Completes and submits records of time, location, materials, and equipment used on each project daily.
- Expected to work in a variety of weather conditions
- Conduct duties in a safe diligent manner at all times
- Ability to communicate relevant information to team members in a respectful and constructive way
- Maintain a clean and safe worksite

Education/Certifications/Experience Requirements

- Graduate from high school or G.E.D. and
- Experience in the operation of light duty equipment desired
- *Valid Commercial Driver's License Class B, C, D with endorsement N (Tanker) is required. As well as the ability to legally operate CMV's with Air Brakes, Manual Transmissions, and Tank Cargo (No restrictions such as L, Z, E, O or X).*
- 2 or more years in the construction industry and in the operation of light duty equipment desired.
- Or, any combination of education and experience that provides equivalent knowledge, skills, and abilities.

Required or Preferred Skills

- Knowledge of and ability to operate and service trucks, tractors, and light equipment.
- Knowledge of traffic laws, ordinances, and regulations involved in equipment operation.
- Ability to apply basic computer skills to enter time, record materials, check emails, etc.
- Ability to work in adverse weather conditions, and cope with distracting vibrations, fumes, dust, etc.
- Ability to organize and maintain accurate and complete records, and prepare clear and comprehensive reports
- Demonstrated ability to comply with appropriate safety regulations.
- 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.
- Ability to budget time and schedule work to efficiently complete tasks.
- Ability to organize and schedule work effectively and cooperatively with co-workers.
- Ability to walk, bend, stoop, lift, carry; push, pull, and otherwise move objects up to 50 pounds regularly and up to 100 pounds occasionally, understanding and utilizing proper body mechanics.

- Essential Physical Demands
    1. Stand/walk
    2. Sit (driving/operating equipment)
    3. Lift/carry up to 50 lbs. floor to 3'7" (3'7" height of pickup truck bed)
    4. Push/pull
    5. Climbing (on/off equipment)
    6. Stooping
    7. Kneeling
    8. Bending
    9. Crawling
    10. Reaching: high/low level
    11. Finger movement-repetitive
    12. Repetitive twisting/pressure with wrist or hands
    13. Both hands required
    14. Both legs required
    15. Ability to communicate verbally
    16. Visual requirements for operator moving machinery/vehicles
    17. Ability to be disturbed or awakened for responding to emergencies and/or highway conditions

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

FUND: HIGHWAY 600

COST CENTER NAME: ADMINISTRATION

DEPARTMENT NAME: HIGHWAY

COST CENTER NUMBER: 6000000, 6005000, 6008000, 6008003

POSITION COUNT REGULAR POSITIONS:	2022		2023		2024		2025	
	FT	PT	FT	PT	FT	PT	FT	PT
COST CENTER 6000000								
ASSISTANT HIGHWAY ENGINEER	1	0	1	0	1	0	1	0
ENGINEER TECHNICIAN	1	0	1	0	1	0	1	0
EQUIPMENT OPERATOR I/II *	30	0	34	0	34	0	36	0
EQUIPMENT OPERATOR III *	24	0	23	0	23	0	18	0
EQUIPMENT OPERATOR IV	0	0	0	0	0	0	5	0
HIGHWAY ENGINEER	1	0	1	0	1	0	1	0
HWY FIELD WORKER	7	0	7	0	7	0	7	0
HWY OPERATIONS FOREMAN	2	0	3	0	3	0	4	0
HWY OPERATIONS SUPERVISOR - GRADE	1	0	1	0	0	0	0	0
HWY OPERATIONS SUPERVISOR - PATROL	3	0	3	0	4	0	4	0
HWY OPERATIONS SUPERVISOR - SHOP	1	0	1	0	1	0	1	0
MECHANIC	6	0	6	0	6	0	7	0
MECHANIC/MAINTENANCE TECH	1	0	1	0	1	0	1	0
SIGN TECHNICIAN	1	0	1	0	1	0	1	0
COST CENTER TOTALS	79	0	83	0	83	0	87	0
COST CENTER 6005000								
PATROL SUPERINTENDENT	2	0	2	0	2	0	2	0
COST CENTER TOTALS	2	0	2	0	2	0	2	0

* POSITION COMPOSITION MAY VARY BUT NOT EXCEED TOTAL COMBINED NUMBER OF POSITIONS

FUND: HIGHWAY 600

COST CENTER NAME: ADMINISTRATION

DEPARTMENT NAME: HIGHWAY

COST CENTER NUMBER: 6000000, 6005000, 6008000, 6008003

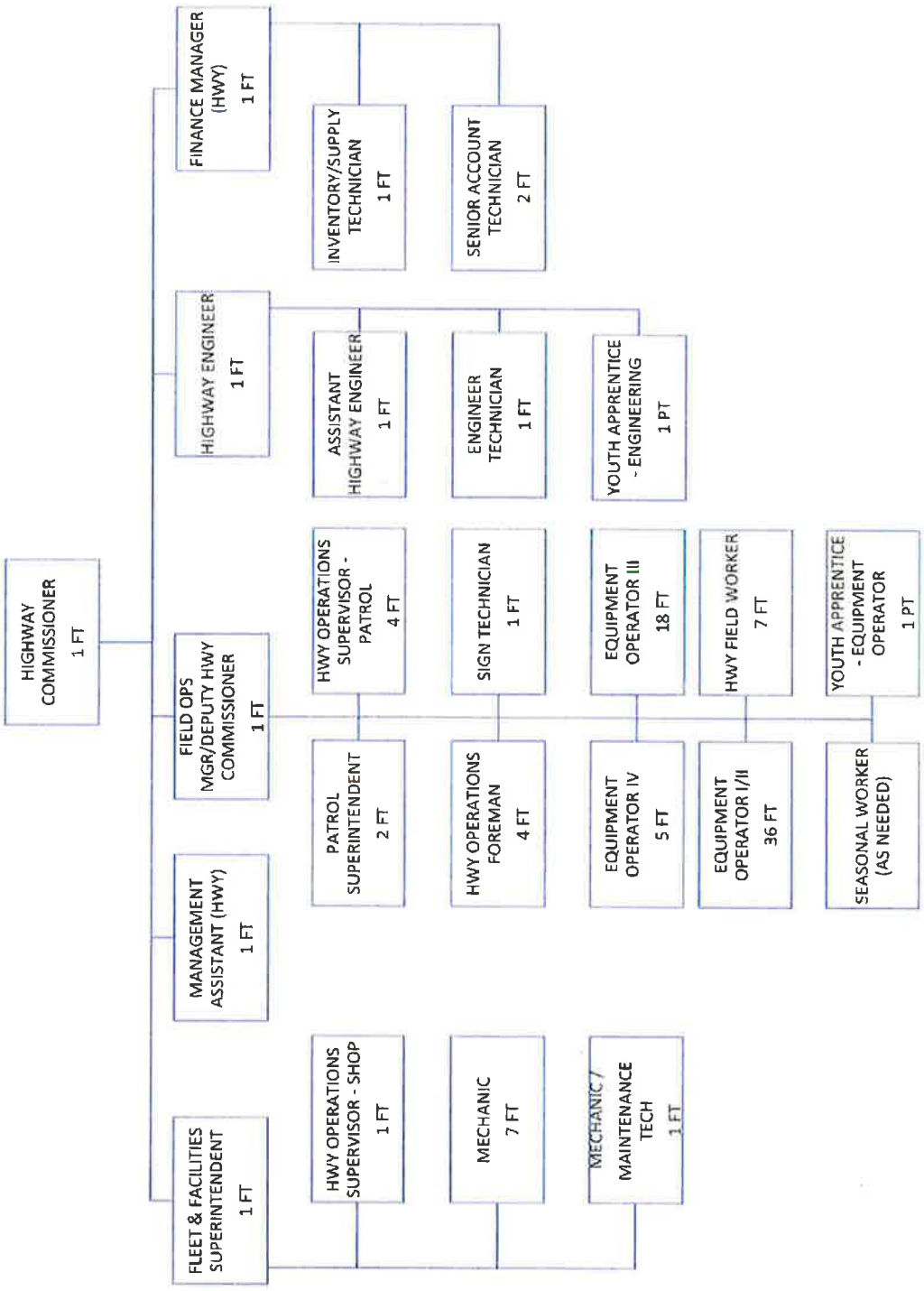
POSITION COUNT	2022		2023		2024		2025	
REGULAR POSITIONS:	**FT**	**PT**	**FT**	**PT**	**FT**	**PT**	**FT**	**PT**
COST CENTER 6008000								
FIELD OPS MGR/DEPUTY HWY COMMISSIONER	0	0	0	0	0	0	1	0
FINANCE MANAGER (HWY)	1	0	1	0	1	0	1	0
HIGHWAY COMMISSIONER	1	0	1	0	1	0	1	0
MANAGEMENT ASSISTANT (HWY)	1	0	1	0	1	0	1	0
SENIOR ACCOUNT TECHNICIAN	2	0	2	0	2	0	2	0
COST CENTER TOTALS	5	0	5	0	5	0	6	0
COST CENTER 6008003								
FLEET & FACILITIES SUPERINTENDENT	1	0	1	0	1	0	1	0
INVENTORY/SUPPLY TECHNICIAN	1	0	1	0	1	0	1	0
COST CENTER TOTALS	2	0	2	0	2	0	2	0
TOTAL POSITIONS - REGULAR:	88	0	92	0	92	0	97	0
TEMPORARY POSITIONS:								
COST CENTER 6000000								
SEASONAL WORKER (AS NEEDED)	0	0	0	0	0	0	0	0
COST CENTER TOTALS	0	0	0	0	0	0	0	0
COST CENTER 6005000								
YOUTH APPRENTICE - ENGINEERING	0	0	0	0	0	0	0	1
YOUTH APPRENTICE - EQUIPMENT OPERATOR	0	0	0	0	0	0	0	1
COST CENTER TOTALS	0	0	0	0	0	0	0	2
TOTAL TEMPORARY - REGULAR:	0	0	0	0	0	0	0	2
TOTAL ALL POSITIONS:	**88**	**0**	**92**	**0**	**92**	**0**	**97**	**2**

FUND: HIGHWAY 600

DEPARTMENT NAME: HIGHWAY

COST CENTER NUMBER: 6000000, 6005000, 6008000, 6008003

COST CENTER NAME: ADMINISTRATION



LOCK IN OF 2025 ADOPTED BUDGET

RES. 78

Vote for lock in. ROLL CALL: 28 yes, 1 no (Thiede), 7 absent. 2025 COUNTY EXECUTIVE BUDGET AS AMENDED IS ADOPTED AND LOCKED IN.

VOTE RESULTS | 28 YES | 1 NO | 0 ABSTAIN | 7 ABSENT

Lock in of 2025 County Executive Budget As Amended

Lock in of 2025 County Executive Budget As Amended

Passed With Majority of Full Membership

1 THOMPSON	ABSENT	13 WEGAND	YES	25 JANKE	YES
2 JOHNSON	YES	14 HERMES	ABSENT	26 WEINBERG	YES
3 SMITH	ABSENT	15 MacDONALD	YES	27 CULBERTSON	YES
4 PATIENCE	YES	16 SCHROEDER	YES	28 MONFILS	YES
5 GABRIELSON	YES	17 CROATT	YES	29 WINTERFELDT	ABSENT
6 KOSTELNY	YES	18 SPEARS	YES	30 NEJEDLO	YES
7 HAMMEN	YES	19 HEISER	YES	31 CLEGG	YES
8 LAWRENCE	YES	20 MITCHELL	YES	32 THYSSEN	YES
9 KRUEGER	ABSENT	21 CUFF	YES	33 VANDERHEIDEN	YES
10 LAMERS	ABSENT	22 HAGEN	YES	34 RETTLER	ABSENT
11 FERGUSON	YES	23 KLEMP	YES	35 KOURY	YES
12 McCABE	YES	24 THIEDE	NO	36 LAUTENSCHLAGER	YES

Outagamie County EST. 1851 **11-4-24 County Board Meeting - November 4 2024 06:43:02 PM**

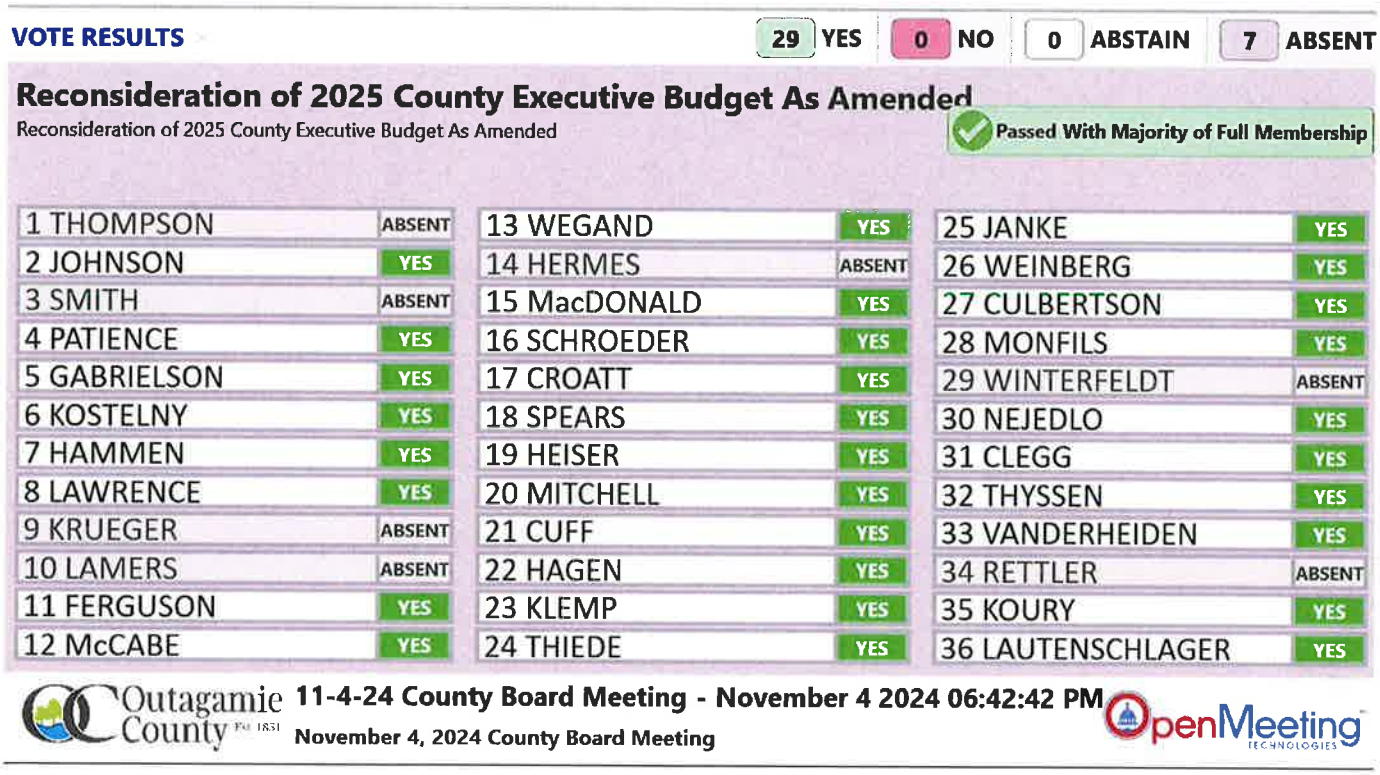
November 4, 2024 County Board Meeting

OpenMeeting TECHNOLOGIES

RECONSIDERATION OF 2025 ADOPTED BUDGET

Supervisor Croatt moved, seconded by Supervisor Patience to reconsider the 2025 Adopted Budget for the purpose of lock in.

Vote for reconsideration. ROLL CALL: 29 yes, 7 absent. 2025 COUNTY EXECUTIVE BUDGET AS AMENDED IS RECONSIDERED.



VOTE RESULTS 29 YES | 0 NO | 0 ABSTAIN | 7 ABSENT

Reconsideration of 2025 County Executive Budget As Amended

Reconsideration of 2025 County Executive Budget As Amended — Passed With Majority of Full Membership

1 THOMPSON	ABSENT	13 WEGAND	YES	25 JANKE	YES
2 JOHNSON	YES	14 HERMES	ABSENT	26 WEINBERG	YES
3 SMITH	ABSENT	15 MacDONALD	YES	27 CULBERTSON	YES
4 PATIENCE	YES	16 SCHROEDER	YES	28 MONFILS	YES
5 GABRIELSON	YES	17 CROATT	YES	29 WINTERFELDT	ABSENT
6 KOSTELNY	YES	18 SPEARS	YES	30 NEJEDLO	YES
7 HAMMEN	YES	19 HEISER	YES	31 CLEGG	YES
8 LAWRENCE	YES	20 MITCHELL	YES	32 THYSSEN	YES
9 KRUEGER	ABSENT	21 CUFF	YES	33 VANDERHEIDEN	YES
10 LAMERS	ABSENT	22 HAGEN	YES	34 RETTLER	ABSENT
11 FERGUSON	YES	23 KLEMP	YES	35 KOURY	YES
12 McCABE	YES	24 THIEDE	YES	36 LAUTENSCHLAGER	YES

Outagamie County Est. 1851 **11-4-24 County Board Meeting - November 4 2024 06:42:42 PM**

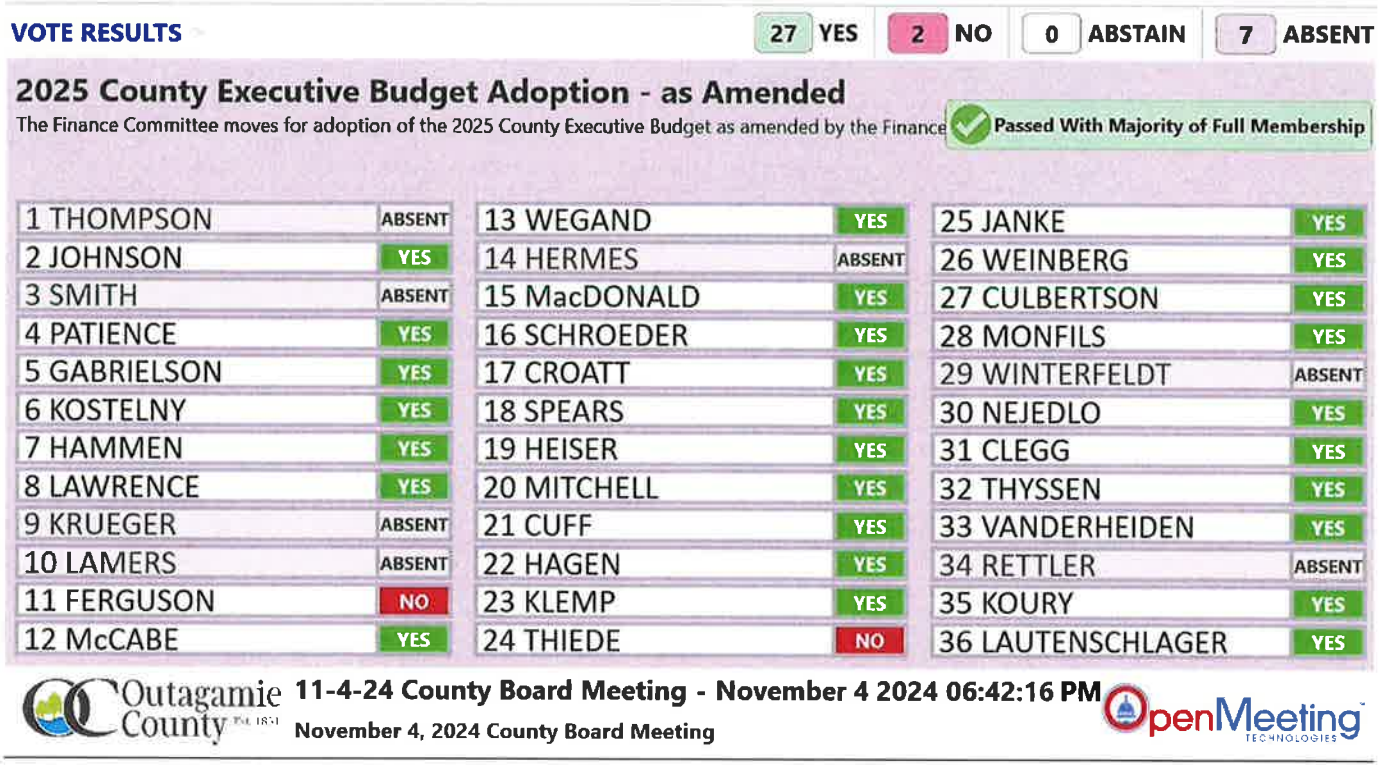
November 4, 2024 County Board Meeting

OpenMeeting TECHNOLOGIES

2025 COUNTY EXECUTIVE BUDGET - The Finance Committee moves for adoption of the 2025 County Executive Budget as amended by the Finance Committee.

Supervisor Croatt moved, seconded by Supervisor Cuff, for adoption of the 2025 County Executive Budget as amended by the Finance Committee.

ROLL CALL: 27 yes, 2 no (Ferguson, Thiede), 7 absent. 2025 COUNTY EXECUTIVE BUDGET IS ADOPTED AS AMENDED.



VOTE RESULTS — 27 YES | 2 NO | 0 ABSTAIN | 7 ABSENT

2025 County Executive Budget Adoption - as Amended

The Finance Committee moves for adoption of the 2025 County Executive Budget as amended by the Finance — Passed With Majority of Full Membership

1 THOMPSON	ABSENT	13 WEGAND	YES	25 JANKE	YES
2 JOHNSON	YES	14 HERMES	ABSENT	26 WEINBERG	YES
3 SMITH	ABSENT	15 MacDONALD	YES	27 CULBERTSON	YES
4 PATIENCE	YES	16 SCHROEDER	YES	28 MONFILS	YES
5 GABRIELSON	YES	17 CROATT	YES	29 WINTERFELDT	ABSENT
6 KOSTELNY	YES	18 SPEARS	YES	30 NEJEDLO	YES
7 HAMMEN	YES	19 HEISER	YES	31 CLEGG	YES
8 LAWRENCE	YES	20 MITCHELL	YES	32 THYSSEN	YES
9 KRUEGER	ABSENT	21 CUFF	YES	33 VANDERHEIDEN	YES
10 LAMERS	ABSENT	22 HAGEN	YES	34 RETTLER	ABSENT
11 FERGUSON	NO	23 KLEMP	YES	35 KOURY	YES
12 McCABE	YES	24 THIEDE	NO	36 LAUTENSCHLAGER	YES

Outagamie County — 11-4-24 County Board Meeting - November 4 2024 06:42:16 PM — November 4, 2024 County Board Meeting — OpenMeeting

Supervisor Hagen moved, seconded by Supervisor Nejedlo to approve Resolution Nos. 76, 77, 78, 79, 80 and 81—2024-25.

ROLL CALL: 30 yes, 6 absent. RESOLUTION NOS. 76, 77, 78, 79, 80 AND 81—2024-25 ARE ADOPTED.

VOTE RESULTS — 30 YES | 0 NO | 0 ABSTAIN | 6 ABSENT

Resolution Nos. 76-81—2024-25

Resolution Nos. 76, 77, 78, 79, 80 and 81—2024-25 Table of Organization Changes for the Highway Departme — Passed With Majority of Full Membership

1 THOMPSON	ABSENT	13 WEGAND	YES	25 JANKE	YES
2 JOHNSON	YES	14 HERMES	ABSENT	26 WEINBERG	YES
3 SMITH	ABSENT	15 MacDONALD	YES	27 CULBERTSON	YES
4 PATIENCE	YES	16 SCHROEDER	YES	28 MONFILS	YES
5 GABRIELSON	YES	17 CROATT	YES	29 WINTERFELDT	ABSENT
6 KOSTELNY	YES	18 SPEARS	YES	30 NEJEDLO	YES
7 HAMMEN	YES	19 HEISER	YES	31 CLEGG	YES
8 LAWRENCE	YES	20 MITCHELL	YES	32 THYSSEN	YES
9 KRUEGER	ABSENT	21 CUFF	YES	33 VANDERHEIDEN	YES
10 LAMERS	YES	22 HAGEN	YES	34 RETTLER	ABSENT
11 FERGUSON	YES	23 KLEMP	YES	35 KOURY	YES
12 McCABE	YES	24 THIEDE	YES	36 LAUTENSCHLAGER	YES

Outagamie County Est. 1851 **11-4-24 County Board Meeting - November 4 2024 05:51:00 PM**

November 4, 2024 County Board Meeting

OpenMeeting TECHNOLOGIES

Resolution No. 78—2024-25 – Legislative/Audit & Human Resources Committee. Amend the Table of Organization for the Highway Department, cost center 6005000, by creating one (1) full-time Highway Operations Foreman position effective January 1, 2025, and the fiscal change has been included in the budget as well as attendant budget expenditures and revenues, as detailed in the attachments.

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

ROLL CALL: 30 yes, 6 absent. RESOLUTION NO. 78—2024-25 IS ADOPTED.

VOTE RESULTS 30 YES | 0 NO | 0 ABSTAIN | 6 ABSENT

Resolution Nos. 76-81—2024-25

Resolution Nos. 76, 77, 78, 79, 80 and 81—2024-25 Table of Organization Changes for the Highway Departme — Passed With Majority of Full Membership

1 THOMPSON	ABSENT	13 WEGAND	YES	25 JANKE	YES
2 JOHNSON	YES	14 HERMES	ABSENT	26 WEINBERG	YES
3 SMITH	ABSENT	15 MacDONALD	YES	27 CULBERTSON	YES
4 PATIENCE	YES	16 SCHROEDER	YES	28 MONFILS	YES
5 GABRIELSON	YES	17 CROATT	YES	29 WINTERFELDT	ABSENT
6 KOSTELNY	YES	18 SPEARS	YES	30 NEJEDLO	YES
7 HAMMEN	YES	19 HEISER	YES	31 CLEGG	YES
8 LAWRENCE	YES	20 MITCHELL	YES	32 THYSSEN	YES
9 KRUEGER	ABSENT	21 CUFF	YES	33 VANDERHEIDEN	YES
10 LAMERS	YES	22 HAGEN	YES	34 RETTLER	ABSENT
11 FERGUSON	YES	23 KLEMP	YES	35 KOURY	YES
12 McCABE	YES	24 THIEDE	YES	36 LAUTENSCHLAGER	YES

Outagamie County Est. 1851 **11-4-24 County Board Meeting - November 4 2024 05:51:00 PM** OpenMeeting TECHNOLOGIES

November 4, 2024 County Board Meeting

RESOLUTION NO.: 78—2024-25

TO THE HONORABLE, THE OUTAGAMIE COUNTY BOARD OF SUPERVISORS

LADIES AND GENTLEMEN: ***MAJORITY***

The County Executive has requested the following Highway Department Table of Organization change, and the same has been made a part of the 2025 County Executive Budget:

Create: One (1) Full-time Highway Operations Foreman position

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

BE IT RESOLVED, that the Outagamie County Board of Supervisors does hereby and herewith authorize and approve of amending the Table of Organization for the Highway Department, cost center 6005000 by creating one (1) full-time Highway Operations Foreman position effective January 1, 2025 as described in the attached Position Addition Form, Position Description, and Table of Organization, which by reference are made a part hereof, and

BE IT STILL FURTHER RESOLVED, that the fiscal change has been included in the aforementioned budget as well as attendant budget expenditures and revenues as are detailed in the attached, and

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

Dated this 19th day of November 2024

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: November 4th, 2024

Signed: _____
Board Chairperson

_____
County Clerk

Approved: 11.6.24

Vetoed: _____

Signed: _____
County Executive

POSITION ADDITION FORM - 2025 BUDGET		
Request Details		
Effective Date of Requested Change:	**Jan. 1, 2025**	
Department:	**Highway**	
Department Head:	**Dean Steingraber**	
Cost Center Number:	**6005000**	
Position Title:	**Highway Operations Foreman**	
Sunset Position? (Yes or No)	**No**	
Exempt (Salaried) or Non-Exempt (Hourly):	**Non Exempt**	
Pay Grade of Position:	**145**	
Estimated Starting Step:	**4**	
Position exists in current the Table of Organization?	**Yes**	
Is this position full time or part time? *(If more than one position, use the worksheet for Multiples)*	**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?	**Lead Pay & Supervisor Overtime**	
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:	**n/a**	
Position Justification		
Briefly summarize why this position is needed, as well as areas of revenue and savings.		

The addition of 1 Assistant Foreman position will lead assigned work crew, reducing overtime for the existing 4 Highway Operations Supervisors and 3 Highway Operations Foremen, increase decision-making time at the work crew level and will provide employees with opportunities for growth and advancement (per 2019 Human Resources all employee survey), and better succession planning. Labor hours will be 100% billed to county, state or local municipal projects. Also, this position will serve the additional Equipment Operator positions being requested in 2025. The workload for the existing Highway Operations Supervisors and Foremen will be alleviated with reduced overtime hours.

Employee Impacted By This Change (if no one in position - leave blank)	
Fiscal Data	
How will this position be funded (choose from drop-down list)?	**Combination - Levy/Non-Levy**
PROJECTED 2023 EXPENDITURES - Amounts must agree to amounts included in the proposed budget.	
Salary	$ **66,082**
Fringe Benefits	$ **37,528**
Travel/Training	$ -
Supplies - IT	
Supplies - Other	$ -
Purchased Services - IT	
Purchased Services - Other	$ -
Capital Outlay	$ -

\\ocaps2\ocshare\County\Sharable\HR\2025 BUDGET Position Changes\Highway\3 Operations Foreman\4A Position Addition - Highway Operations Foreman.xlsx-Position Addition Request 10/1/2024

TOTAL EXPENDITURES	**$**	**103,610**
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.		
Description	*Dollar Value (enter as negative)*	
Deleted Position (if applicable)		
	$	-
	$	-
TOTAL COST SAVINGS/REVENUES	**$**	-
NET COUNTY COST (Levy/Fund Bal)	**$**	**103,610**

TO BE COMPLETED BY HUMAN RESOURCES:	
Reviewed by HR	**4/23/2024**
County Executive Decision (Approved/Denied)	

Highway Operations Foreman (HWY)

Class Title
Highway Operations Foreman (HWY)
Class Code
4010-9
Salary
$29.07 - $37.92 Hourly

- DEFINITION
- BENEFITS

Position Purpose

The Highway Operations Foreman is a safety-sensitive position subject to DOT drug & alcohol procedures, must be available to report to work during regular business hours and must be available after hours to respond to emergencies and/or highway conditions. Reporting to the Patrol Superintendent or supervisor, assumes responsibility, or directs and supervises employees performing Highway Department tasks or projects, and does related paperwork.

Key Responsibilities

- Must be available to report to work after hours to respond to emergencies and/or highway conditions. Availability is the ability to respond to a phone call within 15 minutes and report to duty within 45 minutes.
- Performs duties of a Crew Leader, ensuring that employees are assigned duties and work is completed as assigned, safety and other work rules are being observed, and participates in work of the crew.
- Inspect, repair, replace, and maintain traffic signs and other traffic control devices on State, County, and local highways in accordance with the MUTCD.
- Set up and remove temporary traffic control work zones in accordance with the Wisconsin Work Zone Field Manual or (MUTCD).
- Perform flagger certification/recertification training and maintain accurate records of the department's flagger certification/recertification needs.
- Plows snow from highways, applying chlorides and abrasives as necessary
- Operates equipment and performs duties of Equipment Operator II and/or Equipment Operator III such as: Dump trucks, off road trucks, truck/trailer combinations, sweepers, tractor/mowers, loaders, rollers, etc., and/or heavy equipment such as: graders, scrapers, excavators, dozers, pavers, reclaimers, etc.
- Operates small and hand tools such as chainsaws, trimmers, brush cutters, power saws, jack hammers, drills, rakes, hammers, wrenches, etc.
- Checks work progress, reports problems to superiors, and makes recommendations to solve problems that are encountered.
- Ensures application of WisDOT work zone field manual to correctly setup various traffic control layouts, as well as other work rules.

- Ensures that preventive maintenance and minor repairs are performed on equipment so work may progress and be completed on schedule.
- Maintains detailed records and makes oral and/or written reports as required, such as material and equipment charge outs.
- Establishes and maintains effective work relations.
- Provides feedback on employee performance.
- Maintains regular and predictable attendance, works overtime/extra hours as required including nights and weekends.
- Completes and submits records of time, location, materials, and equipment used on each project daily.
- Expected to work in a variety of weather conditions.
- Conducts duties in a safe diligent manner at all times.
- Ability to communicate relevant information to team members in a respectful and constructive way
- Maintain a clean and safe worksite.
- Performs other duties as assigned.

Education/Certifications/Experience Requirements

- Graduate from high school or G.E.D, and,
- *Valid Commercial Driver's License Class A, B, C, D with endorsement N (Tanker) is required. As well as the ability to legally operate CMV's with Air Brakes, Manual Transmissions, Tractor/Trailers and Tank Cargo (No restrictions such as L, Z, E, O or X).*
- 2 or more years in the construction industry and in the operation of light duty equipment desired.
- Or, any combination of education and experience that provides equivalent knowledge, skills, and abilities.
- *Ability to read and interpret engineering plans and specifications.*
- *Knowledge of the MUTCD and other relevant traffic safety regulations.*
- *Knowledge of the Wisconsin Work Zone Field Manual.*
- *Ability to use hand and power tools.*
- *Experience and/or ability to learn GIS software to track inventory preferred.*
- *Experience in flagger certification and recertification training preferred.*

Required or Preferred Skills

- Knowledge of highway department operations.
- Knowledge of the modern principles and practices of operating equipment, preventive maintenance of equipment and a working knowledge of minor repairs to motorized equipment.
- Knowledge of procedures and policies, including safety.
- Leadership ability to achieve the maximum potential from employees.
- Ability to make decisions and exercise sound judgment.
- Ability to maintain accurate records and to make oral and written reports.
- Use technology to carry out construction tasks including: laser levels, GPS, utility locators, etc.

- Ability to communicate with customers, sub-contractors, supervisors, and the public in a courteous manner.
- Knowledge of traffic laws, ordinances, and regulations involved in equipment operation.
- Ability to use basic computer skills to enter time, record materials, check emails, etc.
- Ability to work in adverse weather conditions, and cope with distracting vibrations, fumes, dust, etc.
- Ability to organize and maintain accurate and complete records, and prepare clear and comprehensive reports
- Demonstrated ability to comply with appropriate safety regulations.
- 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.
- Ability to budget time and schedule work to efficiently complete tasks.
- Ability to organize and schedule work effectively and cooperatively with co-workers.
- Ability to walk, bend, stoop, lift, carry; push, pull, and otherwise move objects up to 50 pounds regularly and up to 100 pounds occasionally, understanding and utilizing proper body mechanics.
    - Essential Physical Demands
        1. Stand/walk
        2. Sit (driving/operating equipment)
        3. Lift/carry up to 50 lbs. floor to 3'7" (3'7" height of pickup truck bed)
        4. Push/pull
        5. Climbing (on/off equipment)
        6. Stooping
        7. Kneeling
        8. Bending
        9. Crawling
        10. Reaching: high/low level
        11. Finger movement-repetitive
        12. Repetitive twisting/pressure with wrist or hands
        13. Both hands required
        14. Both legs required
        15. Ability to communicate verbally
        16. Visual requirements for operator moving machinery/vehicles
        17. Ability to be disturbed or awakened for responding to emergencies and/or highway conditions.

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: HIGHWAY 600

COST CENTER NAME: ADMINISTRATION

DEPARTMENT NAME: HIGHWAY

COST CENTER NUMBER: 6000000, 6005000, 6008000, 6008003

POSITION COUNT	2022		2023		2024		2025	
REGULAR POSITIONS:	FT	PT	FT	PT	FT	PT	FT	PT
COST CENTER 6000000								
ASSISTANT HIGHWAY ENGINEER	1	0	1	0	1	0	1	0
ENGINEER TECHNICIAN	1	0	1	0	1	0	1	0
EQUIPMENT OPERATOR I/II *	30	0	34	0	34	0	36	0
EQUIPMENT OPERATOR III *	24	0	23	0	23	0	18	0
EQUIPMENT OPERATOR IV	0	0	0	0	0	0	5	0
HIGHWAY ENGINEER	1	0	1	0	1	0	1	0
HWY FIELD WORKER	7	0	7	0	7	0	7	0
HWY OPERATIONS FOREMAN	2	0	3	0	3	0	4	0
HWY OPERATIONS SUPERVISOR - GRADE	1	0	1	0	0	0	0	0
HWY OPERATIONS SUPERVISOR - PATROL	3	0	3	0	4	0	4	0
HWY OPERATIONS SUPERVISOR - SHOP	1	0	1	0	1	0	1	0
MECHANIC	6	0	6	0	6	0	7	0
MECHANIC/MAINTENANCE TECH	1	0	1	0	1	0	1	0
SIGN TECHNICIAN	1	0	1	0	1	0	1	0
COST CENTER TOTALS	79	0	83	0	83	0	87	0
COST CENTER 6005000								
PATROL SUPERINTENDENT	2	0	2	0	2	0	2	0
COST CENTER TOTALS	2	0	2	0	2	0	2	0

* POSITION COMPOSITION MAY VARY BUT NOT EXCEED TOTAL COMBINED NUMBER OF POSITIONS

FUND: HIGHWAY 600

COST CENTER NAME: ADMINISTRATION

DEPARTMENT NAME: HIGHWAY

COST CENTER NUMBER: 6000000, 6005000, 6008000, 6008003

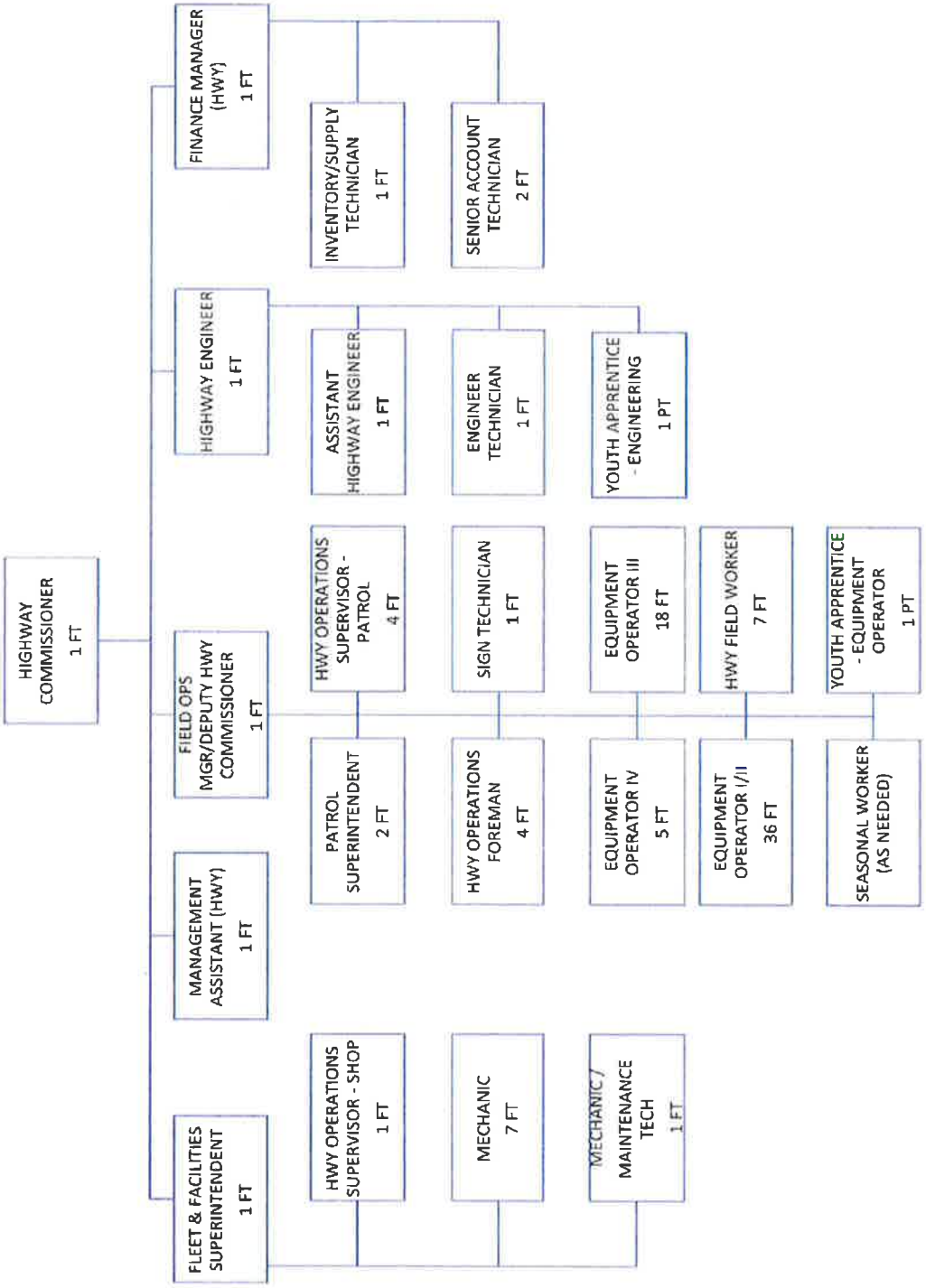
POSITION COUNT	2022		2023		2024		2025	
REGULAR POSITIONS:	**FT**	**PT**	**FT**	**PT**	**FT**	**PT**	**FT**	**PT**
COST CENTER 6008000								
FIELD OPS MGR/DEPUTY HWY COMMISSIONER	0	0	0	0	0	0	1	0
FINANCE MANAGER (HWY)	1	0	1	0	1	0	1	0
HIGHWAY COMMISSIONER	1	0	1	0	1	0	1	0
MANAGEMENT ASSISTANT (HWY)	1	0	1	0	1	0	1	0
SENIOR ACCOUNT TECHNICIAN	2	0	2	0	2	0	2	0
COST CENTER TOTALS	5	0	5	0	5	0	6	0
COST CENTER 6008003								
FLEET & FACILITIES SUPERINTENDENT	1	0	1	0	1	0	1	0
INVENTORY/SUPPLY TECHNICIAN	1	0	1	0	1	0	1	0
COST CENTER TOTALS	2	0	2	0	2	0	2	0
TOTAL POSITIONS - REGULAR:	88	0	92	0	92	0	97	0
TEMPORARY POSITIONS:								
COST CENTER 6000000								
SEASONAL WORKER (AS NEEDED)	0	0	0	0	0	0	0	0
COST CENTER TOTALS	0	0	0	0	0	0	0	0
COST CENTER 6005000								
YOUTH APPRENTICE - ENGINEERING	0	0	0	0	0	0	0	1
YOUTH APPRENTICE - EQUIPMENT OPERATOR	0	0	0	0	0	0	0	1
COST CENTER TOTALS	0	0	0	0	0	0	0	2
TOTAL TEMPORARY - REGULAR:	0	0	0	0	0	0	0	2
TOTAL ALL POSITIONS:	**88**	**0**	**92**	**0**	**92**	**0**	**97**	**2**

FUND: HIGHWAY 600

COST CENTER NAME: ADMINISTRATION

DEPARTMENT NAME: HIGHWAY

COST CENTER NUMBER: 6000000, 6005000, 6008000, 6008003



LOCK IN OF 2025 ADOPTED BUDGET

RES. 79

Vote for lock in. ROLL CALL: 28 yes, 1 no (Thiede), 7 absent. 2025 COUNTY EXECUTIVE BUDGET AS AMENDED IS ADOPTED AND LOCKED IN.

VOTE RESULTS 28 YES | 1 NO | 0 ABSTAIN | 7 ABSENT

Lock in of 2025 County Executive Budget As Amended

Lock in of 2025 County Executive Budget As Amended

Passed With Majority of Full Membership

1 THOMPSON	ABSENT	13 WEGAND	YES	25 JANKE	YES
2 JOHNSON	YES	14 HERMES	ABSENT	26 WEINBERG	YES
3 SMITH	ABSENT	15 MacDONALD	YES	27 CULBERTSON	YES
4 PATIENCE	YES	16 SCHROEDER	YES	28 MONFILS	YES
5 GABRIELSON	YES	17 CROATT	YES	29 WINTERFELDT	ABSENT
6 KOSTELNY	YES	18 SPEARS	YES	30 NEJEDLO	YES
7 HAMMEN	YES	19 HEISER	YES	31 CLEGG	YES
8 LAWRENCE	YES	20 MITCHELL	YES	32 THYSSEN	YES
9 KRUEGER	ABSENT	21 CUFF	YES	33 VANDERHEIDEN	YES
10 LAMERS	ABSENT	22 HAGEN	YES	34 RETTLER	ABSENT
11 FERGUSON	YES	23 KLEMP	YES	35 KOURY	YES
12 McCABE	YES	24 THIEDE	NO	36 LAUTENSCHLAGER	YES

Outagamie County Est 1851 **11-4-24 County Board Meeting - November 4 2024 06:43:02 PM**

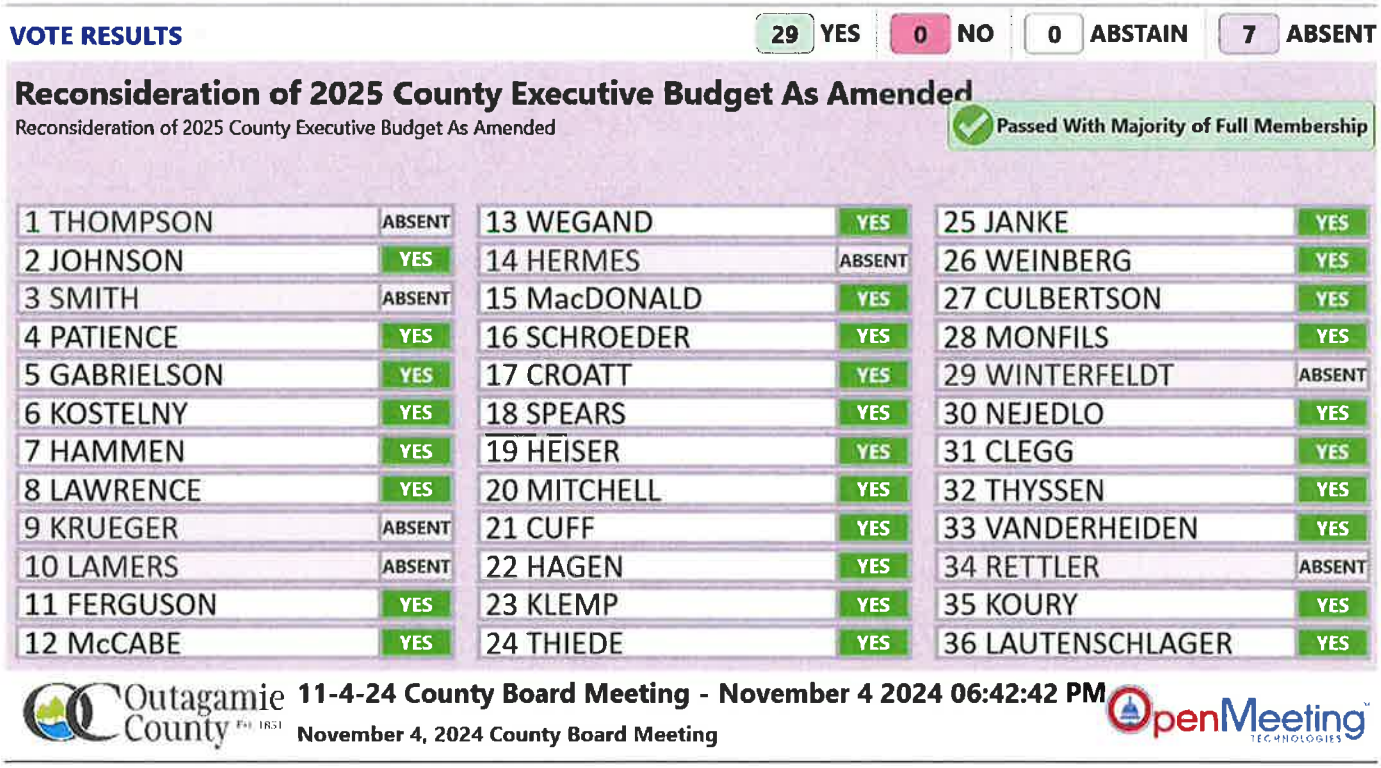
November 4, 2024 County Board Meeting

OpenMeeting TECHNOLOGIES

RECONSIDERATION OF 2025 ADOPTED BUDGET

Supervisor Croatt moved, seconded by Supervisor Patience to reconsider the 2025 Adopted Budget for the purpose of lock in.

Vote for reconsideration. ROLL CALL: 29 yes, 7 absent. 2025 COUNTY EXECUTIVE BUDGET AS AMENDED IS RECONSIDERED.



VOTE RESULTS 29 YES 0 NO 0 ABSTAIN 7 ABSENT

Reconsideration of 2025 County Executive Budget As Amended

Reconsideration of 2025 County Executive Budget As Amended

Passed With Majority of Full Membership

1 THOMPSON	ABSENT	13 WEGAND	YES	25 JANKE	YES
2 JOHNSON	YES	14 HERMES	ABSENT	26 WEINBERG	YES
3 SMITH	ABSENT	15 MacDONALD	YES	27 CULBERTSON	YES
4 PATIENCE	YES	16 SCHROEDER	YES	28 MONFILS	YES
5 GABRIELSON	YES	17 CROATT	YES	29 WINTERFELDT	ABSENT
6 KOSTELNY	YES	18 SPEARS	YES	30 NEJEDLO	YES
7 HAMMEN	YES	19 HEISER	YES	31 CLEGG	YES
8 LAWRENCE	YES	20 MITCHELL	YES	32 THYSSEN	YES
9 KRUEGER	ABSENT	21 CUFF	YES	33 VANDERHEIDEN	YES
10 LAMERS	ABSENT	22 HAGEN	YES	34 RETTLER	ABSENT
11 FERGUSON	YES	23 KLEMP	YES	35 KOURY	YES
12 McCABE	YES	24 THIEDE	YES	36 LAUTENSCHLAGER	YES

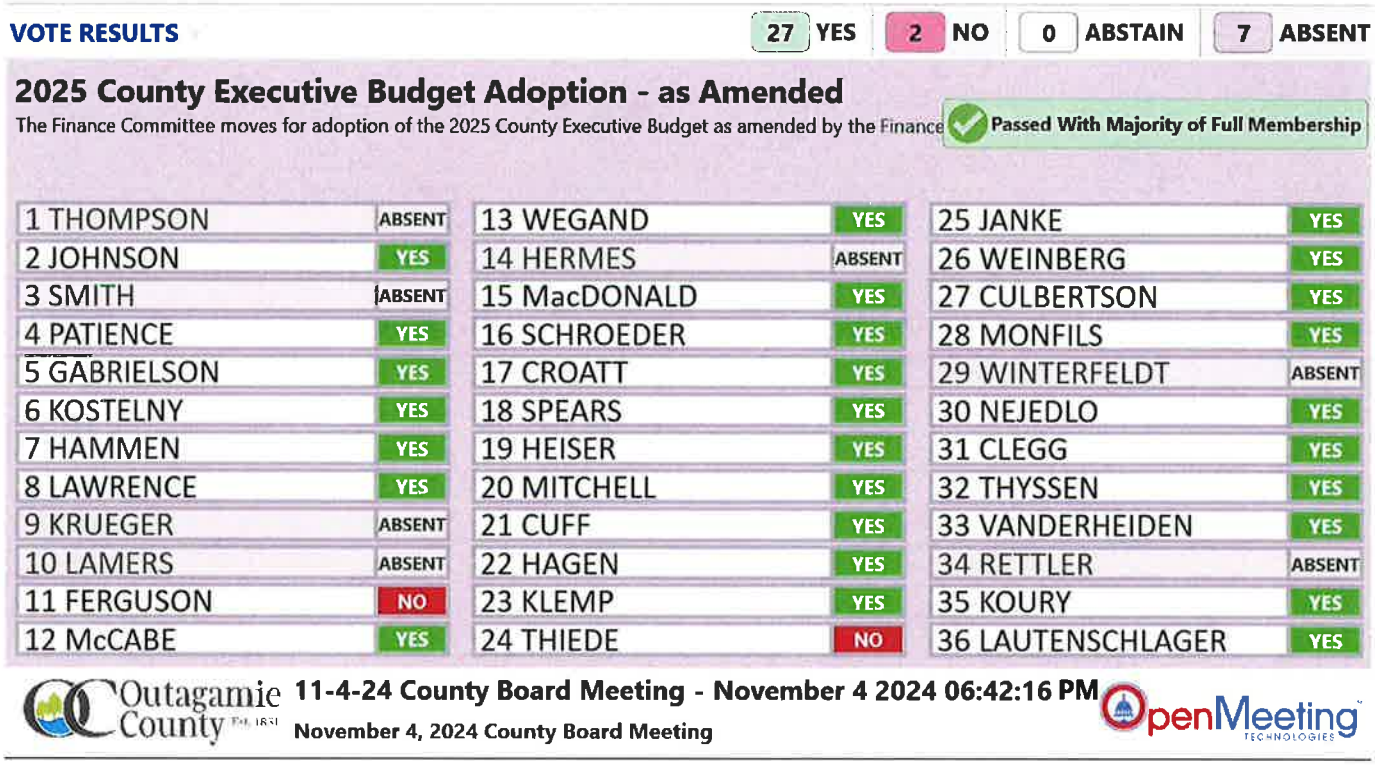
Outagamie County Est. 1851 **11-4-24 County Board Meeting - November 4 2024 06:42:42 PM** OpenMeeting TECHNOLOGIES

November 4, 2024 County Board Meeting

2025 COUNTY EXECUTIVE BUDGET - The Finance Committee moves for adoption of the 2025 County Executive Budget as amended by the Finance Committee.

Supervisor Croatt moved, seconded by Supervisor Cuff, for adoption of the 2025 County Executive Budget as amended by the Finance Committee.

ROLL CALL: 27 yes, 2 no (Ferguson, Thiede), 7 absent. 2025 COUNTY EXECUTIVE BUDGET IS ADOPTED AS AMENDED.



VOTE RESULTS — 27 YES | 2 NO | 0 ABSTAIN | 7 ABSENT

2025 County Executive Budget Adoption - as Amended

The Finance Committee moves for adoption of the 2025 County Executive Budget as amended by the Finance

Passed With Majority of Full Membership

1 THOMPSON	ABSENT	13 WEGAND	YES	25 JANKE	YES
2 JOHNSON	YES	14 HERMES	ABSENT	26 WEINBERG	YES
3 SMITH	ABSENT	15 MacDONALD	YES	27 CULBERTSON	YES
4 PATIENCE	YES	16 SCHROEDER	YES	28 MONFILS	YES
5 GABRIELSON	YES	17 CROATT	YES	29 WINTERFELDT	ABSENT
6 KOSTELNY	YES	18 SPEARS	YES	30 NEJEDLO	YES
7 HAMMEN	YES	19 HEISER	YES	31 CLEGG	YES
8 LAWRENCE	YES	20 MITCHELL	YES	32 THYSSEN	YES
9 KRUEGER	ABSENT	21 CUFF	YES	33 VANDERHEIDEN	YES
10 LAMERS	ABSENT	22 HAGEN	YES	34 RETTLER	ABSENT
11 FERGUSON	NO	23 KLEMP	YES	35 KOURY	YES
12 McCABE	YES	24 THIEDE	NO	36 LAUTENSCHLAGER	YES

Outagamie County Est. 1851 — 11-4-24 County Board Meeting - November 4 2024 06:42:16 PM

November 4, 2024 County Board Meeting

OpenMeeting TECHNOLOGIES

Supervisor Hagen moved, seconded by Supervisor Nejedlo to approve Resolution Nos. 76, 77, 78, 79, 80 and 81—2024-25.

ROLL CALL: 30 yes, 6 absent. RESOLUTION NOS. 76, 77, 78, 79, 80 AND 81—2024-25 ARE ADOPTED.

VOTE RESULTS — 30 YES | 0 NO | 0 ABSTAIN | 6 ABSENT

Resolution Nos. 76-81—2024-25

Resolution Nos. 76, 77, 78, 79, 80 and 81—2024-25 Table of Organization Changes for the Highway Departme — Passed With Majority of Full Membership

1 THOMPSON	ABSENT	13 WEGAND	YES	25 JANKE	YES
2 JOHNSON	YES	14 HERMES	ABSENT	26 WEINBERG	YES
3 SMITH	ABSENT	15 MacDONALD	YES	27 CULBERTSON	YES
4 PATIENCE	YES	16 SCHROEDER	YES	28 MONFILS	YES
5 GABRIELSON	YES	17 CROATT	YES	29 WINTERFELDT	ABSENT
6 KOSTELNY	YES	18 SPEARS	YES	30 NEJEDLO	YES
7 HAMMEN	YES	19 HEISER	YES	31 CLEGG	YES
8 LAWRENCE	YES	20 MITCHELL	YES	32 THYSSEN	YES
9 KRUEGER	ABSENT	21 CUFF	YES	33 VANDERHEIDEN	YES
10 LAMERS	YES	22 HAGEN	YES	34 RETTLER	ABSENT
11 FERGUSON	YES	23 KLEMP	YES	35 KOURY	YES
12 McCABE	YES	24 THIEDE	YES	36 LAUTENSCHLAGER	YES

Outagamie County Est. 1851 — 11-4-24 County Board Meeting - November 4 2024 05:51:00 PM

November 4, 2024 County Board Meeting — OpenMeeting Technologies

Resolution No. 79—2024-25 – Legislative/Audit & Human Resources Committee. Amend the Table of Organization for the Highway Department, cost center 6008003, by creating one (1) full-time Mechanic position effective January 1, 2025, and the fiscal change has been included in the budget as well as attendant budget expenditures and revenues, as detailed in the attachments.

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

ROLL CALL: 30 yes, 6 absent. RESOLUTION NO. 79—2024-25 IS ADOPTED.

VOTE RESULTS 30 YES | 0 NO | 0 ABSTAIN | 6 ABSENT

Resolution Nos. 76-81—2024-25

Resolution Nos. 76, 77, 78, 79, 80 and 81—2024-25 Table of Organization Changes for the Highway Departme — Passed With Majority of Full Membership

1 THOMPSON	ABSENT	13 WEGAND	YES	25 JANKE	YES
2 JOHNSON	YES	14 HERMES	ABSENT	26 WEINBERG	YES
3 SMITH	ABSENT	15 MacDONALD	YES	27 CULBERTSON	YES
4 PATIENCE	YES	16 SCHROEDER	YES	28 MONFILS	YES
5 GABRIELSON	YES	17 CROATT	YES	29 WINTERFELDT	ABSENT
6 KOSTELNY	YES	18 SPEARS	YES	30 NEJEDLO	YES
7 HAMMEN	YES	19 HEISER	YES	31 CLEGG	YES
8 LAWRENCE	YES	20 MITCHELL	YES	32 THYSSEN	YES
9 KRUEGER	ABSENT	21 CUFF	YES	33 VANDERHEIDEN	YES
10 LAMERS	YES	22 HAGEN	YES	34 RETTLER	ABSENT
11 FERGUSON	YES	23 KLEMP	YES	35 KOURY	YES
12 McCABE	YES	24 THIEDE	YES	36 LAUTENSCHLAGER	YES

Outagamie County — 11-4-24 County Board Meeting - November 4 2024 05:51:00 PM — OpenMeeting

November 4, 2024 County Board Meeting

RESOLUTION NO.: 79—2024-25

TO THE HONORABLE, THE OUTAGAMIE COUNTY BOARD OF SUPERVISORS

LADIES AND GENTLEMEN: ***MAJORITY***

The County Executive has requested the following Highway Department Table of Organization change, and the same has been made a part of the 2025 County Executive Budget:

Create: One (1) Full-time Mechanic position

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

BE IT RESOLVED, that the Outagamie County Board of Supervisors does hereby and herewith authorize and approve of amending the Table of Organization for the Highway Department, cost center 6008003 by creating one (1) full-time Mechanic position effective January 1, 2025 as described in the attached Position Addition Form, Position Description, and Table of Organization, which by reference are made a part hereof, and

BE IT STILL FURTHER RESOLVED, that the fiscal change has been included in the aforementioned budget as well as attendant budget expenditures and revenues as are detailed in the attached, and

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

Dated this 4th day of November 2024

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: November 4th, 2024

Signed: _____
Board Chairperson

_____
County Clerk

Approved: 11.6.24

Vetoed: _____

Signed: _____
County Executive

POSITION ADDITION FORM - 2025 BUDGET		
Request Details		
Effective Date of Requested Change:	Jan. 1, 2025	
Department:	Highway	
Department Head:	Dean Steingraber	
Cost Center Number:	6008003	
Position Title:	Mechanic	
Sunset Position? (Yes or No)	No	
Exempt (Salaried) or Non-Exempt (Hourly):	Non Exempt	
Pay Grade of Position:	145	
Estimated Starting Step:	1	
Position exists in current the Table of Organization?	Yes	
Is this position full time or part time? *(If more than one position, use the worksheet for Multiples)*	**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?	Contracting out maint/repair/rehab services	
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:	n/a	
Position Justification		
Briefly summarize why this position is needed, as well as areas of revenue and savings.		
This request is to add 1 more Mechanic position to support the 6 existing Mechanics in repairing, maintaining and rehabilitating of Highway Department equipment. This position is integral in supporting the increase in Equipment Operators and equipment from the adopted 2024 budget and proposed 2025 budget. This will also reduce the costs and improve efficiency for contracting maintenance/repair/rehabilitation services to outside vendors. There will be 1 more Mechanic to share the ever-increasing workload as described above. Existing Mechanics may experience fewer overtime hours.		
Employee Impacted By This Change (If no one in position - leave blank)		
Fiscal Data		
How will this position be funded (choose from drop-down list)?	Combination - Levy/Non-Levy	
PROJECTED 2023 EXPENDITURES - Amounts must agree to amounts included in the proposed budget.		
Salary	$	60,466
Fringe Benefits	$	36,605
Travel/Training	$	-
Supplies - IT		
Supplies - Other	$	-
Purchased Services - IT	$	2,760

Purchased Services - Other	$	-
Capital Outlay	$	-
TOTAL EXPENDITURES	$	**99,831**
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.		
Description	*Dollar Value (enter as negative)*	
Deleted Position (if applicable)		
	$	-
	$	-
TOTAL COST SAVINGS/REVENUES	$	-
NET COUNTY COST (Levy/Fund Bal)	$	**99,831**

TO BE COMPLETED BY HUMAN RESOURCES:	
Reviewed by HR	**4/23/2024**
County Executive Decision (Approved/Denied)	

Now Hiring Employees Invested in Serving!

Outagamie County

Mechanic (HWY)

CLASS CODE

4030-3

SALARY

$29.07 - $37.92 Hourly

ESTABLISHED DATE

February 16, 2017

REVISION DATE

July 29, 2024

Position Purpose

The Mechanic is a safety-sensitive position subject to DOT drug & alcohol procedures, must be available to report to work during regular business hours and must be available after hours to respond to emergencies and/or highway conditions. Under general supervision of the Highway Operations Supervisor and/or Fleet/Facility Superintendent, the Mechanic repairs, overhauls, and maintains automotive, construction, road equipment, and building equipment. Must be available to work overtime, weekends, nights, and holidays as required.

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.

- Must be available to report to work after hours to respond to emergencies and/or highway conditions. Availability is the ability to respond to a phone call within 15 minutes and report to duty within 45 minutes.
- Maintains and repairs mechanical, hydraulic, computerized, and electrical systems of vehicles, disassembling, adjusting, and repairing or replacing parts as needed.
- Examines and diagnoses mechanical defects in a wide variety of gasoline and diesel powered automotive, construction, and road equipment, performing road service as necessary.

- Welds equipment to fabricate, rebuild, and strengthen various parts and pieces.
- Services, changes oil, grease, and fuel, performs preventative maintenance and makes repairs and adjustments to equipment.
- Assists in building maintenance, making repairs when necessary.
- Completes and submits records of time, location, equipment, and materials used on each project.
- Determines and requests appropriate parts needed, referencing service and parts manuals as necessary.
- Maintains tools and equipment in proper and safe working condition.
- Supplies own hand tools as required by County Highway Department.

Education/Certifications/Experience Requirements

- Associate Degree in mechanics with special training in gasoline and diesel engines and maintenance of heavy equipment.
- Four years of experience in mechanics.
- *Valid Commercial Driver's License Class A, B, C, D with endorsement N (Tanker) is required. As well as the ability to legally operate CMV's with Air Brakes, Manual Transmissions, Tractor/Trailers and Tank Cargo (No restrictions such as L, Z, E, O or X).*
- *ASE Certifications or the ability to obtain them.*
- Or, any combination of education and experience that provides equivalent knowledge, skills, and abilities.

Required or Preferred Skills

- Knowledge of and ability to apply the principles of gasoline and diesel mechanics to maintain and repair of a variety of equipment.
- Knowledge and skill in repairing electrical, mechanical, computerized, and hydraulic systems.
- Knowledge of and ability to diagnose and make repairs to a variety of heavy construction equipment such as excavators, motor graders, compactors, scrapers, bull dozers, loaders, asphalt pavers, trucks, tractors, etc.
- Knowledge of preventive maintenance inspection methods and ability to diagnose mechanical defects.
- Knowledge of welding, torch use, and fabrication abilities.
- Knowledge of and ability to use mechanic's tools and equipment.

- Knowledge of and ability to use service and parts manuals.
- Ability to organize and maintain accurate and complete records, and prepare clear and comprehensive reports.
- Ability to budget time and schedule work to efficiently complete tasks.
- Ability to work in adverse weather conditions, and cope with distracting vibrations, fumes, dust, etc.
- Ability to walk, stoop, bend, lift, carry; push, pull, and move objects up to 50 pounds, understanding and utilizing proper body mechanics.

Essential Physical Demands

1. Stand/walk
2. Lift/carry 50 lbs. from floor to waist level and 50 lbs. from floor to shoulder height
3. Push/pull
4. Climbing on equipment
5. Stooping
6. Repeated bending
7. Crawling under equipment
8. Reaching: high/low level
9. Finger movement-repetitive
10. Repetitive twisting/pressure with wrist or hands
11. Both hands required
12. Both legs required
13. Ability to communicate verbally
14. Visual requirements to perform mechanic work
15. Ability to be disturbed or awakened for responding to emergencies and/or highway conditions

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: HIGHWAY 600

COST CENTER NAME: ADMINISTRATION

DEPARTMENT NAME: HIGHWAY

COST CENTER NUMBER: 6000000, 6005000, 6008000, 6008003

POSITION COUNT	2022		2023		2024		2025	
REGULAR POSITIONS:	FT	PT	FT	PT	FT	PT	FT	PT
COST CENTER 6000000								
ASSISTANT HIGHWAY ENGINEER	1	0	1	0	1	0	1	0
ENGINEER TECHNICIAN	1	0	1	0	1	0	1	0
EQUIPMENT OPERATOR I/II *	30	0	34	0	34	0	36	0
EQUIPMENT OPERATOR III *	24	0	23	0	23	0	18	0
EQUIPMENT OPERATOR IV	0	0	0	0	0	0	5	0
HIGHWAY ENGINEER	1	0	1	0	1	0	1	0
HWY FIELD WORKER	7	0	7	0	7	0	7	0
HWY OPERATIONS FOREMAN	2	0	3	0	3	0	4	0
HWY OPERATIONS SUPERVISOR - GRADE	1	0	1	0	0	0	0	0
HWY OPERATIONS SUPERVISOR - PATROL	3	0	3	0	4	0	4	0
HWY OPERATIONS SUPERVISOR - SHOP	1	0	1	0	1	0	1	0
MECHANIC	6	0	6	0	6	0	7	0
MECHANIC/MAINTENANCE TECH	1	0	1	0	1	0	1	0
SIGN TECHNICIAN	1	0	1	0	1	0	1	0
COST CENTER TOTALS	79	0	83	0	83	0	87	0
COST CENTER 6005000								
PATROL SUPERINTENDENT	2	0	2	0	2	0	2	0
COST CENTER TOTALS	2	0	2	0	2	0	2	0

* POSITION COMPOSITION MAY VARY BUT NOT EXCEED TOTAL COMBINED NUMBER OF POSITIONS

FUND: HIGHWAY 600

COST CENTER NAME: ADMINISTRATION

DEPARTMENT NAME: HIGHWAY

COST CENTER NUMBER: 6000000, 6005000, 6008000, 6008003

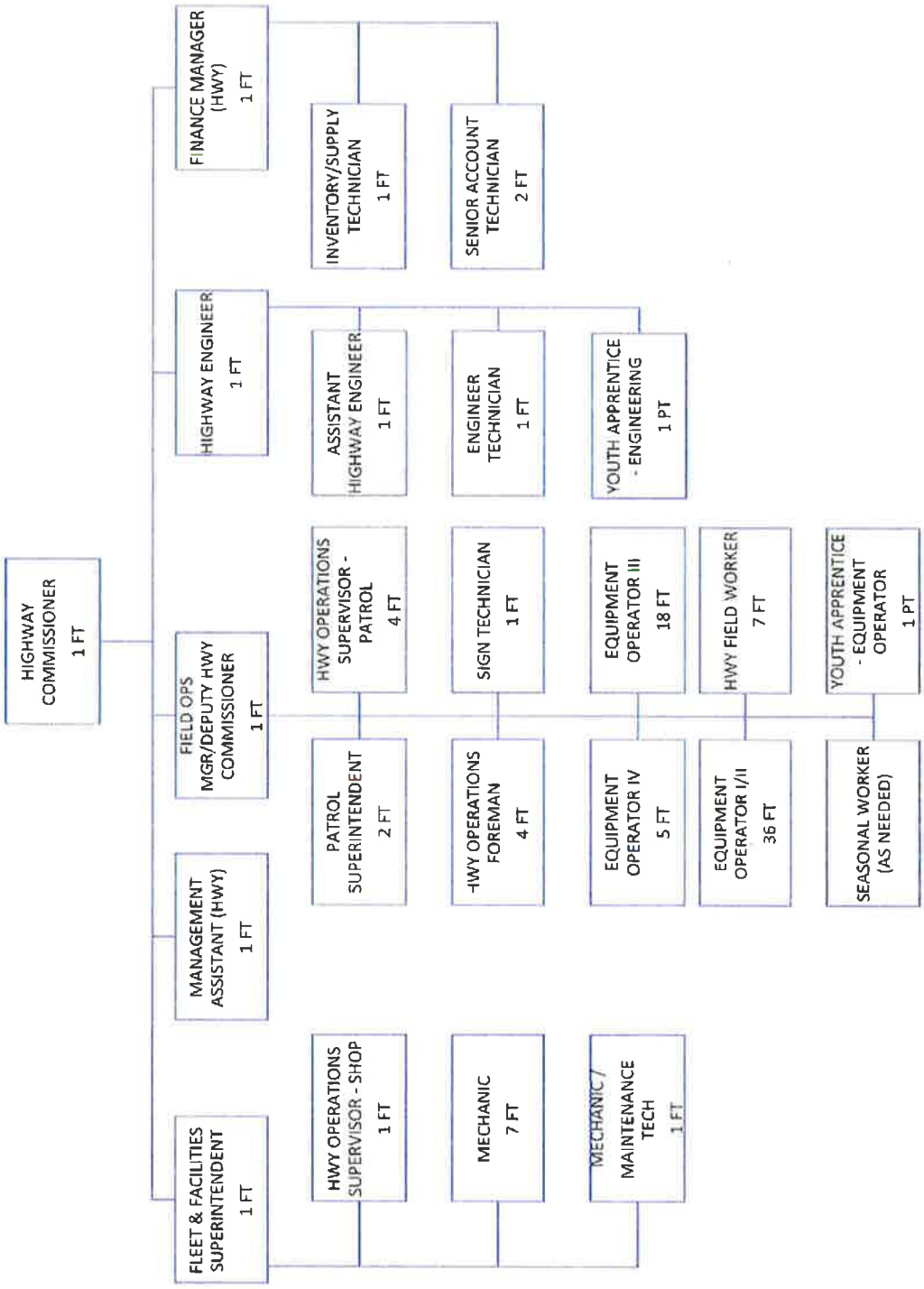
POSITION COUNT	2022		2023		2024		2025	
REGULAR POSITIONS:	FT	PT	FT	PT	FT	PT	FT	PT
COST CENTER 6008000								
FIELD OPS MGR/DEPUTY HWY COMMISSIONER	0	0	0	0	0	0	1	0
FINANCE MANAGER (HWY)	1	0	1	0	1	0	1	0
HIGHWAY COMMISSIONER	1	0	1	0	1	0	1	0
MANAGEMENT ASSISTANT (HWY)	1	0	1	0	1	0	1	0
SENIOR ACCOUNT TECHNICIAN	2	0	2	0	2	0	2	0
COST CENTER TOTALS	5	0	5	0	5	0	6	0
COST CENTER 6008003								
FLEET & FACILITIES SUPERINTENDENT	1	0	1	0	1	0	1	0
INVENTORY/SUPPLY TECHNICIAN	1	0	1	0	1	0	1	0
COST CENTER TOTALS	2	0	2	0	2	0	2	0
TOTAL POSITIONS - REGULAR:	88	0	92	0	92	0	97	0
TEMPORARY POSITIONS:								
COST CENTER 6000000								
SEASONAL WORKER (AS NEEDED)	0	0	0	0	0	0	0	0
COST CENTER TOTALS	0	0	0	0	0	0	0	0
COST CENTER 6005000								
YOUTH APPRENTICE - ENGINEERING	0	0	0	0	0	0	0	1
YOUTH APPRENTICE - EQUIPMENT OPERATOR	0	0	0	0	0	0	0	1
COST CENTER TOTALS	0	0	0	0	0	0	0	2
TOTAL TEMPORARY - REGULAR:	0	0	0	0	0	0	0	2
TOTAL ALL POSITIONS:	**88**	**0**	**92**	**0**	**92**	**0**	**97**	**2**

FUND: HIGHWAY 600

DEPARTMENT NAME: HIGHWAY

COST CENTER NUMBER: 6000000, 6005000, 6008000, 6008003

COST CENTER NAME: ADMINISTRATION



LOCK IN OF 2025 ADOPTED BUDGET

RES. 80

Vote for lock in. ROLL CALL: 28 yes, 1 no (Thiede), 7 absent. 2025 COUNTY EXECUTIVE BUDGET AS AMENDED IS ADOPTED AND LOCKED IN.

VOTE RESULTS 28 YES | 1 NO | 0 ABSTAIN | 7 ABSENT

Lock in of 2025 County Executive Budget As Amended

Lock in of 2025 County Executive Budget As Amended

Passed With Majority of Full Membership

1 THOMPSON	ABSENT	13 WEGAND	YES	25 JANKE	YES
2 JOHNSON	YES	14 HERMES	ABSENT	26 WEINBERG	YES
3 SMITH	ABSENT	15 MacDONALD	YES	27 CULBERTSON	YES
4 PATIENCE	YES	16 SCHROEDER	YES	28 MONFILS	YES
5 GABRIELSON	YES	17 CROATT	YES	29 WINTERFELDT	ABSENT
6 KOSTELNY	YES	18 SPEARS	YES	30 NEJEDLO	YES
7 HAMMEN	YES	19 HEISER	YES	31 CLEGG	YES
8 LAWRENCE	YES	20 MITCHELL	YES	32 THYSSEN	YES
9 KRUEGER	ABSENT	21 CUFF	YES	33 VANDERHEIDEN	YES
10 LAMERS	ABSENT	22 HAGEN	YES	34 RETTLER	ABSENT
11 FERGUSON	YES	23 KLEMP	YES	35 KOURY	YES
12 McCABE	YES	24 THIEDE	NO	36 LAUTENSCHLAGER	YES

Outagamie County Est. 1851 **11-4-24 County Board Meeting - November 4 2024 06:43:02 PM**

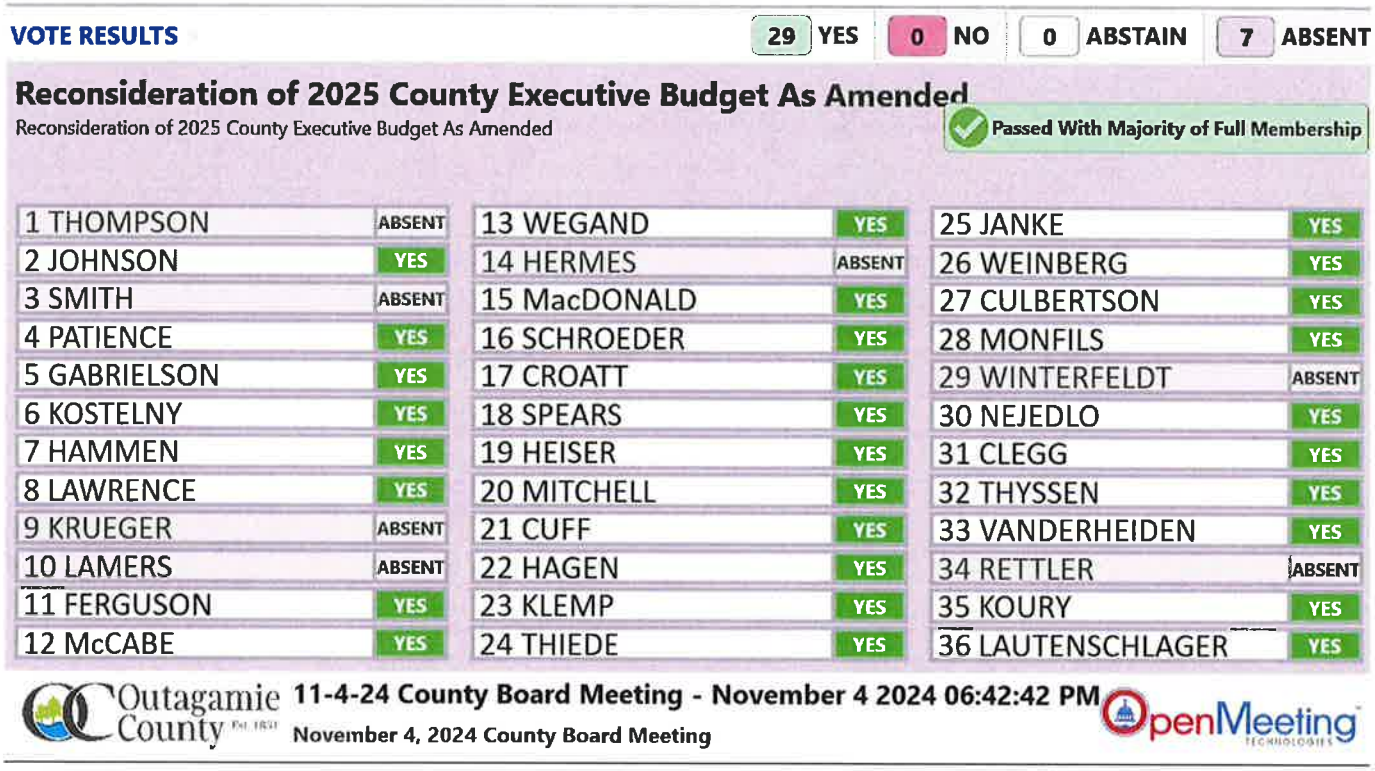
November 4, 2024 County Board Meeting

OpenMeeting TECHNOLOGIES

RECONSIDERATION OF 2025 ADOPTED BUDGET

Supervisor Croatt moved, seconded by Supervisor Patience to reconsider the 2025 Adopted Budget for the purpose of lock in.

Vote for reconsideration. ROLL CALL: 29 yes, 7 absent. 2025 COUNTY EXECUTIVE BUDGET AS AMENDED IS RECONSIDERED.



VOTE RESULTS | 29 YES | 0 NO | 0 ABSTAIN | 7 ABSENT

Reconsideration of 2025 County Executive Budget As Amended

Reconsideration of 2025 County Executive Budget As Amended — Passed With Majority of Full Membership

1 THOMPSON	ABSENT	13 WEGAND	YES	25 JANKE	YES
2 JOHNSON	YES	14 HERMES	ABSENT	26 WEINBERG	YES
3 SMITH	ABSENT	15 MacDONALD	YES	27 CULBERTSON	YES
4 PATIENCE	YES	16 SCHROEDER	YES	28 MONFILS	YES
5 GABRIELSON	YES	17 CROATT	YES	29 WINTERFELDT	ABSENT
6 KOSTELNY	YES	18 SPEARS	YES	30 NEJEDLO	YES
7 HAMMEN	YES	19 HEISER	YES	31 CLEGG	YES
8 LAWRENCE	YES	20 MITCHELL	YES	32 THYSSEN	YES
9 KRUEGER	ABSENT	21 CUFF	YES	33 VANDERHEIDEN	YES
10 LAMERS	ABSENT	22 HAGEN	YES	34 RETTLER	ABSENT
11 FERGUSON	YES	23 KLEMP	YES	35 KOURY	YES
12 McCABE	YES	24 THIEDE	YES	36 LAUTENSCHLAGER	YES

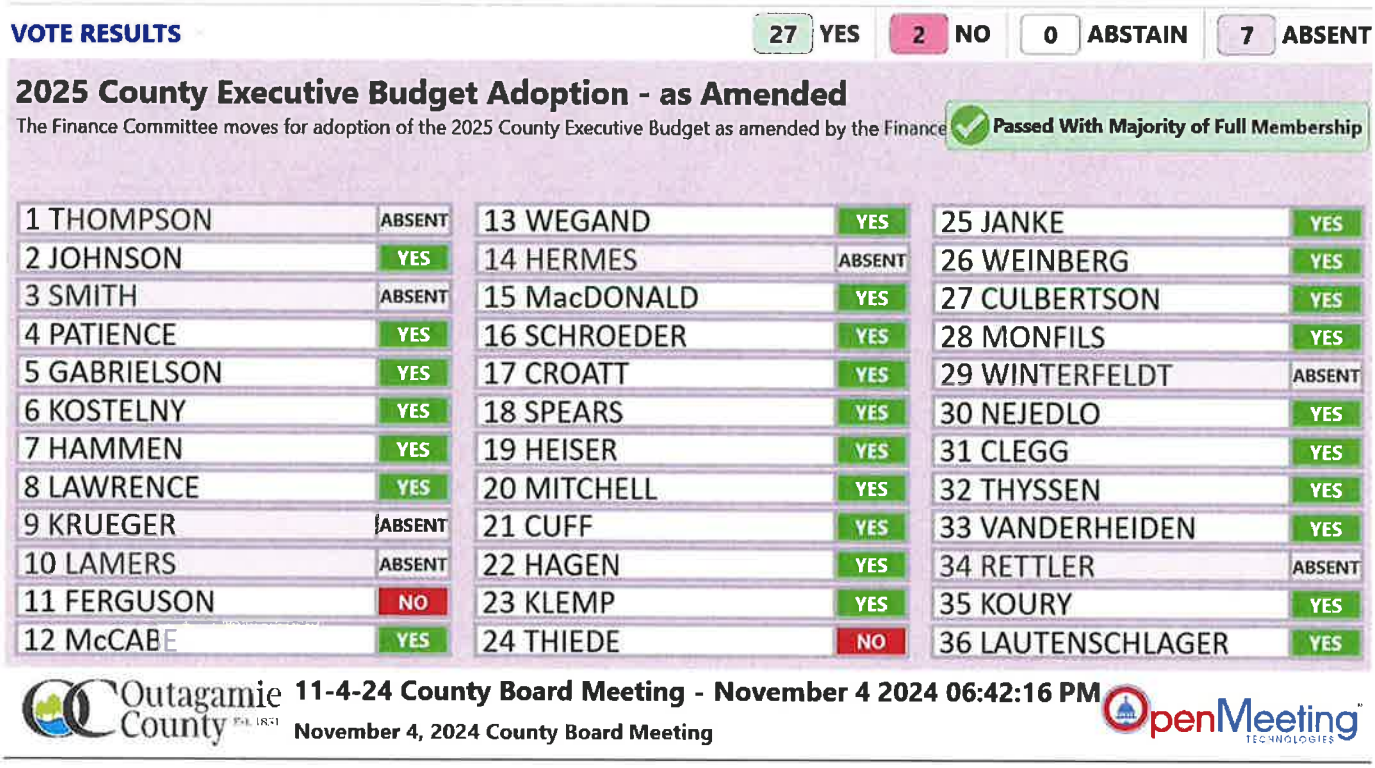
Outagamie County — 11-4-24 County Board Meeting - November 4 2024 06:42:42 PM — OpenMeeting

November 4, 2024 County Board Meeting

2025 COUNTY EXECUTIVE BUDGET - The Finance Committee moves for adoption of the 2025 County Executive Budget as amended by the Finance Committee.

Supervisor Croatt moved, seconded by Supervisor Cuff, for adoption of the 2025 County Executive Budget as amended by the Finance Committee.

ROLL CALL: 27 yes, 2 no (Ferguson, Thiede), 7 absent. 2025 COUNTY EXECUTIVE BUDGET IS ADOPTED AS AMENDED.



Supervisor Hagen moved, seconded by Supervisor Nejedlo to approve Resolution Nos. 76, 77, 78, 79, 80 and 81—2024-25.

ROLL CALL: 30 yes, 6 absent. RESOLUTION NOS. 76, 77, 78, 79, 80 AND 81—2024-25 ARE ADOPTED.

VOTE RESULTS — 30 YES | 0 NO | 0 ABSTAIN | 6 ABSENT

Resolution Nos. 76-81—2024-25

Resolution Nos. 76, 77, 78, 79, 80 and 81—2024-25 Table of Organization Changes for the Highway Departme — Passed With Majority of Full Membership

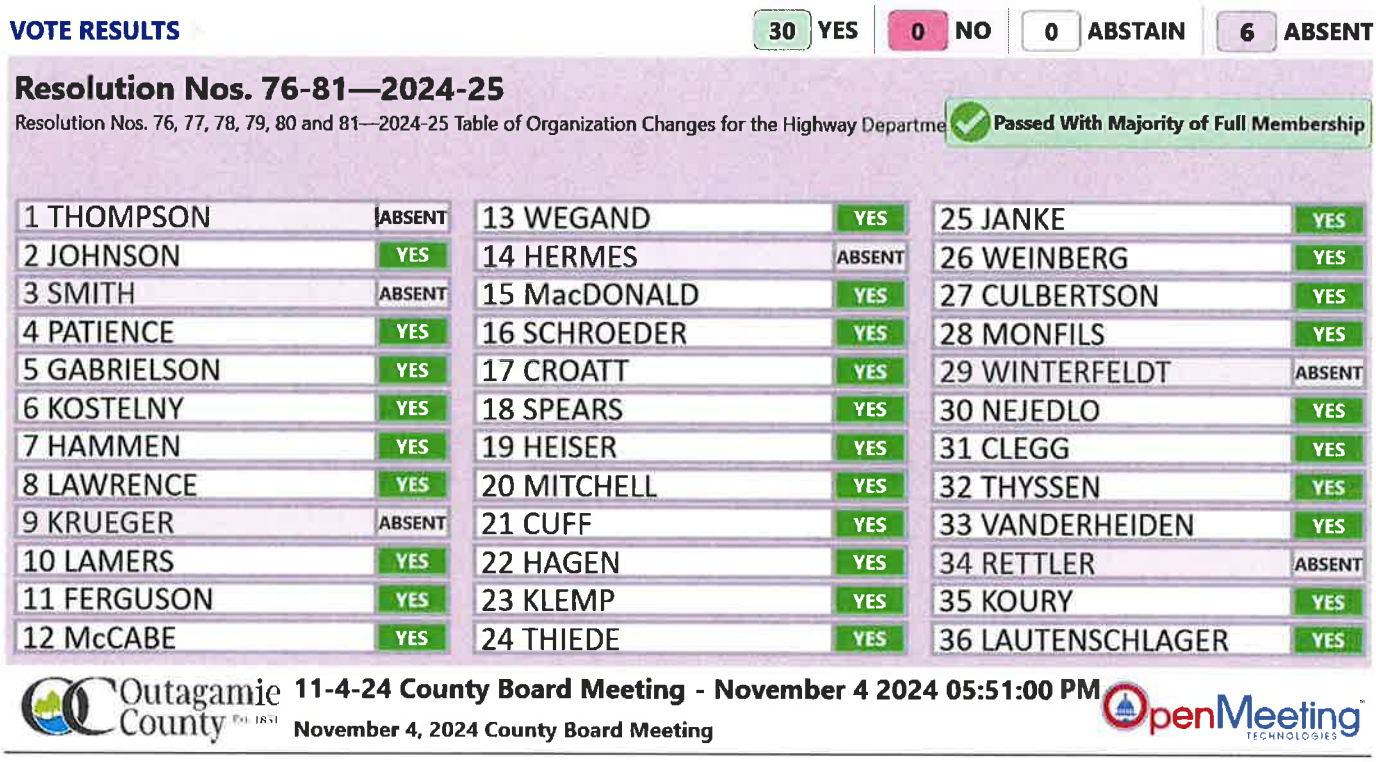
1 THOMPSON	ABSENT	13 WEGAND	YES	25 JANKE	YES
2 JOHNSON	YES	14 HERMES	ABSENT	26 WEINBERG	YES
3 SMITH	ABSENT	15 MacDONALD	YES	27 CULBERTSON	YES
4 PATIENCE	YES	16 SCHROEDER	YES	28 MONFILS	YES
5 GABRIELSON	YES	17 CROATT	YES	29 WINTERFELDT	ABSENT
6 KOSTELNY	YES	18 SPEARS	YES	30 NEJEDLO	YES
7 HAMMEN	YES	19 HEISER	YES	31 CLEGG	YES
8 LAWRENCE	YES	20 MITCHELL	YES	32 THYSSEN	YES
9 KRUEGER	ABSENT	21 CUFF	YES	33 VANDERHEIDEN	YES
10 LAMERS	YES	22 HAGEN	YES	34 RETTLER	ABSENT
11 FERGUSON	YES	23 KLEMP	YES	35 KOURY	YES
12 McCABE	YES	24 THIEDE	YES	36 LAUTENSCHLAGER	YES

Outagamie County — 11-4-24 County Board Meeting - November 4 2024 05:51:00 PM
November 4, 2024 County Board Meeting — OpenMeeting TECHNOLOGIES

Resolution No. 80—2024-25 – Legislative/Audit & Human Resources Committee. Amend the Table of Organization for the Highway Department, cost center 6005000, by creating one (1) part-time Youth Apprentice – Equipment Operator position effective January 1, 2025, and the fiscal change has been included in the budget as well as attendant budget expenditures and revenues, as detailed in the attachments.

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

ROLL CALL: 30 yes, 6 absent. RESOLUTION NO. 80—2024-25 IS ADOPTED.



RESOLUTION NO.: 80—2024-25

TO THE HONORABLE, THE OUTAGAMIE COUNTY BOARD OF SUPERVISORS

LADIES AND GENTLEMEN: ***MAJORITY***

The County Executive has requested the following Highway Department Table of Organization change, and the same has been made a part of the 2025 County Executive Budget:

Create: One (1) Part-time Youth Apprentice – Equipment Operator position

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

BE IT RESOLVED, that the Outagamie County Board of Supervisors does hereby and herewith authorize and approve of amending the Table of Organization for the Highway Department, cost center 6005000 by creating one (1) part-time Youth Apprentice – Equipment Operator position effective January 1, 2025 as described in the attached Position Addition Form, Position Description, and Table of Organization, which by reference are made a part hereof, and

BE IT STILL FURTHER RESOLVED, that the fiscal change has been included in the aforementioned budget as well as attendant budget expenditures and revenues as are detailed in the attached, and

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

Dated this 4th day of November 2024

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: November 4th, 2024

Signed: Dan Calewinka
Board Chairperson

Kelly M. Cook
County Clerk

Approved: 11.6.24

Vetoed: _____

Signed:
County Executive

POSITION ADDITION FORM - 2025 BUDGET		
Completion Checklist		
o A visual of your proposed Table of Organization o Job description for the position requested below, highlighting any changes from current JD o Completed McGrath Consulting Position Questionaire (if position is not currently on wage schedule)		
Request Details		
Effective Date of Requested Change:	**Jan. 1, 2025**	
Department:	**Highway**	
Department Head:	**Dean Steingraber**	
Cost Center Number:	**6005000**	
Position Title:	**Youth Apprentice - Equipment Operator**	
Sunset Position? (Yes or No)	**No**	
Exempt (Salaried) or Non-Exempt (Hourly):	**Non-Exempt**	
Pay Grade of Position:	**TBD - $15/hr**	
Estimated Starting Step:	**n/a**	
Position exists in current the Table of Organization?	**No**	
Is this position full time or part time? *(If more than one position, use the worksheet for Multiples)*	**Full Time:**	
	Part Time:	**1**
If Part Time position, how many hours per week will this position be working?	**Hours:**	**25**
What other alternatives were considered?	**Interns / Casual**	
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.		
The Youth Apprenticeship program for Equipment Operator would provide an opportunity for high school students to learn the trade within the County. The intention with this program would be to build a pool of potential full-time Equipment Operators post graduation.		
Employee Impacted By This Change (if no one in position - leave blank)		
Fiscal Data		

How will this position be funded (choose from drop-down list)?		
PROJECTED 2025 EXPENDITURES - Amounts must agree to amounts included in the proposed budget.		
Salary	$	16,442
Fringe Benefits	$	2,677
Travel/Training	$	-
Supplies - IT		
Supplies - Other	$	-
Purchased Services - IT		
Purchased Services - Other	$	-
Capital Outlay	$	-
TOTAL EXPENDITURES	$	19,119
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.		
Description	*Dollar Value (enter as negative)*	
Deleted Position (if applicable)		
	$	-
	$	-
TOTAL COST SAVINGS/REVENUES	$	-
NET COUNTY COST (Levy/Fund Bal)	$	19,119

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

Outagamie County

Highway Worker – Youth Apprentice Equipment Operator

Position Purpose

The Highway Worker – Youth Apprentice Equipment Operator will be assisting the Equipment Operators in maintaining county highway roadways, right of ways, buildings and equipment.

Key Responsibilities

- Operates equipment such as tractors, mowers, pickup trucks, weed eaters, routers, etc. (that do not require a Commercial Driver's License)
- Performs watering, weed control, litter pickup and mulching of landscaped areas.
- Plants/maintains shrubs, trees, ground covers, etc.
- Performs pruning, applies fertilizers, soil amendments, edging and vandalism repairs.
- Performs building clean-up
- Assists with patching/crack filling of roadways.
- Clean cracks on roadways.
- Performs hand work, shovels, picks up litter and debris; works independently or with a work crew.
- Performs signing and flagging.
- Cleans and washes equipment, vehicles and/or facilities.
- Services, changes oil, greases and fuels equipment and works with mechanics as necessary
- Completes and submits records of time, location, materials, and equipment used on each project.
- Follows safety rules and guidelines as established by, but not limited to County and/or state/federal law.
- Other duties may be assigned.

Education/Certifications/Experience Requirements

Must have a valid Wisconsin driver's license.
Must be enrolled in high school or higher education for the internship/apprenticeship program.

Required or Preferred Skills

- Must provide own steel toed shoes
- Ability to work with minimal supervision and be self-motivated
- Ability to understand and carryout oral and/or written instructions
- Ability to fill out daily reports
- Knowledge on how to use hand and power tools.
- Ability to use a broom and a shovel
- Ability to read and understand street maps, plat maps and directions
- Ability to perform minor equipment repairs
- Ability to drive efficiently and safely
- Ability to maintain effective relationships with other employees and to deal with the public in a courteous and tactful manner
- Ability to withstand a variety of temperatures and adverse weather conditions, good physical condition
- Ability to perform tasks on a regular basis which require frequent standing, climbing, lifting, reaching, bending, squatting and carrying
- Ability to lift, push, pull, or move up to 50lbs
- Ability to work in a safe manner
- Highway seasonal workers typically work outdoors, regardless of the weather. They may be exposed to heat, cold, rain, and snow.
- May be exposed to loud noises, dangerous chemicals or fumes, or high traffic areas.

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: HIGHWAY 600

COST CENTER NAME: ADMINISTRATION

DEPARTMENT NAME: HIGHWAY

COST CENTER NUMBER: 6000000, 6005000, 6008000, 6008003

POSITION COUNT	2022		2023		2024		2025	
REGULAR POSITIONS:	**FT**	**PT**	**FT**	**PT**	**FT**	**PT**	**FT**	**PT**
COST CENTER 6000000								
ASSISTANT HIGHWAY ENGINEER	1	0	1	0	1	0	1	0
ENGINEER TECHNICIAN	1	0	1	0	1	0	1	0
EQUIPMENT OPERATOR I/II *	30	0	34	0	34	0	36	0
EQUIPMENT OPERATOR III *	24	0	23	0	23	0	18	0
EQUIPMENT OPERATOR IV	0	0	0	0	0	0	5	0
HIGHWAY ENGINEER	1	0	1	0	1	0	1	0
HWY FIELD WORKER	7	0	7	0	7	0	7	0
HWY OPERATIONS FOREMAN	2	0	3	0	3	0	4	0
HWY OPERATIONS SUPERVISOR - GRADE	1	0	1	0	0	0	0	0
HWY OPERATIONS SUPERVISOR - PATROL	3	0	3	0	4	0	4	0
HWY OPERATIONS SUPERVISOR - SHOP	1	0	1	0	1	0	1	0
MECHANIC	6	0	6	0	6	0	7	0
MECHANIC/MAINTENANCE TECH	1	0	1	0	1	0	1	0
SIGN TECHNICIAN	1	0	1	0	1	0	1	0
COST CENTER TOTALS	79	0	83	0	83	0	87	0
COST CENTER 6005000								
PATROL SUPERINTENDENT	2	0	2	0	2	0	2	0
COST CENTER TOTALS	2	0	2	0	2	0	2	0

* POSITION COMPOSITION MAY VARY BUT NOT EXCEED TOTAL COMBINED NUMBER OF POSITIONS

FUND: HIGHWAY 600

COST CENTER NAME: ADMINISTRATION

DEPARTMENT NAME: HIGHWAY

COST CENTER NUMBER: 6000000, 6005000, 6008000, 6008003

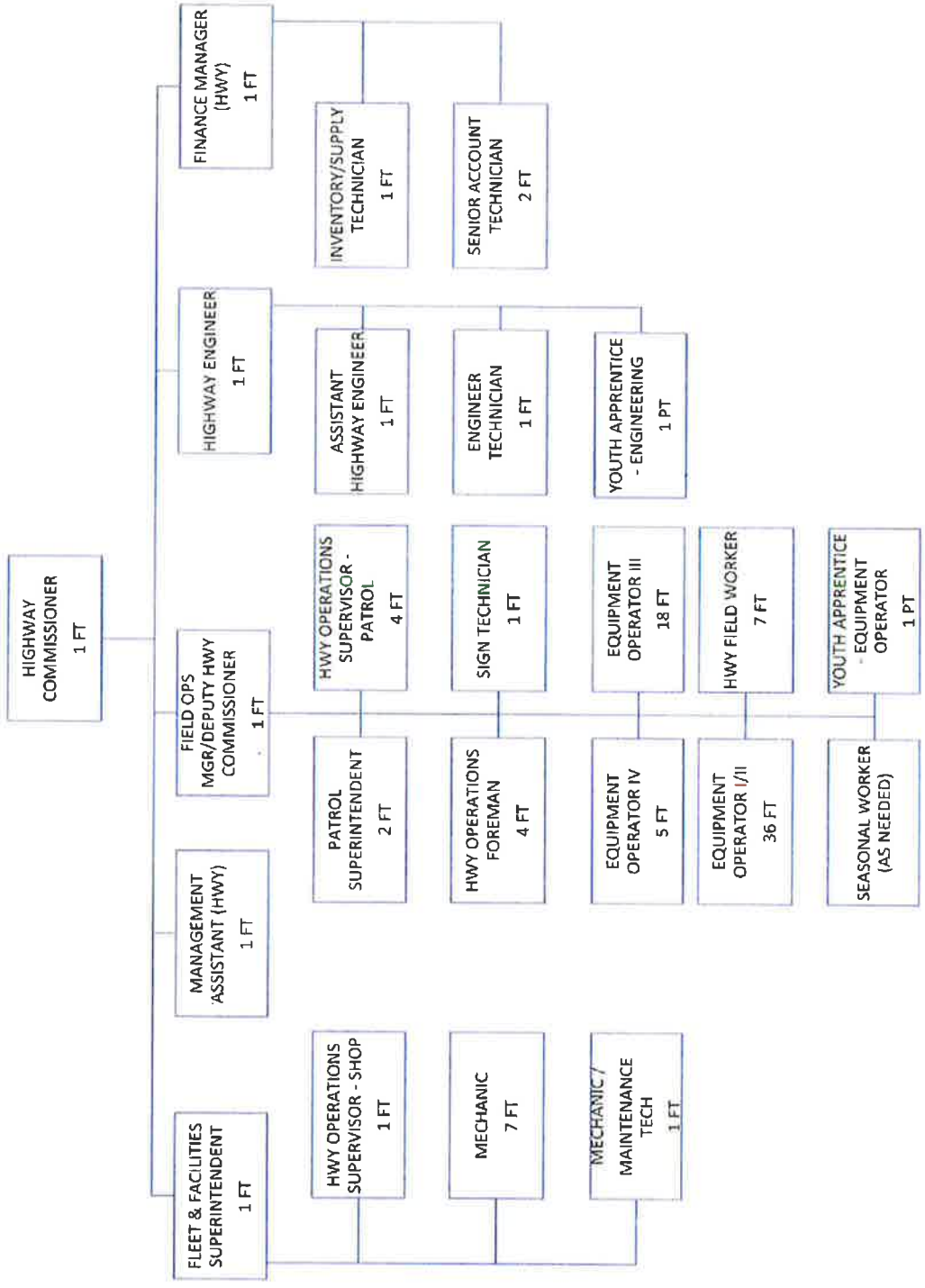
POSITION COUNT	2022		2023		2024		2025	
REGULAR POSITIONS:	**FT**	**PT**	**FT**	**PT**	**FT**	**PT**	**FT**	**PT**
COST CENTER 6008000								
FIELD OPS MGR/DEPUTY HWY COMMISSIONER	0	0	0	0	0	0	1	0
FINANCE MANAGER (HWY)	1	0	1	0	1	0	1	0
HIGHWAY COMMISSIONER	1	0	1	0	1	0	1	0
MANAGEMENT ASSISTANT (HWY)	1	0	1	0	1	0	1	0
SENIOR ACCOUNT TECHNICIAN	2	0	2	0	2	0	2	0
COST CENTER TOTALS	5	0	5	0	5	0	6	0
COST CENTER 6008003								
FLEET & FACILITIES SUPERINTENDENT	1	0	1	0	1	0	1	0
INVENTORY/SUPPLY TECHNICIAN	1	0	1	0	1	0	1	0
COST CENTER TOTALS	2	0	2	0	2	0	2	0
TOTAL POSITIONS - REGULAR:	88	0	92	0	92	0	97	0
TEMPORARY POSITIONS:								
COST CENTER 6000000								
SEASONAL WORKER (AS NEEDED)	0	0	0	0	0	0	0	0
COST CENTER TOTALS	0	0	0	0	0	0	0	0
COST CENTER 6005000								
YOUTH APPRENTICE - ENGINEERING	0	0	0	0	0	0	0	1
YOUTH APPRENTICE - EQUIPMENT OPERATOR	0	0	0	0	0	0	0	1
COST CENTER TOTALS	0	0	0	0	0	0	0	2
TOTAL TEMPORARY - REGULAR:	0	0	0	0	0	0	0	2
TOTAL ALL POSITIONS:	**88**	**0**	**92**	**0**	**92**	**0**	**97**	**2**

FUND: HIGHWAY 600

DEPARTMENT NAME: HIGHWAY

COST CENTER NUMBER: 6000000, 6005000, 6008000, 6008003

COST CENTER NAME: ADMINISTRATION



LOCK IN OF 2025 ADOPTED BUDGET

RES. 81

Vote for lock in. ROLL CALL: 28 yes, 1 no (Thiede), 7 absent. 2025 COUNTY EXECUTIVE BUDGET AS AMENDED IS ADOPTED AND LOCKED IN.

VOTE RESULTS | 28 YES | 1 NO | 0 ABSTAIN | 7 ABSENT

Lock in of 2025 County Executive Budget As Amended

Lock in of 2025 County Executive Budget As Amended

Passed With Majority of Full Membership

1 THOMPSON	ABSENT	13 WEGAND	YES	25 JANKE	YES
2 JOHNSON	YES	14 HERMES	ABSENT	26 WEINBERG	YES
3 SMITH	ABSENT	15 MacDONALD	YES	27 CULBERTSON	YES
4 PATIENCE	YES	16 SCHROEDER	YES	28 MONFILS	YES
5 GABRIELSON	YES	17 CROATT	YES	29 WINTERFELDT	ABSENT
6 KOSTELNY	YES	18 SPEARS	YES	30 NEJEDLO	YES
7 HAMMEN	YES	19 HEISER	YES	31 CLEGG	YES
8 LAWRENCE	YES	20 MITCHELL	YES	32 THYSSEN	YES
9 KRUEGER	ABSENT	21 CUFF	YES	33 VANDERHEIDEN	YES
10 LAMERS	ABSENT	22 HAGEN	YES	34 RETTLER	ABSENT
11 FERGUSON	YES	23 KLEMP	YES	35 KOURY	YES
12 McCABE	YES	24 THIEDE	NO	36 LAUTENSCHLAGER	YES

Outagamie County

11-4-24 County Board Meeting - November 4 2024 06:43:02 PM

November 4, 2024 County Board Meeting

OpenMeeting TECHNOLOGIES

RECONSIDERATION OF 2025 ADOPTED BUDGET

Supervisor Croatt moved, seconded by Supervisor Patience to reconsider the 2025 Adopted Budget for the purpose of lock in.

Vote for reconsideration. ROLL CALL: 29 yes, 7 absent. 2025 COUNTY EXECUTIVE BUDGET AS AMENDED IS RECONSIDERED.

VOTE RESULTS | 29 YES | 0 NO | 0 ABSTAIN | 7 ABSENT

Reconsideration of 2025 County Executive Budget As Amended

Reconsideration of 2025 County Executive Budget As Amended — Passed With Majority of Full Membership

1 THOMPSON	ABSENT	13 WEGAND	YES	25 JANKE	YES
2 JOHNSON	YES	14 HERMES	ABSENT	26 WEINBERG	YES
3 SMITH	ABSENT	15 MacDONALD	YES	27 CULBERTSON	YES
4 PATIENCE	YES	16 SCHROEDER	YES	28 MONFILS	YES
5 GABRIELSON	YES	17 CROATT	YES	29 WINTERFELDT	ABSENT
6 KOSTELNY	YES	18 SPEARS	YES	30 NEJEDLO	YES
7 HAMMEN	YES	19 HEISER	YES	31 CLEGG	YES
8 LAWRENCE	YES	20 MITCHELL	YES	32 THYSSEN	YES
9 KRUEGER	ABSENT	21 CUFF	YES	33 VANDERHEIDEN	YES
10 LAMERS	ABSENT	22 HAGEN	YES	34 RETTLER	ABSENT
11 FERGUSON	YES	23 KLEMP	YES	35 KOURY	YES
12 McCABE	YES	24 THIEDE	YES	36 LAUTENSCHLAGER	YES

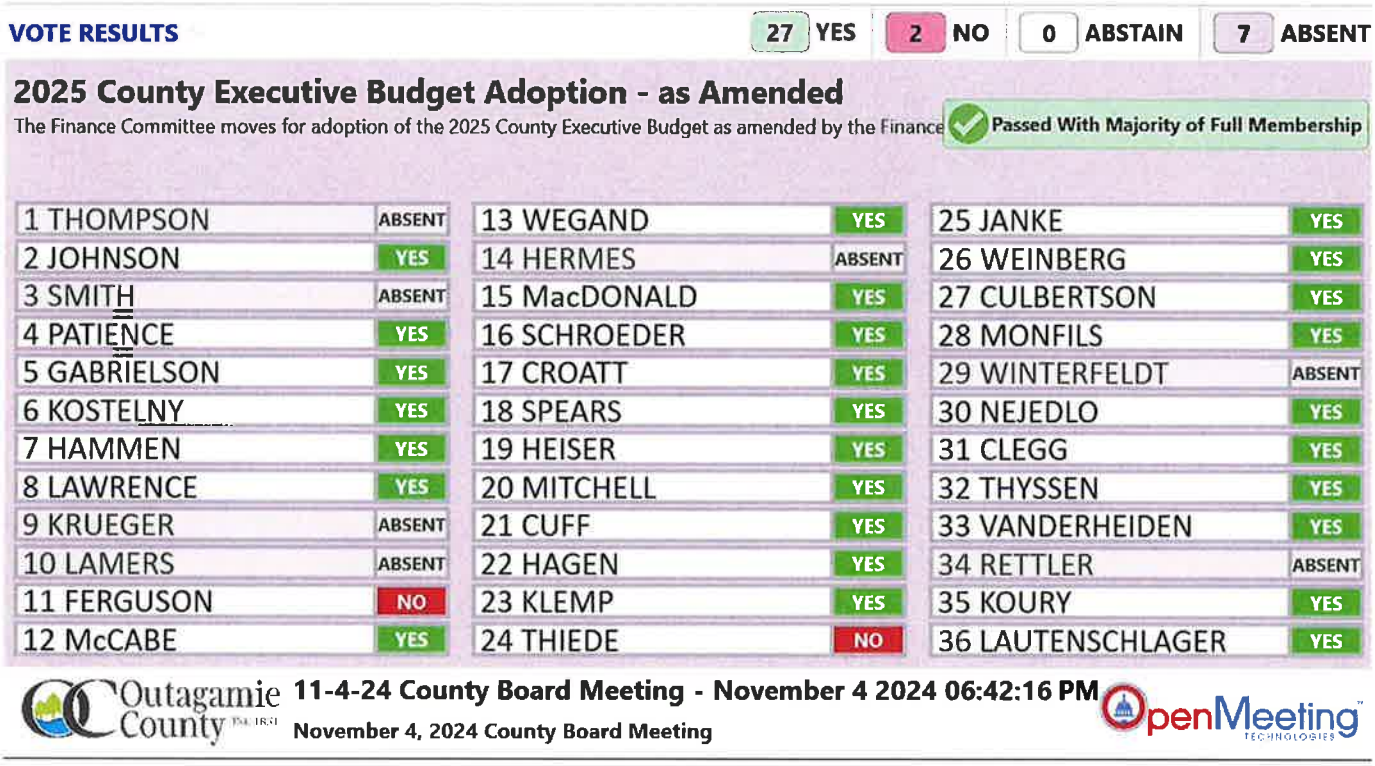
Outagamie County — 11-4-24 County Board Meeting - November 4 2024 06:42:42 PM — OpenMeeting

November 4, 2024 County Board Meeting

2025 COUNTY EXECUTIVE BUDGET - The Finance Committee moves for adoption of the 2025 County Executive Budget as amended by the Finance Committee.

Supervisor Croatt moved, seconded by Supervisor Cuff, for adoption of the 2025 County Executive Budget as amended by the Finance Committee.

ROLL CALL: 27 yes, 2 no (Ferguson, Thiede), 7 absent. 2025 COUNTY EXECUTIVE BUDGET IS ADOPTED AS AMENDED.



VOTE RESULTS — 27 YES | 2 NO | 0 ABSTAIN | 7 ABSENT

2025 County Executive Budget Adoption - as Amended

The Finance Committee moves for adoption of the 2025 County Executive Budget as amended by the Finance

Passed With Majority of Full Membership

1 THOMPSON	ABSENT	13 WEGAND	YES	25 JANKE	YES
2 JOHNSON	YES	14 HERMES	ABSENT	26 WEINBERG	YES
3 SMITH	ABSENT	15 MacDONALD	YES	27 CULBERTSON	YES
4 PATIENCE	YES	16 SCHROEDER	YES	28 MONFILS	YES
5 GABRIELSON	YES	17 CROATT	YES	29 WINTERFELDT	ABSENT
6 KOSTELNY	YES	18 SPEARS	YES	30 NEJEDLO	YES
7 HAMMEN	YES	19 HEISER	YES	31 CLEGG	YES
8 LAWRENCE	YES	20 MITCHELL	YES	32 THYSSEN	YES
9 KRUEGER	ABSENT	21 CUFF	YES	33 VANDERHEIDEN	YES
10 LAMERS	ABSENT	22 HAGEN	YES	34 RETTLER	ABSENT
11 FERGUSON	NO	23 KLEMP	YES	35 KOURY	YES
12 McCABE	YES	24 THIEDE	NO	36 LAUTENSCHLAGER	YES

Outagamie County Board — 11-4-24 County Board Meeting - November 4 2024 06:42:16 PM

November 4, 2024 County Board Meeting

OpenMeeting

Supervisor Hagen moved, seconded by Supervisor Nejedlo to approve Resolution Nos. 76, 77, 78, 79, 80 and 81—2024-25.

ROLL CALL: 30 yes, 6 absent. RESOLUTION NOS. 76, 77, 78, 79, 80 AND 81—2024-25 ARE ADOPTED.

VOTE RESULTS — 30 YES | 0 NO | 0 ABSTAIN | 6 ABSENT

Resolution Nos. 76-81—2024-25

Resolution Nos. 76, 77, 78, 79, 80 and 81—2024-25 Table of Organization Changes for the Highway Departme — Passed With Majority of Full Membership

1 THOMPSON	ABSENT	13 WEGAND	YES	25 JANKE	YES
2 JOHNSON	YES	14 HERMES	ABSENT	26 WEINBERG	YES
3 SMITH	ABSENT	15 MacDONALD	YES	27 CULBERTSON	YES
4 PATIENCE	YES	16 SCHROEDER	YES	28 MONFILS	YES
5 GABRIELSON	YES	17 CROATT	YES	29 WINTERFELDT	ABSENT
6 KOSTELNY	YES	18 SPEARS	YES	30 NEJEDLO	YES
7 HAMMEN	YES	19 HEISER	YES	31 CLEGG	YES
8 LAWRENCE	YES	20 MITCHELL	YES	32 THYSSEN	YES
9 KRUEGER	ABSENT	21 CUFF	YES	33 VANDERHEIDEN	YES
10 LAMERS	YES	22 HAGEN	YES	34 RETTLER	ABSENT
11 FERGUSON	YES	23 KLEMP	YES	35 KOURY	YES
12 McCABE	YES	24 THIEDE	YES	36 LAUTENSCHLAGER	YES

Outagamie County Est. 1851 **11-4-24 County Board Meeting - November 4 2024 05:51:00 PM**

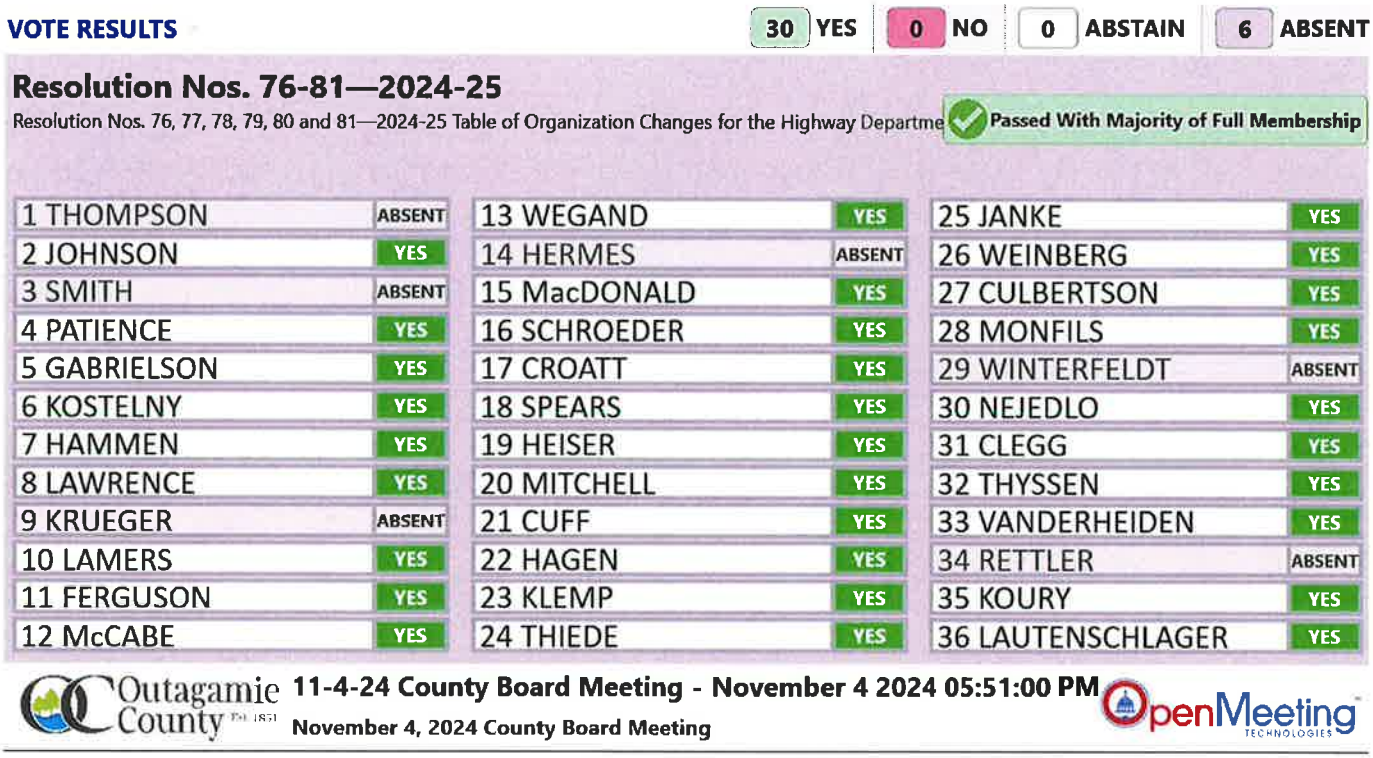
November 4, 2024 County Board Meeting

OpenMeeting TECHNOLOGIES

Resolution No. 81—2024-25 – Legislative/Audit & Human Resources Committee. Amend the Table of Organization for the Highway Department, cost center 6005000, by creating one (1) part-time Youth Apprentice – Engineering position effective January 1, 2025, and the fiscal change has been included in the budget as well as attendant budget expenditures and revenues, as detailed in the attachments.

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

ROLL CALL: 30 yes, 6 absent. RESOLUTION NO. 81—2024-25 IS ADOPTED.



RESOLUTION NO.: 81—2024-25

TO THE HONORABLE, THE OUTAGAMIE COUNTY BOARD OF SUPERVISORS

LADIES AND GENTLEMEN: ***MAJORITY***

The County Executive has requested the following Highway Department Table of Organization change, and the same has been made a part of the 2025 County Executive Budget:

Create: One (1) Part-time Youth Apprentice – Engineering position

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

BE IT RESOLVED, that the Outagamie County Board of Supervisors does hereby and herewith authorize and approve of amending the Table of Organization for the Highway Department, cost center 6005000 by creating one (1) part-time Youth Apprentice – Engineering position effective January 1, 2025 as described in the attached Position Addition Form, Position Description, and Table of Organization, which by reference are made a part hereof, and

BE IT STILL FURTHER RESOLVED, that the fiscal change has been included in the aforementioned budget as well as attendant budget expenditures and revenues as are detailed in the attached, and

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

Dated this 4th day of November 2024

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: November 4th, 2024

Signed: _____
Board Chairperson

_____
County Clerk

Approved: 11.6.24

Vetoed: _____

Signed: _____
County Executive

POSITION ADDITION FORM - 2025 BUDGET		
Completion Checklist		
o A visual of your proposed Table of Organization o Job description for the position requested below, highlighting any changes from current JD o Completed McGrath Consulting Position Questionaire (if position is not currently on wage schedule)		
Request Details		
Effective Date of Requested Change:	**Jan. 1, 2025**	
Department:	**Highway**	
Department Head:	**Dean Steingraber**	
Cost Center Number:	**6005000**	
Position Title:	**Youth Apprentice - Engineering**	
Sunset Position? (Yes or No)	**No**	
Exempt (Salaried) or Non-Exempt (Hourly):	**Non-Exempt**	
Pay Grade of Position:	**TBD - $15/hr**	
Estimated Starting Step:	**n/a**	
Position exists in current the Table of Organization?	**No**	
Is this position full time or part time? *(If more than one position, use the worksheet for Multiples)*	**Full Time:**	
	Part Time:	**1**
If Part Time position, how many hours per week will this position be working?	**Hours:**	**25**
What other alternatives were considered?	**Interns / Casual**	
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.		
Employee Impacted By This Change (if no one in position - leave blank)		
Fiscal Data		

How will this position be funded (choose from drop-down list)?	
PROJECTED 2025 EXPENDITURES - Amounts must agree to amounts included in the proposed budget.	
Salary	$ 16,442
Fringe Benefits	$ 2,677
Travel/Training	$ -
Supplies - IT	
Supplies - Other	$ -
Purchased Services - IT	
Purchased Services - Other	$ -
Capital Outlay	$ -
TOTAL EXPENDITURES	$ 19,119
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.	
Description	*Dollar Value (enter as negative)*
Deleted Position (if applicable)	
	$ -
	$ -
TOTAL COST SAVINGS/REVENUES	$ -
NET COUNTY COST (Levy/Fund Bal)	$ 19,119

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

Youth Apprentice Engineer (Highway) Job Description

Position Purpose

The Youth Apprentice Engineer will report to the Highway Engineer and assist the engineering staff with various project development tasks and assist with engineering support of County Highway operations.

Key Responsibilities

- Create engineering drawings using AutoCAD and ArcGIS.
- Perform basic surveying functions using laser and GPS equipment.
- Assist in the collection, processing, and compilation of traffic count data.
- Assist with engineering field reviews for highway permits, culvert and drainage improvements, pavement condition, bridges and structures, guardrails and roadside safety items, and other roadway and roadside appurtenances.
- Research and analyze safety, traffic, and crash-related data and prepare associated engineering recommendations and/or summary reports.
- Assist engineering and operations staff with signing and pavement marking plan(s) and layout, construction staking, and other tasks as assigned.
- Document construction activities and perform construction inspection and support tasks as assigned, including tracking construction project quantities, work progress, and costs.
- Maintain regular and predictable attendance.
- Other duties as assigned.

Education/Certifications/Experience Requirements

- Must be enrolled in high school or higher education for the internship/apprenticeship program.
- Must have a valid driver's license.

Required or Preferred Skills

- Must provide own steel toed shoes. Other personal protective equipment (PPE) for job-specific tasks will be provided.
- Ability to work with minimal supervision and be self-motivated.
- Ability to understand and execute oral and/or written instructions.
- Ability to fill out daily reports.
- Ability to read and understand street maps, plat maps, engineering plans and basic technical documents.
- Ability to learn and utilize County-based GIS (geographic information system) software and other transportation inventory software such as WISLR (Wisconsin Information System for Local Roads) and web-based safety-reporting software.

C:\Users\hickeysa\AppData\Local\Microsoft\Windows\INetCache\Content.Outlook\DI9UXRYJ\Highway - Youth Apprentice Engineer Job Description.docx

- Ability to drive efficiently and safely.
- Ability to maintain effective relationships with other employees and interact with the public in a courteous and tactful manner.
- Ability to perform work in a variety of temperatures and adverse weather conditions, and be in good physical condition.
- Ability to lift, push and pull up to 50 lbs.
- Ability to work in a safe manner and utilize PPE.

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: HIGHWAY 600

COST CENTER NAME: ADMINISTRATION

DEPARTMENT NAME: HIGHWAY

COST CENTER NUMBER: 6000000, 6005000, 6008000, 6008003

POSITION COUNT	2022		2023		2024		2025	
REGULAR POSITIONS:	**FT**	**PT**	**FT**	**PT**	**FT**	**PT**	**FT**	**PT**
COST CENTER 6000000								
ASSISTANT HIGHWAY ENGINEER	1	0	1	0	1	0	1	0
ENGINEER TECHNICIAN	1	0	1	0	1	0	1	0
EQUIPMENT OPERATOR I/II *	30	0	34	0	34	0	36	0
EQUIPMENT OPERATOR III *	24	0	23	0	23	0	18	0
EQUIPMENT OPERATOR IV	0	0	0	0	0	0	5	0
HIGHWAY ENGINEER	1	0	1	0	1	0	1	0
HWY FIELD WORKER	7	0	7	0	7	0	7	0
HWY OPERATIONS FOREMAN	2	0	3	0	3	0	4	0
HWY OPERATIONS SUPERVISOR - GRADE	1	0	1	0	0	0	0	0
HWY OPERATIONS SUPERVISOR - PATROL	3	0	3	0	4	0	4	0
HWY OPERATIONS SUPERVISOR - SHOP	1	0	1	0	1	0	1	0
MECHANIC	6	0	6	0	6	0	7	0
MECHANIC/MAINTENANCE TECH	1	0	1	0	1	0	1	0
SIGN TECHNICIAN	1	0	1	0	1	0	1	0
COST CENTER TOTALS	79	0	83	0	83	0	87	0
COST CENTER 6005000								
PATROL SUPERINTENDENT	2	0	2	0	2	0	2	0
COST CENTER TOTALS	2	0	2	0	2	0	2	0

* POSITION COMPOSITION MAY VARY BUT NOT EXCEED TOTAL COMBINED NUMBER OF POSITIONS

FUND: HIGHWAY 600

COST CENTER NAME: ADMINISTRATION

DEPARTMENT NAME: HIGHWAY

COST CENTER NUMBER: 6000000, 6005000, 6008000, 6008003

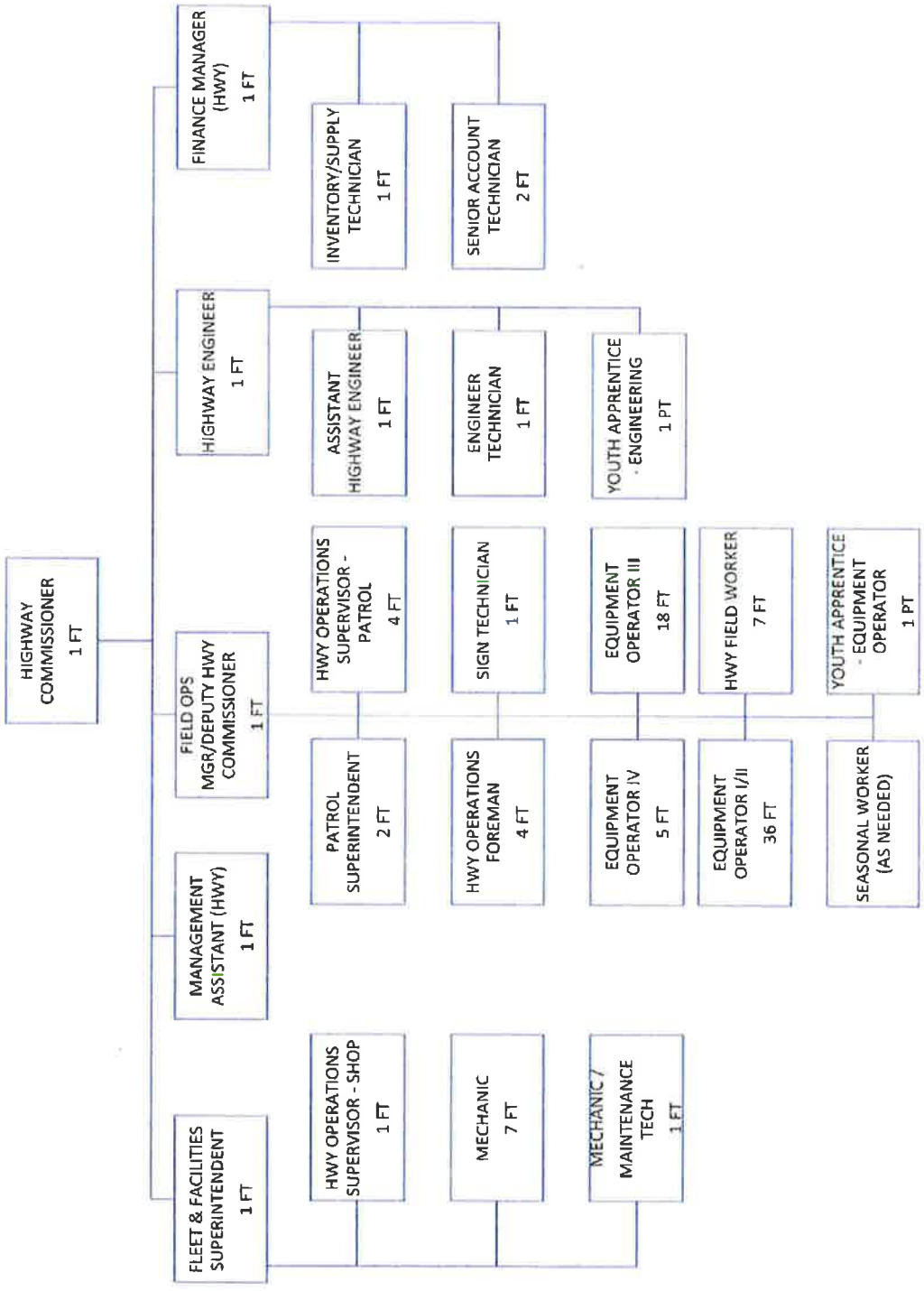
POSITION COUNT	2022		2023		2024		2025	
REGULAR POSITIONS:	**FT**	**PT**	**FT**	**PT**	**FT**	**PT**	**FT**	**PT**
COST CENTER 6008000								
FIELD OPS MGR/DEPUTY HWY COMMISSIONER	0	0	0	0	0	0	1	0
FINANCE MANAGER (HWY)	1	0	1	0	1	0	1	0
HIGHWAY COMMISSIONER	1	0	1	0	1	0	1	0
MANAGEMENT ASSISTANT (HWY)	1	0	1	0	1	0	1	0
SENIOR ACCOUNT TECHNICIAN	2	0	2	0	2	0	2	0
COST CENTER TOTALS	5	0	5	0	5	0	6	0
COST CENTER 6008003								
FLEET & FACILITIES SUPERINTENDENT	1	0	1	0	1	0	1	0
INVENTORY/SUPPLY TECHNICIAN	1	0	1	0	1	0	1	0
COST CENTER TOTALS	2	0	2	0	2	0	2	0
TOTAL POSITIONS - REGULAR:	88	0	92	0	92	0	97	0
TEMPORARY POSITIONS:								
COST CENTER 6000000								
SEASONAL WORKER (AS NEEDED)	0	0	0	0	0	0	0	0
COST CENTER TOTALS	0	0	0	0	0	0	0	0
COST CENTER 6005000								
YOUTH APPRENTICE - ENGINEERING	0	0	0	0	0	0	0	1
YOUTH APPRENTICE - EQUIPMENT OPERATOR	0	0	0	0	0	0	0	1
COST CENTER TOTALS	0	0	0	0	0	0	0	2
TOTAL TEMPORARY - REGULAR:	0	0	0	0	0	0	0	2
TOTAL ALL POSITIONS:	**88**	**0**	**92**	**0**	**92**	**0**	**97**	**2**

FUND: HIGHWAY 600

COST CENTER NAME: ADMINISTRATION

DEPARTMENT NAME: HIGHWAY

COST CENTER NUMBER: 6000000, 6005000, 6008000, 6008003



LOCK IN OF 2025 ADOPTED BUDGET

RES. 82

Vote for lock in. ROLL CALL: 28 yes, 1 no (Thiede), 7 absent. 2025 COUNTY EXECUTIVE BUDGET AS AMENDED IS ADOPTED AND LOCKED IN.

VOTE RESULTS | 28 YES | 1 NO | 0 ABSTAIN | 7 ABSENT

Lock in of 2025 County Executive Budget As Amended

Lock in of 2025 County Executive Budget As Amended

Passed With Majority of Full Membership

1 THOMPSON	ABSENT	13 WEGAND	YES	25 JANKE	YES
2 JOHNSON	YES	14 HERMES	ABSENT	26 WEINBERG	YES
3 SMITH	ABSENT	15 MacDONALD	YES	27 CULBERTSON	YES
4 PATIENCE	YES	16 SCHROEDER	YES	28 MONFILS	YES
5 GABRIELSON	YES	17 CROATT	YES	29 WINTERFELDT	ABSENT
6 KOSTELNY	YES	18 SPEARS	YES	30 NEJEDLO	YES
7 HAMMEN	YES	19 HEISER	YES	31 CLEGG	YES
8 LAWRENCE	YES	20 MITCHELL	YES	32 THYSSEN	YES
9 KRUEGER	ABSENT	21 CUFF	YES	33 VANDERHEIDEN	YES
10 LAMERS	ABSENT	22 HAGEN	YES	34 RETTLER	ABSENT
11 FERGUSON	YES	23 KLEMP	YES	35 KOURY	YES
12 McCABE	YES	24 THIEDE	NO	36 LAUTENSCHLAGER	YES

Outagamie County Est. 1851

11-4-24 County Board Meeting - November 4 2024 06:43:02 PM

November 4, 2024 County Board Meeting

OpenMeeting TECHNOLOGIES

RECONSIDERATION OF 2025 ADOPTED BUDGET

Supervisor Croatt moved, seconded by Supervisor Patience to reconsider the 2025 Adopted Budget for the purpose of lock in.

Vote for reconsideration. ROLL CALL: 29 yes, 7 absent. 2025 COUNTY EXECUTIVE BUDGET AS AMENDED IS RECONSIDERED.

VOTE RESULTS 29 YES | 0 NO | 0 ABSTAIN | 7 ABSENT

Reconsideration of 2025 County Executive Budget As Amended

Reconsideration of 2025 County Executive Budget As Amended — Passed With Majority of Full Membership

1 THOMPSON	ABSENT	13 WEGAND	YES	25 JANKE	YES
2 JOHNSON	YES	14 HERMES	ABSENT	26 WEINBERG	YES
3 SMITH	ABSENT	15 MacDONALD	YES	27 CULBERTSON	YES
4 PATIENCE	YES	16 SCHROEDER	YES	28 MONFILS	YES
5 GABRIELSON	YES	17 CROATT	YES	29 WINTERFELDT	ABSENT
6 KOSTELNY	YES	18 SPEARS	YES	30 NEJEDLO	YES
7 HAMMEN	YES	19 HEISER	YES	31 CLEGG	YES
8 LAWRENCE	YES	20 MITCHELL	YES	32 THYSSEN	YES
9 KRUEGER	ABSENT	21 CUFF	YES	33 VANDERHEIDEN	YES
10 LAMERS	ABSENT	22 HAGEN	YES	34 RETTLER	ABSENT
11 FERGUSON	YES	23 KLEMP	YES	35 KOURY	YES
12 McCABE	YES	24 THIEDE	YES	36 LAUTENSCHLAGER	YES

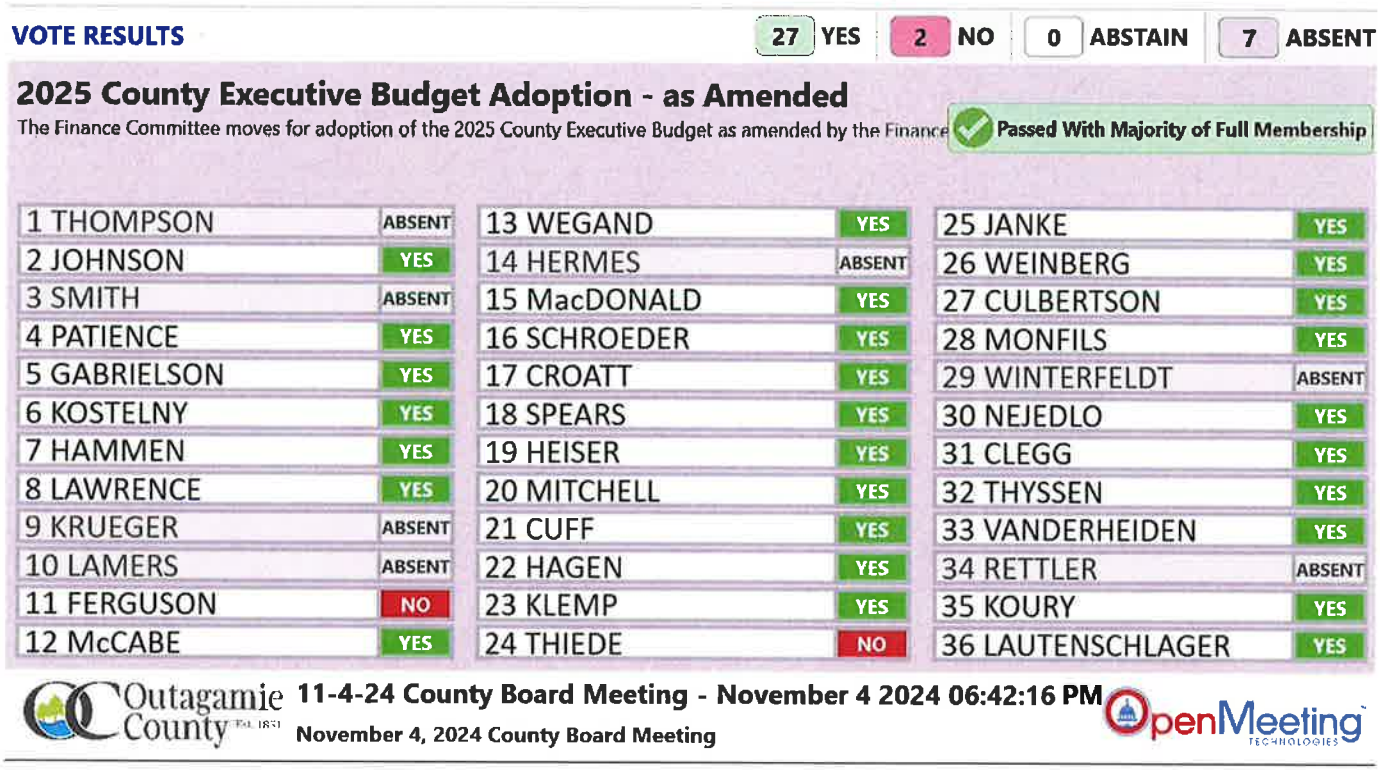
Outagamie County — 11-4-24 County Board Meeting - November 4 2024 06:42:42 PM — OpenMeeting TECHNOLOGIES

November 4, 2024 County Board Meeting

2025 COUNTY EXECUTIVE BUDGET - The Finance Committee moves for adoption of the 2025 County Executive Budget as amended by the Finance Committee.

Supervisor Croatt moved, seconded by Supervisor Cuff, for adoption of the 2025 County Executive Budget as amended by the Finance Committee.

ROLL CALL: 27 yes, 2 no (Ferguson, Thiede), 7 absent. 2025 COUNTY EXECUTIVE BUDGET IS ADOPTED AS AMENDED.



VOTE RESULTS — 27 YES | 2 NO | 0 ABSTAIN | 7 ABSENT

2025 County Executive Budget Adoption - as Amended

The Finance Committee moves for adoption of the 2025 County Executive Budget as amended by the Finance — Passed With Majority of Full Membership

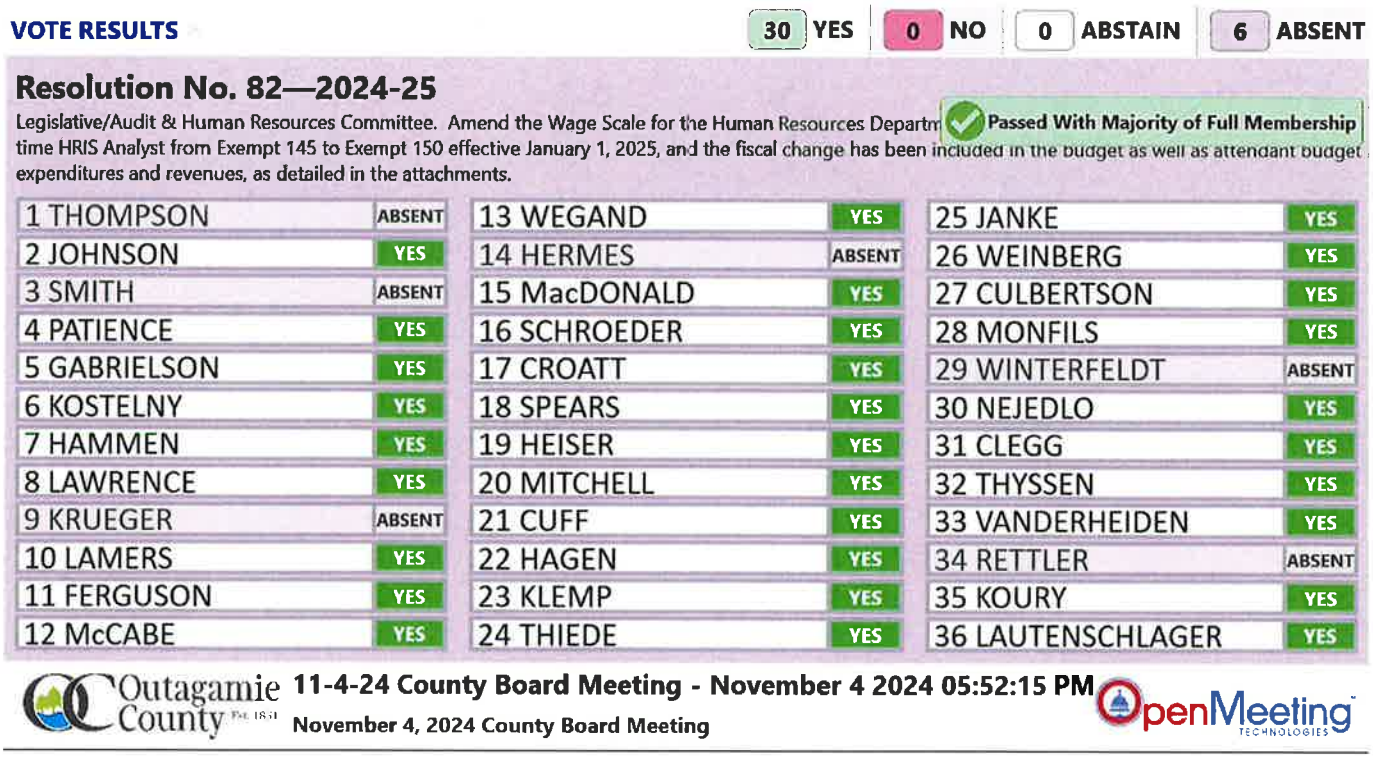
1 THOMPSON	ABSENT	13 WEGAND	YES	25 JANKE	YES
2 JOHNSON	YES	14 HERMES	ABSENT	26 WEINBERG	YES
3 SMITH	ABSENT	15 MacDONALD	YES	27 CULBERTSON	YES
4 PATIENCE	YES	16 SCHROEDER	YES	28 MONFILS	YES
5 GABRIELSON	YES	17 CROATT	YES	29 WINTERFELDT	ABSENT
6 KOSTELNY	YES	18 SPEARS	YES	30 NEJEDLO	YES
7 HAMMEN	YES	19 HEISER	YES	31 CLEGG	YES
8 LAWRENCE	YES	20 MITCHELL	YES	32 THYSSEN	YES
9 KRUEGER	ABSENT	21 CUFF	YES	33 VANDERHEIDEN	YES
10 LAMERS	ABSENT	22 HAGEN	YES	34 RETTLER	ABSENT
11 FERGUSON	NO	23 KLEMP	YES	35 KOURY	YES
12 McCABE	YES	24 THIEDE	NO	36 LAUTENSCHLAGER	YES

Outagamie County Est. 1851 — 11-4-24 County Board Meeting - November 4 2024 06:42:16 PM — November 4, 2024 County Board Meeting — OpenMeeting TECHNOLOGIES

Resolution No. 82—2024-25 – Legislative/Audit & Human Resources Committee. Amend the Wage Scale for the Human Resources Department, cost center 1006000, by changing the full-time HRIS Analyst from Exempt 145 to Exempt 150 effective January 1, 2025, and the fiscal change has been included in the budget as well as attendant budget expenditures and revenues, as detailed in the attachments.

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

ROLL CALL: 30 yes, 6 absent. RESOLUTION NO. 82—2024-25 IS ADOPTED.



RESOLUTION NO.: 82—2024-25

TO THE HONORABLE, THE OUTAGAMIE COUNTY BOARD OF SUPERVISORS

LADIES AND GENTLEMEN: ***MAJORITY***

The County Executive has requested the following grade change, and the same has been made a part of the 2025 County Executive Budget:

Department: Human Resources
Position: (1) Full-time HRIS Analyst
Grade Change: From Exempt 145 to Exempt 150

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

BE IT RESOLVED, that the Outagamie County Board of Supervisors does hereby and herewith authorize and approve of amending the Wage Scale for the Human Resources Department, cost center 1006000, by changing the full-time HRIS Analyst from Exempt 145 to Exempt 150 effective January 1, 2025 as described in the Position Classification/Grade Change Form, Position Description, and Table of Organization which by reference are made a part hereof, and

BE IT STILL FURTHER RESOLVED, that the fiscal change has been included in the aforementioned budget as well as attendant budget expenditures and revenues as are detailed in the attached, and

BE IT FINALLY RESOLVED, that the Outagamie County Clerk be directed to forward a copy of this resolution to the Outagamie County Human Resources Director.

Dated this 4th day of November 2024

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: November 4th, 2024

Signed: Dan Calvin
Board Chairperson

Kelly M. Cox
County Clerk

Approved: 11/6/24

Vetoed: _____

Signed:
County Executive

POSITION CLASSIFICATION/GRADE CHANGE FORM - 2025 BUDGET

Completion Checklist

- 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 Questionaire with details of how position has changed

Request Details	
Effective Date of Requested Change:	1-Jan-25
Department:	Human Resources
Department Head:	Valarie Wunderlich
Cost Center Number:	
Position Title:	HRIS Analyst
Current Classification: Exempt (Salaried) or Non-Exempt (Hourly):	NE
Proposed Classification: Exempt (Salaried) or Non-Exempt (Hourly):	NE
Current Pay Grade of Position:	145
Proposed Pay Grade of Position:	150
New Step(s) in New Grade:	3
Number of Employees: *(if more than 1, complete the "Multiples" worksheet)*	1

Reclass Justification

Briefly summarize why this Classification Change is needed, as well as areas of revenue and savings.

Elevate the current HR Program Analyst to an HRIS Analyst focusing on maximizing our HRIS system (Tyler Munis) to create efficiencies in HR and Payroll. This person will be responsible for system security, troubleshooting system issues, reporting, module review/set-ups, analyzing and updating system processes, project managing updates and upgrades, and implementing new functionality.

Employee Impacted By This Change (if no one in position - leave blank)

Christine Maschke

Fiscal Data

How will this position change be funded (choose from drop-down list)?	Levy Only

NET PROJECTED 2025 EXPENDITURES - Amounts must agree to amounts included in the proposed budget.		
Salary	$	4,368
Fringe Benefits	$	681
Other (Describe):	$	-
Other (Describe):	$	-
TOTAL EXPENDITURES	$	5,049

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.

Description	*Dollar Value (enter as negative)*	
	$	-
	$	-
	$	-
TOTAL COST SAVINGS/REVENUES	$	-
NET COUNTY COST (Levy/Fund Balance)	$	5,049

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

HRIS Analyst JD Draft for Reclassification

Class Title
HRIS Analyst

Class Code
1460-11

Salary
Grade 150

Position Purpose

Responsible for managing and maintaining the Human Resources Information System (HRIS). This position offers support to many other HR specialty areas including recruitment, onboarding, employee benefits, performance and wage management, and organizational design through the utilization and organization of the HRIS program.

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.

Primary Duties (80%)

- Oversee and maintain the HRIS, which may include installation, testing, development, maintenance, and upgrades. Collaborate with Information Technology (IT) in regards to server and networking support to ensure compliance for data security and privacy requirements.
- Review and process wage increases, internal position changes, and other employee action requests.
- Manage and maintain workflow rules and settings. Research and resolve problems to provide technical support, troubleshooting, and guidance.
- Collaborate with various department leadership and HR staff to identify system improvements and guide new projects through implementation.
- Manage permissions, access, personalization, and similar system operations and settings for HRIS users.
- Generate reports/queries of complex data, summaries, and logs for leadership, HR, and Payroll staff to track workforce metrics.
- Maintain knowledge and continued development in HR, HRIS program updates, and impacted topics supported by this role.
- Serve as lead representative and liaison between HR, IT, HRIS account rep, and other participants for HRIS design and implementation projects.
- Prepares and maintains the County Table of Organization (TO), Wage Schedule, and other necessary data tables.
- Acts as primary backup for HR Office Assistant in their absence.

Employee Relations (10%)

- Ensures compliance with employment law and ensures employment postings are current.
- Creates, distributes, and tracks reports in the HRIS system for processing exit interviews, employee performance evaluations, and employee recognition programs in conjunction with the Senior HR Advisor – Employee Relations and other HR staff.

Learning & Development (8%)

- Coordinates and tracks training development courses, attendance, and certifications to on-site courses listed in the HRIS system.
- Conduct training related to the HRIS program for new users and new functionalities with existing users. Continuously develop and update documentation on guidelines and procedures to be shared with all users.

Recruiting (2%)

- Acts as the primary backup for the HR Advisor – Talent Acquisition for new hire orientation in their absence.

Education/Certifications/Experience Requirements

- Requires a Bachelor's degree in Human Resources, Information Technology, or related field.
- At least three to five years office experience where extensive computer skills and significant attention to detail were necessary.
- At least two years of experience with an HRIS, with experience of Tyler Munis preferred.
- Or, any combination of education and experience that provides equivalent knowledge, skills, and abilities.

Required or Preferred Skills

- Excellent problem solving skills and the ability to effectively communicate and interact with people at all levels
- Excellent organizational and prioritization skills, while maintaining a high level of attention to detail and confidentiality. Ability to adhere to strict deadlines within pay periods with little error.
- Ability to comprehend and interpret a variety of documents including notice of change forms, evaluations, benefit forms, salary and other schedules, benefit summaries, union contracts, employee handbooks, bills, insurance forms, verification forms, applications for employment, etc.
- Ability to prepare a variety of documents, including employee reports and queries.
- Ability to comprehend and interpret payroll / HRIS software including entering and retrieving data and manipulating the data to compile reports
- Strong teamwork abilities and willingness to assist when needed
- Ability to maintain the confidentiality of records

- Ability to communicate effectively with the general public, job applicants, department heads, Board supervisors, vendors, and others both verbally and in writing

Equipment/Software Needs

- Continual sitting at desk, in front of a computer monitor
- Occasional lifting up to 25 lbs.
- Occasional reaching to a high or low level area
- Ability to accurately type a minimum of 50 wpm

Other Class Spec Title 1

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: GENERAL 100

COST CENTER NAME: HUMAN RESOURCES

DEPARTMENT NAME: HUMAN RESOURCES

COST CENTER NUMBER: 1006000

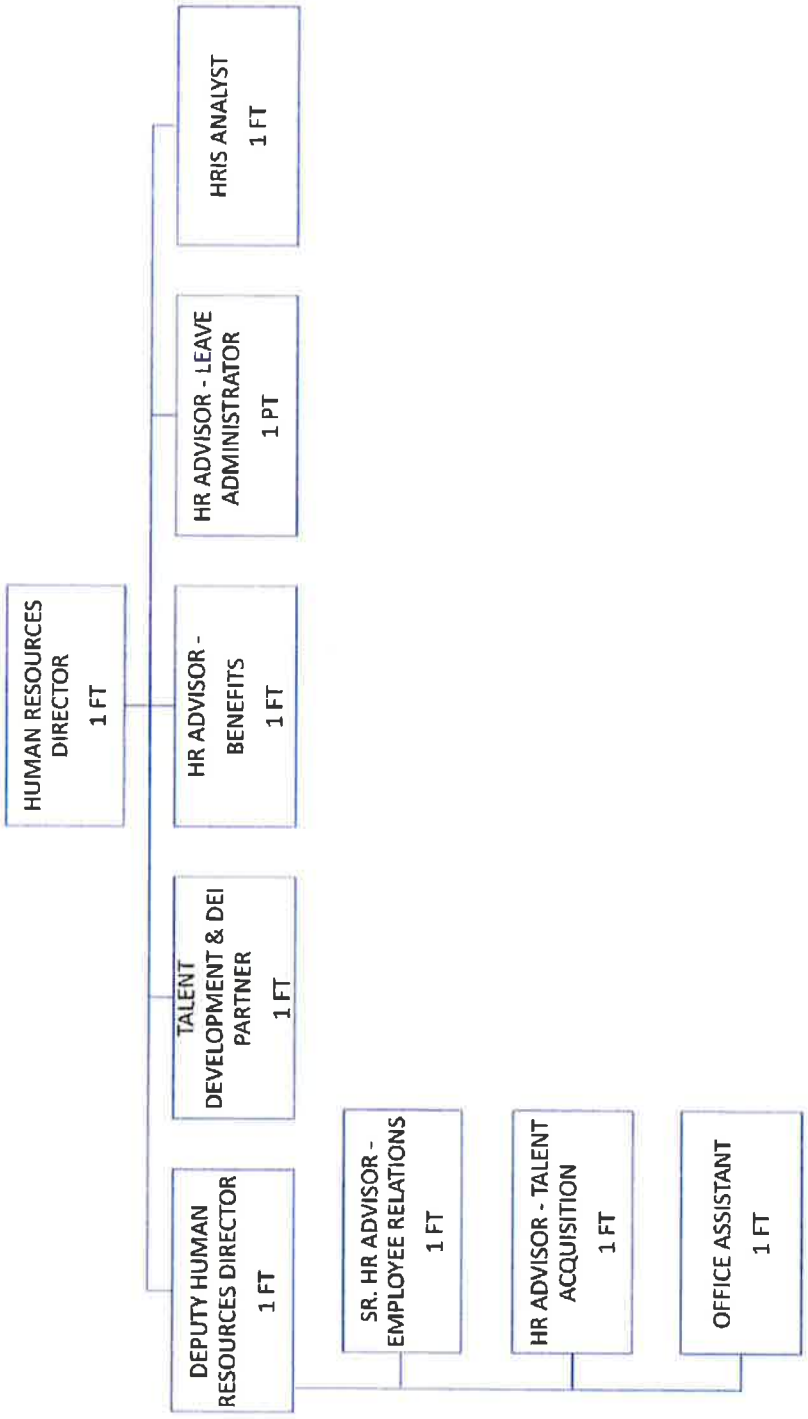
POSITION COUNT	2022		2023		2024		2025	
REGULAR POSITIONS:	**FT**	**PT**	**FT**	**PT**	**FT**	**PT**	**FT**	**PT**
COST CENTER 1006000								
HR ADVISOR - BENEFITS	1	0	1	0	1	0	1	0
HR ADVISOR - LEAVE ADMINISTRATOR	0	1	0	1	0	1	0	1
HR ADVISOR - TALENT ACQUISITION	1	0	1	0	1	0	1	0
HRIS ANALYST	1	0	1	0	1	0	1	0
DEPUTY HUMAN RESOURCES DIRECTOR	1	0	1	0	1	0	1	0
HUMAN RESOURCES DIRECTOR	1	0	1	0	1	0	1	0
OFFICE ASSISTANT	0	1	1	0	1	0	1	0
SR. HR ADVISOR - EMPLOYEE RELATIONS	1	0	1	0	1	0	1	0
TALENT DEVELOPMENT & DEI PARTNER	1	0	1	0	1	0	1	0
COST CENTER TOTALS	7	2	8	1	8	1	8	1
TOTAL POSITIONS - REGULAR:	7	2	8	1	8	1	8	1
TEMPORARY POSITIONS:								
COST CENTER 1006000								
HR GENERALIST	0	0	0	0	0	1	0	0
COST CENTER TOTALS	0	0	0	0	0	1	0	0
TOTAL POSITIONS - TEMPORARY:	0	0	0	0	0	1	0	0
TOTAL ALL POSITIONS:	**7**	**2**	**8**	**1**	**8**	**2**	**8**	**1**

FUND: GENERAL 100

DEPARTMENT NAME: HUMAN RESOURCES

COST CENTER NAME: HUMAN RESOURCES

COST CENTER NUMBER: 1006000



LOCK IN OF 2025 ADOPTED BUDGET

RES. 83

Vote for lock in. ROLL CALL: 28 yes, 1 no (Thiede), 7 absent. 2025 COUNTY EXECUTIVE BUDGET AS AMENDED IS ADOPTED AND LOCKED IN.

VOTE RESULTS | 28 YES | 1 NO | 0 ABSTAIN | 7 ABSENT

Lock in of 2025 County Executive Budget As Amended

Lock in of 2025 County Executive Budget As Amended

Passed With Majority of Full Membership

1 THOMPSON	ABSENT	13 WEGAND	YES	25 JANKE	YES
2 JOHNSON	YES	14 HERMES	ABSENT	26 WEINBERG	YES
3 SMITH	ABSENT	15 MacDONALD	YES	27 CULBERTSON	YES
4 PATIENCE	YES	16 SCHROEDER	YES	28 MONFILS	YES
5 GABRIELSON	YES	17 CROATT	YES	29 WINTERFELDT	ABSENT
6 KOSTELNY	YES	18 SPEARS	YES	30 NEJEDLO	YES
7 HAMMEN	YES	19 HEISER	YES	31 CLEGG	YES
8 LAWRENCE	YES	20 MITCHELL	YES	32 THYSSEN	YES
9 KRUEGER	ABSENT	21 CUFF	YES	33 VANDERHEIDEN	YES
10 LAMERS	ABSENT	22 HAGEN	YES	34 RETTLER	ABSENT
11 FERGUSON	YES	23 KLEMP	YES	35 KOURY	YES
12 McCABE	YES	24 THIEDE	NO	36 LAUTENSCHLAGER	YES

Outagamie County Est. 1851

11-4-24 County Board Meeting - November 4 2024 06:43:02 PM

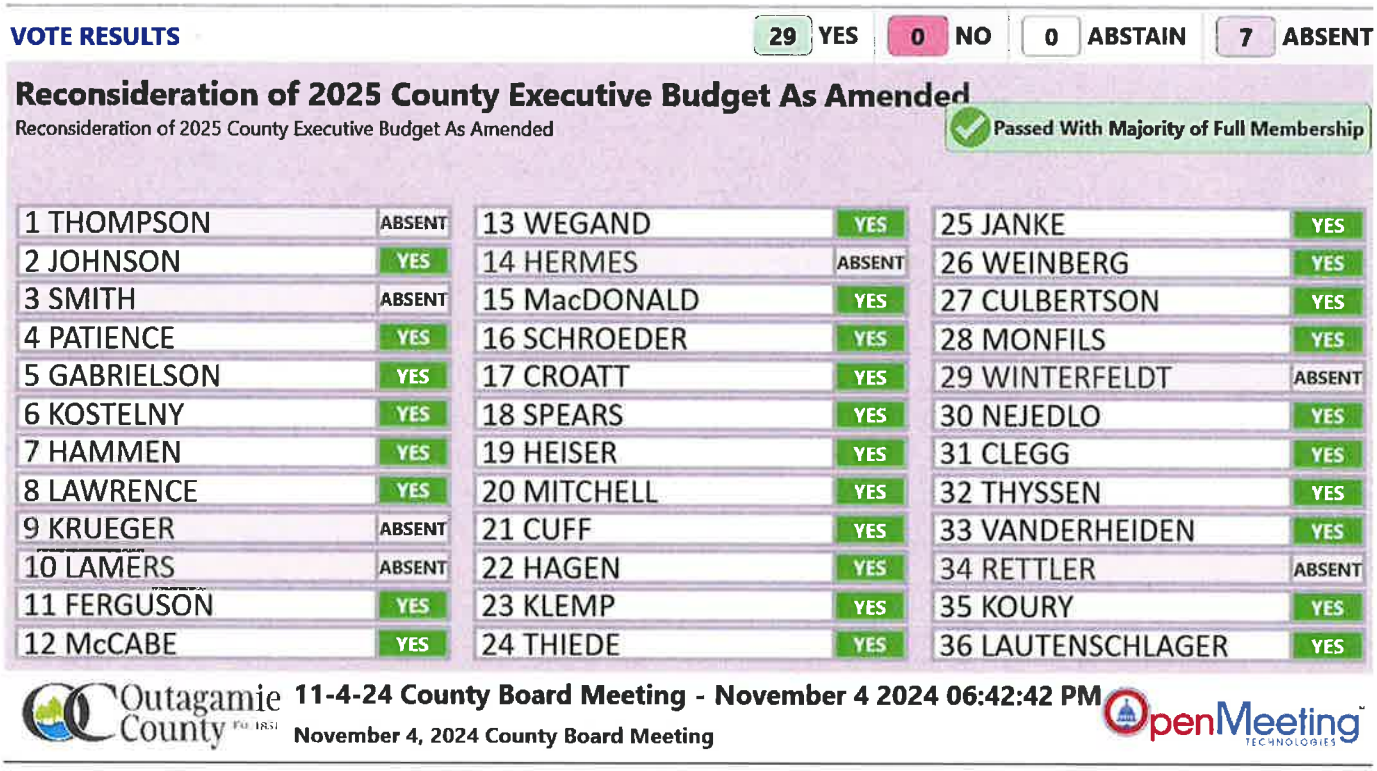
November 4, 2024 County Board Meeting

OpenMeeting TECHNOLOGIES

RECONSIDERATION OF 2025 ADOPTED BUDGET

Supervisor Croatt moved, seconded by Supervisor Patience to reconsider the 2025 Adopted Budget for the purpose of lock in.

Vote for reconsideration. ROLL CALL: 29 yes, 7 absent. 2025 COUNTY EXECUTIVE BUDGET AS AMENDED IS RECONSIDERED.



VOTE RESULTS 29 YES | 0 NO | 0 ABSTAIN | 7 ABSENT

Reconsideration of 2025 County Executive Budget As Amended

Reconsideration of 2025 County Executive Budget As Amended — Passed With Majority of Full Membership

1 THOMPSON	ABSENT	13 WEGAND	YES	25 JANKE	YES
2 JOHNSON	YES	14 HERMES	ABSENT	26 WEINBERG	YES
3 SMITH	ABSENT	15 MacDONALD	YES	27 CULBERTSON	YES
4 PATIENCE	YES	16 SCHROEDER	YES	28 MONFILS	YES
5 GABRIELSON	YES	17 CROATT	YES	29 WINTERFELDT	ABSENT
6 KOSTELNY	YES	18 SPEARS	YES	30 NEJEDLO	YES
7 HAMMEN	YES	19 HEISER	YES	31 CLEGG	YES
8 LAWRENCE	YES	20 MITCHELL	YES	32 THYSSEN	YES
9 KRUEGER	ABSENT	21 CUFF	YES	33 VANDERHEIDEN	YES
10 LAMERS	ABSENT	22 HAGEN	YES	34 RETTLER	ABSENT
11 FERGUSON	YES	23 KLEMP	YES	35 KOURY	YES
12 McCABE	YES	24 THIEDE	YES	36 LAUTENSCHLAGER	YES

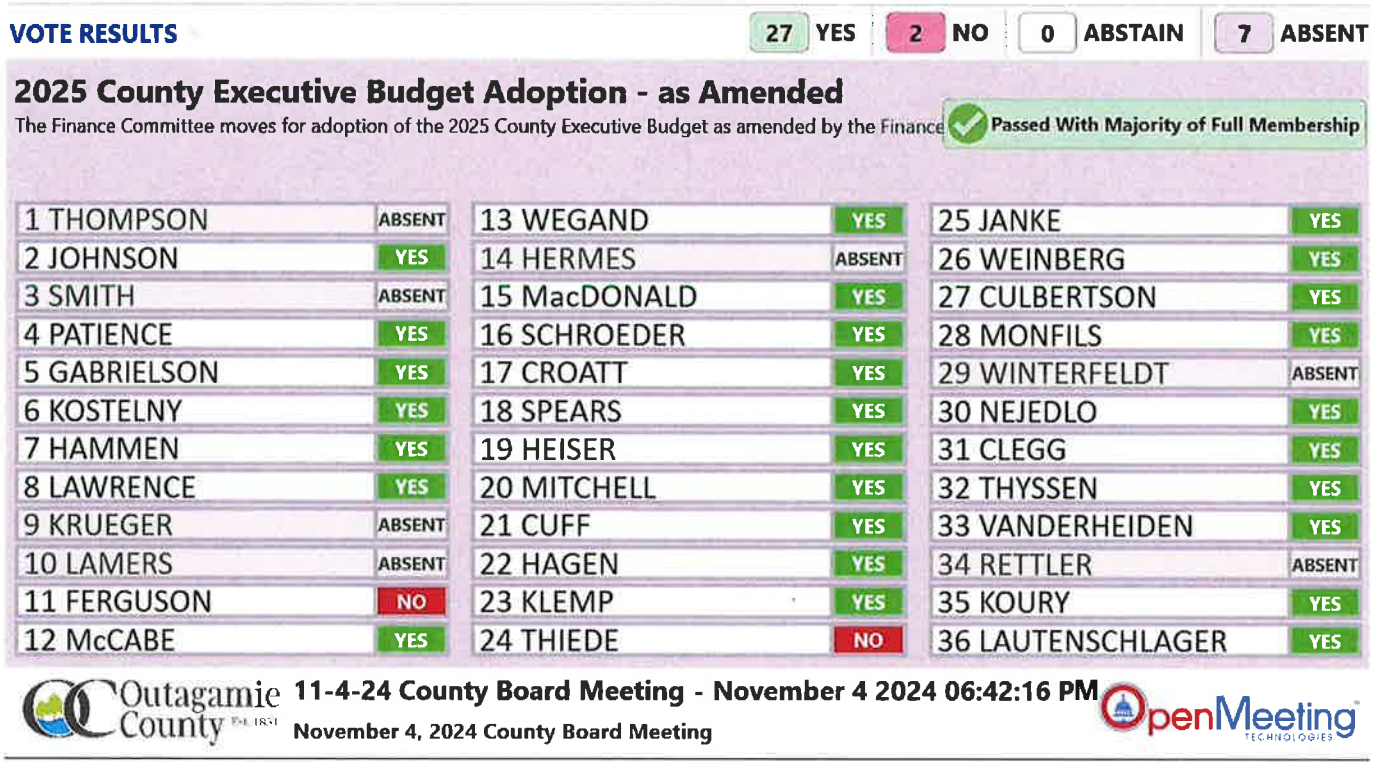
Outagamie County Est. 1851 — 11-4-24 County Board Meeting - November 4 2024 06:42:42 PM — OpenMeeting TECHNOLOGIES

November 4, 2024 County Board Meeting

2025 COUNTY EXECUTIVE BUDGET - The Finance Committee moves for adoption of the 2025 County Executive Budget as amended by the Finance Committee.

Supervisor Croatt moved, seconded by Supervisor Cuff, for adoption of the 2025 County Executive Budget as amended by the Finance Committee.

ROLL CALL: 27 yes, 2 no (Ferguson, Thiede), 7 absent. 2025 COUNTY EXECUTIVE BUDGET IS ADOPTED AS AMENDED.



VOTE RESULTS — 27 YES | 2 NO | 0 ABSTAIN | 7 ABSENT

2025 County Executive Budget Adoption - as Amended

The Finance Committee moves for adoption of the 2025 County Executive Budget as amended by the Finance — Passed With Majority of Full Membership

1 THOMPSON	ABSENT	13 WEGAND	YES	25 JANKE	YES
2 JOHNSON	YES	14 HERMES	ABSENT	26 WEINBERG	YES
3 SMITH	ABSENT	15 MacDONALD	YES	27 CULBERTSON	YES
4 PATIENCE	YES	16 SCHROEDER	YES	28 MONFILS	YES
5 GABRIELSON	YES	17 CROATT	YES	29 WINTERFELDT	ABSENT
6 KOSTELNY	YES	18 SPEARS	YES	30 NEJEDLO	YES
7 HAMMEN	YES	19 HEISER	YES	31 CLEGG	YES
8 LAWRENCE	YES	20 MITCHELL	YES	32 THYSSEN	YES
9 KRUEGER	ABSENT	21 CUFF	YES	33 VANDERHEIDEN	YES
10 LAMERS	ABSENT	22 HAGEN	YES	34 RETTLER	ABSENT
11 FERGUSON	NO	23 KLEMP	YES	35 KOURY	YES
12 McCABE	YES	24 THIEDE	NO	36 LAUTENSCHLAGER	YES

Outagamie County EST. 1851 — 11-4-24 County Board Meeting - November 4 2024 06:42:16 PM — November 4, 2024 County Board Meeting — OpenMeeting TECHNOLOGIES

Supervisor Croatt moved, seconded by Supervisor Johnson to approve Resolution Nos. 83, 84 and 85—2024-25.

ROLL CALL: 30 yes, 6 absent. RESOLUTION NOS. 83, 84 AND 85—2024-25 ARE ADOPTED.

VOTE RESULTS 30 YES | 0 NO | 0 ABSTAIN | 6 ABSENT

Resolution Nos. 83-85—2024-25

Resolution Nos. 83, 84 and 85—2024-25 Table of Organization Changes for the Information Technology Depa — Passed With Majority of Full Membership

1 THOMPSON	ABSENT	13 WEGAND	YES	25 JANKE	YES
2 JOHNSON	YES	14 HERMES	ABSENT	26 WEINBERG	YES
3 SMITH	ABSENT	15 MacDONALD	YES	27 CULBERTSON	YES
4 PATIENCE	YES	16 SCHROEDER	YES	28 MONFILS	YES
5 GABRIELSON	YES	17 CROATT	YES	29 WINTERFELDT	ABSENT
6 KOSTELNY	YES	18 SPEARS	YES	30 NEJEDLO	YES
7 HAMMEN	YES	19 HEISER	YES	31 CLEGG	YES
8 LAWRENCE	YES	20 MITCHELL	YES	32 THYSSEN	YES
9 KRUEGER	ABSENT	21 CUFF	YES	33 VANDERHEIDEN	YES
10 LAMERS	YES	22 HAGEN	YES	34 RETTLER	ABSENT
11 FERGUSON	YES	23 KLEMP	YES	35 KOURY	YES
12 McCABE	YES	24 THIEDE	YES	36 LAUTENSCHLAGER	YES

Outagamie County Est. 1851 **11-4-24 County Board Meeting - November 4 2024 05:54:18 PM**

November 4, 2024 County Board Meeting

OpenMeeting TECHNOLOGIES

Resolution No. 83—2024-25 – Legislative/Audit & Human Resources Committee. Amend the Table of Organization for the Information Technology Department, cost center 6040100, by creating one (1) full-time Network Engineer (IT) position effective January 1, 2025, and the fiscal change has been included in the budget as well as attendant budget expenditures and revenues, as detailed in the attachments.

Supervisor Croatt moved, seconded by Supervisor Johnson, for adoption.

ROLL CALL: 30 yes, 6 absent. RESOLUTION NO. 83—2024-25 IS ADOPTED.

VOTE RESULTS 30 YES 0 NO 0 ABSTAIN 6 ABSENT

Resolution Nos. 83-85—2024-25

Resolution Nos. 83, 84 and 85—2024-25 Table of Organization Changes for the Information Technology Depa — Passed With Majority of Full Membership

1 THOMPSON	ABSENT	13 WEGAND	YES	25 JANKE	YES
2 JOHNSON	YES	14 HERMES	ABSENT	26 WEINBERG	YES
3 SMITH	ABSENT	15 MacDONALD	YES	27 CULBERTSON	YES
4 PATIENCE	YES	16 SCHROEDER	YES	28 MONFILS	YES
5 GABRIELSON	YES	17 CROATT	YES	29 WINTERFELDT	ABSENT
6 KOSTELNY	YES	18 SPEARS	YES	30 NEJEDLO	YES
7 HAMMEN	YES	19 HEISER	YES	31 CLEGG	YES
8 LAWRENCE	YES	20 MITCHELL	YES	32 THYSSEN	YES
9 KRUEGER	ABSENT	21 CUFF	YES	33 VANDERHEIDEN	YES
10 LAMERS	YES	22 HAGEN	YES	34 RETTLER	ABSENT
11 FERGUSON	YES	23 KLEMP	YES	35 KOURY	YES
12 McCABE	YES	24 THIEDE	YES	36 LAUTENSCHLAGER	YES

Outagamie County — 11-4-24 County Board Meeting - November 4 2024 05:54:18 PM — OpenMeeting TECHNOLOGIES

November 4, 2024 County Board Meeting

RESOLUTION NO.: 83—2024-25

TO THE HONORABLE, THE OUTAGAMIE COUNTY BOARD OF SUPERVISORS

LADIES AND GENTLEMEN: ***MAJORITY***

The County Executive has requested the following Information Technology Department Table of Organization change, and the same has been made a part of the 2025 County Executive Budget:

Create: One (1) Full-time Network Engineer (IT) position

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

BE IT RESOLVED, that the Outagamie County Board of Supervisors does hereby and herewith authorize and approve of amending the Table of Organization for the Information Technology Department, cost center 6040100 by creating one (1) full-time Network Engineer (IT) position effective January 1, 2025 as described in the attached Position Addition Form, Position Description, and Table of Organization, which by reference are made a part hereof, and

BE IT STILL FURTHER RESOLVED, that the fiscal change has been included in the aforementioned budget as well as attendant budget expenditures and revenues as are detailed in the attached, and

BE IT FINALLY RESOLVED, that the Outagamie County Clerk be directed to forward a copy of this resolution to the Outagamie County Human Resources Director and the Outagamie County Director of Information Technology.

Dated this 4th day of November 2024

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: November 4th, 2024

Signed: _____
Board Chairperson

_____
County Clerk

Approved: 11.6.24

Vetoed: _____

Signed: _____
County Executive

POSITION ADDITION FORM		
Completion Checklist		
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:	1/1/2025	
Department:	IT	
Department Head:	Darren Koutnik	
Cost Center Number:	6040100	
Position Title:	Network Engineer (IT)	
Sunset Position? (Yes or No)	No	
Exempt (Salaried) or Non-Exempt (Hourly):	Exempt	
Pay Grade of Position:	165	
Estimated Starting Step:	3	
Position exists in current the Table of Organization?	No	
Is this position full time or part time? *(If more than one position, use the worksheet for Multiples)*	Full Time:	X
	Part Time:	
If Part Time position, how many hours per week will this position be working?	Hours:	
What other alternatives were considered?		
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:	Systems Specialist	
Position Justification		
Briefly summarize why this position is needed, as well as areas of revenue and savings.		
The purpose of this position is to analyze, design, procure, implement, support, maintain, monitor, troubleshoot and document the counties data and voice networks. The county network, voice, and communication infrastructure has been increasing in range and capacity, and the hours requested via the 3 year plan and other requests are 790 hours over the capacity of the current 5 person network team. This position will also provide much needed cyber security enhancements that too often get pushed off due to the requested project work load.		
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)?	Other	
PROJECTED 2023 EXPENDITURES - Amounts must agree to amounts included in the proposed budget.		

Salary	$	84,094
Fringe Benefits	$	40,487
Travel/Training	$	-
Supplies - IT		
Supplies - Other	$	-
Purchased Services - IT		
Purchased Services - Other	$	-
Capital Outlay	$	-
TOTAL EXPENDITURES	$	124,581
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.		
Description	*Dollar Value (enter as negative)*	
Deleted Position (If applicable)		
	$	-
	$	-
TOTAL COST SAVINGS/REVENUES	$	-
NET COUNTY COST (Levy/Fund Bal)	$	124,581
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	$	-
Fringe Benefits	$	-
Other Expenditures	$	-
TOTAL EXPENDITURES	$	-
Deleted Position (If applicable)		
Less Increased Revenue/Cost Savings (enter as negative)	$	-
NET COUNTY COST (Levy/Fund Bal)	$	-

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

Now Hiring Employees Invested In Serving!

Outagamie County

Network Engineer

CLASS CODE	1800-6	**SALARY**	$79,268.80 - $103,459.20 Annually
ESTABLISHED DATE	May 05, 2016	**REVISION DATE**	December 17, 2023

Position Purpose

Reporting to the IT Network Engineering Manager, the Network Engineer is responsible for Outagamie County's network and communication infrastructure which consists of multiple sites, business units and partner entities. Analyze, design, procure, implement, support, maintain, monitor, troubleshoot and document the data and voice networks. Accountable for overall network and communication security which includes establishing policy, implementing best practices and regulatory compliance. Manage projects, coordinate vendors and monitor budgets. Assist with overall departmental strategic planning by researching and recommending network, communication and security solutions.

Key Responsibilities

he 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.

- Analyze, design, procure, implement, support, maintain, monitor, troubleshoot and document complex:
    - Data network communication systems (firewalls, switches, etc.)
    - Voice network communication systems
    - Multi-site wireless and mobile networks
    - Public Safety communication network
    - Vendor and system specific networks (PLC, IoT, etc.)
    - Internet/Intranet network communication systems
    - Audio/Visual and Tele/Video network communications
    - Camera network communication systems
    - Data Center and Disaster Recovery Data Center sites
- Maintain integrity of the network by ensuring security and compliance is addressed throughout the enterprise. Identify requirements, then design, implement, monitor and verify security systems and processes that protect the network communication systems. Investigate and react to security vulnerabilities and events.
- Project manager for network/communication projects. Ensure technical and security feasibility, create technical specifications and coordinate purchase. Create, manage, and execute project plans. Generate project status reports, establish project timelines, lead project meetings and resolve technical issues. Document project progress and milestones. Coordinate resources, establish deadlines and assign responsibilities.
- Mentor, train and serve as a resource for the Network Technicians.
- Establish and maintain relationships with Information Technology vendors. Manage the activity of vendors/contractors.

- Assist in preparing the IT department's network/communication systems 3-year and capital IT plans, while assisting all other IT teams as needed.
- Assist in the development of IT controls, processes, standards, policies and procedures. Follow existing County standards, guidelines, policies and procedures.
- Consult with users to understand needs and recommend new products/procedures that improve operating efficiency in a cost effective manner.
- Document communication network systems, applications, and procedures in an extensive and orderly fashion. Create flowcharts, diagrams, manuals, and detailed instructions.
- On-call for functional or hierarchical escalation.
- Backup System Engineer/Technicians and assist others in the IT department as needed.

Education/Certifications/Experience Requirements

- Associate Degree in Computer Science or related field with seven years of network communications experience
- Or any combination of education and experience that provides equivalent knowledge, skills, and abilities.

Required or Preferred Skills

- Strong knowledge of Firewalls, DMZ security, Threat Prevention, encryptions, IPSEC, Proxy Servers, VPN technologies, PCI DSS, Wireless security (802.1x, AES, TKIP, Radius, certificates, MAC), secure email, Public Key Infrastructures, certificates, spam/phishing filters, Antivirus, Malware, and industry best practices & guidelines.
- Strong knowledge of security principles, best practices, technologies and tools such as intrusion detection/prevention systems, log management, content filtering
- Strong knowledge of LAN/WAN protocols, routing/switching protocols, TCP/IP, packet analysis, SAN, QoS, load balancers, hot standby systems, virtualization technologies, Radius, Domain Controllers, DNS, DHCP, DSU, NTP, SMTP, SMS, URL filtering, Active Directory, Citrix Terminal Services, GPS systems, radio communications.
- Strong knowledge of voice technologies - VOIP, SIPH, digital, analogue, CSUs, Voicemail, Dial-Out Services, Call Center, Voice Recording, Call Distribution, Video Conferencing FXO/FXS gateways.
- Strong knowledge of wireless technologies (802.11b/g/n, Microwave, Pt to Pt, cellular)
- Strong project management and organizational skills with ability to prioritize effectively.
- Knowledge of Video Recording Systems
- Must have strong technical ability and outstanding troubleshooting skills. Ability to properly utilize logging information to diagnose issues and troubleshoot problems reported by users.
- Excellent communication skills and exceptional customer facing skills with a high degree of professionalism.
- Strong ability to take ownership of assigned tasks and responsibilities.
- Experience and discretion in handling confidential information.
- Considerable ability to adapt and learn new technical concepts with or without formal training.
- Ability to interpret architectural and schematic diagrams.

Physical Requirements

- Frequently required bend, stoop, lift, and move computer equipment.
- Occasionally required to stand, kneel and crouch.
- Ability to lift, carry, push, pull or otherwise move up to 25 pounds regularly and up to 100 pounds occasionally, understanding and utilizing proper body mechanics.
- Ability to reach equipment mounted on walls and ceilings

- Ability to perform work at remote locations (indoors and outdoors) and in confined spaces

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.

BLOODBORNE PATHOGENS Exposure Risk C

FUND: GENERAL 604

COST CENTER NAME: INFORMATION TECHNOLOGY

DEPARTMENT NAME: INFORMATION SERVICES

COST CENTER NUMBER: 6040100

POSITION COUNT	2022		2023		2024		2025	
	FT	PT	FT	PT	FT	PT	FT	PT
COST CENTER 6040100								
END USER SUPPORT TECHNICIAN	3	0	3	0	1	0	1	0
I.T. DIRECTOR	1	0	1	0	1	0	1	0
I.T. NETWORK ENGINEERING MANAGER	1	0	1	0	1	0	1	0
I.T. OPERATIONS MANAGER	1	0	1	0	1	0	1	0
I.T. SYSTEMS ENGINEERING MANAGER	1	0	1	0	1	0	1	0
NETWORK ENGINEER	2	0	2	0	2	0	3	0
NETWORK SPECIALIST	2	0	2	0	2	0	2	0
PROGRAMMER/ANALYST	1	0	1	0	1	0	1	0
SENIOR END USER SUPPORT TECHNICIAN	0	0	0	0	2	0	2	0
SENIOR SYSTEMS ANALYST	4	0	4	0	4	0	5	0
SYSTEMS ENGINEER	1	0	1	0	1	0	2	0
SYSTEMS SPECIALIST	2	0	2	0	2	0	2	0
COST CENTER TOTALS	19	0	19	0	19	0	22	0
TOTAL POSITIONS - REGULAR:	19	0	19	0	19	0	22	0
COST CENTER 6040100								
CASUAL CALL - AS NEEDED	0	0	0	0	0	0	0	0
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 POSITONS:	**19**	**0**	**19**	**0**	**19**	**0**	**22**	**0**

FUND: GENERAL 604 COST CENTER NAME: INFORMATION TECHNOLOGY

DEPARTMENT NAME: INFORMATION SERVICES COST CENTER NUMBER: 6040100

LOCK IN OF 2025 ADOPTED BUDGET

RES. 84

Vote for lock in. ROLL CALL: 28 yes, 1 no (Thiede), 7 absent. 2025 COUNTY EXECUTIVE BUDGET AS AMENDED IS ADOPTED AND LOCKED IN.

VOTE RESULTS | 28 YES | 1 NO | 0 ABSTAIN | 7 ABSENT

Lock in of 2025 County Executive Budget As Amended

Lock in of 2025 County Executive Budget As Amended

Passed With Majority of Full Membership

1 THOMPSON	ABSENT	13 WEGAND	YES	25 JANKE	YES
2 JOHNSON	YES	14 HERMES	ABSENT	26 WEINBERG	YES
3 SMITH	ABSENT	15 MacDONALD	YES	27 CULBERTSON	YES
4 PATIENCE	YES	16 SCHROEDER	YES	28 MONFILS	YES
5 GABRIELSON	YES	17 CROATT	YES	29 WINTERFELDT	ABSENT
6 KOSTELNY	YES	18 SPEARS	YES	30 NEJEDLO	YES
7 HAMMEN	YES	19 HEISER	YES	31 CLEGG	YES
8 LAWRENCE	YES	20 MITCHELL	YES	32 THYSSEN	YES
9 KRUEGER	ABSENT	21 CUFF	YES	33 VANDERHEIDEN	YES
10 LAMERS	ABSENT	22 HAGEN	YES	34 RETTLER	ABSENT
11 FERGUSON	YES	23 KLEMP	YES	35 KOURY	YES
12 McCABE	YES	24 THIEDE	NO	36 LAUTENSCHLAGER	YES

Outagamie County Est. 1851 **11-4-24 County Board Meeting - November 4 2024 06:43:02 PM**

November 4, 2024 County Board Meeting

OpenMeeting TECHNOLOGIES

RECONSIDERATION OF 2025 ADOPTED BUDGET

Supervisor Croatt moved, seconded by Supervisor Patience to reconsider the 2025 Adopted Budget for the purpose of lock in.

Vote for reconsideration. ROLL CALL: 29 yes, 7 absent. 2025 COUNTY EXECUTIVE BUDGET AS AMENDED IS RECONSIDERED.

VOTE RESULTS | 29 YES | 0 NO | 0 ABSTAIN | 7 ABSENT

Reconsideration of 2025 County Executive Budget As Amended

Reconsideration of 2025 County Executive Budget As Amended — Passed With Majority of Full Membership

1 THOMPSON	ABSENT	13 WEGAND	YES	25 JANKE	YES
2 JOHNSON	YES	14 HERMES	ABSENT	26 WEINBERG	YES
3 SMITH	ABSENT	15 MacDONALD	YES	27 CULBERTSON	YES
4 PATIENCE	YES	16 SCHROEDER	YES	28 MONFILS	YES
5 GABRIELSON	YES	17 CROATT	YES	29 WINTERFELDT	ABSENT
6 KOSTELNY	YES	18 SPEARS	YES	30 NEJEDLO	YES
7 HAMMEN	YES	19 HEISER	YES	31 CLEGG	YES
8 LAWRENCE	YES	20 MITCHELL	YES	32 THYSSEN	YES
9 KRUEGER	ABSENT	21 CUFF	YES	33 VANDERHEIDEN	YES
10 LAMERS	ABSENT	22 HAGEN	YES	34 RETTLER	ABSENT
11 FERGUSON	YES	23 KLEMP	YES	35 KOURY	YES
12 McCABE	YES	24 THIEDE	YES	36 LAUTENSCHLAGER	YES

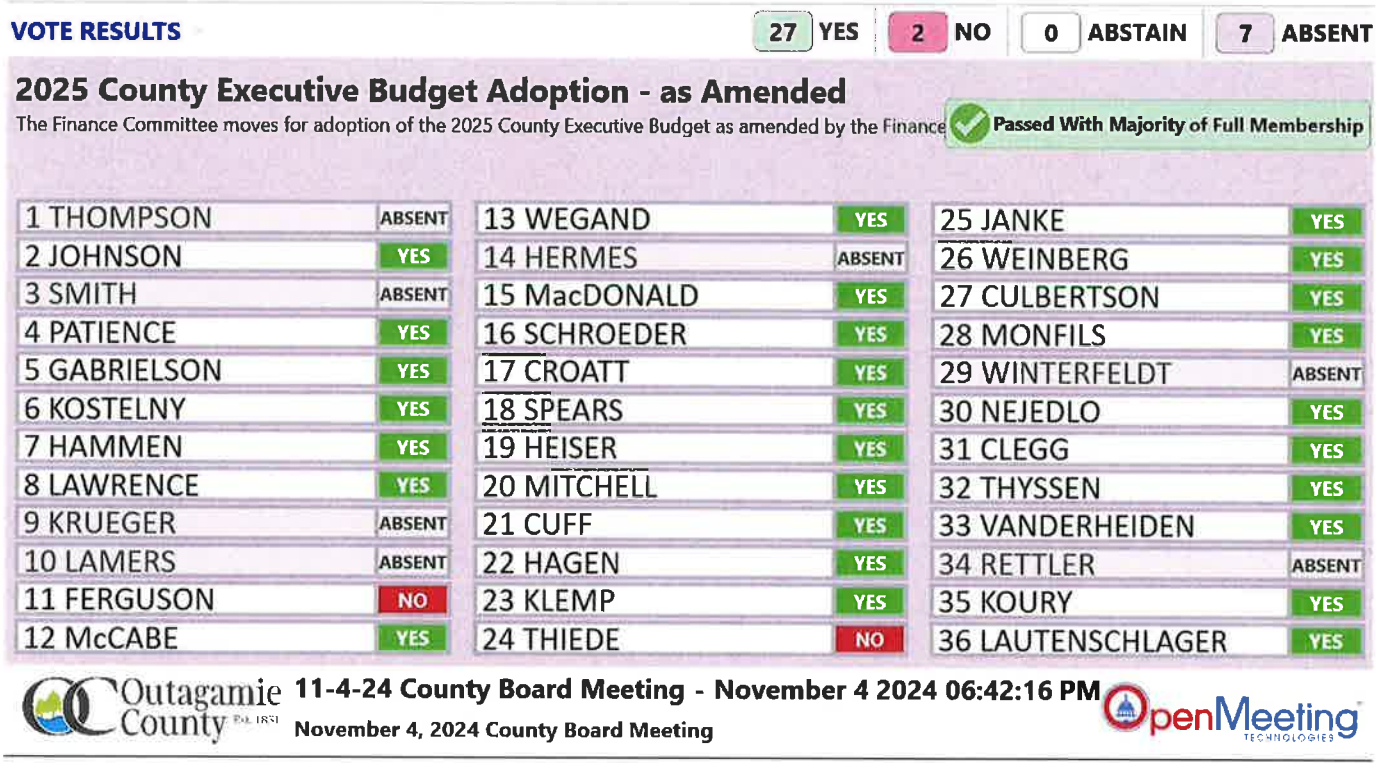
Outagamie County — 11-4-24 County Board Meeting - November 4 2024 06:42:42 PM

November 4, 2024 County Board Meeting — OpenMeeting

2025 COUNTY EXECUTIVE BUDGET - The Finance Committee moves for adoption of the 2025 County Executive Budget as amended by the Finance Committee.

Supervisor Croatt moved, seconded by Supervisor Cuff, for adoption of the 2025 County Executive Budget as amended by the Finance Committee.

ROLL CALL: 27 yes, 2 no (Ferguson, Thiede), 7 absent. 2025 COUNTY EXECUTIVE BUDGET IS ADOPTED AS AMENDED.



VOTE RESULTS — 27 YES | 2 NO | 0 ABSTAIN | 7 ABSENT

2025 County Executive Budget Adoption - as Amended

The Finance Committee moves for adoption of the 2025 County Executive Budget as amended by the Finance — Passed With Majority of Full Membership

1 THOMPSON	ABSENT	13 WEGAND	YES	25 JANKE	YES
2 JOHNSON	YES	14 HERMES	ABSENT	26 WEINBERG	YES
3 SMITH	ABSENT	15 MacDONALD	YES	27 CULBERTSON	YES
4 PATIENCE	YES	16 SCHROEDER	YES	28 MONFILS	YES
5 GABRIELSON	YES	17 CROATT	YES	29 WINTERFELDT	ABSENT
6 KOSTELNY	YES	18 SPEARS	YES	30 NEJEDLO	YES
7 HAMMEN	YES	19 HEISER	YES	31 CLEGG	YES
8 LAWRENCE	YES	20 MITCHELL	YES	32 THYSSEN	YES
9 KRUEGER	ABSENT	21 CUFF	YES	33 VANDERHEIDEN	YES
10 LAMERS	ABSENT	22 HAGEN	YES	34 RETTLER	ABSENT
11 FERGUSON	NO	23 KLEMP	YES	35 KOURY	YES
12 McCABE	YES	24 THIEDE	NO	36 LAUTENSCHLAGER	YES

Outagamie County — 11-4-24 County Board Meeting - November 4 2024 06:42:16 PM — November 4, 2024 County Board Meeting — OpenMeeting

Supervisor Croatt moved, seconded by Supervisor Johnson to approve Resolution Nos. 83, 84 and 85—2024-25.

ROLL CALL: 30 yes, 6 absent. RESOLUTION NOS. 83, 84 AND 85—2024-25 ARE ADOPTED.

VOTE RESULTS 30 YES | 0 NO | 0 ABSTAIN | 6 ABSENT

Resolution Nos. 83-85—2024-25

Resolution Nos. 83, 84 and 85—2024-25 Table of Organization Changes for the Information Technology Depa — Passed With Majority of Full Membership

1 THOMPSON	ABSENT	13 WEGAND	YES	25 JANKE	YES
2 JOHNSON	YES	14 HERMES	ABSENT	26 WEINBERG	YES
3 SMITH	ABSENT	15 MacDONALD	YES	27 CULBERTSON	YES
4 PATIENCE	YES	16 SCHROEDER	YES	28 MONFILS	YES
5 GABRIELSON	YES	17 CROATT	YES	29 WINTERFELDT	ABSENT
6 KOSTELNY	YES	18 SPEARS	YES	30 NEJEDLO	YES
7 HAMMEN	YES	19 HEISER	YES	31 CLEGG	YES
8 LAWRENCE	YES	20 MITCHELL	YES	32 THYSSEN	YES
9 KRUEGER	ABSENT	21 CUFF	YES	33 VANDERHEIDEN	YES
10 LAMERS	YES	22 HAGEN	YES	34 RETTLER	ABSENT
11 FERGUSON	YES	23 KLEMP	YES	35 KOURY	YES
12 McCABE	YES	24 THIEDE	YES	36 LAUTENSCHLAGER	YES

Outagamie County Est. 1851 **11-4-24 County Board Meeting - November 4 2024 05:54:18 PM**

November 4, 2024 County Board Meeting

OpenMeeting TECHNOLOGIES

Resolution No. 84—2024-25 – Legislative/Audit & Human Resources Committee. Amend the Table of Organization for the Information Technology Department, cost center 6040100, by creating one (1) full-time Senior Systems Analyst position effective January 1, 2025, and the fiscal change has been included in the budget as well as attendant budget expenditures and revenues, as detailed in the attachments.

Supervisor Croatt moved, seconded by Supervisor Johnson, for adoption.

ROLL CALL: 30 yes, 6 absent. RESOLUTION NO. 84—2024-25 IS ADOPTED.

VOTE RESULTS 30 YES | 0 NO | 0 ABSTAIN | 6 ABSENT

Resolution Nos. 83-85—2024-25

Resolution Nos. 83, 84 and 85—2024-25 Table of Organization Changes for the Information Technology Depa — Passed With Majority of Full Membership

1 THOMPSON	ABSENT	13 WEGAND	YES	25 JANKE	YES
2 JOHNSON	YES	14 HERMES	ABSENT	26 WEINBERG	YES
3 SMITH	ABSENT	15 MacDONALD	YES	27 CULBERTSON	YES
4 PATIENCE	YES	16 SCHROEDER	YES	28 MONFILS	YES
5 GABRIELSON	YES	17 CROATT	YES	29 WINTERFELDT	ABSENT
6 KOSTELNY	YES	18 SPEARS	YES	30 NEJEDLO	YES
7 HAMMEN	YES	19 HEISER	YES	31 CLEGG	YES
8 LAWRENCE	YES	20 MITCHELL	YES	32 THYSSEN	YES
9 KRUEGER	ABSENT	21 CUFF	YES	33 VANDERHEIDEN	YES
10 LAMERS	YES	22 HAGEN	YES	34 RETTLER	ABSENT
11 FERGUSON	YES	23 KLEMP	YES	35 KOURY	YES
12 McCABE	YES	24 THIEDE	YES	36 LAUTENSCHLAGER	YES

Outagamie County Est. 1851 **11-4-24 County Board Meeting - November 4 2024 05:54:18 PM** OpenMeeting TECHNOLOGIES

November 4, 2024 County Board Meeting

RESOLUTION NO.: 84—2024-25

TO THE HONORABLE, THE OUTAGAMIE COUNTY BOARD OF SUPERVISORS

LADIES AND GENTLEMEN: ***MAJORITY***

The County Executive has requested the following Information Technology Department Table of Organization change, and the same has been made a part of the 2025 County Executive Budget:

Create: One (1) Full-time Senior Systems Analyst position

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

BE IT RESOLVED, that the Outagamie County Board of Supervisors does hereby and herewith authorize and approve of amending the Table of Organization for the Information Technology Department, cost center 6040100 by creating one (1) full-time Senior Systems Analyst position effective January 1, 2025 as described in the attached Position Addition Form, Position Description, and Table of Organization, which by reference are made a part hereof, and

BE IT STILL FURTHER RESOLVED, that the fiscal change has been included in the aforementioned budget as well as attendant budget expenditures and revenues as are detailed in the attached, and

BE IT FINALLY RESOLVED, that the Outagamie County Clerk be directed to forward a copy of this resolution to the Outagamie County Human Resources Director and the Director of Information Technology.

Dated this 14th day of November 2024

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: November 4th, 2024

Signed: _____
Board Chairperson

_____
County Clerk

Approved: 11.6.24

Vetoed: _____

Signed: _____
County Executive

POSITION ADDITION FORM		
Completion Checklist		
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:	**1/1/2025**	
Department:	**IT**	
Department Head:	**Darren Koutnik**	
Cost Center Number:	**6040100**	
Position Title:	**Senior Systems Analyst**	
Sunset Position? (Yes or No)	**No**	
Exempt (Salaried) or Non-Exempt (Hourly):	**Exempt**	
Pay Grade of Position:	**155**	
Estimated Starting Step:	**5**	
Position exists in current the Table of Organization?	**No**	
Is this position full time or part time? *(If more than one position, use the worksheet for Multiples)*	**Full Time:**	**X**
	Part Time:	
If Part Time position, how many hours per week will this position be working?	**Hours:**	
What other alternatives were considered?		
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:	**Systems Specialist**	
Position Justification		
Briefly summarize why this position is needed, as well as areas of revenue and savings.		
The 4 Systems Analysts we currently have are stretched across all of the 30 plus OC departments. These analysts perform software research, analyzes, and ensures technology meets IT standards for security, compatibility and standardization. They also coordinate the process for each County department to prepare strategic 3-year and capital IT plans. In addition, they provide help desk related support including trouble shooting, repairing, or replacing laptops, monitors, printers, scanners, phones, and any other IT related hardware.		
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)?		**Other**
PROJECTED 2023 EXPENDITURES - Amounts must agree to amounts included in the proposed budget.		
Salary	$	**77,917**
Fringe Benefits	$	**39,471**
Travel/Training	$	-
Supplies - IT		
Supplies - Other	$	-
Purchased Services - IT		
Purchased Services - Other	$	-
Capital Outlay	$	-
TOTAL EXPENDITURES	$	**117,388**
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.		
Description	*Dollar Value (enter as negative)*	
Deleted Position (if applicable)		
	$	-
	$	-
TOTAL COST SAVINGS/REVENUES	$	-
NET COUNTY COST (Levy/Fund Bal)	$	**117,388**
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	$	-
Fringe Benefits	$	-
Other Expenditures	$	-
TOTAL EXPENDITURES	$	-
Deleted Position (if applicable)		
Less Increased Revenue/Cost Savings (enter as negative)	$	-
NET COUNTY COST (Levy/Fund Bal)	$	-

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

Now Hiring Employees Invested in Serving!

Outagamie County

Senior Systems Analyst (IT)

CLASS CODE	1800-1	**SALARY**	$33.28 - $43.42 Hourly
ESTABLISHED DATE	December 23, 2020	**REVISION DATE**	January 16, 2024

Position Purpose

The Senior Systems Analyst (IT) is responsible for planning, designing, documenting and implementing information technology to support the ongoing needs of Outagamie County departments. Provide expert guidance, direction and leadership in regards to Outagamie County's selection and use of technologies. Maintains excellent working relationships with team members, vendors and other departments involved in IT projects. Relies on extensive IT knowledge and professional discretion to achieve departmental objectives. Responsible for IT related budgeting, strategic planning and forecasting for supported Departments. Assists end users in resolving hardware and software issues by fielding requests, diagnosing problems and fixing issues while providing exceptional customer service.

Part time remote work is an available option after successful completion of the introductory period.

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.

- Recommends, analyzes, investigates and tests new technology and, enhancements. Ensures technology meets IT standards for security, compatibility and standardization.
- Actively collaborates with assigned Departments and outside entities to understand user's needs. Recommends new products and procedures to achieve their business goals. Assists during their investigations and testing.
- Coordinates the process for each County department to prepare strategic 3-year and capital IT plans. Assist departments with planning, research, preparation and presentation of plans.
- Serves as a project manager for Information Technology projects within assigned Departments. This includes establishing timelines, coordinating resources, communicating status updates, leading meetings and resolving issues.
- Uses automation tools to configure, test and deploy system wide installations and updates.
- Maintains security on all end point devices.
- Maintains assigned areas of IT Department's 3 year, capital, maintenance and operating budgets. Reviews, verifies and processes invoices related to purchases.
- Procures, installs, tests, monitors, upgrades, troubleshoots and repairs computer systems and peripherals. Documents, tracks and monitors the problem to facilitate a timely resolution.
- Serves as liaison between end users, vendors, hardware and software manufacturers.
- Create technical specs for bids and proposals. Actively participates and recommends solution during vendor review and selection process.

- Maintains working knowledge of security/regulatory compliancy required by assigned Departments to serve as resource to identify solutions and policies/procedures that will help Departments maintain a high level of compliancy.
- Prepares/updates training material and documentation for departmental and internal IT systems. Trains end users on proper usage of hardware/software.
- Maintains hardware inventory and software licensing.
- Provide 2nd tier support for IT Support Coordinators
- Participates in on call rotation.

Education/Certifications/Experience Requirements

- Associate or Bachelor degree in an IT related field
- 3 years of IT experience
- Or combination of education and experience that provides equivalent knowledge, skills, and abilities.
- Valid driver's license
- This position requires the successful completion of a sheriff's background and fingerprint check after the offer

Required or Preferred Skills

- Strong ability to take ownership of assigned tasks and responsibilities.
- Excellent organizational and time management skills.
- Maintains high level of knowledge of systems in supported Departments. Maintains reasonable level of knowledge of rest of County systems
- Working knowledge of Imaging Software, document management tools.
- Considerable knowledge of basic networking concepts (wireless, client/server topology, etc.)
- Considerable ability to troubleshoot in unfamiliar environments. Ability to properly utilize logging information to diagnose issues and troubleshoot problems. Recognize trends to identify root cause issues.
- Excellent communication skills and exceptional customer facing skills with a high degree of professionalism. Logical, clear, and concise written and verbal communication skills.
- Must display initiative, ability to work independently and within a team and be able to use independent judgment. Ability to react quickly to a fast paced, rapidly changing environment.
- Ability to manage project scope and schedule.
- Considerable ability to coordinate multiple tasks at once.

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: GENERAL 604

COST CENTER NAME: INFORMATION TECHNOLOGY

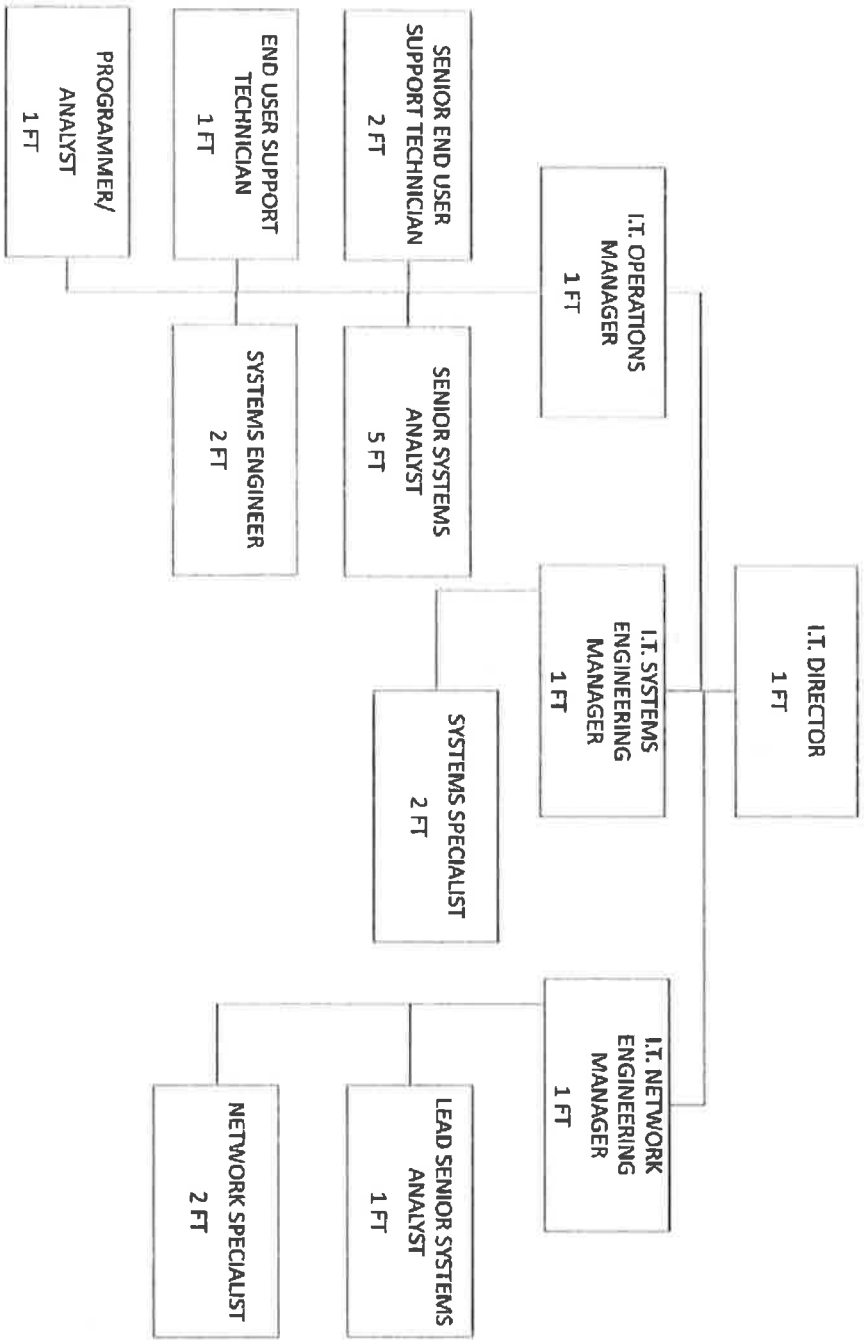
DEPARTMENT NAME: INFORMATION SERVICES

COST CENTER NUMBER: 6040100

POSITION COUNT	2022		2023		2024		2025	
	FT	PT	FT	PT	FT	PT	FT	PT
COST CENTER 6040100								
END USER SUPPORT TECHNICIAN	3	0	3	0	1	0	1	0
I.T. DIRECTOR	1	0	1	0	1	0	1	0
I.T. NETWORK ENGINEERING MANAGER	1	0	1	0	1	0	1	0
I.T. OPERATIONS MANAGER	1	0	1	0	1	0	1	0
I.T. SYSTEMS ENGINEERING MANAGER	1	0	1	0	1	0	1	0
NETWORK ENGINEER	2	0	2	0	2	0	3	0
NETWORK SPECIALIST	2	0	2	0	2	0	2	0
PROGRAMMER/ANALYST	1	0	1	0	1	0	1	0
SENIOR END USER SUPPORT TECHNICIAN	0	0	0	0	2	0	2	0
SENIOR SYSTEMS ANALYST	4	0	4	0	4	0	5	0
SYSTEMS ENGINEER	1	0	1	0	1	0	2	0
SYSTEMS SPECIALIST	2	0	2	0	2	0	2	0
COST CENTER TOTALS	19	0	19	0	19	0	22	0
TOTAL POSITIONS - REGULAR:	19	0	19	0	19	0	22	0
COST CENTER 6040100								
CASUAL CALL - AS NEEDED	0	0	0	0	0	0	0	0
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 POSITONS:	**19**	**0**	**19**	**0**	**19**	**0**	**22**	**0**

FUND: GENERAL 604 COST CENTER NAME: INFORMATION TECHNOLOGY

DEPARTMENT NAME: INFORMATION SERVICES COST CENTER NUMBER: 604100



LOCK IN OF 2025 ADOPTED BUDGET

RES. 85

Vote for lock in. ROLL CALL: 28 yes, 1 no (Thiede), 7 absent. 2025 COUNTY EXECUTIVE BUDGET AS AMENDED IS ADOPTED AND LOCKED IN.

VOTE RESULTS | 28 YES | 1 NO | 0 ABSTAIN | 7 ABSENT

Lock in of 2025 County Executive Budget As Amended

Lock in of 2025 County Executive Budget As Amended

Passed With Majority of Full Membership

1 THOMPSON	ABSENT	13 WEGAND	YES	25 JANKE	YES
2 JOHNSON	YES	14 HERMES	ABSENT	26 WEINBERG	YES
3 SMITH	ABSENT	15 MacDONALD	YES	27 CULBERTSON	YES
4 PATIENCE	YES	16 SCHROEDER	YES	28 MONFILS	YES
5 GABRIELSON	YES	17 CROATT	YES	29 WINTERFELDT	ABSENT
6 KOSTELNY	YES	18 SPEARS	YES	30 NEJEDLO	YES
7 HAMMEN	YES	19 HEISER	YES	31 CLEGG	YES
8 LAWRENCE	YES	20 MITCHELL	YES	32 THYSSEN	YES
9 KRUEGER	ABSENT	21 CUFF	YES	33 VANDERHEIDEN	YES
10 LAMERS	ABSENT	22 HAGEN	YES	34 RETTLER	ABSENT
11 FERGUSON	YES	23 KLEMP	YES	35 KOURY	YES
12 McCABE	YES	24 THIEDE	NO	36 LAUTENSCHLAGER	YES

Outagamie County Est. 1851 **11-4-24 County Board Meeting - November 4 2024 06:43:02 PM**

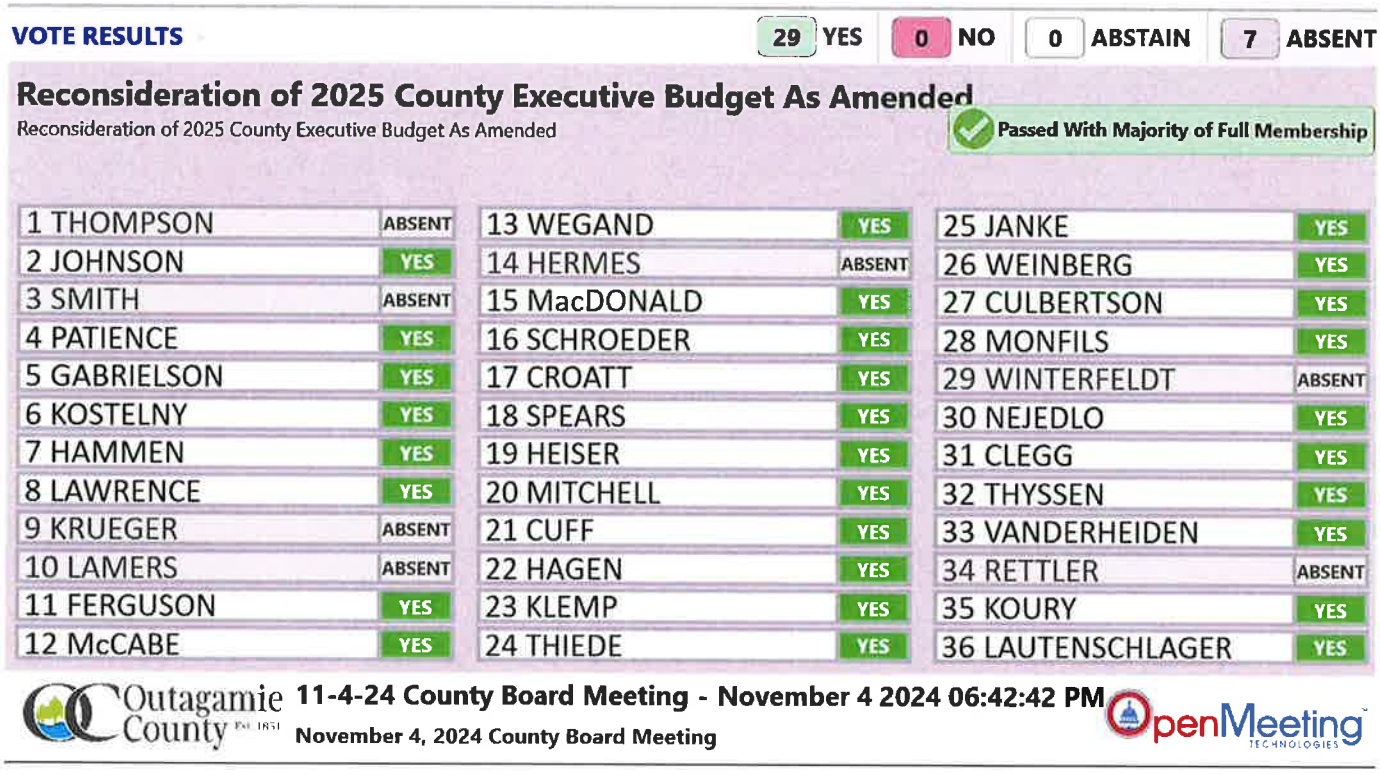
November 4, 2024 County Board Meeting

OpenMeeting TECHNOLOGIES

RECONSIDERATION OF 2025 ADOPTED BUDGET

Supervisor Croatt moved, seconded by Supervisor Patience to reconsider the 2025 Adopted Budget for the purpose of lock in.

Vote for reconsideration. ROLL CALL: 29 yes, 7 absent. 2025 COUNTY EXECUTIVE BUDGET AS AMENDED IS RECONSIDERED.



VOTE RESULTS — 29 YES | 0 NO | 0 ABSTAIN | 7 ABSENT

Reconsideration of 2025 County Executive Budget As Amended

Reconsideration of 2025 County Executive Budget As Amended — Passed With Majority of Full Membership

1 THOMPSON	ABSENT	13 WEGAND	YES	25 JANKE	YES
2 JOHNSON	YES	14 HERMES	ABSENT	26 WEINBERG	YES
3 SMITH	ABSENT	15 MacDONALD	YES	27 CULBERTSON	YES
4 PATIENCE	YES	16 SCHROEDER	YES	28 MONFILS	YES
5 GABRIELSON	YES	17 CROATT	YES	29 WINTERFELDT	ABSENT
6 KOSTELNY	YES	18 SPEARS	YES	30 NEJEDLO	YES
7 HAMMEN	YES	19 HEISER	YES	31 CLEGG	YES
8 LAWRENCE	YES	20 MITCHELL	YES	32 THYSSEN	YES
9 KRUEGER	ABSENT	21 CUFF	YES	33 VANDERHEIDEN	YES
10 LAMERS	ABSENT	22 HAGEN	YES	34 RETTLER	ABSENT
11 FERGUSON	YES	23 KLEMP	YES	35 KOURY	YES
12 McCABE	YES	24 THIEDE	YES	36 LAUTENSCHLAGER	YES

Outagamie County — 11-4-24 County Board Meeting - November 4 2024 06:42:42 PM — November 4, 2024 County Board Meeting — OpenMeeting

2025 COUNTY EXECUTIVE BUDGET - The Finance Committee moves for adoption of the 2025 County Executive Budget as amended by the Finance Committee.

Supervisor Croatt moved, seconded by Supervisor Cuff, for adoption of the 2025 County Executive Budget as amended by the Finance Committee.

ROLL CALL: 27 yes, 2 no (Ferguson, Thiede), 7 absent. 2025 COUNTY EXECUTIVE BUDGET IS ADOPTED AS AMENDED.

VOTE RESULTS — 27 YES | 2 NO | 0 ABSTAIN | 7 ABSENT

2025 County Executive Budget Adoption - as Amended

The Finance Committee moves for adoption of the 2025 County Executive Budget as amended by the Finance — Passed With Majority of Full Membership

1 THOMPSON	ABSENT	13 WEGAND	YES	25 JANKE	YES
2 JOHNSON	YES	14 HERMES	ABSENT	26 WEINBERG	YES
3 SMITH	ABSENT	15 MacDONALD	YES	27 CULBERTSON	YES
4 PATIENCE	YES	16 SCHROEDER	YES	28 MONFILS	YES
5 GABRIELSON	YES	17 CROATT	YES	29 WINTERFELDT	ABSENT
6 KOSTELNY	YES	18 SPEARS	YES	30 NEJEDLO	YES
7 HAMMEN	YES	19 HEISER	YES	31 CLEGG	YES
8 LAWRENCE	YES	20 MITCHELL	YES	32 THYSSEN	YES
9 KRUEGER	ABSENT	21 CUFF	YES	33 VANDERHEIDEN	YES
10 LAMERS	ABSENT	22 HAGEN	YES	34 RETTLER	ABSENT
11 FERGUSON	NO	23 KLEMP	YES	35 KOURY	YES
12 McCABE	YES	24 THIEDE	NO	36 LAUTENSCHLAGER	YES

Outagamie County Est. 1851 **11-4-24 County Board Meeting - November 4 2024 06:42:16 PM**

November 4, 2024 County Board Meeting

OpenMeeting TECHNOLOGIES

Supervisor Croatt moved, seconded by Supervisor Johnson to approve Resolution Nos. 83, 84 and 85—2024-25.

ROLL CALL: 30 yes, 6 absent. RESOLUTION NOS. 83, 84 AND 85—2024-25 ARE ADOPTED.

VOTE RESULTS 30 YES | 0 NO | 0 ABSTAIN | 6 ABSENT

Resolution Nos. 83-85—2024-25

Resolution Nos. 83, 84 and 85—2024-25 Table of Organization Changes for the Information Technology Depa

Passed With Majority of Full Membership

1 THOMPSON	ABSENT	13 WEGAND	YES	25 JANKE	YES
2 JOHNSON	YES	14 HERMES	ABSENT	26 WEINBERG	YES
3 SMITH	ABSENT	15 MacDONALD	YES	27 CULBERTSON	YES
4 PATIENCE	YES	16 SCHROEDER	YES	28 MONFILS	YES
5 GABRIELSON	YES	17 CROATT	YES	29 WINTERFELDT	ABSENT
6 KOSTELNY	YES	18 SPEARS	YES	30 NEJEDLO	YES
7 HAMMEN	YES	19 HEISER	YES	31 CLEGG	YES
8 LAWRENCE	YES	20 MITCHELL	YES	32 THYSSEN	YES
9 KRUEGER	ABSENT	21 CUFF	YES	33 VANDERHEIDEN	YES
10 LAMERS	YES	22 HAGEN	YES	34 RETTLER	ABSENT
11 FERGUSON	YES	23 KLEMP	YES	35 KOURY	YES
12 McCABE	YES	24 THIEDE	YES	36 LAUTENSCHLAGER	YES

Outagamie County EST. 1851 **11-4-24 County Board Meeting - November 4 2024 05:54:18 PM**

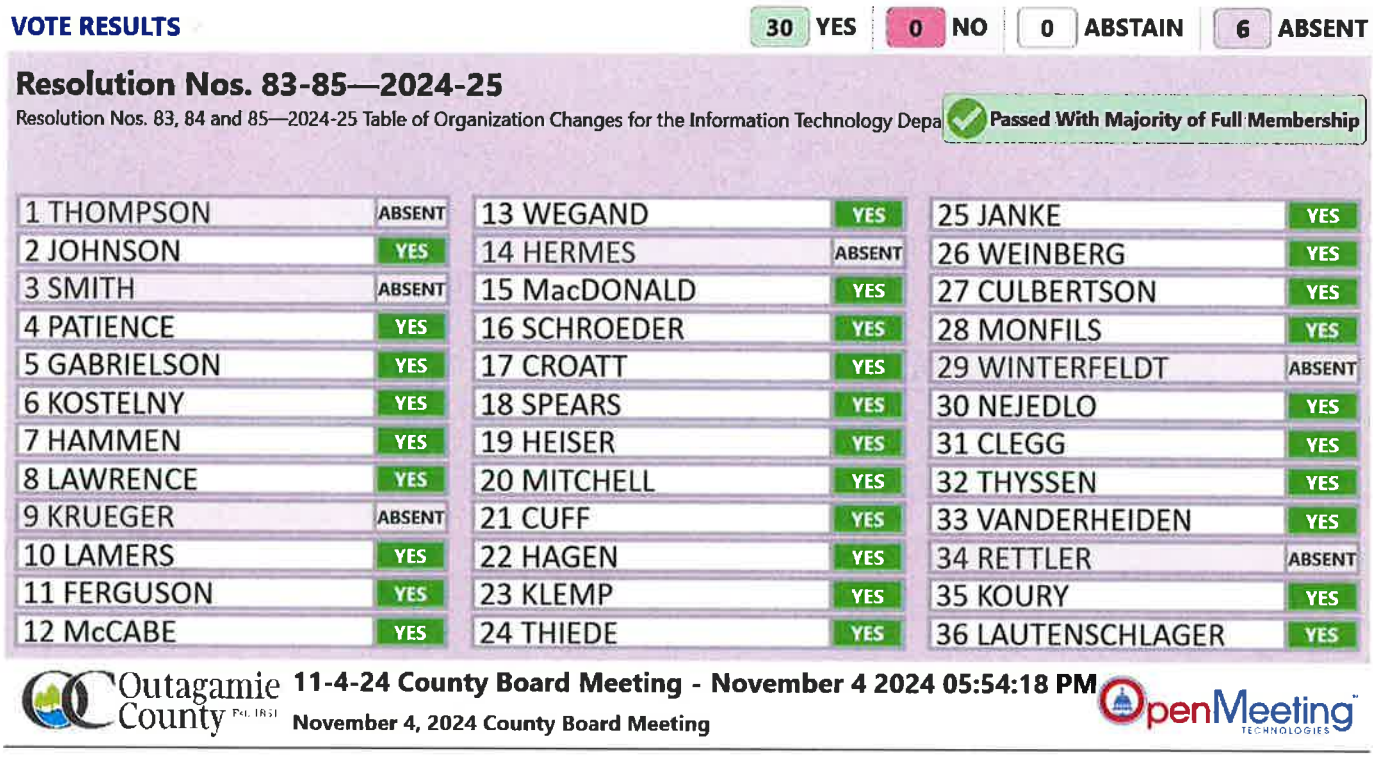
November 4, 2024 County Board Meeting

OpenMeeting TECHNOLOGIES

Resolution No. 85—2024-25 – Legislative/Audit & Human Resources Committee. Amend the Table of Organization for the Information Technology Department, cost center 6040100, by creating one (1) full-time Systems Engineer position effective January 1, 2025, and the fiscal change has been included in the budget as well as attendant budget expenditures and revenues, as detailed in the attachments.

Supervisor Croatt moved, seconded by Supervisor Johnson, for adoption.

ROLL CALL: 30 yes, 6 absent. RESOLUTION NO. 85—2024-25 IS ADOPTED.



RESOLUTION NO.: 85—2024-25

TO THE HONORABLE, THE OUTAGAMIE COUNTY BOARD OF SUPERVISORS

LADIES AND GENTLEMEN: ***MAJORITY***

The County Executive has requested the following Information Technology Department Table of Organization change, and the same has been made a part of the 2025 County Executive Budget:

Create: One (1) Full-time Systems Engineer position

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

BE IT RESOLVED, that the Outagamie County Board of Supervisors does hereby and herewith authorize and approve of amending the Table of Organization for the Information Technology Department, cost center 6040100 by creating one (1) full-time Systems Engineer position effective January 1, 2025 as described in the attached Position Addition Form, Position Description, and Table of Organization, which by reference are made a part hereof, and

BE IT STILL FURTHER RESOLVED, that the fiscal change has been included in the aforementioned budget as well as attendant budget expenditures and revenues as are detailed in the attached, and

BE IT FINALLY RESOLVED, that the Outagamie County Clerk be directed to forward a copy of this resolution to the Outagamie County Human Resources Director and the Director of Information Technology.

Dated this 6th day of November 2024

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: November 4th, 2024

Signed: _____
Board Chairperson

_____
County Clerk

Approved: 11/6/24

Vetoed: _____

Signed: _____
County Executive

POSITION ADDITION FORM

Completion Checklist

- A visual of your proposed Table of Organization
- Job description/class specification for the position request below, highlighting any changes

Request Details

Effective Date of Requested Change:	1/1/2025	
Department:	IT	
Department Head:	Darren Koutnik	
Cost Center Number:	6040100	
Position Title:	Systems Engineer	
Sunset Position? (Yes or No)	No	
Exempt (Salaried) or Non-Exempt (Hourly):	Exempt	
Pay Grade of Position:	165	
Estimated Starting Step:	3	
Position exists in current the Table of Organization?	No	
Is this position full time or part time? *(If more than one position, use the worksheet for Multiples)*	Full Time:	X
	Part Time:	
If Part Time position, how many hours per week will this position be working?	Hours:	
What other alternatives were considered?	Contracted 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:	Systems Specialist	

Position Justification

Briefly summarize why this position is needed, as well as areas of revenue and savings.

The primary purpose of this position is to install, configure, upgrade, and provide daily user support of systems used by over 2400 county employees and other county sanctioned users. The number of on premise and cloud-based systems is consistently increasing year over year at Outagamie County. In addition, this position will improve our cyber security hardening for these systems as the number and complexity of cyber security threats has increased dramatically in the last couple of years. Only 4 System Engineer positions currently exist for all of this work, leaving a high risk of disruption if we incur any attrition, long term absences, or a cyber-security incident.

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)?	Other

PROJECTED 2023 EXPENDITURES - Amounts must agree to amounts included in the proposed budget.

Salary	$	84,094
Fringe Benefits	$	40,487
Travel/Training	$	-
Supplies - IT		
Supplies - Other	$	-
Purchased Services - IT		
Purchased Services - Other	$	-
Capital Outlay	$	-
TOTAL EXPENDITURES	$	124,581
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.		
Description	*Dollar Value (enter as negative)*	
Deleted Position (if applicable)		
	$	-
	$	-
TOTAL COST SAVINGS/REVENUES	$	-
NET COUNTY COST (Levy/Fund Bal)	$	124,581
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	$	-
Fringe Benefits	$	-
Other Expenditures	$	-
TOTAL EXPENDITURES	$	-
Deleted Position (if applicable)		
Less Increased Revenue/Cost Savings (enter as negative)	$	-
NET COUNTY COST (Levy/Fund Bal)	$	-

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

Now Hiring Employees Invested in Serving!

Outagamie County

Systems Engineer

CLASS CODE	1800-13	**SALARY**	$79,268.80 - $103,459.20 Annually
ESTABLISHED DATE	November 17, 2021	**REVISION DATE**	December 17, 2023

Position Purpose

Reporting to the Systems Engineer, the Systems Engineer is responsible for Outagamie County's systems and server infrastructure which consists of multiple sites, business units and partner entities. Analyze, design, procure, implement, support, maintain, monitor, troubleshoot and document the physical/virtual server environment, server based applications, databases, storage, backup, disaster recovery and email systems. Work on overall systems and server security which includes establishing policy, implementing best practices and regulatory compliance. Manage projects, coordinate vendors and monitor budgets. Assist with overall departmental strategic planning by researching and recommending systems and security solutions.

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.

- Analyze, design, procure, implement, support, maintain, monitor, troubleshoot and document complex:
    1. Physical and Virtual server environment
    2. Backup and Network Storage (SAN, NAS, etc.)
    3. Server operating systems
    4. Databases, server applications and interfaces
    5. Disaster recovery technologies
    6. System management tools
    7. Data Center and Disaster Recovery Data Center sites
    8. Windows Active Directory, Group Policy, Domains, Domain Schemas, DNS, DHCP and security policy configuration
- Maintain integrity of systems by ensuring security and compliance is addressed throughout the enterprise. Identify requirements, then design, implement, monitor and verify security systems and processes that protect servers and systems. Investigate and react to security vulnerabilities and events.
- Administer system and file security. Manage user accounts and access.
- Project manager for systems/server projects. Ensure technical and security feasibility, create technical specifications, define integrations and coordinate purchase. Create, manage, and execute project plans. Generate project status reports, establish project timelines, lead project meetings and resolve technical issues. Document project progress and milestones. Coordinate resources, establish deadlines and assign responsibilities.
- Write and maintain custom scripts (VBScript, PowerShell, etc).
- Train and serve as a resource for the Systems Technicians.

- Establish and maintain relationships with Information Technology vendors. Manage the activity of vendors/contractors.
- Assist in preparing the IT department's server and systems 3-year and capital IT plans. Consult with users to understand needs and recommend new products/procedures that improve operating efficiency in a cost effective manner.
- Assist in the development of IT controls, processes, standards, policies and procedures. Follow existing County standards, guidelines, policies and procedures.
- Document systems, applications, and procedures in an extensive and orderly fashion. Create flowcharts, diagrams, manuals, and detailed instructions.

On-call for functional or hierarchical escalation. Backup Network Engineers/Technicians and assist others in the IT department as needed.

Education/Certifications/Experience Requirements

- Associate Degree in Computer Science or related field with seven years of systems and server experience
- Or any combination of education and experience that provides equivalent knowledge, skills, and abilities
- Valid Wisconsin Driver License

Required or Preferred Skills

- Strong knowledge of Windows Server operating systems and Microsoft SQL Server.
- Strong knowledge of virtualization technologies including creation and maintenance
- Strong knowledge of network storage (SAN, NAS, Backup, etc)
- Strong knowledge of Citrix including administration and provisioning services
- Strong knowledge of Microsoft Group Policy and security policy configuration and administration. Experience with File Security, Domain Name System (DNS), Dynamic Host Configuration Protocol (DHCP), and Domain and LAN administration
- Working knowledge of Microsoft Exchange.
- Strong knowledge of security principles, best practices, technologies and tools such as anti-virus, encryption, spam filtering, and log management
- Strong project management and organizational skills with ability to prioritize effectively.
- Must have strong technical ability and outstanding troubleshooting skills. Ability to properly utilize logging information to diagnose issues and troubleshoot problems reported by users.
- Excellent communication skills and exceptional customer facing skills with a high degree of professionalism.
- Strong ability to take ownership of assigned tasks and responsibilities.
- Experience and discretion in handling confidential information.
- Considerable ability to adapt and learn new technical concepts with or without formal training.

Physical Requirements

- Frequently required bend, stoop, lift, and move computer equipment.
- Occasionally required to stand, kneel and crouch.
- Ability to lift, carry, push, pull or otherwise move up to 25 pounds regularly and up to 75 pounds occasionally, understanding and utilizing proper body mechanics.
- Ability to reach equipment mounted in racks
- Ability to perform work at remote locations and in confined spaces

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: GENERAL 604

COST CENTER NAME: INFORMATION TECHNOLOGY

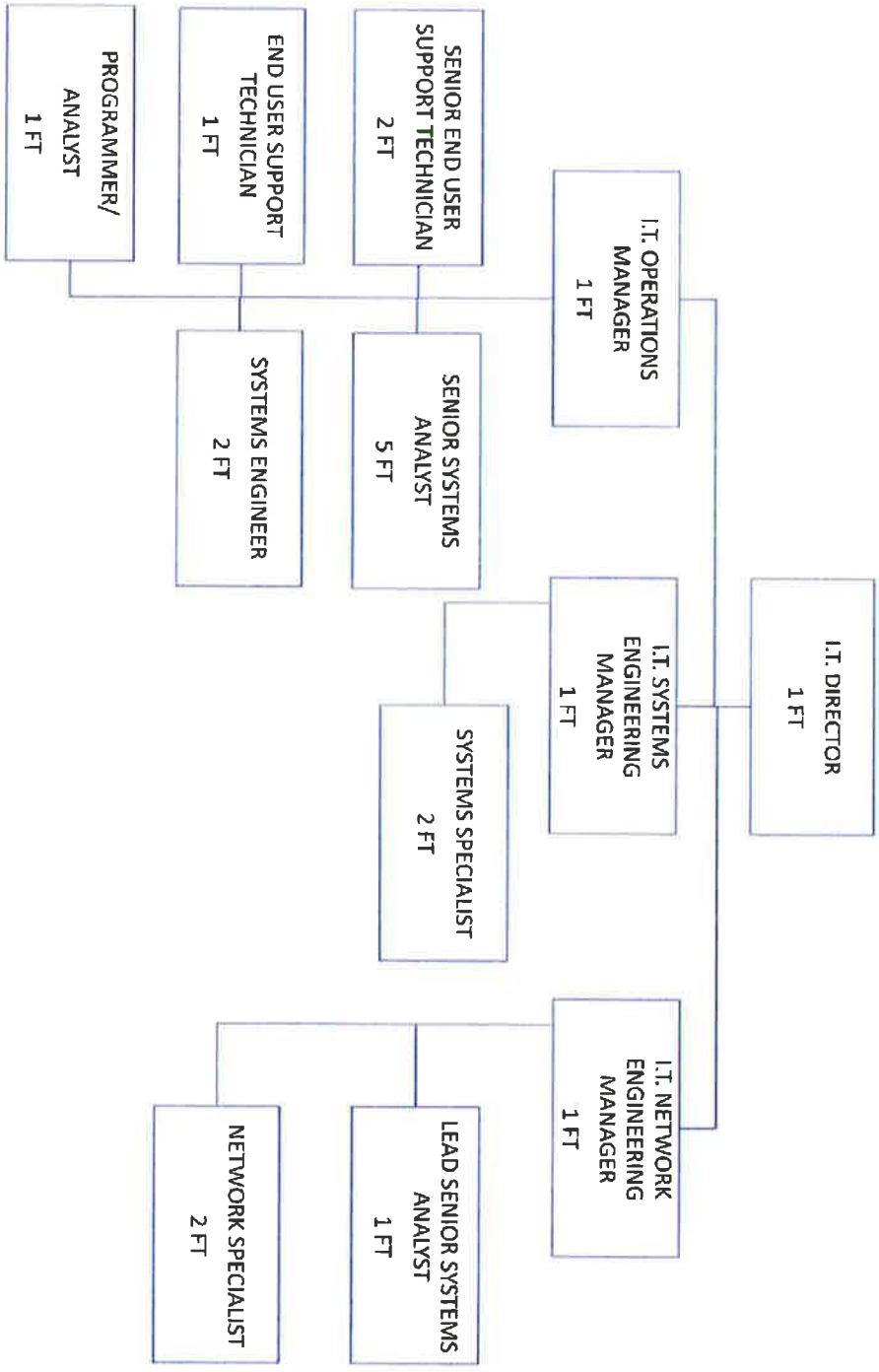
DEPARTMENT NAME: INFORMATION SERVICES

COST CENTER NUMBER: 6040100

POSITION COUNT	2022		2023		2024		2025	
	FT	PT	FT	PT	FT	PT	FT	PT
COST CENTER 6040100								
END USER SUPPORT TECHNICIAN	3	0	3	0	1	0	1	0
I.T. DIRECTOR	1	0	1	0	1	0	1	0
I.T. NETWORK ENGINEERING MANAGER	1	0	1	0	1	0	1	0
I.T. OPERATIONS MANAGER	1	0	1	0	1	0	1	0
I.T. SYSTEMS ENGINEERING MANAGER	1	0	1	0	1	0	1	0
NETWORK ENGINEER	2	0	2	0	2	0	3	0
NETWORK SPECIALIST	2	0	2	0	2	0	2	0
PROGRAMMER/ANALYST	1	0	1	0	1	0	1	0
SENIOR END USER SUPPORT TECHNICIAN	0	0	0	0	2	0	2	0
SENIOR SYSTEMS ANALYST	4	0	4	0	4	0	5	0
SYSTEMS ENGINEER	1	0	1	0	1	0	2	0
SYSTEMS SPECIALIST	2	0	2	0	2	0	2	0
COST CENTER TOTALS	19	0	19	0	19	0	22	0
TOTAL POSITIONS - REGULAR:	19	0	19	0	19	0	22	0
COST CENTER 6040100								
CASUAL CALL - AS NEEDED	0	0	0	0	0	0	0	0
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 POSITONS:	**19**	**0**	**19**	**0**	**19**	**0**	**22**	**0**

FUND: GENERAL 604 COST CENTER NAME: INFORMATION TECHNOLOGY

DEPARTMENT NAME: INFORMATION SERVICES COST CENTER NUMBER: 6040100



LOCK IN OF 2025 ADOPTED BUDGET

RES. 86

Vote for lock in. ROLL CALL: 28 yes, 1 no (Thiede), 7 absent. 2025 COUNTY EXECUTIVE BUDGET AS AMENDED IS ADOPTED AND LOCKED IN.

VOTE RESULTS | 28 YES | 1 NO | 0 ABSTAIN | 7 ABSENT

Lock in of 2025 County Executive Budget As Amended

Lock in of 2025 County Executive Budget As Amended

Passed With Majority of Full Membership

1 THOMPSON	ABSENT	13 WEGAND	YES	25 JANKE	YES
2 JOHNSON	YES	14 HERMES	ABSENT	26 WEINBERG	YES
3 SMITH	ABSENT	15 MacDONALD	YES	27 CULBERTSON	YES
4 PATIENCE	YES	16 SCHROEDER	YES	28 MONFILS	YES
5 GABRIELSON	YES	17 CROATT	YES	29 WINTERFELDT	ABSENT
6 KOSTELNY	YES	18 SPEARS	YES	30 NEJEDLO	YES
7 HAMMEN	YES	19 HEISER	YES	31 CLEGG	YES
8 LAWRENCE	YES	20 MITCHELL	YES	32 THYSSEN	YES
9 KRUEGER	ABSENT	21 CUFF	YES	33 VANDERHEIDEN	YES
10 LAMERS	ABSENT	22 HAGEN	YES	34 RETTLER	ABSENT
11 FERGUSON	YES	23 KLEMP	YES	35 KOURY	YES
12 McCABE	YES	24 THIEDE	NO	36 LAUTENSCHLAGER	YES

Outagamie County Est. 1851 **11-4-24 County Board Meeting - November 4 2024 06:43:02 PM**

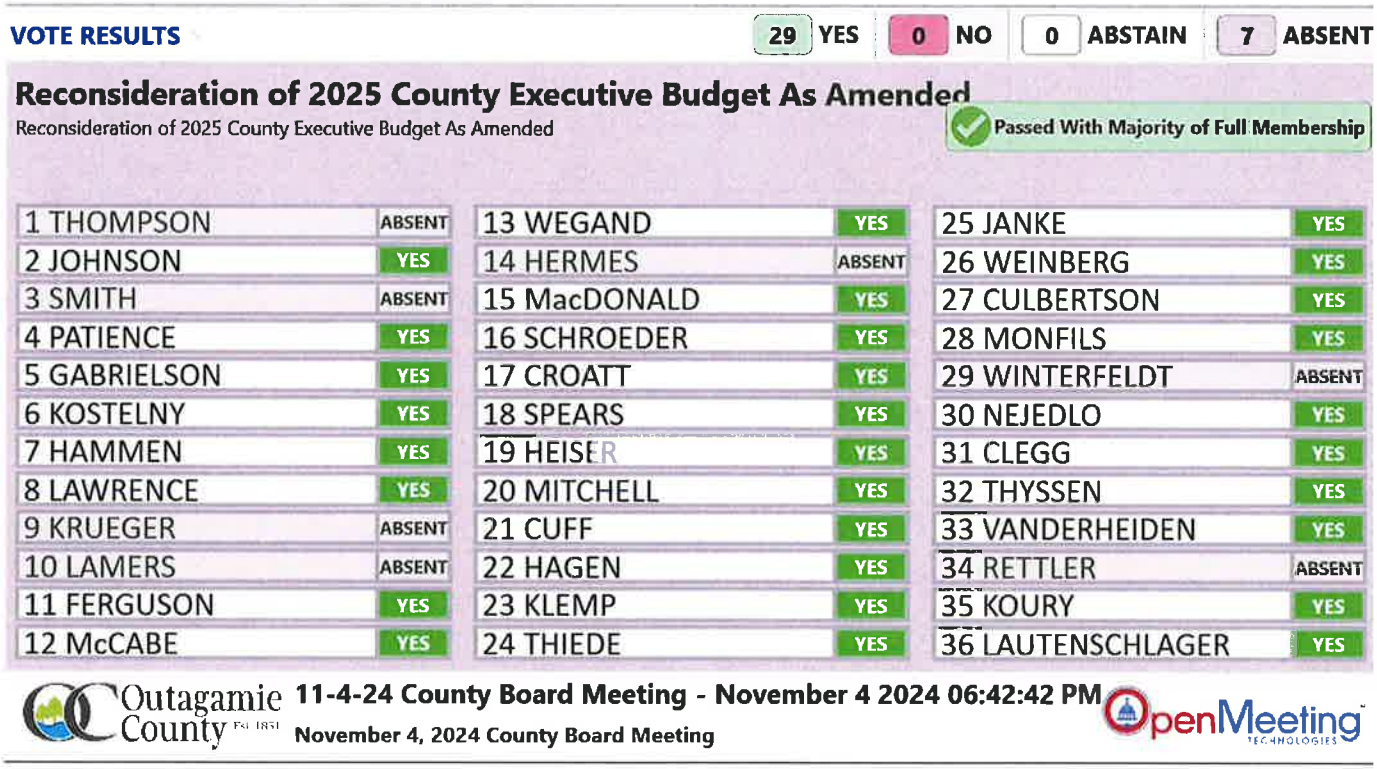
November 4, 2024 County Board Meeting

OpenMeeting TECHNOLOGIES

RECONSIDERATION OF 2025 ADOPTED BUDGET

Supervisor Croatt moved, seconded by Supervisor Patience to reconsider the 2025 Adopted Budget for the purpose of lock in.

Vote for reconsideration. ROLL CALL: 29 yes, 7 absent. 2025 COUNTY EXECUTIVE BUDGET AS AMENDED IS RECONSIDERED.



VOTE RESULTS | 29 YES | 0 NO | 0 ABSTAIN | 7 ABSENT

Reconsideration of 2025 County Executive Budget As Amended

Reconsideration of 2025 County Executive Budget As Amended — Passed With Majority of Full Membership

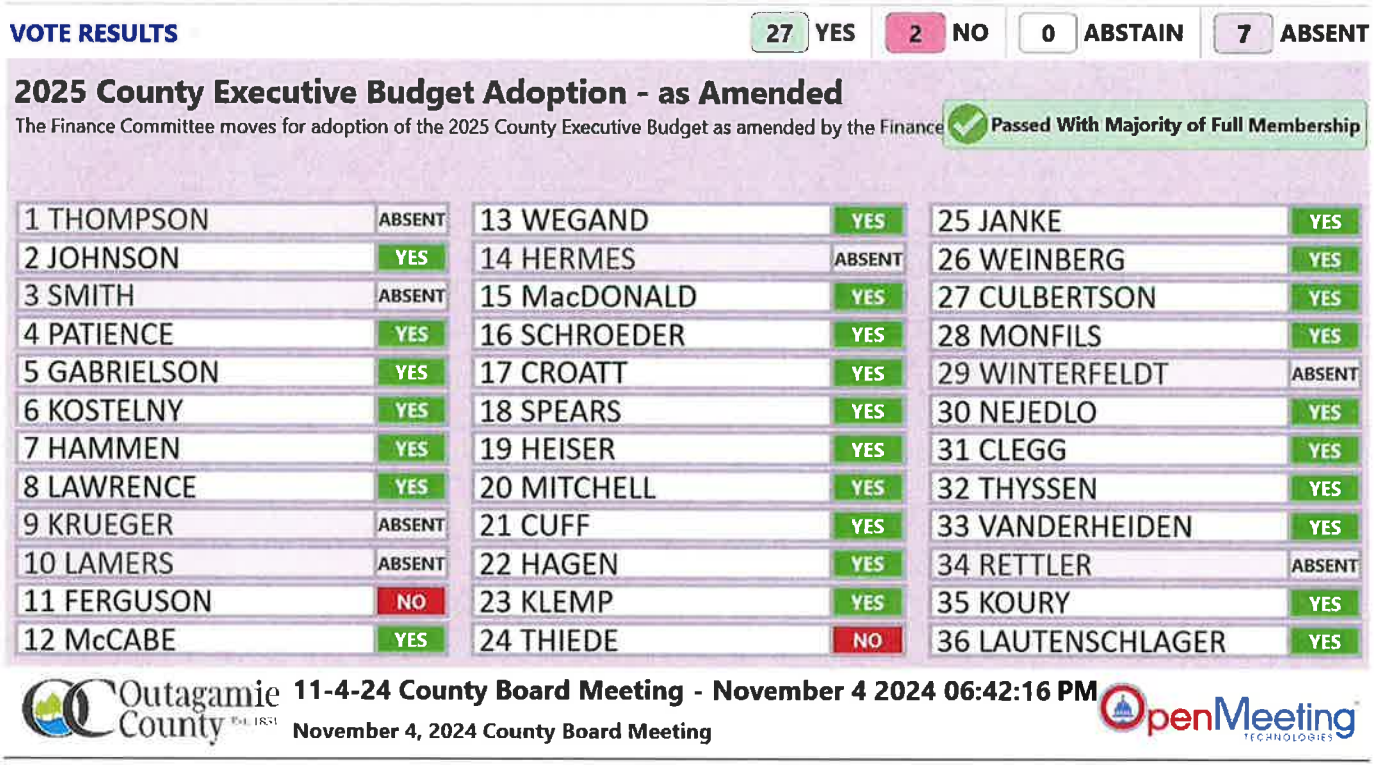
1 THOMPSON	ABSENT	13 WEGAND	YES	25 JANKE	YES
2 JOHNSON	YES	14 HERMES	ABSENT	26 WEINBERG	YES
3 SMITH	ABSENT	15 MacDONALD	YES	27 CULBERTSON	YES
4 PATIENCE	YES	16 SCHROEDER	YES	28 MONFILS	YES
5 GABRIELSON	YES	17 CROATT	YES	29 WINTERFELDT	ABSENT
6 KOSTELNY	YES	18 SPEARS	YES	30 NEJEDLO	YES
7 HAMMEN	YES	19 HEISER	YES	31 CLEGG	YES
8 LAWRENCE	YES	20 MITCHELL	YES	32 THYSSEN	YES
9 KRUEGER	ABSENT	21 CUFF	YES	33 VANDERHEIDEN	YES
10 LAMERS	ABSENT	22 HAGEN	YES	34 RETTLER	ABSENT
11 FERGUSON	YES	23 KLEMP	YES	35 KOURY	YES
12 McCABE	YES	24 THIEDE	YES	36 LAUTENSCHLAGER	YES

Outagamie County Est 1851 — 11-4-24 County Board Meeting - November 4 2024 06:42:42 PM — November 4, 2024 County Board Meeting — OpenMeeting Technologies

2025 COUNTY EXECUTIVE BUDGET - The Finance Committee moves for adoption of the 2025 County Executive Budget as amended by the Finance Committee.

Supervisor Croatt moved, seconded by Supervisor Cuff, for adoption of the 2025 County Executive Budget as amended by the Finance Committee.

ROLL CALL: 27 yes, 2 no (Ferguson, Thiede), 7 absent. 2025 COUNTY EXECUTIVE BUDGET IS ADOPTED AS AMENDED.



VOTE RESULTS — 27 YES | 2 NO | 0 ABSTAIN | 7 ABSENT

2025 County Executive Budget Adoption - as Amended

The Finance Committee moves for adoption of the 2025 County Executive Budget as amended by the Finance

Passed With Majority of Full Membership

1 THOMPSON	ABSENT	13 WEGAND	YES	25 JANKE	YES
2 JOHNSON	YES	14 HERMES	ABSENT	26 WEINBERG	YES
3 SMITH	ABSENT	15 MacDONALD	YES	27 CULBERTSON	YES
4 PATIENCE	YES	16 SCHROEDER	YES	28 MONFILS	YES
5 GABRIELSON	YES	17 CROATT	YES	29 WINTERFELDT	ABSENT
6 KOSTELNY	YES	18 SPEARS	YES	30 NEJEDLO	YES
7 HAMMEN	YES	19 HEISER	YES	31 CLEGG	YES
8 LAWRENCE	YES	20 MITCHELL	YES	32 THYSSEN	YES
9 KRUEGER	ABSENT	21 CUFF	YES	33 VANDERHEIDEN	YES
10 LAMERS	ABSENT	22 HAGEN	YES	34 RETTLER	ABSENT
11 FERGUSON	NO	23 KLEMP	YES	35 KOURY	YES
12 McCABE	YES	24 THIEDE	NO	36 LAUTENSCHLAGER	YES

Outagamie County Est. 1851 — 11-4-24 County Board Meeting - November 4 2024 06:42:16 PM

November 4, 2024 County Board Meeting

OpenMeeting TECHNOLOGIES

Resolution No. 86—2024-25 – Legislative/Audit & Human Resources Committee. Amend the Table of Organization for the Maintenance Department, cost center 1005300, by creating one (1) full-time Facilities Maintenance Manager position effective January 1, 2025, and the fiscal change has been included in the budget as well as attendant budget expenditures and revenues, as detailed in the attachments.

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

ROLL CALL: 29 yes, 1 no (Janke), 6 absent. RESOLUTION NO. 86—2024-25 IS ADOPTED.

VOTE RESULTS 29 YES | 1 NO | 0 ABSTAIN | 6 ABSENT

Resolution No. 86—2024-25

Legislative/Audit & Human Resources Committee. Amend the Table of Organization for the Maintenance Dep... full-time Facilities Maintenance Manager position effective January 1, 2025, and the fiscal change has been included in the budget as well as attendant budget expenditures and revenues, as detailed in the attachments.

Passed With Majority of Full Membership

1 THOMPSON	ABSENT	13 WEGAND	YES	25 JANKE	NO
2 JOHNSON	YES	14 HERMES	ABSENT	26 WEINBERG	YES
3 SMITH	ABSENT	15 MacDONALD	YES	27 CULBERTSON	YES
4 PATIENCE	YES	16 SCHROEDER	YES	28 MONFILS	YES
5 GABRIELSON	YES	17 CROATT	YES	29 WINTERFELDT	ABSENT
6 KOSTELNY	YES	18 SPEARS	YES	30 NEJEDLO	YES
7 HAMMEN	YES	19 HEISER	YES	31 CLEGG	YES
8 LAWRENCE	YES	20 MITCHELL	YES	32 THYSSEN	YES
9 KRUEGER	ABSENT	21 CUFF	YES	33 VANDERHEIDEN	YES
10 LAMERS	YES	22 HAGEN	YES	34 RETTLER	ABSENT
11 FERGUSON	YES	23 KLEMP	YES	35 KOURY	YES
12 McCABE	YES	24 THIEDE	YES	36 LAUTENSCHLAGER	YES

Outagamie County

11-4-24 County Board Meeting - November 4 2024 05:55:16 PM

November 4, 2024 County Board Meeting

OpenMeeting TECHNOLOGIES

RESOLUTION NO.: 86—2024-25

TO THE HONORABLE, THE OUTAGAMIE COUNTY BOARD OF SUPERVISORS

LADIES AND GENTLEMEN: ***MAJORITY***

The County Executive has requested the following Maintenance Department Table of Organization change, and the same has been made a part of the 2025 County Executive Budget:

Create: One (1) Full-time Facilities Maintenance Manager position

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

BE IT RESOLVED, that the Outagamie County Board of Supervisors does hereby and herewith authorize and approve of amending the Table of Organization for the Maintenance Department, cost center 1005300 by creating one (1) full-time Facilities Maintenance Manager position effective January 1, 2025 as described in the attached Position Addition Form, Position Description, and Table of Organization, which by reference are made a part hereof, and

BE IT STILL FURTHER RESOLVED, that the fiscal change has been included in the aforementioned budget as well as attendant budget expenditures and revenues as are detailed in the attached, and

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

Dated this 4th day of November 2024

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: November 4th, 2024

Signed: _____
Board Chairperson

_____
County Clerk

Approved: 11.6.24

Vetoed: _____

Signed: _____
County Executive

POSITION ADDITION FORM - 2025 BUDGET		
Request Details		
Effective Date of Requested Change:	**Jan. 1, 2025**	
Department:	**Maintenance**	
Department Head:	**Paul Farrell**	
Cost Center Number:	**1005300**	
Position Title:	**Facilities Maintenance Manager**	
Sunset Position? (Yes or No)	**No**	
Exempt (Salaried) or Non-Exempt (Hourly):	**Exempt**	
Pay Grade of Position:	**160**	
Estimated Starting Step:	**2**	
Position exists in current the Table of Organization?	**No**	
Is this position full time or part time? *(If more than one position, use the worksheet for Multiples)*	**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?		
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:	**Two Custodial Positions**	
Position Justification		
Briefly summarize why this position is needed, as well as areas of revenue and savings.		

The Maintenance Department has not added positions to technical maintenance team over the past 21+ years. In 2015, we combined the Maintenance Supervisors position and the Facilities Engineer position into one position which was a reduction of 1 to the Maintenance TO. The Maintenance Department's service area and facilities has expanded significantly over the past several years and continues to grow. New areas include the addition of communication tower maintenance in 2015, Government Center and the Sheriff's building additions in 2017, health clinic in 2023 a new 911 Center and storage facility in 2024 and the start of expansion back into the South building. Facilities has also had increased involvement in other areas such as UWO-FC campus, property leases such as OWLS, VPI, TANN and most recently the 980 offender house at Trappers Lane. Furthermore, technology continues to change and evolve making many of our controls and building operating systems more efficient but also more technical and complicated to maintain. Some of these systems include added building access, duress systems, cameras, lighting controls and evolving building automation systems. Adding a working, Maintenance Supervisor position to the Maintenance TO will assist the department in continuing to perform many technical tasks with in house staff rather than contracting work out and will provide additional "hands on support" for the existing maintenance staff. The addition of this position will also free up time for the Facilities Director to focus on larger projects and Facility planning and will help in providing another layer of expertise and resources to the department including leadership backup when the Facilities Director is out. This position will work closely with the Facilities Director with the intent of developing an additional layer of leadership and management relating to facilities and the Maintenance Department.
Employee Impacted By This Change (if no one in position - leave blank)

Fiscal Data		
How will this position be funded (choose from drop-down list)?		**Levy Only**
PROJECTED 2023 EXPENDITURES - Amounts must agree to amounts included in the proposed budget.		
Salary	$	**76,294**
Fringe Benefits	$	**39,206**
Travel/Training	$	-
Supplies - IT		
Supplies - Other	$	-
Purchased Services - IT	$	**3,235**
Purchased Services - Other	$	-
Capital Outlay	$	-
TOTAL EXPENDITURES	$	**118,735**
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.		
Description	*Dollar Value (enter as negative)*	
Deleted Position (if applicable)		
	$	-
	$	-
TOTAL COST SAVINGS/REVENUES	$	-
NET COUNTY COST (Levy/Fund Bal)	$	**118,735**

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	
Fringe Benefits	
Other Expenditures	$ -
TOTAL EXPENDITURES	$ -
Deleted Position (if applicable)	
Less Increased Revenue/Cost Savings (enter as negative)	$ -
NET COUNTY COST (Levy/Fund Bal)	$ -

TO BE COMPLETED BY HUMAN RESOURCES:	
Reviewed by HR	4/18/2024
County Executive Decision (Approved/Denied)	

Outagamie County
Class Spec Details

Position Title: Facilities Maintenance Manager 4/18/2024

Department: Maintenance **Grade:** 160 - Exempt

Reports to: Facilities Director

Position Purpose

Reporting to the Facilities Director, the Facilities Maintenance Manager supervises and assists the activities of the Maintenance Technicians and Maintenance Workers. Performs related duties including evaluating employees, inspecting buildings and grounds for needed repairs, inspecting work and assisting technicians with troubleshoots and work or projects as needed. Facilities Maintenance Manager will also assist the Facilities Director with project development and oversight, preparing budgets and overseeing contracted work.

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.

- Supervises maintenance staff. Schedules work for maintenance staff. Provides input regarding the hiring, development and termination of Maintenance Department personnel.
- Prepare annual performance reviews for maintenance staff. Provide goals and development strategies for staff and provide training and development opportunities.
- Oversee operations and maintenance of heating, air conditioning, electrical, and plumbing equipment. Supervises the maintenance of lawns, sidewalks, and grounds. Supervises the work of maintenance staff in repair, maintenance, and painting of buildings and equipment.
- Supervise staff in the safe and efficient use of supplies and equipment. Provide training as needed to assure proper and safe use and work environment.
- Obtain competitive pricing and procure parts, supplies and equipment per county policies and guidelines.
- Assist with and perform technical maintenance tasks including snow and ice removal and general facility and grounds upkeep.
- Assists Facility Director in developing and managing annual Courthouse Complex, Justice Center and County Properties Budgets. Provides input to the annual operating and capital improvement budgets
- Assist Facilities Director in overseeing contractors work for repairs and projects to assure county policies are followed and work in completed to county standards and specifications. Attend contractor, committee or other meetings as required.
- Utilizes the computerized Maintenance Management System to assure timely preventive maintenance to all selected equipment.
- Inspects buildings and grounds to determine and schedule necessary repairs and coordinates associated cost estimates.

- Utilizes the Building Automation System to operate the building's systems in an efficient manner.
- Occasionally take after-hour calls to assist technicians with technical issues.
- Maintains regular and predictable attendance, works overtime/extra hours as required.
- Performs other duties as assigned.

Education/Certification/Experience Requirements

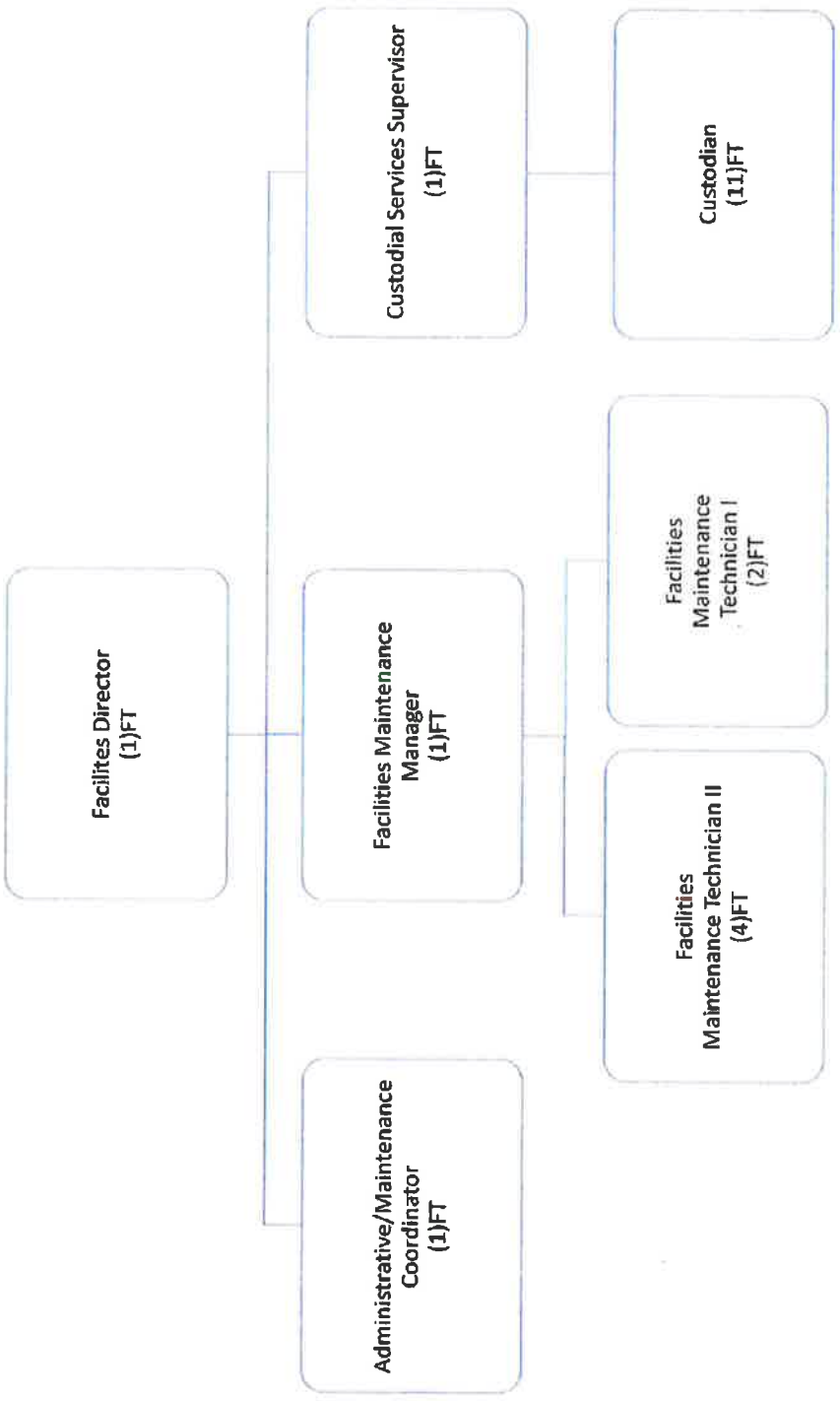
Associate's degree in either supervision, business management, electro-mechanical or other building maintenance field with three to five years maintenance experience including supervisory experience, or any combination of education and experience that provides equivalent knowledge, skills, and abilities. Associates/Bachelor's Degree in business management or supervision is preferred but not required.

Minimum Knowledge, Skills and Abilities Required to Perform Essential Job Functions

- Ability to operate a variety of motor vehicles.
- Ability to make use of mechanic's, plumbing, electrical, and other tools, including power tools, to maintain heating, air conditioning, electrical, and plumbing equipment.
- Ability to assign, supervise, and review the work of maintenance staff.
- Ability to make decisions regarding the selection, development, and termination of employees.
- Ability to efficiently use computers and multiple form of software including Microsoft Office, Building Automation System, duress system, door security and camera software, employee management and payroll software, financial software and blueprint and drawing software.
- Ability to comprehend and interpret a variety of documents including labor agreements, personnel manuals, staff time reports, budgets, work orders, building blueprints, electrical diagrams, etc.
- Ability to prepare a variety of documents including performance evaluations, interoffice memos, letters, purchase requisitions, payment vouchers, etc.
- Ability to use and interpret mechanics, electrical and personnel related terminology.
- Ability to communicate effectively with Facilities Director, Property Committee, County Executive, Maintenance and custodial staff, Human Resources Director, outside contractors, Department Heads, and others verbally and in writing.

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.

BLOODBORNE PATHOGENS
EXPOSURE RISK CATEGORY B


Facilites Director
(1)FT
Facilities Maintenance Manager
(1)FT
Administrative/Maintenance Coordinator
(1)FT
Custodial Services Supervisor
(1)FT
Custodian
(11)FT
Facilities Maintenance Technician I
(2)FT
Facilities Maintenance Technician II
(4)FT

FUND: GENERAL 100

COST CENTER NAME: MAINTENANCE

DEPARTMENT NAME: MAINTENANCE

COST CENTER NUMBER: 1005300, 1005302

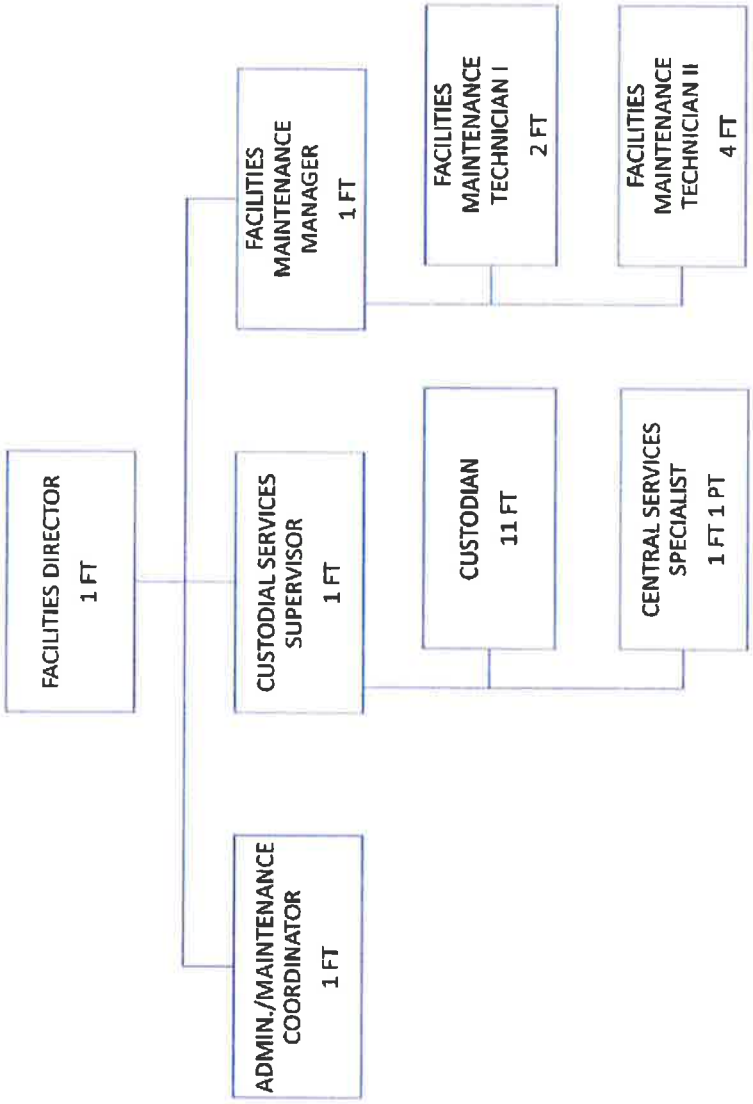
POSITION COUNT	2022		2023		2024		2025	
REGULAR POSITIONS:	FT	PT	FT	PT	FT	PT	FT	PT
COST CENTER 1005300								
ADMIN./MAINTENANCE COORDINATOR	1	0	1	0	1	0	1	0
CENTRAL SERVICES SPECIALIST	0	0	0	0	0	0	1	1
CUSTODIAL SERVICES SUPERVISOR	1	0	1	0	1	0	1	0
CUSTODIAN	7	0	7	0	7	0	7	0
FACILITIES DIRECTOR	1	0	1	0	1	0	1	0
FACILITIES MAINTENANCE MANAGER	0	0	0	0	0	0	1	0
FACILITIES MAINTENANCE TECHNICIAN I	2	0	2	0	2	0	2	0
COST CENTER TOTALS	12	0	12	0	12	0	14	1
COST CENTER 1005302								
CUSTODIAN	4	0	4	0	4	0	4	0
FACILITIES MAINTENANCE TECHNICIAN II	4	0	4	0	4	0	4	0
COST CENTER TOTALS	8	0	8	0	8	0	8	0
TOTAL POSITIONS - REGULAR:	20	0	20	0	20	0	22	1
TOTAL ALL POSITIONS:	**20**	**0**	**20**	**0**	**20**	**0**	**22**	**1**

FUND: GENERAL 100

DEPARTMENT NAME: MAINTENANCE

COST CENTER NUMBER: 1005300, 1005302

COST CENTER NAME: MAINTENANCE



LOCK IN OF 2025 ADOPTED BUDGET

RES. 87

Vote for lock in. ROLL CALL: 28 yes, 1 no (Thiede), 7 absent. 2025 COUNTY EXECUTIVE BUDGET AS AMENDED IS ADOPTED AND LOCKED IN.

VOTE RESULTS | 28 YES | 1 NO | 0 ABSTAIN | 7 ABSENT

Lock in of 2025 County Executive Budget As Amended

Lock in of 2025 County Executive Budget As Amended

Passed With Majority of Full Membership

1 THOMPSON	ABSENT	13 WEGAND	YES	25 JANKE	YES
2 JOHNSON	YES	14 HERMES	ABSENT	26 WEINBERG	YES
3 SMITH	ABSENT	15 MacDONALD	YES	27 CULBERTSON	YES
4 PATIENCE	YES	16 SCHROEDER	YES	28 MONFILS	YES
5 GABRIELSON	YES	17 CROATT	YES	29 WINTERFELDT	ABSENT
6 KOSTELNY	YES	18 SPEARS	YES	30 NEJEDLO	YES
7 HAMMEN	YES	19 HEISER	YES	31 CLEGG	YES
8 LAWRENCE	YES	20 MITCHELL	YES	32 THYSSEN	YES
9 KRUEGER	ABSENT	21 CUFF	YES	33 VANDERHEIDEN	YES
10 LAMERS	ABSENT	22 HAGEN	YES	34 RETTLER	ABSENT
11 FERGUSON	YES	23 KLEMP	YES	35 KOURY	YES
12 McCABE	YES	24 THIEDE	NO	36 LAUTENSCHLAGER	YES

Outagamie County Est. 1851 **11-4-24 County Board Meeting - November 4 2024 06:43:02 PM** OpenMeeting TECHNOLOGIES

November 4, 2024 County Board Meeting

RECONSIDERATION OF 2025 ADOPTED BUDGET

Supervisor Croatt moved, seconded by Supervisor Patience to reconsider the 2025 Adopted Budget for the purpose of lock in.

Vote for reconsideration. ROLL CALL: 29 yes, 7 absent. 2025 COUNTY EXECUTIVE BUDGET AS AMENDED IS RECONSIDERED.

VOTE RESULTS | 29 YES | 0 NO | 0 ABSTAIN | 7 ABSENT

Reconsideration of 2025 County Executive Budget As Amended

Reconsideration of 2025 County Executive Budget As Amended — Passed With Majority of Full Membership

1 THOMPSON	ABSENT	13 WEGAND	YES	25 JANKE	YES
2 JOHNSON	YES	14 HERMES	ABSENT	26 WEINBERG	YES
3 SMITH	ABSENT	15 MacDONALD	YES	27 CULBERTSON	YES
4 PATIENCE	YES	16 SCHROEDER	YES	28 MONFILS	YES
5 GABRIELSON	YES	17 CROATT	YES	29 WINTERFELDT	ABSENT
6 KOSTELNY	YES	18 SPEARS	YES	30 NEJEDLO	YES
7 HAMMEN	YES	19 HEISER	YES	31 CLEGG	YES
8 LAWRENCE	YES	20 MITCHELL	YES	32 THYSSEN	YES
9 KRUEGER	ABSENT	21 CUFF	YES	33 VANDERHEIDEN	YES
10 LAMERS	ABSENT	22 HAGEN	YES	34 RETTLER	ABSENT
11 FERGUSON	YES	23 KLEMP	YES	35 KOURY	YES
12 McCABE	YES	24 THIEDE	YES	36 LAUTENSCHLAGER	YES

Outagamie County Est. 1851 **11-4-24 County Board Meeting - November 4 2024 06:42:42 PM**

November 4, 2024 County Board Meeting

OpenMeeting TECHNOLOGIES

2025 COUNTY EXECUTIVE BUDGET - The Finance Committee moves for adoption of the 2025 County Executive Budget as amended by the Finance Committee.

Supervisor Croatt moved, seconded by Supervisor Cuff, for adoption of the 2025 County Executive Budget as amended by the Finance Committee.

ROLL CALL: 27 yes, 2 no (Ferguson, Thiede), 7 absent. 2025 COUNTY EXECUTIVE BUDGET IS ADOPTED AS AMENDED.

VOTE RESULTS | 27 YES | 2 NO | 0 ABSTAIN | 7 ABSENT

2025 County Executive Budget Adoption - as Amended

The Finance Committee moves for adoption of the 2025 County Executive Budget as amended by the Finance

Passed With Majority of Full Membership

1 THOMPSON	ABSENT	13 WEGAND	YES	25 JANKE	YES
2 JOHNSON	YES	14 HERMES	ABSENT	26 WEINBERG	YES
3 SMITH	ABSENT	15 MacDONALD	YES	27 CULBERTSON	YES
4 PATIENCE	YES	16 SCHROEDER	YES	28 MONFILS	YES
5 GABRIELSON	YES	17 CROATT	YES	29 WINTERFELDT	ABSENT
6 KOSTELNY	YES	18 SPEARS	YES	30 NEJEDLO	YES
7 HAMMEN	YES	19 HEISER	YES	31 CLEGG	YES
8 LAWRENCE	YES	20 MITCHELL	YES	32 THYSSEN	YES
9 KRUEGER	ABSENT	21 CUFF	YES	33 VANDERHEIDEN	YES
10 LAMERS	ABSENT	22 HAGEN	YES	34 RETTLER	ABSENT
11 FERGUSON	NO	23 KLEMP	YES	35 KOURY	YES
12 McCABE	YES	24 THIEDE	NO	36 LAUTENSCHLAGER	YES

Outagamie County

11-4-24 County Board Meeting - November 4 2024 06:42:16 PM

November 4, 2024 County Board Meeting

OpenMeeting TECHNOLOGIES

Resolution No. 87—2024-25 – Legislative/Audit & Human Resources Committee. Amend the Table of Organization for the Parks Department, cost center 1006200, by creating one (1) full-time Parks Maintenance Technician position and one (1) part-time Parks Maintenance Technician position effective January 1, 2025, and the fiscal change has been included in the budget as well as attendant budget expenditures and revenues, as detailed in the attachments.

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

ROLL CALL: 29 yes, 1 no (Janke), 6 absent. RESOLUTION NO. 87—2024-25 IS ADOPTED.

VOTE RESULTS — 29 YES | 1 NO | 0 ABSTAIN | 6 ABSENT

Resolution No. 87—2024-25

Legislative/Audit & Human Resources Committee. Amend the Table of Organization for the Parks Departmen — Passed With Majority of Full Membership
time Parks Maintenance Technician position and one (1) part-time Parks Maintenance Technician position effective January 1, 2025, and the fiscal change has been included in the budget as well as attendant budget expenditures and revenues, as detailed in the attachments.

1 THOMPSON	ABSENT	13 WEGAND	YES	25 JANKE	NO
2 JOHNSON	YES	14 HERMES	ABSENT	26 WEINBERG	YES
3 SMITH	ABSENT	15 MacDONALD	YES	27 CULBERTSON	YES
4 PATIENCE	YES	16 SCHROEDER	YES	28 MONFILS	YES
5 GABRIELSON	YES	17 CROATT	YES	29 WINTERFELDT	ABSENT
6 KOSTELNY	YES	18 SPEARS	YES	30 NEJEDLO	YES
7 HAMMEN	YES	19 HEISER	YES	31 CLEGG	YES
8 LAWRENCE	YES	20 MITCHELL	YES	32 THYSSEN	YES
9 KRUEGER	ABSENT	21 CUFF	YES	33 VANDERHEIDEN	YES
10 LAMERS	YES	22 HAGEN	YES	34 RETTLER	ABSENT
11 FERGUSON	YES	23 KLEMP	YES	35 KOURY	YES
12 McCABE	YES	24 THIEDE	YES	36 LAUTENSCHLAGER	YES

Outagamie County — 11-4-24 County Board Meeting - November 4 2024 05:56:06 PM
November 4, 2024 County Board Meeting — OpenMeeting TECHNOLOGIES

RESOLUTION NO.: 87—2024-25

TO THE HONORABLE, THE OUTAGAMIE COUNTY BOARD OF SUPERVISORS

LADIES AND GENTLEMEN: ***MAJORITY***

The County Executive has requested the following Parks Department Table of Organization changes, and the same have been made a part of the 2025 County Executive Budget:

Create: One (1) Full-time Parks Maintenance Technician position
Create: One (1) Part-time Parks Maintenance Technician position

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

BE IT RESOLVED, that the Outagamie County Board of Supervisors does hereby and herewith authorize and approve of amending the Table of Organization for the Parks Department, cost center 1006200 by creating one (1) full-time Parks Maintenance Technician position and one (1) part-time Parks Maintenance Technician position effective January 1, 2025 as described in the attached Position Addition Form, Position Description, and Table of Organization, which by reference are made a part hereof, and

BE IT STILL FURTHER RESOLVED, that the fiscal change has been included in the aforementioned budget as well as attendant budget expenditures and revenues as are detailed in the attached, and

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

Dated this 4th day of November 2024

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: November 4th, 2024

Signed: _____
Board Chairperson

_____
County Clerk

Approved: 11.6.24

Vetoed: _____

Signed: _____
County Executive

POSITION ADDITION FORM - 2025 BUDGET		
Request Details		
Effective Date of Requested Change:	**Jan. 1, 2025**	
Department:	**Parks**	
Department Head:	**Justin Schumacher**	
Cost Center Number:	**1006200**	
Position Title:	**Parks Maintenance Technician**	
Sunset Position? (Yes or No)	**No**	
Exempt (Salaried) or Non-Exempt (Hourly):	**Non-Exempt**	
Pay Grade of Position:	**120**	
Estimated Starting Step:	**3**	
Position exists in current the Table of Organization?	**Yes**	
Is this position full time or part time? *(If more than one position, use the worksheet for Multiples)*	**Full Time:**	1
	Part Time:	1
If Part Time position, how many hours per week will this position be working?	**Hours:**	
What other alternatives were considered?	**Contracting services, overtime**	
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:	**N/A**	
Position Justification		
Briefly summarize why this position is needed, as well as areas of revenue and savings.		
The addition of The Hillside has caused a much larger workload for existing staff with building cleaning and maintenance. Currently existing non-emempt employees are working overtime and part-time employees are working upwards of 40 hours per week. The Parks Director & Parks Program Supervisor/Liason also spends a great deal of time cleaning the building between events. Our department continues to grow and the need for additonal staff is growing with it.		
Employee Impacted By This Change (if no one in position - leave blank)		
Fiscal Data		
How will this position be funded (choose from drop-down list)?	**Combination - Levy/Non-Levy**	
PROJECTED 2023 EXPENDITURES - Amounts must agree to amounts included in the proposed budget.		
Salary	$	**68,609**
Fringe Benefits	$	**57,052**
Travel/Training	$	**1,000**
Supplies - IT		
Supplies - Other	$	-
Purchased Services - IT		
Purchased Services - Other	$	-
Capital Outlay	$	-
TOTAL EXPENDITURES	$	**126,661**

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.		
Description	*Dollar Value (enter as negative)*	
Deleted Position (if applicable)		
The Hillside Revenue	$	**(97,125)**
TOTAL COST SAVINGS/REVENUES	$	**(97,125)**
NET COUNTY COST (Levy/Fund Bal)	$	**29,536**
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		
Fringe Benefits		
Other Expenditures	$	-
TOTAL EXPENDITURES	$	-
Deleted Position (if applicable)		
Less Increased Revenue/Cost Savings (enter as negative)	$	-
NET COUNTY COST (Levy/Fund Bal)	$	-

TO BE COMPLETED BY HUMAN RESOURCES:	
Reviewed by HR	**4/18/2024**
County Executive Decision (Approved/Denied)	

Outagamie County

Outagamie County

Parks Maintenance Technician

Job Description Code: 7100-5
Established Date: 01/12/2021
Last Revised Date: 12/17/2023
Effective: 12/05/2023

Salary Range

$22.17 - $28.93 Hourly

Bargaining Unit

N/A

EEO

EEO1-Administrative Support Workers

Occupational Group

140

FLSA

Non-Exempt

Benefit Code

General

Physical Class

N/A

Grade

120

Position Purpose

Under general supervision of the Parks Director, the Parks Maintenance Technician assists in the maintenance and upkeep of Plamann Park, access sites, other parks, properties and park equipment.

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.

- Maintains Children's Farm, contact farmers for animals, hay, straw and sawdust; Give farm tours; picking up feed; and cleans and feeding animals.
- Opens buildings for reservations, assists with issuing alcohol permits, and closes building when necessary.
- Cleans and paints park buildings as well as performs electrical, plumbing, and structural repairs to property when necessary.

Employee Group (General, AS&P, etc.)
Non-Exempt

Hepatitis Category
C

- Maintains flowers, trees, and shrubs on Park property along with trimming, cutting, planting, and pruning.
- Maintains turf, laying sod, fertilizing, planting, watering, mowing, picking up garbage, etc.
- Maintains sledding hill and snowmobile trails.
- Keeps park roads, walkways, and parking areas free from ice and snow.
- Builds picnic tables, benches, signs, bird and butterfly houses, etc. as directed.
- Maintains wildflower trails.
- Maintains regular and predictable attendance, works overtime/extra hours as required.

Education/Certifications/Experience Requirements

- Graduate from high school or G.E.D with courses in natural resources and emphasis on outdoor recreation; at least one year of related experience; OR any combination of education and experience that provides equivalent knowledge, skills, and abilities. Possess a valid Wisconsin Driver's License.
- Knowledge of and ability to perform minor repairs and maintain Plamann Park grounds equipment, buildings, and other property.
- Demonstrated ability to comply with appropriate safety regulations.
- Ability to effectively communicate in English and understand and follow written and oral instruction.
- Ability to work semi-independently, make sound decisions, and use good judgement.

- Ability to use tact and diplomacy when dealing with co-workers, park guests, general public, etc.
- Demonstrated reliability in attendance and flexibility to work hours.
- Ability to add, subtract, multiply, divide, and figure simple mathematical calculations.

Required or Preferred Skills

- Ability to lift items of 50 lbs. or more several times per shift.
- Ability to perform work from a standing, walking, or sitting position throughout the bulk of the shift.
- Ability to perform heavy manual labor for short periods of time under extreme temperatures.
- Ability to frequently lift with occasional carrying, pushing, pulling up to 50 lbs. while understanding and utilizing proper body mechanics.
- Full dexterity in both hands and feet.
- Ability to perform duties which require occasional reaching, swimming and climbing.

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: GENERAL 100

COST CENTER NAME: PARKS

DEPARTMENT NAME: PARKS

COST CENTER NUMBER: 1006200, 1006500, 1006900

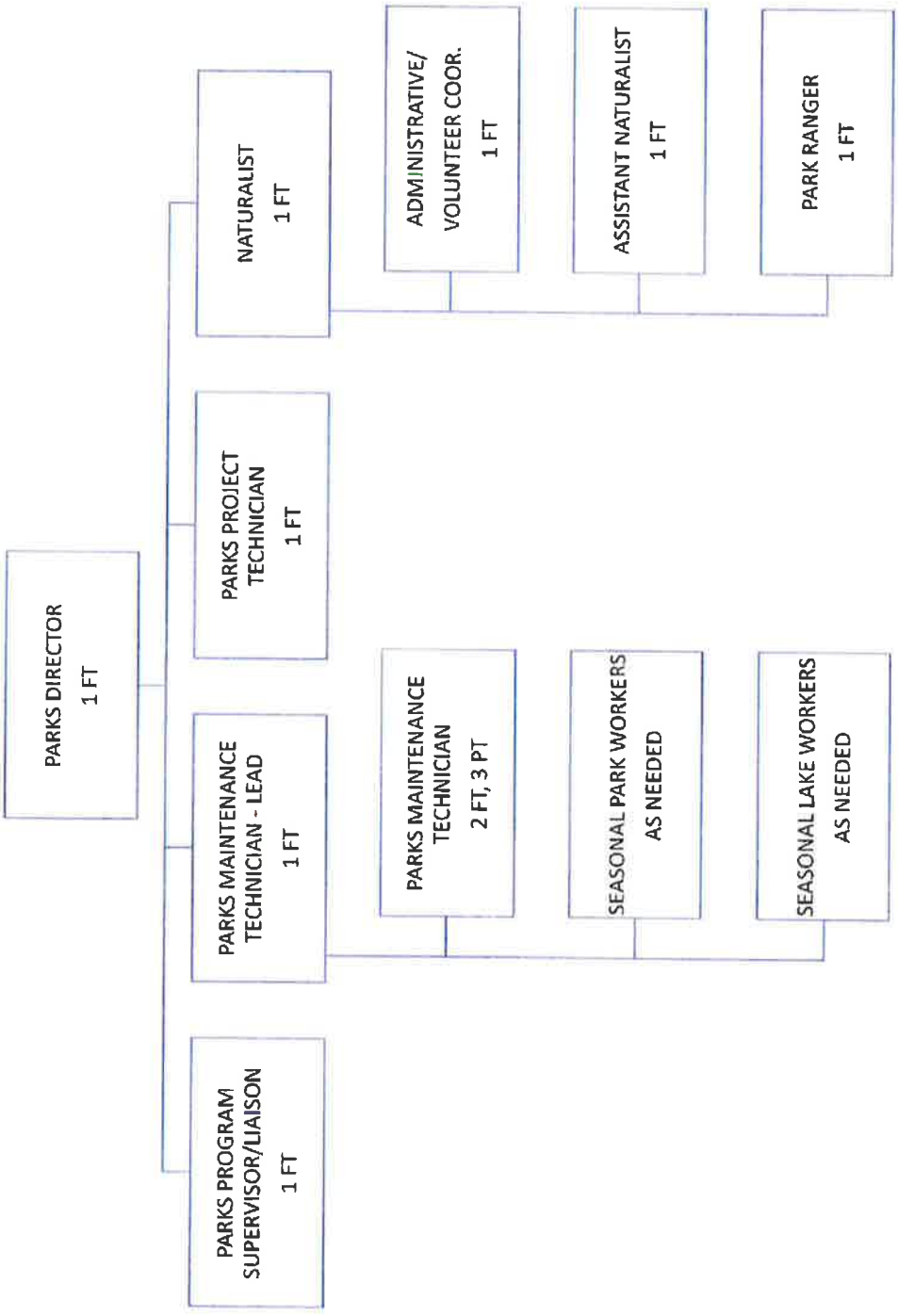
POSITION COUNT	2022		2023		2024		2025	
REGULAR POSITIONS:	FT	PT	FT	PT	FT	PT	FT	PT
COST CENTER 1006200								
CARE TAKER II	1	0	1	0	0	0	0	0
PARKS DIRECTOR	1	0	1	0	1	0	1	0
PARKS MAINTENANCE TECHNICIAN	0	2	0	2	1	2	2	3
PARKS MAINTENANCE TECHNICIAN - LEAD	1	0	1	0	1	0	1	0
PARKS PROGRAM SUPERVISOR/LIAISON	1	0	1	0	1	0	1	0
PARKS PROJECT TECHNICIAN	1	0	1	0	1	0	1	0
COST CENTER TOTALS	5	2	5	2	5	2	6	3
COST CENTER 1006900								
ADMINISTRATIVE/VOLUNTEER COOR.	1	0	1	0	1	0	1	0
ASSISTANT NATURALIST	1	0	1	0	1	0	1	0
NATURALIST	1	0	1	0	1	0	1	0
PARK RANGER	1	0	1	0	1	0	1	0
COST CENTER TOTALS	4	0	4	0	4	0	4	0
TOTAL POSITIONS - REGULAR:	9	2	9	2	9	2	10	3
TEMPORARY POSITIONS:								
COST CENTER 1006200								
SEASONAL PARK WORKERS - AS NEEDED	0	0	0	0	0	0	0	0
COST CENTER TOTALS	0	0	0	0	0	0	0	0
COST CENTER 1006500								
SEASONAL LAKE WORKERS - 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:	**9**	**2**	**9**	**2**	**9**	**2**	**10**	**3**

FUND: GENERAL 100

DEPARTMENT NAME: PARKS

COST CENTER NUMBER: 1006200, 1006500, 1006900

COST CENTER NAME: PARKS



LOCK IN OF 2025 ADOPTED BUDGET

RES. 88

Vote for lock in. ROLL CALL: 28 yes, 1 no (Thiede), 7 absent. 2025 COUNTY EXECUTIVE BUDGET AS AMENDED IS ADOPTED AND LOCKED IN.

VOTE RESULTS | 28 YES | 1 NO | 0 ABSTAIN | 7 ABSENT

Lock in of 2025 County Executive Budget As Amended

Lock in of 2025 County Executive Budget As Amended

Passed With Majority of Full Membership

1 THOMPSON	ABSENT	13 WEGAND	YES	25 JANKE	YES
2 JOHNSON	YES	14 HERMES	ABSENT	26 WEINBERG	YES
3 SMITH	ABSENT	15 MacDONALD	YES	27 CULBERTSON	YES
4 PATIENCE	YES	16 SCHROEDER	YES	28 MONFILS	YES
5 GABRIELSON	YES	17 CROATT	YES	29 WINTERFELDT	ABSENT
6 KOSTELNY	YES	18 SPEARS	YES	30 NEJEDLO	YES
7 HAMMEN	YES	19 HEISER	YES	31 CLEGG	YES
8 LAWRENCE	YES	20 MITCHELL	YES	32 THYSSEN	YES
9 KRUEGER	ABSENT	21 CUFF	YES	33 VANDERHEIDEN	YES
10 LAMERS	ABSENT	22 HAGEN	YES	34 RETTLER	ABSENT
11 FERGUSON	YES	23 KLEMP	YES	35 KOURY	YES
12 McCABE	YES	24 THIEDE	NO	36 LAUTENSCHLAGER	YES

Outagamie County Est. 1851 **11-4-24 County Board Meeting - November 4 2024 06:43:02 PM**

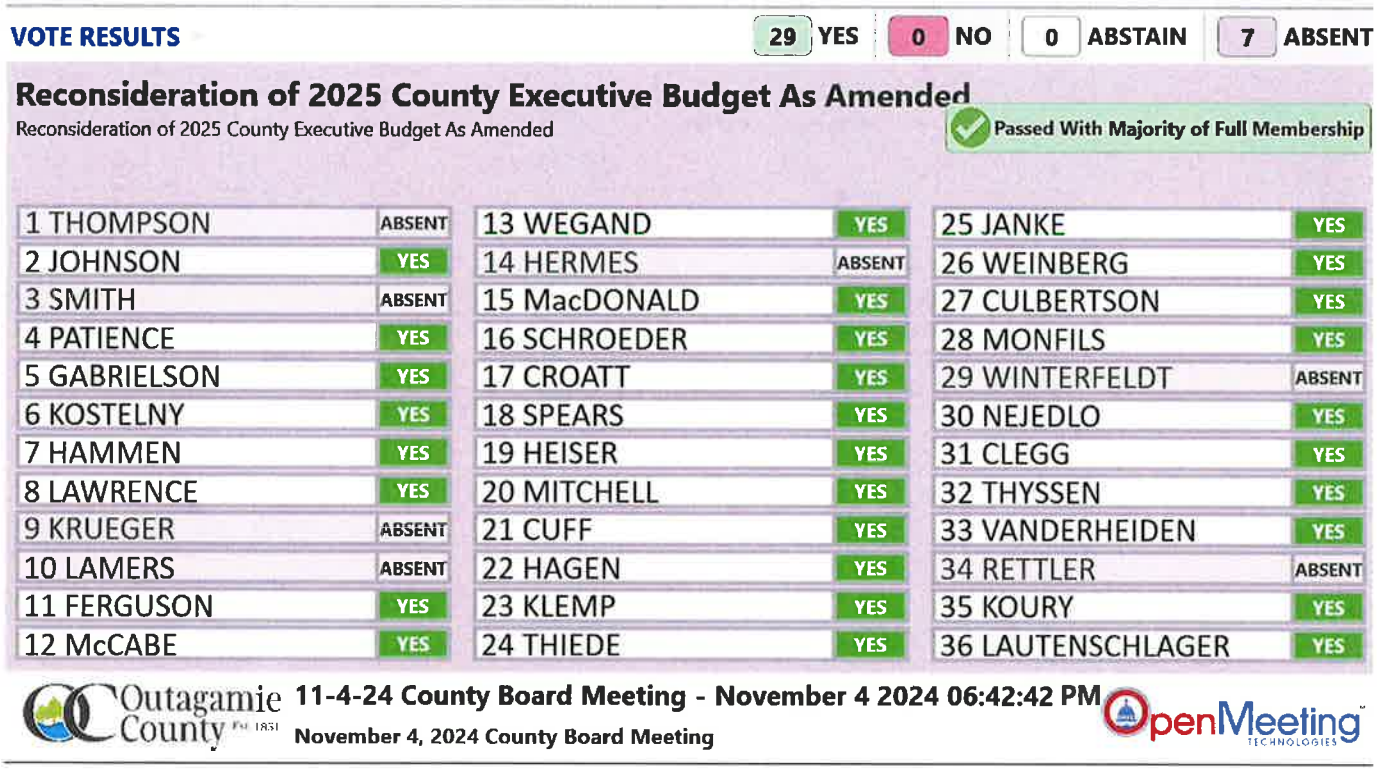
November 4, 2024 County Board Meeting

OpenMeeting TECHNOLOGIES

RECONSIDERATION OF 2025 ADOPTED BUDGET

Supervisor Croatt moved, seconded by Supervisor Patience to reconsider the 2025 Adopted Budget for the purpose of lock in.

Vote for reconsideration. ROLL CALL: 29 yes, 7 absent. 2025 COUNTY EXECUTIVE BUDGET AS AMENDED IS RECONSIDERED.



VOTE RESULTS 29 YES | 0 NO | 0 ABSTAIN | 7 ABSENT

Reconsideration of 2025 County Executive Budget As Amended

Reconsideration of 2025 County Executive Budget As Amended

Passed With Majority of Full Membership

1 THOMPSON	ABSENT	13 WEGAND	YES	25 JANKE	YES
2 JOHNSON	YES	14 HERMES	ABSENT	26 WEINBERG	YES
3 SMITH	ABSENT	15 MacDONALD	YES	27 CULBERTSON	YES
4 PATIENCE	YES	16 SCHROEDER	YES	28 MONFILS	YES
5 GABRIELSON	YES	17 CROATT	YES	29 WINTERFELDT	ABSENT
6 KOSTELNY	YES	18 SPEARS	YES	30 NEJEDLO	YES
7 HAMMEN	YES	19 HEISER	YES	31 CLEGG	YES
8 LAWRENCE	YES	20 MITCHELL	YES	32 THYSSEN	YES
9 KRUEGER	ABSENT	21 CUFF	YES	33 VANDERHEIDEN	YES
10 LAMERS	ABSENT	22 HAGEN	YES	34 RETTLER	ABSENT
11 FERGUSON	YES	23 KLEMP	YES	35 KOURY	YES
12 McCABE	YES	24 THIEDE	YES	36 LAUTENSCHLAGER	YES

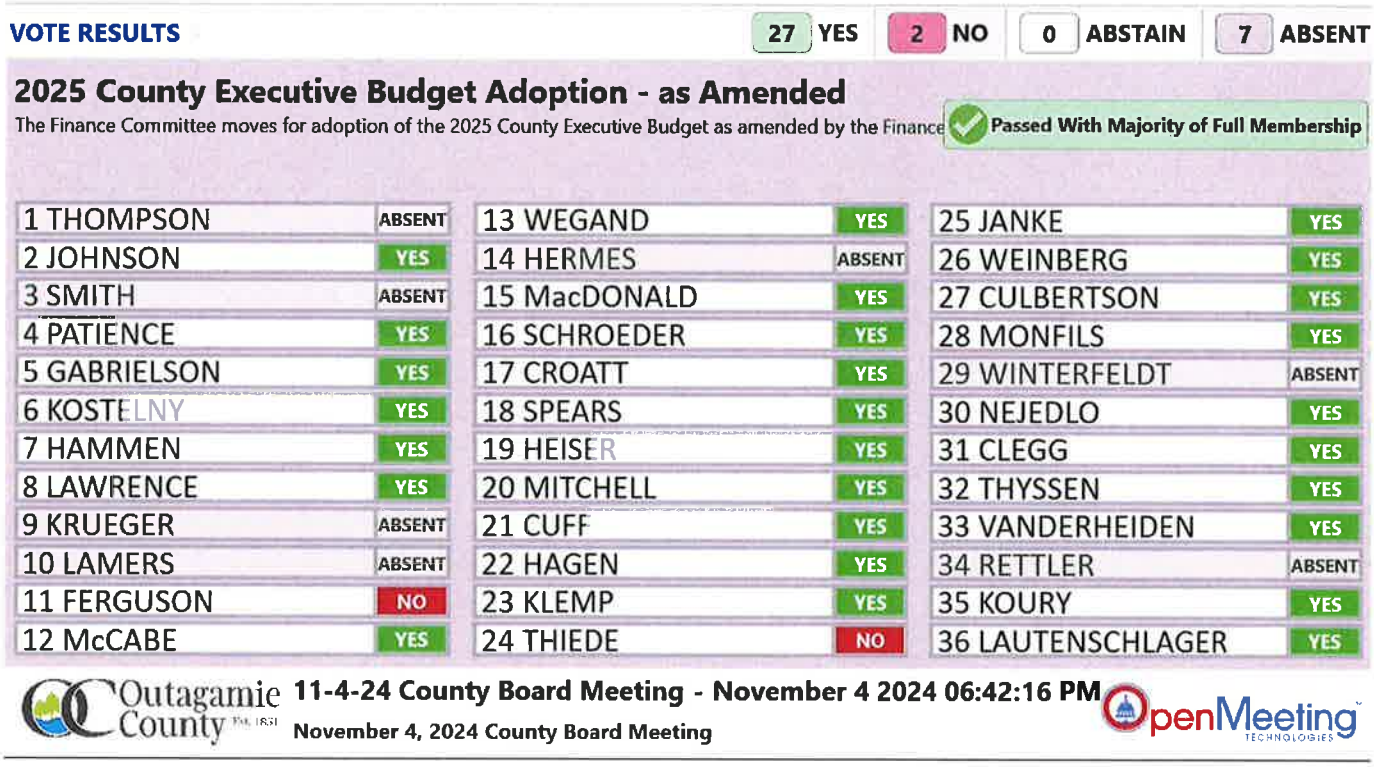
Outagamie County Est. 1851 **11-4-24 County Board Meeting - November 4 2024 06:42:42 PM** OpenMeeting TECHNOLOGIES

November 4, 2024 County Board Meeting

2025 COUNTY EXECUTIVE BUDGET - The Finance Committee moves for adoption of the 2025 County Executive Budget as amended by the Finance Committee.

Supervisor Croatt moved, seconded by Supervisor Cuff, for adoption of the 2025 County Executive Budget as amended by the Finance Committee.

ROLL CALL: 27 yes, 2 no (Ferguson, Thiede), 7 absent. 2025 COUNTY EXECUTIVE BUDGET IS ADOPTED AS AMENDED.



VOTE RESULTS — 27 YES | 2 NO | 0 ABSTAIN | 7 ABSENT

2025 County Executive Budget Adoption - as Amended

The Finance Committee moves for adoption of the 2025 County Executive Budget as amended by the Finance — Passed With Majority of Full Membership

1 THOMPSON	ABSENT	13 WEGAND	YES	25 JANKE	YES
2 JOHNSON	YES	14 HERMES	ABSENT	26 WEINBERG	YES
3 SMITH	ABSENT	15 MacDONALD	YES	27 CULBERTSON	YES
4 PATIENCE	YES	16 SCHROEDER	YES	28 MONFILS	YES
5 GABRIELSON	YES	17 CROATT	YES	29 WINTERFELDT	ABSENT
6 KOSTELNY	YES	18 SPEARS	YES	30 NEJEDLO	YES
7 HAMMEN	YES	19 HEISER	YES	31 CLEGG	YES
8 LAWRENCE	YES	20 MITCHELL	YES	32 THYSSEN	YES
9 KRUEGER	ABSENT	21 CUFF	YES	33 VANDERHEIDEN	YES
10 LAMERS	ABSENT	22 HAGEN	YES	34 RETTLER	ABSENT
11 FERGUSON	NO	23 KLEMP	YES	35 KOURY	YES
12 McCABE	YES	24 THIEDE	NO	36 LAUTENSCHLAGER	YES

Outagamie County Est. 1851 — 11-4-24 County Board Meeting - November 4 2024 06:42:16 PM — November 4, 2024 County Board Meeting — OpenMeeting TECHNOLOGIES

Resolution No. 88—2024-25 – Legislative/Audit & Human Resources Committee. Amend the Table of Organization for the Register in Probate Department, cost center 1006300, by eliminating one (1) part-time Office Assistant position and creating one (1) full-time Office Assistant position effective January 1, 2025, and the fiscal change has been included in the budget as well as attendant budget expenditures and revenues, as detailed in the attachments.

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

ROLL CALL: 30 yes, 6 absent. RESOLUTION NO. 88—2024-25 IS ADOPTED.

VOTE RESULTS 30 YES | 0 NO | 0 ABSTAIN | 6 ABSENT

Resolution No. 88—2024-25

Legislative/Audit & Human Resources Committee. Amend the Table of Organization for the Register in Proba... eliminating one (1) part-time Office Assistant position and creating one (1) full-time Office Assistant position effective January 1, 2025, and the fiscal change has been included in the budget as well as attendant budget expenditures and revenues, as detailed in the attachments.

Passed With Majority of Full Membership

1 THOMPSON	ABSENT	13 WEGAND	YES	25 JANKE	YES
2 JOHNSON	YES	14 HERMES	ABSENT	26 WEINBERG	YES
3 SMITH	ABSENT	15 MacDONALD	YES	27 CULBERTSON	YES
4 PATIENCE	YES	16 SCHROEDER	YES	28 MONFILS	YES
5 GABRIELSON	YES	17 CROATT	YES	29 WINTERFELDT	ABSENT
6 KOSTELNY	YES	18 SPEARS	YES	30 NEJEDLO	YES
7 HAMMEN	YES	19 HEISER	YES	31 CLEGG	YES
8 LAWRENCE	YES	20 MITCHELL	YES	32 THYSSEN	YES
9 KRUEGER	ABSENT	21 CUFF	YES	33 VANDERHEIDEN	YES
10 LAMERS	YES	22 HAGEN	YES	34 RETTLER	ABSENT
11 FERGUSON	YES	23 KLEMP	YES	35 KOURY	YES
12 McCABE	YES	24 THIEDE	YES	36 LAUTENSCHLAGER	YES

Outagamie County EST. 1851 **11-4-24 County Board Meeting - November 4 2024 05:56:56 PM**

November 4, 2024 County Board Meeting

OpenMeeting TECHNOLOGIES

RESOLUTION NO.: 88—2024-25

TO THE HONORABLE, THE OUTAGAMIE COUNTY BOARD OF SUPERVISORS

LADIES AND GENTLEMEN: ***MAJORITY***

The County Executive has requested the following Register in Probate Department Table of Organization changes, and the same have been made a part of the 2025 County Executive Budget:

Eliminate: One (1) Part-time Office Assistant position
Create: One (1) Full-time Office Assistant position

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

BE IT RESOLVED, that the Outagamie County Board of Supervisors does hereby and herewith authorize and approve of amending the Table of Organization for the Register in Probate Department, cost center 1006300 by eliminating one (1) part-time Office Assistant position and creating one (1) full-time Office Assistant position effective January 1, 2025 as described in the attached Position Addition Form, Position Deletion Form, Position Description, and Table of Organization, which by reference are made a part hereof, and

BE IT STILL FURTHER RESOLVED, that the fiscal change has been included in the aforementioned budget as well as attendant budget expenditures and revenues as are detailed in the attached, and

BE IT FINALLY RESOLVED, that the Outagamie County Clerk be directed to forward a copy of this resolution to the Outagamie County Human Resources Director and the Outagamie County Register in Probate.

Dated this 4th day of November 2024

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: November 4th, 2024

Signed: _____
Board Chairperson

_____
County Clerk

Approved: 11.6.24

Vetoed: _____

Signed: _____
County Executive

POSITION ADDITION FORM - 2025 BUDGET		
Request Details		
Effective Date of Requested Change:	1/1/2025	
Department:	Register in Probate	
Department Head:	Brent Haroldson	
Cost Center Number:	1006300.5100	
Position Title:	Office Assistant	
Sunset Position? (Yes or No)	No	
Exempt (Salaried) or Non-Exempt (Hourly):	Non-Exempt	
Pay Grade of Position:	120	
Estimated Starting Step:	1	
Position exists in current the Table of Organization?	Yes	
Is this position full time or part time? (If more than one position, use the worksheet for Multiples)	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?	see below	
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:	No	
Position Justification		
Briefly summarize why this position is needed, as well as areas of revenue and savings.		
The Probate Office currently has a summer intern position budgeted for $9,000 each year. This position has assisted with backlogged accounting review and scanning court files in the past. However, each year, I need to spend time training the intern to complete tasks consistent with our policies and procedures. I would rather invest this money into an employee already working 35 hours a week and bring them up to full time hours. It will save time in the need to train someone every year to complete work this employee already knows how to do and I anticipate will futher the Probate office's progress in catching up the back logged work load I inherited when I started in this position. I also continue to evaluate whether requesting a whole new full time position is necessary to continue to keep pace with the office's workload, but I beleive bringing all of the current employees on staff to full time hours is a logical first step to see if requesting a new fulltime or part time position is even necessary.		
Employee Impacted By This Change (if no one in position - leave blank)		
Stephanie Hedquist		

Fiscal Data		
How will this position be funded (choose from drop-down list)?		
PROJECTED 2023 EXPENDITURES - Amounts must agree to amounts included in the proposed budget.		
Salary	$	5,390
Fringe Benefits	$	8,323
Travel/Training	$	-
Supplies - IT		
Supplies - Other	$	-
Purchased Services - IT		
Purchased Services - Other	$	-
Capital Outlay	$	-
TOTAL EXPENDITURES	$	13,713
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.		
Description	*Dollar Value (enter as negative)*	
Deleted Position (if applicable)		
Intern position	$	9,000
	$	-
TOTAL COST SAVINGS/REVENUES	$	9,000
NET COUNTY COST (Levy/Fund Bal)	$	4,713
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	$	-
Fringe Benefits	$	-
Other Expenditures	$	-
TOTAL EXPENDITURES	$	-
Deleted Position (if applicable)		
Less Increased Revenue/Cost Savings (enter as negative)	$	-
NET COUNTY COST (Levy/Fund Bal)	$	-

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

POSITION DELETION FORM - 2025 BUDGET		
Request Details		
Effective Date of Requested Change:	1/1/2025	
Department:	Register in Probate	
Department Head:	Brent Haroldson	
Cost Center Number:	1006300.5100	
Position Title:	Office Assistant	
Sunset Position? (Yes or No)	No	
Is this position full time or part time? (If more than one position, use the worksheet for Multiples)	Full Time:	
	Part Time:	1
If adding a position to offset this deletion; which position(s) will be added?	Office Assistant - Full Time	
Position Justification		
Briefly summarize why this position is no longer needed, as well as areas of revenue and savings.		
This position has been a part time position in the past and the intention would be to create the same position as a full time position.		
Employee Impacted By This Change (If no one in position - leave blank)		
Stephanie Hedquist		
Fiscal Data		
PROJECTED COST SAVINGS		
Salary	$	9,000
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.		
Description	*Dollar Value (enter as negative)*	
	$	-
	$	-
	$	-
TOTAL REVENUE REDUCTION	$	-
NET COUNTY COST (Levy/Fund Balance)	$	-

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

Outagamie County

Office Assistant (Probate)

CLASS CODE	1140-2	**SALARY**	$20.73 - $27.04 Hourly
ESTABLISHED DATE	November 12, 2017	**REVISION DATE**	December 17, 2023

Position Purpose

Reporting to the Register in Probate, the Office Assistant performs a variety of court related tasks and provides services to agencies, attorneys and the general public involving the maintenance and processing of records related to probate, guardianship, conservatorship, and mental commitment.

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.

- Answers telephone calls; provides information; assists attorneys, the general public and other departments on probate, guardianship, and commitment related questions.
- Initiates and maintains court records using automated systems in accordance with statutory requirements and within recommended procedures.
- Certifies documents, collects fees, and issues receipts.
- Compiles, sorts, and prepares court records for the appellate court.
- Assists Deputy Register in Probate in preparing forms to be sent to guardians annually; assists in reviewing annual accounts.
- Provides a variety of clerical support services, composes and prepares correspondence as needed using computer and word processing software.
- Orders office supplies as required.
- Attends court proceedings, takes minutes, marks exhibits, and administers oaths to witnesses and jurors.
- Performs other duties as assigned and requested by the Judges, Register in Probate and Deputy Register in Probate.
- Maintains regular and predictable attendance, works overtime/extra hours as required.

Education/Certifications/Experience Requirements

- High school graduate or GED with minimum 3 years secretarial experience, computer skills, strong interpersonal and communication skills, and confidentiality required.
- Knowledge of/ exposure to court operations and systems concentrating in estate, guardianship, and commitment proceedings preferred;
- Or any combination of education and experience that provides equivalent knowledge, skills, and abilities.

Required or Preferred Skills

- Knowledge of and 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 operate a variety of office equipment including personal computer, typewriter, photocopier, telephone, fax machine, and calculator.
- Ability to add, subtract, multiply, divide, and calculate decimals and percents.
- Ability to comprehend and interpret a variety of documents including legal documents, reports, accounts, and state statutes related to estate, guardianship, and commitments.
- Ability to comprehend and grasp procedures and processes related to estate, guardianship, and commitments.
- Ability to prepare a variety of documents including court orders, accounting reports, and general correspondence, etc.
- Ability to use and interpret legal terminology.
- Ability to communicate effectively with Judges, Judicial Assistants, Attorneys, social workers, and the general public verbally and in writing.
- Demonstrated ability to perform Data Entry at 5700 KPH at 95% accuracy rate.
- Ability to lift, carry, push, pull, or otherwise move up to 30 pounds.

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: GENERAL 100

COST CENTER NAME: REGISTER IN PROBATE

DEPARTMENT NAME: REGISTER IN PROBATE

COST CENTER NUMBER: 1006300

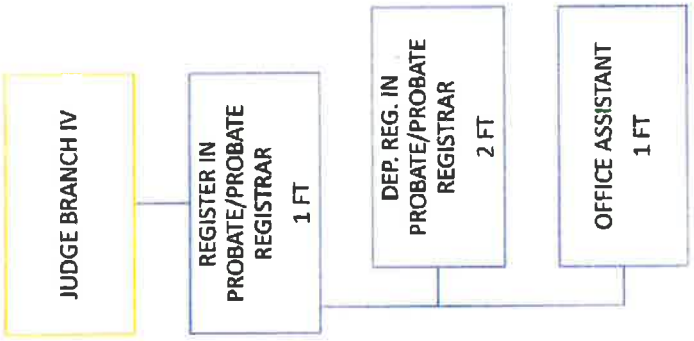
POSITION COUNT	2022		2023		2024		2025	
REGULAR POSITIONS:	FT	PT	FT	PT	FT	PT	FT	PT
COST CENTER 1006300								
DEP. REG. IN PROBATE/PROBATE REGISTRAR	2	0	2	0	2	0	2	0
OFFICE ASSISTANT	0	1	0	1	0	1	1	0
REGISTER IN PROBATE/PROBATE REGISTRAR	1	0	1	0	1	0	1	0
COST CENTER TOTALS	3	1	3	1	3	1	4	0
TOTAL POSITONS-REGULAR:	3	1	3	1	3	1	4	0
TOTAL ALL POSITIONS:	**3**	**1**	**3**	**1**	**3**	**1**	**4**	**0**

FUND: GENERAL 100

COST CENTER NAME: REGISTER IN PROBATE

DEPARTMENT NAME: REGISTER IN PROBATE

COST CENTER NUMBER: 1006300



RES. 89

2025 COUNTY EXECUTIVE BUDGET - The Finance Committee moves for adoption of the 2025 County Executive Budget as amended by the Finance Committee.

Supervisor Croatt moved, seconded by Supervisor Cuff, for adoption of the 2025 County Executive Budget as amended by the Finance Committee.

ROLL CALL: 27 yes, 2 no (Ferguson, Thiede), 7 absent. 2025 COUNTY EXECUTIVE BUDGET IS ADOPTED AS AMENDED.

VOTE RESULTS — 27 YES | 2 NO | 0 ABSTAIN | 7 ABSENT

2025 County Executive Budget Adoption - as Amended

The Finance Committee moves for adoption of the 2025 County Executive Budget as amended by the Finance — Passed With Majority of Full Membership

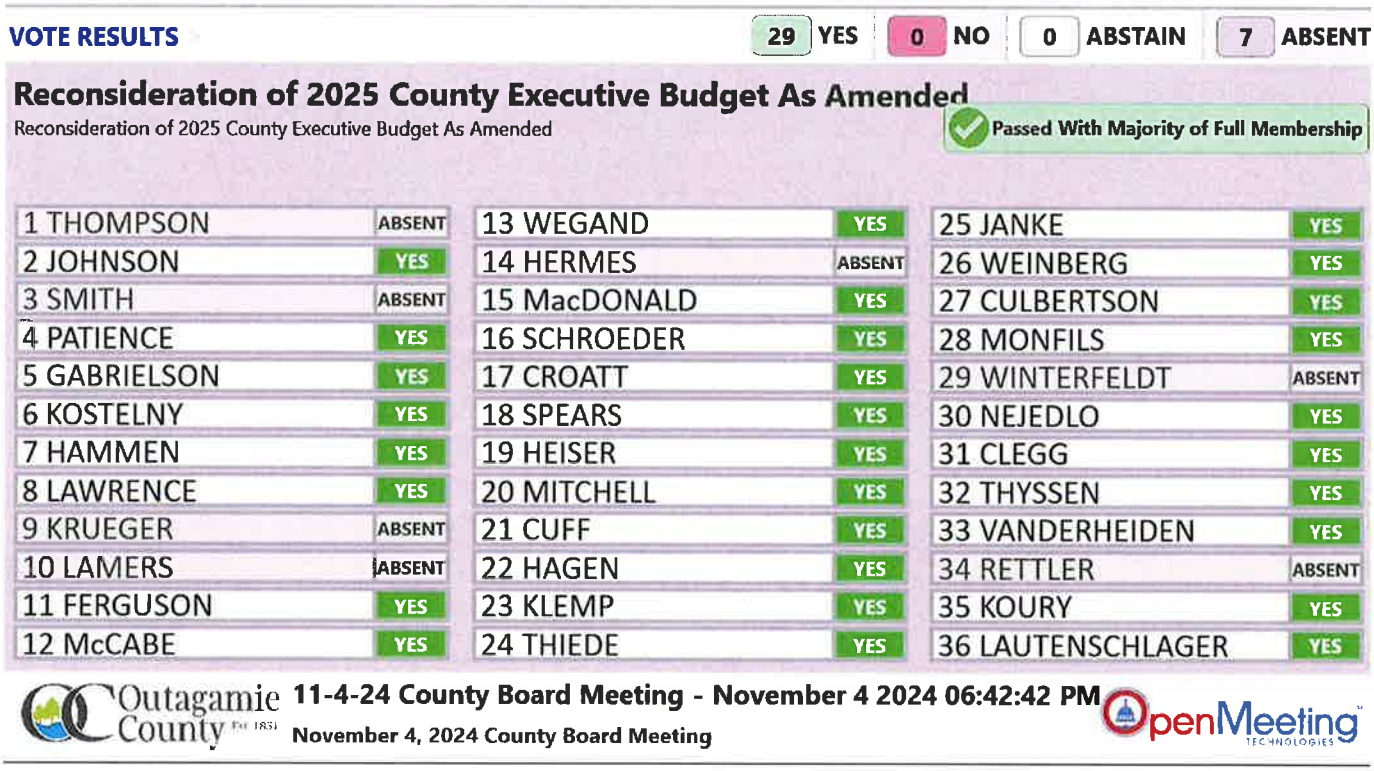
1 THOMPSON	ABSENT	13 WEGAND	YES	25 JANKE	YES
2 JOHNSON	YES	14 HERMES	ABSENT	26 WEINBERG	YES
3 SMITH	ABSENT	15 MacDONALD	YES	27 CULBERTSON	YES
4 PATIENCE	YES	16 SCHROEDER	YES	28 MONFILS	YES
5 GABRIELSON	YES	17 CROATT	YES	29 WINTERFELDT	ABSENT
6 KOSTELNY	YES	18 SPEARS	YES	30 NEJEDLO	YES
7 HAMMEN	YES	19 HEISER	YES	31 CLEGG	YES
8 LAWRENCE	YES	20 MITCHELL	YES	32 THYSSEN	YES
9 KRUEGER	ABSENT	21 CUFF	YES	33 VANDERHEIDEN	YES
10 LAMERS	ABSENT	22 HAGEN	YES	34 RETTLER	ABSENT
11 FERGUSON	NO	23 KLEMP	YES	35 KOURY	YES
12 McCABE	YES	24 THIEDE	NO	36 LAUTENSCHLAGER	YES

Outagamie County — 11-4-24 County Board Meeting - November 4 2024 06:42:16 PM
November 4, 2024 County Board Meeting — OpenMeeting

RECONSIDERATION OF 2025 ADOPTED BUDGET

Supervisor Croatt moved, seconded by Supervisor Patience to reconsider the 2025 Adopted Budget for the purpose of lock in.

Vote for reconsideration. ROLL CALL: 29 yes, 7 absent. 2025 COUNTY EXECUTIVE BUDGET AS AMENDED IS RECONSIDERED.



VOTE RESULTS 29 YES | 0 NO | 0 ABSTAIN | 7 ABSENT

Reconsideration of 2025 County Executive Budget As Amended

Reconsideration of 2025 County Executive Budget As Amended — Passed With Majority of Full Membership

1 THOMPSON	ABSENT	13 WEGAND	YES	25 JANKE	YES
2 JOHNSON	YES	14 HERMES	ABSENT	26 WEINBERG	YES
3 SMITH	ABSENT	15 MacDONALD	YES	27 CULBERTSON	YES
4 PATIENCE	YES	16 SCHROEDER	YES	28 MONFILS	YES
5 GABRIELSON	YES	17 CROATT	YES	29 WINTERFELDT	ABSENT
6 KOSTELNY	YES	18 SPEARS	YES	30 NEJEDLO	YES
7 HAMMEN	YES	19 HEISER	YES	31 CLEGG	YES
8 LAWRENCE	YES	20 MITCHELL	YES	32 THYSSEN	YES
9 KRUEGER	ABSENT	21 CUFF	YES	33 VANDERHEIDEN	YES
10 LAMERS	ABSENT	22 HAGEN	YES	34 RETTLER	ABSENT
11 FERGUSON	YES	23 KLEMP	YES	35 KOURY	YES
12 McCABE	YES	24 THIEDE	YES	36 LAUTENSCHLAGER	YES

Outagamie County Est 1851 — 11-4-24 County Board Meeting - November 4 2024 06:42:42 PM — November 4, 2024 County Board Meeting — OpenMeeting Technologies

LOCK IN OF 2025 ADOPTED BUDGET

Vote for lock in. ROLL CALL: 28 yes, 1 no (Thiede), 7 absent. 2025 COUNTY EXECUTIVE BUDGET AS AMENDED IS ADOPTED AND LOCKED IN.

VOTE RESULTS 28 YES | 1 NO | 0 ABSTAIN | 7 ABSENT

Lock in of 2025 County Executive Budget As Amended

Lock in of 2025 County Executive Budget As Amended

Passed With Majority of Full Membership

1 THOMPSON	ABSENT	13 WEGAND	YES	25 JANKE	YES
2 JOHNSON	YES	14 HERMES	ABSENT	26 WEINBERG	YES
3 SMITH	ABSENT	15 MacDONALD	YES	27 CULBERTSON	YES
4 PATIENCE	YES	16 SCHROEDER	YES	28 MONFILS	YES
5 GABRIELSON	YES	17 CROATT	YES	29 WINTERFELDT	ABSENT
6 KOSTELNY	YES	18 SPEARS	YES	30 NEJEDLO	YES
7 HAMMEN	YES	19 HEISER	YES	31 CLEGG	YES
8 LAWRENCE	YES	20 MITCHELL	YES	32 THYSSEN	YES
9 KRUEGER	ABSENT	21 CUFF	YES	33 VANDERHEIDEN	YES
10 LAMERS	ABSENT	22 HAGEN	YES	34 RETTLER	ABSENT
11 FERGUSON	YES	23 KLEMP	YES	35 KOURY	YES
12 McCABE	YES	24 THIEDE	NO	36 LAUTENSCHLAGER	YES

Outagamie County Est. 1851 **11-4-24 County Board Meeting - November 4 2024 06:43:02 PM**

November 4, 2024 County Board Meeting

OpenMeeting TECHNOLOGIES

Supervisor Patience moved, seconded by Supervisor Kostelny to approve Resolution Nos. 89 and 90—2024-25.

ROLL CALL: 30 yes, 6 absent. RESOLUTION NOS. 89 AND 90—2024-25 ARE ADOPTED.

VOTE RESULTS 30 YES | 0 NO | 0 ABSTAIN | 6 ABSENT

Resolution Nos. 89 and 90—2024-25

Resolution Nos. 89 and 90—2024-25 Table of Organization Changes for the Sheriff Department for the 2025 E — Passed With Majority of Full Membership

1 THOMPSON	ABSENT	13 WEGAND	YES	25 JANKE	YES
2 JOHNSON	YES	14 HERMES	ABSENT	26 WEINBERG	YES
3 SMITH	ABSENT	15 MacDONALD	YES	27 CULBERTSON	YES
4 PATIENCE	YES	16 SCHROEDER	YES	28 MONFILS	YES
5 GABRIELSON	YES	17 CROATT	YES	29 WINTERFELDT	ABSENT
6 KOSTELNY	YES	18 SPEARS	YES	30 NEJEDLO	YES
7 HAMMEN	YES	19 HEISER	YES	31 CLEGG	YES
8 LAWRENCE	YES	20 MITCHELL	YES	32 THYSSEN	YES
9 KRUEGER	ABSENT	21 CUFF	YES	33 VANDERHEIDEN	YES
10 LAMERS	YES	22 HAGEN	YES	34 RETTLER	ABSENT
11 FERGUSON	YES	23 KLEMP	YES	35 KOURY	YES
12 McCABE	YES	24 THIEDE	YES	36 LAUTENSCHLAGER	YES

Outagamie County — 11-4-24 County Board Meeting - November 4 2024 05:58:35 PM
November 4, 2024 County Board Meeting — OpenMeeting Technologies

Resolution No. 89—2024-25 – Legislative/Audit & Human Resources Committee. Amend the Table of Organization for the Sheriff's Office, cost center 2170100, by creating two (2) full-time Patrol Officer positions (sunset positions) effective January 1, 2025, and the fiscal change has been included in the budget as well as attendant budget expenditures and revenues, as detailed in the attachments.

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

ROLL CALL: 30 yes, 6 absent. RESOLUTION NO. 89—2024-25 IS ADOPTED.

VOTE RESULTS 30 YES | 0 NO | 0 ABSTAIN | 6 ABSENT

Resolution Nos. 89 and 90—2024-25

Resolution Nos. 89 and 90—2024-25 Table of Organization Changes for the Sheriff Department for the 2025 E — Passed With Majority of Full Membership

1 THOMPSON	ABSENT	13 WEGAND	YES	25 JANKE	YES
2 JOHNSON	YES	14 HERMES	ABSENT	26 WEINBERG	YES
3 SMITH	ABSENT	15 MacDONALD	YES	27 CULBERTSON	YES
4 PATIENCE	YES	16 SCHROEDER	YES	28 MONFILS	YES
5 GABRIELSON	YES	17 CROATT	YES	29 WINTERFELDT	ABSENT
6 KOSTELNY	YES	18 SPEARS	YES	30 NEJEDLO	YES
7 HAMMEN	YES	19 HEISER	YES	31 CLEGG	YES
8 LAWRENCE	YES	20 MITCHELL	YES	32 THYSSEN	YES
9 KRUEGER	ABSENT	21 CUFF	YES	33 VANDERHEIDEN	YES
10 LAMERS	YES	22 HAGEN	YES	34 RETTLER	ABSENT
11 FERGUSON	YES	23 KLEMP	YES	35 KOURY	YES
12 McCABE	YES	24 THIEDE	YES	36 LAUTENSCHLAGER	YES

Outagamie County EST. 1851 **11-4-24 County Board Meeting - November 4 2024 05:58:35 PM** OpenMeeting TECHNOLOGIES

November 4, 2024 County Board Meeting

RESOLUTION NO.: 89—2024-25

TO THE HONORABLE, THE OUTAGAMIE COUNTY BOARD OF SUPERVISORS

LADIES AND GENTLEMEN: ***MAJORITY***

The County Executive has requested the following Sheriff's Office Table of Organization change, and the same has been made a part of the 2025 County Executive Budget:

Create: Two (2) Full-time Patrol Officer positions (sunset positions)

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

BE IT RESOLVED, that the Outagamie County Board of Supervisors does hereby and herewith authorize and approve of amending the Table of Organization for the Sheriff's Office, cost center 2170100 by creating two (2) full-time Patrol Officer positions (sunset positions) effective January 1, 2025 as described in the attached Position Addition Form, Position Description, and Table of Organization, which by reference are made a part hereof, and

BE IT STILL FURTHER RESOLVED, that the fiscal change has been included in the aforementioned budget as well as attendant budget expenditures and revenues as are detailed in the attached, and

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

Dated this 4th day of November 2024

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: November 4th, 2024

Signed: _____ Board Chairperson

_____ County Clerk

Approved: 11.6.24

Vetoed: _____

Signed: _____ County Executive

POSITION ADDITION FORM - 2025 BUDGET		
Request Details		
Effective Date of Requested Change:	**Jan. 1, 2025**	
Department:	**Sheriff**	
Department Head:	**Clint Kriewaldt**	
Cost Center Number:	**2170100**	
Position Title:	**Patrol Officer**	
Sunset Position? (Yes or No)	**Yes**	
Exempt (Salaried) or Non-Exempt (Hourly):	**Non-Exempt**	
Pay Grade of Position:	**14**	
Estimated Starting Step:	**4**	
Position exists in current the Table of Organization?	**Yes**	
Is this position full time or part time? *(If more than one position, use the worksheet for Multiples)*	**Full Time:**	**2**
	Part Time:	
If Part Time position, how many hours per week will this position be working?	**Hours:**	
What other alternatives were considered?		
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.		
Outagamie County has seen an increase in use, abuse, and distribution of fentanyl and other opioids. The Sheriff's Office is requesting to use the County's Opioid settlement funds to add 2 full-time positions to the table of organization. These two deputy investigative positions would be involved in Opioid related incidents with specific training to divert Opioid Use Disorder offenders into treatment programs, provide family members with education and ensure involved children or dependents have the proper care. The 2 opioid investigator positions will work with our Behavior Health Officer when incidents overlap with mental health disorders to ensure individuals with OUD are directed to the proper resources to assist in recovery. These investigators will provide education to the community, schools and youth organizations to promote identification, prevention, intervention and treatment options. The investigators will be involved in Opioid overdoses in our county and the recent rise in opioid incidents that occur our Jail. They will also be involved in Opioid investigations to help disrupt distribution within Outagamie County and work to identify and arrest the dealers, while providing appropriate resources to those addicted to opioids. **Amounts below are based on current wages and allow for anticipated increases (covering 3 years, as the union contract is still in negotiations). Updates can be provided when the contract is settled.**		

Fiscal Data		
How will this position be funded (choose from drop-down list)?		**Grants**
PROJECTED 2024 EXPENDITURES - Amounts must agree to amounts included in the proposed budget.		
Salary	$	173,222
Overtime	$	17,654
Fringe Benefits	$	84,472
Travel/Training	$	-
Supplies - IT		
Supplies - Other	$	16,460
Purchased Services - IT	$	6,920
Purchased Services - Other	$	1,200
Capital Outlay	$	85,800
TOTAL EXPENDITURES	$	385,728
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.		
Description	*Dollar Value (enter as negative)*	
Deleted Position (if applicable)		
Decrease in Overtime & Fringe		
Increase in Revenue	$	(385,728) *
TOTAL COST SAVINGS/REVENUES	$	(385,728)
NET COUNTY COST (Levy/Fund Bal)	$	-

TO BE COMPLETED BY HUMAN RESOURCES:	
Reviewed by HR	**4/26/2024**
County Executive Decision (Approved/Denied)	

**Opiod Grant / Capital - Sheriff's Fund $85,800*

Outagamie County

Patrol Officer

SALARY	$27.27 - $36.52 Hourly	**LOCATION**	Sheriff Department - 3030 Goodland Drive Appleton WI 54911, WI
JOB TYPE	Full-time	**JOB NUMBER**	2202257
DEPARTMENT	Sheriff Operations 1	**OPENING DATE**	01/26/2024
TYPICAL WORK HOURS/SHIFT:	5/3 schedule		

CORE VALUES
Invested in Serving
Devoted to positively impacting our communities
Better Together
Inspire unity by promoting collaboration, trust and respect
Create Progress
Encourage growth through innovation to advance and succeed
Support Through Compassion
Prioritize one another through communication, inclusion and transparency to bolster our community

Position Purpose

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.

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.

- 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 per DOJ
- 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.

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 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-booklet

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.

Agency
Outagamie County

Address
320 S. Walnut Street

Appleton, Wisconsin, 54911

Phone
(920) 832-1669

Website
http://www.outagamie.org

FUND: GENERAL 100

COST CENTER NAME: SHERIFF
COST CENTER NUMBER: 1008000, 1008005, 1008007, 1008011, 1008013, 1008015, 100817

DEPARTMENT NAME: SHERIFF

POSITION COUNT REGULAR POSITIONS:	2022		2023		2024		2025	
	FT	PT	FT	PT	FT	PT	FT	PT
COST CENTER 1008000								
ACCOUNTANT	1	0	1	0	1	0	1	0
ADMINISTRATIVE SERVICES MANAGER	1	0	1	0	1	0	1	0
CHIEF DEPUTY	1	0	1	0	1	0	1	0
RECORDS SPECIALIST	5	1	5	1	5	1	5	1
SHERIFF	1	0	1	0	1	0	1	0
SYSTEMS ANALYST II	2	0	2	0	2	0	2	0
COST CENTER TOTALS	11	1	11	1	11	1	11	1
COST CENTER 1008005								
PROCESS SERVER SPECIALIST	1	0	1	0	1	0	1	0
COST CENTER TOTALS	1	0	1	0	1	0	1	0
COST CENTER 1008007								
CAPTAIN - INVESTIGATIONS	1	0	1	0	1	0	1	0
CAPTAIN - LAW ENFORCEMENT	1	0	1	0	1	0	1	0
CAPTAIN - OPERATIONS	0	0	0	0	0	0	1	0
LAW ENFORCEMENT SPECIALIST (1FT SUNSET)	17	0	18	0	18	0	18	0
LIEUTENANT - PATROL	6	0	7	0	8	0	8	0
COMMANDER	1	0	1	0	1	0	1	0
PATROL OFFICER (11FT SUNSET/7PT SUNSET)	42	24	44	24	45	24	47	26
COST CENTER TOTALS	68	24	72	24	74	24	77	26

FUND: GENERAL 100

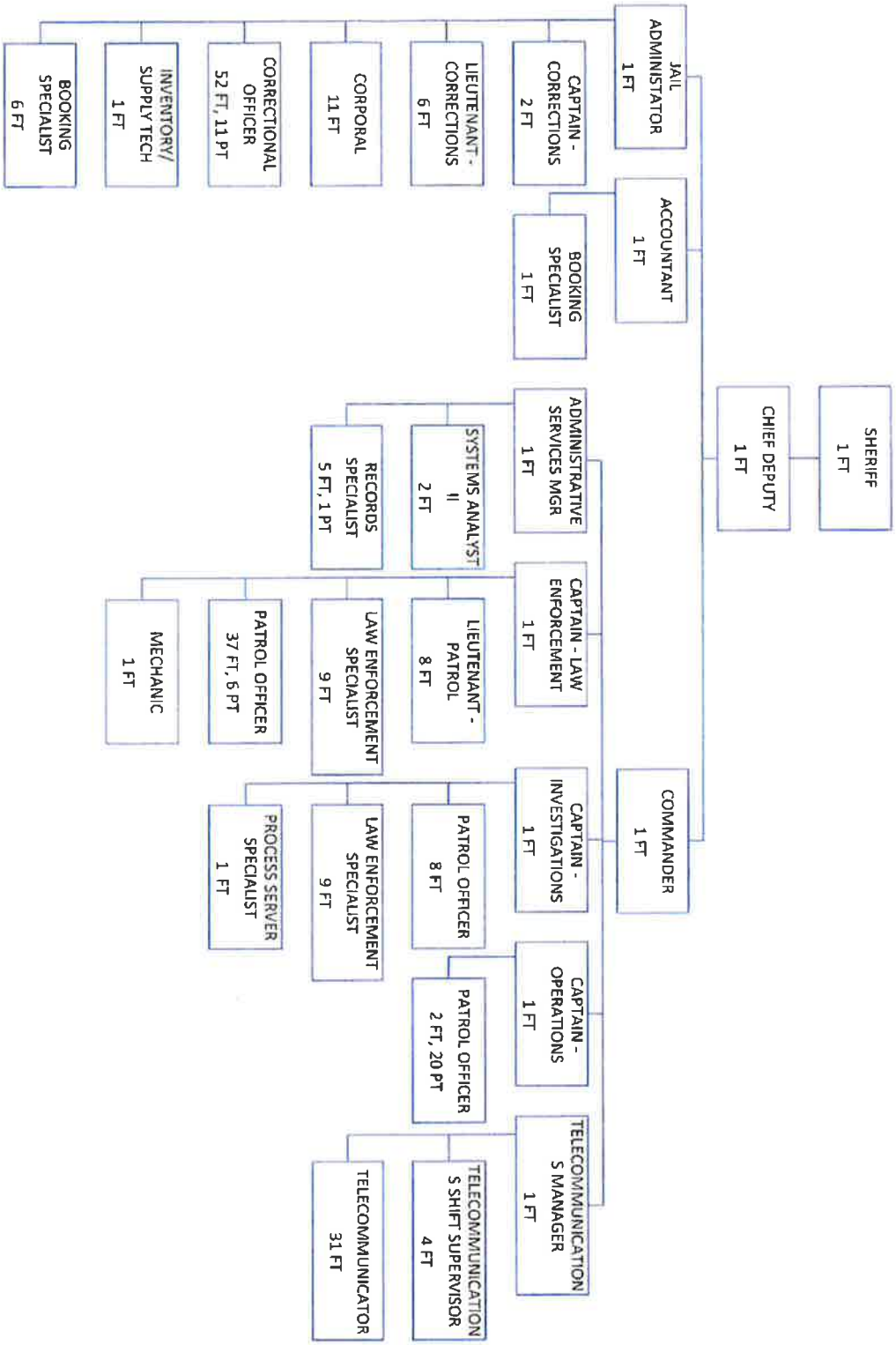
DEPARTMENT NAME: SHERIFF

COST CENTER NAME: SHERIFF
COST CENTER NUMBER: 1008000, 1008005, 1008007, 1008011, 1008013, 1008015, 100817

POSITION COUNT REGULAR POSITIONS:	2022		2023		2024		2025	
	FT	PT	FT	PT	FT	PT	FT	PT
COST CENTER 1008011								
PATROL OFFICER	1	0	1	0			0	0
COST CENTER TOTALS	1	0	1	0	0	0	0	0
COST CENTER 1008013								
TELECOMMUNICATIONS SHIFT SUPERVISOR	4	0	4	0	4	0	4	0
TELECOMMUNICATIONS MANAGER	1	0	1	0	1	0	1	0
TELECOMMUNICATOR	31	0	31	0	31	0	31	0
COST CENTER TOTALS	36	0	36	0	36	0	36	0
COST CENTER 1008015								
BOOKING SPECIALIST	8	0	9	0	7	0	7	0
CAPTAIN - CORRECTIONS	2	0	2	0	2	0	2	0
CORPORAL	0	0	0	0	0	0	11	0
CORRECTIONAL OFFICER	63	11	63	11	63	11	52	11
HEALTH RECORDS SPECIALIST	1	0	0	0	0	0	0	0
INVENTORY/SUPPLY TECHNICIAN	0	0	0	0	0	0	1	0
JAIL ADMINISTATOR	1	0	1	0	1	0	1	0
LIEUTENANT - CORRECTIONS	7	0	7	0	7	0	6	0
COST CENTER TOTALS	82	11	82	11	80	11	80	11
COST CENTER 1008017								
MECHANIC	1	0	1	0	1	0	1	0
COST CENTER TOTALS	1	0	1	0	1	0	1	0
TOTAL POSITIONS-REGULAR:	200	36	204	36	203	36	206	38
TOTAL ALL POSITIONS:	**200**	**36**	**204**	**36**	**203**	**36**	**206**	**38**

FUND: GENERAL 100
DEPARTMENT NAME: SHERIFF

COST CENTER NAME: SHERIFF
COST CENTER NUMBER: 1008000, 1008005, 1008007, 1008011, 1008013, 1008015, 100817



LOCK IN OF 2025 ADOPTED BUDGET

RES. 90

Vote for lock in. ROLL CALL: 28 yes, 1 no (Thiede), 7 absent. 2025 COUNTY EXECUTIVE BUDGET AS AMENDED IS ADOPTED AND LOCKED IN.

VOTE RESULTS | 28 YES | 1 NO | 0 ABSTAIN | 7 ABSENT

Lock in of 2025 County Executive Budget As Amended

Lock in of 2025 County Executive Budget As Amended

Passed With Majority of Full Membership

1 THOMPSON	ABSENT	13 WEGAND	YES	25 JANKE	YES
2 JOHNSON	YES	14 HERMES	ABSENT	26 WEINBERG	YES
3 SMITH	ABSENT	15 MacDONALD	YES	27 CULBERTSON	YES
4 PATIENCE	YES	16 SCHROEDER	YES	28 MONFILS	YES
5 GABRIELSON	YES	17 CROATT	YES	29 WINTERFELDT	ABSENT
6 KOSTELNY	YES	18 SPEARS	YES	30 NEJEDLO	YES
7 HAMMEN	YES	19 HEISER	YES	31 CLEGG	YES
8 LAWRENCE	YES	20 MITCHELL	YES	32 THYSSEN	YES
9 KRUEGER	ABSENT	21 CUFF	YES	33 VANDERHEIDEN	YES
10 LAMERS	ABSENT	22 HAGEN	YES	34 RETTLER	ABSENT
11 FERGUSON	YES	23 KLEMP	YES	35 KOURY	YES
12 McCABE	YES	24 THIEDE	NO	36 LAUTENSCHLAGER	YES

Outagamie County EST. 1851 **11-4-24 County Board Meeting - November 4 2024 06:43:02 PM**

November 4, 2024 County Board Meeting

OpenMeeting TECHNOLOGIES

RECONSIDERATION OF 2025 ADOPTED BUDGET

Supervisor Croatt moved, seconded by Supervisor Patience to reconsider the 2025 Adopted Budget for the purpose of lock in.

Vote for reconsideration. ROLL CALL: 29 yes, 7 absent. 2025 COUNTY EXECUTIVE BUDGET AS AMENDED IS RECONSIDERED.

VOTE RESULTS 29 YES | 0 NO | 0 ABSTAIN | 7 ABSENT

Reconsideration of 2025 County Executive Budget As Amended

Reconsideration of 2025 County Executive Budget As Amended — Passed With Majority of Full Membership

1 THOMPSON	ABSENT	13 WEGAND	YES	25 JANKE	YES
2 JOHNSON	YES	14 HERMES	ABSENT	26 WEINBERG	YES
3 SMITH	ABSENT	15 MacDONALD	YES	27 CULBERTSON	YES
4 PATIENCE	YES	16 SCHROEDER	YES	28 MONFILS	YES
5 GABRIELSON	YES	17 CROATT	YES	29 WINTERFELDT	ABSENT
6 KOSTELNY	YES	18 SPEARS	YES	30 NEJEDLO	YES
7 HAMMEN	YES	19 HEISER	YES	31 CLEGG	YES
8 LAWRENCE	YES	20 MITCHELL	YES	32 THYSSEN	YES
9 KRUEGER	ABSENT	21 CUFF	YES	33 VANDERHEIDEN	YES
10 LAMERS	ABSENT	22 HAGEN	YES	34 RETTLER	ABSENT
11 FERGUSON	YES	23 KLEMP	YES	35 KOURY	YES
12 McCABE	YES	24 THIEDE	YES	36 LAUTENSCHLAGER	YES

Outagamie County Est. 1851 **11-4-24 County Board Meeting - November 4 2024 06:42:42 PM**

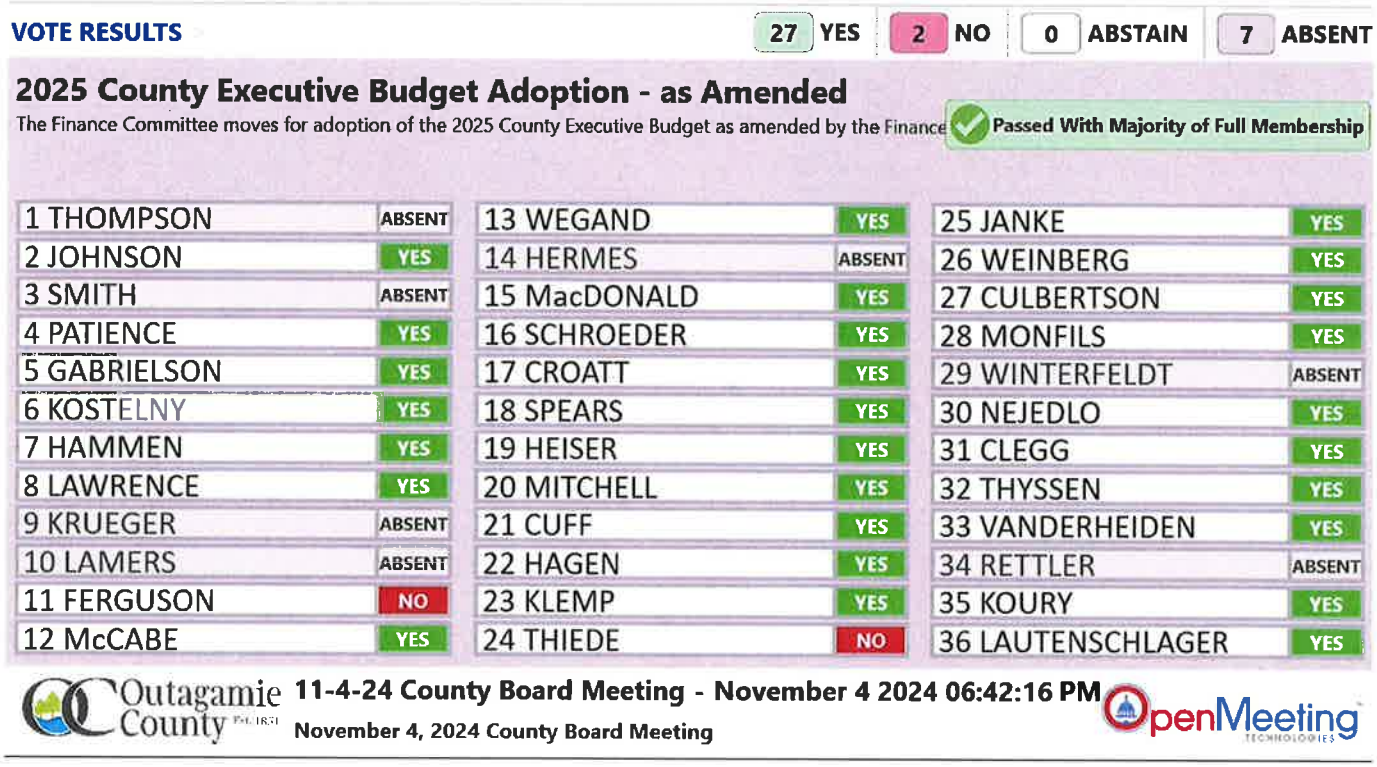
November 4, 2024 County Board Meeting

OpenMeeting TECHNOLOGIES

2025 COUNTY EXECUTIVE BUDGET - The Finance Committee moves for adoption of the 2025 County Executive Budget as amended by the Finance Committee.

Supervisor Croatt moved, seconded by Supervisor Cuff, for adoption of the 2025 County Executive Budget as amended by the Finance Committee.

ROLL CALL: 27 yes, 2 no (Ferguson, Thiede), 7 absent. 2025 COUNTY EXECUTIVE BUDGET IS ADOPTED AS AMENDED.



VOTE RESULTS — 27 YES | 2 NO | 0 ABSTAIN | 7 ABSENT

2025 County Executive Budget Adoption - as Amended

The Finance Committee moves for adoption of the 2025 County Executive Budget as amended by the Finance — Passed With Majority of Full Membership

1 THOMPSON	ABSENT	13 WEGAND	YES	25 JANKE	YES
2 JOHNSON	YES	14 HERMES	ABSENT	26 WEINBERG	YES
3 SMITH	ABSENT	15 MacDONALD	YES	27 CULBERTSON	YES
4 PATIENCE	YES	16 SCHROEDER	YES	28 MONFILS	YES
5 GABRIELSON	YES	17 CROATT	YES	29 WINTERFELDT	ABSENT
6 KOSTELNY	YES	18 SPEARS	YES	30 NEJEDLO	YES
7 HAMMEN	YES	19 HEISER	YES	31 CLEGG	YES
8 LAWRENCE	YES	20 MITCHELL	YES	32 THYSSEN	YES
9 KRUEGER	ABSENT	21 CUFF	YES	33 VANDERHEIDEN	YES
10 LAMERS	ABSENT	22 HAGEN	YES	34 RETTLER	ABSENT
11 FERGUSON	NO	23 KLEMP	YES	35 KOURY	YES
12 McCABE	YES	24 THIEDE	NO	36 LAUTENSCHLAGER	YES

Outagamie County — 11-4-24 County Board Meeting - November 4 2024 06:42:16 PM — November 4, 2024 County Board Meeting — OpenMeeting

Supervisor Patience moved, seconded by Supervisor Kostelny to approve Resolution Nos. 89 and 90—2024-25.

ROLL CALL: 30 yes, 6 absent. RESOLUTION NOS. 89 AND 90—2024-25 ARE ADOPTED.

VOTE RESULTS — 30 YES | 0 NO | 0 ABSTAIN | 6 ABSENT

Resolution Nos. 89 and 90—2024-25

Resolution Nos. 89 and 90—2024-25 Table of Organization Changes for the Sheriff Department for the 2025 E — Passed With Majority of Full Membership

1 THOMPSON	ABSENT	13 WEGAND	YES	25 JANKE	YES
2 JOHNSON	YES	14 HERMES	ABSENT	26 WEINBERG	YES
3 SMITH	ABSENT	15 MacDONALD	YES	27 CULBERTSON	YES
4 PATIENCE	YES	16 SCHROEDER	YES	28 MONFILS	YES
5 GABRIELSON	YES	17 CROATT	YES	29 WINTERFELDT	ABSENT
6 KOSTELNY	YES	18 SPEARS	YES	30 NEJEDLO	YES
7 HAMMEN	YES	19 HEISER	YES	31 CLEGG	YES
8 LAWRENCE	YES	20 MITCHELL	YES	32 THYSSEN	YES
9 KRUEGER	ABSENT	21 CUFF	YES	33 VANDERHEIDEN	YES
10 LAMERS	YES	22 HAGEN	YES	34 RETTLER	ABSENT
11 FERGUSON	YES	23 KLEMP	YES	35 KOURY	YES
12 McCABE	YES	24 THIEDE	YES	36 LAUTENSCHLAGER	YES

Outagamie County — 11-4-24 County Board Meeting - November 4 2024 05:58:35 PM
November 4, 2024 County Board Meeting — OpenMeeting TECHNOLOGIES

Resolution No. 90—2024-25 – Legislative/Audit & Human Resources Committee. Amend the Table of Organization for the Sheriff's Office, cost center 1008007, by creating two (2) part-time Patrol Officer positions effective January 1, 2025, and the fiscal change has been included in the budget as well as attendant budget expenditures and revenues, as detailed in the attachments.

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

ROLL CALL: 30 yes, 6 absent. RESOLUTION NO. 90—2024-25 IS ADOPTED.

VOTE RESULTS — 30 YES | 0 NO | 0 ABSTAIN | 6 ABSENT

Resolution Nos. 89 and 90—2024-25

Resolution Nos. 89 and 90—2024-25 Table of Organization Changes for the Sheriff Department for the 2025 E — Passed With Majority of Full Membership

1 THOMPSON	ABSENT	13 WEGAND	YES	25 JANKE	YES
2 JOHNSON	YES	14 HERMES	ABSENT	26 WEINBERG	YES
3 SMITH	ABSENT	15 MacDONALD	YES	27 CULBERTSON	YES
4 PATIENCE	YES	16 SCHROEDER	YES	28 MONFILS	YES
5 GABRIELSON	YES	17 CROATT	YES	29 WINTERFELDT	ABSENT
6 KOSTELNY	YES	18 SPEARS	YES	30 NEJEDLO	YES
7 HAMMEN	YES	19 HEISER	YES	31 CLEGG	YES
8 LAWRENCE	YES	20 MITCHELL	YES	32 THYSSEN	YES
9 KRUEGER	ABSENT	21 CUFF	YES	33 VANDERHEIDEN	YES
10 LAMERS	YES	22 HAGEN	YES	34 RETTLER	ABSENT
11 FERGUSON	YES	23 KLEMP	YES	35 KOURY	YES
12 McCABE	YES	24 THIEDE	YES	36 LAUTENSCHLAGER	YES

Outagamie County EST. 1851 **11-4-24 County Board Meeting - November 4 2024 05:58:35 PM**

November 4, 2024 County Board Meeting

OpenMeeting TECHNOLOGIES

RESOLUTION NO.: 90—2024-25

TO THE HONORABLE, THE OUTAGAMIE COUNTY BOARD OF SUPERVISORS

LADIES AND GENTLEMEN: ***MAJORITY***

The County Executive has requested the following Sheriff's Office Table of Organization change, and the same has been made a part of the 2025 County Executive Budget:

Create: Two (2) Part-time Patrol Officer positions

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

BE IT RESOLVED, that the Outagamie County Board of Supervisors does hereby and herewith authorize and approve of amending the Table of Organization for the Sheriff's Office, cost center 1008007 by creating two (2) part-time Patrol Officer positions effective January 1, 2025 as described in the attached Position Addition Form, Position Description, and Table of Organization, which by reference are made a part hereof, and

BE IT STILL FURTHER RESOLVED, that the fiscal change has been included in the aforementioned budget as well as attendant budget expenditures and revenues as are detailed in the attached, and

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

Dated this 14th day of November 2024

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: November 4th, 2024

Signed: _____
Board Chairperson

_____
County Clerk

Approved: 11/6/24

Vetoed: _____

Signed: _____
County Executive

POSITION ADDITION FORM		
Completion Checklist		
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:	1/1/2025	
Department:	Sheriff	
Department Head:	Clint Kriewaldt	
Cost Center Number:	1008007	
Position Title:	Patrol Officer	
Sunset Position? (Yes or No)	No	
Exempt (Salaried) or Non-Exempt (Hourly):	Non-Exempt	
Pay Grade of Position:	14	
Estimated Starting Step:	1	
Position exists in current the Table of Organization?	Yes	
Is this position full time or part time? *(If more than one position, use the worksheet for Multiples)*	Full Time:	
	Part Time:	2
If Part Time position, how many hours per week will this position be working?	Hours:	19.231
What other alternatives were considered?		
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.		
Outagamie Courts have experienced an increase of incidents over the last serval years that cause safety concerns during court proceedings, increasing the need for the presence of law enforcement. The Judges have requested a sworn Deputy be present on the second floor of the government center during court proceedings to provide enhanced law enforcement services, as they have the experience and training to deter, resolve, and prevent escalation during these situations. This would require approximately 2,000 working hours and would be accomplished by adding two Part Time Deputy positions to the Sheriff's Office Table of Organization. **Hiring and training costs would be covered by the Sheriff's Office. The costs associated with these two part time Deputy positons requested by the Courts and supported by the Sheriff's Office would have to be added the Sheriff's budget to cover additional wage and fringe costs covering 2,000 hours. There are also Capital and Equipment costs attached. These two court positions would only be staffed when Part Time Deputy staffing levels allow for the additional hours to be covered. Currently there are 3 unfilled PT deputy positions and with the 1200 annual work hours restriction, we need higher staffing levels to consistently staff these court positions. Amounts below are based on 2022 wages but allow for increases as anticipated through 2025. (The union contract expired in 2022 and is still in negotiations. Additional updates can be provided when the contract is**		
Fiscal Data		
How will this position be funded (choose from drop-down list)?	Levy Only	
PROJECTED 2024 EXPENDITURES - Amounts must agree to amounts included in the proposed budget.		
Salary	$	62,404

Fringe Benefits	$	10,162
Travel/Training	$	-
Supplies - IT		
Supplies - Other	$	7,960
Purchased Services - IT		
Purchased Services - Other	$	-
Capital Outlay	$	15,800
TOTAL EXPENDITURES	$	96,326
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.		
Description	*Dollar Value (enter as negative)*	
Deleted Position (if applicable)		
Decrease in Overtime & Fringe		
Increase in Revenue		
TOTAL COST SAVINGS/REVENUES	$	-
NET COUNTY COST (Levy/Fund Bal)	$	96,326
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		
Fringe Benefits		
Other Expenditures	$	-
TOTAL EXPENDITURES	$	-
Deleted Position (if applicable)		
Less Increased Revenue/Cost Savings (enter as negative)		
NET COUNTY COST (Levy/Fund Bal)	$	-

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

Outagamie County logo - Newish.jpg

Outagamie County

Patrol Officer - Part Time Position

SALARY	$27.27 - $36.52 Hourly	**LOCATION**	Sheriff Department - 3030 Goodland Drive Appleton WI 54911, WI
JOB TYPE	Part-time Non-Benefit Eligible	**JOB NUMBER**	2202374
DEPARTMENT	Sheriff Operations 1	**OPENING DATE**	06/27/2024
TYPICAL WORK HOURS/SHIFT:	20/week		

Outagamie County Core Values

Invested In Serving
Better Together
Create Progress
Support Through Compassion

Position Purpose

Outagamie County Sheriff's Department is hiring Part Time Patrol Officers!

Under general supervision of the Patrol Captain the PT - Patrol Officer provides security to the Appleton International Airport, Courts and Outagamie County Administration Building. The PT – Patrol Officer transports inmates from the jail and other institutions.

"I have never been treated better in law enforcement than the Sheriff's Office treats me. Professional, positive, supportive." -Dennis

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.

- Responds to assist citizens and disturbances at the Appleton International Airport, Courts, and Outagamie County Administration Building. This may include interviewing people, assessing if the situation needs further law enforcement intervention and making arrests when appropriate.
- Provides security to an assigned area, familiarizing self with citizens, offices, and standard activities, responding as appropriate.

- Conducts transports for jail inmates addressing medical issues and court.
- Disperses and addresses public concerns at public gatherings.
- Gain knowledge and awareness of locations of the county buildings/facilities.
- Prepares detailed reports of arrests and investigations according to department policy.
- Appears as witness in court, providing clear and accurate testimony.
- Delivers and serves warrants on individuals, transporting persons to court or jail, as directed by warrant.
- Maintains regular and predictable attendance, works extra hours as required.

Education/Certifications/Experience Requirements

- Graduate from high school or G.E.D.
- 60 post high school credits.
- Experience in law enforcement desired. Preference given to retired, certifiable officers.
- 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 per DOJ.
- Post hire requirements may 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.
- 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 to complete tasks.
- Ability to effectively use professional language and diplomacy with co-workers, the general public, and others.
- Ability to run, walk, stoop, climb, bend, stretch; push, pull, and lift up to 50 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.

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.

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.
Behavioral Health Services are available for all county employees regardless of county health coverage.

Pet Employee and Family Clinic
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/employee-benefits-information

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 acknowledging, analyzing, and addressing the root causes of inequities. We will create and advance equitable polices, 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.

Agency
Outagamie County

Address
320 S. Walnut Street

Appleton, Wisconsin, 54911

Phone

Website

FUND: GENERAL 100

COST CENTER NAME: SHERIFF
COST CENTER NUMBER: 1008000, 1008005, 1008007, 1008011, 1008013, 1008015, 100817

DEPARTMENT NAME: SHERIFF

POSITION COUNT	2022		2023		2024		2025	
REGULAR POSITIONS:	FT	PT	FT	PT	FT	PT	FT	PT
COST CENTER 1008000								
ACCOUNTANT	1	0	1	0	1	0	1	0
ADMINISTRATIVE SERVICES MANAGER	1	0	1	0	1	0	1	0
CHIEF DEPUTY	1	0	1	0	1	0	1	0
RECORDS SPECIALIST	5	1	5	1	5	1	5	1
SHERIFF	1	0	1	0	1	0	1	0
SYSTEMS ANALYST II	2	0	2	0	2	0	2	0
COST CENTER TOTALS	11	1	11	1	11	1	11	1
COST CENTER 1008005								
PROCESS SERVER SPECIALIST	1	0	1	0	1	0	1	0
COST CENTER TOTALS	1	0	1	0	1	0	1	0
COST CENTER 1008007								
CAPTAIN - INVESTIGATIONS	1	0	1	0	1	0	1	0
CAPTAIN - LAW ENFORCEMENT	1	0	1	0	1	0	1	0
CAPTAIN - OPERATIONS	0	0	0	0	0	0	1	0
LAW ENFORCEMENT SPECIALIST (1FT SUNSET)	17	0	18	0	18	0	18	0
LIEUTENANT - PATROL	6	0	7	0	8	0	8	0
COMMANDER	1	0	1	0	1	0	1	0
PATROL OFFICER (11FT SUNSET/7PT SUNSET)	42	24	44	24	45	24	47	26
COST CENTER TOTALS	68	24	72	24	74	24	77	26

FUND: GENERAL 100

COST CENTER NAME: SHERIFF
COST CENTER NUMBER: 1008000, 1008005, 1008007, 1008011, 1008013, 1008015, 100817

DEPARTMENT NAME: SHERIFF

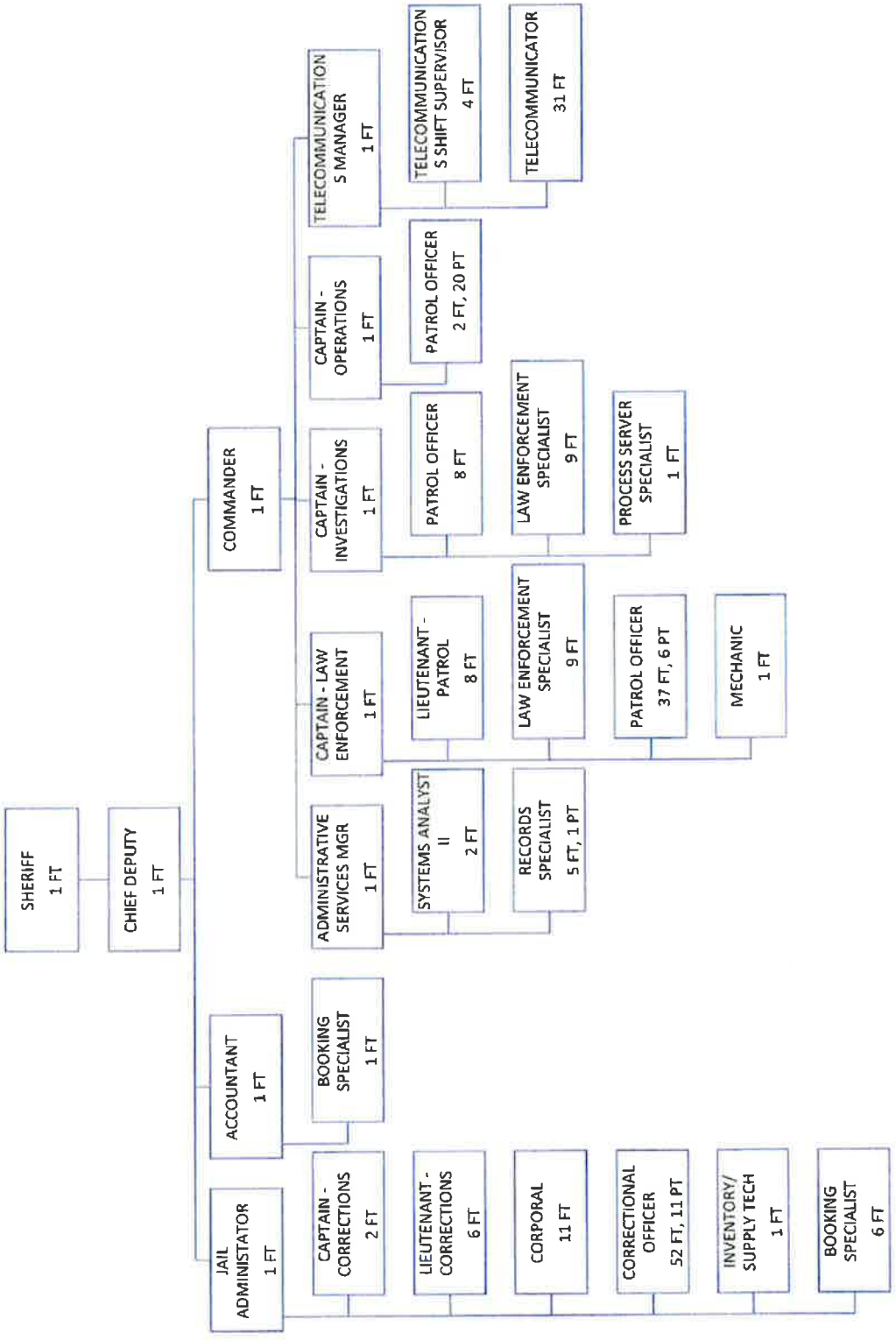
POSITION COUNT REGULAR POSITIONS:	2022		2023		2024		2025	
	FT	PT	FT	PT	FT	PT	FT	PT
COST CENTER 1008011								
PATROL OFFICER	1	0	1	0			0	0
COST CENTER TOTALS	1	0	1	0	0	0	0	0
COST CENTER 1008013								
TELECOMMUNICATIONS SHIFT SUPERVISOR	4	0	4	0	4	0	4	0
TELECOMMUNICATIONS MANAGER	1	0	1	0	1	0	1	0
TELECOMMUNICATOR	31	0	31	0	31	0	31	0
COST CENTER TOTALS	36	0	36	0	36	0	36	0
COST CENTER 1008015								
BOOKING SPECIALIST	8	0	9	0	7	0	7	0
CAPTAIN - CORRECTIONS	2	0	2	0	2	0	2	0
CORPORAL	0	0	0	0	0	0	11	0
CORRECTIONAL OFFICER	63	11	63	11	63	11	52	11
HEALTH RECORDS SPECIALIST	1	0	0	0	0	0	0	0
INVENTORY/SUPPLY TECHNICIAN	0	0	0	0	0	0	1	0
JAIL ADMINISTATOR	1	0	1	0	1	0	1	0
LIEUTENANT - CORRECTIONS	7	0	7	0	7	0	6	0
COST CENTER TOTALS	82	11	82	11	80	11	80	11
COST CENTER 1008017								
MECHANIC	1	0	1	0	1	0	1	0
COST CENTER TOTALS	1	0	1	0	1	0	1	0
TOTAL POSITIONS-REGULAR:	200	36	204	36	203	36	206	38
TOTAL ALL POSITIONS:	**200**	**36**	**204**	**36**	**203**	**36**	**206**	**38**

FUND: GENERAL 100

DEPARTMENT NAME: SHERIFF

COST CENTER NAME: SHERIFF

COST CENTER NUMBER: 1008000, 1008005, 1008007, 1008011, 1008013, 1008015, 100817



LOCK IN OF 2025 ADOPTED BUDGET

Res. 91

Vote for lock in. ROLL CALL: 28 yes, 1 no (Thiede), 7 absent. 2025 COUNTY EXECUTIVE BUDGET AS AMENDED IS ADOPTED AND LOCKED IN.

VOTE RESULTS | 28 YES | 1 NO | 0 ABSTAIN | 7 ABSENT

Lock in of 2025 County Executive Budget As Amended

Lock in of 2025 County Executive Budget As Amended

Passed With Majority of Full Membership

1 THOMPSON	ABSENT	13 WEGAND	YES	25 JANKE	YES
2 JOHNSON	YES	14 HERMES	ABSENT	26 WEINBERG	YES
3 SMITH	ABSENT	15 MacDONALD	YES	27 CULBERTSON	YES
4 PATIENCE	YES	16 SCHROEDER	YES	28 MONFILS	YES
5 GABRIELSON	YES	17 CROATT	YES	29 WINTERFELDT	ABSENT
6 KOSTELNY	YES	18 SPEARS	YES	30 NEJEDLO	YES
7 HAMMEN	YES	19 HEISER	YES	31 CLEGG	YES
8 LAWRENCE	YES	20 MITCHELL	YES	32 THYSSEN	YES
9 KRUEGER	ABSENT	21 CUFF	YES	33 VANDERHEIDEN	YES
10 LAMERS	ABSENT	22 HAGEN	YES	34 RETTLER	ABSENT
11 FERGUSON	YES	23 KLEMP	YES	35 KOURY	YES
12 McCABE	YES	24 THIEDE	NO	36 LAUTENSCHLAGER	YES

Outagamie County

11-4-24 County Board Meeting - November 4 2024 06:43:02 PM

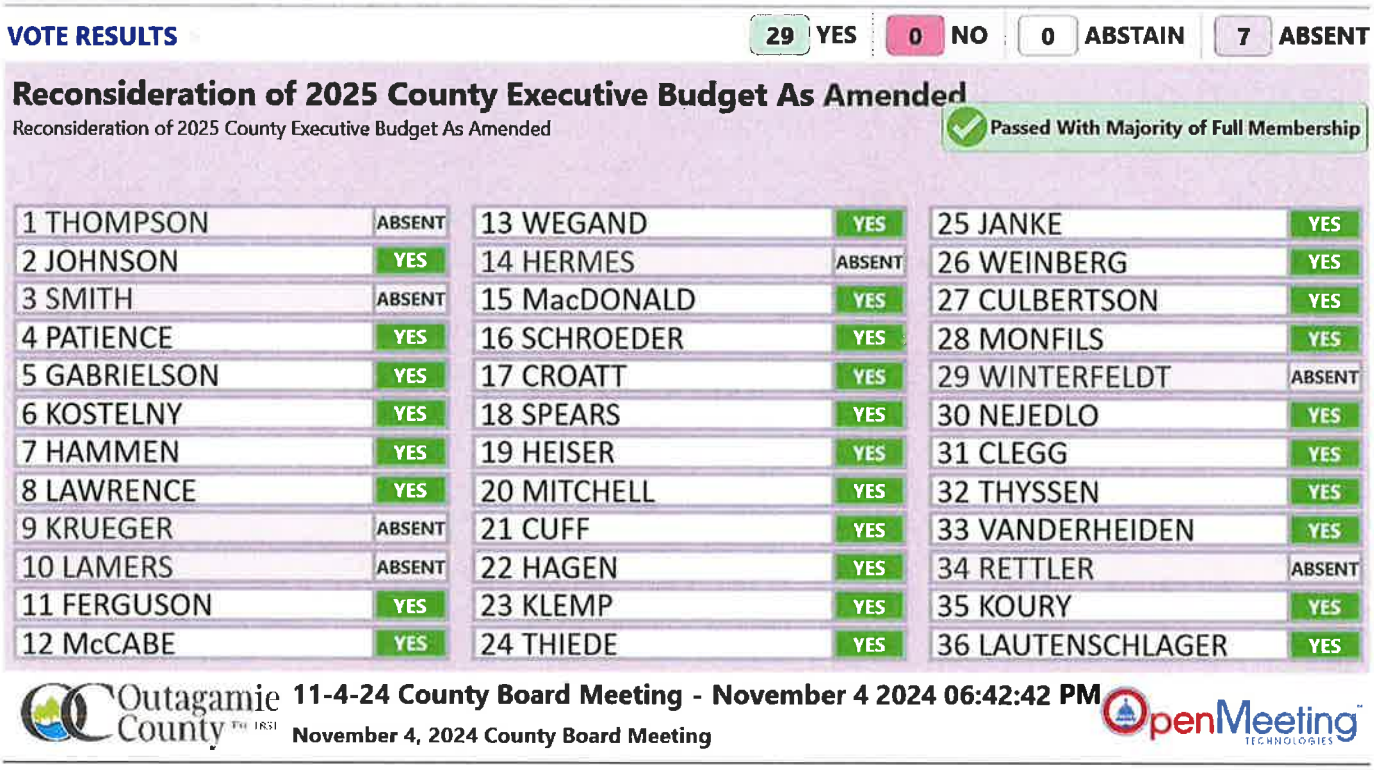
November 4, 2024 County Board Meeting

OpenMeeting TECHNOLOGIES

RECONSIDERATION OF 2025 ADOPTED BUDGET

Supervisor Croatt moved, seconded by Supervisor Patience to reconsider the 2025 Adopted Budget for the purpose of lock in.

Vote for reconsideration. ROLL CALL: 29 yes, 7 absent. 2025 COUNTY EXECUTIVE BUDGET AS AMENDED IS RECONSIDERED.



VOTE RESULTS 29 YES | 0 NO | 0 ABSTAIN | 7 ABSENT

Reconsideration of 2025 County Executive Budget As Amended

Reconsideration of 2025 County Executive Budget As Amended

Passed With Majority of Full Membership

1 THOMPSON	ABSENT	13 WEGAND	YES	25 JANKE	YES
2 JOHNSON	YES	14 HERMES	ABSENT	26 WEINBERG	YES
3 SMITH	ABSENT	15 MacDONALD	YES	27 CULBERTSON	YES
4 PATIENCE	YES	16 SCHROEDER	YES	28 MONFILS	YES
5 GABRIELSON	YES	17 CROATT	YES	29 WINTERFELDT	ABSENT
6 KOSTELNY	YES	18 SPEARS	YES	30 NEJEDLO	YES
7 HAMMEN	YES	19 HEISER	YES	31 CLEGG	YES
8 LAWRENCE	YES	20 MITCHELL	YES	32 THYSSEN	YES
9 KRUEGER	ABSENT	21 CUFF	YES	33 VANDERHEIDEN	YES
10 LAMERS	ABSENT	22 HAGEN	YES	34 RETTLER	ABSENT
11 FERGUSON	YES	23 KLEMP	YES	35 KOURY	YES
12 McCABE	YES	24 THIEDE	YES	36 LAUTENSCHLAGER	YES

Outagamie County 1851

11-4-24 County Board Meeting - November 4 2024 06:42:42 PM

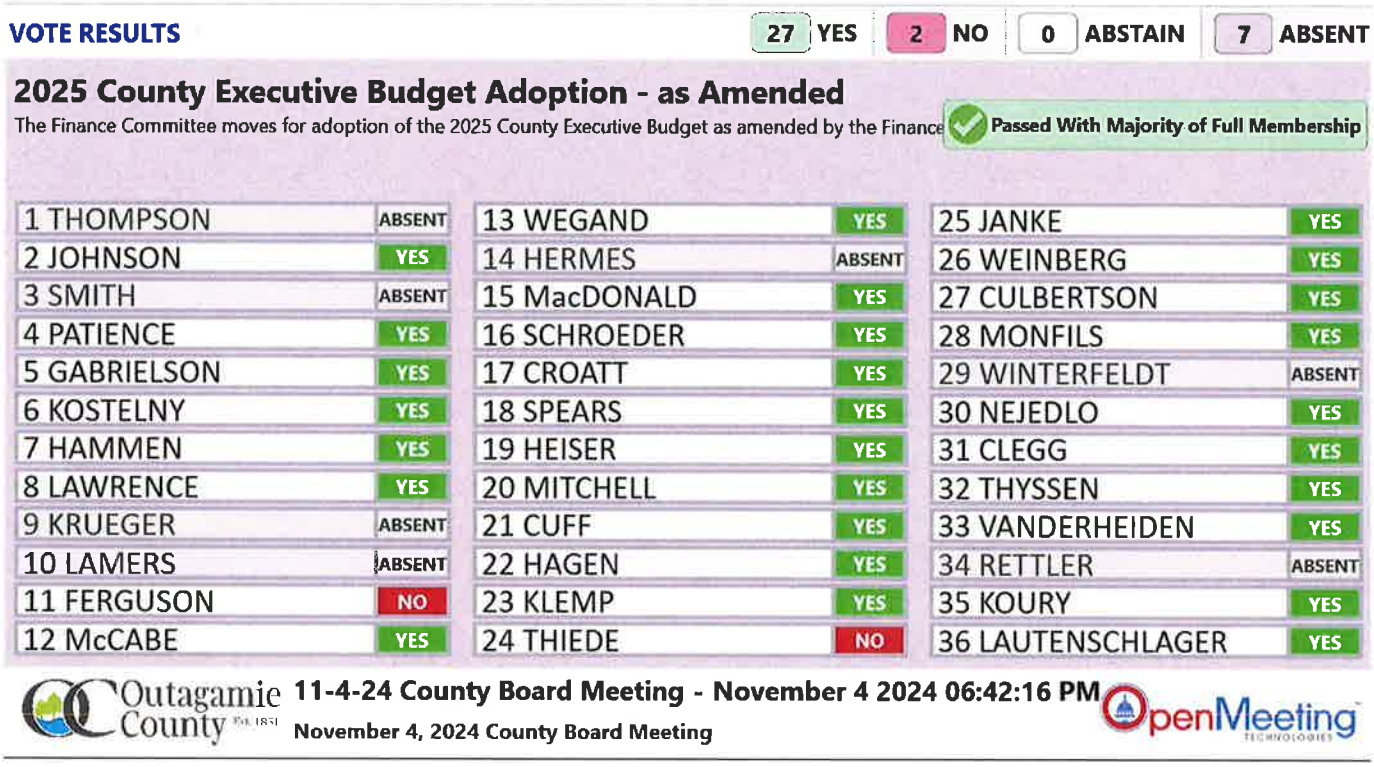
November 4, 2024 County Board Meeting

OpenMeeting TECHNOLOGIES

2025 COUNTY EXECUTIVE BUDGET - The Finance Committee moves for adoption of the 2025 County Executive Budget as amended by the Finance Committee.

Supervisor Croatt moved, seconded by Supervisor Cuff, for adoption of the 2025 County Executive Budget as amended by the Finance Committee.

ROLL CALL: 27 yes, 2 no (Ferguson, Thiede), 7 absent. 2025 COUNTY EXECUTIVE BUDGET IS ADOPTED AS AMENDED.



VOTE RESULTS — 27 YES | 2 NO | 0 ABSTAIN | 7 ABSENT

2025 County Executive Budget Adoption - as Amended

The Finance Committee moves for adoption of the 2025 County Executive Budget as amended by the Finance

Passed With Majority of Full Membership

1 THOMPSON	ABSENT	13 WEGAND	YES	25 JANKE	YES
2 JOHNSON	YES	14 HERMES	ABSENT	26 WEINBERG	YES
3 SMITH	ABSENT	15 MacDONALD	YES	27 CULBERTSON	YES
4 PATIENCE	YES	16 SCHROEDER	YES	28 MONFILS	YES
5 GABRIELSON	YES	17 CROATT	YES	29 WINTERFELDT	ABSENT
6 KOSTELNY	YES	18 SPEARS	YES	30 NEJEDLO	YES
7 HAMMEN	YES	19 HEISER	YES	31 CLEGG	YES
8 LAWRENCE	YES	20 MITCHELL	YES	32 THYSSEN	YES
9 KRUEGER	ABSENT	21 CUFF	YES	33 VANDERHEIDEN	YES
10 LAMERS	ABSENT	22 HAGEN	YES	34 RETTLER	ABSENT
11 FERGUSON	NO	23 KLEMP	YES	35 KOURY	YES
12 McCABE	YES	24 THIEDE	NO	36 LAUTENSCHLAGER	YES

Outagamie County Est. 1851 — 11-4-24 County Board Meeting - November 4 2024 06:42:16 PM

November 4, 2024 County Board Meeting

OpenMeeting Technologies

Resolution No. 91—2024-25 – Legislative/Audit & Human Resources Committee. Amend the Table of Organization for the Veterans Service Office, cost center 1008700, by eliminating one (1) part-time Veterans Benefits Specialist position and creating one (1) full-time Senior Benefits Specialist position effective January 1, 2025, and the fiscal change has been included in the budget as well as attendant budget expenditures and revenues, as detailed in the attachments.

Supervisor Croatt moved, seconded by Supervisor McCabe, for adoption.

ROLL CALL: 30 yes, 6 absent. RESOLUTION NO. 91—2024-25 IS ADOPTED.

VOTE RESULTS 30 YES | 0 NO | 0 ABSTAIN | 6 ABSENT

Resolution No. 91—2024-25

Legislative/Audit & Human Resources Committee. Amend the Table of Organization for the Veterans Service Passed With Majority of Full Membership
part-time Veterans Benefits Specialist position and creating one (1) full-time Senior Benefits Specialist position effective January 1, 2025, and the fiscal change has been included in the budget as well as attendant budget expenditures and revenues, as detailed in the attachments.

1 THOMPSON	ABSENT	13 WEGAND	YES	25 JANKE	YES
2 JOHNSON	YES	14 HERMES	ABSENT	26 WEINBERG	YES
3 SMITH	ABSENT	15 MacDONALD	YES	27 CULBERTSON	YES
4 PATIENCE	YES	16 SCHROEDER	YES	28 MONFILS	YES
5 GABRIELSON	YES	17 CROATT	YES	29 WINTERFELDT	ABSENT
6 KOSTELNY	YES	18 SPEARS	YES	30 NEJEDLO	YES
7 HAMMEN	YES	19 HEISER	YES	31 CLEGG	YES
8 LAWRENCE	YES	20 MITCHELL	YES	32 THYSSEN	YES
9 KRUEGER	ABSENT	21 CUFF	YES	33 VANDERHEIDEN	YES
10 LAMERS	YES	22 HAGEN	YES	34 RETTLER	ABSENT
11 FERGUSON	YES	23 KLEMP	YES	35 KOURY	YES
12 McCABE	YES	24 THIEDE	YES	36 LAUTENSCHLAGER	YES

Outagamie County Est. 1851 **11-4-24 County Board Meeting - November 4 2024 06:00:16 PM**
November 4, 2024 County Board Meeting
OpenMeeting TECHNOLOGIES

RESOLUTION NO.: 91—2024-25

TO THE HONORABLE, THE OUTAGAMIE COUNTY BOARD OF SUPERVISORS

LADIES AND GENTLEMEN: ***MAJORITY***

The County Executive has requested the following Veterans Service Office Table of Organization changes, and the same have made been a part of the 2025 County Executive Budget:

Eliminate: One (1) Part-Time Veterans Benefits Specialist position
Create: One (1) Full-time Senior Benefits Specialist position

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

BE IT RESOLVED, that the Outagamie County Board of Supervisors does hereby and herewith authorize and approve of amending the Table of Organization for the Veterans Service Office, cost center 1008700 by eliminating one (1) part-time Veterans Benefits Specialist position and creating one (1) full-time Senior Benefits Specialist position effective January 1, 2025 as described in the attached Position Addition Form, Position Deletion Form, Position Description, and Table of Organization, which by reference are made a part hereof, and

BE IT STILL FURTHER RESOLVED, that the fiscal change has been included in the aforementioned budget as well as attendant budget expenditures and revenues as are detailed in the attached, and

BE IT FINALLY RESOLVED, that the Outagamie County Clerk be directed to forward a copy of this resolution to the Outagamie County Human Resources Director and the Outagamie County Veterans Service Officer.

Dated this 4th day of November 2024

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: November 4th, 2024

Signed: _____
Board Chairperson

_____
County Clerk

Approved: 11.6.24

Vetoed: _____

Signed: _____
County Executive

POSITION ADDITION FORM - 2025 BUDGET		
Request Details		
Effective Date of Requested Change:	**Jan. 1, 2025**	
Department:	**VETERANS**	
Department Head:	**KELLY BALES**	
Cost Center Number:	**1008700**	
Position Title:	**SENIOR BENEFITS SPECIALIST**	
Sunset Position? (Yes or No)	**NO**	
Exempt (Salaried) or Non-Exempt (Hourly):	**NON-EXEMPT (HOURLY)**	
Pay Grade of Position:	**135**	
Estimated Starting Step:	**1**	
Position exists in current the Table of Organization?	**YES**	
Is this position full time or part time? *(If more than one position, use the worksheet for Multiples)*	**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?	**Part time benefits specialist**	
If deleting a position to add this position; which position(s) will be deleted?	**PT Veterans Benefits Specialist**	
(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:	**PT Veterans Benefits Specialist**	
Position Justification		
Briefly summarize why this position is needed, as well as areas of revenue and savings.		
See attached justification memo.		
Employee Impacted By This Change (if no one in position - leave blank)		
Fiscal Data		
How will this position be funded (choose from drop-down list)?		
PROJECTED 2023 EXPENDITURES - Amounts must agree to amounts included in the proposed budget.		
Salary	$	52,832
Fringe Benefits	$	35,349
Travel/Training	$	-
Supplies - IT		
Supplies - Other	$	-
Purchased Services - IT	$	2,420
Purchased Services - Other	$	-
Capital Outlay	$	-
TOTAL EXPENDITURES	$	90,601
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.		
Description	*Dollar Value (enter as negative)*	

Deleted Position (If applicable)	$	(28,698)
	$	-
	$	-
TOTAL COST SAVINGS/REVENUES	$	(28,698)
NET COUNTY COST (Levy/Fund Bal)	$	61,903

TO BE COMPLETED BY HUMAN RESOURCES:	
Reviewed by HR	4/26/2024
County Executive Decision (Approved/Denied)	

POSITION DELETION FORM - 2025 BUDGET		
Completion Checklist		
Request Details		
Effective Date of Requested Change:	Jan. 1, 2025	
Department:	VETERANS	
Department Head:	KELLY BALES	
Cost Center Number:	1008700	
Position Title:	PT VETERANS BENEFITS SPECIALIST	
Sunset Position? (Yes or No)	NO	
Is this position full time or part time? *(If more than one position, use the worksheet for Multiples)*	**Full Time:**	
	Part Time:	1
If adding a position to offset this deletion; which position(s) will be added?	N/A	
Position Justification		
Briefly summarize why this position is no longer needed, as well as areas of revenue and savings.		
See attachments.		
Employee Impacted By This Change (if no one in position - leave blank)		
Fiscal Data		
PROJECTED COST SAVINGS		
Salary	$	24,679
Fringe Benefits	$	4,019
Travel/Training	$	-
Supplies	$	-
Purchased Services	$	-
Capital Outlay	$	-
TOTAL COST SAVINGS	$	28,698
DECREASED REVENUES BY DELETING THIS POSITION:		
Please list below the decreased revenues pertaining to this position deletion.		
Description	*Dollar Value (enter as negative)*	
	$	-
	$	-
	$	-
TOTAL REVENUE REDUCTION	$	-
NET COUNTY COST (Levy/Fund Balance)	$	28,698

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

Senior Veterans Benefits Specialist

Outagamie County

Class Code: 1700-3

Bargaining Unit:

OUTAGAMIE COUNTY
Established Date: Aug 29, 2017
Revision Date: Dec 17, 2023

SALARY RANGE

$25.40 - $33.14 Hourly

POSITION PURPOSE:

This position initiates and presents claims for compensation, pension, entitlements and other benefits to the United States Department of Veterans Affairs and other agencies on behalf of veterans, their eligible dependents, and their survivors. Helping veterans and their dependents receive the benefits to which they are entitled.

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.

- Conducts interviews with veterans and/or dependents to determine and complete the appropriate benefit forms and applications.
- Determines eligibility for veterans and family members of various programs such as education, grants, medical claims, disability claims, waiver requests, and nursing home applications.
- Corresponds with various county, state, and federal offices, the general public, and professionals to obtain and provide necessary information.
- Prepares, maintains, and updates program and department records, reports, confidential records and files.
- Trains new employees.
- Investigates and obtains Military Records, Discharge Documents and Military Medals and Ribbons.
- Participates in community outreach events.
- Order and replenish office brochures and VA pamphlets.
- Performs other duties as assigned.

EDUCATION/CERTIFICATIONS/EXPERIENCE REQUIREMENTS:

- High school graduate or G.E.D. with relevant business classes, computer background, strong typing skills, and at least two years of general office experience.
- Active PIV Card preferred
- WDVA Accreditation preferred
- NACVSO Accreditation preferred

REQUIRED OR PREFERRED SKILLS:

- Working knowledge of Microsoft Office Suite.
- Excellent oral and written communications skills.
- Experience rending advice and services to veterans and their families.
- Experience in administering Veterans Administration's policies, regulations and procedures.
- Veterans encouraged to apply

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.

Veterans Benefits Specialist

Class Code: 1700-4

Bargaining Unit:

OUTAGAMIE COUNTY
Established Date: Aug 29, 2017
Revision Date: Dec 17, 2023

SALARY RANGE

$23.73 - $30.97 Hourly

POSITION PURPOSE:

Under the general supervision of the Deputy Veterans Service Officer, the Veterans Benefits Specialist provides services (interviewing, claims development and advocacy) to military veterans and their dependents regarding all State and Federal veterans' benefits.

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.

- Conducts interviews with veterans and/or dependents to determine clients' needs and desires and then completes the appropriate benefit application and other required forms.
- Provides direct client assistance with regard to the interpretation of complex eligibility criteria, application preparation, and the gathering and analyzing of supporting documentation for all State and Federal Veterans' benefits.
- Advises clients on their legal Veterans Administration entitlements by independently interpreting State & Federal Statutes, Codes and Regulations.
- Maintains client records, and uploads records to VetraSpec Software database for accurate record tracking.
- Accurately tracks claims for timeliness and prepares statistical reporting on claims activity.
- Drafts correspondence to clients, the U.S. Department of Veterans Affairs, the Wisconsin Department of Veterans Affairs and other governmental and non-governmental offices.
- Using State and Federal guidelines prepares and develops claims for VA service connected compensation or non-service connected disability pension benefits.
- Conducts Veterans Benefits Briefings to Civic Organizations, Veteran Service Organizations, Colleges/Schools, Assisted Living Facilities, Nursing Homes or Special Benefits Fairs.
- Advises clients in the Board of Veterans Appeals Process and the Court of Appeals for Veterans Claims being particularly conscious of filing deadlines and attorney referrals.

- Counsels clients who may be dealing with sensitive issues of mental illness, alcohol or other drug abuse, post-traumatic stress disorder, military sexual trauma, bereavement, homelessness and/or financial distress with respect and dignity.

EDUCATION/CERTIFICATIONS/EXPERIENCE REQUIREMENTS:

- High school graduate or G.E.D.
- Active PIV Card preferred or ability to obtain accreditation within 1 year of hire
- WDVA Accreditation preferred or ability to obtain accreditation within 1 year of hire
- NACVSO Accreditation preferred or ability to obtain accreditation within 1 year of hire

REQUIRED OR PREFERRED SKILLS:

- Knowledge of and ability to use modern office practices, procedures and equipment and a variety of computer software programs with an ability to learn new software programs or changes to existing programs.
- Experience working with Veterans and/or their families preferred.
- Knowledge of the goals, policies, and procedures of the Veterans Office.
- Knowledge of all pertinent laws, statutes, codes, regulations, and terminology.
- Ability to maintain composure and effectively use tact and diplomacy with clients, co-workers, internal and external agencies, and the general public.
- Ability to maintain complete accurate records and prepare clear comprehensive reports.
- Ability to work independently budgeting time, completing tasks and managing schedule.
- Ability to effectively communicate in English, verbally and in writing with tact and demeanor with all types of clients.
- Ability to understand and interpret complex commands both written and oral.
- Demonstrates professionalism and compassion always maintaining client's dignity and respect.

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: GENERAL 100

COST CENTER NAME: VETERANS

DEPARTMENT NAME: VETERANS

COST CENTER NUMBER: 1008700, 1008800

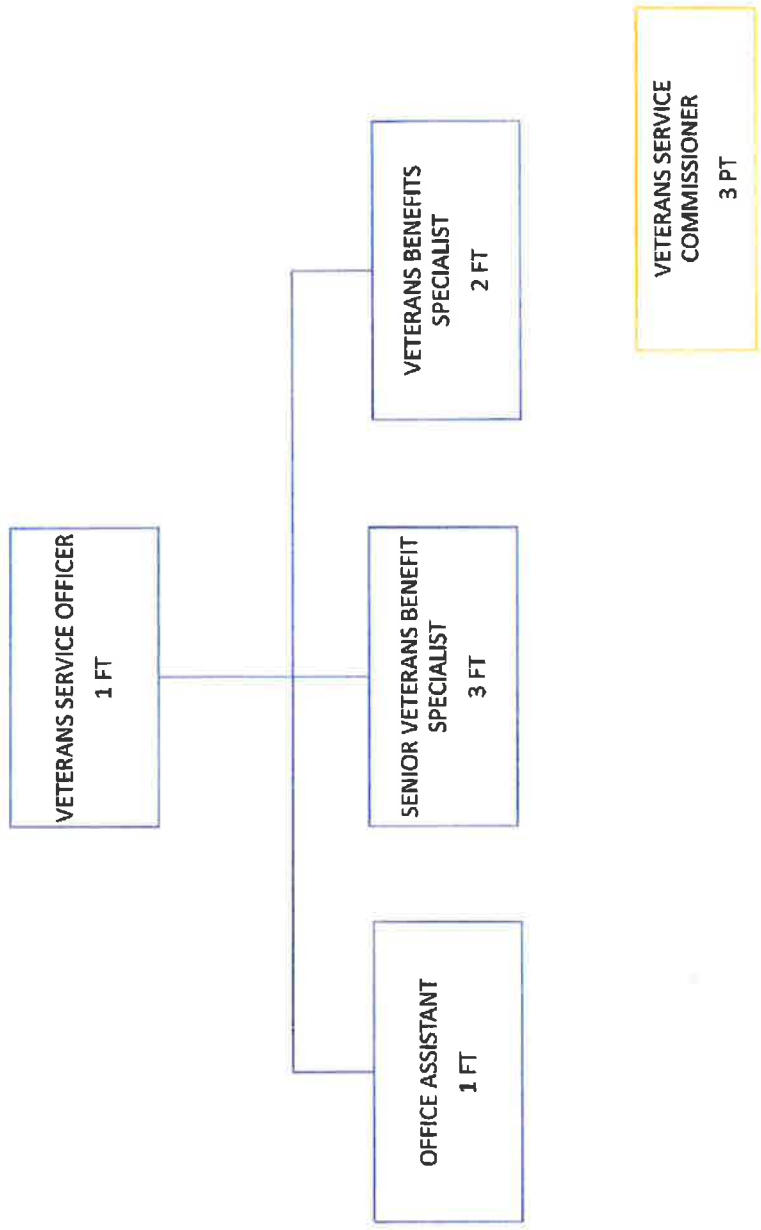
POSITION COUNT	2022		2023		2024		2025	
REGULAR POSITIONS:	**FT**	**PT**	**FT**	**PT**	**FT**	**PT**	**FT**	**PT**
COST CENTER 1008700								
DEPUTY VETERANS SERVICES DIRECTOR	1	0	1	0	1	0	0	0
OFFICE ASSISTANT	1	0	1	0	1	0	1	0
SENIOR VETERANS BENEFIT SPECIALIST	1	0	1	0	1	0	3	0
VETERANS BENEFITS SPECIALIST	2	1	2	1	2	1	2	0
VETERANS SERVICE OFFICER	1	0	1	0	1	0	1	0
COST CENTER TOTALS	6	1	6	1	6	1	7	0
TOTAL POSITIONS - REGULAR:	6	1	6	1	6	1	7	0
TEMPORARY POSITIONS:								
COST CENTER 1008800								
VETERANS SERVICE COMMISSIONER	0	3	0	3	0	3	0	3
COST CENTER TOTALS	0	3	0	3	0	3	0	3
TOTAL POSITIONS - TEMPORARY:	0	3	0	3	0	3	0	3
TOTAL ALL POSITIONS:	6	4	6	4	6	4	7	3

FUND: GENERAL 100

DEPARTMENT NAME: VETERANS

COST CENTER NUMBER: 1008700, 1008800

COST CENTER NAME: VETERANS



LOCK IN OF 2025 ADOPTED BUDGET

RES. 92

Vote for lock in. ROLL CALL: 28 yes, 1 no (Thiede), 7 absent. 2025 COUNTY EXECUTIVE BUDGET AS AMENDED IS ADOPTED AND LOCKED IN.

VOTE RESULTS | 28 YES | 1 NO | 0 ABSTAIN | 7 ABSENT

Lock in of 2025 County Executive Budget As Amended

Lock in of 2025 County Executive Budget As Amended

Passed With Majority of Full Membership

1 THOMPSON	ABSENT	13 WEGAND	YES	25 JANKE	YES
2 JOHNSON	YES	14 HERMES	ABSENT	26 WEINBERG	YES
3 SMITH	ABSENT	15 MacDONALD	YES	27 CULBERTSON	YES
4 PATIENCE	YES	16 SCHROEDER	YES	28 MONFILS	YES
5 GABRIELSON	YES	17 CROATT	YES	29 WINTERFELDT	ABSENT
6 KOSTELNY	YES	18 SPEARS	YES	30 NEJEDLO	YES
7 HAMMEN	YES	19 HEISER	YES	31 CLEGG	YES
8 LAWRENCE	YES	20 MITCHELL	YES	32 THYSSEN	YES
9 KRUEGER	ABSENT	21 CUFF	YES	33 VANDERHEIDEN	YES
10 LAMERS	ABSENT	22 HAGEN	YES	34 RETTLER	ABSENT
11 FERGUSON	YES	23 KLEMP	YES	35 KOURY	YES
12 McCABE	YES	24 THIEDE	NO	36 LAUTENSCHLAGER	YES

Outagamie County Est. 1851

11-4-24 County Board Meeting - November 4 2024 06:43:02 PM

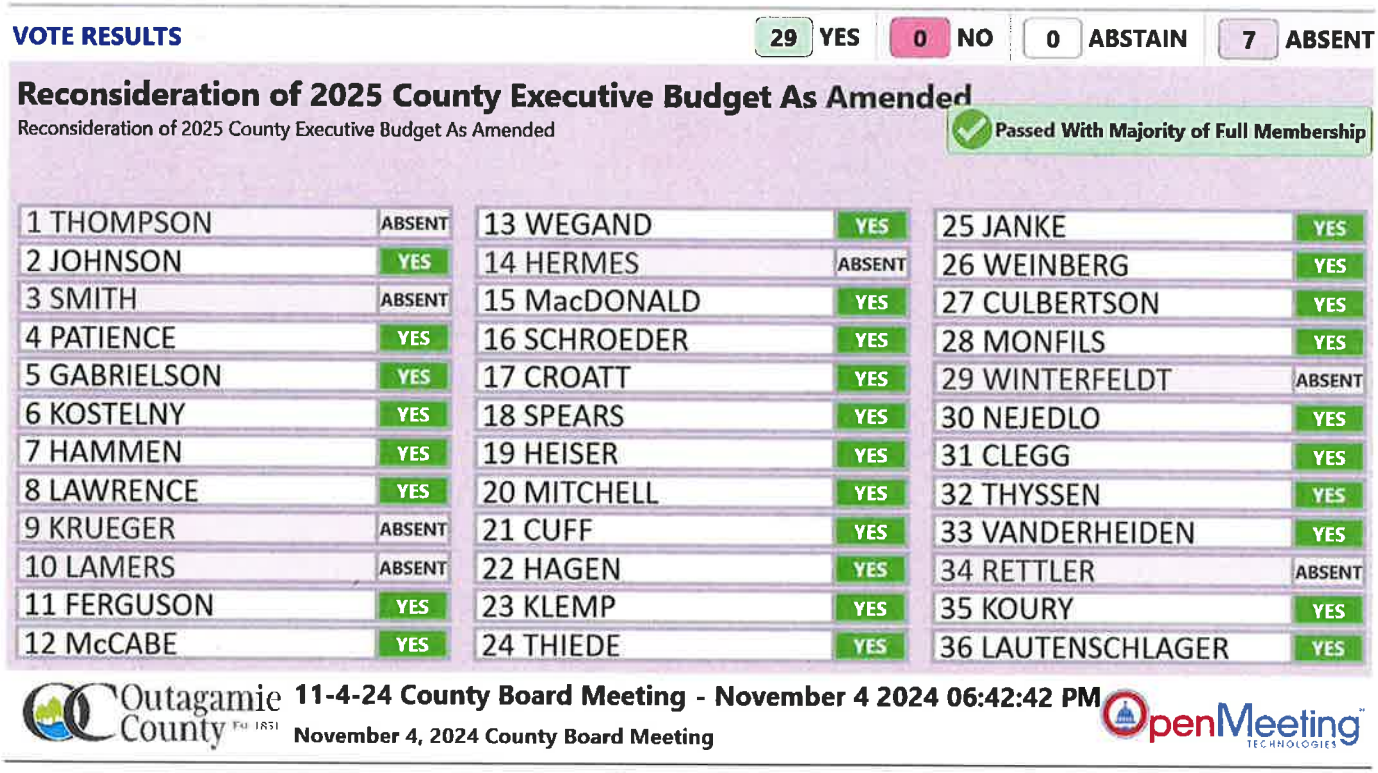
November 4, 2024 County Board Meeting

OpenMeeting TECHNOLOGIES

RECONSIDERATION OF 2025 ADOPTED BUDGET

Supervisor Croatt moved, seconded by Supervisor Patience to reconsider the 2025 Adopted Budget for the purpose of lock in.

Vote for reconsideration. ROLL CALL: 29 yes, 7 absent. 2025 COUNTY EXECUTIVE BUDGET AS AMENDED IS RECONSIDERED.



VOTE RESULTS 29 YES 0 NO 0 ABSTAIN 7 ABSENT

Reconsideration of 2025 County Executive Budget As Amended

Reconsideration of 2025 County Executive Budget As Amended

Passed With Majority of Full Membership

1 THOMPSON	ABSENT	13 WEGAND	YES	25 JANKE	YES
2 JOHNSON	YES	14 HERMES	ABSENT	26 WEINBERG	YES
3 SMITH	ABSENT	15 MacDONALD	YES	27 CULBERTSON	YES
4 PATIENCE	YES	16 SCHROEDER	YES	28 MONFILS	YES
5 GABRIELSON	YES	17 CROATT	YES	29 WINTERFELDT	ABSENT
6 KOSTELNY	YES	18 SPEARS	YES	30 NEJEDLO	YES
7 HAMMEN	YES	19 HEISER	YES	31 CLEGG	YES
8 LAWRENCE	YES	20 MITCHELL	YES	32 THYSSEN	YES
9 KRUEGER	ABSENT	21 CUFF	YES	33 VANDERHEIDEN	YES
10 LAMERS	ABSENT	22 HAGEN	YES	34 RETTLER	ABSENT
11 FERGUSON	YES	23 KLEMP	YES	35 KOURY	YES
12 McCABE	YES	24 THIEDE	YES	36 LAUTENSCHLAGER	YES

Outagamie County Est. 1851 **11-4-24 County Board Meeting - November 4 2024 06:42:42 PM**

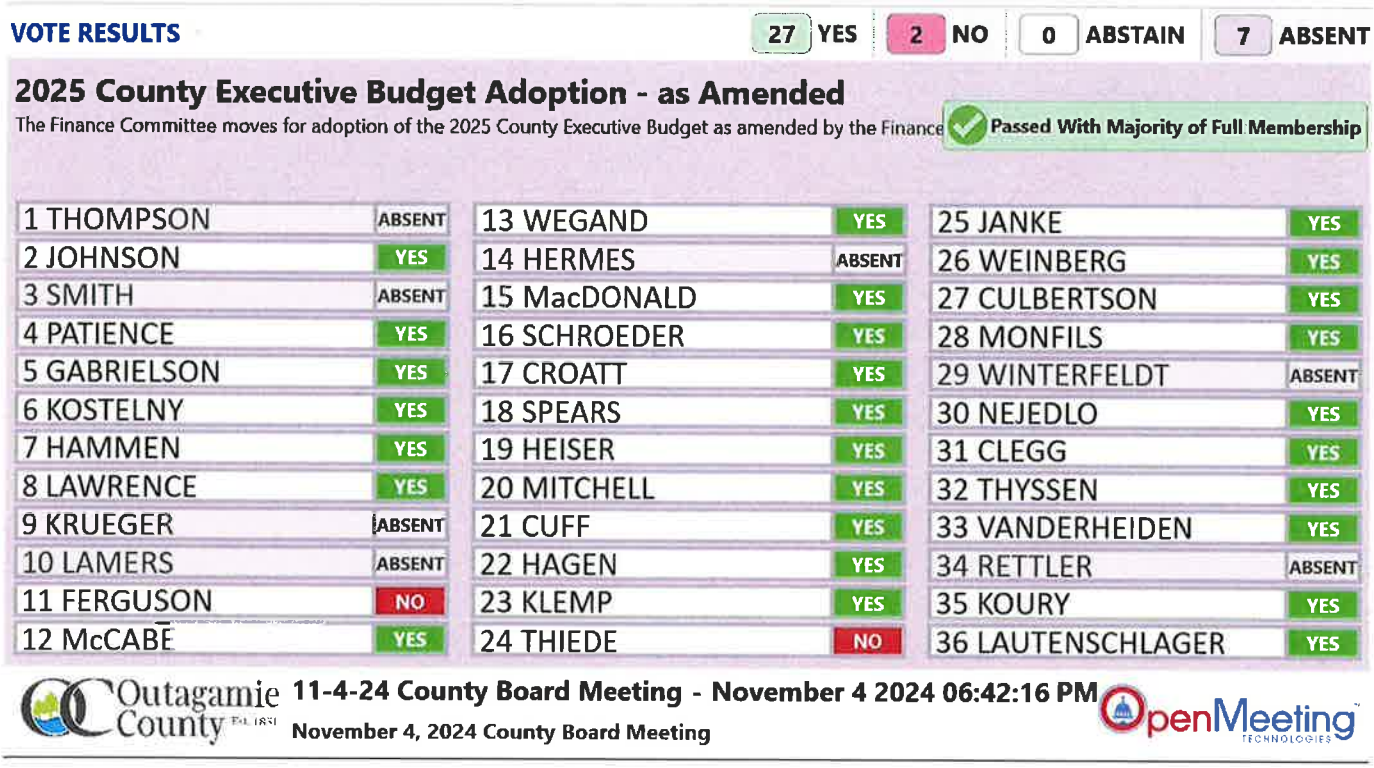
November 4, 2024 County Board Meeting

OpenMeeting TECHNOLOGIES

2025 COUNTY EXECUTIVE BUDGET - The Finance Committee moves for adoption of the 2025 County Executive Budget as amended by the Finance Committee.

Supervisor Croatt moved, seconded by Supervisor Cuff, for adoption of the 2025 County Executive Budget as amended by the Finance Committee.

ROLL CALL: 27 yes, 2 no (Ferguson, Thiede), 7 absent. 2025 COUNTY EXECUTIVE BUDGET IS ADOPTED AS AMENDED.



VOTE RESULTS — 27 YES | 2 NO | 0 ABSTAIN | 7 ABSENT

2025 County Executive Budget Adoption - as Amended

The Finance Committee moves for adoption of the 2025 County Executive Budget as amended by the Finance — Passed With Majority of Full Membership

1 THOMPSON	ABSENT	13 WEGAND	YES	25 JANKE	YES
2 JOHNSON	YES	14 HERMES	ABSENT	26 WEINBERG	YES
3 SMITH	ABSENT	15 MacDONALD	YES	27 CULBERTSON	YES
4 PATIENCE	YES	16 SCHROEDER	YES	28 MONFILS	YES
5 GABRIELSON	YES	17 CROATT	YES	29 WINTERFELDT	ABSENT
6 KOSTELNY	YES	18 SPEARS	YES	30 NEJEDLO	YES
7 HAMMEN	YES	19 HEISER	YES	31 CLEGG	YES
8 LAWRENCE	YES	20 MITCHELL	YES	32 THYSSEN	YES
9 KRUEGER	ABSENT	21 CUFF	YES	33 VANDERHEIDEN	YES
10 LAMERS	ABSENT	22 HAGEN	YES	34 RETTLER	ABSENT
11 FERGUSON	NO	23 KLEMP	YES	35 KOURY	YES
12 McCABE	YES	24 THIEDE	NO	36 LAUTENSCHLAGER	YES

Outagamie County — 11-4-24 County Board Meeting - November 4 2024 06:42:16 PM — November 4, 2024 County Board Meeting — OpenMeeting

Resolution No. 92—2024-25 – Legislative/Audit and Human Resources Committee. Authorize an employee base wage increase of one percent (1%) effective December 29, 2024, for the year 2025, exclusive of step increases, for the exempt and non-exempt pay group which includes all employees except Elected Officials / County Board, the DSA Union group and commission members; a one percent (1%) increase for seasonal staff, and a one percent (1%) increase for the Miscellaneous Pay Group employees. The Miscellaneous pay group employees consist of Deputy Coroners, Bailiffs, Grants, various HHS food transporters, handypersons and site managers, with said increase built into the 2025 annual operating budget, as noted on the attached fiscal note. Authorize an additional longevity step for employees that have been in the same position without a reclassification per the following criteria: 5-7 years and placed at less than step 3; 7-10 years and placed at less than step 5; 10-15 years and placed at less than step 7; 15+ years and placed less than step 10. Retain the employee step program for 2025 and all other benefits remain the same based on usage, as detailed in the attachments.

Supervisor Spears moved, seconded by Supervisor Lamers, for adoption.

ROLL CALL: 30 yes, 6 absent. RESOLUTION NO. 92—2024-25 IS ADOPTED.

VOTE RESULTS 30 YES | 0 NO | 0 ABSTAIN | 6 ABSENT

Resolution No. 92—2024-25

Legislative/Audit and Human Resources Committee.

Passed With Majority of Full Membership

1 THOMPSON	ABSENT	13 WEGAND	YES	25 JANKE	YES
2 JOHNSON	YES	14 HERMES	ABSENT	26 WEINBERG	YES
3 SMITH	ABSENT	15 MacDONALD	YES	27 CULBERTSON	YES
4 PATIENCE	YES	16 SCHROEDER	YES	28 MONFILS	YES
5 GABRIELSON	YES	17 CROATT	YES	29 WINTERFELDT	ABSENT
6 KOSTELNY	YES	18 SPEARS	YES	30 NEJEDLO	YES
7 HAMMEN	YES	19 HEISER	YES	31 CLEGG	YES
8 LAWRENCE	YES	20 MITCHELL	YES	32 THYSSEN	YES
9 KRUEGER	ABSENT	21 CUFF	YES	33 VANDERHEIDEN	YES
10 LAMERS	YES	22 HAGEN	YES	34 RETTLER	ABSENT
11 FERGUSON	YES	23 KLEMP	YES	35 KOURY	YES
12 McCABE	YES	24 THIEDE	YES	36 LAUTENSCHLAGER	YES

Outagamie County Est. 1851 **11-4-24 County Board Meeting - November 4 2024 06:03:35 PM**

November 4, 2024 County Board Meeting

OpenMeeting Technologies

RESOLUTION NO.: 92—2024-25

TO THE HONORABLE, THE OUTAGAMIE COUNTY BOARD OF SUPERVISORS

LADIES AND GENTLEMEN: ***MAJORITY***

For purposes of this resolution, the exempt and non-exempt group includes all employees except Elected Officials / County Board, the DSA Union group and commission members. The Miscellaneous pay group employees consist of Deputy Coroners, Bailiffs, Grants, various HHS food transporters, handypersons and site managers. The County also has a separate pay group for seasonal staff.

The Legislative/Audit and Human Resources Committee is requesting a base wage increase of 1.0% for 2025 for the exempt and non-exempt employee group noted above, 1.0% base wage increase for seasonal staff, and 1.0% base wage increase for the Miscellaneous Pay Group employees noted above. Some staff are not paid by the hour (for example, Deputy Coroners), so a 1.0% base wage increase was added for those groups. The 1.0% base wage increase will be built into the 2025 annual operating budget as it will be a continuing and ongoing expenditure.

The County is offering an additional longevity step for employees that have been in the same position without a reclassification. The employee must meet the following criteria:

- 5 – 7 years – less than step 3
- 7 – 10 years – less than step 5
- 10 – 15 years – less than step 7
- 15+ years – less than step 10

The base wage increase (COLA) equates to $718,525. The additional step for longevity in the same position equals $187,864. Impacts on fringe benefits for FICA is $56,196, Medicare is $13,142, Wisconsin Retirement (including protective) is $70,514.18, and Long Term Disability is $1,359.58. All funds have been included in the 2025 County Executive Proposed Budget.

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

BE IT RESOLVED, that the Outagamie County Board of Supervisors does hereby and herewith authorize an employee base wage increase of one percent (1%) effective December 29, 2024, for the year 2025, exclusive of step increases, for the exempt and non-exempt pay group which includes all employees except Elected Officials / County Board, the DSA Union group and commission members; a one percent (1%) increase for seasonal staff, and a one percent (1%) increase for the Miscellaneous Pay Group employees. The Miscellaneous pay group employees consist of Deputy Coroners, Bailiffs, Grants, various HHS food transporters, handypersons and site managers, with said increase built into the 2025 annual operating budget, as noted on the attached fiscal note which by reference is made a part hereof, and

BE IT FURTHER RESOLVED, that the Outagamie County Board of Supervisors does hereby and herewith authorize an additional longevity step for employees that have been in the same position without a reclassification per the following criteria: 5-7 years and placed at less than step 3; 7-10 years and placed at less than step 5; 10-15 years and placed at less than step 7; 15+ years and placed less than step 10, and

BE IT STILL FURTHER RESOLVED, that the Outagamie County Board of Supervisors does hereby and herewith authorize the employee step program to be retained for 2025 and that all other benefits remain the same based on usage, and

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

Dated this 4th day of November 2024

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: November 4th, 2024

Signed: _____
Board Chairperson

_____
County Clerk

Approved: 11.6.24

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:** Exempt and Non-Exempt and Miscellaneous Pay Groups 2025 Base Wage Adjustments – Proposed 1% base wage increase, maintaining step program as well as authorizing one longevity adjustments.

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)

For the purpose of this fiscal note, this includes all employees except Elected Officials/County Board, the DSA union group and commissions members. The Miscellaneous pay group employees consist of Deputy Coroners, Bailiffs, Grants, various HHS food transporters, handypersons and site managers. The County also has a separate pay group for seasonal staff.

The Leg Audit/HR committee is requesting a base wage increase of 1.0% for 2025 for the exempt and non-exempt employee group noted above, 1.0% for seasonal staff and 1.0% increases for the Miscellaneous Pay Group employees noted above. Some staff are not paid by the hours (like Deputy Coroners) so a 1.0% increase was added for those groups. The 1.0% base wage increase will be built into the 2025 annual operation budget, as it will be a continuing and ongoing expenditure.

The County is offering an additional longevity step for employees that have been in the same position without a reclassification. The employee must meet the following criteria:

5-7 years – less than step 3
7 – 10 years – less than step 5
10 – 15 years – less than step 7
15+ years – less than step 10

The base wage increase (COLA) equates to $718,525, the additional step for longevity equals $187,864.
Impacts on fringe benefits for FICA is $56,196, Medicare $13,142, Wisconsin Retirement (including protective) $70,514.48, and Long Term Disability $1,359.58.

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

☐ Revenues ☐ Expenses (Cost) ☒ None – 2025 Proposed Budget

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) 2025 Proposed Budget

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

6. Does this request modify/adjust the current year budget? If no, skip to question 8 below yes ( ) no (x) 2025 Budget

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
	in 2025 Executive Budget		

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 _____

Annual Revenue 0

Fiscal Note Prepared by: Michelle Uitenbroek, Finance Director/Valarie Wunderlich HR Director

For Financial Services purposes only	
Reviewed By: *Michelle Uitenbroek*	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 Expenditures Account Number — Amount
Date: 10/21/2024	
Comments:	

LOCK IN OF RESOLUTION NO. 93—2024-25

ROLL CALL: 29 yes, 7 absent. RESOLUTION NO. 93—2024-25 IS ADOPTED & LOCKED IN.

VOTE RESULTS 29 YES | 0 NO | 0 ABSTAIN | 7 ABSENT

Lock in of Resolution No. 93—2024-25

Lock in of Resolution No. 93—2024-25

Passed With Majority of Full Membership

1 THOMPSON	ABSENT	13 WEGAND	YES	25 JANKE	YES
2 JOHNSON	YES	14 HERMES	ABSENT	26 WEINBERG	YES
3 SMITH	ABSENT	15 MacDONALD	YES	27 CULBERTSON	YES
4 PATIENCE	YES	16 SCHROEDER	YES	28 MONFILS	YES
5 GABRIELSON	YES	17 CROATT	YES	29 WINTERFELDT	ABSENT
6 KOSTELNY	YES	18 SPEARS	YES	30 NEJEDLO	YES
7 HAMMEN	YES	19 HEISER	YES	31 CLEGG	YES
8 LAWRENCE	YES	20 MITCHELL	YES	32 THYSSEN	YES
9 KRUEGER	ABSENT	21 CUFF	YES	33 VANDERHEIDEN	YES
10 LAMERS	ABSENT	22 HAGEN	YES	34 RETTLER	ABSENT
11 FERGUSON	YES	23 KLEMP	YES	35 KOURY	YES
12 McCABE	YES	24 THIEDE	YES	36 LAUTENSCHLAGER	YES

Outagamie County Est. 1851 **11-4-24 County Board Meeting - November 4 2024 06:44:45 PM**

November 4, 2024 County Board Meeting

OpenMeeting TECHNOLOGIES

RECONSIDERATION OF RESOLUTION NO. 93—2024-25

Supervisor Croatt moved, seconded by Supervisor Mitchell, to reconsider Resolution No. 93—2024-25 for the purpose of lock in.

ROLL CALL: 29 yes, 7 absent. RESOLUTION NO. 93—2024-25 IS RECONSIDERED.

VOTE RESULTS 29 YES | 0 NO | 0 ABSTAIN | 7 ABSENT

Reconsideration of Resolution No. 93—2024-25

Reconsideration of Resolution No. 93—2024-25

Passed With Majority of Full Membership

1 THOMPSON	ABSENT	13 WEGAND	YES	25 JANKE	YES
2 JOHNSON	YES	14 HERMES	ABSENT	26 WEINBERG	YES
3 SMITH	ABSENT	15 MacDONALD	YES	27 CULBERTSON	YES
4 PATIENCE	YES	16 SCHROEDER	YES	28 MONFILS	YES
5 GABRIELSON	YES	17 CROATT	YES	29 WINTERFELDT	ABSENT
6 KOSTELNY	YES	18 SPEARS	YES	30 NEJEDLO	YES
7 HAMMEN	YES	19 HEISER	YES	31 CLEGG	YES
8 LAWRENCE	YES	20 MITCHELL	YES	32 THYSSEN	YES
9 KRUEGER	ABSENT	21 CUFF	YES	33 VANDERHEIDEN	YES
10 LAMERS	ABSENT	22 HAGEN	YES	34 RETTLER	ABSENT
11 FERGUSON	YES	23 KLEMP	YES	35 KOURY	YES
12 McCABE	YES	24 THIEDE	YES	36 LAUTENSCHLAGER	YES

Outagamie County Est. 1851 **11-4-24 County Board Meeting - November 4 2024 06:44:30 PM**

November 4, 2024 County Board Meeting

OpenMeeting TECHNOLOGIES

Resolution No. 93—2024-25– Finance Committee. Enabling Tax Levy Resolution for 2024, collected in 2025.

Supervisor Croatt moved, seconded by Supervisor Lautenschlager, for adoption.

ROLL CALL: 29 yes, 7 absent. RESOLUTION NO. 93—2024-25 IS ADOPTED.

VOTE RESULTS 29 YES | 0 NO | 0 ABSTAIN | 7 ABSENT

Resolution No. 93—2024-25

Finance Committee. Enabling Tax Levy Resolution for 2024, collected in 2025.

Passed With Majority of Full Membership

1 THOMPSON	ABSENT	13 WEGAND	YES	25 JANKE	YES
2 JOHNSON	YES	14 HERMES	ABSENT	26 WEINBERG	YES
3 SMITH	ABSENT	15 MacDONALD	YES	27 CULBERTSON	YES
4 PATIENCE	YES	16 SCHROEDER	YES	28 MONFILS	YES
5 GABRIELSON	YES	17 CROATT	YES	29 WINTERFELDT	ABSENT
6 KOSTELNY	YES	18 SPEARS	YES	30 NEJEDLO	YES
7 HAMMEN	YES	19 HEISER	YES	31 CLEGG	YES
8 LAWRENCE	YES	20 MITCHELL	YES	32 THYSSEN	YES
9 KRUEGER	ABSENT	21 CUFF	YES	33 VANDERHEIDEN	YES
10 LAMERS	ABSENT	22 HAGEN	YES	34 RETTLER	ABSENT
11 FERGUSON	YES	23 KLEMP	YES	35 KOURY	YES
12 McCABE	YES	24 THIEDE	YES	36 LAUTENSCHLAGER	YES

Outagamie County WISCONSIN 11-4-24 County Board Meeting - November 4 2024 06:44:03 PM OpenMeeting TECHNOLOGIES

November 4, 2024 County Board Meeting

RESOLUTION NO.: 93—2024-25

TO THE HONORABLE, THE OUTAGAMIE COUNTY BOARD OF SUPERVISORS

LADIES AND GENTLEMEN: ***MAJORITY***

The Outagamie County Executive has presented the 2025 Budget to the Outagamie County Board of Supervisors. The Outagamie County Board of Supervisors has completed its review, revisions and adoption of the 2025 Budget for Outagamie County.

NOW THEREFORE, the undersigned members of the Finance Committee recommend adoption of the following resolution.

BE IT RESOLVED, that the following be and is hereby declared the tax levy for 2024, collected in 2025:

1.	There is levied upon the taxable property of Outagamie County the sum of for State Tax (Forestry purposes).	N/A – 2025 Budget
2.	There is levied upon the taxable property of Outagamie County the sum of for debt service, all bonds, and notes legally required.	$8,501,568.00
3.	There is levied upon the taxable property of Outagamie County the sum of for libraries. The Cities of Appleton, Kaukauna, New London – 1st and 2nd Wards, and Seymour, and the Villages of Black Creek, Fox Crossing, Hortonville, Howard, Kimberly, Little Chute, Shiocton, and Wrightstown are not included.	$2,199,660.00
4.	There is levied upon the taxable property of Outagamie County the sum of for public health services. The City of Appleton is not included.	$1,433,720.00
5.	There is levied upon the taxable property of Outagamie County the sum of for County and Town Aid Bridges, excluding the Cities of Appleton, Kaukauna, New London – 1st and 2nd Wards, Seymour and the Villages of Howard, Fox Crossing Shiocton, and Wrightstown.	$250,000.00
6.	There is levied upon the taxable property of Outagamie County the sum of for all other services provided.	$56,994,652.00
	GRAND TOTAL OF ALL TAXES	$69,379,600.00

BE IT FURTHER RESOLVED, that this budget shall comply with all state rules and regulations and that should the final calculations create a noncompliant budget, it is therefore authorized that adjustments to the Reserve for Contingency be made to correct the unanticipated error, and

BE IT FINALLY RESOLVED, that the Outagamie County Executive and Outagamie County Clerk are hereby authorized to correct any apparent clerical errors, which may be discovered in the Budget in writing up the proceedings of the Board.

Dated this 4th day of November 2024.

Respectfully Submitted,

FINANCE COMMITTEE

Chris Croatt

John Cuff

Karen Lawrence

Dana Johnson

Rick Lautenschlager

Duly and officially adopted by the County Board on: November 4th, 2024

Signed: Dan Gabrielsen
Board Chairperson

Kelly M. Quest
County Clerk

Approved: 11-6-24

Vetoed: _____

Signed:
County Executive

RESOLUTION No. XX - xx-xx

LEVY AS PROPOSED BY FINANCE COMMITTEE

Number	PURPOSE	AMOUNT	TOTAL AMOUNT
1	**STATE FORESTRY TAX**		0.00
	COUNTY TAX LEVY		
2	DEBT SERVICE	8,501,568.00	
3	LIBRARIES AID	2,199,660.00	
4	PUBLIC HEALTH	1,433,720.00	
5	TOWN AID BRIDGES	250,000.00	
6	OTHER SERVICES	56,994,652.00	
	TOTAL COUNTY TAXES	69,379,600.00	69,379,600.00
	GRAND TOTAL ALL TAXES		69,379,600.00

BUDGET YEAR	EQUALIZED VALUE	COUNTY TAX LEVY	RATE/ $1,000
2025	**24,577,224,700.00**	**69,379,600.00**	**2.8229225**
2024	**23,246,440,000.00**	**67,587,055.00**	**2.9074153**
CHANGE		1,792,545.00	(0.0844928)
% CHANGE		**2.65%**	**-2.91%**

IMPACT OF TAX LEVY ON AVERAGE HOMEOWNER

BUDGET YEAR	AVERAGE HOME VALUE	TAX RATE/$1,000	TAXES	% INCREASE
2025	**268,873**	**2.8229225**	**759.01**	
2024	**254,326**	**2.9074153**	**739.43**	
			19.58	**2.65%**

LOCK IN OF ORDINANCE NO. Z-6—2024-25 AND RESOLUTION NOS. 94, 95, 96, 97 AND 98—2024-25

Vote for lock in. ROLL CALL: 29 yes, 7 absent. ORDINANCE NO. Z-6—2024-25 AND RESOLUTION NOS. 94, 95, 96, 97 AND 98—2024-25 IS ADOPTED & LOCKED IN.

VOTE RESULTS — 29 YES | 0 NO | 0 ABSTAIN | 7 ABSENT

Lock in of Ord. No. Z-6—2024-25 and Res. Nos. 94, 95, 96, 97 and 98—2024-25

Lock In of Ord. No. Z-6—2024-25 and Res. Nos. 94, 95, 96, 97 and 98—2024-25.

Passed With Majority of Full Membership

1 THOMPSON	ABSENT	13 WEGAND	YES	25 JANKE	YES
2 JOHNSON	YES	14 HERMES	ABSENT	26 WEINBERG	YES
3 SMITH	ABSENT	15 MacDONALD	YES	27 CULBERTSON	YES
4 PATIENCE	YES	16 SCHROEDER	YES	28 MONFILS	YES
5 GABRIELSON	YES	17 CROATT	YES	29 WINTERFELDT	ABSENT
6 KOSTELNY	YES	18 SPEARS	YES	30 NEJEDLO	YES
7 HAMMEN	YES	19 HEISER	YES	31 CLEGG	YES
8 LAWRENCE	YES	20 MITCHELL	YES	32 THYSSEN	YES
9 KRUEGER	ABSENT	21 CUFF	YES	33 VANDERHEIDEN	YES
10 LAMERS	ABSENT	22 HAGEN	YES	34 RETTLER	ABSENT
11 FERGUSON	YES	23 KLEMP	YES	35 KOURY	YES
12 McCABE	YES	24 THIEDE	YES	36 LAUTENSCHLAGER	YES

Outagamie County Est. 1851

11-4-24 County Board Meeting - November 4 2024 07:06:57 PM

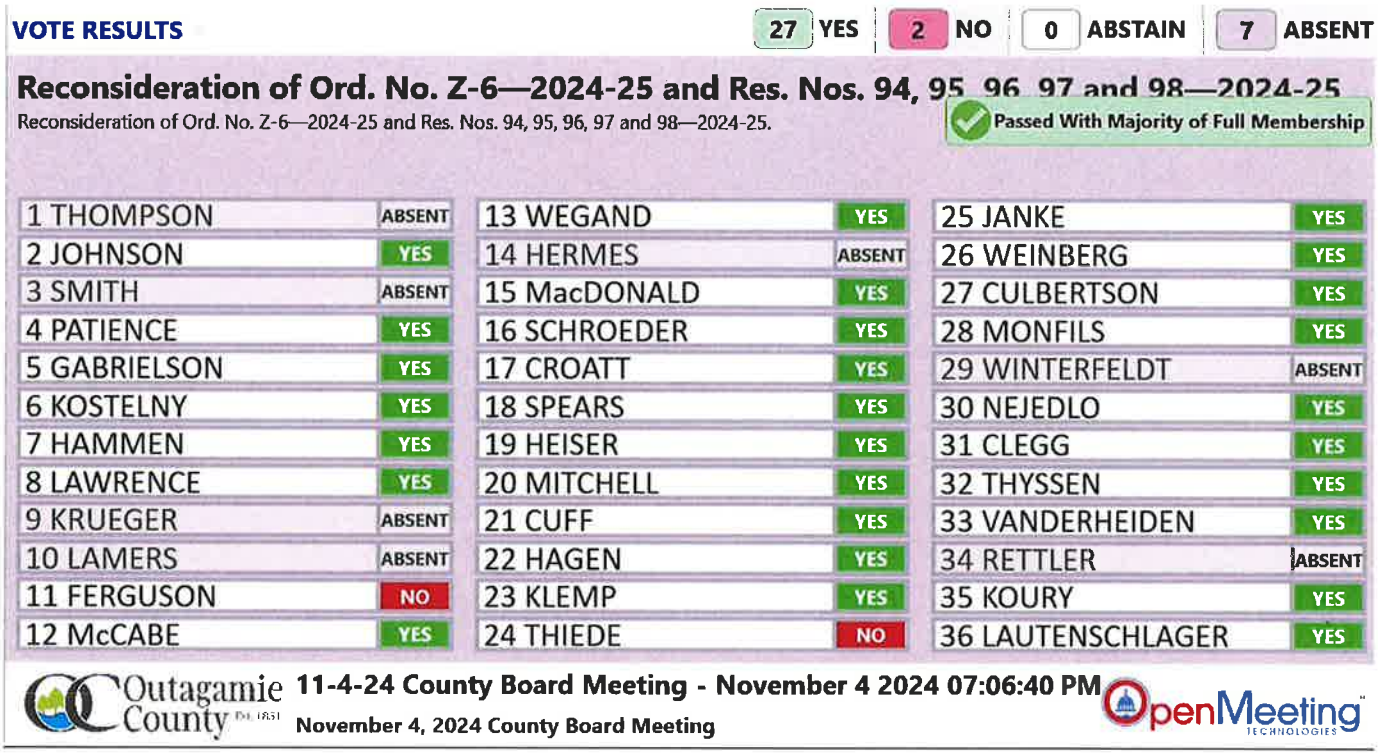
November 4, 2024 County Board Meeting

OpenMeeting TECHNOLOGIES

RECONSIDERATION OF ORDINANCE NO. Z-6—2024-25 AND RESOLUTION NOS. 94, 95, 96, 97 AND 98—2024-25

Supervisor Patience moved, seconded by Supervisor Nejedlo, to reconsider the above listed ordinance and resolutions.

Vote for reconsideration. ROLL CALL: 27 yes, 2 no (Ferguson, Thiede), 7 absent. ORDINANCE NO. Z-6—2024-25 AND RESOLUTION NOS. 94, 95, 96, 97 AND 98—2024-25 IS RECONSIDERED.



VOTE RESULTS

27 YES | 2 NO | 0 ABSTAIN | 7 ABSENT

Reconsideration of Ord. No. Z-6—2024-25 and Res. Nos. 94, 95, 96, 97 and 98—2024-25

Reconsideration of Ord. No. Z-6—2024-25 and Res. Nos. 94, 95, 96, 97 and 98—2024-25.

Passed With Majority of Full Membership

1 THOMPSON	ABSENT	13 WEGAND	YES	25 JANKE	YES
2 JOHNSON	YES	14 HERMES	ABSENT	26 WEINBERG	YES
3 SMITH	ABSENT	15 MacDONALD	YES	27 CULBERTSON	YES
4 PATIENCE	YES	16 SCHROEDER	YES	28 MONFILS	YES
5 GABRIELSON	YES	17 CROATT	YES	29 WINTERFELDT	ABSENT
6 KOSTELNY	YES	18 SPEARS	YES	30 NEJEDLO	YES
7 HAMMEN	YES	19 HEISER	YES	31 CLEGG	YES
8 LAWRENCE	YES	20 MITCHELL	YES	32 THYSSEN	YES
9 KRUEGER	ABSENT	21 CUFF	YES	33 VANDERHEIDEN	YES
10 LAMERS	ABSENT	22 HAGEN	YES	34 RETTLER	ABSENT
11 FERGUSON	NO	23 KLEMP	YES	35 KOURY	YES
12 McCABE	YES	24 THIEDE	NO	36 LAUTENSCHLAGER	YES

Outagamie County

11-4-24 County Board Meeting - November 4 2024 07:06:40 PM

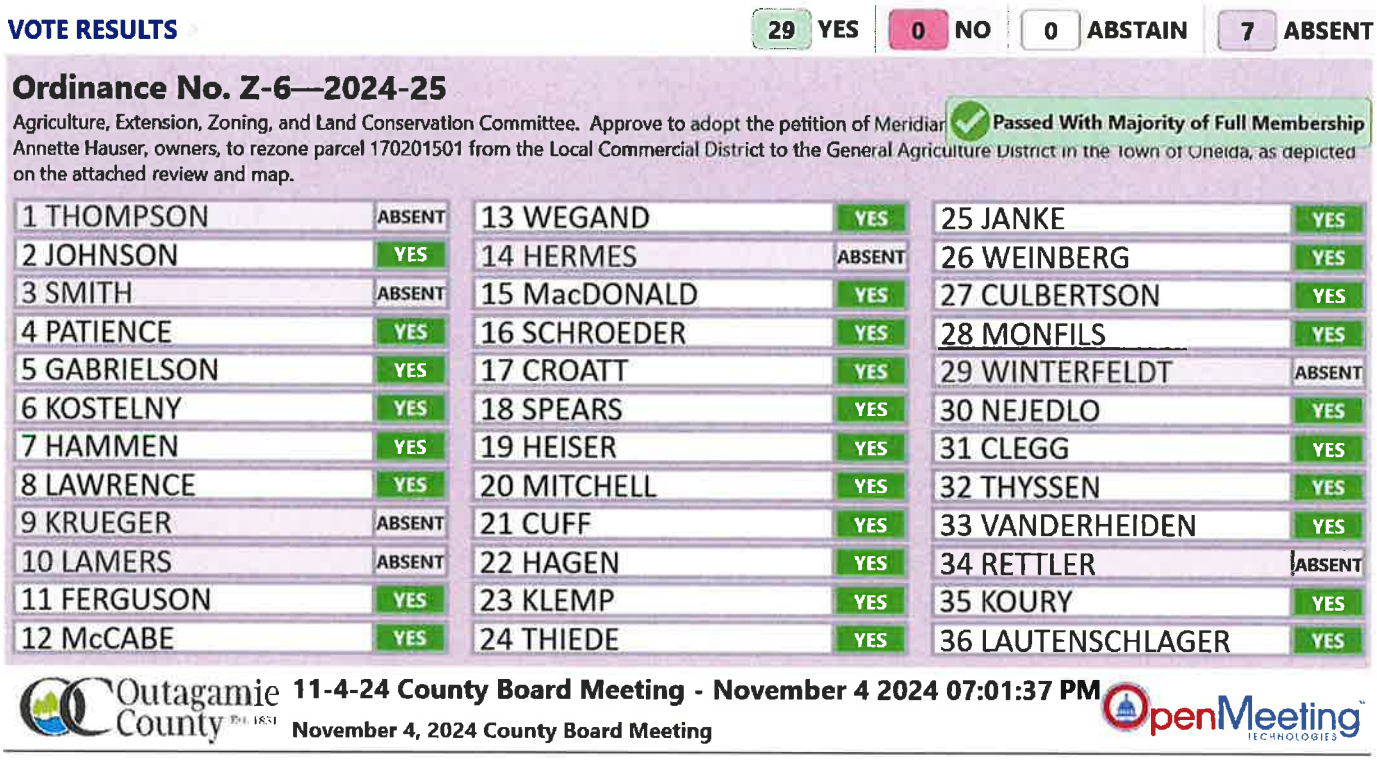
November 4, 2024 County Board Meeting

OpenMeeting TECHNOLOGIES

Ordinance No. Z-6—2024-25 – Agriculture, Extension, Zoning, and Land Conservation Committee. Approve to adopt the petition of Meridian Surveying LLC, applicant on behalf of Paul and Annette Hauser, owners, to rezone parcel 170201501 from the Local Commercial District to the General Agriculture District in the Town of Oneida, as depicted on the attached review and map.

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

ROLL CALL: 29 yes, 7 absent. ORDINANCE NO. Z-6—2024-25 IS ADOPTED.



VOTE RESULTS — 29 YES | 0 NO | 0 ABSTAIN | 7 ABSENT

Ordinance No. Z-6—2024-25

Agriculture, Extension, Zoning, and Land Conservation Committee. Approve to adopt the petition of Meridian … Annette Hauser, owners, to rezone parcel 170201501 from the Local Commercial District to the General Agriculture District in the Town of Oneida, as depicted on the attached review and map.

Passed With Majority of Full Membership

1 THOMPSON	ABSENT	13 WEGAND	YES	25 JANKE	YES
2 JOHNSON	YES	14 HERMES	ABSENT	26 WEINBERG	YES
3 SMITH	ABSENT	15 MacDONALD	YES	27 CULBERTSON	YES
4 PATIENCE	YES	16 SCHROEDER	YES	28 MONFILS	YES
5 GABRIELSON	YES	17 CROATT	YES	29 WINTERFELDT	ABSENT
6 KOSTELNY	YES	18 SPEARS	YES	30 NEJEDLO	YES
7 HAMMEN	YES	19 HEISER	YES	31 CLEGG	YES
8 LAWRENCE	YES	20 MITCHELL	YES	32 THYSSEN	YES
9 KRUEGER	ABSENT	21 CUFF	YES	33 VANDERHEIDEN	YES
10 LAMERS	ABSENT	22 HAGEN	YES	34 RETTLER	ABSENT
11 FERGUSON	YES	23 KLEMP	YES	35 KOURY	YES
12 McCABE	YES	24 THIEDE	YES	36 LAUTENSCHLAGER	YES

Outagamie County — 11-4-24 County Board Meeting - November 4 2024 07:01:37 PM
November 4, 2024 County Board Meeting
OpenMeeting TECHNOLOGIES

ORDINANCE NO.: Z-6—2024-25

TO THE HONORABLE, THE OUTAGAMIE COUNTY BOARD OF SUPERVISORS

LADIES AND GENTLEMEN: ***MAJORITY***

AN ORDINANCE TO AMEND THE OUTAGAMIE COUNTY ZONING ORDINANCE. The subject matter of the ordinance having been duly referred and considered by the Outagamie County Agriculture, Extension Education, Zoning and Land Conservation Committee and public hearing having been held after giving requisite notice of said hearing, and a recommendation as required by Section 59.69 of the Wisconsin State Statutes.

Outagamie County Planning Staff Rezoning Review recommends approval. Agriculture, Extension Education, Zoning and Land Conservation Committee recommends approval.

NOW THEREFORE, the undersigned members of the Agriculture, Extension, Zoning, and Land Conservation Committee recommend adoption of the following ordinance.

BE IT ORDAINED, that the Outagamie County Board of Supervisors does recommend adoption of the petition of Meridian Surveying LLC, applicant on behalf of Paul and Annette Hauser, owners, to rezone parcel 170201501 from the Local Commercial District to the General Agriculture District. The location of the site is South of County HWY EE and West of Shawnee Road, Town of Oneida, Outagamie County, WI, as depicted on the attached review and map, which by reference are made a part hereof, and

BE IT FURTHER ORDAINED, that this ordinance shall be in full force and effect in the Town of Oneida upon approval by the Outagamie County Board of Supervisors, publication per State Statute 59.14 and 66.0103, and

BE IT FINALLY ORDAINED, that the Outagamie County Clerk be directed to forward a certified copy of this ordinance to the Town of Oneida Clerk, the Outagamie County Zoning Administrator and the Municipal Code Corporation for inclusion in the Outagamie County Code of Ordinances.

Dated this 4th day of November 2024.

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: November 4th, 2024

Signed: Board Chairperson

County Clerk

Approved: 11.6.24

Vetoed: _____

Signed: County Executive

Outagamie County

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
DATE: October 07, 2024
RE: PL202400468 - Rezoning - County Review & Recommendation

Application Details:

Applicant: Steve DeJong, Meridian Surveying LLC

Owner(s) HAUSER, PAUL M & HAUSER, ANNETTE M

Request: County Rezone from Local Commercial to General Agriculture

Parcel(s): All of 170201501

Location: South of County HWY EE and West of Shawnee Road
TOWN OF ONEIDA

Public Hearing: October 22, 2024- 09:00 AM

Background & Analysis:

The applicants are seeking a County rezone from the Local Commercial District (LC) to the General Agriculture District (AGD). Exhibit A depicts the request. The proposal is to rezone all of parcel 170201501 to AGD (0.95 Ac) to accommodate a new Single Family home, replacing the existing home on the property. The table below shows the existing land use and zoning district patterns surrounding the subject parcel. The proposed single family home is compatible with surrounding land uses.

Area Adjacent to Subject Site	Existing Zoning District	Existing Land Use
North	General Agriculture	Single Family Home
South	General Agriculture	Single Family Home
East	Oneida Tribal Jurisdiction	Agriculture
West	Local Commercial	Single Family Home, Home-Based Business

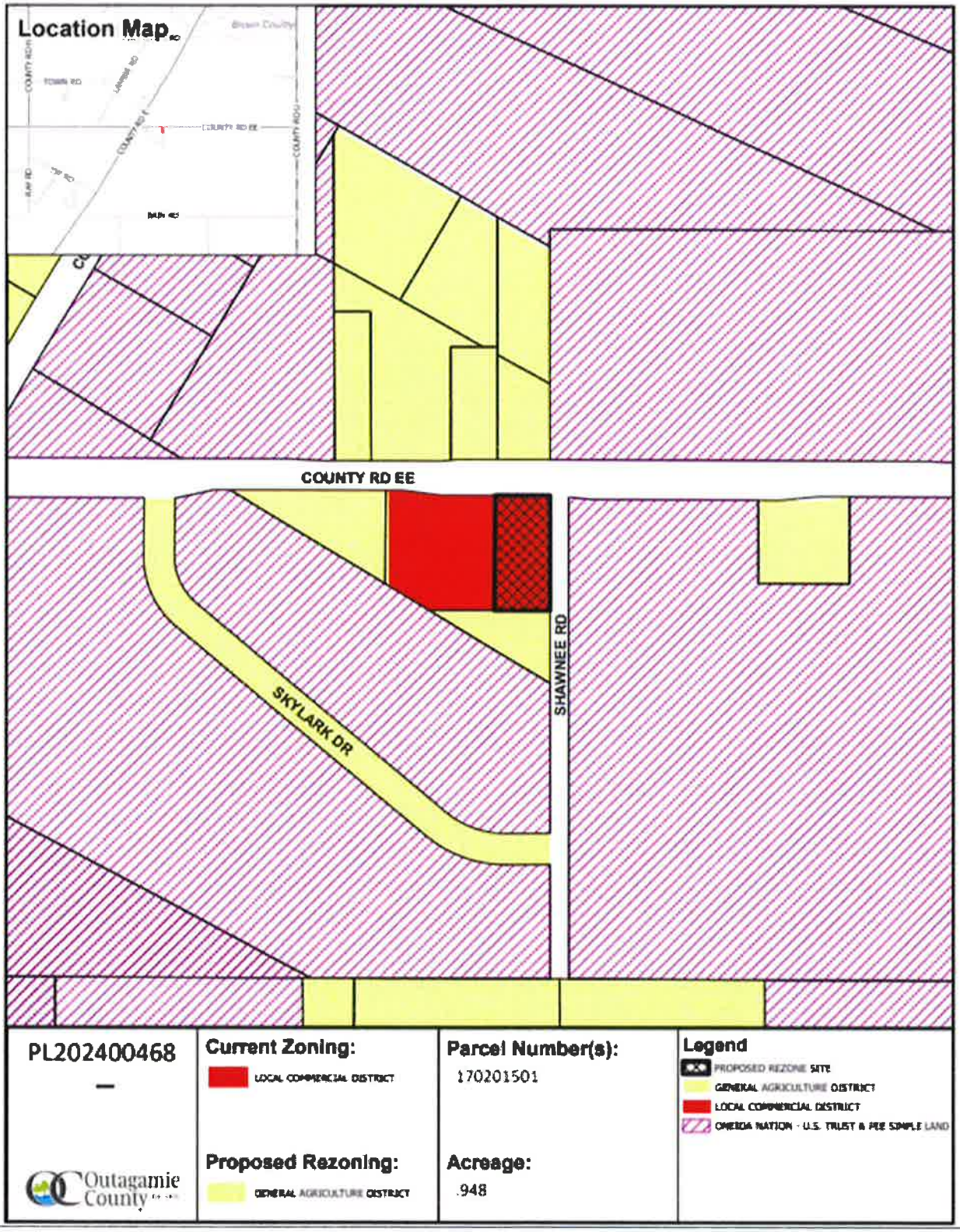
No environmental hazards currently exist on the parcel. The applicant has been advised that an Erosion Control Permit with siteplan may be required if the total land disturbance associated with the construction reaches 4,000 sq ft or more.

The Town of Oneida reviewed and approved this rezoning request at their September 16th, 2024 town board meeting with no concerns. (Exhibit B)

Outagamie County administers general zoning for the Town of Oneida, and the County is statutorily obligated to document consistency with the County Comprehensive Plan, pursuant to Sec. 66.1001(3) Wis. Stats. The County Comprehensive Plan designates the subject area as "Rural Character". This designation is intended for agricultural areas, open areas, and rural residential development. As such, County staff has identified the proposed rezone to AGD as consistent with the County Comprehensive Plan.

Staff Recommendation:
Based on our review and the above analysis of this proposed Rezoning - County, Staff **recommends approval** of the proposed rezoning for all of parcel 170201501 from the Local Commercial District to the General Agriculture District.

Exhibit 1


Location Map
COUNTY RD EE
SHAWNEE RD
SKYLARK DR
PL202400468
Current Zoning:
LOCAL COMMERCIAL DISTRICT
Proposed Rezoning:
GENERAL AGRICULTURE DISTRICT
Parcel Number(s):
170201501
Acreage:
.948
Legend
PROPOSED REZONE SITE
GENERAL AGRICULTURE DISTRICT
LOCAL COMMERCIAL DISTRICT
ONEIDA NATION - U.S. TRUST & FEE SIMPLE LAND
Outagamie County

Outagamie County

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

TOWN RECOMMENDATION FORM

This form must accompany any County petition requesting a rezone (map amendment), special exception permit, special exception airport permit, conditional use permit, variance, or appeal. Towns must provide a signed copy of this form to the applicant/petitioner and should retain a copy.

OVERVIEW OF REQUEST:

Town (or Applicable Village):	
Request:	Rezoning
Applicant or Petitioner Name:	Hauser
Applicant Contact Information (Preferred):	ahauser523@gmail.com
Site Parcel Number(s):	170201501
Site Address (if applicable):	N5687 SHAWNEE RD DE PERE, WI 54115
Pre-Application Meeting Number (if applicable):	PL202400427
Description of the Request: *(Please summarize the purpose of this request and/or attach a copy of the pre-application meeting summary, if applicable.)*	Rezoning from Local Commercial to General Agricultural

COMPLETED BY THE CLERK:

Certification:

I hereby certify that the Board of Oneida , at a legally convened meeting of the Board held on 09/16/2024 , voted to Select Decision the Rezoning request:

Kelly Hill — Clerk Signature

9/16/2024 — Date

Motion Outcome by a Vote of:	3	For	0	Against
General Comments/Reasons for the Decision: *(See next page for instructions. If needed, you may include additional pages.)*	Al Krause made a motion to approve rezoning of parcel to General Agricultural. Terry Hock second motion. Motion carried. Notes: Remove existing trailer house. New home will have garage/basement/stick-built home. Parcel is less than an acre however will allow due to existing home. Parcel was previous salvage yard years ago. Current conventional septic and private well.			

INSTRUCTIONS REGARDING "COMMENTS/REASONS FOR THE DECISION":

Rezone Request

- A decision to approve a rezone request shall be determined to be consistent with that local governmental unit's comprehensive plan (Sec. 66.1001(3)).
- A decision to deny a rezone request is discretionary. While not required, we recommend your board indicate a reason for denial, such as how it is inconsistent with the comprehensive plan.
- A rezoning out of exclusive agriculture must make the following findings:

a. The land is better suited for a use not allowed in the farmland preservation zoning district.
b. The rezoning is consistent with any applicable comprehensive plan.
c. The rezoning is substantially consistent with the county certified farmland preservation plan.
d. The rezoning will not substantially impair or limit current or future agricultural use of surrounding parcels of land that are zoned for or legally restricted to agricultural use.

Special Exception Permit (SP) or Conditional Use Permit (CUP) Request

Note: The County maintains the same requirements for SPs as for CUPs.

- A local government's decision to approve or deny a SP or CUP must be supported by substantial evidence. Any condition imposed must be based on substantial evidence. The applicant for the SP or CUP must provide substantial evidence that the application and all requirements and conditions established by the local government relating to the conditional use are or shall be satisfied.
- Substantial evidence means "facts and information, other than merely personal preferences or speculation, directly pertaining to the requirements and conditions an applicant must meet to obtain a conditional use permit and that reasonable persons would accept in support of a conclusion" (Wisconsin Act 67). To learn more about the substantial evidence test: CLICK HERE.

Variance Request

- The decision to approve or deny a variance is discretionary. However, per Section 54-887(b)(2), variances shall only be granted when the board of adjustment finds that:
    a. The variance is not contrary to the public interest and that such a variance will be in general harmony with the purposes and intent of Chapter 54.
    b. The variance will not permit the establishment of a use which is not permitted or permissible in the district.
    c. Special conditions and circumstances exist which are peculiar to the land, structure or building involved and which are not applicable to other lands, structures or buildings in the same district.
    d. The literal interpretation of the provisions of Chapter 54 would deprive the applicant of rights commonly enjoyed by other properties in the same district.
    e. The hardship is not shared generally by other land or buildings in the area.
    f. The hardship results from the strict application of this chapter and is not the result of self-created or self-imposed circumstances.

Appeal Request

- The decision to approve or deny an appeal is discretionary.

2

LOCK IN OF ORDINANCE NO. Z-6—2024-25 AND RESOLUTION NOS. 94, 95, 96, 97 AND 98—2024-25

Vote for lock in. ROLL CALL: 29 yes, 7 absent. ORDINANCE NO. Z-6—2024-25 AND RESOLUTION NOS. 94, 95, 96, 97 AND 98—2024-25 IS ADOPTED & LOCKED IN.

VOTE RESULTS | 29 YES | 0 NO | 0 ABSTAIN | 7 ABSENT

Lock in of Ord. No. Z-6—2024-25 and Res. Nos. 94, 95, 96, 97 and 98—2024-25

Lock In of Ord. No. Z-6—2024-25 and Res. Nos. 94, 95, 96, 97 and 98—2024-25.

Passed With Majority of Full Membership

1 THOMPSON	ABSENT	13 WEGAND	YES	25 JANKE	YES
2 JOHNSON	YES	14 HERMES	ABSENT	26 WEINBERG	YES
3 SMITH	ABSENT	15 MacDONALD	YES	27 CULBERTSON	YES
4 PATIENCE	YES	16 SCHROEDER	YES	28 MONFILS	YES
5 GABRIELSON	YES	17 CROATT	YES	29 WINTERFELDT	ABSENT
6 KOSTELNY	YES	18 SPEARS	YES	30 NEJEDLO	YES
7 HAMMEN	YES	19 HEISER	YES	31 CLEGG	YES
8 LAWRENCE	YES	20 MITCHELL	YES	32 THYSSEN	YES
9 KRUEGER	ABSENT	21 CUFF	YES	33 VANDERHEIDEN	YES
10 LAMERS	ABSENT	22 HAGEN	YES	34 RETTLER	ABSENT
11 FERGUSON	YES	23 KLEMP	YES	35 KOURY	YES
12 McCABE	YES	24 THIEDE	YES	36 LAUTENSCHLAGER	YES

Outagamie County Est. 1851 **11-4-24 County Board Meeting - November 4 2024 07:06:57 PM**

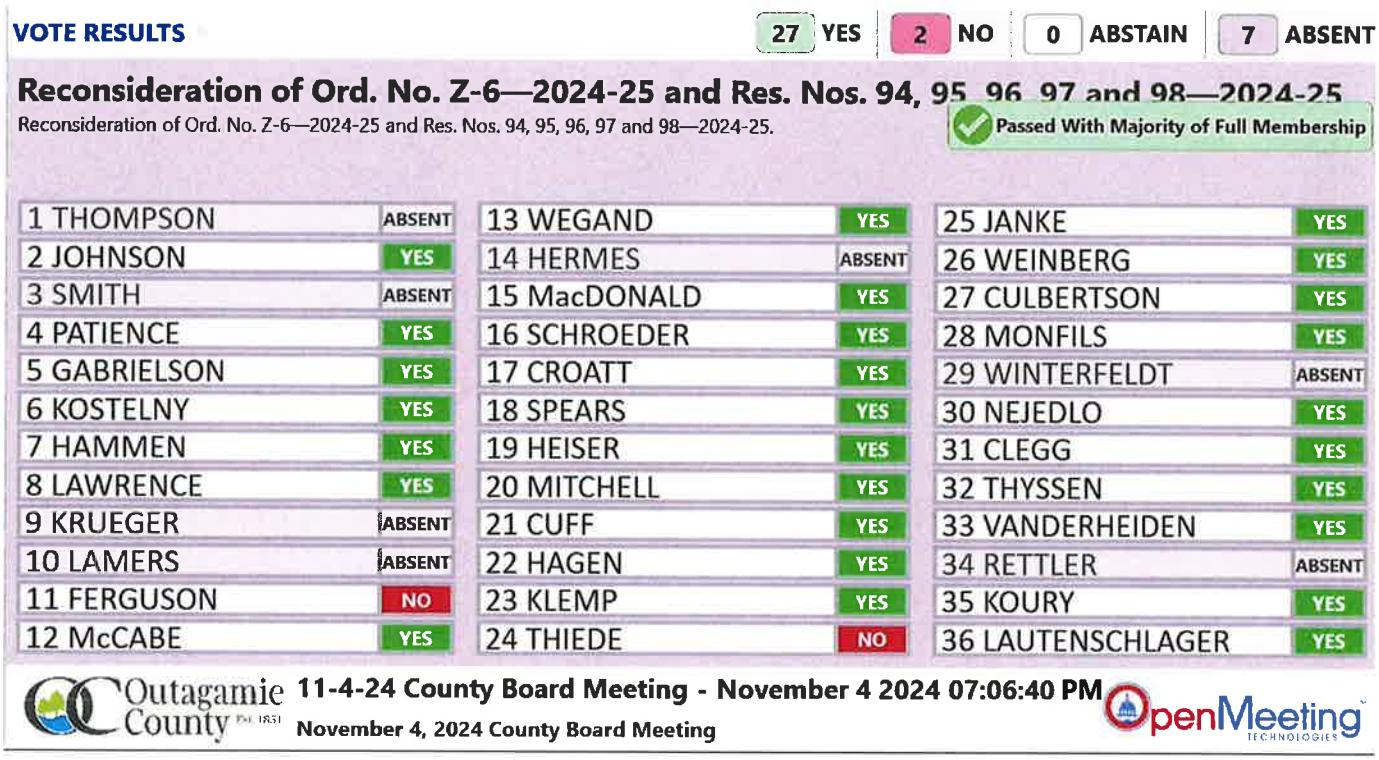
November 4, 2024 County Board Meeting

OpenMeeting TECHNOLOGIES

RECONSIDERATION OF ORDINANCE NO. Z-6—2024-25 AND RESOLUTION NOS. 94, 95, 96, 97 AND 98—2024-25

Supervisor Patience moved, seconded by Supervisor Nejedlo, to reconsider the above listed ordinance and resolutions.

Vote for reconsideration. ROLL CALL: 27 yes, 2 no (Ferguson, Thiede), 7 absent. ORDINANCE NO. Z-6—2024-25 AND RESOLUTION NOS. 94, 95, 96, 97 AND 98—2024-25 IS RECONSIDERED.



VOTE RESULTS

27 YES | 2 NO | 0 ABSTAIN | 7 ABSENT

Reconsideration of Ord. No. Z-6—2024-25 and Res. Nos. 94, 95, 96, 97 and 98—2024-25

Reconsideration of Ord. No. Z-6—2024-25 and Res. Nos. 94, 95, 96, 97 and 98—2024-25.

Passed With Majority of Full Membership

1 THOMPSON	ABSENT	13 WEGAND	YES	25 JANKE	YES
2 JOHNSON	YES	14 HERMES	ABSENT	26 WEINBERG	YES
3 SMITH	ABSENT	15 MacDONALD	YES	27 CULBERTSON	YES
4 PATIENCE	YES	16 SCHROEDER	YES	28 MONFILS	YES
5 GABRIELSON	YES	17 CROATT	YES	29 WINTERFELDT	ABSENT
6 KOSTELNY	YES	18 SPEARS	YES	30 NEJEDLO	YES
7 HAMMEN	YES	19 HEISER	YES	31 CLEGG	YES
8 LAWRENCE	YES	20 MITCHELL	YES	32 THYSSEN	YES
9 KRUEGER	ABSENT	21 CUFF	YES	33 VANDERHEIDEN	YES
10 LAMERS	ABSENT	22 HAGEN	YES	34 RETTLER	ABSENT
11 FERGUSON	NO	23 KLEMP	YES	35 KOURY	YES
12 McCABE	YES	24 THIEDE	NO	36 LAUTENSCHLAGER	YES

Outagamie County

11-4-24 County Board Meeting - November 4 2024 07:06:40 PM

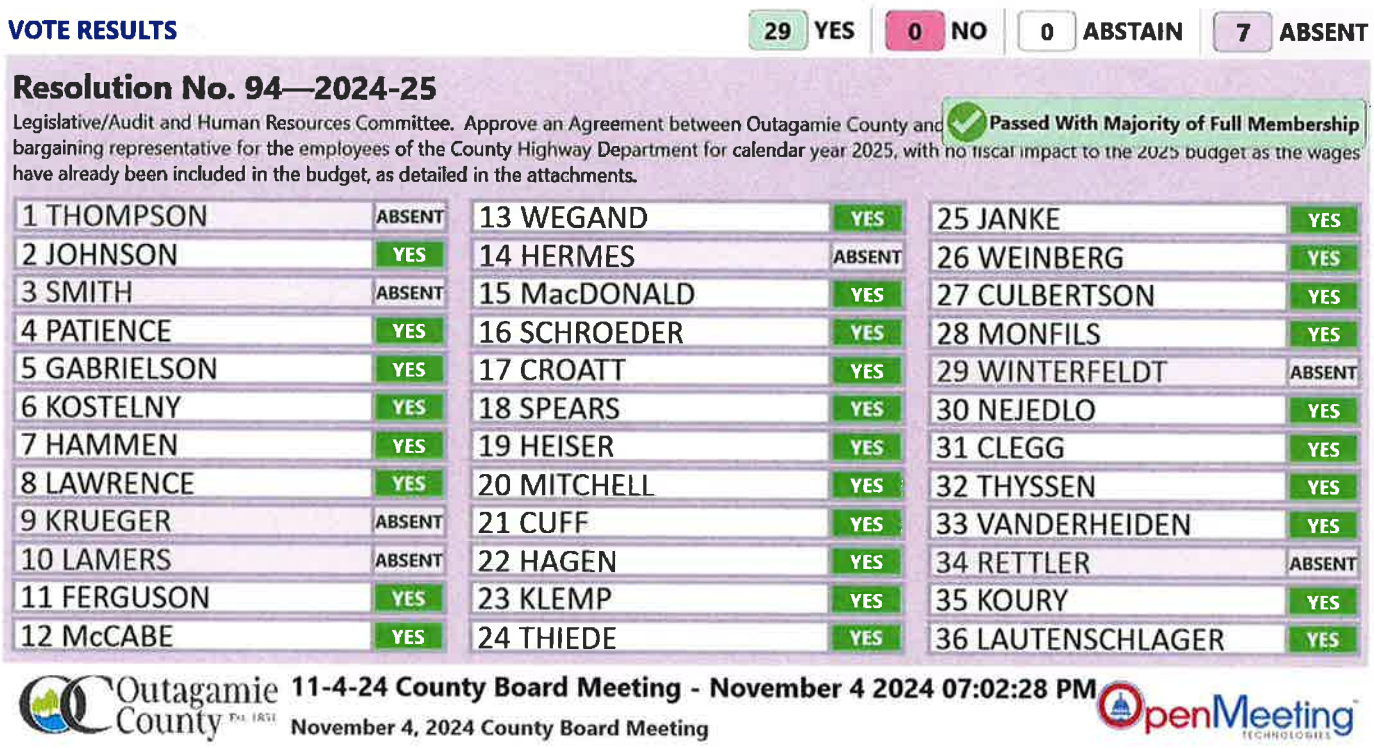
November 4, 2024 County Board Meeting

OpenMeeting TECHNOLOGIES

Resolution No. 94—2024-25 – Legislative/Audit and Human Resources Committee. Approve an Agreement between Outagamie County and General Teamsters Union Local 662, collective bargaining representative for the employees of the County Highway Department for calendar year 2025, with no fiscal impact to the 2025 budget as the wages have already been included in the budget, as detailed in the attachments.

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

ROLL CALL: 29 yes, 7 absent. RESOLUTION NO. 94—2024-25 IS ADOPTED.



VOTE RESULTS — 29 YES | 0 NO | 0 ABSTAIN | 7 ABSENT

Resolution No. 94—2024-25

Legislative/Audit and Human Resources Committee. Approve an Agreement between Outagamie County and bargaining representative for the employees of the County Highway Department for calendar year 2025, with no fiscal impact to the 2025 budget as the wages have already been included in the budget, as detailed in the attachments.

Passed With Majority of Full Membership

1 THOMPSON	ABSENT	13 WEGAND	YES	25 JANKE	YES
2 JOHNSON	YES	14 HERMES	ABSENT	26 WEINBERG	YES
3 SMITH	ABSENT	15 MacDONALD	YES	27 CULBERTSON	YES
4 PATIENCE	YES	16 SCHROEDER	YES	28 MONFILS	YES
5 GABRIELSON	YES	17 CROATT	YES	29 WINTERFELDT	ABSENT
6 KOSTELNY	YES	18 SPEARS	YES	30 NEJEDLO	YES
7 HAMMEN	YES	19 HEISER	YES	31 CLEGG	YES
8 LAWRENCE	YES	20 MITCHELL	YES	32 THYSSEN	YES
9 KRUEGER	ABSENT	21 CUFF	YES	33 VANDERHEIDEN	YES
10 LAMERS	ABSENT	22 HAGEN	YES	34 RETTLER	ABSENT
11 FERGUSON	YES	23 KLEMP	YES	35 KOURY	YES
12 McCABE	YES	24 THIEDE	YES	36 LAUTENSCHLAGER	YES

Outagamie County — 11-4-24 County Board Meeting - November 4 2024 07:02:28 PM — November 4, 2024 County Board Meeting — OpenMeeting

RESOLUTION NO.: 94—2024-25

TO THE HONORABLE, THE OUTAGAMIE COUNTY BOARD OF SUPERVISORS

LADIES AND GENTLEMEN: ***MAJORITY***

Certain general municipal employees of the Outagamie County Highway Department have organized a union pursuant to Wis. Stat. §111.70 for the purpose of collective bargaining. The hours and conditions of employment are not legal subjects of bargaining in which the County can engage under Wis. Stat. 111.70(4)(mb). The County is limited to negotiating total base wages up to the Consumer Price Index.

An agreement has been reached with the Outagamie County Highway Department Teamsters Local 662 which includes the highway union members remaining as part of the wage schedule for 2025. This would result in a 0% (zero) percent base wage increase, but would allow each employee member to remain eligible for a 3% (three) percent step increase plus any cost of living or other increase which may be approved by the County Board during the budget process.

The attached agreement provides for recognition of the Teamsters Local 662 as the representative for the highway employees union, as well as sets forth the base wage for fiscal year 2025.

There is no fiscal impact to the 2025 budget as wages have already been included in the budget.

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

BE IT RESOLVED, that the Outagamie County Board of Supervisors does approve an Agreement between Outagamie County and General Teamsters Union Local 662, collective bargaining representative for the employees of the Outagamie County Highway Department for calendar year 2025, with no fiscal impact to the 2025 budget as the wages have already been included in the budget as detailed in the attached Agreement and Appendix A, which by reference are made a part hereof, and

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

Dated this 4th day of November 2024

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: November 4th, 2024

Signed: _____
Board Chairperson

_____
County Clerk

Approved: 11/6/24

Vetoed: _____

Signed: _____
County Executive

AGREEMENT

This Agreement has been made and entered into between the Outagamie County, hereinafter referred to as the "Employer" and General Teamsters Union Local 662, affiliated with the International Brotherhood of Teamsters, hereinafter referred to as the "Union".

ARTICLE 1. RECOGNITION

The Employer recognizes the Union as the exclusive collective bargaining representative of the employees of the Outagamie County Hwy Department, exclusive of confidential employees, professional and managerial employees, supervisors and superintendents.

ARTICLE 2. SAVINGS CLAUSE

If any Article or Section of this Agreement or any addendum or appendix thereto shall be held invalid by operation of law or by any tribunal with competent jurisdiction, or if compliance with or enforcement of any article or section should be restrained by such tribunal, the remainder of this Agreement and addenda and appendices shall not be affected thereby, and the parties shall enter into immediate collective bargaining negotiations for the purpose of arriving at a mutually satisfactory replacement for such article or section.

ARTICLE 3. DURATION

A. This Agreement shall become effective January 1, 2025 and shall remain in full force and effect through December 31, 2025.

B. Bargaining Procedure: The Union shall give notice of its intent to bargain.

ARTICLE 4. WAGES

A. The base hourly rates for the employees covered by this Agreement shall increase by a total base wage increase of 0% (zero percent). All Union members will remain on the County's wage schedule and will be eligible to receive their corresponding step increase based on their grade and years of service, as set forth in the wage schedule which is attached and incorporated by reference as Appendix A, along with any cost of living, or other adjustment if any should be approved hereafter by the County Board.

[SIGNATURES INCLUDED ON FOLLOWING PAGE]

FOR THE EMPLOYER

_____
Thomas Nelson
County Executive
Dated: _____

_____
Dan Gabrielson
Outagamie County Board Chair
Dated: _____

_____
Kelly Gerrits
Outagamie County Clerk
Dated: _____

FOR THE UNION

_____
Dan Kutcher
Dated: _____

APPENDIX A

OUTAGAMIE COUNTY WAGE SCHEDULE - eff: 12/17/23

PAY GRADE	RECOMMENDED JOB TITLE	DEPARTMENT	FLSA	1	2	3	4	5	6	7	8	9	10
100				$15.81	$16.28	$16.77	$17.27	$17.79	$18.32	$18.87	$19.44	$20.02	$20.62
				$32,884.80	$33,862.40	$34,881.60	$35,921.60	$37,003.20	$38,105.60	$39,249.60	$40,435.20	$41,641.60	$42,889.60
105				$16.92	$17.43	$17.95	$18.49	$19.04	$19.61	$20.20	$20.81	$21.43	$22.07
				$35,193.60	$36,254.40	$37,336.00	$38,459.20	$39,603.20	$40,788.80	$42,016.00	$43,284.80	$44,574.40	$45,905.60
110				$18.10	$18.64	$19.20	$19.78	$20.37	$20.98	$21.61	$22.26	$22.93	$23.62
				$37,648.00	$38,771.20	$39,936.00	$41,142.40	$42,369.60	$43,638.40	$44,948.80	$46,300.80	$47,694.40	$49,129.60
115				$19.37	$19.95	$20.55	$21.17	$21.80	$22.45	$23.12	$23.81	$24.52	$25.26
				$40,289.60	$41,496.00	$42,744.00	$44,033.60	$45,344.00	$46,696.00	$48,089.60	$49,524.80	$51,001.60	$52,540.80
120				$20.73	$21.35	$21.99	$22.65	$23.33	$24.03	$24.75	$25.49	$26.25	$27.04
				$43,118.40	$44,408.00	$45,739.20	$47,112.00	$48,526.40	$49,982.40	$51,480.00	$53,019.20	$54,600.00	$56,243.20
	Highway Field Worker	HIGHWAY	N										
125				$22.17	$22.83	$23.52	$24.23	$24.96	$25.71	$26.48	$27.27	$28.09	$28.93
				$46,113.60	$47,486.40	$48,921.60	$50,398.40	$51,916.80	$53,476.80	$55,078.40	$56,721.60	$58,427.20	$60,174.40
130				$23.73	$24.44	$25.17	$25.93	$26.71	$27.51	$28.34	$29.19	$30.07	$30.97
				$49,358.40	$50,835.20	$52,353.60	$53,934.40	$55,556.80	$57,220.80	$58,947.20	$60,715.20	$62,545.60	$64,417.60
	Inventory/Supply Technician	HIGHWAY OFFICE	N										
	Senior Account Technician	HIGHWAY OFFICE	N										
	Senior Account Technician	HIGHWAY OFFICE	N										
	Equipment Operator I	HIGHWAY PATROL	N										
135				$25.40	$26.16	$26.94	$27.75	$28.58	$29.44	$30.32	$31.23	$32.17	$33.14
				$52,832.00	$54,412.80	$56,035.20	$57,720.00	$59,446.40	$61,235.20	$63,065.60	$64,958.40	$66,913.60	$68,931.20
	Administrative/Real Estate Coordinator	HIGHWAY OFFICE	N										
	Equipment Operator II	HIGHWAY PATROL	N										
	Mechanic/Maintenance Technician	HIGHWAY SHOP	N										
140				$27.17	$27.99	$28.83	$29.69	$30.58	$31.50	$32.45	$33.42	$34.42	$35.45
				$56,513.60	$58,219.20	$59,966.40	$61,755.20	$63,606.40	$65,520.00	$67,496.00	$69,513.60	$71,593.60	$73,736.00
	Engineering Technician	HIGHWAY ENGINEERING	N										
	Equipment Operator III	HIGHWAY PATROL	N										
	Sign Technician	HIGHWAY PATROL	N										
145				$29.09	$29.94	$30.84	$31.77	$31.72	$33.70	$34.71	$35.75	$36.82	$37.92
				$60,507.20	$62,275.20	$64,147.20	$66,081.60	$68,057.60	$70,096.00	$72,196.80	$74,360.00	$76,585.60	$78,873.60
	Highway Operations Foreman	HIGHWAY PATROL	N										
	Mechanic	HIGHWAY SHOP	N										
150				$31.11	$32.04	$33.00	$33.99	$35.01	$36.06	$37.14	$38.25	$39.40	$40.58
				$64,708.80	$66,643.20	$68,640.00	$70,699.20	$72,820.80	$75,004.80	$77,251.20	$79,560.00	$81,952.00	$84,406.40
155				$33.28	$34.28	$35.31	$36.37	$37.46	$38.58	$39.74	$40.93	$42.16	$43.42
				$69,222.40	$71,302.40	$73,444.80	$75,649.60	$77,916.80	$80,246.40	$82,659.20	$85,134.40	$87,692.80	$90,313.60
	Highway Operations Supervisor - Patrol	HIGHWAY PATROL	N										
	Highway Operations Supervisor - Shop	HIGHWAY SHOP	N										
160				$35.61	$36.68	$37.78	$38.91	$40.08	$41.28	$42.52	$43.80	$45.11	$46.46
				$74,068.80	$76,294.40	$78,582.40	$80,932.80	$83,366.40	$85,862.40	$88,441.60	$91,104.00	$93,828.80	$96,636.80
165				$38.11	$39.25	$40.43	$41.64	$42.89	$44.18	$45.51	$46.88	$48.29	$49.74
				$79,268.80	$81,640.00	$84,094.40	$86,611.20	$89,211.20	$91,894.40	$94,660.80	$97,510.40	$100,443.20	$103,459.20
	Assistant Highway Engineer	HIGHWAY ENGINEERING	E										
	Finance Manager - Hwy	HIGHWAY OFFICE	E										
170	Compensatory time earned after 45 hours worked			$40.77	$41.99	$43.25	$44.55	$45.89	$47.27	$48.69	$50.15	$51.65	$53.20
				$84,801.60	$87,339.20	$89,960.00	$92,664.00	$95,451.20	$98,321.60	$101,275.20	$104,312.00	$107,432.00	$110,656.00
	Highway Engineer	HIGHWAY ENGINEERING	E										
	Patrol Superintendent	HIGHWAY PATROL	E										
	Fleet & Facilities Superintendent	HIGHWAY SHOP	E										
175	Compensatory time earned after 45 hours worked			$43.62	$44.93	$46.28	$47.67	$49.10	$50.57	$52.09	$53.65	$55.26	$56.92
				$90,729.60	$93,454.40	$96,262.40	$99,153.60	$102,128.00	$105,185.60	$108,347.20	$111,592.00	$114,940.80	$118,393.60
180	Compensatory time earned after 45 hours worked			$46.68	$48.08	$49.52	$51.01	$52.54	$54.12	$55.74	$57.41	$59.13	$60.90
				$97,094.40	$100,006.40	$103,001.60	$106,100.80	$109,283.20	$112,569.60	$115,939.20	$119,412.80	$122,990.40	$126,672.00
185	Compensatory time earned after 45 hours worked			$51.35	$52.89	$54.48	$56.11	$57.79	$59.52	$61.31	$63.15	$65.04	$66.99
				$106,808.00	$110,011.20	$113,318.40	$116,708.80	$120,203.20	$123,801.60	$127,574.80	$131,352.00	$135,283.20	$139,339.20
190	Compensatory time earned after 45 hours worked			$56.48	$58.17	$59.92	$61.72	$63.57	$65.48	$67.44	$69.46	$71.54	$73.69
				$117,478.40	$120,993.60	$124,633.60	$128,377.60	$132,225.60	$136,198.40	$140,275.20	$144,476.80	$148,803.20	$153,275.20
	Highway Commissioner	HIGHWAY OFFICE	E										
195	Compensatory time earned after 45 hours worked			$60.44	$62.25	$64.12	$66.04	$68.02	$70.06	$72.16	$74.32	$76.55	$78.85
				$125,715.20	$129,480.00	$133,369.60	$137,363.20	$141,481.60	$145,724.80	$150,092.80	$154,585.60	$159,224.00	$164,008.00

LOCK IN OF ORDINANCE NO. Z-6—2024-25 AND RESOLUTION NOS. 94, 95, 96, 97 AND 98—2024-25

Vote for lock in. ROLL CALL: 29 yes, 7 absent. ORDINANCE NO. Z-6—2024-25 AND RESOLUTION NOS. 94, 95, 96, 97 AND 98—2024-25 IS ADOPTED & LOCKED IN.

VOTE RESULTS | 29 YES | 0 NO | 0 ABSTAIN | 7 ABSENT

Lock in of Ord. No. Z-6—2024-25 and Res. Nos. 94, 95, 96, 97 and 98—2024-25

Lock In of Ord. No. Z-6—2024-25 and Res. Nos. 94, 95, 96, 97 and 98—2024-25.

Passed With Majority of Full Membership

1 THOMPSON	ABSENT	13 WEGAND	YES	25 JANKE	YES
2 JOHNSON	YES	14 HERMES	ABSENT	26 WEINBERG	YES
3 SMITH	ABSENT	15 MacDONALD	YES	27 CULBERTSON	YES
4 PATIENCE	YES	16 SCHROEDER	YES	28 MONFILS	YES
5 GABRIELSON	YES	17 CROATT	YES	29 WINTERFELDT	ABSENT
6 KOSTELNY	YES	18 SPEARS	YES	30 NEJEDLO	YES
7 HAMMEN	YES	19 HEISER	YES	31 CLEGG	YES
8 LAWRENCE	YES	20 MITCHELL	YES	32 THYSSEN	YES
9 KRUEGER	ABSENT	21 CUFF	YES	33 VANDERHEIDEN	YES
10 LAMERS	ABSENT	22 HAGEN	YES	34 RETTLER	ABSENT
11 FERGUSON	YES	23 KLEMP	YES	35 KOURY	YES
12 McCABE	YES	24 THIEDE	YES	36 LAUTENSCHLAGER	YES

Outagamie County Est. 1851

11-4-24 County Board Meeting - November 4 2024 07:06:57 PM

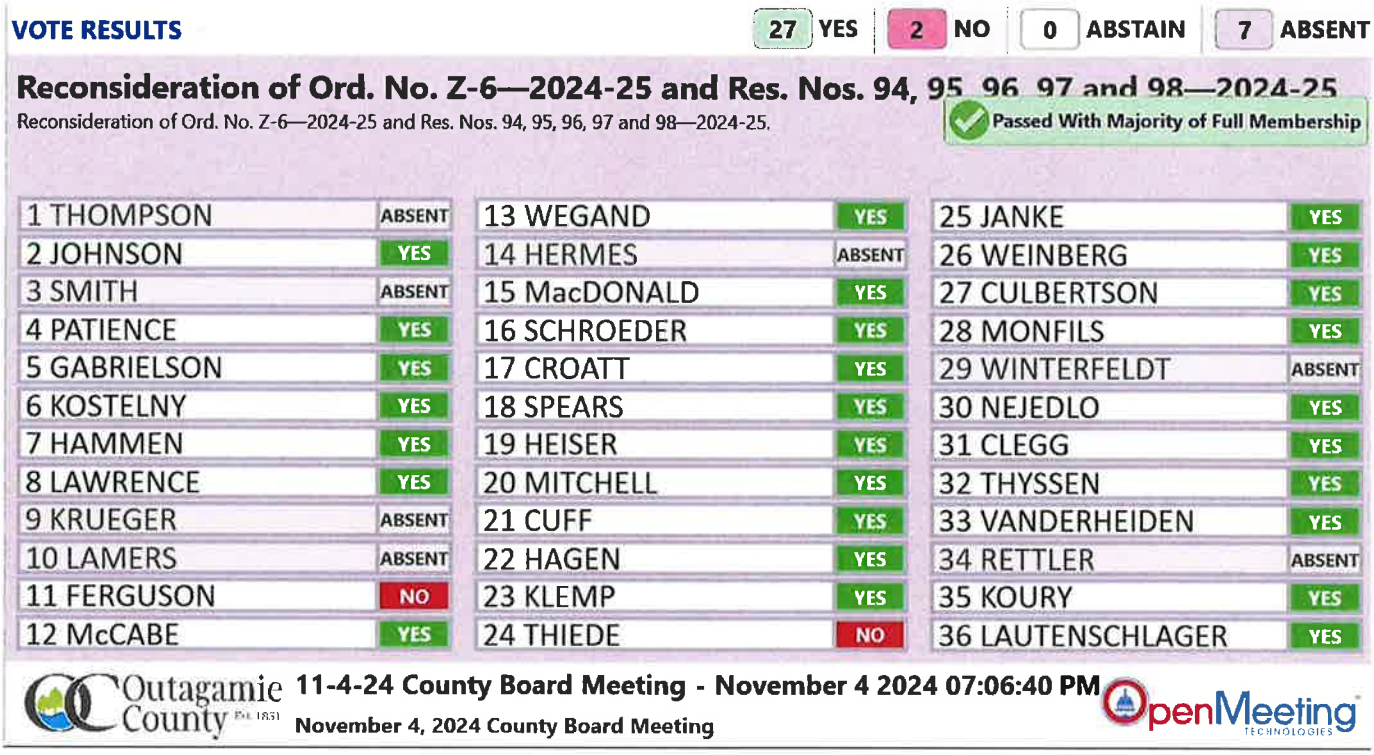
November 4, 2024 County Board Meeting

OpenMeeting TECHNOLOGIES

RECONSIDERATION OF ORDINANCE NO. Z-6—2024-25 AND RESOLUTION NOS. 94, 95, 96, 97 AND 98—2024-25

Supervisor Patience moved, seconded by Supervisor Nejedlo, to reconsider the above listed ordinance and resolutions.

Vote for reconsideration. ROLL CALL: 27 yes, 2 no (Ferguson, Thiede), 7 absent. ORDINANCE NO. Z-6—2024-25 AND RESOLUTION NOS. 94, 95, 96, 97 AND 98—2024-25 IS RECONSIDERED.



Resolution No. 95—2024-25 – Agriculture, Extension Education, Zoning, and Land Conservation Committee. Approve of making application for a Pre-Disaster Flood Resilience Grant – 2-24 Assessment Grant through Wisconsin Emergency Management for the purpose of studying hydrology in a watershed area south of CTH O and east and west of CTH EE in the Town of Freedom and part of the Town of Center; authorize the County Land Conservation Director to act on behalf of the County by submitting an application for any financial aid, sign documents, and take any necessary action to undertake, direct and complete approved projects, and the County will meet the financial obligation of accepted grants.

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

ROLL CALL: 29 yes, 7 absent. RESOLUTION NO. 95—2024-25 IS ADOPTED.

VOTE RESULTS 29 YES | 0 NO | 0 ABSTAIN | 7 ABSENT

Resolution No. 95—2024-25

Agriculture, Extension Education, Zoning, and Land Conservation Committee.

Passed By Majority Vote

1 THOMPSON	ABSENT	13 WEGAND	YES	25 JANKE	YES
2 JOHNSON	YES	14 HERMES	ABSENT	26 WEINBERG	YES
3 SMITH	ABSENT	15 MacDONALD	YES	27 CULBERTSON	YES
4 PATIENCE	YES	16 SCHROEDER	YES	28 MONFILS	YES
5 GABRIELSON	YES	17 CROATT	YES	29 WINTERFELDT	ABSENT
6 KOSTELNY	YES	18 SPEARS	YES	30 NEJEDLO	YES
7 HAMMEN	YES	19 HEISER	YES	31 CLEGG	YES
8 LAWRENCE	YES	20 MITCHELL	YES	32 THYSSEN	YES
9 KRUEGER	ABSENT	21 CUFF	YES	33 VANDERHEIDEN	YES
10 LAMERS	ABSENT	22 HAGEN	YES	34 RETTLER	ABSENT
11 FERGUSON	YES	23 KLEMP	YES	35 KOURY	YES
12 McCABE	YES	24 THIEDE	YES	36 LAUTENSCHLAGER	YES

Outagamie County | 11-4-24 County Board Meeting - November 4 2024 07:03:26 PM | OpenMeeting

November 4, 2024 County Board Meeting

RESOLUTION NO.: 95—2024-25

TO THE HONORABLE, THE OUTAGAMIE COUNTY BOARD OF SUPERVISORS

LADIES AND GENTLEMEN:

MAJORITY

A watershed area south of CTH O and east and west of CTH EE in the Town of Freedom and part of the Town of Center has been experiencing significant flooding issues which are impacting residential homes along this segment. Property owners in this area have approached the Land Conservation Department, Highway Department, Towns of Freedom and Center, and others to help alleviate the issues.

The Outagamie County Land Conservation Department (LCD) has an opportunity to apply for a Pre-Disaster Flood Resilience Grant (PDFRG) – 2-24 Assessment Grant through Wisconsin Emergency Managent in order to enable the County to study the hydrology of the area to determine the causes, type and location of potential solutions.

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

BE IT RESOLVED, that the Outagamie County Board of Supervisors is desirous of making application for a Pre-Disaster Flood Resilience Grant (PDFRG) – 2-24 Assessment Grant through Wisconsin Emergency Management for the purpose of studying hydrology in a watershed area south of CTH O and east and west of CTH EE in the Town of Freedom and part of the Town of Center, and

BE IT FURTHER RESOLVED, that the Outagamie County Board of Supervisors does hereby authorize and approve the Outagamie County Land Conservation Director to act on behalf of Outagamie County by submitting an application for a Pre-Disaster Flood Resilience Grant (PDFRG) – 2-24 Assessment Grant to Wisconsin Emergency Management for any financial aid that may be available, sign documents, and take any necessary action to undertake, direct and complete approved projects, and

BE IT STILL FURTHER RESOLVED, that Outagamie County will meet the financial obligation of accepted grants, and

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

Dated this 4th day of November 2024

Respectfully Submitted,

AGRICULTURE, EXTENSION EDUCATION, ZONING AND LAND CONSERVATION COMMITTEE

Debbie VanderHeiden

Mike Janke

Jayme Heiser

Mark Mitchell

Daniel Rettler

Duly and officially adopted by the County Board on: November 4th, 2024

Signed: Dan Rettler
Board Chairperson

Kelly M. Rent
County Clerk

Approved: 11.6.24

Vetoed: _____

Signed:
County Executive

LOCK IN OF ORDINANCE NO. Z-6—2024-25 AND RESOLUTION NOS. 94, 95, 96, 97 AND 98—2024-25

Vote for lock in. ROLL CALL: 29 yes, 7 absent. ORDINANCE NO. Z-6—2024-25 AND RESOLUTION NOS. 94, 95, 96, 97 AND 98—2024-25 IS ADOPTED & LOCKED IN.

VOTE RESULTS | 29 YES | 0 NO | 0 ABSTAIN | 7 ABSENT

Lock in of Ord. No. Z-6—2024-25 and Res. Nos. 94, 95, 96, 97 and 98—2024-25

Lock In of Ord. No. Z-6—2024-25 and Res. Nos. 94, 95, 96, 97 and 98—2024-25.

Passed With Majority of Full Membership

1 THOMPSON	ABSENT	13 WEGAND	YES	25 JANKE	YES
2 JOHNSON	YES	14 HERMES	ABSENT	26 WEINBERG	YES
3 SMITH	ABSENT	15 MacDONALD	YES	27 CULBERTSON	YES
4 PATIENCE	YES	16 SCHROEDER	YES	28 MONFILS	YES
5 GABRIELSON	YES	17 CROATT	YES	29 WINTERFELDT	ABSENT
6 KOSTELNY	YES	18 SPEARS	YES	30 NEJEDLO	YES
7 HAMMEN	YES	19 HEISER	YES	31 CLEGG	YES
8 LAWRENCE	YES	20 MITCHELL	YES	32 THYSSEN	YES
9 KRUEGER	ABSENT	21 CUFF	YES	33 VANDERHEIDEN	YES
10 LAMERS	ABSENT	22 HAGEN	YES	34 RETTLER	ABSENT
11 FERGUSON	YES	23 KLEMP	YES	35 KOURY	YES
12 McCABE	YES	24 THIEDE	YES	36 LAUTENSCHLAGER	YES

Outagamie County

11-4-24 County Board Meeting - November 4 2024 07:06:57 PM

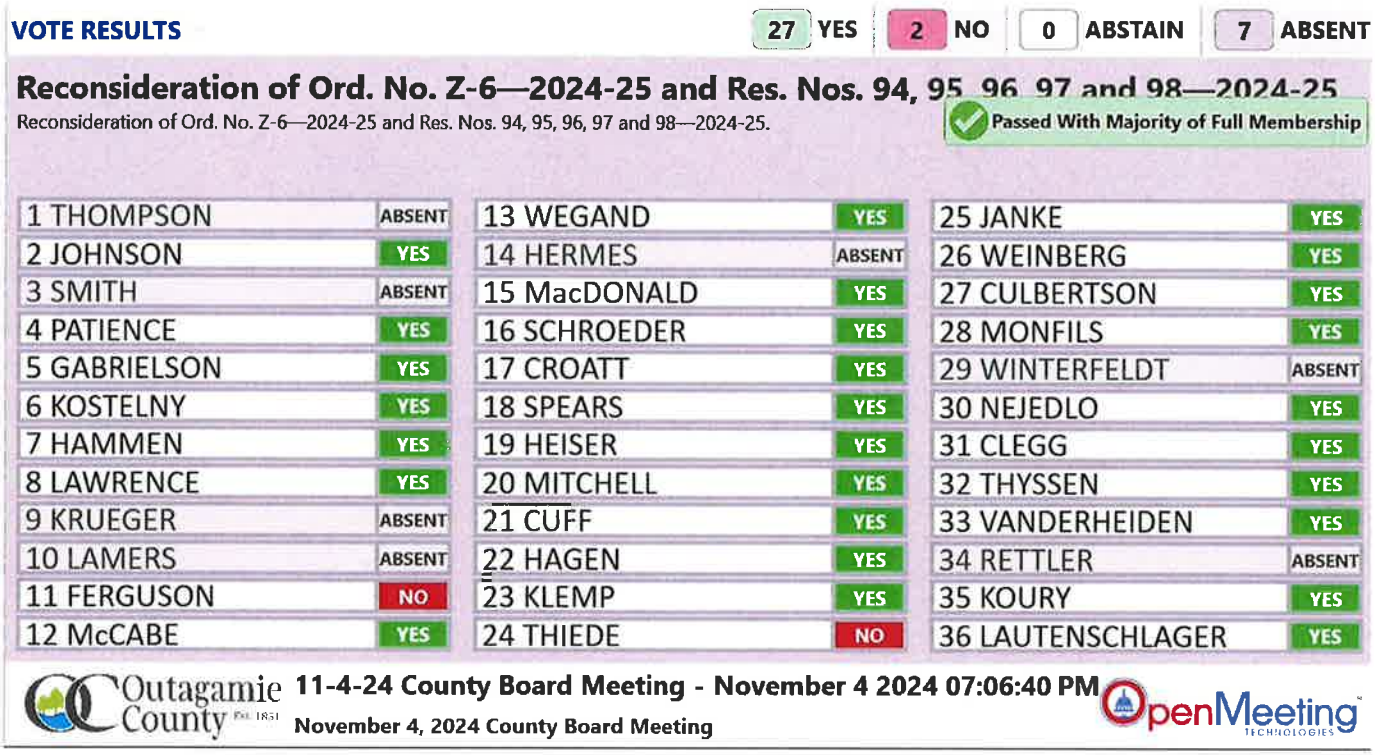
November 4, 2024 County Board Meeting

OpenMeeting TECHNOLOGIES

RECONSIDERATION OF ORDINANCE NO. Z-6—2024-25 AND RESOLUTION NOS. 94, 95, 96, 97 AND 98—2024-25

Supervisor Patience moved, seconded by Supervisor Nejedlo, to reconsider the above listed ordinance and resolutions.

Vote for reconsideration. ROLL CALL: 27 yes, 2 no (Ferguson, Thiede), 7 absent. ORDINANCE NO. Z-6—2024-25 AND RESOLUTION NOS. 94, 95, 96, 97 AND 98—2024-25 IS RECONSIDERED.



VOTE RESULTS 27 YES | 2 NO | 0 ABSTAIN | 7 ABSENT

Reconsideration of Ord. No. Z-6—2024-25 and Res. Nos. 94, 95, 96, 97 and 98—2024-25

Reconsideration of Ord. No. Z-6—2024-25 and Res. Nos. 94, 95, 96, 97 and 98—2024-25.

Passed With Majority of Full Membership

1 THOMPSON	ABSENT	13 WEGAND	YES	25 JANKE	YES
2 JOHNSON	YES	14 HERMES	ABSENT	26 WEINBERG	YES
3 SMITH	ABSENT	15 MacDONALD	YES	27 CULBERTSON	YES
4 PATIENCE	YES	16 SCHROEDER	YES	28 MONFILS	YES
5 GABRIELSON	YES	17 CROATT	YES	29 WINTERFELDT	ABSENT
6 KOSTELNY	YES	18 SPEARS	YES	30 NEJEDLO	YES
7 HAMMEN	YES	19 HEISER	YES	31 CLEGG	YES
8 LAWRENCE	YES	20 MITCHELL	YES	32 THYSSEN	YES
9 KRUEGER	ABSENT	21 CUFF	YES	33 VANDERHEIDEN	YES
10 LAMERS	ABSENT	22 HAGEN	YES	34 RETTLER	ABSENT
11 FERGUSON	NO	23 KLEMP	YES	35 KOURY	YES
12 McCABE	YES	24 THIEDE	NO	36 LAUTENSCHLAGER	YES

Outagamie County Est. 1851 **11-4-24 County Board Meeting - November 4 2024 07:06:40 PM**

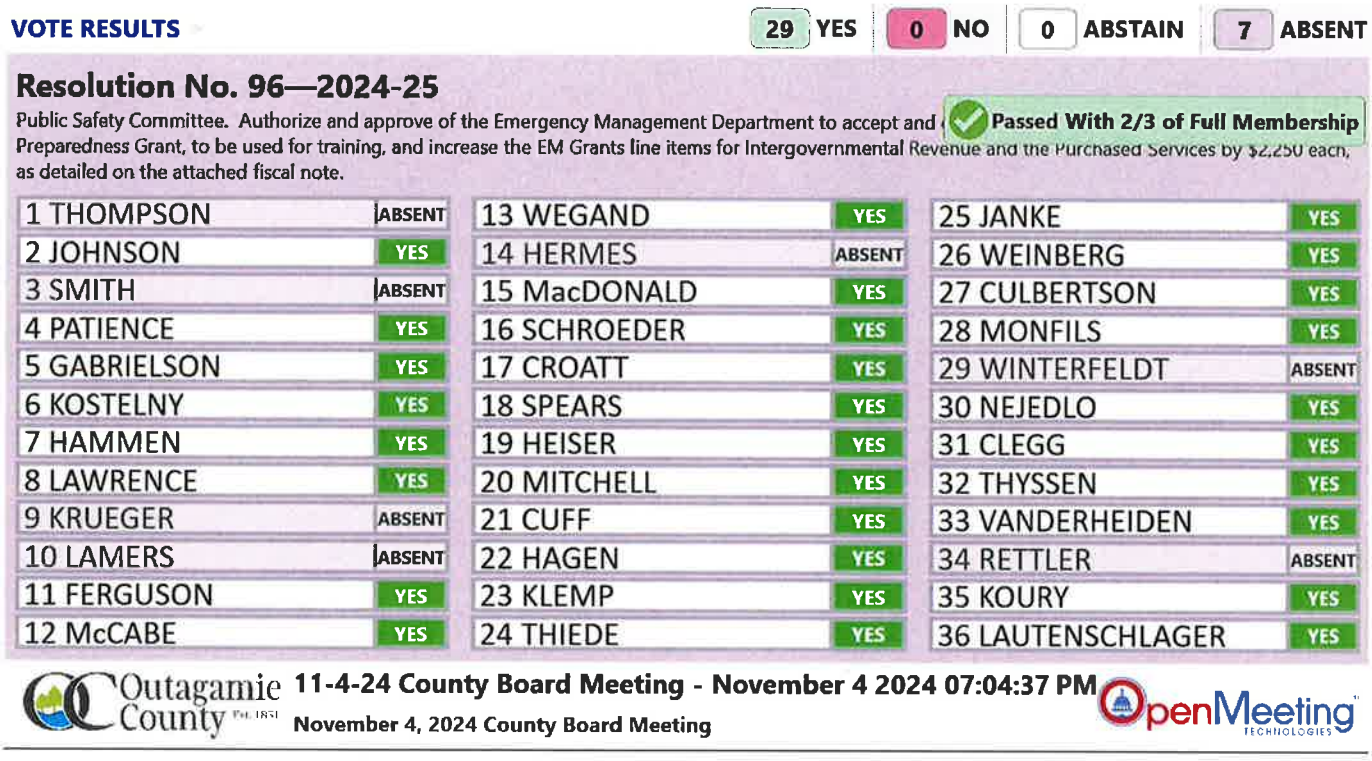
November 4, 2024 County Board Meeting

OpenMeeting TECHNOLOGIES

Resolution No. 96—2024-25 – Public Safety Committee. Authorize and approve of the Emergency Management Department to accept and expend the Hazardous Materials Emergency Preparedness Grant, to be used for training, and increase the EM Grants line items for Intergovernmental Revenue and the Purchased Services by $2,250 each, as detailed on the attached fiscal note.

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

ROLL CALL: 29 yes, 7 absent. RESOLUTION NO. 96—2024-25 IS ADOPTED.



VOTE RESULTS — 29 YES | 0 NO | 0 ABSTAIN | 7 ABSENT

Resolution No. 96—2024-25

Public Safety Committee. Authorize and approve of the Emergency Management Department to accept and (Preparedness Grant, to be used for training, and increase the EM Grants line items for Intergovernmental Revenue and the Purchased Services by $2,250 each, as detailed on the attached fiscal note.

Passed With 2/3 of Full Membership

1 THOMPSON ABSENT	13 WEGAND YES	25 JANKE YES
2 JOHNSON YES	14 HERMES ABSENT	26 WEINBERG YES
3 SMITH ABSENT	15 MacDONALD YES	27 CULBERTSON YES
4 PATIENCE YES	16 SCHROEDER YES	28 MONFILS YES
5 GABRIELSON YES	17 CROATT YES	29 WINTERFELDT ABSENT
6 KOSTELNY YES	18 SPEARS YES	30 NEJEDLO YES
7 HAMMEN YES	19 HEISER YES	31 CLEGG YES
8 LAWRENCE YES	20 MITCHELL YES	32 THYSSEN YES
9 KRUEGER ABSENT	21 CUFF YES	33 VANDERHEIDEN YES
10 LAMERS ABSENT	22 HAGEN YES	34 RETTLER ABSENT
11 FERGUSON YES	23 KLEMP YES	35 KOURY YES
12 McCABE YES	24 THIEDE YES	36 LAUTENSCHLAGER YES

Outagamie County Est. 1851 — 11-4-24 County Board Meeting - November 4 2024 07:04:37 PM — November 4, 2024 County Board Meeting — OpenMeeting TECHNOLOGIES

RESOLUTION NO.: 96—2024-25

TO THE HONORABLE, THE OUTAGAMIE COUNTY BOARD OF SUPERVISORS

LADIES AND GENTLEMEN: ***2/3 MAJORITY – 24 VOTES***

The Outagamie County Emergency Management office is requesting approval to accept and expend the Hazardous Materials Emergency Preparedness (HMEP) grant in the amount of $2,250. Funds will be used by the Appleton HazMat Team to offer the "Training the Hazmat Community" course for hazmat responders from Appleton, Green Bay, and Oshkosh. The training will teach students how chemical and physical properties relate to good monitoring techniques, use research databases to identify hazards and predict chemical effects, and will have a good understanding of meters and detection equipment. Interpreting meter information is critical for providing information to command staff for crucial decision making in hazmat related incidents. The requested budget adjustment is an increase in Purchased Services of $2,250 with an offsetting increase in Intergovernmental Revenue of $2,250. No additional county levy is required as Outagamie County is the pass-through agency for this grant.

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

BE IT RESOLVED, that the Outagamie County Board of Supervisors does authorize and approve of the Emergency Management Department to accept and expend the Hazardous Materials Emergency Preparedness (HMEP) Grant, said grant funding to be used for training, and

BE IT FURTHER RESOLVED, that the Outagamie County Board of Supervisors does authorize and approve of increasing the EM Grants Intergovernmental Revenue line item and the EM Grants Purchased Services line item by $2,250 each as detailed on the attached fiscal note, which by reference is made a part hereof, and

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

Dated this 4th day of November 2024

Respectfully submitted,

PUBLIC SAFETY COMMITTEE

Katrin Patience

Christine Lamers

Timothy Hermes

Michael Smith

Jeremy Thyssen

Duly and officially adopted by the County Board on: November 4th, 2024

Signed: Dan Gabrielson
Board Chairperson

Kelly M. Clark
County Clerk

Approved: 11/6/24

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:** Request to accept and expend Hazardous Materials Emergency Preparedness (HMEP) Grant and related budget adjustment.

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)

Funds will be used by the Appleton HazMat Team to offer the "Training the Hazmat Community" course to hazmat responders from Appleton, Green Bay and Oshkosh. The training will teach students how chemical and physical properties relate to good monitoring techniques, use research databases to identify hazards and predict chemical effects, and will have a good understanding of meters and detection equipment. Interpreting meter information is critical for providing information to command staff for crucial decision making in hazmat related incidents. The budget adjustment requested is an increase in Purchased Services of $2,250 with an offsetting increase in Intergovernmental Revenue of $2,250. No additional county levy is needed. Outagamie County is the pass-through agency for this grant.

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

[X] Revenues [X] Expenses (Cost) [ ] None – 2024 Budget

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?x 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.)

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
EM Grants	Intergovernmental Revenues	2100600.4240.08	2,250
EM Grants	Purchased Services	2100600.5500	2,250

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: Paula Van De Leygraaf

For Financial Services purposes only	
Reviewed By: *Michelle Uitenbroek*	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 Expenditures Account Number / Amount
Date: 10/14/2024	
Comments:	

LOCK IN OF ORDINANCE NO. Z-6—2024-25 AND RESOLUTION NOS. 94, 95, 96, 97 AND 98—2024-25

Vote for lock in. ROLL CALL: 29 yes, 7 absent. ORDINANCE NO. Z-6—2024-25 AND RESOLUTION NOS. 94, 95, 96, 97 AND 98—2024-25 IS ADOPTED & LOCKED IN.

VOTE RESULTS | 29 YES | 0 NO | 0 ABSTAIN | 7 ABSENT

Lock in of Ord. No. Z-6—2024-25 and Res. Nos. 94, 95, 96, 97 and 98—2024-25

Lock In of Ord. No. Z-6—2024-25 and Res. Nos. 94, 95, 96, 97 and 98—2024-25.

Passed With Majority of Full Membership

1 THOMPSON	ABSENT	13 WEGAND	YES	25 JANKE	YES
2 JOHNSON	YES	14 HERMES	ABSENT	26 WEINBERG	YES
3 SMITH	ABSENT	15 MacDONALD	YES	27 CULBERTSON	YES
4 PATIENCE	YES	16 SCHROEDER	YES	28 MONFILS	YES
5 GABRIELSON	YES	17 CROATT	YES	29 WINTERFELDT	ABSENT
6 KOSTELNY	YES	18 SPEARS	YES	30 NEJEDLO	YES
7 HAMMEN	YES	19 HEISER	YES	31 CLEGG	YES
8 LAWRENCE	YES	20 MITCHELL	YES	32 THYSSEN	YES
9 KRUEGER	ABSENT	21 CUFF	YES	33 VANDERHEIDEN	YES
10 LAMERS	ABSENT	22 HAGEN	YES	34 RETTLER	ABSENT
11 FERGUSON	YES	23 KLEMP	YES	35 KOURY	YES
12 McCABE	YES	24 THIEDE	YES	36 LAUTENSCHLAGER	YES

Outagamie County Est. 1851 **11-4-24 County Board Meeting - November 4 2024 07:06:57 PM**

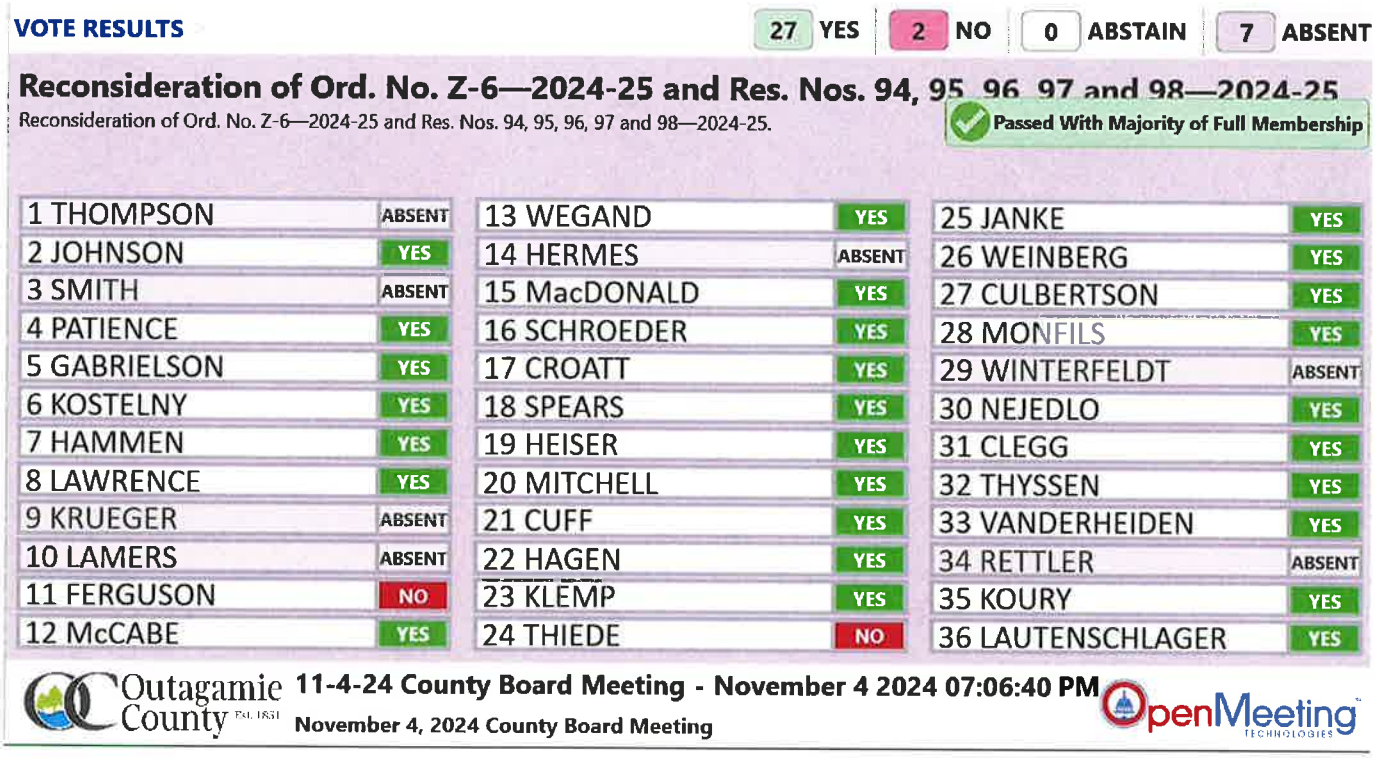
November 4, 2024 County Board Meeting

OpenMeeting TECHNOLOGIES

RECONSIDERATION OF ORDINANCE NO. Z-6—2024-25 AND RESOLUTION NOS. 94, 95, 96, 97 AND 98—2024-25

Supervisor Patience moved, seconded by Supervisor Nejedlo, to reconsider the above listed ordinance and resolutions.

Vote for reconsideration. ROLL CALL: 27 yes, 2 no (Ferguson, Thiede), 7 absent. ORDINANCE NO. Z-6—2024-25 AND RESOLUTION NOS. 94, 95, 96, 97 AND 98—2024-25 IS RECONSIDERED.



VOTE RESULTS — 27 YES | 2 NO | 0 ABSTAIN | 7 ABSENT

Reconsideration of Ord. No. Z-6—2024-25 and Res. Nos. 94, 95, 96, 97 and 98—2024-25

Reconsideration of Ord. No. Z-6—2024-25 and Res. Nos. 94, 95, 96, 97 and 98—2024-25.

Passed With Majority of Full Membership

1 THOMPSON	ABSENT	13 WEGAND	YES	25 JANKE	YES
2 JOHNSON	YES	14 HERMES	ABSENT	26 WEINBERG	YES
3 SMITH	ABSENT	15 MacDONALD	YES	27 CULBERTSON	YES
4 PATIENCE	YES	16 SCHROEDER	YES	28 MONFILS	YES
5 GABRIELSON	YES	17 CROATT	YES	29 WINTERFELDT	ABSENT
6 KOSTELNY	YES	18 SPEARS	YES	30 NEJEDLO	YES
7 HAMMEN	YES	19 HEISER	YES	31 CLEGG	YES
8 LAWRENCE	YES	20 MITCHELL	YES	32 THYSSEN	YES
9 KRUEGER	ABSENT	21 CUFF	YES	33 VANDERHEIDEN	YES
10 LAMERS	ABSENT	22 HAGEN	YES	34 RETTLER	ABSENT
11 FERGUSON	NO	23 KLEMP	YES	35 KOURY	YES
12 McCABE	YES	24 THIEDE	NO	36 LAUTENSCHLAGER	YES

Outagamie County Est. 1851 — 11-4-24 County Board Meeting - November 4 2024 07:06:40 PM

November 4, 2024 County Board Meeting

OpenMeeting TECHNOLOGIES

Resolution No. 97—2024-25 – Property, Airport, Recreation and Economic Development Committee. Authorize and approve the Purchased Services line items by increasing Mosquito Hill by $45,000 and decrease the Reserve for Contingencies by $45,000, to be used to demolish an existing house located at Mosquito Hill and grade the property, as noted on the attached fiscal note.

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

ROLL CALL: 29 yes, 7 absent. RESOLUTION NO. 97—2024-25 IS ADOPTED.

VOTE RESULTS 29 YES | 0 NO | 0 ABSTAIN | 7 ABSENT

Resolution No. 97—2024-25

Property, Airport, Recreation and Economic Development Committee. Authorize and approve the Purchased $45,000 and decrease the Reserve for Contingencies by $45,000, to be used to demolish an existing house located at Mosquito Hill and grade the property, as noted on the attached fiscal note.

Passed With 2/3 of Full Membership

1 THOMPSON	ABSENT	13 WEGAND	YES	25 JANKE	YES
2 JOHNSON	YES	14 HERMES	ABSENT	26 WEINBERG	YES
3 SMITH	ABSENT	15 MacDONALD	YES	27 CULBERTSON	YES
4 PATIENCE	YES	16 SCHROEDER	YES	28 MONFILS	YES
5 GABRIELSON	YES	17 CROATT	YES	29 WINTERFELDT	ABSENT
6 KOSTELNY	YES	18 SPEARS	YES	30 NEJEDLO	YES
7 HAMMEN	YES	19 HEISER	YES	31 CLEGG	YES
8 LAWRENCE	YES	20 MITCHELL	YES	32 THYSSEN	YES
9 KRUEGER	ABSENT	21 CUFF	YES	33 VANDERHEIDEN	YES
10 LAMERS	ABSENT	22 HAGEN	YES	34 RETTLER	ABSENT
11 FERGUSON	YES	23 KLEMP	YES	35 KOURY	YES
12 McCABE	YES	24 THIEDE	YES	36 LAUTENSCHLAGER	YES

Outagamie County WISCONSIN 11-4-24 County Board Meeting - November 4 2024 07:05:15 PM

November 4, 2024 County Board Meeting

OpenMeeting TECHNOLOGIES

RESOLUTION NO.: 97—2024-25

TO THE HONORABLE, THE OUTAGAMIE COUNTY BOARD OF SUPERVISORS

LADIES AND GENTLEMEN: ***2/3 MAJORITY – 24 VOTES***

The Parks Department is requesting funding from the Reserve for Contingencies Fund to demolish an existing house located at Mosquito Hill. The house has degraded over time, is currently full of mold, the utilities have been disconnected, and asbestos has been removed. The dilapidated house represents a safety hazard and has been previously broken into. The requested funds will be used to eliminate this hazard by removing the house and grading the property. An estimate of $45,000 has been provided by the Highway Department to complete the work. There are no long-term fiscal impacts.

NOW THEREFORE, the undersigned members of the Property, Airport, Recreation and Economic Development Committee recommend adoption of the following resolution.

BE IT RESOLVED, that the Outagamie County Board of Supervisors does hereby and herewith authorize and approve of increasing the Mosquito Hill Purchased Services line item by $45,000 and decreasing the Reserve for Contingencies Purchased Services line item by $45,000, said monies to be used to demolish an existing house located at Mosquito Hill and grade the property, as noted on the attached fiscal note, which by reference is made a part hereof, and

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

Dated this 14th day of November 2024

Respectfully submitted,

PROPERTY, AIRPORT, RECREATION &
ECONOMIC DEVELOPMENT COMMITTEE

Dean Culbertson

Lee W. Hammen

Ronald Klemp

Yvonne Monfils

Jayson Winterfeldt

Duly and officially adopted by the County Board on: November 4th, 2024

Signed: _____
Board Chairperson

_____
County Clerk

Approved: 11.6.24

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:** House Removal at Mosquito Hill

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)
Requesting contingency funding to demolish an existing house located at Mosquito Hill. The house has degraded over time and has had the utilities disconnected, asbestos removed, and is currently full of mold. It represents a safety hazard and has been broken into previously. The requested funds are to eliminate this hazard by removing the house and grading the property. Highway Department provided an estimate of $45,000 to complete the work. Current year impact only, no long term fiscal impacts.

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

[ ] Revenues [X] 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
Mosquito Hill	Purchased Services	1006900.5500	$45,000
Reserve for Contingencies	Purchased Services	1002247.5500	($45,000)

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: Justin Schumacher

For Financial Services purposes only

Reviewed By: *Michelle Uitenbroek*

Date: 10/14/2024

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
1006900.5575.06	45,000

Comments:

S:\FINANCE\9 Fiscal Notes & Intrabudget Adjustments\2024 Budget\Parks\Fiscal note for Kamps House 10.14.2024.docx

LOCK IN OF ORDINANCE NO. Z-6—2024-25 AND RESOLUTION NOS. 94, 95, 96, 97 AND 98—2024-25

Vote for lock in. ROLL CALL: 29 yes, 7 absent. ORDINANCE NO. Z-6—2024-25 AND RESOLUTION NOS. 94, 95, 96, 97 AND 98—2024-25 IS ADOPTED & LOCKED IN.

VOTE RESULTS 29 YES | 0 NO | 0 ABSTAIN | 7 ABSENT

Lock in of Ord. No. Z-6—2024-25 and Res. Nos. 94, 95, 96, 97 and 98—2024-25

Lock In of Ord. No. Z-6—2024-25 and Res. Nos. 94, 95, 96, 97 and 98—2024-25.

Passed With Majority of Full Membership

1 THOMPSON	ABSENT	13 WEGAND	YES	25 JANKE	YES
2 JOHNSON	YES	14 HERMES	ABSENT	26 WEINBERG	YES
3 SMITH	ABSENT	15 MacDONALD	YES	27 CULBERTSON	YES
4 PATIENCE	YES	16 SCHROEDER	YES	28 MONFILS	YES
5 GABRIELSON	YES	17 CROATT	YES	29 WINTERFELDT	ABSENT
6 KOSTELNY	YES	18 SPEARS	YES	30 NEJEDLO	YES
7 HAMMEN	YES	19 HEISER	YES	31 CLEGG	YES
8 LAWRENCE	YES	20 MITCHELL	YES	32 THYSSEN	YES
9 KRUEGER	ABSENT	21 CUFF	YES	33 VANDERHEIDEN	YES
10 LAMERS	ABSENT	22 HAGEN	YES	34 RETTLER	ABSENT
11 FERGUSON	YES	23 KLEMP	YES	35 KOURY	YES
12 McCABE	YES	24 THIEDE	YES	36 LAUTENSCHLAGER	YES

Outagamie County Est. 1851 **11-4-24 County Board Meeting - November 4 2024 07:06:57 PM**

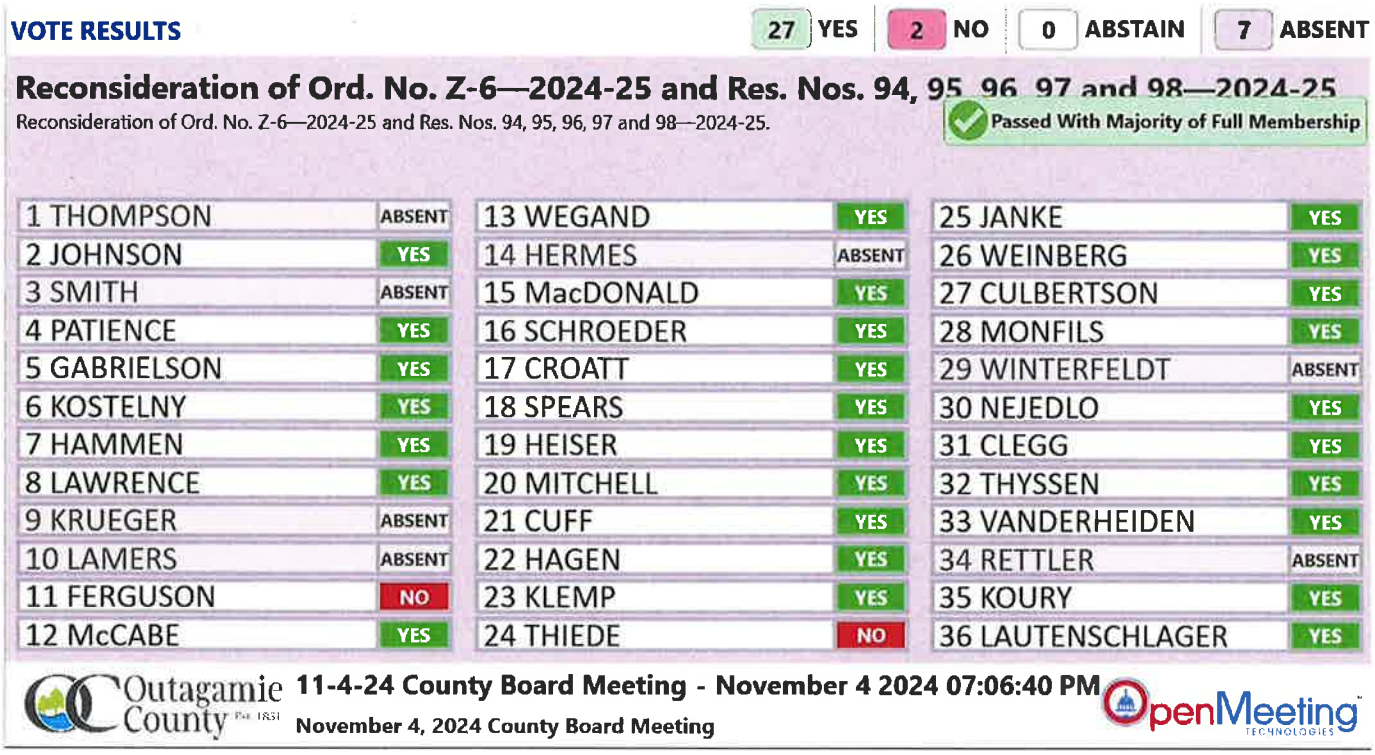
November 4, 2024 County Board Meeting

OpenMeeting TECHNOLOGIES

RECONSIDERATION OF ORDINANCE NO. Z-6—2024-25 AND RESOLUTION NOS. 94, 95, 96, 97 AND 98—2024-25

Supervisor Patience moved, seconded by Supervisor Nejedlo, to reconsider the above listed ordinance and resolutions.

Vote for reconsideration. ROLL CALL: 27 yes, 2 no (Ferguson, Thiede), 7 absent. ORDINANCE NO. Z-6—2024-25 AND RESOLUTION NOS. 94, 95, 96, 97 AND 98—2024-25 IS RECONSIDERED.



VOTE RESULTS

27 YES | 2 NO | 0 ABSTAIN | 7 ABSENT

Reconsideration of Ord. No. Z-6—2024-25 and Res. Nos. 94, 95, 96, 97 and 98—2024-25

Reconsideration of Ord. No. Z-6—2024-25 and Res. Nos. 94, 95, 96, 97 and 98—2024-25.

Passed With Majority of Full Membership

1 THOMPSON	ABSENT	13 WEGAND	YES	25 JANKE	YES
2 JOHNSON	YES	14 HERMES	ABSENT	26 WEINBERG	YES
3 SMITH	ABSENT	15 MacDONALD	YES	27 CULBERTSON	YES
4 PATIENCE	YES	16 SCHROEDER	YES	28 MONFILS	YES
5 GABRIELSON	YES	17 CROATT	YES	29 WINTERFELDT	ABSENT
6 KOSTELNY	YES	18 SPEARS	YES	30 NEJEDLO	YES
7 HAMMEN	YES	19 HEISER	YES	31 CLEGG	YES
8 LAWRENCE	YES	20 MITCHELL	YES	32 THYSSEN	YES
9 KRUEGER	ABSENT	21 CUFF	YES	33 VANDERHEIDEN	YES
10 LAMERS	ABSENT	22 HAGEN	YES	34 RETTLER	ABSENT
11 FERGUSON	NO	23 KLEMP	YES	35 KOURY	YES
12 McCABE	YES	24 THIEDE	NO	36 LAUTENSCHLAGER	YES

Outagamie County Est. 1851 **11-4-24 County Board Meeting - November 4 2024 07:06:40 PM**

November 4, 2024 County Board Meeting

OpenMeeting TECHNOLOGIES

Resolution No. 98—2024-25 – Finance Committee. Approve the sale of In-Rem Tax Foreclosure property in the Village of Hortonville, Parcel ID Number 240016000, "as is" for $150.63, with no budget adjustment necessary, as detailed in the attached Agreement Between Outagamie County and the Village of Hortonville.

Supervisor Croatt moved, seconded by Supervisor Cuff, for adoption.

ROLL CALL: 29 yes, 7 absent. RESOLUTION NO. 98—2024-25 IS ADOPTED.

VOTE RESULTS 29 YES | 0 NO | 0 ABSTAIN | 7 ABSENT

Resolution No. 98—2024-25

Finance Committee. Approve the sale of In-Rem Tax Foreclosure property in the Village of Hortonville, Parcel ... no budget adjustment necessary, as detailed in the attached Agreement Between Outagamie County and the Village of Hortonville.

Passed With Majority of Full Membership

1 THOMPSON	ABSENT	13 WEGAND	YES	25 JANKE	YES
2 JOHNSON	YES	14 HERMES	ABSENT	26 WEINBERG	YES
3 SMITH	ABSENT	15 MacDONALD	YES	27 CULBERTSON	YES
4 PATIENCE	YES	16 SCHROEDER	YES	28 MONFILS	YES
5 GABRIELSON	YES	17 CROATT	YES	29 WINTERFELDT	ABSENT
6 KOSTELNY	YES	18 SPEARS	YES	30 NEJEDLO	YES
7 HAMMEN	YES	19 HEISER	YES	31 CLEGG	YES
8 LAWRENCE	YES	20 MITCHELL	YES	32 THYSSEN	YES
9 KRUEGER	ABSENT	21 CUFF	YES	33 VANDERHEIDEN	YES
10 LAMERS	ABSENT	22 HAGEN	YES	34 RETTLER	ABSENT
11 FERGUSON	YES	23 KLEMP	YES	35 KOURY	YES
12 McCABE	YES	24 THIEDE	YES	36 LAUTENSCHLAGER	YES

Outagamie County EST 1851 **11-4-24 County Board Meeting - November 4 2024 07:06:01 PM**

November 4, 2024 County Board Meeting

OpenMeeting TECHNOLOGIES

RESOLUTION NO.: 98—2024-25

TO THE HONORABLE, THE OUTAGAMIE COUNTY BOARD OF SUPERVISORS

LADIES AND GENTLEMEN: ***MAJORITY***

Outagamie County (the County) has taken title to a parcel of land located in the Village of Hortonville, Parcel ID Number 240016000, through the In-Rem Foreclosure process. The delinquent taxes, interest, and fees equal $150.63. The Village of Hortonville (the Village) would like to aquire the property in its efforts to revitalize and improve the Village. The Village will pay the County a total of $150.63.

No budget adjustment is necessary as there are funds already budgeted in the appropriate cost center.

NOW THEREFORE, the undersigned members of the Finance Committee recommend adoption of the following resolution.

BE IT RESOLVED, that the Outagamie County Board of Supervisors does approve the sale of In-Rem Tax Foreclosure property Parcel ID Number 240016000, Village of Hortonville "as is" in the amount of $150.63, with no budget adjustment necessary as the funds have already been budgeted in the appropriate cost center as detailed in the attached Agreement Between Outagamie County and the Village of Hortonville, which by reference is made a part hereof, and

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

Dated this 4th day of November 2024

Respectfully Submitted,

FINANCE COMMITTEE

Chris Croatt

John Cuff

Karen Lawrence

Dana Johnson

Rick Lautenschlager

Duly and officially adopted by the County Board on: November 4th, 2024

Signed: _____
Board Chairperson

_____
County Clerk

Approved: 11.6.24

Vetoed: _____

Signed: _____
County Executive

AGREEMENT

Between Outagamie County and the Village of Hortonville
Pursuant to § 75.365, Wis. Stat.

THIS AGREEMENT is made and entered this ___day of _____, 2024, by and between the Village of Hortonville, Wisconsin, a municipal corporation, ("Village") and Outagamie County, Wisconsin, a quasi-municipal corporation ("County").

RECITALS

WHEREAS, there is one (1) parcel of land located in the Village identified as the following described real estate, together with the rents profits, fixtures and other appurtenant interests (collectively "Property"):

Parcel Identification Number: 240016000

Legal Description:

> The East Seventy (70) Feet of the West One Hundred Forty (140) Feet of Lot Three (3), in Block Thirty Five (35), Addition to the Village of Hortonville, Wisconsin

Property Address: Lincoln Street, Hortonville, Wisconsin, 54944

WHEREAS, the County has not taken steps to locate or remediate potential environmental hazards on the property and has proceeded to acquire this parcel by in rem tax foreclosure; and

WHEREAS, the Village is interested in obtaining the property in its efforts to revitalize and improve the Village of Hortonville; and

WHEREAS, the Village, recognizing the property is being sold as is with all defects, potential environmental hazards, or other imperfections, assumes the risk in purchasing the property in its current condition.

WHEREAS, the County and Village desire to enter into this agreement pursuant to §75.365, Wis. Stat;

NOW, THEREFORE, in consideration of the mutual covenants and promises set forth herein, and for other good and valuable consideration, the receipt and sufficiency of which are hereby acknowledged, the parties agree as follows:

ARTICLE 1
ACQUISITION OF THE PROPERTY

Section 1.01 The County has included the Property in its 2024 in rem tax foreclosure proceedings pursuant to the authority vested in the County by the Wisconsin Statutes.

Section 1.02 The County agrees that it will make reasonable efforts to acquire the Property by in rem tax foreclosure proceedings. The County and the Village recognize that even though the County has included the Property in its 2024 in rem tax foreclosure proceedings, it is possible that the Outagamie County Circuit Court may refuse to order or adjudge that the County be vested with an estate in fee simple absolute in the Property.

Section 1.03 The County agrees that in the event the County acquires the Property by in rem tax foreclosure proceedings it will thereafter convey the acquired Property to the Village by Quit Claim Deed upon the condition that the Village has approved and executed this Agreement.

Section 1.04 The County and Village agree that the amount of $150.63 is due on the Property, the sum which consists of the outstanding unpaid taxes and interest of $70.73 for tax years 2012-2023, and the outstanding unpaid municipal special assessments of $79.90 due for tax years 2021-2023, inclusive, for a total amount of $150.63.

Section 1.05 The County's obligation to convey the Property as set forth above is contingent upon approval of the conveyance by the Outagamie County Board.

Section 1.06 The Village agrees that in consideration of the Property, it shall remit to the County, by not later than 30 days after the County acquires the in rem judgment for the Property, or any of the parcel(s) listed herein, the sum which consists of the outstanding unpaid taxes and interest of $70.73 for tax years 2012-2023, and the outstanding unpaid municipal special assessments of $79.90 due for tax years 2021-2023, inclusive, for a total of $150.63, and shall hereinafter be referred to as the "specified sum."

Section 1.07 The Village agrees and acknowledges that the County's conveyance of the Property to the Village is a conveyance "as is" by Quit Claim Deed which will be prepared by County and recorded by the County.

Section 1.08 The Village shall be responsible to pay the 2024 property taxes.

Section 1.09 The Village shall be responsible for any costs it incurs to investigate, assess, remediate, or raze the Property at any time before or after the conveyance of the Property by the County.

ARTICLE II
INDEMNIFICATION

Section 2.01 The Village shall exonerate, save harmless, protect, indemnify and defend the County, its Board, officers, employees and agents from and against all losses, damages, claims, suits or actions, judgments, and costs whatsoever, including reasonable attorneys' fees, which may arise out of or be attributable to the conveyance of the Property from the County to the Village.

Section 2.02 The Village shall exonerate, save harmless, protect, indemnify and defend the County, its Board, officers, employees, and agents from and against any and all losses, damages, claims, suits or actions, judgments, and costs,

whatsoever, including reasonable attorneys' fees, which may arise out of or be attributable to the Property or investigation, assessment, remediation, or razing of the Property.

Section 2.03 The County shall not be responsible or liable to the Village for any loss or damage that may be occasioned by or through either the acts or omissions of person occupying the Property, if any, after the Property is transferred by deed to the Village. The Village shall not be responsible or liable to the County for any loss or damage that may be occasioned by or through either the acts or omissions of person occupying the Property, if any, between the date of the in rem foreclosure judgment and when the Property is transferred to the Village.

ARTICLE III
ENVIRONMENTAL INDEMNIFICATION

Section 3.01 Definitions. The following terms shall have the following meanings for purposes of this Agreement:

(a) Hazardous Substances. "Hazardous Substance" means any substance:

(1) the presence of which requires investigation, clean-up, removal or other remediation under any federal, state or local statute, regulation, ordinance, order, action policy or common law; or

(2) which is or becomes defined as a contaminant, a solid waste, a hazardous waste, a toxic waste, a hazardous substance, a pollutant, chemical, substance or material or any other substance subject to control under any applicable environmental law, now or hereafter in effect, including without limitation: the Federal Water Pollution Control Act, 33 U.S.C. § 1251 et seq.; the Clean Air Act, 42 U.S. C. § 7401 et seq.; the Comprehensive Environmental Response, Compensation, and Liability Act of 1980, 42 U.S.C. §6901 et seq.; the Toxic Substance Control Act, 15 U.S.C. § 2601 et seq.; or under the laws of the State of Wisconsin or under any other applicable environmental law, whether now existing or hereafter in effect (the "Environmental Laws"); or

(3) is toxic, explosive, corrosive, flammable, infections, radioactive, carcinogenic, mutagenic, or otherwise hazardous; or

(4) the presence of which on the Property causes or threatens to cause a nuisance upon the Property or to adjacent properties or poses or threatens to pose a hazard to the health or safety of persons on or about the Property.

(b) Environmental Requirements. "Environmental Requirements" mean all applicable present and future statues, regulations, rules, ordinances, codes, licenses, permits or orders of all governmental agencies, departments or instrumentalities of the United States, the State of Wisconsin and political subdivisions thereof and all applicable

judicial administrative, and regulatory decrees, judgments, and orders relating to the protection of human health or the environment, including without limitation, all requirements pertaining to reporting, licensing, permitting, investigation, and remediation of emissions, discharges, releases, or threatened release of Hazardous Substance whether solid, liquid, or gaseous in nature, into the air, surface water, groundwater, or land, or relating to the manufacture, processing, distribution, use, treatment, storage disposal, transport, or handling of Hazardous Substance, and all requirements pertaining to the protection of the health and safety of employees or the public.

(c) Environmental Damages. "Environmental Damages" means all claims, judgments, damages, losses, penalties, fines, liabilities (including strict liability), encumbrances, liens, costs, and expenses of investigation and defense of any claim, whether or not such claim is ultimately defeated, and of any good faith settlement or judgment, of whatever kind or nature, contingent or otherwise, matured or unmatured, foreseeable or unforeseeable (including without limitation reasonable attorneys' fees and disbursements and consultants' fees and the cost of complying with any equitable form of relief or the result of any injunctive or similar action whether brought by the state or federal government, a private person or organization or any other party), any of which are incurred at any time as a result of the actual or suspected existence of any Hazardous Substances upon, about or beneath the Property or migrating or threatening to migrate to or from the Property, or the actual or suspected existence of a violation of Environmental Requirements pertaining to the Property, regardless of whether the actual or suspected existence of such Hazardous Substances or violation of Environmental Requirements arose prior to the present ownership or operation of the Property.

Section 3.02 Indemnification. The Village, for itself and its legal representatives, heirs, successors, and guarantors, jointly and severally agree to indemnify, defend (with counsel reasonable approved by the indemnification parties), reimburse and hold harmless the County, its elected officials, employees, agents and successors, and assigns (the "indemnified parties"). The Village agrees to indemnify, defend, reimburse and hold harmless the indemnified parties from and against any and all Environmental Damages arising from the actual or suspected presence of any Hazardous Substance upon, about or beneath the Property or migrating to or from the Property, or arising in any manner whatsoever out of the actual or suspected violation of any Environmental Requirements pertaining to the Property and the former, current or future activities thereon by any party, or from the breach of any warranty or covenant or the inaccuracy of any representation of the Village contained in this Agreement; provided, however, that the Village shall not be required to indemnify, defend, reimburse or hold harmless any of the indemnified parties for any Environmental Damages arising out of the presence of any Hazardous Substances which were deposited or disposed of on the Property on or after the date the Property is conveyed to the Village.

Section 3.03 Term. The obligations of the Village under this Agreement shall be continuing and shall fully survive indefinitely.

Section 3.04 Investigation. The obligations of the Village under this Agreement shall not be affected by any investigation by or on behalf of the County or any other indemnified party, or by any information that the County or any other indemnified party may have or obtain with respect thereto.

Section 3.05 Expenditures for Property. The County shall have no responsibility for the payment of expenditures made and all liabilities incurred in performing the Village's obligations under this Agreement, including, but not limited to, fees of the engineers, surveyors, and consultants; the cost of environmental surveys; the cost of site clean-up, and remediation of any Hazardous Substances and other expenses. However, the Village may apply for use of grant funding through the County for Phase 1 and 2 work (investigation and development of a remediation plan), but such funds may not be used for digging or any other remediation activities.

ARTICLE IV
MISCELLANEOUS

Section 4.01 Notices. All notices, demands, requests, consents, approvals and other communications required to be given hereunder shall be in writing and delivered personally or sent by registered or certified mail, postage prepaid, return receipt requested, or by private courier or by facsimile transmission (followed by first class mail delivery of the original), addressed to the party to be so notified as follows:

If to County: Outagamie County Treasurer
ATTN: Rochelle Oskey – Treasurer
320 South Walnut Street
Appleton WI 54911

If to Village: Village of Hortonville
ATTN: Village Clerk
PO Box 99
Hortonville WI 54944

Notice shall be deemed received three (3) days after the mailing thereof. Either party may at any time change the address for notice of such party by mailing a notice to the other party.

Section 4.02 Captions. The captions of Articles and Section are convenience of reference only, and shall not affect the construction to be given any provision hereof.

Section 4.03 Entire Agreement. This Agreement contains the entire Agreement between the parties with respect to the subject matter hereof, supersedes all prior agreements or understandings, if any, with respect thereto, and may not be amended, supplemented or terminated, nor shall any obligation or condition be deemed waived, except by a written instrument signed by the parties.

Section 4.04 Third party beneficiaries. The parties do not intend to confer any benefits hereunder on any person other than the parties hereto.

Section 4.05 No Assignment. The Village and the County agree that there will be no assignment or transfer of this Agreement, nor of any interest in this Agreement.

Section 4.06 Venue. This Agreement shall be governed by the laws of the State of Wisconsin and venue shall lie in the Circuit Court for and in Outagamie County, Wisconsin.

IN WITNESS WHEREOF, this Agreement has been executed by the parties, as of the day and year first above written.

Outagamie County, Wisconsin

By:_____
Thomas M. Nelson
Outagamie County Executive

By:_____
Dan Gabrielson
Outagamie County Board Chair

By:_____
Kelly Gerrits
Outagamie County Clerk

State of Wisconsin)
) ss.
Outagamie County)

Personally came before me this _____day of _____, 2024, the above named Thomas M. Nelson, Dan Gabrielson and Kelly Gerrits to me known to be the persons who executed the foregoing Agreement and acknowledged the same.

_____
Becky Meulemans
Notary Public, State of Wisconsin
My commission expires 1/16/2027

_____
Approved as to Form:
Dawn T. Shaha
Outagamie County
Deputy Corporation Counsel
Date:_____

Village of Hortonville

By: Jeanne Bellile
Jeanne Bellile, Village President

State of Wisconsin)
) ss.
Outagamie County)

Personally came before me this 14 day of October, 2024, the above named Jeanne Bellile to me known to be the persons who executed the foregoing Agreement and acknowledged the same.

Notary Public, State of Wisconsin
My commission expires: 7/12/2027

This Agreement was drafted by:
Attorney Dawn T. Shaha
Outagamie County
Deputy Corporation Counsel
State Bar No. 1054116

I, Kelly Gerrits, County Clerk for the County of Outagamie Wisconsin do hereby certify that the foregoing is a true and correct copy of the November 4, 2024 County Board Minutes approved by a majority vote at a meeting of the County Board on December 10, 2024 and recorded in the minutes of said meeting a quorum of members being present.

In testimony whereof, I have hereunto set my hand and the seal of the County of Outagamie, Wisconsin, this 11th Day of December, 2024.

/s/ Kelly Gerrits
County Clerk

Please call the Outagamie County Clerk's Office (832-5077) if you would like further elaboration of these minutes.

RUN: December 16, 2024

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

Office of the County Clerk, December 10, 2024.

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: 31 present, 5 absent. Members present: Thompson, Johnson, Patience, Gabrielson, Kostelny, Hammen, Lawrence, Krueger, Lamers, Ferguson, McCabe, Wegand, MacDonald, Schroeder, Croatt, Spears, Heiser, Mitchell, Cuff, Hagen, Klemp, Thiede, Weinberg, Culbertson, Winterfeldt, Nejedlo, Clegg, VanderHeiden, Rettler, Koury, and Lautenschlager. Members absent: Supervisors Smith, Hermes, Janke, Monfils, and Thyssen.

The Board Chairperson requested the Board's confirmation to excuse Supervisors Smith, Hermes, Janke, Monfils, and Thyssen. No objections; so ordered.

The Pledge of Allegiance was led by Chairperson Gabrielson.

MINUTES OF THE NOVEMBER 4, 2024 COUNTY BOARD MEETING
Supervisor Koury moved, seconded by Supervisor Lautenschlager, to approve the minutes of the November 4, 2024 County Board meeting.

ROLL CALL: 30 yes, 1 abstain (Winterfeldt), 5 absent. MINUTES OF THE NOVEMBER 4, 2024, COUNTY BOARD MEETING ARE APPROVED.

SPECIAL ORDER OF BUSINESS
Greg Parins and Alex Pantzlaff, Recycling and Solid Waste Department, gave an overview of the department

Greg Parins and Alex Pantzlaff, Recycling and Solid Waste Department, provided an informational presentation on their department and its impact on the community. Highlights covered during presentation included:

- Overview of the department's mission and a review of the 450-acre campus, including its components and offerings.
- Explanation of the BOW Intergovernmental Agreement (Brown/Outagamie/Winnebago Counties), which provides opportunities to enhance operational efficiencies among the county solid waste and recycling services (by providing flexibility and resource sharing).
- A breakdown of landfill daily operations, which includes litter control, odor management, and bird mitigation; annual tons in the BOW System is approximately 815k tons, annual tons received at the Outagamie County location is approximately 340k tons (of that annual tonnage, 39 percent is from residential and 61 percent is from commercial entities).
- Tri-County Recycling, which began in 2009, is one of the largest publically-owned municipal MRFS, which currently serves 240,000(+) households, and over 620,000(+) residents, and processes approximately 80k tons annually (54 percent from residential, and 46 percent from commercial), through various means of sorting (mechanical, technological, and hand).
- Tri-County Recycling Center is 15-years old, and requires much maintenance and mindful long-term planning for future needs.

- Outagamie County Recycling & Solid Waste serves as the Responsible Unit with its agreements with 32 municipalities, completing grant application and management, and providing educational outreach.
- Provided a reminder that holiday lights do not go in recycling carts – use designated drop-off bins to deter creating issues with facility equipment (and ultimately, safety of staff).

Supervisor questions and comments followed.

Kevin Englebert, Development and Land Services Director, provided an ARPA funding update.

Highlights of the American Rescue Plan Act (ARPA) presentation included the funding update, and reviewed requests that will be coming before the County Board later in the agenda:

- Total $36,494,460 in ARPA funding was delivered to Outagamie County, with the obligation deadline is 12/31/2024 (funds must either be spent or tied to upcoming projects or contracts), with the final obligation deadline of 12/31/2026 to spend on projects and contracts.
- Of those funds received, $26.5M of the ARPA funding were to be used for purposes deemed eligible by the US Treasury, purposes used to respond to impacts from the pandemic. $10M of ARPA funding could be allocated to most governmental services (funding for lost revenue), of those funds received. ARPA funds cannot fund debt service, offsets of a reduction tax rate, or pension contributions.
- ARPA Internal Funding (~22 million for 60+ projects), which the top projects include: 9-1-1 Communications Center ($5.6M), Plamann Park Sewer ($3.0M), IT Projects ($2.0M), Staff Retention Bonuses ($1.7M), and Airport Terminal Expansion ($1.0M).
- ARPA External Grants (~14.5M) top projects included:
    - Affordable housing initiatives ($3.5M to RISE, Archive Apartments, and Habitat for Humanity), supported construction of 86 affordable housing units and 12 market rate units in the Appleton/Greater Fox Cities area.
    - $750k grant to Child Care Resource & Referral, which helped fund the Essential Services Program from 2024-25, saving participants ~$700 per month (plus time savings).
    - $2M grant to First Five Fox Valley, to build a Family Resource Center, offering universal services to families at free or low cost on child development resources (ages 0 to 5 years old).
    - $305k grant to Riverview Gardens to implement the ServiceWorks Culinary Program, which helps prepare individuals for success in the food service industry, and a Placement Success program for post-program support.
    - $695k grant to Children's Wisconsin for their Healthcare Career Exploration, Pathway, and Training Program.
- $500k for the Community Connections Program for behavioral health training.
- $2.25M for two agreements with Pillars and NEW Mental Health Connection to help fund financial resilience for each organization and to help with increases in demand for services.
- $2.7M grant was for Brightspeed Communications to fund last-mile fiber to premise broadband installation, which provided 956 connections in the northern half of Outagamie County and 120 miles of new fiber lines (Brightspeed is matching the county's investment with $2.7M of private funding).

- ARPA Surplus funding is available due to planned projects not being feasible or for being under budget. Two-step approach by Administration to ensure complete deplete of financial resource:
    - Step One: Direct remaining funding to ARPA eligible uses and prioritize projects that can be funded prior to obligation deadline (which will result in financial savings for the County).
    - Step Two: Invest financial savings in projects of county importance with timelines that exceed ARPA obligation deadline requirements.
- Surplus Funding Resolution One: directs remaining ARPA funding towards the following priorities (CAP Services, Child Care Resource and Referral, and Outagamie County Employee Wage Study Implementation – remaining funds); initiatives are eligible under ARPA guidelines.
- Surplus Funding Resolution Two: directs funding offset from wage study implementation investment towards Outagamie County (OC) Employee Child Care Center, Outagamie County (OC) Physical Therapy Space, and enhance the Healthcare Stabilization Fund. These initiatives follow the spirit of ARPA, but require more than the obligation deadline allows. Projects will have organizational and community benefit.
- The OC Employee Child Care Center will be located at the current VPI space on the Brewster Village Campus; VPI will be vacating the building in spring of 2025. Approximately $2.5-$3M capital investment with potential operating supporting for initial start-up period. YMCA partnership will operate the group child care center, with approximately 100 children capacity, and could possibly include an Appleton Area School District 4K location. Outagamie County employees will get initial priority enrollment and ongoing priority enrollment.
- OC Physical Therapy Space: the location will be integrated with the Outagamie County Employee Health Clinic at the OC Government Center; ThedaCare is to become new County provider and will add physical therapy services to the clinic.
- OC Healthcare Stabilization Fund: any remaining funds after completion of the child care center and physical therapy space, will be directed towards this fund, which exists to help the County pursue a self-funded health plan model. $4.15M is the current fund balance, with a target of $5M or three months' worth of claims.

Supervisor questions and comments followed.

ESTABLISH ORDER OF THE DAY– Chairperson Gabrielson reported the request to have all Appointments, Ordinance Nos. Z-7 and C—2024-25, and Resolution Nos. Z-6, 99, 100, 101, 102, 103, 104, 105, 106, 107, 108, 109, 110, 111, 112, 113, 114, 115, 116, 117, and 118—2024-25 locked in at the meeting.

COMMUNICATIONS –

Chairperson Gabrielson summarized the following communications:

- A sincere thanks was given to Sara Hickey and the Legislative Services team for the coordination of the meal earlier in the evening
- A sincere thanks was given to all who donated to the Adopt-A-Family Program; $660 was collected and will be used to help Outagamie County families who are in need this holiday season.
- A reminder that e-mail passwords expires every 90 days. Unfortunately, County Supervisor iPads do not issue a reminder prompt, so Chairperson Gabrielson stressed if the pop-up requesting to enter your network exchange password is in the upper right, this means the password needs to be reset. Please be proactive and update the e-mail password. Directions were distributed in County Board Supervisor mailboxes on how to reset e-mail passwords, and should be retained for future

referencing. Should additional help be required, reach out to Legislative Services staff for assistance.

- One (1) Supervisor still needs to complete the "Recipe for Cyber Security" training, which was due on 10/29/24, three (3) Supervisors need to complete the "Core Concepts – Vishing" training, which was due on 11/14/24. Chairperson Gabrielson urged to have all of these trainings done prior to the end of the year, as it is important to keep up-to-date on trainings.
- Chairperson Gabrielson recognized the following County Board Supervisor birthdays: Supervisor Monfils (12/3), Supervisor Rettler (1/5), and Supervisor Thiede (1/5).
- This is the final planned County Board Supervisor meeting for this calendar year. The next scheduled meeting will be held on January 14, 2025.

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 –
County Executive Nelson nomination for reappointment of John Cuff to the Wisconsin PACE Commission; term expires April 2026.

Supervisor Kostelny moved, seconded by Supervisor Spears, for confirmation of the above-listed appointment.

ROLL CALL: 30 yes, 1 abstain (Cuff), 5 absent. JOHN CUFF IS REAPPOINTED TO THE WISCONSIN PACE COMMISSION.

County Executive Nelson nomination for appointment of Justin Schumacher to the Plamann Park Pavilion Construction Project Oversight Committee; for the duration of the project.

Supervisor MacDonald moved, seconded by Supervisor Klemp, for confirmation of the above-listed appointment.

ROLL CALL: 31 yes, 5 absent. JUSTIN SCHUMACHER IS APPOINTED TO THE PLAMANN PARK PAVILION CONSTRUCTION OVERSIGHT COMMITTEE.

County Executive Nelson nomination for reappointments of Pete Gilbert, Angela Ver Voort, and Cathy Thompson to the Outagamie Waupaca Library System Board of Trustees; terms expire December 31, 2027.

Supervisor Koury moved, seconded by Supervisor Schroeder, for confirmation of the above-listed reappointments.

ROLL CALL: 31 yes, 5 absent. PETE GILBERT, ANGELA VER VOORT, AND CATHY THOMPSON ARE REAPPOINTED TO THE OUTAGAMIE WAUPACA LIBRARY SYSTEM BOARD OF TRUSTEES.

County Executive Nelson nomination for reappointment of Charles Stertz to the Criminal Justice Coordinating Council; term expires April 30, 2026.

Supervisor Patience moved, seconded by Supervisor Cuff, for confirmation of the above-listed reappointment.

ROLL CALL: 31 yes, 5 absent. CHARLES STERTZ IS REAPPOINTED TO THE CRIMINAL JUSTICE COORDINATING COUNCIL.

County Executive Nelson nomination for reappointment of David Horst to the Greenway Implementation Committee; term expires December 31, 2027.

Supervisor Hagen moved, seconded by Supervisor Cuff for confirmation of the above-listed reappointment.

ROLL CALL: 31 yes, 5 absent. DAVID HORST IS REAPPOINTED TO THE GREENWAY IMPLEMENTATION COMMITTEE.

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

UNFINISHED BUSINESS – None.

NEW BUSINESS– *NOTE: The minutes that follow list the synopsis of the ordinances/resolutions and roll calls. At the end of this set of minutes, the scanned copies of the each ordinance/resolution will be appended along with the physical roll call.*

Resolution No. Z-6—2024-25 – Agriculture, Extension Education, Zoning and Land Conservation Committee. Approve the rezone request for the WisDOT (owner/seller) and Outagamie County (buyer), for a 12-acre portion of parcel 120040701, from the A1- Exclusive Agricultural/Farmland Preservation District to A2- General Agricultural District, in the Town of Hortonia, as depicted on the attached review and map.

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

ROLL CALL: 31 yes, 5 absent. RESOLUTION NO. Z-6—2024-25 IS ADOPTED.

Ordinance No. Z-7—2024-25 – Agriculture, Extension Education, Zoning and Land Conservation Committee. Approve the amendment to the Outagamie County Comprehensive Plan to amend the Farmland Preservation Plan Map for the Town of Black Creek, as noted on the resolution and attachments.

Supervisor Rettler moved, seconded by Supervisor Lautenschlager, for adoption.

ROLL CALL: 31 yes, 5 absent. ORDINANCE NO. Z-7—2024-25 IS ADOPTED.

Resolution No. 99—2024-25 – Agriculture, Extension Education, Zoning, and Land Conservation Committee. Authorize and approve the Land Conservation Department to accept and expend Oneida Nation Funds for 2024 for $71,000, and increase the following LC Grants line items: Purchased Services by $70,000; Salary by $700; Fringes by $300; Intergovernmental Revenue by $71,000, as noted on the attached fiscal note.

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

ROLL CALL: 31 yes, 5 absent. RESOLUTION NO. 99—2024-25 IS ADOPTED.

Resolution No. 100—2024-25 – Agriculture, Extension Education, Zoning, and Land Conservation Committee. Authorize and approve the Land Conservation Department to accept and expend revenue from the Wisconsin Department of Natural Resources through the Targeted Runoff Management / Notice of Discharge Program of $724,360, and increase the Land Conservation Grants line items of Intergovernmental Revenues and Purchased Services by $724,360 each, as noted on the attached fiscal note.

Supervisor Rettler moved, seconded by Supervisor Cuff, for adoption.

ROLL CALL: 31 yes, 5 absent. RESOLUTION NO. 100—2024-25 IS ADOPTED.

Resolution No. 101—2024-25 – Agriculture, Extension Education, Zoning, and Land Conservation Committee. Authorize and approve the UW Extension Department to accept and expend an unsolicited donation of $200 from the Wisconsin State Fair Dairy Promotion Board, to purchase an egg incubator, and increase the line items of the UW Extension Funds Donations and Programming Fees by $200 each, as noted on the attached fiscal note.

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

ROLL CALL: 31 yes, 5 absent. RESOLUTION NO. 101—2024-25 IS ADOPTED.

Resolution No. 102—2024-25 – Health and Human Services Committee. Authorize and approve to transfer $4,700 from the line items of Veteran's Service Office Travel/Training to the Veteran's Service Office Purchased Services, to purchase new furniture for the office, as noted on the attached fiscal note.

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

ROLL CALL: 31 yes, 5 absent. RESOLUTION NO. 102—2024-25 IS ADOPTED.

Resolution No. 103—2024-25 – Property, Airport, Recreation and Economic Development Committee. Approve the Second Amendment to the Storage Building Lease Agreement between the Appleton International Airport and Gulfstream Aerospace Services Corporation, to extend the term of the agreement through October 31, 2025 and to add three additional, successive 1-year options to further extend the term of the Agreement, with no 2024 budget adjustment needed, as noted on the attachments.

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

ROLL CALL: 31 yes, 5 absent. RESOLUTION NO. 103—2024-25 IS ADOPTED.

Resolution No. 104—2024-25 – Public Safety Committee. Authorize and approve the Sheriff's Office to apply for, accept and expend 2025 Public Safety Answering Point (PSAP) grant funds issued by the Wisconsin Department of Military Affairs/Office of Emergency Communications of $504,852.30 with a required 10% county match of $56,094.70 for a total of $560,947, to be used for equipment upgrades and advanced training for Next Generation 9-1-1, and increase line items of the 2025 Capital Projects Revenue Intergovernmental – PSAP and the Sheriff – PSAP Capital Outlay by $504,852 each and the 10% county match requirement is already budgeted, as noted on the attached fiscal note.

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

ROLL CALL: 31 yes, 5 absent. RESOLUTION NO. 104—2024-25 IS ADOPTED.

Resolution No. 105—2024-25 – Public Safety Committee. Authorize and approve the Sheriff's Office to apply for, accept and expend the 2025 County/Tribal Law Enforcement Program grant issued by the Wisconsin Department of Justice of $30,159.00, to be split equally with the Oneida Tribe of Indians, with no county match required, and increase the following 2025 Patrol line items: Intergovernmental Revenue by $30,159.00; Supplies by $15,079.50; Purchased Services by $15,079.50, as noted on the attached fiscal note.

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

ROLL CALL: 31 yes, 5 absent. RESOLUTION NO. 105—2024-25 IS ADOPTED.

Resolution No. 106—2024-25 – Health and Human Services Committee. Authorize and approve of various budget transfers and alterations to the 2024 Health and Human Services budget as noted on the attached fiscal note and the Outagamie County Department of Human Services 2024 Budget Transfers worksheet.

Supervisor McCabe moved, seconded by Supervisor Cuff, for adoption.

ROLL CALL: 31 yes, 5 absent. RESOLUTION NO. 106—2024-25 IS ADOPTED.

Resolution No. 107—2024-25 – Agriculture, Extension Education, Zoning, and Land Conservation Committee. Authorize and approve the Land Conservation Department to accept and expend additional funding of $82,554 from the Wisconsin Department of Natural Resources to continue implementing a suite of practices aimed at further improving soil health and reducing nutrient and sediment runoff in the Apple Creek watershed, and increase the line items of TMDL – Apple Creek Intergovernmental Revenues and Purchased Services by $82,554 each, as noted on the attached fiscal note.

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

ROLL CALL: 31 yes, 5 absent. RESOLUTION NO. 107—2024-25 IS ADOPTED.

Resolution No. 108—2024-25 – Finance Committee. Authorize and approve of transferring $13,000 from the line items of County Executive Purchased Services to County Executive Office Equipment, to purchase new office furniture, as noted on the attached fiscal note.

Supervisor Croatt moved, seconded by Supervisor Lawrence, for adoption.

ROLL CALL: 31 yes, 5 absent. RESOLUTION NO. 108—2024-25 IS ADOPTED.

Resolution No. 109—2024-25 – Finance Committee. Approve to go on record in favor of the Village of Greenville Amendment #1 to Tax Incremental District (TID) No. 1, as detailed in the attached amendment dated November 13, 2024, and recommend that the Outagamie County representative on the Village of Greenville TID Board of Review vote in favor of this Amendment.

Supervisor Croatt moved, seconded by Supervisor Lautenschlager, for adoption.

ROLL CALL: 31 yes, 5 absent. RESOLUTION NO. 109—2024-25 IS ADOPTED.

Resolution No. 110—2024-25 – Finance Committee. Approve to go on record in favor of the Village of Hortonville Project Plan Allocation Amendment to Tax Incremental District (TID) No. 4 as detailed in the attached amendment dated October 31, 2024, and recommend that the Outagamie County representative on the Village of Hortonville TID Board of Review vote in favor of this Amendment.

Supervisor Croatt moved, seconded by Supervisor Nejedlo, for adoption.

ROLL CALL: 31 yes, 5 absent. RESOLUTION NO. 110—2024-25 IS ADOPTED.

Resolution No. 111—2024-25 – Finance Committee. Approve to go on record in favor of the Village of Hortonville Project Plan Amendment to Tax Incremental District (TID) No. 5 as detailed in the attached amendment dated October 31, 2024, and recommend that the Outagamie County representative on the Village of Hortonville TID Board of Review vote in favor of this Amendment

Supervisor Croatt moved, seconded by Supervisor Lautenschlager, for adoption.

ROLL CALL: 31 yes, 5 absent. RESOLUTION NO. 111—2024-25 IS ADOPTED.

Resolution No. 112—2024-25 – Property, Airport, Recreation and Economic Development Committee. Approve the Second Addendum to the Lease Agreement between the Appleton International Airport and Air Wisconsin Airlines LLC, to provide for one 7-month extension through March 31, 2025 and increase the monthly rent retroactively for the period September 1, 2024 through March 31, 2025 to $13.00 per square foot, included in the 2024 and 2025 budgets, as noted on the attachments.

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

ROLL CALL: 31 yes, 5 absent. RESOLUTION NO. 112—2024-25 IS ADOPTED.

Resolution No. 113—2024-25 – Finance Committee. Approve of ARPA funding of $10,000 to CAP Services, $200,000 to Child Care Resources and Referral and any unobligated funds from the State and Local Fiscal Recovery Fund and the Local Assistance and Tribal Consistency Fund to cover the expenses associated with the 2024 wage adjustments as recommended in the Total Rewards Study, as noted on the resolution and attachments.

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

ROLL CALL: 30 yes, 1 no (Thiede), 5 absent. RESOLUTION NO. 113—2024-25 IS ADOPTED.

Resolution No. 114—2024-25 – Finance Committee. Approve of ARPA funding which resulted from savings in the General Fund to be allocated to the County Employee Childcare Center, the Outagamie County Physical Therapy and Wellness Center and the Healthcare Stabilization Fund, as noted on the resolution and attachments.

Supervisor Croatt moved, seconded by Supervisor Patience, for adoption

.

ROLL CALL: 29 yes, 2 no (Thiede, Winterfeldt), 5 absent. RESOLUTION NO. 114—2024-25 IS ADOPTED.

Resolution No. 115—2024-25 – Finance Committee. Approve the attached Outagamie County Library Service Plan: 2025-2029, as planning to ensure that county residents have access to adequate library services.

Supervisor Cuff moved, seconded by Supervisor Croatt, for adoption.

ROLL CALL: 30 yes, 1 abstain (Winterfeldt), 5 absent. RESOLUTION NO. 115—2024-25 IS ADOPTED.

Resolution No. 116—2024-25 – Legislative/Audit and Human Resources Committee. Authorize to transfer $35,300 from the line items of Human Resources Salaries to the Negotiation, Mediation, and Arbitration Purchased Services to fund the expense for negotiation and arbitration of the Deputy Sheriff's Association contract, as noted on the attached fiscal note.

Supervisor Spears moved, seconded by Supervisor Lamers, for adoption.

ROLL CALL: 31 yes, 5 absent. RESOLUTION NO. 116—2024-25 IS ADOPTED.

Resolution No. 117—2024-25 – Finance Committee. Authorize writing off the 2024 Accounts Receivables, Delinquent Accounts Receivable Write-offs and authorize the Finance Director to remove these receivables from the County records and deem them no longer collectible, as noted on the resolution and attachments.

Supervisor Croatt moved, seconded by Supervisor Lawrence, for adoption.

ROLL CALL: 31 yes, 5 absent. RESOLUTION NO. 117—2024-25 IS ADOPTED.

Resolution No. 118—2024-25 – Legislative/Audit and Human Resources Committee. Approve the attached Agreement between Outagamie County and Outagamie County Deputy Sheriff's Association 2023-2025 and Final Offer of Outagamie County to the Outagamie County Deputy Sheriff's Association documents, with no budget adjustment needed.

Supervisor Spears moved, seconded by Supervisor MacDonald, for adoption.

ROLL CALL: 31 yes, 5 absent. RESOLUTION NO. 118—2024-25 IS ADOPTED.

Ordinance No. C—2024-25 – Property, Airport, Recreation and Economic Development Committee. Approve to amend the County Code of Ordinances as pertains to Chapter 2, Section 2-61, Rule 18 – Receiving, Selling and Purchasing Property, as noted on the Ordinance.
Supervisor Culbertson moved, seconded by Supervisor Hammen, for adoption.

ROLL CALL: 31 yes, 5 absent. ORDINANCE NO. C—2024-25 IS ADOPTED.

Supervisor Thiede requested Resolution Nos. 113 and 114—2024-25 to be reconsidered and locked in separately. No objections, so ordered.

RECONSIDERATION OF ALL APPOINTMENTS, ORDINANCE NOS. Z-7 and C—2024-25, AND RESOLUTION NOS. Z-6, 99, 100, 101, 102, 103, 104, 105, 106, 107, 108, 109, 110, 111, 112, 115, 116, 117, AND 118—2024-25.

Supervisor Nejedlo moved, seconded by Supervisor Wegand, to reconsider the above listed appointments, ordinances, and resolutions.

Vote for reconsideration. ROLL CALL: 29 yes, 2 no (Ferguson, Thiede), 5 absent. ALL APPOINTMENTS, ORDINANCE NOS. Z-7 and C—2024-25, AND RESOLUTION NOS. Z-6, 99, 100, 101, 102, 103, 104, 105, 106, 107, 108, 109, 110, 111, 112, 115, 116, 117, AND 118—2024-25 ARE RECONSIDERED.

Vote for lock in. ROLL CALL: 31 yes, 5 absent. ALL APPOINTMENTS, ORDINANCE NOS. Z-7 and C—2024-25, AND RESOLUTION NOS. Z-6, 99, 100, 101, 102, 103, 104, 105, 106, 107, 108, 109, 110, 111, 112, 115, 116, 117, AND 118—2024-25 ARE ADOPTED & LOCKED IN.

RECONSIDERATION OF RESOLUTION NO. 113—2024-25.

Supervisor Lamers moved, seconded by Supervisor MacDonald, to reconsider the above listed resolution.

Vote for reconsideration. ROLL CALL: 30 yes, 1 no (Thiede), 5 absent. RESOLUTION NO. 113—2024-25 IS RECONSIDERED.

Vote for lock in. ROLL CALL: 29 yes, 2 no (Thiede, Winterfeldt), 5 absent. RESOLUTION NO. 113—2024-25 IS ADOPTED & LOCKED IN.

RECONSIDERATION OF RESOLUTION NO. 114—2024-25.

Supervisor Patience moved, seconded by Supervisor Heiser, to reconsider the above listed resolution.

Vote for reconsideration. ROLL CALL: 30 yes, 1 no (Thiede), 5 absent. RESOLUTION NO. 114—2024-25 IS RECONSIDERED.

Vote for lock in. ROLL CALL: 28 yes, 3 no (Klemp, Thiede, Winterfeldt), 5 absent. RESOLUTION NO. 114—2024-25 IS ADOPTED & LOCKED IN.

REPORTS – none.

ADJOURNMENT
Supervisor Patience moved, seconded by Supervisor Wegand to adjourn until January 14, 2025 at 7:00 p.m. VOICE VOTE CARRIED UNANIMOUSLY.

The meeting adjourned at 8:29 p.m.

FINAL COPIES OF ORDINANCES/RESOLUTIONS AND ROLL CALLS PERTINENT TO NEW BUSINESS FOLLOW:

LOCK IN OF ALL APPOINTMENTS, ORDINANCE NOS. Z-7 AND C—2024-25, AND RESOLUTION NOS. Z-6, 99, 100, 101, 102, 103, 104, 105, 106, 107, 108, 109, 110, 111, 112, 115, 116, 117, AND 118—2024-25.

Vote for lock in. ROLL CALL: 31 yes, 5 absent. ALL APPOINTMENTS, ORDINANCE NOS. Z-7 AND C—2024-25, AND RESOLUTION NOS. Z-6, 99, 100, 101, 102, 103, 104, 105, 106, 107, 108, 109, 110, 111, 112, 115, 116, 117, AND 118—2024-25 ARE ADOPTED & LOCKED IN.

VOTE RESULTS 31 YES | 0 NO | 0 ABSTAIN | 5 ABSENT

Lock in of Appointments, Ord. Nos. Z-7 and C, Res. Nos. Z-6 and 99-112, 115-118—2024-

Lock In of All Appointments and Ord. Nos. Z-7 and C—2024-25 and Res. Nos. Z-6, 99, 100, 101, 102, 103, 104, 117 and 118—2024-25.

Passed With Majority of Full Membership

1 THOMPSON	YES	13 WEGAND	YES	25 JANKE	ABSENT
2 JOHNSON	YES	14 HERMES	ABSENT	26 WEINBERG	YES
3 SMITH	ABSENT	15 MacDONALD	YES	27 CULBERTSON	YES
4 PATIENCE	YES	16 SCHROEDER	YES	28 MONFILS	ABSENT
5 GABRIELSON	YES	17 CROATT	YES	29 WINTERFELDT	YES
6 KOSTELNY	YES	18 SPEARS	YES	30 NEJEDLO	YES
7 HAMMEN	YES	19 HEISER	YES	31 CLEGG	YES
8 LAWRENCE	YES	20 MITCHELL	YES	32 THYSSEN	ABSENT
9 KRUEGER	YES	21 CUFF	YES	33 VANDERHEIDEN	YES
10 LAMERS	YES	22 HAGEN	YES	34 RETTLER	YES
11 FERGUSON	YES	23 KLEMP	YES	35 KOURY	YES
12 McCABE	YES	24 THIEDE	YES	36 LAUTENSCHLAGER	YES

Outagamie County

12-10-24 County Board Meeting - December 10 2024 08:27:06 PM

December 10, 2024 County Board Meeting

OpenMeeting

RECONSIDERATION OF ALL APPOINTMENTS, ORDINANCE NOS. Z-7 AND C—2024-25, AND RESOLUTION NOS. Z-6, 99, 100, 101, 102, 103, 104, 105, 106, 107, 108, 109, 110, 111, 112, 115, 116, 117, AND 118—2024-25.

Supervisor Nejedlo moved, seconded by Supervisor Wegand, to reconsider the above listed appointments, ordinances, and resolutions.

Vote for reconsideration. ROLL CALL: 29 yes, 2 no (Ferguson, Thiede), 5 absent. ALL APPOINTMENTS, ORDINANCE NOS. Z-7 AND C—2024-25, AND RESOLUTION NOS. Z-6, 99, 100, 101, 102, 103, 104, 105, 106, 107, 108, 109, 110, 111, 112, 115, 116, 117, AND 118—2024-25 ARE RECONSIDERED.



Resolution No. Z-6—2024-25 – Agriculture, Extension Education, Zoning and Land Conservation Committee. Approve the rezone request for the WisDOT (owner/seller) and Outagamie County (buyer), for a 12-acre portion of parcel 120040701, from the A1- Exclusive Agricultural/Farmland Preservation District to A2- General Agricultural District, in the Town of Hortonia, as depicted on the attached review and map.

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

ROLL CALL: 31 yes, 5 absent. RESOLUTION NO. Z-6—2024-25 IS ADOPTED.

VOTE RESULTS | 31 YES | 0 NO | 0 ABSTAIN | 5 ABSENT

Resolution No. Z-6—2024-25

Agriculture, Extension Education, Zoning and Land Conservation Committee. Approve the rezone request for County (buyer), for a 12-acre portion of parcel 120040701, from the A1- Exclusive Agricultural/Farmland Preservation District to A2- General Agricultural District, in the Town of Hortonia, as depicted on the attached review and map.

Passed With Majority of Full Membership

1 THOMPSON YES	13 WEGAND YES	25 JANKE ABSENT
2 JOHNSON YES	14 HERMES ABSENT	26 WEINBERG YES
3 SMITH ABSENT	15 MacDONALD YES	27 CULBERTSON YES
4 PATIENCE YES	16 SCHROEDER YES	28 MONFILS ABSENT
5 GABRIELSON YES	17 CROATT YES	29 WINTERFELDT YES
6 KOSTELNY YES	18 SPEARS YES	30 NEJEDLO YES
7 HAMMEN YES	19 HEISER YES	31 CLEGG YES
8 LAWRENCE YES	20 MITCHELL YES	32 THYSSEN ABSENT
9 KRUEGER YES	21 CUFF YES	33 VANDERHEIDEN YES
10 LAMERS YES	22 HAGEN YES	34 RETTLER YES
11 FERGUSON YES	23 KLEMP YES	35 KOURY YES
12 McCABE YES	24 THIEDE YES	36 LAUTENSCHLAGER YES

Outagamie County | 12-10-24 County Board Meeting - December 10 2024 08:02:17 PM | OpenMeeting

December 10, 2024 County Board Meeting

RESOLUTION NO.: Z-6—2024-25

TO THE HONORABLE, THE OUTAGAMIE COUNTY BOARD OF SUPERVISORS

LADIES AND GENTLEMEN: ***MAJORITY***

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

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

BE IT RESOLVED, that the Outagamie County Board of Supervisors does approve of the proposed rezoning request for the WisDOT (owner/seller) and Outagamie County (buyer). The proposed rezoning is for a 12-acre portion of parcel 120040701, from the A1- Exclusive Agricultural/Farmland Preservation District to A2- General Agricultural District. The parcel is located South of STH 15, Northwest of Givens Road, in the Town of Hortonia, Outagamie County, WI, as depicted on the attached review and map, which by reference are made a part hereof, and

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

Dated this 10th day of December, 2024

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: December 10th, 2024

Signed: Board Chairperson

County Clerk

Approved: 12/13/24

Vetoed: _____

Signed: County Executive

Outagamie County Est. 1851

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: November 5, 2024
RE: PL202400538: Rezoning – Town, Review and Recommendation

Application Details:

Applicant and Owner:	The Town of Hortonia, Applicant on behalf of WisDOT (Owner/Seller) and Outagamie County (Buyer)
Request:	Rezoning - Town
Parcels:	A 12 Acre portion of parcel 120040701
Location:	South of STH 15, Northwest of Givens Rd
	TOWN OF HORTONIA
Public Hearing:	October 15th, 2024 at 10:30 AM held by the Town of Hortonia

Background:

Outagamie County received a Town Rezoning request from the Town of Hortonia, as depicted on the attached Rezoning Map. The proposal would rezone a portion of parcel 120040701 (12 Acres) from A1 - Exclusive Agricultural/Farmland Preservation District to A2 - General Agricultural District. A certified survey map for the portion to be rezoned is currently under review with County Staff. The rezoning would allow Outagamie County to pursue a Conditional Use Permit associated with a new equipment garage.

The Town of Hortonia exercises village powers and adopted General Town Zoning. The Town of Hortonia is required to find this rezoning consistent with its Comprehensive Plan. They have identified the rezoning to be consistent with its Comprehensive Plan and the Town Board voted to approve the rezoning request on October 15th 2024.

Staff Recommendation:

Based on County staff's review of this proposed Town Rezoning, Staff recommends to approve the rezoning of a portion of parcel 120040701 (12 acres) from A1 - Exclusive Agricultural/Farmland Preservation District to A2 - General Agricultural District.

Exhibit 1


Location Map
STATE RD 15
STATE RD 15
STATE RD 15
STATE RD 15
COUNTY RD JJ
COUNTY RD T
GIVENS RD
GIVENS RD
COUNTY RD T
COUNTY RD JJ
GENERAL AGRICULTURAL DISTRICT
PL202400538
N
Outagamie County
Current Zoning:
PRIME AGRICULTURAL/ FARMLAND PRESERVATION DISTRICT
Proposed Rezoning:
GENERAL AGRICULTURAL DISTRICT
Parcel Number(s):
120040701
Acreage:
12
Legend
Existing Zoning
COMMERCIAL DISTRICT
RESIDENTIAL DISTRICT
PRIME AGRICULTURAL/FARMLAND PRESERVATION DISTRICT

Outagamie County

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

TOWN RECOMMENDATION FORM

This form must accompany any County petition requesting a rezone (map amendment), special exception permit, special exception airport permit, conditional use permit, variance, or appeal. Towns must provide a signed copy of this form to the applicant/petitioner and should retain a copy.

OVERVIEW OF REQUEST:

Town (or Applicable Village):	Hortonia
Request:	Rezoning
Applicant or Petitioner Name:	Outagamie Hwy Dept
Applicant Contact Information (Preferred):	OC - Kevin Englebert 920-832-6410
Site Parcel Number(s):	120040701
Site Address (if applicable):	Intersection of lower Givens and Hwy 15
Pre-Application Meeting Number (if applicable):	
Description of the Request: *(Please summarize the purpose of this request and/or attach a copy of the pre-application meeting summary, if applicable.)*	OC seeks to rezone property to be able to construct a Garage to house equipment. This will also require a CSM (Min of 12 acres) and a Conditional Use Permit prior to starting construction.

COMPLETED BY THE CLERK:

Certification:

I hereby certify that the Board of Hortonia , at a legally convened meeting of the Board held on 10/15/2024 , voted to Approve the Rezoning request:

Clerk's Signature — Date: 10/15/2024

Motion Outcome by a Vote of:	3 For	0 Against	
General Comments/Reasons for the Decision: *(See next page for instructions. If needed, you may include additional pages.)*	Planning Commission and Town Zoning Admin both reccomended approval of the Rezone and CSM were approved by the Board. CUP required prior to start of construction including any paving and footing. CUP conditions to include the maintenance of the part of Givens Road effected by the added use of heavy equipment. Section og Givens will need to also be re-rated as it currently has Class B weight limits.		

LOCK IN OF ALL APPOINTMENTS, ORDINANCE NOS. Z-7 AND C—2024-25, AND RESOLUTION NOS. Z-6, 99, 100, 101, 102, 103, 104, 105, 106, 107, 108, 109, 110, 111, 112, 115, 116, 117, AND 118—2024-25.

Vote for lock in. ROLL CALL: 31 yes, 5 absent. ALL APPOINTMENTS, ORDINANCE NOS. Z-7 AND C—2024-25, AND RESOLUTION NOS. Z-6, 99, 100, 101, 102, 103, 104, 105, 106, 107, 108, 109, 110, 111, 112, 115, 116, 117, AND 118—2024-25 ARE ADOPTED & LOCKED IN.

VOTE RESULTS 31 YES 0 NO 0 ABSTAIN 5 ABSENT

Lock in of Appointments, Ord. Nos. Z-7 and C, Res. Nos. Z-6 and 99-112, 115-118—2024-

Lock In of All Appointments and Ord. Nos. Z-7 and C—2024-25 and Res. Nos. Z-6, 99, 100, 101, 102, 103, 104, 117 and 118—2024-25.

Passed With Majority of Full Membership

1 THOMPSON	YES	13 WEGAND	YES	25 JANKE	ABSENT
2 JOHNSON	YES	14 HERMES	ABSENT	26 WEINBERG	YES
3 SMITH	ABSENT	15 MacDONALD	YES	27 CULBERTSON	YES
4 PATIENCE	YES	16 SCHROEDER	YES	28 MONFILS	ABSENT
5 GABRIELSON	YES	17 CROATT	YES	29 WINTERFELDT	YES
6 KOSTELNY	YES	18 SPEARS	YES	30 NEJEDLO	YES
7 HAMMEN	YES	19 HEISER	YES	31 CLEGG	YES
8 LAWRENCE	YES	20 MITCHELL	YES	32 THYSSEN	ABSENT
9 KRUEGER	YES	21 CUFF	YES	33 VANDERHEIDEN	YES
10 LAMERS	YES	22 HAGEN	YES	34 RETTLER	YES
11 FERGUSON	YES	23 KLEMP	YES	35 KOURY	YES
12 McCABE	YES	24 THIEDE	YES	36 LAUTENSCHLAGER	YES

Outagamie County

12-10-24 County Board Meeting - December 10 2024 08:27:06 PM

December 10, 2024 County Board Meeting

OpenMeeting

RECONSIDERATION OF ALL APPOINTMENTS, ORDINANCE NOS. Z-7 AND C—2024-25, AND RESOLUTION NOS. Z-6, 99, 100, 101, 102, 103, 104, 105, 106, 107, 108, 109, 110, 111, 112, 115, 116, 117, AND 118—2024-25.

Supervisor Nejedlo moved, seconded by Supervisor Wegand, to reconsider the above listed appointments, ordinances, and resolutions.

Vote for reconsideration. ROLL CALL: 29 yes, 2 no (Ferguson, Thiede), 5 absent. ALL APPOINTMENTS, ORDINANCE NOS. Z-7 AND C—2024-25, AND RESOLUTION NOS. Z-6, 99, 100, 101, 102, 103, 104, 105, 106, 107, 108, 109, 110, 111, 112, 115, 116, 117, AND 118—2024-25 ARE RECONSIDERED.



Ordinance No. Z-7—2024-25 – Agriculture, Extension Education, Zoning and Land Conservation Committee. Approve the amendment to the Outagamie County Comprehensive Plan to amend the Farmland Preservation Plan Map for the Town of Black Creek, as noted on the resolution and attachments.

Supervisor Rettler moved, seconded by Supervisor Lautenschlager, for adoption.

ROLL CALL: 31 yes, 5 absent. ORDINANCE NO. Z-7—2024-25 IS ADOPTED.

VOTE RESULTS | 31 YES | 0 NO | 0 ABSTAIN | 5 ABSENT

Ordinance No. Z-7—2024-25

Agriculture, Extension Education, Zoning and Land Conservation Committee. Approve the amendment to the amend the Farmland Preservation Plan Map for the Town of Black Creek, as noted on the resolution and attachments.

Passed With Majority of Full Membership

1 THOMPSON	YES	13 WEGAND	YES	25 JANKE	ABSENT
2 JOHNSON	YES	14 HERMES	ABSENT	26 WEINBERG	YES
3 SMITH	ABSENT	15 MacDONALD	YES	27 CULBERTSON	YES
4 PATIENCE	YES	16 SCHROEDER	YES	28 MONFILS	ABSENT
5 GABRIELSON	YES	17 CROATT	YES	29 WINTERFELDT	YES
6 KOSTELNY	YES	18 SPEARS	YES	30 NEJEDLO	YES
7 HAMMEN	YES	19 HEISER	YES	31 CLEGG	YES
8 LAWRENCE	YES	20 MITCHELL	YES	32 THYSSEN	ABSENT
9 KRUEGER	YES	21 CUFF	YES	33 VANDERHEIDEN	YES
10 LAMERS	YES	22 HAGEN	YES	34 RETTLER	YES
11 FERGUSON	YES	23 KLEMP	YES	35 KOURY	YES
12 McCABE	YES	24 THIEDE	YES	36 LAUTENSCHLAGER	YES

Outagamie County EST. 1851 **12-10-24 County Board Meeting - December 10 2024 08:02:57 PM**

December 10, 2024 County Board Meeting

OpenMeeting TECHNOLOGIES

ORDINANCE NO.: Z-7—2024-25

TO THE HONORABLE, THE OUTAGAMIE COUNTY BOARD OF SUPERVISORS

LADIES AND GENTLEMEN: ***MAJORITY***

AN ORDINANCE TO AMEND THE OUTAGAMIE COUNTY COMPREHENSIVE PLAN. The subject matter of the ordinance having been duly referred and considered by the Outagamie County Agriculture, Extension Education, Zoning and Land Conservation Committee and public hearing having been held after giving requisite notice of said hearing, and a recommendation as required by Section 66.1001(4) of the Wisconsin State Statutes.

Outagamie County Planning Staff review recommends approval of proposed comprehensive plan amendment. The Agriculture, Extension Education, Zoning and Land Conservation Committee recommends approval.

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

BE IT ORDAINED that the Outagamie County Board of Supervisors does recommend approval of the attached proposed amendment to the Outagamie County Comprehensive Plan to amend Farmland Preservation Plan Map for the Town of Black Creek, and

BE IT FURTHER ORDAINED, that this ordinance shall be in full force and effect in Outagamie County upon approval by the Outagamie County Board of Supervisors and publication per State Statute 59.14 and 66.0103, and

BE IT FINALLY ORDAINED, that the Outagamie County Clerk be directed to forward a copy of this Ordinance to the Outagamie County Department of Development and Land Services Director.

Dated this 10th day of December, 2024.

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: December 10th, 2024

Signed: Board Chairperson

County Clerk

Approved: 12/13/24

Vetoed: _____

Signed: County Executive

ZONING COMITTEE RESOLUTION NO.: PL202400408

RECOMMENDING AN AMENDMENT TO THE COMPREHENSIVE PLAN FOR OUTAGAMIE COUNTY, WISCONSIN

WHEREAS, pursuant to 59.69(3) of the Wisconsin Statutes, Outagamie County is authorized to prepare and adopt a comprehensive plan as defined in section 66.1001(1)(a) and 66.1001(2) of the Wisconsin Statutes, and

WHEREAS, Outagamie County has developed a process to allow for amendments to the Comprehensive Plan, and

WHEREAS, the State Comprehensive Planning Law requires that the County follow the same administrative procedures for adoption defined under Wisconsin Statutes, Section 66.1001(4), to amend the Comprehensive Plan, and

WHEREAS, Outagamie County has held at least one public hearing on this amendment, in compliance with requirements of section 66.1001(4)(d) of the Wisconsin Statutes.

NOW THEREFORE, BE IT RESOLVED, that the Outagamie County Zoning Committee hereby recommends to the County Board that the attached Comprehensive Plan Amendment be adopted pursuant to Wisconsin Statutes Section 66.1001(4).

Adopted this _____ day of November 2024

Debra Vander Heiden, Committee Chair

Jayme Heiser, Committee Secretary

Adopted: _____ --- _____

Outagamie County

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: Zoning Committee
FROM: Sadie DiNatale Burda, Deputy Director
DATE: September 17, 2024
RE: PL202400408: Proposed Outagamie County Comprehensive Plan Amendment related to Farmland Preservation Plan Map Amendment for Town of Black Creek

BACKGROUND

The *Outagamie County Comprehensive Plan 2040: A Shared Path Forward* (hereinafter the Comprehensive Plan) was adopted in 2020. Addendum 2 of the Comprehensive Plan is Outagamie County's Farmland Preservation Plan, *Preserving our Roots, Securing our Future*, adopted in 2023. Occasionally, the County amends its Comprehensive Plan to ensure it remains up-to-date, relevant, and statutorily compliant. This memorandum discusses a proposed change to the Comprehensive Plan, Addendum 2: Farmland Preservation Plan.

PROPOSED AMENDMENT

The Outagamie County Board of Supervisors adopted the County's Farmland Preservation Plan as Addendum 2 of the County's Comprehensive Plan on October 24, 2023. Appendix A of the Farmland Preservation Plan included a Farmland Preservation Map for each Town in Outagamie County. County staff developed each map based on a framework that uses the Exclusive Agriculture Zoning District (AED) designation as an objective mapping criteria. In essence, parcels zoned AED are planned for farmland preservation.

Outagamie County is currently working with the Town of Black Creek on a process to enable the Town of Black Creek to opt back into County Zoning. While developing the necessary materials needed for this transition, County staff discovered a zoning district mapping error from 2013. The Town and County had previously approved a Town Rezoning of multiple parcels into the Exclusive Agriculture District (AED), but this change was not correctly mapped in the County's Geographic Information System.

As part of the County's commitment to maintaining accurate and up-to-date records, County staff is correcting the error, but this correction does require an amendment to the County's Farmland Preservation Plan, specifically the Farmland Preservation Map for the Town of Black Creek. This is because, all parcels certified with the Exclusive Agriculture Zoning District (AED) must be designated as planned for farmland preservation in the County's Farmland Preservation Plan.

Accordingly, County staff proposed the following amendment:

> **Within Outagamie County's Comprehensive Plan, Addendum 2: Farmland Preservation Plan, repeal and replace the Farmland Preservation Map for the Town of Black Creek (i.e., Map 1**

of Appendix A) to plan designate the following parcels as planned for farmland preservation: 010014700, 010032502, 010032200, 010032201, 010045400, 010072300, 010066700, 010066800.

Exhibit 1 presents the existing Farmland Preservation Map for the Town of Black Creek. Exhibit 2 presents the proposed Farmland Preservation Map for the Town of Black Creek. The change results in 126.4 acres added to farmland preservation. In particular, it will result in the following changes:

Parcel Number	Town Section Range	Acreage Added
010014700	T.23N. R.17E. Section 8	20.51
010032502	T.23N. R.17E. Section 17	7.13
010032200	T.23N. R.17E. Section 18	2.00
010032201	T.23N. R.17E. Section 19	1.42
010045400	T.23N. R.17E. Section 21	33.31
010072300	T.23N. R.17E. Section 33	30.61
010066700	T.23N. R.17E. Section 30	19.60
010066800	T.23N. R.17E. Section 31	11.82
	Total Acreage Added:	**126.40**

County staff have found this amendment to be consistent with its Comprehensive Plan. In particular, the map amendment is consistent with:

- The County's Comprehensive Plan Future Land Use Map for the Town of Black Creek.
- Goal 3 of the County's Comprehensive Plan: "Cooperative, intergovernmental land-use decisions."
- Policy 8 of the County's Farmland Preservation Plan: "The County should continue to manage consistency between the future land use maps with the County's Comprehensive Plan, the farmland preservation maps within the County's Farmland Preservation Plan, and town and county zoning district maps."

STAFF RECOMMENDATION

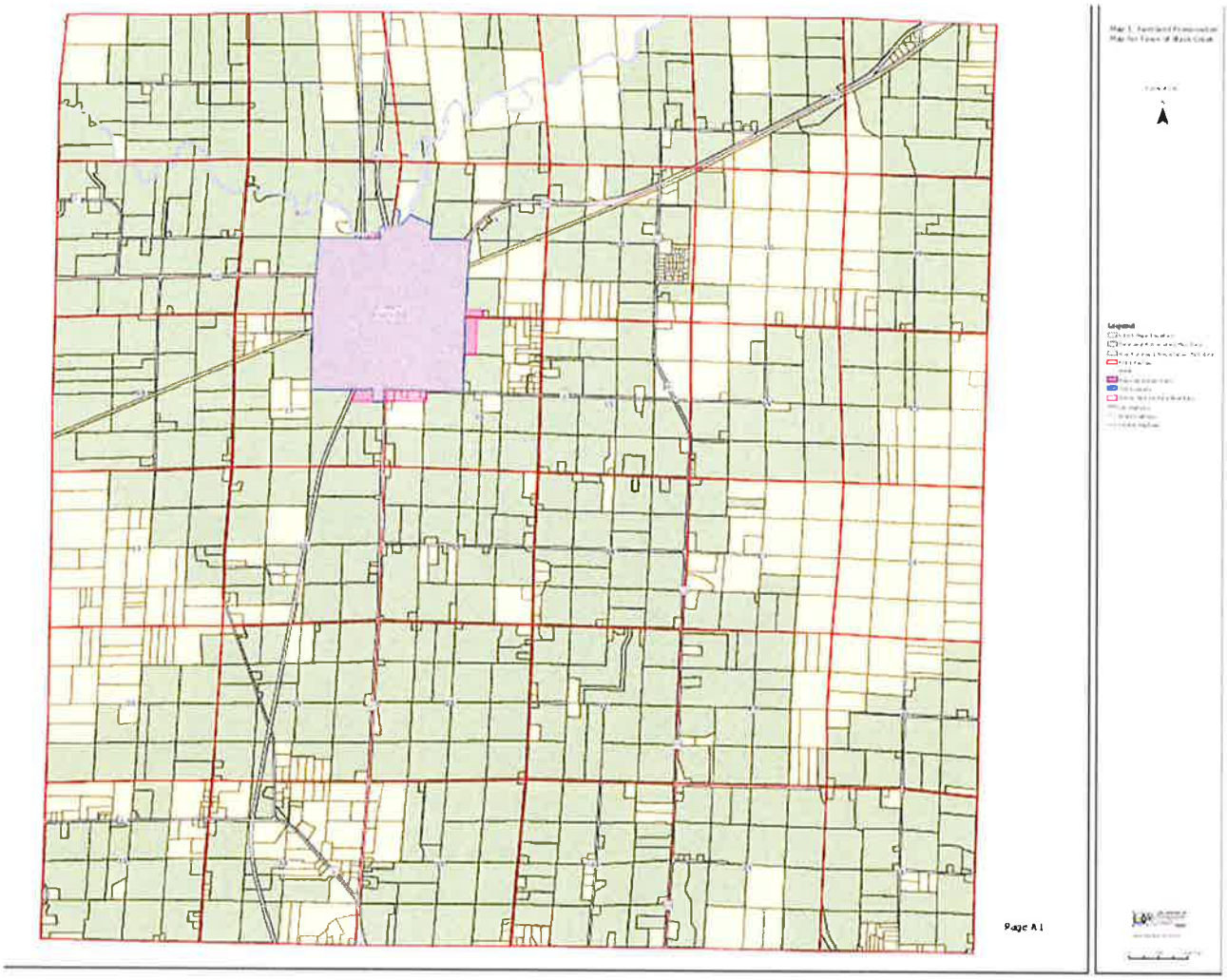
Planning staff recommends adoption of the proposed County Comprehensive Plan amendment, as discussed above. To do this, the following action is required pursuant to Wis. Stats. 66.1001:

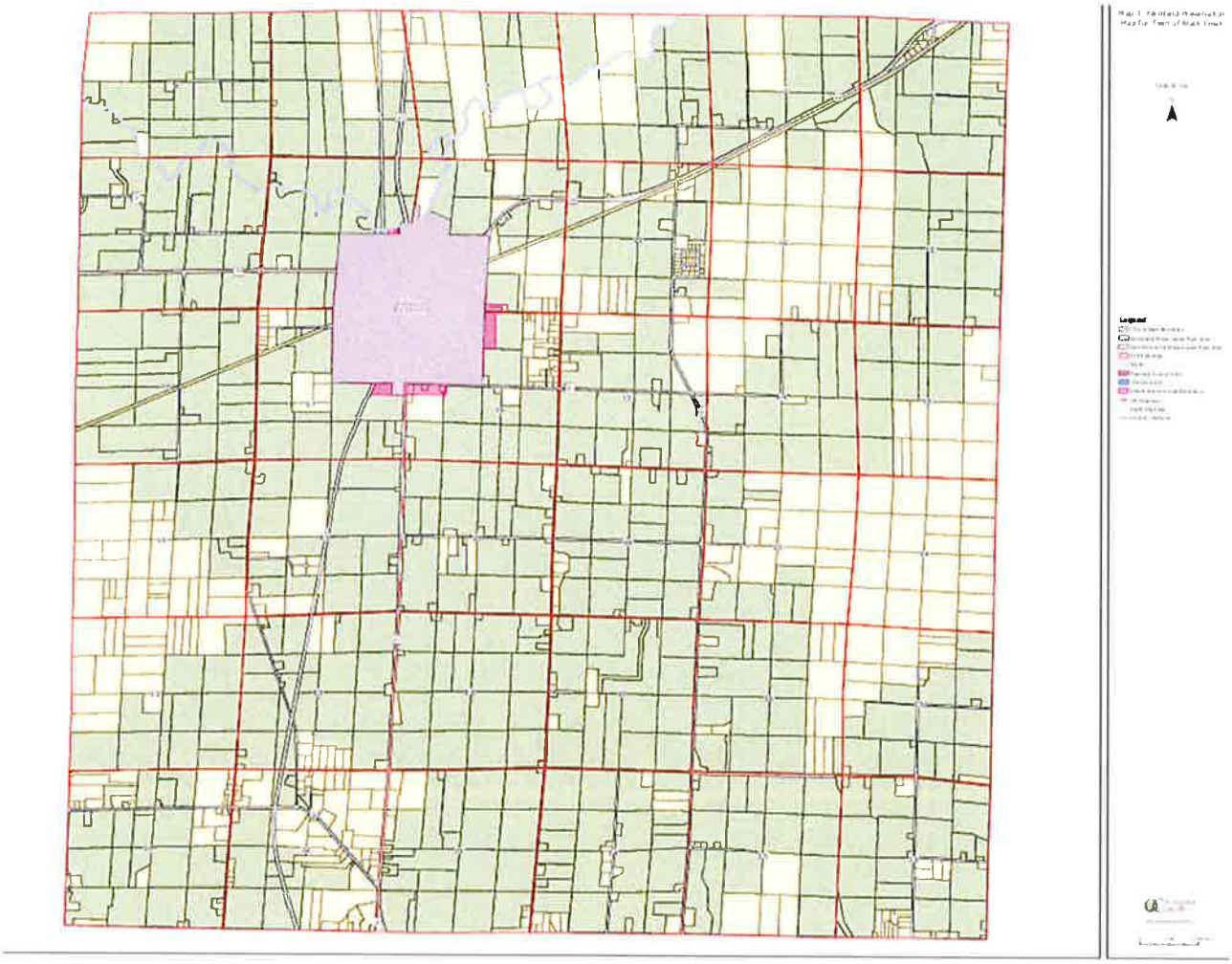
- Zoning Committee adopts a Resolution authorizing the amendment and advancing it to the County Board (Wis. Stats. 66.1001(4)(b)).
- County Board approves an Ordinance adopting the amendment (Wis. Stats. 66.1001(4)(c)).

EXHIBITS:

- Exhibit 1: Existing Town of Black Creek Farmland Preservation Map (to be repealed)
- Exhibit 2: Proposed Town of Black Creek Farmland Preservation Map (to replace existing)

2





LOCK IN OF ALL APPOINTMENTS, ORDINANCE NOS. Z-7 AND C—2024-25, AND RESOLUTION NOS. Z-6, 99, 100, 101, 102, 103, 104, 105, 106, 107, 108, 109, 110, 111, 112, 115, 116, 117, AND 118—2024-25.

Vote for lock in. ROLL CALL: 31 yes, 5 absent. ALL APPOINTMENTS, ORDINANCE NOS. Z-7 AND C—2024-25, AND RESOLUTION NOS. Z-6, 99, 100, 101, 102, 103, 104, 105, 106, 107, 108, 109, 110, 111, 112, 115, 116, 117, AND 118—2024-25 ARE ADOPTED & LOCKED IN.

VOTE RESULTS 31 YES 0 NO 0 ABSTAIN 5 ABSENT

Lock in of Appointments, Ord. Nos. Z-7 and C, Res. Nos. Z-6 and 99-112, 115-118—2024-

Lock In of All Appointments and Ord. Nos. Z-7 and C—2024-25 and Res. Nos. Z-6, 99, 100, 101, 102, 103, 104, 117 and 118—2024-25.

Passed With Majority of Full Membership

1 THOMPSON	YES	13 WEGAND	YES	25 JANKE	ABSENT
2 JOHNSON	YES	14 HERMES	ABSENT	26 WEINBERG	YES
3 SMITH	ABSENT	15 MacDONALD	YES	27 CULBERTSON	YES
4 PATIENCE	YES	16 SCHROEDER	YES	28 MONFILS	ABSENT
5 GABRIELSON	YES	17 CROATT	YES	29 WINTERFELDT	YES
6 KOSTELNY	YES	18 SPEARS	YES	30 NEJEDLO	YES
7 HAMMEN	YES	19 HEISER	YES	31 CLEGG	YES
8 LAWRENCE	YES	20 MITCHELL	YES	32 THYSSEN	ABSENT
9 KRUEGER	YES	21 CUFF	YES	33 VANDERHEIDEN	YES
10 LAMERS	YES	22 HAGEN	YES	34 RETTLER	YES
11 FERGUSON	YES	23 KLEMP	YES	35 KOURY	YES
12 McCABE	YES	24 THIEDE	YES	36 LAUTENSCHLAGER	YES

Outagamie County

12-10-24 County Board Meeting - December 10 2024 08:27:06 PM

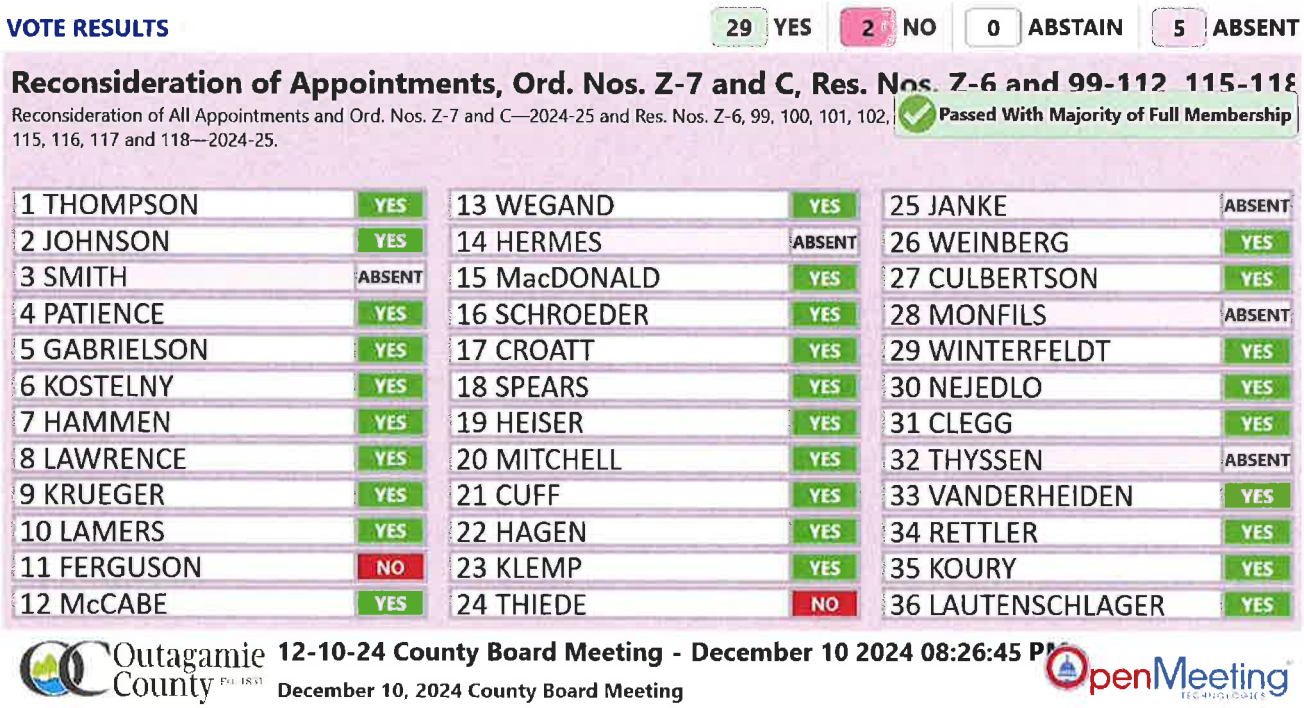
December 10, 2024 County Board Meeting

OpenMeeting

RECONSIDERATION OF ALL APPOINTMENTS, ORDINANCE NOS. Z-7 AND C—2024-25, AND RESOLUTION NOS. Z-6, 99, 100, 101, 102, 103, 104, 105, 106, 107, 108, 109, 110, 111, 112, 115, 116, 117, AND 118—2024-25.

Supervisor Nejedlo moved, seconded by Supervisor Wegand, to reconsider the above listed appointments, ordinances, and resolutions.

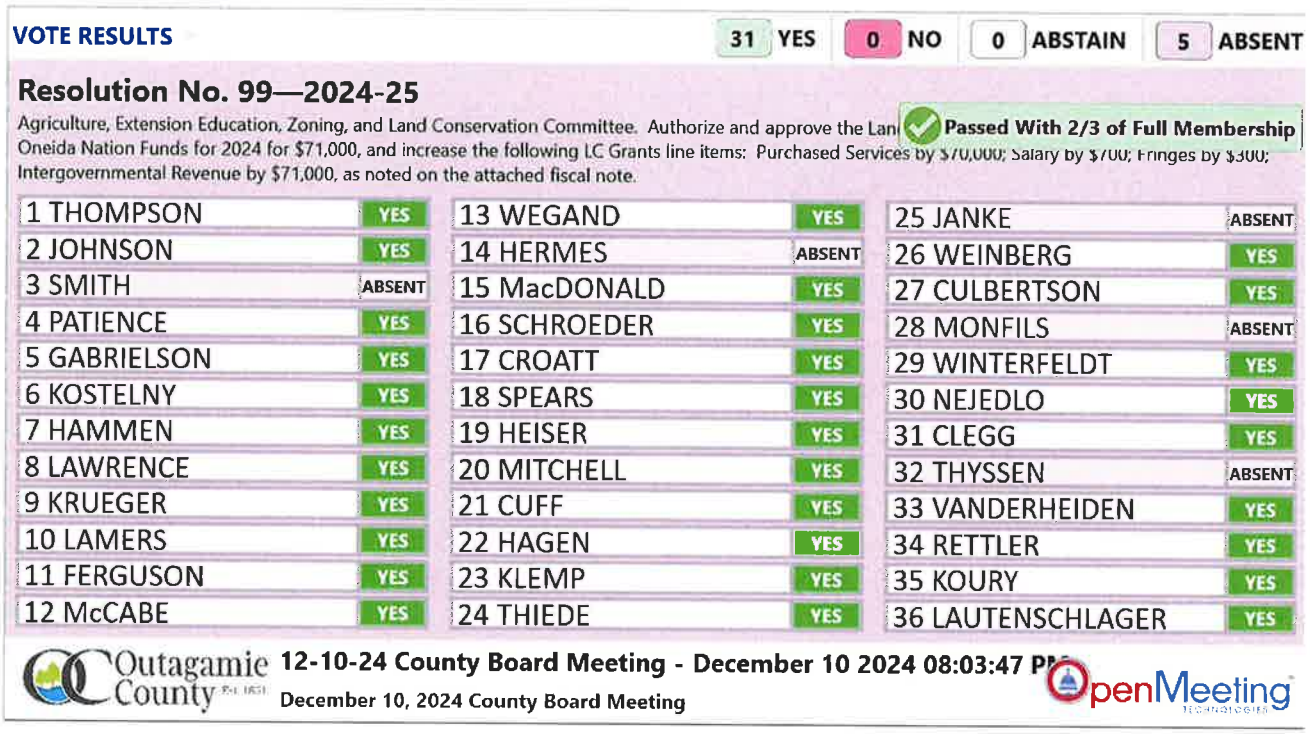
Vote for reconsideration. ROLL CALL: 29 yes, 2 no (Ferguson, Thiede), 5 absent. ALL APPOINTMENTS, ORDINANCE NOS. Z-7 AND C—2024-25, AND RESOLUTION NOS. Z-6, 99, 100, 101, 102, 103, 104, 105, 106, 107, 108, 109, 110, 111, 112, 115, 116, 117, AND 118—2024-25 ARE RECONSIDERED.



Resolution No. 99—2024-25 – Agriculture, Extension Education, Zoning, and Land Conservation Committee. Authorize and approve the Land Conservation Department to accept and expend Oneida Nation Funds for 2024 for $71,000, and increase the following LC Grants line items: Purchased Services by $70,000; Salary by $700; Fringes by $300; Intergovernmental Revenue by $71,000, as noted on the attached fiscal note.

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

ROLL CALL: 31 yes, 5 absent. RESOLUTION NO. 99—2024-25 IS ADOPTED.



RESOLUTION NO.: 99—2024-25

TO THE HONORABLE, THE OUTAGAMIE COUNTY BOARD OF SUPERVISORS

LADIES AND GENTLEMEN: ***2/3 MAJORITY – 24 VOTES***

The Land Conservation Department has entered into an agreement with the Oneida Nation that will finance the costs of staff salary and fringes related to Oneida projects and costs associated with maintenance and transport of Oneida Soil Health Equipment. The request is to increase the Purchased Services line item by $70,000, increase the Salary line item by $700, increase the Fringes line item by $300, and increase the Intergovernmental Revenue line item by $71,000. The 2024 agreement runs from April 1, 2024 to March 31, 2025. This request also includes the remaining amount from the 2023 Oneida Agreement that ran from April 1, 2023 to March 31, 2024.

The proposed adjustment is budget neutral and does not require any county funding.

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

BE IT RESOLVED, that the Outagamie County Board of Supervisors does hereby authorize and approve of the Land Conservation Department to accept and expend Oneida Nation Funds for 2024 in the amount of $71,000, and

BE IT FURTHER RESOLVED, that the Outagamie County Board of Supervisors does hereby authorize and approve of increasing the following LC Grants line items: Purchased Services by $70,000; Salary by $700; Fringes by $300; Intergovernmental Revenue by $71,000 as noted on the attached fiscal note, which by reference is made a part hereof, and

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

Dated this 10th day of December 2024

Respectfully Submitted,

AGRICULTURE, EXTENSION EDUCATION, ZONING AND LAND CONSERVATION COMMITTEE

Debbie VanderHeiden

Mike Janke

Jayme Heiser

Mark Mitchell

Daniel Rettler

Duly and officially adopted by the County Board on: December 10th, 2024

Signed: _____ Board Chairperson

_____ County Clerk

Approved: 12 13 24

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:** LCD Request to accept and expend Oneida Nation Funds 2024

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)

Land Conservation has entered into an agreement with the Oneida Nation that covers the costs of staff salary & fringe related to Oneida projects and costs associated with maintenance and transport of Oneida Soil Health Equipment. The funds are for $70,000 to cover Purchased Services, $1,000 for staffing and an increase of $71,000 for intergovernmental revenue. The 2024 agreement runs from April 1, 2024 to March 31, 2025. This request also includes the remaining amount from the 2023 Oneida agreement that ran from April 1, 2023 to March 31, 2024.
LCD is requesting approval to accept and expend these funds. The proposed adjustment is budget neutral, requiring no county funding.

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

[X] Revenues [X] 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 ( ) 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
LC Grants (2100400)	Purchased Services	2100400.5562.08	70,000
LC Grants (2100400)	Salary	2100400.5100	700
LC Grants (2100400)	Fringe	2100400.5200	300
LC Grants (2100400)	Intergovernmental Revenue	2100400.4280.99	71,000

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 _____ Annual Revenue _____

Fiscal Note Prepared by: Sarah Kussow

For Financial Services purposes only	
Reviewed By: *Michelle Uitenbroek*	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 Expenditures Account Number / Amount
Date: 10/28/2024	
Comments:	

LOCK IN OF ALL APPOINTMENTS, ORDINANCE NOS. Z-7 AND C—2024-25, AND RESOLUTION NOS. Z-6, 99, 100, 101, 102, 103, 104, 105, 106, 107, 108, 109, 110, 111, 112, 115, 116, 117, AND 118—2024-25.

Vote for lock in. ROLL CALL: 31 yes, 5 absent. ALL APPOINTMENTS, ORDINANCE NOS. Z-7 AND C—2024-25, AND RESOLUTION NOS. Z-6, 99, 100, 101, 102, 103, 104, 105, 106, 107, 108, 109, 110, 111, 112, 115, 116, 117, AND 118—2024-25 ARE ADOPTED & LOCKED IN.

VOTE RESULTS 31 YES 0 NO 0 ABSTAIN 5 ABSENT

Lock in of Appointments, Ord. Nos. Z-7 and C, Res. Nos. Z-6 and 99-112, 115-118—2024-

Lock In of All Appointments and Ord. Nos. Z-7 and C—2024-25 and Res. Nos. Z-6, 99, 100, 101, 102, 103, 104, 117 and 118—2024-25.

Passed With Majority of Full Membership

1 THOMPSON	YES	13 WEGAND	YES	25 JANKE	ABSENT
2 JOHNSON	YES	14 HERMES	ABSENT	26 WEINBERG	YES
3 SMITH	ABSENT	15 MacDONALD	YES	27 CULBERTSON	YES
4 PATIENCE	YES	16 SCHROEDER	YES	28 MONFILS	ABSENT
5 GABRIELSON	YES	17 CROATT	YES	29 WINTERFELDT	YES
6 KOSTELNY	YES	18 SPEARS	YES	30 NEJEDLO	YES
7 HAMMEN	YES	19 HEISER	YES	31 CLEGG	YES
8 LAWRENCE	YES	20 MITCHELL	YES	32 THYSSEN	ABSENT
9 KRUEGER	YES	21 CUFF	YES	33 VANDERHEIDEN	YES
10 LAMERS	YES	22 HAGEN	YES	34 RETTLER	YES
11 FERGUSON	YES	23 KLEMP	YES	35 KOURY	YES
12 McCABE	YES	24 THIEDE	YES	36 LAUTENSCHLAGER	YES

Outagamie County WISCONSIN 12-10-24 County Board Meeting - December 10 2024 08:27:06 PM

December 10, 2024 County Board Meeting

OpenMeeting TECHNOLOGIES

RECONSIDERATION OF ALL APPOINTMENTS, ORDINANCE NOS. Z-7 AND C—2024-25, AND RESOLUTION NOS. Z-6, 99, 100, 101, 102, 103, 104, 105, 106, 107, 108, 109, 110, 111, 112, 115, 116, 117, AND 118—2024-25.

Supervisor Nejedlo moved, seconded by Supervisor Wegand, to reconsider the above listed appointments, ordinances, and resolutions.

Vote for reconsideration. ROLL CALL: 29 yes, 2 no (Ferguson, Thiede), 5 absent. ALL APPOINTMENTS, ORDINANCE NOS. Z-7 AND C—2024-25, AND RESOLUTION NOS. Z-6, 99, 100, 101, 102, 103, 104, 105, 106, 107, 108, 109, 110, 111, 112, 115, 116, 117, AND 118—2024-25 ARE RECONSIDERED.



Resolution No. 100—2024-25 – Agriculture, Extension Education, Zoning, and Land Conservation Committee. Authorize and approve the Land Conservation Department to accept and expend revenue from the Wisconsin Department of Natural Resources through the Targeted Runoff Management / Notice of Discharge Program of $724,360, and increase the Land Conservation Grants line items of Intergovernmental Revenues and Purchased Services by $724,360 each, as noted on the attached fiscal note.

Supervisor Rettler moved, seconded by Supervisor Cuff, for adoption.

ROLL CALL: 31 yes, 5 absent. RESOLUTION NO. 100—2024-25 IS ADOPTED.

VOTE RESULTS 31 YES | 0 NO | 0 ABSTAIN | 5 ABSENT

Resolution No. 100—2024-25

Agriculture, Extension Education, Zoning, and Land Conservation Committee. Authorize and approve the Lan... revenue from the Wisconsin Department of Natural Resources through the Targeted Runoff Management / Notice of Discharge Program of $724,360, and increase the Land Conservation Grants line items of Intergovernmental Revenues and Purchased Services by $724,360 each, as noted on the attached fiscal n...

Passed With 2/3 of Full Membership

1 THOMPSON YES	13 WEGAND YES	25 JANKE ABSENT
2 JOHNSON YES	14 HERMES ABSENT	26 WEINBERG YES
3 SMITH ABSENT	15 MacDONALD YES	27 CULBERTSON YES
4 PATIENCE YES	16 SCHROEDER YES	28 MONFILS ABSENT
5 GABRIELSON YES	17 CROATT YES	29 WINTERFELDT YES
6 KOSTELNY YES	18 SPEARS YES	30 NEJEDLO YES
7 HAMMEN YES	19 HEISER YES	31 CLEGG YES
8 LAWRENCE YES	20 MITCHELL YES	32 THYSSEN ABSENT
9 KRUEGER YES	21 CUFF YES	33 VANDERHEIDEN YES
10 LAMERS YES	22 HAGEN YES	34 RETTLER YES
11 FERGUSON YES	23 KLEMP YES	35 KOURY YES
12 McCABE YES	24 THIEDE YES	36 LAUTENSCHLAGER YES

Outagamie County

12-10-24 County Board Meeting - December 10 2024 08:04:40 PM

December 10, 2024 County Board Meeting

OpenMeeting

RESOLUTION NO.: 100—2024-25

TO THE HONORABLE, THE OUTAGAMIE COUNTY BOARD OF SUPERVISORS

LADIES AND GENTLEMEN: ***2/3 MAJORITY – 24 VOTES***

The Land Conservation Department (LCD) has an agreement with the Wisconsin Department of Natural Resources (DNR) to receive funding through the Targeted Runoff Management program to provide cost sharing for addressing manure runoff issues on the Donald and Carol Reese farm in the Town of Maine. The awarded grant, NPS Notice of Discharge (NOD44000Y22), in the amount of $724,360, covers a period of August 10, 2022 through December 31, 2024 for which expenses may be incurred. No expenses were incurred in 2022 or 2023. This request is to accept and expend the funding from the DNR and to increase the Intergovernmental Revenues line item and Purchased Services line item by $724,360 each.

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

BE IT RESOLVED, that the Outagamie County Board of Supervisors does hereby authorize and approve of the Land Conservation Department to accept and expend revenue from the Wisconsin Department of Natural Resources through the Targeted Runoff Management / Notice of Discharge Program in the amount of $724,360, and

BE IT FURTHER RESOLVED, that the Outagamie County Board of Supervisors does hereby authorize and approve of increasing the Land Conservation Grants Intergovernmental Revenues line item and Purchased Services line item by $724,360 each, as noted on the attached fiscal note, which by reference is made a part hereof, and

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

Dated this 10th day of December 2024

Respectfully Submitted,

AGRICULTURE, EXTENSION EDUCATION, ZONING AND LAND CONSERVATION COMMITTEE

Debbie VanderHeiden

Mike Janke

Jayme Heiser

Mark Mitchell

Daniel Rettler

Duly and officially adopted by the County Board on: December 10th, 2024

Signed: _____ Board Chairperson

_____ County Clerk

Approved: 12/13/24

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:** Accept and expend revenue from Wisconsin Department of Natural Resources through the Targeted Runoff Management/Notice of Discharge program and related budget adjustment.

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 Land Conservation Department (LCD) has an agreement with the Wisconsin Department of Natural Resources (DNR) to receive funding through the Targeted Runoff Management program to provide cost-sharing for addressing manure runoff issues on the Donald and Carol Reese farm in in the Town of Maine. The awarded grant, NPS Notice of Discharge (NOD44000Y22), funding is $724,360 and covers a period of August 10, 2022 through December 31, 2024 for which expenses may be incurred. No expenses were incurred in 2022 or 2023. The resolution is to accept and expend the funding from the DNR and secondly for the budget adjustment to the 2024 budget based on the following:

- Increase Intergovernmental Revenues $724,360
- Increase Purchased Services $724,360

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

[X] Revenues [X] 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.)

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
Land Conservation Grants	Intergovernmental Revenues	2100400.4225.20	724,360
Land Conservation Grants	Purchased Services	2100400.5500	724,360

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 _____ Annual Revenue _____

Fiscal Note Prepared by: Sarah Kussow

For Financial Services purposes only

Reviewed By: *Michelle Uitenbroek*

Date: 10/30/2024

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 Expenditures Account Number	Amount

Comments:

LOCK IN OF ALL APPOINTMENTS, ORDINANCE NOS. Z-7 AND C—2024-25, AND RESOLUTION NOS. Z-6, 99, 100, 101, 102, 103, 104, 105, 106, 107, 108, 109, 110, 111, 112, 115, 116, 117, AND 118—2024-25.

Vote for lock in. ROLL CALL: 31 yes, 5 absent. ALL APPOINTMENTS, ORDINANCE NOS. Z-7 AND C---2024-25, AND RESOLUTION NOS. Z-6, 99, 100, 101, 102, 103, 104, 105, 106, 107, 108, 109, 110, 111, 112, 115, 116, 117, AND 118—2024-25 ARE ADOPTED & LOCKED IN.

VOTE RESULTS 31 YES 0 NO 0 ABSTAIN 5 ABSENT

Lock in of Appointments, Ord. Nos. Z-7 and C, Res. Nos. Z-6 and 99-112, 115-118—2024-

Lock In of All Appointments and Ord. Nos. Z-7 and C—2024-25 and Res. Nos. Z-6, 99, 100, 101, 102, 103, 104, 117 and 118—2024-25.

Passed With Majority of Full Membership

1 THOMPSON	YES	13 WEGAND	YES	25 JANKE	ABSENT
2 JOHNSON	YES	14 HERMES	ABSENT	26 WEINBERG	YES
3 SMITH	ABSENT	15 MacDONALD	YES	27 CULBERTSON	YES
4 PATIENCE	YES	16 SCHROEDER	YES	28 MONFILS	ABSENT
5 GABRIELSON	YES	17 CROATT	YES	29 WINTERFELDT	YES
6 KOSTELNY	YES	18 SPEARS	YES	30 NEJEDLO	YES
7 HAMMEN	YES	19 HEISER	YES	31 CLEGG	YES
8 LAWRENCE	YES	20 MITCHELL	YES	32 THYSSEN	ABSENT
9 KRUEGER	YES	21 CUFF	YES	33 VANDERHEIDEN	YES
10 LAMERS	YES	22 HAGEN	YES	34 RETTLER	YES
11 FERGUSON	YES	23 KLEMP	YES	35 KOURY	YES
12 McCABE	YES	24 THIEDE	YES	36 LAUTENSCHLAGER	YES

Outagamie County

12-10-24 County Board Meeting - December 10 2024 08:27:06 PM

December 10, 2024 County Board Meeting

OpenMeeting

RECONSIDERATION OF ALL APPOINTMENTS, ORDINANCE NOS. Z-7 AND C—2024-25, AND RESOLUTION NOS. Z-6, 99, 100, 101, 102, 103, 104, 105, 106, 107, 108, 109, 110, 111, 112, 115, 116, 117, AND 118—2024-25.

Supervisor Nejedlo moved, seconded by Supervisor Wegand, to reconsider the above listed appointments, ordinances, and resolutions.

Vote for reconsideration. ROLL CALL: 29 yes, 2 no (Ferguson, Thiede), 5 absent. ALL APPOINTMENTS, ORDINANCE NOS. Z-7 AND C—2024-25, AND RESOLUTION NOS. Z-6, 99, 100, 101, 102, 103, 104, 105, 106, 107, 108, 109, 110, 111, 112, 115, 116, 117, AND 118—2024-25 ARE RECONSIDERED.



VOTE RESULTS — 29 YES | 2 NO | 0 ABSTAIN | 5 ABSENT

Reconsideration of Appointments, Ord. Nos. Z-7 and C, Res. Nos. Z-6 and 99-112, 115-118

Reconsideration of All Appointments and Ord. Nos. Z-7 and C—2024-25 and Res. Nos. Z-6, 99, 100, 101, 102, 115, 116, 117 and 118—2024-25.

Passed With Majority of Full Membership

1 THOMPSON	YES	13 WEGAND	YES	25 JANKE	ABSENT
2 JOHNSON	YES	14 HERMES	ABSENT	26 WEINBERG	YES
3 SMITH	ABSENT	15 MacDONALD	YES	27 CULBERTSON	YES
4 PATIENCE	YES	16 SCHROEDER	YES	28 MONFILS	ABSENT
5 GABRIELSON	YES	17 CROATT	YES	29 WINTERFELDT	YES
6 KOSTELNY	YES	18 SPEARS	YES	30 NEJEDLO	YES
7 HAMMEN	YES	19 HEISER	YES	31 CLEGG	YES
8 LAWRENCE	YES	20 MITCHELL	YES	32 THYSSEN	ABSENT
9 KRUEGER	YES	21 CUFF	YES	33 VANDERHEIDEN	YES
10 LAMERS	YES	22 HAGEN	YES	34 RETTLER	YES
11 FERGUSON	NO	23 KLEMP	YES	35 KOURY	YES
12 McCABE	YES	24 THIEDE	NO	36 LAUTENSCHLAGER	YES

Outagamie County — 12-10-24 County Board Meeting - December 10 2024 08:26:45 PM — OpenMeeting

December 10, 2024 County Board Meeting

Resolution No. 101—2024-25 – Agriculture, Extension Education, Zoning, and Land Conservation Committee. Authorize and approve the UW Extension Department to accept and expend an unsolicited donation of $200 from the Wisconsin State Fair Dairy Promotion Board, to purchase an egg incubator, and increase the line items of the UW Extension Funds Donations and Programming Fees by $200 each, as noted on the attached fiscal note.

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

ROLL CALL: 31 yes, 5 absent. RESOLUTION NO. 101—2024-25 IS ADOPTED.

VOTE RESULTS — 31 YES | 0 NO | 0 ABSTAIN | 5 ABSENT

Resolution No. 101—2024-25

Agriculture, Extension Education, Zoning, and Land Conservation Committee. Authorize and approve the UW unsolicited donation of $200 from the Wisconsin State Fair Dairy Promotion Board, to purchase an egg incubator, and increase the line items of the UW Extension Funds Donations and Programming Fees by $200 each, as noted on the attached fiscal note.

Passed With 2/3 of Full Membership

1 THOMPSON	YES	13 WEGAND	YES	25 JANKE	ABSENT
2 JOHNSON	YES	14 HERMES	ABSENT	26 WEINBERG	YES
3 SMITH	ABSENT	15 MacDONALD	YES	27 CULBERTSON	YES
4 PATIENCE	YES	16 SCHROEDER	YES	28 MONFILS	ABSENT
5 GABRIELSON	YES	17 CROATT	YES	29 WINTERFELDT	YES
6 KOSTELNY	YES	18 SPEARS	YES	30 NEJEDLO	YES
7 HAMMEN	YES	19 HEISER	YES	31 CLEGG	YES
8 LAWRENCE	YES	20 MITCHELL	YES	32 THYSSEN	ABSENT
9 KRUEGER	YES	21 CUFF	YES	33 VANDERHEIDEN	YES
10 LAMERS	YES	22 HAGEN	YES	34 RETTLER	YES
11 FERGUSON	YES	23 KLEMP	YES	35 KOURY	YES
12 McCABE	YES	24 THIEDE	YES	36 LAUTENSCHLAGER	YES

Outagamie County Est. 1851 **12-10-24 County Board Meeting - December 10 2024 08:06:05 PM**

December 10, 2024 County Board Meeting

OpenMeeting Technologies

RESOLUTION NO.: 101—2024-25

TO THE HONORABLE, THE OUTAGAMIE COUNTY BOARD OF SUPERVISORS

LADIES AND GENTLEMEN: ***2/3 MAJORITY – 24 VOTES***

The UW Extension Department received an unsolicited donation in the amount of $200 from the Wisconsin State Fair Dairy Promotion Board. The Department will use the donation toward the purchase of an egg incubator.

This resolution approves accepting the unsolicited donation and approves increasing the UW Extension Donations line item and Purchased Services line item by $200 each.

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

BE IT RESOLVED, that the Outagamie County Board of Supervisors does hereby authorize and approve of the UW Extension Department to accept and expend an unsolicited donation in the amount of $200 from the Wisconsin State Fair Dairy Promotion Board, said monies to be used toward the purchase of an egg incubator, and

BE IT FURTHER RESOLVED, that the Outagamie County Board of Supervisors does hereby authorize and approve of increasing the UW Extension Funds Donations line item and Programming Fees line item by $200 each as noted on the attached fiscal note, which by reference is made a part hereof, and

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

Dated this 10th day of December 2024

Respectfully Submitted,

AGRICULTURE, EXTENSION EDUCATION, ZONING AND LAND CONSERVATION COMMITTEE

Debbie VanderHeiden

Mike Janke

Jayme Heiser

Mark Mitchell

Daniel Rettler

Duly and officially adopted by the County Board on: December 10th, 2024

Signed: _____ Board Chairperson

_____ County Clerk

Approved: 12-13-24

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:** UW Extension Request to Accept and Expend a Grant from the Wisconsin State Fair Dairy Promotion Board and related 2024 Budget Adjustment

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 UW Extension Department received an unsolicited donation for $200 from the Wisconsin State Fair Dairy Promotion Board. The Department will use this to help with the cost of an egg incubator.

The department will increase the donations line by $200 and increase the purchased services line by $200.

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

[X] Revenues [X] 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.)

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
UW Extension Funds	Donations	7080100.4510.20	200
UW Extension Funds	Programming Fees	7080100.5562.08	200

Annual and Long-Term Impact

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

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

Fiscal Note Prepared by: Ina Montgomery/Michelle Uitenbroek

For Financial Services purposes only	
Reviewed By: *Michelle Uitenbroek* Date: 11/04/2024	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 Expenditures Account Number / Amount
Comments:	

LOCK IN OF ALL APPOINTMENTS, ORDINANCE NOS. Z-7 AND C—2024-25, AND RESOLUTION NOS. Z-6, 99, 100, 101, 102, 103, 104, 105, 106, 107, 108, 109, 110, 111, 112, 115, 116, 117, AND 118—2024-25.

Vote for lock in. ROLL CALL: 31 yes, 5 absent. ALL APPOINTMENTS, ORDINANCE NOS. Z-7 AND C—2024-25, AND RESOLUTION NOS. Z-6, 99, 100, 101, 102, 103, 104, 105, 106, 107, 108, 109, 110, 111, 112, 115, 116, 117, AND 118—2024-25 ARE ADOPTED & LOCKED IN.

VOTE RESULTS | 31 YES | 0 NO | 0 ABSTAIN | 5 ABSENT

Lock in of Appointments, Ord. Nos. Z-7 and C, Res. Nos. Z-6 and 99-112, 115-118—2024-

Lock In of All Appointments and Ord. Nos. Z-7 and C—2024-25 and Res. Nos. Z-6, 99, 100, 101, 102, 103, 104, 117 and 118—2024-25. Passed With Majority of Full Membership

1 THOMPSON	YES	13 WEGAND	YES	25 JANKE	ABSENT
2 JOHNSON	YES	14 HERMES	ABSENT	26 WEINBERG	YES
3 SMITH	ABSENT	15 MacDONALD	YES	27 CULBERTSON	YES
4 PATIENCE	YES	16 SCHROEDER	YES	28 MONFILS	ABSENT
5 GABRIELSON	YES	17 CROATT	YES	29 WINTERFELDT	YES
6 KOSTELNY	YES	18 SPEARS	YES	30 NEJEDLO	YES
7 HAMMEN	YES	19 HEISER	YES	31 CLEGG	YES
8 LAWRENCE	YES	20 MITCHELL	YES	32 THYSSEN	ABSENT
9 KRUEGER	YES	21 CUFF	YES	33 VANDERHEIDEN	YES
10 LAMERS	YES	22 HAGEN	YES	34 RETTLER	YES
11 FERGUSON	YES	23 KLEMP	YES	35 KOURY	YES
12 McCABE	YES	24 THIEDE	YES	36 LAUTENSCHLAGER	YES

Outagamie County | 12-10-24 County Board Meeting - December 10 2024 08:27:06 PM | OpenMeeting

December 10, 2024 County Board Meeting

RECONSIDERATION OF ALL APPOINTMENTS, ORDINANCE NOS. Z-7 AND C—2024-25, AND RESOLUTION NOS. Z-6, 99, 100, 101, 102, 103, 104, 105, 106, 107, 108, 109, 110, 111, 112, 115, 116, 117, AND 118—2024-25.

Supervisor Nejedlo moved, seconded by Supervisor Wegand, to reconsider the above listed appointments, ordinances, and resolutions.

Vote for reconsideration. ROLL CALL: 29 yes, 2 no (Ferguson, Thiede), 5 absent. ALL APPOINTMENTS, ORDINANCE NOS. Z-7 AND C—2024-25, AND RESOLUTION NOS. Z-6, 99, 100, 101, 102, 103, 104, 105, 106, 107, 108, 109, 110, 111, 112, 115, 116, 117, AND 118—2024-25 ARE RECONSIDERED.



VOTE RESULTS — 29 YES | 2 NO | 0 ABSTAIN | 5 ABSENT

Reconsideration of Appointments, Ord. Nos. Z-7 and C, Res. Nos. Z-6 and 99-112, 115-118

Reconsideration of All Appointments and Ord. Nos. Z-7 and C—2024-25 and Res. Nos. Z-6, 99, 100, 101, 102, 115, 116, 117 and 118—2024-25.

Passed With Majority of Full Membership

1 THOMPSON	YES	13 WEGAND	YES	25 JANKE	ABSENT
2 JOHNSON	YES	14 HERMES	ABSENT	26 WEINBERG	YES
3 SMITH	ABSENT	15 MacDONALD	YES	27 CULBERTSON	YES
4 PATIENCE	YES	16 SCHROEDER	YES	28 MONFILS	ABSENT
5 GABRIELSON	YES	17 CROATT	YES	29 WINTERFELDT	YES
6 KOSTELNY	YES	18 SPEARS	YES	30 NEJEDLO	YES
7 HAMMEN	YES	19 HEISER	YES	31 CLEGG	YES
8 LAWRENCE	YES	20 MITCHELL	YES	32 THYSSEN	ABSENT
9 KRUEGER	YES	21 CUFF	YES	33 VANDERHEIDEN	YES
10 LAMERS	YES	22 HAGEN	YES	34 RETTLER	YES
11 FERGUSON	NO	23 KLEMP	YES	35 KOURY	YES
12 McCABE	YES	24 THIEDE	NO	36 LAUTENSCHLAGER	YES

Outagamie County — 12-10-24 County Board Meeting - December 10 2024 08:26:45 PM
December 10, 2024 County Board Meeting
OpenMeeting

Resolution No. 102—2024-25 – Health and Human Services Committee. Authorize and approve to transfer $4,700 from the line items of Veteran's Service Office Travel/Training to the Veteran's Service Office Purchased Services, to purchase new furniture for the office, as noted on the attached fiscal note.

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

ROLL CALL: 31 yes, 5 absent. RESOLUTION NO. 102—2024-25 IS ADOPTED.

VOTE RESULTS 31 YES 0 NO 0 ABSTAIN 5 ABSENT

Resolution No. 102—2024-25

Health and Human Services Committee. Authorize and approve to transfer $4,700 from the line items of Vete
Veteran's Service Office Purchased Services, to purchase new furniture for the office, as noted on the attached fiscal note.

Passed With 2/3 of Full Membership

1 THOMPSON	YES	13 WEGAND	YES	25 JANKE	ABSENT
2 JOHNSON	YES	14 HERMES	ABSENT	26 WEINBERG	YES
3 SMITH	ABSENT	15 MacDONALD	YES	27 CULBERTSON	YES
4 PATIENCE	YES	16 SCHROEDER	YES	28 MONFILS	ABSENT
5 GABRIELSON	YES	17 CROATT	YES	29 WINTERFELDT	YES
6 KOSTELNY	YES	18 SPEARS	YES	30 NEJEDLO	YES
7 HAMMEN	YES	19 HEISER	YES	31 CLEGG	YES
8 LAWRENCE	YES	20 MITCHELL	YES	32 THYSSEN	ABSENT
9 KRUEGER	YES	21 CUFF	YES	33 VANDERHEIDEN	YES
10 LAMERS	YES	22 HAGEN	YES	34 RETTLER	YES
11 FERGUSON	YES	23 KLEMP	YES	35 KOURY	YES
12 McCABE	YES	24 THIEDE	YES	36 LAUTENSCHLAGER	YES

Outagamie County WI 1851 **12-10-24 County Board Meeting - December 10 2024 08:06:41 PM**
December 10, 2024 County Board Meeting
OpenMeeting TECHNOLOGIES

RESOLUTION NO.: 102—2024-25

TO THE HONORABLE, THE OUTAGAMIE COUNTY BOARD OF SUPERVISORS

LADIES AND GENTLEMEN: ***2/3 MAJORITY – 24 VOTES***

The Veteran's Service Office (VSO) would like to update some very old office furniture. Over five years ago, the office moved from the former 226 Building to the current location and furniture funds were not available at the time. Currently, there is a metal desk set that is very loud opening / closing, and one of the panels is difficult to access. Additionally, it is not very ergonomically friendly, causing some unintended consequences such as limited visibility due to computer monitor placement. After a search of used furniture throughout the County, nothing was found that would be practical. Allowing the purchase of matching furniture will enhance the functionality, flow and ergonomics for the Veteran's Service Office.

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

BE IT RESOLVED, that the Outagamie County Board of Supervisors does authorize and approve of transferring $4,700 from the Veteran's Service Office Travel/Training line item to the Veteran's Service Office Purchased Services line item, said monies to be used to purchase new furniture for the office, as detailed in the attached fiscal note, which by reference is made a part hereof, and

BE IT FINALLY RESOLVED, that the Outagamie County Clerk be directed to forward a copy of this resolution to the Outagamie County Veteran's Service Officer and the Outagamie County Finance Director.

Dated this 10th day of December 2024

Respectfully Submitted,

HEALTH AND HUMAN SERVICES COMMITTEE

Jeff McCabe

Justin Krueger

Dustin Koury

Cathy Thompson

Kelly Schroeder

Duly and officially adopted by the County Board on: December 10th, 2024

Signed: _____ Board Chairperson

_____ County Clerk

Approved: 12-23-24

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:** Request for budget transfer to purchase office furniture for Veteran's Services

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 Veteran's Service office would like to update some very old furniture. During the move from the former building 226 to our current location over 5 years ago, furniture funds were not allocated/available for the VSO's office and the VSO was relegated to moving over an avocado green metal desk set, approximately 30+ years old. It does not match the other furniture in the rest of the offices and being metal, it's very loud opening/closing and one of the panels is difficult to access. Additionally, it's not very ergonomically friendly, causing some unintended consequences like creating undesired limited visibility due to monitor placement. After a search for used furniture throughout the County, we did not find anything that would be practical. Allowing the purchase of matching furniture will enhance the functionality, flow, and ergonomics for the VSO.

The department has completed training for the year and would like to move the decrease training $4,700 to increase purchased services $4,700.

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

[ ] Revenues [x] 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.)

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
Veteran's Service Office	Travel/Training	1008700.5300	(4,700)
Veteran's Service Office	Puchased Services	1008700.5500	4,700

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: Kell Bales, Director

For Financial Services purposes only

Reviewed By: Michelle Uitenbroek
Date: 10/23/2024

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 Expenditures Account Number Amount

LOCK IN OF ALL APPOINTMENTS, ORDINANCE NOS. Z-7 AND C—2024-25, AND RESOLUTION NOS. Z-6, 99, 100, 101, 102, 103, 104, 105, 106, 107, 108, 109, 110, 111, 112, 115, 116, 117, AND 118—2024-25.

Vote for lock in. ROLL CALL: 31 yes, 5 absent. ALL APPOINTMENTS, ORDINANCE NOS. Z-7 AND C—2024-25, AND RESOLUTION NOS. Z-6, 99, 100, 101, 102, 103, 104, 105, 106, 107, 108, 109, 110, 111, 112, 115, 116, 117, AND 118—2024-25 ARE ADOPTED & LOCKED IN.

VOTE RESULTS 31 YES 0 NO 0 ABSTAIN 5 ABSENT

Lock in of Appointments, Ord. Nos. Z-7 and C, Res. Nos. Z-6 and 99-112, 115-118—2024-

Lock In of All Appointments and Ord. Nos. Z-7 and C—2024-25 and Res. Nos. Z-6, 99, 100, 101, 102, 103, 104, 117 and 118—2024-25.

Passed With Majority of Full Membership

1 THOMPSON	YES	13 WEGAND	YES	25 JANKE	ABSENT
2 JOHNSON	YES	14 HERMES	ABSENT	26 WEINBERG	YES
3 SMITH	ABSENT	15 MacDONALD	YES	27 CULBERTSON	YES
4 PATIENCE	YES	16 SCHROEDER	YES	28 MONFILS	ABSENT
5 GABRIELSON	YES	17 CROATT	YES	29 WINTERFELDT	YES
6 KOSTELNY	YES	18 SPEARS	YES	30 NEJEDLO	YES
7 HAMMEN	YES	19 HEISER	YES	31 CLEGG	YES
8 LAWRENCE	YES	20 MITCHELL	YES	32 THYSSEN	ABSENT
9 KRUEGER	YES	21 CUFF	YES	33 VANDERHEIDEN	YES
10 LAMERS	YES	22 HAGEN	YES	34 RETTLER	YES
11 FERGUSON	YES	23 KLEMP	YES	35 KOURY	YES
12 McCABE	YES	24 THIEDE	YES	36 LAUTENSCHLAGER	YES

Outagamie County 12-10-24 County Board Meeting - December 10 2024 08:27:06 PM

December 10, 2024 County Board Meeting

OpenMeeting

RECONSIDERATION OF ALL APPOINTMENTS, ORDINANCE NOS. Z-7 AND C—2024-25, AND RESOLUTION NOS. Z-6, 99, 100, 101, 102, 103, 104, 105, 106, 107, 108, 109, 110, 111, 112, 115, 116, 117, AND 118—2024-25.

Supervisor Nejedlo moved, seconded by Supervisor Wegand, to reconsider the above listed appointments, ordinances, and resolutions.

Vote for reconsideration. ROLL CALL: 29 yes, 2 no (Ferguson, Thiede), 5 absent. ALL APPOINTMENTS, ORDINANCE NOS. Z-7 AND C—2024-25, AND RESOLUTION NOS. Z-6, 99, 100, 101, 102, 103, 104, 105, 106, 107, 108, 109, 110, 111, 112, 115, 116, 117, AND 118—2024-25 ARE RECONSIDERED.



Resolution No. 103—2024-25 – Property, Airport, Recreation and Economic Development Committee. Approve the Second Amendment to the Storage Building Lease Agreement between the Appleton International Airport and Gulfstream Aerospace Services Corporation, to extend the term of the agreement through October 31, 2025 and to add three additional, successive 1-year options to further extend the term of the Agreement, with no 2024 budget adjustment needed, as noted on the attachments.

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

ROLL CALL: 31 yes, 5 absent. RESOLUTION NO. 103—2024-25 IS ADOPTED.

VOTE RESULTS — 31 YES | 0 NO | 0 ABSTAIN | 5 ABSENT

Resolution No. 103—2024-25

Property, Airport, Recreation and Economic Development Committee. Approve the Second Amendment to th... Passed With Majority of Full Membership
Appleton International Airport and Gulfstream Aerospace Services Corporation, to extend the term of the agreement through October 31, 2025 and to add three additional, successive 1-year options to further extend the term of the Agreement, with no 2024 budget adjustment needed, as noted on the attachme...

1 THOMPSON YES	13 WEGAND YES	25 JANKE ABSENT
2 JOHNSON YES	14 HERMES ABSENT	26 WEINBERG YES
3 SMITH ABSENT	15 MacDONALD YES	27 CULBERTSON YES
4 PATIENCE YES	16 SCHROEDER YES	28 MONFILS ABSENT
5 GABRIELSON YES	17 CROATT YES	29 WINTERFELDT YES
6 KOSTELNY YES	18 SPEARS YES	30 NEJEDLO YES
7 HAMMEN YES	19 HEISER YES	31 CLEGG YES
8 LAWRENCE YES	20 MITCHELL YES	32 THYSSEN ABSENT
9 KRUEGER YES	21 CUFF YES	33 VANDERHEIDEN YES
10 LAMERS YES	22 HAGEN YES	34 RETTLER YES
11 FERGUSON YES	23 KLEMP YES	35 KOURY YES
12 McCABE YES	24 THIEDE YES	36 LAUTENSCHLAGER YES

Outagamie County — 12-10-24 County Board Meeting - December 10 2024 08:07:40 PM
December 10, 2024 County Board Meeting — OpenMeeting

RESOLUTION NO.: 103—2024-25

TO THE HONORABLE, THE OUTAGAMIE COUNTY BOARD OF SUPERVISORS

LADIES AND GENTLEMEN: ***MAJORITY***

The Appleton International Airport and Gulfstream Aerospace Service Corporation desire to incorporate a Second Amendment to the Storage Building Lease Agreement. This addendum extends the term of the agreement through October 31, 2025 with three (3) additional one (1) year options. The rent amount is $525 per month. A budget adjustment is not required as the revenue is already included in the 2024 budget.

NOW THEREFORE, the undersigned members of the Property, Airport, Recreation and Economic Development Committee recommend adoption of the following resolution.

BE IT RESOLVED, that the Outagamie County Board of Supervisors does approve the Second Amendment to Storage Building Lease Agreement between the Appleton International Airport and Gulfstream Aerospace Services Corporation in order to extend the term of the agreement through October 31, 2025 and to add three (3) additional, successive one (1) year options to further extend the term of the Agreement with no budget adjustment needed as the revenue is already included in the 2024 budget, as noted on the attached Second Amendment to Storage Building Lease Agreement and fiscal note, which by reference are made a part hereof, and

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

Dated this 10th day of December 2024

Respectfully submitted,

PROPERTY, AIRPORT, RECREATION &
ECONOMIC DEVELOPMENT COMMITTEE

Dean Culbertson

Lee W. Hammen

Ronald Klemp

Yvonne Monfils

Jayson Winterfeldt

Duly and officially adopted by the County Board on: December 10th, 2024

Signed: _____
Board Chairperson

_____
County Clerk

Approved: 12·23·24

Vetoed: _____

Signed: _____
County Executive

SECOND AMENDMENT TO STORAGE BUILDING LEASE AGREEMENT

THIS SECOND AMENDMENT TO STORAGE BUILDING LEASE AGREEMENT ("**Second Amendment**") is entered into this ____ day of _____, 2024, by and between County of Outagamie, Wisconsin (the "**Lessor**"), and Gulfstream Aerospace Services Corporation, a Delaware corporation (the "**Lessee**"). For purposes of this Second Amendment, Lessor and Lessee may from time to time be referred to individually as a "**Party**" and collectively as the "**Parties**".

WITNESSETH:

WHEREAS, Lessor and Lessee entered into a Storage Building Lease Agreement dated October 26, 2017 (the "**Agreement**") for the premises located at N395 Priscilla Lane, Greenville, Wisconsin 54942, as further described in the Agreement (the "**Premises**").

WHEREAS, Lessor and Lessee entered into the First Amendment to Storage Building Lease Agreement dated May 29, 2020 (the "First Amendment").

WHEREAS, Lessor and Lessee desire to amend the Agreement in order to extend the Expiration Date and to add three (3) additional, successive one (1) year options to further extend the term of the Agreement.

NOW, THEREFORE, in consideration of the mutual terms and conditions herein contained, and other good and valuable consideration, the receipt and sufficiency of which is hereby acknowledged, Lessor and Lessee agree as follows:

AGREEMENTS:

1. Recitals. The foregoing recitals are acknowledged to be accurate and are hereby incorporated by reference.

2. Capitalized Terms. Capitalized terms used in this Second Amendment and not defined herein shall have the meanings given to such terms in the Agreement. From and after the date hereof, all references to the "Agreement" in the Agreement shall mean the Agreement, as amended by the First Amendment and this Second Amendment.

3. Term. Lessor and Lessee hereby mutually agree that the term of this Agreement shall be extended one (1) year, commencing on November 1, 2024, and expiring on October 31, 2025 (the "**Extended Lease Term**").

4. Extended Terms. Lessee shall have the right to further extend the term of this Agreement beyond the Extended Lease Term for up to three (3) successive, additional terms of one (1) year each (each an "**Extended Term**"; collectively the "**Extended Terms**") by serving written notice thereof to Lessor of its intention to do so no later than thirty (30) days prior to expiration of the Extended Lease Term or then current Extended Term (as applicable). All terms, covenants, and provisions of this Agreement shall apply to the

Extended Lease Term and each Extended Term (as applicable). The Initial Term, the Extended Lease Term, and any and all Extended Terms shall be collectively referred to as the "Term".

5. Effective November 1, 2024, Section 3 of the Agreement shall be deleted in its entirety and replaced with the following:

   "3. Rent. From and after November 1, 2024, Lessee agrees to pay Lessor a gross monthly rental pay of Five Hundred Twenty Five Dollars ($525.00) per month made on or before the first day of each month ("**Rent**") for the duration of this Agreement. For avoidance of doubt, Rent during any of the remaining Extended Terms, if exercised, pursuant to Section 4 of the Second Amendment shall remain unchanged at Five Hundred Twenty Five Dollars ($525.00) per month. Rent due under this Agreement is a gross rental payment, and no additional fees or charges will be due to Lessor, unless specifically required under this Agreement."

6. Counterparts. This Second Amendment may be executed in any number of counterparts, each of which shall be effective only upon delivery and thereafter shall be deemed an original, and all of which shall be taken to be one and the same instrument, for the same effect as if all Parties hereto had signed the same signature page. Any signature page of this Second Amendment may be detached from any counterpart of this Second Amendment without impairing the legal effect of any signatures thereon and may be attached to another counterpart of this Second Amendment identical in form hereto but having attached to it one or more additional signature pages. Signatures delivered electronically shall be legally binding as original signatures.

7. Conflicts. Except as expressly provided herein, the Agreement shall remain unchanged and in full force and effect. In the event of any conflict or inconsistency between the provisions of the Agreement and the provisions of this Second Amendment, the provisions of this Second Amendment shall govern and control.

[SIGNATURE PAGE FOLLOWS]

IN WITNESS WHEREOF, the Parties hereto have caused this Second Amendment to be duly executed as of the date first written above.

LESSOR:

OUTAGAMIE COUNTY, WISCONSIN

By: _____
County Executive

Approved As To Form

By: _____
Board Chairperson

By: _____
Corporation Counsel

By: _____
County Clerk

LESSEE:

GULFSTREAM AEROSPACE SERVICES CORPORATION
A Delaware corporation

By: _____

Name: James P. Whalen

Its: Assistant Secretary

Date: October 8, 2024

APPROVED AS TO FORM:

Kyle J. Sargent
Corporation Counsel
Outagamie County
Date Approved: 10.10.24

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:** 2nd Amendment to Gulfstream Aerospace Storage Building Lease Agreement

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 and Gulfstream Aerospace Services Corporation desire to incorporate a 2nd amendment for the Storage Building Premises Agreement. This addendum extends the term of the agreement through October 31, 2025 with the three (3) additional one (1) year options. Monthly rent will be $525. A budget adjustment is not required as the revenue is already included in the 2024 budget.

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

[x] Revenues [ ] Expenses (Cost) [ ] None

3. Is the specific cost or revenue included in the current year's budget? yes (X) no ( ) 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 ( ) 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? If no, skip to question 8 below. yes ( ) no (x) To be determined

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
ALREADY INCLUDED IN BUDGET			

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 0

Annual Revenue $6,300

Fiscal Note Prepared by: Abe Weber/Katie Horan

For Financial Services purposes only	
Reviewed By: Michelle Uitenbroek	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 Expenditures Account Number / Amount
Date: 10/28/2024	
Comments:	

LOCK IN OF ALL APPOINTMENTS, ORDINANCE NOS. Z-7 AND C—2024-25, AND RESOLUTION NOS. Z-6, 99, 100, 101, 102, 103, 104, 105, 106, 107, 108, 109, 110, 111, 112, 115, 116, 117, AND 118—2024-25.

Vote for lock in. ROLL CALL: 31 yes, 5 absent. ALL APPOINTMENTS, ORDINANCE NOS. Z-7 AND C—2024-25, AND RESOLUTION NOS. Z-6, 99, 100, 101, 102, 103, 104, 105, 106, 107, 108, 109, 110, 111, 112, 115, 116, 117, AND 118—2024-25 ARE ADOPTED & LOCKED IN.

VOTE RESULTS 31 YES 0 NO 0 ABSTAIN 5 ABSENT

Lock in of Appointments, Ord. Nos. Z-7 and C, Res. Nos. Z-6 and 99-112, 115-118—2024-

Lock In of All Appointments and Ord. Nos. Z-7 and C—2024-25 and Res. Nos. Z-6, 99, 100, 101, 102, 103, 104, 117 and 118—2024-25.

Passed With Majority of Full Membership

1 THOMPSON	YES	13 WEGAND	YES	25 JANKE	ABSENT
2 JOHNSON	YES	14 HERMES	ABSENT	26 WEINBERG	YES
3 SMITH	ABSENT	15 MacDONALD	YES	27 CULBERTSON	YES
4 PATIENCE	YES	16 SCHROEDER	YES	28 MONFILS	ABSENT
5 GABRIELSON	YES	17 CROATT	YES	29 WINTERFELDT	YES
6 KOSTELNY	YES	18 SPEARS	YES	30 NEJEDLO	YES
7 HAMMEN	YES	19 HEISER	YES	31 CLEGG	YES
8 LAWRENCE	YES	20 MITCHELL	YES	32 THYSSEN	ABSENT
9 KRUEGER	YES	21 CUFF	YES	33 VANDERHEIDEN	YES
10 LAMERS	YES	22 HAGEN	YES	34 RETTLER	YES
11 FERGUSON	YES	23 KLEMP	YES	35 KOURY	YES
12 McCABE	YES	24 THIEDE	YES	36 LAUTENSCHLAGER	YES

Outagamie County WI. INST

12-10-24 County Board Meeting - December 10 2024 08:27:06 PM

December 10, 2024 County Board Meeting

OpenMeeting

RECONSIDERATION OF ALL APPOINTMENTS, ORDINANCE NOS. Z-7 AND C—2024-25, AND RESOLUTION NOS. Z-6, 99, 100, 101, 102, 103, 104, 105, 106, 107, 108, 109, 110, 111, 112, 115, 116, 117, AND 118—2024-25.

Supervisor Nejedlo moved, seconded by Supervisor Wegand, to reconsider the above listed appointments, ordinances, and resolutions.

Vote for reconsideration. ROLL CALL: 29 yes, 2 no (Ferguson, Thiede), 5 absent. ALL APPOINTMENTS, ORDINANCE NOS. Z-7 AND C—2024-25, AND RESOLUTION NOS. Z-6, 99, 100, 101, 102, 103, 104, 105, 106, 107, 108, 109, 110, 111, 112, 115, 116, 117, AND 118—2024-25 ARE RECONSIDERED.



Resolution No. 104—2024-25 – Public Safety Committee. Authorize and approve the Sheriff's Office to apply for, accept and expend 2025 Public Safety Answering Point (PSAP) grant funds issued by the Wisconsin Department of Military Affairs/Office of Emergency Communications of $504,852.30 with a required 10% county match of $56,094.70 for a total of $560,947, to be used for equipment upgrades and advanced training for Next Generation 9-1-1, and increase line items of the 2025 Capital Projects Revenue Intergovernmental – PSAP and the Sheriff – PSAP Capital Outlay by $504,852 each and the 10% county match requirement is already budgeted, as noted on the attached fiscal note.

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

ROLL CALL: 31 yes, 5 absent. RESOLUTION NO. 104—2024-25 IS ADOPTED.

VOTE RESULTS — 31 YES | 0 NO | 0 ABSTAIN | 5 ABSENT

Resolution No. 104—2024-25

Passed With 2/3 of Full Membership

1 THOMPSON	YES	13 WEGAND	YES	25 JANKE	ABSENT
2 JOHNSON	YES	14 HERMES	ABSENT	26 WEINBERG	YES
3 SMITH	ABSENT	15 MacDONALD	YES	27 CULBERTSON	YES
4 PATIENCE	YES	16 SCHROEDER	YES	28 MONFILS	ABSENT
5 GABRIELSON	YES	17 CROATT	YES	29 WINTERFELDT	YES
6 KOSTELNY	YES	18 SPEARS	YES	30 NEJEDLO	YES
7 HAMMEN	YES	19 HEISER	YES	31 CLEGG	YES
8 LAWRENCE	YES	20 MITCHELL	YES	32 THYSSEN	ABSENT
9 KRUEGER	YES	21 CUFF	YES	33 VANDERHEIDEN	YES
10 LAMERS	YES	22 HAGEN	YES	34 RETTLER	YES
11 FERGUSON	YES	23 KLEMP	YES	35 KOURY	YES
12 McCABE	YES	24 THIEDE	YES	36 LAUTENSCHLAGER	YES

Outagamie County — 12-10-24 County Board Meeting - December 10 2024 08:09:31 PM
December 10, 2024 County Board Meeting — OpenMeeting

RESOLUTION NO.: 104—2024-25

TO THE HONORABLE, THE OUTAGAMIE COUNTY BOARD OF SUPERVISORS

LADIES AND GENTLEMEN: ***2/3 MAJORITY – 24 VOTES***

The Outagamie County Sheriff's Office is requesting approval to apply for, accept, and expend 2025 Public Safety Answering Point (PSAP) Grant funds issued by the Wisconsin Department of Military Affairs/Office of Emergency Communications (DMA/OES). This grant is to provide funding for equipment upgrades and advanced training necessary for Next Generation 9-1-1 (NG911). The grant award is $504,852.30 with a required 10% county match of $56,094.70, for a total of $560,947. The Sheriff's Office will use these funds to provide training and purchase additional dispatch equipment, consoles and related technology costs. The technology required to handle NG911 upgrades and enhance Police, Fire and EMS response to critical incidents into the foreseeable future will be provided by AXS and VESTA by increasing the incoming call and radio traffic capacity. VESTA call handling is a Motorola product designed to work with the current Motorola FLEX CAD without any interfaces or third party software needed. VESTA technology will seamlessly receive NG911 multimedia data, process this information and share it through FLEX CAD to dispatchers and first responders. The grant would also cover EMD licenses and hardware flip charts, headset bases, and furniture. The required 10% match of $56,094.70 is already budgeted, of which $25,000 is a 2025 Capital expense, and the balance would be covered by an unspent NG911 match for an existing capital project that funds will be requested to roll forward.

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

BE IT RESOLVED, that the Outagamie County Board of Supervisors does authorize and approve of the Sheriff's Office to apply for, accept and expend 2025 Public Safety Answering Point (PSAP) grant funds issued by the Wisconsin Department of Military Affairs/Office of Emergency Communications (DMA/OES) in the amount of $504,852.30 with a required 10% county match of $56,094.70 for a total of $560,947, said funds to be used for equipment upgrades and advanced training necessary for Next Generation 9-1-1 (NG911), and

BE IT FURTHER RESOLVED, that the Outagamie County Board of Supervisors does authorize and approve of increasing the 2025 Capital Projects Revenue Intergovernmental – PSAP line item and the Sheriff – PSAP Capital Outlay line item by $504,852 each and that the 10% county match requirement is already budgeted, as detailed on the attached fiscal note, which by reference is made a part hereof, and

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

Dated this 10th day of December 2024

Respectfully submitted,

PUBLIC SAFETY COMMITTEE

Katrin Patience
Katrin Patience

Christine Lamers
Christine Lamers

Timothy Hermes

Michael Smith

Jeremy Thyssen

Duly and officially adopted by the County Board on: December 10th, 2024

Signed: Dan Gabrielson
Board Chairperson

Kelly M. Galvin
County Clerk

Approved: 12-13-24

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 apply, accept and expend the Public Safety Answering Point (PSAP) grant from the Wisconsin Department of Military Affairs/Office of Emergency Communications (DMA/OES)

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 approval to apply, accept and expend 2025 PSAP Grant funds issued by the Wisconsin DMA/OEC. This grant is to provide funding for equipment upgrades and advanced training necessary for Next Generation 9-1-1 (NG911). The grant award is for $504,852.30 with a required 10% match of $56,094.70, for a total of $560,947. The Sheriff's Office will use these funds to provide training and purchase additional dispatch equipment, consoles and related technology costs. AXS and VESTA will provide the technology required to handle NG911 upgrades and enhance Police, Fire and EMS response to critical incidents into the foreseeable future by increasing our incoming call and radio traffic capacity. VESTA call handling is a Motorola product designed to work with our current Motorola FLEX CAD without any interfaces or third party software needed. VESTA technology will seamlessly receive NG911 multimedia data, process this information and share it through FLEX CAD to dispatchers and first responders. EMD licenses and hardware flip charts, headset bases, and furniture would also be covered with the grant. The required 10% match of $56,094.70 is already budgeted - $25,000 exists as a 2025 Capital expense, and the balance would be covered by unspent NG911 match an existing capital project we will request funds be rolled forward.

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

[ ] Revenues [ ] Expenses (Cost) [x] None – 2025 Budget

3. Is the specific cost or revenue included in the current year's budget? yes ( ) no (x) partially ( ) 2025 Budget

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

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

6. Does this request modify/adjust the current year budget? yes ( ) no (x)
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
2025 Capital Prjcts Rev	Intergovernmental - PSAP	to be assigned	504,852
Sheriff - PSAP	Capital Outlay	to be assigned	504,852

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: Michelle Uitenbroek

Date: 11/05/2024

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 Expenditures Account Number	Amount
	504,852

Comments:

LOCK IN OF ALL APPOINTMENTS, ORDINANCE NOS. Z-7 AND C—2024-25, AND RESOLUTION NOS. Z-6, 99, 100, 101, 102, 103, 104, 105, 106, 107, 108, 109, 110, 111, 112, 115, 116, 117, AND 118—2024-25.

Vote for lock in. ROLL CALL: 31 yes, 5 absent. ALL APPOINTMENTS, ORDINANCE NOS. Z-7 AND C—2024-25, AND RESOLUTION NOS. Z-6, 99, 100, 101, 102, 103, 104, 105, 106, 107, 108, 109, 110, 111, 112, 115, 116, 117, AND 118—2024-25 ARE ADOPTED & LOCKED IN.

VOTE RESULTS 31 YES 0 NO 0 ABSTAIN 5 ABSENT

Lock in of Appointments, Ord. Nos. Z-7 and C, Res. Nos. Z-6 and 99-112, 115-118—2024-

Lock In of All Appointments and Ord. Nos. Z-7 and C—2024-25 and Res. Nos. Z-6, 99, 100, 101, 102, 103, 104, 117 and 118—2024-25.

Passed With Majority of Full Membership

1 THOMPSON	YES	13 WEGAND	YES	25 JANKE	ABSENT
2 JOHNSON	YES	14 HERMES	ABSENT	26 WEINBERG	YES
3 SMITH	ABSENT	15 MacDONALD	YES	27 CULBERTSON	YES
4 PATIENCE	YES	16 SCHROEDER	YES	28 MONFILS	ABSENT
5 GABRIELSON	YES	17 CROATT	YES	29 WINTERFELDT	YES
6 KOSTELNY	YES	18 SPEARS	YES	30 NEJEDLO	YES
7 HAMMEN	YES	19 HEISER	YES	31 CLEGG	YES
8 LAWRENCE	YES	20 MITCHELL	YES	32 THYSSEN	ABSENT
9 KRUEGER	YES	21 CUFF	YES	33 VANDERHEIDEN	YES
10 LAMERS	YES	22 HAGEN	YES	34 RETTLER	YES
11 FERGUSON	YES	23 KLEMP	YES	35 KOURY	YES
12 McCABE	YES	24 THIEDE	YES	36 LAUTENSCHLAGER	YES

Outagamie County EST. 1851 **12-10-24 County Board Meeting - December 10 2024 08:27:06 PM**

December 10, 2024 County Board Meeting

OpenMeeting TECHNOLOGIES

RECONSIDERATION OF ALL APPOINTMENTS, ORDINANCE NOS. Z-7 AND C—2024-25, AND RESOLUTION NOS. Z-6, 99, 100, 101, 102, 103, 104, 105, 106, 107, 108, 109, 110, 111, 112, 115, 116, 117, AND 118—2024-25.

Supervisor Nejedlo moved, seconded by Supervisor Wegand, to reconsider the above listed appointments, ordinances, and resolutions.

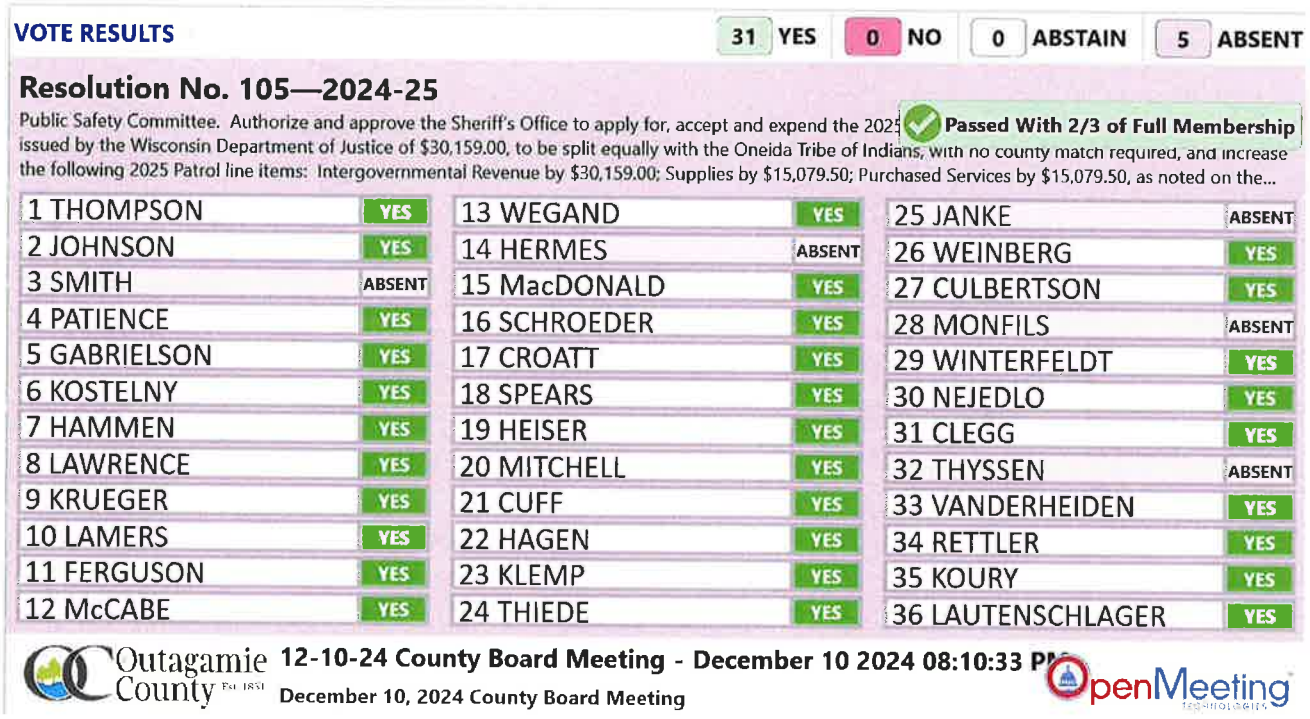
Vote for reconsideration. ROLL CALL: 29 yes, 2 no (Ferguson, Thiede), 5 absent. ALL APPOINTMENTS, ORDINANCE NOS. Z-7 AND C—2024-25, AND RESOLUTION NOS. Z-6, 99, 100, 101, 102, 103, 104, 105, 106, 107, 108, 109, 110, 111, 112, 115, 116, 117, AND 118—2024-25 ARE RECONSIDERED.



Resolution No. 105—2024-25 – Public Safety Committee. Authorize and approve the Sheriff's Office to apply for, accept and expend the 2025 County/Tribal Law Enforcement Program grant issued by the Wisconsin Department of Justice of $30,159.00, to be split equally with the Oneida Tribe of Indians, with no county match required, and increase the following 2025 Patrol line items: Intergovernmental Revenue by $30,159.00; Supplies by $15,079.50; Purchased Services by $15,079.50, as noted on the attached fiscal note.

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

ROLL CALL: 31 yes, 5 absent. RESOLUTION NO. 105—2024-25 IS ADOPTED.



VOTE RESULTS

31 YES | 0 NO | 0 ABSTAIN | 5 ABSENT

Resolution No. 105—2024-25

Public Safety Committee. Authorize and approve the Sheriff's Office to apply for, accept and expend the 2025 ... issued by the Wisconsin Department of Justice of $30,159.00, to be split equally with the Oneida Tribe of Indians, with no county match required, and increase the following 2025 Patrol line items: Intergovernmental Revenue by $30,159.00; Supplies by $15,079.50; Purchased Services by $15,079.50, as noted on the...

Passed With 2/3 of Full Membership

1 THOMPSON	YES	13 WEGAND	YES	25 JANKE	ABSENT
2 JOHNSON	YES	14 HERMES	ABSENT	26 WEINBERG	YES
3 SMITH	ABSENT	15 MacDONALD	YES	27 CULBERTSON	YES
4 PATIENCE	YES	16 SCHROEDER	YES	28 MONFILS	ABSENT
5 GABRIELSON	YES	17 CROATT	YES	29 WINTERFELDT	YES
6 KOSTELNY	YES	18 SPEARS	YES	30 NEJEDLO	YES
7 HAMMEN	YES	19 HEISER	YES	31 CLEGG	YES
8 LAWRENCE	YES	20 MITCHELL	YES	32 THYSSEN	ABSENT
9 KRUEGER	YES	21 CUFF	YES	33 VANDERHEIDEN	YES
10 LAMERS	YES	22 HAGEN	YES	34 RETTLER	YES
11 FERGUSON	YES	23 KLEMP	YES	35 KOURY	YES
12 McCABE	YES	24 THIEDE	YES	36 LAUTENSCHLAGER	YES

Outagamie County Est. 1851 **12-10-24 County Board Meeting - December 10 2024 08:10:33 PM**

December 10, 2024 County Board Meeting

OpenMeeting

RESOLUTION NO.: 105—2024-25

TO THE HONORABLE, THE OUTAGAMIE COUNTY BOARD OF SUPERVISORS

LADIES AND GENTLEMEN: ***2/3 MAJORITY – 24 VOTES***

The Wisconsin Department of Justice is accepting grant applications for the 2025 County/Tribal Law Enforcement Program. Applications must satisfy the requirements found in §165.90, Wis. Stats. The submitted plan must be agreed upon jointly by the County Board and Tribal Governing body, and must clearly describe planned activities, objectives and expected results. The grant award will be approximately $30,159. As in the past, the award will be split equally with the Oneida Tribe of Indians. The Sheriff's Office will be using $15,079.50 to purchase and replace four (4) hand-held patrol radios and accessories. The radios will replace 15-year old patrol radios that are at end-of-life. The radios will be the same model that is currently used on patrol, but will have multi-key encryption to meet future needs. The Oneida Police Department will receive $15,079.50 and plans to use their share of funds for Axon body camera costs, technology agreements, officer equipment/supplies and promotional items for their department. A resolution from the county board supporting the program plan is required. There is no county match required for the grant, and any excess costs will come from previously budgeted funds. This adjustment is for the 2025 budget.

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

BE IT RESOLVED, that the Outagamie County Board of Supervisors does authorize and approve of the Sheriff's Office to apply for, accept and expend the 2025 County/Tribal Law Enforcement Program grant issued by the Wisconsin Department of Justice in the amount of $30,159.00, said amount to be split equally with the Oneida Tribe of Indians, with no county match required, and

BE IT FURTHER RESOLVED, that the Outagamie County Board of Supervisors does authorize and approve of increasing the following 2025 Patrol line items: Intergovernmental Revenue by $30,159.00; Supplies by $15,079.50; Purchased Services by $15,079.50 as detailed on the attached fiscal note, which by reference is made a part hereof, and

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

Dated this 10th day of December 2024

Respectfully submitted,
PUBLIC SAFETY COMMITTEE

Katrin Patience

Christine Lamers

Timothy Hermes

Michael Smith

Jeremy Thyssen

Duly and officially adopted by the County Board on: December 10th, 2024

Signed: Dan Gale
Board Chairperson

Kelly M. Cook
County Clerk

Approved: 12-13-24

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 apply, accept and expend 2025 County/Tribal Law Enforcement Grant through Department of Justice.

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 Justice is accepting grant applications for the 2025 County/Tribal Law Enforcement Program. Applications must satisfy the requirements found in § 165.90, Wis. Stats. The submitted plan must be jointly agreed upon by the County Board and Tribal Governing body, and must clearly describe planned activities, objective and expected results. The grant award will be approximately $30,159. The award will be split equally, as in the past, with the Oneida Tribe of Indians. The Sheriff's Department will be using $15,079.50 to purchase and replace four hand held patrol radios and accessories. The radios will replace 15 years old patrol radios that are at end of life. The radios will be the same model we currently use on patrol, but will have multi key encryption to meet future needs. The Oneida Police Department will receive $15,079.50 and plans to use their share of funds for Axon body camera costs, technology agreements, officer equipment/supplies and promotional items for their department. A resolution from the county board supporting the program plan is required. There is no county match required for the grant, and any excess costs will come from previously budgeted funds. This adjustment is for the 2025 budget.

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

[ ] Revenues [ ] Expenses (Cost) [x] None – 2025 Budget

3. Is the specific cost or revenue included in the current year's budget? yes ( ) no ( ) partially ( ) N/A 2025

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 ( ) 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	Intergovernmental Revenue	TBD - grant	30,159.00
Patrol	Supplies	TBD - grant	15,079.50
Patrol	Purchased Services	TBD - grant	15,079.50

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: Michelle Uitenbroek

Date: 11/12/2024

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 Expenditures Account Number	Amount

Comments:

LOCK IN OF ALL APPOINTMENTS, ORDINANCE NOS. Z-7 AND C—2024-25, AND RESOLUTION NOS. Z-6, 99, 100, 101, 102, 103, 104, 105, 106, 107, 108, 109, 110, 111, 112, 115, 116, 117, AND 118—2024-25.

Vote for lock in. ROLL CALL: 31 yes, 5 absent. ALL APPOINTMENTS, ORDINANCE NOS. Z-7 AND C—2024-25, AND RESOLUTION NOS. Z-6, 99, 100, 101, 102, 103, 104, 105, 106, 107, 108, 109, 110, 111, 112, 115, 116, 117, AND 118—2024-25 ARE ADOPTED & LOCKED IN.

VOTE RESULTS — 31 YES | 0 NO | 0 ABSTAIN | 5 ABSENT

Lock in of Appointments, Ord. Nos. Z-7 and C, Res. Nos. Z-6 and 99-112, 115-118—2024-

Lock In of All Appointments and Ord. Nos. Z-7 and C—2024-25 and Res. Nos. Z-6, 99, 100, 101, 102, 103, 104, 117 and 118—2024-25.

Passed With Majority of Full Membership

1 THOMPSON	YES	13 WEGAND	YES	25 JANKE	ABSENT
2 JOHNSON	YES	14 HERMES	ABSENT	26 WEINBERG	YES
3 SMITH	ABSENT	15 MacDONALD	YES	27 CULBERTSON	YES
4 PATIENCE	YES	16 SCHROEDER	YES	28 MONFILS	ABSENT
5 GABRIELSON	YES	17 CROATT	YES	29 WINTERFELDT	YES
6 KOSTELNY	YES	18 SPEARS	YES	30 NEJEDLO	YES
7 HAMMEN	YES	19 HEISER	YES	31 CLEGG	YES
8 LAWRENCE	YES	20 MITCHELL	YES	32 THYSSEN	ABSENT
9 KRUEGER	YES	21 CUFF	YES	33 VANDERHEIDEN	YES
10 LAMERS	YES	22 HAGEN	YES	34 RETTLER	YES
11 FERGUSON	YES	23 KLEMP	YES	35 KOURY	YES
12 McCABE	YES	24 THIEDE	YES	36 LAUTENSCHLAGER	YES

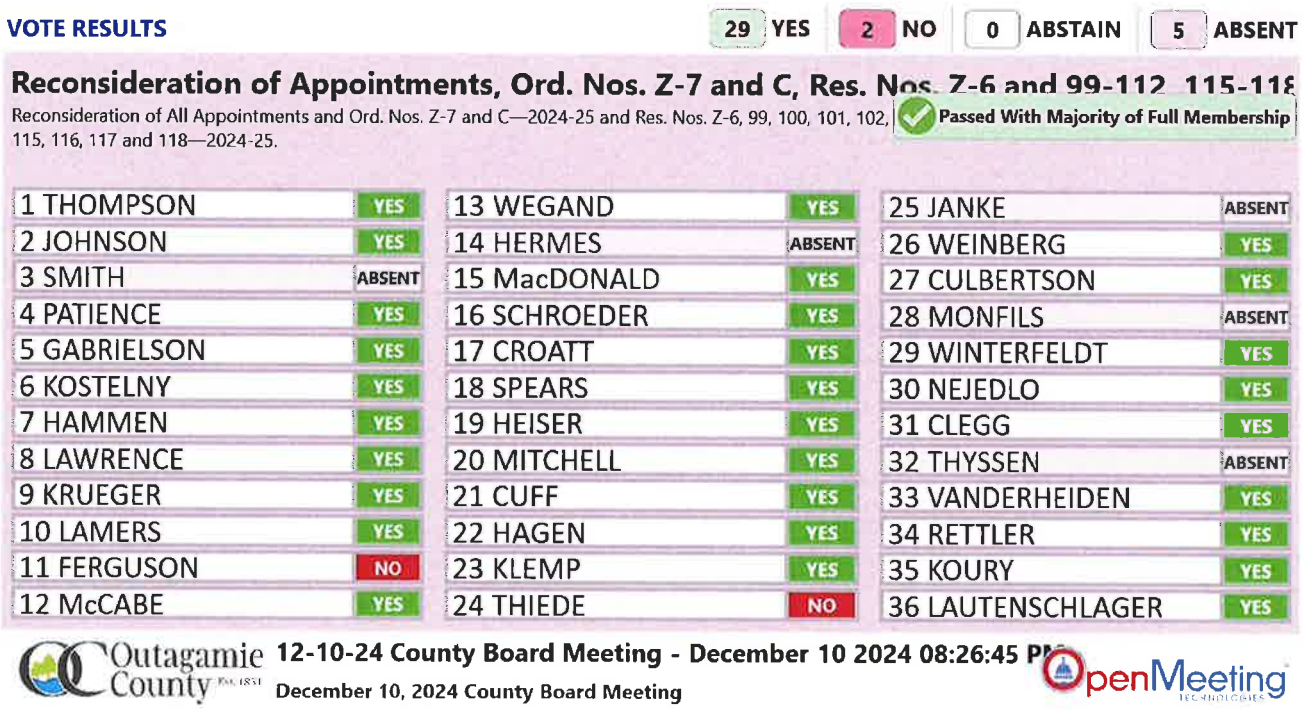
Outagamie County — 12-10-24 County Board Meeting - December 10 2024 08:27:06 PM — OpenMeeting

December 10, 2024 County Board Meeting

RECONSIDERATION OF ALL APPOINTMENTS, ORDINANCE NOS. Z-7 AND C—2024-25, AND RESOLUTION NOS. Z-6, 99, 100, 101, 102, 103, 104, 105, 106, 107, 108, 109, 110, 111, 112, 115, 116, 117, AND 118—2024-25.

Supervisor Nejedlo moved, seconded by Supervisor Wegand, to reconsider the above listed appointments, ordinances, and resolutions.

Vote for reconsideration. ROLL CALL: 29 yes, 2 no (Ferguson, Thiede), 5 absent. ALL APPOINTMENTS, ORDINANCE NOS. Z-7 AND C—2024-25, AND RESOLUTION NOS. Z-6, 99, 100, 101, 102, 103, 104, 105, 106, 107, 108, 109, 110, 111, 112, 115, 116, 117, AND 118—2024-25 ARE RECONSIDERED.



Resolution No. 106—2024-25 – Health and Human Services Committee. Authorize and approve of various budget transfers and alterations to the 2024 Health and Human Services budget as noted on the attached fiscal note and the Outagamie County Department of Human Services 2024 Budget Transfers worksheet.

Supervisor McCabe moved, seconded by Supervisor Cuff, for adoption.

ROLL CALL: 31 yes, 5 absent. RESOLUTION NO. 106—2024-25 IS ADOPTED.

VOTE RESULTS 31 YES | 0 NO | 0 ABSTAIN | 5 ABSENT

Resolution No. 106—2024-25

Health and Human Services Committee. Authorize and approve of various budget transfers and alterations to noted on the attached fiscal note and the Outagamie County Department of Human Services 2024 Budget Transfers worksheet.

Passed With 2/3 of Full Membership

1 THOMPSON YES	13 WEGAND YES	25 JANKE ABSENT
2 JOHNSON YES	14 HERMES ABSENT	26 WEINBERG YES
3 SMITH ABSENT	15 MacDONALD YES	27 CULBERTSON YES
4 PATIENCE YES	16 SCHROEDER YES	28 MONFILS ABSENT
5 GABRIELSON YES	17 CROATT YES	29 WINTERFELDT YES
6 KOSTELNY YES	18 SPEARS YES	30 NEJEDLO YES
7 HAMMEN YES	19 HEISER YES	31 CLEGG YES
8 LAWRENCE YES	20 MITCHELL YES	32 THYSSEN ABSENT
9 KRUEGER YES	21 CUFF YES	33 VANDERHEIDEN YES
10 LAMERS YES	22 HAGEN YES	34 RETTLER YES
11 FERGUSON YES	23 KLEMP YES	35 KOURY YES
12 McCABE YES	24 THIEDE YES	36 LAUTENSCHLAGER YES

Outagamie County 12-10-24 County Board Meeting - December 10 2024 08:11:20 PM

December 10, 2024 County Board Meeting

OpenMeeting TECHNOLOGIES

RESOLUTION NO.: 106—2024-25

TO THE HONORABLE, THE OUTAGAMIE COUNTY BOARD OF SUPERVISORS

LADIES AND GENTLEMEN: ***2/3 MAJORITY – 24 VOTES***

Each year the Outagamie County Department of Health and Human Services budget requires a number of budgetary transfers to account for actual financial activity.

This resolution authorizes transferring funds approved in the 2024 adopted budget to line items and cost centers where changes in activity occurred during 2024. No additional county funding is requested as the net adjustment is budget neutral.

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

BE IT RESOLVED, that the Outagamie County Board of Supervisors does authorize and approve of various budget transfers and alterations to the 2024 Health and Human Services budget as noted on the attached fiscal note and Outagamie County Department of Human Services 2024 Budget Transfers worksheet, which by reference are made a part hereof, and

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

Dated this 10th day of December 2024

Respectfully Submitted,

HEALTH AND HUMAN SERVICES COMMITTEE

Jeff McCabe

Justin Krueger

Dustin Koury

Cathy Thompson

Kelly Schroeder

Duly and officially adopted by the County Board on: December 10th, 2024

Signed: _____
Board Chairperson

_____
County Clerk

Approved: 12.13.24

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:** Fiscal Year 2024 Health and Human Services Department Year End Budget Adjustments

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)

Refer to the attached PDF for explanations of FY2024 Budget Adjustments

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

[X] Revenues [X] 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? If no, skip to question 8 below. yes (X) no ( )

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
Refer to attached PDF for budget entries			

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 $0.00 Annual Revenue

Fiscal Note Prepared by: Betty Gehring, HHS Finance Manager

For Financial Services purposes only

Reviewed By: Michelle Uttenbroel

Date: 11/14/2024

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 Expenditures Account Number	Amount

Comments:

Outagamie County Department of Human Services
2024 Budget Transfers

Cost Center Name	Account Category	Account Title	Account Number	Debit (Credit) Expenditure Increase (Decrease) Amount	Debit/ Credit Revenue Increase (Decrease) Amount	Explanation
Community Health	Supplies		2061010.5400	$ 80,105		Expenses higher than anticipated due to Vending Machine grant awarded after 2024 Budget
	Supplies	Supplies	2061030.5400	$ 13,569		Expenses higher than anticipated due to purchase of laptops covered by ARPA grant
WIC	Purchased Services	Purchased Services	2061010.5500	$ 21,157		Expenses higher than anticipated due to Supportive Living, Group Home and Foster Care
Community Health	Purchased Services	Purchased Services	2062528.5500	$ (576,901)		Expenses lower than anticipated due to State Institutional Fees
C-Community Aids	Purchased Services		2061590.5500	$ 179,726		Expenses higher than anticipated due to CLTS program growth
Contract Development Disabilities	Purchased Services	Purchased Services	2083565.5000	$ 239,791		Expenses lower than anticipated due to keyed launch unable to fully move forward
C-CLTS	Purchased Services	Capital Outlay	2063005.5218	$ (257,065)		Expenses higher than anticipated due to State Institutional Fees and CCS billable services
Aging Services	Capital Outlay	Purchased Services	2066580.5500	$ 607,274		Expenses lower than anticipated due to Corrections and Residential Care Centers
C-Mental Health	Purchased Services	MA Child	2067540.5500	$ (778,145)		Expenses lower than anticipated due to volume of child services
C-Youth Aids	Purchased Services	MA CCS	2064098.4410.68	$ (221,859)		Revenue lower than anticipated due to volume of CCS services by employed staff
MH Provided	Charges for Services	MA CSP	2064098.4410.89	$ (141,880)		Revenue lower than anticipated due to volume of CSP services
MH Provided	Charges for Services	MA CSP	2066098.4410.89	$ (91,368)		Revenue lower than anticipated due to volume of CSP services
MH Provided	Charges for Services	MA CSP	2066098.4410.15	$ (6,484)		Expense lower than anticipated due to training and mileage
Environmental Health Sanitarian	Travel/Training	Travel/Training	2061060.5300	$ (4,695)		Expense lower than anticipated due to training and tuition fees
CYF Provided	Travel/Training	Travel/Training	2067040.5300	$ (8,803)		Expense lower than anticipated due to staff move from contracted to employed in late 2023 and
Economic Support Administration	Travel/Training	Travel/Training	2064010.5300	$ (22,721)		Revenue lower than anticipated due to transfer of grant revenues from Substance Use cost center no longer needed
MH Provided	Intergovernmental Revenue	ADDA Block Supplemental	2066098.4205.28	$ (3,145)		Expense lower than anticipated due to mileage
Community Health	Travel/Training	Travel/Training	2061010.5300	$ (907)		Expense lower than anticipated due to training
Communicable Disease	Travel/Training	Travel/Training	2061012.5300	$ (20,708)		Revenue lower than anticipated due to projected grant expense
Communicable Disease	Intergovernmental Revenue	COVID-ARPA Recovery	2061012.4205.05028	$ (18,677)		Expense lower than anticipated due to staff resignations
Communicable Disease	Salaries	Salaries	2061012.5100	$ (1,806)		Expense lower than anticipated due to mileage
Public Health Nursing	Travel/Training	Travel/Training	2061015.5300			
WIC	Travel/Training		2061020.5300	$ (8,736)		Expense lower than anticipated due to training
Community Health	Intergovernmental Revenue	COVID-ARPA Recovery	2061010.4205.05028	$ 74,235		Revenue higher than anticipated due to projected grant expense
						Revenue higher than anticipated due to receiving new grant in 2024 and projected expense to apply to
Community Health	Intergovernmental Revenue	Vending Machine Grant	2061010.4213.32	$ 40,587		the grant
Aging Services	Intergovernmental Revenue	Title III-B	2063005.4205.06	$ (41,421)		Revenue lower than anticipated due to lower expenses applied to grant
Aging Services	Intergovernmental Revenue	Trans-MA 85.21	2063005.4205.07	$ (225,732)		Revenue lower than anticipated due to lower expenses applied to grant
Aging Services	Travel/Training	Travel/Training	2064050.5300	$ (110,869)		Revenue lower than anticipated due to training and out of state travel
Child Support	Travel/Training		2065010.5300	$ (13,174)		Expense lower than anticipated due to training and out of state travel
Management and Support	Travel/Training	Travel/Training	2063005.4206.02	$ (671)		Expense lower than anticipated due to grant
Aging Services	Intergovernmental Revenue	Title III-C1	2063030.4205.04	$ (48,705)		Revenues lower than anticipated due to lower expenses applied to grant
Nutrition Program	Intergovernmental Revenue	Title III-C2	2063050.4205.05	$ (22,583)		Revenue lower than anticipated due to lower expenses applied to grant
Nutrition Program	Intergovernmental Revenue	Title III-C2	2066090.5300	$ (17,159)		Revenue lower than anticipated due to mileage
MH Provided	Travel/Training	Travel/Training	2067040.5300	$ (3,334)		Expense lower than anticipated due to training, out of state travel and tuition fees
YFS Provided	Travel/Training	Travel/Training	2067040.5300	$ (138,500)		Expense lower than anticipated due to not receiving grant in 2024
MH Provided	Intergovernmental Revenue	Brighter Futures	2066090.4106.43	$ 316,680		Revenue lower than anticipated due to growth in CCS billable services
MH Provided	Intergovernmental Revenue	WIMCR CCS Settlement	2063596.4205.89	$ 347,061		Revenue higher than anticipated due to program growth
C-Mental Health	Intergovernmental Revenue	Childrens' Waiver	2063030.4205.04	$ 150,533		Revenue higher than anticipated due to projected grant expense
C-CLTS	Intergovernmental Revenue	Kinship Care/Assessments	2063520.4205.86			
C-Community Aids						
	Grand Total			$ (157,488)	$ (157,488)	

LOCK IN OF ALL APPOINTMENTS, ORDINANCE NOS. Z-7 AND C—2024-25, AND RESOLUTION NOS. Z-6, 99, 100, 101, 102, 103, 104, 105, 106, 107, 108, 109, 110, 111, 112, 115, 116, 117, AND 118—2024-25.

Vote for lock in. ROLL CALL: 31 yes, 5 absent. ALL APPOINTMENTS, ORDINANCE NOS. Z-7 AND C—2024-25, AND RESOLUTION NOS. Z-6, 99, 100, 101, 102, 103, 104, 105, 106, 107, 108, 109, 110, 111, 112, 115, 116, 117, AND 118—2024-25 ARE ADOPTED & LOCKED IN.

VOTE RESULTS 31 YES | 0 NO | 0 ABSTAIN | 5 ABSENT

Lock in of Appointments, Ord. Nos. Z-7 and C, Res. Nos. Z-6 and 99-112, 115-118—2024-

Lock In of All Appointments and Ord. Nos. Z-7 and C—2024-25 and Res. Nos. Z-6, 99, 100, 101, 102, 103, 104, 117 and 118—2024-25. Passed With Majority of Full Membership

1 THOMPSON	YES	13 WEGAND	YES	25 JANKE	ABSENT
2 JOHNSON	YES	14 HERMES	ABSENT	26 WEINBERG	YES
3 SMITH	ABSENT	15 MacDONALD	YES	27 CULBERTSON	YES
4 PATIENCE	YES	16 SCHROEDER	YES	28 MONFILS	ABSENT
5 GABRIELSON	YES	17 CROATT	YES	29 WINTERFELDT	YES
6 KOSTELNY	YES	18 SPEARS	YES	30 NEJEDLO	YES
7 HAMMEN	YES	19 HEISER	YES	31 CLEGG	YES
8 LAWRENCE	YES	20 MITCHELL	YES	32 THYSSEN	ABSENT
9 KRUEGER	YES	21 CUFF	YES	33 VANDERHEIDEN	YES
10 LAMERS	YES	22 HAGEN	YES	34 RETTLER	YES
11 FERGUSON	YES	23 KLEMP	YES	35 KOURY	YES
12 McCABE	YES	24 THIEDE	YES	36 LAUTENSCHLAGER	YES

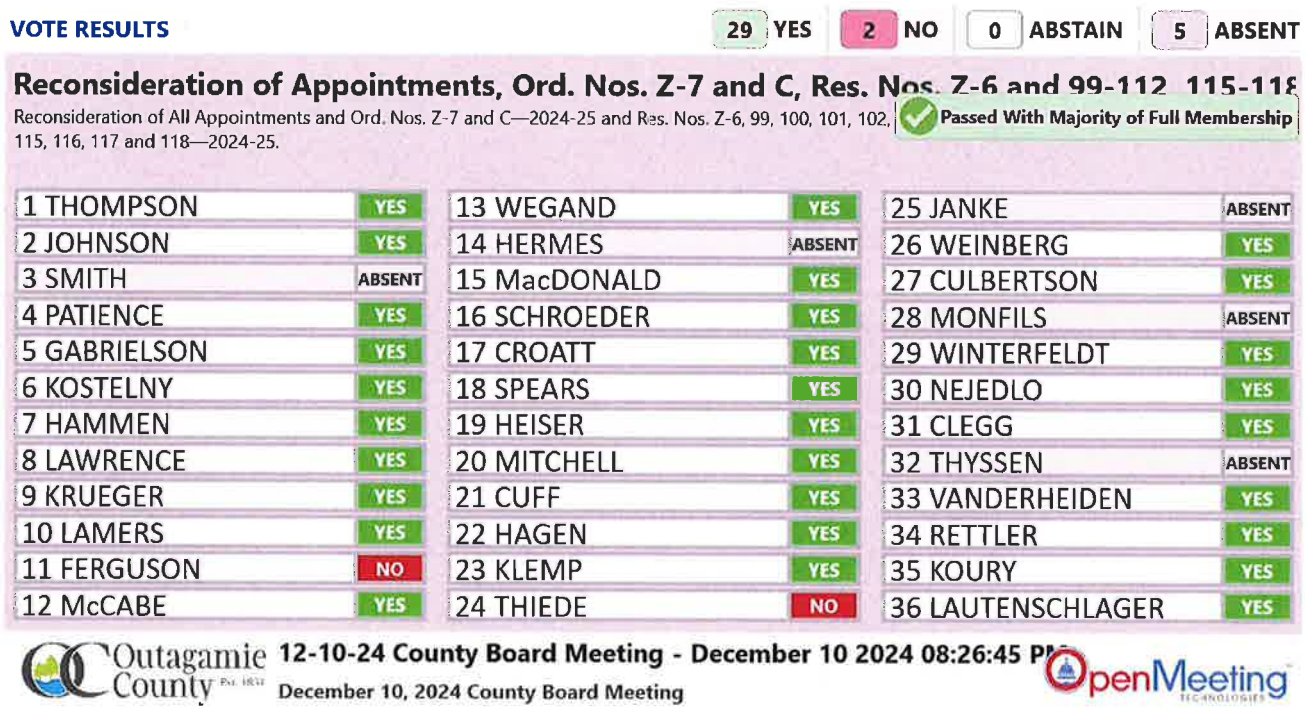
Outagamie County — 12-10-24 County Board Meeting - December 10 2024 08:27:06 PM — OpenMeeting

December 10, 2024 County Board Meeting

RECONSIDERATION OF ALL APPOINTMENTS, ORDINANCE NOS. Z-7 AND C—2024-25, AND RESOLUTION NOS. Z-6, 99, 100, 101, 102, 103, 104, 105, 106, 107, 108, 109, 110, 111, 112, 115, 116, 117, AND 118—2024-25.

Supervisor Nejedlo moved, seconded by Supervisor Wegand, to reconsider the above listed appointments, ordinances, and resolutions.

Vote for reconsideration. ROLL CALL: 29 yes, 2 no (Ferguson, Thiede), 5 absent. ALL APPOINTMENTS, ORDINANCE NOS. Z-7 AND C—2024-25, AND RESOLUTION NOS. Z-6, 99, 100, 101, 102, 103, 104, 105, 106, 107, 108, 109, 110, 111, 112, 115, 116, 117, AND 118—2024-25 ARE RECONSIDERED.



VOTE RESULTS

29 YES | 2 NO | 0 ABSTAIN | 5 ABSENT

Reconsideration of Appointments, Ord. Nos. Z-7 and C, Res. Nos. Z-6 and 99-112, 115-118

Reconsideration of All Appointments and Ord. Nos. Z-7 and C—2024-25 and Res. Nos. Z-6, 99, 100, 101, 102, 115, 116, 117 and 118—2024-25.

Passed With Majority of Full Membership

1 THOMPSON	YES	13 WEGAND	YES	25 JANKE	ABSENT
2 JOHNSON	YES	14 HERMES	ABSENT	26 WEINBERG	YES
3 SMITH	ABSENT	15 MacDONALD	YES	27 CULBERTSON	YES
4 PATIENCE	YES	16 SCHROEDER	YES	28 MONFILS	ABSENT
5 GABRIELSON	YES	17 CROATT	YES	29 WINTERFELDT	YES
6 KOSTELNY	YES	18 SPEARS	YES	30 NEJEDLO	YES
7 HAMMEN	YES	19 HEISER	YES	31 CLEGG	YES
8 LAWRENCE	YES	20 MITCHELL	YES	32 THYSSEN	ABSENT
9 KRUEGER	YES	21 CUFF	YES	33 VANDERHEIDEN	YES
10 LAMERS	YES	22 HAGEN	YES	34 RETTLER	YES
11 FERGUSON	NO	23 KLEMP	YES	35 KOURY	YES
12 McCABE	YES	24 THIEDE	NO	36 LAUTENSCHLAGER	YES

Outagamie County

12-10-24 County Board Meeting - December 10 2024 08:26:45 PM

December 10, 2024 County Board Meeting

OpenMeeting

Resolution No. 107—2024-25 – Agriculture, Extension Education, Zoning, and Land Conservation Committee. Authorize and approve the Land Conservation Department to accept and expend additional funding of $82,554 from the Wisconsin Department of Natural Resources to continue implementing a suite of practices aimed at further improving soil health and reducing nutrient and sediment runoff in the Apple Creek watershed, and increase the line items of TMDL – Apple Creek Intergovernmental Revenues and Purchased Services by $82,554 each, as noted on the attached fiscal note.

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

ROLL CALL: 31 yes, 5 absent. RESOLUTION NO. 107—2024-25 IS ADOPTED.

VOTE RESULTS — 31 YES | 0 NO | 0 ABSTAIN | 5 ABSENT

Resolution No. 107—2024-25

Passed With 2/3 of Full Membership

1 THOMPSON	YES	13 WEGAND	YES	25 JANKE	ABSENT
2 JOHNSON	YES	14 HERMES	ABSENT	26 WEINBERG	YES
3 SMITH	ABSENT	15 MacDONALD	YES	27 CULBERTSON	YES
4 PATIENCE	YES	16 SCHROEDER	YES	28 MONFILS	ABSENT
5 GABRIELSON	YES	17 CROATT	YES	29 WINTERFELDT	YES
6 KOSTELNY	YES	18 SPEARS	YES	30 NEJEDLO	YES
7 HAMMEN	YES	19 HEISER	YES	31 CLEGG	YES
8 LAWRENCE	YES	20 MITCHELL	YES	32 THYSSEN	ABSENT
9 KRUEGER	YES	21 CUFF	YES	33 VANDERHEIDEN	YES
10 LAMERS	YES	22 HAGEN	YES	34 RETTLER	YES
11 FERGUSON	YES	23 KLEMP	YES	35 KOURY	YES
12 McCABE	YES	24 THIEDE	YES	36 LAUTENSCHLAGER	YES

Outagamie County — 12-10-24 County Board Meeting - December 10 2024 08:12:16 PM
December 10, 2024 County Board Meeting — OpenMeeting

RESOLUTION NO.: 107—2024-25

TO THE HONORABLE, THE OUTAGAMIE COUNTY BOARD OF SUPERVISORS

LADIES AND GENTLEMEN: ***2/3 MAJORITY – 24 VOTES***

The Land Conservation Department (LCD) entered into a grant amendment agreement with the Wisconsin Department of Natural Resources (WI DNR) to accept additional funds to continue implementing a suite of practices aimed at further improving soil health and reducing nutrient and sediment runoff in the Apple Creek watershed. The project period runs from November 20, 2024 to September 30, 2025. The LCD is requesting approval to accept and expend these funds, along with approval for a budget adjustment, which includes an increase in Intergovernmental Revenues by $82,554 with a corresponding increase in Purchased Services of $82,554. The proposed adjustment is budget neutral, requiring no county funding.

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

BE IT RESOLVED, that the Outagamie County Board of Supervisors does hereby authorize and approve of the Land Conservation Department to accept and expend additional funding in the amount of $82,554 from the Wisconsin Department of Natural Resources to continue implementing a suite of practices aimed at further improving soil health and reducing nutrient and sediment runoff in the Apple Creek watershed, and

BE IT FURTHER RESOLVED, that the Outagamie County Board of Supervisors does hereby authorize and approve of increasing the TMDL – Apple Creek Intergovernmental Revenues line item and the purchased services line item by $82,554 each as noted on the attached fiscal note, which by reference is made a part hereof, and

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

Dated this 10th day of December 2024

Respectfully Submitted,

AGRICULTURE, EXTENSION EDUCATION, ZONING AND LAND CONSERVATION COMMITTEE

Debbie VanderHeiden

Mike Janke

Jayme Heiser

Mark Mitchell

Daniel Rettler

Duly and officially adopted by the County Board on: December 10th, 2024

Signed: _____ Board Chairperson

_____ County Clerk

Approved: 12·13·24

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:** Accept and expend revenue from the Wisconsin Department of Natural Resources

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 Land Conservation Department (LCD) entered into a grant amendment agreement with the Wisconsin Department of Natural Resources (WI DNR) to accept additional funds to continue implementing a suite of practices aimed at further improving soil health and reducing nutrient and sediment runoff in the Apple Creek watershed. The project period runs from November 20, 2024 to September 30, 2025. 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 $82,554 with a corresponding increase in Purchased Services of $82,554. This proposed adjustment is budget neutral, requiring no county funding.

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

[x] Revenues [x] 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.)

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
TMDL- Apple Creek	Intergovernmental Revenues	2090500.4200	82,554
TMDL- Apple Creek	Purchased Services	2090500.5500	82,554

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 _____ Annual Revenue _____

Fiscal Note Prepared by: Sarah Kussow

For Financial Services purposes only	
Reviewed By: Michelle Uitenbroek	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 Expenditures Account Number / Amount
Date: 11/20/2024	
Comments:	

LOCK IN OF ALL APPOINTMENTS, ORDINANCE NOS. Z-7 AND C—2024-25, AND RESOLUTION NOS. Z-6, 99, 100, 101, 102, 103, 104, 105, 106, 107, 108, 109, 110, 111, 112, 115, 116, 117, AND 118—2024-25.

Vote for lock in. ROLL CALL: 31 yes, 5 absent. ALL APPOINTMENTS, ORDINANCE NOS. Z-7 AND C—2024-25, AND RESOLUTION NOS. Z-6, 99, 100, 101, 102, 103, 104, 105, 106, 107, 108, 109, 110, 111, 112, 115, 116, 117, AND 118—2024-25 ARE ADOPTED & LOCKED IN.

VOTE RESULTS 31 YES 0 NO 0 ABSTAIN 5 ABSENT

Lock in of Appointments, Ord. Nos. Z-7 and C, Res. Nos. Z-6 and 99-112, 115-118—2024-

Lock In of All Appointments and Ord. Nos. Z-7 and C—2024-25 and Res. Nos. Z-6, 99, 100, 101, 102, 103, 104, 117 and 118—2024-25.

Passed With Majority of Full Membership

1 THOMPSON	YES	13 WEGAND	YES	25 JANKE	ABSENT
2 JOHNSON	YES	14 HERMES	ABSENT	26 WEINBERG	YES
3 SMITH	ABSENT	15 MacDONALD	YES	27 CULBERTSON	YES
4 PATIENCE	YES	16 SCHROEDER	YES	28 MONFILS	ABSENT
5 GABRIELSON	YES	17 CROATT	YES	29 WINTERFELDT	YES
6 KOSTELNY	YES	18 SPEARS	YES	30 NEJEDLO	YES
7 HAMMEN	YES	19 HEISER	YES	31 CLEGG	YES
8 LAWRENCE	YES	20 MITCHELL	YES	32 THYSSEN	ABSENT
9 KRUEGER	YES	21 CUFF	YES	33 VANDERHEIDEN	YES
10 LAMERS	YES	22 HAGEN	YES	34 RETTLER	YES
11 FERGUSON	YES	23 KLEMP	YES	35 KOURY	YES
12 McCABE	YES	24 THIEDE	YES	36 LAUTENSCHLAGER	YES

Outagamie County Est. 1851 **12-10-24 County Board Meeting - December 10 2024 08:27:06 PM**

December 10, 2024 County Board Meeting

OpenMeeting TECHNOLOGIES

RECONSIDERATION OF ALL APPOINTMENTS, ORDINANCE NOS. Z-7 AND C—2024-25, AND RESOLUTION NOS. Z-6, 99, 100, 101, 102, 103, 104, 105, 106, 107, 108, 109, 110, 111, 112, 115, 116, 117, AND 118—2024-25.

Supervisor Nejedlo moved, seconded by Supervisor Wegand, to reconsider the above listed appointments, ordinances, and resolutions.

Vote for reconsideration. ROLL CALL: 29 yes, 2 no (Ferguson, Thiede), 5 absent. ALL APPOINTMENTS, ORDINANCE NOS. Z-7 AND C—2024-25, AND RESOLUTION NOS. Z-6, 99, 100, 101, 102, 103, 104, 105, 106, 107, 108, 109, 110, 111, 112, 115, 116, 117, AND 118—2024-25 ARE RECONSIDERED.



VOTE RESULTS — 29 YES | 2 NO | 0 ABSTAIN | 5 ABSENT

Reconsideration of Appointments, Ord. Nos. Z-7 and C, Res. Nos. Z-6 and 99-112, 115-118

Reconsideration of All Appointments and Ord. Nos. Z-7 and C—2024-25 and Res. Nos. Z-6, 99, 100, 101, 102, 115, 116, 117 and 118—2024-25.

Passed With Majority of Full Membership

1 THOMPSON	YES	13 WEGAND	YES	25 JANKE	ABSENT
2 JOHNSON	YES	14 HERMES	ABSENT	26 WEINBERG	YES
3 SMITH	ABSENT	15 MacDONALD	YES	27 CULBERTSON	YES
4 PATIENCE	YES	16 SCHROEDER	YES	28 MONFILS	ABSENT
5 GABRIELSON	YES	17 CROATT	YES	29 WINTERFELDT	YES
6 KOSTELNY	YES	18 SPEARS	YES	30 NEJEDLO	YES
7 HAMMEN	YES	19 HEISER	YES	31 CLEGG	YES
8 LAWRENCE	YES	20 MITCHELL	YES	32 THYSSEN	ABSENT
9 KRUEGER	YES	21 CUFF	YES	33 VANDERHEIDEN	YES
10 LAMERS	YES	22 HAGEN	YES	34 RETTLER	YES
11 FERGUSON	NO	23 KLEMP	YES	35 KOURY	YES
12 McCABE	YES	24 THIEDE	NO	36 LAUTENSCHLAGER	YES

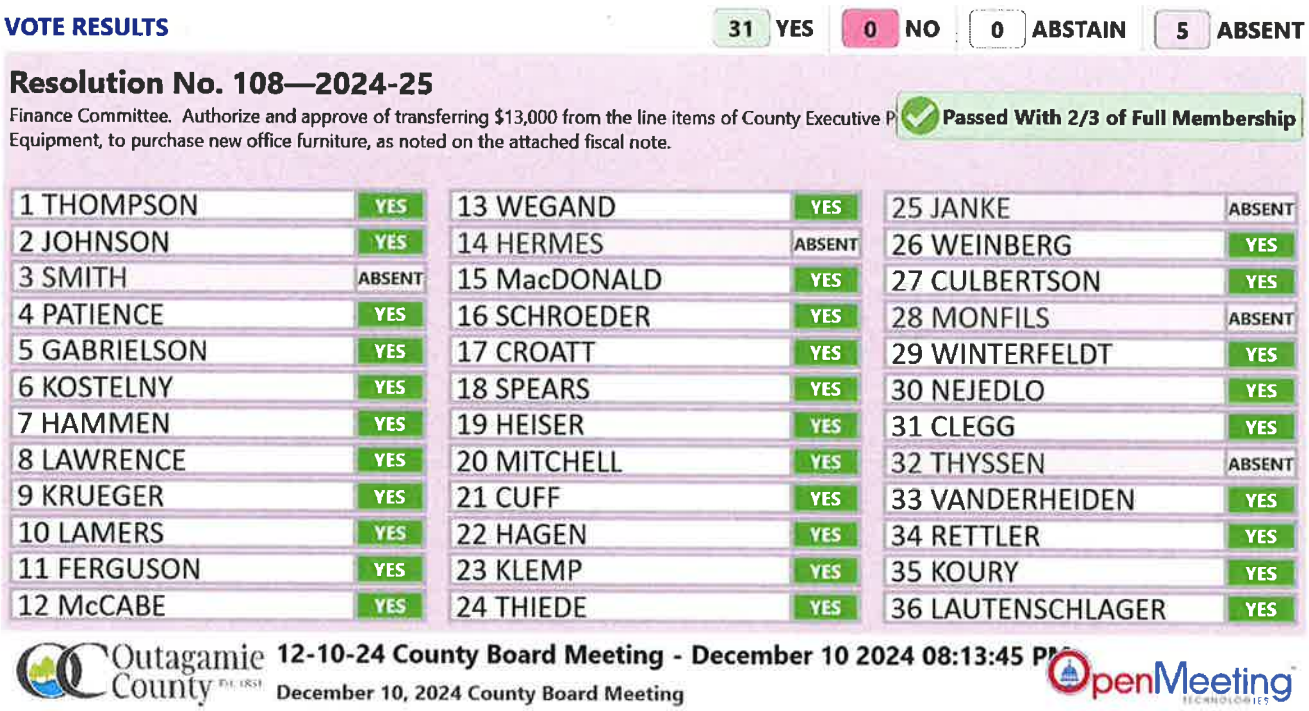
Outagamie County Est. 1851 — 12-10-24 County Board Meeting - December 10 2024 08:26:45 PM — OpenMeeting Technologies

December 10, 2024 County Board Meeting

Resolution No. 108—2024-25 – Finance Committee. Authorize and approve of transferring $13,000 from the line items of County Executive Purchased Services to County Executive Office Equipment, to purchase new office furniture, as noted on the attached fiscal note.

Supervisor Croatt moved, seconded by Supervisor Lawrence, for adoption.

ROLL CALL: 31 yes, 5 absent. RESOLUTION NO. 108—2024-25 IS ADOPTED.



VOTE RESULTS 31 YES 0 NO 0 ABSTAIN 5 ABSENT

Resolution No. 108—2024-25

Finance Committee. Authorize and approve of transferring $13,000 from the line items of County Executive P Equipment, to purchase new office furniture, as noted on the attached fiscal note.

Passed With 2/3 of Full Membership

1 THOMPSON	YES	13 WEGAND	YES	25 JANKE	ABSENT
2 JOHNSON	YES	14 HERMES	ABSENT	26 WEINBERG	YES
3 SMITH	ABSENT	15 MacDONALD	YES	27 CULBERTSON	YES
4 PATIENCE	YES	16 SCHROEDER	YES	28 MONFILS	ABSENT
5 GABRIELSON	YES	17 CROATT	YES	29 WINTERFELDT	YES
6 KOSTELNY	YES	18 SPEARS	YES	30 NEJEDLO	YES
7 HAMMEN	YES	19 HEISER	YES	31 CLEGG	YES
8 LAWRENCE	YES	20 MITCHELL	YES	32 THYSSEN	ABSENT
9 KRUEGER	YES	21 CUFF	YES	33 VANDERHEIDEN	YES
10 LAMERS	YES	22 HAGEN	YES	34 RETTLER	YES
11 FERGUSON	YES	23 KLEMP	YES	35 KOURY	YES
12 McCABE	YES	24 THIEDE	YES	36 LAUTENSCHLAGER	YES

Outagamie County

12-10-24 County Board Meeting - December 10 2024 08:13:45 P

December 10, 2024 County Board Meeting

OpenMeeting

RESOLUTION NO.: 108—2024-25

TO THE HONORABLE, THE OUTAGAMIE COUNTY BOARD OF SUPERVISORS

LADIES AND GENTLEMEN: ***2/3 MAJORITY – 24 VOTES***

The Outagamie County Executive's Office is requesting to transfer $13,000 from the Purchased Services line item to the Office Equipment line item, said monies to be used for the purchase of office furniture. The Executive's Office is a public facing office and is in dire need of an upgrade.

NOW THEREFORE, the undersigned members of the Finance Committee recommend adoption of the following resolution.

BE IT RESOLVED, that the Outagamie County Board of Supervisors does authorize and approve transferring $13,000 from the County Executive Purchased Services line item to the County Excutive Office Equipment line item, said monies to be used to purchase new office furniture as noted on the attached fiscal note, which by reference is made a part hereof, and

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

Dated this 10th day of December 2024

Respectfully Submitted,

FINANCE COMMITTEE

Chris Croatt

John Cuff

Karen Lawrence

Dana Johnson

Rick Lautenschlager

Duly and officially adopted by the County Board on: December 10th, 2024

Signed: _____
Board Chairperson

_____
County Clerk

Approved: 12/13/24

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:** County Executive Office requests move of funds from 1002200.5500 to 1002200.5400 cost center

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)

Requesting to move $13,000.00 from 1002200.5500 purchased services to 1002200.5400 supplies for purchase of office furniture for county executive's office – a public facing office which is in dire need of an upgrade.

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

[ ] Revenues [x] 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? If no, skip to question 8 below. yes (x) no ( )

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
County Executive	Purchased Services	1002200.5500	(13,000)
County Executive	Office Equipment	1002200.5400	13,000

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: Anne M. Van

For Financial Services purposes only	
Reviewed By: Michelle Uitenbroek	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 Expenditures Account Number / Amount
Date:11/05/2024	
Comments:	

LOCK IN OF ALL APPOINTMENTS, ORDINANCE NOS. Z-7 AND C—2024-25, AND RESOLUTION NOS. Z-6, 99, 100, 101, 102, 103, 104, 105, 106, 107, 108, 109, 110, 111, 112, 115, 116, 117, AND 118—2024-25.

Vote for lock in. ROLL CALL: 31 yes, 5 absent. ALL APPOINTMENTS, ORDINANCE NOS. Z-7 AND C—2024-25, AND RESOLUTION NOS. Z-6, 99, 100, 101, 102, 103, 104, 105, 106, 107, 108, 109, 110, 111, 112, 115, 116, 117, AND 118—2024-25 ARE ADOPTED & LOCKED IN.

VOTE RESULTS 31 YES | 0 NO | 0 ABSTAIN | 5 ABSENT

Lock in of Appointments, Ord. Nos. Z-7 and C, Res. Nos. Z-6 and 99-112, 115-118—2024-

Lock In of All Appointments and Ord. Nos. Z-7 and C—2024-25 and Res. Nos. Z-6, 99, 100, 101, 102, 103, 104, 117 and 118—2024-25.

Passed With Majority of Full Membership

1 THOMPSON	YES	13 WEGAND	YES	25 JANKE	ABSENT
2 JOHNSON	YES	14 HERMES	ABSENT	26 WEINBERG	YES
3 SMITH	ABSENT	15 MacDONALD	YES	27 CULBERTSON	YES
4 PATIENCE	YES	16 SCHROEDER	YES	28 MONFILS	ABSENT
5 GABRIELSON	YES	17 CROATT	YES	29 WINTERFELDT	YES
6 KOSTELNY	YES	18 SPEARS	YES	30 NEJEDLO	YES
7 HAMMEN	YES	19 HEISER	YES	31 CLEGG	YES
8 LAWRENCE	YES	20 MITCHELL	YES	32 THYSSEN	ABSENT
9 KRUEGER	YES	21 CUFF	YES	33 VANDERHEIDEN	YES
10 LAMERS	YES	22 HAGEN	YES	34 RETTLER	YES
11 FERGUSON	YES	23 KLEMP	YES	35 KOURY	YES
12 McCABE	YES	24 THIEDE	YES	36 LAUTENSCHLAGER	YES

Outagamie County

12-10-24 County Board Meeting - December 10 2024 08:27:06 PM

December 10, 2024 County Board Meeting

OpenMeeting

RECONSIDERATION OF ALL APPOINTMENTS, ORDINANCE NOS. Z-7 AND C—2024-25, AND RESOLUTION NOS. Z-6, 99, 100, 101, 102, 103, 104, 105, 106, 107, 108, 109, 110, 111, 112, 115, 116, 117, AND 118—2024-25.

Supervisor Nejedlo moved, seconded by Supervisor Wegand, to reconsider the above listed appointments, ordinances, and resolutions.

Vote for reconsideration. ROLL CALL: 29 yes, 2 no (Ferguson, Thiede), 5 absent. ALL APPOINTMENTS, ORDINANCE NOS. Z-7 AND C—2024-25, AND RESOLUTION NOS. Z-6, 99, 100, 101, 102, 103, 104, 105, 106, 107, 108, 109, 110, 111, 112, 115, 116, 117, AND 118—2024-25 ARE RECONSIDERED.



Resolution No. 109—2024-25 – Finance Committee. Approve to go on record in favor of the Village of Greenville Amendment #1 to Tax Incremental District (TID) No. 1, as detailed in the attached amendment dated November 13, 2024, and recommend that the Outagamie County representative on the Village of Greenville TID Board of Review vote in favor of this Amendment.

Supervisor Croatt moved, seconded by Supervisor Lautenschlager, for adoption.

ROLL CALL: 31 yes, 5 absent. RESOLUTION NO. 109—2024-25 IS ADOPTED.

VOTE RESULTS 31 YES | 0 NO | 0 ABSTAIN | 5 ABSENT

Resolution No. 109—2024-25

Finance Committee. Approve to go on record in favor of the Village of Greenville Amendment #1 to Tax Incre — Passed With Majority of Full Membership
attached amendment dated November 13, 2024, and recommend that the Outagamie County representative on the Village of Greenville TID Board of Review vote in favor of this Amendment.

1 THOMPSON	YES	13 WEGAND	YES	25 JANKE	ABSENT
2 JOHNSON	YES	14 HERMES	ABSENT	26 WEINBERG	YES
3 SMITH	ABSENT	15 MacDONALD	YES	27 CULBERTSON	YES
4 PATIENCE	YES	16 SCHROEDER	YES	28 MONFILS	ABSENT
5 GABRIELSON	YES	17 CROATT	YES	29 WINTERFELDT	YES
6 KOSTELNY	YES	18 SPEARS	YES	30 NEJEDLO	YES
7 HAMMEN	YES	19 HEISER	YES	31 CLEGG	YES
8 LAWRENCE	YES	20 MITCHELL	YES	32 THYSSEN	ABSENT
9 KRUEGER	YES	21 CUFF	YES	33 VANDERHEIDEN	YES
10 LAMERS	YES	22 HAGEN	YES	34 RETTLER	YES
11 FERGUSON	YES	23 KLEMP	YES	35 KOURY	YES
12 McCABE	YES	24 THIEDE	YES	36 LAUTENSCHLAGER	YES

Outagamie County — 12-10-24 County Board Meeting - December 10 2024 08:14:34 PM
December 10, 2024 County Board Meeting — OpenMeeting

RESOLUTION NO.: 109—2024-25

TO THE HONORABLE, THE OUTAGAMIE COUNTY BOARD OF SUPERVISORS

LADIES AND GENTLEMEN: ***MAJORITY***

The Village of Greenville (the Village) has submitted Amendment #1 to Tax Incremental District No. 1 (TID No. 1).

The Village created TID No. 1 on December 12, 2016 as a 252 acre Mixed Use District to develop the area around Highway 15 and County CB. The proposed amendment will add territory to the District and amend the categories, locations or project costs to be made as permitted in Wisconsin State Statutes. The Village anticipates making total expenditures of approximately $10.6 million to undertake the projects listed in the attached Project Plan Amendment. Additionally, the Village projects that new land and improvements with a value of approximately $69.2 million will result from the remaining development area.

NOW THEREFORE, the undersigned members of the Finance Committee recommend adoption of the following resolution.

BE IT RESOLVED, that the Outagamie County Board of Supervisors does go on record in favor of the Village of Greenville Amendment #1 to Tax Incremental District No. 1 as detailed in the attached Project Plan Amendment Village of Greenville, Wisconsin Tax Incremental District No. 1 Amendment #1 document dated November 13, 2024, which by reference is made a part hereof, and

BE IT FURTHER RESOLVED, that the Outagamie County Board of Supervisors recommend that the representative of Outagamie County on the Village of Greenville TID Board of Review vote in favor of the Village of Greenville Amendment #1 to TID No. 1, and

BE IT FINALLY RESOLVED, that the Outagamie County Clerk be directed to forward a copy of this resolution to the Village of Greenville, the Outagamie County Finance Director, the Outagamie County Executive, and the Outagamie County Development and Land Services Director.

Dated this 10th day of December 2024

Respectfully Submitted,

FINANCE COMMITTEE

Chris Croatt

John Cuff

Karen Lawrence

Dana Johnson

Rick Lautenschlager

Duly and officially adopted by the County Board on: December 10th, 2024

Signed: _____
Board Chairperson

_____
County Clerk

Approved: 12.13.24

Vetoed: _____

Signed: _____
County Executive

November 13, 2024

PROJECT PLAN AMENDMENT

Village of Greenville, Wisconsin

Tax Incremental District No. 1

Amendment #1

EHLERS
PUBLIC FINANCE ADVISORS

Prepared by:

Ehlers
N19W24400 Riverwood Drive,
Suite 100
Waukesha, WI 53188

BUILDING COMMUNITIES. IT'S WHAT WE DO.

KEY DATES

Organizational Joint Review Board Meeting Held:	Scheduled for 11/13/24
Public Hearing Held:	Scheduled for 11/13/24
Approval by Plan Commission:	Scheduled for 11/13/24
Adoption by Village Board:	Scheduled for 12/9/24
Approval by the Joint Review Board:	Scheduled for 12/19/24

TABLE OF CONTENTS

Executive Summary 3

Preliminary Map of Original District Boundary and Territory to be Added 6

Map Showing Existing Uses and Conditions Within the Territory to be Added 8

Preliminary Identification of Parcels to be Added 10

Equalized Value Test 11

Statement Listing the Kind, Number and Location of All Proposed Public Works or Improvements Within the District 12

Map Showing Proposed Improvements and Uses Within the Territory to be Added 18

Detailed List of Estimated Project Costs 20

Economic Feasibility Study, Description of the Methods of Financing Estimated Project Costs and the Time When Related Costs or Monetary Obligations are to be Incurred 21

Annexed Property 27

Estimate of Property to be Devoted to Retail Business 27

Proposed Changes of Zoning Ordinances, Master Plan, Map, Building Codes and Village Ordinances 27

Statement of the Proposed Method for the Relocation of any Persons to be Displaced 28

How Amendment of the Tax Incremental District Promotes the Orderly Development of the Village 28

List of Estimated Non-Project Costs 28

Legal Opinion Advising Whether the Plan is Complete and Complies with Wis. Stat. § 66.1105(4)(f) 29

Calculation of the Share of Projected Tax Increments Estimated to be Paid by the Owners of Property in the Overlying Taxing Jurisdictions 30

SECTION 1:
Executive Summary

DESCRIPTION OF DISTRICT

Tax Incremental District ("TID") No. 1 ("District") is a 252 acre Mixed Use District created on December 12, 2016. The District was created to develop the area around Highway 15 and County Highway CB. In order for the development to happen the Town (now Village) approved the following expenditures:

- Provide cash grants to potential development projects within the district boundaries.
- Improvements to Highway CB/Design Drive Intersection.
- Highway 15 Median Improvements and North-South Street West improvements.
- Design Drive extension public utilities and street improvements.
- Construction of Regional Stormwater Ponds south of Highway 15.
- Improvements to the Village's water tower and well.

Purpose of Amendment

The purpose of this amendment, referred to hereafter as the Plan, the Amendment, or the Plan Amendment, is to:

- Add territory to the District as permitted under Wis. Stat. § 66.1105(4)(h)2. This is the first of four permitted territory amendments available to the District.
- Amend the categories, locations or costs of project costs to be made as permitted under Wis. Stat. § 66.1105(4)(h)1. ("Project").

Estimated Total Project Cost Expenditures

The Village anticipates making total expenditures of approximately $10.6 million ("Project Costs") to undertake the projects listed in this Project Plan ("Plan"). Project Costs are discussed in more detail in Sections 6, 7 and 8 of this Project Plan Amendment. The Village is adding approximately $915,000 of financing and interest costs for updated market expectations at this time.

Incremental Valuation

The Village projects that new land and improvements value of approximately $69.2 million will result from the remaining developable area. Creation of this additional value will be made possible by the Project Costs made within the District. A table detailing assumptions as to the development timing and

associated values is included in the Economic Feasibility Study located within this Plan.

Expected Termination of District
Based on the Economic Feasibility Study located within Section 9 of this Plan, the Village anticipates that the District will generate sufficient tax increment to pay all Project Costs within 20 of its allowable 20 years.

Summary of Findings
As required by Wis. Stat. § 66.1105, and as documented in this Plan and the exhibits contained and referenced herein, the following findings are made:

1. That "but for" the creation of this District, the development projected to occur as detailed in this Plan: 1) would not occur; or 2) would not occur in the manner, at the values, or within the timeframe desired by the Village. In reaching this determination, the Village has considered:

   The substantial investment needed to provide the public infrastructure necessary to allow for development within the District. Absent the use of tax incremental financing, the Village is unable to fully fund this program of infrastructure improvements.

2. **The economic benefits of the District, as measured by increased employment, business and personal income, and property value, are sufficient to compensate for the cost of the improvements. In making this determination, the Village has considered the following information:**

   That the Developer is likely to purchase goods and services from local suppliers in construction of the Project, and induced effects of employee households spending locally for goods and services from retailers, restaurants and service companies.

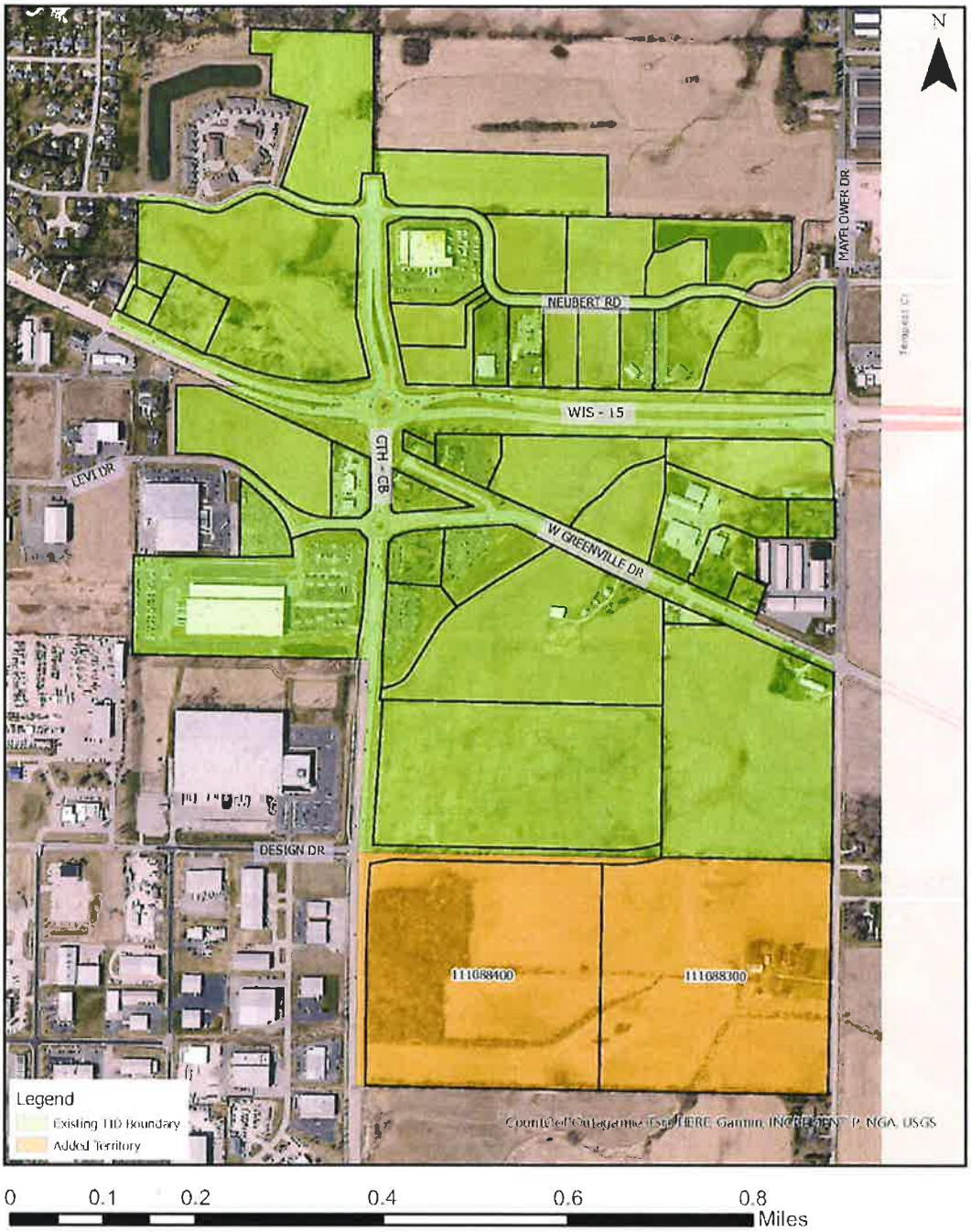
3. **The benefits of the proposal outweigh the anticipated tax increments to be paid by the owners of property in the overlying taxing jurisdictions.** As required by Wis. Stat. § 66.1105(4)(i)4., a calculation of the share of projected tax increments estimated to be paid by the owners of property in the overlying taxing jurisdictions has been prepared and can be found in this Plan. However, because the Project would not occur without the use of tax incremental financing, these tax increments would not be paid but for creation of the District. Accordingly, the Village finds that the benefits expected to be realized as set forth in this Plan outweigh the value of the tax increments to be invested in the Project.

4. Not less than 50% by area of the real property within the District, as amended, is suitable for mixed use development as defined by Wis. Stat. § 66.1105(2)(cm).
5. Based on the foregoing finding, the District remains designated as a mixed-use district.
6. The Project Costs relate directly to promoting mixed use development in the District, consistent with the purpose for which the District is created. Lands proposed for newly-platted residential development comprise no more than 35% of the real property area within the amended District. Costs related to newly-platted residential development may be incurred based on the proposed development [having a density of at least three (3) units per acre as defined in Wis. Stat. § 66.1105(2)(f)3.a.
7. Improvements to be made in the District are likely to significantly enhance the value of substantially all of the other real property in the District.
8. The equalized value of taxable property within the territory to be added to the District, plus the incremental value of all existing tax incremental districts within the Village does not exceed 12% of the total equalized value of taxable property within the Village.
9. The Plan for the District is feasible and is in conformity with the Master Plan of the Village.
10. The Village estimates that less than 35% of the territory within the District will be devoted to retail business at the end of the District's maximum expenditure period, pursuant to Wis. Stat. § 66.1105(5)(b).
11. That there are no parcels to be included within the District that were annexed by the Village within the preceding three-year period.

SECTION 2:
Preliminary Map of Original District Boundary and Territory to be Added

Map Found on Following Page. To the extent District boundaries include wetlands identified on a map prepared under Wis. Stat. § 23.32, the wetlands are excluded from the District.

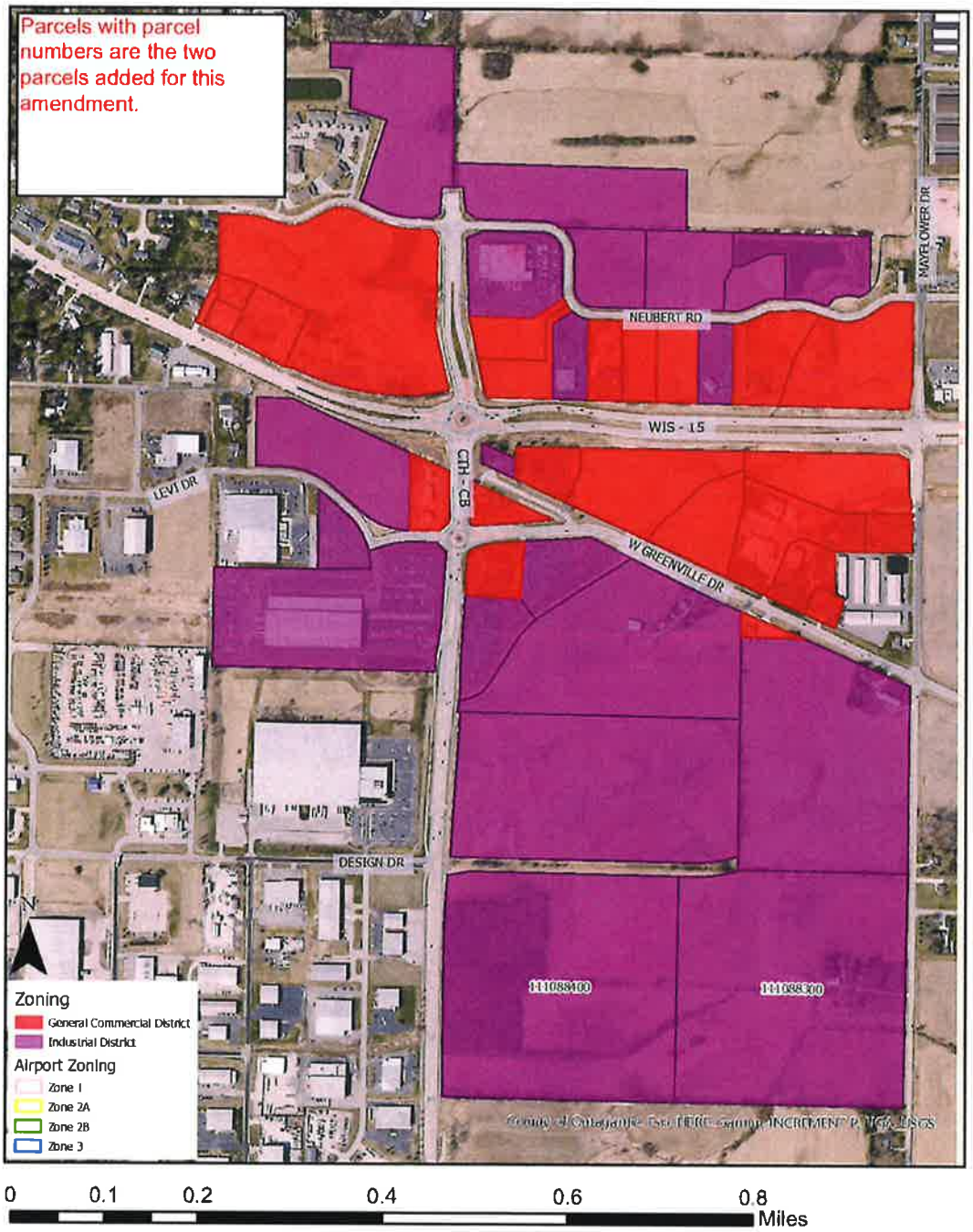
TID 1 Boundary Map Greenville, WI



SECTION 3:
Map Showing Existing Uses and Conditions Within the Territory to be Added

Map Found on Following Page.

TID 1 Existing Uses and Conditions Greenville, WI



SECTION 4:
Preliminary Identification of Parcels to be Added

Map Reference Number	Parcel Number	Address	Owner	Acres	Suitable Acres			
					Commercial/ Business	Previously-Platted Residential	Newly-Platted Residential	Industrial
Existing TID Area				252.10	218.68	3.21	0.00	30.21
N/A	ROW Areas			0.00				
1	111088100	N1048 Mayflower Dr	Ermers Rev Trust, Scott A Ermers Rev Tru	39.42				39.42
2	111088400	N/A	Ermers Rev Trust, Scott A Ermers Rev Tru	39.04				39.04
TOTALS				**330.56**	**218.68**	**3.21**	**0.00**	**108.67**

Percentage of TID Area Suitable for Mixed Use Development (at least 50%)	100%
Percentage of TID Area Not Suitable for Development	0%
Total Area	100%
Percentage of TID Area Suitable for Newly Platted Residential Development (no more than 35%)	0%
Wetland Acreage Removed from District Boundaries	0.00

SECTION 5:
Equalized Value Test

The following calculations demonstrate that the Village expects to be in compliance with Wis. Stat. § 66.1105(4)(gm)4.c., which requires that the equalized value of the taxable property proposed to be added to the District, plus the value increment of all existing tax incremental districts, does not exceed 12% of the total equalized value of taxable property within the Village.

The equalized value of the increment of existing tax incremental districts within the Village, plus the value of the territory proposed to be added to the District, totals $40.5 million This value is less than the maximum of $269 million in equalized value that is permitted for the Village.

Village of Greenville, Wisconsin

Tax Increment District No. 1

Valuation Test Compliance Calculation

Calculation of Village Equalized Value Limit		
Village TID IN Equalized Value (Jan. 1, 2024)	$	2,248,697,000
TID Valuation Limit @ 12% of Above Value	**$**	**269,843,640**
Calculation of Value Subject to Limit		
Estimated Base Value of Territory to be Included in District	$	134,500
Plus: Assumed change for Jan. 1, 2025 assessment	$	-
Incremental Value of Existing Districts (Jan. 1, 2024)	$	40,423,200
Less: Value of Parcels Removed from District	$	-
Less: Value of Underlying TID Parcels	$	-
Total Value Subject to 12% Valuation Limit	**$**	**40,557,700**
Total Percentage of TID IN Equalized Value		1.80%
Residual Value Capacity of TID IN Equalized Value	$	229,285,940

SECTION 6:
Statement Listing the Kind, Number and Location of All Proposed Public Works or Improvements Within the District

Project Costs are any expenditure made, estimated to be made, or monetary obligations incurred or estimated to be incurred as outlined in this Plan. Project Costs will be diminished by any income, special assessments or other revenues, including user fees or charges, other than tax increments, received or reasonably expected to be received in connection with the implementation of the Plan. If Project Costs incurred benefit territory outside the District, a proportionate share of the cost is not a Project Cost. Costs identified in this Plan are preliminary estimates made prior to design considerations and are subject to change after planning, design and construction is completed.

With all Project Costs, the costs of engineering, design, survey, inspection, materials, construction, restoring property to its original condition, apparatus necessary for public works, legal and other consultant fees, testing, environmental studies, permits, updating ordinances and plans, judgments or claims for damages and other expenses are included as Project Costs. The map found in Section 7 of this Plan along with the Detailed List of Project Costs found in Section 8 provide additional information as to the kind, number and location of potential Project Costs.

The "Statement of Kind, Number and Location of Proposed Public Works and Other Projects" set forth in the original District Project Plan approved on December 12, 2016 and its subsequent amendments on December 9, 2024 is amended to add the following Project Costs that the Village has made, expects to make, or may need to make, in conjunction with the implementation of the District's Plan or this Plan Amendment.

Property, Right-of-Way and Easement Acquisition

Property Acquisition for Development

To promote and facilitate development the Village may acquire property within the District. The cost of property acquired, and any costs associated with the transaction, are eligible Project Costs. Following acquisition, other Project Costs within the categories detailed in this Section may be incurred to make the property suitable for development. Any revenue received by the Village from the sale of property acquired pursuant to the execution of this Plan will be used to reduce the total project costs of the District. If total Project Costs incurred by the Village to acquire property and make it suitable for

development exceed the revenues or other consideration received from the sale or lease of that property, the net amount shall be considered "real property assembly costs" as defined in Wis. Stat. § 66.1105(2)(f)1.c., and subject to recovery as an eligible Project Cost.

Property Acquisition for Conservancy

To promote the objectives of this Plan, the Village may acquire property within the District that it will designate for conservancy. These conservancy objectives include: preserving historic resources or sensitive natural features; protection of scenic and historic views; maintaining habitat for wildlife; maintaining adequate open space; reduction of erosion and sedimentation by preserving existing vegetation; and providing adequate areas for management of stormwater. The cost of property acquired for conservancy, and any costs associated with the transaction, are eligible Project Costs.

Acquisition of Rights-of-Way

The Village may need to acquire property to allow for installation of streets, driveways, sidewalks, utilities, stormwater management practices and other public infrastructure. Costs incurred by the Village to identify, negotiate and acquire rights-of-way are eligible Project Costs.

Acquisition of Easements

The Village may need to acquire temporary or permanent easements to allow for installation and maintenance of streets, driveways, sidewalks, utilities, stormwater management practices and other public infrastructure. Costs incurred by the Village to identify, negotiate and acquire easement rights are eligible Project Costs.

Relocation Costs

If relocation expenses are incurred in conjunction with the acquisition of property, those expenses are eligible Project Costs. These costs may include but are not limited to: preparation of a relocation plan; allocations of staff time; legal fees; publication of notices; obtaining appraisals; and payment of relocation benefits as required by Wis. Stat. Chapter 32 and Wis. Admin. Code ADM 92.

Site Preparation Activities

Environmental Audits and Remediation

If it becomes necessary to evaluate any land or improvement within the District, any cost incurred by the Village related to environmental audits, testing, and remediation are eligible Project Costs.

Demolition

To make sites suitable for development, the Village may incur costs related to demolition and removal of structures or other land improvements, to include abandonment of wells or other existing utility services.

Site Grading

Land within the District may require grading to make it suitable for development, to provide access, and to control stormwater runoff. The Village may need to remove and dispose of excess material, or bring in fill material to provide for proper site elevations. Expenses incurred by the Village for site grading are eligible Project Costs.

Utilities

Sanitary Sewer System Improvements

To allow development to occur, the Village may need to construct, alter, rebuild or expand sanitary sewer infrastructure within the District. Eligible Project Costs include, but are not limited to, construction, alteration, rebuilding or expansion of: collection mains; manholes and cleanouts; service laterals; force mains; interceptor sewers; pumping stations; lift stations; wastewater treatment facilities; and all related appurtenances. To the extent sanitary sewer projects undertaken within the District provide direct benefit to land outside of the District, the Village will make an allocation of costs based on such benefit. Those costs corresponding to the benefit allocated to land within the District, and necessitated by the implementation of the Project Plan, are eligible Project Costs. Implementation of the Project Plan may also require that the Village construct, alter, rebuild or expand sanitary sewer infrastructure located outside of the District. That portion of the costs of sanitary sewer system projects undertaken outside the District which are necessitated by the implementation of the Project Plan are eligible Project Costs.

Water System Improvements

To allow development to occur, the Village may need to construct, alter, rebuild or expand water system infrastructure within the District. Eligible Project Costs

include, but are not limited to, construction, alteration, rebuilding or expansion of: distribution mains; manholes and valves; hydrants; service laterals; pumping stations; wells; water treatment facilities; storage tanks and reservoirs; and all related appurtenances. To the extent water system projects undertaken within the District provide direct benefit to land outside of the District, the Village will make an allocation of costs based on such benefit. Those costs corresponding to the benefit allocated to land within the District, and necessitated by the implementation of the Project Plan, are eligible Project Costs. Implementation of the Project Plan may also require that the Village construct, alter, rebuild or expand water system infrastructure located outside of the District. That portion of the costs of water system projects undertaken outside the District which are necessitated by the implementation of the Project Plan are eligible Project Costs.

Stormwater Management System Improvements

Development within the District will cause stormwater runoff. To manage this stormwater runoff, the Village may need to construct, alter, rebuild or expand stormwater management infrastructure within the District. Eligible Project Costs include, but are not limited to, construction, alteration, rebuilding or expansion of: stormwater collection mains; inlets, manholes and valves; service laterals; ditches; culvert pipes; box culverts; bridges; stabilization of stream and river banks; and infiltration, filtration and detention Best Management Practices (BMP's). To the extent stormwater management system projects undertaken within the District provide direct benefit to land outside of the District, the Village will make an allocation of costs based on such benefit. Those costs corresponding to the benefit allocated to land within the District, and necessitated by the implementation of the Project Plan, are eligible Project Costs. Implementation of the Project Plan may also require that the Village construct, alter, rebuild or expand stormwater management infrastructure located outside of the District. That portion of the costs of stormwater management system projects undertaken outside the District which are necessitated by the implementation of the Project Plan are eligible Project Costs.

Electric Service

To create sites suitable for development, the Village may incur costs to provide, relocate or upgrade electric services. Relocation may require abandonment and removal of existing poles or towers, installation of new poles or towers, or burying of overhead electric lines. Costs incurred by the Village to undertake this work are eligible Project Costs.

Gas Service

To create sites suitable for development, the Village may incur costs to provide, relocate or upgrade gas mains and services. Costs incurred by the Village to undertake this work are eligible Project Costs.

Communications Infrastructure

To create sites suitable for development, the Village may incur costs to provide, relocate or upgrade infrastructure required for voice and data communications, including, but not limited to: telephone lines, cable lines and fiber optic cable. Costs incurred by the Village to undertake this work are eligible Project Costs.

Streets and Streetscape

Street Improvements

To allow development to occur, the Village may need to construct or reconstruct streets, highways, alleys, access drives and parking areas. Eligible Project Costs include, but are not limited to: excavation; removal or placement of fill; construction of road base; asphalt or concrete paving or repaving; installation of curb and gutter; installation of sidewalks and bicycle lanes; installation of culverts, box culverts and bridges; rail crossings and signals; utility relocation, to include burying overhead utility lines; street lighting; installation of traffic control signage and traffic signals; pavement marking; right-of-way restoration; installation of retaining walls; and installation of fences, berms, and landscaping.

Streetscaping and Landscaping

To attract development consistent with the objectives of this Plan, the Village may install amenities to enhance development sites, rights-of-way and other public spaces. These amenities include but are not limited to: landscaping; lighting of streets, sidewalks, parking areas and public areas; installation of planters, benches, clocks, tree rings, trash receptacles and similar items; and installation of brick or other decorative walks, terraces and street crossings. These and any other similar amenities installed by the Village are eligible Project Costs.

Community Development

Cash Grants (Development Incentives)

The Village may enter into agreements with property owners, lessees, or developers of land located within the District for sharing costs to encourage the desired kind of improvements and assure tax base is generated sufficient

to recover Project Costs. No cash grants will be provided until the Village executes a developer agreement with the recipient of the cash grant. Any payments of cash grants made by the Village are eligible Project Costs.

Miscellaneous

Rail Spur

To allow for development, the Village may incur costs for installation of a rail spur or other railway improvements to serve development sites located within the District.

Projects Outside the Tax Increment District

Pursuant to Wis. Stat. § 66.1105(2)(f)1.n, the Village may undertake projects within territory located within one-half mile of the boundary of the District provided that: 1) the project area is located within the Village's corporate boundaries; and 2) the projects are approved by the Joint Review Board. The cost of projects completed outside the District pursuant to this section are eligible project costs and may include any project cost that would otherwise be eligible if undertaken within the District. Only new project in the project plan amendment is project number 11 and that is located within the district boundary.

Professional Service and Organizational Costs

The costs of professional services rendered, and other costs incurred, in relation to the creation, administration and termination of the District, and the undertaking of the projects contained within this Plan, are eligible Project Costs. Professional services include but are not limited to: architectural; environmental; planning; engineering; legal; audit; financial; and the costs of informing the public with respect to the creation of the District and the implementation of the Plan.

Administrative Costs

The Village may charge to the District as eligible Project Costs reasonable allocations of administrative costs, including, but not limited to, employee salaries. Costs allocated will bear a direct connection to the time spent by Village employees relating to the implementation of the Plan.

Financing Costs

Interest expense, debt issuance expenses, redemption premiums, and any other fees and costs incurred in conjunction with obtaining financing for projects undertaken under this Plan are eligible Project Costs.

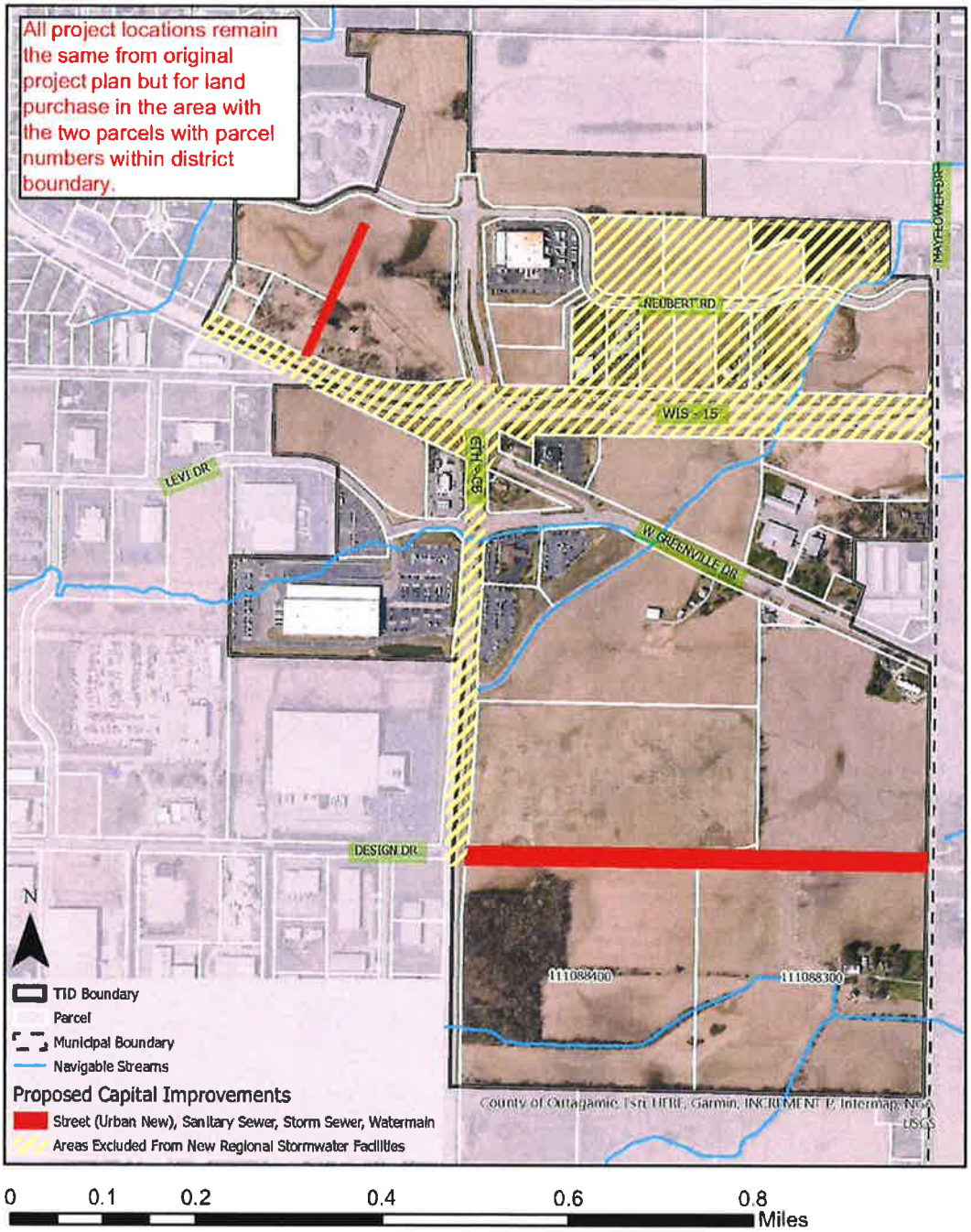
SECTION 7:
Map Showing Proposed Improvements and Uses Within the Territory to be Added

Referencing the Boundary and Parcel Map found in Section 3 and the map in this section, the proposed public improvements are to be located in the following approximate locations (projects nos. 1-7 did not change from original project plan, 8-10 have no physical location, and 11 is new to this amendment):

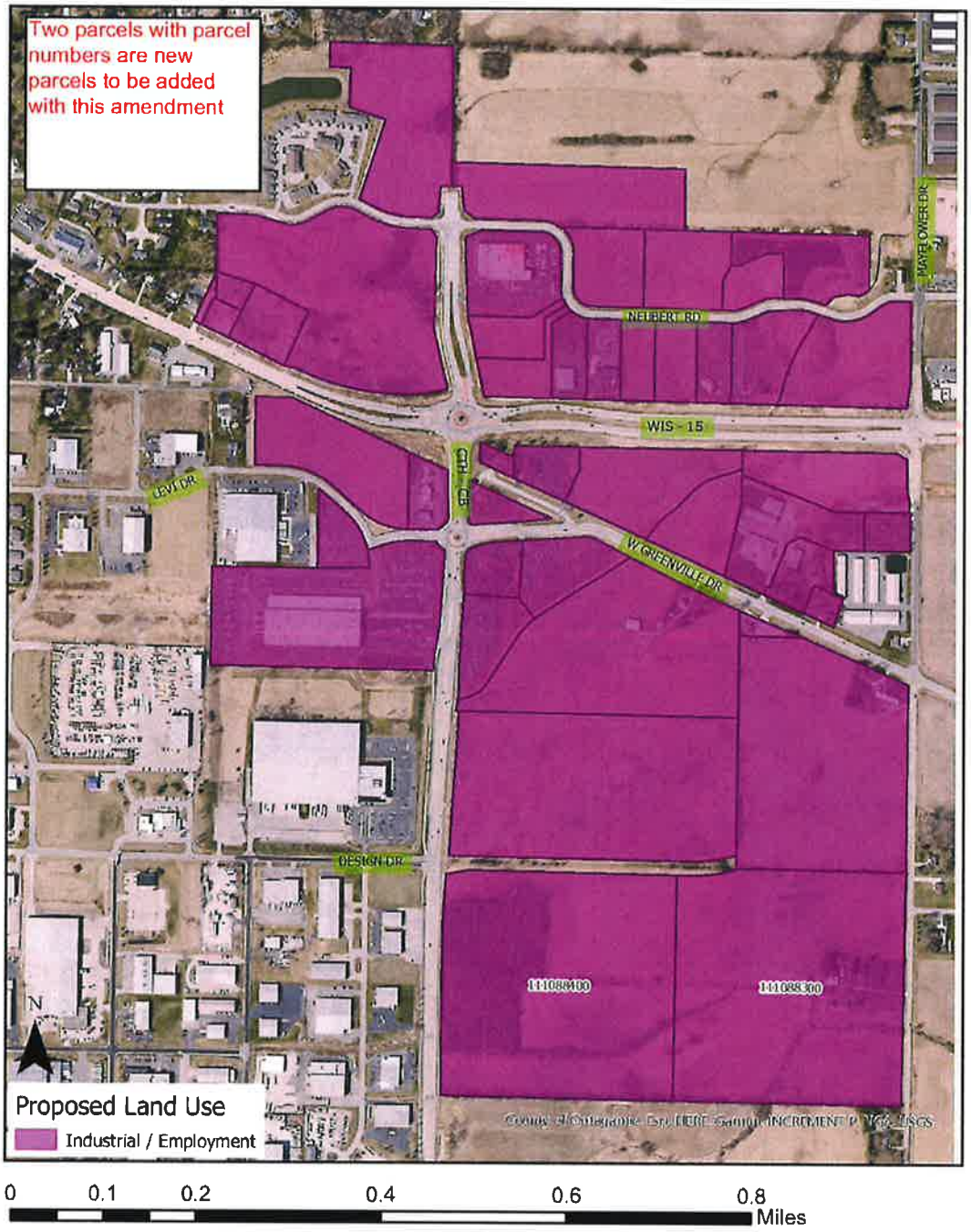
- Project No. 1, Cash Grants – may be made anywhere in the District
- Project No. 2, Highway CB/Design Drive Intersection Improvements – located immediately southwest of the property with Parcel Map ID 25 (approximately 1/2 way between Highway 15 and Highway 96/Wisconsin Avenue)
- Project No. 3, Highway 15 Median Improvements and North-South Street West of Highway CB – located in and adjacent to Parcel Map ID 5
- Project No. 4, Design Drive Extension Public Utilities and Street Improvements – located approximately along the southern boundaries of properties with Parcel Map IDs of 25 and 26, between Highway CB and Mayflower Drive (approximately 1/2 way between Highway 15 and Highway 96/Wisconsin Avenue)
- Project No. 5, Regional Storm Water Ponds South of Highway 15 – located in properties with Parcel Map IDs of 25 and 26, as well as properties immediately to the South and Improvements to Existing Storm Water Ponds needed for development elsewhere in District (exact locations to be determined)
- Projects Nos. 6 and 7, Water Tower and Well Improvements – located outside of the District.
- Projects Nos. 8-10, have no physical location.
- Project No. 11 is anticipated for the parcels to be added.

Map Found on Following Page.

TID 1 Capital Improvement Plan Greenville, WI



TID 1 Proposed Land Uses Greenville, WI



SECTION 8:
Detailed List of Estimated Project Costs

The following list identifies the Project Costs that the Village has made, expects to make, or may need to make in conjunction with the implementation of the District's Plan or this Plan Amendment. All projects identified and related costs reflect the best estimates available as of the date of preparation of this Plan Amendment. All costs are preliminary estimates and may increase or decrease. Certain Project Costs listed may become unnecessary, and other Project Costs not currently identified may need to be made. (Section 6 details the general categories of eligible Project Costs). Changes in Project Cost totals or the types of Project Costs to be incurred will not require that this Plan be amended. This Plan is not meant to be a budget nor an appropriation of funds for specific Project Costs, but a framework within which to manage Project Costs.

Village of Greenville, Wisconsin

Tax Increment District No. 1

Detailed List of Estimated Project Costs - Prior Project Plan(s)

Project ID	Project Name/Type	Original Plan	First Amend	Totals	Spent to Date	Remaining
1	Cash Grants to Owners, Lessees or Developers of Land	2,250,000		2,250,000	134,378	2,115,622
2	Hwy. CB/Design Dr. Intersection Improv.	425,000		425,000	187,468	237,532
3	Hwy. 15 Mecken Improv. & N-S Street W. of Hwy. CB	1,000,000		1,000,000	0	1,000,000
4	Design Dr. Pub. Util. & Street Improv. - E. of Hwy CB	1,550,000		1,550,000	0	1,550,000
5	Regional Storm Water Ponds	2,750,000		2,750,000	0	2,750,000
6	Airport Area Water Tower Refurbishing	67,500		67,500	0	67,500
7	New Well #5	225,000		225,000	0	225,000
8	Interest on Long Term Debt	1,425,325	718,109	2,143,434	0	2,143,434
9	Financing Costs	201,300	196,295	397,595	0	397,595
10	Ongoing Planning & Administrative Costs	322,500		322,500	136,037	186,463
Total Projects		10,216,625	914,404	11,131,029	457,883	10,673,146

Notes:

SECTION 9:
Economic Feasibility Study, Description of the Methods of Financing Estimated Project Costs and the Time When Related Costs or Monetary Obligations are to be Incurred

This Section includes an updated forecast of the valuation increases expected within the District, the associated tax increment collections, a summary of how remaining Project Costs would be financed, and a projected cash flow demonstrating that the District remains economically feasible.

Key Assumptions

The Project Costs the Village plans to make are expected to create $95 million in incremental value by 2037. Estimated valuations and timing for construction of the Project are included in **Table 1.** Assuming the Village's current equalized TID Interim tax rate of $13.37 per thousand of equalized value, and 0.78% annual economic appreciation or depreciation, the Project would generate $69.2 million in incremental tax revenue over the 20-year term of the District as shown in **Table 2**.

Table 1 - Development Assumptions

Village of Greenville, Wisconsin

Tax Increment District No. 1

Development Assumptions

Construction Year		Actual	Proposed Developments Total Value	Annual Total	Construction Year	
1	2017	(221,600)		**(221,600)**	2017	1
2	2018	2,985,100		**2,985,100**	2018	2
3	2019	423,400		**423,400**	2019	3
4	2020	12,888,300		**12,888,300**	2020	4
5	2021	6,007,200		**6,007,200**	2021	5
6	2022	(1,057,500)		**(1,057,500)**	2022	6
7	2023	6,791,000		**6,791,000**	2023	7
8	2024		300,000	**300,000**	2024	8
9	2025		300,000	**300,000**	2025	9
10	2026		300,000	**300,000**	2026	10
11	2027		6,300,000	**6,300,000**	2027	11
12	2028		6,300,000	**6,300,000**	2028	12
13	2029		6,300,000	**6,300,000**	2029	13
14	2030		6,300,000	**6,300,000**	2030	14
15	2031		6,300,000	**6,300,000**	2031	15
16	2032		6,300,000	**6,300,000**	2032	16
17	2033		6,300,000	**6,300,000**	2033	17
18	2034		6,300,000	**6,300,000**	2034	18
19	2035		6,300,000	**6,300,000**	2035	19
20	2036		6,300,000	**6,300,000**	2036	20
	Totals	**27,815,900**	**63,900,000**	**91,715,900**		

Notes:

Table 2 – Tax Increment Projection Worksheet

Village of Greenville, Wisconsin

Tax Increment District No. 1

Tax Increment Projection Worksheet

Type of District	Mixed Use	
District Creation Date	December 12, 2016	
Valuation Date	Jan 1,	2017
Max Life (Years)	20	
Expenditure Period/Termination	15	12/12/2031
Revenue Period/Final Year	20	2038
Extension Eligibility/Years	Yes	3
Eligible Recipient District	No	

Base Value	11,510,500
Economic Change Factor	0.78%
Apply to Base Value	
Base Tax Rate	$15.55
Rate Adjustment Factor	0.00%

	Construction Year	Value Added	Valuation Year	Economic Change	Total Increment[1]	Revenue Year	Tax Rate[2]	Tax Increment
1	2017	-221,600	2018		-221,600	2019	$0.00	0
2	2018	2,985,100	2019		2,763,500	2020	$15.55	42,963
3	2019	423,400	2020		3,186,900	2021	$15.28	48,703
4	2020	12,888,300	2021		16,075,200	2022	$15.60	250,768
5	2021	6,007,200	2022		22,082,400	2023	$14.65	323,570
6	2022	-1,057,500	2023		21,024,900	2024	$13.37	281,059
7	2023	6,791,000	2024		26,330,300	2025	$13.37	378,757
8	2024	300,000	2025	220,976	26,851,276	2026	$13.37	385,722
9	2025	300,000	2026	225,040	29,376,316	2027	$13.37	392,742
10	2026	300,000	2027	229,135	29,905,451	2028	$13.37	399,816
11	2027	6,300,000	2028	233,263	36,438,714	2029	$13.37	487,161
12	2028	6,300,000	2029	284,222	43,022,936	2030	$13.37	575,188
13	2029	6,300,000	2030	335,579	49,658,515	2031	$13.37	663,901
14	2030	6,300,000	2031	387,336	56,345,851	2032	$13.37	753,306
15	2031	6,300,000	2032	439,498	63,085,349	2033	$13.37	843,409
16	2032	6,300,000	2033	492,066	69,877,415	2034	$13.37	934,214
17	2033	6,300,000	2034	545,044	76,722,459	2035	$13.37	1,025,728
18	2034	6,300,000	2035	598,435	83,620,894	2036	$13.37	1,117,956
19	2035	6,300,000	2036	652,243	90,573,137	2037	$13.37	1,210,902
20	2036	6,300,000	2037	706,470	97,579,607	2038	$13.37	1,304,574
	Totals	91,715,900		5,349,307		Future Value of Increment		11,420,470

Notes:

1) Increment value shown through the 2024 revenue year are actual per DOR.

2) Tax rates shown through the 2024 revenue year are actual per DOR Form PC-202 (Tax Increment Collection Worksheet).

Financing and Implementation

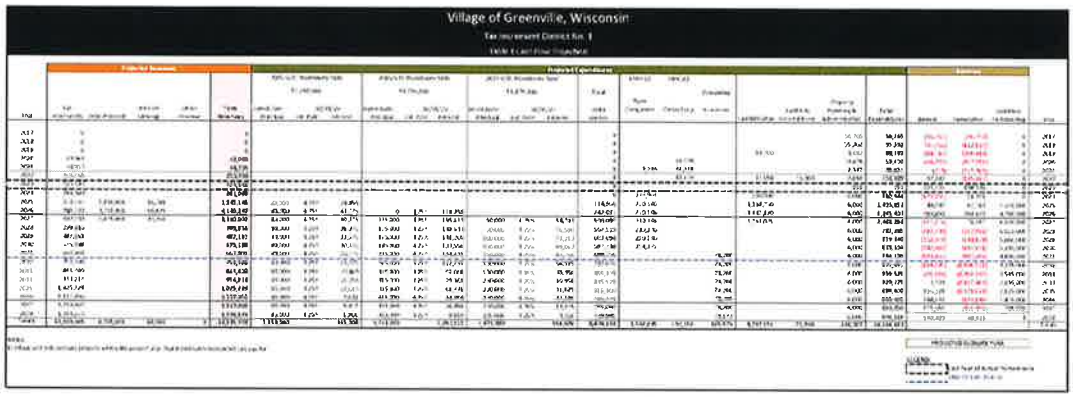
At the time of this project plan amendment the Village intends to finance remaining project costs from the original project plan with General Obligation Promissory Notes and any available fund balance in the future. **Table 3** provides a summary of the District's financing plan.

Table 3 - Financing Plan

Village of Greenville, Wisconsin
Tax Increment District No. 1
Estimated Financing Plan

		DEBT ISSUES					
		G.O. Promissory Note 2025		G.O. Promissory Note 2026		G.O. Promissory Note 2027	Totals
Projects							
Phase I		1,092,500					1,092,500
Phase II				3,375,000			3,375,000
Phase III						1,550,000	1,550,000
Total Project Funds		1,092,500		3,375,000		1,550,000	6,017,500
Other Funds							
Debt Service Reserve							
Capitalized Interest				273,275		135,203	
Estimated Finance Related Expenses							
Municipal Advisor		27,400		35,300		29,400	
Bond Counsel		18,000		18,000		18,000	
Disclosure Counsel							
Rating Agency Fee		14,500		14,500		145,000	
Paying Agent		850					
Underwriter Discount	10.00	11,500	12.00	44,520	11.00	20,625	
Total Financing Required		1,164,750		3,760,595		1,898,228	
Estimated Interest	3.00%	(16,388)	3.00%	(50,625)	3.00%	(23,250)	
Assumed spend down (months)	6		6		6		
Rounding		1,638		30		22	
Net Issue Size		1,150,000		3,710,000		1,875,000	6,735,000
Notes							

Based on the Project Cost expenditures as included within the cash flow exhibit **(Table 4)**, the District is projected to accumulate sufficient funds by the year 2038 to pay off all Project cost liabilities and obligations. The projected closure is based on the various assumptions noted in this Plan and will vary dependent on actual Project Costs incurred and the actual amount of tax increments collected. As noted in Table 4 the Village will only execute projects within the project plan that it estimates increment can pay for.



Greenville WI - TID 1 2024 Amendment Tables
Prepared 11/10/2024

SECTION 10:
Annexed Property

A tax incremental district cannot include annexed territory unless at least three years have elapsed since the annexation, or certain other requirements are met. None of the territory proposed to be added to the District was annexed during the past three years.

SECTION 11:
Estimate of Property to be Devoted to Retail Business

Pursuant to Wis. Stat. § 66.1105(5)(b), the Village estimates that less than 35%of the territory within the District will be devoted to retail business at the end of the District's maximum expenditure period.

SECTION 12:
Proposed Changes of Zoning Ordinances, Master Plan, Map, Building Codes and Village Ordinances

Zoning Ordinances

The proposed Plan Amendment is in general conformance with the Village's current zoning ordinances. Individual properties may require rezoning at the time of development.

Master (Comprehensive) Plan and Map

The proposed Plan Amendment is in general conformance with the Village's Comprehensive Plan identifying the area as appropriate for Industrial and Commercial uses.

Building Codes and Ordinances

Development within the District will be required to conform to State Building Codes and will be subject to the Village's permitting and inspection procedures. The proposed Plan Amendment conforms to all relevant State and local ordinances, plans, and codes. No changes to the existing regulations are proposed or needed.

SECTION 13:
Statement of the Proposed Method for the Relocation of any Persons to be Displaced

Should the continued implementation of this Plan require relocation of individuals or business operations, relocations will be handled in compliance with Wis. Stat. Chapter 32 and Wis. Admin. Code ADM 92.

SECTION 14:
How Amendment of the Tax Incremental District Promotes the Orderly Development of the Village

This Plan Amendment promotes the orderly development of the Village by creating new industrial sites, creating opportunities for mixed use development, rehabilitating and conserving property, providing necessary public infrastructure improvements, providing appropriate financial incentives for private development projects. Through use of tax increment financing, the Village can attract new investment that results in increased tax base. Development will occur in an orderly fashion in accordance with approved plans so that the Projects will be compatible with adjacent land uses. Development of new uses in the District will add to the tax base and will generate positive secondary impacts in the community such as increased employment opportunities.

SECTION 15:
List of Estimated Non-Project Costs

Non-project costs are public works projects which only partly benefit the District. Costs incurred that do not benefit the District may not be paid with tax increments. There are no non-project costs in this Amendment.

November 7, 2024

President Jack Anderson &
Village of Greenville Trustees
W6860 Parkview Drive
Greenville, WI 54942

Town Counsel
Law & Litigation, LLC

RE: Territory Amendment #1 for Tax Incremental District No. 1 in the Village of Greenville, Wisconsin

Dear President Anderson and Village Board Trustees:

Tax incremental financing project plans and plan amendments must include an opinion of the village attorney advising whether the plan is complete and complies with Wis. Stat. sec. 66.1105(4)(f).

I have been retained to represent the Village of Greenville as its appointed Village Attorney.

I have reviewed the Project Plan Amendment #1 for Tax Incremental District No. 1 which is intended to add territory to the district as permitted under Wis. Stat. sec. 66.1105(4)(h)2, as well as to amend the categories, locations or costs of project costs to be made as permitted under Wis. Stat. sec. 66.1105(4)(h)1.

It is my opinion that Amendment #1 and project plan contain and adequately address the prerequisites set forth in Wis. Stat. sec. 66.1105.

Sincerely,
TOWN COUNSEL LAW & LITIGATION, LLC
Attorneys for Village of Greenville

Ashley C. Lehocky

940 E. Evergreen Drive • Kaukauna, WI 54130
(920) 725-1233 • www.towncounsellawfirm.com

SECTION 17:
Calculation of the Share of Projected Tax Increments Estimated to be Paid by the Owners of Property in the Overlying Taxing Jurisdictions

The following projection is provided to meet the requirements of Wis. Stat. § 66.1105(4)(i)4.

Estimated portion of taxes that owners of taxable property in each taxing jurisdiction overlaying district would pay by jurisdiction.							
Revenue Year	Outagamie County	Village of Greenville	School District of Hortonville	School District of New London	Technical College	Total	Revenue Year
2019	0	0	0	0	0	0	2019
2020	9,625	12,220	18,770	2	2,346	42,963	2020
2021	10,911	13,853	21,278	2	2,659	48,703	2021
2022	56,181	71,326	109,558	11	13,693	250,768	2022
2023	72,491	92,033	141,364	14	17,668	323,570	2023
2024	62,974	79,950	122,804	12	15,349	281,089	2024
2025	83,315	105,773	162,470	16	20,306	371,880	2025
2026	84,630	107,443	165,035	16	20,627	377,750	2026
2027	85,952	109,121	167,612	16	20,949	383,650	2027
2028	87,280	110,808	170,202	16	21,273	389,579	2028
2029	106,586	135,318	207,851	20	25,978	475,753	2029
2030	125,989	159,951	245,688	24	30,707	562,359	2030
2031	145,489	184,708	283,714	27	35,460	649,398	2031
2032	165,086	209,588	321,930	31	40,236	736,871	2032
2033	184,781	234,592	360,338	35	45,037	824,783	2033
2034	204,575	259,722	398,937	38	49,861	913,133	2034
2035	224,468	284,977	437,729	42	54,710	1,001,926	2035
2036	244,460	310,358	476,716	46	59,582	1,091,162	2036
2037	264,552	335,866	515,897	50	64,479	1,180,845	2037
2038	284,745	361,502	555,274	53	69,401	1,270,976	2038
Totals	**2,504,091**	**3,179,107**	**4,883,167**	**469**	**610,322**	**11,177,158**	

LOCK IN OF ALL APPOINTMENTS, ORDINANCE NOS. Z-7 AND C—2024-25, AND RESOLUTION NOS. Z-6, 99, 100, 101, 102, 103, 104, 105, 106, 107, 108, 109, 110, 111, 112, 115, 116, 117, AND 118—2024-25.

Vote for lock in. ROLL CALL: 31 yes, 5 absent. ALL APPOINTMENTS, ORDINANCE NOS. Z-7 AND C—2024-25, AND RESOLUTION NOS. Z-6, 99, 100, 101, 102, 103, 104, 105, 106, 107, 108, 109, 110, 111, 112, 115, 116, 117, AND 118—2024-25 ARE ADOPTED & LOCKED IN.

VOTE RESULTS 31 YES 0 NO 0 ABSTAIN 5 ABSENT

Lock in of Appointments, Ord. Nos. Z-7 and C, Res. Nos. Z-6 and 99-112, 115-118—2024-

Lock In of All Appointments and Ord. Nos. Z-7 and C—2024-25 and Res. Nos. Z-6, 99, 100, 101, 102, 103, 104, 117 and 118—2024-25.

Passed With Majority of Full Membership

1 THOMPSON	YES	13 WEGAND	YES	25 JANKE	ABSENT
2 JOHNSON	YES	14 HERMES	ABSENT	26 WEINBERG	YES
3 SMITH	ABSENT	15 MacDONALD	YES	27 CULBERTSON	YES
4 PATIENCE	YES	16 SCHROEDER	YES	28 MONFILS	ABSENT
5 GABRIELSON	YES	17 CROATT	YES	29 WINTERFELDT	YES
6 KOSTELNY	YES	18 SPEARS	YES	30 NEJEDLO	YES
7 HAMMEN	YES	19 HEISER	YES	31 CLEGG	YES
8 LAWRENCE	YES	20 MITCHELL	YES	32 THYSSEN	ABSENT
9 KRUEGER	YES	21 CUFF	YES	33 VANDERHEIDEN	YES
10 LAMERS	YES	22 HAGEN	YES	34 RETTLER	YES
11 FERGUSON	YES	23 KLEMP	YES	35 KOURY	YES
12 McCABE	YES	24 THIEDE	YES	36 LAUTENSCHLAGER	YES

Outagamie County EST. 1851 **12-10-24 County Board Meeting - December 10 2024 08:27:06 PM**

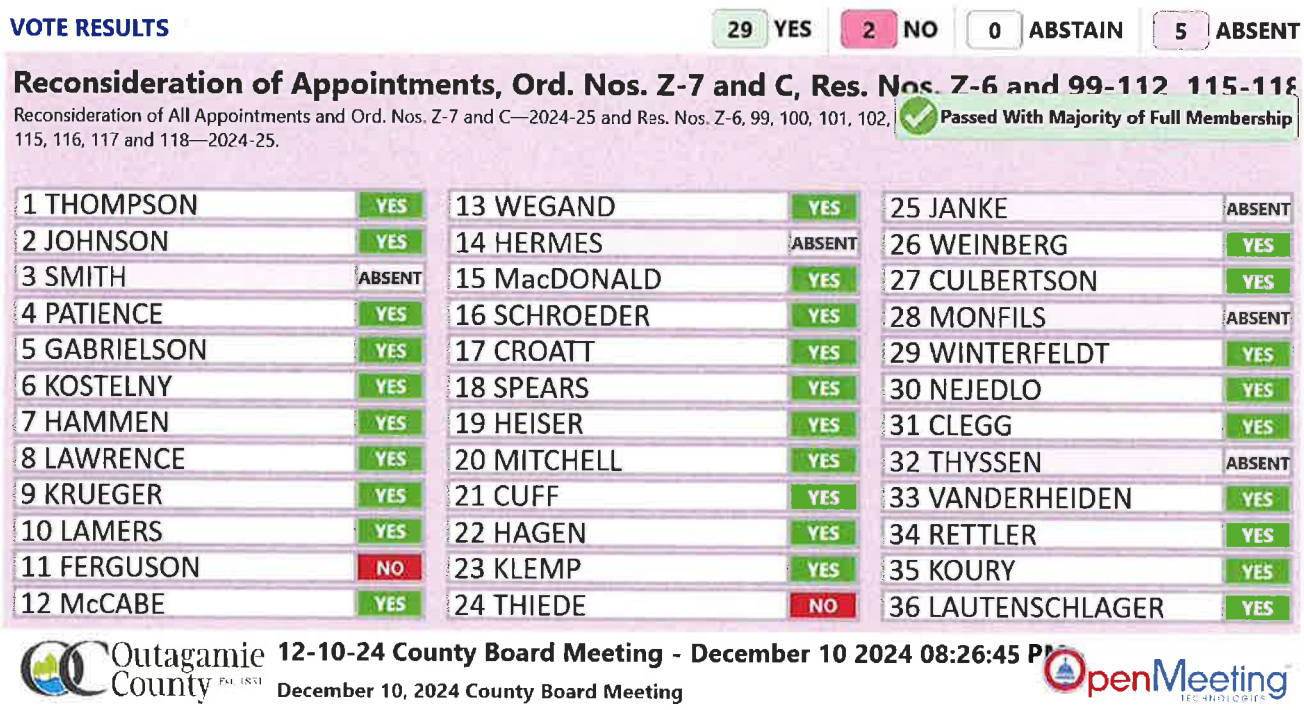
December 10, 2024 County Board Meeting

OpenMeeting TECHNOLOGIES

RECONSIDERATION OF ALL APPOINTMENTS, ORDINANCE NOS. Z-7 AND C—2024-25, AND RESOLUTION NOS. Z-6, 99, 100, 101, 102, 103, 104, 105, 106, 107, 108, 109, 110, 111, 112, 115, 116, 117, AND 118—2024-25.

Supervisor Nejedlo moved, seconded by Supervisor Wegand, to reconsider the above listed appointments, ordinances, and resolutions.

Vote for reconsideration. ROLL CALL: 29 yes, 2 no (Ferguson, Thiede), 5 absent. ALL APPOINTMENTS, ORDINANCE NOS. Z-7 AND C—2024-25, AND RESOLUTION NOS. Z-6, 99, 100, 101, 102, 103, 104, 105, 106, 107, 108, 109, 110, 111, 112, 115, 116, 117, AND 118—2024-25 ARE RECONSIDERED.



Resolution No. 110—2024-25 – Finance Committee. Approve to go on record in favor of the Village of Hortonville Project Plan Allocation Amendment to Tax Incremental District (TID) No. 4 as detailed in the attached amendment dated October 31, 2024, and recommend that the Outagamie County representative on the Village of Hortonville TID Board of Review vote in favor of this Amendment.

Supervisor Croatt moved, seconded by Supervisor Nejedlo, for adoption.

ROLL CALL: 31 yes, 5 absent. RESOLUTION NO. 110—2024-25 IS ADOPTED.

VOTE RESULTS 31 YES 0 NO 0 ABSTAIN 5 ABSENT

Resolution No. 110—2024-25

Finance Committee. Approve to go on record in favor of the Village of Hortonville Project Plan Allocation Am... detailed in the attached amendment dated October 31, 2024, and recommend that the Outagamie County representative on the Village of Hortonville TID Board of Review vote in favor of this Amendment.

Passed With Majority of Full Membership

1 THOMPSON	YES	13 WEGAND	YES	25 JANKE	ABSENT
2 JOHNSON	YES	14 HERMES	ABSENT	26 WEINBERG	YES
3 SMITH	ABSENT	15 MacDONALD	YES	27 CULBERTSON	YES
4 PATIENCE	YES	16 SCHROEDER	YES	28 MONFILS	ABSENT
5 GABRIELSON	YES	17 CROATT	YES	29 WINTERFELDT	YES
6 KOSTELNY	YES	18 SPEARS	YES	30 NEJEDLO	YES
7 HAMMEN	YES	19 HEISER	YES	31 CLEGG	YES
8 LAWRENCE	YES	20 MITCHELL	YES	32 THYSSEN	ABSENT
9 KRUEGER	YES	21 CUFF	YES	33 VANDERHEIDEN	YES
10 LAMERS	YES	22 HAGEN	YES	34 RETTLER	YES
11 FERGUSON	YES	23 KLEMP	YES	35 KOURY	YES
12 McCABE	YES	24 THIEDE	YES	36 LAUTENSCHLAGER	YES

Outagamie County Est. 1851 **12-10-24 County Board Meeting - December 10 2024 08:15:20 P...**

December 10, 2024 County Board Meeting

OpenMeeting TECHNOLOGIES

RESOLUTION NO.: 110—2024-25

TO THE HONORABLE, THE OUTAGAMIE COUNTY BOARD OF SUPERVISORS

LADIES AND GENTLEMEN: ***MAJORITY***

The Village of Hortonville (the Village) has submitted a Project Plan Allocation Amendment to Tax Incremental District No. 4 (TID No. 4).

The Village created TID No. 4 on March 2, 2017 as a Mixed Use District in order to assist a developer with obtaining WHEDA tax credits through the issuance of a municipal revenue obligation. Additionally, the Village wanted to be able to provide the necessary infrastructure and inducements to encourage the type of development consistent with that desired by the Village. On June 3, 2021, the TID was amended to add project costs, add industrial land and subtract newly platted residential land. The amendment allowed the Village to make room for new development within the TID.

The proposed project plan allocation amendment will allow excess revenue to be transferred to TID No. 5 ("Recipient District"). The Plan Amendment meets the criteria necessary to allow for the transfer of excess revenue, including that the District and Recipient District lie within the same overlapping taxing jurisidictions. The District has enough revenue to pay for all current Project Costs and has enough excess revenue to pay for eligible project costs of the Recipient District. The Recipient District is a blighted area district which qualifies it as an eligible recipient of excess revenue.

NOW THEREFORE, the undersigned members of the Finance Committee recommend adoption of the following resolution.

BE IT RESOLVED, that the Outagamie County Board of Supervisors does go on record in favor of the Village of Hortonville Project Plan Allocation Amendment to Tax Incremental District No. 4 as detailed in the attached Draft Project Plan Allocation Amendment Village of Hortonville, Wisconsin Tax Incremental District No. 4 document dated October 31, 2024, which by reference is made a part hereof, and

BE IT FURTHER RESOLVED, that the Outagamie County Board of Supervisors recommend that the representative of Outagamie County on the Village of Hortonville TID Board of Review vote in favor of the Village of Hortonville Project Plan Allocation Amendment to TID No. 4, and

BE IT FINALLY RESOLVED, that the Outagamie County Clerk be directed to forward a copy of this resolution to the Village of Hortonville, the Outagamie County Finance Director, the Outagamie County Executive, and the Outagamie County Development and Land Services Director.

Dated this 10th day of December 2024

Respectfully Submitted,

FINANCE COMMITTEE

Chris Croatt

John Cuff

Karen Lawrence

Dana Johnson

Rick Lautenschlager

Duly and officially adopted by the County Board on: December 10th, 2024

Signed: _____ Board Chairperson

_____ County Clerk

Approved: 12/13/24

Vetoed: _____

Signed: _____ County Executive

October 31, 2024

DRAFT PROJECT PLAN ALLOCATION AMENDMENT

Village of Hortonville, Wisconsin

Tax Incremental District No. 4

EHLERS
PUBLIC FINANCE ADVISORS

Prepared by:

Ehlers
N19W24400 Riverwood Drive,
Suite 100
Waukesha, WI 53188

BUILDING COMMUNITIES. IT'S WHAT WE DO.

KEY DATES

Organizational Joint Review Board Meeting Held:	Scheduled November 7, 2024
Public Hearing Held:	Scheduled November 7, 2024
Approval by Plan Commission:	Scheduled November 7, 2024
Adoption by Board of Trustees:	Scheduled November 7, 2024
Approval by the Joint Review Board:	Scheduled for TBD

TABLE OF CONTENTS

Executive Summary 3
Map of Current District Boundary 6
Map Showing Existing Uses and Conditions 9
Equalized Value Test 9
Statement Listing the Kind, Number and Location of All Proposed Public Works or Improvements Within the District 9
Map Showing Proposed Improvements and Uses 9
Detailed List of Estimated Project Costs 10
Economic Feasibility Study, Description of the Methods of Financing Estimated Project Costs and the Time When Related Costs or Monetary Obligations are to be Incurred 11
Annexed Property 18
Estimate of Property to be Devoted to Retail Business 18
Proposed Changes of Zoning Ordinances, Master Plan, Map, Building Codes and Village Ordinances 18
Statement of the Proposed Method for the Relocation of any Persons to be Displaced 19
How Amendment of the Tax Incremental District Promotes the Orderly Development of the Village 19
List of Estimated Non-Project Costs 19
Legal Opinion Advising Whether the Plan is Complete and Complies with Wis. Stat. § 66.1105(4)(f) 20
Calculation of the Share of Projected Tax Increments Estimated to be Paid by the Owners of Property in the Overlying Taxing Jurisdictions 21

SECTION 1:
Executive Summary

DESCRIPTION OF DISTRICT

Tax Incremental District ("TID") No. 4 ("District") is a Mixed Use District created on March 2, 2017. The District was created to:

- Assist a developer with obtaining WHEDA tax credits through the issuance of a municipal revenue obligation. In addition, since some of the sites proposed for the development were vacant due to a lack of adequate infrastructure and the sites have not developed as would have been expected under normal market conditions, the Village wanted to be able to provide the necessary infrastructure and inducements to encourage the type of development consistent with that desired by the Village.

On June 3, 2021, the TID was amended to add project costs, add industrial land and subtract newly platted residential land. The amendment allowed the Village to make room for new development within the TID. This was the first of four possible territory amendments for TID 4.

Purpose of Amendment

The purpose of this amendment, referred to hereafter as the Plan, the Amendment, or the Plan Amendment, is to is to allow excess revenue to be transferred to Tax Incremental District No. 5 ("Recipient District") as permitted under Wis. Stat. § 66.1105(6)(f)1. The Plan Amendment meets the following criteria necessary to allow for the transfer of excess revenue:

1. The District and the Recipient District lie within the same overlapping taxing jurisdictions.
2. The District has enough revenue to pay for all current Project Costs and has enough excess revenue to pay for eligible project costs of the Recipient District.
3. The Recipient District is a blighted area district which qualifies it as an eligible recipient of excess revenue.

Estimated Total Project Cost Expenditures

The Village anticipates making total donations/allocations to the Recipient District of approximately $1,711,068 ("Project Costs").

Incremental Valuation

The Village projects that existing incremental value will support existing Project Costs and obligations of the District and allow donations/allocations to the Recipient Districts. A table detailing assumptions as to the development timing and associated values is included in the Economic Feasibility Study located within this Plan.

Expected Termination of District

Based on the Economic Feasibility Study located within Section 9 of this Plan, the Village anticipates that the District will generate sufficient tax increment to pay all Project Costs within its allowable 20 years.

Summary of Findings

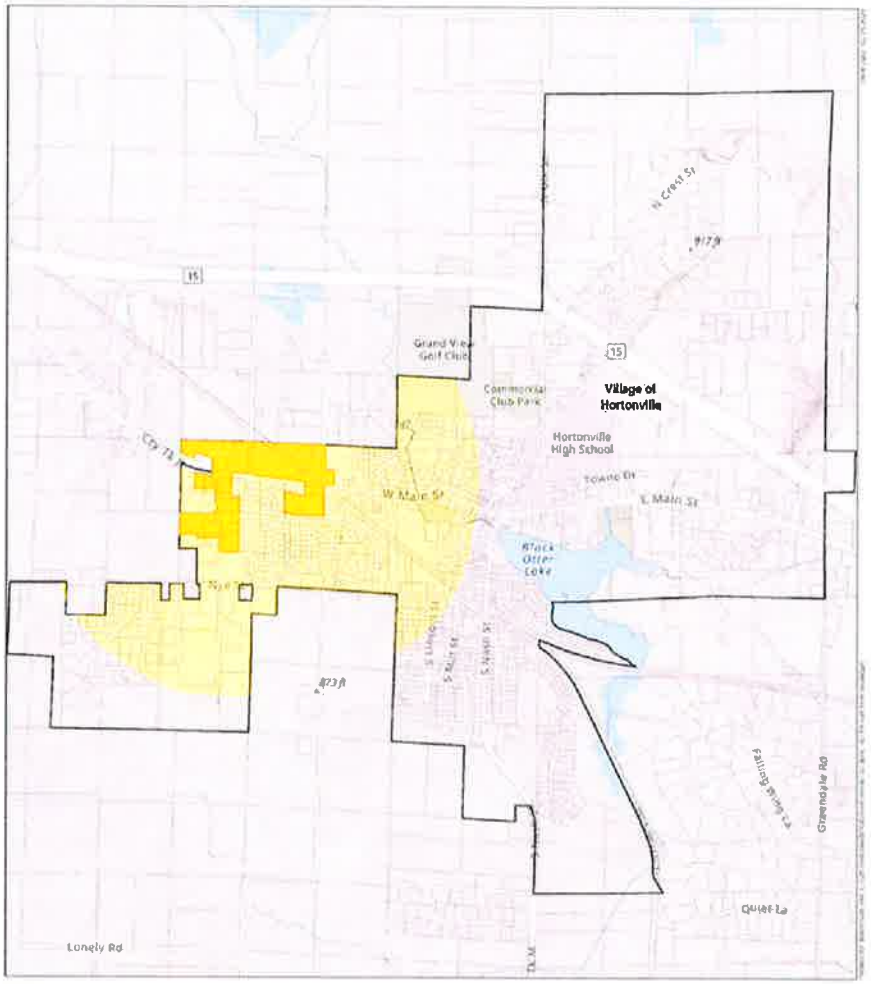
As required by Wis. Stat. § 66.1105, and as documented in this Plan and the exhibits contained and referenced herein, the following findings are made:

1. That "but for" the creation of this District, the development projected to occur as detailed in this Plan: 1) would not occur; or 2) would not occur in the manner, at the values, or within the timeframe desired by the Village. In reaching this determination, the Village has considered:
    - Donations to TID No. 5 (downtown) are needed to help accomplish the objectives of this district including approximately $1,368,021 of road and infrastructure improvements.
2. **The economic benefits of the District, as measured by increased employment, business and personal income, and property value, are sufficient to compensate for the cost of the improvements. In making this determination, the Village has considered the following information:**
    - Ongoing investment in the Recipient Districts induces employee households spending locally for goods and services from retailers, restaurants and service companies
3. **The benefits of the proposal outweigh the anticipated tax increments to be paid by the owners of property in the overlying taxing jurisdictions.** As required by Wis. Stat. § 66.1105(4)(i)4., a calculation of the share of projected tax increments estimated to be paid by the owners of property in the overlying taxing jurisdictions has been prepared and can be found in this Plan. However, because the Project would not occur without the use of tax incremental financing, these tax increments would not be paid but for creation of the District. Accordingly, the Village finds that the benefits expected to be realized as set forth in this Plan outweigh the value of the tax increments to be invested in the Project.

4. The boundaries of the District are not being amended.
5. Improvements to be made in the District are likely to significantly enhance the value of substantially all of the other real property in the District.
6. The Plan for the District is feasible and is in conformity with the Master Plan of the Village.
7. The Village estimates that less than 35% of the territory within the District will be devoted to retail business at the end of the District's maximum expenditure period, pursuant to Wis. Stat. § 66.1105(5)(b).

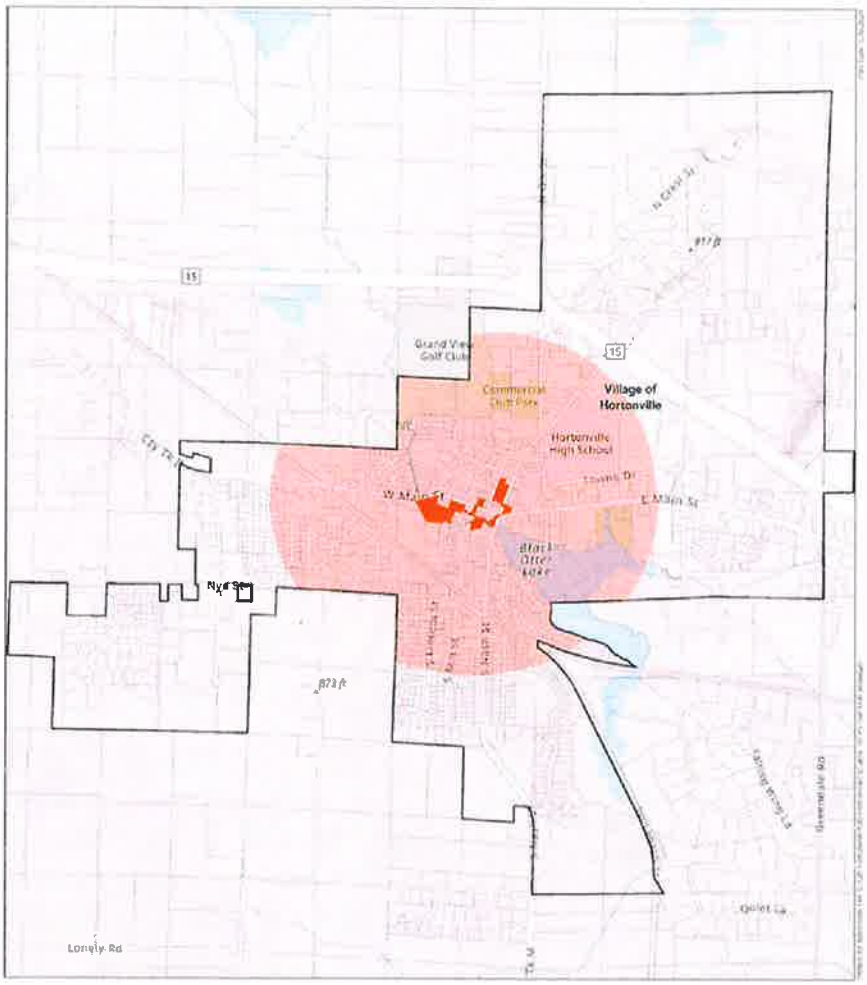
SECTION 2:
Map of Current District Boundary

A map identifying the current boundaries of the District is found on the following page. The District's boundaries are not being amended.



Tax Incremental District No. 4 Project Plan Amendment
Village of Hortonville
Prepared by Ehlers

Page | 7



Tax Incremental District No. 4 Project Plan Amendment
Village of Hortonville
Prepared by Ehlers

Page | 8

SECTION 3:

Map Showing Existing Uses and Conditions

The District's boundaries are not being amended. The "Map Showing Existing Uses and Conditions" included within the District's amended Project Plan dated June 3, 2021 remains unchanged and is incorporated by reference as part of this Plan Amendment.

SECTION 4:
Equalized Value Test

No territory will be added to the District. Demonstration of compliance with the equalized value test is not required for this Plan Amendment.

SECTION 5:
Statement Listing the Kind, Number and Location of All Proposed Public Works or Improvements Within the District

No changes to Project Costs are planned. The "Statement Listing the Kind, Number and Location of All Proposed Public Works or Improvements Within the District" included in the District's amended Project Plan dated June 3, 2021 remains unchanged and is incorporated by reference as part of this Plan Amendment.

SECTION 6:
Map Showing Proposed Improvements and Uses

The District's boundaries are not being amended. The "Map Showing Proposed Improvements and Uses" included within the District's amended Project Plan dated June 3, 2021 remains unchanged and is incorporated by reference as part of this Plan Amendment.

SECTION 7:
Detailed List of Estimated Project Costs

The costs to be added through this Plan Amendment are allocations/donations to District #10, #11, and #12. The costs included in the project plan approved in 2013 and the amended project plan approved in 2017 are unchanged and included for reference.

Village of Hortonville, Wisconsin
Tax Increment District No. 4
Estimated Project List

Project ID	Project Name/Type	Phase I 2021	Phase II 2024	Total
1	Developer Incentive	500,000		500,000
2	State Highway 15 Reconstruction		797,878	797,878
3	Givons Road		300,000	300,000
Total Projects		500,000	1,097,878	1,597,878

Village of Hortonville, Wisconsin
Tax Increment District No. 4
Detailed List of Estimated Project Costs

Project Name/Type	Est. Cost
Donations/Allocations to TID No. 5	1,711,068

SECTION 8:

Economic Feasibility Study, Description of the Methods of Financing Estimated Project Costs and the Time When Related Costs or Monetary Obligations are to be Incurred

This Section includes an updated forecast of the valuation increases expected within the District, the associated tax increment collections, and a projected cash flow demonstrating that the District remains economically feasible.

Key Assumptions

The Project Costs the Village plans to make within TID No. 4 in 2026 include financing infrastructure improvements totaling approximately $800 thousand.

Estimated incremental valuations for TID No. 5 are included in **Table 1. 5**Assuming an equalized TID Interim tax rate of $15.45 per thousand and no economic appreciation or depreciation, the District would generate approximately $4.2 million in incremental tax revenue over the remaining life of the District as shown in **Table 2**.

Table 3 includes a cash flow projection for TID No. 4 including existing obligations and proposed 2026 projects. TID No. 4 is projected to close in 2031. **Table 4** includes a cash flow projection with $1.7 million of donations to Recipient District No. 5. This extends the projected closure of TID No. 4 to 2037 (an additional 6 years).

Table 1 – Development Assumptions

Village of Hortonville, Wisconsin

Tax Increment District No. 4

Development Assumptions

Construction Year		Actual	DOR Correction	Annual Total	Construction Year	
Previous Years		5,591,000				
6	2022	10,523,600		**10,523,600**	2022	6
7	2023	2,321,300		**2,321,300**	2023	7
8	2024		4,800	**4,800**	2024	8
9	2025			**0**	2025	9
10	2026			**0**	2026	10
11	2027			**0**	2027	11
12	2028			**0**	2028	12
13	2029			**0**	2029	13
14	2030			**0**	2030	14
15	2031			**0**	2031	15
16	2032			**0**	2032	16
17	2033			**0**	2033	17
18	2034			**0**	2034	18
19	2035			**0**	2035	19
20	2036			**0**	2036	20
	Totals	**18,435,900**	**4,800**	**18,440,700**		

Table 2 – Tax Increment Projection Worksheet

Village of Hortonville, Wisconsin

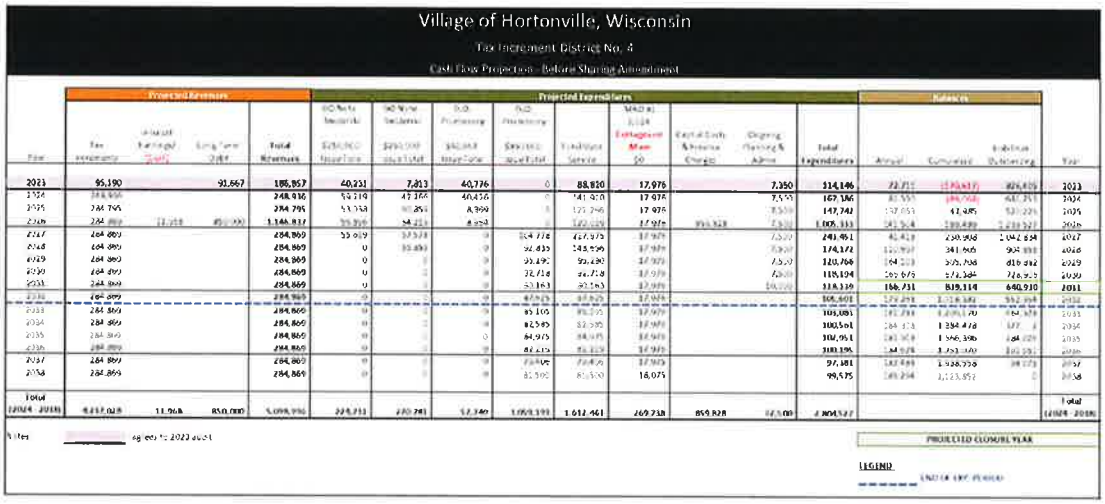
Tax Increment District No. 4

Tax Increment Projection Worksheet

Type of District	Mixed Use		Base Value	4,288,600
District Creation Date	March 2, 2017		Economic Change Factor	0.00%
Valuation Date	Jan 1,	2017	Apply to Base Value	No
Max Life (Years)	20		Base Tax Rate	$15.45
Expenditure Period/Termination	15	3/2/2032	Rate Adjustment Factor	0.00%
Revenue Periods/Final Year	20	2038		
Extension Eligibility/Years	Yes	3		
Eligible Recipient District	No			

	Construction Year	Value Added	Valuation Year	Economic Change	Total Increment	Revenue Year	Tax Rate[1]	Tax Increment
6	2022	10,523,600	2023	0	16,114,600	2024	$15.45	248,936
7	2023	2,321,300	2024	0	18,435,900	2025	$15.45	284,795
8	2024	4,800	2025	0	18,440,700	2026	$15.45	284,869
9	2025	0	2026	0	18,440,700	2027	$15.45	284,869
10	2026	0	2027	0	18,440,700	2028	$15.45	284,869
11	2027	0	2028	0	18,440,700	2029	$15.45	284,869
12	2028	0	2029	0	18,440,700	2030	$15.45	284,869
13	2029	0	2030	0	18,440,700	2031	$15.45	284,869
14	2030	0	2031	0	18,440,700	2032	$15.45	284,869
15	2031	0	2032	0	18,440,700	2033	$15.45	284,869
16	2032	0	2033	0	18,440,700	2034	$15.45	284,869
17	2033	0	2034	0	18,440,700	2035	$15.45	284,869
18	2034	0	2035	0	18,440,700	2036	$15.45	284,869
19	2035	0	2036	0	18,440,700	2037	$15.45	284,869
20	2036	0	2037	0	18,440,700	2038	$15.45	284,869
	Totals (Revenue Years 2024 - 2036)	12,849,700		0			Future Value of Increment	4,237,028

Table 3 - Cash Flow For Donor TID Before Sharing



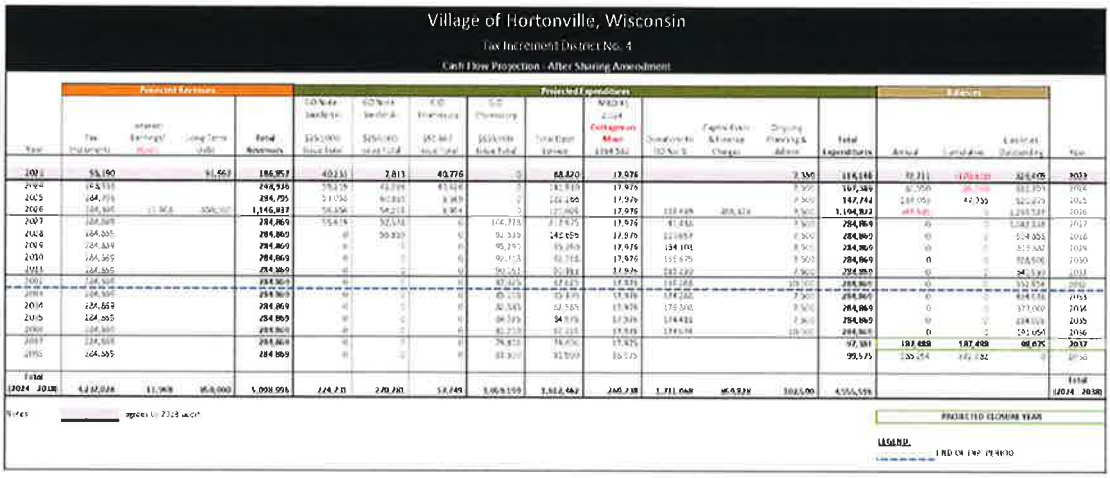
Village of Hortonville, Wisconsin
Tax Increment District No. 4
Cash Flow Projection - Before Sharing Amendment

	Projected Revenues				Projected Expenditures								Balances			
Year	Tax Increment	Personal Property Aid	Exempt Computer Aid	Total Revenues	TID Note Interest	TID Note Principal	TID Developer Payments	TID Developer Grant	Transfer Admin Fee	Municipal Service Payment	Capital Outlay & Project Charges	Ongoing Planning & Admin	Total Expenditures	Annual	Cumulative	Positive (Negative)	Year
2023	95,190		91,667	186,857	40,231	7,813	40,736	0	88,810	17,976		7,350	114,146	72,711	(5,754,517)	826,429	2023
2024	284,869			284,869	39,219	47,364	40,436	0	741,000	17,976		7,555	167,136	87,553	(5,666,964)	643,293	2024
2025	284,795			284,795	33,338	46,251	4,999	0	122,296	17,976		8,500	147,740	137,055	(5,529,909)	521,229	2025
2026	284,869	11,968	850,000	1,146,837	26,956	54,211	4,954	0	122,296	17,976	950,000	7,550	1,005,333	141,504	(5,388,405)	2,289,327	2026
2027	284,869			284,869	20,019	37,578	0	0	854,776	427,975	0	7,550	248,451	36,418	(5,352,000)	2,041,694	2027
2028	284,869			284,869	0	35,493	0	0	92,833	248,599	0	7,550	174,172	110,697	(5,241,303)	1,952,391	2028
2029	284,869			284,869	0	0	0	0	93,492	93,490	0	7,550	120,766	164,103	(5,077,200)	1,816,494	2029
2030	284,869			284,869	0	0	0	0	92,718	24,718	0	7,550	119,104	165,765	(4,911,435)	1,982,259	2030
2031	284,869			284,869	0	0	0	0	93,163	93,163	0	7,550	193,876	90,993	(4,820,442)	2,073,252	2031
2032	284,869			284,869	0	0	0	0	92,625	92,625	0	7,550	192,800	92,069	(4,728,373)	2,165,321	2032
2033	284,869			284,869	0	0	0	0	93,105	93,105	0	7,550	193,681	91,188	(4,637,185)	2,256,509	2033
2034	284,869			284,869	0	0	0	0	92,595	92,595	0	7,550	192,741	92,128	(4,545,057)	2,348,637	2034
2035	284,869			284,869	0	0	0	0	94,975	94,975	0	7,550	197,501	87,368	(4,457,689)	2,436,005	2035
2036	284,869			284,869	0	0	0	0	92,425	92,425	0	7,550	192,400	92,469	(4,365,220)	2,528,474	2036
2037	284,869			284,869	0	0	0	0	73,845	73,845	0	7,550	155,240	129,629	(4,235,591)	2,658,103	2037
2038	284,869			284,869	0	0	0	0	81,500	81,500	0	16,075	99,575	185,294	(4,050,297)	2,843,397	2038
Total (2024 - 2038)	4,417,028	11,968	850,000	5,099,996	219,731	230,241	52,340	1,059,191	1,612,461	269,738	859,828	92,109	4,804,527				Total (2024 - 2038)

Notes

LEGEND

Table 4 – Cash Flow For Donor TID After Sharing



Village of Hortonville, Wisconsin
Tax Increment District No. 4
Cash Flow Projection - After Sharing Amendment

Year	Projected Revenues				Projected Expenditures								Balances			
	Tax Increments	Interest Earnings	Long Term Debt	Total Revenues												
2024	55,190		91,667	186,857	40,231	2,811	40,776	0	68,820	17,976		9,330	179,944	97,211	(29,820)	326,405
2025	185,930			278,936	59,216	42,299	41,448	0	181,810	17,976		9,330	351,979	97,556	68,180	662,351
2026	184,755			284,755	51,036	40,881	8,969	0	184,166	17,976		9,330	312,358	197,956	42,735	525,449
2027	184,369	11,968	950,000	1,146,337	56,036	54,213	8,964	0	127,969	17,976	338,436	9,330	1,194,823	(48,486)	0	1,243,309
2027	184,869			284,869	55,676	52,516	0	104,778	213,675	17,976	81,430	9,330	284,869	0	0	1,243,309
2028	284,869			284,869	0	50,820	0	92,339	248,699	17,976	122,857	9,330	284,869	0	0	554,858
2029	284,869			284,869	0	0	0	95,293	95,293	17,976	154,103	9,330	284,869	0	0	839,532
2030	284,869			284,869	0	0	0	92,153	92,153	17,976	155,675	9,330	284,869	0	0	954,500
2031	284,869			284,869	0	0	0	90,651	90,651	17,976	162,222	9,330	284,869	0	0	1,076,718
2032	284,869			284,869	0	0	0	87,625	87,625	17,976	160,268	9,330	284,869	0	0	1,161,962
2033	284,869			284,869	0	0	0	85,178	85,178	17,976	174,385	9,330	284,869	0	0	1,161,962
2034	284,869			284,869	0	0	0	82,585	82,585	17,976	175,908	9,330	284,869	0	0	1,161,962
2035	284,869			284,869	0	0	0	84,579	84,579	17,976	174,984	9,330	284,869	0	0	1,161,962
2036	284,869			284,869	0	0	0	82,218	82,218	17,976	174,644	9,330	284,869	0	0	1,161,962
2037	284,869			284,869	0	0	0	79,423	79,423	17,976			97,399	187,469	187,469	1,161,962
2038	284,869			284,869	0	0	0	81,869	81,869	17,976			99,845	184,024	0	1,161,962
Total (2024 - 2038)	4,237,034	11,968	950,000	5,098,996	324,231	293,780	53,749	1,069,199	1,612,462	269,638	1,731,068	85,937	3,486,534			Total (2024 - 2038)

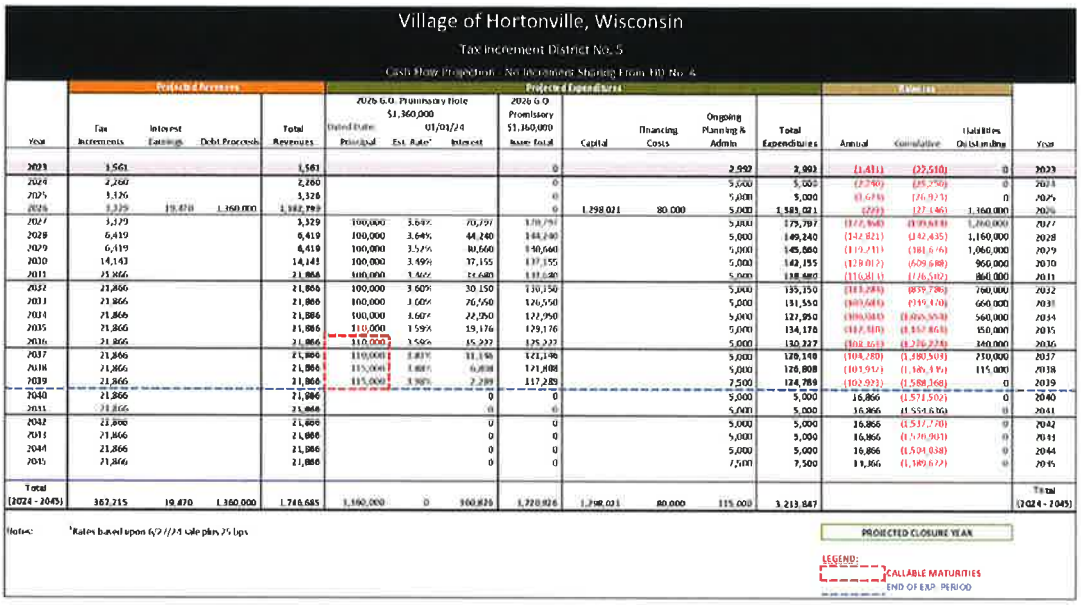
Notes

PROJECTED CLOSURE YEAR

LEGEND

END OF TIF PERIOD

Table 5 - Cash Flow For Recipient TID No. 5 Before Sharing



Village of Hortonville, Wisconsin

Tax Increment District No. 5

Cash Flow Projection - No Increment Sharing From TID No. 4

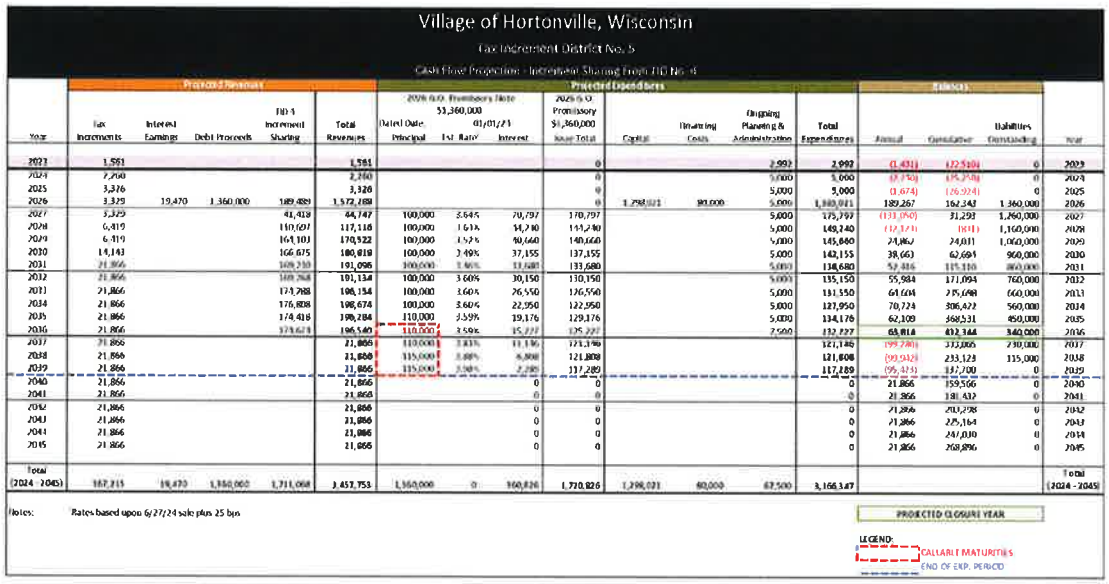
	Projected Revenues				Projected Expenditures							Balances			
					2026 G.O. Promissory Note $1,360,000			2026 G.O. Promissory $1,360,000							
Year	Tax Increments	Interest Earnings	Debt Proceeds	Total Revenues	Dated Date: 01/01/26 Principal	Est. Rate*	Interest	Issue Total	Capital	Financing Costs	Ongoing Planning & Admin	Total Expenditures	Annual	Cumulative	Liabilities Outstanding	Year
2023	1,561			1,561				0			2,972	2,972	(1,411)	(22,510)	0	2023
2024	2,260			2,260				0			5,000	5,000	(2,740)	(25,250)	0	2024
2025	3,326			3,326				0			5,000	5,000	(1,674)	(26,923)	0	2025
2026	3,329	19,470	1,360,000	1,382,799				0	1,298,021	80,000	5,000	1,383,021	(222)	127,436	1,360,000	2026
2027	3,329			3,329	100,000	3.64%	70,797	170,797			5,000	175,797	(172,468)	(339,618)	1,260,000	2027
2028	6,419			6,419	100,000	3.64%	44,240	144,240			5,000	149,240	(142,821)	(482,439)	1,160,000	2028
2029	6,419			6,419	100,000	3.52%	80,660	180,660			5,000	185,660	(179,241)	(661,679)	1,060,000	2029
2030	14,143			14,143	100,000	3.49%	37,155	137,155			5,000	142,155	(128,012)	(789,688)	960,000	2030
2031	15,866			15,866	100,000	3.46%	25,680	125,680			5,000	130,680	(114,814)	(904,502)	860,000	2031
2032	21,866			21,866	100,000	3.60%	30,150	130,150			5,000	135,150	(113,284)	(839,786)	760,000	2032
2033	21,866			21,866	100,000	3.60%	26,550	126,550			5,000	131,550	(109,684)	(949,470)	660,000	2033
2034	21,866			21,866	100,000	3.60%	22,950	122,950			5,000	127,950	(106,084)	(1,056,553)	560,000	2034
2035	21,866			21,866	110,000	1.59%	19,176	129,176			5,000	134,176	(112,310)	(1,168,863)	450,000	2035
2036	21,866			21,866	110,000	3.59%	15,227	125,227			5,000	130,227	(108,361)	(1,277,224)	340,000	2036
2037	21,866			21,866	110,000	3.83%	11,196	121,196			5,000	126,196	(104,330)	(1,380,554)	230,000	2037
2038	21,866			21,866	115,000	3.88%	6,808	121,808			5,000	126,808	(103,942)	(1,484,496)	115,000	2038
2039	21,866			21,866	115,000	3.98%	2,289	117,289			7,500	124,789	(102,923)	(1,588,368)	0	2039
2040	21,866			21,866				0	0		5,000	5,000	16,866	(1,571,502)	0	2040
2041	21,866			21,866				0	0		5,000	5,000	16,866	(1,554,636)	0	2041
2042	21,866			21,866				0	0		5,000	5,000	16,866	(1,537,770)	0	2042
2043	21,866			21,866				0	0		5,000	5,000	16,866	(1,520,903)	0	2043
2044	21,866			21,866				0	0		5,000	5,000	16,866	(1,504,038)	0	2044
2045	21,866			21,866				0	0		7,500	7,500	14,366	(1,489,672)	0	2045
Total (2024 - 2045)	362,215	19,470	1,360,000	1,740,685	1,360,000	0	360,826	1,720,826	1,298,021	80,000	115,000	3,213,847				Total (2024 - 2045)

Notes: *Rates based upon 6/27/24 sale plus 2% bps

PROJECTED CLOSURE YEAR

LEGEND:
CALLABLE MATURITIES
END OF EXP. PERIOD

Table 6 - Cash Flow For Recipient TID No. 5 After Sharing



Village of Hortonville, Wisconsin

Tax Increment District No. 5

Cash Flow Projection - Increment Sharing From TID No. 4

Year	Projected Revenues: Tax Increments	Interest Earnings	Debt Proceeds	TID 4 Increment Sharing	Total Revenues	Projected Expenditures: 2026 G.O. Promissory Note $3,360,000 Dated Date 01/01/27 Principal	Est. Rate*	Interest	2025 G.O. Promissory $1,360,000 Issue Total	Capital	Financing Costs	Ongoing Planning & Administration	Total Expenditures	Balances: Annual	Cumulative	Liabilities Outstanding	Year
2023	1,561				1,561				0			2,992	2,992	(1,431)	(22,510)	0	2023
2024	7,260				2,260				0			5,000	5,000	(2,740)	(25,250)	0	2024
2025	3,326				3,326				0			5,000	5,000	(1,674)	(26,924)	0	2025
2026	3,329	19,470	1,360,000	189,482	1,572,281				0	1,298,021	80,000	5,000	1,383,021	189,260	162,343	1,360,000	2026
2027	3,329			41,438	44,767	100,000	3.64%	70,797	170,797			5,000	175,797	(131,030)	31,293	1,260,000	2027
2028	6,319			110,607	117,116	100,000	3.61%	54,240	154,240			5,000	159,240	(42,124)	(831)	1,160,000	2028
2029	6,319			164,103	170,422	100,000	3.52%	40,660	140,660			5,000	145,660	24,762	24,011	1,060,000	2029
2030	14,143			166,675	180,819	100,000	3.49%	37,155	137,155			5,000	142,155	38,663	62,694	960,000	2030
2031	21,866			169,230	191,096	100,000	3.46%	33,680	133,680			5,000	138,680	52,416	115,110	860,000	2031
2032	21,866			169,268	191,134	100,000	3.60%	30,150	130,150			5,000	135,150	55,984	171,094	760,000	2032
2033	21,866			154,788	176,654	100,000	3.60%	26,550	126,550			5,000	131,550	45,104	216,198	660,000	2033
2034	21,866			176,808	198,674	100,000	3.60%	22,950	122,950			5,000	127,950	70,724	286,922	560,000	2034
2035	21,866			174,418	196,284	110,000	3.59%	19,176	129,176			5,000	134,176	62,109	348,531	450,000	2035
2036	21,866			173,661	195,527	110,000	3.59%	15,727	125,727			7,500	133,227	62,300	410,831	340,000	2036
2037	21,866				21,866	110,000	3.83%	11,196	121,196				121,196	(99,330)	311,501	230,000	2037
2038	21,866				21,866	115,000	3.88%	6,808	121,808				121,808	(99,942)	211,559	115,000	2038
2039	21,866				21,866	115,000	3.98%	2,289	117,289				117,289	(95,423)	116,136	0	2039
2040	21,866				21,866				0				0	21,866	138,002	0	2040
2041	21,866				21,866				0				0	21,866	159,868	0	2041
2042	21,866				21,866				0				0	21,866	181,734	0	2042
2043	21,866				21,866				0				0	21,866	203,598	0	2043
2044	21,866				21,866				0				0	21,866	225,464	0	2044
2045	21,866				21,866				0				0	21,866	247,330	0	2045
Total (2024 - 2045)	267,215	19,470	1,360,000	1,711,068	3,457,753	1,360,000	0	360,826	1,720,826	1,298,021	80,000	67,500	3,166,347				Total (2024 - 2045)

Notes: Rates based upon 6/27/24 sale plus 25 bps

PROJECTED CLOSURE YEAR

LEGEND:
CALLABLE MATURITIES
END OF EXP. PERIOD

SECTION 9:
Annexed Property

No territory is being added to the District as part of this Plan Amendment.

SECTION 10:
Estimate of Property to be Devoted to Retail Business

Pursuant to Wis. Stat. § 66.1105(5)(b), the Village estimates that less than 35% of the territory within the District will be devoted to retail business at the end of the District's maximum expenditure period.

SECTION 11:
Proposed Changes of Zoning Ordinances, Master Plan, Map, Building Codes and Village Ordinances

Zoning Ordinances

The proposed Plan Amendment is in general conformance with the Village's current zoning ordinances. Individual properties may require rezoning at the time of development.

Master (Comprehensive) Plan and Map

The proposed Plan Amendment is in general conformance with the Village's Comprehensive Plan identifying the area as appropriate for Mixed Use development.

Building Codes and Ordinances

Development within the District will be required to conform to State Building Codes and will be subject to the Village's permitting and inspection procedures. The proposed Plan Amendment conforms to all relevant State and local ordinances, plans, and codes. No changes to the existing regulations are proposed or needed.

SECTION 12:
Statement of the Proposed Method for the Relocation of any Persons to be Displaced

Should the continued implementation of this Plan require relocation of individuals or business operations, relocations will be handled in compliance with Wis. Stat. Chapter 32 and Wis. Admin. Code ADM 92.

SECTION 13:
How Amendment of the Tax Incremental District Promotes the Orderly Development of the Village

This Plan Amendment promotes the orderly development of the Village by creating opportunities for mixed use development. Through use of tax increment financing, the Village can attract new investment that results in increased tax base. Development will occur in an orderly fashion in accordance with approved plans so that the Projects will be compatible with adjacent land uses.

SECTION 14:
List of Estimated Non-Project Costs

Non-project costs are public works projects which only partly benefit the District. Costs incurred that do not benefit the District may not be paid with tax increments. The only costs being added through this Plan Amendment are donations/allocations to existing Recipient Districts. These are not considered Non-Project Costs.

SECTION 15:
Legal Opinion Advising Whether the Plan is Complete and Complies with Wis. Stat. § 66.1105(4)(f)

NEED WET SIGNATURE & DATED LEGAL OPINION ON ATTORNEY LETTERHEAD

SAMPLE

Village President
Village of Hortonville
531 N Nash St
Hortonville, Wisconsin 54944-0099

RE: Project Plan Amendment for Tax Incremental District No. 4

Dear Village President:

Wisconsin Statute 66.1105(4)(f) requires that a project plan for a tax incremental financing district include an opinion provided by the Village Attorney advising as to whether the plan is complete and complies with Wisconsin Statute 66.1105. As Village Attorney for the Village of Hortonville, I have been asked to review the above-referenced project plan amendment for compliance with the applicable statutory requirements. Based upon my review, in my opinion, the amended Project Plan for the Village of Hortonville Tax Incremental District No. 4 is complete and complies with the provisions of Wisconsin Statute 66.1105.

Sincerely,

Village Attorney

SECTION 16:
Calculation of the Share of Projected Tax Increments Estimated to be Paid by the Owners of Property in the Overlying Taxing Jurisdictions

The following projection is provided to meet the requirements of Wis. Stat. § 66.1105(4)(i)4.

Village of Hortonville, Wisconsin

Tax Increment District No. 4

Estimated portion of taxes that owners of taxable property in each taxing jurisdiction overlaying district would pay by jurisdiction.

Revenue Year	Outagamie County	Black Otter Lake District	Village of Hortonville	Hortonville Area School District	Fox Valley Technical	Total	Revenue Year
2019	1,593	108	3,202	3,290	411	8,604	2019
2020	5,002	340	10,053	10,331	1,291	27,017	2020
2021	10,781	732	21,667	22,264	2,782	58,226	2021
2022	13,158	894	26,445	27,174	3,396	71,066	2022
2023	17,625	1,197	35,422	36,398	4,549	95,190	2023
2024	46,091	3,130	92,633	95,186	11,896	248,936	2024
2025	52,730	3,581	105,977	108,898	13,609	284,795	2025
2026	52,744	3,582	106,005	108,926	13,613	284,869	2026
2027	52,744	3,582	106,005	108,926	13,613	284,869	2027
2028	52,744	3,582	106,005	108,926	13,613	284,869	2028
2029	52,744	3,582	106,005	108,926	13,613	284,869	2029
2030	52,744	3,582	106,005	108,926	13,613	284,869	2030
2031	52,744	3,582	106,005	108,926	13,613	284,869	2031
2032	52,744	3,582	106,005	108,926	13,613	284,869	2032
2033	52,744	3,582	106,005	108,926	13,613	284,869	2033
2034	52,744	3,582	106,005	108,926	13,613	284,869	2034
2035	52,744	3,582	106,005	108,926	13,613	284,869	2035
2036	52,744	3,582	106,005	108,926	13,613	284,869	2036
2037	52,744	3,582	106,005	108,926	13,613	284,869	2037
2038	52,744	3,582	106,005	108,926	13,613	284,869	2038
Totals	784,495	53,271	1,576,669	1,620,121	202,471	4,237,028	

LOCK IN OF ALL APPOINTMENTS, ORDINANCE NOS. Z-7 AND C—2024-25, AND RESOLUTION NOS. Z-6, 99, 100, 101, 102, 103, 104, 105, 106, 107, 108, 109, 110, 111, 112, 115, 116, 117, AND 118—2024-25.

Vote for lock in. ROLL CALL: 31 yes, 5 absent. ALL APPOINTMENTS, ORDINANCE NOS. Z-7 AND C—2024-25, AND RESOLUTION NOS. Z-6, 99, 100, 101, 102, 103, 104, 105, 106, 107, 108, 109, 110, 111, 112, 115, 116, 117, AND 118—2024-25 ARE ADOPTED & LOCKED IN.

VOTE RESULTS 31 YES 0 NO 0 ABSTAIN 5 ABSENT

Lock in of Appointments, Ord. Nos. Z-7 and C, Res. Nos. Z-6 and 99-112, 115-118—2024-

Lock In of All Appointments and Ord. Nos. Z-7 and C—2024-25 and Res. Nos. Z-6, 99, 100, 101, 102, 103, 104, 117 and 118—2024-25. Passed With Majority of Full Membership

1 THOMPSON	YES	13 WEGAND	YES	25 JANKE	ABSENT
2 JOHNSON	YES	14 HERMES	ABSENT	26 WEINBERG	YES
3 SMITH	ABSENT	15 MacDONALD	YES	27 CULBERTSON	YES
4 PATIENCE	YES	16 SCHROEDER	YES	28 MONFILS	ABSENT
5 GABRIELSON	YES	17 CROATT	YES	29 WINTERFELDT	YES
6 KOSTELNY	YES	18 SPEARS	YES	30 NEJEDLO	YES
7 HAMMEN	YES	19 HEISER	YES	31 CLEGG	YES
8 LAWRENCE	YES	20 MITCHELL	YES	32 THYSSEN	ABSENT
9 KRUEGER	YES	21 CUFF	YES	33 VANDERHEIDEN	YES
10 LAMERS	YES	22 HAGEN	YES	34 RETTLER	YES
11 FERGUSON	YES	23 KLEMP	YES	35 KOURY	YES
12 McCABE	YES	24 THIEDE	YES	36 LAUTENSCHLAGER	YES

Outagamie County **12-10-24 County Board Meeting - December 10 2024 08:27:06 PM**

December 10, 2024 County Board Meeting

OpenMeeting

RECONSIDERATION OF ALL APPOINTMENTS, ORDINANCE NOS. Z-7 AND C—2024-25, AND RESOLUTION NOS. Z-6, 99, 100, 101, 102, 103, 104, 105, 106, 107, 108, 109, 110, 111, 112, 115, 116, 117, AND 118—2024-25.

Supervisor Nejedlo moved, seconded by Supervisor Wegand, to reconsider the above listed appointments, ordinances, and resolutions.

Vote for reconsideration. ROLL CALL: 29 yes, 2 no (Ferguson, Thiede), 5 absent. ALL APPOINTMENTS, ORDINANCE NOS. Z-7 AND C—2024-25, AND RESOLUTION NOS. Z-6, 99, 100, 101, 102, 103, 104, 105, 106, 107, 108, 109, 110, 111, 112, 115, 116, 117, AND 118—2024-25 ARE RECONSIDERED.



VOTE RESULTS — 29 YES | 2 NO | 0 ABSTAIN | 5 ABSENT

Reconsideration of Appointments, Ord. Nos. Z-7 and C, Res. Nos. Z-6 and 99-112, 115-118

Reconsideration of All Appointments and Ord. Nos. Z-7 and C—2024-25 and Res. Nos. Z-6, 99, 100, 101, 102, 115, 116, 117 and 118—2024-25.

Passed With Majority of Full Membership

1 THOMPSON	YES	13 WEGAND	YES	25 JANKE	ABSENT
2 JOHNSON	YES	14 HERMES	ABSENT	26 WEINBERG	YES
3 SMITH	ABSENT	15 MacDONALD	YES	27 CULBERTSON	YES
4 PATIENCE	YES	16 SCHROEDER	YES	28 MONFILS	ABSENT
5 GABRIELSON	YES	17 CROATT	YES	29 WINTERFELDT	YES
6 KOSTELNY	YES	18 SPEARS	YES	30 NEJEDLO	YES
7 HAMMEN	YES	19 HEISER	YES	31 CLEGG	YES
8 LAWRENCE	YES	20 MITCHELL	YES	32 THYSSEN	ABSENT
9 KRUEGER	YES	21 CUFF	YES	33 VANDERHEIDEN	YES
10 LAMERS	YES	22 HAGEN	YES	34 RETTLER	YES
11 FERGUSON	NO	23 KLEMP	YES	35 KOURY	YES
12 McCABE	YES	24 THIEDE	NO	36 LAUTENSCHLAGER	YES

Outagamie County Est. 1851 — 12-10-24 County Board Meeting - December 10 2024 08:26:45 PM — December 10, 2024 County Board Meeting — OpenMeeting Technologies

Resolution No. 111—2024-25 – Finance Committee. Approve to go on record in favor of the Village of Hortonville Project Plan Amendment to Tax Incremental District (TID) No. 5 as detailed in the attached amendment dated October 31, 2024, and recommend that the Outagamie County representative on the Village of Hortonville TID Board of Review vote in favor of this Amendment.

Supervisor Croatt moved, seconded by Supervisor Lautenschlager, for adoption.

ROLL CALL: 31 yes, 5 absent. RESOLUTION NO. 111—2024-25 IS ADOPTED.

VOTE RESULTS 31 YES 0 NO 0 ABSTAIN 5 ABSENT

Resolution No. 111—2024-25

Finance Committee. Approve to go on record in favor of the Village of Hortonville Project Plan Amendment t
in the attached amendment dated October 31, 2024, and recommend that the Outagamie County representative on the Village of Hortonville TID Board of Review vote in favor of this Amendment.

Passed With Majority of Full Membership

1 THOMPSON	YES	13 WEGAND	YES	25 JANKE	ABSENT
2 JOHNSON	YES	14 HERMES	ABSENT	26 WEINBERG	YES
3 SMITH	ABSENT	15 MacDONALD	YES	27 CULBERTSON	YES
4 PATIENCE	YES	16 SCHROEDER	YES	28 MONFILS	ABSENT
5 GABRIELSON	YES	17 CROATT	YES	29 WINTERFELDT	YES
6 KOSTELNY	YES	18 SPEARS	YES	30 NEJEDLO	YES
7 HAMMEN	YES	19 HEISER	YES	31 CLEGG	YES
8 LAWRENCE	YES	20 MITCHELL	YES	32 THYSSEN	ABSENT
9 KRUEGER	YES	21 CUFF	YES	33 VANDERHEIDEN	YES
10 LAMERS	YES	22 HAGEN	YES	34 RETTLER	YES
11 FERGUSON	YES	23 KLEMP	YES	35 KOURY	YES
12 McCABE	YES	24 THIEDE	YES	36 LAUTENSCHLAGER	YES

Outagamie County Est. 1851 **12-10-24 County Board Meeting - December 10 2024 08:15:59 PM**
December 10, 2024 County Board Meeting
OpenMeeting TECHNOLOGIES

RESOLUTION NO.: 111—2024-25

TO THE HONORABLE, THE OUTAGAMIE COUNTY BOARD OF SUPERVISORS

LADIES AND GENTLEMEN: ***MAJORITY***

The Village of Hortonville (the Village) has submitted a Project Plan Amendment to Tax Incremental District No. 5 (TID No. 5).

The Village created TID No. 5 on March 2, 2017 as a Blighted Area District in order to redevelop blighted properties, increase the tax base, and provide for and preserve employment opportunities within the Village. The proposed amendment is a project only amendment and will add approximately $3.06 million in project costs for the infrastructure improvements and ongoing items. The purpose of this amendment is to amend the categories, locations or costs of project costs to be made as permitted in Wisconsin State Satutes.

NOW THEREFORE, the undersigned members of the Finance Committee recommend adoption of the following resolution.

BE IT RESOLVED, that the Outagamie County Board of Supervisors does go on record in favor of the Village of Hortonville Project Plan Amendment to Tax Incremental District No. 5 as detailed in the attached Project Plan Amendment Village of Hortonville, Wisconsin Tax Incremental District No. 5 document dated October 31, 2024, which by reference is made a part hereof, and

BE IT FURTHER RESOLVED, that the Outagamie County Board of Supervisors recommend that the representative of Outagamie County on the Village of Hortonville TID Board of Review vote in favor of the Village of Hortonville Project Plan Amendment to TID No. 5, and

BE IT FINALLY RESOLVED, that the Outagamie County Clerk be directed to forward a copy of this resolution to the Village of Hortonville, the Outagamie County Finance Director, the Outagamie County Executive, and the Outagamie County Development and Land Services Director.

Dated this 10th day of December 2024

Respectfully Submitted,

FINANCE COMMITTEE

Chris Croatt

John Cuff

Karen Lawrence

Dana Johnson

Rick Lautenschlager

Duly and officially adopted by the County Board on: December 10th, 2024

Signed: _____ Board Chairperson

_____ County Clerk

Approved: 12.13.24

Vetoed: _____

Signed: _____ County Executive

October 31, 2024

PROJECT PLAN AMENDMENT

Village of Hortonville, Wisconsin

Tax Incremental District No. 5

EHLERS
PUBLIC FINANCE ADVISORS

Prepared by:

Ehlers
N19W24400 Riverwood Drive,
Suite 100
Waukesha, WI 53188

BUILDING COMMUNITIES. IT'S WHAT WE DO.

KEY DATES

Organizational Joint Review Board Meeting Held:	Scheduled November 7, 2024
Public Hearing Held:	Scheduled November 7, 2024
Approval by Plan Commission:	Scheduled November 7, 2024
Adoption by Board of Trustees:	Scheduled November 7, 2024
Approval by the Joint Review Board:	Scheduled for TBD

TABLE OF CONTENTS

Executive Summary 3
Map of Current District Boundary 6
Map Showing Existing Uses and Conditions 8
Equalized Value Test 8
Statement Listing the Kind, Number and Location of All Proposed Public Works or Improvements Within the District 9
Map Showing Proposed Improvements and Uses 16
Detailed List of Estimated Project Costs 19
Economic Feasibility Study, Description of the Methods of Financing Estimated Project Costs and the Time When Related Costs or Monetary Obligations are to be Incurred 20
Annexed Property 25
Estimate of Property to be Devoted to Retail Business 25
Proposed Changes of Zoning Ordinances, Master Plan, Map, Building Codes and Village Ordinances 25
Statement of the Proposed Method for the Relocation of any Persons to be Displaced 26
How Amendment of the Tax Incremental District Promotes the Orderly Development of the Village 26
List of Estimated Non-Project Costs 26
Legal Opinion Advising Whether the Plan is Complete and Complies with Wis. Stat. § 66.1105(4)(f) 28
Calculation of the Share of Projected Tax Increments Estimated to be Paid by the Owners of Property in the Overlying Taxing Jurisdictions 29

SECTION 1:
Executive Summary

DESCRIPTION OF DISTRICT

Tax Incremental District ("TID") No. 5 ("District") is a Blighted Area District created on March 2, 2017. The District was created to:

- Redevelop blighted properties,
- Increase the tax base and,
- Provide for and preserve employment opportunities within the Village

This is the first amendment to the District. This amendment is a project only amendment and will add approximately $3.06 million in project costs for the infrastructure improvements and ongoing items.

Purpose of Amendment

The purpose of this amendment, referred to hereafter as the Plan, the Amendment, or the Plan Amendment, is to:

- Amend the categories, locations or costs of project costs to be made as permitted under Wis. Stat. § 66.1105(4)(h)1. ("Project").

Estimated Total Project Cost Expenditures

The Village anticipated making total expenditures of approximately $470 thousand ("Project Costs") to undertake the projects listed in original Project Plan ("Plan"). This amendment will increase that allowable expenditures by approximately $3.06 million, so the total allowable expenditures will increase to approximately $3.5 million. Of the $3.06 million of additional project costs, approximately $1.48 million will only be undertaken if further development occurs to pay for these projects.

Incremental Valuation

This amendment isn't expected to increase the TIDs incremental valuation. Approximately $1.4 million of value will result from the Project. Creation of this additional value will be made possible by the Project Costs made within the District. A table detailing assumptions as to the development timing and associated values is included in the Economic Feasibility Study located within this Plan.

Expected Termination of District

Based on the Economic Feasibility Study located within Section 9 of this Plan, the Village anticipates that the District will generate sufficient tax increment to pay all Project Costs within its allowable 27 years.

Summary of Findings

As required by Wis. Stat. § 66.1105, and as documented in this Plan and the exhibits contained and referenced herein, the following findings are made:

1. That "but for" the creation of this District, the development projected to occur as detailed in this Plan: 1) would not occur; or 2) would not occur in the manner, at the values, or within the timeframe desired by the Village. In reaching this determination, the Village has considered:

   The substantial investment needed to provide the public infrastructure necessary to allow for development within the District. Absent the use of tax incremental financing, the Village is unable to fully fund this program of infrastructure improvements.

2. **The economic benefits of the District, as measured by increased employment, business and personal income, and property value, are sufficient to compensate for the cost of the improvements. In making this determination, the Village has considered the following information:**

   That the Developer's and/or businesses expanding in the TID are likely to purchase goods and services from local suppliers in construction of the Project, and induced effects of employee households spending locally for goods and services from retailers, restaurants and service companies.

3. **The benefits of the proposal outweigh the anticipated tax increments to be paid by the owners of property in the overlying taxing jurisdictions.** As required by Wis. Stat. § 66.1105(4)(i)4., a calculation of the share of projected tax increments estimated to be paid by the owners of property in the overlying taxing jurisdictions has been prepared and can be found in this Plan. However, because the Project would not occur without the use of tax incremental financing, these tax increments would not be paid but for creation of the District. Accordingly, the Village finds that the benefits expected to be realized as set forth in this Plan outweigh the value of the tax increments to be invested in the Project.

4. The boundaries of the District are not being amended.

5. The Project Costs relate directly to the elimination of blight in the District, consistent with the purpose for which the District is created.

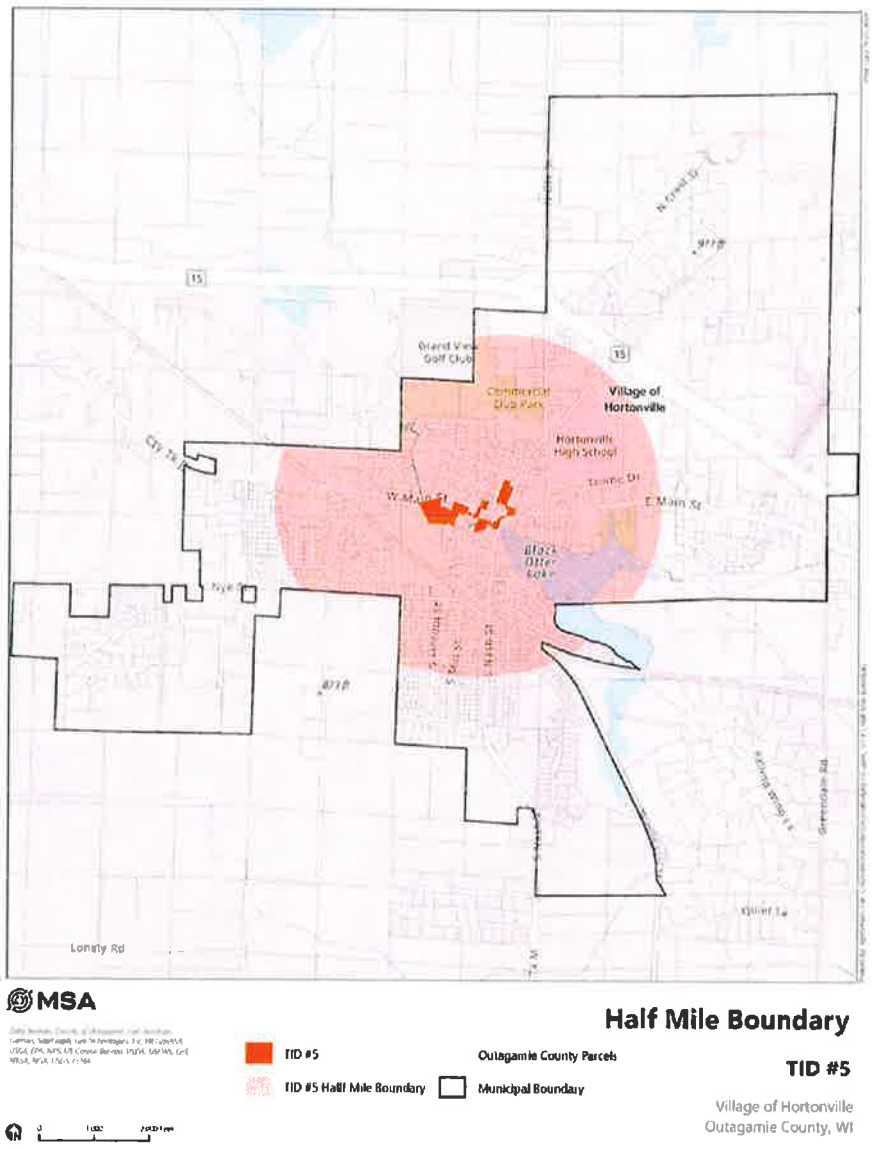
6. Improvements to be made in the District are likely to significantly enhance the value of substantially all of the other real property in the District.

7. The Plan for the District is feasible and is in conformity with the Master Plan of the Village.

8. The Village estimates that less than 35% of the territory within the District will be devoted to retail business at the end of the District's maximum expenditure period, pursuant to Wis. Stat. § 66.1105(5)(b).

SECTION 2:
Map of Current District Boundary

The District's boundaries are not being amended. The Map included within the District's original Project Plan dated March 2, 2017 remains unchanged and is incorporated by reference as part of this Plan Amendment.


MSA
Half Mile Boundary
TID #5
Village of Hortonville
Outagamie County, WI
TID #5
TID #5 Half Mile Boundary
Outagamie County Parcels
Municipal Boundary
Village of Hortonville
Hortonville High School
Black Otter Lake
Lonely Rd

SECTION 3:

Map Showing Existing Uses and Conditions

The District's boundaries are not being amended. The "Map Showing Existing Uses and Conditions" included within the District's original Project Plan dated March 2, 2017 remains unchanged and is incorporated by reference as part of this Plan Amendment.

SECTION 4:
Equalized Value Test

No territory will be added to the District. Demonstration of compliance with the equalized value test is not required for this Plan Amendment.

SECTION 5:
Statement Listing the Kind, Number and Location of All Proposed Public Works or Improvements Within the District

Project Costs are any expenditure made, estimated to be made, or monetary obligations incurred or estimated to be incurred as outlined in this Plan. Project Costs will be diminished by any income, special assessments or other revenues, including user fees or charges, other than tax increments, received or reasonably expected to be received in connection with the implementation of the Plan. If Project Costs incurred benefit territory outside the District, a proportionate share of the cost is not a Project Cost. Costs identified in this Plan are preliminary estimates made prior to design considerations and are subject to change after planning, design and construction is completed.

With all Project Costs, the costs of engineering, design, survey, inspection, materials, construction, restoring property to its original condition, apparatus necessary for public works, legal and other consultant fees, testing, environmental studies, permits, updating ordinances and plans, judgments or claims for damages and other expenses are included as Project Costs. The map found in Section 7 of this Plan along with the Detailed List of Project Costs found in Section 8 provide additional information as to the kind, number and location of potential Project Costs.

The "Statement of Kind, Number and Location of Proposed Public Works and Other Projects" set forth in the original District Project Plan approved on March 2, 2017 is amended to add the following Project Costs that the Village has made, expects to make, or may need to make, in conjunction with the implementation of the District's Plan or this Plan Amendment.

Property, Right-of-Way and Easement Acquisition

Property Acquisition for Development

To promote and facilitate development the Village may acquire property within the District. The cost of property acquired, and any costs associated with the transaction, are eligible Project Costs. Following acquisition, other Project Costs within the categories detailed in this Section may be incurred to make the property suitable for development. Any revenue received by the Village from the sale of property acquired pursuant to the execution of this Plan will be used to reduce the total project costs of the District. If total Project Costs incurred by the Village to acquire property and make it suitable for development exceed the revenues or other consideration received from the

sale or lease of that property, the net amount shall be considered "real property assembly costs" as defined in Wis. Stat. § 66.1105(2)(f)1.c., and subject to recovery as an eligible Project Cost.

Property Acquisition for Conservancy

To promote the objectives of this Plan, the Village may acquire property within the District that it will designate for conservancy. These conservancy objectives include: preserving historic resources or sensitive natural features; protection of scenic and historic views; maintaining habitat for wildlife; maintaining adequate open space; reduction of erosion and sedimentation by preserving existing vegetation; and providing adequate areas for management of stormwater. The cost of property acquired for conservancy, and any costs associated with the transaction, are eligible Project Costs.

Acquisition of Rights-of-Way

The Village may need to acquire property to allow for installation of streets, driveways, sidewalks, utilities, stormwater management practices and other public infrastructure. Costs incurred by the Village to identify, negotiate and acquire rights-of-way are eligible Project Costs.

Acquisition of Easements

The Village may need to acquire temporary or permanent easements to allow for installation and maintenance of streets, driveways, sidewalks, utilities, stormwater management practices and other public infrastructure. Costs incurred by the Village to identify, negotiate and acquire easement rights are eligible Project Costs.

Relocation Costs

If relocation expenses are incurred in conjunction with the acquisition of property, those expenses are eligible Project Costs. These costs may include but are not limited to: preparation of a relocation plan; allocations of staff time; legal fees; publication of notices; obtaining appraisals; and payment of relocation benefits as required by Wis. Stat. Chapter 32 and Wis. Admin. Code ADM 92.

Site Preparation Activities

Environmental Audits and Remediation

If it becomes necessary to evaluate any land or improvement within the District, any cost incurred by the Village related to environmental audits, testing, and remediation are eligible Project Costs.

Demolition

To make sites suitable for development, the Village may incur costs related to demolition and removal of structures or other land improvements, to include abandonment of wells or other existing utility services.

Site Grading

Land within the District may require grading to make it suitable for development, to provide access, and to control stormwater runoff. The Village may need to remove and dispose of excess material, or bring in fill material to provide for proper site elevations. Expenses incurred by the Village for site grading are eligible Project Costs.

Utilities

Sanitary Sewer System Improvements

To allow development to occur, the Village may need to construct, alter, rebuild or expand sanitary sewer infrastructure within the District. Eligible Project Costs include, but are not limited to, construction, alteration, rebuilding or expansion of: collection mains; manholes and cleanouts; service laterals; force mains; interceptor sewers; pumping stations; lift stations; wastewater treatment facilities; and all related appurtenances. To the extent sanitary sewer projects undertaken within the District provide direct benefit to land outside of the District, the Village will make an allocation of costs based on such benefit. Those costs corresponding to the benefit allocated to land within the District, and necessitated by the implementation of the Project Plan, are eligible Project Costs. Implementation of the Project Plan may also require that the Village construct, alter, rebuild or expand sanitary sewer infrastructure located outside of the District. That portion of the costs of sanitary sewer system projects undertaken outside the District which are necessitated by the implementation of the Project Plan are eligible Project Costs.

Water System Improvements

To allow development to occur, the Village may need to construct, alter, rebuild or expand water system infrastructure within the District. Eligible Project Costs include, but are not limited to, construction, alteration, rebuilding or expansion of: distribution mains; manholes and valves; hydrants; service laterals; pumping stations; wells; water treatment facilities; storage tanks and reservoirs; and all related appurtenances. To the extent water system projects undertaken within the District provide direct benefit to land outside of the District, the Village will make an allocation of costs based on such benefit. Those costs corresponding to the benefit allocated to land within the District, and necessitated by the

implementation of the Project Plan, are eligible Project Costs. Implementation of the Project Plan may also require that the Village construct, alter, rebuild or expand water system infrastructure located outside of the District. That portion of the costs of water system projects undertaken outside the District which are necessitated by the implementation of the Project Plan are eligible Project Costs.

Stormwater Management System Improvements

Development within the District will cause stormwater runoff. To manage this stormwater runoff, the Village may need to construct, alter, rebuild or expand stormwater management infrastructure within the District. Eligible Project Costs include, but are not limited to, construction, alteration, rebuilding or expansion of: stormwater collection mains; inlets, manholes and valves; service laterals; ditches; culvert pipes; box culverts; bridges; stabilization of stream and river banks; and infiltration, filtration and detention Best Management Practices (BMP's). To the extent stormwater management system projects undertaken within the District provide direct benefit to land outside of the District, the Village will make an allocation of costs based on such benefit. Those costs corresponding to the benefit allocated to land within the District, and necessitated by the implementation of the Project Plan, are eligible Project Costs. Implementation of the Project Plan may also require that the Village construct, alter, rebuild or expand stormwater management infrastructure located outside of the District. That portion of the costs of stormwater management system projects undertaken outside the District which are necessitated by the implementation of the Project Plan are eligible Project Costs.

Electric Service

To create sites suitable for development, the Village may incur costs to provide, relocate or upgrade electric services. Relocation may require abandonment and removal of existing poles or towers, installation of new poles or towers, or burying of overhead electric lines. Costs incurred by the Village to undertake this work are eligible Project Costs.

Gas Service

To create sites suitable for development, the Village may incur costs to provide, relocate or upgrade gas mains and services. Costs incurred by the Village to undertake this work are eligible Project Costs.

Communications Infrastructure

To create sites suitable for development, the Village may incur costs to provide, relocate or upgrade infrastructure required for voice and data communications, including, but not limited to: telephone lines, cable lines and fiber optic cable. Costs incurred by the Village to undertake this work are eligible Project Costs.

Streets and Streetscape

Street Improvements

To allow development to occur, the Village may need to construct or reconstruct streets, highways, alleys, access drives and parking areas. Eligible Project Costs include, but are not limited to: excavation; removal or placement of fill; construction of road base; asphalt or concrete paving or repaving; installation of curb and gutter; installation of sidewalks and bicycle lanes; installation of culverts, box culverts and bridges; rail crossings and signals; utility relocation, to include burying overhead utility lines; street lighting; installation of traffic control signage and traffic signals; pavement marking; right-of-way restoration; installation of retaining walls; and installation of fences, berms, and landscaping.

Streetscaping and Landscaping

To attract development consistent with the objectives of this Plan, the Village may install amenities to enhance development sites, rights-of-way and other public spaces. These amenities include but are not limited to: landscaping; lighting of streets, sidewalks, parking areas and public areas; installation of planters, benches, clocks, tree rings, trash receptacles and similar items; and installation of brick or other decorative walks, terraces and street crossings. These and any other similar amenities installed by the Village are eligible Project Costs.

Community Development

Cash Grants (Development Incentives)

The Village may enter into agreements with property owners, lessees, or developers of land located within the District for sharing costs to encourage the desired kind of improvements and assure tax base is generated sufficient to recover Project Costs. No cash grants will be provided until the Village executes a developer agreement with the recipient of the cash grant. Any payments of cash grants made by the Village are eligible Project Costs.

Revolving Loan/Grant Program

To encourage private redevelopment consistent with the objectives of this Plan, the Village, may provide loans and/or matching grants to eligible property owners in the District. Loan and/or matching grant recipients will be required to sign an agreement specifying the nature of the property improvements to be made. Eligible improvements will be those that are likely to improve the value of the property, enhance the visual appearance of the property and surrounding area, correct safety deficiencies, or as otherwise specified by the program manual. Any funds returned to the Village from the repayment of loans made are not considered revenues to the District, and will not be used to offset District Project Costs. Instead, these funds may be placed into a revolving loan fund and will continue to be used for the program purposes stated above. Any funds provided for purposes of implementing this program are considered eligible Project Costs.

Miscellaneous

Projects Outside the Tax Increment District

Pursuant to Wis. Stat. § 66.1105(2)(f)1.n, the Village may undertake projects within territory located within one-half mile of the boundary of the District provided that: 1) the project area is located within the Village's corporate boundaries; and 2) the projects are approved by the Joint Review Board. The cost of projects completed outside the District pursuant to this section are eligible project costs and may include any project cost that would otherwise be eligible if undertaken within the District. Of the additional project costs included in this Plan, the Village intends to make the following project cost expenditures outside the District:

- Sanitary Sewer, Watermain and Stormwater Improvements - $6,000
- District Improvements (Streetscaping, Lighting, Curb & Gutter, etc.) - $634,813

Professional Service and Organizational Costs

The costs of professional services rendered, and other costs incurred, in relation to the creation, administration and termination of the District, and the undertaking of the projects contained within this Plan, are eligible Project Costs. Professional services include but are not limited to: architectural; environmental; planning; engineering; legal; audit; financial; and the costs of informing the public with respect to the creation of the District and the implementation of the Plan.

Administrative Costs

The Village may charge to the District as eligible Project Costs reasonable allocations of administrative costs, including, but not limited to, employee salaries. Costs allocated will bear a direct connection to the time spent by Village employees relating to the implementation of the Plan.

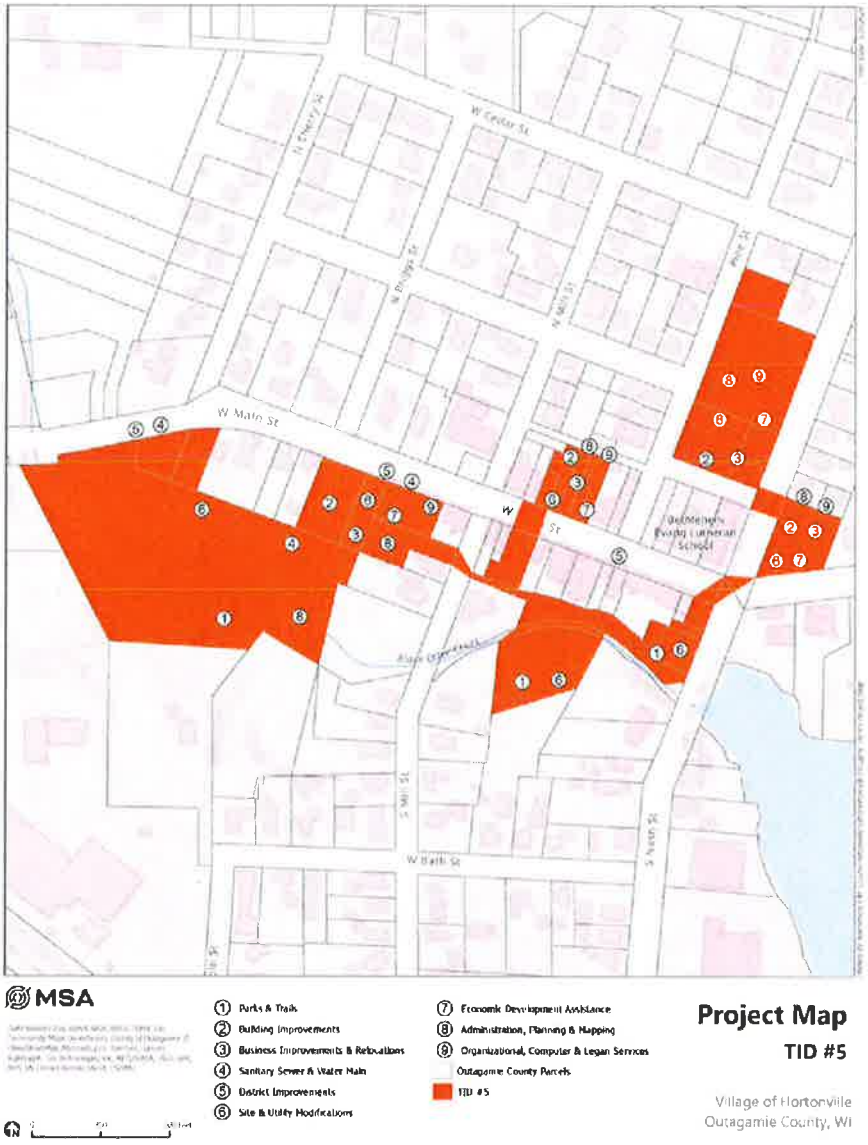
Financing Costs

Interest expense, debt issuance expenses, redemption premiums, and any other fees and costs incurred in conjunction with obtaining financing for projects undertaken under this Plan are eligible Project Costs.

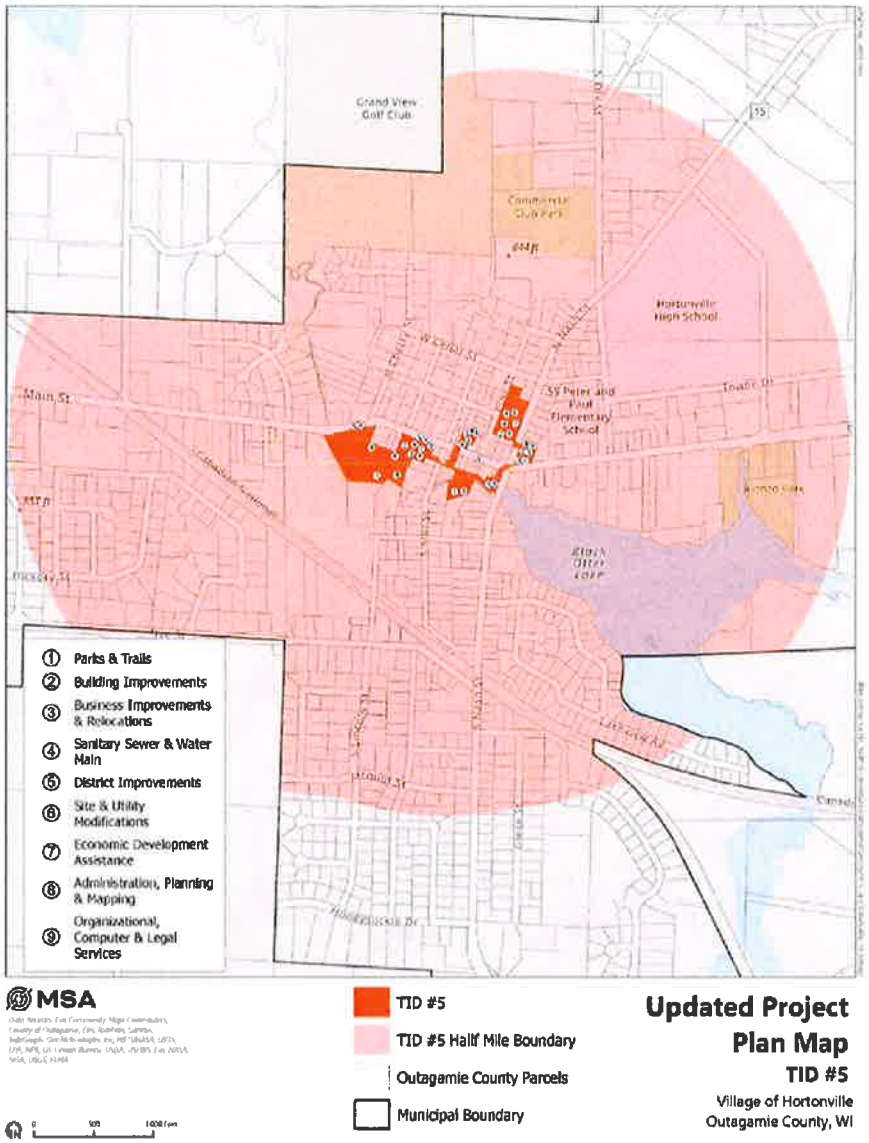
SECTION 6:
Map Showing Proposed Improvements and Uses

The District's boundaries are not being amended. The "Map Showing Proposed Improvements and Uses" has been amended and is included on the next page including the half-mile radius improvements.

Detailed Project Map



Full Half-Mile Project Map



SECTION 7:

Detailed List of Estimated Project Costs

The following list identifies the original list of Project Costs approved on March 2, 2017 and the new project costs as part of this amendment that the Village has made, expects to make, or may need to make in conjunction with the implementation of the District's Plan or this Plan Amendment. All projects identified and related costs reflect the best estimates available as of the date of preparation of this Plan Amendment. All costs are preliminary estimates and may increase or decrease. Certain Project Costs listed may become unnecessary, and other Project Costs not currently identified may need to be made. (Section 6 details the general categories of eligible Project Costs). Changes in Project Cost totals or the types of Project Costs to be incurred will not require that this Plan be amended. This Plan is not meant to be a budget nor an appropriation of funds for specific Project Costs, but a framework within which to manage Project Costs.

Village of Hortonville, Wisconsin

Tax Increment District No. 5

Detailed List of Estimated Project Costs - Prior Project Plan

Project	Project Name/Type	Original Plan	Totals	Spent to Date	Remaining
1	Building Acquisition, Demo, Improvements, Relocations	40,000	40,000		40,000
2	Sanitary Sewer, Water Main, and Storm Water Improvments	70,000	70,000		70,000
3	District Improvements (Street Scaping, lighting, Curb, Gutter, etc.)	160,000	160,000		160,000
4	Revolving Loan Fund (Business Improvement Loans)	180,000	180,000		180,000
5	Professional Services Related to the TID	20,000	20,000	24,808	(4,808)
Total Projects		470,000	470,000	24,808	445,192

Village of Hortonville, Wisconsin

Tax Increment District No. 5

Detailed List of Estimated Additional Project Costs

Project ID	Project Name/Type	Estimated Costs: Total Project Costs	Non-Project Costs	TID Project Costs	Percentage in 1/2 Mile	1/2 Mile	Estimated Timing
1	Parks and Trails	1,000,000	0	1,000,000	NA	0	TBD
2	Building Improvements	50,000	0	50,000	NA	0	TBD
6	Business Improvements and Relocations	10,000	0	10,000	NA	0	TBD
4	Sanitary Sewer Water Main and Stormwater Improvements	10,000	0	10,000	60%	6,000	2025 - 2026
5	District Improvements (Street Scaping, Lighting, Curb, Gutter Etc.)	1,058,021	0	1,058,021	60%	634,813	2025 - 2026
6	Site and Utility Modifications	100,000	0	100,000	NA	0	TBD
7	Economic Development Assistance (Cash Grants / MRO/ Loans)	320,000	0	320,000	NA	0	TBD
Ongoing							
8	Ongoing Planning & Administrative Costs	67,500	0	5,000	NA	0	2025 - 2045
9	Organizational	5,000	0	67,500	NA	0	2025 - 2045
10	Interest on Long Term Debt	360,826	0	360,826	NA	0	2026 - 2045
11	Financing Costs	80,000	0	80,000	NA	0	2024 - 2045
Total Projects		3,061,347	0	3,061,347		640,813	

Notes

TBD = Projects that will only undertaken based upon development occuring to pay for the project costs.

SECTION 8:
Economic Feasibility Study, Description of the Methods of Financing Estimated Project Costs and the Time When Related Costs or Monetary Obligations are to be Incurred

This Section includes an updated forecast of the valuation increases expected within the District, the associated tax increment collections, a summary of how remaining Project Costs would be financed, and a projected cash flow demonstrating that the District remains economically feasible.

Key Assumptions

The Project Costs the Village plans to make are expected to create approximately $1.4 million in incremental value by 2029. Estimated valuations and timing for construction of the Project are included in **Table 1.** Assuming the Village's current equalized TID Interim tax rate of $15.45 per thousand of equalized value, and no economic appreciation or depreciation, the Project would generate $367,215 in incremental tax revenue over the remaining life of the District as shown in **Table 2**.

Financing and Implementation

Implementation of the Plan includes road projects that include water, sewer and stormwater improvements, as well as, streetscaping and lighting that will benefit the District. In addition to the available increment, TID No. 4 will share available increment with TID No. 5. The Village projects with the revenue sources described above, that it will have enough revenue to pay for the projects. The Village will finance the cost of the construction through the issuance of General Obligation Notes with debt service to be paid from the tax increment generated by the Project. Cost of issuance, if any, will be paid from the debt proceeds.

Table 1 - Development Assumptions

Village of Hortonville, Wisconsin
Tax Increment District No. 5
Development Assumptions

Construction Year		Actual	Infill Retail	Downtown Corner Retail	DOR Correction	Annual Total	Construction Year	
Previous Years		91,700				**91,700**		
6	2022	54,600				**54,600**	2022	6
7	2023	69,000				**69,000**	2023	7
8	2024				200	**200**	2024	8
9	2025					**0**	2025	9
10	2026		200,000			**200,000**	2026	10
11	2027					**0**	2027	11
12	2028			500,000		**500,000**	2028	12
13	2029			500,000		**500,000**	2029	13
14	2030					**0**	2030	14
15	2031					**0**	2031	15
16	2032					**0**	2032	16
17	2033					**0**	2033	17
18	2034					**0**	2034	18
19	2035					**0**	2035	19
20	2036					**0**	2036	20
21	2037					**0**	2037	21
22	2038					**0**	2038	22
23	2039					**0**	2039	23
24	2040					**0**	2040	24
25	2041					**0**	2041	25
26	2042					**0**	2042	26
27	2043					**0**	2043	27
	Totals	215,300	200,000	1,000,000	200	1,415,500		

Table 2 – Tax Increment Projection Worksheet

Village of Hortonville, Wisconsin

Tax Increment District No. 5

Tax Increment Projection Worksheet

Type of District	Blighted Area	Base Value	520,300
District Creation Date	March 2, 2017	Economic Change Factor	0.00%
Valuation Date	Jan 1, 2017	Apply to Base Value	No
Max Life (Years)	27	Base Tax Rate	$15.45
Expenditure Period/Termination	22 3/2/2039	Rate Adjustment Factor	0.00%
Revenue Periods/Final Year	27 2045		
Extension Eligibility/Years	Yes 3		
Eligible Recipient District	Yes		

	Construction Year	Value Added	Valuation Year	Economic Change	Total Increment	Revenue Year	Tax Rate[1]	Tax Increment
6	2022	54,600	2023	0	146,300	2024	$15.45	2,260
7	2023	69,000	2024	0	215,300	2025	$15.45	3,326
8	2024	200	2025	0	215,500	2026	$15.45	3,329
9	2025	0	2026	0	215,500	2027	$15.45	3,329
10	2026	200,000	2027	0	415,500	2028	$15.45	6,419
11	2027	0	2028	0	415,500	2029	$15.45	6,419
12	2028	500,000	2029	0	915,500	2030	$15.45	14,143
13	2029	500,000	2030	0	1,415,500	2031	$15.45	21,866
14	2030	0	2031	0	1,415,500	2032	$15.45	21,866
15	2031	0	2032	0	1,415,500	2033	$15.45	21,866
16	2032	0	2033	0	1,415,500	2034	$15.45	21,866
17	2033	0	2034	0	1,415,500	2035	$15.45	21,866
18	2034	0	2035	0	1,415,500	2036	$15.45	21,866
19	2035	0	2036	0	1,415,500	2037	$15.45	21,866
20	2036	0	2037	0	1,415,500	2038	$15.45	21,866
21	2037	0	2038	0	1,415,500	2039	$15.45	21,866
22	2038	0	2039	0	1,415,500	2040	$15.45	21,866
23	2039	0	2040	0	1,415,500	2041	$15.45	21,866
24	2040	0	2041	0	1,415,500	2042	$15.45	21,866
25	2041	0	2042	0	1,415,500	2043	$15.45	21,866
26	2042	0	2043	0	1,415,500	2044	$15.45	21,866
27	2043	0	2044	0	1,415,500	2045	$15.45	21,866
	Totals (Revenue Years 2024 - 2036)	1,323,800		0		Future Value of Increment		367,215

Table 3 - Cash Flow Prior to Donations From TID 4

Village of Hortonville, Wisconsin
Tax Increment District No. 5
Cash Flow Projection - No Increment Sharing From TID No. 4

Year	Projected Revenues: Tax Increments	Interest Earnings	Debt Proceeds	Total Revenues	Projected Expenditures: 2026 G.O. Promissory Note $1,360,000 Dated Date: 01/01/26 Principal	Est. Rate[1]	Interest	2026 G.O. Promissory $1,360,000 Issue Total	Capital	Financing Costs	Ongoing Planning & Admin	Total Expenditures	Surplus: Annual	Cumulative	Liabilities Outstanding	Year
2023	1,561			1,561				0			2,992	2,992	(1,431)	(22,510)	0	2023
2024	2,260			2,260				0			5,000	5,000	(2,740)	(25,250)	0	2024
2025	3,326			3,326				0			5,000	5,000	(1,674)	(26,924)	0	2025
2026	3,329	19,470	1,360,000	1,382,799				0	1,298,021	80,000	5,000	1,383,021	(222)	(27,146)	1,360,000	2026
2027	3,329			3,329	100,000	3.64%	70,797	170,797			5,000	175,797	(172,468)	(199,614)	1,260,000	2027
2028	6,419			6,419	100,000	3.64%	44,240	144,240			5,000	149,240	(142,821)	(342,435)	1,160,000	2028
2029	6,419			6,419	100,000	3.64%	30,666	130,666			5,000	135,666	(129,247)	(471,682)	1,060,000	2029
2030	14,143			14,143	100,000	3.64%	17,155	117,155			5,000	122,155	(107,012)	(578,694)	960,000	2030
2031	21,866			21,866	100,000	3.64%	11,680	111,680			5,000	116,680	(94,814)	(673,507)	860,000	2031
2032	21,866			21,866	100,000	3.60%	30,150	130,150			5,000	135,150	(113,284)	(786,791)	760,000	2032
2033	21,866			21,866	100,000	3.60%	26,550	126,550			5,000	131,550	(109,684)	(896,475)	660,000	2033
2034	21,866			21,866	100,000	3.60%	22,950	122,950			5,000	127,950	(106,084)	(1,002,559)	560,000	2034
2035	21,866			21,866	110,000	3.59%	19,176	129,176			5,000	134,176	(112,310)	(1,114,869)	450,000	2035
2036	21,866			21,866	110,000	3.59%	15,227	125,227			5,000	130,227	(108,361)	(1,223,229)	340,000	2036
2037	21,866			21,866	110,000	3.83%	11,146	121,146			5,000	126,146	(104,280)	(1,327,509)	230,000	2037
2038	21,866			21,866	115,000	3.88%	6,808	121,808			5,000	126,808	(104,942)	(1,432,451)	115,000	2038
2039	21,866			21,866	115,000	3.98%	2,289	117,289			7,500	124,789	(102,923)	(1,535,374)	0	2039
2040	21,866			21,866				0			5,000	5,000	16,866	(1,518,508)	0	2040
2041	21,866			21,866				0			5,000	5,000	16,866	(1,501,642)	0	2041
2042	21,866			21,866				0			5,000	5,000	16,866	(1,484,776)	0	2042
2043	21,866			21,866				0			5,000	5,000	16,866	(1,467,910)	0	2043
2044	21,866			21,866				0			5,000	5,000	16,866	(1,451,044)	0	2044
2045	21,866			21,866				0			7,500	7,500	14,366	(1,436,677)	0	2045
Total (2024 - 2045)	267,215	19,470	1,360,000	1,746,685	1,360,000	0	360,826	1,720,826	1,298,021	80,000	115,000	3,213,847				Total (2024 - 2045)

Notes: [1]Rates based upon 6/27/24 sale plus 25 bps

PROJECTED CLOSURE YEAR

LEGEND:
CALLABLE MATURITIES
END OF EXP. PERIOD

Table 4 - Cash Flow After Donations From TID 4

Village of Hortonville, Wisconsin

Tax Increment District No. 5

Cash Flow Projection - Increment Sharing From TID No. 4

Year	Tax Increments	Interest Earnings	Debt Proceeds	TID 4 Increment Sharing	Total Revenues	2026 G.O. Promissory Note $1,360,000 Dated Date: 01/01/24 Principal	Est. Rate[1]	Interest	2026 G.O. Promissory $1,360,000 Issue Total	Capital	Financing Costs	Ongoing Planning & Administration	Total Expenditures	Annual	Cumulative	Liabilities Outstanding	Year
2023	1,561				1,561				0			2,992	2,992	(1,431)	(22,530)	0	2023
2024	7,760				7,760				0			5,000	5,000	(77,760)	(95,750)	0	2024
2025	3,326				3,326				0			5,000	5,000	(1,674)	(26,924)	0	2025
2026	3,329	19,470	1,360,000	189,469	1,572,288				0	1,298,021	80,000	5,000	1,383,021	189,267	162,343	1,360,000	2026
2027	3,329			38,438	41,767	100,000	1.61%	48,797	148,797			5,000	153,797	(111,030)	51,313	1,260,000	2027
2028	6,319			166,697	173,116	100,000	3.61%	43,139	143,139			5,000	148,139	(43,173)	(860)	1,160,000	2028
2029	6,319			164,203	170,522	100,000	1.47%	40,660	140,660			5,000	145,660	24,862	24,001	1,060,000	2029
2030	18,143			160,675	160,818	100,000	3.49%	37,155	137,155			5,000	142,155	38,663	62,664	960,000	2030
2031	21,866			169,230	191,096	100,000	1.85%	33,680	133,680			5,000	138,680	52,416	115,110	860,000	2031
2032	21,866			169,268	191,134	100,000	3.60%	30,150	130,150			5,000	135,150	55,984	171,094	760,000	2032
2033	21,866			174,788	196,654	100,000	3.60%	26,550	126,550			5,000	131,550	64,604	235,698	660,000	2033
2034	21,866			176,808	198,674	100,000	3.60%	22,950	122,950			5,000	127,950	70,724	306,422	560,000	2034
2035	21,866			174,418	196,284	110,000	3.59%	19,176	129,176			5,000	134,176	62,109	368,531	450,000	2035
2036	21,866			173,674	195,540	110,000	3.59%	15,227	125,227			2,500	127,727	67,814	436,344	340,000	2036
2037	21,866				21,866	110,000	3.83%	11,146	121,146				121,146	(99,280)	337,065	230,000	2037
2038	21,866				21,866	115,000	3.88%	6,808	121,808				121,808	(99,942)	237,123	115,000	2038
2039	21,866				21,866	115,000	3.98%	2,289	117,289				117,289	(95,423)	137,700	0	2039
2040	21,866				21,866				0				0	21,866	159,566	0	2040
2041	21,866				21,866				0				0	21,866	181,432	0	2041
2042	21,866				21,866				0				0	21,866	203,298	0	2042
2043	21,866				21,866				0				0	21,866	225,164	0	2043
2044	21,866				21,866				0				0	21,866	247,030	0	2044
2045	21,866				21,866				0				0	21,866	268,896	0	2045
Total (2024 - 2045)	387,215	19,470	1,360,000	1,711,068	3,457,753	1,360,000	0	360,826	1,720,826	1,298,021	80,000	67,500	3,166,347				Total (2024 - 2045)

Notes: [1]Rates based upon 6/27/24 sale plus 25 bps

PROJECTED CLOSURE YEAR

LEGEND: CALLABLE MATURITIES; END OF EXP. PERIOD

SECTION 9:

Annexed Property

A tax incremental district cannot include annexed territory unless at least three years have elapsed since the annexation, or certain other requirements are met. No territory is being added to the District as part of this Plan Amendment.

SECTION 10:
Estimate of Property to be Devoted to Retail Business

Pursuant to Wis. Stat. § 66.1105(5)(b), the Village estimates that less than 35% of the territory within the District will be devoted to retail business at the end of the District's maximum expenditure period.

SECTION 11:
Proposed Changes of Zoning Ordinances, Master Plan, Map, Building Codes and Village Ordinances

Zoning Ordinances

The proposed Plan Amendment is in general conformance with the Village's current zoning ordinances. Individual properties may require rezoning at the time of development.

Master (Comprehensive) Plan and Map

The proposed Plan Amendment is in general conformance with the Village's Comprehensive Plan identifying the area as appropriate for a Blighted Area District.

Building Codes and Ordinances

Development within the District will be required to conform to State Building Codes and will be subject to the Village's permitting and inspection procedures. The proposed Plan Amendment conforms to all relevant State and local ordinances, plans, and codes. No changes to the existing regulations are proposed or needed.

SECTION 12:
Statement of the Proposed Method for the Relocation of any Persons to be Displaced

Should the continued implementation of this Plan require relocation of individuals or business operations, relocations will be handled in compliance with Wis. Stat. Chapter 32 and Wis. Admin. Code ADM 92.

SECTION 13:
How Amendment of the Tax Incremental District Promotes the Orderly Development of the Village

This Plan Amendment promotes the orderly development of the Village by eliminating blighted areas, and providing necessary public infrastructure improvements. Through use of tax increment financing, the Village can attract new investment that results in increased tax base. Development will occur in an orderly fashion in accordance with approved plans so that the Projects will be compatible with adjacent land uses. Development of new uses in the District will add to the tax base and will generate positive secondary impacts in the community such as increased employment opportunities.

SECTION 14:
List of Estimated Non-Project Costs

Non-project costs are public works projects which only partly benefit the District. Costs incurred that do not benefit the District may not be paid with tax increments. Examples of non-project costs are:

- A public improvement made within the District that also benefits property outside the District. That portion of the total Project Costs allocable to properties outside of the District would be a non-project cost.
- A public improvement made outside the District that only partially benefits property within the District. That portion of the total Project Costs allocable to properties outside of the District would be a non-project cost.

- Projects undertaken within the District as part of the implementation of this Project Plan, the costs of which are paid fully or in part by impact fees, grants, special assessments, or revenues other than tax increments.

No improvements to be made within the District will benefit property outside the District. Furthermore, there will be no improvements made outside the District that will only partially benefit the District.

SECTION 15:
Legal Opinion Advising Whether the Plan is Complete and Complies with Wis. Stat. § 66.1105(4)(f)

NEED WET SIGNATURE & DATED LEGAL OPINION ON ATTORNEY LETTERHEAD

SAMPLE

Village President
Village of Hortonville
531 N Nash St
Hortonville, Wisconsin 54944-0099

RE: Project Plan Amendment for Tax Incremental District No. 5

Dear Village President:

Wisconsin Statute 66.1105(4)(f) requires that a project plan for a tax incremental financing district include an opinion provided by the Village Attorney advising as to whether the plan is complete and complies with Wisconsin Statute 66.1105. As Village Attorney for the Village of Hortonville, I have been asked to review the above-referenced project plan amendment for compliance with the applicable statutory requirements. Based upon my review, in my opinion, the amended Project Plan for the Village of Hortonville Tax Incremental District No. 5 is complete and complies with the provisions of Wisconsin Statute 66.1105.

Sincerely,

Village Attorney

SECTION 16:
Calculation of the Share of Projected Tax Increments Estimated to be Paid by the Owners of Property in the Overlying Taxing Jurisdictions

The following projection is provided to meet the requirements of Wis. Stat. § 66.1105(4)(i)4.

Village of Hortonville, Wisconsin

Tax Increment District No. 5

Estimated portion of taxes that owners of taxable property in each taxing jurisdiction overlaying district would pay by jurisdiction.

Revenue Year	Outagamie County	Black Otter Lake District	Village of Hortonville	Hortonville Area School District	Fox Valley Technical	Total	Revenue Year
2024	418	28	841	864	108	2,260	2024
2025	616	42	1,238	1,272	159	3,326	2025
2026	616	42	1,239	1,273	159	3,329	2026
2027	616	42	1,239	1,273	159	3,329	2027
2028	1,188	81	2,389	2,454	307	6,419	2028
2029	1,188	81	2,389	2,454	307	6,419	2029
2030	2,619	178	5,263	5,408	676	14,143	2030
2031	4,049	275	8,137	8,361	1,045	21,866	2031
2032	4,049	275	8,137	8,361	1,045	21,866	2032
2033	4,049	275	8,137	8,361	1,045	21,866	2033
2034	4,049	275	8,137	8,361	1,045	21,866	2034
2035	4,049	275	8,137	8,361	1,045	21,866	2035
2036	4,049	275	8,137	8,361	1,045	21,866	2036
2037	4,049	275	8,137	8,361	1,045	21,866	2037
2038	4,049	275	8,137	8,361	1,045	21,866	2038
2039	4,049	275	8,137	8,361	1,045	21,866	2039
2040	4,049	275	8,137	8,361	1,045	21,866	2040
2041	4,049	275	8,137	8,361	1,045	21,866	2041
2042	4,049	275	8,137	8,361	1,045	21,866	2042
2043	4,049	275	8,137	8,361	1,045	21,866	2043
2044	4,049	275	8,137	8,361	1,045	21,866	2044
2045	4,049	275	8,137	8,361	1,045	21,866	2045
Totals	67,991	4,617	136,647	140,413	17,548	367,215	

LOCK IN OF ALL APPOINTMENTS, ORDINANCE NOS. Z-7 AND C—2024-25, AND RESOLUTION NOS. Z-6, 99, 100, 101, 102, 103, 104, 105, 106, 107, 108, 109, 110, 111, 112, 115, 116, 117, AND 118—2024-25.

Vote for lock in. ROLL CALL: 31 yes, 5 absent. ALL APPOINTMENTS, ORDINANCE NOS. Z-7 AND C—2024-25, AND RESOLUTION NOS. Z-6, 99, 100, 101, 102, 103, 104, 105, 106, 107, 108, 109, 110, 111, 112, 115, 116, 117, AND 118—2024-25 ARE ADOPTED & LOCKED IN.

VOTE RESULTS — 31 YES | 0 NO | 0 ABSTAIN | 5 ABSENT

Lock in of Appointments, Ord. Nos. Z-7 and C, Res. Nos. Z-6 and 99-112, 115-118—2024-

Lock In of All Appointments and Ord. Nos. Z-7 and C—2024-25 and Res. Nos. Z-6, 99, 100, 101, 102, 103, 104, 117 and 118—2024-25.

Passed With Majority of Full Membership

1 THOMPSON	YES	13 WEGAND	YES	25 JANKE	ABSENT
2 JOHNSON	YES	14 HERMES	ABSENT	26 WEINBERG	YES
3 SMITH	ABSENT	15 MacDONALD	YES	27 CULBERTSON	YES
4 PATIENCE	YES	16 SCHROEDER	YES	28 MONFILS	ABSENT
5 GABRIELSON	YES	17 CROATT	YES	29 WINTERFELDT	YES
6 KOSTELNY	YES	18 SPEARS	YES	30 NEJEDLO	YES
7 HAMMEN	YES	19 HEISER	YES	31 CLEGG	YES
8 LAWRENCE	YES	20 MITCHELL	YES	32 THYSSEN	ABSENT
9 KRUEGER	YES	21 CUFF	YES	33 VANDERHEIDEN	YES
10 LAMERS	YES	22 HAGEN	YES	34 RETTLER	YES
11 FERGUSON	YES	23 KLEMP	YES	35 KOURY	YES
12 McCABE	YES	24 THIEDE	YES	36 LAUTENSCHLAGER	YES

Outagamie County Board

12-10-24 County Board Meeting - December 10 2024 08:27:06 PM

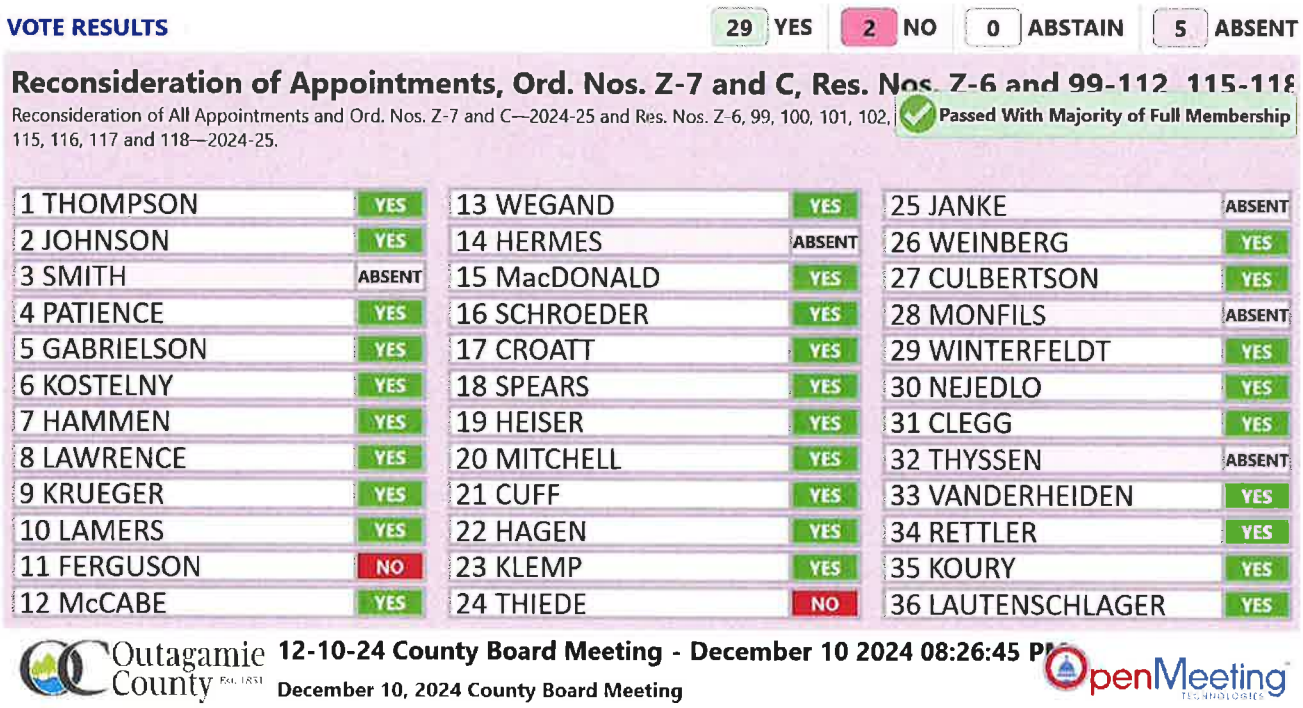
December 10, 2024 County Board Meeting

OpenMeeting

RECONSIDERATION OF ALL APPOINTMENTS, ORDINANCE NOS. Z-7 AND C—2024-25, AND RESOLUTION NOS. Z-6, 99, 100, 101, 102, 103, 104, 105, 106, 107, 108, 109, 110, 111, 112, 115, 116, 117, AND 118—2024-25.

Supervisor Nejedlo moved, seconded by Supervisor Wegand, to reconsider the above listed appointments, ordinances, and resolutions.

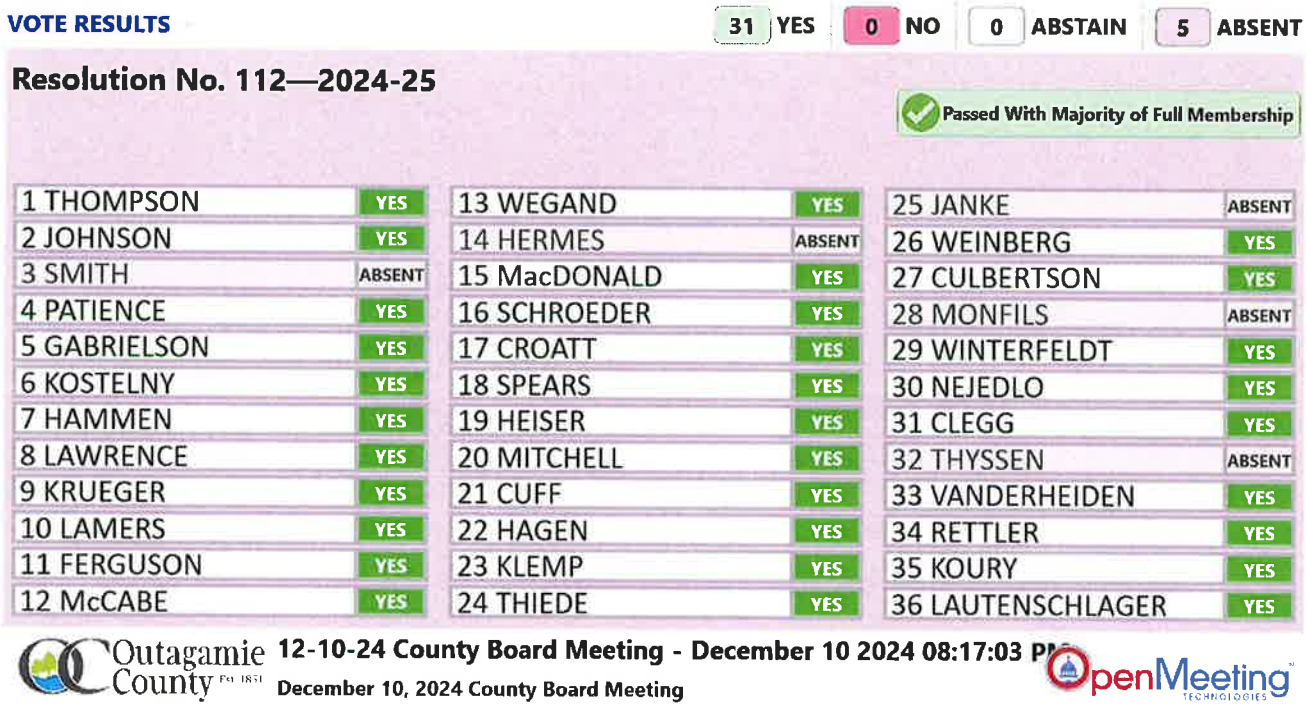
Vote for reconsideration. ROLL CALL: 29 yes, 2 no (Ferguson, Thiede), 5 absent. ALL APPOINTMENTS, ORDINANCE NOS. Z-7 AND C—2024-25, AND RESOLUTION NOS. Z-6, 99, 100, 101, 102, 103, 104, 105, 106, 107, 108, 109, 110, 111, 112, 115, 116, 117, AND 118—2024-25 ARE RECONSIDERED.



Resolution No. 112—2024-25 – Property, Airport, Recreation and Economic Development Committee. Approve the Second Addendum to the Lease Agreement between the Appleton International Airport and Air Wisconsin Airlines LLC, to provide for one 7-month extension through March 31, 2025 and increase the monthly rent retroactively for the period September 1, 2024 through March 31, 2025 to $13.00 per square foot, included in the 2024 and 2025 budgets, as noted on the attachments.

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

ROLL CALL: 31 yes, 5 absent. RESOLUTION NO. 112—2024-25 IS ADOPTED.



VOTE RESULTS — 31 YES | 0 NO | 0 ABSTAIN | 5 ABSENT

Resolution No. 112—2024-25

Passed With Majority of Full Membership

1 THOMPSON	YES	13 WEGAND	YES	25 JANKE	ABSENT
2 JOHNSON	YES	14 HERMES	ABSENT	26 WEINBERG	YES
3 SMITH	ABSENT	15 MacDONALD	YES	27 CULBERTSON	YES
4 PATIENCE	YES	16 SCHROEDER	YES	28 MONFILS	ABSENT
5 GABRIELSON	YES	17 CROATT	YES	29 WINTERFELDT	YES
6 KOSTELNY	YES	18 SPEARS	YES	30 NEJEDLO	YES
7 HAMMEN	YES	19 HEISER	YES	31 CLEGG	YES
8 LAWRENCE	YES	20 MITCHELL	YES	32 THYSSEN	ABSENT
9 KRUEGER	YES	21 CUFF	YES	33 VANDERHEIDEN	YES
10 LAMERS	YES	22 HAGEN	YES	34 RETTLER	YES
11 FERGUSON	YES	23 KLEMP	YES	35 KOURY	YES
12 McCABE	YES	24 THIEDE	YES	36 LAUTENSCHLAGER	YES

Outagamie County Est. 1851 — 12-10-24 County Board Meeting - December 10 2024 08:17:03 PM

December 10, 2024 County Board Meeting

OpenMeeting TECHNOLOGIES

RESOLUTION NO.: 112—2024-25

TO THE HONORABLE, THE OUTAGAMIE COUNTY BOARD OF SUPERVISORS

LADIES AND GENTLEMEN: ***MAJORITY***

The Appleton International Airport and Air Wisconsin Airlines, LLC desire to incorporate a Second Addendum to the Terminal Lease Agreement. This addendum provides for one (1) seven (7) month extension through March 31, 2025. Monthly rent will be increased retroactively for the period September 1, 2024 through March 31, 2025 from $12.75 per square foot to $13.00 per square foot. In the event Air Wisconsin occupies the space following expiration of the extension, it shall be on a month-to-month basis with the lease rate adjusted at the discretion of the Airport. A budget adjustment is not required, as the revenue is included in the 2024 and 2025 budgets.

NOW THEREFORE, the undersigned members of the Property, Airport, Recreation and Economic Development Committee recommend adoption of the following resolution.

BE IT RESOLVED, that the Outagamie County Board of Supervisors does approve the Second Addendum to Lease Agreement between the Appleton International Airport and Air Wisconsin Airlines LLC in order to provide for one (1) seven (7) month extension through March 31, 2025 and increase the monthly rent retroactively for the period September 1, 2024 through March 31, 2025 to $13.00 per square foot, with no budget adjustment needed, as the revenue is included in the 2024 and 2025 budgets, as noted on the attached Second Addendum to Lease Agreement and fiscal note, which by reference are made a part hereof, and

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

Dated this 10th day of December 2024

Respectfully submitted,

PROPERTY, AIRPORT, RECREATION &
ECONOMIC DEVELOPMENT COMMITTEE

Dean Culbertson

Lee W. Hammen

Ronald Klemp

Yvonne Monfils

Jayson Winterfeldt

Duly and officially adopted by the County Board on: December 10th, 2024

Signed: _____
Board Chairperson

_____
County Clerk

Approved: 12/13/24

Vetoed: _____

Signed: _____
County Executive

SECOND ADDENDUM TO LEASE AGREEMENT

THIS SECOND ADDENDUM is entered into this 14 day of November, 2024, between Outagamie County ("County") and Air Wisconsin Airlines LLC, a Delaware limited liability company ("Company").

WHEREAS, the parties have entered into a Lease Agreement on February 26, 2002 (hereinafter the "Lease"), providing for the lease from County by Company, of land and facilities situated in the State of Wisconsin, County of Outagamie, Town of Greenville, located at the Appleton International Airport; and

WHEREAS, the parties have previously amended the Lease by Addendum One (1); and

WHEREAS, the Company and County desires to extend the term of the agreement; and

WHEREAS, the parties desire to amend the Agreement by this Second Addendum; and

NOW, THEREFORE, in consideration of the mutual benefits, covenants and obligations of the parties contained in the Lease, County and Company agree to amend the lease as follows:

1. **TERM** Section 2.1 shall be amended to provide for one (1), seven (7) month extension. In the event the Lessee occupies the space following the expiration of the extension as called for in this Addendum, Lessee may occupy the space on a month to month basis with the lease rate adjusted at the discretion of the Lessor.
2. **RENTAL AND OTHER PAYMENTS** Section 3.1.2 shall be amended to read: Commencing on September 1, 2024 and continuing through March 31, 2025, such rental shall be increased to $48,930.92 per month, for an aggregate annual amount of rental of $587,171 ($13.00 per square foot of the Premises).
3. **RENTAL AND OTHER PAYMENTS** Section 3.1.4 shall be amended to read: Commencing on September 1, 2024 through March 31, 2025 Lessee shall pay to Lessor for three hundred (300) parking permits during the Term of this Agreement in the amount of $30,000.

4. **RENTAL AND OTHER PAYMENTS** Section 3.1.4.1 shall be amended to increase the annual charge for permits issued in excess of three hundred (300) to $125 per permit.

5. Except as amended, herein, the terms and conditions of the Lease, as previously amended by addendums one through eight shall, in all other respects remain unchanged and in full force and effect.

IN WITNESS WHEREOF, the parties have hereunto set their hands and seals this_____day of_____, 2024.

OUTAGAMIE COUNTY

By: _____
Thomas Nelson
County Executive

By: _____
Dan Gabrielson
Board Chairperson

By: _____
Kelly Gerrits
County Clerk

APPROVED AS TO FORM:

By: _____
Kyle Sargent
Corporation Counsel

AIR WISCONSIN AIRLINES LLC

By: Liam Mackay
Date: 11/14/2024

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:** 2nd Addendum to Air Wisconsin Lease Agreement

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 and Air Wisconsin Airlines, LLC desire to incorporate a 2nd addendum for the Terminal Lease Agreement. This addendum provides for one (1) seven (7) month extension through March 31, 2025. Monthly rent will be increased retroactively for the period September 1, 2024 through March 31, 2025 to $13.00 per square foot (from $12.75 per square foot). In the event Air Wisconsin occupies the space following expiration of the above extension, it shall be on a month to month basis with the lease rate adjusted at the discretion of the Airport. A budget adjustment is not required as the revenue is already included in the 2024 and 2025 budget.

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

[X] Revenues [ ] Expenses (Cost) [ ] None

3. Is the specific cost or revenue included in the current year's budget? yes (X) no ( ) 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 ( ) 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? If no, skip to question 8 below. yes ( ) no (x) To be determined

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
ALREADY INCLUDED IN BUDGET			

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 0
   Annual Revenue 587,171

Fiscal Note Prepared by: Abe Weber/Katie Horan

For Financial Services purposes only

Reviewed By: Michelle Uitenbroek

Date: 11/14/2024

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 Expenditures Account Number	Amount

Comments:

LOCK IN OF RESOLUTION 113—2024-25.

Vote for lock in. ROLL CALL: 29 yes, 2 no (Thiede, Winterfeldt), 5 absent. RESOLUTION NO. 113—2024-25 IS ADOPTED & LOCKED IN.

VOTE RESULTS 29 YES | 2 NO | 0 ABSTAIN | 5 ABSENT

Resolution No. 113—2024-25 - Lock In

Lock in of Resolution No. 113—2024-25

Passed With Majority of Full Membership

1 THOMPSON	YES	13 WEGAND	YES	25 JANKE	ABSENT
2 JOHNSON	YES	14 HERMES	ABSENT	26 WEINBERG	YES
3 SMITH	ABSENT	15 MacDONALD	YES	27 CULBERTSON	YES
4 PATIENCE	YES	16 SCHROEDER	YES	28 MONFILS	ABSENT
5 GABRIELSON	YES	17 CROATT	YES	29 WINTERFELDT	NO
6 KOSTELNY	YES	18 SPEARS	YES	30 NEJEDLO	YES
7 HAMMEN	YES	19 HEISER	YES	31 CLEGG	YES
8 LAWRENCE	YES	20 MITCHELL	YES	32 THYSSEN	ABSENT
9 KRUEGER	YES	21 CUFF	YES	33 VANDERHEIDEN	YES
10 LAMERS	YES	22 HAGEN	YES	34 RETTLER	YES
11 FERGUSON	YES	23 KLEMP	YES	35 KOURY	YES
12 McCABE	YES	24 THIEDE	NO	36 LAUTENSCHLAGER	YES

Outagamie County Est. 1851 **12-10-24 County Board Meeting - December 10 2024 08:27:58 PM**

December 10, 2024 County Board Meeting

OpenMeeting TECHNOLOGIES

RECONSIDERATION OF RESOLUTION NO. 113—2024-25.

Supervisor Lamers moved, seconded by Supervisor MacDonald, to reconsider the above listed resolution.

Vote for reconsideration. ROLL CALL: 30 yes, 1 no (Thiede), 5 absent. RESOLUTION NO. 113—2024-25 IS RECONSIDERED.

VOTE RESULTS 30 YES 1 NO 0 ABSTAIN 5 ABSENT

Resolution No. 113—2024-25 - Reconsideration

Reconsideration of Resolution No. 113—2024-25

Passed With Majority of Full Membership

1 THOMPSON	YES	13 WEGAND	YES	25 JANKE	ABSENT
2 JOHNSON	YES	14 HERMES	ABSENT	26 WEINBERG	YES
3 SMITH	ABSENT	15 MacDONALD	YES	27 CULBERTSON	YES
4 PATIENCE	YES	16 SCHROEDER	YES	28 MONFILS	ABSENT
5 GABRIELSON	YES	17 CROATT	YES	29 WINTERFELDT	YES
6 KOSTELNY	YES	18 SPEARS	YES	30 NEJEDLO	YES
7 HAMMEN	YES	19 HEISER	YES	31 CLEGG	YES
8 LAWRENCE	YES	20 MITCHELL	YES	32 THYSSEN	ABSENT
9 KRUEGER	YES	21 CUFF	YES	33 VANDERHEIDEN	YES
10 LAMERS	YES	22 HAGEN	YES	34 RETTLER	YES
11 FERGUSON	YES	23 KLEMP	YES	35 KOURY	YES
12 McCABE	YES	24 THIEDE	NO	36 LAUTENSCHLAGER	YES

Outagamie County

12-10-24 County Board Meeting - December 10 2024 08:27:42 PM

December 10, 2024 County Board Meeting

OpenMeeting TECHNOLOGIES

Resolution No. 113—2024-25 – Finance Committee. Approve of ARPA funding of $10,000 to CAP Services, $200,000 to Child Care Resources and Referral and any unobligated funds from the State and Local Fiscal Recovery Fund and the Local Assistance and Tribal Consistency Fund to cover the expenses associated with the 2024 wage adjustments as recommended in the Total Rewards Study, as noted on the resolution and attachments.

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

ROLL CALL: 30 yes, 1 no (Thiede), 5 absent. RESOLUTION NO. 113—2024-25 IS ADOPTED.

VOTE RESULTS — 30 YES | 1 NO | 0 ABSTAIN | 5 ABSENT

Resolution No. 113—2024-25

Finance Committee. Approve of ARPA funding of $10,000 to CAP Services, $200,000 to Child Care Resources | **Passed With Majority of Full Membership**
State and Local Fiscal Recovery Fund and the Local Assistance and Tribal Consistency Fund to cover the expenses associated with the 2024 wage adjustments as recommended in the Total Rewards Study, as noted on the resolution and attachments.

1 THOMPSON YES	13 WEGAND YES	25 JANKE ABSENT
2 JOHNSON YES	14 HERMES ABSENT	26 WEINBERG YES
3 SMITH ABSENT	15 MacDONALD YES	27 CULBERTSON YES
4 PATIENCE YES	16 SCHROEDER YES	28 MONFILS ABSENT
5 GABRIELSON YES	17 CROATT YES	29 WINTERFELDT YES
6 KOSTELNY YES	18 SPEARS YES	30 NEJEDLO YES
7 HAMMEN YES	19 HEISER YES	31 CLEGG YES
8 LAWRENCE YES	20 MITCHELL YES	32 THYSSEN ABSENT
9 KRUEGER YES	21 CUFF YES	33 VANDERHEIDEN YES
10 LAMERS YES	22 HAGEN YES	34 RETTLER YES
11 FERGUSON YES	23 KLEMP YES	35 KOURY YES
12 McCABE YES	24 THIEDE NO	36 LAUTENSCHLAGER YES

Outagamie County — 12-10-24 County Board Meeting - December 10 2024 08:18:05 PM
December 10, 2024 County Board Meeting — OpenMeeting

RESOLUTION NO.: 113—2024-25

TO THE HONORABLE, THE OUTAGAMIE COUNTY BOARD OF SUPERVISORS

LADIES AND GENTLEMEN: ***MAJORITY***

In response to the ongoing needs and challenges arising from the COVID-19 pandemic, this resolution proposes to allocate Outagamie County's remaining American Rescue Plan Act (ARPA) funds to meet essential community and county objectives. Allocating ARPA funds to the following eligible areas is both timely and necessary as the County approaches the ARPA obligation deadline of December 31, 2024. This resolution seeks to fund the following priority areas:

- CAP Services, Inc., which provides more than two dozen programs aimed at strengthening social and economic equity within our communities. Their services align closely with several of Outagamie County's ARPA funding priorities, including housing support, job skills development, economic support, and childcare support. Due to the increased demand for their services resulting directly from the pandemic, this resolution proposes allocating ARPA funds to CAP Services, Inc. to sustain and enhance their critical support initiatives for individuals and families in need.
- Child Care Resource and Referral, Inc. (CCR&R) operates the Child Care Essential Services Program, which the County initially funded via a competitive ARPA grant of $750,000 in 2023. This program, designed based on a County needs assessment, has successfully provided centralized services to childcare providers, saving them time and money while enabling financial sustainability without raising tuition for parents. The substitute teacher funding pool, a particularly high-demand component of the program, requires additional funding to ensure its continuation through December 31, 2026. This resolution proposes allocating ARPA funds to CCR&R to extend this critical program, supporting childcare providers and families across Outagamie County.
- The Total Rewards Compensation Study, developed by McGrath Human Resources Group, provided a comprehensive market analysis of county positions and introduced a new wage schedule aimed at improving Outagamie County's ability to attract and retain employees in a competitive labor market. In 2023, the County Board directed the implementation of the study's recommendations by approving employee wage adjustments to take effect on December 17, 2023. This resolution proposes allocating the remaining unobligated ARPA balance as of December 31, 2024, to fund these wage adjustments. By investing ARPA funds instead of the County's previously appropriated General Fund dollars, the County preserves General Fund resources, enabling greater flexibility to address priority projects in 2025.

If, on December 31, 2024, Outagamie County has additional ARPA funding remaining than required to fund the initiatives outlined above, the remaining funding will be applied to supplement other existing County obligations that utilize ARPA funding.

By strategically directing ARPA funds to these eligible and impactful areas, the County can ensure compliance with ARPA requirements while addressing community and County needs in a meaningful and timely manner.

NOW THEREFORE, the undersigned members of the Finance Committee recommend adoption of the following resolution.

BE IT RESOLVED, that the Outagamie County Board of Supervisors does approve of the allocation of $10,000 of ARPA funds to CAP Services, Inc. through a beneficiary agreement to support the increased demand for its services, as necessitated by the COVID-19 pandemic as noted in the attached fiscal note, which by reference is made a part hereof, and

BE IT FURTHER RESOLVED that the Outagamie County Board of Supervisors does approve of the allocation of $200,000 of ARPA funds to Child Care Resource and Referral, Inc. through an amendment to their existing sub recipient grant agreement executed on October 12, 2023, to extend their Child Care Essential Services Program through the year 2026, said funding will support the substitute teacher service and related indirect costs through the extended period as noted in the attached fiscal note, which by reference is made a part hereof, and

BE IT STILL FURTHER RESOLVED, that the Outagamie County Board of Supervisors does approve of the allocation of the remainder of any unobligated ARPA balance as of December 31, 2024, including funds from both the State and Local Fiscal Recovery Fund (SLFRF) and the Local Assistance and Tribal Consistency Fund (LATCF), to cover expenses associated with the county-wide wage adjustments as was recommended in the Total Rewards Study and directed by the Outagamie County Board of Supervisors, said allocation will offset the need to utilize an estimated $4.25 million from Outagamie County's General Fund resources, thereby preserving these funds for other priority projects in 2025 as noted in the attached fiscal note, which by reference is made a part hereof, and

BE IT STILL FURTHER RESOLVED, that should there be remaining funding after completing the other obligations outlined in this resolution, the Outagamie County Board of Supervisors does approve of the allocation of any remaining ARPA balance to any other existing obligation that utilizes ARPA funding as noted in the attached fiscal note, which by reference is made a part hereof, and

BE IT FINALLY RESOLVED, that the Outagamie County Clerk be directed to forward a certified copy of this resolution to the Outagamie County Finance Director, the Outagamie County Development and Land Services Director, and the Outagamie County Human Resources Director.

Dated this 10th day of December 2024

Respectfully Submitted,

FINANCE COMMITTEE

Chris Croatt

John Cuff

Karen Lawrence

Dana Johnson

Rick Lautenschlager

Duly and officially adopted by the County Board on: December 10th, 2024

Signed: _____
Board Chairperson

_____
County Clerk

Approved: 12-13-24

Vetoed: _____

Signed: _____
County Executive

Outagamie County Est. 1851

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 Finance Committee
FROM: Kevin Englebert, Development & Land Services Director
DATE: November 25, 2024
RE: **ARPA Surplus Funding**

As we approach the conclusion of the American Rescue Plan Act (ARPA) obligation period on December 31, 2024, Outagamie County is experiencing a surplus of ARPA dollars due to planned projects either not materializing or being under budget. In light of this, county leadership explored options to expend the remaining funds in alignment with our needs. These broadly included:

- Examining existing internal projects to invest ARPA surplus funding
- Exploring other eligible options in the County's budget or future budgets
- Adding funding to existing external grants already funded via ARPA funding or funding select new external projects

As a reminder, the county must use all funding for an eligible ARPA purpose unless it is part of our lost revenue amount, which the county may use for any government purpose. With the obligation deadline approaching, the Finance Committee and the County Board need to pass a resolution to direct the remaining funding before year-end.

On November 19, 2024, county staff requested two resolutions for the Finance Committee's consideration to invest the remainder of our ARPA funds in projects that advance Outagamie County. The first resolution intends to obligate the remainder of our ARPA funding to the following purposes:

1. CAP Services - $10,000
2. Child Care Resource & Referral - $200,000
3. Outagamie County Employee Wage Study Implementation – Remaining Funds

The second resolution intends to direct the resulting savings of the county's ARPA investment into wage study implementation expenses to support the following projects:

1. Outagamie County Employee Child Care Center
2. Outagamie County Physical Therapy Space
3. Healthcare Stabilization Fund

It is our belief that these investments will take advantage of the federal funding we received to complete impactful initiatives that follow the spirit of the American Rescue Plan Act.

ARPA Eligibility and Recommended Initiatives

As mentioned, Outagamie County must obligate or spend all ARPA funding by December 31, 2024. As of November 25, 2024, the amount of ARPA funding surplus that the county will have at year-end is unknown but is estimated to be in the range of $1.7-$4.0M. Of that total, the amount of lost revenue funding remaining is also unknown although it is estimated to be less than the available surplus funding. Regardless of whether the funding is required to be used for an eligible purpose or is classified as lost revenue, the primary challenge that the county faces is the year-end obligation/spend deadline.

With this in mind, staff proposes that the county pass a resolution directing remaining ARPA funding toward select projects:

1. **CAP Services – General Operating Support - $10,000**

CAP Services is a private non-profit formed in 1966 to create opportunities for people experiencing poverty. With offices in Portage, Waushara, Marquette, Waupaca, and Outagamie Counties, CAP Services served over 7,000 people in 2023. They provide the following services:

- Skill Enhancement
- Small Business Assistance and Lending
- Rental Housing
- Small Dollar Loans and Auto Lending
- COVID-19 Housing Counseling and Mortgage Assistance

County leadership suggests directing funding to CAP Services via a beneficiary agreement to compensate them for increased services provided to Outagamie County residents during the COVID-19 pandemic.

2. **Child Care Resource & Referral – Essential Services Program Expansion - $200,000**

Staff proposes funding year three of the Child Care Essential Services Program. Specifically, staff recommends funding the substitute teacher float pool at no cost to Outagamie County child care providers. This service makes available three substitute child care teachers to child care providers to cover teacher absences, saving providers time and expense. Currently, this program is at-risk to close at the end of 2025. Approximately $200,000 would be required to fund this program in 2026.

3. **Outagamie County Employee Wage Study Implementation – Remaining Funding**

Additionally, staff recommends that the resolution direct any remaining ARPA balance towards wage study implementation expenses from the wage study adopted in 2023. Directing ARPA funding towards wage study implementation costs would free up corresponding general county revenue, which would have paid for increased wages. The corresponding savings could then be directed towards other funding priorities in 2025. Following this strategy relieves the county of the burden of calculating an exact ARPA remainder while at the same time ensuring that the County is compliant with ARPA regulations. It also frees up funds to invest in other projects of county importance.

Investment of County Savings

To follow the spirit of ARPA, staff recommends using savings from investing in the wage study implementation to support the Outagamie County Employee Child Care Center, the Outagamie County Physical Therapy and Wellness Center, and supplementation of the Healthcare Stabilization Fund.

During the summer of 2023, Outagamie County engaged Wipfli to create a survey for county employees ascertaining their desire for an Outagamie County employee child care center. The response from employees was positive. In February, Outagamie County released a Request for Information for Childcare Provider Partners seeking a potential partnership with a provider to create an Outagamie County employee child care clinic. We received three responses and developed an exploratory partnership with the YMCA who operates four group child care facilities in the Fox Cities currently.

In spring, we met with YMCA staff and toured a vacant wing of Brewster Village as well as the current VPI space in our agricultural/extension campus. For a variety of reasons, the VPI space is considered more conducive to a group child care facility. County staff then engaged Martenson & Eisele to develop a design concept for a group child care facility and an estimate of probable cost with the YMCA serving in an advisory capacity. In October, we received the final concept and opinion of probable cost.

At this point, we are still working on finalizing our partnership with the YMCA and all associated details. However, we expect to have a formal partnership established by early 2025. Therefore, we are seeking for the board to appropriate excess ARPA funds toward this initiative. Note that there is some existing funding in the facilities management budget to repurpose the former VPI space ($582,000) and this would supplement that funding.

The second initiative focuses on the development of the Outagamie County Physical Therapy and Wellness Center, which will be integrated with the County's Employee Health Clinic. Recently, the County contracted with ThedaCare to operate the employee health clinic, and this partnership includes expanding services to offer physical therapy. To support this expansion, the County enlisted Martenson & Eisele to design a dedicated physical therapy space at the County's Downtown Campus. Funding would support the reconstruction costs for this new wellness space.

If funds remain after the completion of both proposed projects, the proposed resolution directs those funds to the Healthcare Stabilization Fund. The County is in the process of transitioning its health plan to a self-funded model. This approach is expected to deliver potential cost savings, greater flexibility, enhanced decision-making, improved population health outcomes, and opportunities to innovate in healthcare delivery—such as fostering consumer-driven healthcare and creating tailored health programs. To ensure stability, it is recommended to maintain a balance in the Healthcare Stabilization Fund equivalent to three months of claims, approximately $5 million. Currently, the fund balance stands at $4.15 million.

Staff recommends approving both resolutions to effectively invest the remainder of our ARPA funding.

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:** ARPA allocations of remaining funds

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)

To align with the ARPA obligation deadline of December 31, 2024 the County is proposing to use any remaining funds for the following purposes:

$10,000 to CAP Services
$ 200,000 to Child Care Resource and Referral
Any unobligated funds from the State and Local Fiscal Recovery and the Local Assistance and Tribal Consistency fund to cover the expenses associated with the 2024 wage adjustments as recommended in the Total Rewards Study.

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

[x] Revenues [x] 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 ( ) no (x)
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
American Rescue Plan	Purchased Services	TO BE DETERMINED	210,000
American Rescue Plan	Intergovernmental Revenue	TO BE DETERMINED	TO BE DETERMINED
American Rescue Plan	Exp. Transfer Payroll	1003605.5922.1.9	TO BE DETERMINED
VARIOUS	Payroll	VARIOUS	TO BE DETERMINED

Annual and Long-Term Impact

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

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

Fiscal Note Prepared by: Kevin Englebert/Michelle Uitenbroek

For Financial Services purposes only

Reviewed By: Michelle Uitenbroek

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: 11/26/2024

Comments:

LOCK IN OF RESOLUTION 114—2024-25.

Vote for lock in. ROLL CALL: 28 yes, 3 no (Klemp, Thiede, Winterfeldt), 5 absent. RESOLUTION NO. 114—2024-25 IS ADOPTED & LOCKED IN.

VOTE RESULTS 28 YES 3 NO 0 ABSTAIN 5 ABSENT

Resolution No. 114—2024-25 - Lock In

Lock in of Resolution No. 114—2024-25

Passed With Majority of Full Membership

1 THOMPSON	YES	13 WEGAND	YES	25 JANKE	ABSENT
2 JOHNSON	YES	14 HERMES	ABSENT	26 WEINBERG	YES
3 SMITH	ABSENT	15 MacDONALD	YES	27 CULBERTSON	YES
4 PATIENCE	YES	16 SCHROEDER	YES	28 MONFILS	ABSENT
5 GABRIELSON	YES	17 CROATT	YES	29 WINTERFELDT	NO
6 KOSTELNY	YES	18 SPEARS	YES	30 NEJEDLO	YES
7 HAMMEN	YES	19 HEISER	YES	31 CLEGG	YES
8 LAWRENCE	YES	20 MITCHELL	YES	32 THYSSEN	ABSENT
9 KRUEGER	YES	21 CUFF	YES	33 VANDERHEIDEN	YES
10 LAMERS	YES	22 HAGEN	YES	34 RETTLER	YES
11 FERGUSON	YES	23 KLEMP	NO	35 KOURY	YES
12 McCABE	YES	24 THIEDE	NO	36 LAUTENSCHLAGER	YES

Outagamie County

12-10-24 County Board Meeting - December 10 2024 08:28:47 PM

December 10, 2024 County Board Meeting

OpenMeeting

RECONSIDERATION OF RESOLUTION NO. 114—2024-25.

Supervisor Patience moved, seconded by Supervisor Heiser, to reconsider the above listed resolution.

Vote for reconsideration. ROLL CALL: 30 yes, 1 no (Thiede), 5 absent. RESOLUTION NO. 114—2024-25 IS RECONSIDERED.

VOTE RESULTS | 30 YES | 1 NO | 0 ABSTAIN | 5 ABSENT

Resolution No. 114—2024-25 - Reconsideration

Reconsideration of Resolution No. 114—2024-25

Passed With Majority of Full Membership

1 THOMPSON	YES	13 WEGAND	YES	25 JANKE	ABSENT
2 JOHNSON	YES	14 HERMES	ABSENT	26 WEINBERG	YES
3 SMITH	ABSENT	15 MacDONALD	YES	27 CULBERTSON	YES
4 PATIENCE	YES	16 SCHROEDER	YES	28 MONFILS	ABSENT
5 GABRIELSON	YES	17 CROATT	YES	29 WINTERFELDT	YES
6 KOSTELNY	YES	18 SPEARS	YES	30 NEJEDLO	YES
7 HAMMEN	YES	19 HEISER	YES	31 CLEGG	YES
8 LAWRENCE	YES	20 MITCHELL	YES	32 THYSSEN	ABSENT
9 KRUEGER	YES	21 CUFF	YES	33 VANDERHEIDEN	YES
10 LAMERS	YES	22 HAGEN	YES	34 RETTLER	YES
11 FERGUSON	YES	23 KLEMP	YES	35 KOURY	YES
12 McCABE	YES	24 THIEDE	NO	36 LAUTENSCHLAGER	YES

Outagamie County

12-10-24 County Board Meeting - December 10 2024 08:28:31 PM

December 10, 2024 County Board Meeting

OpenMeeting TECHNOLOGIES

Resolution No. 114—2024-25 – Finance Committee. Approve of ARPA funding which resulted from savings in the General Fund to be allocated to the County Employee Childcare Center, the Outagamie County Physical Therapy and Wellness Center and the Healthcare Stabilization Fund, as noted on the resolution and attachments.

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

ROLL CALL: 29 yes, 2 no (Thiede, Winterfeldt), 5 absent. RESOLUTION NO. 114—2024-25 IS ADOPTED.

VOTE RESULTS 29 YES | 2 NO | 0 ABSTAIN | 5 ABSENT

Resolution No. 114—2024-25

Finance Committee. Approve of ARPA funding which resulted from savings in the General Fund to be allocate… Outagamie County Physical Therapy and Wellness Center and the Healthcare Stabilization Fund, as noted on the resolution and attachments.

Passed With Majority of Full Membership

1 THOMPSON	YES	13 WEGAND	YES	25 JANKE	ABSENT
2 JOHNSON	YES	14 HERMES	ABSENT	26 WEINBERG	YES
3 SMITH	ABSENT	15 MacDONALD	YES	27 CULBERTSON	YES
4 PATIENCE	YES	16 SCHROEDER	YES	28 MONFILS	ABSENT
5 GABRIELSON	YES	17 CROATT	YES	29 WINTERFELDT	NO
6 KOSTELNY	YES	18 SPEARS	YES	30 NEJEDLO	YES
7 HAMMEN	YES	19 HEISER	YES	31 CLEGG	YES
8 LAWRENCE	YES	20 MITCHELL	YES	32 THYSSEN	ABSENT
9 KRUEGER	YES	21 CUFF	YES	33 VANDERHEIDEN	YES
10 LAMERS	YES	22 HAGEN	YES	34 RETTLER	YES
11 FERGUSON	YES	23 KLEMP	YES	35 KOURY	YES
12 McCABE	YES	24 THIEDE	NO	36 LAUTENSCHLAGER	YES

Outagamie County est. 1851 **12-10-24 County Board Meeting - December 10 2024 08:18:48 PM**

December 10, 2024 County Board Meeting

OpenMeeting TECHNOLOGIES

RESOLUTION NO.: 114—2024-25

TO THE HONORABLE, THE OUTAGAMIE COUNTY BOARD OF SUPERVISORS

LADIES AND GENTLEMEN: ***MAJORITY***

In accordance with Resolution No. 113, Outagamie County allocated remaining American Rescue Plan Act (ARPA) funds to support the implementation of the Total Rewards Compensation Study. This action, which includes funding employee wage increases, will result in savings of the County's General Fund, estimated to be up to $4.25 million. These savings provide an opportunity for the County to reinvest in important County projects that will enhance employee infrastructure and promote a healthier and more supportive workplace.

The first project is the Outagamie County Employee Child Care Center anticipated to be located at the former VPI space on the County's Brewster Village Campus. In 2023, Outagamie County, with assistance from Wipfli, conducted a survey to assess employee interest in an employee childcare center, which received a positive response. Building on this interest, the County engaged local childcare providers, including the YMCA, to explore potential partnership opportunities. Discussions led to the identification of the former VPI space as a suitable location for an employee childcare center. Subsequently, the County contracted with Martenson & Eisele to develop a design concept for the facility with input from the YMCA. In October 2024, the County received the final design concept and an opinion of probable cost. This resolution proposes to allocate General Fund savings to supplement the existing $582,000 in the facilities management budget to cover construction costs for remodeling the former VPI space into a childcare center. Upon completion, the childcare center partnership aims to prioritize employee access to childcare as a strategy to attract and retain staff.

The second project involves the Outagamie County Physical Therapy and Wellness Center, associated with the County's Employee Health Clinic. ThedaCare, who the County recently contracted to operate the Employee Health Clinic, will add physical therapy services to the clinic's offerings. The County engaged Martenson & Eisele to develop design plans for a dedicated physical therapy space at the County's Downtown Campus. This resolution proposes to allocate General Fund savings to fund construction costs required to build out this new physical therapy and wellness space.

Should there be any remaining funds after completion of the two aforementioned projects, the remainder will be directed to the Healthcare Stabilization Fund. The County is actively working to transition the health plan to a self-funded model. This shift to self-funding offers the County potential cost savings, increased flexibility, enhanced decision-making capabilities, improved population health, and greater control to be innovative in healthcare delivery (e.g., promoting consumerism, developing creative health programs, etc.). It is recommended to maintain a balance of three months' worth of claims in the Healthcare Stabilization Fund, which would amount to approximately $5 million, with the current balance being $4.15 million.

Together, these projects will enhance employee wellness by providing convenient access to quality childcare, wellness/physical therapy services, and improved healthcare.

NOW THEREFORE, the undersigned members of the Finance Committee recommend adoption of the following resolution.

BE IT RESOLVED, that the Outagamie County Board of Supervisors does hereby approve the reallocation of General Fund savings, which resulted from using ARPA funds to cover 2024 employee wage increases, to support the development of the Outagamie County Employee Child Care Center as noted on the attached design concept and opinion of probable cost, which by reference are made a part hereof, and

BE IT FURTHER RESOLVED, that the Outagamie County Board of Supervisors does hereby approve the reallocation of General Fund savings, which resulted from using ARPA funds to cover 2024 employee wage increases, to support the development of the Outagamie County Physical Therapy Center as noted on the attached design concept, which by reference is made a part hereof, and

BE IT STILL FURTHER RESOLVED, that the Outagamie County Board of Supervisors does hereby approve the reallocation of any remaining General Fund savings, which resulted from using ARPA funds to cover 2024 employee wage increases, to the Healthcare Stabilization Fund as noted on the attached fiscal note, which by reference is made a part hereof, and

BE IT FINALLY RESOLVED, that the Outagamie County Clerk be directed to forward a certified copy of this resolution to the Outagamie County Finance Director, the Outagamie County Development and Land Services Director, the Outagamie County Facilities Director, and the Outagamie County Human Resources Director so they may proceed with the planning and implementation of these projects.

Respectfully Submitted,

FINANCE COMMITTEE

Chris Croatt

John Cuff

Karen Lawrence

Dana Johnson

Rick Lautenschlager

Duly and officially adopted by the County Board on: December 10th, 2024

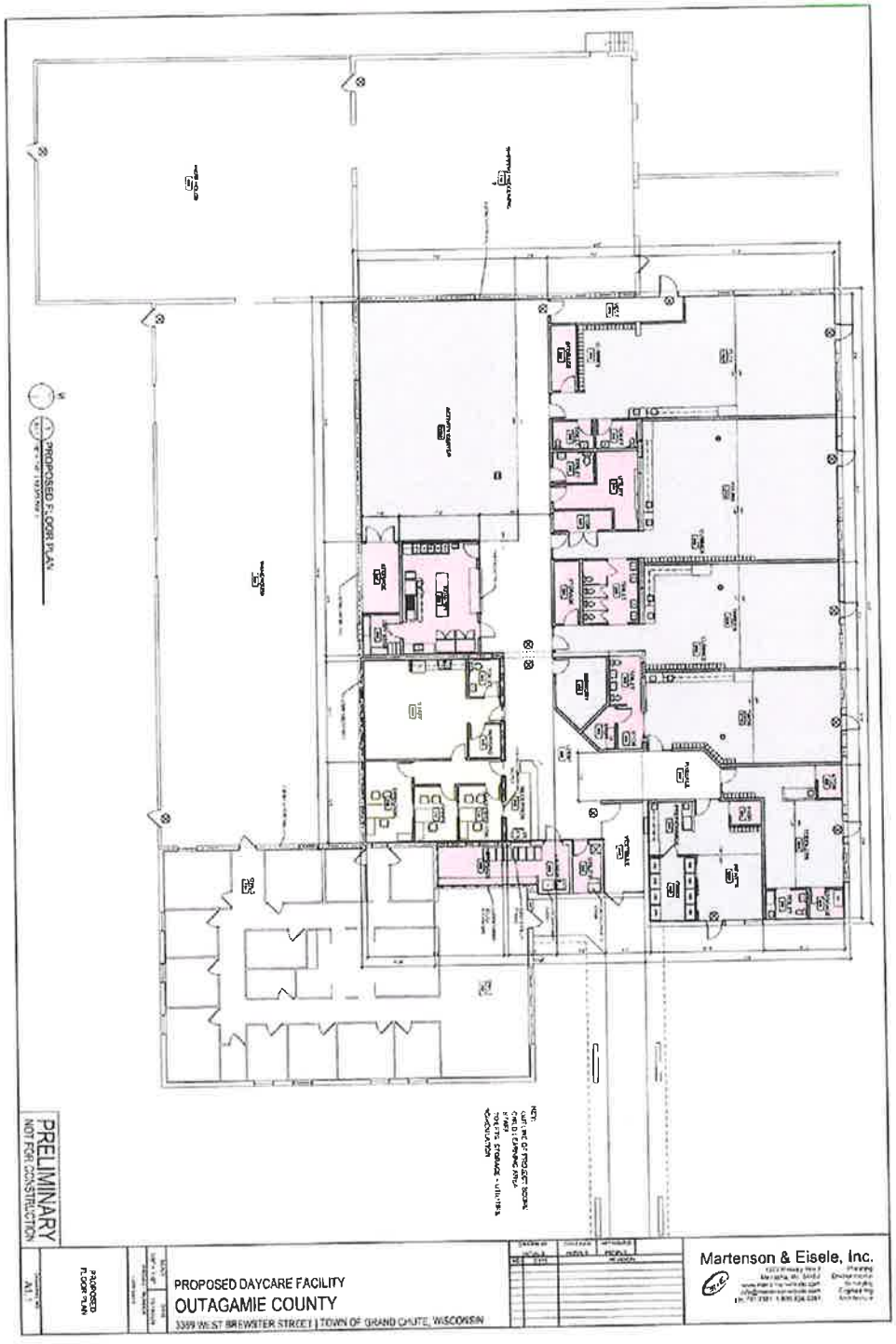
Signed: _____ Board Chairperson

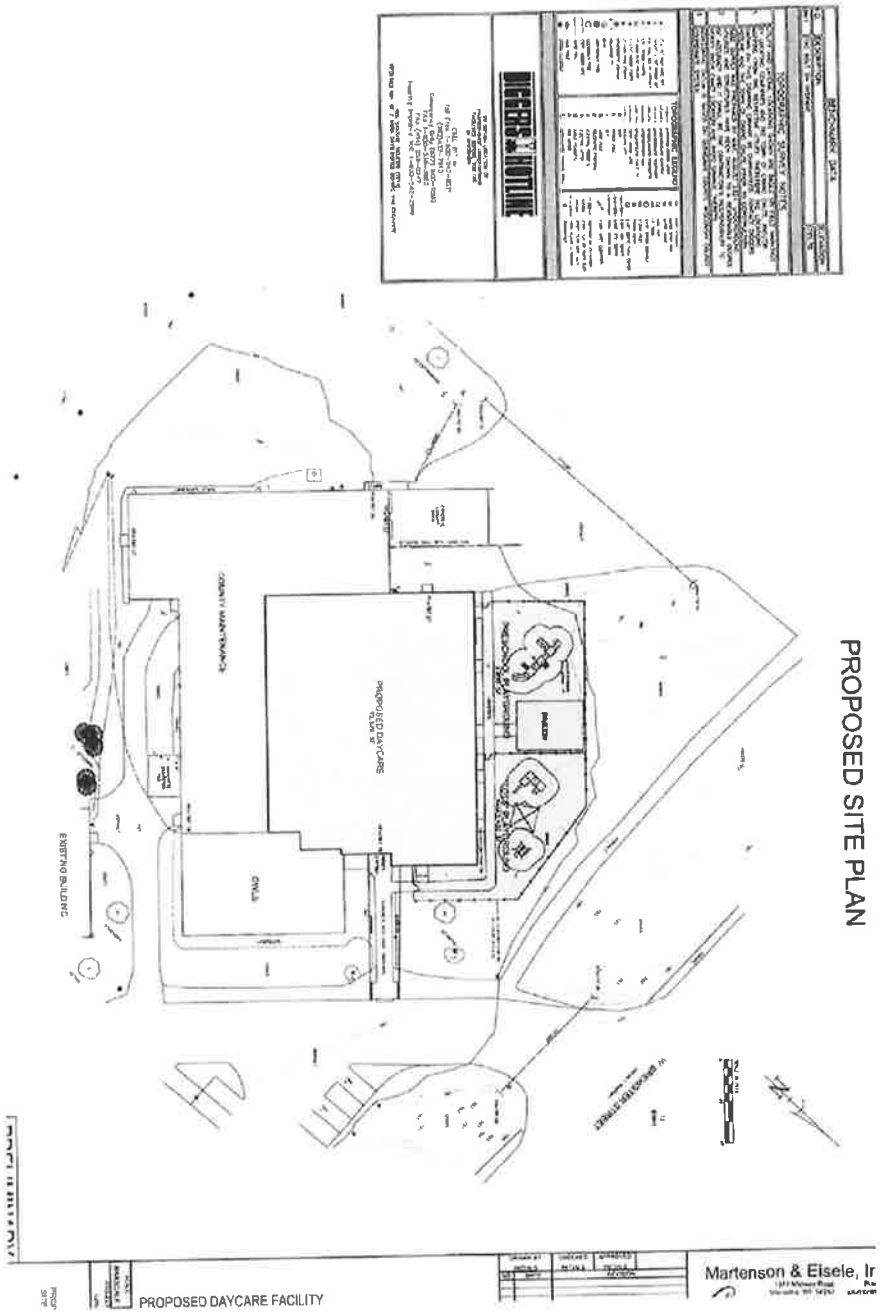
_____ County Clerk

Approved: 12-13-24

Vetoed: _____

Signed: _____ County Executive


PRELIMINARY
NOT FOR CONSTRUCTION
PROPOSED FLOOR PLAN
PROPOSED DAYCARE FACILITY
OUTAGAMIE COUNTY
3399 W. ST BREWSTER STREET | TOWN OF GRAND CHUTE, WISCONSIN
Martenson & Eisele, Inc.


PROPOSED SITE PLAN
PROPOSED DAYCARE FACILITY
Martenson & Eisele, Inc

Martenson & Eisele, Inc.

Project No. 1-0915-010 **10/18/24**
OUTAGAMIE COUNTY - Proposed Daycare Remodel
Brewster Site

Opinion of Probable Construction Costs

Description	Budget Cost
Division 1 - General Conditions / OH&P Project Management / supervision Overhead and profit Insurance, bonds Construction permits and fees Dumpsters Construction equipment / material handling Project cleaning	**$330,600**
Division 2 - Existing Conditions Selective building demolition	**$128,000**
Division 3 - Concrete Precast structural plank Precast concrete topping New Concrete Stoops Concrete Patching	**$35,000**
Division 4 - Masonry New CMU walls CMU infill Exterior wall infill	**$23,500**
Division 5 - Metals Steel lintels and misc steel	**$12,000**
Division 6 - Wood and Plastics Cabinets and countertops Blocking and misc carpentry	**$89,200**
Division 7 - Thermal and Moisture Protection Flashing and sheet metal Firestopping Sealants	**$12,700**
Division 8 - Openings HM frames FEMA HM doors and frames Prefinished wood interior doors Aluminum main entry doors, frames and accessible controls Aluminum doors and frames Aluminum windows	**$117,800**

Martenson & Eisele, Inc.

Project No. 1-0915-010 **10/18/24**
OUTAGAMIE COUNTY - Proposed Daycare Remodel
Brewster Site

Opinion of Probable Construction Costs

Description	Budget Cost
Kitchen counter shutter FEMA Shutter Door hardware Glazing	
Division 9 - Finishes Metal Stud, Gypsum board and veneer plaster Ceramic tile flooring and base Suspended acoustical panel ceiling system LVT / Vinyl plank flooring Vinyl wallbase Carpet tile Exterior painting Interior painting	**$310,600**
Division 10 - Specialties Toilet room accessories (grab bars / mirror) Toilet room partitions Interior signage	**$10,000**
Division 22 - Plumbing Kohler / Sloan plumbing fixtures Single bowl Elkay lavatories and sinks Water heater(s) Waste pipe trenching Piping and Insulation Kitchen hand sink Kitchen 3-compartment sink Kitchen grease trap	**$258,000**
Division 23 - Heating, Ventilating and Air-Conditioning Restroom exhaust fans Grilles, diffusers and registers Connections to existing HVAC systems Ductwork - insulated as required Commercial Kitchen Hood	**$105,000**
Division 26 - Electrical Duplex receptacles and switches including GFI Cat-5 data cabling and outlets - final hookups by owner vendor Occupancy sensors for lighting where required 24x24 LED lay-in lights in suspended acoustical ceiling (dimmable) LED 'wafer' recessed lights (dimmable)	**$143,000**

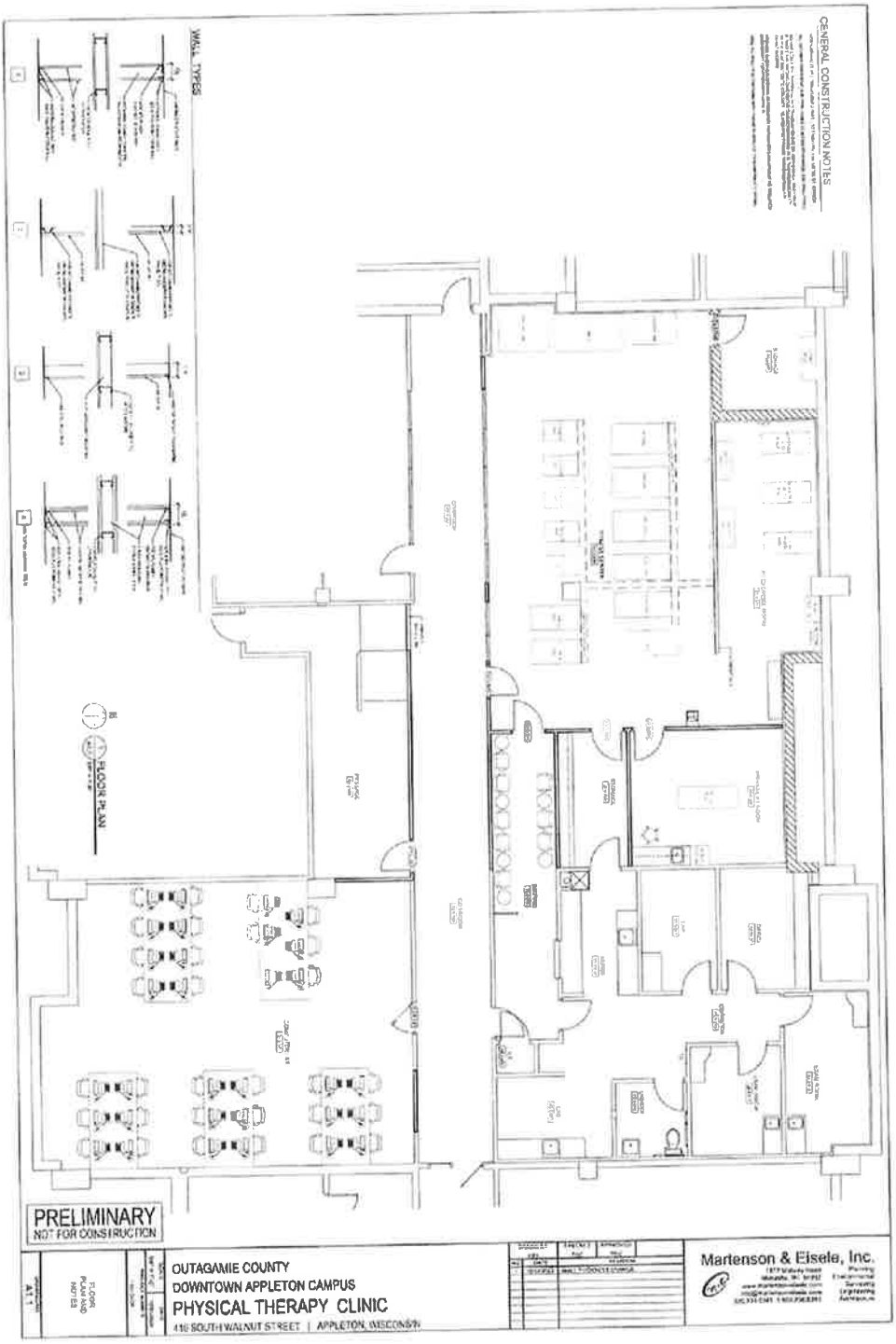
Martenson & Eisele, Inc.

Project No. 1-0915-010 **10/18/24**
OUTAGAMIE COUNTY - Proposed Daycare Remodel
Brewster Site

Opinion of Probable Construction Costs

Description	Budget Cost
LED exit signs Wiring of mechanical and plumbing equipment	
Division 27 - Communications Update communications / fiber	**$9,400**
Division 28 - Security Systems New fire alarm panel and system	**$17,000**
Division 31 - Earthwork Minor grading for walks and playground	**$5,000**
Division 32 - Site Improvements Demo existing asphalt and stoops Concrete sidewalks Playground matting Fencing	**$46,200**
Construction Subtotal	**$1,653,000**
Contingency (Design and Construction) 15%	$165,300
A/E Design Fee 9%	$148,770
Permits / Fees	$10,000
Asbestos Abatement	TBD
Total Opinion of Probable Construction Costs	**$1,967,070**
Building Construction Area	12,375 NSF

Playground Equipment, Kitchen Equipment, Classroom and Office Furnishings and Equipment Not Included


WALL TYPES
GENERAL CONSTRUCTION NOTES
FLOOR PLAN
PRELIMINARY
NOT FOR CONSTRUCTION
OUTAGAMIE COUNTY
DOWNTOWN APPLETON CAMPUS
PHYSICAL THERAPY CLINIC
416 SOUTH WALNUT STREET | APPLETON, WISCONSIN
Martenson & Eisele, Inc.

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:** Total Rewards Implementation Savings allocation

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 allocation of remaining ARPA funding to the Total Rewards Implementation, the savings will be used to fund the following projects at up to an estimated $4.25 million. These savings will be used for the following projects:

Outagamie County Employee Childcare Center
Outagamie County Physical Therapy and Wellness Center
Healthcare Stabilization Fund

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

[x] Revenues [x] 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 ( ) no (x)
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
Child Care Center	Purchased Services/ Capital	TO BE DETERMINED	TO BE DETERMINED
Physical Therapy & Wellness Center	Purchased Services/ Capital	TO BE DETERMINED	TO BE DETERMINED
Healthcare Stabilization	Operating Transfer	6070100.8900	TO BE DETERMINED
General fund	Committed Funds	1000000.3869/3867	TO BE DETERMINED

Annual and Long-Term Impact

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

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

Fiscal Note Prepared by: Kevin Englebert/Michelle Uitenbroek

For Financial Services purposes only

Reviewed By: *Michelle Uitenbroek*

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: 11/26/2024

Comments:

LOCK IN OF ALL APPOINTMENTS, ORDINANCE NOS. Z-7 AND C—2024-25, AND RESOLUTION NOS. Z-6, 99, 100, 101, 102, 103, 104, 105, 106, 107, 108, 109, 110, 111, 112, 115, 116, 117, AND 118—2024-25.

Vote for lock in. ROLL CALL: 31 yes, 5 absent. ALL APPOINTMENTS, ORDINANCE NOS. Z-7 AND C—2024-25, AND RESOLUTION NOS. Z-6, 99, 100, 101, 102, 103, 104, 105, 106, 107, 108, 109, 110, 111, 112, 115, 116, 117, AND 118—2024-25 ARE ADOPTED & LOCKED IN.

VOTE RESULTS 31 YES | 0 NO | 0 ABSTAIN | 5 ABSENT

Lock in of Appointments, Ord. Nos. Z-7 and C, Res. Nos. Z-6 and 99-112, 115-118—2024-

Lock In of All Appointments and Ord. Nos. Z-7 and C—2024-25 and Res. Nos. Z-6, 99, 100, 101, 102, 103, 104, 117 and 118—2024-25.

Passed With Majority of Full Membership

1 THOMPSON YES	13 WEGAND YES	25 JANKE ABSENT
2 JOHNSON YES	14 HERMES ABSENT	26 WEINBERG YES
3 SMITH ABSENT	15 MacDONALD YES	27 CULBERTSON YES
4 PATIENCE YES	16 SCHROEDER YES	28 MONFILS ABSENT
5 GABRIELSON YES	17 CROATT YES	29 WINTERFELDT YES
6 KOSTELNY YES	18 SPEARS YES	30 NEJEDLO YES
7 HAMMEN YES	19 HEISER YES	31 CLEGG YES
8 LAWRENCE YES	20 MITCHELL YES	32 THYSSEN ABSENT
9 KRUEGER YES	21 CUFF YES	33 VANDERHEIDEN YES
10 LAMERS YES	22 HAGEN YES	34 RETTLER YES
11 FERGUSON YES	23 KLEMP YES	35 KOURY YES
12 McCABE YES	24 THIEDE YES	36 LAUTENSCHLAGER YES

Outagamie County 12-10-24 County Board Meeting - December 10 2024 08:27:06 PM

December 10, 2024 County Board Meeting

OpenMeeting

RECONSIDERATION OF ALL APPOINTMENTS, ORDINANCE NOS. Z-7 AND C—2024-25, AND RESOLUTION NOS. Z-6, 99, 100, 101, 102, 103, 104, 105, 106, 107, 108, 109, 110, 111, 112, 115, 116, 117, AND 118—2024-25.

Supervisor Nejedlo moved, seconded by Supervisor Wegand, to reconsider the above listed appointments, ordinances, and resolutions.

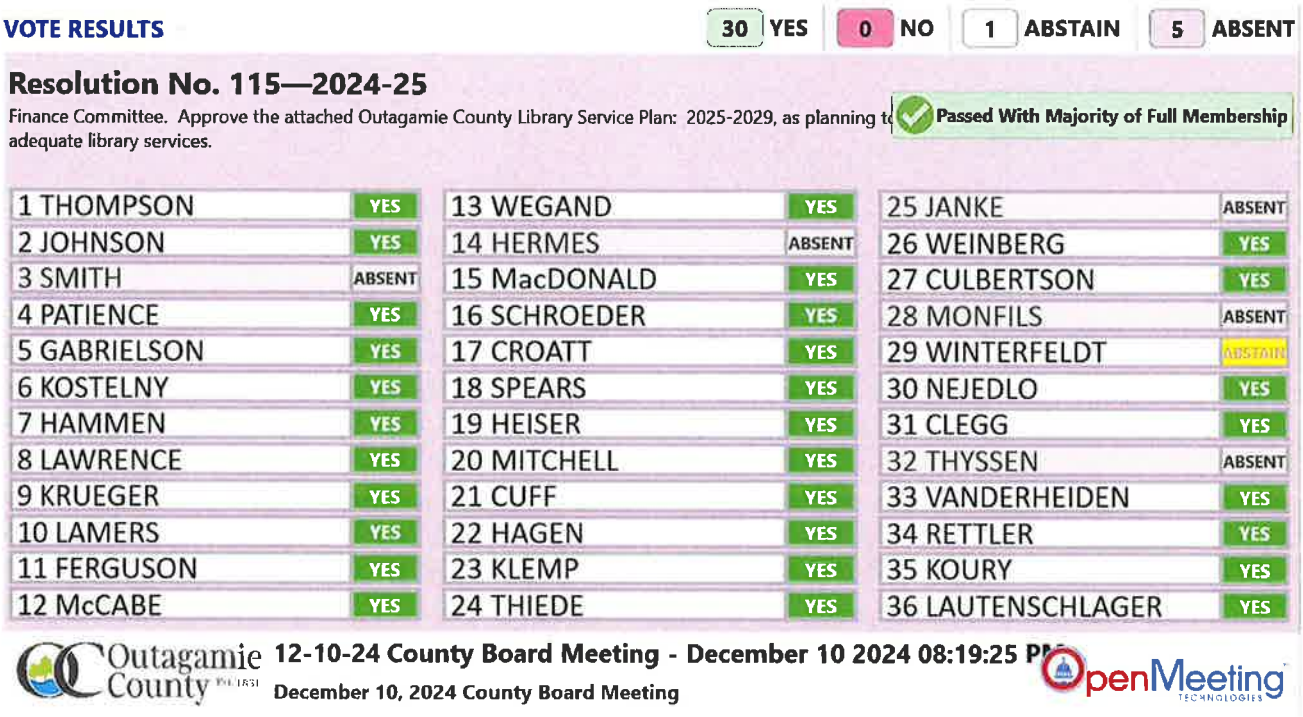
Vote for reconsideration. ROLL CALL: 29 yes, 2 no (Ferguson, Thiede), 5 absent. ALL APPOINTMENTS, ORDINANCE NOS. Z-7 AND C—2024-25, AND RESOLUTION NOS. Z-6, 99, 100, 101, 102, 103, 104, 105, 106, 107, 108, 109, 110, 111, 112, 115, 116, 117, AND 118—2024-25 ARE RECONSIDERED.



Resolution No. 115—2024-25 – Finance Committee. Approve the attached Outagamie County Library Service Plan: 2025-2029, as planning to ensure that county residents have access to adequate library services.

Supervisor Cuff moved, seconded by Supervisor Croatt, for adoption.

ROLL CALL: 30 yes, 1 abstain (Winterfeldt), 5 absent. RESOLUTION NO. 115—2024-25 IS ADOPTED.



VOTE RESULTS — 30 YES | 0 NO | 1 ABSTAIN | 5 ABSENT

Resolution No. 115—2024-25

Finance Committee. Approve the attached Outagamie County Library Service Plan: 2025-2029, as planning t adequate library services.

Passed With Majority of Full Membership

1 THOMPSON	YES	13 WEGAND	YES	25 JANKE	ABSENT
2 JOHNSON	YES	14 HERMES	ABSENT	26 WEINBERG	YES
3 SMITH	ABSENT	15 MacDONALD	YES	27 CULBERTSON	YES
4 PATIENCE	YES	16 SCHROEDER	YES	28 MONFILS	ABSENT
5 GABRIELSON	YES	17 CROATT	YES	29 WINTERFELDT	ABSTAIN
6 KOSTELNY	YES	18 SPEARS	YES	30 NEJEDLO	YES
7 HAMMEN	YES	19 HEISER	YES	31 CLEGG	YES
8 LAWRENCE	YES	20 MITCHELL	YES	32 THYSSEN	ABSENT
9 KRUEGER	YES	21 CUFF	YES	33 VANDERHEIDEN	YES
10 LAMERS	YES	22 HAGEN	YES	34 RETTLER	YES
11 FERGUSON	YES	23 KLEMP	YES	35 KOURY	YES
12 McCABE	YES	24 THIEDE	YES	36 LAUTENSCHLAGER	YES

Outagamie County — 12-10-24 County Board Meeting - December 10 2024 08:19:25 PM

December 10, 2024 County Board Meeting

OpenMeeting TECHNOLOGIES

RESOLUTION NO.: 115—2024-25

TO THE HONORABLE, THE OUTAGAMIE COUNTY BOARD OF SUPERVISORS

LADIES AND GENTLEMEN: ***MAJORITY***

Wisconsin counties that participate in public library systems are responsible for providing library services to county residents who reside outside of communities that maintain their own libraries. Outagamie County is a member of the Outagamie Waupaca Library System (OWLS), therefore, it is required to engage in regular planning to ensure that county residents have access to adequate library services.

While county library service plans can address any appropriate issues, Wisconsin Statute Section 43.11 requires that a county library service plan must address the following:

- How public library service will be provided to residents of those municipalities in Outagamie County not maintaining a public library.
- The method and level of funding to be provided by the County in order to implement services described in the plan, including the reimbursement of municipal libraries for providing countywide library service.
- A method for allocating membership on the OWLS Board between Outagamie and Waupaca Counties.

This resolution approves the Outagamie County Library Service Plan: 2025-2029.

NOW THEREFORE, the undersigned members of the Finance Committee recommend adoption of the following resolution.

BE IT RESOLVED, that the Outagamie County Board of Supervisors does approve the attached *Outagamie County Library Service Plan: 2025-2029*, which by reference is made a part hereof, as planning to ensure that county residents have access to adequate library services, and

BE IT FINALLY RESOLVED, that the Outagamie County Clerk be directed to forward a copy of this resolution to the Outagamie Waupaca Counties Federated Library Systems Director.

Dated this 10th day of December 2024

Respectfully Submitted,

FINANCE COMMITTEE

Chris Croatt

John Cuff

Karen Lawrence

Dana Johnson

Rick Lautenschlager

Duly and officially adopted by the County Board on: December 10th, 2024

Signed: _____
Board Chairperson

_____
County Clerk

Approved: 12.13.24

Vetoed: _____

Signed: _____
County Executive

Outagamie County
Library Service Plan: 2025-2029

Recommended for Adoption to the
Outagamie County Board of Supervisors
By Outagamie County Library Services Planning Committee
October 17, 2024

Outagamie County Library Service Plan: 2025-2029

Introduction

Wisconsin counties that participate in public library systems are responsible for providing library services to county residents who reside outside of communities that maintain their own libraries. Because Outagamie County is a member of the Outagamie Waupaca Library System (OWLS), it is required to engage in regular planning to ensure that county residents have access to adequate library services.

While county library service plans can address any appropriate issues, Wisconsin Statutes Section 43.11 requires that the Outagamie County plan address at least the following:

- How public library service will be provided to residents of those municipalities in Outagamie County not maintaining a public library.
- The method and level of funding to be provided by the County in order to implement services described in the plan, including the reimbursement of municipal libraries for providing countywide library service.
- A method for allocating membership on the OWLS Board between Outagamie and Waupaca Counties.

In May 2024, the ten members of the OWLS Board residing in Outagamie County were designated to serve as the planning committee, and it developed this plan. A public hearing will be held, and the plan will be presented to the County Board of Supervisors for approval. It is intended for this plan to supersede the Outagamie County Library Service Plan: 2020-2024.

Review of the 2020-2024 County Library Service Plan

The Library Planning Committee's review of library service in Outagamie County indicates that the 2020-2024 Plan has been generally effective. Public libraries in the county have continued to do a good job of making high quality library services available to all residents of the county. They offer great value to the community, are open and welcoming to all, and provide a neutral, safe place for meetings. Participation in OWLS has been good for public libraries and library service in the county, and OWLS has done a good job of coordinating countywide library service. The principles articulated in the 2020-2024 Plan (Appendix B) continue to be valid and have guided the development of this plan.

The 2020-2024 Plan phased in the inclusion of electronic circulation in the funding formula. The decision to revise the formula was based on changes in library service and use due to the increasing availability and high demand for digital resources which allow patrons to make use of library collections without visiting the library building. This trend identified by the planning committee in 2019 has continued over the current plan period.

The COVID-19 pandemic had a profound impact on library service during the plan period. Physical circulation decreased 55% between 2019 and 2020 and then gradually rebounded to reach 78% of 2019 circulation in 2023. Use of electronic materials has increased each year. Total circulation of OverDrive items in 2019 was equal to approximately 12% of physical material circulation. Between 2019 and 2023, OverDrive circulation increased by over 50% to equal approximately 23% of physical circulation. Further growth in electronic circulation has been hindered by the size of the collection. Libraries cannot afford to purchase enough items to meet demand and waiting lists for popular titles are extremely long.

Because eligible expenditures increased 8% over the plan period, and total combined physical and electronic circulation decreased, Outagamie County libraries' average cost per circulation increased from $4.02 in 2019 to $5.03 in 2023.

Circulation to county residents living outside of communities with libraries decreased from 28% of total circulation in 2019 to 26% in 2023. During the period covered by the Plan, the County's payments to municipal libraries increased at an average of 2.4% per year.

The 2020-2024 Plan recommended maintaining library funding at 100% of the formula for providing countywide library service, a threshold first achieved in 2014 and successfully maintained through 2024 with one exception in 2021.

Another issue the plan addressed was to encourage the appointment of non-residents to library boards, especially those from the towns making the greatest use of the library. Local libraries were also encouraged to consider including youth members on their boards.

Finally, the committee considered another issue facing some Outagamie County public libraries. Libraries in municipalities located near the county line sometimes provide significant levels of service to residents of other counties, and OWLS regularly works to see that these libraries are compensated for their efforts. In 2024, the library boards and OWLS initiated billing of Winnebago County on behalf of Outagamie County libraries for service provided to Winnebago County residents who reside outside of communities that maintain their own libraries.

History of Funding

Because of the switch in funding methodologies that occurred in 2000, libraries were being funded at different percentage levels of the new formula. The 2000-2004 Plan attempted to hold libraries harmless by freezing payments to libraries with higher funding levels and increasing payments to libraries with lower funding levels. While this approach helped, there was still a large variation in funding levels among libraries.

Because it was not equitable for some libraries to be receiving reimbursements at a higher level than other libraries, the 2005-2009 Plan included a funding methodology that was more aggressive in moving libraries to the same funding percentage. Beginning in 2007, all libraries, except the Oneida Community Library, were funded at the same percentage level (78%) of the county funding formula. (The funding methodology for the Oneida Community Library is set in a separate agreement between Outagamie County and the Oneida Tribe of Indians of Wisconsin.)

This action required significant cuts in funding to some libraries. In 2005, two libraries received cuts, and one library did not receive a funding increase. In 2006, three libraries received funding cuts, and four libraries did not receive increases. In 2007, four libraries received funding cuts.

Because the amount and cost of library service provided to the county by municipal libraries had increased more rapidly than the county's reimbursements, the funding level dropped from 88.5% in 2000 to 75.8% in 2004. While the downward trend was reversed between 2005 and 2009, little progress was made as the funding level only increased from 79.0% in 2005 to 80.4% in 2009.

The biggest challenge for Outagamie County in the 2010 to 2014 Plan was to make better progress toward the goal of reimbursing municipal libraries at 100% of the funding formula for providing countywide public library service. Under the previous funding methodology, which called for increasing the funding level 1% a year, it would have taken 20 years to achieve 100% funding of the reimbursement formula.

Failure to fully compensate libraries for the county service they provide contributes to disparity in the levels of support for library service between municipalities with libraries and the remainder of the county. A result of receiving less than 100% funding is that municipal residents provide higher levels of support to subsidize the use of their libraries by non-residents.

Beginning in 2010, the budget request contained an amount sufficient to increase the overall funding level by 4% each year in order to fund all libraries at the 100% level by 2014. The 2015-2019 Plan maintained the same formula, and all libraries were funded at 100% for those five years.

The 2020-2024 Plan revised the formula to phase in reimbursement for electronic circulation over the plan period. The libraries were funded at 100% of the formula, subject to the phase-in percentage, for all of the plan years except 2021.

Year:	2010	2011	2012	2013	2014-2020	2021	2022-2024
Funding Level:	84%	88%	92%	96%	100%	97.4%	100%

Rationale for the 2025-2029 Plan

The Planning Committee has concluded that the current system of paying for library services (i.e., residents of communities with libraries support them through their local property taxes, and all other county residents pay for library service as part of their county taxes) has been fair and equitable for all parties.

Equitable funding for library service is a priority for the OWLS Board, for the libraries providing the service, and for their municipalities. Consequently, the Committee recommends that the county funding level be maintained at 100% of the county formula for the duration of this plan. Because library reimbursements are exempt from the county's levy limits, Outagamie County is in a position to provide full funding to municipal libraries without any impact on other county programs.

However, the Committee fully understands the economic difficulties facing all levels of government and that the recommended funding methodology is only possible because of the levy exemption. It

is understood by all parties that should library payments no longer be exempt from county levy limits the recommended funding methodology would need to be revisited.

Outagamie County has had a longstanding practice of reimbursing the Clintonville Public Library and the New London Public Library, both located in Waupaca County, using the funding methodology defined in this plan. The county planning committee has added item 4 in the following funding methodology section to codify this precedent.

County libraries report that they are unable to meet patron demand for digital materials for several reasons. Circulation statistics and materials requests demonstrate that demand is increasing for materials in digital formats, and digital formats usually cost libraries more than physical formats. For many years, libraries have been stretching collection budgets to their limits to buy more formats of the same titles, and smaller, more rural libraries in particular have been unable to invest in digital collections.

Digital borrowing has less "friction" than borrowing physical items. The patron does not have to make a trip to the library or even wait until it is open. In this way, digital collections make library service more accessible to county residents who live farther from libraries, and the committee believes that additional county support for electronic collections is justified. Outagamie County is encouraged to designate an amount of county funding each year, in addition to the formula reimbursement, that libraries may use for purchases in digital collections that are accessible to all county residents.

As in the past, it is recommended that the county board regularly appoint ten members to the OWLS Board. It is also recommended that OWLS continue to be the agent to coordinate the annual budget process.

Recommended Funding Methodology

The committee recommends the following funding methodology, which is based on a modification of the statutory funding formula, and which assumes that the amount the county taxes for library payments continues to be exempt from the county's levy limits. See Appendix C for definitions and a sample calculation.

1. Determine Each Library's Cost of Service
    a. A library's total operating expenditure in a given year, excluding capital expenditures and rent, less net building lease costs, less expenditures from federal sources, and less operating revenue from contracts, fines, fees, gifts, grants, or donations, is divided by total circulation during the same year to determine the library's cost per loan.

       Electronic circulation will be included as part of the total circulation provided by a library if that library includes an amount in its annual operating budget to purchase or lease items in electronic format, and if OWLS is able to obtain data from the content vendor that identifies the user's municipality.

   b. A library's cost per loan is multiplied by its number of loans to county residents living in jurisdictions that do not maintain libraries to determine the library's cost of service provided to the county.

2. This plan recommends funding libraries at 100% of the formula.

3. Determine Each Library's Payment
   a. Each library's payment will be determined by multiplying its cost of county service by the funding level for the particular budget year.
   b. Each library's payment under the county formula will be compared to the statutory minimum funding level for that library. If a library's funding under the county's formula is less than the required state minimum, its appropriation will be increased to the required minimum amount.

4. OWLS member libraries that are located in Waupaca County may request funding according to the funding methodology described in numbers 1-3 above when one or more of the following criteria is met.
   a. The municipality has territory in both counties.
   b. The library's circulation to Outagamie County residents who reside outside of communities that maintain their own libraries exceeds 5% of the library's total circulation.

5. Calculate county support for electronic collections
   a. Annually, OWLS will include in the county budget request an amount equal to 1% of the total funding formula request for home county libraries.
   b. OWLS will act as the fiscal agent for this pool of funding for electronic collections.
   c. A committee made up of library representatives will direct OWLS staff to purchase e-books and e-audiobooks in the shared digital collection.

6. The Oneida Community Library's payment will continue to be based on the methodology negotiated between Outagamie County and the Oneida Tribe of Indians of Wisconsin.

7. Annually, OWLS will coordinate the budget request process and will submit a budget request equaling the total of the payment amounts for all county libraries, qualifying Waupaca County libraries, the Oneida Community Library, and electronic collections.

8. The OWLS Board will monitor the effectiveness of this funding methodology and recommend any changes to Outagamie County. In 2029, this methodology will be evaluated by a new County Library Planning Committee.

Goals and Objectives

Goal A: To continue membership in OWLS in order to ensure that all residents of Outagamie County have access to all library services provided by all public libraries in the county and library system.

Objectives:

1. Outagamie County shall regularly meet all statutory requirements in order to continue its membership in OWLS. (2025-2029)
2. Outagamie County shall regularly appoint ten members to the OWLS Board in accordance with this plan and with Section 43.19, Wisconsin Statutes. (2025-2029)
3. Outagamie County shall designate the OWLS Board to coordinate the implementation of countywide library services. (2025-2029)
4. Outagamie County shall encourage all municipal libraries in the county to continue their memberships in OWLS. (2025-2029)
5. OWLS shall continue working with neighboring systems and counties to resolve intersystem service inequities so that Outagamie County libraries are compensated adequately for providing services to residents of other systems. (2025-2029)

Goal B: To compensate public libraries at 100% of the funding methodology included in this plan for providing service to county residents residing in jurisdictions without local libraries.

Objectives:

1. OWLS shall annually collect circulation and expenditure data from municipal public libraries in the county and prepare a library budget request based on the County's funding methodology. (2025-2029)
2. OWLS shall annually submit the library budget request to Outagamie County in accordance with county and statutory deadlines. (2025-2029)
3. Outagamie County shall annually appropriate funding to compensate municipal libraries for providing services to residents of jurisdictions without local libraries. (2025-2029)
4. Outagamie County shall pay its annual library appropriation to OWLS for distribution to the appropriate municipal libraries. (2025-2029)

Goal C: To engage in continuous planning and education regarding the provision of public library services to Outagamie County residents.

Objectives:

1. The OWLS Board shall annually review this plan and shall forward to the County Board any recommended revisions. (2025-2029)
2. The County Board shall appoint a library planning committee to revise this plan or develop a new county library service plan whenever warranted. (2025-2029)

3. The County Board shall appoint a library planning committee to revise this plan or develop a new county library service plan. (2029)
4. OWLS shall annually contact library directors and county officials to inform them of options for appointing non-residents and youth to local library boards and shall encourage them to make such appointments. (2025-2029)
5. OWLS shall regularly provide detailed statistical information to all municipal libraries about services provided to residents of all jurisdictions within the county. (2025-2029)
6. Outagamie County shall encourage all municipal libraries in the county to regularly share information with town and county officials about library use by their constituents. (2025-2029)

Appendix A

Outagamie County Planning Committee Members – Appointed by the Outagamie County Board of Supervisors in May 2024

Mitesh Ajmera
315 W. River Rd
Appleton, WI 54915

Tyler Baeten
34 Adams Way
Little Chute, WI 54140

Roberta Buchholtz
611 Pleasant Way
Seymour, WI 54165

Cindy Fallona, Kaukauna PL Trustee
301 W. Morningside Drive
Kaukauna, WI 54130

Peter Gilbert
1908 N Clark Street
Appleton, WI 54911

Wendy Hartman
N1058 Vander Maazen Dr
Greenville, WI 54942

B Looker, Appleton PL Trustee
208 E. Circle St
Appleton, WI 54911

Cathy Thompson, County Supervisor
330 East Winnebago Street
Appleton, WI 54911

Angela Ver Voort
N6429 Twelve Corners Road
Black Creek, WI 54106

Veronica Woodward
W7044 Puls Farm Place
Greenville, WI 54942

Support for Committee

Bradley Shipps
Kristin Laufenberg
Outagamie Waupaca Library System
3373 West Brewster Street
Appleton, WI 54914

Appendix B

Guiding Principles

In order to develop a plan, it is necessary to articulate the underlying principles and assumptions that inform and shape the plan. This plan has been developed in the context of the principles and assumptions listed below. These principles are based on statutory requirements, history, or current practices.

1. All Outagamie County residents should have convenient access to high quality library services and should be free to use any public library in the county or library system.
2. Outagamie County should continue to rely on its existing municipal libraries to provide countywide library service. There is no need for the county to implement a new structure to provide additional library services.
3. The county has a responsibility to fairly compensate municipal libraries for providing countywide service.
4. The county should continue to contract with OWLS, and OWLS should continue to contract with the individual municipal libraries to ensure that countywide service is provided.
5. Public libraries within Outagamie County currently provide sufficient access to a high level of services. Any future county library service plans should attempt to preserve this level of access and services.
6. Because municipal libraries are making satisfactory efforts to provide appropriate services, this plan need not recommend any minimum service standards. However, all municipal libraries are encouraged to develop services in accordance with the Wisconsin Public Library Standards.
7. Local library boards have autonomous authority for determining local library service programs. This authority includes a responsibility to plan and deliver local library services in the most cost-effective manner possible.
8. Local libraries have a responsibility to collect and report the circulation and financial data used to determine county budget requests as accurately as possible.
9. Outagamie County encourages municipalities to appoint non-residents to their public library boards so that all county residents are represented in decision-making regarding library policies and operations.

Appendix C

Definitions and Sample Calculation

Circulation A circulation transaction is the act of loaning materials at a library in all physical formats for use outside the library. This activity includes checking out materials to users, either manually or through a self-checkout system, and renewing materials, each of which is reported as a circulation transaction. Include items circulated from all library units (e.g., main library, branches, bookmobiles, and book-by-mail programs) administered by the library board.

Electronic Circulation An electronic circulation is defined as an individual electronic file, corresponding to a commercial work, cataloged as a distinct resource, requiring user authentication for access, and made available for a limited, defined time period on an electronic device. As such "uses" or "hits" of electronic databases or similar files will not be considered electronic circulation.

For the purposes of calculating library reimbursements, OWLS uses data found in the *Wisconsin Public Library Annual Report* whenever possible. Library boards are required to file reports with the Wisconsin Department of Public Instruction's (DPI's) Division for Libraries and Technology (DLT) and the libraries' municipal governing body within 60 days of the conclusion of the fiscal year, under Wis. Stat. 43.58 (6) (a). Data not available in the report is collected from library directors or reports generated by OWLS.

Sample Library Reimbursement Calculation

Formula Variables	Data Source	Example	Notes
Total Operating Expenditures	Library Annual Report, Section VI. Field 6.	$ 400,000	
Exclude Capital Expenditures	Library Annual Report, Section VII.		Capital expenditures and rent paid to the municipality or county are not included in operating expenditures in library annual reports, so do not need to be deducted here.
Less Rent	Library Annual Report, Section VII.		
Less Net Building Lease Costs	Reported to OWLS by library director	$ -	Most libraries do not lease their buildings, and this data is not explicitly called out in the library annual report.
Less Federal Expenditures	Library Annual Report, Section VI. Field 7.	$ (200)	
Less Contract Income	Library Annual Report, Section V. Field 5.	$ -	Libraries rarely have contract income
Less All Other Operating Income	Library Annual Report, Section V., Field 7.	$ (20,000)	Includes operating reveneu from fines, fees, gifts, grants, and donations.
Operating Expenditures per County Formula		**$ 379,800**	
Circulation	Library Annual Report, Section III. Field 1a.	60,000	
Electronic Circulation	Library Annual Report, Section III. Field TBD	10,000	This field will be moved to section III for the 2024 library annual report. The instructions with the final field number have not been published as of the writing of this plan.
Total Circulation per County Formula		**70,000**	
Cost per Loan		**$ 5.43**	Operating expenditures divided by total circulation
Circulation to County Residents	Library Annual report, Section XI. Field 2b.	20,000	
Electronic Circ to County Res.	Reports generated by OWLS	4,000	
Total Circulation to County Residents		**24,000**	County residents living in jurisdictions that do not maintain libraries.
Cost of Service Provided to the County by the Library		**$ 130,320**	Cost per loan multiplied by total circulation to county residents living in jurisdictions that do not maintain libraries
Funding Percentage	Determined during county budget process	100%	Plan recommends maintaining 100% funding
County Reimbursement to Library for Service Provided to County Residents		**$ 130,320**	Cost of service multiplied by funding percentage

Summary of Key Changes in the 2025-2029 County Library Service Plan

Section	Changes
Introduction	Dates were updated
Review of the 2020-2024 Plan	Updated to reflect events of the prior 5 years, including the COVID pandemic, and related trends in library service.
History of Funding	Added a paragraph describing the 2020-2024 plan period.
Rationale for the 2025-2029 Plan	Presents the planning committee's reasoning behind two additions to the plan: • Codifying in-system, adjacent county reimbursement • Funding for electronic collections
Recommended Funding Methodology	• The wording in step 1 has been clarified, but the formula was not changed. • Definitions of circulation and electronic circulation have been moved to an appendix. • Item 4 has been added to codify longstanding practice in Outagamie County. It will not increase the annual budget request unless usage patterns change significantly. • Item 5 has been added to fund electronic collections. It will increase the annual budget request.
Goals and Objectives	No changes
Appendix A – Committee Members	Updated
Appendix B – Guiding Principles	No changes
Appendix C – Definitions and Sample Calculation	New, added for clarity

LOCK IN OF ALL APPOINTMENTS, ORDINANCE NOS. Z-7 AND C—2024-25, AND RESOLUTION NOS. Z-6, 99, 100, 101, 102, 103, 104, 105, 106, 107, 108, 109, 110, 111, 112, 115, 116, 117, AND 118—2024-25.

Vote for lock in. ROLL CALL: 31 yes, 5 absent. ALL APPOINTMENTS, ORDINANCE NOS. Z-7 AND C—2024-25, AND RESOLUTION NOS. Z-6, 99, 100, 101, 102, 103, 104, 105, 106, 107, 108, 109, 110, 111, 112, 115, 116, 117, AND 118—2024-25 ARE ADOPTED & LOCKED IN.

VOTE RESULTS 31 YES 0 NO 0 ABSTAIN 5 ABSENT

Lock in of Appointments, Ord. Nos. Z-7 and C, Res. Nos. Z-6 and 99-112, 115-118—2024-

Lock In of All Appointments and Ord. Nos. Z-7 and C—2024-25 and Res. Nos. Z-6, 99, 100, 101, 102, 103, 104, 117 and 118—2024-25.

Passed With Majority of Full Membership

1 THOMPSON	YES	13 WEGAND	YES	25 JANKE	ABSENT
2 JOHNSON	YES	14 HERMES	ABSENT	26 WEINBERG	YES
3 SMITH	ABSENT	15 MacDONALD	YES	27 CULBERTSON	YES
4 PATIENCE	YES	16 SCHROEDER	YES	28 MONFILS	ABSENT
5 GABRIELSON	YES	17 CROATT	YES	29 WINTERFELDT	YES
6 KOSTELNY	YES	18 SPEARS	YES	30 NEJEDLO	YES
7 HAMMEN	YES	19 HEISER	YES	31 CLEGG	YES
8 LAWRENCE	YES	20 MITCHELL	YES	32 THYSSEN	ABSENT
9 KRUEGER	YES	21 CUFF	YES	33 VANDERHEIDEN	YES
10 LAMERS	YES	22 HAGEN	YES	34 RETTLER	YES
11 FERGUSON	YES	23 KLEMP	YES	35 KOURY	YES
12 McCABE	YES	24 THIEDE	YES	36 LAUTENSCHLAGER	YES

Outagamie County Est. 1851 **12-10-24 County Board Meeting - December 10 2024 08:27:06 PM**

December 10, 2024 County Board Meeting

OpenMeeting

RECONSIDERATION OF ALL APPOINTMENTS, ORDINANCE NOS. Z-7 AND C—2024-25, AND RESOLUTION NOS. Z-6, 99, 100, 101, 102, 103, 104, 105, 106, 107, 108, 109, 110, 111, 112, 115, 116, 117, AND 118—2024-25.

Supervisor Nejedlo moved, seconded by Supervisor Wegand, to reconsider the above listed appointments, ordinances, and resolutions.

Vote for reconsideration. ROLL CALL: 29 yes, 2 no (Ferguson, Thiede), 5 absent. ALL APPOINTMENTS, ORDINANCE NOS. Z-7 AND C—2024-25, AND RESOLUTION NOS. Z-6, 99, 100, 101, 102, 103, 104, 105, 106, 107, 108, 109, 110, 111, 112, 115, 116, 117, AND 118—2024-25 ARE RECONSIDERED.



Resolution No. 116—2024-25 – Legislative/Audit and Human Resources Committee. Authorize to transfer $35,300 from the line items of Human Resources Salaries to the Negotiation, Mediation, and Arbitration Purchased Services to fund the expense for negotiation and arbitration of the Deputy Sheriff's Association contract, as noted on the attached fiscal note.

Supervisor Spears moved, seconded by Supervisor Lamers, for adoption.

ROLL CALL: 31 yes, 5 absent. RESOLUTION NO. 116—2024-25 IS ADOPTED.

VOTE RESULTS 31 YES | 0 NO | 0 ABSTAIN | 5 ABSENT

Resolution No. 116—2024-25

Legislative/Audit and Human Resources Committee. Authorize to transfer $35,300 from the line items of Hun... Mediation, and Arbitration Purchased Services to fund the expense for negotiation and arbitration of the Deputy Sheriff's Association contract, as noted on the attached fiscal note.

Passed With 2/3 of Full Membership

1 THOMPSON	YES	13 WEGAND	YES	25 JANKE	ABSENT
2 JOHNSON	YES	14 HERMES	ABSENT	26 WEINBERG	YES
3 SMITH	ABSENT	15 MacDONALD	YES	27 CULBERTSON	YES
4 PATIENCE	YES	16 SCHROEDER	YES	28 MONFILS	ABSENT
5 GABRIELSON	YES	17 CROATT	YES	29 WINTERFELDT	YES
6 KOSTELNY	YES	18 SPEARS	YES	30 NEJEDLO	YES
7 HAMMEN	YES	19 HEISER	YES	31 CLEGG	YES
8 LAWRENCE	YES	20 MITCHELL	YES	32 THYSSEN	ABSENT
9 KRUEGER	YES	21 CUFF	YES	33 VANDERHEIDEN	YES
10 LAMERS	YES	22 HAGEN	YES	34 RETTLER	YES
11 FERGUSON	YES	23 KLEMP	YES	35 KOURY	YES
12 McCABE	YES	24 THIEDE	YES	36 LAUTENSCHLAGER	YES

Outagamie County

12-10-24 County Board Meeting - December 10 2024 08:20:10 PM

December 10, 2024 County Board Meeting

OpenMeeting TECHNOLOGIES

RESOLUTION NO.: 116—2024-25

TO THE HONORABLE, THE OUTAGAMIE COUNTY BOARD OF SUPERVISORS

LADIES AND GENTLEMEN: ***2/3 MAJORITY – 24 VOTES***

The Deputy Sheriff's Association (DSA) contract negotiations ended in arbitration this year. Therefore, the cost of outside counsel was higher than budgeted for in 2024. The Human Resources Department had a staff opening for a majority of the year, which will offset the contract negotiation expenses. This resolution approves transferring $35,300 from the Human Resources Salaries line item to the Negotiation, Mediation and Arbitration Purchased Services line item to fund the expense for negotiation and arbitration.

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

BE IT RESOLVED, that the Outagamie County Board of Supervisors does hereby and herewith authorize transferring $35,300 from the Human Resources Salaries line item to the Negotiation, Mediation, and Arbitration Purchased Services line item to fund the expense for negotiation and arbitration of the Deputy Sheriff's Association (DSA) contract as noted on the attached fiscal note, which by reference is made a part hereof, and

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

Dated this 10th day of December 2024

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: December 10th, 2024

Signed: _____ Board Chairperson

_____ County Clerk

Approved: 12.13.24

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:** Transfer funds from HR Salaries to HR Negotiations

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)

Due to DSA negotiations ending in arbitration this year, the cost of counsel was higher than budgeted for 2024. The HR department also had a staff opening for a majority of the year, so this request is to transfer excess salary from the Human Resources Department to fund the expense for negotiation and arbitration in that cost center.

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

[ ] Revenues [x] 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 (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? If no, skip to question 8 below yes (x) no ( )

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
Human Resources	Salaries	1006000.5100	(35,300)
Negotiation, Mediation, Art	Purchased Services	1006005.5500	35,300

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 _____ Annual Revenue _____

Fiscal Note Prepared by: Valarie Wunderlich

For Financial Services purposes only	
Reviewed By: *Michelle Uitenbroek*	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 Expenditures Account Number / Amount
Date: 11/25/2024	
Comments:	

LOCK IN OF ALL APPOINTMENTS, ORDINANCE NOS. Z-7 AND C—2024-25, AND RESOLUTION NOS. Z-6, 99, 100, 101, 102, 103, 104, 105, 106, 107, 108, 109, 110, 111, 112, 115, 116, 117, AND 118—2024-25.

Vote for lock in. ROLL CALL: 31 yes, 5 absent. ALL APPOINTMENTS, ORDINANCE NOS. Z-7 AND C—2024-25, AND RESOLUTION NOS. Z-6, 99, 100, 101, 102, 103, 104, 105, 106, 107, 108, 109, 110, 111, 112, 115, 116, 117, AND 118—2024-25 ARE ADOPTED & LOCKED IN.

VOTE RESULTS 31 YES | 0 NO | 0 ABSTAIN | 5 ABSENT

Lock in of Appointments, Ord. Nos. Z-7 and C, Res. Nos. Z-6 and 99-112, 115-118—2024-

Lock In of All Appointments and Ord. Nos. Z-7 and C—2024-25 and Res. Nos. Z-6, 99, 100, 101, 102, 103, 104, 117 and 118—2024-25.

Passed With Majority of Full Membership

1 THOMPSON	YES	13 WEGAND	YES	25 JANKE	ABSENT
2 JOHNSON	YES	14 HERMES	ABSENT	26 WEINBERG	YES
3 SMITH	ABSENT	15 MacDONALD	YES	27 CULBERTSON	YES
4 PATIENCE	YES	16 SCHROEDER	YES	28 MONFILS	ABSENT
5 GABRIELSON	YES	17 CROATT	YES	29 WINTERFELDT	YES
6 KOSTELNY	YES	18 SPEARS	YES	30 NEJEDLO	YES
7 HAMMEN	YES	19 HEISER	YES	31 CLEGG	YES
8 LAWRENCE	YES	20 MITCHELL	YES	32 THYSSEN	ABSENT
9 KRUEGER	YES	21 CUFF	YES	33 VANDERHEIDEN	YES
10 LAMERS	YES	22 HAGEN	YES	34 RETTLER	YES
11 FERGUSON	YES	23 KLEMP	YES	35 KOURY	YES
12 McCABE	YES	24 THIEDE	YES	36 LAUTENSCHLAGER	YES

Outagamie County

12-10-24 County Board Meeting - December 10 2024 08:27:06 PM

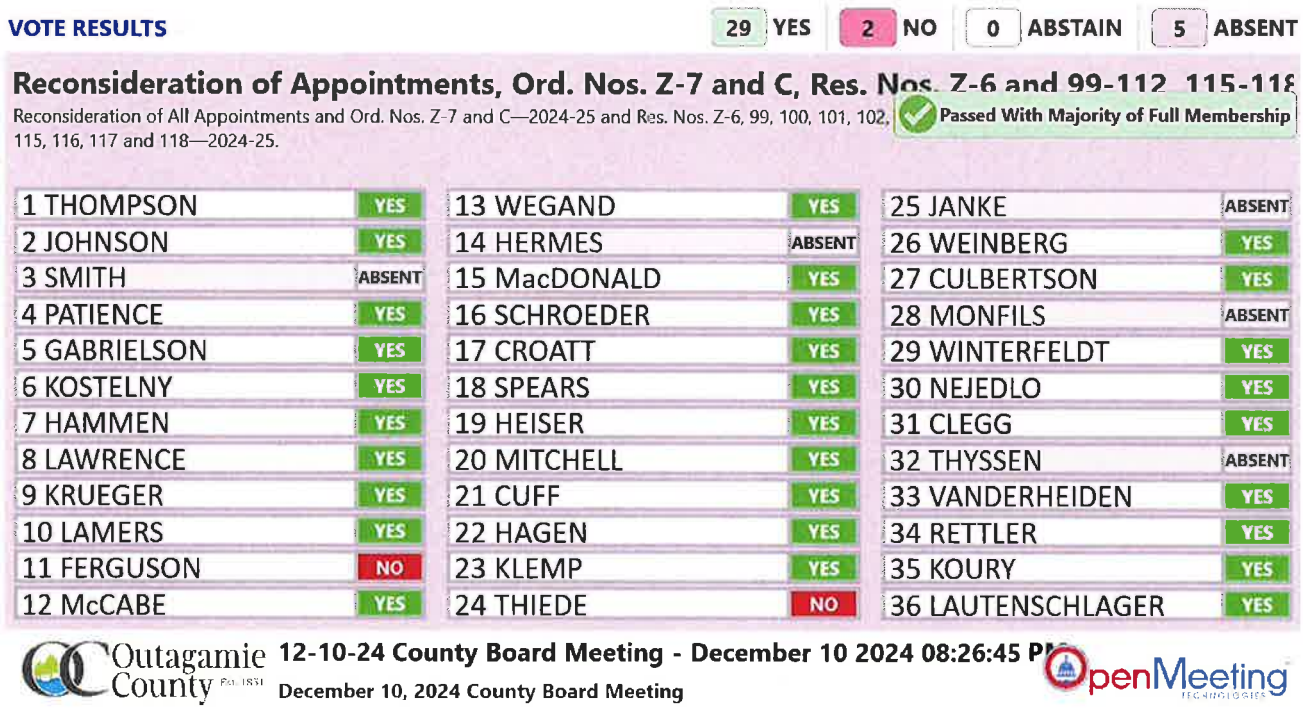
December 10, 2024 County Board Meeting

OpenMeeting

RECONSIDERATION OF ALL APPOINTMENTS, ORDINANCE NOS. Z-7 AND C—2024-25, AND RESOLUTION NOS. Z-6, 99, 100, 101, 102, 103, 104, 105, 106, 107, 108, 109, 110, 111, 112, 115, 116, 117, AND 118—2024-25.

Supervisor Nejedlo moved, seconded by Supervisor Wegand, to reconsider the above listed appointments, ordinances, and resolutions.

Vote for reconsideration. ROLL CALL: 29 yes, 2 no (Ferguson, Thiede), 5 absent. ALL APPOINTMENTS, ORDINANCE NOS. Z-7 AND C—2024-25, AND RESOLUTION NOS. Z-6, 99, 100, 101, 102, 103, 104, 105, 106, 107, 108, 109, 110, 111, 112, 115, 116, 117, AND 118—2024-25 ARE RECONSIDERED.



VOTE RESULTS — 29 YES | 2 NO | 0 ABSTAIN | 5 ABSENT

Reconsideration of Appointments, Ord. Nos. Z-7 and C, Res. Nos. Z-6 and 99-112, 115-118

Reconsideration of All Appointments and Ord. Nos. Z-7 and C—2024-25 and Res. Nos. Z-6, 99, 100, 101, 102, 115, 116, 117 and 118—2024-25.

Passed With Majority of Full Membership

1 THOMPSON	YES	13 WEGAND	YES	25 JANKE	ABSENT
2 JOHNSON	YES	14 HERMES	ABSENT	26 WEINBERG	YES
3 SMITH	ABSENT	15 MacDONALD	YES	27 CULBERTSON	YES
4 PATIENCE	YES	16 SCHROEDER	YES	28 MONFILS	ABSENT
5 GABRIELSON	YES	17 CROATT	YES	29 WINTERFELDT	YES
6 KOSTELNY	YES	18 SPEARS	YES	30 NEJEDLO	YES
7 HAMMEN	YES	19 HEISER	YES	31 CLEGG	YES
8 LAWRENCE	YES	20 MITCHELL	YES	32 THYSSEN	ABSENT
9 KRUEGER	YES	21 CUFF	YES	33 VANDERHEIDEN	YES
10 LAMERS	YES	22 HAGEN	YES	34 RETTLER	YES
11 FERGUSON	NO	23 KLEMP	YES	35 KOURY	YES
12 McCABE	YES	24 THIEDE	NO	36 LAUTENSCHLAGER	YES

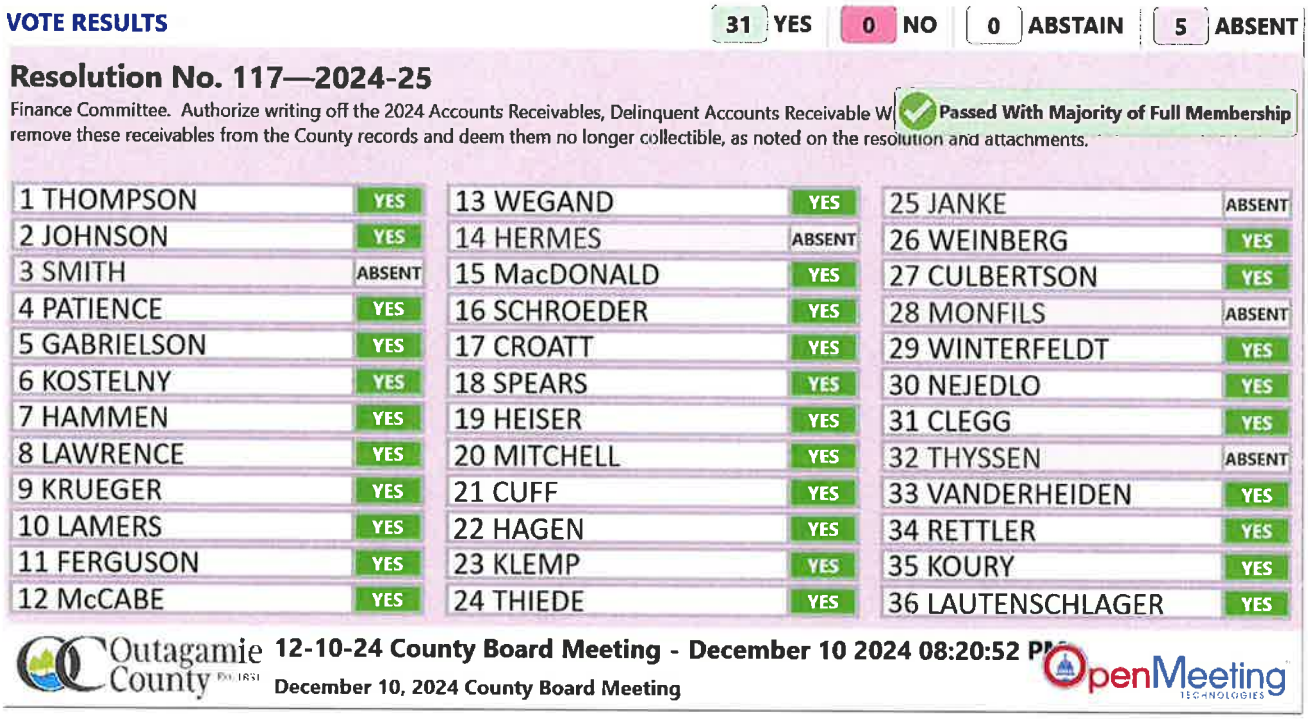
Outagamie County Est. 1851 — 12-10-24 County Board Meeting - December 10 2024 08:26:45 PM — OpenMeeting Technologies

December 10, 2024 County Board Meeting

Resolution No. 117—2024-25 – Finance Committee. Authorize writing off the 2024 Accounts Receivables, Delinquent Accounts Receivable Write-offs and authorize the Finance Director to remove these receivables from the County records and deem them no longer collectible, as noted on the resolution and attachments.

Supervisor Croatt moved, seconded by Supervisor Lawrence, for adoption.

ROLL CALL: 31 yes, 5 absent. RESOLUTION NO. 117—2024-25 IS ADOPTED.



VOTE RESULTS

31 YES | 0 NO | 0 ABSTAIN | 5 ABSENT

Resolution No. 117—2024-25

Finance Committee. Authorize writing off the 2024 Accounts Receivables, Delinquent Accounts Receivable W

Passed With Majority of Full Membership

remove these receivables from the County records and deem them no longer collectible, as noted on the resolution and attachments.

1 THOMPSON	YES	13 WEGAND	YES	25 JANKE	ABSENT
2 JOHNSON	YES	14 HERMES	ABSENT	26 WEINBERG	YES
3 SMITH	ABSENT	15 MacDONALD	YES	27 CULBERTSON	YES
4 PATIENCE	YES	16 SCHROEDER	YES	28 MONFILS	ABSENT
5 GABRIELSON	YES	17 CROATT	YES	29 WINTERFELDT	YES
6 KOSTELNY	YES	18 SPEARS	YES	30 NEJEDLO	YES
7 HAMMEN	YES	19 HEISER	YES	31 CLEGG	YES
8 LAWRENCE	YES	20 MITCHELL	YES	32 THYSSEN	ABSENT
9 KRUEGER	YES	21 CUFF	YES	33 VANDERHEIDEN	YES
10 LAMERS	YES	22 HAGEN	YES	34 RETTLER	YES
11 FERGUSON	YES	23 KLEMP	YES	35 KOURY	YES
12 McCABE	YES	24 THIEDE	YES	36 LAUTENSCHLAGER	YES

Outagamie County

12-10-24 County Board Meeting - December 10 2024 08:20:52 P

December 10, 2024 County Board Meeting

OpenMeeting TECHNOLOGIES

RESOLUTION NO.: 117—2024-25

TO THE HONORABLE, THE OUTAGAMIE COUNTY BOARD OF SUPERVISORS

LADIES AND GENTLEMEN: ***MAJORITY***

Annually, the Finance Department brings forward a request to write-off delinquent accounts. These are accounts that have been billed to customers throughout all of the county's operations but have not been paid in full. In most cases, the County will continue to seek collection through using a collection agency, continuing to work with the customer or working with Corporation Counsel.

This resolution authorizes writing off Accounts Receivables (A/R) for 2024 in order for the A/R records to be limited to those deemed currently collectible.

NOW THEREFORE, the undersigned members of the Finance Committee recommend adoption of the following resolution.

BE IT RESOLVED, that the Outagamie County Board of Supervisors does authorize writing off the 2024 Accounts Receivables as referenced on the attached Delinquent Accounts Receivable Write-offs for 2024 memo and spreadsheets, which by reference are made a part hereof, and

BE IT FURTHER RESOLVED, that the Outagamie County Finance Director is authorized to remove these receivables from the County records and deem them no longer collectible, and

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

Respectfully Submitted,

FINANCE COMMITTEE

Chris Croatt

John Cuff

Karen Lawrence

Dana Johnson

Rick Lautenschlager

Duly and officially adopted by the County Board on: December 10th, 2024

Signed: _____
Board Chairperson

_____
County Clerk

Approved: 12.13.24

Vetoed: _____

Signed: _____
County Executive

Outagamie County Est. 1851

Financial Services
320 South Walnut St.
Appleton, WI 54911
920.832.5513

TO: Finance Committee

FROM: Michelle Ultenbroek

DATE: November 25, 2024

RE: **Delinquent Accounts Receivable Write-offs for 2024**

Based upon discussion with County departments, we request the following accounts be submitted to the County Board to be written off in 2024.

Department / Individual/Company and Service Provided			Write-Off Amount
Brewster Village (Names withheld due to confidentiality issues)			
10028730	MED ADV (B)	Nov-Dec 2023	1,386.41
Past timely filing limit 10028730	MED ADV (B)	Feb 2024	275.69
Past timely filing limit 10029999	MED ADV (A)	May 2024	9,640.94
Past timely filing limit 10029128	MED (B)	Aug-23	752.65
Past timely filing limit 10027595	INSURANCE (B)	Aug 23- Dec23	759.20
Past timely filing limit 10029513	SELF PAY	May 23- Sept 23	43,906.11
Passed away No Probate/Estate 10029875	MED ADV (A)	May-24	20,289.40
Past timely filing limit 10027548	MED (B)	Oct 23 & Dec 23	283.06
Past timely filing limit 10029749	MED ADV (B)	Dec-23	1,331.79
Past timely filing limit 10029386	MED ADV (B)	Oct 23 & Dec 23	894.53
Past timely filing limit 10026502	MED (B)	Jan-23	65.22
Past timely filing limit 10029239	INSURANCE (B)	Apr-22	325.00
	Total Brewster Village		**79,910.00**

Department / Individual/Company and Service Provided	Write-Off Amount

District Attorney

Account Number	Name	Dates	
1351030	BALGIE, ALEXANDER	7/17/2024	25.20
1314933	BARNES, TERRANCE	2/21/2023	11.00
1319718	CULPEPPER, JAMES	5/20/2023	25.80
1286961	ENOS, CHRISTOPHER	3/21/2022	10.00
1281431	GORDON, CURTIS	12/13/2021	22.60
1290652	JACKSON, DANIEL	8/26/2024	62.00
1309843	KOWALCZYK, PEGGY	12/14/2022	26.80
1308226	LANSON, LEVI T	11/28/2022	22.90
1076488	LOPEZ, AMARO ATTY	12/14/2022	10.60
1325376	MOERICKE, NOCHOLAS	6/28/2023	13.10
1308234	SCHULTZ, TYLER D	11/28/2022	15.90
1301075	THURMOND, DAMONT	8/31/2022	10.30
1038924	ULRICH, RYAN ATTORNEY	2/21/2023	26.20
1290661	WINFREY, PEDRO T	4/29/2022	17.60

For all of the above, attempts to collect by the County have failed so they have already been sent to a collection agency or the County is working on sending them to the collection agency.

Total District Attorney **300.00**

Department / Individual/Company and Service Provided	Write-Off Amount

Family Court Services (Names withheld due to confidentiality issues)

Account Number	Name	Dates	
Acct # 1327435	CHILD CUSTODY STUDY	8/3/2023	685.00
Acct # 1297352	CHILD CUSTODY STUDY	7/27/2022	781.25
Acct # 1328358	CHILD CUSTODY STUDY	8/25/2023	1,087.50
Acct # 1338791	CHILD CUSTODY STUDY	1/25/2024 Deceased	842.50
Acct # 1331194	CHILD CUSTODY STUDY	10/22/2023	936.50
Acct # 1297361	CHILD CUSTODY STUDY	8/26/2022	781.25

For all of the above, attempts to collect by the County have failed so they have already been sent to a collection agency or the County is working on sending them to the collection agency.

Total Family Court Services **5,114.00**

Department / Individual/Company and Service Provided			Write-Off Amount
Recycling and Solid Waste			
Account Number	**Name**	**Dates**	
Invoice # 30024	BLUE MUSTANG INC.	5/8/2024	5,041.30
Invoice # 30542	RECYCLEAN	10/25/2024	51,747.55
For all of the above, attempts to collect by the County have failed so they have already been sent to a collection agency or the County is working on sending them to the collection agency.			
		Total Recycling and Solid Waste	**56,788.85**

Department / Individual/Company and Service Provided		Write-Off Amount
Highway		
Name		
HANEGRAAF, BAILEY	DAMAGE CLAIM	147.13
BUTTERFIELD, PEPPER	DAMAGE CLAIM	377.60
HUBBELL, KRISTIN	DAMAGE CLAIM	169.60
BEATIE, JASON LEE	DAMAGE CLAIM	113.55
FORREST, PHILLIP JAMES	DAMAGE CLAIM	183.81
FRONTIER ATTN: CHRIS POLLACK	DAMAGE CLAIM	250.99
ELITE PERMITS ATTN: JULIA VAIL	DAMAGE CLAIM	155.00
DISMUKE, JEREMY S	DAMAGE CLAIM	1,040.66
MACIAS, ERIK	DAMAGE CLAIM	404.55
For all of the above, attempts to collect by the County have failed so they have already been sent to a collection agency or the County is working on sending them to the collection agency.		
	Total Highway	**2,842.89**

Department / Individual/Company and Service Provided			Write-Off Amount
Register of Deeds			
Account Number	**Name**	**Dates**	
1007200.4305.26	D SPRANGER HART	3/1/2022 JV 20220600	60.00
1007200.4305.26	B MC ALLISTER	8/1/2022 JV 20222040	30.00
For all of the above, attempts to collect by the County have failed so they have already been sent to a collection agency or the County is working on sending them to the collection agency.			
		Total for Register of Deeds	**90.00**

Comparison of Accounts Receivable Write-offs

	2011	2012	2013	2016	2017	2018	2019	2020	2021	2022	2023	2024
Brewster Village	8,313.62	5,524.16	5,230.32	25,328.29	13,066.20	10,916.39	33,949.92	69,584.70	23,580.54	44,892.06	98,250.89	79,910.00
District Attorney	155.10	216.65	145.25	472.40	796.40	580.60	705.55	1,053.20	214.50	-		300.00
Family Court Services	3,682.91	13,772.50	7,744.46	4,922.50	3,288.75	4,093.12	7,717.00	2,041.25	8,775.71	2,265.00		5,114.00
Coroner	15.75	-	-	-	-	-	-	150.00	-	-		-
Sheriff	301.60	130.00	552.32	170.00	-	60.00	50.00	-	-	-		90.00
Register of Deeds	-	-	-	40.00	-	-	20.00	-	-	-		
Airport/FBO	324.03	889.69	1,751.54	-	133.33	89,755.32	4,046.98	-	-	4,200.00	2,066.55	
Solid Waste/Single Stream	3,173.28	55.77	-	-	519.52	13,573.46	28.12	11,463.80	1,424.00	1,424.00		56,788.85
Highway	6,777.17	2,017.91	1,985.49	6,124.26	8,620.86	9,273.54	6,315.37	9,678.69	9,105.42	7,358.42	29,862.74	2,842.89
Totals	22,743.46	22,606.68	17,409.38	37,057.45	26,425.06	128,252.43	52,832.94	93,971.64	43,100.17	60,139.48	130,180.18	145,045.74

LOCK IN OF ALL APPOINTMENTS, ORDINANCE NOS. Z-7 AND C—2024-25, AND RESOLUTION NOS. Z-6, 99, 100, 101, 102, 103, 104, 105, 106, 107, 108, 109, 110, 111, 112, 115, 116, 117, AND 118—2024-25.

Vote for lock in. ROLL CALL: 31 yes, 5 absent. ALL APPOINTMENTS, ORDINANCE NOS. Z-7 AND C—2024-25, AND RESOLUTION NOS. Z-6, 99, 100, 101, 102, 103, 104, 105, 106, 107, 108, 109, 110, 111, 112, 115, 116, 117, AND 118—2024-25 ARE ADOPTED & LOCKED IN.

VOTE RESULTS 31 YES 0 NO 0 ABSTAIN 5 ABSENT

Lock in of Appointments, Ord. Nos. Z-7 and C, Res. Nos. Z-6 and 99-112, 115-118—2024-

Lock In of All Appointments and Ord. Nos. Z-7 and C—2024-25 and Res. Nos. Z-6, 99, 100, 101, 102, 103, 104, 117 and 118—2024-25.

Passed With Majority of Full Membership

1 THOMPSON	YES	13 WEGAND	YES	25 JANKE	ABSENT
2 JOHNSON	YES	14 HERMES	ABSENT	26 WEINBERG	YES
3 SMITH	ABSENT	15 MacDONALD	YES	27 CULBERTSON	YES
4 PATIENCE	YES	16 SCHROEDER	YES	28 MONFILS	ABSENT
5 GABRIELSON	YES	17 CROATT	YES	29 WINTERFELDT	YES
6 KOSTELNY	YES	18 SPEARS	YES	30 NEJEDLO	YES
7 HAMMEN	YES	19 HEISER	YES	31 CLEGG	YES
8 LAWRENCE	YES	20 MITCHELL	YES	32 THYSSEN	ABSENT
9 KRUEGER	YES	21 CUFF	YES	33 VANDERHEIDEN	YES
10 LAMERS	YES	22 HAGEN	YES	34 RETTLER	YES
11 FERGUSON	YES	23 KLEMP	YES	35 KOURY	YES
12 McCABE	YES	24 THIEDE	YES	36 LAUTENSCHLAGER	YES

Outagamie County

12-10-24 County Board Meeting - December 10 2024 08:27:06 PM

December 10, 2024 County Board Meeting

OpenMeeting

RECONSIDERATION OF ALL APPOINTMENTS, ORDINANCE NOS. Z-7 AND C—2024-25, AND RESOLUTION NOS. Z-6, 99, 100, 101, 102, 103, 104, 105, 106, 107, 108, 109, 110, 111, 112, 115, 116, 117, AND 118—2024-25.

Supervisor Nejedlo moved, seconded by Supervisor Wegand, to reconsider the above listed appointments, ordinances, and resolutions.

Vote for reconsideration. ROLL CALL: 29 yes, 2 no (Ferguson, Thiede), 5 absent. ALL APPOINTMENTS, ORDINANCE NOS. Z-7 AND C—2024-25, AND RESOLUTION NOS. Z-6, 99, 100, 101, 102, 103, 104, 105, 106, 107, 108, 109, 110, 111, 112, 115, 116, 117, AND 118—2024-25 ARE RECONSIDERED.



Resolution No. 118—2024-25 – Legislative/Audit and Human Resources Committee. Approve the attached Agreement between Outagamie County and Outagamie County Deputy Sheriff's Association 2023-2025 and Final Offer of Outagamie County to the Outagamie County Deputy Sheriff's Association documents, with no budget adjustment needed.

Supervisor Spears moved, seconded by Supervisor MacDonald, for adoption.

ROLL CALL: 31 yes, 5 absent. RESOLUTION NO. 118—2024-25 IS ADOPTED.

VOTE RESULTS 31 YES | 0 NO | 0 ABSTAIN | 5 ABSENT

Resolution No. 118—2024-25

Legislative/Audit and Human Resources Committee. Approve the attached Agreement between Outagamie C... Association 2023-2025 and Final Offer of Outagamie County to the Outagamie County Deputy Sheriff's Association documents, with no budget adjustment needed.

Passed With Majority of Full Membership

1 THOMPSON	YES	13 WEGAND	YES	25 JANKE	ABSENT
2 JOHNSON	YES	14 HERMES	ABSENT	26 WEINBERG	YES
3 SMITH	ABSENT	15 MacDONALD	YES	27 CULBERTSON	YES
4 PATIENCE	YES	16 SCHROEDER	YES	28 MONFILS	ABSENT
5 GABRIELSON	YES	17 CROATT	YES	29 WINTERFELDT	YES
6 KOSTELNY	YES	18 SPEARS	YES	30 NEJEDLO	YES
7 HAMMEN	YES	19 HEISER	YES	31 CLEGG	YES
8 LAWRENCE	YES	20 MITCHELL	YES	32 THYSSEN	ABSENT
9 KRUEGER	YES	21 CUFF	YES	33 VANDERHEIDEN	YES
10 LAMERS	YES	22 HAGEN	YES	34 RETTLER	YES
11 FERGUSON	YES	23 KLEMP	YES	35 KOURY	YES
12 McCABE	YES	24 THIEDE	YES	36 LAUTENSCHLAGER	YES

Outagamie County Est. 1851 **12-10-24 County Board Meeting - December 10 2024 08:22:01 PM**

December 10, 2024 County Board Meeting

OpenMeeting TECHNOLOGIES

RESOLUTION NO.: 118—2024-25

TO THE HONORABLE, THE OUTAGAMIE COUNTY BOARD OF SUPERVISORS

LADIES AND GENTLEMEN: ***MAJORITY***

A settlement agreement has been reached with the Deputy Sheriff's Association (DSA), through arbitration, for 2023-2025. The agreement includes:

- Term of the Agreement:
  - From January 1, 2023 to December 31, 2025
  - Three year term; Revise applicable dates to align with the agreed upon duration of the new Agreement
- Wage Increase:
  - 3% beginning the first pay period in January, 2023
  - $2 per hour beginning first pay period in January, 2024
  - 2% beginning the first pay period in January, 2025
  - 1% beginning the first pay period in July, 2025
- Vacation Policy:
  - Two (2) weeks of vacation upon hire (remove "after 1 year of continuous service")
  - Three (3) weeks of vacation after three (3) years of continuous service
  - Four (4) weeks of vacation after eight (8) years of continuous service
  - Five (5) weeks of vacation after fifteen (15) years of continuous service

All costs have been included in the budget; therefore, no budget adjustment is needed at this time.

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

BE IT RESOLVED, that the Outagamie County Board of Supervisors does approve the attached Agreement between Outagamie County and Outagamie County Deputy Sheriff's Association 2023-2025 and Final Offer of Outagamie County to the Outagamie County Deputy Sheriff's Association documents, which by reference are made a part hereof, with no budget adjustment needed as all costs have been included in the budget, and

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

Dated this 10th day of December 2024

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: December 10th, 2024

Signed: _____
Board Chairperson

_____
County Clerk

Approved: 12-13-24

Vetoed: _____

Signed: _____
County Executive

A G R E E M E N T

Between

OUTAGAMIE COUNTY

And

OUTAGAMIE COUNTY

DEPUTY SHERIFF'S ASSOCIATION

2023-2025

Table of Contents

PREAMBLE 4
ARTICLE 1 – MANAGEMENT RIGHTS 4
ARTICLE 2 – RECOGNITION 4
ARTICLE 3 – PROBATIONARY PERIOD– SENIORITY– LAY OFF 4
ARTICLE 4 – RULES AND REGULATIONS 6
ARTICLE 5 – DEFENSE OF OFFICERS BY THE CORPORATION COUNSEL 6
ARTICLE 6 – FAIR SHARE AGREEMENT 7
ARTICLE 7 – GRIEVANCE PROCEDURE 8
ARTICLE 8 – HOURS 9
ARTICLE 9 – OVERTIME 10
ARTICLE 10 – WORKER'S COMPENSATION DIFFERENTIAL PAY 11
ARTICLE 11 – PAID HOLIDAYS 12
ARTICLE 12 – VACATIONS 13
ARTICLE 13 – SICK LEAVE 15
ARTICLE 14 – MILITARY LEAVE 16
ARTICLE 15 – SPECIAL LEAVES 17
ARTICLE 16 – ABSENCE WITHOUT LEAVE 17
ARTICLE 17 – MEDICAL LEAVE 17
ARTICLE 18 – FUNERAL LEAVE 18
ARTICLE 19 – FAIR DISMISSAL AND DISCIPLINE 18
ARTICLE 20 – PROMOTION AND VACANCIES – JOB POSTING 20
ARTICLE 21 – PAY PERIOD 20
ARTICLE 22 – SALARIES 20
ARTICLE 23 – LONGEVITY 21
ARTICLE 24 – PROFESSIONAL IMPROVEMENT PROGRAM 21
ARTICLE 25 – RETIREMENT CONTRIBUTION 22
ARTICLE 26 – LIFE INSURANCE 22
ARTICLE 27 – HEALTH INSURANCE AND DENTAL INSURANCE 23
ARTICLE 28 – CLOTHING ALLOWANCE 24

ARTICLE 29 – SHIFT TRADES 24
ARTICLE 30 – NO STRIKE 25
ARTICLE 31 – AMENDMENT PROVISION 25
ARTICLE 32 – SAVINGS CLAUSE 25
ARTICLE 33 – NO AGREEMENT 25
ARTICLE 34 – CONDITIONS OF AGREEMENT 26
ARTICLE 35 – TERM OF AGREEMENT 26
APPENDIX A - ARTICLE 22 28
APPENDIX B – ARTICLE 11 – PAID HOLIDAYS 31
MEMORANDUM OF AGREEMENT REGULAR PERMANENT PART-TIME PATROL OFFICER(S) 31
SIDE BAR AGREEMENT 5-3 WORK SCHEDULE 33

AGREEMENT

PREAMBLE

It is the intent and purpose of the parties hereto that this Agreement shall promote and improve working conditions between the County and the Outagamie County Deputy Sheriff's Association and to set forth herein rates of pay, hours of work, and other terms and conditions of employment to be observed by the parties hereto.

ARTICLE 1 – MANAGEMENT RIGHTS

1.01 – Except as herein otherwise provided, the management of the work, and the direction of the work forces, including the right to hire, promote, transfer, demote, or suspend or discharge or otherwise discipline for proper cause, and the right to relieve employees from duty or to lay off employees is vested exclusively in the Employer, Outagamie County. In keeping with the above, the Employer, Outagamie County, shall adopt and publish reasonable rules which may be reasonably amended from time to time. The County and the Association will cooperate in the enforcement thereof.

ARTICLE 2 – RECOGNITION

2.01 – This Agreement made and entered into at Appleton, Wisconsin, pursuant to the provisions of Chapter 111.70 of the Wisconsin Statutes by and between Outagamie, hereinafter referred to as the "County" and the Outagamie County Deputy Sheriff's Association, sole bargaining agent for all regular permanent full-time and regular permanent part-time employees within the Sheriff's Department having the power of arrest, excluding the Sheriff, Undersheriff, Captains, Lieutenants, Staff Sergeants, and all confidential, supervisory, and managerial employees and independent contractors, hereinafter referred to as the "Association". This provision shall not be interpreted for purposes other than the identification of the bargaining representative and of the bargaining unit.

ARTICLE 3 – PROBATIONARY PERIOD– SENIORITY– LAY OFF

3.01 - An introductory period is a trial period of employment during which time an employee is required to demonstrate acceptable capability for continued employment in that position.

3.02 - Introductory periods are entered when an employee is newly hired, transferred or when promoted into a new position with a new salary. The length of time for initial introductory periods is as follows:

- A new full-time patrol officer will have a (12) twelve month introductory period, beginning upon satisfactory completion of the Field Training Program which is day (1) one of solo patrol status. This includes all employees, ie. an employee moving from part-time patrol within CJU, full or part-time corrections employees as well as Telecommunications or any other county position.
- A new, part-time patrol officer will have a (12) twelve month introductory period, beginning upon satisfactory completion of the respective Field Training Program.

- Employees promoted to Law Enforcement Specialist status will have a (6) six month introductory period, beginning upon satisfactory completion of required training.
- Employees demoted from Law Enforcement Specialist to Deputy either by the choice of management or the employee, shall be entitled to move back to a Deputy position.

3.03 - Employees will receive an introductory evaluation and/or a written notice, which is completed by the manager/supervisor, indicating whether the employee has passed or failed the introductory period, or if the introductory period has been extended.

3.04 - Periods of time during which the employee is not working in the job may be disregarded as counting toward the employee's introductory period. However, as circumstances warrant, the county may extend any introductory period for up to an additional three (3) months.

3.05 - During an employee's introductory period, he/she may be terminated at the discretion of the county without regard to cause and without recourse to the employee complaint process. Continued employment beyond the introductory period, without an extension, is taken as evidence of satisfactory completion of the introductory period.

3.06 – Seniority, as used in this Agreement, shall consist of the total calendar time of continuous full-time employment elapsed since the date of original employment with the County in this bargaining unit. Continuous full-time employment includes periods of time where the employee would have otherwise worked but for a work-related injury. Part-time employees will gain seniority on the above basis, prorated according to actual time worked in relation to a full-time employee. Except as specified above, continuous employment shall not include any period of layoff or unpaid leave of absence in excess of thirty (30) days. An employee shall lose his or her seniority and shall terminate the employment relationship for any of the following reasons:

a) Discharge.
b) Resignation.
c) Retirement.
d) Unexcused failure to return to work after the expiration of a leave of absence or period for which Worker's Compensation was paid or failing to report to work within five (5) days after notice of recall from layoff.
e) On layoff for a continuous period of time equivalent to twelve (12) calendar months.

In the event an employee transfers from this bargaining unit to other County employment, the employee will maintain seniority in this bargaining unit equal to the seniority the employee had at the time of the transfer, but will lose such seniority unless the employee returns to this bargaining unit, pursuant to Article 20, within six (6) months of the transfer.

3.07 – LAYOFF

a) In the event of a layoff or a reduction in the number of employees in any job classification, the employee with the least amount of classification seniority in the job classification selected by the County for the layoff or reduction will be initially selected for the layoff or reduction.

b) Such employee may displace that employee with the least amount of classification seniority in an equal or lower paying job classification in which the employee had previously worked, provided such employee has more bargaining unit seniority An employee laid off from a protective occupation classification who had not previously worked as a Patrol Officer shall be allowed to displace a Patrol Officer, provided such employee has more bargaining unit seniority. Employees displaced pursuant to this procedure will be allowed to exercise the same displacement rights, if they have sufficient seniority.

c) Classification seniority shall consist of the total calendar time of full-time employment (part-time employment will be prorated according to actual time worked in relation to a full-time employee) in a particular job classification listed in Appendix "A", e.g. Law Enforcement Specialist, Patrol Officer. An employee who permanently leaves one job classification will maintain the classification seniority he or she had at the time of leaving, but will not accrue further seniority in his or her former classification unless he or she permanently returns to such classification. Classification seniority will terminate if an employee loses his or her bargaining unit seniority pursuant to Section 3.05.

d) Employees will be recalled to openings in a job classification in which they formerly worked in the inverse order of their layoff or reduction from that classification. Such recall rights will no longer be available for any employee who is on layoff for a period of time equivalent to twelve (12) calendar months. Employees working in a different job classification because of a reduction in the number of employees in their former classification or because initially selected for layoff will retain recall rights to openings in their former job classification as long as they are working in a different job classification.

ARTICLE 4 – RULES AND REGULATIONS

4.01 – The rules and regulations of the Outagamie County Sheriff's Department as established by the County in accordance with the provisions of and pursuant to Chapter 111.70 of the Wisconsin Statues shall be made a part of this Agreement by reference. The Association shall be given thirty (30) days' notice on any new rule or regulation primarily related to wages, hours and conditions of employment proposed before it becomes effective.

ARTICLE 5 – DEFENSE OF OFFICERS BY THE CORPORATION COUNSEL

5.01 – The County shall authorize the Corporation Counsel to defend actions brought against any employee growing out of any acts done in the course of his or her employment or out of any alleged breach of his or her duty as such employee.

5.02 – Any judgment obtained against such employee shall be paid by the county provided the employee acted within the scope of his or her job.

ARTICLE 6 – DUES DEDUCTION AGREEMENT

6.01 - The County agrees it will deduct from the monthly earnings (on a bi-weekly basis) of all employees in the collective bargaining unit, who individually sign a due deduction authorization form provided by the County where the employee is knowingly and affirmatively consenting to the deduction of dues from the employee's paycheck, an amount equal to the monthly dues, as certified by the Association, and pay said amount to the local Treasurer of the Association on or before the end of the month following the month in which such deduction was made.

6.02 - Changes in the amount of dues to be deducted shall be certified by the Association sixty (60) days before the effective date of the change.

6.03 - As to new employees, such deduction for monthly dues shall be in no way construed as a waiver of the twelve (12) month probationary period. It shall be the employee's responsibility to sign the dues deduction authorization form and to provide the signed form to the County and Association no less than 30 days prior to the date in which the dues deductions are to commence.

6.04 - The County will provide the Association with a list of employees from whom such deductions are made with each monthly remittance to the Association.

6.05 - No employee shall be required to join the Association, but membership in the Association shall be made available to all employees who apply consistent with the Association Constitution and By-Laws. No employee shall be denied Association membership because of race, creed, color, sex, religion, age, or any other protected status. Authorization of dues deductions by a member may be revoked upon notice in writing to the County or to the Association and with the understanding that the deduction will cease as reasonably as practical after receipt of written notice of revocation.

6.06 - It is agreed that the County shall be held harmless from any money judgment which may be rendered against it arising out of a legal controversy regarding the Fair Share Agreement. In the event of such controversy, the Association shall defend the action on behalf of itself and the County and shall be responsible for any expenses it may incur in defending said Fair Share Agreement. In the event that the County decides to tender its own defense, the County shall be responsible for its own costs and expenses, including legal fees.

ARTICLE 7 – GRIEVANCE PROCEDURE

7.01 – Both the Association and the County recognize that grievances should be settled promptly and at the earliest possible stages and therefore, agree that any grievance must be initiated at Step 1 within fifteen (15) calendar days of the incident, or within (15) calendar days that the Association becomes aware of the incident, or it shall be considered invalid.

7.02 – Only matters involving the interpretation, application or enforcement of this Agreement which may arise between the County and employee (employees) or the County and the Association shall constitute a grievance and shall be processed in the following manner by the aggrieved employee or the Association. Individual grievances shall be signed by the aggrieved party. Association grievances shall be signed by the Association's President or his/her designee. The written grievance shall include a listing of the section(s) violated, the details of the violation and the remedy requested. If these items are not listed, the grievance will be returned for the items to be included.

Step 1. The aggrieved employee or the Association shall present the grievance in writing to his or her immediate supervisor outside the bargaining unit. The employee may present the grievance alone or accompanied by an Association representative. The immediate supervisor shall respond in writing within five (5) days after receipt of the grievance to the aggrieved employee and the Association. The grievance shall be considered settled in Step 1, unless it is presented in writing to the Sheriff within five (5) days of receipt of the Step 1 answer or last date due.

Step 2. The Sheriff or his or her designee shall, within five (5) days of receipt of the grievance, hold an informal meeting with the aggrieved employee, the Undersheriff and/or supervisor and the Association representative, and make a written reply within five (5) days of such meeting to the aggrieved employee and the Association. The grievance shall be considered settled in Step 2, unless it is presented in writing to the County Human Resources Director within five (5) days of receipt of the reply of the Sheriff or last date due.

Step 3. The County Human Resources Director shall set up a meeting with all parties within ten (10) days of receipt. The County agrees that time spent in the presentation of grievances at the third step by up to two (2) designated Association officials and the grievant during working hours shall not be deducted from the pay of such employees. Within five (5) days of such meeting, the County Human Resources Director shall submit to all parties a written determination of the grievance. The grievance shall be considered settled in Step 3, unless the Association notifies the County Human Resources Director in writing within five (5) days of receipt of the written determination of the County Human Resources Director (or designee) or last date due, of its intent to appeal the matter to arbitration.

Step 4. Unless the parties agree otherwise, the Association shall request the WERC to submit a panel of five (5) arbitrators to the parties. The parties shall alternately strike names from the panel until one remains, who shall be appointed the arbitrator. The Association shall make the first strike. The decision of the arbitrator shall be final and binding on the parties and the arbitrator shall be requested to issue a decision in writing within thirty (30) days of the conclusion of the testimony and argument. In rendering his

or her decision, the arbitrator shall neither add to, detract from nor modify any of the provisions of the Agreement.

7.03 – Unless the parties agree otherwise, expenses for the arbitrator's services and the proceedings shall be borne equally by the County and the Association. However, each party shall be responsible for compensating its own representatives and witnesses. If either party desires a verbatim record of the proceedings, it may cause such a record to be made providing it pays for the record and makes copies available without charge to the arbitrator.

7.04 – The Association may appoint representatives of the Association and shall inform the County of the names of the individuals so appointed, and of any change thereafter made in such appointments. The County shall allow the representatives the necessary time to process grievances during the course of the duty day.

7.05 – The time periods in this Article except in Section 7.01 shall not include Saturdays, Sundays and holidays and any time period may be extended by mutual agreement of the parties. Initiation and appeals of grievances, notifications, answers and replies will be deemed made or presented as of the date of the postmark, if such are mailed.

7.06 – A settlement of an individual grievance which was not obtained through arbitration will not be used as a binding precedent on the Association or any employee in the bargaining unit other than the individual grievant involved if such grievance was neither processed by nor filed by the Association. Nothing in this Article shall be construed to permit a grievance to be appealed to Step 4 without the approval of the Association.

ARTICLE 8 – HOURS

8.01 – WORK WEEK

A. The normal workweek for full-time Patrol Officers will be 5 on-2 off, 5 on 3-off and the normal workday for such employees shall consist of an eight and one-third (8.33) hour shift.

B. The normal workweek for full-time employees assigned to the Criminal Justice Unit (CJU) and the MEG Unit, and Law Enforcement Specialists assigned to investigations, shall average forty (40) hours based on a fifty-two (52) week year. The normal workday for such employees shall consist of an eight (8) hour shift.

C. The normal workweek for full-time Law Enforcement Specialists will be 5 on-2 off, 5 on-3 off, and the normal workday for such employees shall consist of an eight and one-third (8.33) hour shift. Shift times as Law Enforcement Specialists may vary from shift times for Patrol Officers, up to four (4) hours before or after the Patrol Officer shift times. Shift times may be changed for any one or all of the Law Enforcement Specialists upon twenty-four (24) hour notice to the employee or employees involved.

D. Assignment of staff covered under this agreement will be made in the following manner:

1. Assignments to the various shifts shall be selected by bargaining unit seniority each October. The assignment to the shifts are set for one year.

2. When an opening occurs on a shift during the year and such opening is not subject to the job posting provisions of the contract, it will be filled as follows:

    (a) If the opening occurs prior to September 1, it will be posted and filled by seniority. Management retains the right to set the date for the change based on manpower and training issues within a reasonable time frame.

    (b) If the opening occurs on or after September 1, it may be filled by management within its sole discretion.

    (c) An individual who is awarded a change in shift under this procedure will carry forward his/her vacation selections, subject to availability. In the event that the individual's vacation is not available on the new shift, the individual will select vacation, subject to vacation availability on the new shift.

ARTICLE 9 – OVERTIME

9.01 – Employees will be compensated at the rate of time and one-half ($1^1/_2$) based on their normal rate of pay for all hours worked in excess of their scheduled workday or workweek, provided however, that for part-time employees such rate shall be paid for all hours worked in excess of forty (40) in any workweek.

9.02 – A call-in is defined as any time an employee is required to work outside of his or her normally scheduled hours except hours which are worked consecutively prior to or subsequent to the employee's scheduled work hours. An employee shall be entitled to call-in pay when required to work outside of his normally scheduled hours as herein defined. The employee shall receive the greater of three (3) hours pay at the employee's regular rate of pay or overtime pay for the actual hours worked, whichever is greater.

9.03 - Aside from overtime sign up, emergency situations or as specified otherwise in this Agreement, overtime must be authorized and approved by the Department Head or division head before overtime can be paid.

9.04 – In lieu of pay for up to one hundred (100) overtime hours per year, an employee may request compensatory time off on a straight-time basis. Such time off will be granted at a time mutually agreed upon between the employee and the Sheriff or his or her designee. In addition, all compensatory time on the books shall be paid out as of December 15 of each calendar year.

9.05 - Overtime Allocation. These allocation rules cover all overtime shifts pertaining to

Patrol, Civil Process, and Criminal Justice Unit (Transports):

a) All overtime is allocated by seniority. Seniority is based upon bargaining unit seniority within the bargaining unit currently known as the Outagamie County Deputy Sheriff's Association.

b) At the beginning of every month the known overtime is posted on the board in the squad room. If additional overtime becomes available during the month (i.e., because of vacation, training, etc.) it is added to the posting on the board.

c) Officers can bump a junior officer who signed for the posted overtime up until twenty-four (24) hours prior to the overtime assignment. Employees exercising the bumping right shall notify the officer bumped.

d) The officer with the most seniority twenty-four (24) hours prior to the posted overtime assignment is given the assignment.

e) If overtime is created twenty-four (24) hours or less before the overtime assignment is to begin, one person from the shift working at the time immediately prior to the shortage shall be held over to work one-half of the next shift, the other half of the shift will be worked by someone called in from the next shift. Both of these individuals shall be chosen by bargaining unit seniority amongst those available. If no one voluntarily takes the overtime it shall be assigned to the junior most officer available. If there is someone not on the current or upcoming shift that is willing to cover the shift, it is the responsibility of the least senior officer to contact that individuals and make arrangements for someone to come in to cover the need in lieu of the least senior officer. Any arrangements made must also be brought to the attention of the Staff Sergeant or supervisor on duty.

f) A whole shift of posted overtime may be split into two separate overtime assignments, each assigned to a different officer. A junior officer can bump senior officers who split a shift of posted overtime if the junior officer takes the whole posted overtime shift. Employee exercising the bumping right shall notify the officer(s) bumped.

g) If a shift becomes short because of someone calling in sick or other unforeseen reason, one person from the shift working at the time immediately prior to the shortage shall be held over to work one-half of the next shift (if they are still on duty), the other half of the shift will be worked by someone called in from the next shift. Both of these individuals shall be chosen by bargaining unit seniority. If no one voluntarily takes the overtime it shall be assigned to the junior most officer.

h) It is the intent of the parties to handle special assignment overtime as it has been handled in the past.

ARTICLE 10 – WORKER'S COMPENSATION DIFFERENTIAL PAY

10.01 – In the event an employee becomes entitled to and receives Worker's

Compensation payments for temporary-total or temporary-partial disability under Chapter 102, Wisconsin Statutes, the employee's Worker's Compensation payments will be supplemented so that the employee will receive eighty percent (80%) of his or her full salary during said period up to a maximum of twenty-six (26) calendar weeks from the date of the original injury or illness. This shall be accomplished by the County paying the employee the difference between the employee's Worker's Compensation check and the employee's normal salary for the period covered by said Worker's Compensation check. For purposes of this article only, an employee shall be considered as entitled to Worker's Compensation payments for temporary-total or temporary-partial disability during the first three (3) days of any illness or injury, notwithstanding the provisions of Chapter 102, Wis. Stats. This article shall apply only to full-time employees.

10.02 – The County will continue to pay the County's share of the Health Insurance premium for an employee during the period such employee is receiving temporary-total disability Worker's Compensation benefits, up to a maximum of twelve (12) consecutive months from the date of the original injury or illness. The first month shall be the month in which the temporary-total disability began if such disability began prior to the 15th of that month, or it shall be the month immediately after the month in which the temporary- total disability began if such disability began after the 15th of that month.

ARTICLE 11 – PAID HOLIDAYS

11.01 – All permanent full time employees will receive one (1) day's pay for each of the holidays as listed in Appendix "B" that are not worked as part of the employee's regular work schedule, except that employees on a 5-2, 5-3 work schedule will receive one-half (1/2) day's pay for the afternoons of December 24th and December 31st. Permanent part-time employees who work at least an average of thirty (30) hours per week shall receive holiday benefits on a prorated basis according to actual time worked in relation to a full time employee.

To be eligible for holiday pay, employees shall work the scheduled workday immediately prior to and immediately after the holiday, unless on excused absence with pay for these days or unless the employee worked the holiday.

Any employee who works the listed holidays as part of his/her regular work schedule shall receive one and one-half (1 $^1/_2$) times their regular pay in addition to their regular pay, for a total of two and one-half (2 $^1/_2$) times their regular rate.

In the event Christmas Eve, Christmas Day, New Years Eve or New Years Day falls on a weekend, the Human Resources Director shall assign the work day (either immediately before or after the holiday) to be observed by those employees working a 5-2 schedule.

11.02 – Floating Holidays. Employees hired between January 1 and June 30, and who are listed in Appendix "B" are entitled to one or more floating holidays, upon hire. Employees hired on or after July 1 of a calendar year, and who are listed in Appendix "B" as entitled to one or more floating holidays, are not eligible for such floating holidays during the remainder of that calendar year of employment. In the event any employee

terminates employment without having taken a floating holiday(s) during the calendar year, such floating holiday(s) shall be canceled and may not be reinstated or paid for. An employee will not be allowed to use a floating holiday(s) after having given notice of termination except in the case of retirement into the Wisconsin Retirement System.

If an employee moves from one employee group to another or has a status (i.e. part- time to full-time) change throughout the year, any floating holidays they are eligible for will be based on the transfer date into the new employee or status. If the employee moves to the employee group prior to July 1st, they will acquire the floating holiday count for their new employee group less any hours that they have already used. If the employee moves July 1st or later, there is no change and they will keep the balance they had at the beginning of the year, less any floating holidays used.

ARTICLE 12 – VACATIONS

12.01 – The vacation policy for the Sheriff's Department is as follows:
2 weeks of vacation upon hire
3 weeks of vacation after three (3) years of continuous service
4 weeks of vacation after eight (8) years of continuous service
5 weeks of vacation after fifteen (15) years of continuous service

Continuous service shall not include any period of layoff or unpaid leave of absence in excess of thirty (30) days.

12.02 – A week is defined as five (5) days of vacation for all employees.

12.03 – Vacation benefits shall be accrued at a rate of one-twelfth (1/12) of the employees' authorized vacation for each full month of employment in the previous anniversary year. A full month of employment is any month in which the employee has received pay for a least ten (10) regular workdays. "Pay" includes regular pay, sick leave pay, vacation pay, funeral leave pay, and, for employees working a 5-2 work schedule, holiday pay.

12.04 – Vacation allowances shall not be cumulative and must be taken during the anniversary year of authorization, however, an employee may carry over up to five (5) vacation days to the next anniversary year for use in but not beyond that next anniversary year (on termination such carry over vacation shall be paid for at the wage rate in effect at the end of the prior anniversary year; carry over vacation shall be considered the first used in such next anniversary year for this purpose).

12.05 – In cases of termination for reasons other than discharge for cause or voluntary separation without a two week (14) day notice or without remaining in active employment during the fourteen (14) days after notice of termination, an employee will be paid for his/her authorized but unused and/or his/her accrued but unauthorized vacation allowance on the following basis:

a) An employee who terminates employment prior to completing one year of

continuous service shall not be eligible for any payment whatsoever.

b) An employee, except one listed in paragraph (a), will receive payment for all vacation allowance authorized at the start of their current anniversary year but unused at the date of termination, provided however that if such employee terminated employment prior to completing an anniversary year of continuous service, such employee shall not be eligible for payment for any additional vacation allowance authorized because the employee would have moved to a higher vacation eligibility level.

c) An employee, except one listed in paragraph (a), will receive payments for accrued but unauthorized vacation allowance on a pro-rata basis from the employee's previous date of hire anniversary to the date of termination (computed to the nearest one-quarter month) and based on such employee's eligibility level as of the date of termination and the accrual provisions contained in Section 12.03.

12.06 – The Department Head shall have a vacation schedule available for employees on or before January 1 preceding the year vacations are to run, so that picking vacations can be by classification seniority by rank and subject to present procedure and practice. (In case utilization of classification seniority under this Article results in a tie, bargaining unit seniority will then be used.) Any vacation picks not made on such vacation schedule by March 1 of the year vacations are to run will be granted only as permitted by the Sheriff, regardless of seniority. The following vacation selection procedure will be followed:

a) Classification seniority by rank will prevail as far as selection of an employee's first week of vacation.

b) After all employees have selected one week of vacation, each employee will be given a choice of his/her second week of vacation according to classification seniority by rank.

c) The same procedure will be used until all accumulated vacation is posted.

d) A list will be posted and any employee who does not have all of his or her vacation filled in by March 1 will not have seniority choice.

e) This policy shall apply to all divisions of the Sheriff's Department.

12.07 – Permanent part-time employees who work at least an average of thirty (30) hours per week shall receive vacation benefits on the above basis pro-rated according to actual time worked in relation to a full-time employee.

12.08 – Vacation Usage for Deputies

a) Only two (2) Deputies per shift will be allowed off on vacation, floating holidays or compensatory time off. This provision does not apply to contracted positions outside

the Outagamie County Sheriff's Office.

If the 5-3 Side Bar Agreement is terminated, the language in this section shall revert back to the language of the 2016-2017 collective bargaining agreement

b) One (1) additional deputy would be allowed off per shift under the following conditions:

i) That the request is made within fourteen (14) days of the requested day off; And
ii) If allowing the additional deputy off would not cause overtime based upon the number of deputies scheduled to work that day.

c) That on days of the monthly ERT training individual vacation days will not be allowed but requests for a week of vacation will be administered in the normal manner. The definition of "a week of vacation" is "five (5) successive scheduled work days which may or may not be separated by scheduled days off".

d) That the days for the ERT training will be posted by January 1 each year for the entire year.

ARTICLE 13 – SICK LEAVE

13.01 – Every full-time employee of the department shall be entitled to sick leave of one (1) workday with pay for each completed month of service after satisfactory completion of six (6) months service from the date of initial employment. Permanent part-time employees who work at least an average of thirty (30) hours per week shall receive sick leave benefits on the above basis pro-rated according to actual time worked in relation to a full-time employee. A completed month of service is any month in which the employee has received pay for at least ten (10) regular workdays. "Pay" includes regular pay, sick leave pay, vacation pay, funeral pay, and for employees working a 5-2 schedule, holiday pay.

13.02 – Permanent full time employees may accumulate unused sick leave up to a total of one hundred and twenty (120) days. Permanent part-time employees who work at least an average of thirty (30) hours per week may accumulate unused sick leave on the above basis pro-rated according to actual time worked in relation to a full-time employee.

13.03 – Employees absent from work on legal holidays, on sick leave, vacation or on disability leave arising from injury sustained in the course of their employment with the County or for other authorized leaves of absence with pay shall continue to accumulate sick leave at their regularly prescribed rate during such absence as though they were present for duty.

13.04 – An employee eligible for sick leave with pay may use such sick leave upon notification to the employee's Department Head one (1) hour prior to commencement of the employee's shift, if possible, for absence due to illness, injury, exposure to contagious

disease or due to illness in the employee's immediate family (i.e., the employee's spouse, child or step-child) requiring the employee's personal attendance. Sick leave may also be used upon approval of the Department Head for dental or medical appointments for examination or treatment for the employee personally, provided that the employee has made a good faith effort to schedule such appointments during non-working time or, in the alternative, to schedule all appointments as close as possible to lunch period or quitting time. No sick leave with pay will be allowed after an employee has given notice of termination, provided that this does not apply to any employee who gives notice of retirement under the Wisconsin Retirement System.

13.05 – The Department Head may request a doctor's certificate before approving such leave with pay if three (3) or more consecutive workdays are missed. After four (4) instances of sick leave in a calendar year, a doctor's certificate may be requested for any further instance of sick leave, regardless of duration.

13.06 – Absences for a fraction or part of a day that are chargeable to sick leave in accordance with these provisions shall be charged in no less than one-half (1/2) hour incremental units, i.e., one-half hour, or one hour, or two and one-half hours, etc.

13.07 – On separation from County service, all sick leave credits shall be canceled and may not be reinstated or paid for; except on statutory retirement or after twenty (20) years of continuous employment by the County, all of accumulated sick leave shall be paid up to one hundred twenty (120) days at the rate of pay in existence at the time of retirement or termination.

An employee who retires shall be allowed, upon written request therefore, to remain in the health insurance program up to the age the employee is eligible for Medicare or is covered by another group health insurance program that is paid for by another employer, provided the employee pays the full amount of the following month's premium to the Outagamie County Treasurer as required by COBRA regulations.

This item is open for reconsideration during the contract period, should the Association determine that all members wish to transition to sick leave credits rather than the payout.

13.08 – To the extent that any of the provisions above are not in compliance with the Federal Family Medical Leave Act, or the Wisconsin version of the same, it shall be considered invalid and the provisions of those Acts shall trump any of the language above.

ARTICLE 14 – MILITARY LEAVE

14.01 – An employee who is a member in the United States Military will be granted a leave of absence without loss of pay for up to two weeks per calendar year. To receive the difference between military wages and County salary, the employee must submit a copy of his/her orders with proof of pay. At such time as an employee may have his/her military duty extended past the two week limit noted above, the Uniformed Services Employment and Re-employment Rights Act of 1994 (USERRA) will apply.

ARTICLE 15 – SPECIAL LEAVES

15.01 – In addition to leaves authorized above, the Department Head may authorize an employee to be absent without pay for personal reasons for a period or periods not to exceed ten (10) working days in any calendar year.

15.02 – The Department Head may authorize special leaves of absence for any period or periods not to exceed three calendar months in any one calendar year for the following purposes: with or without pay, for attendance at a college, university or business school, for the purpose of training in subjects relating to the work of the employee and which will benefit the employee and the County service; without pay, for urgent personal business requiring employee's attention for an extended period such as settling estates or liquidating a business; with pay, for serving on a jury, provided that any monies received for such jury duty are turned over to the County; with pay, for attending court, except in cases involving a criminal act by the employee or a civil case not connected with the employee's official duties for the County in which the employee is a party or witness; and with or without pay for purposes other than the above that are deemed beneficial to the County service.

15.03 – The County Human Resources Director (or designee), upon the recommendation of the Department Head concerned, may grant leaves of absence with or without pay in excess of the limitations above for the purposes of attending extended courses of training at a recognized university or college and for other purposes that are deemed beneficial to the County service.

15.04 – The granting or denial of a leave of absence under this Article shall not be subject to the arbitration step (Step 4) of the grievance procedure in Article 7.

ARTICLE 16 – ABSENCE WITHOUT LEAVE

16.01 – An employee who is absent from duty for any reason not otherwise covered shall report the reason therefore to the employee's supervisor prior to the date of absence when possible and in no case later than one-half (1/2) hour before the commencement of a working day. All unauthorized and unreported absences shall be considered absences without leave and deduction of pay shall be made for the period of absence. Three (3) consecutive days of absence without leave shall be construed as representing resignation from the County service.

ARTICLE 17 – MEDICAL LEAVE

17.01 – Employees on an unpaid leave of absence under this Article who are enrolled in the group health and/or dental insurance programs shall be permitted to continue their participation in such programs while on such leave under the applicable COBRA provisions. Employees on an unpaid leave of absence under this Article who are enrolled in the life insurance program shall be permitted to continue their participation in such program for up to twelve (12) months provided they pay the full amount of the following month's premium to the County Treasurer in advance by the twenty-fifth (25th) of the month. If an employee begins such leave after the twenty-fifth (25th) of the month, the employee shall pay the full amount of the following month's premium to the County

Treasurer on the date the employee begins such leave. The County shall pay the employer's share of the premium for any month in which a full-time employee received pay for at least ten (10) regular workdays or in which a part-time employee received pay for at least one-half of the employee's regular monthly work hours.

17.02 – Employees on an unpaid leave of absence because of such non-work related illness or injury who are enrolled in the life insurance plan can elect up to twelve (12) months of continuation by paying the group rate premium to the County Treasurer by the twenty-fifth (25th) of the month for the following month's coverage. However, for the first three (3) months of absence caused by such non-work related illness or injury, the Employer shall pay for up to the first three (3) months of that continuation. The cessation of this County sponsorship for the life insurance plan shall be triggered by the end of the three month time frame, the employee's return to work termination from employment with Outagamie County, or death, whichever occurs first.

ARTICLE 18 – FUNERAL LEAVE

18.01 – All permanent full-time employees shall be entitled to a three-day leave with pay, due to the death of an immediate family member. Such leave will be granted at the employee's regular straight-time rate and shall be limited to the regularly scheduled time lost within the period beginning with the day of funeral leave and continuing through the day after the funeral. For purposes of funeral leave, immediate family is defined to include the employee's spouse, parent, child, parent-in-law, step-parent, step-child, stepbrother, step-sister, brother, sister, brother-in-law, sister-in-law, grandparent and grandchild.

18.02 – Requests for such leave shall be made to the employee's Department Head.

18.03 – An employee may extend the time off for the funeral by using up to two (2) days of his/her vacation, floating holiday (if applicable), or compensatory time, sick time (if all other accrued time has been exhausted), or unpaid time (if no leaves are available).

18.04 – Permanent part-time employees to shall be entitled to a one-day leave with pay, due to the death of an immediate family member. Such leave shall be limited to one (1) funeral per year.

ARTICLE 19 – FAIR DISMISSAL AND DISCIPLINE

19.01 – Discipline Action

a) No employee who has completed his or her initial probationary period may be subject to disciplinary action except for good cause and after the employee has been accorded the procedural rights herein set forth. Disciplinary action is defined as censure, suspension, demotion, dismissal (discharge), reassignment or other punitive action taken against any employee who has passed his or her probationary period. Disciplinary action shall be initiated within forty-five (45) working days (i.e., administrative working days, Monday through Friday, excluding weekends and fixed holidays as referred to in Section 11.01 and Appendix B) of the offense or occurrence or knowledge thereof by the Sheriff or the employee's immediate

supervisor outside the bargaining unit. In the event of a criminal investigation, disciplinary action shall be initiated within fifteen (15) working days of the completion of that criminal investigation or within one hundred and five (105) calendar days of the offense or occurrence or knowledge thereof by the Sheriff or the employee's immediate supervisor outside the bargaining unit, whichever occurs first.

b) In every case of disciplinary action, the punishment adjudged shall be commensurate with the offense. Except as provided in Section 19.02, disciplinary action is subject to the grievance and arbitration procedure contained in Article 7.

19.02 – Procedural Rules for Disciplinary Action Involving Suspension, Demotion or Dismissal (Discharge).

In the event the contemplated disciplinary action involves suspension, demotion or dismissal (discharge), a written complaint will be filed with the Outagamie County Board Grievance Committee specifically setting forth the reasons for the contemplated disciplinary action with full information concerning the nature of the complaint, the conduct complained of, and such other facts as may be relevant; and the following procedural rules will apply.

a) An employee against whom such disciplinary action is contemplated shall be sent a copy of the complaint. Within ten (10) working days as defined in Section 19.01(a) of receipt of the written complaint, the employee may file a written response if he or she so desires. In preparing the written response, the employee shall have access to his or her personnel file or such other records or documents as may be necessary or desirable in preparing the aforesaid response.

b) Within ten (10) working days as defined in Section 19.01(a) of receipt of the written complaint, the employee may request a hearing on the contemplated disciplinary action before the Outagamie County Board Grievance Committee. The hearing before the designated committee shall be within three (3) weeks after filing of the request for the hearing, but in no event sooner than five (5) working days as defined in Section 19.01(a) from the receipt of the request unless the employee shall consent to an earlier hearing. The employee may request that a written transcript of the aforesaid hearing be taken.

c) No disciplinary action involving suspension or dismissal (discharge) shall be taken prior to the aforesaid hearing, except in cases where the conduct complained of would require immediate disciplinary action be taken.

d) An employee who is notified of pending disciplinary action shall be advised of his or her right to counsel, the availability of the assistance of the Association, and the right to a hearing before the committee so designated.

e) The action of the Committee of the County Board is not subject to appeal through the grievance and arbitration procedure contained in Article 7 or to a complaint pursuant to Section 111.70(3) (a)5, Wisconsin Statutes, and any appeal must be

processed pursuant to the provisions of Section 59.26(8)(b)6, Wisconsin Statutes.

19.03 – Personnel File. An employee's personnel file will be made available at reasonable times for inspection by that employee in the presence of the Department Head or his or her representative upon the request of the employee involved. If copies of any material contained therein are desired by the employee, they will be made available at the cost of reproduction. An employee's attorney may accompany such employee. To the extent the language above is inconsistent with local, state or Federal law, it shall be deemed invalid and the language of any law pertaining to the same shall be binding on the parties.

ARTICLE 20 – PROMOTION AND VACANCIES – JOB POSTING

20.01 – When a vacancy or promotion exists, notice of the vacant position classification shall be posted electronically on the Outagamie County intranet site so as to give all employees of the department an opportunity to express their interest in the position. The position shall not be filled for a minimum of five (5) days after said notice has first been posted. The promotion or vacancy shall be filled from those qualified applicants expressing an interest in the position in accordance with the applicant's qualifications, bargaining unit seniority and ability before hiring from the outside. Disputes over the selection of an applicant to fill the position shall be subject to the grievance procedure.

20.02 – The notice of the vacant position will contain at least the pay grade, description of duties and qualifications of the position.

20.03 – Application for such posted position(s) shall be made in the Human Resources Department.

ARTICLE 21 – PAY PERIOD

21.01 – Outagamie County shall pay on a bi-weekly pay period. If Friday is on a legal holiday, so designated by the County, then payday shall be on the day preceding.

ARTICLE 22 – SALARIES

22.01 – The salary schedule as set forth in Appendix "A", which is attached hereto and incorporated herein, shall be effective for the period of this Agreement.

22.02 – When contract settlement is approved by Association membership and put in resolution form and passed by the County Board so that the new contract changes will conform to the resolution passed by the County Board, employees may receive benefits of the new contract from the first pay period following passage of the resolution unless passage of such resolution is prior to the effective date of the new contract.

22.03 – In the event an employee is absent for a period of five (5) consecutive calendar weeks, any employee in a lower paying classification who is thereafter required to fill the position of the absent employee shall be paid at the lowest step in the classification of the absent employee which exceeds the employee's present rate of pay while so filling in.

22.04 – Permanent part-time employees who work at least an average of thirty (30) hours

per week shall receive salary step increases effective the pay period following their anniversary date.

22.05 – Employees hired in a classification shall advance to the higher pay steps in such classification at the beginning of the pay period following completion of the appropriate anniversary year of employment.

22.06 – In the event an employee is promoted to a position in a higher classification, the employee's entrance rate in the higher classification shall be at the step in the higher classification which provides an increase in pay. Succeeding advancements to higher pay steps in the higher classifications shall be made at the beginning of the pay period following completion of the appropriate anniversary year of promotion. Such promoted employees shall be eligible for longevity rates as follows:

a) 1st Longevity Rate. (After 4 Years) – An employee must have been employed by the County in a position in this bargaining unit for at least four (4) years, and have also spent one year at the maximum rate for the classification into which the employee was promoted. (Note: This provision is inapplicable to those employees whose entrance rate in the classification to which the employee was promoted is the first longevity rate.)

b) 2nd Longevity Rate. (After five years) – An employee must have been employed by the County in a position in this bargaining unit for at least five (5) years, and have also spent one (1) year at the first longevity rate for the classification into which the employee was promoted.

ARTICLE 23 – LONGEVITY

23.01 – The longevity plan as set forth in Appendix "A", which is attached hereto and incorporated herein shall be effective for the period of this Agreement.

ARTICLE 24 – PROFESSIONAL IMPROVEMENT PROGRAM

24.01 – For every three (3) credits or their equivalent obtained while employed by the County in the Police Administration Program offered by the University of Wisconsin-Oshkosh or credits equivalent as certified by the University of Wisconsin-Oshkosh, or the Police Science Technology Curriculum offered by the Fox Valley Technical College, the employee shall receive the sum of $5.00 per month. In the event of any change in the program, curriculum or courses which were offered by the University of Wisconsin-Oshkosh or by the Fox Valley Technical College, the question of whether such changed program, curriculum or courses will be paid for under this Article will be discussed first between the County and the Association. In the event of any dispute which remains unresolved after such discussions, such dispute shall be processed through the grievance procedure and the standard to be applied in such grievance procedure is whether such changed program, curriculum or course is reasonably related to the program or pertain to recommended police science technology.

24.02 – Payment as provided herein shall be in addition to any other salary or benefits

to which the employee may be entitled and payment shall be made in the first pay period immediately following evidence of satisfactory completion of the courses of instruction above described.

24.03 – All full-time employees who have completed probation are eligible to participate in the Professional Improvement Program herein set forth, provided however, that all employees must give written notice to the Sheriff prior to commencing any course.

24.04 – No employee shall receive more than the equivalent of six (6) credits in any one (1) year. Credits earned in addition to the yearly maximum allowed hereunder may be accumulated for payment at a future date, but in no event shall the aforesaid payments exceed the maximum allowable of six (6) credits per year. Total payments under this program shall be limited to payments for a maximum of 65 credits.

24.05 – Satisfactory completion of the course is defined as a grade point of C or above.

24.06 – The County will reimburse an employee up to $100 per year toward the cost of any required books and tuition for the course of instruction above described, provided however, that such reimbursement will not be made if the employee is eligible for such payments from any other state, federal or private program. Such reimbursement will be made in the first pay period immediately following evidence of satisfactory completion of the course of instruction. Student classroom and study hours shall not be considered as work hours nor be subject to compensation.

ARTICLE 25 – RETIREMENT CONTRIBUTION

25.01 - Employees hired before July 1, 2011 will make the same employee required contribution to the Wisconsin Retirement System as the "Protective with Social Security" category of employees, up to a maximum of seven percent (7.0%) of their earnings. Should the employee required contribution to the Wisconsin Retirement System of the "Protective with Social Security" category of employees exceed seven percent (7.0%), the employer will pay any additional sum owed.

ARTICLE 26 – LIFE INSURANCE

26.01 – The Employer shall make available to permanent full-time employees a Term Life Insurance policy in the amount of fifty thousand dollars ($50,000). The Employer shall pay one hundred percent (100%) of the premium and such permanent full time employees will be eligible to participate in the County's life insurance program commencing on the first of the month following six (6) months of employment. The employees shall have conversion privileges as determined by the Employer's life insurance carrier.

26.02 – In the event an employee experiences a qualifying event as described in the plan document and is enrolled in the term life insurance plan prior to that event, continued participation in the plan will be governed by the parameters of the plan document, provided they pay the full amount of the following month's premium to the County Treasurer in advance by the twenty-fifth (25th) of the month.

ARTICLE 27 – HEALTH INSURANCE AND DENTAL INSURANCE

27.01 – Effective April 1, 2019, in the event the County offers its eligible employees a group health hospital/surgical low deductible plan, the Employer's contribution level toward the monthly premium shall be an amount representing eighty-five percent (85%) of the premium, and for employees desiring and eligible for single or family coverage the employee's contribution level toward the monthly group health low-deductible plan premium shall be an amount representing fifteen percent (15%) of the premium.

27.02 - Effective April 1, 2019, in the event the County offers its eligible employees a plan that meets the IRS guidelines for a Health Savings Account Health Plan (HSAHP), the employee premium contribution towards the HSAHP shall be ten percent (10%) for full time employees.

27.03 – The County agrees to provide a dental plan for employees in this bargaining unit who work at least an average of thirty (30) hours per week. The County will pay sixty-five percent (65%) of the single or family dental plan premium for employees desiring and eligible for dental insurance.

27.04– For permanent part-time employees who work at least an average of thirty (30) hours per week over the period of one year, the County shall pay the County share of health insurance and dental plan premiums.

27.05 – Employees eligible to participate in the County's and dental plans shall commence coverage on the 1st of the month following one (1) month of employment.

27.06 – In the event an employee has a spouse that is also a County employee, that employee and spouse will be entitled only to two single health insurance plans or one family health insurance plan between them from the County.

27.07 – In the event an employee has a spouse that is also a County employee that employee and spouse will be entitled only to either two single dental plans or one family dental plan between them from the County.

27.08 – In the event an employee experiences a qualifying event as described in the COBRA regulations and is enrolled in the health insurance plan and/or the dental insurance plan prior to that event, continued participation in the plan(s) and payment for the plan(s) will be governed by the parameters of COBRA regulations.

27.09 - Effective on the first pay period following December 31 st for employees who are enrolled in the HSAHP, the County will contribute to an employee's Health Savings Account (HSA).

a) For new employees who enroll in the HDHP after January first of the calendar year, the County will contribute a prorated amount to the employee's HSA for that calendar year.

b) Increase in Health Plan Deductible. In the event that an increase in the health plan's

annual deductible is necessary in order for the plan to qualify as a HDHP under federal or state regulations, the County agrees to increase its annual contribution to each employee's HSA by an amount equal to fifty-three and thirty-three hundredths percent (53.33%) of the increase in the deductible.

c) HSA – Payroll Deduction. As allowed by law, the County agrees to allow employees to contribute, through payroll deduction, additional funds to their HSA up to the amount allowed by the IRS.

d) Hold Harmless. The County will be held harmless for any employee eligibility issues or tax consequences caused by outside insurance coverage, inappropriate withdrawals, payroll deductions in excess of the allowable limits, or other matters beyond the County's control that would interfere with an employee's HSA eligibility.

ARTICLE 28 – CLOTHING ALLOWANCE

28.01 – The clothing allowance for employees shall be as follows:

Initial Allowance	
Uniformed Employees	$450.00
Non-Uniformed Employees	$350.00
Annual Allowance	
Employees	$575.00
Non-Uniformed Employees	$525.00

28.02 – The payment and administration of the clothing allowance will be made in accordance with current policies.

In the event an employee leaves employment with the Outagamie County Sheriff's Department within eighteen (18) months of his/her original date of hire, for any reason, the employee shall reimburse the County for the cost of the initial clothing allowance. It is agreed that such reimbursement shall be made as a payroll deduction from any remaining funds of the employee to the extent allowable by law. If funds are insufficient, the employee shall be responsible for making any remaining payment directly to the County.

ARTICLE 29 – SHIFT TRADES

29.01 - Trades will be allowed in 4 or 8 hour increments.

29.02 - Requests for trades must be submitted at least 48 hours in advance. The 48 hour requirement may be waived on a case by case basis by the Sheriff or his designee.

29.03 - At the time of the trade approval, trades cannot create a situation where the

employee works more than 13 days in a row. In addition, the employee must be off duty one shift (7:40 hours) between the worked shifts.

29.04 -Trades cannot adversely affect the County's ability to meet staffing requirements.

29.05 - If an employee does not work their obligated trade, and has not taken sick leave or vacation, the employee must reimburse the County for the actual costs (hours) for filling the shift. Management shall call the employee that is obligated to work the trade day prior to calling in any other employee to work the shift.

29.06 - If an employee calls in sick on a trade day the employee must bring in a doctor's excuse covering the trade day within 48 hours of the missed day. If the employee fails to bring in a doctor's slip the employee's sick leave will be docked 1 1/2 times the number of hours missed by calling in sick for the trade day.

29.07 - The time limits in which trades must be completed for all OCDSA members shall be the same as the current time limits set for staff covered by this bargaining agreement, which is all trades must be completed within the year in which they are made except if the schedule for the following year has been posted then a trade may be completed within the year of the posted schedule also.

ARTICLE 30 – NO STRIKE

30.01 – Neither the Association nor the officers, agents or employees will instigate, promote, encourage, sponsor, engage in or condone any strike, picketing, concerted work stoppage or any other concerted interruption of work during the term of this Agreement.

ARTICLE 31 – AMENDMENT PROVISION

31.01 – This Agreement is subject to amendment, alteration or addition only by a subsequent written agreement between and executed by the County and the Association where mutually agreeable. The waiver of any breach, term or condition of this Agreement by either party shall not constitute a precedent in the future enforcement of all its terms and conditions.

ARTICLE 32 – SAVINGS CLAUSE

32.01 – If any article or section of this Agreement or any addenda thereto shall be held invalid by operation of law or by any tribunal of competent jurisdiction, or if compliance with or enforcement of any article or section should be restrained by such tribunal, the remainder of the Agreement and addenda shall not be affected thereby and the parties shall enter into immediate collective bargaining negotiations for the purpose of arriving at a mutually satisfactory replacement for such article or section.

ARTICLE 33 – NO AGREEMENT

33.01 – The County agrees not to enter into any other agreement written or verbal with the members of the bargaining unit individually or collectively which in any way conflicts with the provisions of this Agreement.

ARTICLE 34 – CONDITIONS OF AGREEMENT

34.01 – This Agreement constitutes an entire agreement between the parties and no verbal statement shall supersede any of its provisions.

ARTICLE 35 – TERM OF AGREEMENT

35.01 – This Agreement shall become effective as of the 1st day of January, 2023, and remain in full force and effect to and including the 31 st day of December, 2025 and shall renew itself for additional one year periods thereafter, unless either party has notified the other party in writing on or before one hundred-twenty (120) days prior to the end of the contract period that it desires to alter or amend this Agreement at the end of the contract period. Only wages shall be retro-active for this contract period.

35.02 – It is agreed by and between the parties that the terms and conditions of the employment contract as contained herein shall be binding on both parties. The contract may be reopened by mutual agreement of the parties hereto.

IN WITNESS WHEREOF, the parties hereto have executed this Agreement, this _____ day of November, 2024.

OUTAGAMIE COUNTY:	OUTAGAMIE COUNTY SHERIFF'S ASSOCIATION:
_____	_____
COUNTY BOARD CHAIRPERSON	PRESIDENT
_____	_____
COUNTY CLERK	SECRETARY
_____	_____
COUNTY EXECUTIVE	HUMAN RESOURCES DIRECTOR

APPENDIX A -ARTICLE 22

OUTAGAMIE COUNTY DEPUTY SHERIFF'S ASSOCIATION FOR PAYROLL PURPOSES

APPENDIX "A"

2023 SALARY SCHEDULE - EFFECTIVE January 1, 2023

Grade		1st Year	2nd Year	3rd Year%	(Max. Rate) After 3 Years	(1st Long. Rate) After 4 Yrs. & 1 Yr. At Max Rate	(2nd Long. Rate) After 5 Yrs. & 1 Yr. At 1st Long Rate	10+ Years
16	Law Enforcement Specialist	$ 30.856	$ 33.201	$ 34.341	$ 35.721	$ 37.107	$ 38.482	$ 40.122
14	Patrol Officer	$ 28.090	$ 31.221	$ 32.367	$ 33.201	$ 34.341	$ 35.978	$ 37.617

An additional $1.25 per hour will be paid for each hour a Patrol Officer is assigned to work as a Field Training Officer. An additional $.80 per hour will be paid for each hour an officer is assigned the duties of Certified Bomb Technician. (NOTE: Reimbursed retirement amounts listed in Section 25.01 lot included in above).

NOTE: Eligibility for and payment of specific longevity rates will be as provided in Section 22.06.

OUTAGAMIE COUNTY DEPUTY SHERIFF'S ASSOCIATION FOR PAYROLL PURPOSES

APPENDIX "A"

2024 SALARY SCHEDULE - EFFECTIVE December 31, 2023

Grade		1st Year	2nd Year	3rd Year%	(Max. Rate) After 3 Years	(1st Long. Rate) After 4 Yrs. & 1 Yr. At Max Rate	(2nd Long. Rate) After 5 Yrs. & 1 Yr. At 1st Long Rate	10+ Years
16	Law Enforcement Specialist	$ 32,856	$ 35,201	$ 36,341	$ 37,721	$ 39,107	$ 40,482	$ 42,122
14	Patrol Officer	$ 30,090	$ 33,221	$ 34,367	$ 35,201	$ 36,341	$ 37,978	$ 39,617

An additional $1.25 per hour will be paid for each hour a Patrol Officer is assigned to work as a Field Training Officer.

An additional $.80 per hour will be paid for each hour an officer is assigned the duties of Certified Bomb Technician.

(NOTE: Reimbursed retirement amounts listed in Section 25.01 not included in above)

NOTE: Eligibility for and payment of specific longevity rates will be as provided in Section 22.06.

OUTAGAMIE COUNTY DEPUTY SHERIFF'S ASSOCIATION FOR PAYROLL PURPOSES

APPENDIX "A"

2025 SALARY SCHEDULE - EFFECTIVE December 29, 2024 and June 29, 2025

12/29/2024

Grade	Law Enforcement	1st Year	2nd Year	3rd Year*	(Max. Rate) After 3 Years	(1st Long. Rate) After 4 Yrs. & 1 Yr. At Max Rate	(2nd Long. Rate) After 5 Yrs. & 1 Yr. At 1st Long Rate	10+ Years
16	Specialist	$ 33.513	$ 35.905	$ 37.068	$ 38.476	$ 39.889	$ 41.291	$ 42.964
14	Patrol Officer	$ 30.692	$ 33.886	$ 35.054	$ 35.905	$ 37.068	$ 38.737	$ 40.409

6/29/2025

Grade	Law Enforcement	1st Year	2nd Year	3rd Year*	(Max. Rate) After 3 Years	(1st Long. Rate) After 4 Yrs. & 1 Yr. At Max Rate	(2nd Long. Rate) After 5 Yrs. & 1 Yr. At 1st Long Rate	10+ Years
16	Specialist	$ 33.848	$ 36.264	$ 37.439	$ 38.861	$ 40.288	$ 41.704	$ 43.394
14	Patrol Officer	$ 30.999	$ 34.225	$ 35.405	$ 36.264	$ 37.439	$ 39.125	$ 40.813

An additional $1.25 per hour will be paid for each hour a Patrol Officer is assigned to work as a Field Training Officer. An additional $.80 per hour will be paid for each hour an officer is assigned the duties of Certified Bomb Technician. (NOTE: Reimbursed retirement amounts listed in Section 25.01 not included in above).
NOTE: Eligibility for and payment of specific longevity rates will be as provided in Section 22.05.

APPENDIX B – ARTICLE 11 – PAID HOLIDAYS

Job Title (Shift/Assign)	New Years Day	Good Friday	Memorial Day	4th of July	Labor Day	Thanks-giving	Afternoon of Dec 24	Dec 24	Dec 25	Afternoon of Dec 31	Dec 31	Floating Holiday	Floating Holiday	Floating Holiday	Floating Holiday
LES (5-2, 5-3)	X	X	X	X	X	X	X		X	X		X	X		
LES (5-2 or CJU)	X	X	X	X	X	X		X	X		X	X	X	X	X
Patrol Officer (5-2, 5-3)	X	X	X	X	X	X	X		X	X		X	X	X	
Patrol Officer (5-2 or CJU)	X	X	X	X	X	X		X	X		X	X	X	X	X

MEMORANDUM OF AGREEMENT REGULAR PERMANENT PART-TIME PATROL OFFICER(S)

This Agreement was reached to set forth the understanding of the parties regarding the hiring and employment of regular permanent part-time Patrol Officer(s). The expected, normal duties of such regular permanent part-time Patrol Officer(s) shall be courtroom security, community corrections, prisoner transports, airport LEO responsibilities and special event LEO responsibilities.

1. It is understood the regular permanent part-time Patrol Officer(s) hired by the Outagamie Sheriff's Department will be members of the Outagamie County Deputy Sheriff's Association (DSA) Section 2.01, will be required to pay the union dues in effect during their employment with the Sheriff's Department per Section 6.01, and will serve a one (1) year probationary period as required in Section 3.01 of the 2013-2015 collective bargaining agreement.

2. Such part-time Patrol Officer(s) will be awarded such position at the discretion of the Sheriff, and will normally be hired at the "First Year" step of the Patrol Officer wage range of "Appendix A", as detailed within the 2013-2015 collective bargaining agreement; except that retired or voluntarily resigned Patrol Officer(s) may be hired at the same step of the Patrol Officer wage range of Appendix A s/he was in at the time of such retirement or resignation so long as the hire date into the part-time Patrol Officer position occurs within 120 calendar days of such retirement or resignation.

3. Such part-time Patrol Officer(s) will not have a regularly established shift and will be assigned to various work hours, shift lengths and work days, according to the needs of the Sheriff, except that if the part-time Patrol Officer is notified of an assigned shift less than twenty-four (24) hours before the start of the shift, the assignment to the shift will be voluntary.

4. Except with respect to airport responsibilities, full-time employees will have first option for hours that become available or occur within twelve (12) hours of the beginning of the assigned shift.

5. Because such part-time Patrol Officer(s) will not have "regularly scheduled" shifts, they will not be eligible call-in pay as referenced in Section 9.02 of the 2013-2015 collective bargaining agreement.

6. Such part-time Patrol Officer(s) will be assigned work hours, shifts lengths, work days, or type or assignments based on seniority at as first twenty-four (24) or more hours per week, seniority will no longer be taken into consideration for future assignments that week.

7. Except as provided for in number four (4) above, part-time Patrol Officer(s) will have an opportunity to be assigned to any available hours in courtroom security, community corrections, airport related law enforcement responsibilities and prisoner transports, prior to the hours being made available to regular permanent full-time Patrol Officer(s) as overtime. However, part-time Patrol Officers will not be allowed to sign up for overtime assignments involving duties other than courtroom security, community corrections, airport security and prisoner transports, with the exception of Special Event Law Enforcement responsibilities, which they may sign up for and work

when those assignments have not been filled by full-time officers less than 24 hours prior to the event.

8. Such part-time Patrol Officer(s) will be granted the clothing allowance as a "Traffic Uniformed Employee" under Section 28.01 within the 2013-2015 collective bargaining agreement.

9. Applicants for a regular permanent part-time Patrol Officer position are not required to undergo the usual screening processes used in recruitment, such as physical agility tests, psychological assessments, and other usual and customary screening procedures, unless the applicant is an entry level law enforcement candidate.

10. Any regular permanent part-time Patrol Officer, who applies for a posted, regular permanent full-time position covered under the 2013-2015 collective bargaining agreement, is still required to participate, complete and pass the screening processes established for such posted position.

References to specific Section Numbers within this agreement coincide with those found in the 2013-2015 OCDSA collective bargaining agreement.

Dated this 16 of June, 2016

FOR THE COUNTY:

6-20-16

FOR THE UNION:

SIDE BAR AGREEMENT 5-3 WORK SCHEDULE

This side bar agreement is intended to outline the principal rules of the new 5-3 work schedule agreement with the Deputy Sheriff's Association. It is not intended to replace the most recent work agreement (2013-2015) currently in place except that any language in this agreement that conflicts with the current work agreement will supersede said work agreement. It is all parties / intent to utilize the language in this side bar agreement instead of the work agreement where is conflicting language.

- 5-3 Schedule for Patrol Officers, excluding all current Monday-Friday scheduled workers.
  - 8:50 minute work shift, which equates to an annual average of 2014 hours worked vs. the current schedule's average of 2027 hours worked.
- Implementation of the new 5-3 schedule is expected to be July 10, 2016, with the assigned Town of Buchanan Deputies beginning July 24, 2016.
- Deputies are to be paid actual hours worked per pay period until payroll is able to have the new payroll interface (Tyler Munis) installed and operational, which is tentatively set to be live, the first pay period following January 1, 2017.
- Once the new payroll system is tested and operational, each check will be "smoothed" wherein each Deputy receives the average base pay, currently calculated to be equivalent to 77.46 hours each check, regardless of the number of hours they are actually scheduled to work during each pay period.
- Until the "smoothing" or averaging of pay periods is in effect Deputies' checks will look similar to the current format, in that vacation days will be eight (8) hours, with the fifty (50) minutes being added in as straight pay, similar to the current twenty (20) minutes utilized with the 5-2 / 5-3 schedule. The same methodology would be used for sick days.
- When working a holiday, Deputies receive 8:50 overtime pay, eight (8) hours holiday pay and fifty (50) minutes straight pay.
- When taking vacation or sick leave on a holiday Deputies will receive eight (8) hours vacation or sick pay, fifty (50) minutes straight pay, eight (8) hours holiday pay and fifty (50) minutes of straight pay.
- When Deputies are scheduled off on a holiday, they will receive eight (8) hours holiday and fifty (50) minutes straight pay.
- The base rate will remain the same when vacation or sick leave is used, with the hours used being removed from each officers respective accrual bank, instead of changing the base number to reflect itemized straight pay and vacation or sick leave hours.
- An exception to the standard base pay hours would be when Leave without Pay or other unpaid leave is utilized. In that case the base rate would be reduced by the equivalent number of hours taken off (up to 8:50 per day). Same scenario applies if a Deputy takes more vacation than they have available in their accrual bank.
- When working a four (4) hour holiday, Deputies will receive four (4) hours OT, 4:50 straight pay and four (4) hours holiday pay.
- When taking sick or vacation leave on a four (4) hour holiday, Deputies will receive eight (8) hours sick or vacation pay (whichever is utilized), four (4) hours of holiday pay and fifty (50)

minutes of straight pay.

> Overtime hours, Field Training Officer (FTO) pay and bomb pay would be added to their base rate.

> K-9 officers will continue to work shifts that are fifty (50) minutes shorter (as they did on the 5-2 I 5-3 schedule), to allow for K9 care and maintenance, meaning their work day will be eight (8) hours, but they are still compensated at 8:50.

> When K-9 officers take vacation or sick leave they will also use eight (8) hours, and are subject to the same standards as the patrol officers for Leave without Pay or other unpaid leave.

> Core Law Enforcement Specialist (LES Sergeant) positions will have two (2) positions that remain as eight (8) hour work days, Monday -Friday, standard 5-2 workers, consistent with current operations.

> The remaining Core Law Enforcement Specialist (LES Sergeant) positions will work four (4), ten (10) hour days, with a specified number of LES' having Monday off and the remaining number having Friday as their additional off day. The specific number assigned to each day off will be specified by the Core LES position supervisor.

> The Core positions will choose their work shifts based on seniority, utilizing seniority from the date they were promoted to Law Enforcement Specialist (LES Sergeant).

> The Core positions will continue to receive their checks based on actual hours worked.

> For the Core LES Sergeant's working the four (4) ten (10) hour days schedule, vacation and sick leave will be hour for hour, one vacation day will be 10 hours of vacation and one sick day will be 10 hours of sick pay. One week of vacation will still be considered forty (40) hours.

> Holiday pay will be paid at eight (8) hours Holiday and two (2) straight pay, for a forty (40) hour work week (Core LES on the four/ten schedule).

> For the Core LES' who remain on the Monday through Friday schedule, vacation, sick leave and all other leave will continue to be handled as defined by the 2013-2015 work agreement.

> Current MEG (Metropolitan Enforcement Group) and CRU (Community Resource unit) Deputy positions on the Monday –Friday schedule will remain unchanged as well.

> Officers will be required to start with an annual deficit of twelve (12) hours overtime. Due to the implementation of the schedule being July, that number will be six (6) hours for the remainder of 2016 and twelve (12) hours every year thereafter.

> The current procedure for posting overtime will remain in effect, along with S/Sgt's filling in the most junior officer as a "flex" when applicable. Officers may continue to "bump" for overtime and also for flexed shifts using the same guidelines that are currently in place for overtime (See the side bar agreement in the 2013-2015 contract titled; "SIDE BAR AGREEMENT OVERTIME ALLOCATION").

> Officers will be required to flex shifts up to four (4) hours when needed, although they may voluntarily flex eight (8) hours to cover an open shift. The flexing will be based on current seniority practices, utilizing the practices set forth in the attached side bar agreement from the expired 2013-2015 CBA between the parties. It is the parties' intent that the attached side bar will be incorporated into a new CBA between the parties and, when that CBA

becomes effective, the language therein (if different from the language attached) shall trump and supersede any language in the attached side bar agreement.

> For shift openings inside of twenty-four (24) hours, officers will be contacted by seniority, utilizing the same procedure as is currently utilized for shift openings. The first officer notified is considered forced in for the open shift, unless or until a less senior officer is able to be contacted. If the shift requires the officer to come in early they may leave after 8:50 minutes with supervisor approval.

> With the 5-3 schedule, shift hours will continue to be posted annually by management, utilizing the same or similar shift sign-up sheet as has been used previously. At present time the respective shift hours are proposed as 5:30am-2:20pm, 1:30pm - 10:20pm and 930pm - 6:20am.

> Shift trades will be minute for minute, following the same guidelines as are currently practiced for shift trades.

> If there are no Law Enforcement Specialists (LES) scheduled to work during a respective shift, a Law Enforcement Specialist (LES) from another shift may be allowed/asked to flex with supervisor approval to cover those hours where no Law Enforcement Specialist (LES) is scheduled.

> Either party, "The County" or the "OCDSA" may opt out of this agreement after one (1) year, with thirty (30) day written notice directed to the other party, which would effectively terminate this side bar agreement and return the Deputies affected to the 5-2/5-3 schedule and Core Law Enforcement Specialists to 5-2, Monday through Friday previously in effect. Prior to termination of the agreement the parties may attempt to renegotiate the variables of this agreement with the intent of keeping the schedule relatively cost neutral as compared to the previous 5-2/5-3 schedule.

Dated this 16 of June, 2016

FOR THE COUNTY: 6-20-16

FOR THE OCDSA:

Final Offer of Outagamie County
to
The Outagamie County Deputy Sheriff's Association

March 1, 2024

1. Article 12 – Vacations – Modify to 12.01 read:

   Section 12.01.
   The vacation policy for the Sheriff's Department is as follows:

   Two (2) weeks of vacation upon hire ~~after 1 year of continuous service~~

   Three (3) weeks of vacation after three (3) years of continuous service
   Four (4) weeks of vacation after eight (8) years of continuous service
   Five (5) weeks of vacation after fifteen (15) years of continuous service

2. Wages –

   2023

   3% the first pay period in January, 2023

   2024

   $2 an hour the first pay period in January, 2024.

   2025

   2% the first pay period in January, 2025.

   1% the first pay period in July, 2025.

3. Article 35 – Term of the Agreement. Three year term: Revise applicable dates to align with the agreed upon duration of the new Agreement.

*All other terms status quo.

APPENDIX A

LOCK IN OF ALL APPOINTMENTS, ORDINANCE NOS. Z-7 AND C—2024-25, AND RESOLUTION NOS. Z-6, 99, 100, 101, 102, 103, 104, 105, 106, 107, 108, 109, 110, 111, 112, 115, 116, 117, AND 118—2024-25.

Vote for lock in. ROLL CALL: 31 yes, 5 absent. ALL APPOINTMENTS, ORDINANCE NOS. Z-7 AND C—2024-25, AND RESOLUTION NOS. Z-6, 99, 100, 101, 102, 103, 104, 105, 106, 107, 108, 109, 110, 111, 112, 115, 116, 117, AND 118—2024-25 ARE ADOPTED & LOCKED IN.

VOTE RESULTS 31 YES 0 NO 0 ABSTAIN 5 ABSENT

Lock in of Appointments, Ord. Nos. Z-7 and C, Res. Nos. Z-6 and 99-112, 115-118—2024-

Lock In of All Appointments and Ord. Nos. Z-7 and C—2024-25 and Res. Nos. Z-6, 99, 100, 101, 102, 103, 104, 117 and 118—2024-25. Passed With Majority of Full Membership

1 THOMPSON	YES	13 WEGAND	YES	25 JANKE	ABSENT
2 JOHNSON	YES	14 HERMES	ABSENT	26 WEINBERG	YES
3 SMITH	ABSENT	15 MacDONALD	YES	27 CULBERTSON	YES
4 PATIENCE	YES	16 SCHROEDER	YES	28 MONFILS	ABSENT
5 GABRIELSON	YES	17 CROATT	YES	29 WINTERFELDT	YES
6 KOSTELNY	YES	18 SPEARS	YES	30 NEJEDLO	YES
7 HAMMEN	YES	19 HEISER	YES	31 CLEGG	YES
8 LAWRENCE	YES	20 MITCHELL	YES	32 THYSSEN	ABSENT
9 KRUEGER	YES	21 CUFF	YES	33 VANDERHEIDEN	YES
10 LAMERS	YES	22 HAGEN	YES	34 RETTLER	YES
11 FERGUSON	YES	23 KLEMP	YES	35 KOURY	YES
12 McCABE	YES	24 THIEDE	YES	36 LAUTENSCHLAGER	YES

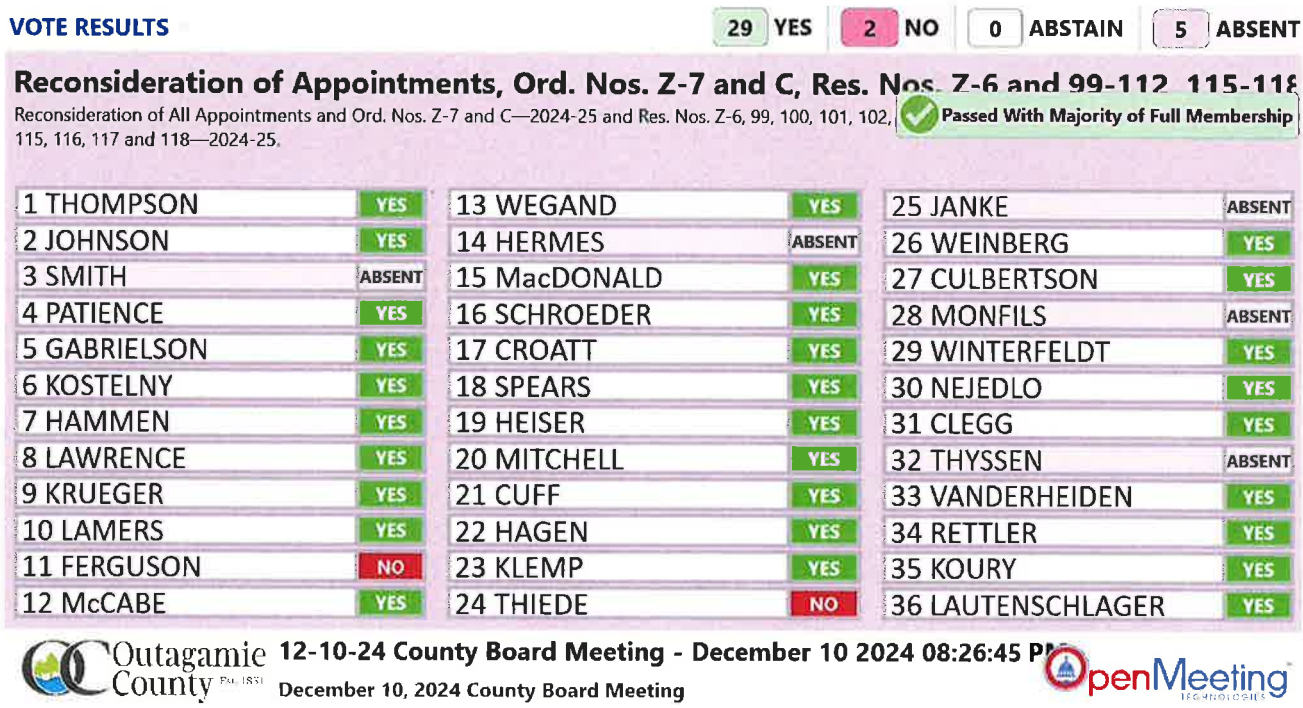
Outagamie County 12-10-24 County Board Meeting - December 10 2024 08:27:06 PM OpenMeeting

December 10, 2024 County Board Meeting

RECONSIDERATION OF ALL APPOINTMENTS, ORDINANCE NOS. Z-7 AND C—2024-25, AND RESOLUTION NOS. Z-6, 99, 100, 101, 102, 103, 104, 105, 106, 107, 108, 109, 110, 111, 112, 115, 116, 117, AND 118—2024-25.

Supervisor Nejedlo moved, seconded by Supervisor Wegand, to reconsider the above listed appointments, ordinances, and resolutions.

Vote for reconsideration. ROLL CALL: 29 yes, 2 no (Ferguson, Thiede), 5 absent. ALL APPOINTMENTS, ORDINANCE NOS. Z-7 AND C—2024-25, AND RESOLUTION NOS. Z-6, 99, 100, 101, 102, 103, 104, 105, 106, 107, 108, 109, 110, 111, 112, 115, 116, 117, AND 118—2024-25 ARE RECONSIDERED.



Ordinance No. C—2024-25 – Property, Airport, Recreation and Economic Development Committee. Approve to amend the County Code of Ordinances as pertains to Chapter 2, Section 2-61, Rule 18 – Receiving, Selling and Purchasing Property, as noted on the Ordinance.

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

ROLL CALL: 31 yes, 5 absent. ORDINANCE NO. C—2024-25 IS ADOPTED.

VOTE RESULTS 31 YES | 0 NO | 0 ABSTAIN | 5 ABSENT

Ordinance No. C—2024-25

Property, Airport, Recreation and Economic Development Committee. Approve to amend the County Code o Section 2-61, Rule 18 – Receiving, Selling and Purchasing Property, as noted on the Ordinance.

Passed With Majority of Full Membership

1 THOMPSON YES	13 WEGAND YES	25 JANKE ABSENT
2 JOHNSON YES	14 HERMES ABSENT	26 WEINBERG YES
3 SMITH ABSENT	15 MacDONALD YES	27 CULBERTSON YES
4 PATIENCE YES	16 SCHROEDER YES	28 MONFILS ABSENT
5 GABRIELSON YES	17 CROATT YES	29 WINTERFELDT YES
6 KOSTELNY YES	18 SPEARS YES	30 NEJEDLO YES
7 HAMMEN YES	19 HEISER YES	31 CLEGG YES
8 LAWRENCE YES	20 MITCHELL YES	32 THYSSEN ABSENT
9 KRUEGER YES	21 CUFF YES	33 VANDERHEIDEN YES
10 LAMERS YES	22 HAGEN YES	34 RETTLER YES
11 FERGUSON YES	23 KLEMP YES	35 KOURY YES
12 McCABE YES	24 THIEDE YES	36 LAUTENSCHLAGER YES

Outagamie County

12-10-24 County Board Meeting - December 10 2024 08:22:47 PM

December 10, 2024 County Board Meeting

OpenMeeting

ORDINANCE NO.: C—2024-25

TO THE HONORABLE, THE OUTAGAMIE COUNTY BOARD OF SUPERVISORS

LADIES AND GENTLEMEN: ***MAJORITY***

The Property, Airport, Recreation and Economic Development Committee is requesting to amend the County Code of Ordinances as pertains to Chapter 2, Section 2-61, Rule 18 – Receiving, Selling and Purchasing Property, as listed below.

NOW THEREFORE, the undersigned members of the Property, Airport, Recreation and Economic Development Committee recommend adoption of the following ordinance.

BE IT ORDAINED, that the Outagamie County Board of Supervisors does amend Chapter 2, Section 2-61, Rule 18 – Receiving, Selling and Purchasing Property, of the Outagamie County Code of Ordinances to read as follows (additions are in red and underlined; deletions are in red and struck through):

Sec. 2-61. - Rule 18—Receiving, selling and purchasing property.

(a) *Acceptance.* The property shall be accepted by the County Board upon approval by a majority vote of the County Board in a regular meeting.

(b) *Exclusion.* This shall not affect the right of the Highway and Solid Waste Committee to accept real estate for highway purposes.

(c) *Sale of County property.* Guidelines for the sale of County property are as follows:

(1) In all sales of property, real or personal, the committee shall establish criteria upon which the sale is to be based, including the requirement of bid bonds, terms of the sale and the possible establishment of minimum prices which, in the case of real property, shall be based upon a professional appraisal and, in the case of personal property, shall be based upon a competent evaluation. Appraisals for the sale of excess right-of-way must be obtained and current (within a one-year period on land with a value of over $5,000.00 based on previous appraisal).

(2) In rent or lease of County-owned property, the Standing Property, Airport, Recreation and Economic Development Committee shall review all rental or lease agreements, prior to execution of said agreement, to ensure the agreement is in the best interest of the County and finding so, authorize execution of the agreement as directed in division 3 of article II of Chapter 50, pertaining to streets, sidewalks and other public property.

(3) Purchasing of County property other than highway right-of-way shall be in accordance with division 2 of article II of Chapter 22 pertaining to finance and taxation.

(4) All property to be sold by the County, be it realty or personal property shall be sold at a price and upon terms determined most advantageous to the County.

(5) Any person or department aware of County property which should be sold shall submit a request to the Standing Property, Airport, Recreation and Economic Development Committee, which said committee shall then determine the method to be used for the sale of the particular property.

(6) The Standing Property, Airport, Recreation and Economic Development Committee may consider the following options:

a. It may authorize the listing of real property with a broker, who shall conduct negotiations on behalf of the County, with any negotiated price to be subject to approval by the County Board prior to actual closing of the sale.

b. It may direct that the property be sold at public auction or through the seeking of sealed bids, or by public auction at which sealed bids may be submitted.

c. It may authorize, in the case of personal property, periodic public auctions combining property from a number of County departments which have property appropriate for disposal. It may also authorize the sale of individual pieces of personal and real property at negotiated prices if it is satisfied that the property is of such a nature that it would not attract substantial competitive bidding and if it is satisfied that the negotiated price is a reasonable and realistic one.

d. In the case of the sale of personal property, the Standing Property, Airport, Recreation and Economic Development Committee may authorize the administrative handling of these sales, except that no single piece of personal property nor any assemblage of items being sold to a single buyer, whether the sale is arranged by the Standing Property, Airport, Recreation and Economic Development Committee or by the administration, shall be made without the approval of the County Board if the price to be paid exceeds the sum of $25,000.00.

(7) Sales shall be for cash or its equivalent at the discretion of the Standing Property, Airport, Recreation and Economic Development Committee or designated agent. This shall not apply to the sale of property acquired by tax delinquency or to the sale of real estate which is otherwise controlled by statutes. In rem proceedings will follow the Wisconsin Statutes.

(8) Nothing in the foregoing subsections shall prevent the County from selling property to the U.S. Government, the state or any other municipality for any negotiated price in accordance with Wis. Stats. §§ 75.69 and 59.52(6)(c).

(9) Utility Easement. Any project requiring approval of a utility easement or temporary limited easement may be approved and recorded by the County Executive or his designee without the approval of the board. In each circumstance, the Department Head responsible for the project shall provide written notice to the Property, Airport, Recreation and Economic Development Committee.

(Code 1992, § 2.03(18); Ord. No. B-1995-1996, 4-18-1995; Ord. No. C-1995-1996, 5-9-1995; Ord. No. D-1995-1996, § 2.03, 5-9-1995; Ord. of 8-8-1995; Ord. No. M-1995-96, 10-24-1995; Ord. No. A-1996-1997, 1-23-1996; Ord. of 4-16-1996; Ord. No. C-1996-1997, 5-14-1996; Ord. No. F-1996-97, 5-28-1996; Ord. No. A-1997-1998, 5-13-1997; Ord. No. F-1997-1998, 8-12-1997; Ord. No. G-1997-1998, 8-12-1997; Ord. of 4-12-1998, § 2.03(16); Ord. of 4-21-1998, § 2.03(d); Ord. of 5-25-1999, § 2.03(18); Ord. of 2-22-2000, § 2.03(18); Ord. No. A-2001-2002, § 2.03, 5-8-2001; Ord. No. A-2002-2003, § 2.03(18), 4-16-2002)

BE IT FURTHER ORDAINED, that this ordinance shall be in effect upon completion of publication in accordance with Wisconsin State Statutes, and

BE IT FINALLY ORDAINED, that the Outagamie County Clerk be directed to forward a copy of this ordinance to the Outagamie County Corporation Counsel and Municipal Code Corporation for inclusion in the Outagamie County Code of Ordinances.

Dated this 10th day of December 2024

Respectfully submitted,

PROPERTY, AIRPORT, RECREATION & ECONOMIC DEVELOPMENT COMMITTEE

Dean Culbertson

Lee W. Hammen

Ronald Klemp

Yvonne Monfils

Jayson Winterfeldt

Duly and officially adopted by the County Board on: December 10th, 2024

Signed: _____ Board Chairperson

_____ County Clerk

Approved: 12-13-24

Vetoed: _____

Signed: _____ County Executive

I, Kelly Gerrits, County Clerk for the County of Outagamie Wisconsin do hereby certify that the foregoing is a true and correct copy of the December 10, 2024 County Board Minutes approved by a majority vote at a meeting of the County Board on January 14, 2025 and recorded in the minutes of said meeting a quorum of members being present.

In testimony whereof, I have hereunto set my hand and the seal of the County of Outagamie, Wisconsin, this 15th Day of January, 2025.

/s/ Kelly Gerrits
County Clerk

Please call the Outagamie County Clerk's Office (832-5077) if you would like further elaboration of these minutes.

RUN: January 21, 2025

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

Office of the County Clerk, January 14, 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, 7 absent. Members present: Thompson, Johnson, Smith, Patience, Gabrielson, Kostelny, Hammen, Lawrence, Krueger, Lamers, Ferguson, Wegand, Hermes, Spears, Heiser, Cuff, Hagen, Klemp, Thiede, Janke, Weinberg, Culbertson, Monfils, Nejedlo, Clegg, VanderHeiden, Rettler, Koury, and Lautenschlager. Members absent: Supervisors McCabe, MacDonald, Schroeder, Croatt, Mitchell, Winterfeldt, and Thyssen.

The Board Chairperson requested the Board's confirmation to excuse Supervisors McCabe, MacDonald, Schroeder, Croatt, Mitchell, Winterfeldt, and Thyssen. No objections; so ordered.

The Pledge of Allegiance was led by Chairperson Gabrielson.

MINUTES OF THE DECEMBER 10, 2024 COUNTY BOARD MEETING
Supervisor Nejedlo moved, seconded by Supervisor Koury, to approve the minutes of the December 10, 2024 County Board meeting.

ROLL CALL: 27 yes, 2 abstain (Smith, Hermes), 7 absent. MINUTES OF THE DECEMBER 10, 2024 COUNTY BOARD MEETING ARE APPROVED.

CLOSED SESSION PURSUANT TO SECTION 19.85(1)(e) WIS STATS. FOR THE PURPOSE OF DELIBERATING OR NEGOTIATING THE PURCHASING OF PUBLIC PROPERTIES, THE INVESTING OF PUBLIC FUNDS, OR CONDUCTING OTHER SPECIFIED PUBLIC BUSINESS, WHENEVER COMPETITIVE OR BARGAINING REASONS REQUIRE A CLOSED SESSION.

Supervisor Wegand moved, seconded by Supervisor Lawrence, to enter into Closed Session as noted above.

ROLL CALL: 29 yes, 7 absent. COUNTY BOARD ENTERS CLOSED SESSION AT 7:04 P.M.

END CLOSED SESSION

Supervisor Lautenschlager moved, seconded by Supervisor Ferguson, to end Closed Session and resume normal business.

ROLL CALL: 28 yes, 1 no (Hermes), 7 absent. COUNTY BOARD ENDS CLOSED SESSION AT 8:02 P.M.

END CLOSED SESSION – ANY NECESSARY ACTION ON CLOSED SESSION ITEMS

SPECIAL ORDER OF BUSINESS

A. Election Integrity Presentation - County Clerk Kelly Gerrits

Outagamie County Clerk, Kelly Gerrits, provided an overview on the procedures put in place at the county and at the State of Wisconsin to ensure the security and integrity of the electoral process. The overview included explanations of:

- Election programming procedures set in place in the County Clerk's Office.
- Thoroughly reviewing the ballot with various stages of proofing and having the ballots go through rigorous testing to affirm proper reading and compliance (proofed for districts, contests, candidates, and ballot layout), forward proofs for confirmation from each municipality, school district, and the Wisconsin Elections Commission.
- Explanation of the training requirements for new municipal clerks, chief election inspectors, and poll workers.
- Parameters set in place by Outagamie County to enhance Election Day security measures, which include, but are not limited to: various tamper evident seals, zero tape, poll books manned by two (2) poll workers, proper ballot initializing, ballots not left unattended, contingency emergency procedures up-to-date, election officials checking photo I.D.s, verification of absentee ballot applications prior to completing each request, and measures to provide election transparency (election observers, public tests of voting equipment).
- Explanation of end-of-night procedures, including, but not limited to: verifying totals tabulated with numbers issued in poll book, affirming results with signatures of election inspectors, modeming results to County Clerk's Office via a Virtual Private Network (one-way transmission to our office).
- After modeming is done, a representative of the municipality (Chief Election Inspector or Municipal Clerk) call the County Clerk office to confirm results are received and verify totals; these results are posted on the Outagamie County Clerk – Elections portion of the website as "UNOFFICIAL" (official results are not produced until the Board of Canvass is completed).
- Election Day Returns (the day following the election) municipal clerks return completed documentation, poll books, tapes, ballots, absentee ballot envelopes, secured media bags (and are verified that are untampered with), and are secured in the County Clerk's election storage area.
- The Outagamie County Board of Canvass (BOC) is appointed and includes the County Clerk, and a member of the Republication Party and Democratic Party. The BOC is responsible for reviewing all election materials including the Inspectors' Statements, signed poll books, results tapes, whereupon after verified, they are forwarded to the Wisconsin Elections Commission (state-level) for election ratification.
- Year-round efforts are put into place to keep the voter list for the state as up-to-date as possible through collaboration with numerous state agencies (mover's mailings and reports, potential duplicate lists, deceased voter lists, adjudicated incompetent lists, and felon lists). Additionally, voting equipment used in each election is audited by the Wisconsin Elections Commission.

B. Uniquely Wisconsin Presentation - Executive Operations and Public Relations Specialist Anne Van and Board Chairperson Dan Gabrielson

Outagamie County Executive Operations and Public Relations Specialist, Anne Van, provided an update on Outagamie County's interest and intent on having the county showcased through Discover Wisconsin's "Uniquely Wisconsin" series, while also providing the opportunity to showcase the new audio/visual equipment recently installed in the County Boardroom.

- Anne Van confirmed Outagamie County has a signed campaign contract with Discover Wisconsin to create three (3) docuseries videos, which will be up to six (6) minutes each. All completed videos will be placed on Discover Wisconsin's media platforms and social media platforms for five (5) years. She stated there will be formal press release which will be broadcasted for Outagamie County, an editorial regarding the Outagamie County pieces (included in their Discover Wisconsin newsletter), and will also include the opportunity to have a thirty (30) minute podcast segment on Discover Wisconsin, "The Cabin", where three (3) Outagamie County representatives will have the opportunity to speak on behalf of the county. They will broadcast one 4 to 5 minute special episode (Discover Wisconsin's discretion) and it will air on its Discover Wisconsin regional television channels.
- As a way to determine the best way to market Outagamie County, Chairperson Gabrielson and Anne Van will attend the creative meeting kick-off in February, where they will work on putting out a press release and media announcement to formally announce this campaign partnership in hopes to solicit feedback and ideas from the community. With this, Anne Van hopes the locals will provide the stories and rich history which make Outagamie County special and great, and they will share them with the Discover Wisconsin team in order to highlight the county.
- Anne Van concluded her presentation by showing a Discover Wisconsin's Emmy award-winning docuseries segment from Marathon County, which featured its Red Barn Stoney Acres Farm.

Chairperson Gabrielson stated per County Board of Supervisors Administrative Rules, the County Board has the opportunity to take a short recess after a meeting runs for over 1.5 hours. Unanimous consent was given to continue on with progressing the meeting.

ESTABLISH ORDER OF THE DAY– Chairperson Gabrielson reported the request to have all Appointments, Ordinance No. Z-8–2024-25, and Resolution Nos. Z-7, Z-8, Z-9, 119 and 120–2024-25 locked in at the meeting.

Chairperson Gabrielson asked for unanimous consent to handle all reconsiderations and lock ins at the end of the meeting as noted. No objections; so ordered.

COMMUNICATIONS –
Chairperson Gabrielson summarized the following communications:

- One Supervisor still needs to complete the IT cybersecurity training, which was due back on November 14, 2024. Chairperson Gabrielson stated if the individual has any issues to please contact Legislative Services.
- The total donations raised for the Outagamie County Board of Supervisors participation in the "Adopt-a-Family" program reached $660, which helped toward providing 216 families with a brighter Christmas; Chairperson Gabrielson expressed his appreciation.
- There is a scheduled tour date of the new Outagamie County 9-1-1 Communications Center on January 28, 2025 at 4:00 p.m. Start times of the following meetings will be adjusted slightly in order to accommodate attendance of County Board Members: Public Safety Committee, Property Committee, and the Legislative and Audit/Human Services.
- A "Save the Date" was announced as part of the Appleton Airport terminal expansion project for the announcement of the new local restaurant partner and name of the new Biergarten at the Appleton Airport on Thursday, February 20, 2025 at 9:00 a.m. An invitation with more information will be forwarded as the date approaches.

- Finance Director Michelle Uitenbroek provided an electronic communication recently regarding directions on how to obtain employee W-2s electronically, which includes steps in providing the change in the Tyler System (so when the document becomes available it can be downloaded immediately). No changes need to be made in the employee portal to have your W-2 defaulted to be mailed out as normal.

- Chairperson Gabrielson recognized the following County Board Supervisor birthdays: Supervisor Culberton (1/19) and Supervisor Schroeder (1/25).

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 –
County Executive Nelson nomination for appointment of Alexandra Baierl to the Health and Human Services (HHS) Board; term expires December 31, 2027.

Supervisor Kostelny moved, seconded by Supervisor Thiede, for confirmation of the above-listed appointment.

ROLL CALL: 29 yes, 7 absent. ALEXANDRA BAIERL IS APPOINTED TO THE HEALTH AND HUMAN SERVICES (HHS) BOARD.

County Executive Nelson nomination for appointment of Mitesh Ajmera to the Outagamie Waupaca Library Systems (OWLS) Board of Trustees; term expires December 31, 2027.

Supervisor Thiede moved, seconded by Supervisor Spears, for confirmation of the above-listed appointment.

ROLL CALL: 29 yes, 7 absent. MITESCH AJMERA IS APPOINTED TO THE OUTAGAMIE WAUPACA LIBRARY SYSTEMS (OWLS) BOARD OF TRUSTEES.

County Executive Nelson nomination for appointment of Beth Robinson as the Criminal Justice Treatment Services (CJTS) Director.

Supervisor Patience moved, seconded by Supervisor Smith, for confirmation of the above-listed appointment.

ROLL CALL: 29 yes, 7 absent. BETH ROBINSON IS APPOINTED AS THE CRIMINAL JUSTICE TREATMENT SERVICES (CJTS) DIRECTOR.

County Executive Nelson nomination for appointment of Jessica Day (alternate) to the Criminal Justice Coordinating Council (CJCC); term expires April 30, 2026.

Supervisor Krueger moved, seconded by Supervisor Lautenschlager, for confirmation of the above-listed appointment.

ROLL CALL: 29 yes, 7 absent. JESSICA DAY (ALTERNATE) IS APPOINTED TO THE CRIMINAL JUSTICE COORDINATING COUNCIL (CJCC).

REPORT BY THE COUNTY EXECUTIVE – None.

UNFINISHED BUSINESS – None.

NEW BUSINESS– *NOTE: The minutes that follow list the synopsis of the ordinances/resolutions and roll calls. At the end of this set of minutes, the scanned copies of the each ordinance/resolution will be appended along with the physical roll call.*

Resolution No. Z-7—2024-25 – Agriculture, Extension Education, Zoning and Land Conservation Committee. Approve the rezone request for Calnin & Goss, Inc., for parcels 102098500, 102098600, and 102098700, from the LC-Local Commercial District to R2-Two Family Residential District in the Town of Grand Chute, as depicted on the attached review and map.

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

ROLL CALL: 29 yes, 7 absent. RESOLUTION NO. Z-7—2024-25 IS ADOPTED.

Resolution No. Z-8—2024-25 – Agriculture, Extension Education, Zoning and Land Conservation Committee. Approve the rezone request for Prospera Credit Union, Gold Crown Properties LLC, and Bluemound Properties LLC, for a portion of parcel 103100600 (Condo PIN: 103100800), from the CL Local Commercial District to the R-3 Single Family Attached Residence District in the Town of Grand Chute, as depicted on the attached review and map.

Supervisor Rettler moved, seconded by Supervisor Cuff, for adoption.

ROLL CALL: 28 yes, 1 no (Ferguson), 7 absent. RESOLUTION NO. Z-8—2024-25 IS ADOPTED.

Resolution No. Z-9—2024-25 – Agriculture, Extension Education, Zoning and Land Conservation Committee. Approve the Town of Buchanan Zoning Code Text Amendment, which includes updates to Table 525-31-1: Principal and Special Exception Uses and Structures, as well as the addition of a definition for “Mixed-Use” in Section 525-31, as depicted on the attached staff review.

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

ROLL CALL: 29 yes, 7 absent. RESOLUTION NO. Z-9—2024-25 IS ADOPTED.

Ordinance No. Z-8—2024-25 – Agriculture, Extension Education, Zoning and Land Conservation Committee. Approve to recommend the amendment to the Outagamie County Comprehensive Plan to repeal and replace Map 36: Future Land Use for the Town of Vandenbroek, as noted on the resolution and attachments.

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

ROLL CALL: 28 yes, 1 abstain (Wegand), 7 absent. ORDINANCE NO. Z-8—2024-25 IS ADOPTED.

Resolution No. 119—2024-25 – Property, Airport, Recreation and Economic Development Committee. Approve to endorse Bertram Communications’ application for Broadband, Equity, Access, and Deployment (BEAD) funding to bring fiber to 2,544 eligible Broadband Serviceable Locations in

Outagamie County, and endorse the application of Bertram Communication for BEAD funding to support their broadband infrastructure project in Outagamie County.

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

ROLL CALL: 28 yes, 1 abstain (Heiser), 7 absent. RESOLUTION NO. 119—2024-25 IS ADOPTED.

Resolution No. 120—2024-25 – Highway, Recycling and Solid Waste Committee. Approve to authorize the County Highway Commissioner to enter into a revised State/Municipal Financial Agreement for the County U interchange and I-41 mainline improvement projects, as noted on the attached Revised State/Municipal Financial Agreement for a State-Let Highway Project, with no budget adjustment needed.

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

ROLL CALL: 29 yes, 7 absent. RESOLUTION NO. 120—2024-25 IS ADOPTED.

RECONSIDERATION OF ALL APPOINTMENTS, ORDINANCE NO. Z-8—2024-25, AND RESOLUTION NOS. Z-7, Z-8, Z-9, 119 AND 120—2024-25.

Supervisor Patience moved, seconded by Supervisor Wegand, to reconsider the above listed appointments, ordinances, and resolutions.

Vote for reconsideration. ROLL CALL: 26 yes, 3 no (Ferguson, Klemp, Thiede), 7 absent. ALL APPOINTMENTS, ORDINANCE NO. Z-8 —2024-25, AND RESOLUTION NOS. Z-7, Z-8, Z-9, 119 AND 120—2024-25 ARE RECONSIDERED.

Vote for lock in. ROLL CALL: 29 yes, 7 absent. ALL APPOINTMENTS, ORDINANCE NO. Z-8 —2024-25, AND RESOLUTION NOS. Z-7, Z-8, Z-9, 119, AND 120—2024-25 ARE ADOPTED & LOCKED IN.

REPORTS

County Board Memo – Sole Source Purchase – Airport – Repairs to a Damaged Jet Bridge from TK Airport Solutions for $54,267.54.

ADJOURNMENT

Supervisor Lawrence moved, seconded by Supervisor Smith, to adjourn until January 28, 2025 at 7:00 p.m. VOICE VOTE CARRIED UNANIMOUSLY.

The meeting adjourned at 8:51 p.m.

FINAL COPIES OF ORDINANCES/RESOLUTIONS AND ROLL CALLS PERTINENT TO NEW BUSINESS FOLLOW:

LOCK IN OF ALL APPOINTMENTS, ORDINANCE NO. Z-8 —2024-25, AND RESOLUTION NOS. Z-7, Z-8, Z-9, 119 AND 120—2024-25.

Vote for lock in. ROLL CALL: 29 yes, 7 absent. ALL APPOINTMENTS, ORDINANCE NO. Z-8 —2024-25, AND RESOLUTION NOS. Z-7, Z-8, Z-9, 119 AND 120—2024-25 ARE ADOPTED & LOCKED IN.

VOTE RESULTS	29 YES	0 NO	0 ABSTAIN	7 ABSENT

LOCK IN OF ALL APPTS., ORD. NO. Z-8—2024-25, AND RES. NOS. Z-7, Z-8, Z-9, 119, 120—2024-25
Lock In of All Appointments, Ord. No. Z-8—2024-25 and Res. Nos. Z-7, Z-8, Z-9, 119 and 120—2024-25.

Majority of Full Membership
Passed

1 THOMPSON	YES	13 WEGAND	YES	25 JANKE	YES
2 JOHNSON	YES	14 HERMES	YES	26 WEINBERG	YES
3 SMITH	YES	15 MacDONALD	ABSENT	27 CULBERTSON	YES
4 PATIENCE	YES	16 SCHROEDER	ABSENT	28 MONFILS	YES
5 GABRIELSON	YES	17 CROATT	ABSENT	29 WINTERFELDT	ABSENT
6 KOSTELNY	YES	18 SPEARS	YES	30 NEJEDLO	YES
7 HAMMEN	YES	19 HEISER	YES	31 CLEGG	YES
8 LAWRENCE	YES	20 MITCHELL	ABSENT	32 THYSSEN	ABSENT
9 KRUEGER	YES	21 CUFF	YES	33 VANDERHEIDEN	YES
10 LAMERS	YES	22 HAGEN	YES	34 RETTLER	YES
11 FERGUSON	YES	23 KLEMP	YES	35 KOURY	YES
12 McCABE	ABSENT	24 THIEDE	YES	36 LAUTENSCHLAGER	YES

Outagamie County
1-14-25 County Board Meeting
1-14-25 CB Meeting
Outagamie County Board of Supervisors

January 14 2025 08:51:41 PM
OpenMeeting

RECONSIDERATION OF ALL APPOINTMENTS, ORDINANCE NO. Z-8—2024-25, AND RESOLUTION NOS. Z-7, Z-8, Z-9, 119 AND 120—2024-25.

Supervisor Patience moved, seconded by Supervisor Wegand, to reconsider the above listed appointments, ordinances, and resolutions.

Vote for reconsideration. ROLL CALL: 26 yes, 3 no (Ferguson, Klemp, Thiede), 7 absent. ALL APPOINTMENTS, ORDINANCE NO. Z-8—2024-25, AND RESOLUTION NOS. Z-7, Z-8, Z-9, 119 AND 120—2024-25 ARE RECONSIDERED.

VOTE RESULTS | 26 YES | 3 NO | 0 ABSTAIN | 7 ABSENT

RECONSIDERATION OF ALL APPTS., ORD. NO. Z-8—2024-25, AND RES. NOS. Z-7, Z-8, Z-9, 119, 120—2024-25
Reconsideration of All Appointments, Ord. No. Z-8—2024-25 and Res. Nos. Z-7, Z-8, Z-9, 119 and 120—2024-25.

Majority of Full Membership
Passed

1 THOMPSON	YES	13 WEGAND	YES	25 JANKE	YES
2 JOHNSON	YES	14 HERMES	YES	26 WEINBERG	YES
3 SMITH	YES	15 MacDONALD	ABSENT	27 CULBERTSON	YES
4 PATIENCE	YES	16 SCHROEDER	ABSENT	28 MONFILS	YES
5 GABRIELSON	YES	17 CROATT	ABSENT	29 WINTERFELDT	ABSENT
6 KOSTELNY	YES	18 SPEARS	YES	30 NEJEDLO	YES
7 HAMMEN	YES	19 HEISER	YES	31 CLEGG	YES
8 LAWRENCE	YES	20 MITCHELL	ABSENT	32 THYSSEN	ABSENT
9 KRUEGER	YES	21 CUFF	YES	33 VANDERHEIDEN	YES
10 LAMERS	YES	22 HAGEN	YES	34 RETTLER	YES
11 FERGUSON	NO	23 KLEMP	NO	35 KOURY	YES
12 McCABE	ABSENT	24 THIEDE	NO	36 LAUTENSCHLAGER	YES

Outagamie County
1-14-25 County Board Meeting
1-14-25 CB Meeting
Outagamie County Board of Supervisors

January 14 2025 03:51:10 PM
OpenMeeting

Resolution No. Z-7—2024-25 – Agriculture, Extension Education, Zoning and Land Conservation Committee. Approve the rezone request for Calnin & Goss, Inc., for parcels 102098500, 102098600, and 102098700, from the LC-Local Commercial District to R2-Two Family Residential District in the Town of Grand Chute, as depicted on the attached review and map.

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

ROLL CALL: 29 yes, 7 absent. RESOLUTION NO. Z-7—2024-25 IS ADOPTED.

VOTE RESULTS	29 YES	0 NO	0 ABSTAIN	7 ABSENT

RESOLUTION NO. Z-7—2024-25

Agriculture, Extension Education, Zoning and Land Conservation Committee. Approve the rezone request for Calnin & Goss, Inc., for parcels 102098500, 102098600, and 102098700, from the LC-Local Commercial District to R2-Two Family Residential District in the Town of Grand Chute, as depicted on the attached re...

Majority of Full Membership

Passed

1 THOMPSON	YES	13 WEGAND	YES	25 JANKE	YES
2 JOHNSON	YES	14 HERMES	YES	26 WEINBERG	YES
3 SMITH	YES	15 MacDONALD	ABSENT	27 CULBERTSON	YES
4 PATIENCE	YES	16 SCHROEDER	ABSENT	28 MONFILS	YES
5 GABRIELSON	YES	17 CROATT	ABSENT	29 WINTERFELDT	ABSENT
6 KOSTELNY	YES	18 SPEARS	YES	30 NEJEDLO	YES
7 HAMMEN	YES	19 HEISER	YES	31 CLEGG	YES
8 LAWRENCE	YES	20 MITCHELL	ABSENT	32 THYSSEN	ABSENT
9 KRUEGER	YES	21 CUFF	YES	33 VANDERHEIDEN	YES
10 LAMERS	YES	22 HAGEN	YES	34 RETTLER	YES
11 FERGUSON	YES	23 KLEMP	YES	35 KOURY	YES
12 McCABE	ABSENT	24 THIEDE	YES	36 LAUTENSCHLAGER	YES

Outagamie County 1-14-25 County Board Meeting
1-14-25 CB Meeting
Outagamie County Board of Supervisors

January 14 2025 08:45:59 PM

OpenMeeting

RESOLUTION NO.: Z-7—2024-25

TO THE HONORABLE, THE OUTAGAMIE COUNTY BOARD OF SUPERVISORS

LADIES AND GENTLEMEN: ***MAJORITY***

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

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

BE IT RESOLVED, that the Outagamie County Board of Supervisors does approve of the proposed rezoning request for Calnin & Goss, Inc. The proposed rezoning is for parcels 102098500, 102098600, and 102098700, from the LC-Local Commercial District to R2-Two Family Residential District. The parcels are located North of Spencer St and East of Misty Lane, in the Town of Grand Chute, Outagamie County, WI, as depicted on the attached review and map, which by reference are made a part hereof, and

BE IT FINALLY RESOLVED, that the Outagamie County Clerk be directed to forward a certified copy of this resolution to the Outagamie County Zoning Administrator, the Town of Grand Chute Clerk, the Town of Grand Chute Community Development Director, and the Town of Grand Chute Community Development Administrative Assistant.

Dated this 14th day of January, 2025

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: January 14, 2025

Signed: Dan Gabrielson
Board Chairperson

Kelly M. Ott
County Clerk

Approved: 1/16/25

Vetoed: _____

Signed: _____
~~County Executive~~

Outagamie County Est. 1851

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: Sadie DiNatale Burda, Deputy Director
DATE: November 26, 2024
RE: PL202400544: Rezoning – Town, Review and Recommendation

Application Details:

Applicant and Owner:	Town of Grand Chute, Applicant on behalf of Calnin & Goss, Inc (Owner)
Request:	Rezoning - Town
Parcels:	102098500, 102098600, 102098700
Location:	North of Spencer St, East of Misty Lane TOWN OF GRAND CHUTE
Public Hearing:	October 15, 2024 held by the Town of Grand Chute

Background:

Outagamie County received a Town Rezoning request from the Town of Grand Chute, as depicted on the attached Rezoning Map. The proposal would rezone three parcels (totaling 1.25 acres) from LC – Local Commercial District to R2 – Two Family Residential District. The rezoning would allow for the development of a duplex on each of the parcels. The duplexes will be used for community based housing for individuals who need specialized care and support.

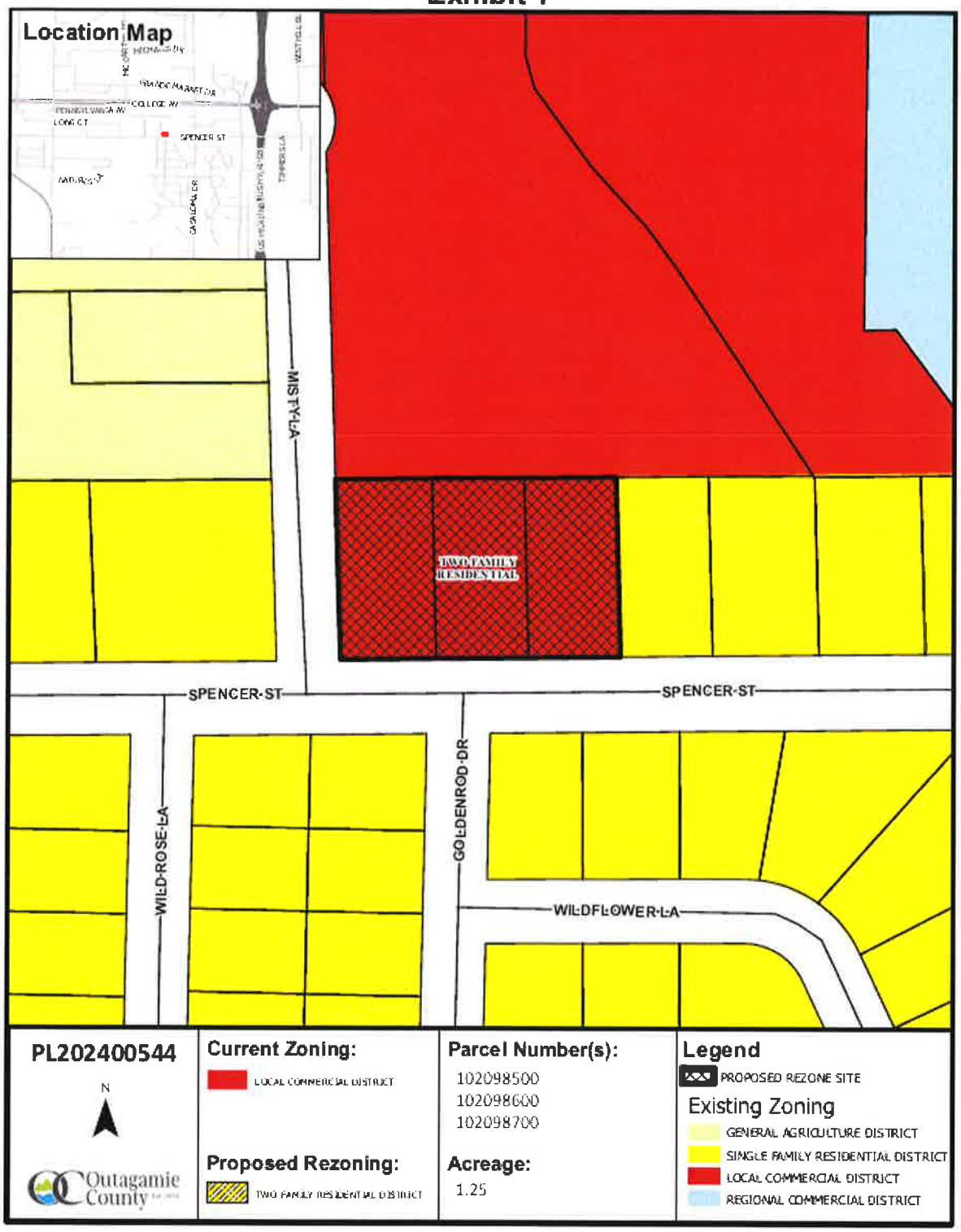
The Town of Grand Chute exercises village powers, adopted General Town Zoning, and is required to find this rezoning consistent with its Comprehensive Plan. They have identified the rezoning to be consistent with its Comprehensive Plan, which identifies the area as "Suburban." The Town Board voted to approve the rezoning request on November 7, 2024.

Outagamie County is not statutorily required to document consistency; however, we do concur that the rezone is consistent with the County's Comprehensive Plan, which identifies the area as "Suburban Residential."

Staff Recommendation:

Based on County staff's review of this proposed Town Rezoning, Staff recommends to approve the rezoning of parcels 102098500, 102098600, 102098700 from LC – Local Commercial District to R2 – Two Family Residential District.

Exhibit 1


Location Map
SPENCER ST
MISTY LA
TWO FAMILY RESIDENTIAL
SPENCER ST
SPENCER ST
WILD ROSE LA
GOLDENROD DR
WILDFLOWER LA
PL202400544
N
Outagamie County
Current Zoning:
LOCAL COMMERCIAL DISTRICT
Proposed Rezoning:
TWO FAMILY RESIDENTIAL DISTRICT
Parcel Number(s):
102098500
102098600
102098700
Acreage:
1.25
Legend
PROPOSED REZONE SITE
Existing Zoning
GENERAL AGRICULTURE DISTRICT
SINGLE FAMILY RESIDENTIAL DISTRICT
LOCAL COMMERCIAL DISTRICT
REGIONAL COMMERCIAL DISTRICT

5/6.

Grand Chute
experience better

PLAN COMMISSION
AGENDA MEMORANDUM

MEETING DATE: October 15, 2024
FROM: Tanner Russell, Town Planner
TYPE: Rezoning
APPLICATION NO: Z-05-2024
APPLICANT: Calmin & Goss, Inc.
ADDRESS: Northeast corner of W. Spencer Street and S. Misty Lane
TAX PARCEL ID: 102-098500, 102-098600, & 102-098700

REQUEST
Applicant requests to rezone three properties from CL Local Commercial District to R-2 Two-Family Residence District.

Background Information/Analysis: The rezone is requested to allow development of a duplex on each of the three lots. The duplexes will be used for community based housing for individuals who need specialized care and support. Units will be occupied by both clients and staff to ensure close access for care. The intended use of the property and rezone to a low density residential classification is consistent with the adjacent single-family residences to the south, east, and west. The site is ideally suited for R-2 Two-Family Residence District zoning classification, as it is a transitional district between existing residential development and commercial areas to the north. Rezoning of this property to R-2 Two-Family Residence District is consistent with the Suburban designation for this district as identified in the Town of Grand Chute Comprehensive Plan.

Recommended Action: Staff has reviewed and supports a Plan Commission recommendation to rezone three properties on the northeast corner of W. Spencer Street and S. Misty Lane from CL Local Commercial District to R-2 Two-Family Residence District. (Ordinance No. O-11-2024)

Z-05-2024 - Location Map



10/9/2024, 12:58:21 PM

1:2,257

0 0.01 0.03 0.05 mi

0 0.02 0.04 0.08 km

Esri Community Maps Contributors, Town of Grand Chute, County of Outagamie, © OpenStreetMap, Microsoft, Esri, TomTom, Garmin, SafeGraph, GeoTechnologies, Inc, METI/NASA, USGS, EPA, NPS, US Census Bureau, USDA, USFWS

LOCK IN OF ALL APPOINTMENTS, ORDINANCE NO. Z-8 —2024-25, AND RESOLUTION NOS. Z-7, Z-8, Z-9, 119 AND 120—2024-25.

Vote for lock in. ROLL CALL: 29 yes, 7 absent. ALL APPOINTMENTS, ORDINANCE NO. Z-8 — 2024-25, AND RESOLUTION NOS. Z-7, Z-8, Z-9, 119 AND 120—2024-25 ARE ADOPTED & LOCKED IN.

VOTE RESULTS	29 YES	0 NO	0 ABSTAIN	7 ABSENT

LOCK IN OF ALL APPTS., ORD. NO. Z-8—2024-25, AND RES. NOS. Z-7, Z-8, Z-9, 119, 120—2024-25
Lock In of All Appointments, Ord. No. Z-8—2024-25 and Res. Nos. Z-7, Z-8, Z-9, 119 and 120—2024-25.

Majority of Full Membership

Passed

1 THOMPSON	YES	13 WEGAND	YES	25 JANKE	YES
2 JOHNSON	YES	14 HERMES	YES	26 WEINBERG	YES
3 SMITH	YES	15 MacDONALD	ABSENT	27 CULBERTSON	YES
4 PATIENCE	YES	16 SCHROEDER	ABSENT	28 MONFILS	YES
5 GABRIELSON	YES	17 CROATT	ABSENT	29 WINTERFELDT	ABSENT
6 KOSTELNY	YES	18 SPEARS	YES	30 NEJEDLO	YES
7 HAMMEN	YES	19 HEISER	YES	31 CLEGG	YES
8 LAWRENCE	YES	20 MITCHELL	ABSENT	32 THYSSEN	ABSENT
9 KRUEGER	YES	21 CUFF	YES	33 VANDERHEIDEN	YES
10 LAMERS	YES	22 HAGEN	YES	34 RETTLER	YES
11 FERGUSON	YES	23 KLEMP	YES	35 KOURY	YES
12 McCABE	ABSENT	24 THIEDE	YES	36 LAUTENSCHLAGER	YES

Outagamie County
1-14-25 County Board Meeting
1-14-25 CB Meeting
Outagamie County Board of Supervisors

January 14, 2025 08:51:31 PM

OpenMeeting

RECONSIDERATION OF ALL APPOINTMENTS, ORDINANCE NO. Z-8—2024-25, AND RESOLUTION NOS. Z-7, Z-8, Z-9, 119 AND 120—2024-25.

Supervisor Patience moved, seconded by Supervisor Wegand, to reconsider the above listed appointments, ordinances, and resolutions.

Vote for reconsideration. ROLL CALL: 26 yes, 3 no (Ferguson, Klemp, Thiede), 7 absent. ALL APPOINTMENTS, ORDINANCE NO. Z-8—2024-25, AND RESOLUTION NOS. Z-7, Z-8, Z-9, 119 AND 120—2024-25 ARE RECONSIDERED.

VOTE RESULTS | 26 YES | 3 NO | 0 ABSTAIN | 7 ABSENT

RECONSIDERATION OF ALL APPTS., ORD. NO. Z-8—2024-25, AND RES. NOS. Z-7, Z-8, Z-9, 119, 120—2024-25
Reconsideration of All Appointments, Ord. No. Z-8—2024-25 and Res. Nos. Z-7, Z-8, Z-9, 119 and 120—2024-25.

Majority of Full Membership
Passed

1 THOMPSON	YES	13 WEGAND	YES	25 JANKE	YES
2 JOHNSON	YES	14 HERMES	YES	26 WEINBERG	YES
3 SMITH	YES	15 MacDONALD	ABSENT	27 CULBERTSON	YES
4 PATIENCE	YES	16 SCHROEDER	ABSENT	28 MONFILS	YES
5 GABRIELSON	YES	17 CROATT	ABSENT	29 WINTERFELDT	ABSENT
6 KOSTELNY	YES	18 SPEARS	YES	30 NEJEDLO	YES
7 HAMMEN	YES	19 HEISER	YES	31 CLEGG	YES
8 LAWRENCE	YES	20 MITCHELL	ABSENT	32 THYSSEN	ABSENT
9 KRUEGER	YES	21 CUFF	YES	33 VANDERHEIDEN	YES
10 LAMERS	YES	22 HAGEN	YES	34 RETTLER	YES
11 FERGUSON	NO	23 KLEMP	NO	35 KOURY	YES
12 McCABE	ABSENT	24 THIEDE	NO	36 LAUTENSCHLAGER	YES

Outagamie County
1-14-25 County Board Meeting
1-14-25 CB Meeting
Outagamie County Board of Supervisors

January 14 2025 08:51:10 CST
OpenMeeting

Resolution No. Z-8—2024-25 – Agriculture, Extension Education, Zoning and Land Conservation Committee. Approve the rezone request for Prospera Credit Union, Gold Crown Properties LLC, and Bluemound Properties LLC, for a portion of parcel 103100600 (Condo PIN: 103100800), from the CL Local Commercial District to the R-3 Single Family Attached Residence District in the Town of Grand Chute, as depicted on the attached review and map.

Supervisor Rettler moved, seconded by Supervisor Cuff, for adoption.

ROLL CALL: 28 yes, 1 no (Ferguson), 7 absent. RESOLUTION NO. Z-8—2024-25 IS ADOPTED.

VOTE RESULTS	28 YES	1 NO	0 ABSTAIN	7 ABSENT

RESOLUTION NO. Z-8—2024-25

Agriculture, Extension Education, Zoning and Land Conservation Committee. Approve the rezone request for Prospera Credit Union, Gold Crown Properties LLC, and Bluemound Properties LLC, for a portion of parcel 103100600 (Condo PIN: 103100800), from the CL Local Commercial District to the R-3 Single Fam...

Majority of Full Membership

Passed

1 THOMPSON	YES	13 WEGAND	YES	25 JANKE	YES
2 JOHNSON	YES	14 HERMES	YES	26 WEINBERG	YES
3 SMITH	YES	15 MacDONALD	ABSENT	27 CULBERTSON	YES
4 PATIENCE	YES	16 SCHROEDER	ABSENT	28 MONFILS	YES
5 GABRIELSON	YES	17 CROATT	ABSENT	29 WINTERFELDT	ABSENT
6 KOSTELNY	YES	18 SPEARS	YES	30 NEJEDLO	YES
7 HAMMEN	YES	19 HEISER	YES	31 CLEGG	YES
8 LAWRENCE	YES	20 MITCHELL	ABSENT	32 THYSSEN	ABSENT
9 KRUEGER	YES	21 CUFF	YES	33 VANDERHEIDEN	YES
10 LAMERS	YES	22 HAGEN	YES	34 RETTLER	YES
11 FERGUSON	NO	23 KLEMP	YES	35 KOURY	YES
12 McCABE	ABSENT	24 THIEDE	YES	36 LAUTENSCHLAGER	YES

Outagamie County

1-14-25 County Board Meeting
1-14-25 CB Meeting
Outagamie County Board of Supervisors

January 14 2025 08:46:55 PM

OpenMeeting

RESOLUTION NO.: Z-8—2024-25

TO THE HONORABLE, THE OUTAGAMIE COUNTY BOARD OF SUPERVISORS

LADIES AND GENTLEMEN: ***MAJORITY***

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

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

BE IT RESOLVED, that the Outagamie County Board of Supervisors does approve of the proposed rezoning request for Prospera Credit Union, Gold Crown Properties LLC, and Bluemound Properties LLC. The proposed rezoning is for a portion of parcel 103100600 (Condo PIN: 103100800), from the CL Local Commercial District to the R-3 Single Family Attached Residence District. The parcel is located at Unit 103 of the Bluemound Commercial Condominium Plat, East of County Trunk Highway AA and North of Glenpark Drive, in the Town of Grand Chute, Outagamie County, WI, as depicted on the attached review and map, which by reference is made a part hereof, and

BE IT FINALLY RESOLVED, that the Outagamie County Clerk be directed to forward a certified copy of this resolution to the Outagamie County Zoning Administrator, the Town of Grand Chute Clerk, the Town of Grand Chute Community Development Director, and the Town of Grand Chute Community Development Administrative Assistant.

Dated this 14th day of January, 2025

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: January 14, 2025

Signed: _____ Board Chairperson

_____ County Clerk

Approved: 1 16 25

Vetoed: _____

Signed: _____ County Executive

Outagamie County

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: Sadie DiNatale Burda, Deputy Director
DATE: November 27, 2024
RE: PL202400565: Town Rezoning - Review and Recommendation

Application Details:

Applicant/Owner:	Town of Grand Chute, Applicant on behalf of Prospera Credit Union, Gold Crown Properties LLC, and Bluemound Properties, LLC (Owners)
Request:	Rezoning - Town
Parcel:	A portion of parcel 103100600 (Condo PIN: 103100800), *see legal description*
Location:	Unit 103 of the Bluemound Commercial Condominium Plat East of County Trunk Highway AA and North of Glenpark Drive Town of Grand Chute
Public Hearing:	November 7, 2024 at 6:00 PM held by the Town of Grand Chute

Background:

Outagamie County received a Town Rezoning request from the Town of Grand Chute, as depicted on the attached Rezoning Map. The proposal would rezone a portion of parcel 103100600 (1.02 acres) from the CL Local Commercial District to the R-3 Single-Family Attached Residence District. The rezoning would accommodate the development of a four-plex residential building on the property (i.e., on Unit 103 of the Bluemound Commercial Condominium Plat).

The Town of Grand Chute exercises village powers and adopted General Town Zoning. The Town of Grand Chute is required to find this rezoning consistent with its Comprehensive Plan. They have identified the rezoning to be consistent with its Comprehensive Plan Future Land Use Map, which identifies the area as "Urban."

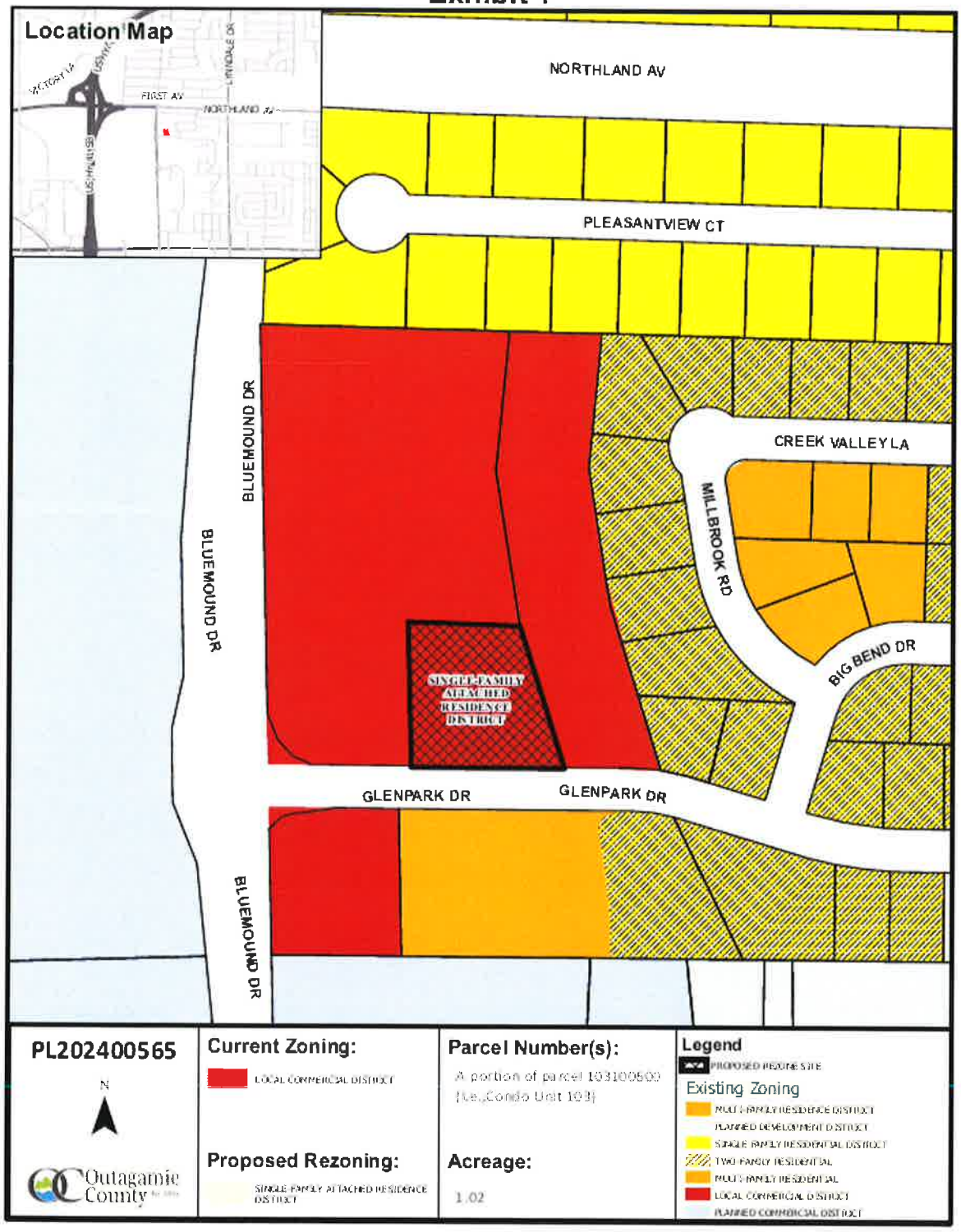
Outagamie County concurs that the rezone is also consistent with the County Comprehensive Plan Future Land Map, which identifies the area as "Community Mixed Use."

The Grand Chute Town Board voted to approve the rezoning request on November 19, 2024.

Staff Recommendation:

Based on County staff's review of this proposed Town Rezoning, Staff recommends to: Approve the rezoning of a portion of parcel 103100600 (i.e., Condo PIN: 103100800 or Unit 103 of the Bluemound Commercial Condominium Plat) from the CL Local Commercial District to the R-3 Single-Family Attached Residence District.

Exhibit 1


Location Map
NORTHLAND AV
PLEASANTVIEW CT
BLUEMOUND DR
BLUEMOUND DR
CREEK VALLEY LA
MILLBROOK RD
BIG BEND DR
GLENPARK DR
GLENPARK DR
BLUEMOUND DR
SINGLE-FAMILY ATTACHED RESIDENCE DISTRICT
PL202400565
N
Outagamie County
Current Zoning:
LOCAL COMMERCIAL DISTRICT
Proposed Rezoning:
SINGLE FAMILY ATTACHED RESIDENCE DISTRICT
Parcel Number(s):
A portion of parcel 103100500 (i.e., Condo Unit 103)
Acreage:
1.02
Legend
PROPOSED REZONE SITE
Existing Zoning
MULTI-FAMILY RESIDENCE DISTRICT
PLANNED DEVELOPMENT DISTRICT
SINGLE FAMILY RESIDENTIAL DISTRICT
TWO FAMILY RESIDENTIAL
MULTI-FAMILY RESIDENTIAL
LOCAL COMMERCIAL DISTRICT
PLANNED COMMERCIAL DISTRICT

LEGAL DESCRIPTION FOR UNIT 103:

UNIT 103 OF "BLUEMOUND COMMERCIAL CONDOMINIUM" AS RECORDED IN CABINET L, ON PAGE 98 AS DOCUMENT NUMBER 1847128, LOCATED IN THE NORTHWEST ¼ OF THE NORTHWEST ¼ OF SECTION 21, TOWNSHIP 21 NORTH, RANGE 17 EAST, TOWN OF GRAND CHUTE, OUTAGAMIE COUNTY, WISCONSIN, DESCRIBED AS FOLLOWS: COMMENCING AT THE WEST ¼ CORNER OF SECTION 21; THENCE N01°17'56"W, 1622.04 FEET; THENCE S89°39'23"E, 220.00 FEET TO THE POINT OF BEGINNING; THENCE N01°17'57"W, 219.97 FEET; THENCE S87°16'41"E, 171.33 FEET; THENCE S17°39'23"E, 226.39 FEET; THENCE N89°39'23"W, A DISTANCE OF 234.01 FEET TO THE POINT OF BEGINNING.

7/8.

PLAN COMMISSION
AGENDA MEMORANDUM

MEETING DATE: November 7, 2024
FROM: Michael Patza, Community Development Director
TYPE: Rezoning
APPLICATION NO: Z-06-2024
APPLICANT: Bluemound Properties, LLC
ADDRESS: North of W. Glenpark Drive
TAX PARCEL ID: 103-100800

REQUEST
Applicant request to rezone Unit 103 of the Bluemound Commercial Condominium Plat from CL Local Commercial District to R-3 Single-Family Attached Residence District.

Background Information/Analysis: The rezone is requested to allow development of a 4-duplex residential building on the property. As shown on the attached Schematic Site Plan, access to the residential building would be from the existing private drive that serves other properties within the condominium development.

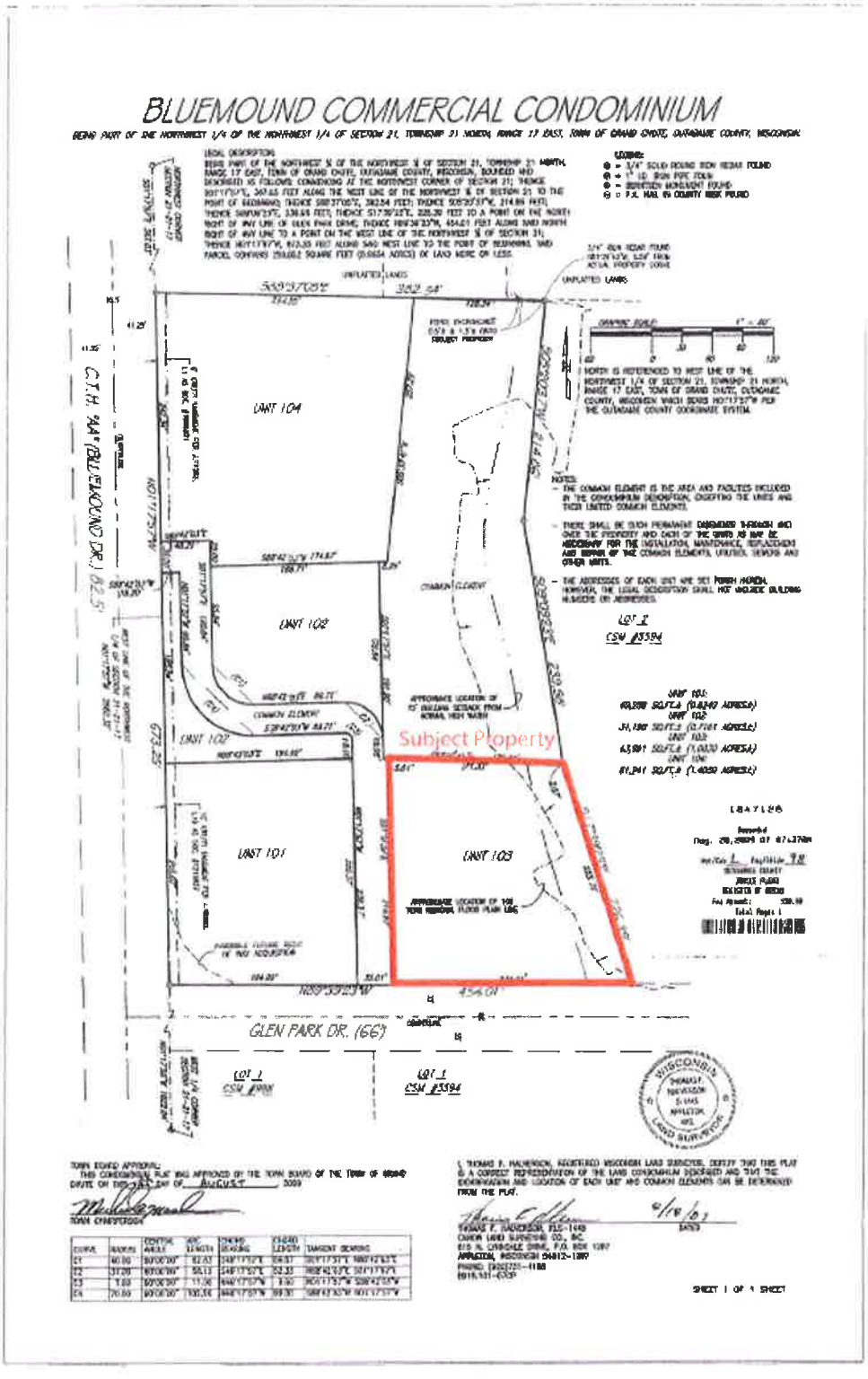
Property to the east is zoned R-2 Two-Family Residence District, to the west and north will remain CL Local Commercial District, and to the south is a combination of commercial and multi-family residential zoning classifications. The rezoning of this property to an R-3 Single-Family Attached Residence District is consistent with the Urban designation for this district as identified in the Town of Grand Chute Comprehensive Plan.

Approval of a Site Plan and compliance with the underlying condominium documentation to accommodate the residential building will be required prior to site development.

Recommended Action: Staff has reviewed and supports a Plan Commission recommendation to rezone property located north of W. Glenpark Drive from CL Local Commercial District to R-3 Single-Family Attached Residence District. (Ordinance No. O-12-2024)

Z-06-2024 -- Location Map




BLUEMOUND COMMERCIAL CONDOMINIUM
BEING PART OF THE NORTHWEST 1/4 OF THE NORTHWEST 1/4 OF SECTION 21, TOWNSHIP 21 NORTH, RANGE 17 EAST, TOWN OF GRAND CHUTE, OUTAGAMIE COUNTY, WISCONSIN
UNIT 104
UNIT 102
UNIT 101
UNIT 103
Subject Property
C.T.H. "MM" (BLUEMOUND DR.)
GLEN PARK DR. (66')
LOT 1 CSM #3594
LOT 1 CSM #3594
TOWN BOARD APPROVAL
TOWN CHAIRPERSON
THOMAS E. DAVIDSON, PLS-1449
CANON LAND SURVEYORS CO., INC.
SHEET 1 OF 1 SHEET

LOCK IN OF ALL APPOINTMENTS, ORDINANCE NO. Z-8 —2024-25, AND RESOLUTION NOS. Z-7, Z-8, Z-9, 119 AND 120—2024-25.

Vote for lock in. ROLL CALL: 29 yes, 7 absent. ALL APPOINTMENTS, ORDINANCE NO. Z-8 — 2024-25, AND RESOLUTION NOS. Z-7, Z-8, Z-9, 119 AND 120—2024-25 ARE ADOPTED & LOCKED IN.

VOTE RESULTS	29 YES	0 NO	0 ABSTAIN	7 ABSENT

LOCK IN OF ALL APPTS., ORD. NO. Z-8—2024-25, AND RES. NOS. Z-7, Z-8, Z-9, 119, 120—2024-25
Lock In of All Appointments, Ord. No. Z-8—2024-25 and Res. Nos. Z-7, Z-8, Z-9, 119 and 120—2024-25.

Majority of Full Membership
Passed

1 THOMPSON	YES	13 WEGAND	YES	25 JANKE	YES
2 JOHNSON	YES	14 HERMES	YES	26 WEINBERG	YES
3 SMITH	YES	15 MacDONALD	ABSENT	27 CULBERTSON	YES
4 PATIENCE	YES	16 SCHROEDER	ABSENT	28 MONFILS	YES
5 GABRIELSON	YES	17 CROATT	ABSENT	29 WINTERFELDT	ABSENT
6 KOSTELNY	YES	18 SPEARS	YES	30 NEJEDLO	YES
7 HAMMEN	YES	19 HEISER	YES	31 CLEGG	YES
8 LAWRENCE	YES	20 MITCHELL	ABSENT	32 THYSSEN	ABSENT
9 KRUEGER	YES	21 CUFF	YES	33 VANDERHEIDEN	YES
10 LAMERS	YES	22 HAGEN	YES	34 RETTLER	YES
11 FERGUSON	YES	23 KLEMP	YES	35 KOURY	YES
12 McCABE	ABSENT	24 THIEDE	YES	36 LAUTENSCHLAGER	YES

Outagamie County
1-14-25 County Board Meeting
1-14-25 CB Meeting
Outagamie County Board of Supervisors

January 14 2025 08:51:33 PM
OpenMeeting

RECONSIDERATION OF ALL APPOINTMENTS, ORDINANCE NO. Z-8—2024-25, AND RESOLUTION NOS. Z-7, Z-8, Z-9, 119 AND 120—2024-25.

Supervisor Patience moved, seconded by Supervisor Wegand, to reconsider the above listed appointments, ordinances, and resolutions.

Vote for reconsideration. ROLL CALL: 26 yes, 3 no (Ferguson, Klemp, Thiede), 7 absent. ALL APPOINTMENTS, ORDINANCE NO. Z-8—2024-25, AND RESOLUTION NOS. Z-7, Z-8, Z-9, 119 AND 120—2024-25 ARE RECONSIDERED.

VOTE RESULTS | 26 YES | 3 NO | 0 ABSTAIN | 7 ABSENT

RECONSIDERATION OF ALL APPTS., ORD. NO. Z-8—2024-25, AND RES. NOS. Z-7, Z-8, Z-9, 119, 120—2024-25
Reconsideration of All Appointments, Ord. No. Z-8—2024-25 and Res. Nos. Z-7, Z-8, Z-9, 119 and 120—2024-25.

Majority of Full Membership
Passed

1 THOMPSON	YES	13 WEGAND	YES	25 JANKE	YES
2 JOHNSON	YES	14 HERMES	YES	26 WEINBERG	YES
3 SMITH	YES	15 MacDONALD	ABSENT	27 CULBERTSON	YES
4 PATIENCE	YES	16 SCHROEDER	ABSENT	28 MONFILS	YES
5 GABRIELSON	YES	17 CROATT	ABSENT	29 WINTERFELDT	ABSENT
6 KOSTELNY	YES	18 SPEARS	YES	30 NEJEDLO	YES
7 HAMMEN	YES	19 HEISER	YES	31 CLEGG	YES
8 LAWRENCE	YES	20 MITCHELL	ABSENT	32 THYSSEN	ABSENT
9 KRUEGER	YES	21 CUFF	YES	33 VANDERHEIDEN	YES
10 LAMERS	YES	22 HAGEN	YES	34 RETTLER	YES
11 FERGUSON	NO	23 KLEMP	NO	35 KOURY	YES
12 McCABE	ABSENT	24 THIEDE	NO	36 LAUTENSCHLAGER	YES

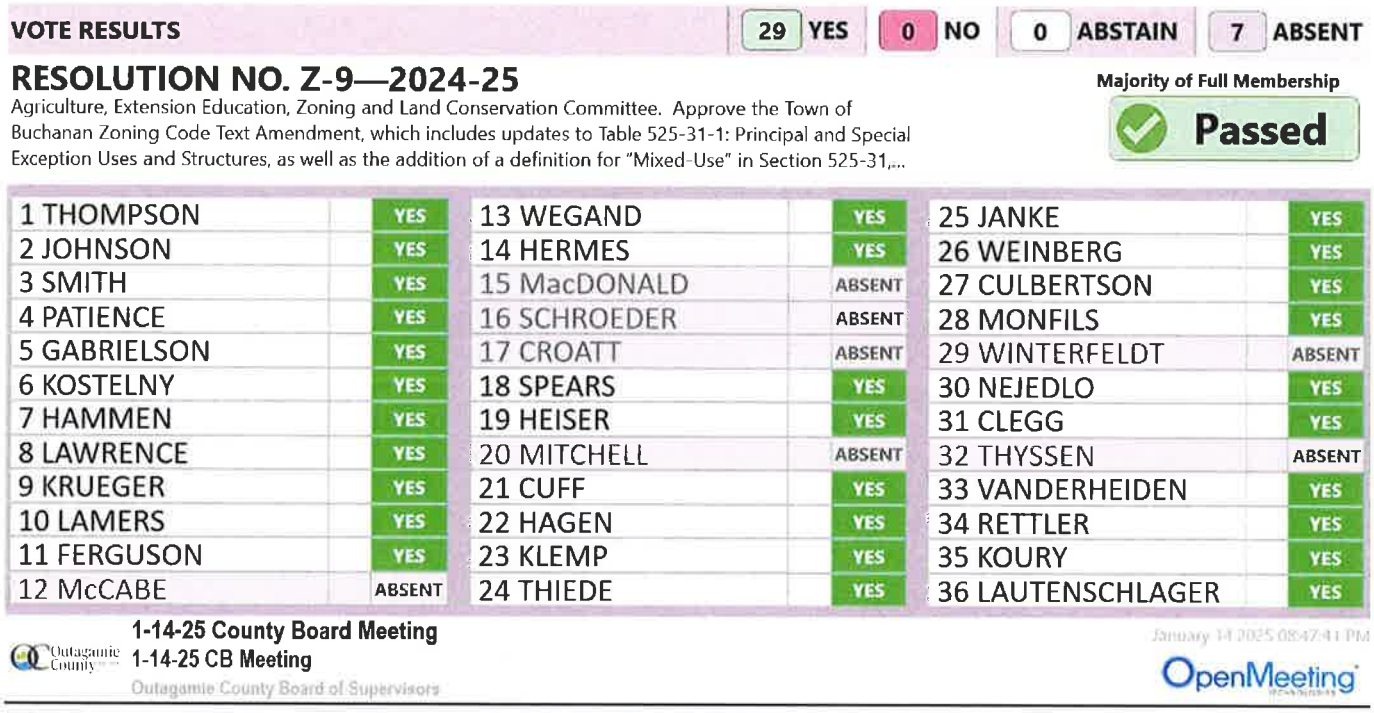
Outagamie County
1-14-25 County Board Meeting
1-14-25 CB Meeting
Outagamie County Board of Supervisors

January 14 2025 08:51:10 PM
OpenMeeting

Resolution No. Z-9—2024-25 – Agriculture, Extension Education, Zoning and Land Conservation Committee. Approve the Town of Buchanan Zoning Code Text Amendment, which includes updates to Table 525-31-1: Principal and Special Exception Uses and Structures, as well as the addition of a definition for "Mixed-Use" in Section 525-31, as depicted on the attached staff review.

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

ROLL CALL: 29 yes, 7 absent. RESOLUTION NO. Z-9—2024-25 IS ADOPTED.



VOTE RESULTS	29 YES	0 NO	0 ABSTAIN	7 ABSENT

RESOLUTION NO. Z-9—2024-25

Agriculture, Extension Education, Zoning and Land Conservation Committee. Approve the Town of Buchanan Zoning Code Text Amendment, which includes updates to Table 525-31-1: Principal and Special Exception Uses and Structures, as well as the addition of a definition for "Mixed-Use" in Section 525-31,...

Majority of Full Membership

Passed

1 THOMPSON	YES	13 WEGAND	YES	25 JANKE	YES
2 JOHNSON	YES	14 HERMES	YES	26 WEINBERG	YES
3 SMITH	YES	15 MacDONALD	ABSENT	27 CULBERTSON	YES
4 PATIENCE	YES	16 SCHROEDER	ABSENT	28 MONFILS	YES
5 GABRIELSON	YES	17 CROATT	ABSENT	29 WINTERFELDT	ABSENT
6 KOSTELNY	YES	18 SPEARS	YES	30 NEJEDLO	YES
7 HAMMEN	YES	19 HEISER	YES	31 CLEGG	YES
8 LAWRENCE	YES	20 MITCHELL	ABSENT	32 THYSSEN	ABSENT
9 KRUEGER	YES	21 CUFF	YES	33 VANDERHEIDEN	YES
10 LAMERS	YES	22 HAGEN	YES	34 RETTLER	YES
11 FERGUSON	YES	23 KLEMP	YES	35 KOURY	YES
12 McCABE	ABSENT	24 THIEDE	YES	36 LAUTENSCHLAGER	YES

1-14-25 County Board Meeting
1-14-25 CB Meeting
Outagamie County Board of Supervisors

January 14 2025 08:47:41 PM

OpenMeeting

RESOLUTION NO.: Z-9—2024-25

TO THE HONORABLE, THE OUTAGAMIE COUNTY BOARD OF SUPERVISORS

LADIES AND GENTLEMEN: ***MAJORITY***

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

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

BE IT RESOLVED, that the Outagamie County Board of Supervisors does approve of the proposed Town Zoning Code Text Amendment, which includes updates to Table 525-31-1: Principal and Special Exception Uses and Structures, as well as the addition of a definition for "Mixed-Use" in Section 525-31. The proposed zoning code text, and further details are depicted on the attached staff review, which by reference is made a part hereof, and

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

Dated this 14th day of January, 2025

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: January 14, 2025

Signed: Dan Gahnz
Board Chairperson

Kelly M. Clark
County Clerk

Approved: 1.16.25

Vetoed: _____

Signed:
County Executive

Outagamie County

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: Sadie DiNatale Burda, Deputy Director
DATE: November 26, 2024
RE: PL202400568: Town Zoning Ordinance Amendment - Review & Recommendation

Application Details:

Applicant:	Town of Buchanan
Request:	Town Zoning Ordinance Text Amendment
Parcel(s):	Not applicable – Zoning Ordinance applies town-wide
Location:	Town of Buchanan
Public Hearing:	November 12, 2024 at 7 PM – held by Town of Buchanan

Background & Analysis:

The Town of Buchanan adopted an updated Zoning Ordinance earlier this year. Since its adoption, the Town has identified several revisions to address specific needs. These include updates to ***Table 525-31-1: Principal and Special Exception Uses and Structures***, as well as the addition of a definition for "Mixed-Use" in ***Section 525-31***. The new definition was prompted by a development inquiry regarding a vertical mixed-use project featuring apartments above first-floor commercial spaces. For details on the proposed revisions, refer to *Town of Buchanan Ordinance No. 2024-06*.

The Town held a public hearing on November 12, 2024 to review the amendment. The Town Board found the amendment consistent with the Town of Buchanan Comprehensive Plan and voted to adopt the proposed zoning ordinance amendment on November 19, 2024.

The Town of Buchanan has exercised village powers and has adopted General Town Zoning; as such, the County is not statutorily obligated to document consistency with the County Comprehensive Plan, pursuant to Sec. 66.1001(3). However, we do concur that this proposed zoning code amendment is compatible with the County's Comprehensive Plan, as it directly aligns with the following County Comprehensive Plan Goals:

- GOAL 2. Modernized land use and regulatory tools.
- GOAL 6. Wise land development and conservation practices.

Staff Recommendation:

Based on our review of this proposed amendment, County Planning Staff recommends approval of the Town of Buchanan's Zoning Ordinance Amendment, as requested.

Table 525-31-1: Principal and Special Exception Uses and Structures

P = Permitted Principal Use SE = Special Exception Use Grey Shading = Prohibited Use

Use Category	See for Additional Regulations	AGD General Agricultural	CON Conservancy Overlay	RR Rural Residential	RSF Single Family Residential	RTF Two Family Residential	STFR Single and Two-Family Residential	MDR Medium Density Residential	RMF Multifamily Residential	CL Local Commercial	CR Regional Commercial	CP Planned Commercial	IND Industrial	PI Public/Institutional
Adult entertainment establishments	Ch. 185 & 525-31.1B												SE	
Agricultural / Agribusiness	525-31.1B	P								SE	SE		P	
Agricultural / Agribusiness adjunct uses		SE												
Agritourism	525-31.1B	P												
Airports, public or private	525-31.1B	SE												P
Automobile filling stations	525-31.1B									SE	SE	SE		
Automobile salvage yards	Ch. 492 & 525-31.1B	SE											SE	
Automobile use, sales and service	525-31.1B									P	P	P	P	
Bed and breakfast	525-32									P	P			
Boathouse		SE	SE	SE						SE				
Brewery (mfg./wholesale only)	525-31.1B												P	
Brewery/Brewpub (w/restaurant)	525-31.1B									P	P	P	P	
Business, retail	525-31.1B									P	P	P	P	
Business, retail shopping center	525-31.1B									P	P	P		
Business, service	525-31.1B									P	P	P	P	
Business, vocational	525-31.1B									SE	SE	P		P
Certified Survey Map (CSM)	Chapter 460	P	P	P	P	P	P	P	P	P	P	P	P	P
Cemeteries and crematory service buildings	525-31.1B	SE												P
Clinic, health/medical	525-31.1B									P	P	P		
Clubs and organizations										P	P	P		
Communications towers and antennas	Chapter 478													SE
Community living arrangements (CBRFs)	525-31.1B						P	P	P					
Convalescent homes and nursing homes	525-31.1B								SE					P
Convention or exposition center	525-31.1B									SE	SE	SE		

Table 525-31-1: Principal and Special Exception Uses and Structures

P = Permitted Principal Use SE = Special Exception Use Grey Shading = Prohibited Use

Use Category	See for Additional Regulations	AGD General Agricultural	CON Conservancy Overlay	RR Rural Residential	RSF Single Family Residential	RTF Two Family Residential	STFR Single and Two-Family Residential	MDR Medium Density Residential	RMF Multifamily Residential	CL Local Commercial	CR Regional Commercial	CP Planned Commercial	IND Industrial	PI Public/Institutional
Day care, family (8 or less children)	525-31.1B						P	P						P
Day care, group (9 or more children)	525-31.1B						SE	SE		P	P	P	P	P
Drive-In restaurant	525-31.1B									P	P	P		
~~Dwellings existing before the effective date of adoption of this chapter which are not necessary to or associated with agricultural uses~~	~~525-31.1B~~	~~P~~		~~P~~										
Dwelling, Existing and new farm residence dwellings	525-31.1B	P		P										
Existing dwellings				P	P	P	P	P	P	P	P	P		
Dwelling, Multi-family Dwellings (7 or more units)	525-31.1B								P					
Dwelling, Single-family attached dwellings	525-31.1B					P		P	P					
Dwelling, Single-family detached dwellings	525-31.1B			P	P	P	P	P	P					
Dwelling, Two-family	525-31.1B					P	P	P	P					
Entertainment use indoor	525-31.1B									P	P	P	P	
Equipment rental	525-31.1B									P	P	P		
Farm/Construction equipment and machinery sales and service	525-31.1B	SE								SE	SE		P	
Funeral parlors and mortuaries	525-31.1B									P	P			
Fur farming	525-31.1B	SE												
Garden center, plant nursery	525-31.1B	P								P	P			
Government use	525-31.1B	SE												P

Table 525-31-1: Principal and Special Exception Uses and Structures

P = Permitted Principal Use SE = Special Exception Use Grey Shading = Prohibited Use

Use Category	See for Additional Regulations	AGD General Agricultural	CON Conservancy Overlay	RR Rural Residential	RSF Single Family Residential	RTF Two Family Residential	STFR Single and Two-Family Residential	MDR Medium Density Residential	RMF Multifamily Residential	CL Local Commercial	CR Regional Commercial	CP Planned Commercial	IND Industrial	PI Public/Institutional
Hospitals	525-31.1B											P		P
Hotels and motels	525-31.1B									P	P	P		
Institutional (semi-public non-profit)	525-31.1B								P					P
Institutional use (profit/non-profit)	525-31.1B	P										P		P
Junkyard	525-31.1B												SE	
Kennels and pet shops	525-31.1B	P								SE	SE			
Landfill/Recycling facility	525-31.1B												SE	SE
Manufacturing use	525-31.1B & § 525-49												P	
Manufacturing use, special	525-31.1B & § 525-49												SE	
Manufacturing, light	525-31.1B & § 525-49									SE	SE			
Marina/harbor	525-31.1B		SE							SE				
Mixed Use	525-31.1B									P	P	P	P	P
Mobile home parks	Ch. 383						SE							
Mobile homes	Chapter 383 & 525-31.1B	SE		SE	P	P	P							
Nursing home	525-31.1B								P					P
Office	525-31.1B									P	P	P	P	P
Outdoor movie theater	525-31.1B	SE									SE			
Outdoor storage, Accessory to principal or special exception use	525-31.1B	P								SE	SE	SE	P	P
Parks / Common open space	525-31.1B		P	P	P	P	P	P	P					P
Planned Unit Developments subject to §525-41	§525-41				SE	SE	SE	SE	SE	SE	SE	SE	SE	SE
Plat, Condominium	Chapter 460			P	P	P	P	P	P	P	P	P	P	P

Table 525-31-1: Principal and Special Exception Uses and Structures

P = Permitted Principal Use | SE = Special Exception Use | Grey Shading = Prohibited Use

Use Category	See for Additional Regulations	AGD General Agricultural	CON Conservancy Overlay	RR Rural Residential	RSF Single Family Residential	RTF Two Family Residential	STFR Single and Two-Family Residential	MDR Medium Density Residential	RMF Multifamily Residential	CL Local Commercial	CR Regional Commercial	CP Planned Commercial	IND Industrial	PI Public/Institutional
Plat, Subdivision	Chapter 460			P	P	P	P	P	P	P	P	P	P	P
Radio/ Television broadcasting studio	525-31.1B									SE	SE			
Recreational camp	525-31.1B	SE												
Recreational use, indoor	525-31.1B									P	P	P		
Recreational use, outdoor	525-31.1B	SE	SE							SE	SE	SE		SE
Religious use	525-31.1B													SE
Resource extraction	525-31.1B	SE	SE											
Restaurants	525-31.1B									P	P	P	P	
School	525-31.1B													P
Solar Energy Systems (Large Scale)	§ 525-52	SE												
Solar Energy Systems (Mid Scale)	§ 525-52	SE								SE	SE	SE	SE	SE
Storage establishment	525-31.1B									P			P	
Stormwater facility			P											P
Tavern/drinking establishments	525-31.1B									P	P	P		
Truck freight terminal													P	
Utility, public or private	525-31.1B													P
Veterinary clinic/animal hospital	525-31.1B	SE								P	P			
Warehouse distribution, industrial	525-31.1B	SE											P	
Warehouse, accessory to retail or service business	525-31.1B									P	P	P		
Wind Energy Systems (Utility scale)	Ch. 513	SE												
Winery	525-31.1B	SE								P	P	P	P	

LOCK IN OF ALL APPOINTMENTS, ORDINANCE NO. Z-8 —2024-25, AND RESOLUTION NOS. Z-7, Z-8, Z-9, 119 AND 120—2024-25.

Vote for lock in. ROLL CALL: 29 yes, 7 absent. ALL APPOINTMENTS, ORDINANCE NO. Z-8 —2024-25, AND RESOLUTION NOS. Z-7, Z-8, Z-9, 119 AND 120—2024-25 ARE ADOPTED & LOCKED IN.

VOTE RESULTS	29 YES	0 NO	0 ABSTAIN	7 ABSENT

LOCK IN OF ALL APPTS., ORD. NO. Z-8—2024-25, AND RES. NOS. Z-7, Z-8, Z-9, 119, 120—2024-25
Lock In of All Appointments, Ord. No. Z-8—2024-25 and Res. Nos. Z-7, Z-8, Z-9, 119 and 120—2024-25.

Majority of Full Membership
Passed

1 THOMPSON	YES	13 WEGAND	YES	25 JANKE	YES
2 JOHNSON	YES	14 HERMES	YES	26 WEINBERG	YES
3 SMITH	YES	15 MacDONALD	ABSENT	27 CULBERTSON	YES
4 PATIENCE	YES	16 SCHROEDER	ABSENT	28 MONFILS	YES
5 GABRIELSON	YES	17 CROATT	ABSENT	29 WINTERFELDT	ABSENT
6 KOSTELNY	YES	18 SPEARS	YES	30 NEJEDLO	YES
7 HAMMEN	YES	19 HEISER	YES	31 CLEGG	YES
8 LAWRENCE	YES	20 MITCHELL	ABSENT	32 THYSSEN	ABSENT
9 KRUEGER	YES	21 CUFF	YES	33 VANDERHEIDEN	YES
10 LAMERS	YES	22 HAGEN	YES	34 RETTLER	YES
11 FERGUSON	YES	23 KLEMP	YES	35 KOURY	YES
12 McCABE	ABSENT	24 THIEDE	YES	36 LAUTENSCHLAGER	YES

Outagamie County
1-14-25 County Board Meeting
1-14-25 CB Meeting
Outagamie County Board of Supervisors

January 14 2025 08:51:31 PM
OpenMeeting

RECONSIDERATION OF ALL APPOINTMENTS, ORDINANCE NO. Z-8—2024-25, AND RESOLUTION NOS. Z-7, Z-8, Z-9, 119 AND 120—2024-25.

Supervisor Patience moved, seconded by Supervisor Wegand, to reconsider the above listed appointments, ordinances, and resolutions.

Vote for reconsideration. ROLL CALL: 26 yes, 3 no (Ferguson, Klemp, Thiede), 7 absent. ALL APPOINTMENTS, ORDINANCE NO. Z-8—2024-25, AND RESOLUTION NOS. Z-7, Z-8, Z-9, 119 AND 120—2024-25 ARE RECONSIDERED.

VOTE RESULTS | 26 YES | 3 NO | 0 ABSTAIN | 7 ABSENT

RECONSIDERATION OF ALL APPTS., ORD. NO. Z-8—2024-25, AND RES. NOS. Z-7, Z-8, Z-9, 119, 120—2024-25
Reconsideration of All Appointments, Ord. No. Z-8—2024-25 and Res. Nos. Z-7, Z-8, Z-9, 119 and 120—2024-25.

Majority of Full Membership
Passed

1 THOMPSON	YES	13 WEGAND	YES	25 JANKE	YES
2 JOHNSON	YES	14 HERMES	YES	26 WEINBERG	YES
3 SMITH	YES	15 MacDONALD	ABSENT	27 CULBERTSON	YES
4 PATIENCE	YES	16 SCHROEDER	ABSENT	28 MONFILS	YES
5 GABRIELSON	YES	17 CROATT	ABSENT	29 WINTERFELDT	ABSENT
6 KOSTELNY	YES	18 SPEARS	YES	30 NEJEDLO	YES
7 HAMMEN	YES	19 HEISER	YES	31 CLEGG	YES
8 LAWRENCE	YES	20 MITCHELL	ABSENT	32 THYSSEN	ABSENT
9 KRUEGER	YES	21 CUFF	YES	33 VANDERHEIDEN	YES
10 LAMERS	YES	22 HAGEN	YES	34 RETTLER	YES
11 FERGUSON	NO	23 KLEMP	NO	35 KOURY	YES
12 McCABE	ABSENT	24 THIEDE	NO	36 LAUTENSCHLAGER	YES

Outagamie County
1-14-25 County Board Meeting
1-14-25 CB Meeting
Outagamie County Board of Supervisors

January 14 2025 08:51:10 PM
OpenMeeting

Ordinance No. Z-8—2024-25 – Agriculture, Extension Education, Zoning and Land Conservation Committee. Approve to recommend the amendment to the Outagamie County Comprehensive Plan to repeal and replace Map 36: Future Land Use for the Town of Vandenbroek, as noted on the resolution and attachments.

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

ROLL CALL: 28 yes, 1 abstain (Wegand), 7 absent. ORDINANCE NO. Z-8—2024-25 IS ADOPTED.

VOTE RESULTS | 28 YES | 0 NO | 1 ABSTAIN | 7 ABSENT

ORDINANCE NO. Z-8—2024-25

Agriculture, Extension Education, Zoning and Land Conservation Committee. Approve to recommend the amendment to the Outagamie County Comprehensive Plan to repeal and replace Map 36: Future Land Use for the Town of Vandenbroek, as noted on the resolution and attachments.

Majority of Full Membership

Passed

1 THOMPSON	YES	13 WEGAND	ABSTAIN	25 JANKE	YES
2 JOHNSON	YES	14 HERMES	YES	26 WEINBERG	YES
3 SMITH	YES	15 MacDONALD	ABSENT	27 CULBERTSON	YES
4 PATIENCE	YES	16 SCHROEDER	ABSENT	28 MONFILS	YES
5 GABRIELSON	YES	17 CROATT	ABSENT	29 WINTERFELDT	ABSENT
6 KOSTELNY	YES	18 SPEARS	YES	30 NEJEDLO	YES
7 HAMMEN	YES	19 HEISER	YES	31 CLEGG	YES
8 LAWRENCE	YES	20 MITCHELL	ABSENT	32 THYSSEN	ABSENT
9 KRUEGER	YES	21 CUFF	YES	33 VANDERHEIDEN	YES
10 LAMERS	YES	22 HAGEN	YES	34 RETTLER	YES
11 FERGUSON	YES	23 KLEMP	YES	35 KOURY	YES
12 McCABE	ABSENT	24 THIEDE	YES	36 LAUTENSCHLAGER	YES

Outagamie County

1-14-25 County Board Meeting
1-14-25 CB Meeting
Outagamie County Board of Supervisors

January 14 2025 08:48:25 PM

OpenMeeting

ORDINANCE NO.: Z-8—2024-25

TO THE HONORABLE, THE OUTAGAMIE COUNTY BOARD OF SUPERVISORS

LADIES AND GENTLEMEN: ***MAJORITY***

AN ORDINANCE TO AMEND THE OUTAGAMIE COUNTY COMPREHENSIVE PLAN. The subject matter of the ordinance having been duly referred and considered by the Outagamie County Agriculture, Extension Education, Zoning and Land Conservation Committee and public hearing having been held after giving requisite notice of said hearing, and a recommendation as required by Section 66.1001(4) of the Wisconsin State Statutes.

Outagamie County Planning Staff review recommends approval of proposed comprehensive plan amendment. The Agriculture, Extension Education, Zoning and Land Conservation Committee recommends approval.

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

BE IT ORDAINED that the Outagamie County Board of Supervisors does recommend the attached proposed amendment to the Outagamie County Comprehensive Plan to repeal and replace Map 36: Future Land Use for Town of Vandenbroek, and

BE IT FURTHER ORDAINED, that this ordinance shall be in full force and effect in Outagamie County upon approval by the Outagamie County Board of Supervisors and publication per State Statute 59.14 and 66.0103, and

BE IT FINALLY ORDAINED, that the Outagamie County Clerk be directed to forward a copy of this Ordinance to the Outagamie County Department of Development and Land Services Director.

Dated this 14th day of January, 2025.

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: January 14, 2025

Signed: _____
Board Chairperson

_____
County Clerk

Approved: 1.16.25

Vetoed: _____

Signed: _____
County Executive

RECOMMENDING AN AMENDMENT TO THE COMPREHENSIVE PLAN FOR OUTAGAMIE COUNTY, WISCONSIN

WHEREAS, pursuant to 59.69(3) of the Wisconsin Statutes, Outagamie County is authorized to prepare and adopt a comprehensive plan as defined in section 66.1001(1)(a) and 66.1001(2) of the Wisconsin Statutes, and

WHEREAS, Outagamie County has developed a process to allow for amendments to the Comprehensive Plan, and

WHEREAS, the State Comprehensive Planning Law requires that the County follow the same administrative procedures for adoption defined under Wisconsin Statutes, Section 66.1001(4), to amend the Comprehensive Plan, and

WHEREAS, Outagamie County has held at least one public hearing on this amendment, in compliance with requirements of section 66.1001(4)(d) of the Wisconsin Statutes.

NOW THEREFORE, BE IT RESOLVED, that the Outagamie County Zoning Committee hereby recommends to the County Board that the attached Comprehensive Plan Amendment be adopted pursuant to Wisconsin Statutes Section 66.1001(4).

Adopted this 10 day of December 2024

Debra Vander Heiden, Committee Chair

Jayme Heiser, Committee Secretary

Adopted: Dec 10 — 3 yes — 0 ney

Outagamie County Est. 1853

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: **Sadie DiNatale Burda, Deputy Director**
DATE: **October 7, 2024**
RE: **PL202400460: Proposed Outagamie County Comprehensive Plan Amendment**

The *Outagamie County Comprehensive Plan 2040: A Shared Path Forward* (County Plan), was adopted in 2020. Occasionally, amendments to the County Plan are needed to ensure it remains up-to-date and relevant. This memorandum discusses proposed amendments to Volume 2 of the County's Plan.

BACKGROUND:

The Town of Vandenbroek has recommended an amendment to the County's Plan to modify the existing Future Land Use (FLU) Map for Vandenbroek (see Exhibit 1). The proposed FLU Map amendment (see Exhibit 2) aims to foster greater flexibility in development within a specific area of the town, encouraging a blend of different land uses. Specifically, the amendment proposes changing an area (approx. 247 acres) adjacent to the Village of Little Chute and the City of Kaukauna from the "Suburban Transition" FLU designation to "Community Mixed Use" FLU designation. A description of each FLU designation is below. The proposed area is generally located north of I-41 and Evergreen Drive, south of Hickory Drive, west of County Highway CC, and east of Buchanan Road.

- **Suburban Transition:** Consists of residential development with agricultural and open land interspersed. Agricultural and open land yield way to increased residential and non-residential development. Residential development patterns reflect an increase in platted subdivisions. Non-residential development begins to include a diversity of uses including nurseries and landscaping businesses, and light manufacturing. Development served by POWTS and sanitary sewer service.

- **Community Mixed Use:** Consists of an array of land uses including residential, commercial, light manufacturing, industrial, institutional, recreational, and governmental at lower densities than urban areas. Isolated remnants of agricultural/open land. New development served by sanitary sewer; isolated, existing development served by POWTS.

Specifically, the amendment would repeal and replace Map 36: Future Land Use - Town of Vandenbroek in the County Plan. Then, to ensure the overall Future Land Use Map for the County reflects the change in Vandenbroek, County staff would also update Map 18: Future Land Use - Outagamie County.

It is County planning staff's opinion that the proposed amendments are consistent with Goal 3 of the County's Comprehensive Plan: *Cooperative, intergovernmental land-use decisions.*

STAFF RECOMMENDATION

Planning staff recommends adoption of the proposed amendments as presented. To do this, the

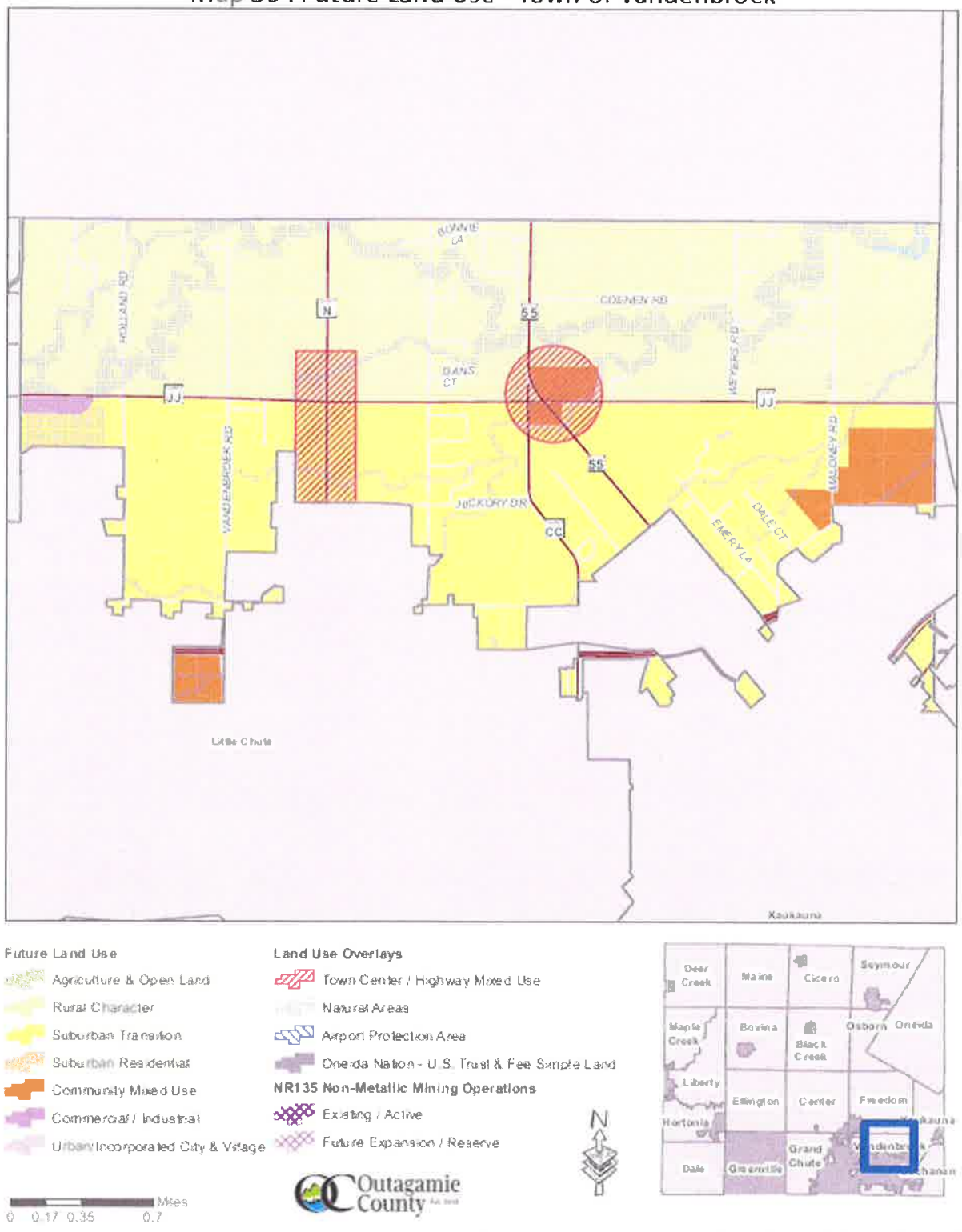
following action is required pursuant to Wis. Stats. 66.1001:

- Zoning Committee adopts a Resolution authorizing the amendments and advancing them to the County Board (Wis. Stats. 66.1001(4)(b)).
- County Board approves an Ordinance adopting the amendments (Wis. Stats. 66.1001(4)(c)).

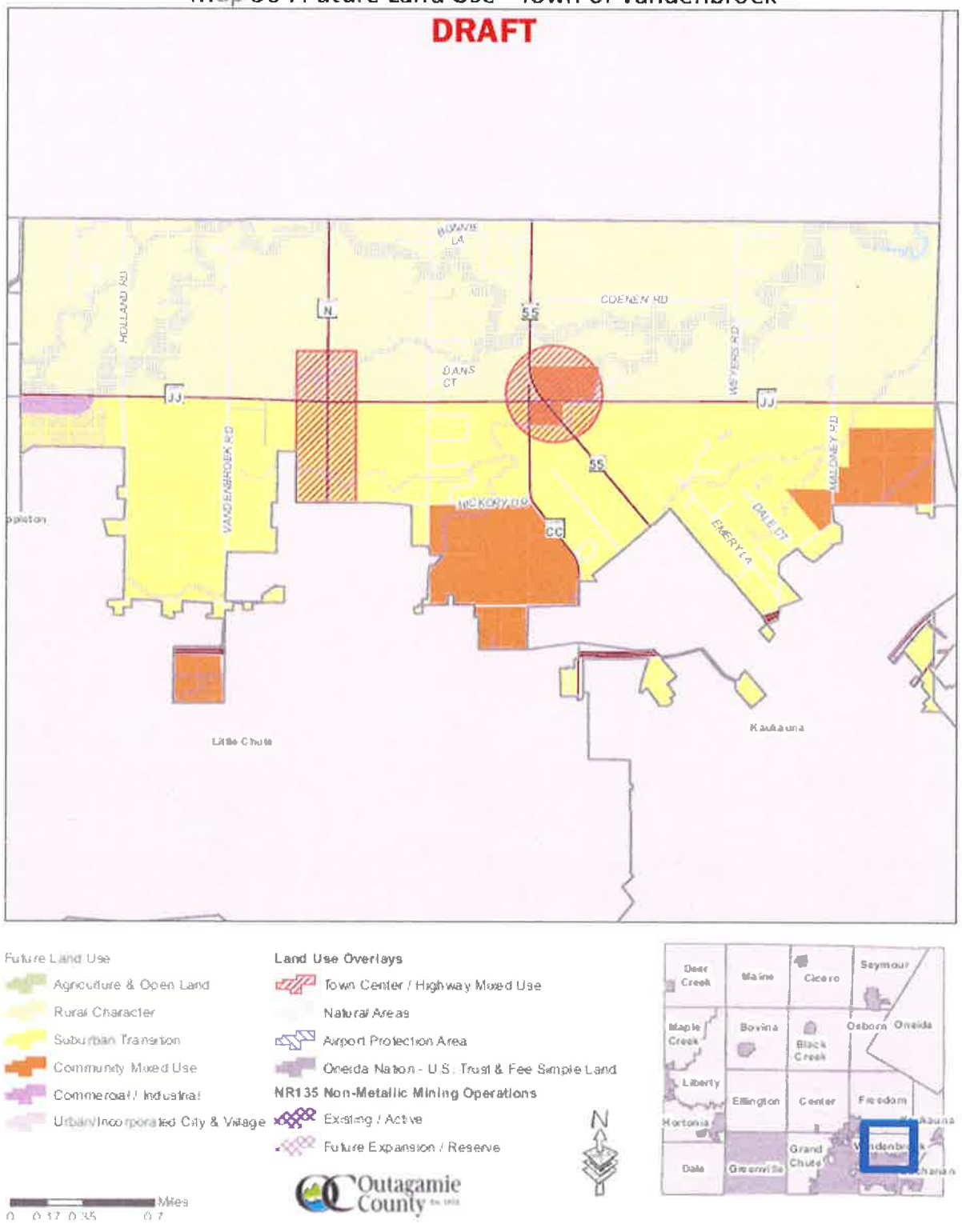
EXHIBITS:

- Exhibit 1: Existing Town of Vandenbroek Future Land Use Map
- Exhibit 2: Proposed Town of Vandenbroek Future Land Use Map

Map 36 : Future Land Use - Town of Vandenbroek



Map 36 : Future Land Use - Town of Vandenbroek



Outagamie County Est. 1851

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

TOWN RECOMMENDATION FORM

This form must accompany any County petition requesting a rezone (map amendment), special exception permit, special exception airport permit, conditional use permit, variance, or appeal. Towns must provide a signed copy of this form to the applicant/petitioner and should retain a copy.

OVERVIEW OF REQUEST:

Town (or Applicable Village):	Town of Vandenbroek
Request:	Other ☑
Applicant or Petitioner Name:	Town of Vandenbroek
Applicant Contact Information (Preferred):	
Site Parcel Number(s):	
Site Address (if applicable):	
Pre-Application Meeting Number (if applicable):	
Description of the Request: *(Please summarize the purpose of this request and/or attach a copy of the pre-application meeting summary, if applicable.)*	Change the area South of Hickory Dr, West of Hwy CC, North of 41 and East of Buchanan Rd from Suburban Transition to Community Mixed Use

COMPLETED BY THE CLERK:

Certification:

I hereby certify that the Board of Vandenbroek ☑, at a legally convened meeting of the Board held on **09/18/2024**, voted to Approve ☑ the Other ☑ request:

Clerk Signature — 09/18/2024 Date

Motion Outcome by a Vote of:	3	☑ For	0	☑ Against
General Comments/Reasons for the Decision: *(See next page for instructions. If needed, you may include additional pages.)*				

LOCK IN OF ALL APPOINTMENTS, ORDINANCE NO. Z-8 —2024-25, AND RESOLUTION NOS. Z-7, Z-8, Z-9, 119 AND 120—2024-25.

Vote for lock in. ROLL CALL: 29 yes, 7 absent. ALL APPOINTMENTS, ORDINANCE NO. Z-8 — 2024-25, AND RESOLUTION NOS. Z-7, Z-8, Z-9, 119 AND 120—2024-25 ARE ADOPTED & LOCKED IN.

VOTE RESULTS	29 YES	0 NO	0 ABSTAIN	7 ABSENT

LOCK IN OF ALL APPTS., ORD. NO. Z-8—2024-25, AND RES. NOS. Z-7, Z-8, Z-9, 119, 120—2024-25
Lock In of All Appointments, Ord. No. Z-8—2024-25 and Res. Nos. Z-7, Z-8, Z-9, 119 and 120—2024-25.

Majority of Full Membership
Passed

1 THOMPSON	YES	13 WEGAND	YES	25 JANKE	YES
2 JOHNSON	YES	14 HERMES	YES	26 WEINBERG	YES
3 SMITH	YES	15 MacDONALD	ABSENT	27 CULBERTSON	YES
4 PATIENCE	YES	16 SCHROEDER	ABSENT	28 MONFILS	YES
5 GABRIELSON	YES	17 CROATT	ABSENT	29 WINTERFELDT	ABSENT
6 KOSTELNY	YES	18 SPEARS	YES	30 NEJEDLO	YES
7 HAMMEN	YES	19 HEISER	YES	31 CLEGG	YES
8 LAWRENCE	YES	20 MITCHELL	ABSENT	32 THYSSEN	ABSENT
9 KRUEGER	YES	21 CUFF	YES	33 VANDERHEIDEN	YES
10 LAMERS	YES	22 HAGEN	YES	34 RETTLER	YES
11 FERGUSON	YES	23 KLEMP	YES	35 KOURY	YES
12 McCABE	ABSENT	24 THIEDE	YES	36 LAUTENSCHLAGER	YES

Outagamie County
1-14-25 County Board Meeting
1-14-25 CB Meeting
Outagamie County Board of Supervisors

January 14, 2025 08:51:31 PM
OpenMeeting

RECONSIDERATION OF ALL APPOINTMENTS, ORDINANCE NO. Z-8—2024-25, AND RESOLUTION NOS. Z-7, Z-8, Z-9, 119 AND 120—2024-25.

Supervisor Patience moved, seconded by Supervisor Wegand, to reconsider the above listed appointments, ordinances, and resolutions.

Vote for reconsideration. ROLL CALL: 26 yes, 3 no (Ferguson, Klemp, Thiede), 7 absent. ALL APPOINTMENTS, ORDINANCE NO. Z-8—2024-25, AND RESOLUTION NOS. Z-7, Z-8, Z-9, 119 AND 120—2024-25 ARE RECONSIDERED.

VOTE RESULTS	26 YES	3 NO	0 ABSTAIN	7 ABSENT

RECONSIDERATION OF ALL APPTS., ORD. NO. Z-8—2024-25, AND RES. NOS. Z-7, Z-8, Z-9, 119, 120—2024-25
Reconsideration of All Appointments, Ord. No. Z-8—2024-25 and Res. Nos. Z-7, Z-8, Z-9, 119 and 120—2024-25.

Majority of Full Membership
Passed

1 THOMPSON	YES	13 WEGAND	YES	25 JANKE	YES
2 JOHNSON	YES	14 HERMES	YES	26 WEINBERG	YES
3 SMITH	YES	15 MacDONALD	ABSENT	27 CULBERTSON	YES
4 PATIENCE	YES	16 SCHROEDER	ABSENT	28 MONFILS	YES
5 GABRIELSON	YES	17 CROATT	ABSENT	29 WINTERFELDT	ABSENT
6 KOSTELNY	YES	18 SPEARS	YES	30 NEJEDLO	YES
7 HAMMEN	YES	19 HEISER	YES	31 CLEGG	YES
8 LAWRENCE	YES	20 MITCHELL	ABSENT	32 THYSSEN	ABSENT
9 KRUEGER	YES	21 CUFF	YES	33 VANDERHEIDEN	YES
10 LAMERS	YES	22 HAGEN	YES	34 RETTLER	YES
11 FERGUSON	NO	23 KLEMP	NO	35 KOURY	YES
12 McCABE	ABSENT	24 THIEDE	NO	36 LAUTENSCHLAGER	YES

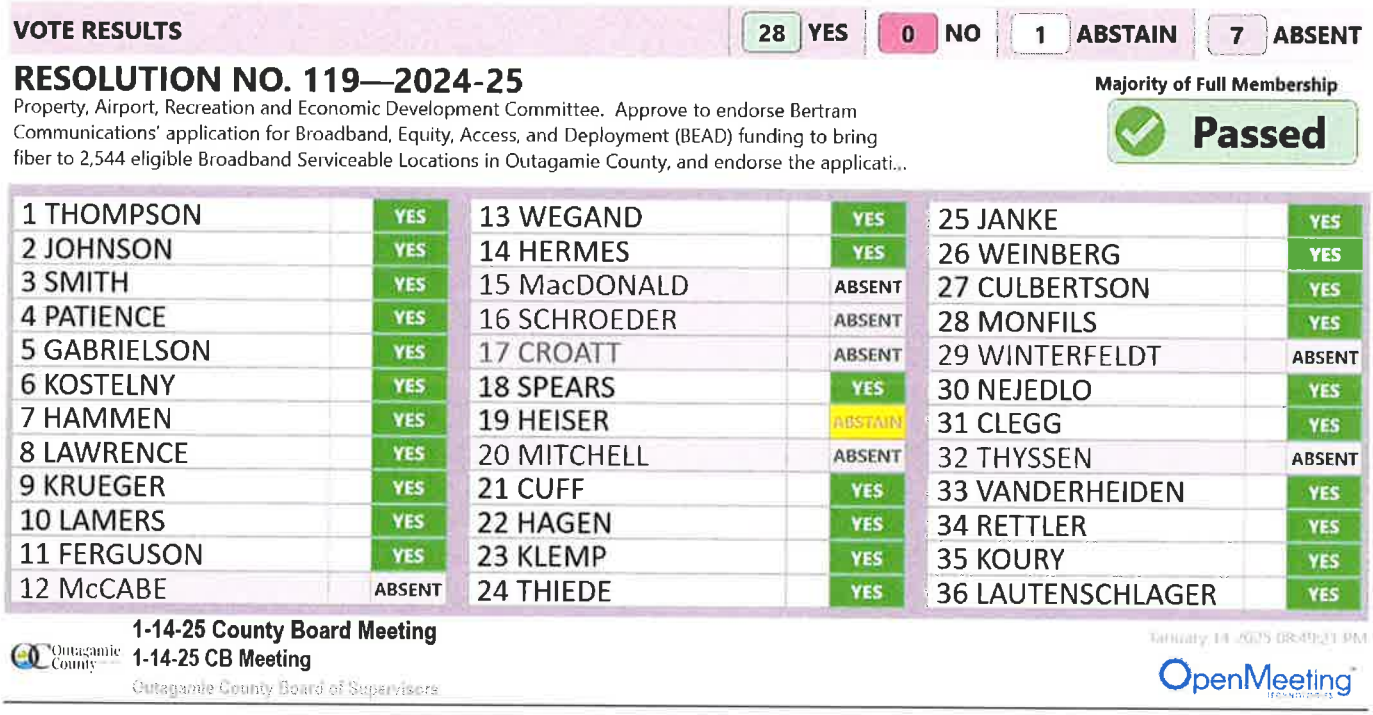
Outagamie County
1-14-25 County Board Meeting
1-14-25 CB Meeting
Outagamie County Board of Supervisors

January 14 2025 08:51:10 PM
OpenMeeting

Resolution No. 119—2024-25 – Property, Airport, Recreation and Economic Development Committee. Approve to endorse Bertram Communications' application for Broadband, Equity, Access, and Deployment (BEAD) funding to bring fiber to 2,544 eligible Broadband Serviceable Locations in Outagamie County, and endorse the application of Bertram Communication for BEAD funding to support their broadband infrastructure project in Outagamie County.

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

ROLL CALL: 28 yes, 1 abstain (Heiser), 7 absent. RESOLUTION NO. 119—2024-25 IS ADOPTED.



VOTE RESULTS	28 YES	0 NO	1 ABSTAIN	7 ABSENT

RESOLUTION NO. 119—2024-25

Property, Airport, Recreation and Economic Development Committee. Approve to endorse Bertram Communications' application for Broadband, Equity, Access, and Deployment (BEAD) funding to bring fiber to 2,544 eligible Broadband Serviceable Locations in Outagamie County, and endorse the applicati...

Majority of Full Membership

Passed

1 THOMPSON	YES	13 WEGAND	YES	25 JANKE	YES
2 JOHNSON	YES	14 HERMES	YES	26 WEINBERG	YES
3 SMITH	YES	15 MacDONALD	ABSENT	27 CULBERTSON	YES
4 PATIENCE	YES	16 SCHROEDER	ABSENT	28 MONFILS	YES
5 GABRIELSON	YES	17 CROATT	ABSENT	29 WINTERFELDT	ABSENT
6 KOSTELNY	YES	18 SPEARS	YES	30 NEJEDLO	YES
7 HAMMEN	YES	19 HEISER	ABSTAIN	31 CLEGG	YES
8 LAWRENCE	YES	20 MITCHELL	ABSENT	32 THYSSEN	ABSENT
9 KRUEGER	YES	21 CUFF	YES	33 VANDERHEIDEN	YES
10 LAMERS	YES	22 HAGEN	YES	34 RETTLER	YES
11 FERGUSON	YES	23 KLEMP	YES	35 KOURY	YES
12 McCABE	ABSENT	24 THIEDE	YES	36 LAUTENSCHLAGER	YES

Outagamie County

1-14-25 County Board Meeting

1-14-25 CB Meeting

Outagamie County Board of Supervisors

January 14, 2025 08:49:21 PM

OpenMeeting

RESOLUTION NO.: 119—2024-25

TO THE HONORABLE, THE OUTAGAMIE COUNTY BOARD OF SUPERVISORS

LADIES AND GENTLEMEN: ***MAJORITY***

The Broadband, Equity, Access, and Deployment (BEAD) Program has been established to provide significant funding to expand high-speed internet access across the United States and funding is available for unserved and underserved households and businesses within Outagamie County. The BEAD Program aids to bridge the digital divide by ensuring that all Americans, regardless of their geographic location, have access to reliable and affordable broadband services.

The availability of BEAD funding is crucial for supporting infrastructure projects that will enhance connectivity for unserved and underserved households and businesses in Outagamie County. The purpose of BEAD funding includes promoting economic growth, improving educational opportunities, and enhancing healthcare services through better internet access.

The Outagamie County Board of Supervisors recognize that broadband connectivity and reliability is critical infrastructure for health, safety, and quality of life for all community residents to participate in the full benefits of society and economy, including access to telemedicine, education, and economic opportunities. Bertram Communications is seeking BEAD funding for Outagamie County.

NOW THEREFORE, the undersigned members of the Property, Airport, Recreation and Economic Development Committee recommend adoption of the following resolution.

BE IT RESOLVED, that the Outagamie County Board of Supervisors does endorse Bertram Communications' application for Broadband, Equity, Access, and Deployment (BEAD) funding to bring fiber to 2,544 eligible Broadband Serviceable Locations (BSLs) in Outagamie County, and

BE IT FURTHER RESOLVED that the Outagamie County Board of Supervisors does endorse the application of Bertram Communication for BEAD funding to support their broadband infrastructure project in Outagamie County, and

BE IT FINALLY RESOLVED, that the Outagamie County Clerk be directed to provide the attached letter, which by reference is made a part hereof, to the Public Service Commission of Wisconsin and Bertram Communication which outlines this endorsement and verifies the applicant and geographic location affected, and include the minutes from this County Board meeting, as well as forwarding a copy of this resolution to the Outagamie County Development and Land Services Director.

Dated this 14th day of January, 2025

Respectfully Submitted,

PROPERTY, AIRPORT, RECREATION & ECONOMIC DEVELOPMENT COMMITTEE

Dean Culbertson

Lee W. Hammen

Ronald Klemp

Yvonne Monfils

Jason Winterfeldt

Duly and officially adopted by the County Board on: January 14, 2025

Signed: _____
Board Chairperson

_____
County Clerk

Approved: 1.16.25

Vetoed: _____

Signed: _____
County Executive

Outagamie County Clerk Letter Head

[Date]

Cru Stubley
Secretary to the Commission Public Service Commission of Wisconsin
4822 Madison Yards Way
Madison, Wisconsin 53705

Dear Mr. Stubley,

I am writing to confirm that on [Date of County Board Meeting], the Outagamie County Board of Supervisors voted to approve Resolution [Resolution Number], endorsing Bertram Communication's application for Broadband Equity, Access, and Deployment (BEAD) funding to support broadband infrastructure projects in Outagamie County, specifically to bring fiber to 2,544 eligible Broadband Serviceable Locations (BSLs) in Outagamie County. Enclosed with this letter are the official minutes from the meeting, as well as a copy of the resolution for your reference.

The Outagamie County Board recognizes the critical importance of broadband connectivity in bridging the digital divide and supporting economic growth, educational opportunities, and healthcare services throughout our community. As outlined in the resolution, the BEAD Program provides essential funding to expand high-speed internet access to unserved and underserved households and businesses in Outagamie County, thereby enhancing quality of life and enabling residents to fully participate in our society and economy.

Bertram Communication's application aligns with Outagamie County's strategic goals to improve broadband access and reliability, essential for health, safety, and economic development in our region. Therefore, we are pleased to endorse Bertram Communication's efforts to secure BEAD funding and support their commitment to enhancing broadband infrastructure in Outagamie County.

Please do not hesitate to contact our office if you require any further information or documentation regarding this endorsement.

Sincerely,

[Signature]

Kelly Gerrits
Outagamie County Clerk

(920) 832-5077
kelly.gerrits@outagamie.org

1

LOCK IN OF ALL APPOINTMENTS, ORDINANCE NO. Z-8 —2024-25, AND RESOLUTION NOS. Z-7, Z-8, Z-9, 119 AND 120—2024-25.

Vote for lock in. ROLL CALL: 29 yes, 7 absent. ALL APPOINTMENTS, ORDINANCE NO. Z-8 —2024-25, AND RESOLUTION NOS. Z-7, Z-8, Z-9, 119 AND 120—2024-25 ARE ADOPTED & LOCKED IN.

VOTE RESULTS	29 YES	0 NO	0 ABSTAIN	7 ABSENT

LOCK IN OF ALL APPTS., ORD. NO. Z-8—2024-25, AND RES. NOS. Z-7, Z-8, Z-9, 119, 120—2024-25
Lock In of All Appointments, Ord. No. Z-8—2024-25 and Res. Nos. Z-7, Z-8, Z-9, 119 and 120—2024-25.

Majority of Full Membership
Passed

1 THOMPSON	YES	13 WEGAND	YES	25 JANKE	YES
2 JOHNSON	YES	14 HERMES	YES	26 WEINBERG	YES
3 SMITH	YES	15 MacDONALD	ABSENT	27 CULBERTSON	YES
4 PATIENCE	YES	16 SCHROEDER	ABSENT	28 MONFILS	YES
5 GABRIELSON	YES	17 CROATT	ABSENT	29 WINTERFELDT	ABSENT
6 KOSTELNY	YES	18 SPEARS	YES	30 NEJEDLO	YES
7 HAMMEN	YES	19 HEISER	YES	31 CLEGG	YES
8 LAWRENCE	YES	20 MITCHELL	ABSENT	32 THYSSEN	ABSENT
9 KRUEGER	YES	21 CUFF	YES	33 VANDERHEIDEN	YES
10 LAMERS	YES	22 HAGEN	YES	34 RETTLER	YES
11 FERGUSON	YES	23 KLEMP	YES	35 KOURY	YES
12 McCABE	ABSENT	24 THIEDE	YES	36 LAUTENSCHLAGER	YES

Outagamie County
1-14-25 County Board Meeting
1-14-25 CB Meeting
Outagamie County Board of Supervisors

January 14 2025 08:51:31 PM
OpenMeeting

RECONSIDERATION OF ALL APPOINTMENTS, ORDINANCE NO. Z-8—2024-25, AND RESOLUTION NOS. Z-7, Z-8, Z-9, 119 AND 120—2024-25.

Supervisor Patience moved, seconded by Supervisor Wegand, to reconsider the above listed appointments, ordinances, and resolutions.

Vote for reconsideration. ROLL CALL: 26 yes, 3 no (Ferguson, Klemp, Thiede), 7 absent. ALL APPOINTMENTS, ORDINANCE NO. Z-8—2024-25, AND RESOLUTION NOS. Z-7, Z-8, Z-9, 119 AND 120—2024-25 ARE RECONSIDERED.

VOTE RESULTS | 26 YES | 3 NO | 0 ABSTAIN | 7 ABSENT

RECONSIDERATION OF ALL APPTS., ORD. NO. Z-8—2024-25, AND RES. NOS. Z-7, Z-8, Z-9, 119, 120—2024-25
Reconsideration of All Appointments, Ord. No. Z-8—2024-25 and Res. Nos. Z-7, Z-8, Z-9, 119 and 120—2024-25.

Majority of Full Membership
Passed

1 THOMPSON	YES	13 WEGAND	YES	25 JANKE	YES
2 JOHNSON	YES	14 HERMES	YES	26 WEINBERG	YES
3 SMITH	YES	15 MacDONALD	ABSENT	27 CULBERTSON	YES
4 PATIENCE	YES	16 SCHROEDER	ABSENT	28 MONFILS	YES
5 GABRIELSON	YES	17 CROATT	ABSENT	29 WINTERFELDT	ABSENT
6 KOSTELNY	YES	18 SPEARS	YES	30 NEJEDLO	YES
7 HAMMEN	YES	19 HEISER	YES	31 CLEGG	YES
8 LAWRENCE	YES	20 MITCHELL	ABSENT	32 THYSSEN	ABSENT
9 KRUEGER	YES	21 CUFF	YES	33 VANDERHEIDEN	YES
10 LAMERS	YES	22 HAGEN	YES	34 RETTLER	YES
11 FERGUSON	NO	23 KLEMP	NO	35 KOURY	YES
12 McCABE	ABSENT	24 THIEDE	NO	36 LAUTENSCHLAGER	YES

Outagamie County
1-14-25 County Board Meeting
1-14-25 CB Meeting
Outagamie County Board of Supervisors

January 14 2025 08:51:10 PM
OpenMeeting

Resolution No. 120—2024-25 – Highway, Recycling and Solid Waste Committee. Approve to authorize the County Highway Commissioner to enter into a revised State/Municipal Financial Agreement for the County U interchange and I-41 mainline improvement projects, as noted on the attached Revised State/Municipal Financial Agreement for a State-Let Highway Project, with no budget adjustment needed.

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

ROLL CALL: 29 yes, 7 absent. RESOLUTION NO. 120—2024-25 IS ADOPTED.

VOTE RESULTS	29 YES	0 NO	0 ABSTAIN	7 ABSENT

RESOLUTION NO. 120—2024-25

Highway, Recycling and Solid Waste Committee. Approve to authorize the County Highway Commissioner to enter into a revised State/Municipal Financial Agreement for the County U interchange and I-41 mainline improvement projects, as noted on the attached Revised State/Municipal Financial Agreement f...

Majority of Full Membership

Passed

1 THOMPSON	YES	13 WEGAND	YES	25 JANKE	YES
2 JOHNSON	YES	14 HERMES	YES	26 WEINBERG	YES
3 SMITH	YES	15 MacDONALD	ABSENT	27 CULBERTSON	YES
4 PATIENCE	YES	16 SCHROEDER	ABSENT	28 MONFILS	YES
5 GABRIELSON	YES	17 CROATT	ABSENT	29 WINTERFELDT	ABSENT
6 KOSTELNY	YES	18 SPEARS	YES	30 NEJEDLO	YES
7 HAMMEN	YES	19 HEISER	YES	31 CLEGG	YES
8 LAWRENCE	YES	20 MITCHELL	ABSENT	32 THYSSEN	ABSENT
9 KRUEGER	YES	21 CUFF	YES	33 VANDERHEIDEN	YES
10 LAMERS	YES	22 HAGEN	YES	34 RETTLER	YES
11 FERGUSON	YES	23 KLEMP	YES	35 KOURY	YES
12 McCABE	ABSENT	24 THIEDE	YES	36 LAUTENSCHLAGER	YES

Outagamie County

1-14-25 County Board Meeting
1-14-25 CB Meeting
Outagamie County Board of Supervisors

January 14, 2025 08:50:06 PM

OpenMeeting

RESOLUTION NO.: 120—2024-25

TO THE HONORABLE, THE OUTAGAMIE COUNTY BOARD OF SUPERVISORS

LADIES AND GENTLEMEN: ***MAJORITY***

The Highway Department previously entered into a State/Municipal Financial Agreement for the County U interchange and I-41 mainline improvement project, including the existing overpasses over County JJ and a portion of County JJ. Work will entail removal and replacement of existing pavement and base material and operational improvements on the interchange ramps, numerous side road intersections along County JJ and County U. A single-lane roundabout will also be constructed at the intersection of the East Frontage Road and County U. The typical cross section will become an urbanized two-lane roadway between the ramp terminals and remain as a rural cross section at the project limits. The existing bridge structures will be replaced at County JJ, Wrightstown Road, and County U. Construction is currently scheduled to begin in 2025.

The Wisconsin Department of Transportation (WisDOT) has recently revised their cost share policy to allow federal participation to offset a portion of costs related to the incorporation of Community Sensitive Design (CSD) elements, which were formerly required to be entirely funded by the Municipality.

This resolution authorizes the Outagamie County Highway Commissioner to enter into a revised State/Municipal Financial Agreement (SMFA) for this state-let improvement project, with no budget adjustment needed.

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

BE IT RESOLVED, that the Outagamie County Board of Supervisors does authorize the Outagamie County Highway Commissioner to enter into a revised State/Municipal Financial Agreement for the County U interchange and I-41 mainline improvement projects, as noted on the attached Revised State/Municipal Financial Agreement for a State-Let Highway Project, which by reference is made a part hereof, with no budget adjustment needed, and

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

Dated this 14th day of January, 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: January 14, 2025

Signed: _____ _____
Board Chairperson County Clerk

Approved: 1.16.25 Vetoed: _____

Signed: _____
County Executive

REVISED STATE/MUNICIPAL FINANCIAL AGREEMENT FOR A STATE – LET HIGHWAY PROJECT *This agreement supersedes the agreement signed by the Municipalities in September of 2024 and signed by the State on 9/18/2024.*	Revised Date: 12/20/2024 Original SMFA Date: 7/16/2024 ID: 1130-67-72 / 1130-67-76 / 1130-67-86 (Design: 1130-63-01) Road Name: IH 41 Title: Appleton – De Pere Limits: I-41 Mainline, CTH JJ-Miner's Way S County Line Rd/CTH U Interchange CTH U Frontage Rds County: Outagamie County Roadway Length: 4.81 miles / .68 miles / 1.2 miles

The signatories Town of Kaukauna, Village of Wrightstown, and the County of Outagamie, hereinafter called the Municipalities, through their 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 Municipalities 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:

These projects are part of the overall IH 41 major project corridor, which experiences crashes at a rate greater than similar freeways in Wisconsin. Traffic is expected to increase and cause additional congestion and delay throughout the entire length of the corridor. Crash rates are high due to multiple roadway design deficiencies. In addition, much of the pavement and several bridges are reaching the end of their useful lives and need replacing. The project corridor has reached the end of its useful service life, meaning further rehabilitations are no longer cost-effective. The interchange has outdated ramp designs, and the frontage road intersections are spaced too close to the ramp terminals with skews that are unfavorable for sight distance and truck turning movements. The skew of CTH U to IH 41 is also significant and creates sight distance and safety issues at the intersections of the ramps and frontage roads at CTH U.

Proposed Improvement – Nature of work:

1130-67-72: 4.81 miles of IH 41 will be expanded from four to six lanes from CTH JJ in Outagamie County to Miner's Way in Brown County. The IH 41 bridges over CTH JJ, Wrightstown Rd, CTH U, and Apple Creek will be reconstructed. CTH JJ and Wrightstown Rd will be reconstructed within the project limits.

1130-67-76: .68 miles of CTH U at the CTH U interchange will be reconstructed with the modernization of the IH 41 corridor. Intersection improvements include multi-lane roundabouts at the ramp terminals and a single-lane roundabout at the East Frontage Rd/CTH U intersection to address traffic operations and improve safety. Standard T-intersections are proposed at the West Frontage Rd/CTH U intersection, Mid Valley Dr/CTH U intersection, French Rd/CTH U intersection, and West Frontage Rd/Garrity Rd intersection. Access at the French Rd/CTH U intersection will be limited to right-in/right-out.

1130-67-86: The modernization of 1.2 miles of frontage roads at the CTH U interchange. The East Frontage Road, West Frontage Road, French Road, and Mid Valley Road will be reconstructed and realigned at the new intersection locations on CTH U.

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 address any unanticipated non-participating needs during construction.

SUMMARY OF COSTS FOR ID: 1130-67-72									
Phase [1]	Total Est. Cost	Federal/State Funds	%	Town of Kaukauna	%	County of Outagamie	%	Village of Wrightstown	%
Design Engineering	N/A	N/A	100%	$0	0%	$0	0%	$0	0%
Real Estate Acquisition	N/A	N/A	100%	$0	0%	$0	0%	$0	0%
Municipal Utility Coordination:	N/A	N/A	100%	$0	0%	$0	0%	$0	0%
Construction [1]:									
Category 1000 – Roadway	$58,956,611.85	$58,956,611.85	100%	$0	0%	$0	0%	$0	0%
Category 1010 – Sidewalk (including sidewalk base)	$6,313.50	$5,050.80	80%	$1,262.70	20%	$0	0%	$0	0%
Category 1100 – Lighting	$1,623,853.48	$1,623,853.48	100%	$0	0%	$0	0%	$0	0%
Category 1200 – FTMS / ITS	$839,308.47	$839,308.47	100%	$0	0%	$0	0%	$0	0%
Category 1400 – CSD[3]	$78,775.00	$63,020.00	80% MAX	$7,877.50	10% +BAL	$7,877.50	10% +BAL	$0	0%
Category 1410 – CSD[3]	$40,250.00	$32,200.00	80% MAX	$0	0%	$4,025.00	10% +BAL	$4,025.00	10% +BAL
Category 1600 – 100% Village of Wrightstown Funded	$13.80	$0	0%	$0	0%	$0	0%	$13.80	100%
Category 1610 – 100% Town of Kaukauna Funded	$13.80	$0	0%	$13.80	100%	0	0%	$0	0%
Category 1620 – 100% Outagamie County Funded	$13.80	$0	0%	$0	0%	$13.80	100%	$0	0%
Category 1800 – 100% State Funded	$1,048.80	$1,048.80	100%	$0	0%	$0	0%	$0	0%
Category 2000 – B-44-0342 IH SB/ CTH JJ (EDGEWOOD DR)	$2,859,423.25	$2,859,423.25	100%	$0	0%	$0	0%	$0	0%
Category 2010 – B-44-0341 IH NB/ CTH JJ (EDGEWOOD DR)	$2,859,423.25	$2,859,423.25	100%	$0	0%	$0	0%	$0	0%
Category 2020 – B-44-0344 IH SB/ WRIGHTSTOWN RD	$2,859,423.25	$2,859,423.25	100%	$0	0%	$0	0%	$0	0%
Category 2030 – B-44-0343 IH 41 NB/ WRIGHTSTOWN RD	$2,859,423.25	$2,859,423.25	100%	$0	0%	$0	0%	$0	0%
Category 2040 – B-44-0345 IH 41 NB/ CTH U (S CO LINE RD)	$2,859,423.25	$2,859,423.25	100%	$0	0%	$0	0%	$0	0%
Category 2050 – B-44-0346 IH 41 SB/ CTH U (S CO LINE RD)	$2,859,423.25	$2,859,423.25	100%	$0	0%	$0	0%	$0	0%
Category 2060 – B-05-0695 IH 41 NB/APPLE CREEK	$2,859,423.25	$2,859,423.25	100%	$0	0%	$0	0%	$0	0%
Category 2070 – B-05-0694 IH 41 SB/ APPLE CREEK	$2,859,423.25	$2,859,423.25	100%	$0	0%	$0	0%	$0	0%
Category 5000 – N-44-0021	$1,860,700.00	$1,860,700.00	100%	$0	0%	$0	0%	$0	0%
Category 6000 – S-44-0340	$147,200.00	$147,200.00	100%	$0	0%	$0	0%	$0	0%
Category 6010 – S-44-0341	$147,200.00	$147,200.00	100%	$0	0%	$0	0%	$0	0%
Category 6020 – S-44-0342	$147,200.00	$147,200.00	100%	$0	0%	$0	0%	$0	0%
Category 6030 – S-44-0396	$147,200.00	$147,200.00	100%	$0	0%	$0	0%	$0	0%
Category 6040 – S-44-0397	$147,200.00	$147,200.00	100%	$0	0%	$0	0%	$0	0%
Category 6050 – S-44-0398	$147,200.00	$147,200.00	100%	$0	0%	$0	0%	$0	0%
Category 6060 – S-05-0424	$147,200.00	$147,200.00	100%	$0	0%	$0	0%	$0	0%
Category 6070 – S-05-0425	$147,200.00	$147,200.00	100%	$0	0%	$0	0%	$0	0%
Category 6080 – S-05-0426	$147,200.00	$147,200.00	100%	$0	0%	$0	0%	$0	0%
Subtotal	**$87,607,088.49**	**$87,581,979.39**		**$9,154.00**		**$11,916.30**		**$4,038.80**	
Total Est. Cost Distribution	$87,607,088.49	$87,581,979.39		$9,154.00		$11,916.30		$4,038.80	

[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 $72,000 for category 1400 and $36,000 for category 1410

State funding shall not be used for CSD items. Federal and Municipal funding is permitted for CSD items.

Costs in excess of the CSD amenities funding limit shall be the responsibility of the Municipalities. See Items 8 of Terms and Conditions

SUMMARY OF COSTS FOR ID: 1130-67-76									
Phase [1]	Total Est. Cost	Federal/State Funds	%	Town of Kaukauna	%	County of Outagamie	%	Village of Wrightstown	%
Design Engineering	N/A	N/A	100%	$0	0%	$0	0%	$0	0%
Real Estate Acquisition	N/A	N/A	100%	$0	0%	$0	0%	$0	0%
Municipal Utility Coordination:	N/A	N/A	100%	$0	0%	$0	0%	$0	0%
Construction [2]:									
Category 1000 – Roadway	$11,878,847.59	$11,878,847.59	100%	$0	0%	$0	0%	$0	0%
Category 1110 – Lighting	$675,639.43	$675,639.43	100%	$0	0%	$0	0%	$0	0%
Category 1210 – FIMS / ITS	$1,725.00	$1,725.00	100%	$0	0%	$0	0%	$0	0%
Category 1630 – 100% Village of Wrightstown Funded	$13.80	$0	0%	$0	0%	$0	0%	$13.80	100%
Category 1640 – 100% Town of Kaukauna Funded	$13.80	$0	0%	$13.80	100%	0	0%	$0	0%
Category 1650 – 100% Outagamie County Funded	$13.80	$0	0%	$0	0%	$13.80	100%	$0	0%
Category 1810 – 100% State Funded	$1,048.80	$1,048.80	100%	$0	0%	$0	0%	$0	
Category 6090 – S-44-0343	$147,200.00	$147,200.00	100%	$0	0%	$0	0%	$0	0%
Category 6100 – S-44-0344	$147,200.00	$147,200.00	100%	$0	0%	$0	0%	$0	0%
Category 6110 – S-44-0345	$147,200.00	$147,200.00	100%	$0	0%	$0	0%	$0	0%
Category 6120 – S-44-0346	$147,200.00	$147,200.00	100%	$0	0%	$0	0%	$0	0%
Category 6130 – S-44-0399	$147,200.00	$147,200.00	100%	$0	0%	$0	0%	$0	0%
Category 6140 – S-44-0400	$147,200.00	$147,200.00	100%	$0	0%	$0	0%	$0	0%
Subtotal	**$13,440,502.23**	**$13,440,460.83**		**$13.80**		**$13.80**		**$13.80**	
Total Est. Cost Distribution	$13,440,502.23	$13,440,460.83		$13.80		$13.80		$13.80	

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

[2] Estimates include construction engineering

SUMMARY OF COSTS FOR ID: 1130-67-86									
Phase [1]	Total Est. Cost	Federal/State Funds	%	Town of Kaukauna	%	County of Outagamie	%	Village of Wrightstown	%
Design Engineering	N/A	N/A	100%	$0	0%	$0	0%	$0	0%
Real Estate Acquisition	N/A	N/A	100%	$0	0%	$0	0%	$0	0%
Municipal Utility Coordination:	N/A	N/A	100%	$0	0%	$0	0%	$0	0%
Construction [2]:									
Category 1000 – Roadway	$3,487,005.34	$3,487,005.34	100%	$0	0%	$0	0%	$0	0%
Category 1660 - 100% Village of Wrightstown Funded	$13.80	$0	0%	$0	0%	$0	0%	$13.80	100%
Category 1670 – 100% Town of Kaukauna Funded	$13.80	$0	0%	$13.80	100%	0	0%	$0	0%
Category 1680 – 100% Outagamie County Funded	$13.80	$0	0%	$0	0%	$13.80	100%	$0	0%
Category 1820 – 100% State Funded	$1,048.80	$1,048.80	100%	$0	0%	$0	0%		
Subtotal	$3,488,095.54	$3,488,054.14		$13.80		$13.80		$13.80	
Total Est. Cost Distribution	$3,488,095.54	$3,488,054.14		$13.80		$13.80		$13.80	

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

[2] Estimates include construction engineering

This request is subject to the terms and conditions that follow (pages 5-13); 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. A review of the existing State Municipal Maintenance Agreement (SMMA) or creation of a new SMMA signed by the Municipality and the State shall be completed in conjunction with this agreement. 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 Town of Kaukauna

Name (print) Title

Signature Date

Signed for and in behalf of the Village of Wrightstown

Name (print) Title

Signature Date

Signed for and in behalf of the County of Outagamie	
Name (print)	Title
Signature	Date
Signed for and in behalf of the State	
Name (print)	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, not to exceed federal CSD funding limits 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) 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 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: 1130-67-72

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 1010 – Sidewalk (Including Sidewalk Base) – Town of Kaukauna

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 State will pay 80% of the construction cost, and the Town of Kaukauna will be 20% of the construction cost of Category 1010 – Sidewalk (Including Sidewalk Base) – Town of Kaukauna.

Item Number	Item Description	Units	Estimated Qty	Unit Price	Amount
305.0120	Base Aggregate Dense 1 ¼ Inch	Ton	25	$12.00	$300.00
602.0405	Concrete Sidewalk 4-Inch	SF	865	$6.00	$5,190.00

1130-67-72 Sidewalk Total	$5,490.00
15% Construction Contingency	$823.50
1130-67-72 Project Total	$6,313.50
20% Municipality Participation	$1,262.70

Category 1100 – Lighting

The State will pay 100% of the construction costs under Category 1100 – 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 1400 – 1130-67-72 CSD Items

CSD amenities are funded with 80% federal funding up to a maximum of $72,000 when the municipalities agree to provide the remaining 20% and any funds in excess of the CSD category funding limit. The Town of Kaukauna and Outagamie County will split the local cost share at 10% each up to the CSD amenities category limit and split any costs in excess of the CSD category limit at 50% each.

CSD amenities included in the project 1130-67-72, category 1400 include:

- Staining Structure B-44-0341 IH NB/ CTH JJ (EDGEWOOD DR) - $19,550
- Staining Structure B-44-0342 IH SB/ CTH JJ (EDGEWOOD DR) - $19,550
- Staining Structure B-44-0344 IH SB/ WRIGHTSTOWN RD - $20,125
- Staining Structure B-44-0346 IH 41 SB/ CTH U (S CO LINE RD) - $19,550

Category 1400 - 1130-67-72 CSD Items costs are estimated to be $78,775

Category 1400 – 1130-67-72 CSD amenities category funding limit = $90,000
Costs in excess of the CSD amenities funding limit shall be the responsibility of the Municipalities

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 1410 – 1130-67-72 CSD Items

CSD Amenities are funded with 80% Federal funding up to a maximum of $36,000 when the municipalities agree to provide the remaining 20% and any funds in excess of the CSD category funding limit. The Village

of Wrightstown and Outagamie County will split the local cost share at 10% each up to the CSD amenities category limit and split any costs in excess of the CSD category limit at 50% each

CSD amenities included in the project 1130-67-72, category 1410 include:

- Staining Structure B-44-0343 IH 41 NB/ WRIGHTSTOWN RD - $20,125
- Staining Structure B-44-0345 IH 41 NB/ CTH U (S CO LINE RD) - $20,125

Category 1410 – 1130-67-72 CSD Items costs are estimated to be $40,250

Category 1410 – 1130-67-72 CSD amenities category funding limit = $45,000
Costs in excess of the CSD amenities funding limit shall be the responsibility of the Municipalities

CSD funding is governed by Wis. Stat. 85.0205. The department will regularly review the total CSD funding on this and any associated improvement project 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 – 100% Village of Wrightstown Funded

The Village of Wrightstown will pay 100% of the construction costs under Category 1600 – 100% Village of Wrightstown Funded, unless otherwise noted.

Item Number	Item Description	Units	Estimated Qty	Unit Price	Amount
305.0120	Base Aggregate Dense 1 ¼-Inch	TON	1	$12	$12.00

1130-67-72 Construction Total	$12.00
15% Construction Engineering	$1.80
1130-67-72 Project Total	$13.80

Category 1610 – 100% Town of Kaukauna Funded

The Town of Kaukauna will pay 100% of the construction costs under Category 1610 – 100% Village of Wrightstown Funded, unless otherwise noted.

Item Number	Item Description	Units	Estimated Qty	Unit Price	Amount
305.0120	Base Aggregate Dense 1 ¼-Inch	TON	1	$12	$12.00

1130-67-72 Construction Total	$12.00
15% Construction Engineering	$1.80
1130-67-72 Project Total	$13.80

Category 1620 – 100% Outagamie County Funded

Outagamie County will pay 100% of the construction costs under Category 1620 – 100% Outagamie County Funded, unless otherwise noted.

Item Number	Item Description	Units	Estimated Qty	Unit Price	Amount
305.0120	Base Aggregate Dense 1 ¼-Inch	TON	1	$12	$12.00

1130-67-72 Construction Total	$12.00
15% Construction Engineering	$1.80
1130-67-72 Project Total	$13.80

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 – B-44-0342 IH SB CTH JJ (EDGEWOOD DR)

The State will pay 100% of the construction costs under Category 2000 – B-44-0342 IH SB CTH JJ (EDGEWOOD DR) unless otherwise noted.

Category 2010 – B-44-0341 IH NB/ CTH JJ (EDGEWOOD DR)

The State will pay 100% of the construction costs under Category 2010 – B-44-0341 IH NB/ CTH JJ (EDGEWOOD DR) unless otherwise noted.

Category 2020 – B-44-0344 IH SB/ WRIGHTSTOWN RD

The State will pay 100% of the construction costs under Category 2020 – B-44-0344 IH SB/ WRIGHTSTOWN RD unless otherwise noted.

Category 2030 – B-44-0343 IH 41 NB/ WRIGHTSTOWN RD

The State will pay 100% of the construction costs under Category 2030 – B-44-0343 IH 41 NB/ WRIGHTSTOWN RD unless otherwise noted.

Category 2040 – B-44-0345 IH NB/ CTH U (S CO LINE RD)

The State will pay 100% of the construction costs under Category 2040 – B-44-0345 IH NB/ CTH U (S CO LINE RD) unless otherwise noted.

Category 2050 – B-44-0346 IH SB/ CTH U (S CO LINE RD)

The State will pay 100% of the construction costs under Category 2050 – B-44-0346 IH SB/ CTH U (S CO LINE RD) unless otherwise noted.

Category 2060 – B-05-0695 IH 41 NB/ APPLE CREEK

The State will pay 100% of the construction costs under Category 2060 – B-05-0695 IH 41 NB/ APPLE CREEK unless otherwise noted.

Category 2070 – B-05-0694 IH 41 SB/ APPLE CREEK

The State will pay 100% of the construction costs under Category 2070 – B-05-0694 IH 41 SB/ APPLE CREEK unless otherwise noted.

Category 5000 – N-44-0021

The State will pay 100% of the construction costs under Category 5000 – N-44-0021 unless otherwise noted.

Category 6000 – S-44-0340

The State will pay 100% of the construction costs under Category 6000 – S-44-0340 unless otherwise noted.

Category 6010 – S-44-0341

The State will pay 100% of the construction costs under Category 6010 – S-44-0341 unless otherwise noted.

Category 6020 – S-44-0342

The State will pay 100% of the construction costs under Category 6020 – S-44-0342 unless otherwise noted.

Category 6030 – S-44-0396

The State will pay 100% of the construction costs under Category 6030 – S-44-0396 unless otherwise noted.

Category 6040 – S-44-0397

The State will pay 100% of the construction costs under Category 6040– S-44-0397 unless otherwise noted.

Category 6050 – S-44-0398

The State will pay 100% of the construction costs under Category 6050 – S-44-0398 unless otherwise noted.

Category 6060 – S-44-0424

The State will pay 100% of the construction costs under Category 6060– S-44-0424 unless otherwise noted.

Category 6070– S-44-0425

The State will pay 100% of the construction costs under Category 6070 – S-44-0425 unless otherwise noted.

Category 6080 – S-44-0426

The State will pay 100% of the construction costs under Category 6080 - S-44-0426 unless otherwise noted.

Construction ID: 1130-67-76

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

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 for standard lighting required by the FDM for roundabouts per PMM 3-25-05.

Category 1210 – FTMS/ITS

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

Category 1630 – 100% Village of Wrightstown Funded

The Village of Wrightstown will pay 100% of the construction costs under Category 16300 – 100% Village of Wrightstown Funded, unless otherwise noted.

Item Number	Item Description	Units	Estimated Qty	Unit Price	Amount
305.0120	Base Aggregate Dense 1 ¼-Inch	TON	1	$12	$12.00

1130-67-76 Construction Total	$12.00
15% Construction Engineering	$1.80
1130-67-76 Project Total	$13.80

Category 1640 – 100% Town of Kaukauna Funded

The Town of Kaukauna will pay 100% of the construction costs under Category 1640 – 100% Village of Wrightstown Funded, unless otherwise noted.

Item Number	Item Description	Units	Estimated Qty	Unit Price	Amount
305.0120	Base Aggregate Dense 1 ¼-Inch	TON	1	$12	$12.00

1130-67-76 Construction Total	$12.00
15% Construction Engineering	$1.80
1130-67-76 Project Total	$13.80

Category 1650 – 100% Outagamie County Funded

Outagamie County will pay 100% of the construction costs under Category 1650 – 100% Outagamie County Funded, unless otherwise noted.

Item Number	Item Description	Units	Estimated Qty	Unit Price	Amount
305.0120	Base Aggregate Dense 1 ¼-Inch	TON	1	$12	$12.00

1130-67-76 Construction Total	$12.00
15% Construction Engineering	$1.80
1130-67-76 Project Total	$13.80

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 6090 – S-44-0343

The State will pay 100% of the construction costs under Category 6090 – S-44-0343 unless otherwise noted.

Category 6100– S-44-0344

The State will pay 100% of the construction costs under Category 6100– S-44-0344 unless otherwise noted.

Category 6110 – S-44-0345

The State will pay 100% of the construction costs under Category 6110 – S-44-0345 unless otherwise noted.

Category 6120 – S-44-0346

The State will pay 100% of the construction costs under Category 6120 – S-44-0346 unless otherwise noted.

Category 6130 – S-44-0399

The State will pay 100% of the construction costs under Category 6130 – S-44-0399 unless otherwise noted

Category 6140 – S-44-0400

The State will pay 100% of the construction costs under Category 6140 – S-44-0400 unless otherwise noted

Construction ID: 1130-67-86

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

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

Category 1660 – 100% Village of Wrightstown Funded

The Village of Wrightstown will pay 100% of the construction costs under Category 1660 – 100% Village of Wrightstown Funded, unless otherwise noted.

Item Number	Item Description	Units	Estimated Qty	Unit Price	Amount
305.0120	Base Aggregate Dense 1 ¼-Inch	TON	1	$12	$12.00

1130-67-86 Construction Total	$12.00
15% Construction Engineering	$1.80
1130-67-86 Project Total	$13.80

Category 1670 – 100% Town of Kaukauna Funded

The Town of Kaukauna will pay 100% of the construction costs under Category 1670 – 100% Village of Wrightstown Funded, unless otherwise noted.

Item Number	Item Description	Units	Estimated Qty	Unit Price	Amount
305.0120	Base Aggregate Dense 1 ¼-Inch	TON	1	$12	$12.00

1130-67-86 Construction Total	$12.00
15% Construction Engineering	$1.80
1130-67-86 Project Total	$13.80

Category 1680 – 100% Outagamie County Funded

Outagamie County will pay 100% of the construction costs under Category 1680 – 100% Outagamie County Funded, unless otherwise noted.

Item Number	Item Description	Units	Estimated Qty	Unit Price	Amount
305.0120	Base Aggregate Dense 1 ¼-Inch	TON	1	$12	$12.00

1130-67-86 Construction Total	$12.00
15% Construction Engineering	$1.80
1130-67-86 Project Total	$13.80

Category 1820 – 100% State Funded

The State will pay 100% of the construction costs under Category 1820 – 100% State Funded Items 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.

I, Kelly Gerrits, County Clerk for the County of Outagamie Wisconsin do hereby certify that the foregoing is a true and correct copy of the January 14, 2025 County Board Minutes approved by a majority vote at a meeting of the County Board on January 28, 2025 and recorded in the minutes of said meeting a quorum of members being present.

In testimony whereof, I have hereunto set my hand and the seal of the County of Outagamie, Wisconsin, this 29th Day of January, 2025.

/s/ Kelly Gerrits
County Clerk

Please call the Outagamie County Clerk's Office (832-5077) if you would like further elaboration of these minutes.

RUN: February 3, 2025

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

Office of the County Clerk, January 28, 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: 30 present, 6 absent. Members present: Thompson, Johnson, Smith, Patience, Gabrielson, Kostelny, Hammen, Krueger, Lamers, McCabe, Hermes, MacDonald, Croatt, Spears, Heiser, Mitchell, Cuff, Hagen, Klemp, Thiede, Janke, Weinberg, Culbertson, Nejedlo, Clegg, Thyssen, VanderHeiden, Rettler, Koury, and Lautenschlager. Members absent: Supervisors Lawrence, Ferguson, Wegand, Schroeder, Monfils, and Winterfeldt.

The Board Chairperson requested the Board's confirmation to excuse Supervisors Lawrence, Ferguson, Wegand, Schroeder, Monfils, and Winterfeldt. No objections; so ordered.

The Pledge of Allegiance was led by Chairperson Gabrielson.

MINUTES OF THE JANUARY 14, 2025 COUNTY BOARD MEETING
Supervisor Lautenschlager moved, seconded by Supervisor Patience, to approve the minutes of the January 14, 2025 County Board meeting.

ROLL CALL: 27 yes, 3 abstain (McCabe, MacDonald, Thyssen), 6 absent. MINUTES OF THE JANUARY 14, 2025 COUNTY BOARD MEETING ARE APPROVED.

SPECIAL ORDER OF BUSINESS – None.

ESTABLISH ORDER OF THE DAY– Chairperson Gabrielson reported the request to have Ordinance No. Z-9—2024-25 locked in at the meeting.

COMMUNICATIONS –
Chairperson Gabrielson summarized the following communications:

- A recent IT security training was sent to County Board members on January 15, 2025; twenty-one Supervisors completed the training thus far, and there is an expected due date of January 31, 2025. There is one Supervisor that still needs to complete the November 2024 training.
- Former Outagamie County Board Supervisor Michael “Woody” Woodzicka passed away on January 20, 2025. Funeral services will be held at Valley Funeral Home at 5:00 p.m. (with visitation between 2:00 p.m. – 5:00 p.m. preceding the service). A celebration of life will be held following the funeral at 6:00 p.m. at the Stone Toad Bar in Menasha. Mr. Woodzicka served as a County Board Supervisor from 2018 – 2020.
- Chairperson Gabrielson expressed his gratitude to Supervisor Patience for accompanying him at the Wisconsin County’s Association County Ambassador Day on January 23, 2025. Supervisor Patience and Chairperson Gabrielson attended a meeting in Madison with assembly and senate representatives to discuss issues having an impact on Outagamie County, with the largest issue being Circuit Court funding. Other legislative priorities for 2025 include mental health support and crisis funding, road transportation aides, and conservation projects.

- Chairperson Gabrielson recognized the following County Board Supervisor birthdays: Supervisor McCabe (1/19) and Supervisor Thompson (1/29).

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 –

Robert Kramer, W6461 Summer Wind Lane, Greenville, WI – spoke in opposition of Resolution No. 121—2024-25.

APPOINTMENTS – None.

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

UNFINISHED BUSINESS – None.

NEW BUSINESS– *NOTE: The minutes that follow list the synopsis of the ordinances/resolutions and roll calls. At the end of this set of minutes, the scanned copies of the each ordinance/resolution will be appended along with the physical roll call.*

Ordinance No. Z-9—2024-25 – Agriculture, Extension, Zoning, and Land Conservation Committee. Approve to adopt the petition of McMahon Associates Inc., applicant on behalf of KG Futures Group, LLC, owner, to rezone parcels (see Exhibit A&B), 38.88 acres, from General Agricultural & Single-Family Residential to Single-Family Residential & Two-Family Residential, located southwest of the intersection of Mc Hugh Road and Vans Court, in the Town of Freedom, as depicted on the attached review and map.

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

ROLL CALL: 30 yes, 6 absent. ORDINANCE NO. Z-9—2024-25 IS ADOPTED.

RECONSIDERATION OF ORDINANCE NO. Z-9—2024-25.

Supervisor Janke moved, seconded by Supervisor Spears, to reconsider above listed ordinance.

Vote for reconsideration. ROLL CALL: 24 yes, 5 no (Hermes, MacDonald, Croatt, Klemp, Thiede), 1 abstain (Johnson), 6 absent. ORDINANCE NO. Z-9—2024-25 IS RECONSIDERED.

Vote for lock in. ROLL CALL: 28 yes, 2 no (Hermes, MacDonald), 6 absent. ORDINANCE NO. Z-9—2024-25 IS ADPOTED & LOCKED IN.

Resolution No. 121—2024-25 – Finance Committee. Approve to disallow the claim submitted by Attorney Tyler T. Fredrickson on behalf of client Tabetha Moore that has been placed on file in the office of the Outagamie County Clerk and that no action of this claim may be brought against Outagamie County or any of its officers, officials, agents, or employees after six months from the date of service of this notice.

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

ROLL CALL: 29 yes, 7 absent. RESOLUTION NO. 121—2024-25 IS ADOPTED.

Supervisor Spears requested a Point of Order due to a technical error in which Supervisor Culbertson appeared as absent on the previous roll call vote.

Supervisor Cuff moved, seconded by Supervisor Culbertson, to recast the vote for Resolution No. 121—2024-25. VOICE VOTE CARRIED UNANIMOUSLY.

Supervisor Lamers moved, seconded by Supervisor Spears, for adoption.

ROLL CALL: 30 yes, 6 absent. RESOLUTION NO. 121—2024-25 IS ADOPTED.

Resolution No. 122—2024-25 – Highway, Recycling and Solid Waste Committee. Approve to authorize the Outagamie County Highway Commissioner to enter into all revised State/Municipal Financial Agreements for a State-Let Highway Project related to the I-41 corridor project whenever no budget adjustment is required.

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

ROLL CALL: 30 yes, 6 absent. RESOLUTION NO. 122—2024-25 IS ADOPTED.

Resolution No. 123—2024-25 – Property, Airport, Recreation and Economic Development Committee. Approve of making application for State aid for the purpose of maintaining, acquiring, developing, and ensuring a program of snowmobile trails for public recreational use; authorize the Outagamie County Parks Director and/or Program/Office Manager to act on behalf of the County by submitting an application to the Wisconsin Department of Natural Resources for any financial aid, sign documents, and take any necessary action to undertake, direct and complete approved projects, and the County will meet the financial obligation of accepted grants.

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

ROLL CALL: 29 yes, 1 no (MacDonald), 6 absent. RESOLUTION NO. 123—2024-25 IS ADOPTED.

Resolution No. 124—2024-25 – Public Safety Committee. Approve the attached Agreement for Enhanced County Law Enforcement Services in the Town of Buchanan and Village of Combined Locks, to obtain enhanced law enforcement services from the Outagamie County Sheriff's Office, with no budget adjustment needed.

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

ROLL CALL: 30 yes, 6 absent. RESOLUTION NO. 124—2024-25 IS ADOPTED.

Ordinance No. D—2024-25 – Public Safety Committee. Approve to amend the Outagamie County Code of Ordinances as pertains to Section 34-25 - Boating Regulations, (e) Controlled Area, as noted on the Ordinance.

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

ROLL CALL: 30 yes, 6 absent. ORDINANCE NO. D—2024-25 IS ADOPTED.

ADJOURNMENT

Supervisor Thyssen moved, seconded by Supervisor Mitchell to adjourn until February 10, 2025 at 7:00 p.m. VOICE VOTE CARRIED UNANIMOUSLY.

The meeting adjourned at 7:57 p.m.

FINAL COPIES OF ORDINANCES/RESOLUTIONS AND ROLL CALLS PERTINENT TO NEW BUSINESS FOLLOW:

LOCK IN OF ORDINANCE NO. Z-9—2024-25.

Vote for lock in. ROLL CALL: 28 yes, 2 no (Hermes, MacDonald), 6 absent. ORDINANCE NO. Z-9—2024-25 IS ADOPTED & LOCKED IN.

VOTE RESULTS	28 YES	2 NO	0 ABSTAIN	6 ABSENT

ORDINANCE NO. Z-9—2024-25 - LOCK IN

Lock in of Ordinance No. Z-9—2024-25

Majority of Full Membership

Passed

1 THOMPSON	YES	13 WEGAND	ABSENT	25 JANKE	YES
2 JOHNSON	YES	14 HERMES	NO	26 WEINBERG	YES
3 SMITH	YES	15 MacDONALD	NO	27 CULBERTSON	YES
4 PATIENCE	YES	16 SCHROEDER	ABSENT	28 MONFILS	ABSENT
5 GABRIELSON	YES	17 CROATT	YES	29 WINTERFELDT	ABSENT
6 KOSTELNY	YES	18 SPEARS	YES	30 NEJEDLO	YES
7 HAMMEN	YES	19 HEISER	YES	31 CLEGG	YES
8 LAWRENCE	ABSENT	20 MITCHELL	YES	32 THYSSEN	YES
9 KRUEGER	YES	21 CUFF	YES	33 VANDERHEIDEN	YES
10 LAMERS	YES	22 HAGEN	YES	34 RETTLER	YES
11 FERGUSON	ABSENT	23 KLEMP	YES	35 KOURY	YES
12 McCABE	YES	24 THIEDE	YES	36 LAUTENSCHLAGER	YES

Outagamie County

01-28-25 CB Meeting
01-28-25 County Board Meeting
Outagamie County Board of Supervisors

January 28 2025 07:15:00 PM

OpenMeeting

RECONSIDERATION OF ORDINANCE NO. Z-9—2024-25

Supervisor Janke moved, seconded by Supervisor Spears, to reconsider the above listed ordinance.

Vote for reconsideration. ROLL CALL: 24 yes, 5 no (Hermes, MacDonald, Croatt, Klemp, Thiede), 1 abstain (Johnson), 6 absent. ORDINANCE NO. Z-9—2024-25 IS RECONSIDERED.

VOTE RESULTS	24 YES	5 NO	1 ABSTAIN	6 ABSENT

ORDINANCE NO. Z-9—2024-25 - RECONSIDERATION

Reconsideration of Ordinance No. Z-9—2024-25

Majority of Full Membership

Passed

1 THOMPSON	YES	13 WEGAND	ABSENT	25 JANKE	YES
2 JOHNSON	ABSTAIN	14 HERMES	NO	26 WEINBERG	YES
3 SMITH	YES	15 MacDONALD	NO	27 CULBERTSON	YES
4 PATIENCE	YES	16 SCHROEDER	ABSENT	28 MONFILS	ABSENT
5 GABRIELSON	YES	17 CROATT	NO	29 WINTERFELDT	ABSENT
6 KOSTELNY	YES	18 SPEARS	YES	30 NEJEDLO	YES
7 HAMMEN	YES	19 HEISER	YES	31 CLEGG	YES
8 LAWRENCE	ABSENT	20 MITCHELL	YES	32 THYSSEN	YES
9 KRUEGER	YES	21 CUFF	YES	33 VANDERHEIDEN	YES
10 LAMERS	YES	22 HAGEN	YES	34 RETTLER	YES
11 FERGUSON	ABSENT	23 KLEMP	NO	35 KOURY	YES
12 McCABE	YES	24 THIEDE	NO	36 LAUTENSCHLAGER	YES

Outagamie County

01-28-25 CB Meeting
01-28-25 County Board Meeting
Outagamie County Board of Supervisors

January 28 2025 07:34:52 PM

OpenMeeting

Ordinance No. Z-9—2024-25 – Agriculture, Extension, Zoning, and Land Conservation Committee. Approve to adopt the petition of McMahon Associates Inc., applicant on behalf of KG Futures Group, LLC, owner, to rezone parcels (see Exhibit A&B), 38.88 acres, from General Agricultural & Single-Family Residential to Single-Family Residential & Two-Family Residential, located southwest of the intersection of Mc Hugh Road and Vans Court, in the Town of Freedom, as depicted on the attached review and map.

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

ROLL CALL: 30 yes, 6 absent. ORDINANCE NO. Z-9—2024-25 IS ADOPTED.

VOTE RESULTS	30 YES	0 NO	0 ABSTAIN	6 ABSENT

ORDINANCE NO. Z-9—2024-25

Agriculture, Extension, Zoning, and Land Conservation Committee. Approve to adopt the petition of McMahon Associates Inc., applicant on behalf of KG Futures Group, LLC, owner, to rezone parcels (see Exhibit A&B), 38.88 acres, from General Agriculture & Single-Family Residential to Single-Family Resi...

Majority of Full Membership

Passed

1 THOMPSON	YES	13 WEGAND	ABSENT	25 JANKE	YES
2 JOHNSON	YES	14 HERMES	YES	26 WEINBERG	YES
3 SMITH	YES	15 MacDONALD	YES	27 CULBERTSON	YES
4 PATIENCE	YES	16 SCHROEDER	ABSENT	28 MONFILS	ABSENT
5 GABRIELSON	YES	17 CROATT	YES	29 WINTERFELDT	ABSENT
6 KOSTELNY	YES	18 SPEARS	YES	30 NEJEDLO	YES
7 HAMMEN	YES	19 HEISER	YES	31 CLEGG	YES
8 LAWRENCE	ABSENT	20 MITCHELL	YES	32 THYSSEN	YES
9 KRUEGER	YES	21 CUFF	YES	33 VANDERHEIDEN	YES
10 LAMERS	YES	22 HAGEN	YES	34 RETTLER	YES
11 FERGUSON	ABSENT	23 KLEMP	YES	35 KOURY	YES
12 McCABE	YES	24 THIEDE	YES	36 LAUTENSCHLAGER	YES

Outagamie County

01-28-25 CB Meeting
01-28-25 County Board Meeting
Outagamie County Board of Supervisors

January 28 2025 07:19:20 PM

OpenMeeting

ORDINANCE NO.: Z-9—2024-25

TO THE HONORABLE, THE OUTAGAMIE COUNTY BOARD OF SUPERVISORS

LADIES AND GENTLEMEN: ***MAJORITY***

AN ORDINANCE TO AMEND THE OUTAGAMIE COUNTY ZONING ORDINANCE. The subject matter of the ordinance having been duly referred and considered by the Outagamie County Agriculture, Extension Education, Zoning and Land Conservation Committee and public hearing having been held after giving requisite notice of said hearing, and a recommendation as required by Section 59.69 of the Wisconsin State Statutes.

Outagamie County Planning Staff Rezoning Review recommends approval. Agriculture, Extension Education, Zoning and Land Conservation Committee recommends approval.

NOW THEREFORE, the undersigned members of the Agriculture, Extension, Zoning, and Land Conservation Committee recommend adoption of the following ordinance.

BE IT ORDAINED, that the Outagamie County Board of Supervisors does recommend adoption of the petition of McMahon Associates Inc., applicant on behalf of KG Futures Group, LLC, owner, to rezone parcels (see Exhibit A&B) from General Agricultural & Single-Family Residential to Single-Family Residential & Two-Family Residential. The location of the site is immediately southwest of the intersection of Mc Hugh Road and Vans Court, Town of Freedom, Outagamie County, WI, as depicted on the attached review and map, which by reference are made a part hereof, and

BE IT FURTHER ORDAINED, that this ordinance shall be in full force and effect in the Town of Freedom upon approval by the Outagamie County Board of Supervisors, publication per State Statute 59.14 and 66.0103, and the execution and recording of the above stated deed covenants, and

BE IT FINALLY ORDAINED, that the Outagamie County Clerk be directed to forward a certified copy of this ordinance to the Town of Freedom Clerk, the Outagamie County Zoning Administrator and the Municipal Code Corporation for inclusion in the Outagamie County Code of Ordinances.

Dated this 28th day of January 2025.

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: January 28, 2025

Signed: _____
Board Chairperson

_____
County Clerk

Approved: 1.29.25

Vetoed: _____

Signed: _____
County Executive

Outagamie County Est. 1851

Department of Development and Land Services
Planning & Zoning | GIS & Land Information
320 S. Walnut St | Appleton, WI 54911
Administration Building, 1st Floor
Phone 920.832.5245 | Fax 920.832.5770
www.outagamie.org

MEMORANDUM

TO: Outagamie County Agriculture, Extension Education, Zoning & Land Conservation Committee
FROM: Isaac Uitenbroek, Zoning Administrator
DATE: January 6, 2024
RE: **PL202400535; KG Futures Group, LLC; Rezoning Review & Recommendation**

Application Details:

Applicant:	*McMahon Associates, Inc., owner's agent*
Owner:	*KG Futures Group, LLC*
Request:	*Rezoning From: General Agricultural & Single-Family Residential* *To: Single-Family Residential & Two-Family Residential*
Location:	*Town of Freedom; Parcel(s): See Exhibits A & B for legal descriptions (Subject Property)*
Public Hearing:	*January 14, 2025; 9:00 AM (Public Notice per Post Crescent)*

Background & Analysis:

This proposed rezoning, totaling 38.88 acres, will allow for Single-Family Residential and Two-Family Residential uses within a platted subdivision (Fox Meadows Plat). The property is located immediately southwest of the intersection of Mc Hugh Road and Vans Court, Town of Freedom (Exhibit C). Current land use and zoning adjacent to the Subject Property is as follows:

SURROUNDING USES:		
	Existing Zoning	***Existing Use***
North	Single-Family Residential	Single-Family Residences
South	General Agricultural	VFW Memorial Park – Sports Fields
East	Single-Family Residential	Single-Family Residences
West	Single-Family Residential	Single-Family Residences

The subject property contains no navigable streams or mapped floodplain; however, wetlands (delineation completed July 30, 2024) are present. The proposed site design (see Exhibit D) will be required to account for these environmentally sensitive areas and will be required to meet all applicable setbacks and federal, state and county permitting requirements prior to development. There are no known cultural or historical attributes present. The subject property is located within the Freedom Sanitary District and will be served by public sewer and water. The proposed development is consistent with existing residential land use patterns to the north, south, east and west, and will allow for further west-east connectivity with construction of Park Avenue extension to McHugh Road.

The Town of Freedom Board reviewed this rezoning request on November 20, 2024, and recommended approval (see Exhibit E). The Town of Freedom general zoning is administered by the County and the County is statutorily obligated to document consistency with the County Comprehensive Plan, pursuant to Sec. 66.1001(3) Wis. Stats. The County Comprehensive Plan designates the Subject Property as

"Suburban Residential". As such, staff finds this rezoning request to be consistent with the County Comprehensive Plan.

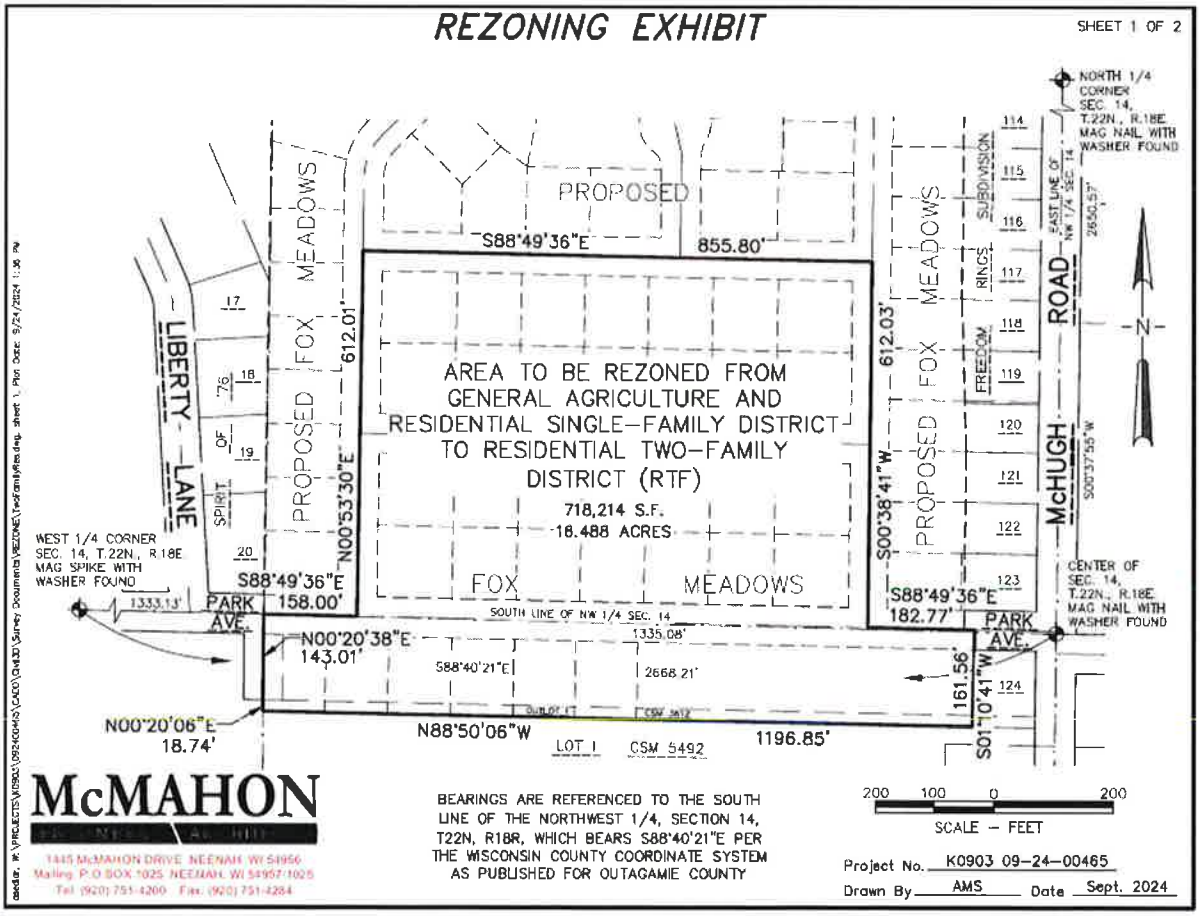
STAFF RECOMMENDATION:

Based on our review and the above analysis of this proposed rezoning, **COUNTY STAFF RECOMMENDS APPROVAL of the following:**

1. **Rezoning of lands described in Exhibit A from General Agricultural/Single-Family Residential to Two-Family Residential as requested; and**
2. **Rezoning of lands described in Exhibit B from General Agricultural to Single-Family Residential as requested.**

****LOCK IN REQUEST** due to the time sensitive nature of the proposed development, we request that this rezoning be locked in at the first County Board meeting where it is considered (anticipated to be January 28, 2025).**

EXHIBIT A



REZONING EXHIBIT

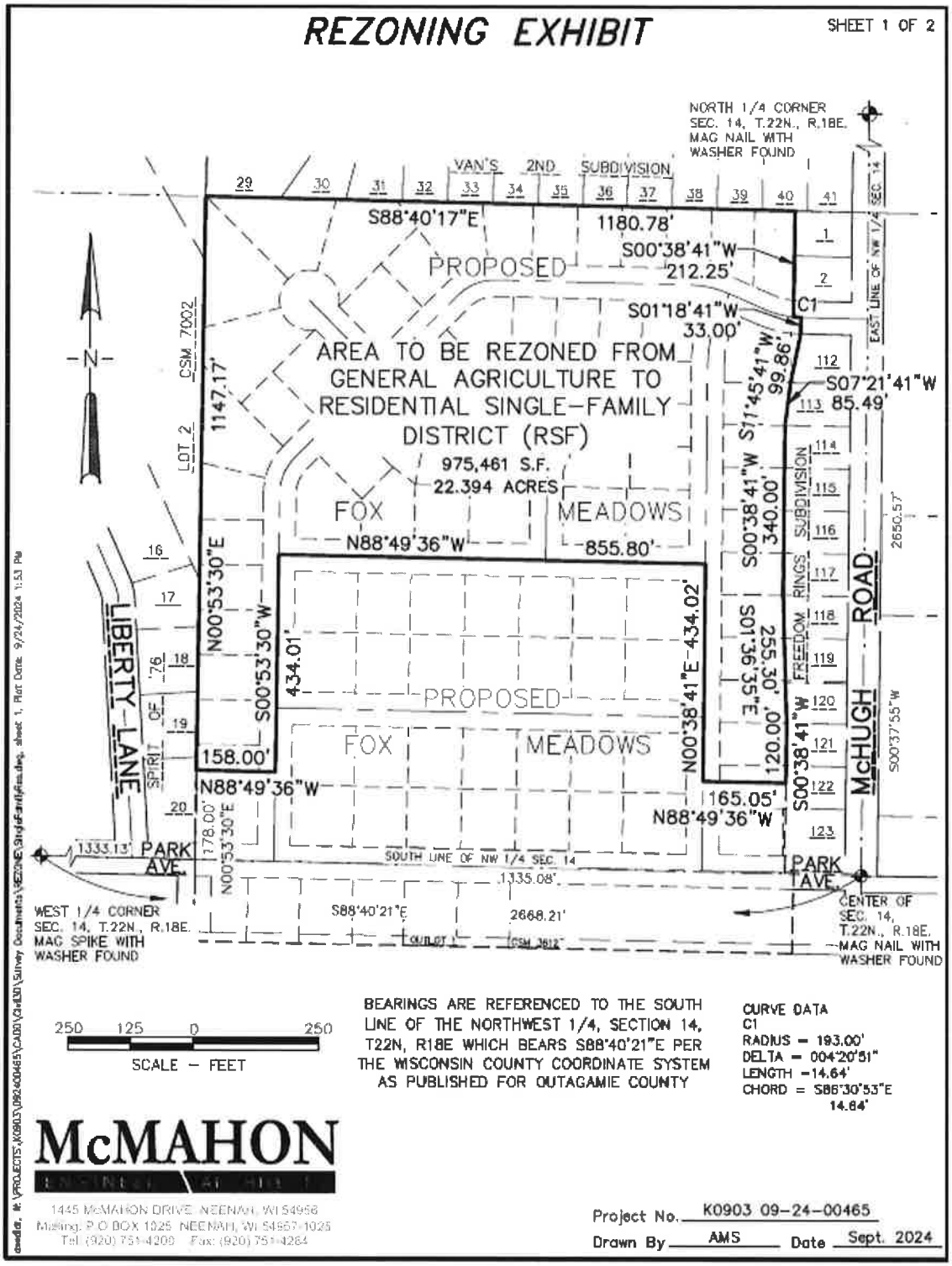
SHEET 2 OF 2

DESCRIPTION OF LANDS TO BE REZONED TO (RTF) RESIDENTIAL TWO-FAMILY DISTRICT:
All of Lots 28–33, 46–57, 70–81, 94–99, 125–137 and part of Lots 34, 45, 58, 69, 82, and 93 of Freedom Rings Subdivision, recorded in Cabinet C of Plats in File Numbers 193–194, as Document No. 753155; and portions of American Way, Constitution Lane, Freedom Lane, Independence Avenue and Park Avenue; and part of Outlot 1 of Certified Survey Map No. 3612 recorded in Volume 19 of Certified Survey Maps on Page 3612, as Document No. 1346124; all being a part of the Southeast 1/4 of the Northwest 1/4 and the Northeast 1/4 of the Southwest 1/4 of Section 14, Township 22 North, Range 18 East, Town of Freedom, Outagamie County, Wisconsin containing 718,214 square feet (16.488 acres) of land and more particularly described as follows:

Commencing at the West 1/4 corner of said Section 14; thence S88°40'21"E, 1333.13 feet along the South line of the Northwest 1/4 of said Section 14 to the West line of the Southeast 1/4 of the Northwest 1/4 of said Section 14 as previously surveyed and monumented by others, also being the West line of Freedom Rings Subdivision, recorded in Cabinet C of Plats in File Numbers 193–194, as Document No. 753155, and the Point of Beginning; thence S88°49'36"E, 158.00 feet; thence N00°53'30"E, 612.01 feet; thence S88°49'36"E, 855.80 feet; thence S00°38'41"W, 612.03 feet to the centerline of Park Avenue; thence S88°49'36"E, 182.77 feet along said centerline to the Northerly extension of the West line of Lot 124 of said Freedom Rings Subdivision; thence S01°10'41"W, 161.56 feet along said extended West line and its Southerly extension to the South line of Outlot 1 of Certified Survey Map No. 3612, record in Volume 19 of Certified Survey Maps on Page 3612, as Document No. 1346124; thence N88°50'06"W, 1196.85 feet along said South line to the Southwest corner of said Outlot 1; thence N00°20'06"E, 18.74 feet (recorded as 18.88 feet) along the West line of said Outlot 1 to the Northwest corner thereof; thence N00°20'38"E, 143.01 feet along the West line of the Northeast 1/4 of the Southwest 1/4 of said Section 14 as previously surveyed and monumented by others, also being the West line of Freedom Rings Subdivision and the Point of Beginning.

McMAHON
1445 McMAHON DRIVE NEENAH, WI 54956
Mailing P.O.BOX 1025 NEENAH, WI 54957-1025
Tel (920) 751-4200 Fax (920) 751-4284

EXHIBIT B


REZONING EXHIBIT
SHEET 1 OF 2
NORTH 1/4 CORNER
SEC. 14, T.22N., R.18E.
MAG NAIL WITH
WASHER FOUND
VAN'S 2ND SUBDIVISION
S88°40'17"E
1180.78'
S00°38'41"W
212.25'
PROPOSED
S01°18'41"W
33.00'
C1
AREA TO BE REZONED FROM
GENERAL AGRICULTURE TO
RESIDENTIAL SINGLE-FAMILY
DISTRICT (RSF)
975,461 S.F.
22.394 ACRES
FOX MEADOWS
N88°49'36"W
855.80'
S11°45'41"W
99.86'
S07°21'41"W
85.49'
S00°38'41"W
340.00'
2650.57'
S00°37'55"W
N00°53'30"E
1147.17'
LOT 2
CSM 7002
N00°53'30"W
434.01'
158.00'
N88°49'36"W
N00°38'41"E
434.02'
S01°36'35"E
255.30'
120.00'
S00°38'41"W
165.05'
N88°49'36"W
PROPOSED
FOX MEADOWS
LIBERTY LANE
McHUGH ROAD
SUBDIVISION
RINGS
FREEDOM
SPIRIT OF '76
PARK AVE
1333.13'
178.00'
N00°53'30"E
SOUTH LINE OF NW 1/4 SEC. 14
1335.08'
S88°40'21"E
2668.21'
OUTLOT 1
CSM 3812
EAST LINE OF NW 1/4 SEC. 14
WEST 1/4 CORNER
SEC. 14, T.22N., R.18E.
MAG SPIKE WITH
WASHER FOUND
CENTER OF
SEC. 14,
T.22N., R.18E.
MAG NAIL WITH
WASHER FOUND
250 125 0 250
SCALE — FEET
BEARINGS ARE REFERENCED TO THE SOUTH LINE OF THE NORTHWEST 1/4, SECTION 14, T22N, R18E WHICH BEARS S88°40'21"E PER THE WISCONSIN COUNTY COORDINATE SYSTEM AS PUBLISHED FOR OUTAGAMIE COUNTY
CURVE DATA
C1
RADIUS = 193.00'
DELTA = 004°20'51"
LENGTH = 14.64'
CHORD = S86°30'53"E
14.64'
McMAHON
ENGINEERS ARCHITECTS
1445 McMAHON DRIVE NEENAH, WI 54956
Mailing: P.O. BOX 1025 NEENAH, WI 54957-1025
Tel: (920) 751-4200 Fax: (920) 751-4284
Project No. K0903 09-24-00465
Drawn By AMS Date Sept. 2024

REZONING EXHIBIT

SHEET 2 OF 2

DESCRIPTION OF LANDS TO BE REZONED TO (RSF) RESIDENTIAL SINGLE-FAMILY DISTRICT:
All of Lots 3–25, 35–44, 59–68, 83–92, 102–111 and part of Lots 26, 34, 45, 58, 69, 82, 93, and 101 of Freedom Rings Subdivision, recorded in Cabinet C of Plats in File Numbers 193–194, as Document No. 753155; and portions of American Way, Constitution Lane, Freedom Lane and Independence Avenue; all being a part of the Southeast 1/4 of the Northwest 1/4 of Section 14, Township 22 North, Range 18 East, Town of Freedom, Outagamie County, Wisconsin containing 975,461 square feet (22.394 acres) of land and more particularly described as follows:

Commencing at the West 1/4 corner of said Section 14; thence S88°40'21"E, 1333.13 feet along the South line of the Northwest 1/4 of said Section 14 to the West line of the Southeast 1/4 of the Northwest 1/4 of said Section 14 as previously surveyed and monumented by others, also being the West line of Freedom Rings Subdivision, recorded in Cabinet C of Plats in File Numbers 193–194, as Document No. 753155; thence N00°53'30"E, 178.00 feet, along said West lines to the Point of Beginning; thence continuing N00°53'30"E, 1147.17 feet along said West lines to the Northwest corner of Freedom Rings Subdivision; thence S88°40'17"E, 1180.78 feet along the North line of the Southeast 1/4 of the Northwest 1/4 of said Section 14 as previously surveyed and monumented by others, also being the North line of Freedom Rings Subdivision to the Northwest corner of Lot 1 thereof; thence S00°38'41"W, 212.25 feet along the West line of Lots 1 and 2 of said Freedom Rings Subdivision and its Southerly extension to the centerline of Independence Avenue and start of a 193.00 foot radius curve to the left; thence 14.64 feet along the arc of said curve being the centerline of Independence Avenue having a 14.64 foot chord which bears S86°30'53"E; thence S01°18'41"W, 33.00 feet to the Northwest corner of Lot 112 of said Freedom Rings Subdivision; thence S11°45'41"W, 99.86 feet along the West line of said Lot 112 to the Northwest corner of Lot 113 of said Freedom Rings Subdivision; thence S07°21'41"W, 85.49 feet along the West line of said Lot 113 to the Northwest corner of Lot 114 of said Freedom Rings Subdivision; thence S00°38'41"W, 340.00 feet along the West line of Lots 114–117 of said Freedom Rings Subdivision to the Northwest corner of Lot 118 thereof; thence S01°36'35"E, 255.30 feet along the West line of Lots 118–120 of said Freedom Rings Subdivision to the Northwest corner of Lot 121 thereof; thence S00°38'41"W, 120.00 feet along the West line of Lots 121 and 122 of said Freedom Rings Subdivision; thence N88°49'36"W, 165.05 feet; thence N00°38'41"E, 434.02 feet; thence N88°49'36"W, 855.80 feet; thence S00°53'30"W, 434.01 feet; thence N88°49'36"W, 158.00 feet to the West line of the Southeast 1/4 of the Northwest 1/4 of said Section 14 as previously surveyed and monumented by others, also being the West line of Freedom Rings Subdivision and the Point of Beginning.

McMAHON
ENGINEERS ARCHITECTS
1445 McMAHON DRIVE NEENAH, WI 54956
Mailing: P.O.BOX 1025 NEENAH, WI 54957-1025
Tel: (920) 751-4200 Fax: (920) 751-4284

EXHIBIT C

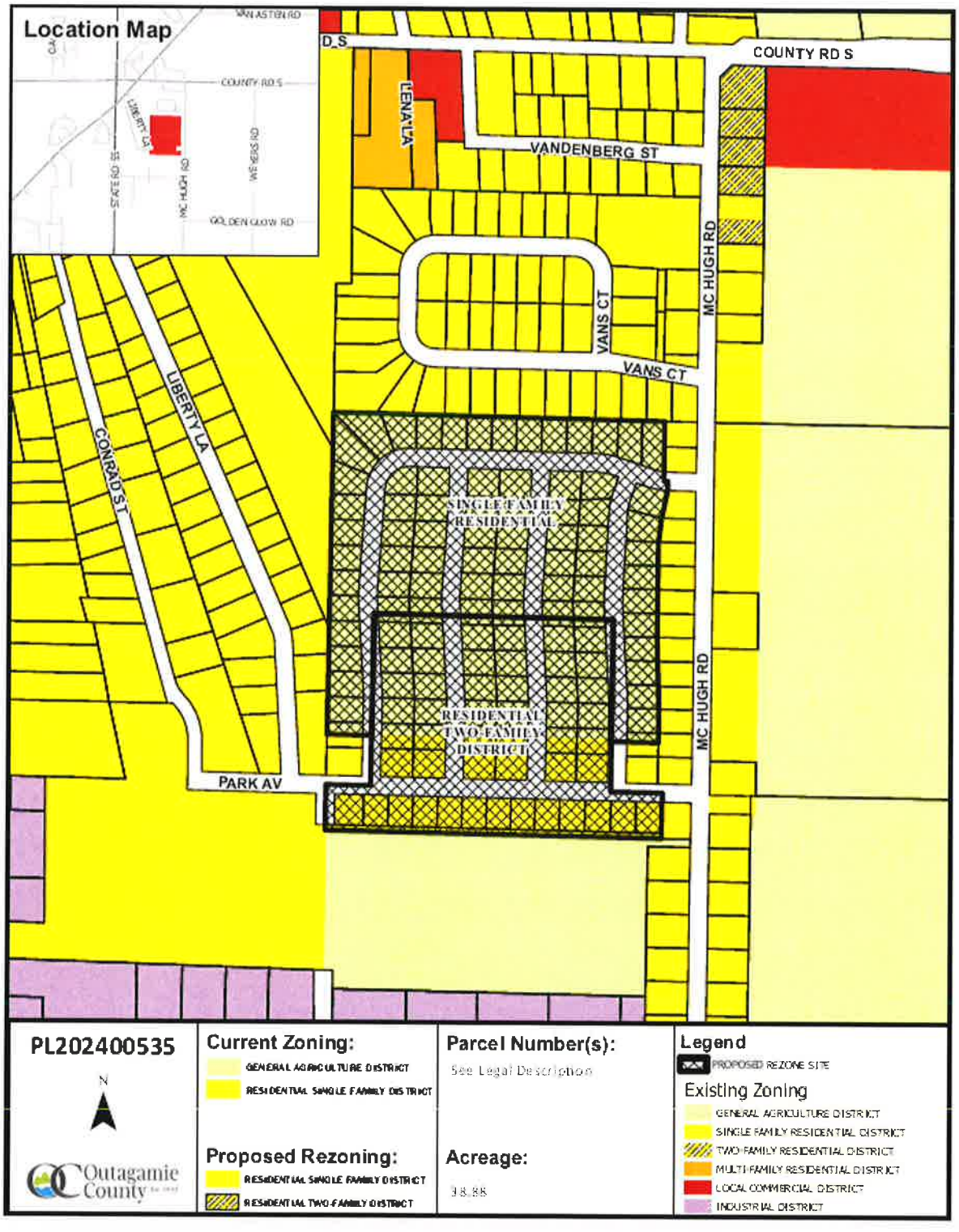
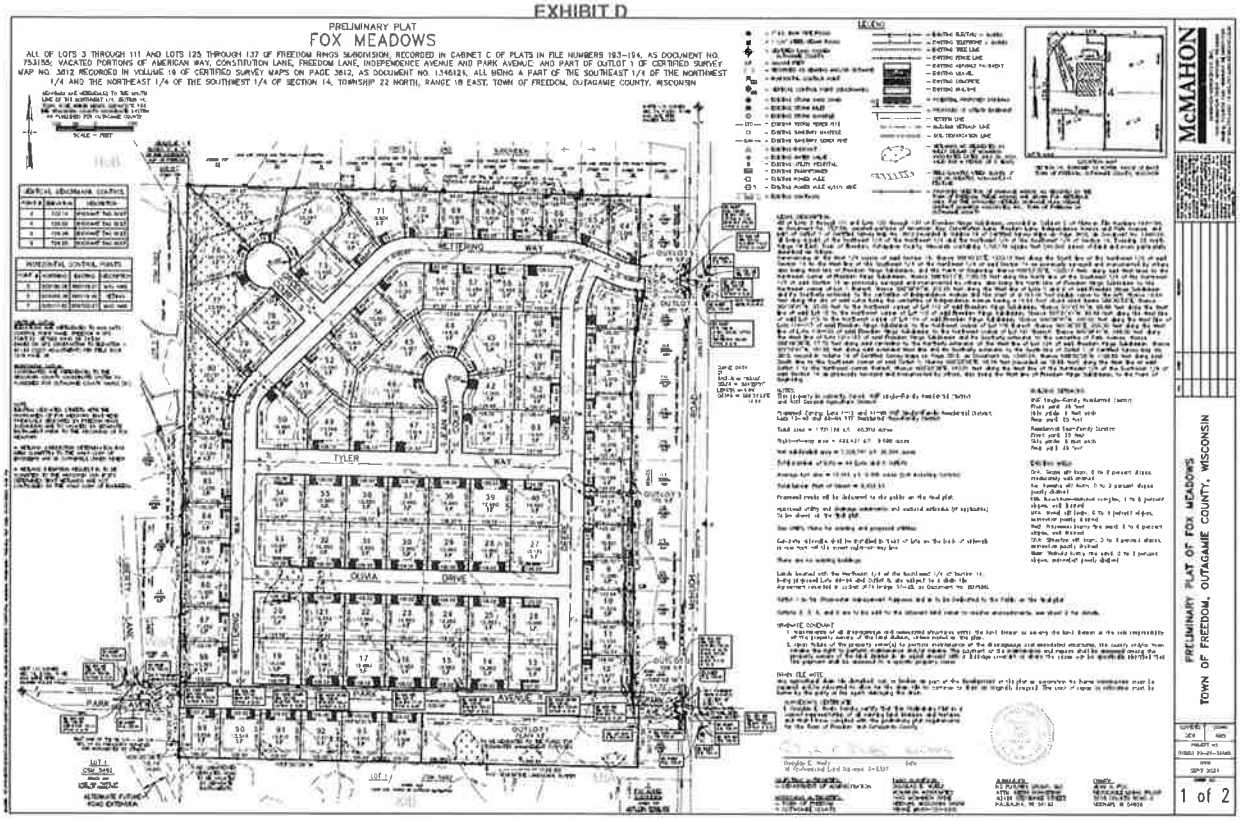

Location Map
COUNTY RD S
LENA LA
VANDENBERG ST
MC HUGH RD
VANS CT
VANS CT
CONRAD ST
LIBERTY LA
SINGLE FAMILY RESIDENTIAL
RESIDENTIAL TWO-FAMILY DISTRICT
PARK AV
MC HUGH RD
PL202400535
N
Outagamie County
Current Zoning:
GENERAL AGRICULTURE DISTRICT
RESIDENTIAL SINGLE FAMILY DISTRICT
Proposed Rezoning:
RESIDENTIAL SINGLE FAMILY DISTRICT
RESIDENTIAL TWO-FAMILY DISTRICT
Parcel Number(s):
See Legal Description
Acreage:
38.88
Legend
PROPOSED REZONE SITE
Existing Zoning
GENERAL AGRICULTURE DISTRICT
SINGLE FAMILY RESIDENTIAL DISTRICT
TWO-FAMILY RESIDENTIAL DISTRICT
MULTI-FAMILY RESIDENTIAL DISTRICT
LOCAL COMMERCIAL DISTRICT
INDUSTRIAL DISTRICT

EXHIBIT D


PRELIMINARY PLAT
FOX MEADOWS
ALL OF LOTS 3 THROUGH 111 AND LOTS 125 THROUGH 137 OF FREEDOM RINGS SUBDIVISION, RECORDED IN CABINET C OF PLATS IN FILE NUMBERS 183-194, AS DOCUMENT NO. 753156; VACATED PORTIONS OF AMERICAN WAY, CONSTITUTION LANE, FREEDOM LANE, INDEPENDENCE AVENUE AND PARK AVENUE; AND PART OF OUTLOT 1 OF CERTIFIED SURVEY MAP NO. 3812 RECORDED IN VOLUME 18 OF CERTIFIED SURVEY MAPS ON PAGE 3812, AS DOCUMENT NO. 1346124, ALL BEING A PART OF THE SOUTHEAST 1/4 OF THE NORTHWEST 1/4 AND THE NORTHEAST 1/4 OF THE SOUTHWEST 1/4 OF SECTION 14, TOWNSHIP 22 NORTH, RANGE 18 EAST, TOWN OF FREEDOM, OUTAGAMIE COUNTY, WISCONSIN
SCALE = FEET
HORIZONTAL CONTROL POINTS
LEGEND
NOTE
SURVEYOR'S CERTIFICATE
OWNERS' CERTIFICATE
McMAHON
PRELIMINARY PLAT OF FOX MEADOWS
TOWN OF FREEDOM, OUTAGAMIE COUNTY, WISCONSIN
SEPT 2024
1 of 2

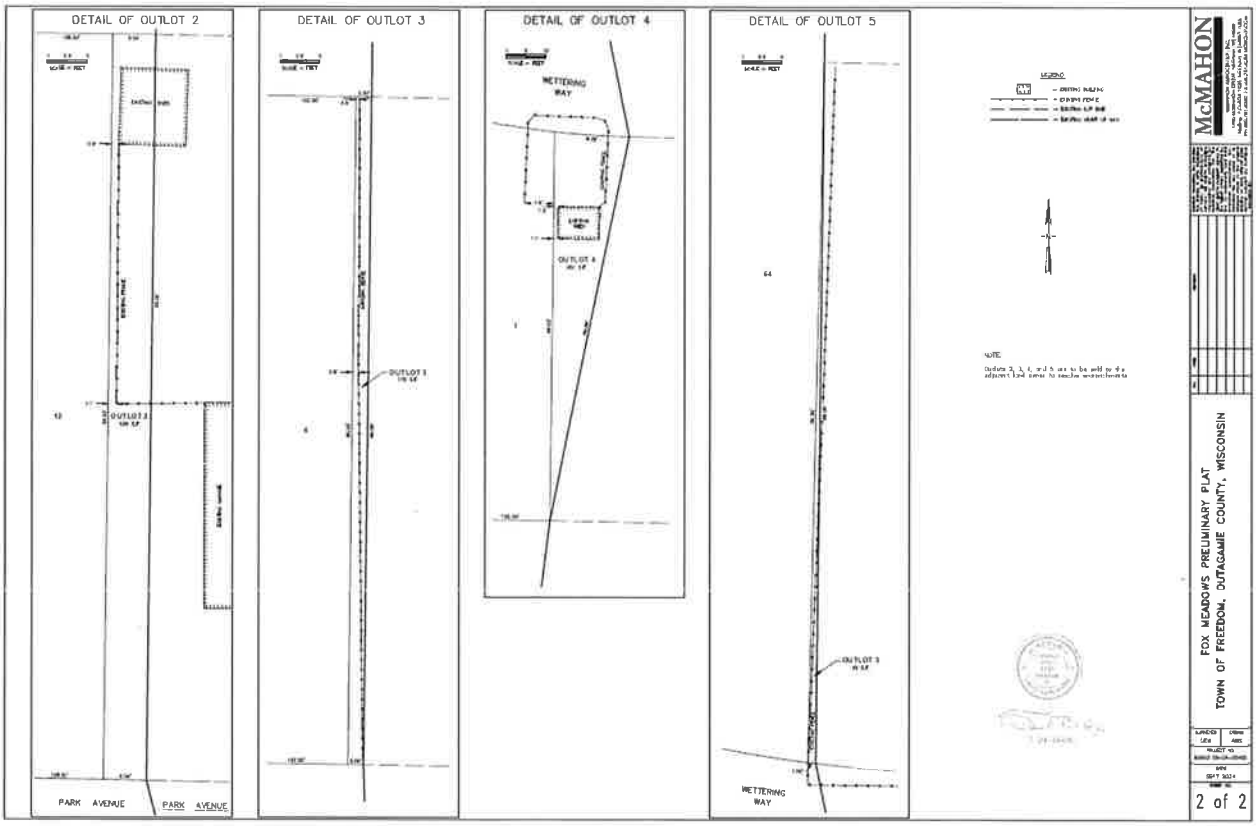

DETAIL OF OUTLOT 2
DETAIL OF OUTLOT 3
DETAIL OF OUTLOT 4
DETAIL OF OUTLOT 5
PARK AVENUE
PARK AVENUE
WETTERING WAY
LEGEND
NOTE
McMAHON
FOX MEADOWS PRELIMINARY PLAT
TOWN OF FREEDOM, OUTAGAMIE COUNTY, WISCONSIN
SEPT 2024
2 of 2

EXHIBIT E

Outagamie County

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

TOWN RECOMMENDATION FORM

This form must accompany any County petition requesting a rezone (map amendment), special exception permit, special exception airport permit, conditional use permit, variance, or appeal. Towns must provide a signed copy of this form to the applicant/petitioner and should retain a copy.

OVERVIEW OF REQUEST:

Town (or Applicable Village):	
Request:	Rezoning
Applicant or Petitioner Name:	Keith Gonnering - Fox Meadows
Applicant Contact Information (Preferred):	920-378-2271
Site Parcel Number(s):	090139800, 090139900 et al. (See attached)
Site Address (If applicable):	
Pre-Application Meeting Number (if applicable):	
Description of the Request: *(Please summarize the purpose of this request and/or attach a copy of the pre-application meeting summary, if applicable.)*	approval to rezone for building Single and Two Family Residential

COMPLETED BY THE CLERK:

Certification:

I hereby certify that the Board of Freedom, at a legally convened meeting of the Board held on 11/20/2024, voted to Approve the Rezoning request:

Dana Methyl — Clerk Signature

11-20-24 — Date

Motion Outcome by a Vote of:	5	For	0	Against
General Comments/Reasons for the Decision: *(See next page for instructions. If needed, you may include additional pages.)*	Draft minutes attached			

Tax Parcel Nos.:

090139800, 090139900, 090140000, 090140100, 090140200, 090140300, 090140400, 090140500, 090140600, 090140700, 090140800, 090140900, 090141000, 090141100, 090141200, 090141300, 090141400, 090141500, 090141600, 090141700, 090141800, 090141900, 090142000, 090142100, 090142200, 090142300, 090142400, 090142500, 090142600, 090142700, 090142800, 090142900, 090143000, 090143100, 090143200, 090143300, 090143400, 090143500, 090143600, 090143700, 090143800, 090143900, 090144000, 090144100, 090144200, 090144300, 090144400, 090144500, 090144600, 090144700, 090144800, 090144900, 090145000, 090145100, 090145200, 090145300, 090145400, 090145500, 090145600, 090145700, 090145800, 090145900, 090146000, 090146100, 090146200, 090146300, 090146400, 090146500, 090146600, 090146700, 090146800, 090146900, 090147000, 090147100, 090147200, 090147300, 090147400, 090147500, 090147600, 090147700, 090147800, 090147900, 090148000, 090148100, 090148200, 090148300, 090148400, 090148500, 090148600, 090148700, 090148800, 090148900, 090149000, 090149100, 090149200, 090149300, 090149400, 090149500, 090149600, 090149700, 090149800, 090149900, 09015000, 0090150100, 090150200, 090150300, 090150400, 090150500, 090150600, 090152000, 090152100, 090152200, 090152300, 090152400, 090152500, 090152600, 090152700, 090152800, 090152900, 090153000, 090153100, 090153200, 090037602

Resolution No. 121—2024-25 – Finance Committee. Approve to disallow the claim submitted by Attorney Tyler T. Fredrickson on behalf of client Tabetha Moore that has been placed on file in the office of the Outagamie County Clerk and that no action of this claim may be brought against Outagamie County or any of its officers, officials, agents, or employees after six months from the date of service of this notice.

Supervisor Lamers moved, seconded by Supervisor Spears, for adoption.

ROLL CALL: 30 yes, 6 absent. RESOLUTION NO. 121—2024-25 IS ADOPTED.

VOTE RESULTS	30 YES	0 NO	0 ABSTAIN	6 ABSENT

RESOLUTION NO. 121—2024-25
Resolution No. 121--2024-25

Majority of Full Membership
Passed

1 THOMPSON	YES	13 WEGAND	ABSENT	25 JANKE	YES
2 JOHNSON	YES	14 HERMES	YES	26 WEINBERG	YES
3 SMITH	YES	15 MacDONALD	YES	27 CULBERTSON	YES
4 PATIENCE	YES	16 SCHROEDER	ABSENT	28 MONFILS	ABSENT
5 GABRIELSON	YES	17 CROATT	YES	29 WINTERFELDT	ABSENT
6 KOSTELNY	YES	18 SPEARS	YES	30 NEJEDLO	YES
7 HAMMEN	YES	19 HEISER	YES	31 CLEGG	YES
8 LAWRENCE	ABSENT	20 MITCHELL	YES	32 THYSSEN	YES
9 KRUEGER	YES	21 CUFF	YES	33 VANDERHEIDEN	YES
10 LAMERS	YES	22 HAGEN	YES	34 RETTLER	YES
11 FERGUSON	ABSENT	23 KLEMP	YES	35 KOURY	YES
12 McCABE	YES	24 THIEDE	YES	36 LAUTENSCHLAGER	YES

01-28-25 CB Meeting
01-28-25 County Board Meeting
Outagamie County Board of Supervisors

January 28, 2025 07:47:29 PM
OpenMeeting

RESOLUTION NO.: 121—2024-25

TO THE HONORABLE, THE OUTAGAMIE COUNTY BOARD OF SUPERVISORS

LADIES AND GENTLEMEN: ***MAJORITY***

A notice of Injury and Claim for Damages was filed on December 30, 2024 by Attorney Tyler T. Fredrickson on behalf of client Tabetha Moore in the Outagamie County Clerk's Office. Upon review of this matter by Wisconsin Municipal Mutual Insurance Company and the Finance Committee, a recommendation was made that the claim be disallowed.

NOW THEREFORE, the undersigned members of the Finance Committee recommend adoption of the following resolution.

BE IT RESOLVED, that the Outagamie County Board of Supervisors does disallow the claim submitted by Attorney Tyler T. Fredrickson on behalf of client Tabetha Moore that has been placed on file in the office of the Outagamie County Clerk and that no action of this claim may be brought against Outagamie County or any of its officers, officials, agents, or employees after six months from the date of service of this notice, and

BE IT FINALLY RESOLVED, that the Outagamie County Clerk be directed to forward a copy of this resolution to Attorney Tyler T. Fredrickson, P.O. Box 482, Appleton, WI 54912 and Tabetha Moore, 3411 Waterfront Circle, Stockton, CA 95209, by certified mail, return receipt requested as a notice of disallowance, Wisconsin Municipal Mutual Insurance Company, 2418 Crossroads Drive, Suite 1500, Madison, WI 53718-7996, the Outagamie County Corporation Counsel, and the Outagamie County Risk Administrator.

Dated this 28th day of January 2025

Respectfully Submitted,

FINANCE COMMITTEE

Chris Croatt

John Cuff

Karen Lawrence

Dana Johnson

Rick Lautenschlager

Duly and officially adopted by the County Board on: January 28, 2025

Signed: _____
Board Chairperson

_____
County Clerk

Approved: 1.29.25

Vetoed: _____

Signed: _____
County Executive

WMMIC
Wisconsin Municipal Mutual Insurance Company

Chuck Schroeder
320 S. Walnut Street
Appleton, Wisconsin 54911

December 30, 2024

RE: Claimant: Tabetha Moore
Claim Number: GLOC00003743
Our Insured: Outagamie County
Date of Loss: 10/23/2021

Dear Chuck Schroeder,

The above referenced claim was filed on December 30, 2024. After a thorough examination of the information, it has been determined that Outagamie County has no liability for this claim. Please issue a formal disallowance and provide a copy of this disallowance to WMMIC.

This claim will be closed on the date of receipt of the disallowance.

A copy of this letter has been placed in the claim file for reference. If you should have any further questions, please contact me.

Sincerely,

Samantha McWilliams, CPC-A
Liability Claim Representative
Wisconsin Municipal Mutual Insurance Company
(608) 721-7189
smcwilliams@wmmic.com

2418 Crossroads Drive, Suite 1500, Madison, WI 53718-7996 • Phone: 608-246-3336 • Fax 608-852-8647 www.wmmic.com

Resolution No. 122—2024-25 – Highway, Recycling and Solid Waste Committee. Approve to authorize the Outagamie County Highway Commissioner to enter into all revised State/Municipal Financial Agreements for a State-Let Highway Project related to the I-41 corridor project whenever no budget adjustment is required.

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

ROLL CALL: 30 yes, 6 absent. RESOLUTION NO. 122—2024-25 IS ADOPTED.

VOTE RESULTS	30 YES	0 NO	0 ABSTAIN	6 ABSENT

RESOLUTION NO. 122—2024-25

Highway, Recycling and Solid Waste Committee. Approve to authorize the Outagamie County Highway Commissioner to enter into all revised State/Municipal Financial Agreements for a State-Let Highway Project related to the I-41 corridor project whenever no budget adjustment is required.

Majority of Full Membership

Passed

1 THOMPSON	YES	13 WEGAND	ABSENT	25 JANKE	YES
2 JOHNSON	YES	14 HERMES	YES	26 WEINBERG	YES
3 SMITH	YES	15 MacDONALD	YES	27 CULBERTSON	YES
4 PATIENCE	YES	16 SCHROEDER	ABSENT	28 MONFILS	ABSENT
5 GABRIELSON	YES	17 CROATT	YES	29 WINTERFELDT	ABSENT
6 KOSTELNY	YES	18 SPEARS	YES	30 NEJEDLO	YES
7 HAMMEN	YES	19 HEISER	YES	31 CLEGG	YES
8 LAWRENCE	ABSENT	20 MITCHELL	YES	32 THYSSEN	YES
9 KRUEGER	YES	21 CUFF	YES	33 VANDERHEIDEN	YES
10 LAMERS	YES	22 HAGEN	YES	34 RETTLER	YES
11 FERGUSON	ABSENT	23 KLEMP	YES	35 KOURY	YES
12 McCABE	YES	24 THIEDE	YES	36 LAUTENSCHLAGER	YES

01-28-25 CB Meeting
01-28-25 County Board Meeting
Outagamie County Board of Supervisors

January 28 2025 07:56:09 PM

OpenMeeting

RESOLUTION NO.: 122—2024-25

TO THE HONORABLE, THE OUTAGAMIE COUNTY BOARD OF SUPERVISORS

LADIES AND GENTLEMEN: ***MAJORITY***

The Wisconsin Department of Transportation (WisDOT) is planning for reconstruction of the I-41 corridor, which includes intersections with local highways. I-41 will be reconstructed from the STH 96/Wisconsin Avenue interchange to the CTH F/Scheuring Road interchange in Brown County. The I-41 project costs will be shared between the WisDOT, Outagamie County, and municipalities by utilizing State/Municipal Financial Agreements (SMFA's) for a State-Let Highway Project. The WisDOT will occasionally revise the SMFA for certain projects as project costs are updated and refined.

This resolution authorizes the Outagamie County Highway Commissioner to enter into all revised State/Municipal Financial Agreements (SMFA's) for a State-Let Highway Project related to the I-41 corridor project whenever no budget adjustment is required.

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

BE IT RESOLVED, that the Outagamie County Board of Supervisors does authorize the Outagamie County Highway Commissioner to enter into all revised State/Municipal Financial Agreements (SMFA's) for a State-Let Highway Project related to the I-41 corridor project whenever no budget adjustment is required, and

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

Dated this 28th day of January 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: January 28, 2025

Signed: Dan Galewski
Board Chairperson

Kelly M. Bunt
County Clerk

Approved: 1-29-25 Vetoed: _____

Signed: _____
County Executive

Resolution No. 123—2024-25 – Property, Airport, Recreation and Economic Development Committee. Approve of making application for State aid for the purpose of maintaining, acquiring, developing, and ensuring a program of snowmobile trails for public recreational use; authorize the Outagamie County Parks Director and/or Program/Office Manager to act on behalf of the County by submitting an application to the Wisconsin Department of Natural Resources for any financial aid, sign documents, and take any necessary action to undertake, direct and complete approved projects, and the County will meet the financial obligation of accepted grants.

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

ROLL CALL: 29 yes, 1 no (MacDonald), 6 absent. RESOLUTION NO. 123—2024-25 IS ADOPTED.

VOTE RESULTS	29 YES	1 NO	0 ABSTAIN	6 ABSENT

RESOLUTION NO. 123—2024-25

Majority of Full Membership

Passed

1 THOMPSON	YES	13 WEGAND	ABSENT	25 JANKE	YES
2 JOHNSON	YES	14 HERMES	YES	26 WEINBERG	YES
3 SMITH	YES	15 MacDONALD	NO	27 CULBERTSON	YES
4 PATIENCE	YES	16 SCHROEDER	ABSENT	28 MONFILS	ABSENT
5 GABRIELSON	YES	17 CROATT	YES	29 WINTERFELDT	ABSENT
6 KOSTELNY	YES	18 SPEARS	YES	30 NEJEDLO	YES
7 HAMMEN	YES	19 HEISER	YES	31 CLEGG	YES
8 LAWRENCE	ABSENT	20 MITCHELL	YES	32 THYSSEN	YES
9 KRUEGER	YES	21 CUFF	YES	33 VANDERHEIDEN	YES
10 LAMERS	YES	22 HAGEN	YES	34 RETTLER	YES
11 FERGUSON	ABSENT	23 KLEMP	YES	35 KOURY	YES
12 McCABE	YES	24 THIEDE	YES	36 LAUTENSCHLAGER	YES

Outagamie County

01-28-25 CB Meeting
01-28-25 County Board Meeting
Outagamie County Board of Supervisors

January 28 2025 07:55:55 PM

OpenMeeting

RESOLUTION NO.: 123—2024-25

TO THE HONORABLE, THE OUTAGAMIE COUNTY BOARD OF SUPERVISORS

LADIES AND GENTLEMEN: ***MAJORITY***

Outagamie County is interested in maintaining, acquiring, developing, and ensuring a program of snowmobile trails for public outdoor recreation purposes, which are eligible for funds under Wis. Stats. §23.09(26).

NOW THEREFORE, the undersigned members of the Property, Airport, Recreation and Economic Development Committee recommend adoption of the following resolution.

BE IT RESOLVED, that the Outagamie County Board of Supervisors is desirous of making application for State aid for the purpose of maintaining, acquiring, developing, and ensuring a program of snowmobile trails for public recreational use, and

BE IT FURTHER RESOLVED, that the Outagamie County Board of Supervisors does hereby authorize and approve the Outagamie County Parks Director and/or Program/Office Manager to act on behalf of Outagamie County by submitting an application to the Wisconsin Department of Natural Resources for any financial aid that may be available, sign documents, and take any necessary action to undertake, direct and complete approved projects, and

BE IT STILL FURTHER RESOLVED, that Outagamie County will meet the financial obligation of accepted grants, and

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

Dated this 28th day of January 2025

Respectfully Submitted,

PROPERTY, AIRPORT, RECREATION &
ECONOMIC DEVELOPMENT COMMITTEE

Dean Culbertson

Lee W. Hammen

Ronald Klemp

Yvonne Monfils

Jason Winterfeldt

Duly and officially adopted by the County Board on: January 28, 2025

Signed: _____ _____
Board Chairperson County Clerk

Approved: 1.29.25 Vetoed: _____

Signed: _____
County Executive

Resolution No. 124—2024-25 – Public Safety Committee. Approve the attached Agreement for Enhanced County Law Enforcement Services in the Town of Buchanan and Village of Combined Locks, to obtain enhanced law enforcement services from the Outagamie County Sheriff's Office, with no budget adjustment needed.

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

ROLL CALL: 30 yes, 6 absent. RESOLUTION NO. 124—2024-25 IS ADOPTED.

VOTE RESULTS	30 YES	0 NO	0 ABSTAIN	6 ABSENT

RESOLUTION NO. 124—2024-25

Public Safety Committee. Approve the attached Agreement for Enhanced County Law Enforcement Services in the Town of Buchanan and Village of Combined Locks, to obtain enhanced law enforcement services from the Outagamie County Sheriff's Office, with no budget adjustment needed.

Majority of Full Membership

Passed

1 THOMPSON	YES	13 WEGAND	ABSENT	25 JANKE	YES
2 JOHNSON	YES	14 HERMES	YES	26 WEINBERG	YES
3 SMITH	YES	15 MacDONALD	YES	27 CULBERTSON	YES
4 PATIENCE	YES	16 SCHROEDER	ABSENT	28 MONFILS	ABSENT
5 GABRIELSON	YES	17 CROATT	YES	29 WINTERFELDT	ABSENT
6 KOSTELNY	YES	18 SPEARS	YES	30 NEJEDLO	YES
7 HAMMEN	YES	19 HEISER	YES	31 CLEGG	YES
8 LAWRENCE	ABSENT	20 MITCHELL	YES	32 THYSSEN	YES
9 KRUEGER	YES	21 CUFF	YES	33 VANDERHEIDEN	YES
10 LAMERS	YES	22 HAGEN	YES	34 RETTLER	YES
11 FERGUSON	ABSENT	23 KLEMP	YES	35 KOURY	YES
12 McCABE	YES	24 THIEDE	YES	36 LAUTENSCHLAGER	YES

Outagamie County

01-28-25 CB Meeting
01-28-25 County Board Meeting
Outagamie County Board of Supervisors

January 28, 2025 07:54:06 PM

OpenMeeting

RESOLUTION NO.: 124—2024-25

TO THE HONORABLE, THE OUTAGAMIE COUNTY BOARD OF SUPERVISORS

LADIES AND GENTLEMEN: ***MAJORITY***

The Town of Buchanan (Town) and the Village of Combined Locks (Village) have requested that the Outagamie County Sheriff's Office (the County) provide enhanced law enforcement services to the Town and Village. The Town and Village wish to enter into a cost sharing agreement for said law enforcement services with the County. The County agrees to provide six (6) full-time deputies to the Town and Village. Additionally, the County agrees to provide one (1) full-time Sergeant Law Enforcement Specialist to the Village.

The income and expenses related to this Agreement have been included in the 2025 Adopted Budget, therefore, no budget adjustment is needed at this time.

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

BE IT RESOLVED, that the Outagamie County Board of Supervisors does approve the attached Agreement for Enhanced County Law Enforcement Services in the Town of Buchanan and Village of Combined Locks, which by reference is made a part hereof , in order to obtain enhanced law enforcement services from the Outagamie County Sheriff's Office, with no budget adjustment needed, and

BE IT FINALLY RESOLVED, that the Outagamie County Clerk be directed to forward a copy of this resolution to the Town of Buchanan, Village of Combined Locks, the Outagamie County Sheriff and the Outagamie County Executive.

Dated this 28th day of January 2025

Respectfully submitted,

PUBLIC SAFETY COMMITTEE

Katrin Patience

Christine Lamers

Timothy Hermes

Michael Smith

Jeremy Thyssen

Duly and officially adopted by the County Board on: January 28, 2025

Signed: _____
Board Chairperson

_____
County Clerk

Approved: 1 29 25

Vetoed: _____

Signed: _____
County Executive

AGREEMENT FOR ENHANCED
COUNTY LAW ENFORCEMENT SERVICES IN
THE TOWN OF BUCHANAN AND
VILLAGE OF COMBINED LOCKS

THIS AGREEMENT FOR ENHANCED COUNTY LAW ENFORCEMENT SERVICES is entered into between OUTAGAMIE COUNTY, a municipal corporation ("County"), the TOWN OF BUCHANAN, a municipal corporation, by its Town Board of Supervisors ("Town") and the VILLAGE OF COMBINED LOCKS, 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 service both the Town of Buchanan and the Village of Combined Locks; and

WHEREAS, the Town of Buchanan desires to obtain enhanced law enforcement services from the County; and

WHEREAS, the Village of Combined Locks desires to obtain enhanced law enforcement services from the County; and

WHEREAS, the Town of Buchanan and Village of Combined Locks (collectively, the "Municipalities") as neighboring Municipalities wish to enter into a cost sharing agreement for said law enforcement services.

NOW, THEREFORE, THE PARTIES HERETO AGREE AS FOLLOWS:

1. The County, through its Sheriff's Department, will continue to assign deputies to provide enhanced law enforcement services in the Municipalities.

2. The County agrees to provide six (6) fulltime deputies to the Municipalities at the rate set forth in Exhibit A of this Agreement. Deputies serving under this Agreement will work shifts established by the union contract and the County that provides 24-hour coverage to both communities.. Cost for services as set forth in Exhibit A will to be shared 40% by the Village and 60% by the Town. The County shall provide one invoice directly to the Town and 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 Municipalities agree 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 Municipalities agree 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 Municipalities agree to pay the County's established Administrative fee, based on their 40/60 share of deputy salaries and fringe benefits, which will also be included in the billing

statement. The County and its Deputies serving under this Agreement will make reasonable efforts to ensure that both the Municipalities are patrolled equitably (with the exception of the Sergeant Law Enforcement Specialist who will only patrol the Village). The Municipalities agree 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.

3. The County agrees to provide one (1) full-time Sergeant Law Enforcement Specialist to the Village, at the rate set forth in Exhibit B of this Agreement. The Sergeant Law Enforcement Specialist will work A minimum of 40 hours per week on a Monday through Friday schedule or other schedule agreeable to the Village and County. Cost for services for the Sergeant Law Enforcement Specialist as set forth in Exhibit B will be covered by the Village only and will be billed directly to the Village monthly, along with itemized monthly costs by squad number for vehicle lease, maintenance and gasoline costs. The Village agrees to also reimburse the county for all additional salaries paid to the Sergeant Law Enforcement Specialist serving under this Agreement for overtime hours, time spent in court in connection with the performance of services provided under this Agreement as well as any costs incurred as a result of changes to the collective bargaining agreement as related to Sergeant compensation. The Village will provide a phone to the Sergeant Law Enforcement Specialist. The Village will reimburse the County for the cost of cell phone service, which will be included in the monthly statement. The Sergeant will be expected to have the phone provided by the Village available and in good working order at all times while on-duty. The Sergeant will have patrol responsibilities for the Village only.

4. 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 Municipalities 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 Town, a representative of the Village and the Sheriff on an as-needed basis. The selection of the Sergeant Law Enforcement Specialist 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 Town and/or the Village is unsatisfied with an assignment of personnel, the Town and/or the Village may provide written notice of its dissatisfaction to the County. Any such notice shall identify the personnel with whom the Town or Village is unsatisfied, and it shall explain the reasons for the Town's or Village's dissatisfaction. Upon receiving such written notice from the Town or 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 Town or Village within that time, then the Town or 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.

5. 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 Town and Village shall each individually have the option of requesting substitute Deputies at the established overtime/benefits rate.

6. The Sheriff will provide patrol functions as follows:

a. During patrol hours, Deputies serving under this Agreement will provide continual patrol in both Municipalities, with the exception on the Sergeant Law Enforcement Specialist, who will provide patrol to only the Village. The on-duty unit will be the primary responder to all dispatched events in the Municipalities. It will not leave the boundaries of the Municipalities 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 Municipalities needs and desires. The Municipalities will each 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 Municipalities, which shall be from the supervisory ranks.

7. The Municipalities agree 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.

8. The Sheriff will provide the Municipalities 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.

9. Working Deputies (on-duty) will attend the monthly Town Board and Village Board meetings, when calls for service allow for attendance. The Sergeant Law Enforcement Specialist will attend the monthly Village Board meetings when requested by the Village.

10. The Municipalities agree to lease squad cars from the Outagamie County Sheriff's Department at a cost set forth in Exhibits A and B; 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 Exhibits A & B. 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 Municipalities and shared 40% by the Village and 60% by the Town. 100% of costs for maintenance related to the Sergeant Law Enforcement Specialist vehicle and its equipment will be billed to the Village. The Municipalities 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 and collectively requested by the Municipalities for Deputy vehicles, which is not standard issue to the County, shall be purchased by the Municipalities and equally owned by the same unless a lease agreement is completed. Any equipment which is specifically requested by the Village for the Sergeant Law Enforcement Specialist's vehicle, which is not standard issue to the County, shall be purchased and owned by the Village unless a lease agreement is completed for the same.

11. The Town agrees to hold harmless and/or indemnify the County, the Department and the Village, and provide for defense for any claim brought against the County, the Department or the Village founding in or arising from the negligence or improper conduct of any Town official, agent or employee. The Village agrees to hold harmless and/or indemnify the County, the Department and the Town, and provide defense for any claim brought against the County, the Department or the Town founding in or arising from the negligence or improper conduct of any Village official, agent or employee. Outagamie County agrees to hold harmless and/or indemnify the Town and the Village, and to provide defense for any claim brought against the Town or Village or any officer, agent or employee of the Town or 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, Town 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, Town 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.

12. The personnel serving under this Agreement will enforce the ordinances of the Village and the Town in the respective jurisdictions. The municipal attorney for the Town and the municipal attorney 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 municipality in which the violation occurred.

13. The County, the Village and the Town agree to act in good faith in the performance of all the provisions included in this Agreement.

14. All indemnification and hold harmless obligations shall survive the expiration or termination of this Agreement.

15. This Agreement, including the incorporated Exhibits A & B, 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.

16. 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.

17. 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.

Dated this _____ day of _____, 2024.

TOWN OF BUCHANAN

By: _____
Joseph Goenen
Town Chairperson

Attest: _____
Michael J. D. Brown
Town Administrator

VILLAGE OF COMBINED LOCKS

By: _____
John Neumeier
Village President

Attest: _____
Racquel Shrimpo-Giese
Village Administrator/Clerk

OUTAGAMIE COUNTY SHERIFF'S DEPARTMENT

By: _____
Clint C. Kriewaldt
Outagamie County Sheriff

By: _____
Kelly Gerrits
Outagamie County Clerk

By: _____
Thomas Nelson
Outagamie County Executive

By: _____
Dan Gabrielson
Outagamie County Board Chair

Approved as to form:

_____
Kyle J. Sargent
Corporation Counsel

Exhibit A

BUCHANAN-COMBINED LOCKS ESTIMATED COST - 2025

SIX CONTRACTED OFFICERS:

		Salary	Fringe Benefits	Total
Officer #1	Baxter	$80,519	$29,330	$109,849
Officer #2	Eichstaedt	$72,896	$27,592	$100,488
Officer #3	Htwe	$67,748	$26,429	$94,176
Officer #4	Pompa	$79,442	$19,720	$99,162
Officer #5	Porath	$77,519	$45,432	$122,951
Officer #6	Van Horn	$79,442	$29,087	$108,529
				$635,155
			Estimated overtime	$45,000
				$680,155

SIX SQUADS:

Squad Lease ($575/month/squad)	$41,400
Estimated Fuel ($400/month/squad)	$28,800
Estimated Maintenance	$9,000
	$79,200

CELLPHONES:

Estimated at $45/month/officer	$3,240

TOTAL ESTIMATED COSTS

SALARY & FRINGE BENEFITS	$680,155
SQUAD COST	$79,200
CELLPHONE COST	$3,240
	$762,595
7% ADMINISTRATION FEE	$53,382
ESTIMATED SHARED 2025 COST	$815,976
ESTIMATED TOWN OF BUCHANAN 60% SHARE	$489,586
ESTIMATED VILLAGE OF COMBINED LOCKS 40% SHARE	$326,391

Exhibit B

COMBINED LOCKS ESTIMATED COST - 2025

ONE DEDICATED CONTRACTED LES:

	Salary	Fringe Benefits	Total
LES #1 (5-2) Ross	$89,734	$47,588	$137,322
		Estimated overtime	$2,500
			$139,822

ONE SQUAD:

Squad Lease ($575/month/squad)	$6,900
Estimated Fuel ($325/month/squad)	$3,900
Estimated Maintenance	$1,500
	$12,300

CELLPHONE:

Estimated at $45/month/officer	$540

TOTAL ESTIMATED COSTS

SALARY & FRINGE BENEFITS	$139,822
SQUAD COST	$12,300
CELLPHONE COST	$540
	$152,662
7% ADMINISTRATION FEE	$10,686
ESTIMATED COMBINED LOCKS 2025 COST	$163,348

Patrol Budget	$151,048
Fleet budget	$12,300
Total	$163,348

Ordinance No. D—2024-25 – Public Safety Committee. Approve to amend the Outagamie County Code of Ordinances as pertains to Section 34-25 - Boating Regulations, (e) Controlled Area, as noted on the Ordinance.

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

ROLL CALL: 30 yes, 6 absent. ORDINANCE NO. D—2024-25 IS ADOPTED.

VOTE RESULTS	30 YES	0 NO	0 ABSTAIN	6 ABSENT

ORDINANCE NO. D—2024-25

Public Safety Committee. Approve to amend the Outagamie County Code of Ordinances as pertains to Section 34-25 - Boating Regulations, (e) Controlled Area, as noted on the Ordinance.

Majority of Full Membership

Passed

1 THOMPSON	YES	13 WEGAND	ABSENT	25 JANKE	YES
2 JOHNSON	YES	14 HERMES	YES	26 WEINBERG	YES
3 SMITH	YES	15 MacDONALD	YES	27 CULBERTSON	YES
4 PATIENCE	YES	16 SCHROEDER	ABSENT	28 MONFILS	ABSENT
5 GABRIELSON	YES	17 CROATT	YES	29 WINTERFELDT	ABSENT
6 KOSTELNY	YES	18 SPEARS	YES	30 NEJEDLO	YES
7 HAMMEN	YES	19 HEISER	YES	31 CLEGG	YES
8 LAWRENCE	ABSENT	20 MITCHELL	YES	32 THYSSEN	YES
9 KRUEGER	YES	21 CUFF	YES	33 VANDERHEIDEN	YES
10 LAMERS	YES	22 HAGEN	YES	34 RETTLER	YES
11 FERGUSON	ABSENT	23 KLEMP	YES	35 KOURY	YES
12 McCABE	YES	24 THIEDE	YES	36 LAUTENSCHLAGER	YES

Outagamie County

01-28-25 CB Meeting
01-28-25 County Board Meeting
Outagamie County Board of Supervisors

January 28, 2025 02:57:36 PM

OpenMeeting

ORDINANCE NO.: D—2024-25

TO THE HONORABLE, THE OUTAGAMIE COUNTY BOARD OF SUPERVISORS

LADIES AND GENTLEMEN: ***MAJORITY***

The Public Safety Committee is requesting to amend the County Code of Ordinances as pertains to Section 34-25, Boating Regulations, as listed below.

NOW THEREFORE, the undersigned members of the Public Safety Committee recommend adoption of the following ordinance.

BE IT ORDAINED, that the Outagamie County Board of Supervisors does amend Section 34-25, Boating Regulations, of the Outagamie County Code of Ordinances to read as follows (additions are in red and underlined; deletions are in red and struck through):

Sec. 34-25. - Boating regulations.

(a) *Definitions.* The following words, terms and phrases, when used in this section, shall have the meanings ascribed to them in this subsection, except where the context clearly indicates a different meaning:

Boat means every description of watercraft used or capable of being used as a means of transportation on water.

Fishing raft means the definition found in Wis. Stats. § 30.01(1p).

Flood emergency means when waters exceed safe boating levels as determined by the county emergency management director and the county sheriff.

Public access means any boat landing, which provides access to the water by means of public property.

Slow-no-wake means that speed at which a boat moves as slowly as possible while still maintaining steerage control.

(b) *Intent.* The intent of this section is to provide safe and healthful conditions for the enjoyment of aquatic recreation consistent with public rights and interest and the capability of the water resource.

(c) *Applicability and enforcement.* The provisions of this section will be in effect only during a flood emergency declared by the county sheriff. The provisions of this section

shall apply to any and all navigable waterways located in the county. The provisions of this section shall be enforced by officers of the county sheriff water patrol.

(d) *State boating laws adopted.* State boating law as found in Wis. Stats. §§ 30.50 to 30.71 including any amendments or remuneration are adopted by reference.

(e) *Controlled Area.* ~~No person shall operate a boat faster than slow no wake in any navigable waters during such declared emergency.~~ During a declared flood emergency, no person shall operate a boat faster than slow-no-wake in the waters of Outagamie County whenever the boat is traveling within 500 feet of any permanent building or structure, bridge or pier. A fishing raft is not a permanent structure and therefore operating boat at wake speed within 500 feet of a fishing raft is permitted during a declared flood emergency.

(f) *Posting requirements.* A copy of this article shall be posted at all boating landing public access points located in the county.

(g) *Penalties.* State boating penalties as found in Wis. Stats. § 30.80, and deposits as established in the uniform deposit and bail schedule established by the state judicial conference, including any amendments or remuneration, are hereby adopted by reference with all references to fines amended to forfeitures and all references to imprisonment deleted.

BE IT FURTHER ORDAINED, that this ordinance shall be in effect upon completion of publication in accordance with Wisconsin State Statutes, and

BE IT FINALLY ORDAINED, that the Outagamie County Clerk be directed to forward a copy of this ordinance to the Outagamie County Corporation Counsel, the Outagamie County Sheriff, and Municipal Code Corporation for inclusion in the Outagamie County Code of Ordinances.

Dated this 28th day of January 2025

Respectfully submitted,

PUBLIC SAFETY COMMITTEE

Katrin Patience

Christine Lamers

Timothy Hermes

Michael Smith

Jeremy Thyssen

Duly and officially adopted by the County Board on: January 28, 2025

Signed: Board Chairperson

County Clerk

Approved: 1-29-25

Vetoed: _____

Signed: County Executive

I, Kelly Gerrits, County Clerk for the County of Outagamie Wisconsin do hereby certify that the foregoing is a true and correct copy of the January 28, 2025 County Board Minutes approved by a majority vote at a meeting of the County Board on February 11, 2025 and recorded in the minutes of said meeting a quorum of members being present.

In testimony whereof, I have hereunto set my hand and the seal of the County of Outagamie, Wisconsin, this 12th Day of February, 2025

/s/ Kelly Gerrits
County Clerk

Please call the Outagamie County Clerk's Office (832-5077) if you would like further elaboration of these minutes.

RUN: February 21, 2025

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

Office of the County Clerk, February 11, 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: 32 present, 4 absent. Members present: Thompson, Smith, Patience, Gabrielson, Kostelny, Hammen, Lawrence, Krueger, Lamers, Ferguson, McCabe, Hermes, MacDonald, Schroeder, Spears, Heiser, Mitchell, Cuff, Hagen, Klemp, Thiede, Janke, Weinberg, Culbertson, Winterfeldt, Nejedlo, Clegg, Thyssen, VanderHeiden, Rettler, Koury, and Lautenschlager.
Members absent: Supervisors Johnson, Wegand, Croatt, and Monfils.

The Board Chairperson requested the Board's confirmation to excuse Supervisors Johnson, Wegand, Croatt, and Monfils. No objections; so ordered.

The Pledge of Allegiance was led by Chairperson Gabrielson.

MINUTES OF THE JANUARY 28, 2025 COUNTY BOARD MEETING
Supervisor Koury moved, seconded by Supervisor McCabe, to approve the minutes of the January 28, 2025 County Board meeting.

ROLL CALL: 29 yes, 3 abstain (Ferguson, Schroeder, Winterfeldt), 4 absent. MINUTES OF THE JANUARY 28, 2025 COUNTY BOARD MEETING ARE APPROVED.

SPECIAL ORDER OF BUSINESS – None.

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

Chairperson Gabrielson asked for unanimous consent to handle all reconsiderations and lock ins at the end of the meeting, unless a Supervisor wished to take a particular item separately. No objections; so ordered.

COMMUNICATIONS –
Chairperson Gabrielson summarized the following communications:

- With the County Board Room technology upgrade, Chairperson Gabrielson reminded Supervisors of the importance of speaking into the microphone within six (6) inches of the microphone head for sound clarity.
- There are seven (7) Supervisors who still need to complete the most recent IT Security Training "Using AI Safely". Legislative Services sent a reminder e-mail to those Supervisors on February 11, 2025.
- The Appleton Airport Terminal Expansion Project team will host an unveiling of its restaurant/Biergarten on Thursday, February 20, 2025. An e-mail invitation was sent out earlier this month, which included more details and how to RSVP for the event.

- The new Outagamie County 9-1-1 Communications Center is up and running. All of the necessary systems were brought over and installed on February 6, 2025 and is operational.
- Chairperson Gabrielson stated the next regularly-scheduled County Board meeting for February 25, 2025 will be cancelled. The next regularly scheduled meeting will be held on March 11, 2025.
- Chairperson Gabrielson recognized the following County Board Supervisor birthdays: Supervisor Wegand (2/15), Supervisor Weyenberg (2/21), Supervisor Kostelny (2/25), Supervisor Smith (3/1), and Supervisor Hagen (3/9).

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

Robert Kramer, W6461 Summer Wind Lane, Greenville, WI – spoke in opposition of Resolution No. 125—2024-25.

APPOINTMENTS –
County Executive Nelson nomination for appointment of Beth Roberts as the Director of Health and Human Services.

Supervisor Spears moved, seconded by Supervisor Schroeder, for confirmation of the above-listed appointment.

ROLL CALL: 30 yes, 2 no (Winterfeldt, Lautenschlager), 4 absent. BETH ROBERTS IS APPOINTED AS THE DIRECTOR OF HEALTH AND HUMAN SERVICES.

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

UNFINISHED BUSINESS – None.

NEW BUSINESS – *NOTE: The minutes that follow list the synopsis of the ordinances/resolutions and roll calls. At the end of this set of minutes, the scanned copies of the each ordinance/resolution will be appended along with the physical roll call.*

Ordinance No. Z-10—2024-25 – Agriculture, Extension Education, Zoning, and Land Conservation Committee. Approve to adopt the petition of Carow Land Surveying Company, Inc., applicant on behalf of Dustin & Dylan Handschke, owners, to rezone a portion of tax parcel 070061500 from Exclusive Agricultural to General Agricultural in the Town of Deer Creek, as depicted on the attached review and map.

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

ROLL CALL: 32 yes, 4 absent. ORDINANCE NO. Z-10—2024-25 IS ADOPTED.

Resolution No. 125—2024-25 – Highway, Recycling and Solid Waste Committee. Authorize the Highway Commissioner to enter into a State/Municipal Financial Agreement for the Buchanan Road Overpass reconstruction project and associated Community Sensitive Design elements, 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, estimated to be $21,524.84, included in the budget, as noted on the attached fiscal note.

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

ROLL CALL: 32 yes, 4 absent. RESOLUTION NO. 125—2024-25 IS ADOPTED.

Resolution No. 126—2024-25 – Property, Airport, Recreation and Economic Development Committee. Approve to endorse Cellcom's application for Broadband, Equity, Access, and Deployment (BEAD) funding to bring fiber to 2,544 eligible Broadband Serviceable Locations in Outagamie County, and endorse the application of Cellcom for BEAD funding to support their broadband infrastructure project in Outagamie County.

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

ROLL CALL: 31 yes, 1 abstain (Heiser), 4 absent. RESOLUTION NO. 126—2024-25 IS ADOPTED.

Resolution No. 127—2024-25 – Property, Airport, Recreation and Economic Development Committee. Approve to endorse Brightspeed's application for Broadband, Equity, Access, and Deployment (BEAD) funding to bring fiber to 2,544 eligible Broadband Serviceable Locations in Outagamie County, and endorse the application of Brightspeed for BEAD funding to support their broadband infrastructure project in Outagamie County.

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

ROLL CALL: 31 yes, 1 abstain (Heiser), 4 absent. RESOLUTION NO. 127—2024-25 IS ADOPTED.

Resolution No. 128—2024-25 – Public Safety Committee. Approve the District Attorney's Office to accept and expend a $999 Wisconsin Victim Witness Professional Association Grant for comfort room items as noted on the attached WVWP Grant – Victim Comfort Room Items document, and increase the District Attorney line items of Intergovernmental Revenue by $999 and Supplies by $999, as noted on the attached fiscal note.

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

ROLL CALL: 32 yes, 4 absent. RESOLUTION NO. 128—2024-25 IS ADOPTED.

Resolution No. 129—2024-25 – Public Safety Committee. Authorize and approve the various budget transfers in the 2024 Sheriff's Office budget as detailed on the attached fiscal note and Outagamie County Sheriff's Office 2024 Budget Transfers Worksheet.

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

ROLL CALL: 32 yes, 4 absent. RESOLUTION NO. 129—2024-25 IS ADOPTED.

RECONSIDERATION OF HHS DIRECTOR APPOINTMENT, ORDINANCE NO. Z-10—2024-25, AND RESOLUTION NOS. 125, 126, 127, 128 AND 129—2024-25.

Supervisor Patience moved, seconded by Supervisor Lautenschlager, to reconsider the above listed appointment, ordinance, and resolutions.

Vote for reconsideration. 28 yes, 4 no (Ferguson, MacDonald, Klemp, Thiede), 4 absent. HHS DIRECTOR APPOINTMENT, ORDINANCE NO. Z-10—2024-25, AND RESOLUTION NOS. 125, 126, 127, 128 AND 129—2024-25 ARE RECONSIDERED.

Vote for lock in. ROLL CALL: 31 yes, 1 abstain (Heiser), 4 absent. HHS DIRECTOR APPOINTMENT, ORDINANCE NO. Z-10—2024-25, AND RESOLUTION NOS. 125, 126, 127, 128 AND 129—2024-25 ARE ADOPTED & LOCKED IN.

REPORTS – None.

ADJOURNMENT
Supervisor Thyssen moved, seconded by Supervisor Krueger to adjourn until March 11, 2025 at 7:00 p.m. VOICE VOTE CARRIED UNANIMOUSLY.

The meeting adjourned at 7:29 p.m.

FINAL COPIES OF ORDINANCES/RESOLUTIONS AND ROLL CALLS PERTINENT TO NEW BUSINESS FOLLOW:

LOCK IN OF HHS DIRECTOR APPOINTMENT, ORDINANCE NO. Z-10, AND RESOLUTION NOS. 125, 126, 127, 128, AND 129—2024-25.

Vote for lock in. ROLL CALL: 31 yes, 1 abstain (Heiser), 4 absent. HHS DIRECTOR APPOINTMENT, ORDINANCE NO. Z-10, AND RESOLUTION NOS. 125, 126, 127, 128, AND 129—2024-25 ARE ADOPTED & LOCKED IN.

VOTE RESULTS	31 YES	0 NO	1 ABSTAIN	4 ABSENT

LOCK IN OF APPOINTMENT, ORD. NO. Z-10—2024-25, AND RES. NOS. 125-129—2024-25
Lock In of HHS Director Appointment, Ord. No. Z-10—2024-25 and Res. Nos. 125, 126, 127, 128 and 129—2024-25.

Majority of Full Membership
Passed

1 THOMPSON	YES	13 WEGAND	ABSENT	25 JANKE	YES
2 JOHNSON	ABSENT	14 HERMES	YES	26 WEINBERG	YES
3 SMITH	YES	15 MacDONALD	YES	27 CULBERTSON	YES
4 PATIENCE	YES	16 SCHROEDER	YES	28 MONFILS	ABSENT
5 GABRIELSON	YES	17 CROATT	ABSENT	29 WINTERFELDT	YES
6 KOSTELNY	YES	18 SPEARS	YES	30 NEJEDLO	YES
7 HAMMEN	YES	19 HEISER	ABSTAIN	31 CLEGG	YES
8 LAWRENCE	YES	20 MITCHELL	YES	32 THYSSEN	YES
9 KRUEGER	YES	21 CUFF	YES	33 VANDERHEIDEN	YES
10 LAMERS	YES	22 HAGEN	YES	34 RETTLER	YES
11 FERGUSON	YES	23 KLEMP	YES	35 KOURY	YES
12 McCABE	YES	24 THIEDE	YES	36 LAUTENSCHLAGER	YES

Outagamie County
2-11-25 County Board Meeting
2-11-25 CB Meeting
Outagamie County Board of Supervisors

February 11 2025 07:29:14 PM
OpenMeeting

RECONSIDERATION OF HHS DIRECTOR APPOINTMENT, ORDINANCE NO. Z-10, AND RESOLUTION NOS. 125, 126, 127, 128, AND 129—2024-25.

Supervisor Patience moved, seconded by Supervisor Lautenschlager, to reconsider the above listed appointment, ordinance, and resolutions.

Vote for reconsideration. 28 yes, 4 no (Ferguson, MacDonald, Klemp, Thiede), 4 absent. HHS DIRECTOR APPOINTMENT, ORDINANCE NO. Z-10, AND RESOLUTION NOS. 125, 126, 127, 128, AND 129—2024-25 ARE RECONSIDERED.

VOTE RESULTS	28 YES	4 NO	0 ABSTAIN	4 ABSENT

RECONSIDERATION OF APPOINTMENT, ORD. NO. Z-10—2024-25, AND RES. NOS. 125-129—2024-25
Reconsideration of HHS Director Appointment, Ord. No. Z-10—2024-25 and Res. Nos. 125, 126, 127, 128 and 129—2024-25.

Majority of Full Membership
Passed

1 THOMPSON	YES	13 WEGAND	ABSENT	25 JANKE	YES
2 JOHNSON	ABSENT	14 HERMES	YES	26 WEINBERG	YES
3 SMITH	YES	15 MacDONALD	NO	27 CULBERTSON	YES
4 PATIENCE	YES	16 SCHROEDER	YES	28 MONFILS	ABSENT
5 GABRIELSON	YES	17 CROATT	ABSENT	29 WINTERFELDT	YES
6 KOSTELNY	YES	18 SPEARS	YES	30 NEJEDLO	YES
7 HAMMEN	YES	19 HEISER	YES	31 CLEGG	YES
8 LAWRENCE	YES	20 MITCHELL	YES	32 THYSSEN	YES
9 KRUEGER	YES	21 CUFF	YES	33 VANDERHEIDEN	YES
10 LAMERS	YES	22 HAGEN	YES	34 RETTLER	YES
11 FERGUSON	NO	23 KLEMP	NO	35 KOURY	YES
12 McCABE	YES	24 THIEDE	NO	36 LAUTENSCHLAGER	YES

Outagamie County
2-11-25 County Board Meeting
2-11-25 CB Meeting
Outagamie County Board of Supervisors

February 11, 2025 07:28:50 PM
OpenMeeting

Ordinance No. Z-10—2024-25 – Agriculture, Extension Education, Zoning, and Land Conservation Committee. Approve to adopt the petition of Carow Land Surveying Company, Inc., applicant on behalf of Dustin & Dylan Handschke, owners, to rezone a portion of tax parcel 070061500 from Exclusive Agricultural to General Agricultural in the Town of Deer Creek, as depicted on the attached review and map.

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

ROLL CALL: 32 yes, 4 absent. ORDINANCE NO. Z-10—2024-25 IS ADOPTED.

VOTE RESULTS	32 YES	0 NO	0 ABSTAIN	4 ABSENT

ORDINANCE NO. Z-10—2024-25

Agriculture,
Extension Education, Zoning, and Land Conservation Committee. Approve to adopt the petition of Carow Land

Majority of Full Membership

Passed

1 THOMPSON	YES	13 WEGAND	ABSENT	25 JANKE	YES
2 JOHNSON	ABSENT	14 HERMES	YES	26 WEINBERG	YES
3 SMITH	YES	15 MacDONALD	YES	27 CULBERTSON	YES
4 PATIENCE	YES	16 SCHROEDER	YES	28 MONFILS	ABSENT
5 GABRIELSON	YES	17 CROATT	ABSENT	29 WINTERFELDT	YES
6 KOSTELNY	YES	18 SPEARS	YES	30 NEJEDLO	YES
7 HAMMEN	YES	19 HEISER	YES	31 CLEGG	YES
8 LAWRENCE	YES	20 MITCHELL	YES	32 THYSSEN	YES
9 KRUEGER	YES	21 CUFF	YES	33 VANDERHEIDEN	YES
10 LAMERS	YES	22 HAGEN	YES	34 RETTLER	YES
11 FERGUSON	YES	23 KLEMP	YES	35 KOURY	YES
12 McCABE	YES	24 THIEDE	YES	36 LAUTENSCHLAGER	YES

Outagamie County
2-11-25 County Board Meeting
2-11-25 CB Meeting
Outagamie County Board of Supervisors

February 11 2025 07:17:39 PM

OpenMeeting

ORDINANCE NO.: Z-10—2024-25

TO THE HONORABLE, THE OUTAGAMIE COUNTY BOARD OF SUPERVISORS

LADIES AND GENTLEMEN: ***MAJORITY***

AN ORDINANCE TO AMEND THE OUTAGAMIE COUNTY ZONING ORDINANCE. The subject matter of the ordinance having been duly referred and considered by the Outagamie County Agriculture, Extension Education, Zoning and Land Conservation Committee and public hearing having been held after giving requisite notice of said hearing, and a recommendation as required by Section 59.69 of the Wisconsin State Statutes.

Outagamie County Planning Staff Rezoning Review recommends approval. Agriculture, Extension Education, Zoning and Land Conservation Committee recommends approval.

NOW THEREFORE, the undersigned members of the Agriculture, Extension Education, Zoning, and Land Conservation Committee recommend approval of the following ordinance.

BE IT ORDAINED, that the Outagamie County Board of Supervisors does recommend adoption of the petition of Carow Land Surveying Company, Inc., applicant on behalf of Dustin & Dylan Handschke, owners, to rezone a portion of tax parcel 070061500 from Exclusive Agricultural to General Agricultural. The location of the site is southwest of the intersection of CTH F and STH 76, Town of Deer Creek, Outagamie County, WI, as depicted on the attached review and map, which by reference are made a part hereof, and

BE IT FURTHER ORDAINED, that this ordinance shall be in full force and effect in the Town of Deer Creek upon approval by the Outagamie County Board of Supervisors, publication per State Statute 59.14 and 66.0103, and execution and recording of the above stated deed covenants, and

BE IT FINALLY ORDAINED, that the Outagamie County Clerk be directed to forward a certified copy of this ordinance to the Town of Deer Creek Clerk, the Outagamie County Zoning Administrator and the Municipal Code Corporation for inclusion in the Outagamie County Code of Ordinances.

Dated this 11th day of February 2025

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: February 11, 2025

Signed: Dan Calmuelen
Board Chairperson

Kelly M. Cook
County Clerk

Approved: 2 13 25

Vetoed: _____

Signed:
County Executive

Outagamie County Est. 1851

Department of Development and Land Services
Planning & Zoning | GIS & Land Information
320 S. Walnut St | Appleton, WI 54911
Administration Building, 3rd Floor
Phone: 920-832-5258 | Fax: 920-920-832-4770
www.outagamie.org

MEMORANDUM

TO: Outagamie County Agriculture, Extension Education, Zoning & Land Conservation Committee
FROM: Isaac Uitenbroek, Zoning Administrator
DATE: January 8, 2025
RE: **PL202400590 - County Rezoning - Staff Review & Recommendation**

Application Details:

Applicant:	*Carow Land Surveying Company, Inc., owner's agent*
Owner:	*Dustin & Dylan Handschke*
Request:	*Rezoning: Exclusive Agricultural (AED) to General Agricultural (AGD)*
Location:	*Town of Deer Creek; Parcel(s): 070061500 (Subject Property)*
Public Hearing:	*January 28, 2025; 9:00 AM – County Board Room*
	(Public Notice per Post Crescent)

Background & Analysis:

Carow Land Surveying Company, Inc., applicant on behalf of the owner, has requested to rezone a portion of the subject property, totaling 0.32 acres, to account for a recent lot line adjustment between the subject property and adjacent tax parcel 070061400 (Exhibit A). The proposed lot line adjustment was completed via Certified Survey Map 8801 (Exhibit B) to address encroachments and occupancy line discrepancies between the two properties. The adjustments to the subject property resulted in a split-zoned parcel. Pursuant to Section 54-70(g) there shall not be more than one zoning district on any parcel of land. The proposed rezoning will satisfy 54-70(g).

Table 1 presents the existing land use and zoning district patterns surrounding the subject area.

Table 1. Surrounding Land Use and Zoning District Patterns, Relative to Subject Site

Area Adjacent to Subject Site	Existing Zoning District	Existing Land Use
North	Exclusive/General Agriculture & Local Commercial	Agriculture and Non-Farm Residence
South	Exclusive/General Agriculture	Agriculture and Non-Farm Residence
East	Exclusive/General Agriculture & Local Commercial	Agriculture and Non-Farm Residence
West	Exclusive Agriculture	Agriculture

Staff notes that there are hydric soils present on and adjacent to the subject property. No development is proposed with this application; however, any future development of the site may require a wetland delineation.

The portion of the subject property to be rezoned is located in a certified farmland preservation zoning district (i.e., it is zoned Exclusive Agriculture). According to Sec. 54-105 of the County's Code of Ordinances, a rezoning out of Exclusive Agriculture is not permitted unless four findings (as outlined

below in Table 2) are met. Based on the analysis for each finding, County staff finds that all required findings are met.

Table 2. Required Findings to Rezone Parcels out of Exclusive Agriculture

Required Findings	Summary of County Staff Analysis
The rezoned land is better suited for a use not allowed in the AED exclusive agricultural district.	A majority of the subject property (1.6 acres) is already zoned AGD and contains a single-family residence and associated accessory structures. The portion of the subject property to be rezoned is directly adjacent to lands zoned AGD and contains portions of the aforementioned accessory structures. Consequently, the subject property is better suited for uses not allowed in the AED.
The rezoning is consistent with any applicable comprehensive plan.	The proposed rezone is consistent with the County's Future Land Use Map within its Comprehensive Plan. The County typically considers rezones into AGD to be consistent with the "Agriculture and Open Lands" future land use designation.
The rezoning is substantially consistent with the county farmland preservation plan, which is in effect at the time of the rezoning.	State laws require that the lands within a certified farmland preservation zoning district be at least 80% consistent with the lands planned for farmland preservation in the County's certified Farmland Preservation Plan. The proposed rezone will not interfere with this consistency requirement for the Town of Deer Creek.
The rezoning will not substantially impair or limit current or future agricultural use of other protected farmland.	The rezoned portion of the subject property is not actively farmed and has been improved with structures associated with non-agricultural uses (single-family residence). As such, the proposed rezoning will not substantially impair current/future agricultural use of other protected farmland adjacent to the proposed rezoning.

The Town of Deer Creek Board reviewed this rezoning request on November 12, 2024, and recommended approval (see Exhibit C).

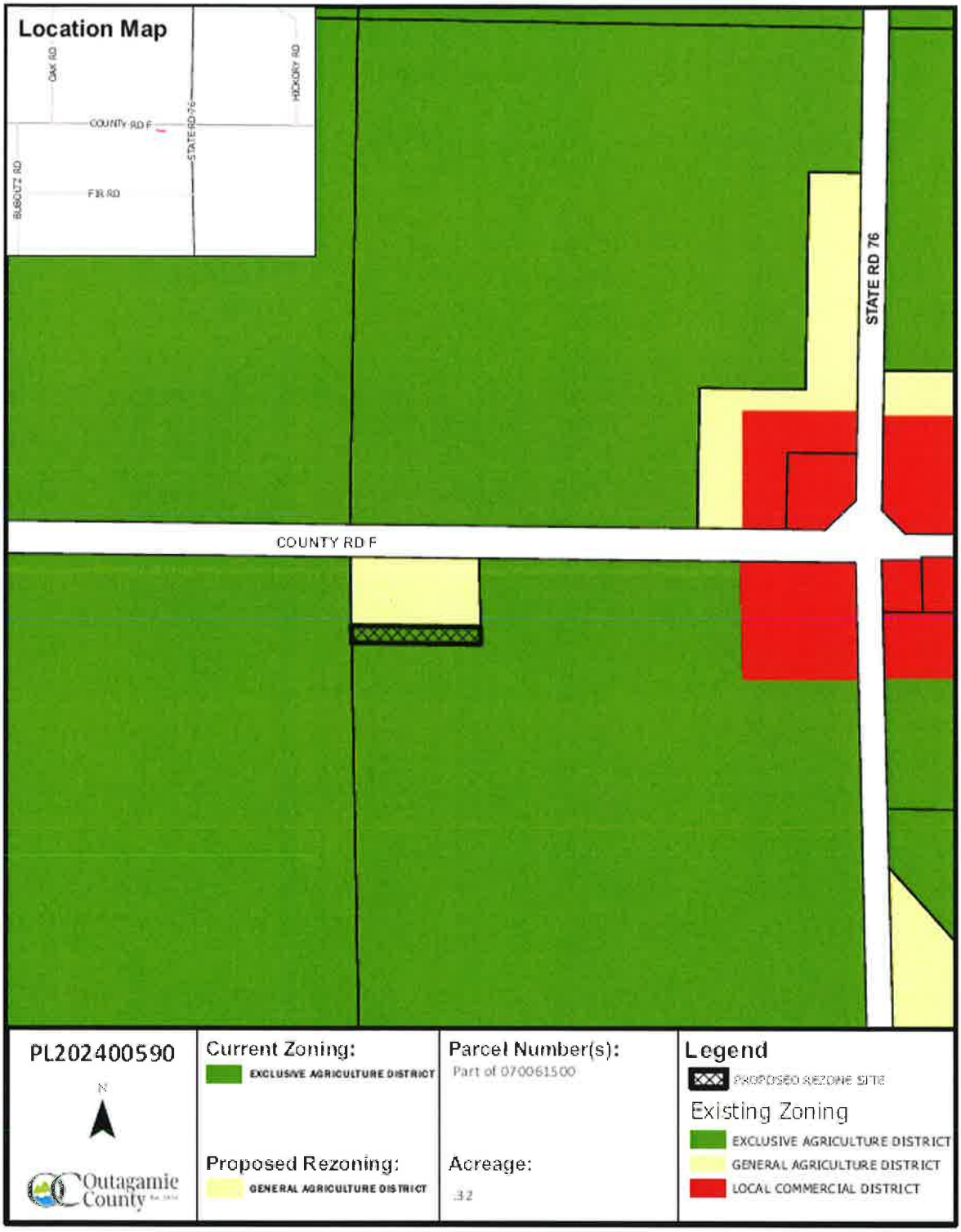
General zoning in the Town of Deer Creek is administered by the County and the County is statutorily obligated to document consistency with the County Comprehensive Plan, pursuant to Sec. 66.1001(3) Wis. Stats. The Outagamie County Comprehensive Plan designates this area as "Agricultural and Open Lands" within the Comprehensive Plan's future land use map. The County typically considers rezones into General Agriculture to be consistent with the "Agricultural and Open Lands" future land use designation. The County also finds this rezone to be substantially consistent with the County's Farmland Preservation Plan (Addendum 2 of the County's Comprehensive Plan). Therefore, County staff has identified the proposed rezone to be consistent with the County Comprehensive Plan and recommends approval.

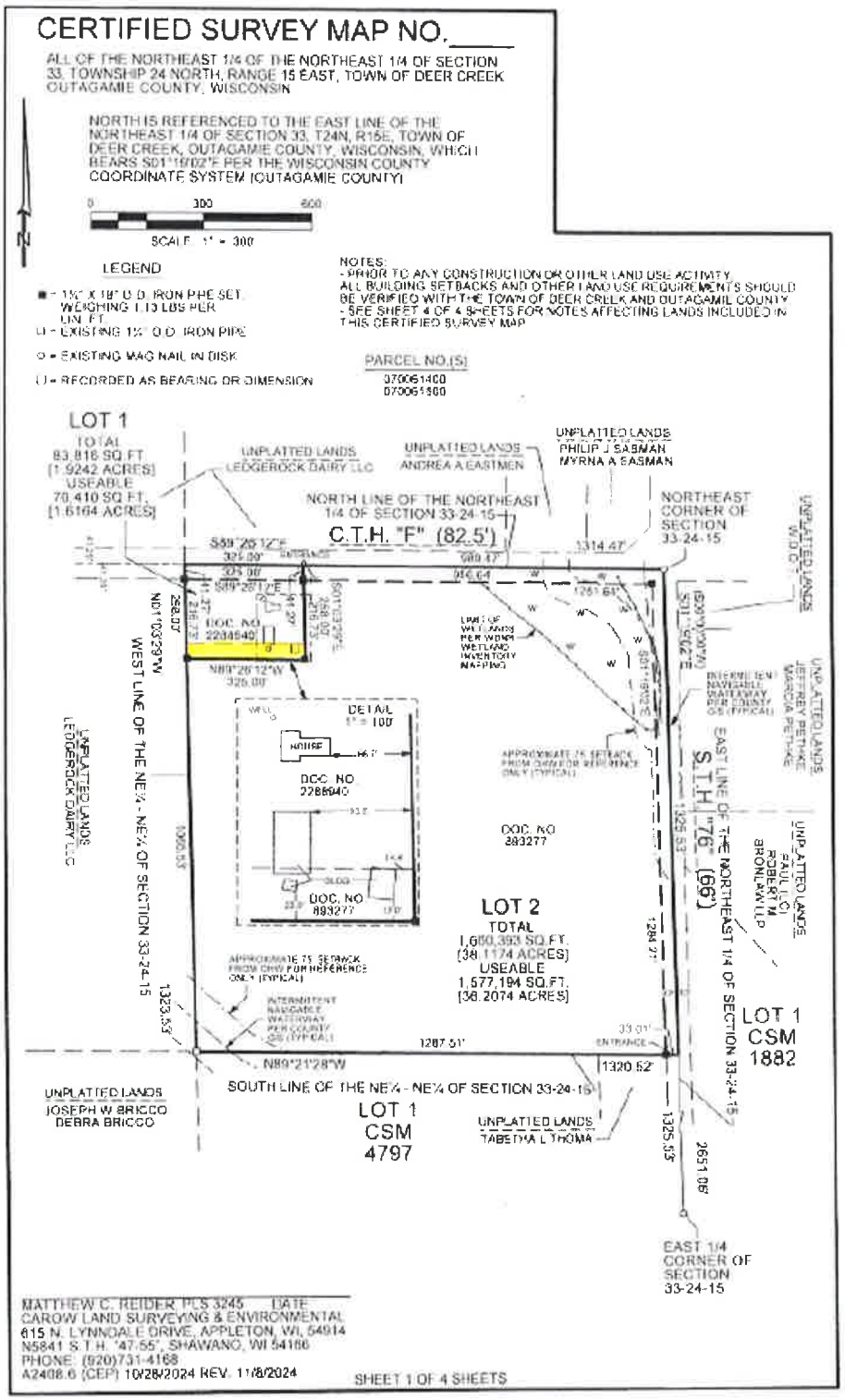
STAFF RECOMMENDATION:

Based on our review and the above analysis of this proposed rezoning, **COUNTY STAFF RECOMMENDS APPROVAL of the following:**

1. **Rezoning a portion of tax parcel 070061500, as further described in Exhibit A, from Exclusive Agricultural to General Agricultural as requested.**

EXHIBIT A


Location Map
OAK RD
HICKORY RD
COUNTY RD F
STATE RD 76
BUBOLTZ RD
FIR RD
STATE RD 76
COUNTY RD F
PL202400590
N
Outagamie County
Current Zoning:
EXCLUSIVE AGRICULTURE DISTRICT
Proposed Rezoning:
GENERAL AGRICULTURE DISTRICT
Parcel Number(s):
Part of 070061500
Acreage:
.32
Legend
PROPOSED REZONE SITE
Existing Zoning
EXCLUSIVE AGRICULTURE DISTRICT
GENERAL AGRICULTURE DISTRICT
LOCAL COMMERCIAL DISTRICT

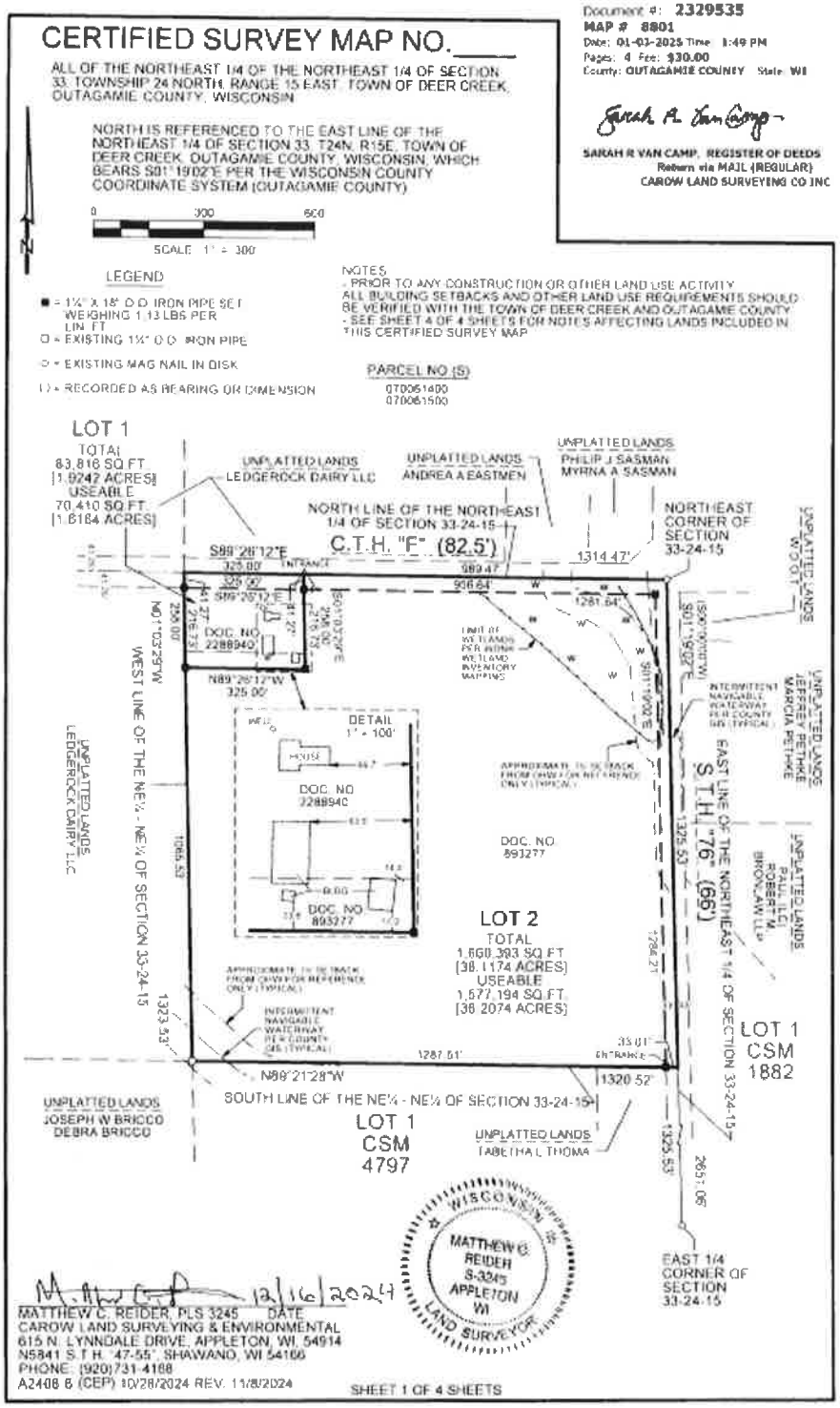

CERTIFIED SURVEY MAP NO.
ALL OF THE NORTHEAST 1/4 OF THE NORTHEAST 1/4 OF SECTION 33, TOWNSHIP 24 NORTH, RANGE 15 EAST, TOWN OF DEER CREEK OUTAGAMIE COUNTY, WISCONSIN
NORTH IS REFERENCED TO THE EAST LINE OF THE NORTHEAST 1/4 OF SECTION 33, T24N, R15E, TOWN OF DEER CREEK, OUTAGAMIE COUNTY, WISCONSIN, WHICH BEARS S01°19'02"E PER THE WISCONSIN COUNTY COORDINATE SYSTEM (OUTAGAMIE COUNTY)
SCALE: 1" = 300'
LEGEND
NOTES:
- PRIOR TO ANY CONSTRUCTION OR OTHER LAND USE ACTIVITY, ALL BUILDING SETBACKS AND OTHER LAND USE REQUIREMENTS SHOULD BE VERIFIED WITH THE TOWN OF DEER CREEK AND OUTAGAMIE COUNTY
- SEE SHEET 4 OF 4 SHEETS FOR NOTES AFFECTING LANDS INCLUDED IN THIS CERTIFIED SURVEY MAP
PARCEL NO.(S)
370061400
370061300
LOT 1
TOTAL
83,816 SQ.FT.
(1.9242 ACRES)
USEABLE
70,410 SQ.FT.
(1.6164 ACRES)
UNPLATTED LANDS
LEDGEROCK DAIRY LLC
UNPLATTED LANDS
ANDREA A EASTMEN
UNPLATTED LANDS
PHILIP J SASMAN
MYRNA A SASMAN
NORTH LINE OF THE NORTHEAST 1/4 OF SECTION 33-24-15
C.T.H. "F" (82.5')
NORTHEAST CORNER OF SECTION 33-24-15
S89°26'12"E
325.00'
325.00'
S89°26'12"E
1314.47'
1261.64'
DOC. NO. 2288940
N89°26'12"W
326.00'
N01°03'29"W
WEST LINE OF THE NE¼ - NE¼ OF SECTION 33-24-15
258.00'
1308.53'
1323.53'
DETAIL
1" = 100'
HOUSE
DOC. NO. 2288940
DOC. NO. 893277
LOT 2
TOTAL
1,680,393 SQ.FT.
(38.1174 ACRES)
USEABLE
1,677,194 SQ.FT.
(38.2074 ACRES)
DOC. NO. 893277
APPROXIMATE 75' SETBACK FROM CWW FOR REFERENCE ONLY (TYPICAL)
INTERMITTENT NAVIGABLE WATERWAY PER COUNTY OS (TYPICAL)
1287.51'
N89°21'28"W
SOUTH LINE OF THE NE¼ - NE¼ OF SECTION 33-24-15
1320.52'
1284.27'
1325.53'
2651.06'
EAST LINE OF THE NORTHEAST 1/4 OF SECTION 33-24-15
S.T.H. "76" (66')
33.01' ENTRANCE
LOT 1
CSM
1882
LOT 1
CSM
4797
UNPLATTED LANDS
JOSEPH W BRICCO
DEBRA BRICCO
UNPLATTED LANDS
TABETHA L THOMA
EAST 1/4 CORNER OF SECTION 33-24-15
UNPLATTED LANDS
LEDGEROCK DAIRY LLC
UNPLATTED LANDS
PAUL LCI
ROBERT M BRONLAW LLP
UNPLATTED LANDS
JEFFREY PETHKE
MARCIA PETHKE
MATTHEW C. REIDER, PLS 3245 DATE
CAROW LAND SURVEYING & ENVIRONMENTAL
615 N. LYNNDALE DRIVE, APPLETON, WI, 54914
N5841 S.T.H. "47-55", SHAWANO, WI 54166
PHONE: (920)731-4168
A2408.6 (CEP) 10/28/2024 REV. 11/8/2024
SHEET 1 OF 4 SHEETS

DECEMBER 12, 21024

RE: AMY STUHR
A2408.6

DESCRIPTION OF PARCEL TO BE REZONED FROM EXCLUSIVE AG TO GENERAL AG:
A PARCEL OF LAND BEING PART OF THE NORTHEAST ¼ OF THE NORTHEAST ¼ OF SECTION 33, TOWNSHIP 24 NORTH, RANGE 15 EAST, TOWN OF DEER CREEK, OUTAGAMIE COUNTY, WISCONSIN, BOUNDED AND DESCRIBED AS FOLLOWS: COMMENCING AT THE NORTHEAST CORNER OF SAID SECTION 33; THENCE N89°26'12"W, 1314.47 FEET ALONG THE NORTH LINE OF THE NORTHEAST ¼ OF THE NORTHEAST ¼ TO THE WEST LINE OF SAID NORTHEAST ¼ OF THE NORTHEAST ¼; THENCE S01°03'29"E, 215.00 FEET ALONG SAID WEST LINE TO THE SOUTH LINE OF LANDS DESCRIBED IN DOCUMENT NO. 2288940 AND THE POINT OF BEGINNING; THENCE S89°26'12"E, 325.00 FEET ALONG SAID SOUTH LINE; THENCE S01°03'29"E, 43.00 FEET; THENCE N89°26'12"W, 325.00 FEET TO THE WEST LINE OF THE NORTHEAST ¼ OF THE NORTHEAST ¼ OF SECTION 33; THENCE N01°03'29"W, 43.00 FEET ALONG SAID WEST LINE TO THE POINT OF BEGINNING. SAID PARCEL CONTAINS 0.32 ACRES OF LAND MORE OR LESS. SUBJECT TO ALL EASEMENTS AND RESTRICTIONS OF RECORD.

EXHIBIT B



Document #: 2329535
MAP # 8801
Date: 01-03-2025 Time: 1:49 PM
Pages: 4 Fee: $30.00
County: OUTAGAMIE COUNTY State: WI

SARAH R VAN CAMP, REGISTER OF DEEDS
Return via MAIL (REGULAR)
CAROW LAND SURVEYING CO INC

CERTIFIED SURVEY MAP NO. _____

ALL OF THE NORTHEAST 1/4 OF THE NORTHEAST 1/4 OF SECTION 33, TOWNSHIP 24 NORTH, RANGE 15 EAST, TOWN OF DEER CREEK, OUTAGAMIE COUNTY, WISCONSIN.

SURVEYOR'S CERTIFICATE:

I, MATTHEW C. REIDER, PROFESSIONAL WISCONSIN LAND SURVEYOR, CERTIFY THAT I HAVE SURVEYED, DIVIDED AND MAPPED ALL OF THE NORTHEAST 1/4 OF THE NORTHEAST 1/4 OF SECTION 33, TOWNSHIP 24 NORTH, RANGE 15 EAST, TOWN OF DEER CREEK, OUTAGAMIE COUNTY, WISCONSIN, BOUNDED AND DESCRIBED AS FOLLOWS: BEGINNING AT THE NORTHEAST CORNER OF SECTION 33; THENCE S01°19'02"E, 1325.53 FEET ALONG THE EAST LINE OF THE NORTHEAST 1/4 OF SECTION 33 TO THE SOUTH LINE OF THE NORTHEAST 1/4 OF THE NORTHEAST 1/4 OF SECTION 33; THENCE N89°21'28"W, 1320.52 FEET ALONG SAID SOUTH LINE TO THE WEST LINE OF THE NORTHEAST 1/4 OF THE NORTHEAST 1/4 OF SECTION 33; THENCE N01°03'29"W, 1323.53 FEET ALONG SAID WEST LINE TO THE NORTH LINE OF THE NORTHEAST 1/4 OF SECTION 33; THENCE S89°26'12"E, 1314.47 FEET ALONG SAID NORTH LINE TO THE POINT OF BEGINNING. SUBJECT TO ALL EASEMENTS AND RESTRICTIONS OF RECORD.

THAT I HAVE MADE SUCH SURVEY UNDER THE DIRECTION OF AMY STUHR, W9493 OLD HIGHWAY "54", NEW LONDON, WI 54961.

THAT THIS MAP IS A CORRECT REPRESENTATION OF THE EXTERIOR BOUNDARY LINES OF THE LAND SURVEYED AND THE DIVISION OF THAT LAND.

THAT I HAVE FULLY COMPLIED WITH THE PROVISIONS OF CHAPTER 236.34 OF THE WISCONSIN STATUTES AND THE SUBDIVISION ORDINANCE OF OUTAGAMIE COUNTY.

WISCONSIN MATTHEW C. REIDER S-3245 APPLETON WI LAND SURVEYOR

12/16/2024

MATTHEW C. REIDER, PLS-3245 DATE

CAROW LAND SURVEYING CO., INC.
615 N. LYNNDALE DRIVE, APPLETON, WI, 54914
N5841 S.T.H. "47-55", SHAWANO, WI 54166
PHONE: (920)731-4168
A2408.6 (FNZ CEP) 10/28/2024 REV. 11/8/2024

NOTES:

1) THIS CSM IS ALL OF TAX PARCEL NO.(S): 070061400 & 070061500.
2) THE PROPERTY OWNERS OF RECORD ARE: DUSTIN D. & DYLAN J. HANDSCHKE, ROBERT PAUL (VENDOR) AND BRONLAW, L.L.P. (VENDEE).
3) THIS CSM IS WHOLLY CONTAINED WHOLLY WITHIN THE PROPERTY DESCRIBED IN THE FOLLOWING RECORDED INSTRUMENTS: DOCUMENT NUMBER 893277, 2288940 AND 2183081.

OUTAGAMIE COUNTY DEPARTMENT OF DEVELOPMENT AND LAND SERVICES APPROVAL:

THIS CERTIFIED SURVEY MAP WAS REVIEWED BY THE DEPARTMENT OF DEVELOPMENT AND LAND SERVICES.

SIGNED 12-19-2024 DATED

TREASURER'S CERTIFICATE:

I HEREBY CERTIFY THAT THERE ARE NO UNPAID TAXES OR UNPAID SPECIAL ASSESSMENTS ON ANY OF THE LAND INCLUDED ON THIS CERTIFIED SURVEY MAP.

Deputy 1/3/25

COUNTY TREASURER DATED

SHEET 2 OF 4 SHEETS

CERTIFIED SURVEY MAP NO. _____

ALL OF THE NORTHEAST 1/4 OF THE NORTHEAST 1/4 OF SECTION 33, TOWNSHIP 24 NORTH, RANGE 15 EAST, TOWN OF DEER CREEK, OUTAGAMIE COUNTY, WISCONSIN.

OWNER'S CERTIFICATE:

AS OWNER (S), I (WE) HEREBY CERTIFY THAT I (WE) CAUSED THE LAND DESCRIBED ON THIS CERTIFIED SURVEY MAP TO BE SURVEYED, DIVIDED AND MAPPED AS REPRESENTED HEREON. I (WE) ALSO CERTIFY THAT THIS MAP IS REQUIRED BY S.236.10 OR 236.12 OF THE WISCONSIN STATUTES TO BE SUBMITTED TO THE FOLLOWING FOR APPROVAL OR OBJECTION: OUTAGAMIE COUNTY.

WITNESS THE HAND AND SEAL OF SAID OWNER (S):

DUSTIN D. HANDSCHKE

DYLAN J. HANDSCHKE

STATE OF WISCONSIN)
)SS
COUNTY OF OUTAGAMIE)

PERSONALLY CAME BEFORE ME THIS 16th DAY OF December, 2024, THE ABOVE NAMED PERSON (S) TO ME KNOWN TO BE THE PERSON (S) WHO EXECUTED THE FOREGOING INSTRUMENT AND ACKNOWLEDGED THE SAME.

NOTARY PUBLIC
MY COMMISSION EXPIRES 02/26/2025

AMY J STUHR NOTARY PUBLIC STATE OF WISCONSIN

OWNER'S CERTIFICATE:

AS OWNER (S), I (WE) HEREBY CERTIFY THAT I (WE) CAUSED THE LAND DESCRIBED ON THIS CERTIFIED SURVEY MAP TO BE SURVEYED, DIVIDED AND MAPPED AS REPRESENTED HEREON. I (WE) ALSO CERTIFY THAT THIS MAP IS REQUIRED BY S.236.10 OR 236.12 OF THE WISCONSIN STATUTES TO BE SUBMITTED TO THE FOLLOWING FOR APPROVAL OR OBJECTION: OUTAGAMIE COUNTY.

WITNESS THE HAND AND SEAL OF SAID OWNER (S):

ROBERT PAUL (LAND CONTRACT VENDOR)

BY: BRONLAW, L.L.P. (LAND CONTRACT VENDEE)

CHAD R. PAUL

TIMOTHY J. KASSON

STATE OF WISCONSIN)
)SS
COUNTY OF OUTAGAMIE)

PERSONALLY CAME BEFORE ME THIS 16th DAY OF December, 2024, THE ABOVE NAMED PERSON (S) TO ME KNOWN TO BE THE PERSON (S) WHO EXECUTED THE FOREGOING INSTRUMENT AND ACKNOWLEDGED THE SAME.

NOTARY PUBLIC
MY COMMISSION EXPIRES 02/26/2025

AMY J STUHR NOTARY PUBLIC STATE OF WISCONSIN

WISCONSIN MATTHEW C. REIDER S-3245 APPLETON WI LAND SURVEYOR

12/16/2024
MATTHEW C. REIDER, PLS-3245 DATE
CAROW LAND SURVEYING CO., INC.
615 N. LYNNDALE DRIVE, APPLETON, WI. 54914
N5841 S.T.H. "47-55", SHAWANO, WI 54166
PHONE: (920)731-4168
A2408.6 (FNZ CEP) 10/28/2024

SHEET 3 OF 4 SHEETS

CERTIFIED SURVEY MAP NO. _____

ALL OF THE NORTHEAST 1/4 OF THE NORTHEAST 1/4 OF SECTION 33, TOWNSHIP 24 NORTH, RANGE 15 EAST, TOWN OF DEER CREEK, OUTAGAMIE COUNTY, WISCONSIN.

ADDITIONAL NOTES:

- THIS MAP DOES NOT TRANSFER THE OWNERSHIP OF THE LOTS HEREON. TRANSFER OF OWNERSHIP REQUIRES A DEED.
- ALL BUILDING SETBACKS AND OTHER LAND USE REQUIREMENTS SHOULD BE VERIFIED BY THE OUTAGAMIE COUNTY ZONING OFFICE AND THE TOWN OF DEER CREEK PRIOR TO ANY CONSTRUCTION OR OTHER LAND USE ACTIVITY.
- PRIOR TO DEVELOPMENT, A WETLAND DELINEATION MAY BE REQUIRED ON LOT 1 AND 2. OUTAGAMIE COUNTY CODE OF ORDINANCES, CHAPTER 48-7(c)(4) REQUIRES A WETLAND SETBACK OF 10 FEET TO 30 FEET, 50 FEET, OR 75 FEET, DEPENDING ON THE SUSCEPTIBILITY OF THE WETLAND.
- C.T.H. "F" IS NOT AN ACCESS CONTROLLED HIGHWAY. A PERMIT IS REQUIRED FROM THE COUNTY HIGHWAY DEPARTMENT FOR ANY WORK COMPLETED WITHIN THE HIGHWAY RIGHT-OF-WAY.
- THE ORDINARY HIGH WATER MARK SETBACK IS NOT BASED ON AN OFFICIAL DETERMINATION AND PRIOR TO ANY BUILDING, AN OFFICIAL DETERMINATION OF THE ORDINARY HIGH WATER MUST BE MADE BY THE OUTAGAMIE COUNTY ZONING DEPARTMENT OR OTHER AUTHORIZED PERSON.
- ANY LAND BELOW THE ORDINARY HIGH WATER MARK OF A LAKE OR A NAVIGABLE STREAM IS SUBJECT TO THE PUBLIC TRUST IN NAVIGABLE WATERS THAT IS ESTABLISHED UNDER ARTICLE IX, SECTION 1 OF THE STATE CONSTITUTION.
- THE LOCATION OF THE APPROXIMATE ORDINARY HIGH WATER MARK SHALL BE THE POINT ON THE BANK OF A NAVIGABLE STREAM OR ON THE SHORE OF A LAKE UP TO WHICH THE PRESENCE AND ACTION OF SURFACE WATER IS SO CONTINUOUS AS TO LEAVE A DISTINCTIVE MARK BY EROSION, DESTRUCTION OF TERRESTRIAL VEGETATION, OR OTHER EASILY RECOGNIZED CHARACTERISTICS.



12/16/2024

MATTHEW C. REIDER, PLS-3245 DATE
CAROW LAND SURVEYING CO., INC.
615 N. LYNNDALE DRIVE, APPLETON, WI, 54914
N5841 S.T.H. "47-55", SHAWANO, WI 54166
PHONE: (920)731-4168
A2408.6 (FNZ CEP) 10/28/2024

SHEET 4 OF 4 SHEETS

EXHIBIT C

Town of Deer Creek Board meeting
11/12/2024 minutes

Chairperson Steve Young called the November 12th, 2024 Town of Deer Creek Board Meeting to order at 8:00 p.m. and led the Pledge of Allegiance.

Verify open meeting notices, roll call, approval of agenda order (stands as is unless motion for change) the agenda for these minutes was posted on the website September 8, 2024. Elected Officers present: Steve Young, Craig Sorenson, Amber Poppe, Chad Mares, and Matt Wagenson.
Mares made a motion, seconded by Wagenson MOTION CARRIED

Approval of October 8th, 2024 Town Board meeting minutes
Wagenson made a motion, seconded by Young MOTION CARRIED.

Treasurer's Monthly Report Amber presented.
Young made a motion, seconded by Wagenson MOTION CARRIED

Outagamie County Sheriff: was present open discussion all quiet in the township.

Public Input: Pursuant to WI Statutes 19.83(2) and 19.84(2), the public may present matters for Town Board consideration, however, they cannot be discussed or acted upon until the subject matter, of the proposed action, has been noticed.

Specific matters for discussion and possible action:

A. 2025 budget approved @ $79,988.00 and leaving garbage can assessment at 250 dollars. *Mares made a motion, seconded by Wagenson MOTION CARRIED*
B. Chose a Fox Communities CD renewal 4.5% for 8 months.
Young made a motion, seconded by Mares MOTION CARRIED
C. Approve a recycling event November 30th at the Wagenson farm bin location 8am-2pm.
Wagenson made a motion, seconded by Young MOTION CARRIED.
D. *Approve a 3 year contract with the Bear Creek Fire Department*
Mares made a motion, seconded by Wagenson MOTION CARRIED
E. Approve a rezoning application from EX AG to Gen AG corrected lot lines.
Mares made a motion, seconded by Wagenson MOTION CARRIED
F. Approve the Fox Valley Human Society agreement with the township.
Mares made a motion, seconded by Wagenson MOTION CARRIED

Review and payment of bills
Mares made a motion, seconded by Wagenson MOTION CARRIED

Adjournment/Calendar: Next Town Board Meeting is December 10, 2024 at 8:00 PM
Mares made a motion, seconded by Wagenson MOTION CARRIED

These minutes taken during the Town of Deer Creek Board meeting held on the 12th day of November 2024 and entered in this record book by:

Craig Sorenson Clerk,

LOCK IN OF HHS DIRECTOR APPOINTMENT, ORDINANCE NO. Z-10, AND RESOLUTION NOS. 125, 126, 127, 128, AND 129—2024-25.

Vote for lock in. ROLL CALL: 31 yes, 1 abstain (Heiser), 4 absent. HHS DIRECTOR APPOINTMENT, ORDINANCE NO. Z-10, AND RESOLUTION NOS. 125, 126, 127, 128, AND 129—2024-25 ARE ADOPTED & LOCKED IN.

VOTE RESULTS	31 YES	0 NO	1 ABSTAIN	4 ABSENT

LOCK IN OF APPOINTMENT, ORD. NO. Z-10—2024-25, AND RES. NOS. 125-129—2024-25
Lock In of HHS Director Appointment, Ord. No. Z-10—2024-25 and Res. Nos. 125, 126, 127, 128 and 129—2024-25.

Majority of Full Membership
Passed

1 THOMPSON	YES	13 WEGAND	ABSENT	25 JANKE	YES
2 JOHNSON	ABSENT	14 HERMES	YES	26 WEINBERG	YES
3 SMITH	YES	15 MacDONALD	YES	27 CULBERTSON	YES
4 PATIENCE	YES	16 SCHROEDER	YES	28 MONFILS	ABSENT
5 GABRIELSON	YES	17 CROATT	ABSENT	29 WINTERFELDT	YES
6 KOSTELNY	YES	18 SPEARS	YES	30 NEJEDLO	YES
7 HAMMEN	YES	19 HEISER	ABSTAIN	31 CLEGG	YES
8 LAWRENCE	YES	20 MITCHELL	YES	32 THYSSEN	YES
9 KRUEGER	YES	21 CUFF	YES	33 VANDERHEIDEN	YES
10 LAMERS	YES	22 HAGEN	YES	34 RETTLER	YES
11 FERGUSON	YES	23 KLEMP	YES	35 KOURY	YES
12 McCABE	YES	24 THIEDE	YES	36 LAUTENSCHLAGER	YES

Outagamie County
2-11-25 County Board Meeting
2-11-25 CB Meeting
Outagamie County Board of Supervisors

February 11, 2025 02:29:14 PM
OpenMeeting

RECONSIDERATION OF HHS DIRECTOR APPOINTMENT, ORDINANCE NO. Z-10, AND RESOLUTION NOS. 125, 126, 127, 128, AND 129—2024-25.

Supervisor Patience moved, seconded by Supervisor Lautenschlager, to reconsider the above listed appointment, ordinance, and resolutions.

Vote for reconsideration. 28 yes, 4 no (Ferguson, MacDonald, Klemp, Thiede), 4 absent. HHS DIRECTOR APPOINTMENT, ORDINANCE NO. Z-10, AND RESOLUTION NOS. 125, 126, 127, 128, AND 129—2024-25 ARE RECONSIDERED.

VOTE RESULTS	28 YES	4 NO	0 ABSTAIN	4 ABSENT

RECONSIDERATION OF APPOINTMENT, ORD. NO. Z-10—2024-25, AND RES. NOS. 125-129—2024-25
Reconsideration of HHS Director Appointment, Ord. No. Z-10—2024-25 and Res. Nos. 125, 126, 127, 128 and 129—2024-25.

Majority of Full Membership
Passed

1 THOMPSON	YES	13 WEGAND	ABSENT	25 JANKE	YES
2 JOHNSON	ABSENT	14 HERMES	YES	26 WEINBERG	YES
3 SMITH	YES	15 MacDONALD	NO	27 CULBERTSON	YES
4 PATIENCE	YES	16 SCHROEDER	YES	28 MONFILS	ABSENT
5 GABRIELSON	YES	17 CROATT	ABSENT	29 WINTERFELDT	YES
6 KOSTELNY	YES	18 SPEARS	YES	30 NEJEDLO	YES
7 HAMMEN	YES	19 HEISER	YES	31 CLEGG	YES
8 LAWRENCE	YES	20 MITCHELL	YES	32 THYSSEN	YES
9 KRUEGER	YES	21 CUFF	YES	33 VANDERHEIDEN	YES
10 LAMERS	YES	22 HAGEN	YES	34 RETTLER	YES
11 FERGUSON	NO	23 KLEMP	NO	35 KOURY	YES
12 McCABE	YES	24 THIEDE	NO	36 LAUTENSCHLAGER	YES

Outagamie County
2-11-25 County Board Meeting
2-11-25 CB Meeting
Outagamie County Board of Supervisors

February 11, 2025 07:08:53 PM
OpenMeeting

Resolution No. 125—2024-25 – Highway, Recycling and Solid Waste Committee. Authorize the Highway Commissioner to enter into a State/Municipal Financial Agreement for the Buchanan Road Overpass reconstruction project and associated Community Sensitive Design elements, 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, estimated to be $21,524.84, included in the budget, as noted on the attached fiscal note.

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

ROLL CALL: 32 yes, 4 absent. RESOLUTION NO. 125—2024-25 IS ADOPTED.

VOTE RESULTS	32 YES	0 NO	0 ABSTAIN	4 ABSENT

RESOLUTION NO. 125—2024-25

Highway, Recycling
and Solid Waste Committee. Authorize the
Highway Commissioner to enter into a State/Municipal Financial Agreement for

Majority of Full Membership

Passed

1 THOMPSON	YES	13 WEGAND	ABSENT	25 JANKE	YES
2 JOHNSON	ABSENT	14 HERMES	YES	26 WEINBERG	YES
3 SMITH	YES	15 MacDONALD	YES	27 CULBERTSON	YES
4 PATIENCE	YES	16 SCHROEDER	YES	28 MONFILS	ABSENT
5 GABRIELSON	YES	17 CROATT	ABSENT	29 WINTERFELDT	YES
6 KOSTELNY	YES	18 SPEARS	YES	30 NEJEDLO	YES
7 HAMMEN	YES	19 HEISER	YES	31 CLEGG	YES
8 LAWRENCE	YES	20 MITCHELL	YES	32 THYSSEN	YES
9 KRUEGER	YES	21 CUFF	YES	33 VANDERHEIDEN	YES
10 LAMERS	YES	22 HAGEN	YES	34 RETTLER	YES
11 FERGUSON	YES	23 KLEMP	YES	35 KOURY	YES
12 McCABE	YES	24 THIEDE	YES	36 LAUTENSCHLAGER	YES

Outagamie County

2-11-25 County Board Meeting
2-11-25 CB Meeting
Outagamie County Board of Supervisors

February 11 2025 07:18 PM

OpenMeeting

RESOLUTION NO.: 125—2024-25

TO THE HONORABLE, THE OUTAGAMIE COUNTY BOARD OF SUPERVISORS

LADIES AND GENTLEMEN: ***MAJORITY***

The Wisconsin Department of Transportation (WisDOT) is planning for reconstruction of the I-41 corridor which includes interchanges and overpasses with local roadways. In addition, WisDOT has recently revised their cost share policy to allow for federal participation to offset a portion of costs related to the incorporation of Community Sensitive Design (CSD) elements which were formerly required to be entirely funded by the Municipality. The Buchanan Road Overpass project will be replaced under this project. While the new overpass will remain under local jurisdiction, CSD elements will also be incorporated under this project at the following overpasses: Holland Road, Vandenbroek Road, County N (Freedom Road), Buchanan Road, County CC (Rosehill Road), and County J (Lawe Street). Construction is currently scheduled for 2025. Outagamie County's share is currently estimated to be $21,524.84 for CSD elements and has been funded in the budget.

This resolution authorizes the Outagamie County Highway Commissioner to enter into a State/Municipal Financial Agreement (SMFA) for this State-Let highway project.

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

BE IT RESOLVED, that the Outagamie County Board of Supervisors does authorize the Highway Commissioner to enter into a State/Municipal Financial Agreement (SMFA) for the Buchanan Road Overpass reconstruction project and associated Community Sensitive Design (CSD) elements, as noted on the attached State/Municipal Financial Agreement for a State-Let Highway Project, which by reference is made a part hereof, and

BE IT FURTHER RESOLVED, that the Outagamie County Board of Supervisors does authorize funding for the county share of the project costs, estimated to be $21,524.84, which has been included in the budget, as noted on the attached fiscal note which by reference is made a part hereof, and

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 11th day of February 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: February 11, 2025

Signed: Dan Gabrielson
Board Chairperson

Kelly M. Galt
County Clerk

Approved: 2-13-25 Vetoed: _____

Signed:
County Executive

STATE/MUNICIPAL FINANCIAL AGREEMENT FOR A STATE – LET HIGHWAY PROJECT	**Date:** 1/10/2025 **ID:** 1130-66-82 (Design: 1130-63-01) **Road Name:** IH 41 **Title:** Appleton – De Pere **Limits:** Buchanan St Overpass **County:** Outagamie **Roadway Length:** 0.188 miles

The signatory Village of Little Chute, City of Kaukauna, 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 ESTIMARY SUMMARY:

Existing Facility - Describe and give reason for request:

IH 41, which passes below the Buchanan Street Overpass, 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 the pavement and several bridges are nearing the end of their useful service lives and must be replaced.

Much of the original pavement on IH 41 was built in the 1960's and has reached the end of its useful life, meaning further rehabilitation are no longer cost-effective. The road also has narrow shoulders, outdated ramp designs, and interchanges spaced too closely to one another. As part of this project, the Buchanan Street Overpass requires improvements to meet interstate vertical requirements, design year traffic projections, and roadway approach reconstruction to match the new structure.

Proposed Improvement – Nature of work:

The proposed Buchanan Street Overpass project will replace the existing 4-span concrete girder bridge structure (B-44-0038) over IH 41 with a new 2-span concrete girder bridge structure (B-44-0332). The new structure will be 206.5-ft in length and have a 36-ft clear width (12-ft lane and 6-ft bicycle accommodation in each direction). Additionally, the structure will have 6-ft wide pedestrian accommodation on each side of the structure separated from traffic by a single slope parapet. To match into the new bridge structure, approximately 800-ft of roadway approach reconstruction is proposed. The proposed urban roadway section consists of a 12-ft lane and 6-ft bicycle accommodation in each direction flanked by 6-in vertical faced curb and a 6-ft width of sidewalk directly behind the back of curb along the west side. The proposed approach roadway will be constructed with 8-in concrete pavement, with 25-ft HMA pavement transitions at each end of the project. Lastly, a retaining wall (R-44-0057) is proposed in the northwest quadrant of IH 41/Buchanan Street to minimize impacts to the adjacent local roadway.

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 address any unanticipated non-participating needs during construction.

SUMMARY OF COSTS										
[1]Phase		Total Est. Cost	Federal/State Funds	%	Outagamie County	%	Village of Little Chute	%	City of Kaukauna	%
Design Engineering		N/A	N/A		$0.00	0%	$0.00	0%	$0.00	0%
Real Estate Acquisition		N/A	N/A		$0.00	0%	$0.00	0%	$0.00	0%
Municipal Utility Coordination		N/A	N/A		$0.00	0%	$0.00	0%	$0.00	0%
[2]Construction: 1130-66-82										
Category	**Description**									
1000	Roadway	$1,715,318.90	$1,715,318.90	100%	$0.00	0%	$0.00	0%	$0.00	0%
1100	Lighting	$25,645.00	$25,645.00	100%	$0.00	0%	$0.00	0%	$0.00	0%
1400	Buchanan St CSD Items[3]	$48,426.50	$38,741.20	80% MAX	$4,842.65	10% +BAL	$4,842.65	10% +BAL	$0.00	0%
1410	Holland Road CSD Items[4]	$32,628.38	$26,102.70	80% MAX	$3,262.84	10% +BAL	$3,262.84	10% +BAL	$0.00	0%
1420	Vandenbroek Road CSD Items[5]	$34,937.00	$27,949.60	80% MAX	$3,493.70	10% +BAL	$3493.70	10% +BAL	$0.00	0%
1430	CTH N Interchange CSD Items[6]	$22,672.25	$18,137.80	80% MAX	$2,267.23	10% +BAL	$2,267.22	10% +BAL	$0.00	0%
1440	Rose Hill Road (CTH CC) CSD Items[7]	$32,536.38	$26,029.10	80% MAX	$3,253.64	10% +BAL	$0.00	0%	$3,253.64	10% +BAL
1450	CTH J Interchange CSD Items[8]	$44,047.88	$35,238.30	80% MAX	$4,404.79	10% +BAL	$0.00	0%	$4,404.79	10% +BAL
1600	Local/Non-Participating, Village of Little Chute	$26.45	$0.00	0%	$0.00	0%	$26.45	100%	$0.00	0%
1610	Sidewalk, Village of Little Chute	$35,415.98	$28,332.78	80%	$0.00	0%	$7,083.20	20%	$0.00	0%
1800	100% State Funded	$1,150.00	$1,150.00	100%	$0.00	0%	$0.00	0%	$0.00	0%
2000	Structure B-44-0332	$2,097,638.74	$2,097,638.74	100%	$0.00	0%	$0.00	0%	$0.00	0%
4000	Structure R-44-0057	$923,137.93	$923,137.93	100%	$0.00	0%	$0.00	0%	$0.00	0%
	Construction Subtotal	$5,013,581.39	$4,963,422.07		$21,524.84		$20,976.05		$7,658.43	
	Total Est. Cost Distribution	**$5,013,581.39**	**$4,963,422.07**		**$21,524.84**		**$20,976.05**		**$7,658.43**	

[1]Costs shown are estimates only and may be updated as design progresses.
[2]Estimates include construction engineering.
[3]Community Sensitive Design (CSD) amenities for Buchanan St are funded with 80% federal funding up to a maximum of $48,000.
[4]Community Sensitive Design (CSD) amenities for Holland Road are funded with 80% federal funding up to a maximum of $32,000.
[5]Community Sensitive Design (CSD) amenities for Vandenbroek Road are funded with 80% federal funding up to a maximum of $35,000.
[6]Community Sensitive Design (CSD) amenities for CTH N Interchange are funded with 80% federal funding up to a maximum of $22,000.
[7]Community Sensitive Design (CSD) amenities for Rose Hill Road (CTH CC) are funded with 80% federal funding up to a maximum of $32,000.
[8]Community Sensitive Design (CSD) amenities for CTH J Interchange are funded with 80% federal funding up to a maximum of $44,000.
[3-8]State funding shall not be used for CSD items. Federal and Municipal funding is permitted for CSD items.
[3-8]Costs in excess of the federal amenities funding limit shall be the responsibility of the Municipality.

This request shall constitute agreement between the Municipality and the State; is subject to the terms and conditions that follow (pages [3] – [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 on behalf of the Village of Little Chute	
Name	Title
Signature	Date
Signed for and on behalf of the City of Kaukauna	
Name	Title
Signature	Date
Signed for and on behalf of the County of Outagamie	
Name	Title
Signature	Date
Signed for and on behalf of the State	
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) 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: 1130-66-82

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

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

Category 1100 – Lighting ~~(Village of Little Chute)~~

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. Where an alternate design acceptable to WisDOT is installed, up to 50 percent of the cost equivalent to lighting meeting WisDOT standards is eligible, not to exceed 50 percent of actual costs.

The participating total is based on 50% of the total estimated street lighting costs which includes $25,645 for WisDOT installed lighting component costs and $37,672 for above-ground components (including poles and luminaires) to be completed by Village of Little Chute and that will meet WisDOT standards. Because locally funded lighting costs exceed the estimate for WisDOT installed work, no local participation is proposed for this category.

50% x ($25,645 + $37,672) = $31,659

$31,659 > $25,645 so no local participation is required to make up the 50% overall lighting cost difference.

Category 1400 – Buchanan St. CSD Items

CSD amenities are funded with 80% federal funding up to a maximum of $48,000 when the Municipality agrees to provide the remaining 20% and any funds in excess of the CSD category funding limit. The Village of Little Chute and Outagamie County will split the local cost share at 10% each up to the CSD amenities category limit and split any costs in excess of the CSD category limit at 50% each.

Buchanan St. CSD items requested by the municipality and included in this project:

- Staining Structure (B-44-0332) - $22,672.25
- Staining Structure (R-44-0057) - $14,254.25
- Decorative silhouettes (B-44-0332) - $11,500

CSD item costs are estimated to be $48,426.50.

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 1410 – Holland Road CSD Items

CSD amenities are funded with 80% federal funding up to a maximum of $32,000 when the Municipality agrees to provide the remaining 20% and any funds in excess of the CSD category funding limit. The Village of Little Chute and Outagamie County will split the local cost share at 10% each up to the CSD amenities category limit and split any costs in excess of the CSD category limit at 50% each.

Holland Road CSD items requested by the municipality and included in this project:

- Staining Structure (B-44-0330) - $21,128.38
- Decorative silhouettes (B-44-0330) - $11,500

Holland Road CSD items costs are estimated to be $32,628.38.

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 – Vandenbroek Road CSD Items

CSD amenities are funded with 80% federal funding up to a maximum of $35,000 when the Municipality agrees to provide the remaining 20% and any funds in excess of the CSD category funding limit. The Village of Little Chute and Outagamie County will split the local cost share at 10% each up to the CSD amenities category limit and split any costs in excess of the CSD category limit at 50% each.

Vandenbroek Road CSD items requested by the municipality and included in this project:

- Staining Structure (B-44-0331) - $23,437.00
- Decorative silhouettes (B-44-0331) - $11,500.00

Vandenbroek Road CSD items costs are estimated to be $34,937.00.

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 – CTH N Interchange CSD Items

CSD amenities are funded with 80% federal funding up to a maximum of $22,000 when the Municipality agrees to provide the remaining 20% and any funds in excess of the CSD category funding limit. The Village of Little Chute and Outagamie County will split the local cost share at 10% each up to the CSD amenities category limit and split any costs in excess of the CSD category limit at 50% each.

CTH N Interchange CSD items requested by the municipality and included in this project:

- Staining Structure (B-44-0179) - $22,672.25

CTH N Interchange CSD items costs are estimated to be $22,672.25.

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 – Rose Hill Road (CTH CC) CSD Items

CSD amenities are funded with 80% federal funding up to a maximum of $32,000 when the Municipality agrees to provide the remaining 20% and any funds in excess of the CSD category funding limit. The city of Kaukauna and Outagamie County will split the local cost share at 10% each up to the CSD amenities category limit and split any costs in excess of the CSD category limit at 50% each.

Rose Hill Road (CTH CC) CSD items requested by the municipality and included in this project:

- Staining Structure (B-44-0333) - $21,036.38
- Decorative silhouettes (B-44-0333) - $11,500

Rose Hill Road (CTH CC) CSD items costs are estimated to be $32,536.38.

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 – CTH J Interchange CSD Items

CSD amenities are funded with 80% federal funding up to a maximum of $44,000 when the Municipality agrees to provide the remaining 20% and any funds in excess of the CSD category funding limit. The city of Kaukauna and Outagamie County will split the local cost share at 10% each up to the CSD amenities category limit and split any costs in excess of the CSD category limit at 50% each.

CTH J Interchange CSD items requested by the municipality and included in this project:

- Staining Structure (B-44-0338) - $23,434.13
- Staining Structure (R-44-0050) - $3,944.50
- Staining Structure (R-44-0051) - $5,169.25
- Decorative silhouettes (B-44-0338) - $11,500

CTH J Interchange CSD items costs are estimated to be $44,047.88.

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, Village of Little 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.

Item Number	Item Description	Units	Estimated Qty	Unit Price	Amount
305.0120	Base Aggregate Dense 1 ¼-Inch	TON	1	$23	$23

1130-66-82 Construction Total	$23
15% Construction Engineering	$3.45
1130-66-82 Project Total	$26.45

Category 1610 – Sidewalk, Village of Little Chute

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.

Item Number	Item Description	Units	Estimated Qty	Unit Price	Amount
305.0120	Base Aggregate Dense 1 ¼ Inch	Ton	80	$23	$1,840.00
602.0405	Concrete Sidewalk 4-Inch	SF	3994	$7.25	$28,956.50

1130-66-82 Sidewalk Total	$30,796.50
15% Construction Contingency	$4,619.48
1130-66-82 Project Total	$35,415.98

Category 1800 – 100% State Funded

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

Category 2000 – Structure B-44-0332

The State will pay 100% of the construction costs under Category 2000 – Structure B-44-0332 unless otherwise noted.

Category 4000 – Structure R-44-0057

The State will pay 100% of the construction costs under Category 4000 – Structure R-44-0057 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 Wisconsin Department of Transportation (WisDOT) is planning for reconstruction of the I-41 corridor which includes interchanges and overpasses with local roadways. In addition, WisDOT has recently revised their cost share policy to allow for federal participation to offset a portion of costs related to the incorporation of Community Sensitive Design (CSD) elements which were formerly required to be entirely funded by the Municipality.

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 Buchanan Road Overpass project will be replaced under this project. While the new overpass will remain under local jurisdiction, CSD elements will also be incorporated under this project at the following overpasses: Holland Road, Vandenbroek Road, County N (Freedom Road), County CC (Rosehill Road), and County J (Lawe Street). Construction is currently scheduled for 2025. Outagamie County's share is currently estimated to be $21,524.84 for CSD elements and has been included in the budget.

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

[ ] Revenues [ ] Expenses (Cost) [x] None

3. Is the specific cost or revenue included in the current year's budget? yes ( ) no () n/a (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? If no, skip to question 8 below. yes ( ) no (x)

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		No budget adjustment needed	

Annual and Long-Term Impact

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

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

S:\FINANCE\9 Fiscal Notes & Intrabudget Adjustments\FISCAL NOTES - WORD\Highway\2025\Fiscal Note I-41 Buchanan St Overpass.docx

LOCK IN OF HHS DIRECTOR APPOINTMENT, ORDINANCE NO. Z-10, AND RESOLUTION NOS. 125, 126, 127, 128, AND 129—2024-25.

Vote for lock in. ROLL CALL: 31 yes, 1 abstain (Heiser), 4 absent. HHS DIRECTOR APPOINTMENT, ORDINANCE NO. Z-10, AND RESOLUTION NOS. 125, 126, 127, 128, AND 129—2024-25 ARE ADOPTED & LOCKED IN.

VOTE RESULTS	31 YES	0 NO	1 ABSTAIN	4 ABSENT

LOCK IN OF APPOINTMENT, ORD. NO. Z-10—2024-25, AND RES. NOS. 125-129—2024-25
Lock In of HHS Director Appointment, Ord. No. Z-10—2024-25 and Res. Nos. 125, 126, 127, 128 and 129—2024-25.

Majority of Full Membership
Passed

1 THOMPSON	YES	13 WEGAND	ABSENT	25 JANKE	YES
2 JOHNSON	ABSENT	14 HERMES	YES	26 WEINBERG	YES
3 SMITH	YES	15 MacDONALD	YES	27 CULBERTSON	YES
4 PATIENCE	YES	16 SCHROEDER	YES	28 MONFILS	ABSENT
5 GABRIELSON	YES	17 CROATT	ABSENT	29 WINTERFELDT	YES
6 KOSTELNY	YES	18 SPEARS	YES	30 NEJEDLO	YES
7 HAMMEN	YES	19 HEISER	ABSTAIN	31 CLEGG	YES
8 LAWRENCE	YES	20 MITCHELL	YES	32 THYSSEN	YES
9 KRUEGER	YES	21 CUFF	YES	33 VANDERHEIDEN	YES
10 LAMERS	YES	22 HAGEN	YES	34 RETTLER	YES
11 FERGUSON	YES	23 KLEMP	YES	35 KOURY	YES
12 McCABE	YES	24 THIEDE	YES	36 LAUTENSCHLAGER	YES

Outagamie County
2-11-25 County Board Meeting
2-11-25 CB Meeting
Outagamie County Board of Supervisors

February 11 2025 07:29:14 PM
OpenMeeting

RECONSIDERATION OF HHS DIRECTOR APPOINTMENT, ORDINANCE NO. Z-10, AND RESOLUTION NOS. 125, 126, 127, 128, AND 129—2024-25.

Supervisor Patience moved, seconded by Supervisor Lautenschlager, to reconsider the above listed appointment, ordinance, and resolutions.

Vote for reconsideration. 28 yes, 4 no (Ferguson, MacDonald, Klemp, Thiede), 4 absent. HHS DIRECTOR APPOINTMENT, ORDINANCE NO. Z-10, AND RESOLUTION NOS. 125, 126, 127, 128, AND 129—2024-25 ARE RECONSIDERED.

VOTE RESULTS	28 YES	4 NO	0 ABSTAIN	4 ABSENT

RECONSIDERATION OF APPOINTMENT, ORD. NO. Z-10—2024-25, AND RES. NOS. 125-129—2024-25
Reconsideration of HHS Director Appointment, Ord. No. Z-10—2024-25 and Res. Nos. 125, 126, 127, 128 and 129—2024-25.

Majority of Full Membership
Passed

1 THOMPSON	YES	13 WEGAND	ABSENT	25 JANKE	YES
2 JOHNSON	ABSENT	14 HERMES	YES	26 WEINBERG	YES
3 SMITH	YES	15 MacDONALD	NO	27 CULBERTSON	YES
4 PATIENCE	YES	16 SCHROEDER	YES	28 MONFILS	ABSENT
5 GABRIELSON	YES	17 CROATT	ABSENT	29 WINTERFELDT	YES
6 KOSTELNY	YES	18 SPEARS	YES	30 NEJEDLO	YES
7 HAMMEN	YES	19 HEISER	YES	31 CLEGG	YES
8 LAWRENCE	YES	20 MITCHELL	YES	32 THYSSEN	YES
9 KRUEGER	YES	21 CUFF	YES	33 VANDERHEIDEN	YES
10 LAMERS	YES	22 HAGEN	YES	34 RETTLER	YES
11 FERGUSON	NO	23 KLEMP	NO	35 KOURY	YES
12 McCABE	YES	24 THIEDE	NO	36 LAUTENSCHLAGER	YES

Outagamie County
2-11-25 County Board Meeting
2-11-25 CB Meeting
Outagamie County Board of Supervisors

February 11 2025 07:28:50 PM
OpenMeeting

Resolution No. 126—2024-25 – Property, Airport, Recreation and Economic Development Committee. Approve to endorse Cellcom's application for Broadband, Equity, Access, and Deployment (BEAD) funding to bring fiber to 2,544 eligible Broadband Serviceable Locations in Outagamie County, and endorse the application of Cellcom for BEAD funding to support their broadband infrastructure project in Outagamie County.

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

ROLL CALL: 31 yes, 1 abstain (Heiser), 4 absent. RESOLUTION NO. 126—2024-25 IS ADOPTED.

VOTE RESULTS | 31 YES | 0 NO | 1 ABSTAIN | 4 ABSENT

RESOLUTION NO. 126—2024-25

Property, Airport, Recreation and Economic Development Committee. Approve to endorse Cellcom's application for Broadband, Equity, Access, and Deployment

Majority of Full Membership

Passed

1 THOMPSON	YES	13 WEGAND	ABSENT	25 JANKE	YES
2 JOHNSON	ABSENT	14 HERMES	YES	26 WEINBERG	YES
3 SMITH	YES	15 MacDONALD	YES	27 CULBERTSON	YES
4 PATIENCE	YES	16 SCHROEDER	YES	28 MONFILS	ABSENT
5 GABRIELSON	YES	17 CROATT	ABSENT	29 WINTERFELDT	YES
6 KOSTELNY	YES	18 SPEARS	YES	30 NEJEDLO	YES
7 HAMMEN	YES	19 HEISER	ABSTAIN	31 CLEGG	YES
8 LAWRENCE	YES	20 MITCHELL	YES	32 THYSSEN	YES
9 KRUEGER	YES	21 CUFF	YES	33 VANDERHEIDEN	YES
10 LAMERS	YES	22 HAGEN	YES	34 RETTLER	YES
11 FERGUSON	YES	23 KLEMP	YES	35 KOURY	YES
12 McCABE	YES	24 THIEDE	YES	36 LAUTENSCHLAGER	YES

Outagamie County

2-11-25 County Board Meeting
2-11-25 CB Meeting
Outagamie County Board of Supervisors

February 11 2025 07:20:48 PM

OpenMeeting

RESOLUTION NO.: 126—2024-25

TO THE HONORABLE, THE OUTAGAMIE COUNTY BOARD OF SUPERVISORS

LADIES AND GENTLEMEN: ***MAJORITY***

The Broadband, Equity, Access, and Deployment (BEAD) Program has been established to provide significant funding to expand high-speed internet access across the United States and funding is available for unserved and underserved households and businesses within Outagamie County. The BEAD Program aids to bridge the digital divide by ensuring that all Americans, regardless of their geographic location, have access to reliable and affordable broadband services.

The availability of BEAD funding is crucial for supporting infrastructure projects that will enhance connectivity for unserved and underserved households and businesses in Outagamie County. The purpose of BEAD funding includes promoting economic growth, improving educational opportunities, and enhancing healthcare services through better internet access.

The Outagamie County Board of Supervisors recognize that broadband connectivity and reliability is critical infrastructure for health, safety, and quality of life for all community residents to participate in the full benefits of society and economy, including access to telemedicine, education, and economic opportunities. Cellcom is seeking BEAD funding for Outagamie County.

NOW THEREFORE, the undersigned members of the Property, Airport, Recreation and Economic Development Committee recommend adoption of the following resolution.

BE IT RESOLVED, that the Outagamie County Board of Supervisors does endorse Cellcom's application for Broadband, Equity, Access, and Deployment (BEAD) funding to bring fiber to 2,544 eligible Broadband Serviceable Locations (BSLs) in Outagamie County, and

BE IT FURTHER RESOLVED that the Outagamie County Board of Supervisors does endorse the application of Cellcom for BEAD funding to support their broadband infrastructure project in Outagamie County, and

BE IT FINALLY RESOLVED, that the Outagamie County Clerk be directed to provide the attached letter, which by reference is made a part hereof, to the Public Service Commission of Wisconsin and Cellcom which outlines this endorsement and verifies the applicant and geographic location affected, and include the minutes from this County Board meeting, as well as forwarding a copy of this resolution to the Outagamie County Development and Land Services Director.

Dated this 11th day of February 2025.

Respectfully Submitted,
PROPERTY, AIRPORT, RECREATION &
ECONOMIC DEVELOPMENT COMMITTEE

Dean Culbertson

Lee W. Hammen

Ronald Klemp

Yvonne Monfils

Jason Winterfeldt

Duly and officially adopted by the County Board on: February 11, 2025

Signed: _____ Board Chairperson

_____ County Clerk

Approved: 2.13.25

Vetoed: _____

Signed: _____ County Executive

Outagamie County Clerk Letter Head

[Date]

Cru Stubley
Secretary to the Commission Public Service Commission of Wisconsin
4822 Madison Yards Way
Madison, Wisconsin 53705

Dear Mr. Stubley,

I am writing to confirm that on [Date of County Board Meeting], the Outagamie County Board of Supervisors voted to approve Resolution [Resolution Number], endorsing Cellcom's application for Broadband Equity, Access, and Deployment (BEAD) funding to support broadband infrastructure projects in Outagamie County. Enclosed with this letter are the official minutes from the meeting, as well as a copy of the resolution for your reference.

The Outagamie County Board recognizes the critical importance of broadband connectivity in bridging the digital divide and supporting economic growth, educational opportunities, and healthcare services throughout our community. As outlined in the resolution, the BEAD Program provides essential funding to expand high-speed internet access to unserved and underserved households and businesses in Outagamie County, thereby enhancing quality of life and enabling residents to fully participate in our society and economy.

Cellcom's application aligns with Outagamie County's strategic goals to improve broadband access and reliability, essential for health, safety, and economic development in our region. Therefore, we are pleased to endorse Cellcom's efforts to secure BEAD funding and support their commitment to enhancing broadband infrastructure in Outagamie County.

Please do not hesitate to contact our office if you require any further information or documentation regarding this endorsement.

Sincerely,

[Signature]

Kelly Gerrits
Outagamie County Clerk

(920) 832-5077
kelly.gerrits@outagamie.org

LOCK IN OF HHS DIRECTOR APPOINTMENT, ORDINANCE NO. Z-10, AND RESOLUTION NOS. 125, 126, 127, 128, AND 129—2024-25.

Vote for lock in. ROLL CALL: 31 yes, 1 abstain (Heiser), 4 absent. HHS DIRECTOR APPOINTMENT, ORDINANCE NO. Z-10, AND RESOLUTION NOS. 125, 126, 127, 128, AND 129—2024-25 ARE ADOPTED & LOCKED IN.

VOTE RESULTS | 31 YES | 0 NO | 1 ABSTAIN | 4 ABSENT

LOCK IN OF APPOINTMENT, ORD. NO. Z-10—2024-25, AND RES. NOS. 125-129—2024-25
Lock In of HHS Director Appointment, Ord. No. Z-10—2024-25 and Res. Nos. 125, 126, 127, 128 and 129—2024-25.

Majority of Full Membership
Passed

1 THOMPSON	YES	13 WEGAND	ABSENT	25 JANKE	YES
2 JOHNSON	ABSENT	14 HERMES	YES	26 WEINBERG	YES
3 SMITH	YES	15 MacDONALD	YES	27 CULBERTSON	YES
4 PATIENCE	YES	16 SCHROEDER	YES	28 MONFILS	ABSENT
5 GABRIELSON	YES	17 CROATT	ABSENT	29 WINTERFELDT	YES
6 KOSTELNY	YES	18 SPEARS	YES	30 NEJEDLO	YES
7 HAMMEN	YES	19 HEISER	ABSTAIN	31 CLEGG	YES
8 LAWRENCE	YES	20 MITCHELL	YES	32 THYSSEN	YES
9 KRUEGER	YES	21 CUFF	YES	33 VANDERHEIDEN	YES
10 LAMERS	YES	22 HAGEN	YES	34 RETTLER	YES
11 FERGUSON	YES	23 KLEMP	YES	35 KOURY	YES
12 McCABE	YES	24 THIEDE	YES	36 LAUTENSCHLAGER	YES

Outagamie County
2-11-25 County Board Meeting
2-11-25 CB Meeting
Outagamie County Board of Supervisors

February 11 2025 07:29:14 PM
OpenMeeting

RECONSIDERATION OF HHS DIRECTOR APPOINTMENT, ORDINANCE NO. Z-10, AND RESOLUTION NOS. 125, 126, 127, 128, AND 129—2024-25.

Supervisor Patience moved, seconded by Supervisor Lautenschlager, to reconsider the above listed appointment, ordinance, and resolutions.

Vote for reconsideration. 28 yes, 4 no (Ferguson, MacDonald, Klemp, Thiede), 4 absent. HHS DIRECTOR APPOINTMENT, ORDINANCE NO. Z-10, AND RESOLUTION NOS. 125, 126, 127, 128, AND 129—2024-25 ARE RECONSIDERED.

VOTE RESULTS | 28 YES | 4 NO | 0 ABSTAIN | 4 ABSENT

RECONSIDERATION OF APPOINTMENT, ORD. NO. Z-10—2024-25, AND RES. NOS. 125-129—2024-25
Reconsideration of HHS Director Appointment, Ord. No. Z-10—2024-25 and Res. Nos. 125, 126, 127, 128 and 129—2024-25.

Majority of Full Membership
Passed

1 THOMPSON	YES	13 WEGAND	ABSENT	25 JANKE	YES
2 JOHNSON	ABSENT	14 HERMES	YES	26 WEINBERG	YES
3 SMITH	YES	15 MacDONALD	NO	27 CULBERTSON	YES
4 PATIENCE	YES	16 SCHROEDER	YES	28 MONFILS	ABSENT
5 GABRIELSON	YES	17 CROATT	ABSENT	29 WINTERFELDT	YES
6 KOSTELNY	YES	18 SPEARS	YES	30 NEJEDLO	YES
7 HAMMEN	YES	19 HEISER	YES	31 CLEGG	YES
8 LAWRENCE	YES	20 MITCHELL	YES	32 THYSSEN	YES
9 KRUEGER	YES	21 CUFF	YES	33 VANDERHEIDEN	YES
10 LAMERS	YES	22 HAGEN	YES	34 RETTLER	YES
11 FERGUSON	NO	23 KLEMP	NO	35 KOURY	YES
12 McCABE	YES	24 THIEDE	NO	36 LAUTENSCHLAGER	YES

Outagamie County
2-11-25 County Board Meeting
2-11-25 CB Meeting
Outagamie County Board of Supervisors

February 11 2025 07:28:50 PM
OpenMeeting

Resolution No. 127—2024-25 – Property, Airport, Recreation and Economic Development Committee. Approve to endorse Brightspeed's application for Broadband, Equity, Access, and Deployment (BEAD) funding to bring fiber to 2,544 eligible Broadband Serviceable Locations in Outagamie County, and endorse the application of Brightspeed for BEAD funding to support their broadband infrastructure project in Outagamie County.

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

ROLL CALL: 31 yes, 1 abstain (Heiser), 4 absent. RESOLUTION NO. 127—2024-25 IS ADOPTED.

VOTE RESULTS | 31 YES | 0 NO | 1 ABSTAIN | 4 ABSENT

RESOLUTION NO. 127—2024-25

Property, Airport, Recreation and Economic Development Committee. Approve to endorse Brightspeed's application for Broadband, Equity, Access, and Deployment

Majority of Full Membership

Passed

1 THOMPSON	YES	13 WEGAND	ABSENT	25 JANKE	YES
2 JOHNSON	ABSENT	14 HERMES	YES	26 WEINBERG	YES
3 SMITH	YES	15 MacDONALD	YES	27 CULBERTSON	YES
4 PATIENCE	YES	16 SCHROEDER	YES	28 MONFILS	ABSENT
5 GABRIELSON	YES	17 CROATT	ABSENT	29 WINTERFELDT	YES
6 KOSTELNY	YES	18 SPEARS	YES	30 NEJEDLO	YES
7 HAMMEN	YES	19 HEISER	ABSTAIN	31 CLEGG	YES
8 LAWRENCE	YES	20 MITCHELL	YES	32 THYSSEN	YES
9 KRUEGER	YES	21 CUFF	YES	33 VANDERHEIDEN	YES
10 LAMERS	YES	22 HAGEN	YES	34 RETTLER	YES
11 FERGUSON	YES	23 KLEMP	YES	35 KOURY	YES
12 McCABE	YES	24 THIEDE	YES	36 LAUTENSCHLAGER	YES

Outagamie County

2-11-25 County Board Meeting
2-11-25 CB Meeting
Outagamie County Board of Supervisors

February 11 2025 07:21:30 PM

OpenMeeting

RESOLUTION NO.: 127—2024-25

TO THE HONORABLE, THE OUTAGAMIE COUNTY BOARD OF SUPERVISORS

LADIES AND GENTLEMEN: ***MAJORITY***

The Broadband, Equity, Access, and Deployment (BEAD) Program has been established to provide significant funding to expand high-speed internet access across the United States and funding is available for unserved and underserved households and businesses within Outagamie County. The BEAD Program aids to bridge the digital divide by ensuring that all Americans, regardless of their geographic location, have access to reliable and affordable broadband services.

The availability of BEAD funding is crucial for supporting infrastructure projects that will enhance connectivity for unserved and underserved households and businesses in Outagamie County. The purpose of BEAD funding includes promoting economic growth, improving educational opportunities, and enhancing healthcare services through better internet access.

The Outagamie County Board of Supervisors recognize that broadband connectivity and reliability is critical infrastructure for health, safety, and quality of life for all community residents to participate in the full benefits of society and economy, including access to telemedicine, education, and economic opportunities. Brightspeed is seeking BEAD funding for Outagamie County.

NOW THEREFORE, the undersigned members of the Property, Airport, Recreation and Economic Development Committee recommend adoption of the following resolution.

BE IT RESOLVED, that the Outagamie County Board of Supervisors does endorse Brightspeed's application for Broadband, Equity, Access, and Deployment (BEAD) funding to bring fiber to 2,544 eligible Broadband Serviceable Locations (BSLs) in Outagamie County, and

BE IT FURTHER RESOLVED that the Outagamie County Board of Supervisors does endorse the application of Brightspeed for BEAD funding to support their broadband infrastructure project in Outagamie County, and

BE IT FINALLY RESOLVED, that the Outagamie County Clerk be directed to provide the attached letter, which by reference is made a part hereof, to the Public Service Commission of Wisconsin and Brightspeed which outlines this endorsement and verifies the applicant and geographic location affected, and include the minutes from this County Board meeting, as well as forwarding a copy of this resolution to the Outagamie County Development and Land Services Director.

Dated this 11th day of February, 2025

Respectfully Submitted,
PROPERTY, AIRPORT, RECREATION &
ECONOMIC DEVELOPMENT COMMITTEE

Dean Culbertson

Lee W. Hammen

Ronald Klemp

Yvonne Monfils

Jason Winterfeldt

Duly and officially adopted by the County Board on: February 11, 2025

Signed: _____
Board Chairperson

_____
County Clerk

Approved: 2 13 25

Vetoed: _____

Signed: _____
County Executive

Outagamie County Clerk Letter Head

[Date]

Cru Stubley
Secretary to the Commission Public Service Commission of Wisconsin
4822 Madison Yards Way
Madison, Wisconsin 53705

Dear Mr. Stubley,

I am writing to confirm that on [Date of County Board Meeting], the Outagamie County Board of Supervisors voted to approve Resolution [Resolution Number], endorsing Brightspeed's application for Broadband Equity, Access, and Deployment (BEAD) funding to support broadband infrastructure projects in Outagamie County. Enclosed with this letter are the official minutes from the meeting, as well as a copy of the resolution for your reference.

The Outagamie County Board recognizes the critical importance of broadband connectivity in bridging the digital divide and supporting economic growth, educational opportunities, and healthcare services throughout our community. As outlined in the resolution, the BEAD Program provides essential funding to expand high-speed internet access to unserved and underserved households and businesses in Outagamie County, thereby enhancing quality of life and enabling residents to fully participate in our society and economy.

Brightspeed's application aligns with Outagamie County's strategic goals to improve broadband access and reliability, essential for health, safety, and economic development in our region. Therefore, we are pleased to endorse Brightspeed's efforts to secure BEAD funding and support their commitment to enhancing broadband infrastructure in Outagamie County.

Please do not hesitate to contact our office if you require any further information or documentation regarding this endorsement.

Sincerely,

[Signature]

Kelly Gerrits
Outagamie County Clerk

(920) 832-5077
kelly.gerrits@outagamie.org

LOCK IN OF HHS DIRECTOR APPOINTMENT, ORDINANCE NO. Z-10, AND RESOLUTION NOS. 125, 126, 127, 128, AND 129—2024-25.

Vote for lock in. ROLL CALL: 31 yes, 1 abstain (Heiser), 4 absent. HHS DIRECTOR APPOINTMENT, ORDINANCE NO. Z-10, AND RESOLUTION NOS. 125, 126, 127, 128, AND 129—2024-25 ARE ADOPTED & LOCKED IN.

VOTE RESULTS | 31 YES | 0 NO | 1 ABSTAIN | 4 ABSENT

LOCK IN OF APPOINTMENT, ORD. NO. Z-10—2024-25, AND RES. NOS. 125-129—2024-25

Lock In of HHS Director Appointment, Ord. No. Z-10—2024-25 and Res. Nos. 125, 126, 127, 128 and 129—2024-25.

Majority of Full Membership

Passed

1 THOMPSON	YES	13 WEGAND	ABSENT	25 JANKE	YES
2 JOHNSON	ABSENT	14 HERMES	YES	26 WEINBERG	YES
3 SMITH	YES	15 MacDONALD	YES	27 CULBERTSON	YES
4 PATIENCE	YES	16 SCHROEDER	YES	28 MONFILS	ABSENT
5 GABRIELSON	YES	17 CROATT	ABSENT	29 WINTERFELDT	YES
6 KOSTELNY	YES	18 SPEARS	YES	30 NEJEDLO	YES
7 HAMMEN	YES	19 HEISER	ABSTAIN	31 CLEGG	YES
8 LAWRENCE	YES	20 MITCHELL	YES	32 THYSSEN	YES
9 KRUEGER	YES	21 CUFF	YES	33 VANDERHEIDEN	YES
10 LAMERS	YES	22 HAGEN	YES	34 RETTLER	YES
11 FERGUSON	YES	23 KLEMP	YES	35 KOURY	YES
12 McCABE	YES	24 THIEDE	YES	36 LAUTENSCHLAGER	YES

Outagamie County

2-11-25 County Board Meeting
2-11-25 CB Meeting
Outagamie County Board of Supervisors

February 11 2025 07:29:14 PM

OpenMeeting

RECONSIDERATION OF HHS DIRECTOR APPOINTMENT, ORDINANCE NO. Z-10, AND RESOLUTION NOS. 125, 126, 127, 128, AND 129—2024-25.

Supervisor Patience moved, seconded by Supervisor Lautenschlager, to reconsider the above listed appointment, ordinance, and resolutions.

Vote for reconsideration. 28 yes, 4 no (Ferguson, MacDonald, Klemp, Thiede), 4 absent. HHS DIRECTOR APPOINTMENT, ORDINANCE NO. Z-10, AND RESOLUTION NOS. 125, 126, 127, 128, AND 129—2024-25 ARE RECONSIDERED.

VOTE RESULTS | 28 YES | 4 NO | 0 ABSTAIN | 4 ABSENT

RECONSIDERATION OF APPOINTMENT, ORD. NO. Z-10—2024-25, AND RES. NOS. 125-129—2024-25
Reconsideration of HHS Director Appointment, Ord. No. Z-10—2024-25 and Res. Nos. 125, 126, 127, 128 and 129—2024-25.

Majority of Full Membership
Passed

1 THOMPSON	YES	13 WEGAND	ABSENT	25 JANKE	YES
2 JOHNSON	ABSENT	14 HERMES	YES	26 WEINBERG	YES
3 SMITH	YES	15 MacDONALD	NO	27 CULBERTSON	YES
4 PATIENCE	YES	16 SCHROEDER	YES	28 MONFILS	ABSENT
5 GABRIELSON	YES	17 CROATT	ABSENT	29 WINTERFELDT	YES
6 KOSTELNY	YES	18 SPEARS	YES	30 NEJEDLO	YES
7 HAMMEN	YES	19 HEISER	YES	31 CLEGG	YES
8 LAWRENCE	YES	20 MITCHELL	YES	32 THYSSEN	YES
9 KRUEGER	YES	21 CUFF	YES	33 VANDERHEIDEN	YES
10 LAMERS	YES	22 HAGEN	YES	34 RETTLER	YES
11 FERGUSON	NO	23 KLEMP	NO	35 KOURY	YES
12 McCABE	YES	24 THIEDE	NO	36 LAUTENSCHLAGER	YES

Outagamie County
2-11-25 County Board Meeting
2-11-25 CB Meeting
Outagamie County Board of Supervisors

February 11 2025 07:28:50 PM
OpenMeeting

Resolution No. 128—2024-25 – Public Safety Committee. Approve the District Attorney's Office to accept and expend a $999 Wisconsin Victim Witness Professional Association Grant for comfort room items as noted on the attached WVWP Grant – Victim Comfort Room Items document, and increase the District Attorney line items of Intergovernmental Revenue by $999 and Supplies by $999, as noted on the attached fiscal note.

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

ROLL CALL: 32 yes, 4 absent. RESOLUTION NO. 128—2024-25 IS ADOPTED.

VOTE RESULTS | 32 YES | 0 NO | 0 ABSTAIN | 4 ABSENT

RESOLUTION NO. 128—2024-25

Public Safety Committee. Approve the District Attorney's Office to accept and expend a $999 Wisconsin Victim Witness Professional Association Grant for comfort room items as noted on the attached WVWP Grant – Victim

2/3 of Full Membership

Passed

1 THOMPSON	YES	13 WEGAND	ABSENT	25 JANKE	YES
2 JOHNSON	ABSENT	14 HERMES	YES	26 WEINBERG	YES
3 SMITH	YES	15 MacDONALD	YES	27 CULBERTSON	YES
4 PATIENCE	YES	16 SCHROEDER	YES	28 MONFILS	ABSENT
5 GABRIELSON	YES	17 CROATT	ABSENT	29 WINTERFELDT	YES
6 KOSTELNY	YES	18 SPEARS	YES	30 NEJEDLO	YES
7 HAMMEN	YES	19 HEISER	YES	31 CLEGG	YES
8 LAWRENCE	YES	20 MITCHELL	YES	32 THYSSEN	YES
9 KRUEGER	YES	21 CUFF	YES	33 VANDERHEIDEN	YES
10 LAMERS	YES	22 HAGEN	YES	34 RETTLER	YES
11 FERGUSON	YES	23 KLEMP	YES	35 KOURY	YES
12 McCABE	YES	24 THIEDE	YES	36 LAUTENSCHLAGER	YES

Outagamie County

2-11-25 County Board Meeting
2-11-25 CB Meeting
Outagamie County Board of Supervisors

February 11, 2025 07:22:31 PM

OpenMeeting

RESOLUTION NO.: 128—2024-25

TO THE HONORABLE, THE OUTAGAMIE COUNTY BOARD OF SUPERVISORS

LADIES AND GENTLEMEN: ***2/3 MAJORITY – 24 VOTES***

The District Attorney's Office has been notified of approval for a Wisconsin Victim Witness Professional Association Comfort Room grant for $999.00. The major focus of the grant is to provide better comfort when a victim or witness visits the office. The department is looking to purchase a device to better communicate with visitors who are non-English speaking when the language line is not available, as well as supplies to make the area more comfortable and less institutional (see attached detailed list). The budget adjustment is for an increase in Intergovernmental Revenue and Supplies.

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

BE IT RESOLVED, that the Outagamie County Board of Supervisors does approve the District Attorney's Office to accept and expend a $999 Wisconsin Victim Witness Professional Association Grant for comfort room items as noted on the attached WVWP Grant – Victim Comfort Room Items document, which by reference is made a part hereof, and

BE IT FURTHER RESOLVED, that the Outagamie County Board of Supervisors does approve of increasing the District Attorney Intergovernmental Revenue line item by $999 and the District Attorney Supplies line item by $999, as noted on the attached fiscal note, which by reference is made a part hereof, and

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

Dated this 11th day of February 2025

Respectfully submitted,
PUBLIC SAFETY COMMITTEE

Katrin Patience

Christine Lamers

Timothy Hermes

Michael Smith

Jeremy Thyssen

Duly and officially adopted by the County Board on: February 11, 2025

Signed: _____
Board Chairperson

_____
County Clerk

Approved: 2 13 25

Vetoed: _____

Signed: _____
County Executive

WVWP GRANT – VICTIM COMFORT ROOM ITEMS
COUNTY: OUTAGAMIE
CONTACT PERSON : STEPHANIE A JENS
Stephanie.Jens@da.wi.gov **or (920)832-4615**

Outagamie County is applying for funds to enhance our current victim/witness comfort room. All of the listed items will assist our program in providing better comfort when a victim or witness visits our office.
Our program would like to purchase a Pocketalk device to better communicate with victims/witnesses when Language Line is not an immediate option. This will be utilized when a victim comes to the courthouse and does not speak any English. This device would enable staff to have basic conversations to access how to assist them. Our county IT department assisted me in the device selection. This would be of great value to our staff, as in the last several years we have assisted more non-English speaking victims/witnesses as well as seen an increase in different types of languages. It also sends an important message that our staff value their needs and look for better ways to communicate with them through their language.

Victims/Witnesses have complained about how uncomfortable the benches are in our courtrooms and some of our seating in our comfort room, so the seat cushions will be used to provide better comfort for victims/witnesses. They are also washable. We were provided a loveseat by the county; however, it is a wipeable type material. Purchasing a washable slipcover will provide better comfort and perhaps not make the loveseat look so office like, which overall makes the comfort room more appealing (and comfortable) to those using it. Our program wants victims/witnesses to feel welcomed when they use our comfort room.

The rest of this county's requests relate to the mental health of victims/witnesses that use our comfort room. Our county has selected certain coloring books/colored pencils that relate to good vibes and mindfulness. We also have listed meditation tools and fidgets. We hope that these items will provide some emotional support while they are waiting in our office.

Outagamie County has an Amazon account, so all taxes and shipping will be covered if ordered thru the county. Taxes are waived for the phones since we are a government agency; however, we will incur shipping for that device.Below is a breakdown of requested comfort room items:

ITEM	QUANTITY	PRICE	TOTAL
Pocketalk Language Device	1	$380	$387 w/shipping
Seat Cushions	2 (2 in a pack)	$40	$80
Calming Ideas for kids	3 different kinds of products	$22; $25;$20	$67
Coloring Books – calming	30	Varies	$225
Colored Pencils	30	$5.40	$165
Loveseat Slipcover	1	$43	$43
Fidgets	1	$32	$32
TOTAL			**$999.00**

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:** District Attorney's office is requesting approval to adjust their budget for receipt and expenditure of a Wisconsin Victim Witness Professional Association Grant for comfort room items

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 District Attorney's office has been notified that it has been approved for a Wisconsin Victim Witness Professional Association Comfort Room grant for $999.00 The major focus of the grant is to provide better comfort when a victim or witness visits the office. The department is looking to purchase a device to better communicate with visitors who are non-English speaking when the language line is not available as well as supplies to make the area more comfortable and less institutional. A detailed list is attached. Therefore, we are requesting approval to accept and expend the grant funds. The budget adjustment will be to receive the grant for $999 and increase supplies $999.

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

[x] Revenues [x] 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
District Attorney	Intergovernmental Revenue	1003400.4280.99	$999
District Attorney	Supplies	1003400.5400	$999

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: Melinda Tempelis/Michelle Uitenbroek

For Financial Services purposes only	
Reviewed By:	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
Michelle Uitenbroek **Date: 1/22/2025**	
Comments:	

LOCK IN OF HHS DIRECTOR APPOINTMENT, ORDINANCE NO. Z-10, AND RESOLUTION NOS. 125, 126, 127, 128, AND 129—2024-25.

Vote for lock in. ROLL CALL: 31 yes, 1 abstain (Heiser), 4 absent. HHS DIRECTOR APPOINTMENT, ORDINANCE NO. Z-10, AND RESOLUTION NOS. 125, 126, 127, 128, AND 129—2024-25 ARE ADOPTED & LOCKED IN.

VOTE RESULTS | 31 YES | 0 NO | 1 ABSTAIN | 4 ABSENT

LOCK IN OF APPOINTMENT, ORD. NO. Z-10—2024-25, AND RES. NOS. 125-129—2024-25
Lock In of HHS Director Appointment, Ord. No. Z-10—2024-25 and Res. Nos. 125, 126, 127, 128 and 129—2024-25.

Majority of Full Membership
Passed

1 THOMPSON	YES	13 WEGAND	ABSENT	25 JANKE	YES
2 JOHNSON	ABSENT	14 HERMES	YES	26 WEINBERG	YES
3 SMITH	YES	15 MacDONALD	YES	27 CULBERTSON	YES
4 PATIENCE	YES	16 SCHROEDER	YES	28 MONFILS	ABSENT
5 GABRIELSON	YES	17 CROATT	ABSENT	29 WINTERFELDT	YES
6 KOSTELNY	YES	18 SPEARS	YES	30 NEJEDLO	YES
7 HAMMEN	YES	19 HEISER	ABSTAIN	31 CLEGG	YES
8 LAWRENCE	YES	20 MITCHELL	YES	32 THYSSEN	YES
9 KRUEGER	YES	21 CUFF	YES	33 VANDERHEIDEN	YES
10 LAMERS	YES	22 HAGEN	YES	34 RETTLER	YES
11 FERGUSON	YES	23 KLEMP	YES	35 KOURY	YES
12 McCABE	YES	24 THIEDE	YES	36 LAUTENSCHLAGER	YES

Outagamie County **2-11-25 County Board Meeting**
2-11-25 CB Meeting
Outagamie County Board of Supervisors

February 11 2025 07:59:14 PM
OpenMeeting

RECONSIDERATION OF HHS DIRECTOR APPOINTMENT, ORDINANCE NO. Z-10, AND RESOLUTION NOS. 125, 126, 127, 128, AND 129—2024-25.

Supervisor Patience moved, seconded by Supervisor Lautenschlager, to reconsider the above listed appointment, ordinance, and resolutions.

Vote for reconsideration. 28 yes, 4 no (Ferguson, MacDonald, Klemp, Thiede), 4 absent. HHS DIRECTOR APPOINTMENT, ORDINANCE NO. Z-10, AND RESOLUTION NOS. 125, 126, 127, 128, AND 129—2024-25 ARE RECONSIDERED.

VOTE RESULTS	28 YES	4 NO	0 ABSTAIN	4 ABSENT

RECONSIDERATION OF APPOINTMENT, ORD. NO. Z-10—2024-25, AND RES. NOS. 125-129—2024-25
Reconsideration of HHS Director Appointment, Ord. No. Z-10—2024-25 and Res. Nos. 125, 126, 127, 128 and 129—2024-25.

Majority of Full Membership
Passed

1 THOMPSON	YES	13 WEGAND	ABSENT	25 JANKE	YES
2 JOHNSON	ABSENT	14 HERMES	YES	26 WEINBERG	YES
3 SMITH	YES	15 MacDONALD	NO	27 CULBERTSON	YES
4 PATIENCE	YES	16 SCHROEDER	YES	28 MONFILS	ABSENT
5 GABRIELSON	YES	17 CROATT	ABSENT	29 WINTERFELDT	YES
6 KOSTELNY	YES	18 SPEARS	YES	30 NEJEDLO	YES
7 HAMMEN	YES	19 HEISER	YES	31 CLEGG	YES
8 LAWRENCE	YES	20 MITCHELL	YES	32 THYSSEN	YES
9 KRUEGER	YES	21 CUFF	YES	33 VANDERHEIDEN	YES
10 LAMERS	YES	22 HAGEN	YES	34 RETTLER	YES
11 FERGUSON	NO	23 KLEMP	NO	35 KOURY	YES
12 McCABE	YES	24 THIEDE	NO	36 LAUTENSCHLAGER	YES

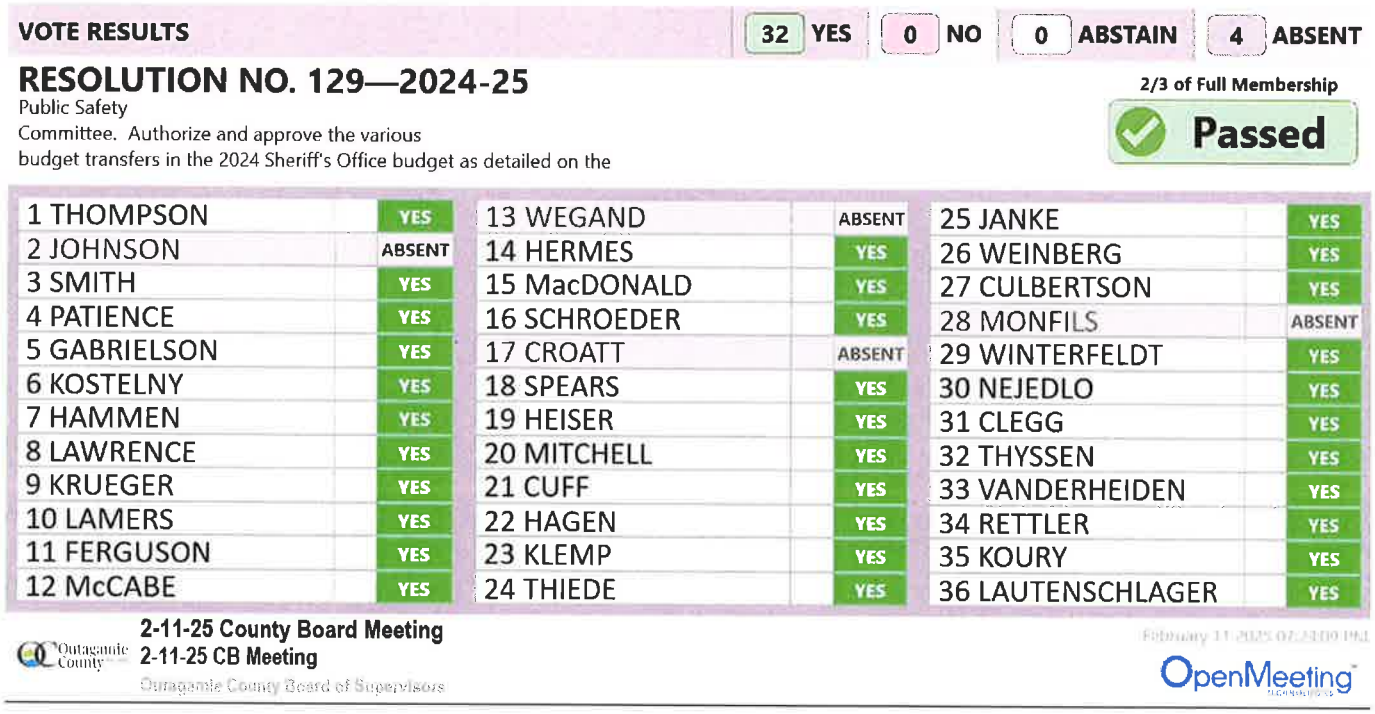
Outagamie County
2-11-25 County Board Meeting
2-11-25 CB Meeting
Outagamie County Board of Supervisors

February 11 2025 07:28:50 PM
OpenMeeting

Resolution No. 129—2024-25 – Public Safety Committee. Authorize and approve the various budget transfers in the 2024 Sheriff's Office budget as detailed on the attached fiscal note and Outagamie County Sheriff's Office 2024 Budget Transfers Worksheet.

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

ROLL CALL: 32 yes, 4 absent. RESOLUTION NO. 129—2024-25 IS ADOPTED.



VOTE RESULTS 32 YES 0 NO 0 ABSTAIN 4 ABSENT

RESOLUTION NO. 129—2024-25

Public Safety Committee. Authorize and approve the various budget transfers in the 2024 Sheriff's Office budget as detailed on the

2/3 of Full Membership

Passed

1 THOMPSON	YES	13 WEGAND	ABSENT	25 JANKE	YES
2 JOHNSON	ABSENT	14 HERMES	YES	26 WEINBERG	YES
3 SMITH	YES	15 MacDONALD	YES	27 CULBERTSON	YES
4 PATIENCE	YES	16 SCHROEDER	YES	28 MONFILS	ABSENT
5 GABRIELSON	YES	17 CROATT	ABSENT	29 WINTERFELDT	YES
6 KOSTELNY	YES	18 SPEARS	YES	30 NEJEDLO	YES
7 HAMMEN	YES	19 HEISER	YES	31 CLEGG	YES
8 LAWRENCE	YES	20 MITCHELL	YES	32 THYSSEN	YES
9 KRUEGER	YES	21 CUFF	YES	33 VANDERHEIDEN	YES
10 LAMERS	YES	22 HAGEN	YES	34 RETTLER	YES
11 FERGUSON	YES	23 KLEMP	YES	35 KOURY	YES
12 McCABE	YES	24 THIEDE	YES	36 LAUTENSCHLAGER	YES

Outagamie County

2-11-25 County Board Meeting
2-11-25 CB Meeting
Outagamie County Board of Supervisors

February 11, 2025 07:33:00 PM

OpenMeeting

RESOLUTION NO.: 129—2024-25

TO THE HONORABLE, THE OUTAGAMIE COUNTY BOARD OF SUPERVISORS

LADIES AND GENTLEMEN: ***2/3 MAJORITY – 24 VOTES***

The Outagamie County Sheriff's Office is requesting approval for 2024 year-end budgetary transfers that account for unanticipated costs and shifting resources to best use funds to meet department needs.

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

BE IT RESOLVED, that the Outagamie County Board of Supervisors does authorize and approve of various budget transfers in the 2024 Sheriff's Office budget as detailed on the attached fiscal note and Outagamie County Sheriff's Office 2024 Budget Transfers Worksheet, which by reference are made a part hereof, and

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

Dated this 11th day of February 2025

Respectfully submitted,
PUBLIC SAFETY COMMITTEE

Katrin Patience

Christine Lamers

Timothy Hermes

Michael Smith

Jeremy Thyssen

Duly and officially adopted by the County Board on: February 11, 2025

Signed: Board Chairperson

County Clerk

Approved: 2-13-25

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 2024 Budget Transfers for the Sheriff's Office

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 Outagamie County Sheriff's Office requests approval for the attached year-end budgetary transfers that account for unanticipated costs, and shifting resources to best use funds to meet department needs.

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

[x] Revenues [x] 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 (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
See Attached Worksheet for Transfer Detail			

Annual and Long-Term Impact

8. Is the above Increase/Decrease a nonrecurring one-time expense or revenue? yes ( ) no ( ) n/a (XX)
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: *Michelle Uitenbroek*	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 Expenditures Account Number — Amount
Date: 1/14/2025	
Comments:	

Outagamie County Sheriff's Office *updated 1.13.25*

2024 Budget Transfers

Cost Center Name	Cost Center	Account #	Line	Debit	Credit	Reason
Administration	1008000	5100	Wages	$ 90,400		retirement payout-position filled immediately at higher step instead of keeping vacancy, unanticipated OT
Administration	1008000	5200	Benefits	$ 35,600		retirement payout, unanticipated OT & change in staff benefits
Administration	1008000	5400	Supplies		$ 6,000	shift unspent supply dollars to cover wage overage
Administration	1008000	5500	Services		$ 20,000	shift unspent service dollars to cover wage overage
Administration	1008000	5300	Training		$ 4,700	shift unspent training dollars to cover wage overage
Process Server	1008005	5200	Benefits		$ 19,450	savings due to staff change, applied to cost centers short
Process Server	1008005	5100	Wages		$ 11,000	savings due to staff change, applied to cost centers short
Process Server	1008005	4300	Revenue		$ 1,950	collections expected to exceed budget
Traffic (Patrol)	1008007	4200	Revenue	$ 150,000		reduction in traffic grants worked
Traffic (Patrol)	1008007	5100	Wages	$ 85,000		retro pay covering 2023 that couldn't be covered with 2024 budget
Traffic (Patrol)	1008007	5400	Supplies	$ 5,500		unanticipated IT & Supply costs
Traffic (Patrol)	1008007	5500	Services		$ 100,000	Savings due to reduction in traffic grants worked
Traffic (Patrol)	1008007	5200	Benefits		$ 83,000	unspent benefits to cover 2023 retro pay on contract settlement
Traffic (Patrol)	1008007	5300	Training		$ 500	unspent training to cover 2023 retro pay on contract settlement
Drug Squad	1008011	5200	Wages		$ 8,000	savings due to vacancy & staff benefit change
Drug Squad	1008011	5100	Wages		$ 4,000	savings due to vacancy
Communications	1008013	5400	Supplies	$ 7,000		unanticipated IT & Supply costs
Communications	1008013	5200	Benefits		$ 245,000	savings due to benefit selection & vacancy applied
Communications	1008013	5100	Wages		$ 88,000	vacancy savings supports unanticipated OT
Corrections/Jail	1008015	4300	Revenue	$ 175,000		revenue expected to be less than budgeted
Corrections/Jail	1008015	5100	Wages	$ 150,000		communicated & expected shortage through McGrath study & 2024 budget process
Corrections/Jail	1008015	5200	Benefits		$ 90,000	benefit savings covers part of wage overage
Squad Cars	1008017	5100	Wages	$ 7,000		unanticipated OT
Squad Cars	1008017	6000	Capital	$ 7,000		Supply savings shifted to support capital needs
Squad Cars	1008017	5500	Services	$ 3,500		timing issues with Fleet delivery - expecting to send out for upfit
Squad Cars	1008017	5200	Benefits	$ 600		unanticipated OT
Squad Cars	1008017	5400	Supplies		$ 35,000	Fuel Costs less than expected
			Total:	**$ 716,600**	**$ 716,600**	

I, Kelly Gerrits, County Clerk for the County of Outagamie Wisconsin do hereby certify that the foregoing is a true and correct copy of the February 11, 2025 County Board Minutes approved by a majority vote at a meeting of the County Board on March 11, 2025 and recorded in the minutes of said meeting a quorum of members being present.

In testimony whereof, I have hereunto set my hand and the seal of the County of Outagamie, Wisconsin, this 12th Day of March, 2025.

/s/ Kelly Gerrits
County Clerk

Please call the Outagamie County Clerk's Office (832-5077) if you would like further elaboration of these minutes.

RUN: March 24, 2025

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

Office of the County Clerk, March 11, 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: 31 present, 5 absent. Members present: Thompson, Johnson, Smith, Patience, Gabrielson, Kostelny, Hammen, Krueger, Lamers, Ferguson, McCabe, Wegand, MacDonald, Croatt, Heiser, Mitchell, Cuff, Hagen, Klemp, Thiede, Janke, Weinberg, Culbertson, Monfils, Winterfeldt, Nejedlo, Thyssen, VanderHeiden, Rettler, Koury, and Lautenschlager. Members absent: Supervisors Lawrence, Schroeder, Hermes, Spears, and Clegg.

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

The Pledge of Allegiance was led by Chairperson Gabrielson.

MINUTES OF THE FEBRUARY 11, 2025 COUNTY BOARD MEETING
Supervisor Lautenschlager moved, seconded by Supervisor Krueger, to approve the minutes of the February 11, 2025 County Board meeting.

ROLL CALL: 31 yes, 5 absent. MINUTES OF THE FEBRUARY 11, 2025 COUNTY BOARD MEETING ARE APPROVED.

SPECIAL ORDER OF BUSINESS –
Lisa Strandberg, Pillars Executive Director, provided an overview of the services Pillars provides to the community.

Specifics of the Pillars Overview presentation included:
- The mission of the organization: provide shelter, support, and solutions to address the housing needs of the community.
- The vision of the organization: envision a creative, compassionate community that collaborates to find innovative, effective solutions so experiences of homelessness are rare and brief and everyone has a place to call home.
- The core values of the organization: respect, collaboration, empowerment, and grit.
- Pillars addresses the continuum of housing needs: with a $5 million annual budget, 1,800 unduplicated people are served per year.
- Numerous supportive services conducted annually including: prevention and diversion (keeping people in their homes and out of the shelter), street outreach (building trust and support of the unsheltered), adult shelter operations (serves 55 adults each night/250 adults per year), Resource Center operations (serves 645 adults per year, or 52 adults per day on average), Adult and Family Shelter operations (serves 420 adults and 135 children per year), Supportive Housing (serves 190 adults and children per year, along with providing one-on-one coaching).
- Considering the housing shortage crisis, Pillars primarily focuses on the Adult Shelter, the Resource Center, and the Adult and Family Shelter (these are the most visible).
- Pillars strives to build capacity at its initial supportive services, while harboring its interim solutions so to ensure long term successes for shelter exist.

- Outagamie County helps sustain key services – donated $1.5 million for mental and behavioral health support. The ARPA Beneficiary Agreement for Mental & Behavioral Health Supports will fund through calendar year 2026. $75k-100k per quarter is devoted to Street Outreach and Resource Center services, and $50k-75k per quarter for organizational infrastructure.
- Pillars' top achievements for 2024 included:
  - Restored financial stability and deepened partnership with the Community Foundation for the Fox Cities Region, Outagamie County, and individual donors (paid off $800k in debt last year and are on budget for 2025).
  - Increased frontline employee compensation, reducing turnover and stabilizing client service.
  - Partnered with faith communities to sustain winter shelter capacity expansion.
  - Piloted an "upstream" partnership with HeadsUp Fox Cities to house and stabilize young adults (youth transitioning out of the child welfare system to adults) with trauma backgrounds.
- Connections for this year Pillars is focusing on with Outagamie County: HHS representation at Resource Center and Ascend work groups, CPS tour and Adult and Family Shelter, Crisis Housing presentation to CYF staff, presented to leaders in MH/AODA Division, and presentation to reintegration class at Outagamie County Jail.
- Statistics on the state of homelessness and services indicate the region's homelessness lists rose sharply in one year (household without children 46 percent increase, households with children had a 139 percent increase). Additionally, there was a noted 70 percent increase in Appleton housing prices during the same timeframe.
- Pillars expressed the need to connect with landlords in the area in order to successfully place clients in rental units, as finding and securing places is an ongoing struggle.

ESTABLISH ORDER OF THE DAY– None.

COMMUNICATIONS –
Chairperson Gabrielson summarized the following communications:

- Chairperson Gabrielson requested the Supervisors to take turns casting votes (left side and right side of the chamber) as directed in order to review for productivity of the wireless router, as the router traffic of so many devices may be causing the tablets to timeout/lose connection. There is an intention to replace routers, but conducting this test will ensure if the router is causing the majority of the tablet connection issues.
- There are 14 Supervisors who still need to complete cyber security training, which was sent out March 1, 2025, titled *Core Concepts: SMiShing*, with a deadline of March 15, 2025 to complete the requirement.
- There are still 3 Supervisors who still need to complete the January 2025 training titled *Using AI-Safely*. Please reach out to Legislative Services if assistance is required.
- Chairperson Gabrielson recognized the following County Board Supervisor birthdays: Supervisor Heiser (3/17), Supervisor Janke (3/21), and Supervisor VanderHeiden (3/22).

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 –
County Executive Nelson nomination for appointment of Sara Lornson to the Health and Human Services Board; term expiring December 31, 2027.

Supervisor Krueger moved, seconded by Supervisor McCabe, for confirmation of the above-listed appointment.

ROLL CALL: 31 yes, 5 absent. SARA LORNSON IS APPOINTED TO THE HEALTH AND HUMAN SERVICES BOARD.

County Executive Nelson nomination for reappointments of Brad Bastian, Isaac Uitenbroek, Rochelle Oskey, Brea Vang, and the appointment of Darren Koutnik to the Land Information Council; terms expiring April 30, 2027.

Supervisor MacDonald moved, seconded by Supervisor Thiede, for confirmation of the above-listed appointment and reappointments.

ROLL CALL: 31 yes, 5 absent. BRAD BASTIAN, ISAAC UITENBROEK, ROCHELLE OSKEY, AND BREA VANG ARE REAPPOINTED AND DARREN KOUTNIK IS APPOINTED TO THE LAND INFORMATION COUNCIL.

County Executive Nelson nomination for reappointments of Jeff Huelsbeck (term expiring December 8, 2025), James Strong (term expiring December 7, 2026), and John Breitzman (term expiring December 8, 2027) to the Veterans Service Commission.

Supervisor Monfils moved, seconded by Supervisor Kostelny, for confirmation of the above-listed reappointments.

ROLL CALL: 31 yes, 5 absent. JEFF HUELSBECK, JAMES STRONG, AND JOHN BREITZMAN ARE REAPPOINTED TO THE VETERANS SERVICE COMMISSION.

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

UNFINISHED BUSINESS – None.

NEW BUSINESS – – *NOTE: The minutes that follow list the synopsis of the ordinances/resolutions and roll calls. At the end of this set of minutes, the scanned copies of the each ordinance/resolution will be appended along with the physical roll call.*

Resolution No. Z-10—2024-25 – Agriculture, Extension Education, Zoning and Land Conservation Committee. Approve the rezone request for Stephen and Barbara Sassman for parcel 010030901, from the AED Exclusive Agriculture District to the AGD General Agriculture District, in the Town of Black Creek, as depicted on the attached review and map.

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

ROLL CALL: 31 yes, 5 absent. RESOLUTION NO. Z-10—2024-25 IS ADOPTED.

Resolution No. Z-11—2024-25 – Agriculture, Extension Education, Zoning and Land Conservation Committee. Approve the rezone request for Jeffrey and Michele Paltzer (owners) and Greg and Alexis Paltzer (applicant) for parcel 010046202, from the AED Exclusive Agriculture District to the AGD General Agriculture District, in the Town of Black Creek, as depicted on the attached review and map.

Supervisor Rettler moved, seconded by Supervisor Janke, for adoption.

ROLL CALL: 31 yes, 5 absent. RESOLUTION NO. Z-11—2024-25 IS ADOPTED.

Resolution No. Z-12—2024-25 – Agriculture, Extension Education, Zoning and Land Conservation Committee. Approve the rezone request for Daniel and Sherah Justus for parcel 010079202, from the AED Exclusive Agriculture District to the AGD General Agriculture District, in the Town of Black Creek, as depicted on the attached review and map.

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

ROLL CALL: 31 yes, 5 absent. RESOLUTION NO. Z-12—2024-25 IS ADOPTED.

Resolution No. Z-13—2024-25 – Agriculture, Extension Education, Zoning and Land Conservation Committee. Approve the rezone request for Heiden Rev Family Trust for parcel 010048502, from the AED Exclusive Agriculture District to the AGD General Agriculture District, in the Town of Black Creek, as depicted on the attached review and map.

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

ROLL CALL: 31 yes, 5 absent. RESOLUTION NO. Z-13—2024-25 IS ADOPTED.

Resolution No. Z-14—2024-25 – Agriculture, Extension Education, Zoning and Land Conservation Committee. Approve the rezone request for Tracy and Zach Holschbach for parcel 010053401, from the AED Exclusive Agriculture District to the AGD General Agriculture District, in the Town of Black Creek, as depicted on the attached review and map.

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

ROLL CALL: 31 yes, 5 absent. RESOLUTION NO. Z-14—2024-25 IS ADOPTED.

Ordinance No. Z-11—2024-25 – Agriculture, Extension Education, Zoning and Land Conservation Committee. Approve to amend the County Code of Ordinances to include solar energy systems language as pertains to Chapter 54, Zoning, as noted on the Ordinance and on the attached Exhibits A, B, and C.

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

ROLL CALL: 31 yes, 5 absent. ORDINANCE NO. Z-11—2024-25 IS ADOPTED.

Resolution No. 130—2024-25 – Agriculture, Extension Education, Zoning, and Land Conservation Committee. Authorize and approve of the Land Conservation Department to accept and expend funding of $50,000 from the Fox Wolf Watershed Alliance, to purchase soil health equipment, and increase the following Land Conservation line items: Miscellaneous Revenue by $50,000; Purchased Services by $24,000; Supplies by $8,000; Moveable Equipment by $18,000, as noted on the attached fiscal note.

Supervisor Rettler moved, seconded by Supervisor Lautenschlager, for adoption.

ROLL CALL: 31 yes, 5 absent. RESOLUTION NO. 130—2024-25 IS ADOPTED.

Resolution No. 131—2024-25 – Property, Airport, Recreation and Economic Development Committee. Authorize and approve to combine Parks two separate accounts into one account, for easier tracking of expenses, by transferring $50,000 from the Mosquito Hill and Other Trail Improvements to the MHNC and Trails, as noted on the Resolution and attached fiscal note.

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

ROLL CALL: 31 yes, 5 absent. RESOLUTION NO. 131—2024-25 IS ADOPTED.

Resolution No. 132—2024-25 – Public Safety Committee. Authorize and approve the Clerk of Courts line items by increasing Supplies and decreasing Purchased Services each by $3,047, for staff standing desks and increased order of file stamps, with no additional county funding required, as noted on the attached fiscal note.

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

ROLL CALL: 31 yes, 5 absent. RESOLUTION NO. 132—2024-25 IS ADOPTED.

Resolution No. 133—2024-25 – Agriculture, Extension Education, Zoning, and Land Conservation Committee. Authorize and approve of increasing the 2024 Zoning Administration line items for Salaries by $17,000 and Purchased Services by $35,000; decrease the line items for Fringe Benefits by $46,000 and Travel/Training by $6,000, as noted on the attached fiscal note.

Supervisor Lautenschlager moved, seconded by Supervisor Cuff, for adoption.

ROLL CALL: 31 yes, 5 absent. RESOLUTION NO. 133—2024-25 IS ADOPTED.

Resolution No. 134—2024-25 – Agriculture, Extension Education, Zoning, and Land Conservation Committee. Approve the Memorandum of Understanding between UW-Madison Division of Extension and Outagamie County which will supersede the Division of Extension-County Partnership Guidance document, dated August 2021, as detailed on the attached Memorandum of Understanding.

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

ROLL CALL: 31 yes, 5 absent. RESOLUTION NO. 134—2024-25 IS ADOPTED.

Supervisor Thyssen requested to be excused from the remainder of the meeting. No objections. Supervisor Thyssen left the meeting at 7:46 P.M.

Resolution No. 135—2024-25 – Agriculture, Extension Education, Zoning, and Land Conservation Committee. Authorize and approve the County Land Conservation Department to accept and expend a private grant from the University of Wisconsin-Green Bay for $116,875, included with the 2025 budget, to be used for engineering services and increase the following line items in the 2024 Land Conservation Grants (2100400) Cost Center: Intergovernmental Revenue by $14,611; Salary by $244; Fringe by $83; Purchased Services by $14,284, as noted on the attached fiscal note.

Supervisor Rettler moved, seconded by Supervisor Janke, for adoption.

ROLL CALL: 30 yes, 6 absent. RESOLUTION NO. 135—2024-25 IS ADOPTED.

Resolution No. 136—2024-25 – Health and Human Services Committee. Authorize and approve of the 2024 Veterans Service Office line items by decreasing Salaries by $5,300; and increasing Supplies by $5,300, Veteran's WI DOA ARPA Grant by $16,728, and Purchased Services by $16,728, as noted on the attached fiscal note.

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

ROLL CALL: 30 yes, 6 absent. RESOLUTION NO. 136—2024-25 IS ADOPTED.

Resolution No. 137—2024-25 – Finance Committee. Authorize and approve the following as noted on the Resolution and the attached Parks Department 2025 Budget Fees and Charges Worksheet: the fees for the Summer Ecology day camp and the off campus site Outreach Program, effective April 1, 2025; and to offer discounts on rental fees under the circumstances listed on the Resolution by the County Parks Director or their designee, at their discretion.

Supervisor Croatt moved, seconded by Supervisor Johnson, for adoption.

Motion made by Supervisor Klemp, seconded by Monfils, to refer Resolution No. 137–2024-25 back to Finance Committee.

Point of Order requested by Supervisor Thiede to clarify if discussion was about the referring of the resolution to committee or voting on the resolution itself.

ROLL CALL: 19 yes, 11 no (Hammen, Wegand, MacDonald, Croatt, Mitchell, Cuff, Hagen, Nejedlo, VanderHeiden, Koury, and Lautenschlager), 6 absent. RESOLUTION NO. 137—2024-25 IS REFERRED BACK TO FINANCE COMMITTEE.

Resolution No. 138—2024-25 – Finance Committee. Authorize and approve the line items by increasing the 2024 Elections Purchased Services by $7,100 and decreasing the 2024 County Clerk Fringe Benefits by $7,100, related to increased election costs and staff changes, with no county funding required, as noted on the attached fiscal note.

Supervisor Croatt moved, seconded by Supervisor Cuff, for adoption.

ROLL CALL: 30 yes, 6 absent. RESOLUTION NO. 138—2024-25 IS ADOPTED.

CLOSED SESSION PURSUANT TO SECTION 19.85(1)(e) WIS STATS. FOR THE PURPOSE OF DELIBERATING OR NEGOTIATING THE PURCHASING OF PUBLIC PROPERTIES, THE INVESTING OF PUBLIC FUNDS, OR CONDUCTING OTHER SPECIFIED PUBLIC BUSINESS, WHENEVER COMPETITIVE OR BARGAINING REASONS REQUIRE A CLOSED SESSION.

Supervisor MacDonald moved, seconded by Supervisor Culbertson, to enter into Closed Session as noted above.

ROLL CALL: 30 yes, 6 absent. COUNTY BOARD ENTERS CLOSED SESSION AT 7:59 P.M.

END CLOSED SESSION

Supervisor Wegand moved, seconded by Supervisor Koury, to end Closed Session and resume normal business.

ROLL CALL: 29 yes, 1 no (Rettler), 6 absent. COUNTY BOARD ENDS CLOSED SESSION AT 8:11 P.M.

END CLOSED SESSION – ANY NECESSARY ACTION ON CLOSED SESSION ITEMS

NEW BUSINESS Continued:
Resolution No. 139—2024-25 – Finance Committee. Approve to disallow the claim submitted by Luke Swendrzynski that has been placed on file in the office of the Outagamie County Clerk and that no action on this claim may be brought against Outagamie County or any of its officers, officials, agents, or employees after six months from the date of service of this notice.

Supervisor Croatt moved, seconded by Supervisor Cuff, for adoption.

ROLL CALL: 30 yes, 6 absent. RESOLUTION NO. 139—2024-25 IS ADOPTED.

REPORTS – None.

ADJOURNMENT
Supervisor Patience moved, seconded by Supervisor Smith to adjourn until March 25, 2025 at 7:00 P.M. VOICE VOTE CARRIED UNANIMOUSLY.

The meeting adjourned at 8:13 P.M.

FINAL COPIES OF ORDINANCES/RESOLUTIONS AND ROLL CALLS PERTINENT TO NEW BUSINESS FOLLOW:

Resolution No. Z-10—2024-25 – Agriculture, Extension Education, Zoning and Land Conservation Committee. Approve the rezone request for Stephen and Barbara Sassman for parcel 010030901, from the AED Exclusive Agriculture District to the AGD General Agriculture District, in the Town of Black Creek, as depicted on the attached review and map.

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

ROLL CALL: 31 yes, 5 absent. RESOLUTION NO. Z-10—2024-25 IS ADOPTED.

VOTE RESULTS	31 YES	0 NO	0 ABSTAIN	5 ABSENT

RESOLUTION NO. Z-10—2024-25

Agriculture, Extension Education, Zoning and Land Conservation Committee. Approve the rezone request for Stephen and Barbara Sassman for parcel 010030901, from the AED Exclusive Agriculture District to the AGD General Agriculture District, in the Town of Black Creek, as depicted on the attached review and map.

Majority of Full Membership

Passed

1 THOMPSON	YES	13 WEGAND	YES	25 JANKE	YES
2 JOHNSON	YES	14 HERMES	ABSENT	26 WEINBERG	YES
3 SMITH	YES	15 MacDONALD	YES	27 CULBERTSON	YES
4 PATIENCE	YES	16 SCHROEDER	ABSENT	28 MONFILS	YES
5 GABRIELSON	YES	17 CROATT	YES	29 WINTERFELDT	YES
6 KOSTELNY	YES	18 SPEARS	ABSENT	30 NEJEDLO	YES
7 HAMMEN	YES	19 HEISER	YES	31 CLEGG	ABSENT
8 LAWRENCE	ABSENT	20 MITCHELL	YES	32 THYSSEN	YES
9 KRUEGER	YES	21 CUFF	YES	33 VANDERHEIDEN	YES
10 LAMERS	YES	22 HAGEN	YES	34 RETTLER	YES
11 FERGUSON	YES	23 KLEMP	YES	35 KOURY	YES
12 McCABE	YES	24 THIEDE	YES	36 LAUTENSCHLAGER	YES

Outagamie County

3-11-25 County Board Meeting
3-11-25 CB Meeting
Outagamie County Board of Supervisors

March 11 2025 07:33:53 PM

OpenMeeting

RESOLUTION NO.: Z-10—2024-25

TO THE HONORABLE, THE OUTAGAMIE COUNTY BOARD OF SUPERVISORS

LADIES AND GENTLEMEN: ***MAJORITY***

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

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

BE IT RESOLVED, that the Outagamie County Board of Supervisors does approve of the proposed rezoning request for Stephen and Barbara Sassman. The proposed rezoning is for parcel 010030901 from the AED Exclusive Agriculture District to the AGD General Agriculture District. The parcel is located east of the intersection of State Road 47 and County Road B, in the Town of Black Creek, Outagamie County, WI, as depicted on the attached review and map, which by reference are made a part hereof, and

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

Dated this 11th day of March, 2025

Respectfully Submitted,

AGRICULTURE, EXTENSION EDUCATION, ZONING & LAND CONSERVATION COMMITTEE

Debbie Vander Heiden

Mike Janke

Jayme Heiser

Daniel Rettler

Mark Mitchell

Duly and officially adopted by the County Board on: March 11, 2025

Signed: _____ _____
Board Chairperson Deputy County Clerk

Approved: 3/14/25 Vetoed: _____

Signed: _____
County Executive

Outagamie County Est. 1851

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: February 11th, 2025
RE: PL202400589: Town Rezoning - Review and Recommendation

Application Details:

Applicant/Owner:	SASSMAN, STEPHEN R & SASSMAN, BARBARA, (Owners) TOWN OF BLACK CREEK (Applicant)
Request:	Rezoning - Town
Parcel:	010030901
Location:	Lot 1 CSM 8654
Public Hearing:	September 9th, 2024 at 7:00 PM held by the Town of Black Creek

Background:

Outagamie County received a Town Rezoning request from the Town of Black Creek, as depicted on the attached Rezoning Map. The proposal would rezone parcel 010030901 (2 acres) from the AED Exclusive Agriculture District to the AGD General Agriculture District. The rezone to AGD is to accommodate the future construction of a Single Family Home.

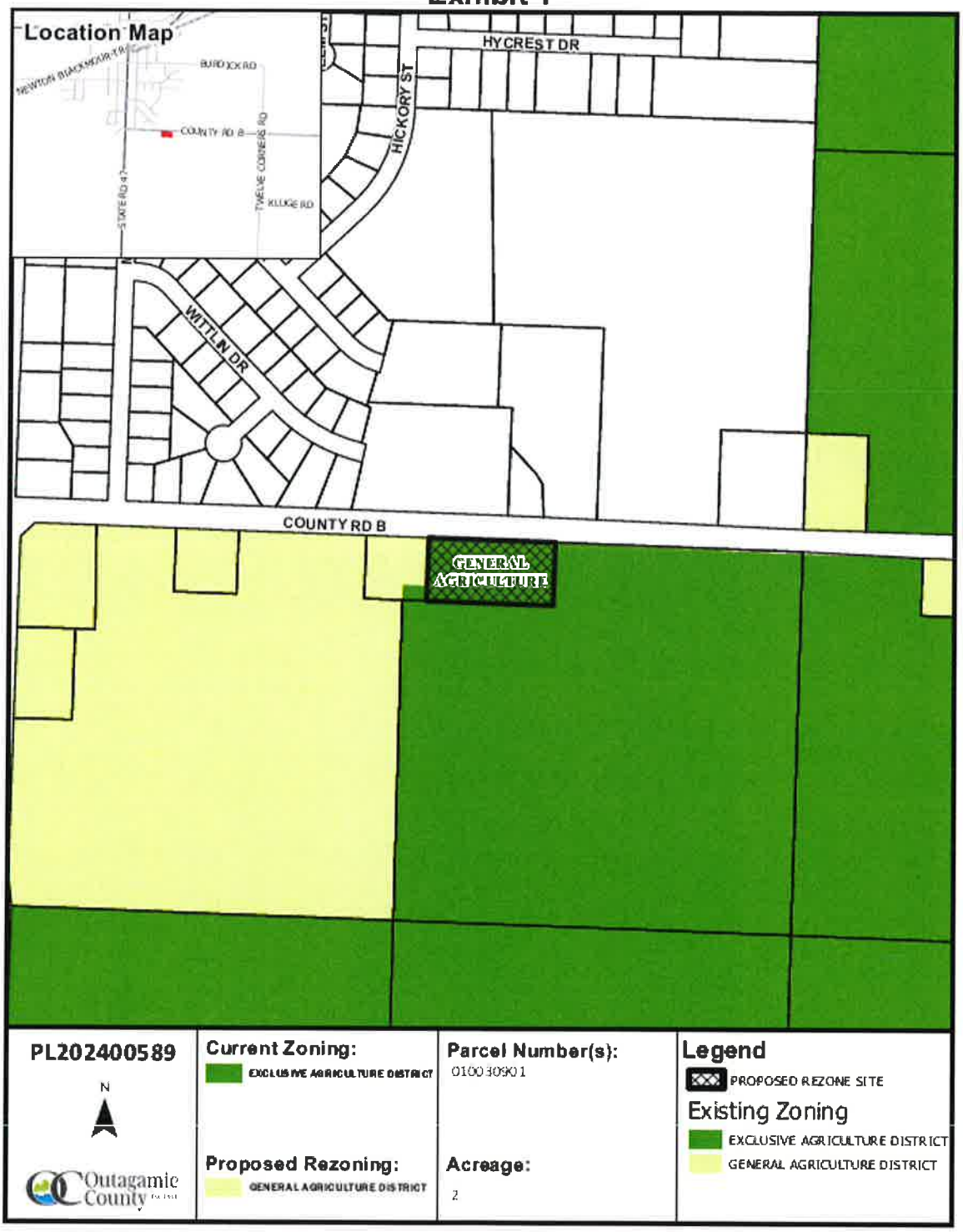
The Town of Black Creek has adopted General Town Zoning. The Town of Black Creek is required to find this rezoning consistent with its Comprehensive Plan. They identified the rezoning to be consistent with its Comprehensive Plan and recommended approval at their September 9th, 2024 Town Board Meeting.

Outagamie County typically finds rezones from AED to AGD to be consistent with its Comprehensive plan. Therefore, Outagamie County concurs that the rezone is consistent, as the County Comprehensive Plan Future Land Use Map identifies this area as Agriculture and Open Space.

Staff Recommendation:

Based on County staff's review of this proposed Town Rezoning, Staff recommends to **Approve the rezoning of parcel 010030901** from the AED Exclusive Agriculture District to the AGD General Agriculture District.

Exhibit 1


Location Map
HYCREST DR
HICKORY ST
WITTLIN DR
COUNTY RD B
GENERAL AGRICULTURE
PL202400589
N
Outagamic County
Current Zoning:
EXCLUSIVE AGRICULTURE DISTRICT
Proposed Rezoning:
GENERAL AGRICULTURE DISTRICT
Parcel Number(s):
0100309001
Acreage:
2
Legend
PROPOSED REZONE SITE
Existing Zoning
EXCLUSIVE AGRICULTURE DISTRICT
GENERAL AGRICULTURE DISTRICT

Outagamie County

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

TOWN RECOMMENDATION FORM

This form must accompany any County petition requesting a rezone (map amendment), special exception permit, special exception airport permit, conditional use permit, variance, or appeal. Towns must provide a signed copy of this form to the applicant/petitioner and should retain a copy.

OVERVIEW OF REQUEST:

Town (or Applicable Village):	
Request:	Rezoning
Applicant or Petitioner Name:	Steve & Barbara Sassman
Applicant Contact Information (Preferred):	W5199 County Road B, Black Creek, WI 54106
Site Parcel Number(s):	010030900
Site Address (if applicable):	
Pre-Application Meeting Number (if applicable):	
Description of the Request: *(Please summarize the purpose of this request and/or attach a copy of the pre-application meeting summary, if applicable.)*	Stephen & Barbara Sassman, has requested that parcel no. 010030900, being part of the NE ¼ of the SW ¼, of section 16, Township 23 N, Range 17 E, Town of Black Creek, Outagamie County, Lot #1, 2.0000 acres currently zoned exclusive agriculture be rezoned to general agriculture to build in the future.

COMPLETED BY THE CLERK:

Certification:

I hereby certify that the Board of Black Creek Board held on 09/09/2024, voted to Approve, at a legally convened meeting of the the Rezoning request:

Barbara A Chizek
Clerk Signature

9/23/2024
Date

Motion Outcome by a Vote of:	3	For	0	Against
General Comments/Reasons for the Decision: *(See next page for instructions. If needed, you may include additional pages.)*				

Resolution No. Z-11—2024-25 – Agriculture, Extension Education, Zoning and Land Conservation Committee. Approve the rezone request for Jeffrey and Michele Paltzer (owners) and Greg and Alexis Paltzer (applicant) for parcel 010046202, from the AED Exclusive Agriculture District to the AGD General Agriculture District, in the Town of Black Creek, as depicted on the attached review and map.

Supervisor Rettler moved, seconded by Supervisor Janke, for adoption.

ROLL CALL: 31 yes, 5 absent. RESOLUTION NO. Z-11—2024-25 IS ADOPTED.

VOTE RESULTS	31 YES	0 NO	0 ABSTAIN	5 ABSENT

RESOLUTION NO. Z-11—2024-25

Agriculture, Extension Education, Zoning and Land Conservation Committee. Approve the rezone request for Jeffrey and Michele Paltzer (owners) and Greg and Alexis Paltzer (applicant) for parcel 010046202, from the AED Exclusive Agriculture District to the AGD General Agriculture District, in the Town of Black Creek,...

Majority of Full Membership

Passed

1 THOMPSON	YES	13 WEGAND	YES	25 JANKE	YES
2 JOHNSON	YES	14 HERMES	ABSENT	26 WEINBERG	YES
3 SMITH	YES	15 MacDONALD	YES	27 CULBERTSON	YES
4 PATIENCE	YES	16 SCHROEDER	ABSENT	28 MONFILS	YES
5 GABRIELSON	YES	17 CROATT	YES	29 WINTERFELDT	YES
6 KOSTELNY	YES	18 SPEARS	ABSENT	30 NEJEDLO	YES
7 HAMMEN	YES	19 HEISER	YES	31 CLEGG	ABSENT
8 LAWRENCE	ABSENT	20 MITCHELL	YES	32 THYSSEN	YES
9 KRUEGER	YES	21 CUFF	YES	33 VANDERHEIDEN	YES
10 LAMERS	YES	22 HAGEN	YES	34 RETTLER	YES
11 FERGUSON	YES	23 KLEMP	YES	35 KOURY	YES
12 McCABE	YES	24 THIEDE	YES	36 LAUTENSCHLAGER	YES

Outagamie County
3-11-25 County Board Meeting
3-11-25 CB Meeting
Outagamie County Board of Supervisors

March 11, 2025 07:35:09 PM

OpenMeeting

RESOLUTION NO.: Z-11—2024-25

TO THE HONORABLE, THE OUTAGAMIE COUNTY BOARD OF SUPERVISORS

LADIES AND GENTLEMEN: ***MAJORITY***

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

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

BE IT RESOLVED, that the Outagamie County Board of Supervisors does approve of the proposed rezoning request for Jeffrey and Michele Paltzer (owners) and Greg and Alexis Paltzer (applicant). The proposed rezoning is for parcel 010046202 from the AED Exclusive Agriculture District to the AGD General Agriculture District. The parcel is located south of the intersection of Kluge Road and Twelve Corners Road, in the Town of Black Creek, Outagamie County, WI, as depicted on the attached review and map, which by reference are made a part hereof, and

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

Dated this 11th day of March, 2025

Respectfully Submitted,

AGRICULTURE, EXTENSION EDUCATION, ZONING & LAND CONSERVATION COMMITTEE

Debbie Vander Heiden

Mike Janke

Jayme Heiser

Daniel Rettler

Mark Mitchell

Duly and officially adopted by the County Board on: March 11, 2025

Signed: Dan Calhoun
Board Chairperson

Valerie Dunman
~~County Clerk~~ Deputy County Clerk

Approved: 3-14-25

Vetoed: _____

Signed: _____
County Executive

Outagamie County Est. 1851

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: February 11th, 2025
RE: PL202500023: Town Rezoning - Review and Recommendation

Application Details:

Applicant/Owner:	PALTZER, JEFFREY N & PALTZER, MICHELE M (Owners) PALTZER, GREG & PALTZER, ALEXIS TOWN OF BLACK CREEK (Applicant)
Request:	Rezoning - Town
Parcel:	010046202
Location:	Lot 1 CSM 8740
Public Hearing:	September 9th, 2024 at 7:00 PM held by the Town of Black Creek

Background:

Outagamie County received a Town Rezoning request from the Town of Black Creek, as depicted on the attached Rezoning Map. The proposal would rezone parcel 010046202 (1.732 acres) from the AED Exclusive Agriculture District to the AGD General Agriculture District.

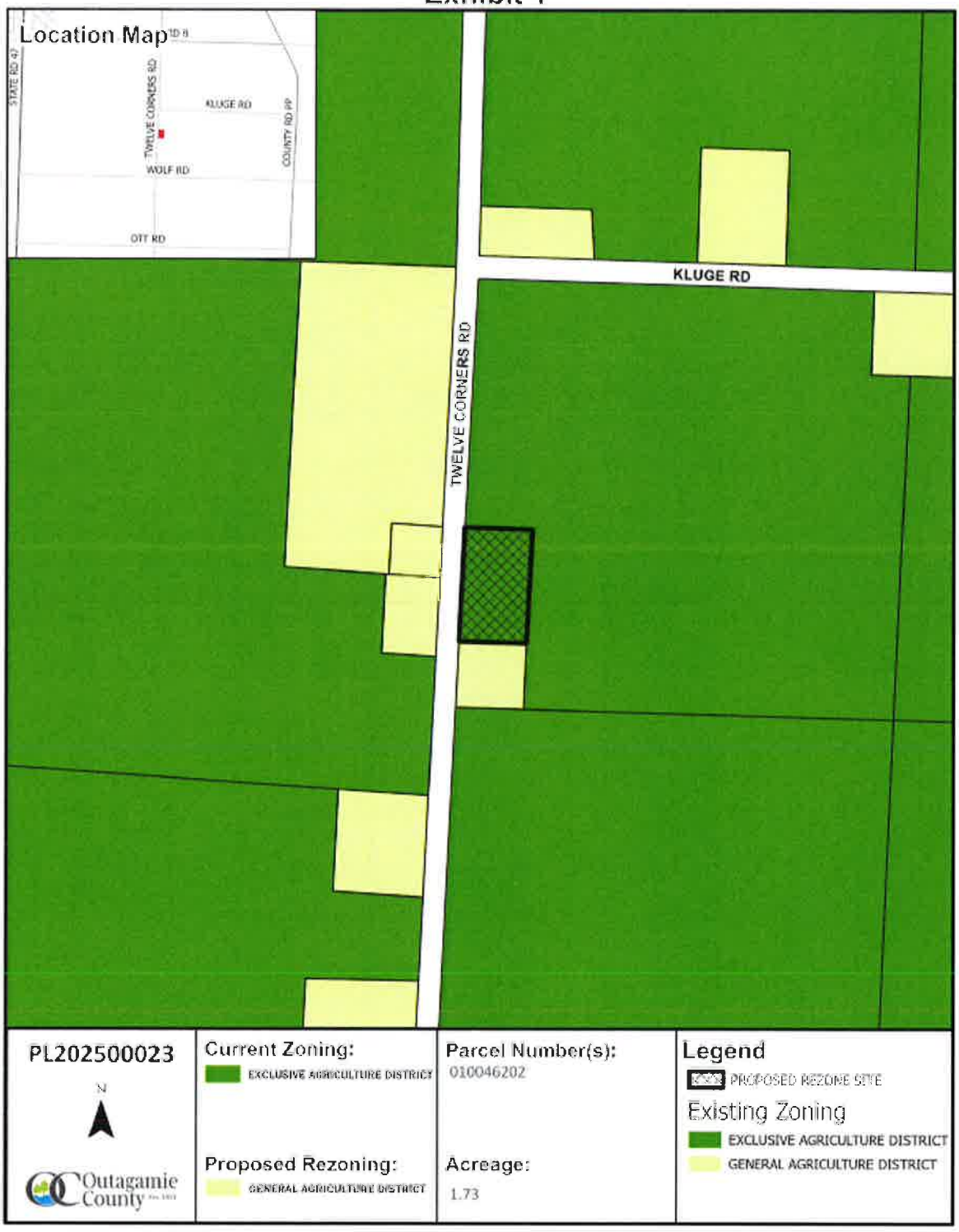
The Town of Black Creek has adopted General Town Zoning. The Town of Black Creek is required to find this rezoning consistent with its Comprehensive Plan. They identified the rezoning to be consistent with its Comprehensive Plan and recommended approval at their September 9th, 2024 Town Board Meeting.

Outagamie County typically finds rezones from AED to AGD to be consistent with its Comprehensive plan. Therefore, Outagamie County concurs that the rezone is consistent, as the County Comprehensive Plan Future Land Use Map identifies this area as Agriculture and Open Space.

Staff Recommendation:

Based on County staff's review of this proposed Town Rezoning, Staff recommends to **Approve the rezoning of parcel 010046202** from the AED Exclusive Agriculture District to the AGD General Agriculture District.

Exhibit 1


Location Map
STATE RD 47
TWELVE CORNERS RD
KLUGE RD
COUNTY RD PP
WOLF RD
OTT RD
KLUGE RD
TWELVE CORNERS RD
PL202500023
N
Outagamie County
Current Zoning:
EXCLUSIVE AGRICULTURE DISTRICT
Proposed Rezoning:
GENERAL AGRICULTURE DISTRICT
Parcel Number(s):
010046202
Acreage:
1.73
Legend
PROPOSED REZONE SITE
Existing Zoning
EXCLUSIVE AGRICULTURE DISTRICT
GENERAL AGRICULTURE DISTRICT

Outagamie County

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

TOWN RECOMMENDATION FORM

This form must accompany any County petition requesting a rezone (map amendment), special exception permit, special exception airport permit, conditional use permit, variance, or appeal. Towns must provide a signed copy of this form to the applicant/petitioner and should retain a copy.

OVERVIEW OF REQUEST:

Town (or Applicable Village):	
Request:	Rezoning
Applicant or Petitioner Name:	Greg & Alexis Paltzer
Applicant Contact Information (Preferred):	607 E Forest Street, Black Creek WI 54106
Site Parcel Number(s):	010046200
Site Address (if applicable):	
Pre-Application Meeting Number (if applicable):	
Description of the Request: *(Please summarize the purpose of this request and/or attach a copy of the pre-application meeting summary, if applicable.)*	Greg has requested that parcel no.010046200, being part of the NW ¼ of the NW ¼, of Section 22, Township 23 N, Range 17 E, Town of Black Creek, Outagamie County, Lot 1, 1.732 acres currently zoned exclusive agriculture be rezoned to general agriculture, so he can build a house in the near future.

COMPLETED BY THE CLERK:

Certification:

I hereby certify that the Board of Black Creek Board held on 09/09/2024, voted to Approve the Rezoning request:

Rebecca A Christ — Clerk Signature

9/23/2024 — Date

Motion Outcome by a Vote of:	3	For	0	Against
General Comments/Reasons for the Decision: *(See next page for instructions. If needed, you may include additional pages.)*				

Resolution No. Z-12—2024-25 – Agriculture, Extension Education, Zoning and Land Conservation Committee. Approve the rezone request for Daniel and Sherah Justus for parcel 010079202, from the AED Exclusive Agriculture District to the AGD General Agriculture District, in the Town of Black Creek, as depicted on the attached review and map.

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

ROLL CALL: 31 yes, 5 absent. RESOLUTION NO. Z-12—2024-25 IS ADOPTED.

VOTE RESULTS | 31 YES | 0 NO | 0 ABSTAIN | 5 ABSENT

RESOLUTION NO. Z-12—2024-25

Agriculture, Extension Education, Zoning and Land Conservation Committee. Approve the rezone request for Daniel and Sherah Justus for parcel 010079202, from the AED Exclusive Agriculture District to the AGD General Agriculture District, in the Town of Black Creek, as depicted on the attached review and map.

Majority of Full Membership

Passed

1 THOMPSON	YES	13 WEGAND	YES	25 JANKE	YES
2 JOHNSON	YES	14 HERMES	ABSENT	26 WEINBERG	YES
3 SMITH	YES	15 MacDONALD	YES	27 CULBERTSON	YES
4 PATIENCE	YES	16 SCHROEDER	ABSENT	28 MONFILS	YES
5 GABRIELSON	YES	17 CROATT	YES	29 WINTERFELDT	YES
6 KOSTELNY	YES	18 SPEARS	ABSENT	30 NEJEDLO	YES
7 HAMMEN	YES	19 HEISER	YES	31 CLEGG	ABSENT
8 LAWRENCE	ABSENT	20 MITCHELL	YES	32 THYSSEN	YES
9 KRUEGER	YES	21 CUFF	YES	33 VANDERHEIDEN	YES
10 LAMERS	YES	22 HAGEN	YES	34 RETTLER	YES
11 FERGUSON	YES	23 KLEMP	YES	35 KOURY	YES
12 McCABE	YES	24 THIEDE	YES	36 LAUTENSCHLAGER	YES

Outagamie County

3-11-25 County Board Meeting
3-11-25 CB Meeting
Outagamie County Board of Supervisors

March 11 2025 07:35:55 PM

OpenMeeting

RESOLUTION NO.: Z-12—2024-25

TO THE HONORABLE, THE OUTAGAMIE COUNTY BOARD OF SUPERVISORS

LADIES AND GENTLEMEN: ***MAJORITY***

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

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

BE IT RESOLVED, that the Outagamie County Board of Supervisors does approve of the proposed rezoning request for Daniel and Sherah Justus. The proposed rezoning is for parcel 010079202 from the AED Exclusive Agriculture District to the AGD General Agriculture District. The parcel is located east of the intersection of Krueger Road and Meade Street, in the Town of Black Creek, Outagamie County, WI, as depicted on the attached review and map, which by reference are made a part hereof, and

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

Dated this 11th day of March, 2025

Respectfully Submitted,

AGRICULTURE, EXTENSION EDUCATION, ZONING & LAND CONSERVATION COMMITTEE

Debbie Vander Heiden

Mike Janke

Jayme Heiser

Daniel Rettler

Mark Mitchell

Duly and officially adopted by the County Board on: March 11, 2025

Signed: Dan Gahnz
Board Chairperson

Valerie Duman
~~County Clerk~~ Deputy County Clerk

Approved: 3-14-25

Vetoed: _____

Signed: _____
County Executive

Outagamie County Est. 1851

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: February 11th, 2025
RE: PL202500024: Town Rezoning - Review and Recommendation

Application Details:

Applicant/Owner: JUSTUS, DANIEL J & JUSTUS, SHERAH L, (Owners)
TOWN OF BLACK CREEK (Applicant)

Request: Rezoning - Town

Parcel: 010079202

Location: Lot 1 CSM 8635

Public Hearing: September 9th, 2024 at 7:00 PM held by the Town of Black Creek

Background:

Outagamie County received a Town Rezoning request from the Town of Black Creek, as depicted on the attached Rezoning Map. The proposal would rezone parcel 010079202 (1 acre) from the AED Exclusive Agriculture District to the AGD General Agriculture District. This rezone is to match the zoning district of the owners adjacent property, which is zoned General Agriculture.

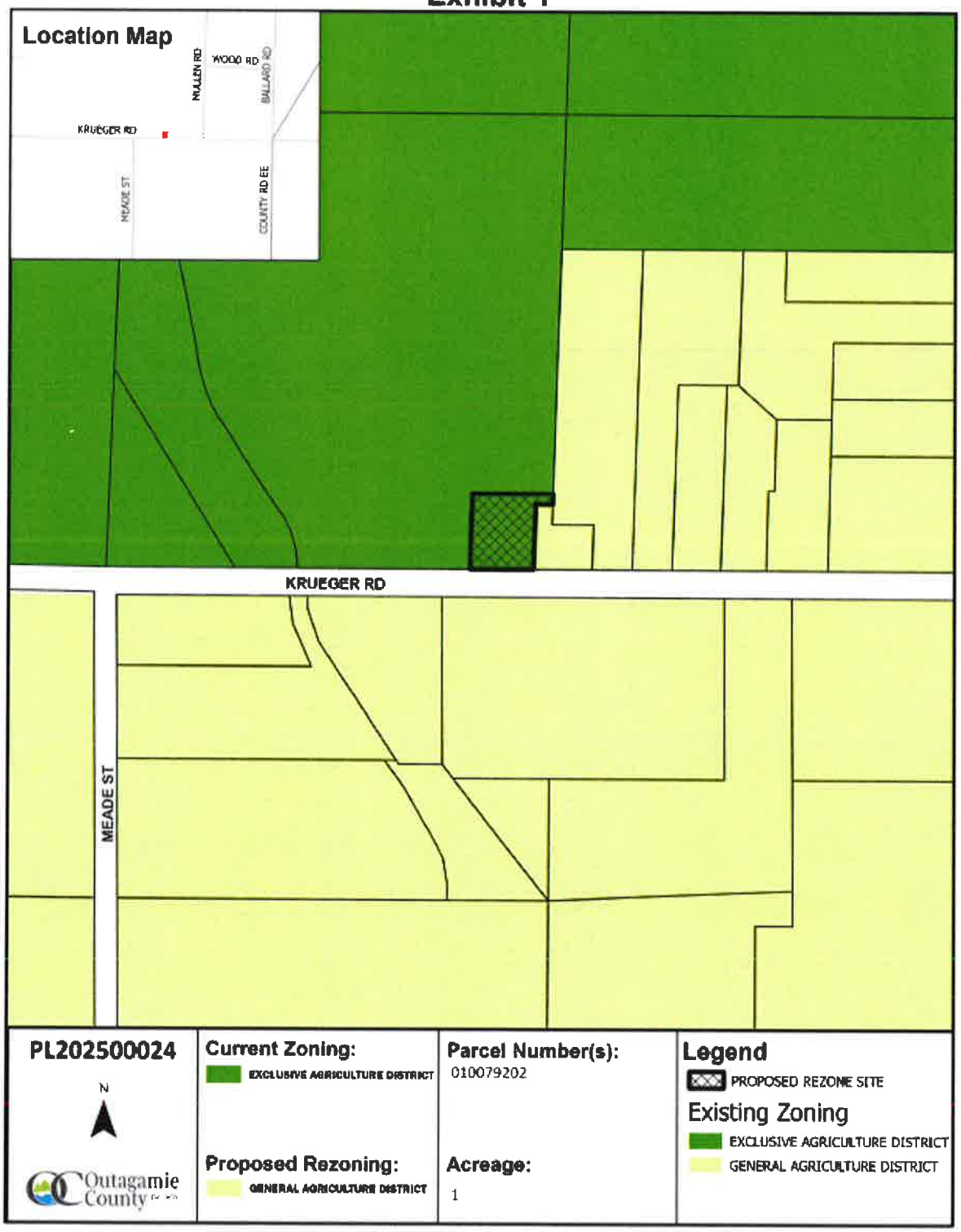
The Town of Black Creek has adopted General Town Zoning. The Town of Black Creek is required to find this rezoning consistent with its Comprehensive Plan. They identified the rezoning to be consistent with its Comprehensive Plan and recommended approval at their September 9th, 2024 Town Board Meeting.

Outagamie County typically finds rezones from AED to AGD to be consistent with its Comprehensive plan. Therefore, Outagamie County concurs that the rezone is consistent, as the County Comprehensive Plan Future Land Use Map identifies this area as Agriculture and Open Space.

Staff Recommendation:

Based on County staff's review of this proposed Town Rezoning, Staff recommends to **Approve the rezoning of parcel 010079202** from the AED Exclusive Agriculture District to the AGD General Agriculture District.

Exhibit 1


Location Map
NULLEN RD
WOOD RD
BALLARD RD
KRUEGER RD
MEADE ST
COUNTY RD EE
KRUEGER RD
MEADE ST
PL202500024
N
Outagamie County
Current Zoning:
EXCLUSIVE AGRICULTURE DISTRICT
Proposed Rezoning:
GENERAL AGRICULTURE DISTRICT
Parcel Number(s):
010079202
Acreage:
1
Legend
PROPOSED REZONE SITE
Existing Zoning
EXCLUSIVE AGRICULTURE DISTRICT
GENERAL AGRICULTURE DISTRICT

Outagamie County

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

TOWN RECOMMENDATION FORM

This form must accompany any County petition requesting a rezone (map amendment), special exception permit, special exception airport permit, conditional use permit, variance, or appeal. Towns must provide a signed copy of this form to the applicant/petitioner and should retain a copy.

OVERVIEW OF REQUEST:

Town (or Applicable Village):	
Request:	Rezoning
Applicant or Petitioner Name:	Dan Justus
Applicant Contact Information (Preferred):	W4002 Krueger Road, Appleton WI 54106
Site Parcel Number(s):	010030900
Site Address (if applicable):	
Pre-Application Meeting Number (if applicable):	
Description of the Request: *(Please summarize the purpose of this request and/or attach a copy of the pre-application meeting summary, if applicable.)*	Dan Justus, has requested that parcel no.010079200, being part of the SW ¼ of the SW ¼, of Section 36, Township 23 N, Range 17 E, Town of Black Creek, Outagamie County, Lot #1, 1.00 acre currently zoned exclusive agriculture be rezoned to general agriculture to add a shed.

COMPLETED BY THE CLERK:

Certification:

I hereby certify that the Board of Black Creek Board held on 09/09/2024, voted to Approve the Rezoning request:

Rebecca A Chizek
Clerk Signature

9/23/2024
Date

Motion Outcome by a Vote of:	3	For	0	Against
General Comments/Reasons for the Decision: *(See next page for instructions. If needed, you may include additional pages.)*				

Resolution No. Z-13—2024-25 – Agriculture, Extension Education, Zoning and Land Conservation Committee. Approve the rezone request for Heiden Rev Family Trust for parcel 010048502, from the AED Exclusive Agriculture District to the AGD General Agriculture District, in the Town of Black Creek, as depicted on the attached review and map.

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

ROLL CALL: 31 yes, 5 absent. RESOLUTION NO. Z-13—2024-25 IS ADOPTED.

VOTE RESULTS	31 YES	0 NO	0 ABSTAIN	5 ABSENT

RESOLUTION NO. Z-13—2024-25

Agriculture, Extension Education, Zoning and Land Conservation Committee. Approve the rezone request for Heiden Rev Family Trust for parcel 010048502, from the AED Exclusive Agriculture District to the AGD General Agriculture District, in the Town of Black Creek, as depicted on the attached review and map.

Majority of Full Membership

Passed

1 THOMPSON	YES	13 WEGAND	YES	25 JANKE	YES
2 JOHNSON	YES	14 HERMES	ABSENT	26 WEINBERG	YES
3 SMITH	YES	15 MacDONALD	YES	27 CULBERTSON	YES
4 PATIENCE	YES	16 SCHROEDER	ABSENT	28 MONFILS	YES
5 GABRIELSON	YES	17 CROATT	YES	29 WINTERFELDT	YES
6 KOSTELNY	YES	18 SPEARS	ABSENT	30 NEJEDLO	YES
7 HAMMEN	YES	19 HEISER	YES	31 CLEGG	ABSENT
8 LAWRENCE	ABSENT	20 MITCHELL	YES	32 THYSSEN	YES
9 KRUEGER	YES	21 CUFF	YES	33 VANDERHEIDEN	YES
10 LAMERS	YES	22 HAGEN	YES	34 RETTLER	YES
11 FERGUSON	YES	23 KLEMP	YES	35 KOURY	YES
12 McCABE	YES	24 THIEDE	YES	36 LAUTENSCHLAGER	YES

Outagamie County

3-11-25 County Board Meeting
3-11-25 CB Meeting
Outagamie County Board of Supervisors

March 11, 2025 07:36:35 PM

OpenMeeting

RESOLUTION NO.: Z-13—2024-25

TO THE HONORABLE, THE OUTAGAMIE COUNTY BOARD OF SUPERVISORS

LADIES AND GENTLEMEN: ***MAJORITY***

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

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

BE IT RESOLVED, that the Outagamie County Board of Supervisors does approve of the proposed rezoning request for Heiden Rev Family Trust. The proposed rezoning is for parcel 010048502 from the AED Exclusive Agriculture District to the AGD General Agriculture District. The parcel is located north of the intersection of Wolf Road and County Road PP, in the Town of Black Creek, Outagamie County, WI, as depicted on the attached review and map, which by reference are made a part hereof, and

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

Dated this 11th day of March, 2025

Respectfully Submitted,

AGRICULTURE, EXTENSION EDUCATION, ZONING & LAND CONSERVATION COMMITTEE

Debbie Vander Heiden

Mike Janke

Jayme Heiser

Daniel Rettler

Mark Mitchell

Duly and officially adopted by the County Board on: March 11, 2025

Signed: _____
Board Chairperson

~~County Clerk~~ Deputy County Clerk

Approved: 3-14-25

Vetoed: _____

Signed: _____
County Executive

Outagamie County Est. 1851

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: February 11th, 2025
RE: PL202500025: Town Rezoning - Review and Recommendation

Application Details:

Applicant/Owner:	HEIDEN REV FAMILY TRUST (Owners) TOWN OF BLACK CREEK (Applicant)
Request:	Rezoning - Town
Parcel:	010048502
Location:	Lot 1 CSM 8635
Public Hearing:	September 9th, 2024 at 7:00 PM held by the Town of Black Creek

Background:

Outagamie County received a Town Rezoning request from the Town of Black Creek, as depicted on the attached Rezoning Map. The proposal would rezone parcel 010048502 (3.3 acres) from the AED Exclusive Agriculture District to the AGD General Agriculture District. The rezone to AGD is to accommodate the future construction of a Single Family Home.

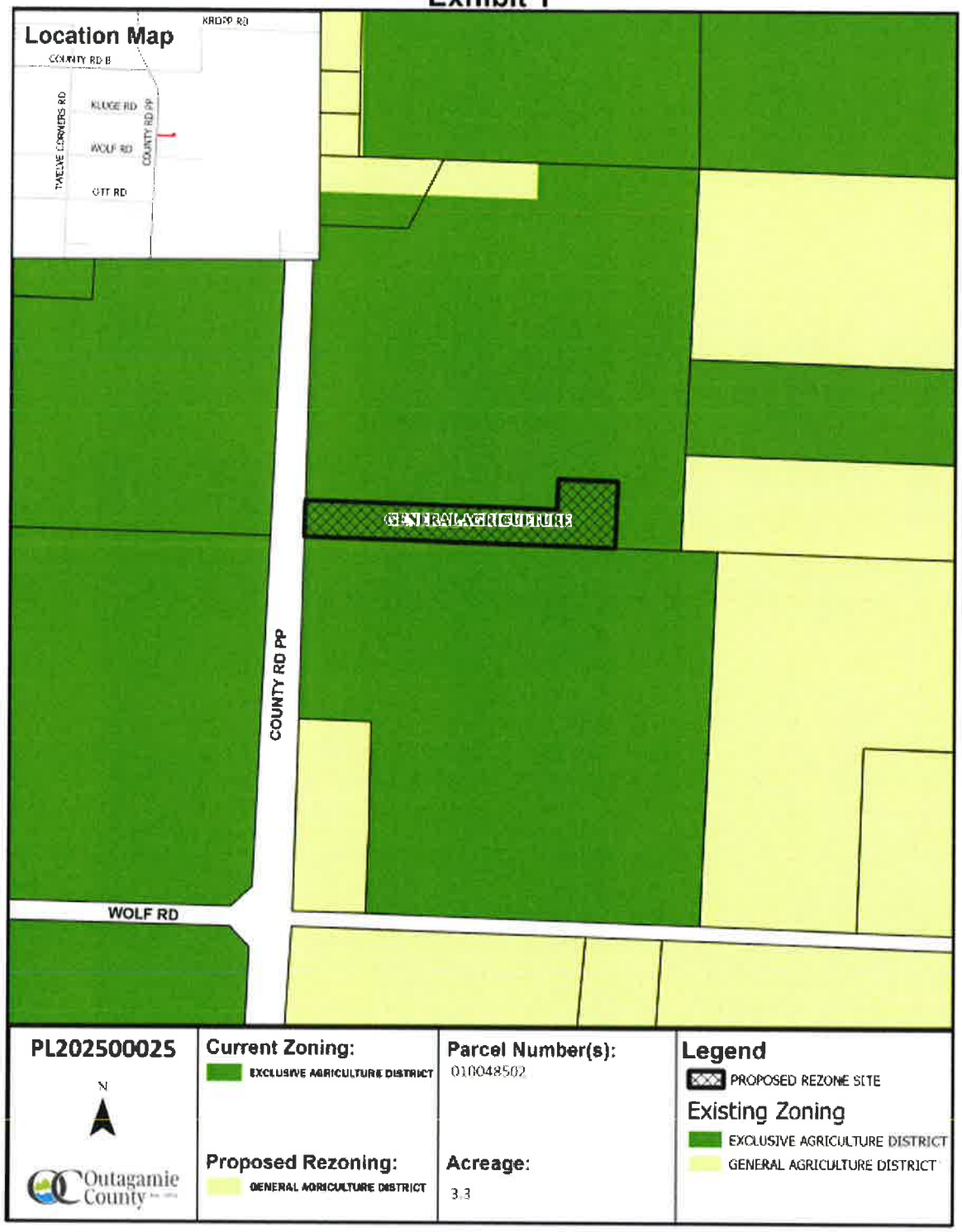
The Town of Black Creek has adopted General Town Zoning. The Town of Black Creek is required to find this rezoning consistent with its Comprehensive Plan. They identified the rezoning to be consistent with its Comprehensive Plan and recommended approval at their September 9th, 2024 Town Board Meeting.

Outagamie County typically finds rezones from AED to AGD to be consistent with its Comprehensive plan. Therefore, Outagamie County concurs that the rezone is consistent, as the County Comprehensive Plan Future Land Use Map identifies this area as Agriculture and Open Space.

Staff Recommendation:

Based on County staff's review of this proposed Town Rezoning, Staff recommends to **Approve the rezoning of parcel 010048502** from the AED Exclusive Agriculture District to the AGD General Agriculture District.

Exhibit 1


Location Map
COUNTY RD B
KLUGE RD
WOLF RD
OTT RD
TWELVE CORNERS RD
COUNTY RD PP
GENERAL AGRICULTURE
COUNTY RD PP
WOLF RD
PL202500025
N
Outagamie County
Current Zoning:
EXCLUSIVE AGRICULTURE DISTRICT
Proposed Rezoning:
GENERAL AGRICULTURE DISTRICT
Parcel Number(s):
010048502
Acreage:
3.3
Legend
PROPOSED REZONE SITE
Existing Zoning
EXCLUSIVE AGRICULTURE DISTRICT
GENERAL AGRICULTURE DISTRICT

Outagamie County

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

TOWN RECOMMENDATION FORM

This form must accompany any County petition requesting a rezone (map amendment), special exception permit, special exception airport permit, conditional use permit, variance, or appeal. Towns must provide a signed copy of this form to the applicant/petitioner and should retain a copy.

OVERVIEW OF REQUEST:

Town (or Applicable Village):	
Request:	Rezoning
Applicant or Petitioner Name:	Kyle Helden
Applicant Contact Information (Preferred):	W5172 Wolf Road, Black Creek WI 54106
Site Parcel Number(s):	010048500
Site Address (if applicable):	
Pre-Application Meeting Number (if applicable):	
Description of the Request: *(Please summarize the purpose of this request and/or attach a copy of the pre-application meeting summary, if applicable.)*	Kyle Helden, has requested that parcel no. 010048500, part of the NW ¼ of the NW ¼, of Section 23, Township 23 N, Range 17 E, Town of Black Creek, Outagamie County, Lot #2, 3.299 acres currently zoned exclusive agriculture be rezoned to general agriculture.

COMPLETED BY THE CLERK:

Certification:

I hereby certify that the Board of Black Creek Board held on 09/09/2024, voted to Approve, at a legally convened meeting of the the Rezoning request:

Barbara A Chizek
Clerk Signature

9/23/2024
Date

Motion Outcome by a Vote of:	3	For	0	Against
General Comments/Reasons for the Decision: *(See next page for instructions. If needed, you may include additional pages.)*				

Resolution No. Z-14—2024-25 – Agriculture, Extension Education, Zoning and Land Conservation Committee. Approve the rezone request for Tracy and Zach Holschbach for parcel 010053401, from the AED Exclusive Agriculture District to the AGD General Agriculture District, in the Town of Black Creek, as depicted on the attached review and map.

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

ROLL CALL: 31 yes, 5 absent. RESOLUTION NO. Z-14—2024-25 IS ADOPTED.

VOTE RESULTS	31 YES	0 NO	0 ABSTAIN	5 ABSENT

RESOLUTION NO. Z-14—2024-25

Agriculture, Extension Education, Zoning and Land Conservation Committee. Approve the rezone request for Tracy and Zach Holschbach for parcel 010053401, from the AED Exclusive Agriculture District to the AGD General Agriculture District, in the Town of Black Creek, as depicted on the attached review and map.

Majority of Full Membership

Passed

1 THOMPSON	YES	13 WEGAND	YES	25 JANKE	YES
2 JOHNSON	YES	14 HERMES	ABSENT	26 WEINBERG	YES
3 SMITH	YES	15 MacDONALD	YES	27 CULBERTSON	YES
4 PATIENCE	YES	16 SCHROEDER	ABSENT	28 MONFILS	YES
5 GABRIELSON	YES	17 CROATT	YES	29 WINTERFELDT	YES
6 KOSTELNY	YES	18 SPEARS	ABSENT	30 NEJEDLO	YES
7 HAMMEN	YES	19 HEISER	YES	31 CLEGG	ABSENT
8 LAWRENCE	ABSENT	20 MITCHELL	YES	32 THYSSEN	YES
9 KRUEGER	YES	21 CUFF	YES	33 VANDERHEIDEN	YES
10 LAMERS	YES	22 HAGEN	YES	34 RETTLER	YES
11 FERGUSON	YES	23 KLEMP	YES	35 KOURY	YES
12 McCABE	YES	24 THIEDE	YES	36 LAUTENSCHLAGER	YES

Outagamie County 3-11-25 County Board Meeting
3-11-25 CB Meeting
Outagamie County Board of Supervisors

March 11 2025 07:39:10 PM
OpenMeeting

RESOLUTION NO.: Z-14—2024-25

TO THE HONORABLE, THE OUTAGAMIE COUNTY BOARD OF SUPERVISORS

LADIES AND GENTLEMEN: ***MAJORITY***

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

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

BE IT RESOLVED, that the Outagamie County Board of Supervisors does approve of the proposed rezoning request for Tracy and Zach Holschbach. The proposed rezoning is for parcel 010053401 from the AED Exclusive Agriculture District to the AGD General Agriculture District. The parcel is located north of the intersection of Stingle Road and Mullen Road, in the Town of Black Creek, Outagamie County, WI, as depicted on the attached review and map, which by reference are made a part hereof, and

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

Dated this 11th day of March, 2025

Respectfully Submitted,

AGRICULTURE, EXTENSION EDUCATION, ZONING & LAND CONSERVATION COMMITTEE

Debbie Vander Heiden

Mike Janke

Jayne Heiser

Daniel Rettler

Mark Mitchell

Duly and officially adopted by the County Board on: March 11, 2025

Signed: _____
Board Chairperson

~~County Clerk~~ Deputy County Clerk

Approved: 3-14-25

Vetoed: _____

Signed: _____
County Executive

Outagamie County

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: February 11th, 2025
RE: PL202500026: Town Rezoning - Review and Recommendation

Application Details:

Applicant/Owner: TRACY & ZACH HOLSCHBACH (Owners)
TOWN OF BLACK CREEK (Applicant)

Request: Rezoning - Town

Parcel: 010053401

Location: Lot 1 CSM 8657

Public Hearing: September 9th, 2024 at 7:00 PM held by the Town of Black Creek

Background:

Outagamie County received a Town Rezoning request from the Town of Black Creek, as depicted on the attached Rezoning Map. The proposal would rezone a portion of parcel 010053401 (0.5acres) from the AED Exclusive Agriculture District to the AGD General Agriculture District. The rezone to AGD is to clean up a recent split zoned lot via CSM.

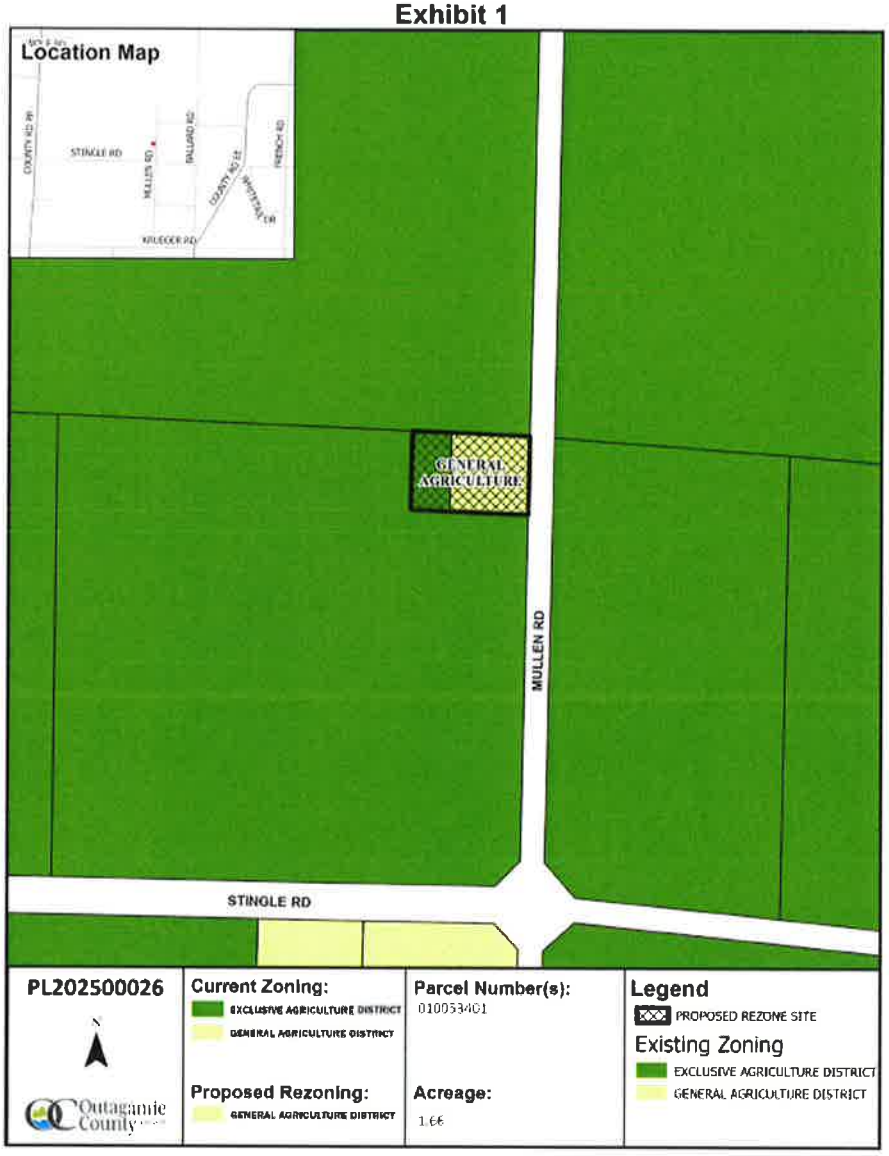
The Town of Black Creek has adopted General Town Zoning. The Town of Black Creek is required to find this rezoning consistent with its Comprehensive Plan. They identified the rezoning to be consistent with its Comprehensive Plan and recommended approval at their September 9th, 2024 Town Board Meeting.

Outagamie County typically finds rezones from AED to AGD to be consistent with its Comprehensive plan. Therefore, Outagamie County concurs that the rezone is consistent, as the County Comprehensive Plan Future Land Use Map identifies this area as Agriculture and Open Space.

Staff Recommendation:

Based on County staff's review of this proposed Town Rezoning, Staff recommends to **Approve the rezoning of parcel 010053401** from the AED Exclusive Agriculture District to the AGD General Agriculture District.

Exhibit 1


Location Map
STINGLE RD
HULLS RD
BALLARD RD
COUNTY HD FF
COUNTY HD EE
FRENCH RD
KRUEGER RD
GENERAL AGRICULTURE
MULLEN RD
STINGLE RD
PL202500026
Current Zoning:
EXCLUSIVE AGRICULTURE DISTRICT
GENERAL AGRICULTURE DISTRICT
Proposed Rezoning:
GENERAL AGRICULTURE DISTRICT
Parcel Number(s):
0100534G1
Acreage:
1.66
Legend
PROPOSED REZONE SITE
Existing Zoning
EXCLUSIVE AGRICULTURE DISTRICT
GENERAL AGRICULTURE DISTRICT
Outagamie County

Outagamie County

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

TOWN RECOMMENDATION FORM

This form must accompany any County petition requesting a rezone (map amendment), special exception permit, special exception airport permit, conditional use permit, variance, or appeal. Towns must provide a signed copy of this form to the applicant/petitioner and should retain a copy.

OVERVIEW OF REQUEST:

Town (or Applicable Village):	
Request:	Rezoning
Applicant or Petitioner Name:	Zach & Tracy Holschbach
Applicant Contact Information (Preferred):	N5359 Mullen Road, Seymour WI 54165
Site Parcel Number(s):	010053400 & 010053401
Site Address (if applicable):	
Pre-Application Meeting Number (if applicable):	
Description of the Request: *(Please summarize the purpose of this request and/or attach a copy of the pre-application meeting summary, if applicable.)*	Tracy Holschbach, has requested that parcel no.010053400 & 010053401, being part of the SE ¼ of the SW ¼, of Section 25, Township 23 N, Range 17 E, Town of Black Creek, Outagamie County. All of Lot 2 and part of Lot 1, .50 acres currently zoned exclusive agriculture be rezoned to general agriculture to add a shed.

COMPLETED BY THE CLERK:

Certification:

I hereby certify that the Board of Black Creek Board held on 09/09/2024, voted to Approve, at a legally convened meeting of the Rezoning request:

Barbara A Chizek
Clerk Signature

9/23/2024
Date

Motion Outcome by a Vote of:	3	For	0	Against
General Comments/Reasons for the Decision: *(See next page for instructions. If needed, you may include additional pages.)*				

Ordinance No. Z-11—2024-25 – Agriculture, Extension Education, Zoning and Land Conservation Committee. Approve to amend the County Code of Ordinances to include solar energy systems language as pertains to Chapter 54, Zoning, as noted on the Ordinance and on the attached Exhibits A, B, and C.

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

ROLL CALL: 31 yes, 5 absent. ORDINANCE NO. Z-11—2024-25 IS ADOPTED.

VOTE RESULTS | 31 YES | 0 NO | 0 ABSTAIN | 5 ABSENT

ORDINANCE NO. Z-11—2024-25

Agriculture, Extension Education, Zoning and Land Conservation Committee. Approve to amend the County Code of Ordinances to include solar energy systems language as pertains to Chapter 54, Zoning, as noted on the Ordinance and on the attached Exhibits A, B, and C.

Majority of Full Membership

Passed

1 THOMPSON	YES	13 WEGAND	YES	25 JANKE	YES
2 JOHNSON	YES	14 HERMES	ABSENT	26 WEINBERG	YES
3 SMITH	YES	15 MacDONALD	YES	27 CULBERTSON	YES
4 PATIENCE	YES	16 SCHROEDER	ABSENT	28 MONFILS	YES
5 GABRIELSON	YES	17 CROATT	YES	29 WINTERFELDT	YES
6 KOSTELNY	YES	18 SPEARS	ABSENT	30 NEJEDLO	YES
7 HAMMEN	YES	19 HEISER	YES	31 CLEGG	ABSENT
8 LAWRENCE	ABSENT	20 MITCHELL	YES	32 THYSSEN	YES
9 KRUEGER	YES	21 CUFF	YES	33 VANDERHEIDEN	YES
10 LAMERS	YES	22 HAGEN	YES	34 RETTLER	YES
11 FERGUSON	YES	23 KLEMP	YES	35 KOURY	YES
12 McCABE	YES	24 THIEDE	YES	36 LAUTENSCHLAGER	YES

Outagamie County

3-11-25 County Board Meeting
3-11-25 CB Meeting
Outagamie County Board of Supervisors

March 11 2025 07:39:58 PM

OpenMeeting

ORDINANCE NO.: Z-11—2024-25

TO THE HONORABLE, THE OUTAGAMIE COUNTY BOARD OF SUPERVISORS

LADIES AND GENTLEMEN: ***MAJORITY***

The Agriculture, Extension Education, Zoning and Land Conservation Committee is requesting to amend the County Code of Ordinances as pertains to Chapter 54, Zoning; Article I. In General; Section 54-4 Definitions, Article III. District Regulations; Division 2, Section 54-100 Permitted principal uses and structures, Section 54-101 Permitted accessory uses and structures, Section 54-102 Special exception uses and structures; Division 3, Section 54-128 Permitted principal uses and structures, Section 54-129 Permitted accessory uses and structures, Section 54-130 Special exception uses and structures; Division 4, Section 54-154 Permitted principal uses and structures, Section 54-155 Permitted accessory uses and structures, Section 54-156 Special exception uses and structures; Division 7, Section 54-233 Permitted principal uses and structures, Section 54-234 Permitted accessory uses and structures, Section 54-235(b) Special exception uses and structures; Division 8, Section 54-259 Permitted principal uses and structures, Section 54-261 Special exception uses and structures; Division 9, Section 54-279 Permitted principal uses and structures, Section 54-280 Permitted accessory uses and structures, Section 54-281 Special exception uses and structures; Division 10, Section 54-306 Permitted principal uses and structures, Section 54-307 Permitted accessory uses and structures, Section 54-308 Special exception uses and structures; Article IV. Supplementary District Regulations; Division 4, Subdivision 1, Section 54-445 Purpose and intent, Section 54-446 Restriction limited; Subdivision 2, Section 54-447 General standards; Subdivision 3, Section 54-448 General Standards, Section 54-449 Special exception permit requirements; Subdivision 4, Section 54-450 General, Sections 54-451- 54-470 Reserved.

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

BE IT ORDAINED, that the Outagamie County Board of Supervisors does amend Chapter 54, Section 54-4- Definitions; Section 54-100- Permitted principal uses and structures; Section 54-101- Permitted accessory uses and structures; Section 54-102- Special exception uses and structures; Section 54-128- Permitted principal uses and structures; Section 54-129- Permitted accessory uses and structures;

Section 54-130- Special exception uses and structures; Section 54-154- Permitted principal uses and structures; Section 54-155- Permitted accessory uses and structures; Section 54-156- Special exception uses and structures; Section 54-233- Permitted principal uses and structures; Section 54-234- Permitted accessory uses and structures; Section 54-235(b)- Special exception uses and structures; Section 54-259- Permitted principal uses and structures; Section 54-261- Special exception uses and structures; Section 54-279- Permitted principal uses and structures; Section 54-280- Permitted accessory uses and structures; Section 54-281- Special exception uses and structures; Section 54-306- Permitted principal uses and structures; Section 54-307- Permitted accessory uses and structures; Section 54-308- Special exception uses and structures; Section 54-445- Purpose and intent; Section 54-446- Restriction limited; Section 54-447- General standards; Section 54-448- General standards; Section 54-449- Special exception permit requirements; Section 54-450- General; Sections 54-451- 54-470- Reserved, of the Outagamie County Code of Ordinances to read as follows (additions are in **bold and underlined**):

Chapter 54 – Zoning

…

ARTICLE 1. – IN GENERAL

…

Sec. 54-4- Definitions

Accessory- Scale Solar Energy System- A private or commercial solar energy system less than 100 megawatts that converts sunlight into electricity for the purpose of serving on-site electric demands only. Accessory-scale systems are accessory to permitted/permissible principal uses for the parcel on which it is located.

Agrivoltaics- A solar energy system co-located on the same parcel of land as agricultural production, including crop production, grazing, apiaries, or other agricultural products or services.

Battery Energy Storage System (BESS)- Electrochemical devices that charge, or collect, energy from the electric grid or a generation facility, store that energy, and then discharge that energy at a later time to provide electricity or other electric grid services.

Building-integrated Solar Energy Systems- A solar energy system that is an integral part of a principal or accessory building, rather than a separate mechanical device, replacing or substituting for an architectural or structural component of the building. Building-integrated systems include, but are not limited to, photovoltaic or hot water solar energy systems that are contained within roofing materials, windows, skylights, and awnings.

Community-Scale Solar Energy System- A commercial solar energy system less than 100 megawatts that converts sunlight into electricity for the primary purpose of serving electric demands off-site from the facility, either retail or wholesale. Community-scale systems are principal uses and have a project size equal to, or less than, 20 acres.

Grid-intertie Solar Energy System- A photovoltaic solar energy system that is connected to an electric circuit served by an electric utility company.

Ground-mount- A solar energy system mounted on a rack or pole that rests or is attached to the ground. Ground-mount systems can be either accessory or principal uses.

Kilowatt (KW)- A unit of power equal to one thousand watts.

Large-Scale Solar Energy System- A commercial solar energy system less than 100 megawatts that converts sunlight into electricity for the primary purpose of wholesale sales of generated electricity. A large-scale solar energy system will have a project size greater than 20 acres and is the principal land use for the parcel(s) on which it is located.

Megawatt (MW)- A unit of power equal to one million watts, especially as a measure of the output of a power station.

Off-grid Solar Energy System- A photovoltaic solar energy system in which the circuits energized by the solar energy system are not electrically connected in any way to electric circuits that are served by an electric utility company.

Passive Solar Energy System- A solar energy system that captures solar light or heat without transforming it to another form of energy or transferring the energy via a heat exchanger.

Photovoltaic System- A solar energy system that converts solar energy directly into electricity.

Renewable Energy Easement, Solar Energy Easement- An easement that limits the height or location, or both, of permissible development on the burdened land in terms of a structure or vegetation, or both, for the purpose of providing access for the benefited land to wind or sunlight passing over the burdened land, consistent with Wis Statutes 700.35.

Roof mount- A solar energy system mounted on a rack that is fastened to or ballasted on a structure roof. Roof-mount systems are accessory to the principal use.

Solar Access- Unobstructed access to direct sunlight on a lot or building through the entire year, including access across adjacent parcel air rights, for the purpose of capturing direct sunlight to operate a solar energy system.

Solar Carport- A solar energy system that is installed on a carport structure that is accessory to a parking area, and which may include electric vehicle supply equipment or energy storage facilities.

Solar Collector- A device, structure, or a part of a device or structure for which the primary purpose is to transform solar radiant energy into thermal, mechanical, chemical, or electrical energy. The collector does not include frames, supports, or mounting hardware.

Solar Energy- Radiant energy received from the sun that can be collected in the form of heart or light by a solar collector.

Solar Energy System- A device, array of devices, or structural design feature, the purpose of which is to provide for generation or storage of electricity from sunlight, or the collection, storage, and distribution of solar energy for space heating or cooling, daylight for interior lighting, or water heating.

Solar Hot Air System- (also referred to as Solar Air Heat or Solar Furnace)- A solar energy system that includes a solar collector to provide direct supplemental space heating by heating and re-circulating conditioned building air. The most efficient performance includes a solar collector to preheat air or supplement building space heating, typically using a vertically mounted collector on a south-facing wall.

Solar Hot Water System- A system that includes a solar collector and a heat exchanger that heats or preheats water for building heating systems or other hot water needs, including residential domestic hot water and hot water for commercial processes.

Solar Mounting Devices- Racking, frames, or other devices that allow the mounting of a solar collector onto a roof surface or the ground.

Solar Resource- A view of the sun from a specific point on a lot or building that is not obscured by any vegetation, building, or object for a minimum of four hours between the hours of 9:00 AM and 3:00 PM Standard time on all days of the year, and can be measured in annual watts per square meter.

Utility-Scale Energy System- Solar (100MW or larger), wind (100 MW or larger), and other facilities for the production, transmission, delivery or furnishing of heat, light, water, or power, for which a certificate of public convenience and necessity has been obtained from the state public service commission under Wis. Stats 196.491.

...

ARTICLE III – DISTRICT REGULATIONS

...

DIVISION 2- AED EXCLUSIVE AGRICULTURAL DISTRICT

...

Sec. 54-100, Permitted principal uses and structures

4) Utility-Scale Energy System.

…
Sec. 54-101, Permitted accessory uses and structures
6) Accessory-Scale Solar Energy System, subject to the provisions of Division 4 of Article IV of this chapter.

…
Sec. 54-102, Special exception uses and structures
9) Community-Scale and Large-Scale Solar Energy System, subject to the provisions of Division 4 of Article IV of this chapter.
…
DIVISION 3- AGD GENERAL AGRICULTURAL DISTRICT
…

Sec. 54-128, Permitted principal uses and structures
6) Utility-Scale Energy System.

…
Sec. 54-129, Permitted accessory uses and structures
3) Accessory-Scale Solar Energy System, subject to the provisions of Division 4 of Article IV of this chapter.

…
Sec. 54-130, Special exception uses and structures
~~**17) Facilities for the production, transmission, delivery or furnishing of heat, light, water or power, for which a certificate of public convenience and necessity had been obtained from the state public service commission under Wis. Stats. 196.491 and subject to the site plan review procedures outlined in Division 5 of Article XII of this chapter.**~~

17) Community-Scale and Large-Scale Solar Energy System, subject to the provisions of Division 4 of Article IV of this chapter.

…
DIVISION 4- RSF SINGLE- FAMILY RESIDENTIAL DISTRICT
…

Sec. 54-154, Permitted principal uses and structures
6) Utility-Scale Energy System.

…
Sec. 54-155, Permitted accessory uses and structures
5) Accessory-Scale Solar Energy System, subject to the provisions of Division 4 of Article IV of this chapter.

…
Sec. 54-156, Special exception uses and structures
11) Community-Scale Solar Energy System, subject to the provisions of Division 4 of Article IV of this chapter.

…

DIVISION 7- CL LOCAL COMMERCIAL DISTRICT

…

Sec. 54-233, Permitted principal uses and structures

19) Utility-Scale Energy System.

…

Sec. 54-234, Permitted accessory uses and structures

3) Accessory-Scale Solar Energy System, subject to the provisions of Division 4 of Article IV of this chapter.

…

Sec. 54-235(b), Special exception uses and structures

~~**15). Facilities for the production, transmission, delivery or furnishing of heat, light, water, or power, for which a certificate of public convenience and necessity had been obtained from the state public service commission under Wis. Stats. § 196.491 and subject to the site plan review procedures outlined in division 5 of article XII of this chapter.**~~

15) Community-Scale Solar Energy System, subject to the provisions of Division 4 of Article IV of this chapter.

…

DIVISION 8- CR REGIONAL COMMERCIAL DISTRICT

…

Sec. 54-259, Permitted principal uses and structures

3) Utility-Scale Energy System.

…

Sec. 54-261, Special exception uses and structures

~~**3) Facilities for the production, transmission, delivery or furnishing of heat, light, water or power, for which a certificate of public convenience and necessity has been obtained from the state public service commission under Wis. Stats. § 196.491 and subject to the site plan review procedures outlined in Division 5 of Article XII of this chapter.**~~

…

DIVISION 9- CP PLANNED COMMERCIAL OFFICE DISTRICT

…

Sec. 54-279, Permitted principal uses and structures

9) Utility-Scale Energy System.

…
Sec. 54-280, Permitted accessory uses and structures
3) Accessory-Scale Solar Energy System, subject to the provisions of Division 4 of Article IV of this chapter.

…
Sec. 54-281, Special exception uses and structures
~~**4) Facilities for the production, transmission, delivery or furnishing of heat, light, water or power, for which a certificate of public convenience and necessity had been obtained from the state public service commission under Wis. Stats. § 196.491 and subject to the site plan review procedures outlined in Division 5 of Article XII of this chapter.**~~

4) Community-Scale Solar Energy System, subject to the provisions of Division 4 of Article IV of this chapter.

…
DIVISION 10- IND INDUSTRIAL DISTRICT
…

Sec. 54-306, Permitted principal uses and structures
~~**11) Facilities for the production, transmission, delivery or furnishing of heat, light, water or power, for which a certificate of public convenience and necessity had been obtained from the state public service commission under Wis. Stats. § 196.491 and subject to the site plan review procedures outlined in Division 5 of Article XII of this chapter.**~~

11) Utility-Scale Energy System.

…
Sec. 54-307, Permitted accessory uses and structures
5) Accessory-Scale Solar Energy System, subject to the provisions of Division 4 of Article IV of this chapter.

…
Sec. 54-308, Special exception uses and structures
6) Community-Scale and Large-Scale Solar Energy System, subject to the provisions of Division 4 of Article IV of this chapter.

…
ARTICLE IV.- SUPPLEMENTARY DISTRICT REGULATIONS
…
Proposed Amendment, related to specific provisions for solar energy systems
Amend Article IV Supplementary District Regulations to include Division 4. Solar Energy Systems

Division 4. Solar Energy Systems

Subdivision 1. General

Sec. 54-445, Purpose and intent
To encourage the use of renewable energy in Outagamie County and achieve, among others, the following objectives:

a) **Promoting Clean Energy: Encourage the use of local, clean, renewable, and efficient energy resources to serve both current and future generations.**
b) **Sustainable Building and Practices: Promote sustainable building designs and management practices, which are essential for long-term environmental responsibility.**
c) **Compliance with Wisconsin Statutes: Incorporate the requirements of Wisconsin Statutes (Wis. Stats. 66.0401), which provide guidelines for the installation and use of solar energy systems, ensuring that they are legally compliant.**
d) **Protecting Health, Safety, and Welfare: Support solar energy use, while protecting the community's health, safety, and welfare.**
e) **No Significant Impact on Cost or Efficiency: Avoid significantly increasing the cost of solar energy systems or decreasing their efficiency. Aim to ensure that alternative systems of comparable cost or efficiency are not hindered.**

Sec. 54-446, Restriction limited
Pursuant to Wis. Stats. 66.0401(1m) the county may not place any restriction, either directly or in effect, on the installation or use of a solar energy system, unless the restriction satisfies one of the following conditions:

a) **Serves to preserve or protect the public health or safety.**
b) **Does not significantly increase the cost of the system or significantly decrease its efficiency.**
c) **Allows for an alternative system of comparable cost and efficiency.**

Subdivision 2. Accessory-Scale Solar Energy System

Sec. 54-447, General standards
Accessory-scale solar energy systems are subject to the following requirements and the requirements of Wis. Stats. 66.0401. Solar carports and associated electric vehicles charging equipment are a permitted accessory use on surface parking lots in all districts regardless of the existence of another building.

a) Site Design

1. Height. Accessory-scale solar energy systems must meet the following height requirements:

a. Building- or roof-mounted solar energy systems shall not exceed the maximum allowed height for the zoning district in which it is located. For purposes of height measurement, solar energy systems other than building-integrated systems shall be given an equivalent exception to height standards as building-mounted mechanical devices or equipment under Section 54-353
b. Ground-mounted solar energy systems shall not exceed 15 feet in height when oriented at maximum tilt. Height may be increased by 1 foot for every 2 feet of additional setback beyond what is required.
c. Solar carports shall not exceed 20 feet in height.

2. Setbacks. Accessory-scale solar energy systems must meet the required structure setback for the zoning district and primary land use associated with the lot on which the system is located. Setback distance shall be measured from the edge of the solar energy system array.
   a. Building- or roof-mounted solar energy systems must meet the principal structure setback when attached to the principal structure and the accessory structure setback when attached to an accessory structure.
   b. Ground-mounted solar energy systems must meet the detached accessory structure setback when oriented at minimum design tilt.

b) Site Plan/Elevations. Accessory-scale solar energy systems shall provide a site plan and elevation drawing for review unless deemed unnecessary by the Zoning Administrator.
   1. The site plan shall include both existing and proposed conditions, showing locations of all solar arrays, other structures, property lines, rights-of-way, entrances, service roads, storage systems, floodplains, wetlands and other protected natural resources, topography, electrical equipment/infrastructure, and all other characteristics requested by the Zoning Administrator.
   2. Elevation drawings must be scaled and show the location of the system on the building or on the property for a ground-mount system, including the property lines, and all other characteristics requested by the Zoning Administrator.

c) Stormwater. Ground-mounted systems shall be exempt from impervious surface standards if the soil under the collector is maintained in vegetation and not compacted.

Subdivision 3. Community-Scale and Large-Scale Solar Energy System

Sec. 54-448, General Standards

Community-scale and large-scale solar energy systems are subject to the following requirements and the requirements of Wis. Stats. 66.0401.

a) Site Design
   1. Height. Ground-mounted solar energy systems shall not exceed 15 feet in height when oriented at maximum tilt. Height may be increased by 1 foot for every 2 feet of additional setback.
   2. Setbacks. Community-scale and large-scale solar energy systems must meet the following setbacks:
      a. Arrays
         i. Required setbacks for principal buildings or structures in the district in which the system is located.
         ii. Setback distance shall be measured from the edge of the solar energy system array, excluding security fencing, screening, or berm.
      b. Battery Energy Storage System (BESS)
         i. Minimum 100 feet from exterior lot lines.
         ii. Minimum 300 feet from existing dwellings and any other existing building containing a permitted principal use.
         iii. Setback distance shall be measured from the edge of the BESS containment enclosure(s), excluding security fencing, screening, or berm.

3. Screening. Community-scale and large-scale solar shall be screened from existing dwellings located within 300 feet of the closest array.

a. A screening plan shall be submitted that identifies the type and extent of screening.

b. Screening shall be consistent with Section 54-359 Landscaped Buffer requirements, except that screening may be located where most effective and does not need to run the entire length of the property line.

c. The Zoning Administrator may require additional screening where they determine there is a clear interest in protecting/maintaining a viewshed.

4. Vegetation/Ground cover. The following provisions shall apply to the clearing of existing vegetation and establishment of vegetated ground cover for Large-Scale Solar Energy Systems. Additional site-specific conditions may apply as required by the Zoning Administrator.

a. Large-scale removal of mature trees on the site is discouraged.

b. The applicant shall submit a vegetative management plan prepared by a qualified professional or reviewed and approved by a natural resource agency or authority, such as the Wisconsin Department of Natural Resources or Outagamie County Department of Land Conservation. The plan shall identify:

i. The natural resource professionals consulted or responsible for the plan.

ii. The conservation, habitat, eco-system, or agricultural goals, which may include: providing habitat for pollinators such as bees and monarch butterflies, providing habitat for wildlife such as upland nesting birds and other wildlife, establishing vegetation for livestock grazing, reducing on-site soil erosion, and improving or protecting surface or ground-water quality.

iii. The intended mix of vegetation upon establishment.

iv. The management methods and schedules for how the vegetation will be managed on an annual basis, with particular attention given to the establishment period of approximately three years.

c. Soils shall be planted and maintained in perennial vegetation for the full operational life of the project, to prevent erosion, manage run off and build soil.

d. Vegetative cover should include a mix of perennial grasses and wildflowers that will preferably result in a short stature prairie with a diversity of forbs or flowering plants that bloom throughout the growing season. Blooming shrubs may be used in buffer areas as appropriate for visual screening. Perennial vegetation (grasses and forbs) are preferably native to Wisconsin, but where appropriate to the vegetative management plan goals, may also include other naturalized and non-invasive species which provide habitat for pollinators and wildlife and/or other ecosystem services (i.e. clovers).

e. Plant material. Plant material must not have been treated with systemic insecticides.

5. Foundations. A licensed engineer shall certify that the foundation and design of the solar panel racking and support is within accepted professional standards, given local soil and climate conditions.

6. Power and communication lines. Power and communication lines running between banks of solar panels and to nearby electric substations or interconnections with buildings shall be buried underground. Exemptions may be granted by the Zoning Administrator in instances where shallow bedrock, water courses, or other elements of the natural landscape interfere with the ability to bury lines, or distance makes undergrounding infeasible.

b. Stormwater. Solar collectors shall not be considered impervious surfaces if the soil under the collector is maintained in vegetation and not compacted.

c. Other standards and codes. All solar energy systems shall be in compliance with all applicable local, state and federal regulatory codes, including the State of Wisconsin Uniform Building Code, as amended; and the National Electric Code, as amended.

d. Project Narrative. The applicant shall submit a project narrative providing a general description of the proposed facility, facility operations, and site design.

e. Site Plan/Elevations. The applicant shall submit a site plan and elevations for review in accordance with the following.

1. The site plan shall include both existing and proposed conditions, showing locations of all solar arrays, other structures, property lines, rights-of-way, entrances, service roads, storage systems, floodplains, wetlands, and other protected natural resources, topography, electrical equipment/infrastructure, and all other characteristics requested by the Zoning Administrator.

2. Elevation drawings must be scaled and show the location of the system on the building or on the property for a ground-mount system, including the property lines, and all other characteristics requested by the Zoning Administrator.

f. Decommissioning. A decommissioning plan shall be required to ensure that solar energy systems are properly removed after their useful life.

1. The developer, including any successor, is responsible for the removal of the system at the end of its useful life. The site is to be restored to its pre-construction condition to the maximum extent possible, within 12 months of ceasing operations.

2. The plan shall include the following:

a. Provisions and steps for removal of all structures and foundations and restoration of soil and vegetation to pre-construction conditions.

b. Estimated cost for decommissioning and restoration of the site less the project's estimated salvage value.

g. Financial Assurance. Financial assurance shall be required in the amount adequate to cover the estimated cost of decommissioning as determined within the decommissioning plan and any subsequent amendments thereto. Financial assurance must be provided prior to the commencement of construction activities in the form of cash, irrevocable letter of credit, or other suitable financial mechanism as agreed upon by the County.

Sec. 54-449, Special exception permit requirements

All special exception permit applications are subject to, and shall be processed in accordance with, procedures set forth in Division 6 of Article XII of this ordinance and the following:

a. **Application Requirements. Applications for special exception permits are subject to the provisions and requirements set forth in Section 54-448 and shall include application materials the same.**

b. **Conditions. In evaluating a special exception permit application, the Zoning Committee may impose one or more conditions as may be necessary to grant approval. Such conditions and restrictions may relate to the establishment, location, construction, maintenance, operation of the use, off-site impacts and any other aspect of the use that impacts the public health, safety, or general welfare and must be based on substantial evidence. Examples of such conditions are listed below.**

Example Conditions	
Issue	***Potential Condition***
Construction	• *Limit hours of construction to be more compatible with surrounding uses* • *Require construction phasing to limit area of disturbance.* • *Require dust mitigation.*
Buffering/Screening	*Require a larger buffer than what is otherwise required by this chapter. Buffering may include landscaping, walls or fences, berms, and other features to physically separate adjoining uses.*
Number and/or location of entrances	*Design the site so that entrances and drives are located in areas away from adjoining properties.*
Lighting	*Restrict location and type of lighting to reduce offsite impacts (glare/light pollution).*
Damaged soil drainage infrastructure	*Require a mitigation plan to correct any damage to existing soil drainage infrastructure.*
Damage to local roads from project construction	*Require a road maintenance agreement for the maintenance and repair of any damage to local roads from construction of the project.*
Battery Energy Storage System (BESS) fire hazards	*Require mitigation plans documenting:* • *Battery-related fire suppression design and chemical release containment design.* • *Clean-up and monitoring activities of any fire-related chemical releases.* • *Additional funding to affected fire districts directly impacted, including but not limited to equipment supplies and training for local firefighting/EMS.*

Subdivision 4. Utility-Scale Energy System

Sec. 54-450, General

Utility-scale energy systems require a Certificate of Public Convenience and Necessity (CPCN) from the Public Service Commission (PSC) of Wisconsin. Utility-scale energy systems are subject to review and regulation by the PSC and are exempt from the requirements of this division.

Sec. 54-451- 54-470, Reserved.

BE IT FURTHER ORDAINED, that this ordinance shall be in effect upon completion of publication in accordance with Wisconsin State Statutes, and

BE IT FINALLY ORDAINED, that the Outagamie County Clerk be directed to forward a copy of this ordinance to the Outagamie County Corporation Counsel, the Outagamie County Development and Land Services Director, and Municipal Code Corporation for inclusion in the Outagamie County Code of Ordinances.

Dated this 11th day of March, 2025

Respectfully Submitted,

AGRICULTURE, EXTENSION EDUCATION, ZONING AND LAND CONSERVATION COMMITTEE

Debbie VanderHeiden

Mike Janke

Jayme Heiser

Mark Mitchell

Daniel Rettler

Duly and officially adopted by the County Board on: 3/11/2025

Signed: _____
Board Chairperson

~~County Clerk~~ Deputy County Clerk

Approved: 3-14-25

Vetoed: _____

Signed: _____
County Executive

Outagamie County Est. 1851

Department of Development and Land Services
Planning & Zoning | GIS & Land Information
320 S. Walnut St. | Appleton, WI 54911
Administration Building, 3rd Floor
Phone: 920-832-5256 | Fax: 920-920-832-4770
www.outagamie.org

MEMORANDUM

TO:	Outagamie County Zoning Committee
FROM:	Isaac Uitenbroek, Zoning Administrator
DATE:	February 3, 2025
RE:	PL202500006 – Proposed Minor Code Amendments to Chapter 54, Pertaining to Solar Energy Systems.

Background and Analysis

The County adopted its Comprehensive Plan in 2020, following community outreach and review spanning several years. The Plan provided clear policy direction to modernize our land use codes. In particular, it cited the following goals and recommendations:

- Goal 2: Modernized land use and regulatory tools.
  - *Rec. 2.1.* Evaluate the zoning, subdivision, and other land use codes for compliance with statutory changes, urban, suburban, and rural land use patterns, and community and county goals....Identify areas where greater clarity could be added. Recommend changes where appropriate.

Based on this policy direction and the need to update the current zoning ordinance to comply with Wis. Stat. 66.0401 pertaining to solar energy systems, Outagamie County zoning staff propose three minor amendments to the Outagamie County Zoning Ordinance (Chapter 54 of Outagamie County's Code of Ordinances).

The first amendment, will incorporate solar energy system related definitions into Section 54-4 *Definitions* of Chapter 54 (see Exhibit A for details).

The second amendment, will establish placement of solar energy systems within each of the existing zoning districts. Depending on the type of solar energy system, it may be permitted by-right, permitted by special exception, or not permitted (see Exhibit B for details).

The third amendment, will establish a new division (*Division 4. Solar Energy Systems*) under Article IV of Chapter 54. This division will provide specific regulatory guidelines and performance criteria related to solar energy systems (see Exhibit C for details).

Staff Recommendation

DLS staff requests that the County Zoning Committee: **approve the minor code amendments to Ch. 54, Outagamie County Code of Ordinances, as proposed in Exhibits A, B, and C.**

Exhibits

- Exhibit A: First Amendment to Chapter 54
- Exhibit B: Second Amendment to Chapter 54
- Exhibit C: Third Amendment to Chapter 54

Exhibit A: First Amendment to Chapter 54

Proposed Amendment, related to Definitions

Amend Section 54-4 to include the following definitions associated with the Solar Energy Systems:

1. In Sec. 54-4, alphabetically **ADD** the following definitions:

Accessory-Scale Solar Energy System – A private or commercial solar energy system less than 100 megawatts that converts sunlight into electricity for the purpose of serving on-site electric demands only. Accessory-scale systems are accessory to permitted/permissible principal uses for the parcel on which it is located.

Agrivoltaics – A solar energy system co-located on the same parcel of land as agricultural production, including crop production, grazing, apiaries, or other agricultural products or services.

Battery Energy Storage System (BESS) – Electrochemical devices that charge, or collect, energy from the electric grid or a generation facility, store that energy, and then discharge that energy at a later time to provide electricity or other electric grid services.

Building-integrated Solar Energy Systems – A solar energy system that is an integral part of a principal or accessory building, rather than a separate mechanical device, replacing or substituting for an architectural or structural component of the building. Building-integrated systems include but are not limited to photovoltaic or hot water solar energy systems that are contained within roofing materials, windows, skylights, and awnings.

Community-Scale Solar Energy System – A commercial solar energy system less than 100 megawatts that converts sunlight into electricity for the primary purpose of serving electric demands off-site from the facility, either retail or wholesale. Community-scale systems are principal uses and have a project size equal to, or less than, 20 acres.

Grid-intertie Solar Energy System — A photovoltaic solar energy system that is connected to an electric circuit served by an electric utility company.

Ground-mount – A solar energy system mounted on a rack or pole that rests or is attached to the ground. Ground-mount systems can be either accessory or principal uses.

Kilowatt (KW) – A unit of power equal to one thousand watts.

Large-Scale Solar Energy System – A commercial solar energy system less than 100 megawatts that converts sunlight into electricity for the primary purpose of wholesale sales of generated electricity. A large-scale solar energy system will have a project size greater than 20 acres and is the principal land use for the parcel(s) on which it is located.

Megawatt (MW) – A unit of power equal to one million watts, especially as a measure of the output of a power station.

Off-grid Solar Energy System — A photovoltaic solar energy system in which the circuits energized by the solar energy system are not electrically connected in any way to electric circuits that are served by an electric utility company.

Passive Solar Energy System — A solar energy system that captures solar light or heat without transforming it to another form of energy or transferring the energy via a heat exchanger.

Photovoltaic System – A solar energy system that converts solar energy directly into electricity.

Renewable Energy Easement, Solar Energy Easement — An easement that limits the height or location, or both, of permissible development on the burdened land in terms of a structure or vegetation, or both, for the purpose of providing access for the benefited land to wind or sunlight passing over the burdened land, consistent with Wis Statutes 700.35.

Roof-mount – A solar energy system mounted on a rack that is fastened to or ballasted on a structure roof. Roof-mount systems are accessory to the principal use.

Solar Access — Unobstructed access to direct sunlight on a lot or building through the entire year, including access across adjacent parcel air rights, for the purpose of capturing direct sunlight to operate a solar energy system.

Solar Carport – A solar energy system that is installed on a carport structure that is accessory to a parking area, and which may include electric vehicle supply equipment or energy storage facilities.

Solar Collector — A device, structure, or a part of a device or structure for which the primary purpose is to transform solar radiant energy into thermal, mechanical, chemical, or electrical energy. The collector does not include frames, supports, or mounting hardware.

Solar Energy — Radiant energy received from the sun that can be collected in the form of heat or light by a solar collector.

Solar Energy System — A device, array of devices, or structural design feature, the purpose of which is to provide for generation or storage of electricity from sunlight, or the collection, storage, and distribution of solar energy for space heating or cooling, daylight for interior lighting, or water heating.

Solar Hot Air System — (also referred to as Solar Air Heat or Solar Furnace) – A solar energy system that includes a solar collector to provide direct supplemental space heating by heating and re-circulating conditioned building air. The most efficient performance includes a solar collector to preheat air or supplement building space heating, typically using a vertically mounted collector on a south-facing wall.

Solar Hot Water System — A system that includes a solar collector and a heat exchanger that heats or preheats water for building heating systems or other hot water needs, including residential domestic hot water and hot water for commercial processes.

Solar Mounting Devices — Racking, frames, or other devices that allow the mounting of a solar collector onto a roof surface or the ground.

Solar Resource — A view of the sun from a specific point on a lot or building that is not obscured by any vegetation, building, or object for a minimum of four hours between the hours of 9:00 AM and 3:00 PM Standard time on all days of the year, and can be measured in annual watts per square meter.

Utility-Scale Energy System – Solar (100 MW or larger), wind (100 MW or larger), and other facilities for the production, transmission, delivery or furnishing of heat, light, water or power, for which a certificate of public convenience and necessity has been obtained from the state public service commission under Wis. Stats. § 196.491.

Exhibit B: Second Amendment to Chapter 54

Proposed Amendment, related to Placement

Amend existing zoning districts to incorporate solar energy systems as a land use. Further, amend each district to determine where and how solar energy systems will be permitted and by what process.

Table 1 summarizes the proposed placement of solar energy systems. Specific modifications to district regulations within each relevant section are documented in items 1-24 following the table.

Table 1. Summary of Proposed Placement Requirements for Solar Energy Systems

	Agricultural		Residential			Commercial			Industrial
	Exclusive (AED)	General (AGD)	Single-Family (RSF)	Two-Family (RTF)	Multifamily (RMF)	Local (CL)	Regional (CR)	Planned (CP)	Industrial (IND)
Accessory-Scale Solar Energy System									
Proposed	P	P	P	P	P	P	P	P	P
Community-Scale Solar Energy System									
Proposed	SP	SP	SP	SP	SP	SP	SP	SP	SP
Large-Scale Solar Energy System									
Proposed	SP	SP	NP	NP	NP	NP	NP	NP	SP
Utility-Scale Energy System[1]									
Proposed	P	P	P	P	P	P	P	P	P

Table Key:
P = Permitted
SP = Special Exception Permit Required
NP = Not Permitted/Permissible

Table Notes:
[1] Utility-scale energy systems are reviewed and permitted by the Public Service Commission (PSC) of Wisconsin and are not subject to regulation at the local level. As such, this use will be included as a permitted use in all districts.

1. In Sec. 54-100, **ADD** the following text:

   4) Utility-Scale Energy System.

2. In Sec. 54-101, **ADD** the following text:

   6) Accessory-Scale Solar Energy System, subject to the provisions of Division 4 of Article IV of this chapter.

3. In Sec. 54-102, **ADD** the following text:

9) Community-Scale and Large-Scale Solar Energy System, subject to the provisions of Division 4 of Article IV of this chapter.

4. In Sec. 54-128, **ADD** the following text:

   6) Utility-Scale Energy System.

5. In Sec. 54-129, **ADD** the following text:

   3) Accessory-Scale Solar Energy System, subject to the provisions of Division 4 of Article IV of this chapter.

6. In Sec. 54-130, **REMOVE** the following text:

   17) ~~Facilities for the production, transmission, delivery or furnishing of heat, light, water or power, for which a certificate of public convenience and necessity had been obtained from the state public service commission under Wis. Stats. § 196.491 and subject to the site plan review procedures outlined in division 5 of article XII of this chapter.~~

7. In Sec. 54-130, **ADD** the following text as a replacement:

   17) Community-Scale and Large-Scale Solar Energy System, subject to the provisions of Division 4 of Article IV of this chapter.

8. In Sec. 54-154, **ADD** the following text:

   6) Utility-Scale Energy System.

9. In Sec. 54-155, **ADD** the following text:

   5) Accessory-Scale Solar Energy System, subject to the provisions of Division 4 of Article IV of this chapter.

10. In Sec. 54-156, **ADD** the following text:

    11) Community-Scale Solar Energy System, subject to the provisions of Division 4 of Article IV of this chapter.

11. In Sec. 54-233, **ADD** the following text:

    19) Utility-Scale Energy System.

12. In Sec. 54-234, **ADD** the following text:

    3) Accessory-Scale Solar Energy System, subject to the provisions of Division 4 of Article IV of this chapter.

13. In Sec. 54-235(b), **REMOVE** the following text:

15) ~~Facilities for the production, transmission, delivery or furnishing of heat, light, water or power, for which a certificate of public convenience and necessity had been obtained from the state public service commission under Wis. Stats. § 196.491 and subject to the site plan review procedures outlined in division 5 of article XII of this chapter.~~

14. In Sec. 54-235(b), **ADD** the following text as a replacement:

15) Community-Scale Solar Energy System, subject to the provisions of Division 4 of Article IV of this chapter.

15. In Sec. 54-259, **ADD** the following text:

3) Utility-Scale Energy System.

16. In Sec. 54-261, **REMOVE** the following text, and update numbering convention that follows:

3) ~~Facilities for the production, transmission, delivery or furnishing of heat, light, water or power, for which a certificate of public convenience and necessity had been obtained from the state public service commission under Wis. Stats. § 196.491 and subject to the site plan review procedures outlined in division 5 of article XII of this chapter.~~

17. In Sec. 54-279, **ADD** the following text:

9) Utility-Scale Energy System.

18. In Sec. 54-280, **ADD** the following text:

3) Accessory-Scale Solar Energy System, subject to the provisions of Division 4 of Article IV of this chapter.

19. In Sec. 54-281, **REMOVE** the following text:

4) ~~Facilities for the production, transmission, delivery or furnishing of heat, light, water or power, for which a certificate of public convenience and necessity had been obtained from the state public service commission under Wis. Stats. § 196.491 and subject to the site plan review procedures outlined in division 5 of article XII of this chapter.~~

20. In Sec. 54-281, **ADD** the following text as a replacement:

4) Community-Scale Solar Energy System, subject to the provisions of Division 4 of Article IV of this chapter.

21. In Sec. 54-306, **REMOVE** the following text:

11) ~~Facilities for the production, transmission, delivery or furnishing of heat, light, water or~~

~~*power, for which a certificate of public convenience and necessity had been obtained from the state public service commission under Wis. Stats. § 196.491 and subject to the site plan review procedures outlined in division 5 of article XII of this chapter.*~~

22. In Sec. 54-306, **ADD** the following text as a replacement:

11) Utility-Scale Energy System.

23. In Sec. 54-307, **ADD** the following text:

5) Accessory-Scale Solar Energy System, subject to the provisions of Division 4 of Article IV of this chapter.

24. In Sec. 54-308, **ADD** the following text:

6) Community-Scale and Large-Scale Solar Energy System, subject to the provisions of Division 4 of Article IV of this chapter.

Exhibit C: Third Amendment to Chapter 54

Proposed Amendment, related to specific provisions for solar energy systems

Amend Article IV *Supplementary District Regulations* to include *Division 4. Solar Energy Systems.*

1. In Article IV, **ADD** the following text:

DIVISION 4. SOLAR ENERGY SYSTEMS

Subdivision 1. General

Sec. 54-445. Purpose & Intent.

To encourage the use of renewable energy in Outagamie County and achieve, among others, the following objectives:

a) *Promoting Clean Energy: Encourage the use of local, clean, renewable, and efficient energy resources to serve both current and future generations.*
b) *Sustainable Building and Practices: Promote sustainable building designs and management practices, which are essential for long-term environmental responsibility.*
c) *Compliance with Wisconsin Statutes: Incorporate the requirements of Wisconsin Statutes (Wis. Stats. 66.0401), which provide guidelines for the installation and use of solar energy systems, ensuring that they are legally compliant.*
d) *Protecting Health, Safety, and Welfare: Support solar energy use, while protecting the community's health, safety, and welfare.*
e) *No Significant Impact on Cost or Efficiency: Avoid significantly increasing the cost of solar energy systems or decreasing their efficiency. Aim to ensure that alternative systems of comparable cost or efficiency are not hindered.*

Sec. 54-446. Restriction Limited.

Pursuant to Wis. Stats. 66.0401(1m) the county may not place any restriction, either directly or in effect, on the installation or use of a solar energy system, unless the restriction satisfies one of the following conditions:

a) *Serves to preserve or protect the public health or safety.*
b) *Does not significantly increase the cost of the system or significantly decrease its efficiency.*
c) *Allows for an alternative system of comparable cost and efficiency.*

Subdivision 2. Accessory-Scale Solar Energy System

Sec. 54-447. General Standards.

Accessory-scale solar energy systems are subject to the following requirements and the requirements of Wis. Stats. 66.0401. Solar carports and associated electric vehicle charging equipment are a permitted accessory use on surface parking lots in all districts regardless of the existence of another building.

a) Site Design

1. *Height. Accessory-scale solar energy systems must meet the following height requirements:*

   a. *Building- or roof-mounted solar energy systems shall not exceed the maximum allowed height for the zoning district in which it is located. For purposes of height measurement, solar energy systems other than building-integrated systems shall be given an equivalent exception to height standards as building-mounted mechanical devices or equipment under Section 54-353.*

   b. *Ground-mounted solar energy systems shall not exceed 15 feet in height when oriented at maximum tilt. Height may be increased by 1 foot for every 2 feet of additional setback beyond what is required.*

   c. *Solar carports shall not exceed 20 feet in height.*

2. *Setbacks. Accessory-scale solar energy systems must meet the required structure setback for the zoning district and primary land use associated with the lot on which the system is located. Setback distance shall be measured from the edge of the solar energy system array.*

   a. *Building- or roof-mounted solar energy systems must meet the principal structure setback when attached to the principal structure and the accessory structure setback when attached to an accessory structure.*

   b. *Ground-mounted solar energy systems must meet the detached accessory structure setback when oriented at minimum design tilt.*

b) Site Plan/Elevations. Accessory-scale solar energy systems shall provide a site plan and elevation drawing for review unless deemed unnecessary by the Zoning Administrator.

1. *The site plan shall include both existing and proposed conditions, showing locations of all solar arrays, other structures, property lines, rights-of-way, entrances, service roads, storage systems, floodplains, wetlands and other protected natural resources, topography, electrical equipment/infrastructure, and all other characteristics requested by the Zoning Administrator.*

2. *Elevation drawings must be scaled and show the location of the system on the building or on the property for a ground-mount system, including the property lines, and all other characteristics requested by the Zoning Administrator.*

c) Stormwater. Ground-mounted systems shall be exempt from impervious surface standards if the soil under the collector is maintained in vegetation and not compacted.

Subdivision 3. Community-Scale and Large-Scale Solar Energy System

Sec. 54-448. General Standards.

Community-scale and large-scale solar energy systems are subject to the following requirements and the requirements of Wis. Stats. 66.0401.

a) Site Design

1. *Height. Ground-mounted solar energy systems shall not exceed 15 feet in height when oriented at maximum tilt. Height may be increased by 1 foot for every 2 feet of additional setback.*
2. *Setbacks. Community-scale and large-scale solar energy systems must meet the following setbacks:*
    - *a. Arrays*
        - *i. Required setbacks for principal buildings or structures in the district in which the system is located.*
        - *ii. Setback distance shall be measured from the edge of the solar energy system array, excluding security fencing, screening, or berm.*
    - *b. Battery Energy Storage System (BESS)*
        - *i. Minimum 100 feet from exterior lot lines.*
        - *ii. Minimum 300 feet from existing dwellings and any other existing building containing a permitted principal use.*
        - *iii. Setback distance shall be measured from the edge of the BESS containment enclosure(s), excluding security fencing, screening, or berm.*
3. *Screening. Community-scale and large-scale solar shall be screened from existing dwellings located within 300 feet of the closest array.*
    - *a. A screening plan shall be submitted that identifies the type and extent of screening.*
    - *b. Screening shall be consistent with Section 54-359 Landscaped Buffer requirements, except that screening may be located where most effective and does not need to run the entire length of the property line.*
    - *c. The Zoning Administrator may require additional screening where they determine there is a clear interest in protecting/maintaining a viewshed.*
4. *Vegetation/Ground cover. The following provisions shall apply to the clearing of existing vegetation and establishment of vegetated ground cover for Large-Scale Solar Energy Systems. Additional site-specific conditions may apply as required by the Zoning Administrator.*
    - *a. Large-scale removal of mature trees on the site is discouraged.*

b. *The applicant shall submit a vegetative management plan prepared by a qualified professional or reviewed and approved by a natural resource agency or authority, such as the Wisconsin Department of Natural Resources or Outagamie County Department of Land Conservation. The plan shall identify:*

   i. *The natural resource professionals consulted or responsible for the plan.*

   ii. *The conservation, habitat, eco-system, or agricultural goals, which may include: providing habitat for pollinators such as bees and monarch butterflies, providing habitat for wildlife such as upland nesting birds and other wildlife, establishing vegetation for livestock grazing, reducing on-site soil erosion, and improving or protecting surface or ground-water quality.*

   iii. *The intended mix of vegetation upon establishment.*

   iv. *The management methods and schedules for how the vegetation will be managed on an annual basis, with particular attention given to the establishment period of approximately three years.*

c. *Soils shall be planted and maintained in perennial vegetation for the full operational life of the project, to prevent erosion, manage run off and build soil.*

d. *Vegetative cover should include a mix of perennial grasses and wildflowers that will preferably result in a short stature prairie with a diversity of forbs or flowering plants that bloom throughout the growing season. Blooming shrubs may be used in buffer areas as appropriate for visual screening. Perennial vegetation (grasses and forbs) are preferably native to Wisconsin, but where appropriate to the vegetative management plan goals, may also include other naturalized and non-invasive species which provide habitat for pollinators and wildlife and/or other ecosystem services (i.e. clovers).*

e. *Plant material. Plant material must not have been treated with systemic insecticides.*

5. *Foundations. A licensed engineer shall certify that the foundation and design of the solar panel racking and support is within accepted professional standards, given local soil and climate conditions.*

6. *Power and communication lines. Power and communication lines running between banks of solar panels and to nearby electric substations or interconnections with buildings shall be buried underground. Exemptions may be granted by the Zoning Administrator in instances where shallow bedrock, water courses, or other elements of the natural landscape interfere with the ability to bury lines, or distance makes undergrounding infeasible.*

b) *Stormwater. Solar collectors shall not be considered impervious surfaces if the soil under the collector is maintained in vegetation and not compacted.*

c) *Other standards and codes. All solar energy systems shall be in compliance with all applicable local, state and federal regulatory codes, including the State of Wisconsin Uniform Building Code, as amended; and the National Electric Code, as amended.*

d) *Project Narrative. The applicant shall submit a project narrative providing a general description of the proposed facility, facility operations, and site design.*

e) *Site Plan/Elevations. The applicant shall submit a site plan and elevations for review in accordance with the following.*

1. *The site plan shall include both existing and proposed conditions, showing locations of all solar arrays, other structures, property lines, rights-of-way, entrances, service roads, storage systems, floodplains, wetlands and other protected natural resources, topography, electrical equipment/infrastructure, and all other characteristics requested by the Zoning Administrator.*
2. *Elevation drawings must be scaled and show the location of the system on the building or on the property for a ground-mount system, including the property lines, and all other characteristics requested by the Zoning Administrator.*

f) *Decommissioning. A decommissioning plan shall be required to ensure that solar energy systems are properly removed after their useful life.*

1. *The developer, including any successor, is responsible for the removal of the system at the end of its useful life. The site is to be restored to its pre-construction condition to the maximum extent possible, within 12 months of ceasing operations.*
2. *The plan shall include the following:*
    a. *Provisions and steps for removal of all structures and foundations and restoration of soil and vegetation to pre-construction conditions.*
    b. *Estimated cost for decommissioning and restoration of the site less the project's estimated salvage value.*

g) *Financial Assurance. Financial assurance shall be required in the amount adequate to cover the estimated cost of decommissioning as determined within the decommissioning plan and any subsequent amendments thereto. Financial assurance must be provided prior to the commencement of construction activities in the form of cash, irrevocable letter of credit, or other suitable financial mechanism as agreed upon by the County.*

Sec. 54-449. Special Exception Permit Requirements.

All special exception permit applications are subject to, and shall be processed in accordance with, procedures set forth in Division 6 of Article XII of this ordinance and the following:

a) *Application Requirements. Applications for special exception permits are subject to the provisions and requirements set forth in Section 54-448 and shall include application materials the same.*
b) *Conditions. In evaluating a special exception permit application, the zoning committee may impose one or more conditions as may be necessary to grant approval. Such conditions and restrictions may relate to the establishment, location, construction,*

maintenance, operation of the use, off-site impacts, and any other aspect of the use that impacts the public health, safety, or general welfare and must be based on substantial evidence. Examples of such conditions are listed below.

Example Conditions	
Issue	**Potential Condition**
Construction	• Limit hours of construction to be more compatible with surrounding uses. • Require construction phasing to limit area of disturbance. • Require dust mitigation.
Buffering/Screening	Require a larger buffer than what is otherwise required by this chapter. Buffering may include landscaping, walls or fences, berms, and other features to physically separate adjoining uses.
Number and/or location of entrances	Design the site so that entrances and drives are located in areas away from adjoining properties.
Lighting	Restrict location and type of lighting to reduce offsite impacts (glare/light pollution).
Damaged soil drainage infrastructure	Require a mitigation plan to correct any damage to existing soil drainage infrastructure.
Damage to local roads from project construction	Require a road maintenance agreement for the maintenance and repair of any damage to local roads from construction of the project.
Battery Energy Storage System (BESS) fire hazards	Require mitigation plans documenting: • Battery-related fire suppression design and chemical release containment design. • Clean-up and monitoring activities of any fire-related chemical releases. • Additional funding to affected fire districts directly impacted, including but not limited to equipment supplies and training for local firefighting/EMS.

Subdivision 4. Utility-Scale Energy System

Sec. 54-450. General.

Utility-scale energy systems require a Certificate of Public Convenience and Necessity (CPCN) from the Public Service Commission (PSC) of Wisconsin. Utility-scale energy systems are subject to review and regulation by the PSC and are exempt from the requirements of this division.

Sec. 54-451 – 54-470. Reserved.

Resolution No. 130—2024-25 – Agriculture, Extension Education, Zoning, and Land Conservation Committee. Authorize and approve of the Land Conservation Department to accept and expend funding of $50,000 from the Fox Wolf Watershed Alliance, to purchase soil health equipment, and increase the following Land Conservation line items: Miscellaneous Revenue by $50,000; Purchased Services by $24,000; Supplies by $8,000; Moveable Equipment by $18,000, as noted on the attached fiscal note.

Supervisor Rettler moved, seconded by Supervisor Lautenschlager, for adoption.

ROLL CALL: 31 yes, 5 absent. RESOLUTION NO. 130—2024-25 IS ADOPTED.

VOTE RESULTS	31 YES	0 NO	0 ABSTAIN	5 ABSENT

RESOLUTION NO. 130—2024-25

Agriculture, Extension Education, Zoning, and Land Conservation Committee. Authorize and approve of the Land Conservation Department to accept and expend funding of $50,000 from the Fox Wolf Watershed Alliance, to purchase soil health equipment, and increase the following Land Conservation li...

2/3 of Full Membership

Passed

1 THOMPSON	YES	13 WEGAND	YES	25 JANKE	YES
2 JOHNSON	YES	14 HERMES	ABSENT	26 WEINBERG	YES
3 SMITH	YES	15 MacDONALD	YES	27 CULBERTSON	YES
4 PATIENCE	YES	16 SCHROEDER	ABSENT	28 MONFILS	YES
5 GABRIELSON	YES	17 CROATT	YES	29 WINTERFELDT	YES
6 KOSTELNY	YES	18 SPEARS	ABSENT	30 NEJEDLO	YES
7 HAMMEN	YES	19 HEISER	YES	31 CLEGG	ABSENT
8 LAWRENCE	ABSENT	20 MITCHELL	YES	32 THYSSEN	YES
9 KRUEGER	YES	21 CUFF	YES	33 VANDERHEIDEN	YES
10 LAMERS	YES	22 HAGEN	YES	34 RETTLER	YES
11 FERGUSON	YES	23 KLEMP	YES	35 KOURY	YES
12 McCABE	YES	24 THIEDE	YES	36 LAUTENSCHLAGER	YES

Outagamie County

3-11-25 County Board Meeting
3-11-25 CB Meeting
Outagamie County Board of Supervisors

March 11 2025 07:40:56 PM

OpenMeeting

RESOLUTION NO.: 130—2024-25

TO THE HONORABLE, THE OUTAGAMIE COUNTY BOARD OF SUPERVISORS

LADIES AND GENTLEMEN: ***2/3 MAJORITY – 24 VOTES***

The Land Conservation Department (LCD) entered into an agreement with Fox Wolf Watershed Alliance to purchase soil health equipment. The grant funds will be used for moveable equipment ($18,000), supplies ($8,000), and purchased services ($24,000). 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 $50,000. The proposed adjustment is budget neutral, requiring no county funding.

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

BE IT RESOLVED, that the Outagamie County Board of Supervisors does hereby authorize and approve of the Land Conservation Department to accept and expend funding in the amount of $50,000 from the Fox Wolf Watershed Alliance in order to purchase soil health equipment, and

BE IT FURTHER RESOLVED, that the Outagamie County Board of Supervisors does hereby authorize and approve of increasing the following Land Conservation line items: Miscellaneous Revenue by $50,000; Purchased Services by $24,000; Supplies by $8,000; Moveable Equipment by $18,000 each as noted on the attached fiscal note, which by reference is made a part hereof, and

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

Dated this 11th day of March 2025

Respectfully Submitted,

AGRICULTURE, EXTENSION EDUCATION, ZONING AND LAND CONSERVATION COMMITTEE

Debbie VanderHeiden

Mike Janke

Jayme Heiser

Mark Mitchell

Daniel Rettler

Duly and officially adopted by the County Board on: March 11, 2025

Signed: _____
Board Chairperson

~~County Clerk~~ Deputy County Clerk

Approved: 3-14-25

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:** LCD Request to accept and expend Climate Smart Equipment funds from Fox-Wolf Watershed Alliance.

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 Land Conservation Department (LCD) entered into an agreement with Fox Wolf Watershed Alliance to purchase soil health equipment. The grant funds are $18,000 for moveable equipment, $8,000 for supplies and $24,000 in purchased services. 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 $50,000 with a corresponding increase of $18,000 in equipment, $8,000 for supplies and $24,000 in Purchased Services. The proposed adjustment is budget neutral, requiring no county funding.

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

[X] Revenues [X] 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? If no, skip to question 8 below. yes (x) no ( )

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
2091000	Misc Revenue	2091000.4280.99	50,000
2091000	Purchased Services	2091000.5562.08	24,000
2091000	Supplies	2091000.5420.08	8,000
2091000	Moveable Equipment	2091000.6232	18,000

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 _____ Annual Revenue _____

Fiscal Note Prepared by: Sarah Kussow

For Financial Services purposes only	
Reviewed By: Michelle Utterbrock	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 Expenditures Account Number _____ Amount _____
Date: 1/28/2025	
Comments:	

Resolution No. 131—2024-25 – Property, Airport, Recreation and Economic Development Committee. Authorize and approve to combine Parks two separate accounts into one account, for easier tracking of expenses, by transferring $50,000 from the Mosquito Hill and Other Trail Improvements to the MHNC and Trails, as noted on the Resolution and attached fiscal note.

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

ROLL CALL: 31 yes, 5 absent. RESOLUTION NO. 131—2024-25 IS ADOPTED.

VOTE RESULTS	31 YES	0 NO	0 ABSTAIN	5 ABSENT

RESOLUTION NO. 131—2024-25

Property, Airport, Recreation and Economic Development Committee. Authorize and approve to combine Parks two separate accounts into one account, for easier tracking of expenses, by transferring $50,000 from the Mosquito Hill and Other Trail Improvements to the MHNC and Trails, as noted on the Resolutio...

2/3 of Full Membership

Passed

1 THOMPSON	YES	13 WEGAND	YES	25 JANKE	YES
2 JOHNSON	YES	14 HERMES	ABSENT	26 WEINBERG	YES
3 SMITH	YES	15 MacDONALD	YES	27 CULBERTSON	YES
4 PATIENCE	YES	16 SCHROEDER	ABSENT	28 MONFILS	YES
5 GABRIELSON	YES	17 CROATT	YES	29 WINTERFELDT	YES
6 KOSTELNY	YES	18 SPEARS	ABSENT	30 NEJEDLO	YES
7 HAMMEN	YES	19 HEISER	YES	31 CLEGG	ABSENT
8 LAWRENCE	ABSENT	20 MITCHELL	YES	32 THYSSEN	YES
9 KRUEGER	YES	21 CUFF	YES	33 VANDERHEIDEN	YES
10 LAMERS	YES	22 HAGEN	YES	34 RETTLER	YES
11 FERGUSON	YES	23 KLEMP	YES	35 KOURY	YES
12 McCABE	YES	24 THIEDE	YES	36 LAUTENSCHLAGER	YES

Outagamie County

3-11-25 County Board Meeting
3-11-25 CB Meeting
Outagamie County Board of Supervisors

March 11 2025 07:41:44 PM

OpenMeeting

RESOLUTION NO.: 131—2024-25

TO THE HONORABLE, THE OUTAGAMIE COUNTY BOARD OF SUPERVISORS

LADIES AND GENTLEMEN: ***2/3 MAJORITY – 24 VOTES***

The Outagamie County Parks Department is requesting to transfer monies from two separate accounts into one account, said monies to be used to improve trails at Mosquito Hill Nature Center. At Mosquito Hill Nature Center there are trails that include viewing platforms that extend into the river for aquatic studies and nature viewing. These platforms are in disrepair due to age and require significant repair or upgrading. A project has been initiated to update the platforms to new, weather resistant material (aluminum) and make them accessible and ADA compliant. This request is to combine funding from two separate accounts into one account for easier tracking of expenses. The budget transfer is budget neutral.

NOW THEREFORE, the undersigned members of the Property, Airport, Recreation and Economic Development Committee recommend adoption of the following resolution.

BE IT RESOLVED, that the Outagamie County Board of Supervisors does authorize and approve of transferring $50,000 from the Parks Mosquito Hill and Other Trail Improvements line item to the Parks MHNC and Trails line item as detailed in the attached fiscal note, which by reference is made a part hereof, and

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

Dated this 11th day of March 2025

Respectfully Submitted,

PROPERTY, AIRPORT, RECREATION &
ECONOMIC DEVELOPMENT COMMITTEE

Dean Culbertson

Lee W. Hammen

Ronald Klemp

Yvonne Monfils

Jason Winterfeldt

Duly and officially adopted by the County Board on: March 11, 2025

Signed: Dan Calvillo
Board Chairperson

Valerie Lemmer
~~County Clerk~~ Deputy County Clerk

Approved: 3.14.25

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:** Transfer of funds from 4641500 to 4602500 to combine two separately funded accounts for the same use.

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)

Planned project to improve trails at Mosquito Hill Nature Center. As part of the trails, viewing platforms extend into the river for aquatic studies and nature viewing. These platforms are in disrepair due to age and require repair or upgrading. A project has been initiated to update the platforms to new, weather resistant material (aluminum) and make them accessible and ADA compliant. The funding for this project is currently in two separate accounts and this request is to combine them for easier tracking of expenses.

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

[ ] Revenues [X] 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.

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
Parks' Mosquito Hill and Other Trail Improvements		4641500.6000	(50,000)
Parks – MHNC and Trails		4621700.6000	50,000

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 100
Annual Revenue 0

Fiscal Note Prepared by: Justin Schumacher

For Financial Services purposes only

Reviewed By: *Michelle Uitenbroek*

Date: 2/4/2025

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:

Detail Expenditure Account Number	Amount

Comments:

S:\FINANCE\9 Fiscal Notes & Intrabudget Adjustments\2025 Budget\Parks\Fiscal Note Platforms MH.docx

Resolution No. 132—2024-25 – Public Safety Committee. Authorize and approve the Clerk of Courts line items by increasing Supplies and decreasing Purchased Services each by $3,047, for staff standing desks and increased order of file stamps, with no additional county funding required, as noted on the attached fiscal note.

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

ROLL CALL: 31 yes, 5 absent. RESOLUTION NO. 132—2024-25 IS ADOPTED.

VOTE RESULTS	31 YES	0 NO	0 ABSTAIN	5 ABSENT

RESOLUTION NO. 132—2024-25

Public Safety Committee. Authorize and approve the Clerk of Courts line items by increasing Supplies and decreasing Purchased Services each by $3,047, for staff standing desks and increased order of file stamps, with no additional county funding required, as noted on the attached fiscal note.

2/3 of Full Membership

Passed

1 THOMPSON	YES	13 WEGAND	YES	25 JANKE	YES
2 JOHNSON	YES	14 HERMES	ABSENT	26 WEINBERG	YES
3 SMITH	YES	15 MacDONALD	YES	27 CULBERTSON	YES
4 PATIENCE	YES	16 SCHROEDER	ABSENT	28 MONFILS	YES
5 GABRIELSON	YES	17 CROATT	YES	29 WINTERFELDT	YES
6 KOSTELNY	YES	18 SPEARS	ABSENT	30 NEJEDLO	YES
7 HAMMEN	YES	19 HEISER	YES	31 CLEGG	ABSENT
8 LAWRENCE	ABSENT	20 MITCHELL	YES	32 THYSSEN	YES
9 KRUEGER	YES	21 CUFF	YES	33 VANDERHEIDEN	YES
10 LAMERS	YES	22 HAGEN	YES	34 RETTLER	YES
11 FERGUSON	YES	23 KLEMP	YES	35 KOURY	YES
12 McCABE	YES	24 THIEDE	YES	36 LAUTENSCHLAGER	YES

Outagamie County

3-11-25 County Board Meeting
3-11-25 CB Meeting
Outagamie County Board of Supervisors

March 11 2025 07:43:27 PM

OpenMeeting

RESOLUTION NO.: 132—2024-25

TO THE HONORABLE, THE OUTAGAMIE COUNTY BOARD OF SUPERVISORS

LADIES AND GENTLEMEN: ***2/3 MAJORITY – 24 VOTES***

The Outagamie County Clerk of Circuit Courts Office is requesting to transfer $3,047 from the department 2024 Supplies line item to the 2024 Purchased Services line item. The monies are related to standing desks for staff and increased order of file stamps. The department is able to absorb these adjustments internally, therefore, no additional county funding is required.

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

BE IT RESOLVED, that the Outagamie County Board of Supervisors does authorize and approve of increasing the Clerk of Courts Supplies line item and decreasing the Clerk of Courts Purchased Services line item by $3,047 each as detailed on the attached fiscal note, which by reference is made a part hereof, and

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

Dated this 11th day of March 2025

Respectfully submitted,

PUBLIC SAFETY COMMITTEE

Katrin Patience

Christine Lamers

Timothy Hermes

Michael Smith

Jeremy Thyssen

Duly and officially adopted by the County Board on: March 11, 2025

Signed: _____
Board Chairperson

~~County Clerk~~ Deputy County Clerk

Approved: 3-14-25

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:** Clerk of Courts Request for 2024 Budget Adjustments

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)

Cost Center 1000500
Increase in Supplies $3,047 related to standing desks for employees and increased order of stamps
Decrease in Purchased Services $3,047 due to not spending as much in postage

The department is able to absorb these adjustments within the line items noted. These adjustments are cost neutral and do not require any additional county funding.

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

[ ] Revenues [X] 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? If no, skip to question 8 below. yes ( ) no ( )
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
Clerk of Courts1000500	Supplies	1000500.5420.08	3,047
Clerk of Courts1000500	Purchased Services	1000500.5570.04	(3,047)

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: Kathy Wippich

For Financial Services purposes only	
Reviewed By: *Michelle Uitenbroek*	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 Expenditures Account Number / Amount
Date: 1/30/2025	
Comments:	

Resolution No. 133—2024-25 – Agriculture, Extension Education, Zoning, and Land Conservation Committee. Authorize and approve of increasing the 2024 Zoning Administration line items for Salaries by $17,000 and Purchased Services by $35,000; decrease the line items for Fringe Benefits by $46,000 and Travel/Training by $6,000, as noted on the attached fiscal note.

Supervisor Lautenschlager moved, seconded by Supervisor Cuff, for adoption.

ROLL CALL: 31 yes, 5 absent. RESOLUTION NO. 133—2024-25 IS ADOPTED.

VOTE RESULTS | 31 YES | 0 NO | 0 ABSTAIN | 5 ABSENT

RESOLUTION NO. 133—2024-25

Agriculture, Extension Education, Zoning, and Land Conservation Committee. Authorize and approve of increasing the 2024 Zoning Administration line items for Salaries by $17,000 and Purchased Services by $35,000; decrease the line items for Fringe Benefits by $46,000 and Travel/Training by $6,000, as noted...

2/3 of Full Membership

Passed

1 THOMPSON	YES	13 WEGAND	YES	25 JANKE	YES
2 JOHNSON	YES	14 HERMES	ABSENT	26 WEINBERG	YES
3 SMITH	YES	15 MacDONALD	YES	27 CULBERTSON	YES
4 PATIENCE	YES	16 SCHROEDER	ABSENT	28 MONFILS	YES
5 GABRIELSON	YES	17 CROATT	YES	29 WINTERFELDT	YES
6 KOSTELNY	YES	18 SPEARS	ABSENT	30 NEJEDLO	YES
7 HAMMEN	YES	19 HEISER	YES	31 CLEGG	ABSENT
8 LAWRENCE	ABSENT	20 MITCHELL	YES	32 THYSSEN	YES
9 KRUEGER	YES	21 CUFF	YES	33 VANDERHEIDEN	YES
10 LAMERS	YES	22 HAGEN	YES	34 RETTLER	YES
11 FERGUSON	YES	23 KLEMP	YES	35 KOURY	YES
12 McCABE	YES	24 THIEDE	YES	36 LAUTENSCHLAGER	YES

Outagamie County

3-11-25 County Board Meeting
3-11-25 CB Meeting
Outagamie County Board of Supervisors

March 11 2025 07:44:21 PM

OpenMeeting

RESOLUTION NO.: 133—2024-25

TO THE HONORABLE, THE OUTAGAMIE COUNTY BOARD OF SUPERVISORS

LADIES AND GENTLEMEN: ***2/3 MAJORITY – 24 VOTES***

The Outagamie County Zoning Department is requesting the following adjustments to the 2024 budget:

- Increase Salaries by $17,000 to cover overage due to Total Rewards
- Decrease Fringe Benefits by $46,000 to cover Salaries and Purchased Services
- Decrease Travel/Training by $6,000 to cover Purchased Services
- Increase Purchased Services by $35,000 due to more engineering review and consulting

The department is able to absorb these adjustment internally, therefore, no additional county funding is required.

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

BE IT RESOLVED, that the Outagamie County Board of Supervisors does hereby authorize and approve of increasing the 2024 Zoning Administration Salaries line item by $17,000; decreasing the Fringe Benefits line item by $46,000; decreasing the Travel/Training line item by $6,000; and increasing the Purchased Services line item by $35,000 as detailed on the attached fiscal note, which by reference is made a part hereof, and

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

Dated this 11th day of March 2025

Respectfully Submitted,
AGRICULTURE, EXTENSION EDUCATION, ZONING AND LAND CONSERVATION COMMITTEE

Debbie VanderHeiden

Mike Janke

Jayme Heiser

Mark Mitchell

Daniel Rettler

Duly and officially adopted by the County Board on: March 11, 2025

Signed: _____
Board Chairperson

~~County Clerk~~ Deputy County Clerk

Approved: 3-14-25

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:** 2024 Budget adjustment request for Zoning

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)

Cost Center 1009300

- Increase Salaries $17,000 to cover overage due to Total Rewards
- Decrease Fringe $46,000 to cover salaries and purchased services
- Decrease Travel/Training to cover purchased services $6,000
- Increase Purchased Services due to more engineering review and consulting $35,000

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 ( ) partially (x)

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 ( ) 2024 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
Zoning Adminstration	Salaries	1009300.5100	$17,000
Zoning Adminstration	Fringe Benefits	1009300.5200	($46,000)
Zoning Adminstration	Travel/Training	1009300.5300	($6,000)
Zoning Adminstration	Purchased Services	1009300.5500	$35,000

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 _____ Annual Revenue _____

Fiscal Note Prepared by: Kevin Englebert/MLU

For Financial Services purposes only	
Reviewed By: *Michelle Uitenbroek*	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 Expenditures Account Number — Amount
Date: 2/10/2025	
Comments:	

Resolution No. 134—2024-25 – Agriculture, Extension Education, Zoning, and Land Conservation Committee. Approve the Memorandum of Understanding between UW-Madison Division of Extension and Outagamie County which will supersede the Division of Extension-County Partnership Guidance document, dated August 2021, as detailed on the attached Memorandum of Understanding.

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

ROLL CALL: 31 yes, 5 absent. RESOLUTION NO. 134—2024-25 IS ADOPTED.

VOTE RESULTS	31 YES	0 NO	0 ABSTAIN	5 ABSENT

RESOLUTION NO. 134—2024-25

Agriculture, Extension Education, Zoning, and Land Conservation Committee. Approve the Memorandum of Understanding between UW-Madison Division of Extension and Outagamie County which will supersede the Division of Extension-County Partnership Guidance document, dated August 2021, as det...

Majority of Full Membership

Passed

1 THOMPSON	YES	13 WEGAND	YES	25 JANKE	YES
2 JOHNSON	YES	14 HERMES	ABSENT	26 WEINBERG	YES
3 SMITH	YES	15 MacDONALD	YES	27 CULBERTSON	YES
4 PATIENCE	YES	16 SCHROEDER	ABSENT	28 MONFILS	YES
5 GABRIELSON	YES	17 CROATT	YES	29 WINTERFELDT	YES
6 KOSTELNY	YES	18 SPEARS	ABSENT	30 NEJEDLO	YES
7 HAMMEN	YES	19 HEISER	YES	31 CLEGG	ABSENT
8 LAWRENCE	ABSENT	20 MITCHELL	YES	32 THYSSEN	YES
9 KRUEGER	YES	21 CUFF	YES	33 VANDERHEIDEN	YES
10 LAMERS	YES	22 HAGEN	YES	34 RETTLER	YES
11 FERGUSON	YES	23 KLEMP	YES	35 KOURY	YES
12 McCABE	YES	24 THIEDE	YES	36 LAUTENSCHLAGER	YES

Outagamie County

3-11-25 County Board Meeting
3-11-25 CB Meeting
Outagamie County Board of Supervisors

March 11 2025 07:46:01 PM

OpenMeeting

RESOLUTION NO.: 134—2024-25

TO THE HONORABLE, THE OUTAGAMIE COUNTY BOARD OF SUPERVISORS

LADIES AND GENTLEMEN: ***MAJORITY***

UW-Madison Division of Extension (Extension) and Wisconsin counties have had a century-long partnership benefiting the people of Wisconsin by extending the boundaries of the University of Wisconsin throughout the state to provide an array of educational programming and services to the people of Wisconsin where they live and work, bringing the research, knowledge and resources of the University of Wisconsin to the local community.

Counties and Extension have contributed significant funding over the century-long relationship by co-funding Extension staff, providing local offices and support, and leveraging millions of state Extension and federal dollars annually to serve the people of Wisconsin.

Wisconsin State Statutes §59.56(3) generally provides the framework, but has not evolved with the changing relationship. With over 100 plus years of evolving partnership between Extension and counties, there is a benefit to defining the roles and responsibilities of the partnership so the parties can collaboratively meet the needs of the residents and communities within Wisconsin.

This resolution approves the Memorandum of Understanding (MOU) between UW-Madison Division of Extension and Outagamie County to set forth their respective obligations, understandings, roles and responsibilities and supersedes the Division of Extension-County Partnership Guidance document dated August 2021.

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

BE IT RESOLVED, that the Outagamie County Board of Supervisors does hereby approve the Memorandum of Understanding between UW-Madison Division of Extension and Outagamie County and supersedes the Division of Extension-County Partnership Guidance document dated August 2021 as detailed in the attached Memorandum of Understanding, which by reference is made a part hereof, and

BE IT FINALLY RESOLVED, that the Outagamie County Clerk be directed to forward a copy of this resolution to the Outagamie County Executive and the Outagamie County UW Extension Area Director.

Dated this 11th day of March 2025

Respectfully Submitted,
AGRICULTURE, EXTENSION EDUCATION, ZONING AND LAND CONSERVATION COMMITTEE

Debbie VanderHeiden

Mike Janke

Jayme Heiser

Mark Mitchell

Daniel Rettler

Duly and officially adopted by the County Board on: March 11, 2025

Signed: _____
Board Chairperson

~~County Clerk~~ Deputy County Clerk

Approved: 3/14/25

Vetoed: _____

Signed: _____
County Executive

MEMORANDUM OF UNDERSTANDING

Between UW-Madison Division of Extension and Outagamie County

This **Memorandum of Understanding** (MOU) is made by and between UW-Madison Division of Extension (hereafter "Extension") and Outagamie County (hereafter "County"), and collectively "the Parties."

Whereas, this MOU outlines the partnership between Counties and Extension and supersedes the Division of Extension-County Partnership Guidance document dated August 2021; and,

Whereas, Extension and Counties have had a century-long partnership benefiting the people of Wisconsin by extending the boundaries of the University of Wisconsin throughout the state to provide an array of educational programming and services to the people of Wisconsin where they live and work, bringing the research, knowledge and resources of the University of Wisconsin to the local community; and,

Whereas, Counties and Extension have contributed significant funding over the century-long relationship by co-funding Extension staff, providing local offices and support, and leveraging millions of state Extension and federal dollars annually to serve the people of Wisconsin; and,

Whereas, Section 59.56(3), Wis. Stats., generally provides the framework but has not evolved with the changing relationship; and,

Whereas, with over 100+ years of evolving partnership between Extension and Counties, there is a benefit of defining the roles and responsibilities of the partnership so the Parties can collaboratively meet the needs of the residents and communities within County; and,

Whereas, the Parties desire to enter into this Memorandum of Understanding (hereafter "MOU") to set forth their respective obligations, understandings, roles and responsibilities.

NOW, THEREFORE, IT IS THE MUTUAL UNDERSTANDING OF THE PARTIES AS FOLLOWS:

I. General Understandings/Mutual Responsibilities

A. Purpose and Scope of MOU. The purpose of this MOU is to be a companion document to the Contract to clearly define the relationship of Parties hereto and, to outline the processes, responsibilities, and lines of authority and communication between Extension and the County.

B. Authority. According to Wis. Stats. Section 59.56(3), county boards "...may establish and maintain an education program in cooperation with the University of Wisconsin..." with function areas "under the direction and supervision of the county committee on agriculture and extension education".

C. Scope and Description of Services Provided. The Parties recognize that Extension may offer a variety of educational services and programming through its Educators in the following general categories:

1. Agriculture
2. Natural Resources
3. Community Development
4. Positive Youth Development
5. Human Development & Relationships
6. Health & Well Being

The Parties further recognize that each County is unique, requiring differing educational services in the categories herein, as established jointly between County and Extension.

II. UW-Madison Division of Extension Responsibilities

A. Extension Purpose. As a statewide engagement arm of UW-Madison, the Division of Extension extends university knowledge to Outagamie County, leveraging local resources and leading research to provide an array of educational programming and services to the people of Wisconsin within the County.

1. Professional development. Professional development expenses, including training, attending and presenting at state or national conferences, or receiving awards will be the responsibility of Extension, except when the County desires the attendance of the employee and funding is not available from Extension.

2. Extension Employee Leave of Absence. The County will not be billed by Extension for educator fees during the period in which a position is vacant. When an employee is going to be temporarily on leave from a position for an extended period of time (in excess of 30 days), Extension and the County will jointly develop, mutually agree on and implement a plan for how coverage will be provided to meet established County priorities to ensure ongoing program needs are met.

B. Role of Area Extension Director (AED) in County Partnership Management.

1. Extension fully invests in Area Extension Directors (AED), whose role is to oversee a region comprising one to five counties, as administrative and leadership positions responsible for Extension-County partnership management, Extension staff development, and financial management of Extension resources.

2. The AED maintains working relationships and communications with county partners and officials, including sharing updates and activities to partners and stakeholders. The AED will initiate and facilitate an Annual Listening Session and Needs Assessment with the County Committee of Jurisdiction (COJ) and other county personnel, which should be concluded on or before July 1 of each year. The AED will ensure that the

outcomes of the annual needs assessment, including the established County priorities, will be documented, reviewed and approved by the county COJ. The AED will ensure that established County priorities are incorporated in the Educators' work plans, as consistent with the mission of Extension and the needs of the County, for Implementation. This will not preclude Extension from gathering information on needs from other county stakeholders as well that could potentially be incorporated into the Educators' work plan.

3. The AED is responsible for overseeing Extension Educators, staff employed by Extension and supporting educator engagement with Extension volunteers.

4. The AED will lead hiring processes for vacant Extension employee positions and will involve county-designated representative(s)as outlined herein (See Article IV. C.) in the hiring process. The AED supervises Extension Educators and staff who direct Extension volunteers, including addressing Extension volunteer behavior concerns, providing coaching or dismissal of the volunteer, as appropriate.

5. Supervision of Extension Employees. Individuals employed by Extension are State of Wisconsin employees and are subject to applicable State and University of Wisconsin (UW) personnel rules, policies and procedures. Supervision will be provided by an Extension employee. Performance reviews of Extension staff will be conducted by Extension managers per UW HR policies and procedures, after obtaining feedback and input from County officials familiar with the work.

6. The AED monitors and manages risk and liability situations that might arise in regard to Extension services and programming.

C. Role of Extension Educators.

1. Educators provide educational services and programs as outlined in the Educators' annual plan of work. The annual plan of work shall, at a minimum, incorporate the County priorities identified through the Annual Listening Session and Needs Assessment as consistent with the mission of Extension and the needs of the County, for implementation. This will not preclude the Educator from gathering information on needs from other county stakeholders as well that could potentially be incorporated into their work plan.
2. Educators shall communicate local needs to their programmatic Institutes and collectively identify opportunities to address statewide needs, typically on a local level.
3. Reporting requirements. Educators shall report to the COJ on a regular basis, as determined by the AED and COJ who shall jointly establish a schedule of regular communication. Such communication may be provided either verbally or in writing as agreed by the Parties.

D. County Policy, Rules and Procedures. Extension staff, partially or fully funded by County and located in a local Extension office, will be users of county-based technology, facilities, buildings, grounds, equipment and supplies and may have access to county-based services. Extension staff shall abide by all county policies and procedures relating

to the use of county technology, facilities, buildings and grounds, equipment and supplies and other county-based resources. Extension volunteers and fully funded Extension staff may, at the sole discretion of the County, be provided with similar access, but in all cases must comply with County policies, rules and procedures.

III. County Responsibilities

A. County Extension Oversight Committee (Committee of Jurisdiction or COJ). Outagamie County shall identify a committee to serve as the County's policy and decision-making body regarding the Extension partnership. The COJ's duties may include, but are not limited, to the following:

1. Actively and continuously engage in identifying priorities for educational programming and services to be offered by local Extension Educators.
2. Provide general oversight and guidance to the Extension office to ensure that established priorities and needs are addressed. County will designate a representative to oversee and supervise county employees within the Extension office and seek input and feedback from AED on work performance.
3. Meet monthly or as determined by the Committee Chair.
4. Provide regular input and feedback to the AED regarding Extension programming and services provided within the County.
5. Provide budgetary oversight for the Extension office.
6. Jointly with Extension, develop the annual county Extension office budget aligned with addressing established county priorities.

B. County Facilities and Program Support. County shall provide office space, meeting space, telephone, computer, network connections for email and other communications, and general office supplies to support the Educators identified in the Contract. Funding levels for facilities and supplies shall be established annually as a part of the County budget process.

C. Administrative Support. County, in consultation with Extension and as mutually agreed between the Parties, shall provide administrative support to assist Educators in carrying out county-identified priorities. County staff working within the Extension office may be reassigned from time to time by the County to support other county departments or programs, at the sole discretion of the County.

D. Supervision of County Employees. Individuals employed by the County are county employees and are subject to applicable county personnel rules, policies and procedures. Supervision will be provided by a county-designated representative. Performance reviews of County staff will be conducted by County managers per County Human Resources (HR) policies and procedures, after receiving feedback and input, if

any, from applicable local Extension staff and the Area Extension Director. Performance and disciplinary matters of County staff will be handled by County HR utilizing established county policies and procedures.

IV. Joint Responsibilities

A. County-Specific Educational Needs and Priorities. Identifying county-specific educational needs and priorities shall be the joint responsibility of Extension, the COJ and other county-identified county officials.

1. Annual Listening Session and Needs Assessment. The AED shall facilitate an Annual Listening Session and Needs Assessment with the COJ and other county-identified officials to establish County and local needs and priorities to be included in each local Educator's annual plan of work.
2. The outcome of the Annual Listening Session and Needs Assessment shall be documented by the AED and implemented by the Educator as outlined in Article II. B. and Article II. C. of this MOU.

B. Key Performance Indicators. Educators shall develop key performance indicators to measure the outcomes of the programming designed to address the established County priorities and other local priorities. Key performance indicators measuring established County-priorities shall be developed and reported to the COJ. Each Educator's annual plan of work shall include timely and measurable outcomes to determine if county priorities are being addressed.

C. Hiring Local Educators. Hiring and Managing Vacancies. When an Educator position becomes vacant, Extension, the County COJ, other County personnel, and other county stakeholders as mutually agreed upon, shall meet to evaluate and assess the following: is the position still needed, might another position better meet the County's priorities, and can the County and Extension continue to financially support the position.

1. If the Parties determine not to refill the position, the Contract amount will be adjusted accordingly.
2. If the Parties determine to refill the position, Extension will lead the hiring process to fill the Educator position. The AED or designated Extension representative shall seek input and engagement from the County throughout the hiring process including the development of the job description, development of the recruitment timeline, selection of candidates to interview, conducting interviews and selection of the finalists and final candidate. County shall identify a single point of contact to represent County through the hiring process. Extension shall meet and confer with the County prior to making an offer to the final candidate.

D. Shared Educator Positions. Counties may agree to share specialized positions within a program area across two or more counties. The Contract shall be amended and prorated accordingly to reflect the funding agreement established by Counties sharing the position.

E. Budgetary Issues.

1. According to County budget policies and procedures, County and Extension shall jointly develop the Extension Office annual departmental budget in compliance with the county's budgeting parameters, fiscal policies and procedures.
2. The Extension Office budget shall be managed in accordance with County fiscal policies and procedures with oversight by County Designee and as authorized by the associated Delegation of Financial Budget Authority to AED, if any.
3. In accordance with County fiscal policies and procedures, revenues generated by Extension programming and services may be closed to the County's General Fund at year end and shall not be carried forward.

V. Miscellaneous Provisions

A. Term; Termination. This MOU shall be a companion to and have the same term and termination provisions as the Contract.

B. Annual Review; Amendments. This MOU shall be reviewed at least annually by Extension and the County.

C. Contacts for Official Communications and Notices. The Parties hereto agree that it is important to each designate a single point of contact for official communications and notices. Notices and Official Communications shall be sent via regular U.S. Mail or email to the following:

For Outagamie County:	For Extension:
Address	Address
Email	Email
cc: County Clerk address email	

D. No Waiver. Nothing in this MOU shall constitute or be construed to constitute a waiver of either party's immunities, notice of claim procedures and liability limitations set forth in Chapter 893 of the Wisconsin Statutes or any other protections afforded either party by law.

E. Duly Authorized Signatories. The individuals executing this MOU are duly authorized to enter into this MOU and bind their respective entities to the representations, understandings, roles and responsibilities set forth herein.

F. MOU Companion to Contract. This MOU shall be executed contemporaneously with the Contract and shall be effective for the same term as the Contract. Termination of the Contract shall simultaneously terminate this MOU.

IN WITNESS WHEREOF, the parties hereby execute this MOU, with an effective date and term consistent with the Contract referred to herein.

Outagamie County
A Quasi Municipal Corporation

By: _____
Thomas Nelson, County Executive
Date: _____

By: _____
Dan Gabrielson, County Board Chairperson
Date: _____

By: _____
Kelly Gerrits, County Clerk
Date: _____

University of Wisconsin-Madison
Division of Extension

By: _____

APPROVED AS TO FORM:
_____
Dawn T. Shaha
Deputy Corporation Counsel
Outagamie County
Date Approved: 2.10.25

Resolution No. 135—2024-25 – Agriculture, Extension Education, Zoning, and Land Conservation Committee. Authorize and approve the County Land Conservation Department to accept and expend a private grant from the University of Wisconsin-Green Bay for $116,875, included with the 2025 budget, to be used for engineering services and increase the following line items in the 2024 Land Conservation Grants (2100400) Cost Center: Intergovernmental Revenue by $14,611; Salary by $244; Fringe by $83; Purchased Services by $14,284, as noted on the attached fiscal note.

Supervisor Rettler moved, seconded by Supervisor Janke, for adoption.

ROLL CALL: 30 yes, 6 absent. RESOLUTION NO. 135—2024-25 IS ADOPTED.

VOTE RESULTS	30 YES	0 NO	0 ABSTAIN	6 ABSENT

RESOLUTION NO. 135—2024-25

2/3 of Full Membership

Passed

1 THOMPSON	YES	13 WEGAND	YES	25 JANKE	YES
2 JOHNSON	YES	14 HERMES	ABSENT	26 WEINBERG	YES
3 SMITH	YES	15 MacDONALD	YES	27 CULBERTSON	YES
4 PATIENCE	YES	16 SCHROEDER	ABSENT	28 MONFILS	YES
5 GABRIELSON	YES	17 CROATT	YES	29 WINTERFELDT	YES
6 KOSTELNY	YES	18 SPEARS	ABSENT	30 NEJEDLO	YES
7 HAMMEN	YES	19 HEISER	YES	31 CLEGG	ABSENT
8 LAWRENCE	ABSENT	20 MITCHELL	YES	32 THYSSEN	ABSENT
9 KRUEGER	YES	21 CUFF	YES	33 VANDERHEIDEN	YES
10 LAMERS	YES	22 HAGEN	YES	34 RETTLER	YES
11 FERGUSON	YES	23 KLEMP	YES	35 KOURY	YES
12 McCABE	YES	24 THIEDE	YES	36 LAUTENSCHLAGER	YES

Outagamie County
3-11-25 County Board Meeting
3-11-25 CB Meeting
Outagamie County Board of Supervisors

March 11 2025 07:42:34 PM
OpenMeeting

RESOLUTION NO.: 135—2024-25

TO THE HONORABLE, THE OUTAGAMIE COUNTY BOARD OF SUPERVISORS

LADIES AND GENTLEMEN: ***2/3 MAJORITY – 24 VOTES***

The Land Conservation Department (LCD) entered into an agreement with the University of Wisconsin-Green Bay for engineering services to advance agricultural runoff treatment research to determine sustainable treatment systems and create design recommendations. This private grant, in the amount of $116,875, will cover staffing costs in the amount of $18,350, travel expenses in the amount of $4,140, supplies in the amount of $17,000, and cost-share expenses in the amount of $80,385.

The project period runs from December 1, 2023 to August 31, 2026. The LCD is requesting approval to accept and expend these funds that have already been included in the 2025 budget. Additionally, the LCD is requesting approval for a 2024 budget adjustment, which includes an increase in Intergovernmental Revenue by $14,611 with a corresponding increase in Salaries / Fringe Benefits of $327, and $14,284 in Purchased Services. This proposed adjustment is budget neutral, requiring no county funding.

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

BE IT RESOLVED, that the Outagamie County Board of Supervisors does hereby authorize and approve the Outagamie County Land Conservation Department to accept and expend a private grant from the University of Wisconsin-Green Bay in the amount of $116,875 which has already been included in the 2025 budget, said grant to be used for engineering services to advance agricultural runoff treatment research to determine sustainable treatment systems and create design recommendations, and

BE IT FURTHER RESOLVED, that the Outagamie County Board of Supervisors does approve of increasing the following line items in the 2024 Land Conservation Grants (2100400) Cost Center: Intergovernmental Revenue by $14,611; Salary by $244; Fringe by $83; Purchased Services by $14,284, as noted on the attached fiscal note which by reference is made a part hereof, and

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

Dated this 11th day of March 2025

Respectfully Submitted,
AGRICULTURE, EXTENSION EDUCATION, ZONING AND LAND CONSERVATION COMMITTEE

Debbie VanderHeiden

Mike Janke

Jayme Heiser

Mark Mitchell

Daniel Rettler

Duly and officially adopted by the County Board on: March 11, 2025

Signed: _____
Board Chairperson

~~County Clerk~~ Deputy County Clerk

Approved: 3-14-25

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:** LCD Request to Accept and Expend Grant Funds from University of Wisconsin-Green Bay for 2024 Budget Adjustment

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 Land Conservation Department (LCD) entered into an agreement with the University of Wisconsin-Green Bay for engineering services to advance agricultural runoff treatment research to determine sustainable treatment systems and create design recommendations. This private grant is for $116,875 to cover staffing costs of $18,350, travel expenses of $4,140, supplies of $17,000; and cost-share expenses of $80,385.

The project period runs from December 1, 2023 to August 31, 2026. LCD is requesting approval to accept and expend these funds, along with approval for a **2024** budget adjustment, which includes an increase in Intergovernmental Revenue by $14,611 with a corresponding increase in Salary/Fringe of $327, and Purchased Services of $14,284. This proposed adjustment is budget neutral, requiring no county funding.

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

[x] Revenues [x] 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? If no, skip to question 8 below. yes ( ) no (x) 2024 Budget

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
LC Grants (2100400)	Intergovernmental Revenue	2100400.4280.99	14,611
LC Grants (2100400)	Salary	2100400.5100	244
LC Grants (2100400)	Fringe	2100400.5200	83
LC Grants (2100400)	Purchased Services	2100400.5500	14,284

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 _____ Annual Revenue _____

Fiscal Note Prepared by: Sarah Kussow

For Financial Services purposes only	
Reviewed By: *Michelle Uttenbrock*	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 Expenditures Account Number _____ Amount _____
Date:2/14/2025	
Comments:	

Resolution No. 136—2024-25 – Health and Human Services Committee. Authorize and approve of the 2024 Veterans Service Office line items by decreasing Salaries by $5,300; and increasing Supplies by $5,300, Veteran's WI DOA ARPA Grant by $16,728, and Purchased Services by $16,728, as noted on the attached fiscal note.

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

ROLL CALL: 30 yes, 6 absent. RESOLUTION NO. 136—2024-25 IS ADOPTED.

VOTE RESULTS	30 YES	0 NO	0 ABSTAIN	6 ABSENT

RESOLUTION NO. 136—2024-25

Health and Human Services Committee. Authorize and approve of the 2024 Veterans Service Office line items by decreasing Salaries by $5,300; and increasing Supplies by $5,300, Veteran's WI DOA ARPA Grant by $16,728, and Purchased Services by $16,728, as noted on the attached fiscal note.

2/3 of Full Membership

Passed

1 THOMPSON	YES	13 WEGAND	YES	25 JANKE	YES
2 JOHNSON	YES	14 HERMES	ABSENT	26 WEINBERG	YES
3 SMITH	YES	15 MacDONALD	YES	27 CULBERTSON	YES
4 PATIENCE	YES	16 SCHROEDER	ABSENT	28 MONFILS	YES
5 GABRIELSON	YES	17 CROATT	YES	29 WINTERFELDT	YES
6 KOSTELNY	YES	18 SPEARS	ABSENT	30 NEJEDLO	YES
7 HAMMEN	YES	19 HEISER	YES	31 CLEGG	ABSENT
8 LAWRENCE	ABSENT	20 MITCHELL	YES	32 THYSSEN	ABSENT
9 KRUEGER	YES	21 CUFF	YES	33 VANDERHEIDEN	YES
10 LAMERS	YES	22 HAGEN	YES	34 RETTLER	YES
11 FERGUSON	YES	23 KLEMP	YES	35 KOURY	YES
12 McCABE	YES	24 THIEDE	YES	36 LAUTENSCHLAGER	YES

Outagamie County

3-11-25 County Board Meeting
3-11-25 CB Meeting
Outagamie County Board of Supervisors

March 11 2025 07:48:27 PM

OpenMeeting

RESOLUTION NO.: 136—2024-25

TO THE HONORABLE, THE OUTAGAMIE COUNTY BOARD OF SUPERVISORS

LADIES AND GENTLEMEN: ***2/3 MAJORITY – 24 VOTES***

The Outagamie County Veterans Services Office is requesting the following adjustments to the 2024 budget:

- Decrease Salaries by $5,300 to cover overages in Supplies and Purchased Services
- Increase Supplies by $5,300 for outstanding Purchase Orders
- Increase Revenue by $16,728 for Veterans WI DOA ARPA Grant
- Increase Purchased Services by $16,728 for WI DOA ARPA grant expenses

The department is able to absorb these adjustments internally, therefore, no additional county funding is required.

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

BE IT RESOLVED, that the Outagamie County Board of Supervisors does hereby authorize and approve of decreasing the 2024 Veterans Service Office Salaries line item by $5,300; increasing the Supplies line item by $5,300; increasing the Veteran's WI DOA ARPA Grant line item by $16,728; increasing the Purchased Services line item by $16,728 as detailed on the attached fiscal note, which by reference is made a part hereof, and

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

Dated this 11th day of March 2025

Respectfully Submitted,
HEALTH AND HUMAN SERVICES
COMMITTEE

Jeff McCabe

Justin Krueger

Dustin Koury

Cathy Thompson

Kelly Schroeder

Duly and officially adopted by the County Board on: March 11, 2025

Signed: Dan Calvillo
Board Chairperson

~~County Clerk~~ Deputy County Clerk

Approved: 3.14.25

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:** 2024 Budget adjustment request for Veteran's Services

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)

Cost Center 1008700 –Veteran's Office

- Decrease Salaries $5,300 to cover overages in supplies and purchased services
- Increase Supplies $5,300 for outstanding purchase orders
- Increase Revenue for Veterans WI DOA ARPA grant for $16,728
- Increase Purchased Services for the WI DOA ARPA grant expenses $16,728

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 (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 ( ) 2024 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
Veterans Service Office	Salaries	1008700.5100	($5,300)
Veterans Service Office	Supplies	1008700.5400	$5,300
Veterans Service Office	Veterean's WI DOA ARPA Grant	1008700.4264.03	$16,728
Veterans Service Office	Purchased Services	1008700.5500	$16,728

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 _____ Annual Revenue _____

Fiscal Note Prepared by: Kell Bales/MLU

For Financial Services purposes only

Reviewed By: Michelle Uitenbroek

Date: 2/10/2025

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:

Detail Expenditures Account Number	Amount

Comments:

Resolution No. 137—2024-25 – Finance Committee. Authorize and approve the following as noted on the Resolution and the attached Parks Department 2025 Budget Fees and Charges Worksheet: the fees for the Summer Ecology day camp and the off campus site Outreach Program, effective April 1, 2025; and to offer discounts on rental fees under the circumstances listed on the Resolution by the County Parks Director or their designee, at their discretion.

Supervisor Cuff moved, seconded by Supervisor Croatt, for adoption as amended.

ROLL CALL: 28 yes, 1 no (Thiede), 7 absent. RESOLUTION NO. 137—2024-25 IS ADOPTED AS AMENDED.

VOTE RESULTS	28 YES	1 NO	0 ABSTAIN	7 ABSENT

RESOLUTION NO. 137—2024-25 AS AMENDED
Resolution No. 137—2024-25 As Amended

Majority of Full Membership
Passed

1 THOMPSON	YES	13 WEGAND	YES	25 JANKE	YES
2 JOHNSON	ABSENT	14 HERMES	YES	26 WEINBERG	ABSENT
3 SMITH	YES	15 MacDONALD	YES	27 CULBERTSON	YES
4 PATIENCE	YES	16 SCHROEDER	YES	28 MONFILS	YES
5 GABRIELSON	YES	17 CROATT	YES	29 WINTERFELDT	YES
6 KOSTELNY	YES	18 SPEARS	YES	30 NEJEDLO	ABSENT
7 HAMMEN	YES	19 HEISER	YES	31 CLEGG	YES
8 LAWRENCE	YES	20 MITCHELL	YES	32 THYSSEN	ABSENT
9 KRUEGER	ABSENT	21 CUFF	YES	33 VANDERHEIDEN	YES
10 LAMERS	ABSENT	22 HAGEN	YES	34 RETTLER	YES
11 FERGUSON	ABSENT	23 KLEMP	YES	35 KOURY	YES
12 McCABE	YES	24 THIEDE	NO	36 LAUTENSCHLAGER	YES

Outagamie County
3-25-25 County Board Meeting
3-25-25 CB Meeting
Outagamie County Board of Supervisors

March 25 2025 07:41:09 PM
OpenMeeting

Supervisor Smith moved, seconded by Supervisor MacDonald, to amend the amendment to Resolution No. 137—2024-25 by striking the language regarding the Parks Director discretion (Lines 26, 27, and 28 on Page 1), specifically "The Parks Director reserves the right to modify or suspend this policy as needed to best serve the interests of the Outagamie County Parks Department and its patrons" and the related language as mentioned on the Budget Fees and Charges Worksheet attachment (Page 4).

ROLL CALL: 5 yes (Thompson, Smith, Hermes, MacDonald, and Culbertson), 24 no, 7 absent. AMENDMENT TO STRIKE LINES 26, 27, AND 28 (AND RELATED LANGUAGE IN THE BUDGET FEES AND CHARGES WORKSHEET – PAGE 4) ON RESOLUTION NO. 137—2024-25 FAILED.

VOTE RESULTS	5 YES	24 NO	0 ABSTAIN	7 ABSENT

Amendment to amendment resolution to strike Line 26 and its related contents

Majority of Full Membership

Failed

1 THOMPSON	YES	13 WEGAND	NO	25 JANKE	NO
2 JOHNSON	ABSENT	14 HERMES	YES	26 WEINBERG	ABSENT
3 SMITH	YES	15 MacDONALD	YES	27 CULBERTSON	YES
4 PATIENCE	NO	16 SCHROEDER	NO	28 MONFILS	NO
5 GABRIELSON	NO	17 CROATT	NO	29 WINTERFELDT	NO
6 KOSTELNY	NO	18 SPEARS	NO	30 NEJEDLO	ABSENT
7 HAMMEN	NO	19 HEISER	NO	31 CLEGG	NO
8 LAWRENCE	NO	20 MITCHELL	NO	32 THYSSEN	ABSENT
9 KRUEGER	ABSENT	21 CUFF	NO	33 VANDERHEIDEN	NO
10 LAMERS	ABSENT	22 HAGEN	NO	34 RETTLER	NO
11 FERGUSON	ABSENT	23 KLEMP	NO	35 KOURY	NO
12 McCABE	NO	24 THIEDE	NO	36 LAUTENSCHLAGER	NO

Outagamie County

3-25-25 County Board Meeting
3-25-25 CB Meeting
Outagamie County Board of Supervisors

March 25 2025 07:30:19 PM

OpenMeeting

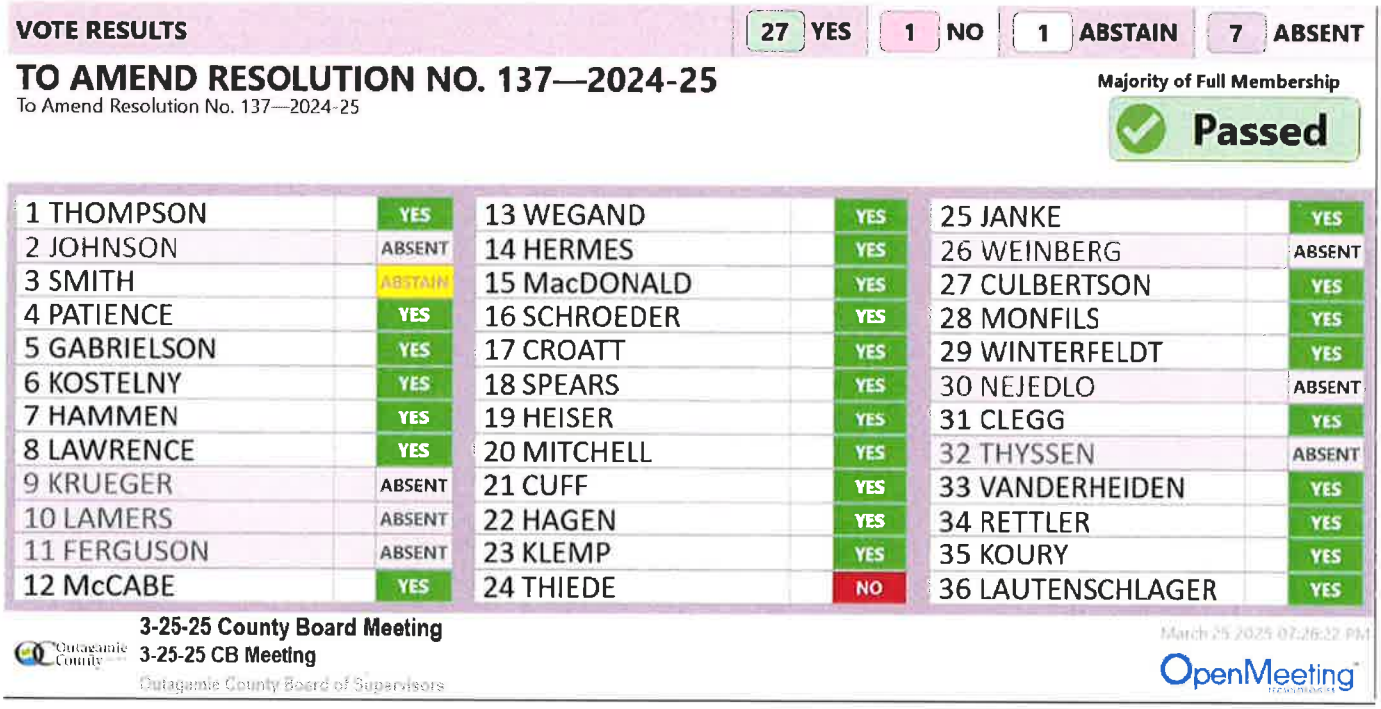
Resolution No. 137—2024-25 – Finance Committee. Authorize and approve the following as noted on the Resolution and the attached Parks Department 2025 Budget Fees and Charges Worksheet: the fees for the Summer Ecology day camp and the off campus site Outreach Program, effective April 1, 2025; and to offer discounts on rental fees under the circumstances listed on the Resolution by the County Parks Director or their designee, at their discretion.

At the March 11, 2025 County Board Meeting, Resolution No. 137 was referred back to the Finance Committee.

Supervisor Cuff moved, seconded by Supervisor Croatt, for adoption.

Supervisor Croatt moved, seconded by Supervisor Cuff, for the proposed redlined amendment to Resolution No. 137—2024-25, which was provided on County Board of Supervisors prior to the County Board meeting (which notates all proposed changes to the resolution and its associated attachments).

ROLL CALL: 27 yes, 1 no (Thiede), 1 abstain (Smith), 7 absent. RESOLUTION NO. 137—2024-25 IS AMENDED.



AMENDED
RESOLUTION NO.: 137—2024-25

TO THE HONORABLE, THE OUTAGAMIE COUNTY BOARD OF SUPERVISORS

LADIES AND GENTLEMEN: ***MAJORITY***

The Outagamie County Parks Department is requesting approval to add the following new fees effective April 1, 2025:

- Summer Ecology (summer day camp):
  - Knee-High Naturalists (4 and 5 year olds) – $75.00
  - Nature Rangers (1st and 2nd Grade) – $80.00
  - Eco-Explorers (3rd, 4th, and 5th Grade) – $85.00
- Outreach Programs (off campus site):
  - $75.00 first hour
  - $25.00 each additional hour
  - Plus mileage beyond Outagamie County

Additionally, the Parks Department is requesting that the Parks Director or their designee may, at their discretion, offer discounts on rental fees under the following circumstances:

- ~~Promotional offers to increase utilization of park facilities~~
- Interdepartmental use by other Outagamie County departments
- ~~Last-minute bookings~~ Published promotional offers for venues with vacancies up to two (2) months prior to the rental date

Discounts may be applied as follows:

- ~~Up to 25% off for promotional offers~~
- ~~Up to~~ 50% off for interdepartmental use
- Up to 40% off for ~~last-minute bookings~~ published promotional offers

The exact discount amount will be determined on a case-by-case basis, considering factors such as demand, seasonality, and potential revenue impact. All discounts must be documented and reported to ensure transparency and accountability. This policy aims to maximize the utilization of park facilities while maintaining flexibility in pricing strategies. The Parks Director reserves the right to modify or suspend this policy as needed to best serve the interests of the Outagamie County Parks Department and its patrons.

NOW THEREFORE, the undersigned members of the Finance Committee recommend adoption of the following resolution.

BE IT RESOLVED, that the Outagamie County Board of Supervisors does approve creation of the following Summer Ecology (summer day camp) fees effective April 1, 2025: Knee-High Naturalists (4 and 5 year olds) – $75.00; Nature Rangers (1st and 2nd Grade) – $80.00; Eco-Explorers (3rd, 4th, and 5th Grade) – $85.00 as noted on the attached Parks Department 2025 Budget Fees and Charges Worksheet, which by reference is made a part hereof, and

BE IT FURTHER RESOLVED, that the Outagamie County Board of Supervisors does approve creation of an Off Campus Outreach Program fee in the amount of $75 for the first hour plus $25 for each additional hour, plus mileage beyond Outagamie County as noted on the attached Parks Department 2025 Budget Fees and Charges Worksheet, which by reference is made a part hereof, and

BE IT STILL FURTHER RESOLVED, that the Outagamie County Board of Supervisors does approve the Outagamie County Parks Director or their designee may, at their discretion, offer discounts on rental fees under the following circumstances: ~~promotional offers to increase utilization of park facilities;~~ interdepartmental use by other Outagamie County departments; ~~last-minute bookings~~ published promotional offers for venues with vacancies up to two (2) months prior to the rental date, and that discounts may be applied as follows: ~~up to 25% off for promotional offers; up to~~ 50% off for interdepartmental use; up to 40% off for ~~last-minute bookings~~ published promotional offers as noted on the attached Parks Department 2025 Budget Fees and Charges Worksheet, which by reference is made a part hereof, and

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

Dated this 25th day of March 2025

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

Duly and officially adopted by the County Board on: March 25, 2025

Signed: Dan Gahan
Board Chairperson

Valerie Duman
~~County Clerk~~ Chief Deputy County Clerk

Approved: 3 27 25

Vetoed: _____

Signed:
County Executive

2025 Budget Fees and Charges Worksheet
PARKS DEPARTMENT **Parks and Nature Center**

(A)	(B)	(C)	(D)	(E)	(F)	(G)	(H)	(I)	(J)	(K)	(L)
					Last Time Fee Changed						
Description of Fee or Charge	Cost Center Budgeted	2024 County Portion Fee/Charge	2024 State Portion Fee/Charge	2024 Total Fee/Charge	County Portion	State Portion	2025 Proposed County Portion Fee/Charge	2025 State Portion Fee/Charge	2025 Total Fee/Charge	2025 County Portion Only Rate/Fee Increase (Decrease) Per XXX	2025 Increase (Decrease) in County Portion Revenue
Summer Ecology (summer day camp) - Knee-High Naturalists: 4 and 5 year olds	1006900	N/A	N/A	N/A	N/A	N/A	$75.00	N/A	N/A		
Summer Ecology (summer day camp) - Nature Rangers: 1st and 2nd Grade	1006900	N/A	N/A	N/A	N/A	N/A	$80.00	N/A	N/A		
Summer Ecology (summer day camp) - Eco-Explorers: 3rd, 4th, and 5th Grade	1006900	N/A	N/A	N/A	N/A	N/A	$85.00	N/A	N/A		
Outreach programs (at your site)	1006900	N/A	N/A	N/A	N/A	N/A	$75 first hour, $25 each additional hour, (plus milage beyond Outagamie County)	N/A	N/A		

The Park Director or their designee may, at their discretion, offer discounts on rental fees under the following circumstances:

- ~~Promotional offers to increase utilization of park facilities~~
- Interdepartmental use by other Outagamie County departments
- ~~Last-minute bookings~~ Published promotional offers for venues with vacancies up to 2 months prior to the rental date

Discounts may be applied as follows:

- ~~Up to 25% off for promotional offers~~
- ~~Up to~~ 50% off for interdepartmental use
- Up to 40% off for ~~last-minute bookings~~ published promotional offers

The exact discount amount will be determined on a case-by-case basis, considering factors such as demand, seasonality, and potential revenue impact.

All discounts must be documented and reported to ensure transparency and accountability.

This policy aims to maximize the utilization of park facilities while maintaining flexibility in pricing strategies.

The Park Director reserves the right to modify or suspend this policy as needed to best serve the interests of Outagamie County Parks Department and its patrons.

PROPOSED AMENDMENTS TO
RESOLUTION NO.: 137—2024-25

TO THE HONORABLE, THE OUTAGAMIE COUNTY BOARD OF SUPERVISORS

LADIES AND GENTLEMEN: ***MAJORITY***

The Outagamie County Parks Department is requesting approval to add the following new fees effective April 1, 2025:

- Summer Ecology (summer day camp):
  - Knee-High Naturalists (4 and 5 year olds) – $75.00
  - Nature Rangers (1st and 2nd Grade) – $80.00
  - Eco-Explorers (3rd, 4th, and 5th Grade) – $85.00
- Outreach Programs (off campus site):
  - $75.00 first hour
  - $25.00 each additional hour
  - Plus mileage beyond Outagamie County

Additionally, the Parks Department is requesting that the Parks Director or their designee may, at their discretion, offer discounts on rental fees under the following circumstances:

- ~~Promotional offers to increase utilization of park facilities~~
- Interdepartmental use by other Outagamie County departments
- ~~Last-minute bookings~~ Published promotional offers for venues with vacancies up to two (2) months prior to the rental date

Discounts may be applied as follows:

- ~~Up to 25% off for promotional offers~~
- ~~Up to~~ 50% off for interdepartmental use
- Up to 40% off for ~~last-minute bookings~~ published promotional offers

The exact discount amount will be determined on a case-by-case basis, considering factors such as demand, seasonality, and potential revenue impact. All discounts must be documented and reported to ensure transparency and accountability. This policy aims to maximize the utilization of park facilities while maintaining flexibility in pricing strategies. The Parks Director reserves the right to modify or suspend this policy as needed to best serve the interests of the Outagamie County Parks Department and its patrons.

NOW THEREFORE, the undersigned members of the Finance Committee recommend adoption of the following resolution.

BE IT RESOLVED, that the Outagamie County Board of Supervisors does approve creation of the following Summer Ecology (summer day camp) fees effective April 1, 2025: Knee-High Naturalists (4 and 5 year olds) – $75.00; Nature Rangers (1st and 2nd Grade) – $80.00; Eco-Explorers (3rd, 4th, and 5th Grade) – $85.00 as noted on the attached Parks Department 2025 Budget Fees and Charges Worksheet, which by reference is made a part hereof, and

BE IT FURTHER RESOLVED, that the Outagamie County Board of Supervisors does approve creation of an Off Campus Outreach Program fee in the amount of $75 for the first hour plus $25 for each additional hour, plus mileage beyond Outagamie County as noted on the attached Parks Department 2025 Budget Fees and Charges Worksheet, which by reference is made a part hereof, and

BE IT STILL FURTHER RESOLVED, that the Outagamie County Board of Supervisors does approve the Outagamie County Parks Director or their designee may, at their discretion, offer discounts on rental fees under the following circumstances: ~~promotional offers to increase utilization of park facilities;~~ interdepartmental use by other Outagamie County departments; ~~last-minute bookings~~ published promotional offers for venues with vacancies up to two (2) months prior to the rental date, and that discounts may be applied as follows: ~~up to 25% off for promotional offers; up to~~ 50% off for interdepartmental use; up to 40% off for ~~last-minute bookings~~ published promotional offers as noted on the attached Parks Department 2025 Budget Fees and Charges Worksheet, which by reference is made a part hereof, and

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

Dated this _____ day of March 2025

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

2025 Budget Fees and Charges Worksheet
PARKS DEPARTMENT **Parks and Nature Center**

(A)	(B)	(C)	(D)	(E)	(F)	(G)	(H)	(I)	(J)	(K)	(L)
					Last Time Fee Changed						
Description of Fee or Charge	Cost Center Budgeted	2024 County Portion Fee/Charge	2024 State Portion Fee/Charge	2024 Total Fee/Charge	County Portion	State Portion	2025 Proposed County Portion Fee/Charge	2025 State Portion Fee/Charge	2025 Total Fee/Charge	2025 County Portion Only Rate/Fee Increase (Decrease) Per XXX	2025 Increase (Decrease) in County Portion Revenue
Summer Ecology (summer day camp) - Knee-High Naturalists: 4 and 5 year olds	1006900	N/A	N/A	N/A	N/A	N/A	$75.00	N/A	N/A		
Summer Ecology (summer day camp) - Nature Rangers: 1st and 2nd Grade	1006900	N/A	N/A	N/A	N/A	N/A	$80.00	N/A	N/A		
Summer Ecology (summer day camp) - Eco-Explorers: 3rd, 4th, and 5th Grade	1006900	N/A	N/A	N/A	N/A	N/A	$85.00	N/A	N/A		
Outreach programs (at your site)	1006900	N/A	N/A	N/A	N/A	N/A	$75 first hour, $25 each additional hour, (plus milage beyond Outagamie County)	N/A	N/A		

The Park Director or their designee may, at their discretion, offer discounts on rental fees under the following circumstances:

- ~~Promotional offers to increase utilization of park facilities~~
- Interdepartmental use by other Outagamie County departments
- ~~Last-minute bookings~~ Published promotional offers for venues with vacancies up to 2 months prior to the rental date

Discounts may be applied as follows:

- ~~Up to 25% off for promotional offers~~
- ~~Up to~~ 50% off for interdepartmental use
- Up to 40% off for ~~last-minute bookings~~ published promotional offers

The exact discount amount will be determined on a case-by-case basis, considering factors such as demand, seasonality, and potential revenue impact.

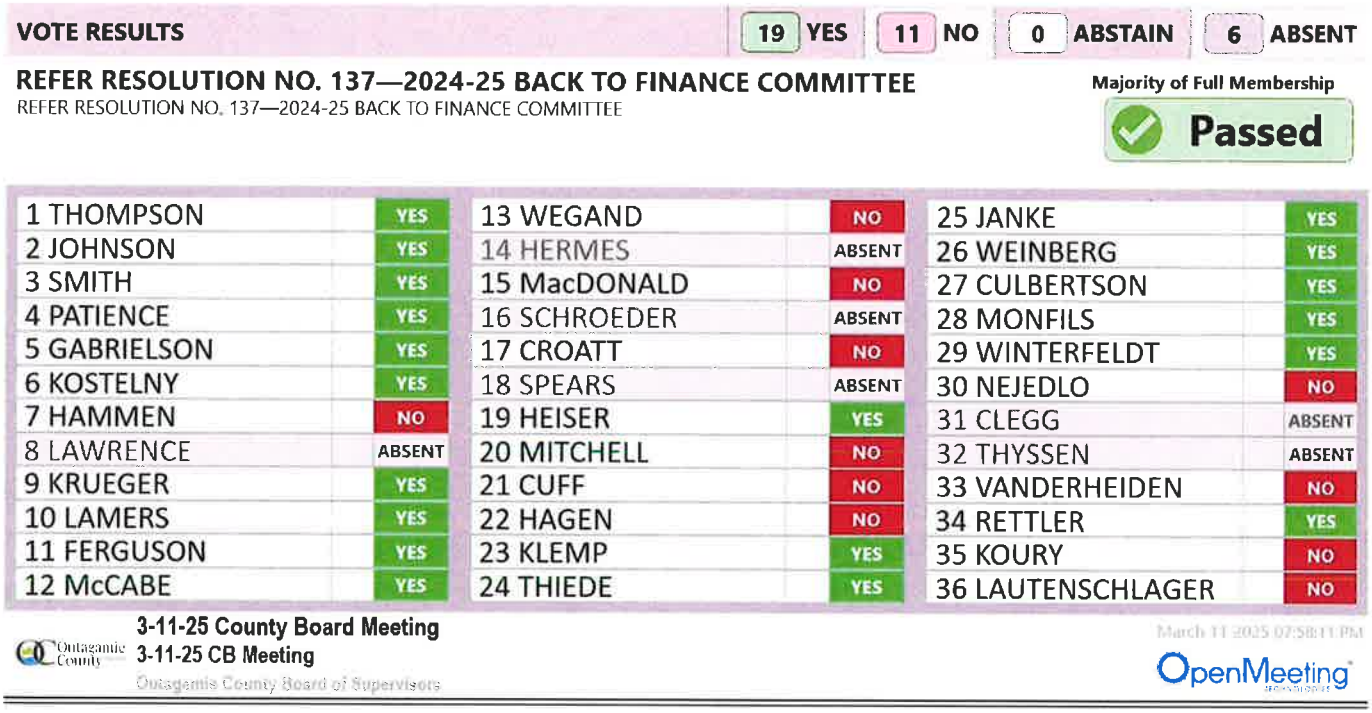
All discounts must be documented and reported to ensure transparency and accountability.

This policy aims to maximize the utilization of park facilities while maintaining flexibility in pricing strategies.

The Park Director reserves the right to modify or suspend this policy as needed to best serve the interests of Outagamie County Parks Department and its patrons.

Motion made by Supervisor Klemp, seconded by Monfils, to refer Resolution No. 137–2024-25 back to Finance Committee.

ROLL CALL: 19 yes, 11 no (Hammen, Wegand, MacDonald, Croatt, Mitchell, Cuff, Hagen, Nejedlo, VanderHeiden, Koury, and Lautenschlager) 6 absent. RESOLUTION NO. 137—2024-25 IS REFERRED BACK TO FINANCE COMMITTEE.



VOTE RESULTS	19 YES	11 NO	0 ABSTAIN	6 ABSENT

REFER RESOLUTION NO. 137—2024-25 BACK TO FINANCE COMMITTEE

REFER RESOLUTION NO. 137—2024-25 BACK TO FINANCE COMMITTEE

Majority of Full Membership

Passed

1 THOMPSON	YES	13 WEGAND	NO	25 JANKE	YES
2 JOHNSON	YES	14 HERMES	ABSENT	26 WEINBERG	YES
3 SMITH	YES	15 MacDONALD	NO	27 CULBERTSON	YES
4 PATIENCE	YES	16 SCHROEDER	ABSENT	28 MONFILS	YES
5 GABRIELSON	YES	17 CROATT	NO	29 WINTERFELDT	YES
6 KOSTELNY	YES	18 SPEARS	ABSENT	30 NEJEDLO	NO
7 HAMMEN	NO	19 HEISER	YES	31 CLEGG	ABSENT
8 LAWRENCE	ABSENT	20 MITCHELL	NO	32 THYSSEN	ABSENT
9 KRUEGER	YES	21 CUFF	NO	33 VANDERHEIDEN	NO
10 LAMERS	YES	22 HAGEN	NO	34 RETTLER	YES
11 FERGUSON	YES	23 KLEMP	YES	35 KOURY	NO
12 McCABE	YES	24 THIEDE	YES	36 LAUTENSCHLAGER	NO

Outagamie County

3-11-25 County Board Meeting

3-11-25 CB Meeting

Outagamie County Board of Supervisors

March 11 2025 07:58:11 PM

OpenMeeting

RESOLUTION NO.: 137—2024-25

TO THE HONORABLE, THE OUTAGAMIE COUNTY BOARD OF SUPERVISORS

LADIES AND GENTLEMEN: ***MAJORITY***

The Outagamie County Parks Department is requesting approval to add the following new fees effective April 1, 2025:

- Summer Ecology (summer day camp):
  - Knee-High Naturalists (4 and 5 year olds) – $75.00
  - Nature Rangers (1st and 2nd Grade) – $80.00
  - Eco-Explorers (3rd, 4th, and 5th Grade) – $85.00
- Outreach Programs (off campus site):
  - $75.00 first hour
  - $25.00 each additional hour
  - Plus mileage beyond Outagamie County

Additionally, the Parks Department is requesting that the Parks Director or their designee may, at their discretion, offer discounts on rental fees under the following circumstances:

- Promotional offers to increase utilization of park facilities
- Interdepartmental use by other Outagamie County departments
- Last-minute bookings for venues with vacancies up to two (2) months prior to the rental date

Discounts may be applied as follows:

- Up to 25% off for promotional offers
- Up to 50% off for interdepartmental use
- Up to 40% off for last-minute bookings

The exact discount amount will be determined on a case-by-case basis, considering factors such as demand, seasonality, and potential revenue impact. All discounts must be documented and reported to ensure transparency and accountability. This policy aims to maximize the utilization of park facilities while maintaining flexibility in pricing strategies. The Parks Director reserves the right to modify or suspend this policy as needed to best serve the interests of the Outagamie County Parks Department and its patrons.

NOW THEREFORE, the undersigned members of the Finance Committee recommend adoption of the following resolution.

BE IT RESOLVED, that the Outagamie County Board of Supervisors does approve creation of the following Summer Ecology (summer day camp) fees effective April 1, 2025: Knee-High Naturalists (4 and 5 year olds) – $75.00; Nature Rangers (1st and 2nd Grade) – $80.00; Eco-Explorers (3rd, 4th, and 5th Grade) – $85.00 as noted on the attached Parks Department 2025 Budget Fees and Charges Worksheet, which by reference is made a part hereof, and

BE IT FURTHER RESOLVED, that the Outagamie County Board of Supervisors does approve creation of an Off Campus Outreach Program fee in the amount of $75 for the first hour plus $25 for each additional hour, plus mileage beyond Outagamie County as noted on the attached Parks Department 2025 Budget Fees and Charges Worksheet, which by reference is made a part hereof, and

BE IT STILL FURTHER RESOLVED, that the Outagamie County Board of Supervisors does approve the Outagamie County Parks Director or their designee may, at their discretion, offer discounts on rental fees under the following circumstances: promotional offers to increase utilization of park facilities; interdepartmental use by other Outagamie County departments; last-minute bookings for venues with vacancies up to two (2) months prior to the rental date, and that discounts may be applied as follows: up to 25% off for promotional offers; up to 50% off for interdepartmental use; up to 40% off for last-minute bookings as noted on the attached Parks Department 2025 Budget Fees and Charges Worksheet, which by reference is made a part hereof, and

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

Dated this _____ day of March 2025

2025 Budget Fees and Charges Worksheet
PARKS DEPARTMENT Parks and Nature Center

(A) Description of Fee or Charge	(B) Cost Center Budgeted	(C) 2024 County Portion Fee/Charge	(D) 2024 State Portion Fee/Charge	(E) 2024 Total Fee/Charge	(F) Last Time Fee Changed: County Portion	(G) Last Time Fee Changed: State Portion	(H) 2025 Proposed County Portion Fee/Charge	(I) 2025 State Portion Fee/Charge	(J) 2025 Total Fee/Charge	(K) 2025 County Portion Only Rate/Fee Increase (Decrease) Per XXX	(L) 2025 Increase (Decrease) in County Portion Revenue
Summer Ecology (summer day camp) - Knee-High Naturalists: 4 and 5 year olds	1006900	N/A	N/A	N/A	N/A	N/A	$75.00	N/A	N/A		
Summer Ecology (summer day camp) - Nature Rangers: 1st and 2nd Grade	1006900	N/A	N/A	N/A	N/A	N/A	$80.00	N/A	N/A		
Summer Ecology (summer day camp) - Eco-Explorers: 3rd, 4th, and 5th Grade	1006900	N/A	N/A	N/A	N/A	N/A	$85.00	N/A	N/A		
Outreach programs (at your site)	1006900	N/A	N/A	N/A	N/A	N/A	$75 first hour, $25 each additional hour, (plus milage beyond Outagamie County)	N/A	N/A		

The Park Director or their designee may, at their discretion, offer discounts on rental fees under the following circumstances:

- Promotional offers to increase utilization of park facilities
- Interdepartmental use by other Outagamie County departments
- Last-minute bookings for venues with vacancies up to 2 months prior to the rental date

Discounts may be applied as follows:

- Up to 25% off for promotional offers
- Up to 50% off for interdepartmental use
- Up to 40% off for last-minute bookings

The exact discount amount will be determined on a case-by-case basis, considering factors such as demand, seasonality, and potential revenue impact.

All discounts must be documented and reported to ensure transparency and accountability.

This policy aims to maximize the utilization of park facilities while maintaining flexibility in pricing strategies.

The Park Director reserves the right to modify or suspend this policy as needed to best serve the interests of Outagamie County Parks Department and its patrons.

Resolution No. 138—2024-25 – Finance Committee. Authorize and approve the line items by increasing the 2024 Elections Purchased Services by $7,100 and decreasing the 2024 County Clerk Fringe Benefits by $7,100, related to increased election costs and staff changes, with no county funding required, as noted on the attached fiscal note.

Supervisor Croatt moved, seconded by Supervisor Cuff, for adoption.

ROLL CALL: 30 yes, 6 absent. RESOLUTION NO. 138—2024-25 IS ADOPTED.

VOTE RESULTS	30 YES	0 NO	0 ABSTAIN	6 ABSENT

RESOLUTION NO. 138—2024-25

Finance Committee. Authorize and approve the line items by increasing the 2024 Elections Purchased Services by $7,100 and decreasing the 2024 County Clerk Fringe Benefits by $7,100, related to increased election costs and staff changes, with no county funding required, as noted on the attached fiscal note.

2/3 of Full Membership

Passed

1 THOMPSON	YES	13 WEGAND	YES	25 JANKE	YES
2 JOHNSON	YES	14 HERMES	ABSENT	26 WEINBERG	YES
3 SMITH	YES	15 MacDONALD	YES	27 CULBERTSON	YES
4 PATIENCE	YES	16 SCHROEDER	ABSENT	28 MONFILS	YES
5 GABRIELSON	YES	17 CROATT	YES	29 WINTERFELDT	YES
6 KOSTELNY	YES	18 SPEARS	ABSENT	30 NEJEDLO	YES
7 HAMMEN	YES	19 HEISER	YES	31 CLEGG	ABSENT
8 LAWRENCE	ABSENT	20 MITCHELL	YES	32 THYSSEN	ABSENT
9 KRUEGER	YES	21 CUFF	YES	33 VANDERHEIDEN	YES
10 LAMERS	YES	22 HAGEN	YES	34 RETTLER	YES
11 FERGUSON	YES	23 KLEMP	YES	35 KOURY	YES
12 McCABE	YES	24 THIEDE	YES	36 LAUTENSCHLAGER	YES

Outagamie County

3-11-25 County Board Meeting
3-11-25 CB Meeting
Outagamie County Board of Supervisors

March 11, 2025 07:50:06 PM

OpenMeeting

RESOLUTION NO.: 138—2024-25

TO THE HONORABLE, THE OUTAGAMIE COUNTY BOARD OF SUPERVISORS

LADIES AND GENTLEMEN: ***2/3 MAJORITY – 24 VOTES***

The Outagamie County Clerk's Office is requesting to increase the 2024 Elections Purchased Services line item by $7,100 and decrease the 2024 County Clerk Fringe Benefits line item by $7,100. The monies are related to increased election costs and staff changes. The department is able to absorb these adjustments internally, therefore, no additional county funding is required.

NOW THEREFORE, the undersigned members of the Finance Committee recommend adoption of the following resolution.

BE IT RESOLVED, that the Outagamie County Board of Supervisors does authorize and approve increasing the 2024 Elections Purchased Services line item by $7,100 and decreasing the 2024 County Clerk Fringe Benefits line item by $7,100 as detailed on the attached fiscal note, which by reference is made a part hereof, and

BE IT FINALLY RESOLVED, that the Outagamie County Clerk be directed to forward a copy of this resolution to the Outagamie County Finance Director and retain a copy for their records.

Dated this 11th day of March 2025

Respectfully Submitted,
FINANCE COMMITTEE

Chris Croatt

John Cuff

Karen Lawrence

Dana Johnson

Rick Lautenschlager

Duly and officially adopted by the County Board on: March 11, 2025

Signed: Dan Calvert
Board Chairperson

Valerie Duman
~~County Clerk~~ Deputy County Clerk

Approved: 3-14-25

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:** 2024 Budget adjustment request for County Clerk

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)

Cost Center 1001900 - Elections
- Increase Purchased Services $7,100 due to election costs

Cost Center 1001800 – County Clerk
- Decrease Fringe Benefits $7,100 due to changes in staff to cover elections cost center.

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 (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 ( ) 2024 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
Elections	Purchased Services	1001900.5500	$7,100
County Clerk	Fringe Benefits	1001800.5200	($7,100)

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 _____ Annual Revenue _____

Fiscal Note Prepared by: Kelly Gerrits/MLU

For Financial Services purposes only

Reviewed By: Michelle Utenbrock

Date: 2/10/2025

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:

Detail Expenditures Account Number	Amount

Comments:

Resolution No. 139—2024-25 – Finance Committee. Approve to disallow the claim submitted by Luke Swendrzynski that has been placed on file in the office of the Outagamie County Clerk and that no action on this claim may be brought against Outagamie County or any of its officers, officials, agents, or employees after six months from the date of service of this notice.

Supervisor Croatt moved, seconded by Supervisor Cuff, for adoption.

ROLL CALL: 30 yes, 6 absent. RESOLUTION NO. 139—2024-25 IS ADOPTED.

VOTE RESULTS	30 YES	0 NO	0 ABSTAIN	6 ABSENT

RESOLUTION NO. 139—2024-25

Finance Committee. Approve to disallow the claim submitted by Luke Swendrzynski that has been placed on file in the office of the Outagamie County Clerk and that no action on this claim may be brought against Outagamie County or any of its officers, officials, agents, or employees after six months from th...

Majority of Full Membership

Passed

1 THOMPSON	YES	13 WEGAND	YES	25 JANKE	YES
2 JOHNSON	YES	14 HERMES	ABSENT	26 WEINBERG	YES
3 SMITH	YES	15 MacDONALD	YES	27 CULBERTSON	YES
4 PATIENCE	YES	16 SCHROEDER	ABSENT	28 MONFILS	YES
5 GABRIELSON	YES	17 CROATT	YES	29 WINTERFELDT	YES
6 KOSTELNY	YES	18 SPEARS	ABSENT	30 NEJEDLO	YES
7 HAMMEN	YES	19 HEISER	YES	31 CLEGG	ABSENT
8 LAWRENCE	ABSENT	20 MITCHELL	YES	32 THYSSEN	ABSENT
9 KRUEGER	YES	21 CUFF	YES	33 VANDERHEIDEN	YES
10 LAMERS	YES	22 HAGEN	YES	34 RETTLER	YES
11 FERGUSON	YES	23 KLEMP	YES	35 KOURY	YES
12 McCABE	YES	24 THIEDE	YES	36 LAUTENSCHLAGER	YES

Outagamie County

3-11-25 County Board Meeting
3-11-25 CB Meeting
Outagamie County Board of Supervisors

March 11 2025 08:13:03 PM

OpenMeeting

RESOLUTION NO.: 139—2024-25

TO THE HONORABLE, THE OUTAGAMIE COUNTY BOARD OF SUPERVISORS

LADIES AND GENTLEMEN: ***MAJORITY***

A Notice of Claim for Personal Injury at the Appleton International Airport was filed on February 3, 2025 by Luke Swendrzynski in the Outagamie County Clerk's Office. Upon review of this matter by the Outagamie County Corporation Counsel and the Finance Committee, a recommendation was made that the claim be disallowed.

NOW THEREFORE, the undersigned members of the Finance Committee recommend adoption of the following resolution.

BE IT RESOLVED, that the Outagamie County Board of Supervisors does disallow the claim submitted by Luke Swendrzynski that has been placed on file in the office of the Outagamie County Clerk and that no action on this claim may be brought against Outagamie County or any of its officers, officials, agents, or employees after six months from the date of service of this notice, and

BE IT FINALLY RESOLVED, that the Outagamie County Clerk be directed to forward a copy of this resolution to Luke Swendrzynski, 7080 County Road D, Amherst, WI 54406, by certified mail, return receipt requested as a notice of disallowance, the Outagamie County Corporation Counsel, and the Outagamie County Risk Administrator.

Dated this 11th day of March 2025

Respectfully Submitted,

FINANCE COMMITTEE

Chris Croatt

John Cuff

Karen Lawrence

Dana Johnson

Rick Lautenschlager

Duly and officially adopted by the County Board on: March 11, 2025

Signed: _____
Board Chairperson

~~County Clerk~~ Deputy County Clerk

Approved: 3 14 25

Vetoed: _____

Signed: _____
County Executive

I, Kelly Gerrits, County Clerk for the County of Outagamie Wisconsin do hereby certify that the foregoing is a true and correct copy of the March 11, 2025 County Board Minutes approved by a majority vote at a meeting of the County Board on March 25, 2025 and recorded in the minutes of said meeting a quorum of members being present.

In testimony whereof, I have hereunto set my hand and the seal of the County of Outagamie, Wisconsin, this 26th Day of March, 2025.

/s/ Kelly Gerrits
County Clerk

Please call the Outagamie County Clerk's Office (832-5077) if you would like further elaboration of these minutes.

RUN: April 8, 2025

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

Office of the County Clerk, March 25, 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, 7 absent. Members present: Thompson, Smith, Patience, Gabrielson, Kostelny, Hammen, Lawrence, McCabe, Wegand, Hermes, MacDonald, Schroeder, Croatt, Spears, Heiser, Mitchell, Cuff, Hagen, Klemp, Thiede, Janke, Culbertson, Monfils, Winterfeldt, Clegg, VanderHeiden, Rettler, Koury, and Lautenschlager. Members absent: Supervisors Johnson, Krueger, Lamers, Ferguson, Weinberg, Nejedlo, and Thyssen.

The Board Chairperson requested the Board's confirmation to excuse Supervisors Johnson, Krueger, Lamers, Ferguson, Weinberg, Nejedlo, and Thyssen. No objections; so ordered.

The Pledge of Allegiance was led by Chairperson Gabrielson.

MINUTES OF THE MARCH 11, 2025 COUNTY BOARD MEETING
Supervisor Culbertson moved, seconded by Supervisor Hammen, to approve the minutes of the March 11, 2025 County Board meeting.

ROLL CALL: 27 yes, 2 abstain (Schroeder, Spears), 7 absent. MINUTES OF THE MARCH 11, 2025 COUNTY BOARD MEETING ARE APPROVED.

SPECIAL ORDER OF BUSINESS – None.

ESTABLISH ORDER OF THE DAY– Chairperson Gabrielson reported the request to have Ordinance No. Z-13—2024-25 and Resolution Nos. 146 and 147—2024-25 locked in at the meeting. No objections; so ordered.

COMMUNICATIONS –
Chairperson Gabrielson summarized the following communications:

- There are ten (10) Supervisors who still need to complete the most recently issued cyber security training, which was sent out March 2025 titled *Core Concepts: SMiShing*.
- There are still two (2) Supervisors who still need to complete the January 2025 training titled *Using AI-Safely*. Please reach out to Legislative Services if assistance is required.
- Save the Date: Thursday, April 17, 2025, Appleton International Airport (ATW) will host an open house of the concourse expansion starting at 4:30 p.m. Please see the e-mail from Sara Hickey from March 13, 2025 on how to RSVP (as it is a requirement to obtain security clearance to access the event; online registration ends on April 11, 2025).
- WFRV-TV (Channel 5) will be airing a special called "The Next Generation: Breaking Fentanyl's Grip" on March 29, 2025 from 6:00 – 7:00 p.m., and then rerun on April 5 from Noon to 1:00 p.m. Outagamie County is a sponsor for the airing, and Chairperson Gabrielson encouraged to view the special.

- Supervisor VanderHeiden's sister passed away on March 13, 2025 and the funeral was held on March 20, 2025; Chairperson Gabrielson expressed his condolences to Supervisor VanderHeiden and her family.
- The next County Board meeting is the annual reorganization meeting, which is held the third Tuesday of April. As a result, the next meeting will be on April 15, 2025 with the special time of 4:00 PM.
- Chairperson Gabrielson recognized the following County Board Supervisor birthdays: Supervisor Krueger (4/3) and Supervisor MacDonald (4/11).

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 –
County Executive Nelson nomination for reappointments of Michael Morman, Thomas Rooney, Jeff Dietzen, Terri Lison, Jeremy Freund, and Sarah Van Camp to the Land Information Council; terms expire April 30, 2027.

Supervisor Kostelny moved, seconded by Supervisor Thiede, for confirmation of the above-listed reappointments.

ROLL CALL: 29 yes, 7 absent. MICHAEL MORMAN, THOMAS ROONEY, JEFF DIETZEN, TERRI LISON, JEREMY FREUND, AND SARAH VAN CAMP ARE REAPPOINTED TO THE LAND INFORMATION COUNCIL.

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

UNFINISHED BUSINESS –
Resolution No. 137—2024-25 – Finance Committee. Authorize and approve the following as noted on the Resolution and the attached Parks Department 2025 Budget Fees and Charges Worksheet: the fees for the Summer Ecology day camp and the off campus site Outreach Program, effective April 1, 2025; and to offer discounts on rental fees under the circumstances listed on the Resolution by the County Parks Director or their designee, at their discretion.

At the March 11, 2025 County Board Meeting, Resolution No. 137 was referred back to the Finance Committee.

Supervisor Cuff moved, seconded by Supervisor Croatt, for adoption.

Supervisor Croatt moved, seconded by Supervisor Cuff, for the proposed redlined amendment to Resolution No. 137—2024-25, which was provided to County Board of Supervisors prior to the County Board meeting (which notates all proposed changes to the resolution and its associated attachments).

ROLL CALL: 27 yes, 1 no (Thiede), 1 abstain (Smith), 7 absent. RESOLUTION NO. 137—2024-25 IS AMENDED.

Supervisor Smith moved, seconded by Supervisor MacDonald, to amend the amendment to Resolution No. 137—2024-25 by striking the language regarding the Parks Director discretion (Page 1 - Lines 26, 27, and 28), specifically "The Parks Director reserves the right to modify or suspend this policy as

needed to best serve the interests of the Outagamie County Parks Department and its patrons" and the related language as mentioned on the Budget Fees and Charges Worksheet attachment (Page 4).

ROLL CALL: 5 yes (Thompson, Smith, Hermes, MacDonald, and Culbertson), 24 no, 7 absent. AMENDMENT TO STRIKE LINES 26, 27, AND 28 (AND RELATED LANGUAGE IN THE BUDGET FEES AND CHARGES WORKSHEET – PAGE 4) RESOLUTION NO. 137—2024-25 IS DEFEATED.

Supervisor Cuff moved, seconded by Supervisor Croatt, for adoption as amended.

ROLL CALL: 28 yes, 1 no (Thiede), 7 absent. RESOLUTION NO. 137—2024-25 IS ADOPTED AS AMENDED.

NEW BUSINESS – *NOTE: The minutes that follow list the synopsis of the ordinances/resolutions and roll calls. At the end of this set of minutes, the scanned copies of the each ordinance/resolution will be appended along with the physical roll call.*

Resolution No. Z-15—2024-25 – Agriculture, Extension Education, Zoning and Land Conservation Committee. Approve to deny the rezone request for Chad Reader and Chad Calmes, applicants on behalf of Glen and Cheryl Sprangers, for parcels 200021800, 200021801, 200021802, and 200021803, totaling 19.74 acres, from AGD General Agriculture District to the IND Industrial District, in the Town of Vandenbroek, as detailed on the attached staff review and map.

Supervisor McCabe moved, seconded by Supervisor Mitchell, for adoption.

Chairperson Gabrielson requested unanimous consent of the County Board to give Director Englebert the opportunity to speak about the item in order to provide more context associated with the resolution.

ROLL CALL: 3 yes (Hermes, Schroeder, and Thiede), 25 no, 1 abstain (Wegand), 7 absent. RESOLUTION NO. Z-15—2024-25 IS DEFEATED.

Resolution No. Z-16—2024-25 – Agriculture, Extension Education, Zoning and Land Conservation Committee. Approve the rezone request for Karen and Eugene Atkinson, for parcels 010042300 and 010042400, from the AED Exclusive Agriculture District to the AGD General Agriculture District, in the Town of Black Creek, as detailed on the attached review and map.

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

ROLL CALL: 29 yes, 7 absent. RESOLUTION NO. Z-16—2024-25 IS ADOPTED.

Resolution No. Z-17—2024-25 – Agriculture, Extension Education, Zoning and Land Conservation Committee. Approve the rezone request for the Town of Grand Chute, applicant on behalf of MCMI LLC, owner, for parcel 102530800 from the CR Regional Commercial District to the R-5 Multifamily Residence District, in the Town of Grand Chute, as detailed on the attached review and map.

Supervisor Mitchell moved, seconded by Supervisor Rettler, for adoption.

ROLL CALL: 29 yes, 7 absent. RESOLUTION NO. Z-17—2024-25 IS ADOPTED.

Ordinance No. Z-12—2024-25 – Agriculture, Extension Education, Zoning, and Land Conservation Committee. Approve to adopt the petition of Carow Land Surveying, applicant on behalf of Paul and Marilyn Tank Rev Trust, owner, to rezone a portion of parcel 060052800 from the Two-Family Residential District to the General Agriculture District, in the Town of Dale, as detailed on the attached review and map.

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

ROLL CALL: 29 yes, 7 absent. ORDINANCE NO. Z-12—2024-25 IS ADOPTED.

Ordinance No. Z-13—2024-25 – Agriculture, Extension Education, Zoning and Land Conservation Committee. Approve to adopt the petition of Mach IV Engineering & Surveying, LLC, applicant on behalf of Keller Structures, Inc., owner, to rezone parcel 030065901 from the SWD Shoreland-Wetland District to the GSD General Shoreland District, in the Town of Buchanan, as detailed on the attached review and map.

Supervisor Mitchell moved, seconded by Supervisor Lautenschlager, for adoption.

ROLL CALL: 28 yes, 1 no (Thiede), 7 absent. ORDINANCE NO. Z-13—2024-25 IS ADOPTED.

RECONSIDERATION OF ORDINANCE NO. Z-13—2024-25.

Supervisor Patience moved, seconded by Supervisor Wegand, to reconsider the above listed ordinance.

Vote for reconsideration. ROLL CALL: 26 yes, 3 no (MacDonald, Croatt, and Thiede), 7 absent. ORDINANCE NO. Z-13—2024-25 IS RECONSIDERED.

Vote for lock in. ROLL CALL: 28 yes, 1 no (Thiede), 7 absent. ORDINANCE NO. Z-13—2024-25 IS ADOPTED & LOCKED IN.

Resolution No. 140—2024-25 – Agriculture, Extension Education, Zoning, and Land Conservation Committee. Approve to transfer $53,072 from the 2024 General Funds Applied Contingency line item to the following 2024 Land Conservation Department line items: Salaries, $19,633; Fringe Benefits, $14,439; Supplies, $19,000, as detailed on the resolution and fiscal note.

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

ROLL CALL: 29 yes, 7 absent. RESOLUTION NO. 140—2024-25 IS ADOPTED.

Chairperson Gabrielson announced it reached 8:30 p.m. and per County Board Rules, there is the opportunity to take a break or continue on with the meeting. The County Board unanimously consented to progress the meeting, over taking a short recess.

Resolution No. 141—2024-25 – Legislative/Audit and Human Resources Committee. Approve the Parks Department in-year Table of Organization modification by changing three part-time Parks Maintenance Technician positions to three full-time Parks Maintenance Technician positions, effective March 10, 2025 (as detailed on the resolution and attachments), and approve the line item changes for Contingency Purchased Services, Plamann Park, and MHNC, as detailed on the resolution and fiscal note.

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

ROLL CALL: 27 yes, 2 no (Hermes, Janke), 7 absent. RESOLUTION NO. 141—2024-25 IS ADOPTED.

Resolution No. 142—2024-25 – Property, Airport, Recreation and Economic Development Committee. Approve the Third Addendum to Lease Agreement between the Appleton International Airport and Air Wisconsin Airlines LLC, to provide for one 2-year extension through March 31, 2027, reduce the square footage of the second floor lease and the common use space (as noted on the resolution), the new monthly rent will be decreased for the period April 1, 2025 through March 31, 2027, to be $38,430.58, and approve the line items for the Airport Terminal by decreasing the Second Floor Lease by $103,421 and increasing the Fund Balance Applied by $103,421, as detailed on the resolution and attachments.

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

ROLL CALL: 29 yes, 7 absent. RESOLUTION NO. 142—2024-25 IS ADOPTED.

Resolution No. 143—2024-25 – Public Safety Committee. Authorize and approve the Outagamie County Sheriff's Office to accept and expend an unsolicited donation from Milk Source LLC of $1,000, and increase the Communications line items of Revenue and Supplies by $1,000 each, as detailed on the attached fiscal note.

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

ROLL CALL: 29 yes, 7 absent. RESOLUTION NO. 143—2024-25 IS ADOPTED.

Resolution No. 144—2024-25 – Finance Committee. Authorize and approve of all excess or deficiency of revenues over/under expenditures and unexpended appropriations of the various accounts reverting back to the County's General Fund or from the General Fund as indicated on the attached fiscal note and Summary of 2024-2025 Revolving Funds document, with the exception of those expenses, revenues or transfers, as detailed on the resolution and attachments.

Supervisor Croatt moved, seconded by Supervisor Lautenschlager, for adoption.

ROLL CALL: 29 yes, 7 absent. RESOLUTION NO. 144—2024-25 IS ADOPTED.

Resolution No. 145—2024-25 – Property, Airport, Recreation and Economic Development Committee. Approve to authorize execution of a Warranty Deed to the Wisconsin Department of Transportation for a total allocation of $1,800 for county owned property located at 1460 West Hiawatha Drive, Town of Grand Chute, described as Parcel 87 of Transportation Project Plat 1130-63-21 – 4.09, recorded as Document #2314098 consisting of Fee Simple, Temporary Limited Easement, as noted in the attachments; and authorize and approve of increasing the Miscellaneous Sale of Property line item by $1,800, as detailed on the attached fiscal note.

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

ROLL CALL: 29 yes, 7 absent. RESOLUTION NO. 145—2024-25 IS ADOPTED.

Resolution No. 146—2024-25 – Property, Airport, Recreation and Economic Development Committee. Approve to support granting a "Class B" permit to SSP America ATW, LLC, known as ATW Biergarten to allow for the sale of intoxicating liquor for consumption by the glass and not in the original package or container on the premises, and authorize and approve the County Board Chairperson and County

Clerk to sign the attached AT-105: Application for Airport/Public Facility Permit, as detailed on the attachments.

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

ROLL CALL: 28 yes, 1 no (Thiede), 7 absent. RESOLUTION NO. 146—2024-25 IS ADOPTED.

RECONSIDERATION OF RESOLUTION NO. 146—2024-25.

Supervisor Culbertson moved, seconded by Supervisor Kostelny, to reconsider the above listed resolution.

Vote for reconsideration. ROLL CALL: 28 yes, 1 no (Thiede), 7 absent. RESOLUTION NO. 146—2024-25 IS RECONSIDERED.

Vote for lock in. ROLL CALL: 28 yes, 1 no (Thiede), 7 absent. RESOLUTION NO. 146—2024-25 IS ADOPTED & LOCKED IN.

Resolution No. 147—2024-25 – Property, Airport, Recreation and Economic Development Committee. Approve to support granting a "Class B" permit to SSP America ATW, LLC, known as Fratellos Craft Kitchen & Bar to allow for the sale of intoxicating liquor for consumption by the glass and not in the original package or container on the premises, and authorize and approve the County Board Chairperson and County Clerk to sign the attached AT-105: Application for Airport/Public Facility Permit, as detailed on the attachments.

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

ROLL CALL: 29 yes, 7 absent. RESOLUTION NO. 147—2024-25 IS ADOPTED.

RECONSIDERATION OF RESOLUTION NO. 147—2024-25.

Supervisor Lawrence moved, seconded by Supervisor Patience, to reconsider the above listed resolution.

Vote for reconsideration. ROLL CALL: 28 yes, 1 no (Thiede), 7 absent. RESOLUTION NO. 147—2024-25 IS RECONSIDERED.

Vote for lock in. ROLL CALL: 29 yes, 7 absent. RESOLUTION NO. 147—2024-25 IS ADOPTED & LOCKED IN.

REPORTS – None.

ADJOURNMENT –
Supervisor Patience moved, seconded by Supervisor MacDonald to adjourn until April 15, 2025 at 4:00 p.m. VOICE VOTE CARRIED UNANIMOUSLY.

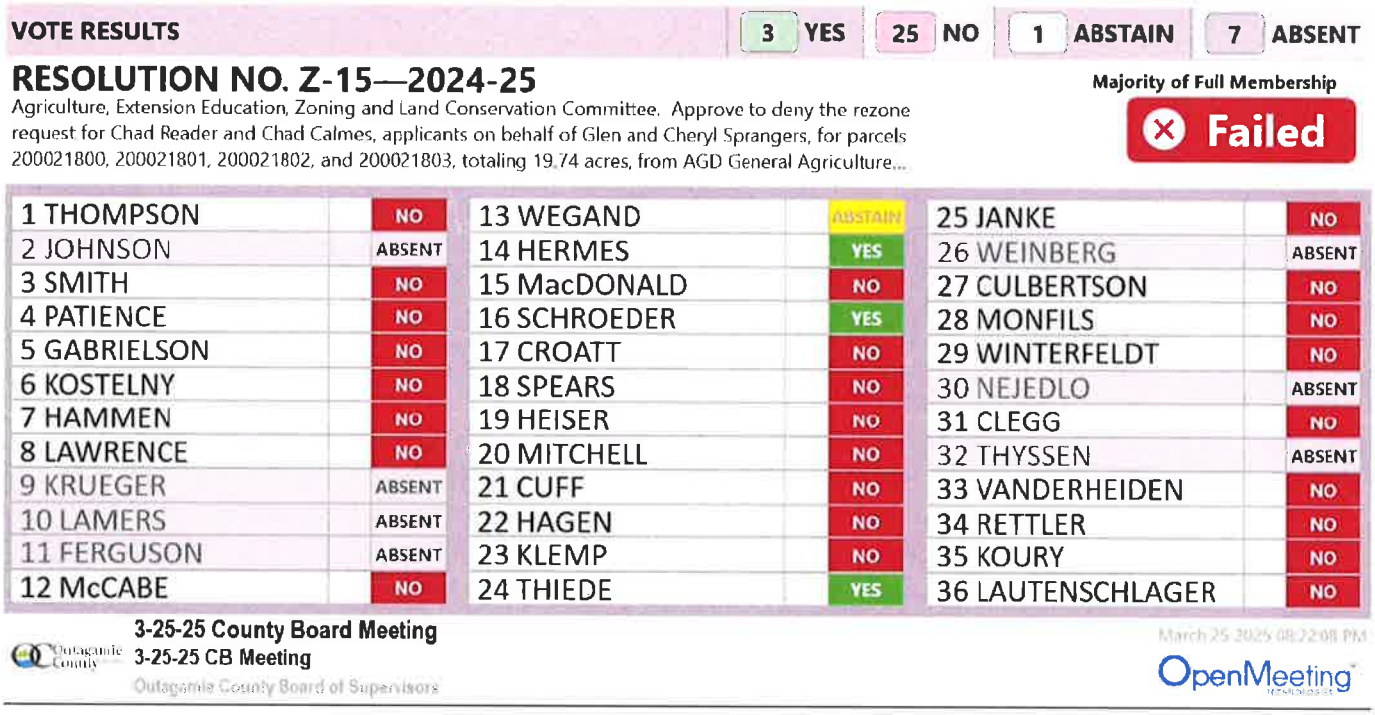
The meeting adjourned at 8:47 p.m.

FINAL COPIES OF ORDINANCES/RESOLUTIONS AND ROLL CALLS PERTINENT TO NEW BUSINESS FOLLOW:

Resolution No. Z-15—2024-25 – Agriculture, Extension Education, Zoning and Land Conservation Committee. Approve to deny the rezone request for Chad Reader and Chad Calmes, applicants on behalf of Glen and Cheryl Sprangers, for parcels 200021800, 200021801, 200021802, and 200021803, totaling 19.74 acres, from AGD General Agriculture District to the IND Industrial District, in the Town of Vandenbroek, as detailed on the attached staff review and map.

Supervisor McCabe moved, seconded by Supervisor Mitchell, for adoption.

ROLL CALL: 3 yes (Hermes, Schroeder, and Thiede), 25 no, 1 abstain (Wegand), 7 absent. RESOLUTION NO. Z-15—2024-25 IS DEFEATED.



VOTE RESULTS — 3 YES | 25 NO | 1 ABSTAIN | 7 ABSENT

RESOLUTION NO. Z-15—2024-25

Agriculture, Extension Education, Zoning and Land Conservation Committee. Approve to deny the rezone request for Chad Reader and Chad Calmes, applicants on behalf of Glen and Cheryl Sprangers, for parcels 200021800, 200021801, 200021802, and 200021803, totaling 19.74 acres, from AGD General Agriculture...

Majority of Full Membership — Failed

1 THOMPSON	NO	13 WEGAND	ABSTAIN	25 JANKE	NO
2 JOHNSON	ABSENT	14 HERMES	YES	26 WEINBERG	ABSENT
3 SMITH	NO	15 MacDONALD	NO	27 CULBERTSON	NO
4 PATIENCE	NO	16 SCHROEDER	YES	28 MONFILS	NO
5 GABRIELSON	NO	17 CROATT	NO	29 WINTERFELDT	NO
6 KOSTELNY	NO	18 SPEARS	NO	30 NEJEDLO	ABSENT
7 HAMMEN	NO	19 HEISER	NO	31 CLEGG	NO
8 LAWRENCE	NO	20 MITCHELL	NO	32 THYSSEN	ABSENT
9 KRUEGER	ABSENT	21 CUFF	NO	33 VANDERHEIDEN	NO
10 LAMERS	ABSENT	22 HAGEN	NO	34 RETTLER	NO
11 FERGUSON	ABSENT	23 KLEMP	NO	35 KOURY	NO
12 McCABE	NO	24 THIEDE	YES	36 LAUTENSCHLAGER	NO

Outagamie County — 3-25-25 County Board Meeting
3-25-25 CB Meeting
Outagamie County Board of Supervisors

March 25 2025 08:22:08 PM
OpenMeeting

RESOLUTION NO.: Z-15—2024-25

TO THE HONORABLE, THE OUTAGAMIE COUNTY BOARD OF SUPERVISORS

LADIES AND GENTLEMEN: ***MAJORITY***

The subject matter of this resolution was referred to and considered by the Outagamie County Agriculture, Extension Education, Zoning and Land Conservation Committee and a public hearing having been held after giving of requisite notice of said hearing, and a recommendation thereon reported to the Board of Supervisors, Outagamie County, Wisconsin, as required by Section 59.69 of the Wisconsin Statutes.

NOW THEREFORE, the following resolution is presented by the Agriculture, Extension Education, Zoning and Land Conservation Committee.

BE IT RESOLVED, the undersigned members of the Agriculture, Extension Education, Zoning and Land Conservation Committee recommend denial of the following rezoning request, outlined in the attached committee recommendation report, as required by 59.69(5)(e)4 Wis. Stats., which by reference is made a part hereof, and

BE IT FURTHER RESOLVED, that the Outagamie County Board of Supervisors does deny the proposed rezoning request for Chad Reader and Chad Calmes, applicants on behalf of Glen and Cheryl Sprangers. The petition for rezoning is for parcel(s) 200021800, 200021801, 200021802, 200021803 totaling 19.74 acres, from AGD General Agriculture District to the IND Industrial District. The parcel(s) are identified as Lots 1-4, CSM 8363 in the Town of Vandenbroek, Outagamie County, WI, as depicted on the attached staff review and map, which by reference are made a part hereof, and

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

Dated this _____ day of March 2025

Respectfully Submitted,

AGRICULTURE, EXTENSION EDUCATION, ZONING & LAND CONSERVATION COMMITTEE

Debbie VanderHeiden

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

OUTAGAMIE COUNTY ZONING COMMITTEE
REZONING PETITION-- PL202500044
RECOMMENDATION REPORT

TO:	Outagamie County Board of Supervisors
FROM:	Outagamie County Agriculture, Extension Education, Zoning and Land Conservation Committee ("Zoning Committee")

Petition Details:

Applicant:	Chad Reader and Chad Calmes, Applicants on behalf of Glen and Cheryl Sprangers
Request:	Rezoning - County From: AGD General Agriculture District To: IND Industrial District
Parcel(s):	200021800, 200021801, 200021802, 200021803
Location:	Lots 1-4, CSM 8363, North of Evergreen Drive TOWN OF VANDENBROEK
Public Hearing:	March 11, 2025- 9:00 AM

The Zoning Committee held a public hearing on March 11, 2025. The Town of Vandenbroek was notified of said hearing, and it was duly noticed in the Appleton Post Crescent, being published on February 25, & March 4, 2025.

At the public hearing, the Zoning Committee heard matters related to the case. Including the Outagamie County Development and Land Services Staff review; the Vandenbroek Town Board recommendation to approve; an overview of written comment from neighbors and stakeholders; and verbal comments from the petitioner, neighbors and stakeholders.

After hearing of the facts of the case and public input, and the review of application materials included in the meeting packet, the Zoning Committee evaluated and discussed the petition. After thorough consideration, the Zoning Committee determined that the proposed rezoning to Industrial (IND) would be incompatible with the existing residential uses in the area, and the intended future uses within the Community Mixed Use land designation as described the Outagamie County 2040 Comprehensive Plan.

Zoning Committee Outcome & Recommendation to the County Board: ***Recommend Denial***

- *Should the County Board wish to deny subject rezoning petition,* the Board would approve the resolution to deny said petition, of which this report is attached.

- *Should the County Board wish to entertain approval of subject rezoning petition,* the Board would refer this matter back to the Zoning Committee with directions to draft an Ordinance for future consideration by the Board, as prescribed in 59.69(5)(e)5 Wis. Stats (excerpt below, highlights added).

****

Wisconsin Statutes Reference:
59.69(5)(e)5 Upon receipt of the agency report the board may enact the ordinance as drafted by the zoning agency or with amendments, or it may deny the petition for amendment, or it may refuse to deny the petition as recommended by the agency in which case it shall rerefer the petition to the agency with directions to draft an ordinance to effectuate the petition and report the ordinance back to the board which may then enact or reject the ordinance.

Outagamie County Est. 1851

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 and Kevin Englebert, Director
DATE: March 4, 2025
RE: PL202500044 - Rezoning - County Review & Recommendation

Application Details:

Applicant and Owner:	Chad Reader and Chad Calmes, Applicants on behalf of Glen and Cheryl Sprangers (Owners)
Request:	Rezoning - County
Parcels:	200021800, 200021801, 200021802, 200021803
Location:	North of Evergreen Drive, Town of Vandenbroek
Previous Action:	Rezoning application PL202400148 (Denied by County Board May 14, 2024) Comprehensive Plan Amendment (Approved January 14, 2025)
Public Hearing:	March 11, 2025 at 9:00 AM

Background & Analysis:

Chad Reader and Chad Calmes, applicants on behalf of Glen and Cheryl Sprangers, have petitioned for a County Rezone. The attached rezoning map depicts the request. The proposal would rezone parcels 200021800, 200021801, 200021802, and 200021803 (totaling 19.74 acres) from the General Agriculture District (AGD) to the Industrial District (IND) to accommodate the development of rental self-storage units and an individually owned storage condominium facility.

Table 1 shows the existing zoning districts and land uses surrounding the area.

Table 1. Land Use and Zoning District Patterns Surrounding Subject Site

Adjacent Area	Existing Zoning District	Existing Land Use
North	General Agriculture (AGD)	Agriculture
South	General Agriculture (AGD)	Residential
East	General Agriculture (AGD)	Residential & AG
West	General Agriculture (AGD)	Residential & AG

Sec 54-3 of the Outagamie County Code of Ordinances (OCCO) defines a storage establishment as, "a structure or structure(s), totaling 40,000 square feet or less, where goods and materials are stored for a fee". The General Agriculture District lists storage establishments as a Special Exception Use except

when located within 300 feet of a residential district, platted residential subdivision, or parcel with a residential use. The proposed development on this property is planned to be over 40,000 square feet, which the OCCO classifies differently as a warehouse use per Sec 54-3. Warehouses are not permitted in the General Agriculture District, but warehouses are permitted in the Industrial District.

Outagamie County administers general zoning for the Town of Vandenbroek and the County is statutorily obligated to find all rezoning actions consistent with the County Comprehensive Plan, pursuant to Wis. Stats. Sec. 66.1001(3). "Consistent with" means that the rezoning ordinance furthers or does not contradict the comprehensive plan's goals, objectives, and policies.

The property owner petitioned for a similar rezoning from AGD to IND in April 2024, which the County Board denied as inconsistent with the Comprehensive Plan. At the time, the Comprehensive Plan designated the future land use for this area as Suburban Transition. The Town of Vandenbroek recently applied for a Comprehensive Plan amendment for this area, which the Outagamie County Board approved on January 14, 2025. The amendment revised the future land use designation for this area from "Suburban Transition" to "Community Mixed Use".

The Comprehensive Plan describes the Community Mixed Use (CMU) designation as follows:

"Consists of an array of land uses including residential, commercial, light manufacturing, industrial, institutional, recreational, and governmental at lower densities than urban areas. Isolated remnants of agricultural/open land. New development served by sanitary sewer; isolated, existing development served by POWTS. Typical uses include senior housing (including condominium and townhouse); duplexes; multi-family apartment complexes; multi-generational housing; small scale commercial retail and office space; restaurants; and service establishments. Potential uses include automobile sales, service and repair; filling/charging stations and car washes; light manufacturing; wholesale and warehouse establishments."

The applicant does not require or intend to use sanitary sewer and public sewer does not currently serve the property. However, this area is located within the Sewer Service Area in the Fox Cities 2040 Sewer Service Area Plan and future development will likely extend sanitary sewer to the vicinity. Additionally, both the Village of Little Chute and City of Kaukauna identify this area for future residential development in their respective comprehensive plans although annexation of this area is unpredictable.

Staff notes that there are several residential properties in close proximity to the proposed rezone area. It is worth considering the location of this site with respect to both existing and potential future land uses. The intensity of uses that are permitted in the Industrial District may have a significant impact on adjacent property owners. While the applicant proposes warehousing, a rezoning to the Industrial District would allow the property owner to establish any permitted use in the Industrial District. As a result, development may conflict with existing neighboring residential uses. Alternatively, other properties may also develop commercial, institutional, or industrial uses in the future rendering this a more compatible land use in time.

Industrial development of this property would increase tax base for the county and depending on the type of industrial development, potentially increase employment. Self-storage, although not a high-value land use, is a routinely proposed land use demonstrating the need for storage in the community. The site is located near county highway CC and Interstate 41 and relatively close to other industrial land uses although those uses are not immediately adjacent to the property.

Goal 3 of the County's Comprehensive Plan is cooperative, intergovernmental land-use decisions. County staff worked with Town of Vandenbroek officials to discuss the potential implications of a rezone to industrial at this site as well as the proposed use. Subsequently, the Town of Vandenbroek recommended approval of this request at their January 8, 2025 Town Board meeting, and noted that "The proposed storage uses fall within the acceptable uses of the revised comprehensive plan. This will also build tax base on a currently unused, unfarmed 20 acres."

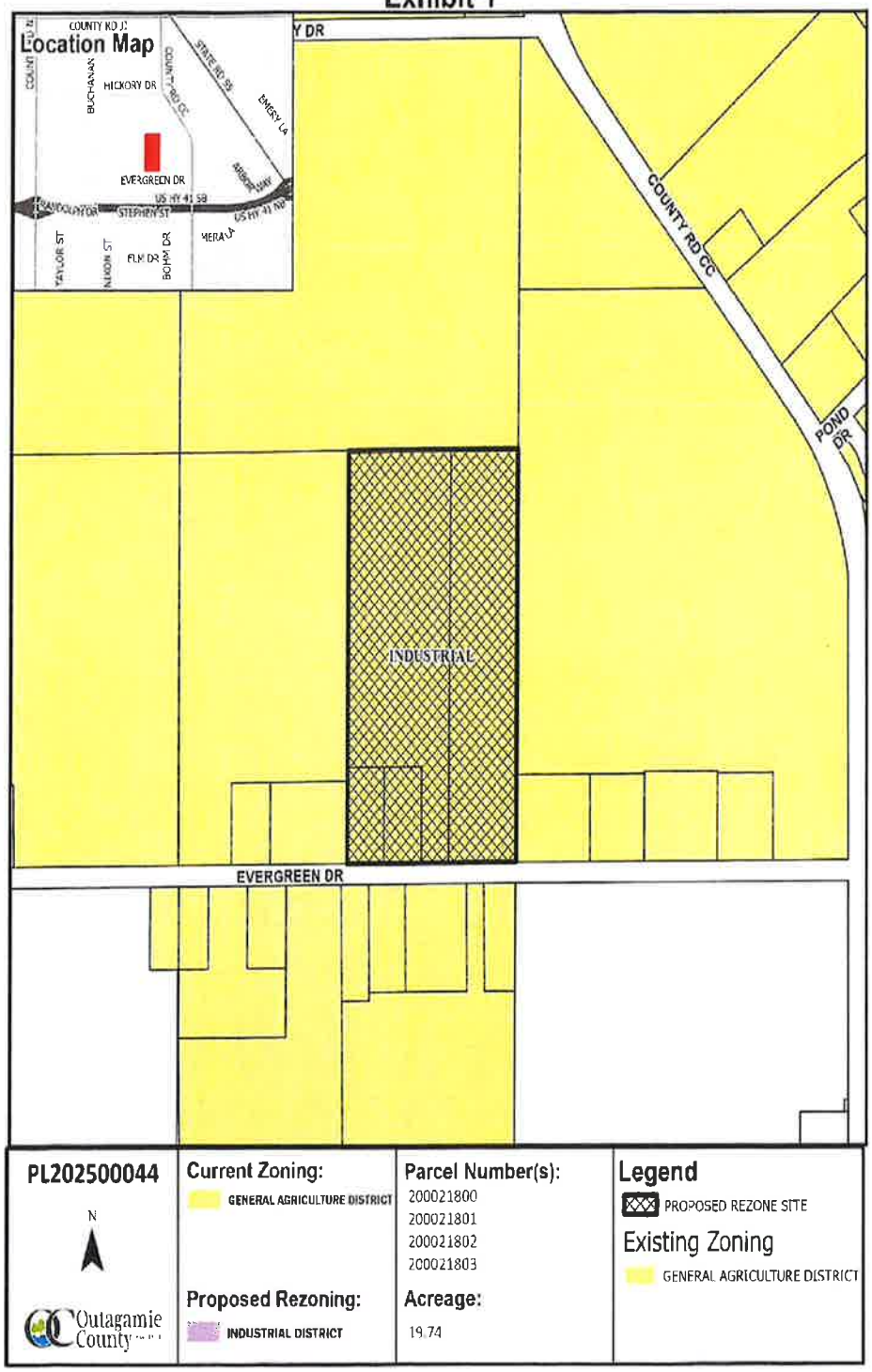
Goal 6 of the County's Comprehensive Plan is wise land development and conservation practices. The proposed development or any future development on this site will be subject to all applicable County regulations including Stormwater, Erosion Control, and POWTS. County staff must consider all surrounding land uses when permitting development on this site, in accordance with the Outagamie County Code of Ordinances. Given the nature of the proposed development, this site may have considerable stormwater implications for the adjacent Vandenbroek legal drain, and the existing properties that tie into it.

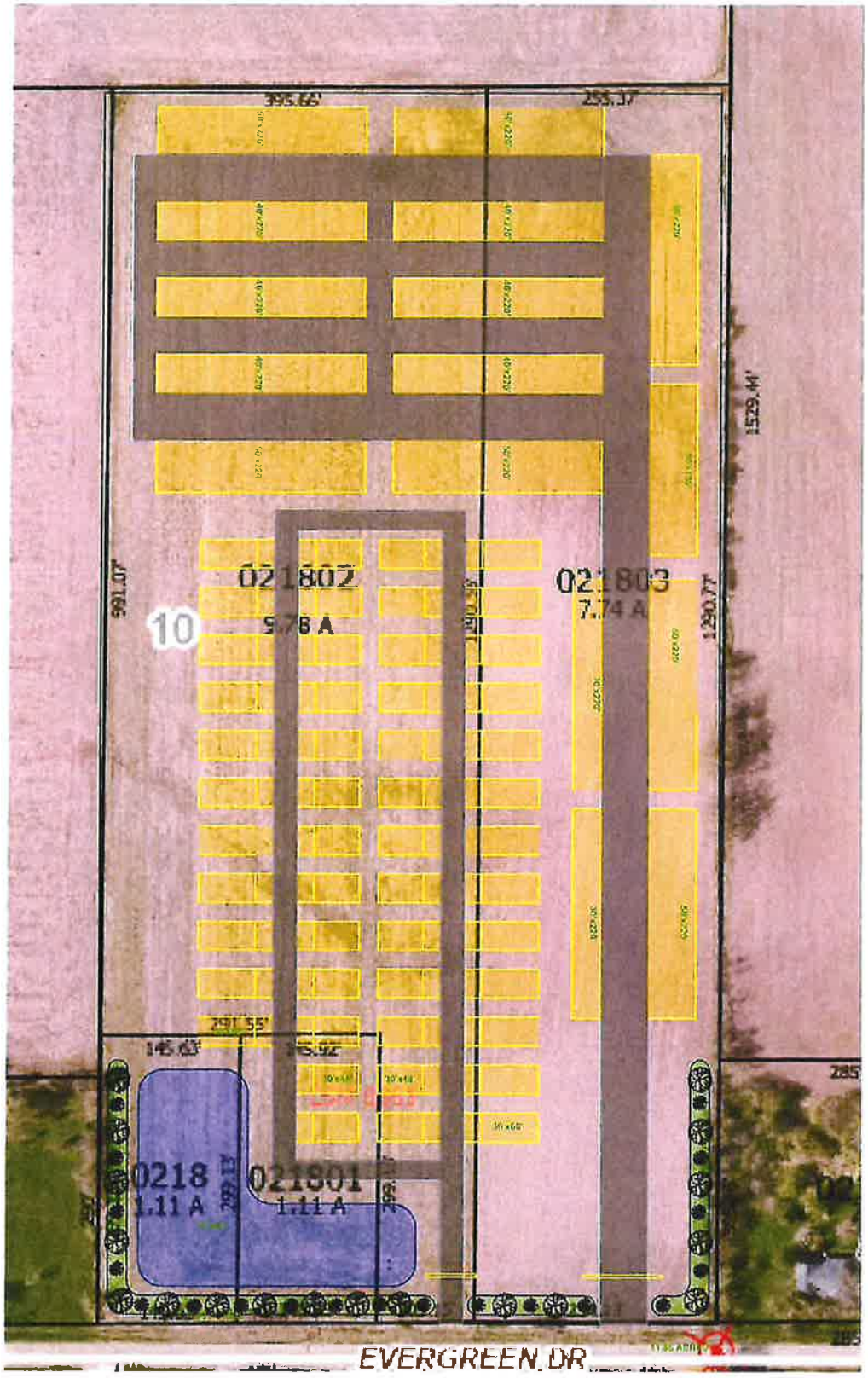
County staff acknowledges the potential benefits that the rezone to industrial and subsequent proposed use may have on the community. However, staff encourages the Zoning Committee to be mindful of the short and long-term implications of an industrially zoned property in this area.

Staff Recommendation:

Based on our review of the proposed County Rezoning, staff recommends that the Zoning Committee weigh what it is in the community's best interest by determining whether the rezoning is consistent with the County Comprehensive Plan and making a recommendation that thoroughly considers all factors of this proposal.

Exhibit 1


Location Map
COUNTY RD JJ
HICKORY DR
BUCHANAN
COUNTY RD CC
STATE RD 55
EMERY LN
EVERGREEN DR
AUBURN WAY
US HY 41 SB
STEPHEN ST
US HY 41 NB
MERAJA
TAYLOR ST
NIXON ST
ELM DR
BOHM DR
COUNTY RD CC
POND DR
INDUSTRIAL
EVERGREEN DR
PL202500044
N
Outagamie County
Current Zoning:
GENERAL AGRICULTURE DISTRICT
Proposed Rezoning:
INDUSTRIAL DISTRICT
Parcel Number(s):
200021800
200021801
200021802
200021803
Acreage:
19.74
Legend
PROPOSED REZONE SITE
Existing Zoning
GENERAL AGRICULTURE DISTRICT


395.65'
255.37'
1529.44'
991.07'
021802
9.78 A
10
021803
7.74 A
1280.77'
291.55'
145.63'
0218
1.11 A
021801
1.11 A
EVERGREEN DR

North Kaukauna Storage

County Planning Application

Parcels: 200021800, 200021801, 200021802, & 200021803

This is a request to rezone aprox. 19.74 Acres of currently zoned General Agriculture to Industrial for the purpose of developing rental self-storage units and individually owned storage condominium facility.

We have modified our preliminary plan in response to community feedback received at the Town of VandenBroek zoning recommendation meeting, including, but not limited to;

- Flipping the entire layout to accommodate;
  - Moving the "main entrance" to the East, so it aligns with undeveloped land currently utilized as an access road, and avoids the concern of "headlights shining into adjacent residences" by vehicles entering/exiting the facility after dark.
  - Moved the retention pond to the West side of the property – which is the natural low point on that site.
- Extending berms to past North boundary of the East and West residential properties for added privacy.

Additional information on our site includes but is not limited to;

- Most of the Development ownership team is local to the area, and, one of the owners is immediate in-law family of current property owner. We know the neighbors of this property and are committed to operating a very high class facility.
- This facility will be modeled after, and operated the same as Hobart Storage and Hobart Storage Condos, a property located in the Village of Hobart, Brown County, operated since 2018 and is a wildly successful self-storage and owner-occupied storage condo facility.
- Security features of this site include;
  - 24/7 HD security camera recording on site, including all enter/exit events.
  - Fence/Gate at all entrances.
    - Access will be limited to daytime operating hours only, with key-in access by tenants only at night on self-storage side.
    - Key-in access only 24/7 on storage condo side.
  - Outdoor storage is prohibited, as is the storage of any hazardous materials.
- Site Features include;
  - Asphalt Driveways
  - Fully landscaped property
  - No lit signage
  - Dark Sky compliant lighting
    - Light photometrics will show no impact to neighboring properties.
  - 300ft setbacks from any residential structures minimum.
  - Stormwater design and containment by Civil Engineering firm in accordance with all State & local guidelines.
  - All Buildings will meet or exceed State building codes.

This development is expected to add over $10,000,000 of added property value to the property tax base within 5 years. It will serve the immediate neighborhood, with expected draw in a 5-mile radius of the facility. Self-storage is a low traffic generator, and creates less traffic than a typical retail, office, or even residential subdivision by comparison. 38% of the general population utilizes self storage, and the demand for additional storage space is strong.

The Storage Condos will be managed by an association. Individual owners take price in their properties and our experience lends to the idea the rental operation runs smoother with on-site owners in a storage condo setting.

Thank you for consideration of our Zoning change request.

NOTICE OF PUBLIC HEARING

TOWN OF VANDENBROEK
OUTAGAMIE COUNTY

TO WHOM IT MAY CONCERN

Notice is hereby given that the Outagamie County Zoning Committee will hold a public hearing on March 11, 2025 at the Outagamie County Government Center, County Board Room, 320 S. Walnut St., Appleton, WI 54911 at 09:00 AM to consider the petition of Chad Reader and Chad Calmes, applicants on behalf of Glen & Cheryl Sprangers, owners, for a Rezoning - County with the following associated details and scope of work:
Request for a rezone of parcels 200021800, 200021801, 200021802 and 200021803 in the Town of Vandenbroek, from the General Agriculture zoning district (AGD) to the Industrial zoning district (IND) to accommodate the development of rental self-storage units and an individually owned storage condominium facility.

The project site is located: Tax Parcel No.: 200021800, further described as, LOT 1 CSM 8363. Tax Parcel No.: 200021801, further described as, LOT 2 CSM 8363. Tax Parcel No.: 200021802, further described as, LOT 3 CSM 8363. Tax Parcel No.: 200021803, further described as, LOT 4 CSM 8363. TOWN OF VANDENBROEK, Outagamie County, Wisconsin.

For particulars, reference is made to documents located at **https://cityview.outagamie.org/** by referencing the below File Number under Planning Application search.

Any interested person may address the Zoning Committee by mailing a letter to Outagamie County DLS, 320 S. Walnut Street, Appleton, WI 54911, emailing **zoningemail@outagamie.org**, or attending on the date and time listed above.

Dated this 18 day of February, 2025

OUTAGAMIE COUNTY ZONING COMMITTEE
DEBBIE VANDER HEIDEN, CHAIR

File No: PL202500044
Published: FEBRUARY 25 AND MARCH 4, 2025

Accommodation Notice:

Any person requiring special accommodation who wishes to attend this meeting should call (920) 832-5255 at least 48 hours in advance.

LocaliQ
Wisconsin
GANNETT

Order Confirmation
Not an Invoice

Account Number:	1013041
Customer Name:	Outagamie County Development & Land Services
Customer Address:	Outagamie County Development & Land Services 320 S Walnut ST Zoning Dept. Appleton WI 54911-5918
Contact Name:	Becky A. Meulemans
Contact Phone:	920-832-4921
Contact Email:	Becky.Meulemans@outagamie.org
PO Number:	202500044

Date:	02/19/2025
Order Number:	11055375
Prepayment Amount:	$ 0.00

Column Count:	1.0000
Line Count:	61.0000
Height in Inches:	0.0000

Print

Product	#Insertions	Start - End	Category
APC Appleton Post Crescent	2	02/25/2025 - 03/04/2025	Public Notices
APC postcrescent.com	2	02/25/2025 - 03/04/2025	Public Notices

As an incentive for customers, we provide a discount off the total order cost equal to the 3.99% service fee if you pay with Cash/Check/ACH. Pay by Cash/Check/ACH and save!

Total Cash Order Confirmation Amount Due	$102.26
Tax Amount	$0.00
Service Fee 3.99%	$4.08
Cash/Check/ACH Discount	-$4.08
Payment Amount by Cash/Check/ACH	$102.26
Payment Amount by Credit Card	$106.34

Order Confirmation Amount	**$102.26**

1/2

2/2

Ad Preview

NOTICE OF PUBLIC HEARING

TOWN OF VANDENBROEK
OUTAGAMIE COUNTY
TO WHOM IT MAY CONCERN

Notice is hereby given that the Outagamie County Zoning Committee will hold a public hearing on March 11, 2025 at the Outagamie County Government Center, County Board Room, 320 S. Walnut St., Appleton, WI 54911 at 09:00 AM to consider the petition of Chad Reader and Chad Calmes, applicants on behalf of Glen & Cheryl Sprangers, owners, for a Rezoning - County with the following associated details and scope of work:

Request for a rezone of parcels 200021800, 200021801, 200021802 and 200021803 in the Town of Vandenbroek, from the General Agriculture zoning district (AGD) to the Industrial zoning district (IND) to accommodate the development of rental self-storage units and an individually owned storage condominium facility.

The project site is located: Tax Parcel No.: 200021800, further described as, LOT 1 CSM 8363. Tax Parcel No.: 200021801, further described as, LOT 2 CSM 8363. Tax Parcel No.: 200021802, further described as, LOT 3 CSM 8363. Tax Parcel No.: 200021803, further described as, LOT 4 CSM 8363, TOWN OF VANDENBROEK, Outagamie County, Wisconsin.

For particulars, reference is made to documents located at https://cityview.outagamie.org/ by referencing the below File Number under Planning Application search.

Any interested person may address the Zoning Committee by mailing a letter to Outagamie County DLS, 320 S. Walnut Street, Appleton, WI 54911, emailing zoningemail@outagamie.org, or attending on the date and time listed above.

Dated this 18 day of February, 2025
OUTAGAMIE COUNTY ZONING COMMITTEE
DEBBIE VANDER HEIDEN, CHAIR
File No: PL20250044
Published: FEBRUARY 25 AND MARCH 4, 2025

Accommodation Notice:
Any person requiring special accommodation who wishes to attend this meeting should call (920) 832-5255 at least 48 hours in advance.
Run: Feb.25,March 4,2025 WNAXLP

Outagamie County Est. 1851

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

TOWN RECOMMENDATION FORM

This form must accompany any County petition requesting a rezone (map amendment), special exception permit, special exception airport permit, conditional use permit, variance, or appeal. Towns must provide a signed copy of this form to the applicant/petitioner and should retain a copy.

OVERVIEW OF REQUEST:

Town (or Applicable Village):	Vandenbroek
Request:	Rezoning ☑
Applicant or Petitioner Name:	Chad Reader for Glen & Cheryl Sprangers
Applicant Contact Information (Preferred):	
Site Parcel Number(s):	200021800, 200021801, 200021802, 200021803
Site Address (if applicable):	
Pre-Application Meeting Number (if applicable):	
Description of the Request: *(Please summarize the purpose of this request and/or attach a copy of the pre-application meeting summary, if applicable.)*	Rezone from Ag to Industrial

COMPLETED BY THE CLERK:

Certification:

I hereby certify that the Board of Vandenbroek ☑, at a legally convened meeting of the Board held on **01/08/2025**, voted to Approve ☑ the Rezoning ☑ request:

Clerk Signature — 01/08/2025 Date

Motion Outcome by a Vote of:	3	☑ For	0	☑ Against
General Comments/Reasons for the Decision: *(See next page for instructions. If needed, you may include additional pages.)*	The Town recommends approval of the rezone. The proposed storage units fall within the acceptable use of revised comp plan. This will also build tax base on a currently unused, unfarmed, 20 acres.			

Joseph F. Verkuilen
W2088 Evergreen Drive
Kaukauna, WI 54130
(920) 788-5850

March 5, 2025

Outagamie County
Department of Development and Land Services
320 S. Walnut Street
Appleton, WI 54911

RE: Application Number: PL202500044

Dear Sir or Madam,

I am writing in order to express my strong disagreement with the proposal to rezone the parcels outlined in Application Number: PL202500044 from General Agricultural zoning district (AGD) to the Industrial zoning district (IND) with the ultimate intent to facilitate the construction of a storage facility. This proposal directly affects my property at W2088 Evergreen Drive. My family has owned and occupied this property for more than 50 years and are extremely concerned about what affect this type of zoning change will have on our continued occupation of this property as well as the resale value of our holding in the future.

I am also quite concerned about the shifting of this parcel away from agricultural land since these parcels and the ones surrounding have been actively in agricultural use for decades. A rezoning like this will have an indelible impact on not only the houses directly affected, but also on the ecosystem of the area which has long been adapted to agricultural activity. Along this same line, the proposed construction of a storage facility will vastly increase the traffic on Evergreen Drive as well as significantly increase the light pollution around my property.

Finally, I am also very concerned about what effects this type of rezoning and property development will have on the maintenance of ground water as well as storm water on and around my property. Previous building projects have had significant impact on properties along Evergreen Drive both in terms of the physical management of water run off as well as the increase in tax assessments directly resulting from building and managing this type of facility.

In light of these potential issues, I am copying the Department of Natural Resources in order to better understand the ecological impact of this decision on and around my property

I hope that you will carefully consider all of the potential downsides of this application

Joseph F. Verkuilen

Resolution No. Z-16—2024-25 – Agriculture, Extension Education, Zoning and Land Conservation Committee. Approve the rezone request for Karen and Eugene Atkinson, for parcels 010042300 and 010042400, from the AED Exclusive Agriculture District to the AGD General Agriculture District, in the Town of Black Creek, as detailed on the attached review and map.

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

ROLL CALL: 29 yes, 7 absent. RESOLUTION NO. Z-16—2024-25 IS ADOPTED.

VOTE RESULTS	29 YES	0 NO	0 ABSTAIN	7 ABSENT

RESOLUTION NO. Z-16—2024-25

Agriculture, Extension Education, Zoning and Land Conservation Committee. Approve the rezone request for Karen and Eugene Atkinson, for parcels 010042300 and 010042400, from the AED Exclusive Agriculture District to the AGD General Agriculture District, in the Town of Black Creek, as detailed on the attached r...

Majority of Full Membership

Passed

1 THOMPSON	YES	13 WEGAND	YES	25 JANKE	YES
2 JOHNSON	ABSENT	14 HERMES	YES	26 WEINBERG	ABSENT
3 SMITH	YES	15 MacDONALD	YES	27 CULBERTSON	YES
4 PATIENCE	YES	16 SCHROEDER	YES	28 MONFILS	YES
5 GABRIELSON	YES	17 CROATT	YES	29 WINTERFELDT	YES
6 KOSTELNY	YES	18 SPEARS	YES	30 NEJEDLO	ABSENT
7 HAMMEN	YES	19 HEISER	YES	31 CLEGG	YES
8 LAWRENCE	YES	20 MITCHELL	YES	32 THYSSEN	ABSENT
9 KRUEGER	ABSENT	21 CUFF	YES	33 VANDERHEIDEN	YES
10 LAMERS	ABSENT	22 HAGEN	YES	34 RETTLER	YES
11 FERGUSON	ABSENT	23 KLEMP	YES	35 KOURY	YES
12 McCABE	YES	24 THIEDE	YES	36 LAUTENSCHLAGER	YES

Outagamie County

3-25-25 County Board Meeting
3-25-25 CB Meeting
Outagamie County Board of Supervisors

March 25 2025 08:23:01 PM

OpenMeeting

RESOLUTION NO.: Z-16—2024-25

TO THE HONORABLE, THE OUTAGAMIE COUNTY BOARD OF SUPERVISORS

LADIES AND GENTLEMEN: ***MAJORITY***

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

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

BE IT RESOLVED, that the Outagamie County Board of Supervisors does approve of the proposed rezoning request for Karen and Eugene Atkinson. The proposed rezoning is for parcels 010042300 and 010042400, from the AED Exclusive Agriculture District to the AGD General Agriculture District. The parcel is located on the corner of Blackfriar Road and State Road, in the Town of Black Creek, Outagamie County, WI, as depicted on the attached review and map, which by reference are made a part hereof, and

BE IT FINALLY RESOLVED, that the Outagamie County Clerk be directed to forward a certified copy of this resolution to the Outagamie County Zoning Administrator and the Clerk of the Town of Black Creek

Dated this 25th day of March, 2025

Respectfully Submitted,
AGRICULTURE, EXTENSION
EDUCATION, ZONING & LAND
CONSERVATION COMMITTEE

Debbie VanderHeiden

Mike Janke

Jayme Heiser

Daniel Rettler

Mark Mitchell

Duly and officially adopted by the County Board on: March 25, 2025

Signed: _____
Board Chairperson

~~County Clerk~~ Chief Deputy County Clerk

Approved: 3-27-25

Vetoed: _____

Signed: _____
~~County Executive~~

Outagamie County Est. 1851

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: February 24, 2025
RE: PL202500027 - Rezoning – Town, Review & Recommendation

Application Details:

Applicant:	Town of Black Creek, on behalf of Karen and Eugene Atkinson (Owners)
Request:	Rezoning - Town
Parcel(s):	010042300, 010042400
Location:	LOT 1 & 2 CSM 8750, on the corner of Blackfriar Rd and State Rd
Public Hearing:	August 24th, 2024, Held by Town of Black Creek

Background & Analysis:

Outagamie County received a Town Rezoning request from the Town of Black Creek, as depicted on the attached Rezoning Map. The proposal would rezone parcels 010042300 & 010042400 (8.27 acres) from the AED Exclusive Agriculture District to the AGD General Agriculture District.

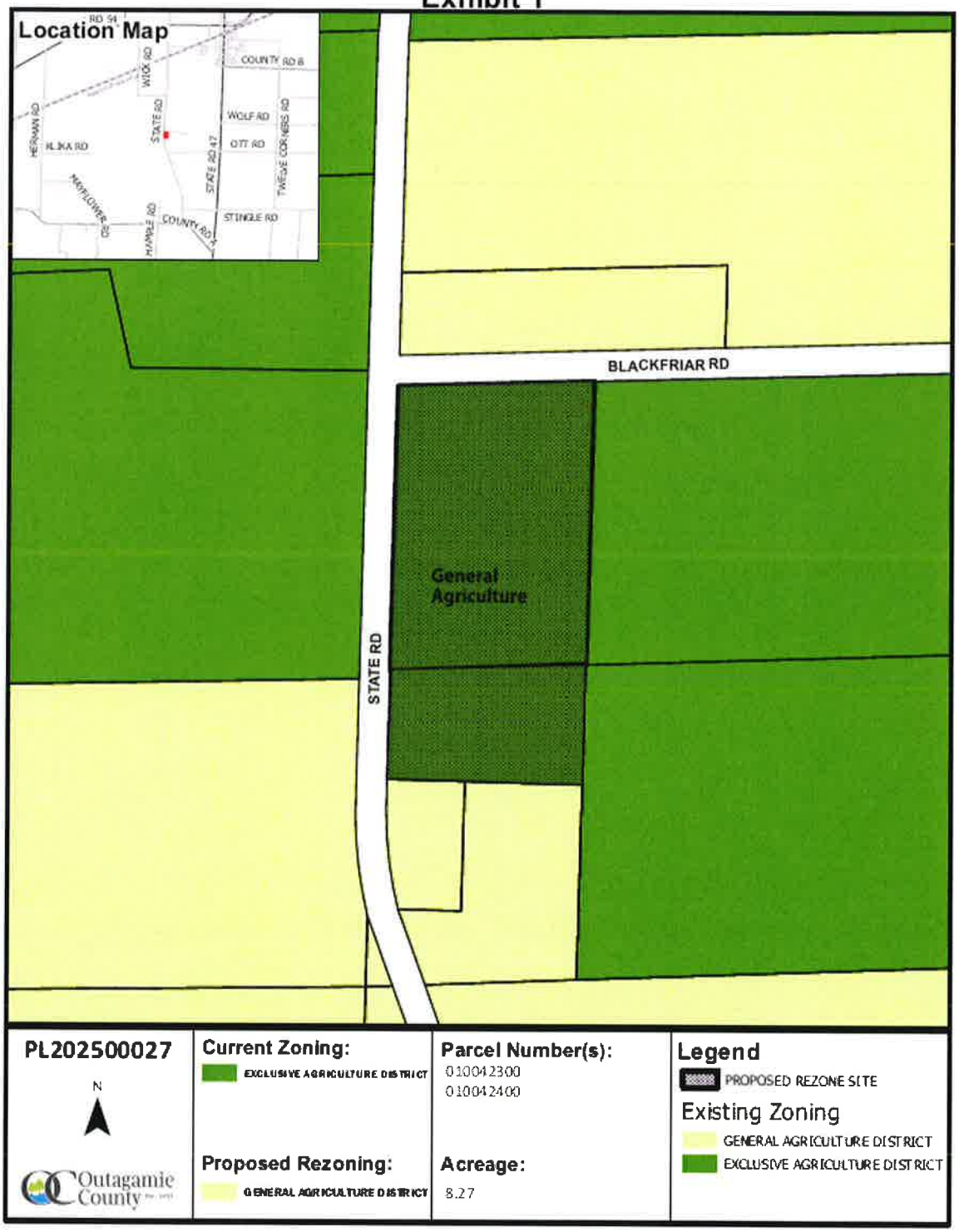
The Town of Black Creek has adopted General Town Zoning. The Town of Black Creek is required to find this rezoning consistent with its Comprehensive Plan. They identified the rezoning to be consistent with their Comprehensive Plan and recommended approval at their September 9th, 2024 Town Board Meeting.

Outagamie County typically finds rezones from AED to AGD to be consistent with its Comprehensive plan. Therefore, Outagamie County concurs that the rezone is consistent, as the County Comprehensive Plan Future Land Use Map identifies this area as Agriculture and Open Space.

Staff Recommendation:

Based on County staff's review of this proposed Town Rezoning, Staff recommends to **Approve the rezoning of parcels 010042300 and 010042400** from the AED Exclusive Agriculture District to the AGD General Agriculture District.

Exhibit 1


Location Map
RD 54
COUNTY RD B
WOLF RD
OTT RD
STINGLE RD
COUNTY RD A
HERMAN RD
ALMA RD
MAYFLOWER RD
STATE RD
STATE RD 47
TWELVE CORNERS RD
WOLF RD
BLACKFRIAR RD
STATE RD
General Agriculture
PL202500027
N
Outagamie County
Current Zoning:
EXCLUSIVE AGRICULTURE DISTRICT
Proposed Rezoning:
GENERAL AGRICULTURE DISTRICT
Parcel Number(s):
010042300
010042400
Acreage:
8.27
Legend
PROPOSED REZONE SITE
Existing Zoning
GENERAL AGRICULTURE DISTRICT
EXCLUSIVE AGRICULTURE DISTRICT

Outagamie County

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

TOWN RECOMMENDATION FORM

This form must accompany any County petition requesting a rezone (map amendment), special exception permit, special exception airport permit, conditional use permit, variance, or appeal. Towns must provide a signed copy of this form to the applicant/petitioner and should retain a copy.

OVERVIEW OF REQUEST:

Town (or Applicable Village):	Black Creek
Request:	Rezoning
Applicant or Petitioner Name:	Eugene & Karen Atkinson
Applicant Contact Information (Preferred):	N5810 State Road, Black Creek WI 54106
Site Parcel Number(s):	010042300 & 010042400
Site Address (if applicable):	
Pre-Application Meeting Number (if applicable):	
Description of the Request: *(Please summarize the purpose of this request and/or attach a copy of the pre-application meeting summary, if applicable.)*	Eugene & Karen Atkinson has requested that parcel numbers 010042300 & 010042400, being part of the NW ¼ and the SW ¼, of the SW ¼ Section 20, Township 23 N, Range 17 E, Town of Black Creek, Outagamie County, zoned exclusive agriculture be rezoned to general agriculture. 5.2 acres, with property being on State road

COMPLETED BY THE CLERK:

Certification:

I hereby certify that the Board of Black Creek, at a legally convened meeting of the Board held on 09/09/2024, voted to Approve the Rezoning request:

Clerk Signature _____ Date _____

Motion Outcome by a Vote of:	3 For	0 Against
General Comments/Reasons for the Decision: *(See next page for instructions. If needed, you may include additional pages.)*		

Resolution No. Z-17—2024-25 – Agriculture, Extension Education, Zoning and Land Conservation Committee. Approve the rezone request for the Town of Grand Chute, applicant on behalf of MCMI LLC, owner, for parcel 102530800 from the CR Regional Commercial District to the R-5 Multifamily Residence District, in the Town of Grand Chute, as detailed on the attached review and map.

Supervisor Mitchell moved, seconded by Supervisor Rettler, for adoption.

ROLL CALL: 29 yes, 7 absent. RESOLUTION NO. Z-17—2024-25 IS ADOPTED.

VOTE RESULTS	29 YES	0 NO	0 ABSTAIN	7 ABSENT

RESOLUTION NO. Z-17—2024-25

Agriculture, Extension Education, Zoning and Land Conservation Committee. Approve the rezone request for the Town of Grand Chute, applicant on behalf of MCMI LLC, owner, for parcel 102530800 from the CR Regional Commercial District to the R-5 Multifamily Residence District, in the Town of Grand Chute, as d...

Majority of Full Membership

Passed

1 THOMPSON	YES	13 WEGAND	YES	25 JANKE	YES
2 JOHNSON	ABSENT	14 HERMES	YES	26 WEINBERG	ABSENT
3 SMITH	YES	15 MacDONALD	YES	27 CULBERTSON	YES
4 PATIENCE	YES	16 SCHROEDER	YES	28 MONFILS	YES
5 GABRIELSON	YES	17 CROATT	YES	29 WINTERFELDT	YES
6 KOSTELNY	YES	18 SPEARS	YES	30 NEJEDLO	ABSENT
7 HAMMEN	YES	19 HEISER	YES	31 CLEGG	YES
8 LAWRENCE	YES	20 MITCHELL	YES	32 THYSSEN	ABSENT
9 KRUEGER	ABSENT	21 CUFF	YES	33 VANDERHEIDEN	YES
10 LAMERS	ABSENT	22 HAGEN	YES	34 RETTLER	YES
11 FERGUSON	ABSENT	23 KLEMP	YES	35 KOURY	YES
12 McCABE	YES	24 THIEDE	YES	36 LAUTENSCHLAGER	YES

Outagamie County

3-25-25 County Board Meeting
3-25-25 CB Meeting
Outagamie County Board of Supervisors

March 25 2025 08:23:52 PM

OpenMeeting

RESOLUTION NO.: Z-17—2024-25

TO THE HONORABLE, THE OUTAGAMIE COUNTY BOARD OF SUPERVISORS

LADIES AND GENTLEMEN: ***MAJORITY***

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

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

BE IT RESOLVED, that the Outagamie County Board of Supervisors does approve of the proposed rezoning request for Town of Grand Chute, applicant on behalf of MCMI LLC, owner. The proposed rezoning is for parcel 102530800 from the CR Regional Commercial District to the R-5 Multifamily Residence District. The parcel is located on the corner of McCarthy Road and Michaels Drive in the Town of Grand Chute, Outagamie County, WI, as depicted on the attached review and map, which by reference are made a part hereof, and

BE IT FINALLY RESOLVED, that the Outagamie County Clerk be directed to forward a certified copy of this resolution to the Outagamie County Zoning Administrator, the Town of Grand Chute Clerk, the Town of Grand Chute Community Development Director, and the Town of Grand Chute Community Development Administrative Assistant.

Dated this 25th day of March 2025

Respectfully Submitted,
AGRICULTURE, EXTENSION
EDUCATION, ZONING & LAND
CONSERVATION COMMITTEE

Debbie VanderHeiden

Mike Janke

Jayme Heiser

Daniel Rettler

Mark Mitchell

Duly and officially adopted by the County Board on: March 25.2025

Signed: _____
Board Chairperson

~~County Clerk~~ Chief Deputy County Clerk

Approved: 3.27.25

Vetoed: _____

Signed: _____
County Executive

Outagamie County Est. 1851

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: February 24, 2025
RE: PL202500050 - Rezoning – Town, Review & Recommendation

Application Details:

Applicant:	The Town of Grand Chute, Applicant on behalf of MCMI LLC (Owner)
Request:	Rezoning - Town
Parcel(s):	102530800
Location:	Corner of McCarthy Rd and Michaels Dr TOWN OF GRAND CHUTE
Public Hearing:	January 21st, 2025 – Held by Town of Grand Chute

Background & Analysis:

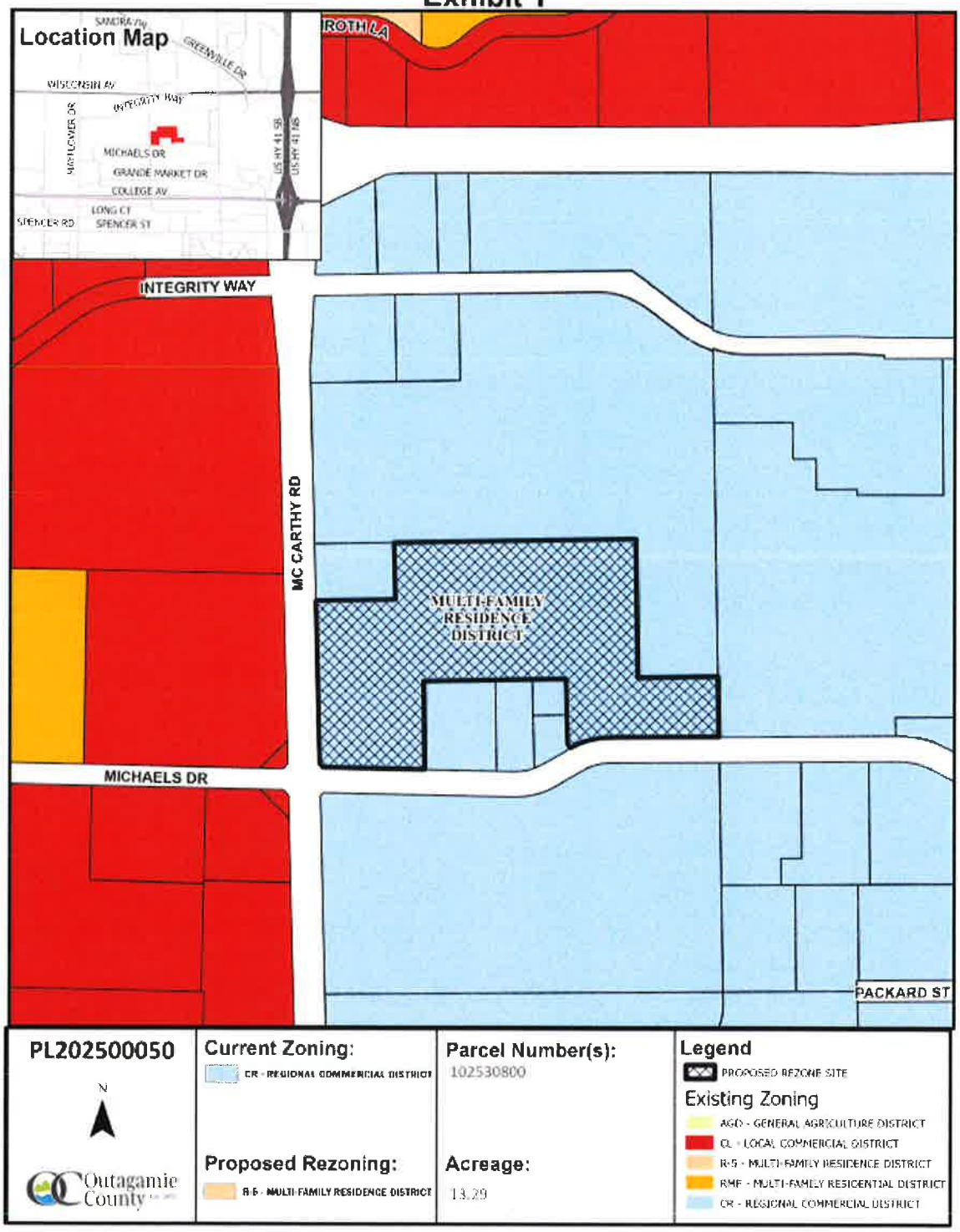
Outagamie County received a Town Rezoning request from the Town of Grand Chute, as depicted on the attached rezoning map (Exhibit A). The proposal would rezone the subject parcel (13.29 acres) from the CR Regional Commercial District to the R-5 Multifamily Residence District. The proposal is to accommodate a new multi-family housing development on the parcel.

The Town of Grand Chute exercises village powers and has adopted General Town Zoning. The Town of Grand Chute is required to find this rezoning consistent with its Comprehensive Plan. They have identified the rezoning to be consistent with its Comprehensive Plan and the Town Board voted to approve the rezoning request on February 4th 2024.

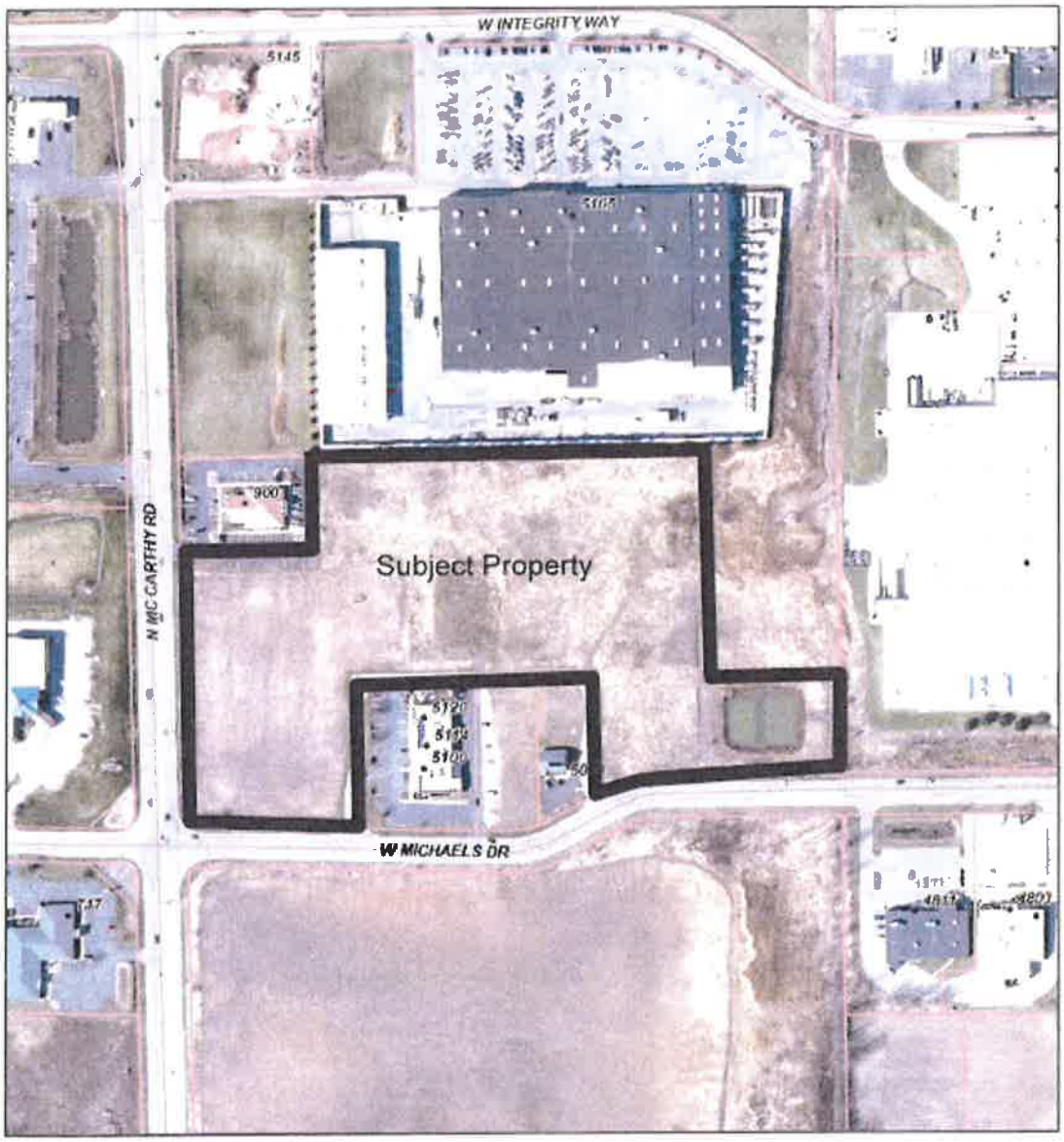
Staff Recommendation:

Based on County staff's review of this proposed Town Rezoning, Staff recommends to approve the rezoning of parcel 102530800 from the CR Regional Commercial District to the R-5 Multifamily Residence District

Exhibit 1


Location Map
SANDRA DR
GREENVILLE DR
WISCONSIN AV
INTEGRITY WAY
MAYFLOWER DR
MICHAELS DR
GRANDE MARKET DR
COLLEGE AV
LONG CT
SPENCER RD
SPENCER ST
US HY 41 SB
US HY 41 NB
ROTH LA
INTEGRITY WAY
MC CARTHY RD
MULTI-FAMILY RESIDENCE DISTRICT
MICHAELS DR
PACKARD ST
PL202500050
N
Outagamie County
Current Zoning:
CR - REGIONAL COMMERCIAL DISTRICT
Proposed Rezoning:
R-5 - MULTI-FAMILY RESIDENCE DISTRICT
Parcel Number(s):
102530800
Acreage:
13.29
Legend
PROPOSED REZONE SITE
Existing Zoning
AGO - GENERAL AGRICULTURE DISTRICT
CL - LOCAL COMMERCIAL DISTRICT
R-5 - MULTI-FAMILY RESIDENCE DISTRICT
RMF - MULTI-FAMILY RESIDENTIAL DISTRICT
CR - REGIONAL COMMERCIAL DISTRICT

Reference Map



TOWN OF GRAND CHUTE
OUTAGAMIE COUNTY

I hereby certify that the Town Board of Grand Chute, at a legally convened meeting of the Town Board held on the 4th day of February 2025, voted to:

APPROVE to the following:

(X) Rezoning Request

( ) Special Exception

( ) Conditional Use Permit

( ) Variance

( ) Appeal

() Other

FILE NO. Z-01-2025

Rezoning Z-01-2025 requested by MCMI, LLC, on behalf of Wangard Property Acquisitions, LLC, to rezone property on the northeast corner of W. Michaels Drive and N. McCarthy Road, from CR Regional Commercial District to R-5 Multifamily Residence District. (Tax Key Parcel Number 102-530800). *Ordinance O-01-2025.*

Town Clerk — Date 2/4/25

Retain a copy for Town's file.

Ordinance No. Z-12—2024-25 – Agriculture, Extension Education, Zoning, and Land Conservation Committee. Approve to adopt the petition of Carow Land Surveying, applicant on behalf of Paul and Marilyn Tank Rev Trust, owner, to rezone a portion of parcel 060052800 from the Two-Family Residential District to the General Agriculture District, in the Town of Dale, as detailed on the attached review and map.

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

ROLL CALL: 29 yes, 7 absent. ORDINANCE NO. Z-12—2024-25 IS ADOPTED.

VOTE RESULTS	29 YES	0 NO	0 ABSTAIN	7 ABSENT

ORDINANCE NO. Z-12—2024-25

Agriculture, Extension Education, Zoning, and Land Conservation Committee. Approve to adopt the petition of Carow Land Surveying, applicant on behalf of Paul and Marilyn Tank Rev Trust, owner, to rezone a portion of parcel 060052800 from the Two-Family Residential District to the General Agriculture District...

Majority of Full Membership

Passed

1 THOMPSON	YES	13 WEGAND	YES	25 JANKE	YES
2 JOHNSON	ABSENT	14 HERMES	YES	26 WEINBERG	ABSENT
3 SMITH	YES	15 MacDONALD	YES	27 CULBERTSON	YES
4 PATIENCE	YES	16 SCHROEDER	YES	28 MONFILS	YES
5 GABRIELSON	YES	17 CROATT	YES	29 WINTERFELDT	YES
6 KOSTELNY	YES	18 SPEARS	YES	30 NEJEDLO	ABSENT
7 HAMMEN	YES	19 HEISER	YES	31 CLEGG	YES
8 LAWRENCE	YES	20 MITCHELL	YES	32 THYSSEN	ABSENT
9 KRUEGER	ABSENT	21 CUFF	YES	33 VANDERHEIDEN	YES
10 LAMERS	ABSENT	22 HAGEN	YES	34 RETTLER	YES
11 FERGUSON	ABSENT	23 KLEMP	YES	35 KOURY	YES
12 McCABE	YES	24 THIEDE	YES	36 LAUTENSCHLAGER	YES

Outagamie County

3-25-25 County Board Meeting
3-25-25 CB Meeting
Outagamie County Board of Supervisors

March 25 2025 08:24:45 PM

OpenMeeting

ORDINANCE NO.: Z-12—2024-25

TO THE HONORABLE, THE OUTAGAMIE COUNTY BOARD OF SUPERVISORS

LADIES AND GENTLEMEN: ***MAJORITY***

An Ordinance to amend the Outagamie County Zoning Ordinance. The subject matter of the ordinance having been duly referred and considered by the Outagamie County Agriculture, Extension Education, Zoning and Land Conservation Committee and public hearing having been held after giving requisite notice of said hearing, and a recommendation as required by Section 59.69 of the Wisconsin State Statutes.

Outagamie County Planning Staff Rezoning Review recommends approval. Agriculture, Extension Education, Zoning and Land Conservation Committee recommends approval.

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

BE IT ORDAINED, that the Outagamie County Board of Supervisors does recommend adoption of the petition of Carow Land Surveying, applicant on behalf of Paul and Marilyn Tank Rev Trust, owner, to rezone a portion of tax parcel 060052800 from the Two Family Residential District to the General Agriculture District. The location of the site is south of STH 96 on CTH M, Town of Dale, Outagamie County, WI, as depicted on the attached review and map, which by reference are made a part hereof, and

BE IT FURTHER ORDAINED, that this ordinance shall be in full force and effect in the Town of Dale upon approval by the Outagamie County Board of Supervisors and publication per State Statute 59.14 and 66.0103, and

BE IT FINALLY ORDAINED, that the Outagamie County Clerk be directed to forward a certified copy of this ordinance to the Town of Dale Clerk, the Outagamie County Zoning Administrator and the Municipal Code Corporation for inclusion in the Outagamie County Code of Ordinances.

Dated this 25th day of March, 2025.

Respectfully Submitted,
AGRICULTURE, EXTENSION EDUCATION, ZONING & LAND CONSERVATION COMMITTEE

Debbie VanderHeiden

Mike Janke

Jayme Heiser

Daniel Rettler

Mark Mitchell

Duly and officially adopted by the County Board on: March 25, 2025

Signed: _____
Board Chairperson

~~County Clerk~~ Chief Deputy County Clerk

Approved: 3-27-25

Vetoed: _____

Signed: _____
County Executive

Outagamie County

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
DATE: February 27, 2025
RE: PL202500059 - Rezoning - County Review & Recommendation

Application Details:

Applicant:	Carow Land Surveying on behalf of Paul & Marilyn Tank Rev Trust
Request:	Rezoning - County
Parcel(s):	A portion of parcel 060052800 (~2.12 Acres)
Location:	South of STH 96, on CTH M TOWN OF DALE
Public Hearing:	March 11, 2025 - 09:00 AM

Background & Analysis:

The applicants are seeking a County rezone for a portion of parcel 060052800. The proposal is to rezone ~2.12 Acres from the Two Family Residential District to the General Agriculture District per the attached Rezone map. The subject property currently has two residences and several agricultural buildings. The parcel is currently split zoned. A Certified Survey Map that will split the property and place the existing residences on individual lots has been tentatively approved and is awaiting signatures.

Table 1 presents the existing land use and zoning district patterns surrounding the subject area. The proposed rezone is compatible with the surrounding uses of rural residential and agriculture.

Table 1. Surrounding Land Use and Zoning District Patterns, Relative to Subject Site

Area Adjacent to Subject Site	Existing Zoning District	Existing Land Use
North	General Agriculture	Agriculture
South	General Agriculture	Agriculture, Residential
East	General Agriculture	Agriculture
West	General Agriculture	Agriculture, Residential

The subject area does not contain any environmental hazards, and is not anticipated to be developed at this time.

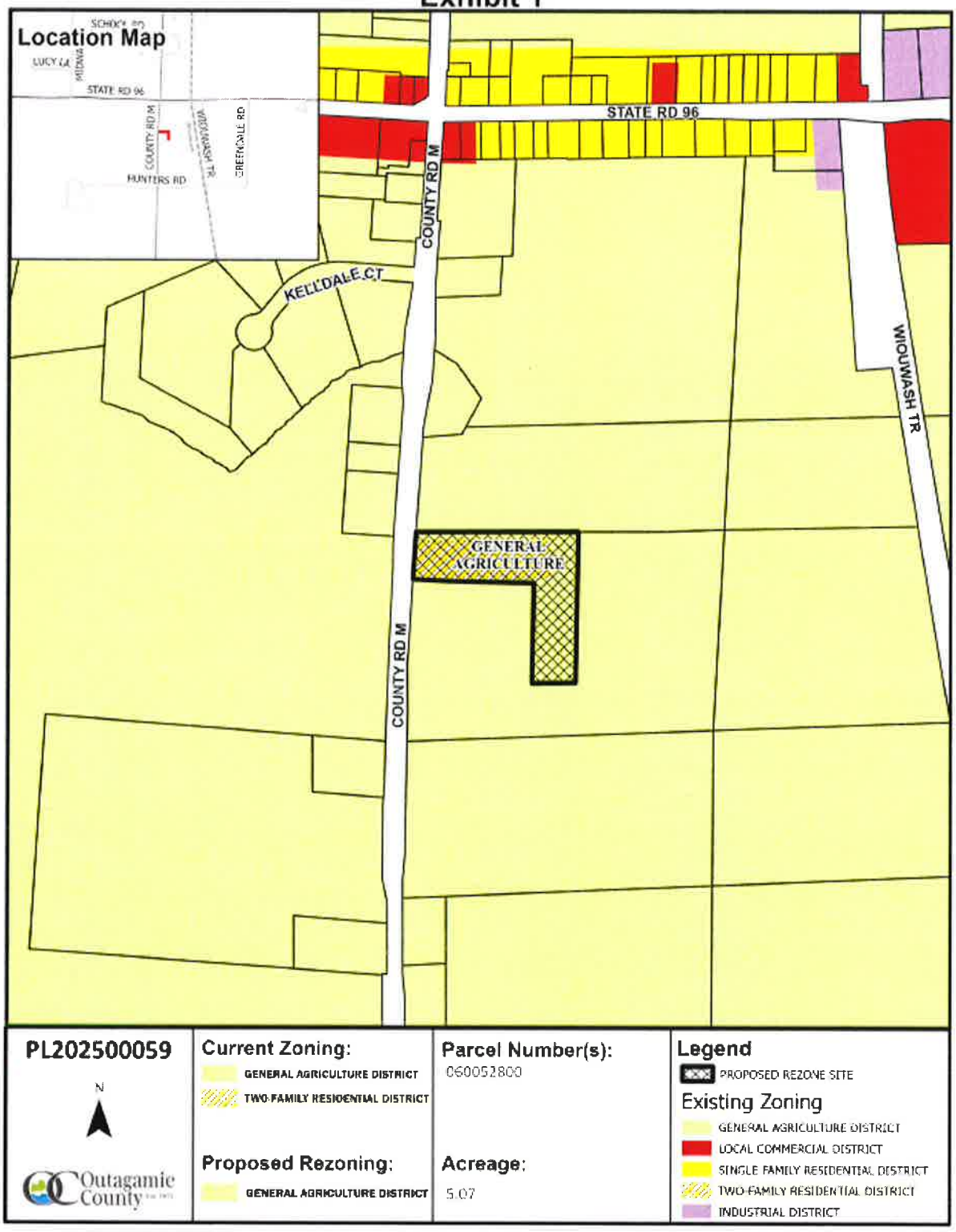
The Town of Dale reviewed this proposal at their February 3rd, 2025 Plan Commission Meeting, and the Town Board recommended approval for this request on March 3rd, 2025.

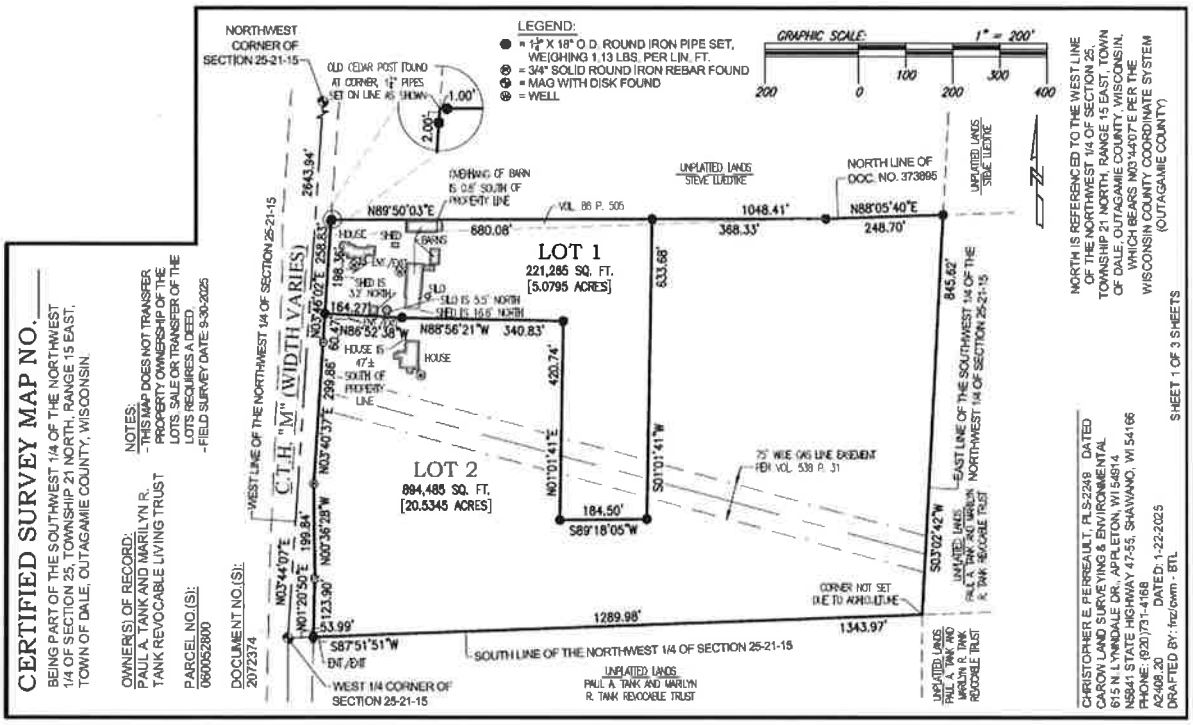
Outagamie County administers general zoning for the Town of Dale, and the County is statutorily obligated to document consistency with the County Comprehensive Plan, pursuant to Sec. 66.1001(3) Wis. Stats. County staff has identified the proposed rezone to be consistent with the County Comprehensive Plan as the Plan designates this subject area as "Rural Character." This designation allows a range of uses, including residential development and Agriculture.

Staff Recommendation:

Based on our review and the above analysis of this proposed Rezoning - County, Staff recommends: **Approval of the proposed rezoning of a portion of parcel 060052800** from the Two Family Residential District to the General Agriculture District

Exhibit 1


Location Map
STATE RD 96
COUNTY RD M
HUNTERS RD
WIOUWASH TR
GREENDALE RD
STATE RD 96
COUNTY RD M
KELLDALE CT
WIOUWASH TR
GENERAL AGRICULTURE
COUNTY RD M
PL202500059
N
Outagamie County
Current Zoning:
GENERAL AGRICULTURE DISTRICT
TWO-FAMILY RESIDENTIAL DISTRICT
Proposed Rezoning:
GENERAL AGRICULTURE DISTRICT
Parcel Number(s):
060052800
Acreage:
5.07
Legend
PROPOSED REZONE SITE
Existing Zoning
GENERAL AGRICULTURE DISTRICT
LOCAL COMMERCIAL DISTRICT
SINGLE FAMILY RESIDENTIAL DISTRICT
TWO-FAMILY RESIDENTIAL DISTRICT
INDUSTRIAL DISTRICT


CERTIFIED SURVEY MAP NO.
BEING PART OF THE SOUTHWEST 1/4 OF THE NORTHWEST 1/4 OF SECTION 25, TOWNSHIP 21 NORTH, RANGE 15 EAST, TOWN OF DALE, OUTAGAMIE COUNTY, WISCONSIN.
OWNER(S) OF RECORD:
PAUL A. TANK AND MARILYN R. TANK REVOCABLE LIVING TRUST
PARCEL NO.(S):
060052800
DOCUMENT NO.(S):
2072374
NOTES:
-THIS MAP DOES NOT TRANSFER PROPERTY OWNERSHIP OF THE LOTS SALE OR TRANSFER OF THE LOTS REQUIRES A DEED
-FIELD SURVEY DATE: 9-30-2025
NORTHWEST CORNER OF SECTION 25-21-15
OLD CEDAR POST FOUND AT CORNER, 1" PIPES SET ON LINE AS SHOWN
LEGEND:
= 1¼" X 18" O.D. ROUND IRON PIPE SET, WEIGHING 1.13 LBS. PER LIN. FT.
= 3/4" SOLID ROUND IRON REBAR FOUND
= MAG WITH DISK FOUND
= WELL
GRAPHIC SCALE: 1" = 200'
200 0 100 200 300 400
OVERHANG OF BARN IS 0.6' SOUTH OF PROPERTY LINE
UNPLATTED LANDS STEVE LOEDTKE
NORTH LINE OF DOC. NO. 373695
UNPLATTED LANDS STEVE LOEDTKE
N89°50'03"E
2643.94'
VOL. 86 P. 505
1048.41'
N88°05'40"E
880.08'
368.33'
248.70'
LOT 1
221,285 SQ. FT.
[5.0795 ACRES]
633.68'
845.62'
EAST LINE OF THE SOUTHWEST 1/4 OF THE NORTHWEST 1/4 OF SECTION 25-21-15
HOUSE
SHED
BARNS
SHED IS 3.2' NORTH
OLD IS 5.5' NORTH
SHED IS 16.6' NORTH
N86°52'38"W
164.27'
N85°56'21"W
340.83'
HOUSE IS 47'± SOUTH OF PROPERTY LINE
HOUSE
C.T.H. "M" (WIDTH VARIES)
WEST LINE OF THE NORTHWEST 1/4 OF SECTION 25-21-15
N03°40'37"E
299.88'
N03°44'07"E
199.84'
N00°36'28"W
123.90'
N01°20'50"E
53.99'
S87°51'51"W
ENT./EXIT
WEST 1/4 CORNER OF SECTION 25-21-15
LOT 2
884,485 SQ. FT.
[20.5345 ACRES]
420.74'
N01°01'41"E
S01°01'41"W
184.50'
S89°18'05"W
25' WIDE GAS LINE EXCEMENT PER VOL. 538 P. 31
S03°02'42"W
CORNER NOT SET DUE TO AGRICULTURE
1289.98'
1343.97'
SOUTH LINE OF THE NORTHWEST 1/4 OF SECTION 25-21-15
UNPLATTED LANDS PAUL A. TANK AND MARILYN R. TANK REVOCABLE TRUST
UNPLATTED LANDS PAUL A. TANK AND MARILYN R. TANK REVOCABLE TRUST
UNPLATTED LANDS PAUL A. TANK AND MARILYN R. TANK REVOCABLE TRUST
NORTH IS REFERENCED TO THE WEST LINE OF THE NORTHWEST 1/4 OF SECTION 25, TOWNSHIP 21 NORTH, RANGE 15 EAST, TOWN OF DALE, OUTAGAMIE COUNTY, WISCONSIN, WHICH BEARS N03°44'07"E PER THE WISCONSIN COUNTY COORDINATE SYSTEM (OUTAGAMIE COUNTY)
SHEET 1 OF 3 SHEETS
CHRISTOPHER E. PERREAULT, PLS-2249 DATED
CAROW LAND SURVEYING & ENVIRONMENTAL
615 N. LYNNDALE DR., APPLETON, WI 54914
N5841 STATE HIGHWAY 47-55, SHAWANO, WI 54166
PHONE: (920)731-4168
A2408.20 DATED: 1-22-2025
DRAFTED BY: frz/cwm - BTL

Outagamie County

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

TOWN RECOMMENDATION FORM

This form must accompany any County petition requesting a rezone (map amendment), special exception permit, special exception airport permit, conditional use permit, variance, or appeal. Towns must provide a signed copy of this form to the applicant/petitioner and should retain a copy.

OVERVIEW OF REQUEST:

Town:	**Dale**
Request:	**Rezoning**
Applicant or Petitioner Name:	**Paul & Marilyn Tank**
Site Parcel Number(s):	**060052800**
Site Address (if applicable):	
Pre-Application Meeting Number (if applicable):	
Description of the Request: *(Please summarize the purpose of this request and/or attach a copy of the pre-application meeting summary, if applicable.)*	*Rezoning to General Agriculture*

COMPLETED BY THE TOWN CLERK:

Certification:

I hereby certify that the Town Board of Dale , at a legally convened meeting of the Town Board held on 3/3/2025, voted to Approve request:

Jennifer Hunt 3/3/2025
Town Clerk Signature Date

Motion Outcome by a Vote of:	For 3	Against 0

Vote for lock in. ROLL CALL: 28 yes, 1 no (Thiede), 7 absent. ORDINANCE NO. Z-13—2024-25 IS ADOPTED & LOCKED IN.

VOTE RESULTS | 28 YES | 1 NO | 0 ABSTAIN | 7 ABSENT

ORDINANCE NO. Z-13—2024-25 - LOCK IN

Lock in of Ordinance No. Z-13—2024-25

Majority of Full Membership

Passed

1 THOMPSON	YES	13 WEGAND	YES	25 JANKE	YES
2 JOHNSON	ABSENT	14 HERMES	YES	26 WEINBERG	ABSENT
3 SMITH	YES	15 MacDONALD	YES	27 CULBERTSON	YES
4 PATIENCE	YES	16 SCHROEDER	YES	28 MONFILS	YES
5 GABRIELSON	YES	17 CROATT	YES	29 WINTERFELDT	YES
6 KOSTELNY	YES	18 SPEARS	YES	30 NEJEDLO	ABSENT
7 HAMMEN	YES	19 HEISER	YES	31 CLEGG	YES
8 LAWRENCE	YES	20 MITCHELL	YES	32 THYSSEN	ABSENT
9 KRUEGER	ABSENT	21 CUFF	YES	33 VANDERHEIDEN	YES
10 LAMERS	ABSENT	22 HAGEN	YES	34 RETTLER	YES
11 FERGUSON	ABSENT	23 KLEMP	YES	35 KOURY	YES
12 McCABE	YES	24 THIEDE	NO	36 LAUTENSCHLAGER	YES

Outagamie County

3-25-25 County Board Meeting

3-25-25 CB Meeting

Outagamie County Board of Supervisors

March 25 2025 08:29:26 PM

OpenMeeting

RECONSIDERATION OF ORDINANCE NO. Z-13—2024-25.

Supervisor Patience moved, seconded by Supervisor Wegand, to reconsider the above listed ordinance.

Vote for reconsideration. ROLL CALL: 26 yes, 3 no (Supervisor MacDonald, Supervisor Croatt, Supervisor Thiede), 7 absent. ORDINANCE NO. Z-13—2024-25 IS RECONSIDERED.

VOTE RESULTS	26 YES	3 NO	0 ABSTAIN	7 ABSENT

ORDINANCE NO. Z-13—2024-25 - RECONSIDERATION

Reconsideration of Ordinance No. Z-13—2024-25

Majority of Full Membership

Passed

1 THOMPSON	YES	13 WEGAND	YES	25 JANKE	YES
2 JOHNSON	ABSENT	14 HERMES	YES	26 WEINBERG	ABSENT
3 SMITH	YES	15 MacDONALD	NO	27 CULBERTSON	YES
4 PATIENCE	YES	16 SCHROEDER	YES	28 MONFILS	YES
5 GABRIELSON	YES	17 CROATT	NO	29 WINTERFELDT	YES
6 KOSTELNY	YES	18 SPEARS	YES	30 NEJEDLO	ABSENT
7 HAMMEN	YES	19 HEISER	YES	31 CLEGG	YES
8 LAWRENCE	YES	20 MITCHELL	YES	32 THYSSEN	ABSENT
9 KRUEGER	ABSENT	21 CUFF	YES	33 VANDERHEIDEN	YES
10 LAMERS	ABSENT	22 HAGEN	YES	34 RETTLER	YES
11 FERGUSON	ABSENT	23 KLEMP	YES	35 KOURY	YES
12 McCABE	YES	24 THIEDE	NO	36 LAUTENSCHLAGER	YES

Outagamie County

3-25-25 County Board Meeting

3-25-25 CB Meeting

Outagamie County Board of Supervisors

March 25 2025 08:29:03 PM

OpenMeeting

Ordinance No. Z-13—2024-25 – Agriculture, Extension Education, Zoning and Land Conservation Committee. Approve to adopt the petition of Mach IV Engineering & Surveying, LLC, applicant on behalf of Keller Structures, Inc., owner, to rezone parcel 030065901 from the SWD Shoreland-Wetland District to the GSD General Shoreland District, in the Town of Buchanan, as detailed on the attached review and map.

Supervisor Mitchell moved, seconded by Supervisor Lautenschlager, for adoption.

ROLL CALL: 28 yes, 1 no (Thiede), 7 absent. ORDINANCE NO. Z-13—2024-25 IS ADOPTED.

VOTE RESULTS	28 YES	1 NO	0 ABSTAIN	7 ABSENT

ORDINANCE NO. Z-13—2024-25

Agriculture, Extension Education, Zoning and Land Conservation Committee. Approve to adopt the petition of Mach IV Engineering & Surveying, LLC, applicant on behalf of Keller Structures, Inc., owner, to rezone parcel 030065901 from the SWD Shoreland-Wetland District to the GSD General Shoreland Distri...

Majority of Full Membership

Passed

1 THOMPSON	YES	13 WEGAND	YES	25 JANKE	YES
2 JOHNSON	ABSENT	14 HERMES	YES	26 WEINBERG	ABSENT
3 SMITH	YES	15 MacDONALD	YES	27 CULBERTSON	YES
4 PATIENCE	YES	16 SCHROEDER	YES	28 MONFILS	YES
5 GABRIELSON	YES	17 CROATT	YES	29 WINTERFELDT	YES
6 KOSTELNY	YES	18 SPEARS	YES	30 NEJEDLO	ABSENT
7 HAMMEN	YES	19 HEISER	YES	31 CLEGG	YES
8 LAWRENCE	YES	20 MITCHELL	YES	32 THYSSEN	ABSENT
9 KRUEGER	ABSENT	21 CUFF	YES	33 VANDERHEIDEN	YES
10 LAMERS	ABSENT	22 HAGEN	YES	34 RETTLER	YES
11 FERGUSON	ABSENT	23 KLEMP	YES	35 KOURY	YES
12 McCABE	YES	24 THIEDE	NO	36 LAUTENSCHLAGER	YES

3-25-25 County Board Meeting
3-25-25 CB Meeting
Outagamie County Board of Supervisors

March 25 2025 08:28:23 PM

OpenMeeting

ORDINANCE NO.: Z-13—2024-25

TO THE HONORABLE, THE OUTAGAMIE COUNTY BOARD OF SUPERVISORS

LADIES AND GENTLEMEN: ***MAJORITY***

An Ordinance to amend the Outagamie County Zoning Ordinance. The subject matter of the ordinance having been duly referred and considered by the Outagamie County Agriculture, Extension Education, Zoning and Land Conservation Committee and public hearing having been held after giving requisite notice of said hearing, and a recommendation as required by Section 59.69 of the Wisconsin State Statutes.

Outagamie County Planning Staff Rezoning Review recommends approval. Agriculture, Extension Education, Zoning and Land Conservation Committee recommends approval.

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

BE IT ORDAINED, that the Outagamie County Board of Supervisors does recommend adoption of the petition of Mach IV Engineering & Surveying, LLC, applicant on behalf of Keller Structures, Inc., owner, to rezone parcel 030065901 from the Shoreland-Wetland District (SWD) to the General Shoreland District (GSD). The location of the site is approximately 1,500 feet north of the intersection of State Highway 55 and County Highway KK, Town of Buchanan, Outagamie County, WI, as depicted on the attached review and map, which by reference are made a part hereof, and

BE IT FURTHER ORDAINED, that this ordinance shall be in full force and effect in the Town of Buchanan upon approval by the Outagamie County Board of Supervisors and publication per State Statute 59.14 and 66.0103, and

BE IT FINALLY ORDAINED, that the Outagamie County Clerk be directed to forward a certified copy of this ordinance to the Town of Buchanan Clerk, the Outagamie County Zoning Administrator and the Municipal Code Corporation for inclusion in the Outagamie County Code of Ordinances.

Dated this 25th day of March, 2025.

Respectfully Submitted,
AGRICULTURE, EXTENSION
EDUCATION, ZONING & LAND
CONSERVATION COMMITTEE

Debbie VanderHeiden

Mike Janke

Jayme Heiser

Daniel Rettler

Mark Mitchell

Duly and officially adopted by the County Board on: March 25, 2025

Signed: _____
Board Chairperson

~~County Clerk~~ Chief Deputy County Clerk

Approved: 3 27 25

Vetoed: _____

Signed: _____
County Executive

Outagamie County Est. 1851

Department of Development and Land Services
Planning & Zoning | GIS & Land Information
320 S. Walnut St | Appleton, WI 54911
Administration Building, 3rd Floor
Phone: 920-832-5256 | Fax: 920-920-832-4770
www.outagamie.org

MEMORANDUM

TO: Outagamie County Agriculture, Extension Education, Zoning & Land Conservation Committee
FROM: Isaac Ulitenbroek, Zoning Administrator
DATE: February 26, 2025
RE: **PL202500058; Shoreland Rezoning Request**

APPLICATION DETAILS:

Applicant(s):	*Mach IV Engineering & Surveying, LLC*
Owner(s):	*Keller Structures, Inc.*
Request:	*Shoreland Rezoning from Shoreland-Wetland District to General Shoreland District*
Location:	*Town of Buchanan; Tax Parcel(s): 030065901 (Subject Property)*
Previous Action:	*N/A*
Public Hearing:	*March 11, 2025 (Public Notice Per Post Crescent)*

STAFF NOTE:

County staff, following a recommendation from the Wisconsin Department of Natural Resources (WDNR), have recently implemented a shoreland rezoning application process. Each application will be reviewed by the Zoning Committee, which will then provide a recommendation to the County Board for final consideration.

Shoreland rezoning applications are typically required for projects that involve wetland impacts, such as wetland fill, within the Shoreland Zoning Overlay District. Wetlands within this overlay are regulated under the Shoreland-Wetland Zoning District (SWD), which establishes a defined list of allowable uses. Any use not explicitly listed is considered prohibited.

If a property owner proposes wetland impacts for a use not permitted within the SWD, they must first obtain all necessary approvals and permits from the Wisconsin Department of Natural Resources (WDNR) and the U.S. Army Corps of Engineers (USACE). These approvals ensure that the proposed impacts will comply with state and federal environmental regulations before any rezoning action is considered. Only after securing all required approvals can the property owner apply for a shoreland rezoning through the County.

If the shoreland rezoning application is approved, the impacted wetland areas will be rezoned from the SWD to the General Shoreland District (GSD). The GSD generally permits uses allowed under the property's underlying general zoning district. As a result, the previously prohibited use may become permissible, allowing the project to proceed as permitted.

BACKGROUND & ANALYSIS:

Mach IV Engineering & Surveying, LLC, is requesting approval of a shoreland rezoning application to rezone a portion of the Subject Property (9,932 sq.ft.) from the Shoreland-Wetland District (SWD) to the General Shoreland District (GSD), in accordance with Sections 44-54 and 44-55 of the Outagamie County Code of Ordinances (OCCO) and NR115.04(2) of the Wisconsin Statutes. If approved, this rezoning would allow for the expansion of an existing equipment yard, along with associated filling and grading activities, within the GSD (Exhibit A).

According to Section 44-54 of the OCCO, any use not explicitly permitted within the SWD under Section 44-53 is considered prohibited unless the wetland, or a portion thereof, is rezoned in compliance with Section 44-55. Since the proposed use is not listed as a permitted use within the SWD, rezoning from SWD to GSD is required for the project to proceed.

Section 44-55 of the OCCO provides the following requirements when considering an application for SWD rezonings. It specifically states:

> *A wetland, or a portion thereof, in the shoreland-wetland district shall not be rezoned if the proposed rezoning may result in a significant adverse impact upon any of the following:*
>
> *(1) Storm and floodwater storage capacity;*
> *(2) Maintenance of dry season stream flow, the discharge of groundwater to a wetland, the recharge of groundwater from a wetland to another area, or the flow of groundwater through a wetland;*
> *(3) Filtering or storage of sediments, nutrients, heavy metals or organic compounds that would otherwise drain into navigable waters;*
> *(4) Shoreline protection against soil erosion;*
> *(5) Fish spawning, breeding, nursery or feeding grounds;*
> *(6) Wildlife habitat; or*
> *(7) Wetlands both within the boundary of designated areas of special natural resource interest and those wetlands which are in proximity to or have a direct hydrologic connection to such designated areas as defined in NR 103.04, Wis. Adm. Code.*

When evaluating the above criteria, staff defer to the expertise of the WDNR and USACE. On January 11, 2025, the WDNR reviewed and approved a General Permit for wetland fill associated with the proposed project (EXHIBIT B). Within the permit, the WDNR determined the project will not adversely affect water quality, will not increase water pollution in surface waters, and will not cause environmental pollutions. Similarly, on January 30, 2025, the USACE approved and issued a Nationwide Permit (NWP) for the project (EXHIBIT C) which included general permit conditions prohibiting adverse impacts to the above items, among others. The issuance of these permits confirms that both environmental agencies have determined the project will not result in significant adverse environmental impacts.

Staff notes there is a wetland impact area discrepancy between the WDNR and USACE permit applications. Subsequent to submittal of the USACE permit application, which initially included a larger area of wetland impact (9,997 sq.ft.), revisions were made to the proposed pond design resulting in an overall reduction of 65 sq.ft. Total wetland impact and area of this rezoning request will include 9,932 sq.ft.

As shoreland zoning is administered by the County, the County is statutorily obligated to document consistency with the County Comprehensive Plan, pursuant to Sec. 66.1001(3) Wis. Stats. The County Comprehensive Plan designates shoreland-wetland areas as "Natural Areas" and restricts development unless approved and permitted by the WDNR, USACE and the County. As permits and approvals have been issued, staff finds this rezoning request to be consistent with the County Comprehensive Plan.

Based on this information, staff conclude that there are no significant adverse impacts related to the criteria outlined in items one through seven and therefore recommend approval of this rezoning from the Shoreland-Wetland District to the General Shoreland District as requested.

STAFF RECOMMENDATION:

Based on our review and the above analysis of this proposed rezoning, **COUNTY ZONING STAFF RECOMMENDS APPROVAL of the following:**

1. **Rezoning of lands described and depicted in Exhibit A from Shoreland-Wetland District (SWD) to General Shoreland District (GSD) as requested.**

****LOCK IN REQUEST** due to the time sensitive nature of the proposed development, we request that this rezoning be locked in at the first County Board meeting where it is considered (anticipated to be March 25, 2025).**

EXHIBIT A

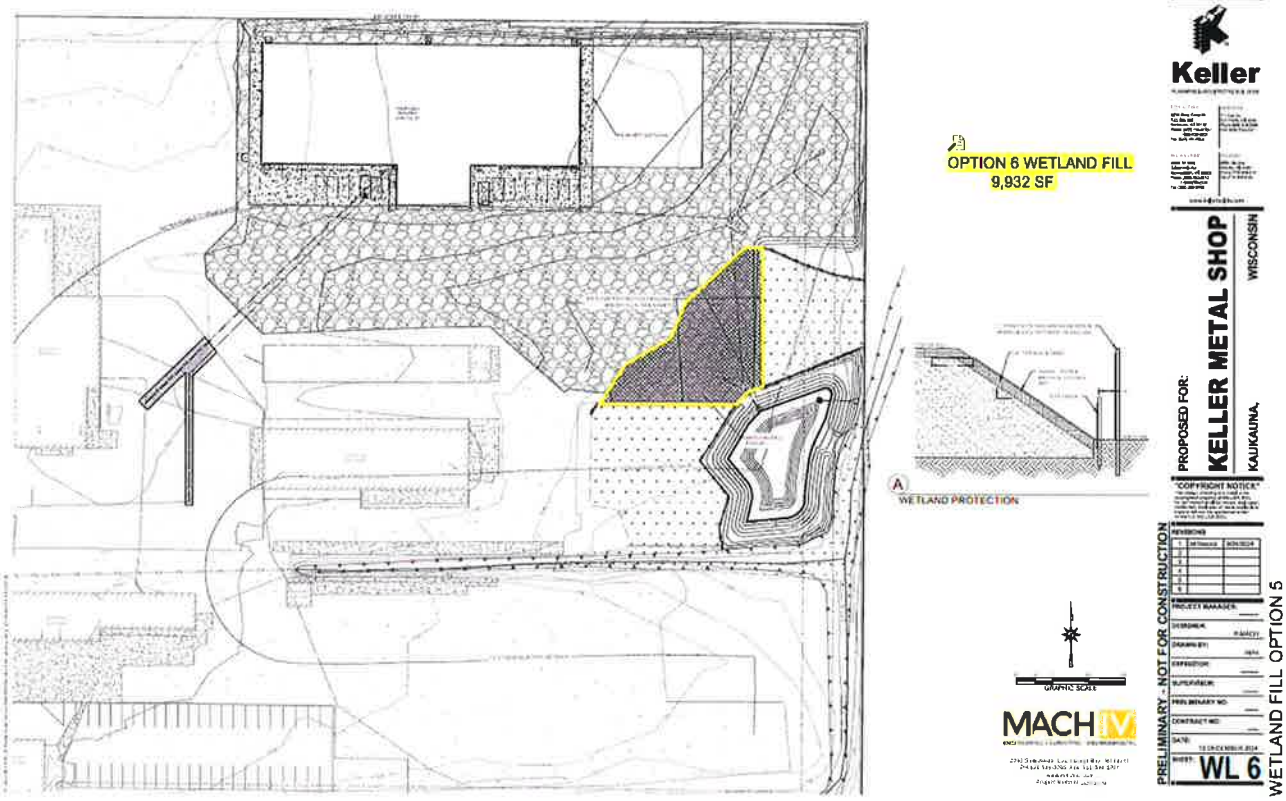

OPTION 6 WETLAND FILL
9,932 SF
A
WETLAND PROTECTION
GRAPHIC SCALE
MACH IV
Keller
PROPOSED FOR:
KELLER METAL SHOP
KAUKAUNA, WISCONSIN
"COPYRIGHT NOTICE"
PRELIMINARY - NOT FOR CONSTRUCTION
WL 6
WETLAND FILL OPTION 5

EXHIBIT B

State of Wisconsin
DEPARTMENT OF NATURAL RESOURCES
1155 Pilgrim Rd.
Plymouth, WI, 53073

Tony Evers, Governor
Telephone 608-266-2621
Toll Free 1-888-936-7463
TTY Access via relay - 711

01/11/2025 GP-NE-2024-45-04059

Charlie Grapatin
Keller Structures Inc
N216 State Highway 55
Kaukauna, WI 54130

RE: Coverage under the wetland statewide general permit (WDNR-GP1) for Wetland Disturbance - Residential/Commercial/Industrial, located in the Town of Buchanan, Outagamie County

Dear Charlie Grapatin:

Thank you for submitting an application for a General Permit for Wetland Disturbance - Residential/Commercial/Industrial located in the NW 1/4 of SW 1/4, Section 36, Township 21, Range 18E, Town of Buchanan, Outagamie County. Based on the application information submitted, your project meets the eligibility criteria for this activity, so you may proceed with your project. This project is to fill 9932 sq ft of wetland for outdoor storage to replace the outdoor storage where a new building is to be constructed as modified in the plan sent 1/2/25. This project will also likely require a shoreland-wetland rezone from Outagamie County.

FINDINGS OF FACT

1. The Department has completed an evaluation of the project site and plans and has determined that the project site and project plans as described in the submitted application meet the standards to qualify for this General Permit.
3. The proposed project, if constructed in accordance with this permit, will not adversely affect water quality, will not increase water pollution in surface waters, and will not cause environmental pollution as defined in s. 283.01(6m), Wis. Stats.
4. The wetland discharge resulting from the proposed activity will comply with water quality requirements as authorized by this document.
5. No practicable alternative exists which would avoid adverse impacts to wetlands, and the project will result in the least environmentally damaging practicable alternative taking into consideration practicable alternatives that avoid wetland impacts.
6. All practicable measures to minimize adverse impacts to the functional values of the wetland have been taken.

STANDARDS AND CONDITIONS

You are responsible for meeting all general permit eligibility standards and permit conditions. Please re-read the permit eligibility standards and conditions attached to this letter in the final statewide general permit document. This includes notifying the Department before starting the project and submitting photographs within one week of project completion. Please note your coverage is valid for 5 years from the date of the department's determination or until the activity is completed, whichever occurs first.

You are also responsible for obtaining any other local, state, tribal, or federal permits that are required before starting your project. Note that U.S. Army Corps of Engineers and local zoning authorization for work in floodplains or shorelands may also be required for your project.

EXPIRATION

This activity is authorized under WDNR-GP1-2023 for a period of 5 years from the date of this letter or until the activity is completed, whichever occurs first.

INSPECTIONS AND PROJECT MODIFICATIONS
The Department conducts routine and annual compliance monitoring inspections. Our staff may follow up and inspect your project to verify compliance with state statutes and codes and the requirements and conditions of this general permit.

NOTICE OF APPEAL RIGHTS
If you believe that you have a right to challenge this decision, you should know that the Wisconsin statutes and administrative rules establish time periods within which requests to review Department decisions shall be filed. To seek a contested case hearing under section 227.42, Wis. Stats., you have 30 days after the date of the decision to serve a petition for hearing on the Department. For judicial review of a decision pursuant to sections 227.52 and 227.53, Wis. Stats., you have 30 days after the decision is mailed, or otherwise served by the Department, to file your petition with the appropriate circuit court and serve the petition on the Department. Such a petition for judicial review shall name the Department of Natural Resources as the respondent.

If you have questions about this letter or need to modify your project, please contact me, your local Water Management Specialist, Kathi Kramasz, at (920) 449-8006 or at Kathleen.Kramasz@wisconsin.gov to discuss your proposed modifications and determine next steps.

Sincerely,

Kathi Kramasz
Water Management Specialist

Email CC: Ryan Huber, USACE Project Manager
Outagamie County Zoning Administrator
WDNR Conservation Warden Zach Seitz
Stacy Kaplan, Merjent

EXHIBIT C

DEPARTMENT OF THE ARMY
U.S. ARMY CORPS OF ENGINEERS, ST. PAUL DISTRICT
ST. PAUL DISTRICT OFFICE
332 MINNESOTA STREET SUITE E1500
ST. PAUL MINNESOTA 55101

January 30, 2025

Regulatory File No. 2024-01063-RJH

Charlie Grapatin
Keller, Inc.
N216 State Highway 55
Kaukauna, Wisconsin 54130
cgrapatin@kellerbuilds.com

Dear Charlie Grapatin,

We are responding to your request for authorization to discharge fill material into wetlands for the purpose of expanding an existing storage yard to provide safe truck maneuverability and to offset displaced storage area from the metal shop building. The proposed work is located in Section 36, Township 021N, Range 018E, Outagamie County, Wisconsin.

Project Authorization:
The regulated activities associated with this project are detailed on the attached drawings and include:

- Permanent discharge of fill material into 9,997 square feet of wetland for commercial expansion.

We have determined that these activities are authorized by a Nationwide Permit (NWP) or a Regional General Permit (RGP), specifically, NWP 39, Commercial and Institutional Developments. Your project requires verification prior to starting work. This work is shown on the enclosed figures, labeled 2024-01063-RJH.

Conditions of Your Permit:
You must ensure the authorized work is performed in accordance with the enclosed applicable terms and conditions.

You are also required to complete and return the enclosed Compliance Certification form within 30 days of completing your project. Please email the completed form to the contact identified in the last paragraph.

A change in location or project plans may require re-evaluation of your project. Proposed changes should be coordinated with this office prior to construction. Failure to comply with all terms and conditions of this permit invalidates this authorization and could result in a violation of Section 301 of the Clean Water Act or Section 10 of the Rivers and Harbors Act. You must also obtain all local, State, Tribal, and other Federal permits that apply to this project.

Water Quality Certification:
You must also comply with the enclosed Water Quality Certification conditions associated with this General Permit.

Permit Expiration:
The 2021 NWP is valid until March 14, 2026 unless modified, suspended, or revoked. If the work has not been completed by that time, you should contact this office to verify that the permit is still valid. Furthermore, if you commence or are under contract to commence this activity before the date of General Permit expiration, modification, or revocation, you have 12 months to complete the activity under the present terms and conditions of the General Permit.

Jurisdictional Determination:

An approved jurisdictional determination was previously prepared on September 26, 2024 and concluded that Wetland w02, as shown on the enclosed figures, are not waters of the U.S. Therefore, work in those aquatic resources does not require authorization.

Contact Information:
If you have any questions, please contact me of the Green Bay office at 651-290-5859 or by email at Ryan.J.Huber@usace.army.mil.

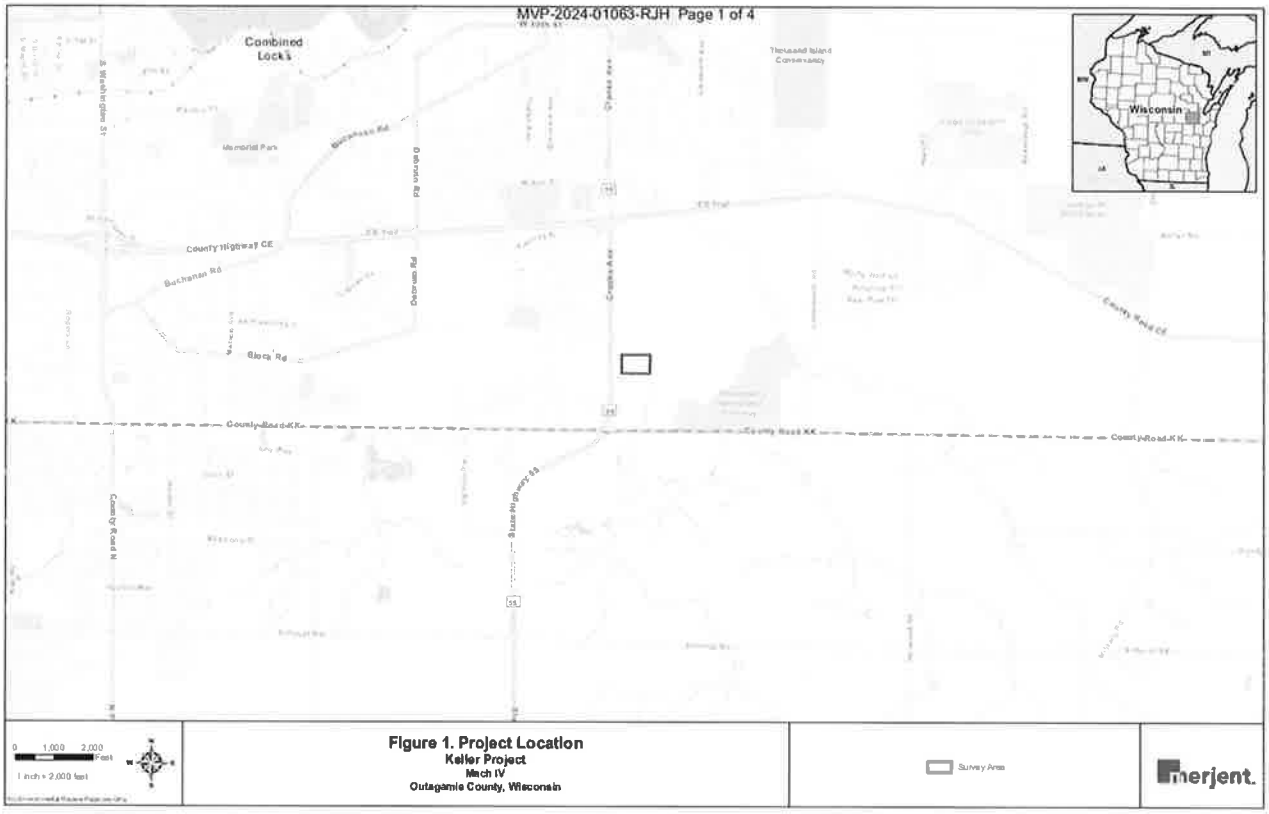
Sincerely,

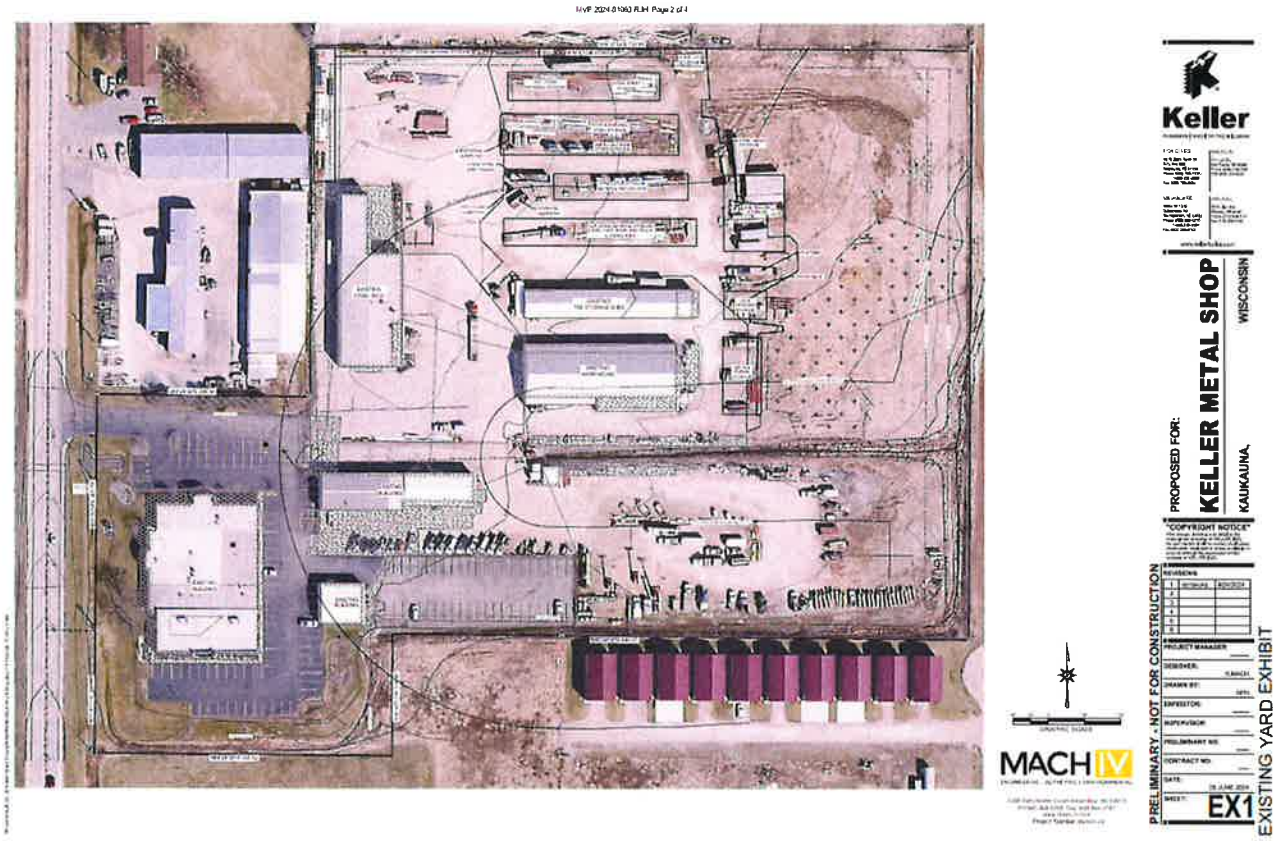
Ryan Huber
Project Manager

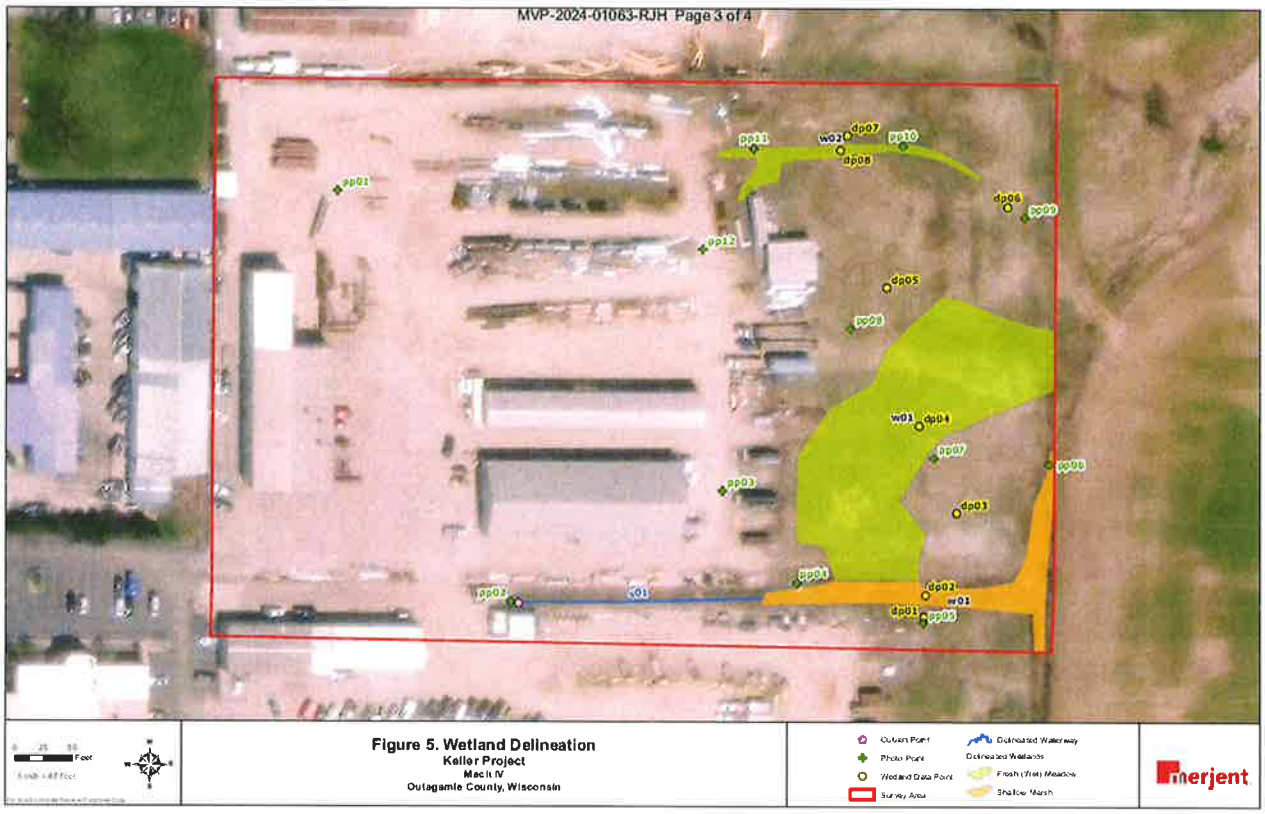
Enclosures
GP Conditions, Project Drawings, WQC, Compliance Certification Form

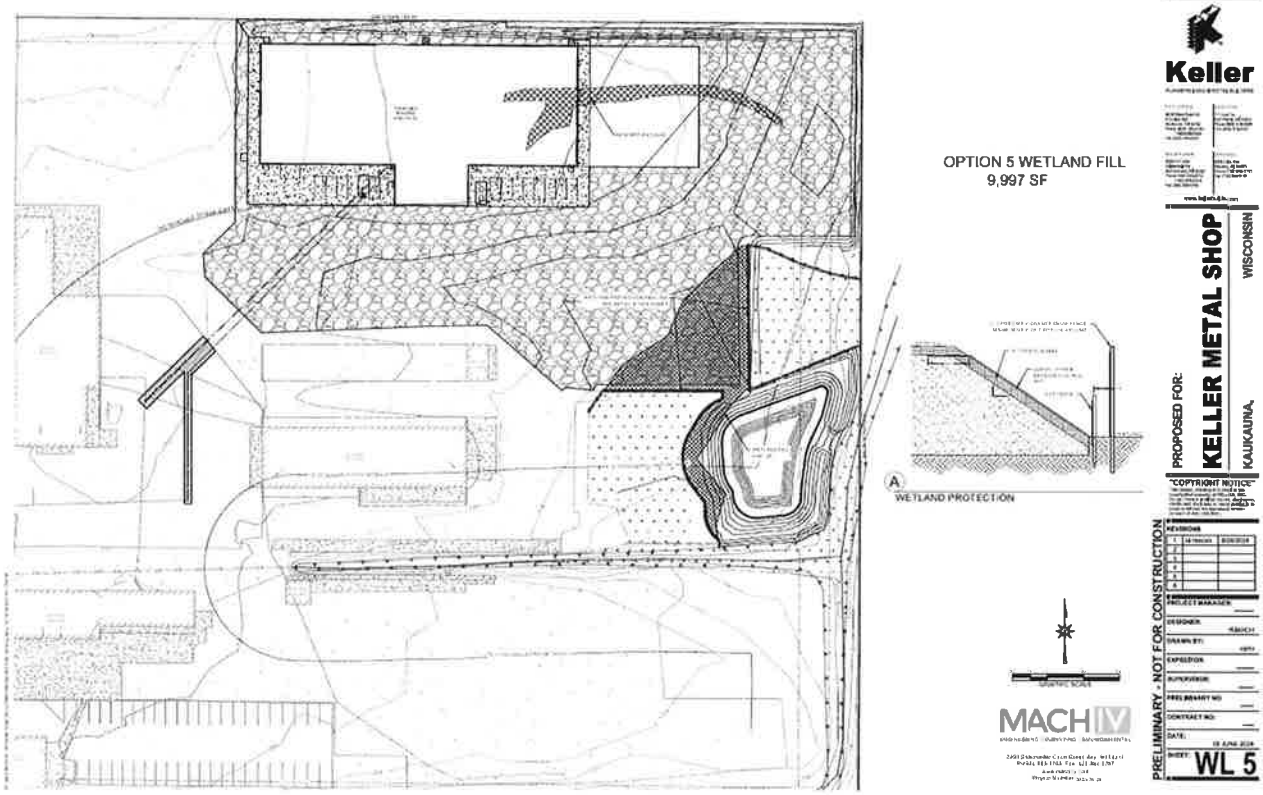
CC:
Stacey Caplan, Merjent
Stacey.caplan@merjent.com

Kathi Kramasz-WDNR


MVP-2024-01063-RJH Page 1 of 4
Combined Locks
Wisconsin
County Highway CE
Buchanan Rd
Black Rd
County Road KK
Figure 1. Project Location
Keller Project
Mach IV
Outagamie County, Wisconsin
Survey Area
merjent.


Keller
PROPOSED FOR:
KELLER METAL SHOP
KAUKAUNA,
WISCONSIN
"COPYRIGHT NOTICE"
REVISIONS
PROJECT MANAGER
DESIGNER
DRAWN BY
EXPEDITOR
SUPERVISOR
PRELIMINARY NO.
CONTRACT NO.
DATE
SHEET
EX1
PRELIMINARY - NOT FOR CONSTRUCTION
EXISTING YARD EXHIBIT
MACH IV


MVP-2024-01063-RJH Page 3 of 4
pp11
wo2
dp07
pp10
dp08
pp01
dp06
pp09
pp12
dp05
pp08
w01
dp04
pp07
pp06
pp03
dp03
pp04
dp02
w01
dp01
pp05
pp02
01
Figure 5. Wetland Delineation
Keller Project
Mack IV
Outagamie County, Wisconsin
Outfall Point
Photo Point
Wetland Data Point
Survey Area
Delineated Waterway
Delineated Wetlands
Fresh (Wet) Meadow
Shallow Marsh
Feet
merjent


OPTION 5 WETLAND FILL
9,997 SF
A
WETLAND PROTECTION
Keller
PROPOSED FOR:
KELLER METAL SHOP
KAUKAUNA, WISCONSIN
"COPYRIGHT NOTICE"
REVISIONS
PRELIMINARY - NOT FOR CONSTRUCTION
MACH IV
WL 5
WETLAND FILL OPTION 5

DEPARTMENT OF THE ARMY
U.S. ARMY CORPS OF ENGINEERS, ST. PAUL DISTRICT
ST. PAUL DISTRICT OFFICE
332 MINNESOTA STREET SUITE E1500
ST. PAUL MINNESOTA 55101

January 2, 2025

US Army Corps of Engineers ®
St. Paul District

COMPLIANCE CERTIFICATION

Regulatory File Number:	2024-01063-RJH
Name of Permittee:	Charlie Grapatin
County/State:	Outagamie, Wisconsin
Date of Issuance:	1/2/2025

Upon completion of the activity authorized by this permit and any mitigation required by the permit, sign this certification and return it to the Corps contact identified in your verification letter within 30 days.

Please note that your permitted activity is subject to a compliance inspection by a U.S. Army Corps of Engineers representative. If you fail to comply with this permit, you are subject to permit suspension, modification, or revocation.

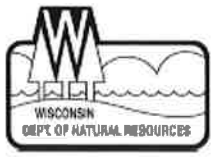
By signing below, the permittee is certifying that the work authorized by the above referenced permit has been completed in accordance with the terms and conditions of the permit, and any required mitigation was completed in accordance with the permit conditions.

_____ _____

Signature of Permittee **Date**

State of Wisconsin
DEPARTMENT OF NATURAL RESOURCES
1155 Pilgrim Rd.
Plymouth, WI, 53073

Tony Evers, Governor
Telephone 608-266-2621
Toll Free 1-888-936-7463
TTY Access via relay - 711



01/11/25

GP-NE-2024-45-04059

Charlie Grapatin
Keller Structures Inc
N216 State Highway 55
Kaukauna, WI 54130
[sent electronically]

Dear Mr. Grapatin,

The Wisconsin Department of Natural Resources received a water quality certification request pursuant to 40 CFR Part 121, requested by Charlie Grapatin for a project located in the Town of Buchanan, Outagamie County, WI.

The Wisconsin Department of Natural Resources (DNR) has examined this certification request as it relates to Clean Water Act Section 401, Wis. Stat. Chs. 30, 281, and 283, and Wis. Adm. Code Ch. NR 299. The DNR has determined the certification request satisfies the requirements under 40 CFR § 121.5. The DNR has also determined that the discharge from the proposed project will comply with water quality requirements. Therefore, DNR will grant water quality certification **without the need for special conditions**.

Please be aware that 401 Water Quality Certification does not release the permittee from obtaining all other necessary federal, state, and local permits, licenses, certificates, approvals, registrations, charters, or similar forms of permission required by law. Specifically, if the DNR has issued coverage under a state general permit for the project, the permittee is required to follow all eligibility requirements and permit conditions. In addition, this 401 Water Quality Certification does not limit any other state permit, license, certificate, approval, registration, charter, or similar form of permission required by law that imposes more restrictive requirements.

Please reach out to me at Kathleen.Kramasz@wisconsin.gov or at (920) 449-8006 if you have any questions or concerns about this certification.

Sincerely,

Kathi Kramasz
Water Management Specialist

E-copy: Ryan Huber, USACE Project Manager

DEPARTMENT OF THE ARMY
U.S. ARMY CORPS OF ENGINEERS, ST. PAUL DISTRICT
ST. PAUL DISTRICT OFFICE
332 MINNESOTA STREET SUITE E1500
ST. PAUL MINNESOTA 55101

MVP September 26, 2024

MEMORANDUM FOR RECORD

SUBJECT: US Army Corps of Engineers (Corps) Approved Jurisdictional Determination in accordance with the "Revised Definition of 'Waters of the United States'"; (88 FR 3004 (January 18, 2023) as amended by the "Revised Definition of 'Waters of the United States'; Conforming" (8 September 2023).[1] MVP-2024-01063-ALH [MFR 1 of 1][2]

BACKGROUND. An Approved Jurisdictional Determination (AJD) is a Corps document stating the presence or absence of waters of the United States on a parcel or a written statement and map identifying the limits of waters of the United States on a parcel. AJDs are clearly designated appealable actions and will include a basis of JD with the document.[3] AJDs are case-specific and are typically made in response to a request. AJDs are valid for a period of five years unless new information warrants revision of the determination before the expiration date or a District Engineer has identified, after public notice and comment, that specific geographic areas with rapidly changing environmental conditions merit re-verification on a more frequent basis.[4]

On January 18, 2023, the Environmental Protection Agency (EPA) and the Department of the Army ("the agencies") published the "Revised Definition of 'Waters of the United States,'" 88 FR 3004 (January 18, 2023) ("2023 Rule"). On September 8, 2023, the agencies published the "Revised Definition of 'Waters of the United States'; Conforming", which amended the 2023 Rule to conform to the 2023 Supreme Court decision in *Sackett v. EPA*, 598 U.S., 143 S. Ct. 1322 (2023) ("*Sackett*").

This Memorandum for Record (MFR) constitutes the basis of jurisdiction for a Corps AJD as defined in 33 CFR §331.2. For the purposes of this AJD, we have relied on Section 10 of the Rivers and Harbors Act of 1899 (RHA),[5] the 2023 Rule as amended,

---

[1] While the Revised Definition of "Waters of the United States"; Conforming had no effect on some categories of waters covered under the CWA, and no effect on any waters covered under RHA, all categories are included in this Memorandum for Record for efficiency.
[2] When documenting aquatic resources within the review area that are jurisdictional under the Clean Water Act (CWA), use an additional MFR and group the aquatic resources on each MFR based on the TNW, the territorial seas, or interstate water that they are connected to. Be sure to provide an identifier to indicate when there are multiple MFRs associated with a single AJD request (i.e., number them 1, 2, 3, etc.).
[3] 33 CFR 331.2.
[4] Regulatory Guidance Letter 05-02.
[5] USACE has authority under both Section 9 and Section 10 of the Rivers and Harbors Act of 1899 but for convenience, in this MFR, jurisdiction under RHA will be referred to as Section 10.

MVP
SUBJECT: 2023 Rule, as amended, Approved Jurisdictional Determination in Light of *Sackett v. EPA*, 143 S. Ct. 1322 (2023), MVP-2024-01063-ALH

as well as other applicable guidance, relevant case law, and longstanding practice in evaluating jurisdiction.

1. SUMMARY OF CONCLUSIONS.

   a. Provide a list of each individual feature within the review area and the jurisdictional status of each one (i.e., identify whether each feature is/is not a water of the United States and/or a navigable water of the United States).

Name of Aquatic Resource	JD or Non-JD	Section 404/Section 10
Wetland w02	Non-Jurisdictional	404

2. REFERENCES.

   a. "Revised Definition of 'Waters of the United States,'" 88 FR 3004 (January 18, 2023) ("2023 Rule")

   b. "Revised Definition of 'Waters of the United States'; Conforming" 88 FR 61964 (September 8, 2023))

   c. *Sackett v. EPA*, 598 U.S. _, 143 S. Ct. 1322 (2023)

3. REVIEW AREA. [The review area is approximately 0.15-acres in size and is identified by the blue polygon on the attached Figure 2. The review area is located at 44.2483 N, -88.2704 W in the Town of Buchanan, Outagamie County, Wisconsin. There are no other JDs associated with the review area.

4. NEAREST TRADITIONAL NAVIGABLE WATER (TNW), THE TERRITORIAL SEAS, OR INTERSTATE WATER TO WHICH THE AQUATIC RESOURCE IS CONNECTED. [N/A][6]

5. FLOWPATH FROM THE SUBJECT AQUATIC RESOURCES TO A TNW, THE TERRITORIAL SEAS, OR INTERSTATE WATER. [N/A]

[6] This MFR should not be used to complete a new stand-alone TNW determination. A stand-alone TNW determination for a water that is not subject to Section 9 or 10 of the Rivers and Harbors Act of 1899 (RHA) is completed independently of a request for an AJD. A stand-alone TNW determination is conducted for a specific segment of river or stream or other type of waterbody, such as a lake, where upstream or downstream limits or lake borders are established.

MVP
SUBJECT: 2023 Rule, as amended, Approved Jurisdictional Determination in Light of *Sackett v. EPA*, 143 S. Ct. 1322 (2023), MVP-2024-01063-ALH

6. SECTION 10 JURISDICTIONAL WATERS[7]: Describe aquatic resources or other features within the review area determined to be jurisdictional in accordance with Section 10 of the Rivers and Harbors Act of 1899. Include the size of each aquatic resource or other feature within the review area and how it was determined to be jurisdictional in accordance with Section 10.[8] [N/A]

7. SECTION 404 JURISDICTIONAL WATERS: Describe the aquatic resources within the review area that were found to meet the definition of waters of the United States in accordance with the 2023 Rule as amended, consistent with the Supreme Court's decision in *Sackett*. List each aquatic resource separately, by name, consistent with the naming convention used in section 1, above. Include a rationale for each aquatic resource, supporting that the aquatic resource meets the relevant category of "waters of the United States" in the 2023 Rule as amended. The rationale should also include a written description of, or reference to a map in the administrative record that shows, the lateral limits of jurisdiction for each aquatic resource, including how that limit was determined, and incorporate relevant references used. Include the size of each aquatic resource in acres or linear feet and attach and reference related figures as needed.

   a. Traditional Navigable Waters (TNWs) (a)(1)(i): [N/A]

   b. The Territorial Seas (a)(1)(ii): [N/A]

   c. Interstate Waters (a)(1)(iii): [N/A]

   d. Impoundments (a)(2): [N/A]

   e. Tributaries (a)(3): [N/A]

   f. Adjacent Wetlands (a)(4): [N/A]

   g. Additional Waters (a)(5): [N/A]

---

[7] 33 CFR 329.9(a) A waterbody which was navigable in its natural or improved state, or which was susceptible of reasonable improvement (as discussed in § 329.8(b) of this part) retains its character as "navigable in law" even though it is not presently used for commerce, or is presently incapable of such use because of changed conditions or the presence of obstructions.
[8] This MFR is not to be used to make a report of findings to support a determination that the water is a navigable water of the United States. The district must follow the procedures outlined in 33 CFR part 329.14 to make a determination that water is a navigable water of the United States subject to Section 10 of the RHA.

MVP
SUBJECT: 2023 Rule, as amended, Approved Jurisdictional Determination in Light of *Sackett v. EPA*, 143 S. Ct. 1322 (2023), MVP-2024-01063-ALH

8. NON-JURISDICTIONAL AQUATIC RESOURCES AND FEATURES

a. Describe aquatic resources and other features within the review area identified in the 2023 Rule as amended as not "waters of the United States" even where they otherwise meet the terms of paragraphs (a)(2) through (5). Include the type of excluded aquatic resource or feature, the size of the aquatic resource or feature within the review area and describe how it was determined to meet one of the exclusions listed in 33 CFR 328.3(b).[9] [Wetland w02 (0.07 acre) is a constructed drainage ditch that developed wet meadow characteristics and is located in the northeast portion of the survey area. The full extent of the feature is within the survey area. The hydrology of the feature is fed by surface runoff from the gravel storage yard to the west and the surrounding uplands. The Digital Elevation Model layer of the National Regulatory Viewer shows the slope continuing to the east, but it does not have any discrete or confined conveyance features. The National Wetland Inventory layer of the National Regulatory Viewer show no wetlands in the area of the feature. The Soil Class layer of the National Regulatory Viewer shows the soils to be partially hydric (2%). No other wetlands were delineated near or immediately adjacent to it. The feature is approximately 2000 linear feet to the northwest of Kankapot Creek. However, there are no diches, swales, pipes, or culverts that connect the feature to downstream jurisdictional waters. The feature is not a relocated tributary. It does not have a regular flow pattern, and it does not exhibit a bed or bank features. Based on a review of historic aerial imagery from Google Earth, the feature is an upland constructed ditch which was beginning to be created sometime between 2015 and 2017 within an upland undeveloped field. Multiple years of aerial imagery indicate there were no wetland signatures present within or immediately adjacent to the feature, further suggesting that it is an upland constructed linear ditch feature. Based on the above factors, wetland w02 is a (b)(3) excluded water which is not subject to Corps Jurisdiction.]

b. Describe aquatic resources and features within the review area that were determined to be non-jurisdictional because they do not meet one or more categories of waters of the United States under the 2023 Rule as amended (e.g., tributaries that are non-relatively permanent waters; non-tidal wetlands that do not have a continuous surface connection to a jurisdictional water).
N/A

[9] 88 FR 3004 (January 18, 2023)

MVP
SUBJECT: 2023 Rule, as amended, Approved Jurisdictional Determination in Light of *Sackett v. EPA*, 143 S. Ct. 1322 (2023), MVP-2024-01063-ALH

9. DATA SOURCES. List sources of data/information used in making determination. Include titles and dates of sources used and ensure that information referenced is available in the administrative record.

   a. [Office evaluation conducted 26 September 2024]

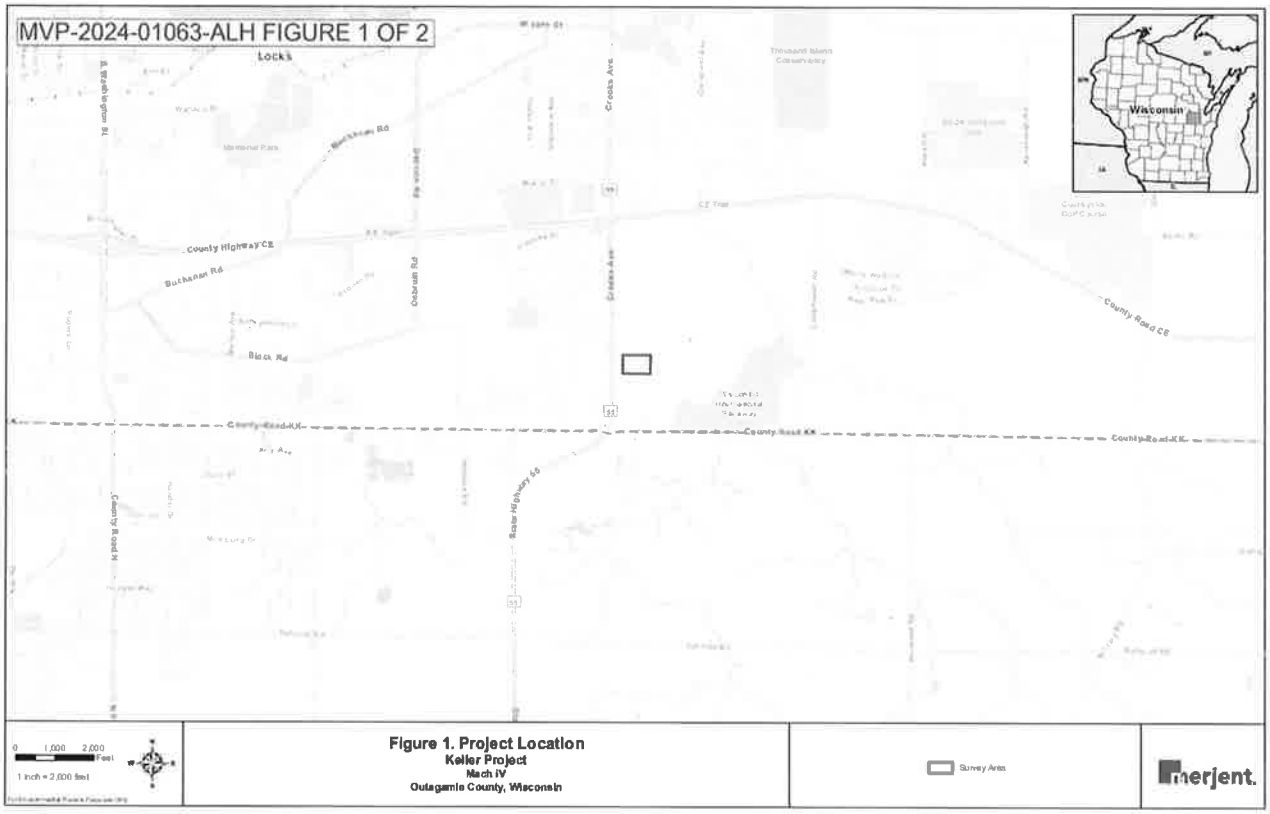
   b. [Keller Project Outagamie County Mach IV Engineering and Surveying Wetland Delineation Report by Merjent. Dated May 2024.]

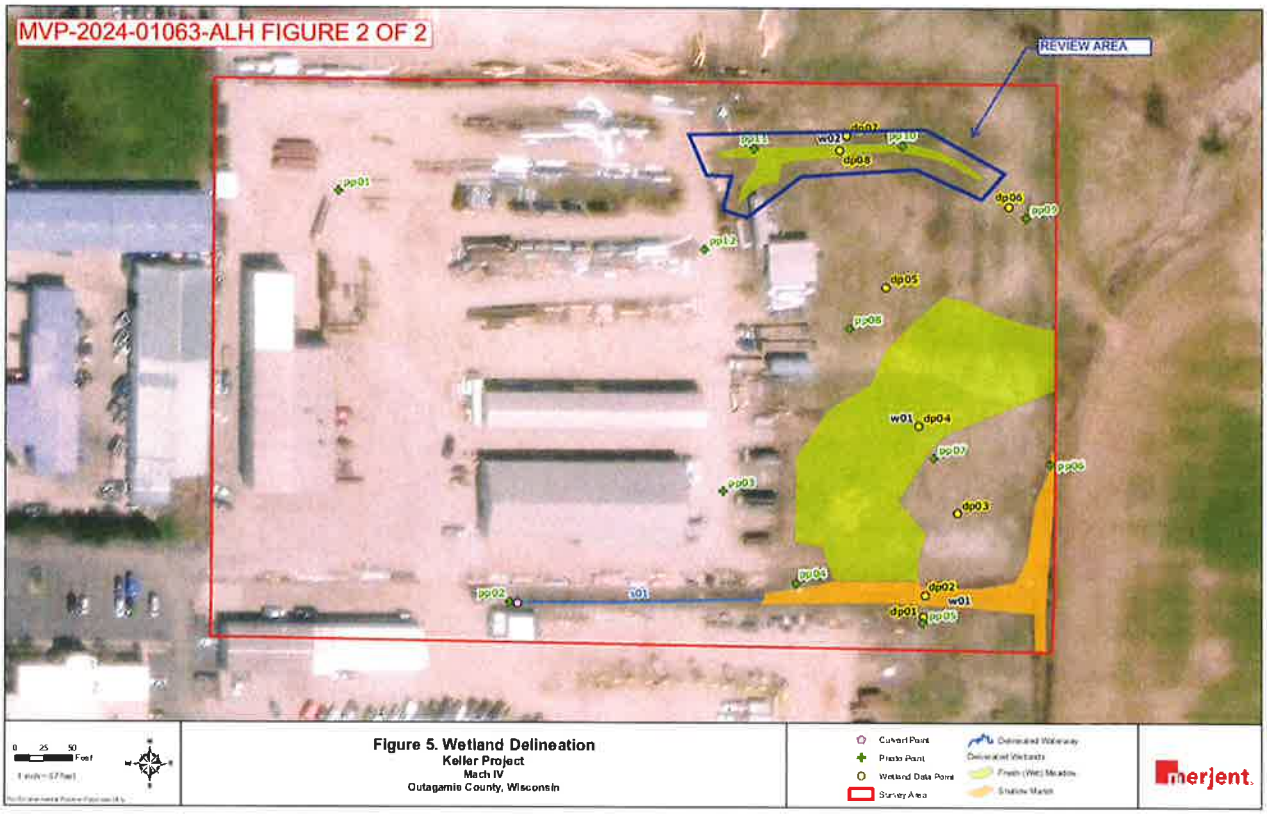
   c. [National Regulatory Viewer – USA Soils Hydric Class layer, National Wetland Inventory layer, Hillshade layer and DEM layer accessed on 26 September 2024.]

   d. [Google Earth aerial imagery 1992, 2005, 2011, 2015, 2017 and 2021 accessed on 27 September 2024]

10. OTHER SUPPORTING INFORMATION. [N/A]

11. NOTE: The structure and format of this MFR were developed in coordination with the EPA and Department of the Army. The MFR's structure and format may be subject to future modification or may be rescinded as needed to implement additional guidance from the agencies; however, the approved jurisdictional determination described herein is a final agency action.


MVP-2024-01063-ALH FIGURE 1 OF 2
Locks
Buchanan Rd
County Highway CE
Buchanan Rd
Black Rd
Oxbrun Rd
Crooks Ave
County Road CE
County Road KK
Cleveland Ave
State Highway 55
Wisconsin
0 1,000 2,000 Feet
1 inch = 2,000 feet
Figure 1. Project Location
Keller Project
Mach IV
Outagamie County, Wisconsin
Survey Area
merjent.


MVP-2024-01063-ALH FIGURE 2 OF 2
REVIEW AREA
pp01
pp02
pp03
pp04
pp05
pp06
pp07
pp08
pp09
pp10
pp11
pp12
dp01
dp02
dp03
dp04
dp05
dp06
dp07
dp08
w01
w02
s01
0 25 50 Feet
Figure 5. Wetland Delineation
Keller Project
Mach IV
Outagamie County, Wisconsin
Culvert Point
Photo Point
Wetland Data Point
Survey Area
Delineated Waterway
Delineated Wetlands
Fresh (Wet) Meadow
Shallow Marsh
merjent

39. Commercial and Institutional Developments. Discharges of dredged or fill material into non-tidal waters of the United States for the construction or expansion of commercial and institutional building foundations and building pads and attendant features that are necessary for the use and maintenance of the structures. Attendant features may include, but are not limited to, roads, parking lots, garages, yards, utility lines, storm water management facilities, wastewater treatment facilities, and recreation facilities such as playgrounds and playing fields. Examples of commercial developments include retail stores, industrial facilities, restaurants, business parks, and shopping centers. Examples of institutional developments include schools, fire stations, government office buildings, judicial buildings, public works buildings, libraries, hospitals, and places of worship. The construction of new golf courses and new ski areas is not authorized by this NWP.

The discharge must not cause the loss of greater than 1/2-acre of non-tidal waters of the United States. This NWP does not authorize discharges of dredged or fill material into non-tidal wetlands adjacent to tidal waters.

Notification: The permittee must submit a pre-construction notification to the district engineer prior to commencing the activity. (See general condition 32.) (Authorities: Sections 10 and 404)

Note: For any activity that involves the construction of a wind energy generating structure, solar tower, or overhead transmission line, a copy of the PCN and NWP verification will be provided by the Corps to the Department of Defense Siting Clearinghouse, which will evaluate potential effects on military activities.

Enclosure A

2021 Nationwide Permits (NWP)
St. Paul District Regional Conditions

To qualify for NWP authorization, the prospective permittee must comply with the following regional conditions, as applicable, in addition to any case specific conditions imposed by the division engineer. The St. Paul District Regulatory website will provide current information regarding NWPs and the necessary 401 Water Quality Certifications at https://www.mvp.usace.army.mil/missions/regulatory/nwp/. Every person who wishes to obtain permit authorization under one or more NWPs, or who is currently relying on an existing or prior permit authorization under one or more NWPs, has been and is on notice that all of the provisions of 33 CFR 330.1 through 330.6 apply to every NWP authorization. Note especially 33 CFR 330.5 relating to the modification, suspension, or revocation of any NWP authorization.

The following NWPs have been revoked and are not available for use in St. Paul District: NWPs 12, 21, 48, 50, 55, 56, 57, and 58.

Information on other permits available for use in St. Paul District can be found at: https://www.mvp.usace.army.mil/Missions/Regulatory/Permitting-Process-Procedures/.

Any regulated activity eligible for authorization under a St. Paul District Special Area Management Plan (SAMP) general permit is not eligible for authorization by NWPs.

The following regional conditions are applicable to all 2021 NWPs:

A. **Linear Projects:** No linear utility or linear transportation projects are eligible for authorization by NWPs. These projects will be reviewed for authorization under the St. Paul District's regional general permits or an individual permit.

B. **Temporary Impacts**: All regulated temporary impacts to waters of the U.S. must comply with the following criteria:

(1) If the temporary impacts in waters of the U.S., including wetlands, that occur as a result of the regulated activity would remain in place for longer than 90 days between May 15 and November 15, a PCN is required.

(2) Any PCN with temporary impacts must specify how long the temporary impact will remain and include a restoration and re-vegetation plan showing how all temporary fills and structures will be removed and the area restored to preconstruction contours and elevations. Native, non-invasive vegetation must be used unless otherwise authorized by a Corps NWP verification.

C. **PCNs for Apostle Islands National Lakeshore and Madeline Island**: A project proponent must notify the District by submitting a PCN if the regulated activity would result in excavation, fill, or the placement of a new structure within the boundaries of Apostle Islands National Lakeshore and Madeline Island in Wisconsin.

D. **Calcareous fens:**

WISCONSIN: No work in a calcareous fen is authorized by a NWP unless the Wisconsin Department of Natural Resources (WI DNR) has approved a permit for the proposed regulated activity. Project proponents must provide evidence of an approved permit to the District.

MINNESOTA: No work in a calcareous fen is authorized by a NWP unless the Minnesota Department of Natural Resources (MN DNR) has approved a calcareous fen management plan specific to a project that otherwise qualifies for authorization by a NWP. Project proponents must provide evidence of an approved fen management plan to the District. A list of known Minnesota calcareous fens can be found at: http://files.dnr.state.mn.us/eco/wetlands/calcareous_fen_list.pdf.

E. **Special Aquatic Resources:** A project proponent must notify the District by submitting a PCN if a regulated activity would occur in any of the following aquatic resources:

(1) State-designated wild rice waters[1,2];

(2) Bog wetland plant communities[1,3];

(3) Fens[1,3];

(4) Coastal plain marshes[1,4];

(5) Interdunal wetlands[1,4];

(6) Great Lakes ridge and swale complexes[1,4];

(7) Aquatic resources within Lake Superior National Estuarine Research Reserve;

(8) Ramsar wetland sites, including: the Horicon Marsh, Upper Mississippi River Floodplain Wetland, Kakagon and Bad River Slough, Door Peninsula Coastal Wetlands, Chiwaukee Illinois Beach Lake Plain, and Lower Wisconsin Riverway. The complete up to date Ramsar list is available at https://rsis.ramsar.org.

---

[1] Information about Wisconsin plant community types for 1-6 above may be obtained from: http://dnr.wi.gov/topic/EndangeredResources/Communities.asp?mode=group&Type=Wetland

[2] Information regarding wild rice waters and their extent may be obtained from: https://www.dnr.state.mn.us/wildlife/shallowlakes/wildrice.html and https://gisdata.mn.gov/dataset/biota-wild-rice-lakes-dnr-wld in Minnesota, https://dnr.wisconsin.gov/topic/wildlifehabitat/rice.html in Wisconsin, and an interactive map is provided at: http://maps.glifwc.org/ (under Treaty Resources – Gathering).

[3] Additional information on bog and fen communities can be found at: http://www.mvp.usace.army.mil/missions/regulatory.aspx and in Minnesota at http://www.dnr.state.mn.us/npc/classification.html.

[4] Coastal plain marshes, interdunal wetlands, and Great Lakes ridge and swale complexes are specific to Wisconsin

2021 Nationwide Permit General Conditions

1. Navigation.

(a) No activity may cause more than a minimal adverse effect on navigation.

(b) Any safety lights and signals prescribed by the U.S. Coast Guard, through regulations or otherwise, must be installed and maintained at the permittee's expense on authorized facilities in navigable waters of the United States.

(c) The permittee understands and agrees that, if future operations by the United States require the removal, relocation, or other alteration, of the structure or work herein authorized, or if, in the opinion of the Secretary of the Army or his or her authorized representative, said structure or work shall cause unreasonable obstruction to the free navigation of the navigable waters, the permittee will be required, upon due notice from the Corps of Engineers, to remove, relocate, or alter the structural work or obstructions caused thereby, without expense to the United States. No claim shall be made against the United States on account of any such removal or alteration.

2. Aquatic Life Movements. No activity may substantially disrupt the necessary life cycle movements of those species of aquatic life indigenous to the waterbody, including those species that normally migrate through the area, unless the activity's primary purpose is to impound water. All permanent and temporary crossings of waterbodies shall be suitably culverted, bridged, or otherwise designed and constructed to maintain low flows to sustain the movement of those aquatic species. If a bottomless culvert cannot be used, then the crossing should be designed and constructed to minimize adverse effects to aquatic life movements.

3. Spawning Areas. Activities in spawning areas during spawning seasons must be avoided to the maximum extent practicable. Activities that result in the physical destruction (e.g., through excavation, fill, or downstream smothering by substantial turbidity) of an important spawning area are not authorized.

4. Migratory Bird Breeding Areas. Activities in waters of the United States that serve as breeding areas for migratory birds must be avoided to the maximum extent practicable.

5. Shellfish Beds. No activity may occur in areas of concentrated shellfish populations, unless the activity is directly related to a shellfish harvesting activity authorized by NWPs 4 and 48, or is a shellfish seeding or habitat restoration activity authorized by NWP 27.

6. Suitable Material. No activity may use unsuitable material (e.g., trash, debris, car bodies, asphalt, etc.). Material used for construction or discharged must be free from toxic pollutants in toxic amounts (see section 307 of the Clean Water Act).

7. Water Supply Intakes. No activity may occur in the proximity of a public water supply intake, except where the activity is for the repair or improvement of public water supply intake structures or adjacent bank stabilization.

8. Adverse Effects From Impoundments. If the activity creates an impoundment of water, adverse effects to the aquatic system due to accelerating the passage of water, and/or restricting its flow must be minimized to the maximum extent practicable.

9. Management of Water Flows. To the maximum extent practicable, the pre-construction course, condition, capacity, and location of open waters must be maintained for each activity, including stream channelization, storm water management activities, and temporary and permanent road crossings, except as provided below. The activity must be constructed to withstand expected high flows. The activity must not restrict or impede the passage of normal or high flows, unless the primary purpose of the activity is to impound water or manage high flows. The activity may alter the pre-construction course, condition, capacity, and location of open waters if it benefits the aquatic environment (e.g., stream restoration or relocation activities).

10. Fills Within 100-Year Floodplains. The activity must comply with applicable FEMA-approved state or local floodplain management requirements.

11. Equipment. Heavy equipment working in wetlands or mudflats must be placed on mats, or other measures must be taken to minimize soil disturbance.

12. Soil Erosion and Sediment Controls. Appropriate soil erosion and sediment controls must be used and maintained in effective operating condition during construction, and all exposed soil and other fills, as well as any work below the ordinary high water mark or high tide line, must be permanently stabilized at the earliest practicable date. Permittees are encouraged to perform work within waters of the United States during periods of low-flow or no-flow, or during low tides.

13. Removal of Temporary Structures and Fills. Temporary structures must be removed, to the maximum extent practicable, after their use has been discontinued. Temporary fills must be removed in their entirety and the affected areas returned to pre-construction elevations. The affected areas must be revegetated, as appropriate.

14. Proper Maintenance. Any authorized structure or fill shall be properly maintained, including maintenance to ensure public safety and compliance with applicable NWP general conditions, as well as any activity-specific conditions added by the district engineer to an NWP authorization.

15. Single and Complete Project. The activity must be a single and complete project. The same NWP cannot be used more than once for the same single and complete project.

16. Wild and Scenic Rivers.

(a) No NWP activity may occur in a component of the National Wild and Scenic River System, or in a river officially designated by Congress as a "study river" for possible inclusion in the system while the river is in an official study status, unless the appropriate Federal agency with direct management responsibility for such river, has determined in writing that the proposed activity will not adversely affect the Wild and Scenic River designation or study status.

(b) If a proposed NWP activity will occur in a component of the National Wild and Scenic River System, or in a river officially designated by Congress as a "study river" for possible inclusion in the system while the river is in an official study status, the permittee must submit a pre-construction notification (see general condition 32). The district engineer will coordinate the PCN with the Federal agency with direct management responsibility for that river. Permittees shall not begin the NWP activity until notified by the district engineer that the Federal agency with direct management responsibility for that river has determined in writing that the proposed NWP activity will not adversely affect the Wild and Scenic River designation or study status.

(c) Information on Wild and Scenic Rivers may be obtained from the appropriate Federal land management agency responsible for the designated Wild and Scenic River or study river (e.g., National Park Service, U.S. Forest Service, Bureau of Land Management, U.S. Fish and Wildlife Service). Information on these rivers is also available at: http://www.rivers.gov/.

17. Tribal Rights. No activity or its operation may impair reserved tribal rights, including, but not limited to, reserved water rights and treaty fishing and hunting rights.

18. Endangered Species.

(a) No activity is authorized under any NWP which is likely to directly or indirectly jeopardize the continued existence of a threatened or endangered species or a species proposed for such designation, as identified under the Federal Endangered Species Act (ESA), or which will directly or indirectly destroy or adversely modify designated critical habitat or critical habitat proposed for such designation. No activity is authorized under any NWP which "may affect" a listed species or critical habitat, unless ESA section 7 consultation addressing the consequences of the proposed activity on listed species or critical habitat has been completed. See 50 CFR 402.02 for the definition of "effects of the action" for the purposes of ESA section 7 consultation, as well as 50 CFR 402.17, which provides further explanation under ESA section 7 regarding "activities that are reasonably certain to occur" and "consequences caused by the proposed action."

(b) Federal agencies should follow their own procedures for complying with the requirements of the ESA (see 33 CFR 330.4(f)(1)). If pre-construction notification is required for the proposed activity, the Federal permittee must provide the district engineer with the appropriate documentation to demonstrate compliance with those requirements. The district engineer will verify that the appropriate documentation has been submitted. If the appropriate documentation has not been submitted, additional ESA section 7 consultation may be necessary for the activity and the respective federal agency would be responsible for fulfilling its obligation under section 7 of the ESA.

(c) Non-federal permittees must submit a pre-construction notification to the district engineer if any listed species (or species proposed for listing) or designated critical habitat (or critical habitat proposed such designation) might be affected or is in the vicinity of the activity, or if the activity is located in designated critical habitat or critical habitat proposed for such designation, and shall not begin work on the activity until notified by the district engineer that the requirements of the ESA have been satisfied and that the activity is authorized. For activities that might affect Federally-listed endangered or threatened species (or species proposed for listing) or designated critical habitat (or critical habitat proposed for such designation), the pre-construction notification must include the name(s) of the endangered or threatened species (or species proposed for listing) that might be affected by the proposed activity or that utilize the designated critical habitat (or critical habitat proposed for such designation) that might be affected by the proposed activity. The district engineer will determine whether the proposed activity "may affect" or will have "no effect" to listed species and designated critical habitat and will notify the non-Federal applicant of the Corps' determination within 45 days of receipt of a complete pre-construction notification. For activities where the non-Federal applicant has identified listed species (or species proposed for listing) or designated critical habitat (or critical habitat proposed for such designation) that might be affected or is in the vicinity of the activity, and has so notified the Corps, the applicant shall not begin work until the Corps has provided notification that the proposed activity will have "no effect" on listed species (or species proposed for listing or designated critical habitat (or critical habitat proposed for such designation), or until ESA section 7 consultation or conference has been completed. If the non-Federal applicant has not heard back from the Corps within 45 days, the applicant must still wait for notification from the Corps.

(d) As a result of formal or informal consultation or conference with the FWS or NMFS the district engineer may add species-specific permit conditions to the NWPs.

(e) Authorization of an activity by an NWP does not authorize the "take" of a threatened or endangered species as defined under the ESA. In the absence of separate authorization (e.g., an ESA Section 10 Permit, a Biological Opinion with "incidental take" provisions, etc.) from the FWS or the NMFS, the Endangered Species Act prohibits any person subject to the jurisdiction of the United States to take a listed species, where "take" means to harass, harm, pursue, hunt, shoot, wound, kill, trap, capture, or collect, or to attempt to engage in any such conduct. The word "harm" in the definition of "take" means an act which actually kills or injures wildlife. Such an act may include significant habitat modification or degradation where it actually kills or injures wildlife by significantly impairing essential behavioral patterns, including breeding, feeding or sheltering.

(f) If the non-federal permittee has a valid ESA section 10(a)(1)(B) incidental take permit with an approved Habitat Conservation Plan for a project or a group of projects that includes the proposed NWP activity, the non-federal applicant should provide a copy of that ESA section 10(a)(1)(B) permit with the PCN required by paragraph (c) of this general condition. The district engineer will coordinate with the agency that issued the ESA section 10(a)(1)(B) permit to determine whether the proposed NWP activity and the associated incidental take were considered in the internal ESA section 7 consultation conducted for the ESA section 10(a)(1)(B) permit. If that coordination results in concurrence from the agency that the proposed NWP activity and the associated incidental take were considered in the internal ESA section 7 consultation for the ESA section 10(a)(1)(B) permit, the district engineer does not need to conduct a separate ESA section 7 consultation for the proposed NWP activity. The district engineer will notify the non-federal applicant within 45 days of receipt of a complete pre-construction notification whether the ESA section 10(a)(1)(B) permit covers the proposed NWP activity or whether additional ESA section 7 consultation is required.

(g) Information on the location of threatened and endangered species and their critical habitat can be obtained directly from the offices of the FWS and NMFS or their world wide web pages at http://www.fws.gov/ or http://www.fws.gov/ipac and http://www.nmfs.noaa.gov/pr/species/esa/ respectively.

19. Migratory Birds and Bald and Golden Eagles. The permittee is responsible for ensuring that an action authorized by an NWP complies with the Migratory Bird Treaty Act and the Bald and Golden Eagle Protection Act. The permittee is responsible for contacting the appropriate local office of the U.S. Fish and Wildlife Service to determine what measures, if any, are necessary or appropriate to reduce adverse effects to migratory birds or eagles, including whether "incidental take" permits are necessary and available under the Migratory Bird Treaty Act or Bald and Golden Eagle Protection Act for a particular activity.

20. Historic Properties.

(a) No activity is authorized under any NWP which may have the potential to cause effects to properties listed, or eligible for listing, in the National Register of Historic Places until the requirements of Section 106 of the National Historic Preservation Act (NHPA) have been satisfied.

(b) Federal permittees should follow their own procedures for complying with the requirements of section 106 of the National Historic Preservation Act (see 33 CFR 330.4(g)(1)). If pre-construction notification is required for the proposed NWP activity, the Federal permittee must provide the district engineer with the appropriate documentation to demonstrate compliance with those requirements. The district engineer will verify that the appropriate documentation has been submitted. If the appropriate documentation is not submitted, then additional consultation under section 106 may be necessary. The respective federal agency is responsible for fulfilling its obligation to comply with section 106.

(c) Non-federal permittees must submit a pre-construction notification to the district engineer if the NWP activity might have the potential to cause effects to any historic properties listed on, determined to be eligible for listing on, or potentially eligible for listing on the National Register of Historic Places, including previously unidentified properties. For such activities, the pre-construction notification must state which historic properties might have the potential to be affected by the proposed NWP activity or include a vicinity map indicating the location of the historic properties or the potential for the presence of historic properties. Assistance regarding information on the location of, or potential for, the presence of historic properties can be sought from the State Historic Preservation Officer, Tribal Historic Preservation Officer, or designated tribal representative, as appropriate, and the National Register of Historic Places (see 33 CFR 330.4(g)). When reviewing pre-construction notifications, district engineers will comply with the current procedures for addressing the requirements of section 106 of the National Historic Preservation Act. The district engineer shall make a reasonable and good faith effort to carry out appropriate identification efforts commensurate with potential impacts, which may include background research, consultation, oral history interviews, sample field investigation, and/or field survey. Based on the information submitted in the PCN and these identification efforts, the district engineer shall determine whether the proposed NWP activity has the potential to cause effects on the historic properties. Section 106 consultation is not required when the district engineer determines that the activity does not have the potential to cause effects on historic properties (see 36 CFR 800.3(a)). Section 106 consultation is required when the district engineer determines that the activity has the potential to cause effects on historic properties. The district engineer will conduct consultation with consulting parties identified under 36 CFR 800.2(c) when he or she

makes any of the following effect determinations for the purposes of section 106 of the NHPA: no historic properties affected, no adverse effect, or adverse effect.

(d) Where the non-Federal applicant has identified historic properties on which the proposed NWP activity might have the potential to cause effects and has so notified the Corps, the non-Federal applicant shall not begin the activity until notified by the district engineer either that the activity has no potential to cause effects to historic properties or that NHPA section 106 consultation has been completed. For non-federal permittees, the district engineer will notify the prospective permittee within 45 days of receipt of a complete pre-construction notification whether NHPA section 106 consultation is required. If NHPA section 106 consultation is required, the district engineer will notify the non-Federal applicant that he or she cannot begin the activity until section 106 consultation is completed. If the non-Federal applicant has not heard back from the Corps within 45 days, the applicant must still wait for notification from the Corps.

(e) Prospective permittees should be aware that section 110k of the NHPA (54 U.S.C. 306113) prevents the Corps from granting a permit or other assistance to an applicant who, with intent to avoid the requirements of section 106 of the NHPA, has intentionally significantly adversely affected a historic property to which the permit would relate, or having legal power to prevent it, allowed such significant adverse effect to occur, unless the Corps, after consultation with the Advisory Council on Historic Preservation (ACHP), determines that circumstances justify granting such assistance despite the adverse effect created or permitted by the applicant. If circumstances justify granting the assistance, the Corps is required to notify the ACHP and provide documentation specifying the circumstances, the degree of damage to the integrity of any historic properties affected, and proposed mitigation. This documentation must include any views obtained from the applicant, SHPO/THPO, appropriate Indian tribes if the undertaking occurs on or affects historic properties on tribal lands or affects properties of interest to those tribes, and other parties known to have a legitimate interest in the impacts to the permitted activity on historic properties.

21. Discovery of Previously Unknown Remains and Artifacts. Permittees that discover any previously unknown historic, cultural or archeological remains and artifacts while accomplishing the activity authorized by an NWP, they must immediately notify the district engineer of what they have found, and to the maximum extent practicable, avoid construction activities that may affect the remains and artifacts until the required coordination has been completed. The district engineer will initiate the Federal, Tribal, and state coordination required to determine if the items or remains warrant a recovery effort or if the site is eligible for listing in the National Register of Historic Places.

22. Designated Critical Resource Waters. Critical resource waters include, NOAA-managed marine sanctuaries and marine monuments, and National Estuarine Research Reserves. The district engineer may designate, after notice and opportunity for public comment, additional waters officially designated by a state as having particular environmental or ecological significance, such as outstanding national resource waters or state natural heritage sites. The district engineer may also designate additional critical resource waters after notice and opportunity for public comment.

(a) Discharges of dredged or fill material into waters of the United States are not authorized by NWPs 7, 12, 14, 16, 17, 21, 29, 31, 35, 39, 40, 42, 43, 44, 49, 50, 51, 52, 57 and 58 for any activity within, or directly affecting, critical resource waters, including wetlands adjacent to such waters.

(b) For NWPs 3, 8, 10, 13, 15, 18, 19, 22, 23, 25, 27, 28, 30, 33, 34, 36, 37, 38, and 54, notification is required in accordance with general condition 32, for any activity proposed by permittees in the designated critical resource waters including wetlands adjacent to those waters. The district engineer may authorize activities under these NWPs only after she or he determines that the impacts to the critical resource waters will be no more than minimal.

23. Mitigation. The district engineer will consider the following factors when determining appropriate and practicable mitigation necessary to ensure that the individual and cumulative adverse environmental effects are no more than minimal:

(a) The activity must be designed and constructed to avoid and minimize adverse effects, both temporary and permanent, to waters of the United States to the maximum extent practicable at the project site (i.e., on site).

(b) Mitigation in all its forms (avoiding, minimizing, rectifying, reducing, or compensating for resource losses) will be required to the extent necessary to ensure that the individual and cumulative adverse environmental effects are no more than minimal.

(c) Compensatory mitigation at a minimum one-for-one ratio will be required for all wetland losses that exceed 1/10-acre and require pre-construction notification, unless the district engineer determines in writing that either some other form of mitigation would be more environmentally appropriate or the adverse environmental effects of the proposed activity are no more than minimal, and provides an activity-specific waiver of this requirement. For wetland losses of 1/10-acre or less that require pre-construction notification, the district engineer may determine on a case-by-case basis that compensatory mitigation is required to ensure that the activity results in only minimal adverse environmental effects.

(d) Compensatory mitigation at a minimum one-for-one ratio will be required for all losses of stream bed that exceed 3/100-acre and require pre-construction notification, unless the district engineer determines in writing that either

some other form of mitigation would be more environmentally appropriate or the adverse environmental effects of the proposed activity are no more than minimal, and provides an activity-specific waiver of this requirement. This compensatory mitigation requirement may be satisfied through the restoration or enhancement of riparian areas next to streams in accordance with paragraph (e) of this general condition. For losses of stream bed of 3/100-acre or less that require pre-construction notification, the district engineer may determine on a case-by-case basis that compensatory mitigation is required to ensure that the activity results in only minimal adverse environmental effects. Compensatory mitigation for losses of streams should be provided, if practicable, through stream rehabilitation, enhancement, or preservation, since streams are difficult-to-replace resources (see 33 CFR 332.3(e)(3)).

(e) Compensatory mitigation plans for NWP activities in or near streams or other open waters will normally include a requirement for the restoration or enhancement, maintenance, and legal protection (e.g., conservation easements) of riparian areas next to open waters. In some cases, the restoration or maintenance/protection of riparian areas may be the only compensatory mitigation required. If restoring riparian areas involves planting vegetation, only native species should be planted. The width of the required riparian area will address documented water quality or aquatic habitat loss concerns. Normally, the riparian area will be 25 to 50 feet wide on each side of the stream, but the district engineer may require slightly wider riparian areas to address documented water quality or habitat loss concerns. If it is not possible to restore or maintain/protect a riparian area on both sides of a stream, or if the waterbody is a lake or coastal waters, then restoring or maintaining/protecting a riparian area along a single bank or shoreline may be sufficient. Where both wetlands and open waters exist on the project site, the district engineer will determine the appropriate compensatory mitigation (e.g., riparian areas and/or wetlands compensation) based on what is best for the aquatic environment on a watershed basis. In cases where riparian areas are determined to be the most appropriate form of minimization or compensatory mitigation, the district engineer may waive or reduce the requirement to provide wetland compensatory mitigation for wetland losses.

(f) Compensatory mitigation projects provided to offset losses of aquatic resources must comply with the applicable provisions of 33 CFR part 332.

(1) The prospective permittee is responsible for proposing an appropriate compensatory mitigation option if compensatory mitigation is necessary to ensure that the activity results in no more than minimal adverse environmental effects. For the NWPs, the preferred mechanism for providing compensatory mitigation is mitigation bank credits or in-lieu fee program credits (see 33 CFR 332.3(b)(2) and (3)). However, if an appropriate number and type of mitigation bank or in-lieu credits are not available at the time the PCN is submitted to the district engineer, the district engineer may approve the use of permittee-responsible mitigation.

(2) The amount of compensatory mitigation required by the district engineer must be sufficient to ensure that the authorized activity results in no more than minimal individual and cumulative adverse environmental effects (see 33 CFR 330.1(e)(3)). (See also 33 CFR 332.3(f).)

(3) Since the likelihood of success is greater and the impacts to potentially valuable uplands are reduced, aquatic resource restoration should be the first compensatory mitigation option considered for permittee-responsible mitigation.

(4) If permittee-responsible mitigation is the proposed option, the prospective permittee is responsible for submitting a mitigation plan. A conceptual or detailed mitigation plan may be used by the district engineer to make the decision on the NWP verification request, but a final mitigation plan that addresses the applicable requirements of 33 CFR 332.4(c)(2) through (14) must be approved by the district engineer before the permittee begins work in waters of the United States, unless the district engineer determines that prior approval of the final mitigation plan is not practicable or not necessary to ensure timely completion of the required compensatory mitigation (see 33 CFR 332.3(k)(3)). If permittee-responsible mitigation is the proposed option, and the proposed compensatory mitigation site is located on land in which another federal agency holds an easement, the district engineer will coordinate with that federal agency to determine if proposed compensatory mitigation project is compatible with the terms of the easement.

(5) If mitigation bank or in-lieu fee program credits are the proposed option, the mitigation plan needs to address only the baseline conditions at the impact site and the number of credits to be provided (see 33 CFR 332.4(c)(1)(ii)).

(6) Compensatory mitigation requirements (e.g., resource type and amount to be provided as compensatory mitigation, site protection, ecological performance standards, monitoring requirements) may be addressed through conditions added to the NWP authorization, instead of components of a compensatory mitigation plan (see 33 CFR 332.4(c)(1)(ii)).

(g) Compensatory mitigation will not be used to increase the acreage losses allowed by the acreage limits of the NWPs. For example, if an NWP has an acreage limit of 1/2-acre, it cannot be used to authorize any NWP activity resulting in the loss of greater than 1/2-acre of waters of the United States, even if compensatory mitigation is provided that replaces or restores some of the lost waters. However, compensatory mitigation can and should be used, as necessary,

to ensure that an NWP activity already meeting the established acreage limits also satisfies the no more than minimal impact requirement for the NWPs.

(h) Permittees may propose the use of mitigation banks, in-lieu fee programs, or permittee-responsible mitigation. When developing a compensatory mitigation proposal, the permittee must consider appropriate and practicable options consistent with the framework at 33 CFR 332.3(b). For activities resulting in the loss of marine or estuarine resources, permittee-responsible mitigation may be environmentally preferable if there are no mitigation banks or in-lieu fee programs in the area that have marine or estuarine credits available for sale or transfer to the permittee. For permittee-responsible mitigation, the special conditions of the NWP verification must clearly indicate the party or parties responsible for the implementation and performance of the compensatory mitigation project, and, if required, its long-term management.

(i) Where certain functions and services of waters of the United States are permanently adversely affected by a regulated activity, such as discharges of dredged or fill material into waters of the United States that will convert a forested or scrub-shrub wetland to a herbaceous wetland in a permanently maintained utility line right-of-way, mitigation may be required to reduce the adverse environmental effects of the activity to the no more than minimal level.

24. Safety of Impoundment Structures. To ensure that all impoundment structures are safely designed, the district engineer may require non-Federal applicants to demonstrate that the structures comply with established state or federal, dam safety criteria or have been designed by qualified persons. The district engineer may also require documentation that the design has been independently reviewed by similarly qualified persons, and appropriate modifications made to ensure safety.

25. Water Quality.

(a) Where the certifying authority (state, authorized tribe, or EPA, as appropriate) has not previously certified compliance of an NWP with CWA section 401, a CWA section 401 water quality certification for the proposed discharge must be obtained or waived (see 33 CFR 330.4(c)). If the permittee cannot comply with all of the conditions of a water quality certification previously issued by certifying authority for the issuance of the NWP, then the permittee must obtain a water quality certification or waiver for the proposed discharge in order for the activity to be authorized by an NWP.

(b) If the NWP activity requires pre-construction notification and the certifying authority has not previously certified compliance of an NWP with CWA section 401, the proposed discharge is not authorized by an NWP until water quality certification is obtained or waived. If the certifying authority issues a water quality certification for the proposed discharge, the permittee must submit a copy of the certification to the district engineer. The discharge is not authorized by an NWP until the district engineer has notified the permittee that the water quality certification requirement has been satisfied by the issuance of a water quality certification or a waiver.

(c) The district engineer or certifying authority may require additional water quality management measures to ensure that the authorized activity does not result in more than minimal degradation of water quality.

26. Coastal Zone Management. In coastal states where an NWP has not previously received a state coastal zone management consistency concurrence, an individual state coastal zone management consistency concurrence must be obtained, or a presumption of concurrence must occur (see 33 CFR 330.4(d)). If the permittee cannot comply with all of the conditions of a coastal zone management consistency concurrence previously issued by the state, then the permittee must obtain an individual coastal zone management consistency concurrence or presumption of concurrence in order for the activity to be authorized by an NWP. The district engineer or a state may require additional measures to ensure that the authorized activity is consistent with state coastal zone management requirements.

27. Regional and Case-By-Case Conditions. The activity must comply with any regional conditions that may have been added by the Division Engineer (see 33 CFR 330.4(e)) and with any case specific conditions added by the Corps or by the state, Indian Tribe, or U.S. EPA in its CWA section 401 Water Quality Certification, or by the state in its Coastal Zone Management Act consistency determination.

28. Use of Multiple Nationwide Permits. The use of more than one NWP for a single and complete project is authorized, subject to the following restrictions:

(a) If only one of the NWPs used to authorize the single and complete project has a specified acreage limit, the acreage loss of waters of the United States cannot exceed the acreage limit of the NWP with the highest specified acreage limit. For example, if a road crossing over tidal waters is constructed under NWP 14, with associated bank stabilization authorized by NWP 13, the maximum acreage loss of waters of the United States for the total project cannot exceed 1/3-acre.

(b) If one or more of the NWPs used to authorize the single and complete project has specified acreage limits, the acreage loss of waters of the United States authorized by those NWPs cannot exceed their respective specified acreage limits. For example, if a commercial development is constructed under NWP 39, and the single and complete project includes the filling of an upland ditch authorized by NWP 46, the maximum acreage loss of waters of the United States

for the commercial development under NWP 39 cannot exceed 1/2-acre, and the total acreage loss of waters of United States due to the NWP 39 and 46 activities cannot exceed 1 acre.

29. Transfer of Nationwide Permit Verifications. If the permittee sells the property associated with a nationwide permit verification, the permittee may transfer the nationwide permit verification to the new owner by submitting a letter to the appropriate Corps district office to validate the transfer. A copy of the nationwide permit verification must be attached to the letter, and the letter must contain the following statement and signature:

"When the structures or work authorized by this nationwide permit are still in existence at the time the property is transferred, the terms and conditions of this nationwide permit, including any special conditions, will continue to be binding on the new owner(s) of the property. To validate the transfer of this nationwide permit and the associated liabilities associated with compliance with its terms and conditions, have the transferee sign and date below."

_____

(Transferee)

_____

(Date)

30. Compliance Certification. Each permittee who receives an NWP verification letter from the Corps must provide a signed certification documenting completion of the authorized activity and implementation of any required compensatory mitigation. The success of any required permittee-responsible mitigation, including the achievement of ecological performance standards, will be addressed separately by the district engineer. The Corps will provide the permittee the certification document with the NWP verification letter. The certification document will include:

(a) A statement that the authorized activity was done in accordance with the NWP authorization, including any general, regional, or activity-specific conditions;

(b) A statement that the implementation of any required compensatory mitigation was completed in accordance with the permit conditions. If credits from a mitigation bank or in-lieu fee program are used to satisfy the compensatory mitigation requirements, the certification must include the documentation required by 33 CFR 332.3(l)(3) to confirm that the permittee secured the appropriate number and resource type of credits; and

(c) The signature of the permittee certifying the completion of the activity and mitigation.

The completed certification document must be submitted to the district engineer within 30 days of completion of the authorized activity or the implementation of any required compensatory mitigation, whichever occurs later.

31. Activities Affecting Structures or Works Built by the United States. If an NWP activity also requires review by, or permission from, the Corps pursuant to 33 U.S.C. 408 because it will alter or temporarily or permanently occupy or use a U.S. Army Corps of Engineers (USACE) federally authorized Civil Works project (a "USACE project"), the prospective permittee must submit a pre-construction notification. See paragraph (b)(10) of general condition 32. An activity that requires section 408 permission and/or review is not authorized by an NWP until the appropriate Corps office issues the section 408 permission or completes its review to alter, occupy, or use the USACE project, and the district engineer issues a written NWP verification.

32. Pre-Construction Notification.

(a) *Timing*. Where required by the terms of the NWP, the prospective permittee must notify the district engineer by submitting a pre-construction notification (PCN) as early as possible. The district engineer must determine if the PCN is complete within 30 calendar days of the date of receipt and, if the PCN is determined to be incomplete, notify the prospective permittee within that 30 day period to request the additional information necessary to make the PCN complete. The request must specify the information needed to make the PCN complete. As a general rule, district engineers will request additional information necessary to make the PCN complete only once. However, if the prospective permittee does not provide all of the requested information, then the district engineer will notify the prospective permittee that the PCN is still incomplete and the PCN review process will not commence until all of the requested information has been received by the district engineer. The prospective permittee shall not begin the activity until either:

(1) He or she is notified in writing by the district engineer that the activity may proceed under the NWP with any special conditions imposed by the district or division engineer; or

(2) 45 calendar days have passed from the district engineer's receipt of the complete PCN and the prospective permittee has not received written notice from the district or division engineer. However, if the permittee was required to notify the Corps pursuant to general condition 18 that listed species or critical habitat might be affected or are in the vicinity of the activity, or to notify the Corps pursuant to general condition 20 that the activity might have the potential to cause effects to historic properties, the permittee cannot begin the activity until receiving written notification from the Corps that there is "no effect" on listed species or "no potential to

cause effects" on historic properties, or that any consultation required under Section 7 of the Endangered Species Act (see 33 CFR 330.4(f)) and/or section 106 of the National Historic Preservation Act (see 33 CFR 330.4(g)) has been completed. If the proposed activity requires a written waiver to exceed specified limits of an NWP, the permittee may not begin the activity until the district engineer issues the waiver. If the district or division engineer notifies the permittee in writing that an individual permit is required within 45 calendar days of receipt of a complete PCN, the permittee cannot begin the activity until an individual permit has been obtained. Subsequently, the permittee's right to proceed under the NWP may be modified, suspended, or revoked only in accordance with the procedure set forth in 33 CFR 330.5(d)(2).

(b) *Contents of Pre-Construction Notification*: The PCN must be in writing and include the following information:

(1) Name, address and telephone numbers of the prospective permittee;

(2) Location of the proposed activity;

(3) Identify the specific NWP or NWP(s) the prospective permittee wants to use to authorize the proposed activity;

(4)

(i) A description of the proposed activity; the activity's purpose; direct and indirect adverse environmental effects the activity would cause, including the anticipated amount of loss of wetlands, other special aquatic sites, and other waters expected to result from the NWP activity, in acres, linear feet, or other appropriate unit of measure; a description of any proposed mitigation measures intended to reduce the adverse environmental effects caused by the proposed activity; and any other NWP(s), regional general permit(s), or individual permit(s) used or intended to be used to authorize any part of the proposed project or any related activity, including other separate and distant crossings for linear projects that require Department of the Army authorization but do not require pre-construction notification. The description of the proposed activity and any proposed mitigation measures should be sufficiently detailed to allow the district engineer to determine that the adverse environmental effects of the activity will be no more than minimal and to determine the need for compensatory mitigation or other mitigation measures.

(ii) For linear projects where one or more single and complete crossings require pre-construction notification, the PCN must include the quantity of anticipated losses of wetlands, other special aquatic sites, and other waters for each single and complete crossing of those wetlands, other special aquatic sites, and other waters (including those single and complete crossings authorized by an NWP but do not require PCNs). This information will be used by the district engineer to evaluate the cumulative adverse environmental effects of the proposed linear project, and does not change those non-PCN NWP activities into NWP PCNs.

(iii) Sketches should be provided when necessary to show that the activity complies with the terms of the NWP. (Sketches usually clarify the activity and when provided results in a quicker decision. Sketches should contain sufficient detail to provide an illustrative description of the proposed activity (e.g., a conceptual plan), but do not need to be detailed engineering plans);

(5) The PCN must include a delineation of wetlands, other special aquatic sites, and other waters, such as lakes and ponds, and perennial and intermittent streams, on the project site. Wetland delineations must be prepared in accordance with the current method required by the Corps. The permittee may ask the Corps to delineate the special aquatic sites and other waters on the project site, but there may be a delay if the Corps does the delineation, especially if the project site is large or contains many wetlands, other special aquatic sites, and other waters. Furthermore, the 45-day period will not start until the delineation has been submitted to or completed by the Corps, as appropriate;

(6) If the proposed activity will result in the loss of greater than 1/10-acre of wetlands or 3/100-acre of stream bed and a PCN is required, the prospective permittee must submit a statement describing how the mitigation requirement will be satisfied, or explaining why the adverse environmental effects are no more than minimal and why compensatory mitigation should not be required. As an alternative, the prospective permittee may submit a conceptual or detailed mitigation plan.

(7) For non-federal permittees, if any listed species (or species proposed for listing) or designated critical habitat (or critical habitat proposed for such designation) might be affected or is in the vicinity of the activity, or if the activity is located in designated critical habitat (or critical habitat proposed for such designation), the PCN must include the name(s) of those endangered or threatened species (or species proposed for listing) that might be affected by the proposed activity or utilize the designated critical habitat (or critical habitat proposed for such designation) that might be affected by the proposed activity. For NWP activities that require pre-construction notification, Federal permittees must provide documentation demonstrating compliance with the Endangered Species Act;

(8) For non-federal permittees, if the NWP activity might have the potential to cause effects to a historic property listed on, determined to be eligible for listing on, or potentially eligible for listing on, the National Register of Historic Places, the PCN must state which historic property might have the potential to be affected by the

proposed activity or include a vicinity map indicating the location of the historic property. For NWP activities that require pre-construction notification, Federal permittees must provide documentation demonstrating compliance with section 106 of the National Historic Preservation Act;

(9) For an activity that will occur in a component of the National Wild and Scenic River System, or in a river officially designated by Congress as a "study river" for possible inclusion in the system while the river is in an official study status, the PCN must identify the Wild and Scenic River or the "study river" (see general condition 16); and

(10) For an NWP activity that requires permission from, or review by, the Corps pursuant to 33 U.S.C. 408 because it will alter or temporarily or permanently occupy or use a U.S. Army Corps of Engineers federally authorized civil works project, the pre-construction notification must include a statement confirming that the project proponent has submitted a written request for section 408 permission from, or review by, the Corps office having jurisdiction over that USACE project.

(c) *Form of Pre-Construction Notification*: The nationwide permit pre-construction notification form (Form ENG 6082) should be used for NWP PCNs. A letter containing the required information may also be used. Applicants may provide electronic files of PCNs and supporting materials if the district engineer has established tools and procedures for electronic submittals.

(d) *Agency Coordination*:

(1) The district engineer will consider any comments from Federal and state agencies concerning the proposed activity's compliance with the terms and conditions of the NWPs and the need for mitigation to reduce the activity's adverse environmental effects so that they are no more than minimal.

(2) Agency coordination is required for: (i) all NWP activities that require pre-construction notification and result in the loss of greater than 1/2-acre of waters of the United States; (ii) NWP 13 activities in excess of 500 linear feet, fills greater than one cubic yard per running foot, or involve discharges of dredged or fill material into special aquatic sites; and (iii) NWP 54 activities in excess of 500 linear feet, or that extend into the waterbody more than 30 feet from the mean low water line in tidal waters or the ordinary high water mark in the Great Lakes.

(3) When agency coordination is required, the district engineer will immediately provide (e.g., via e-mail, facsimile transmission, overnight mail, or other expeditious manner) a copy of the complete PCN to the appropriate Federal or state offices (FWS, state natural resource or water quality agency, EPA, and, if appropriate, the NMFS). With the exception of NWP 37, these agencies will have 10 calendar days from the date the material is transmitted to notify the district engineer via telephone, facsimile transmission, or e-mail that they intend to provide substantive, site-specific comments. The comments must explain why the agency believes the adverse environmental effects will be more than minimal. If so contacted by an agency, the district engineer will wait an additional 15 calendar days before making a decision on the pre-construction notification. The district engineer will fully consider agency comments received within the specified time frame concerning the proposed activity's compliance with the terms and conditions of the NWPs, including the need for mitigation to ensure that the net adverse environmental effects of the proposed activity are no more than minimal. The district engineer will provide no response to the resource agency, except as provided below. The district engineer will indicate in the administrative record associated with each pre-construction notification that the resource agencies' concerns were considered. For NWP 37, the emergency watershed protection and rehabilitation activity may proceed immediately in cases where there is an unacceptable hazard to life or a significant loss of property or economic hardship will occur. The district engineer will consider any comments received to decide whether the NWP 37 authorization should be modified, suspended, or revoked in accordance with the procedures at 33 CFR 330.5.

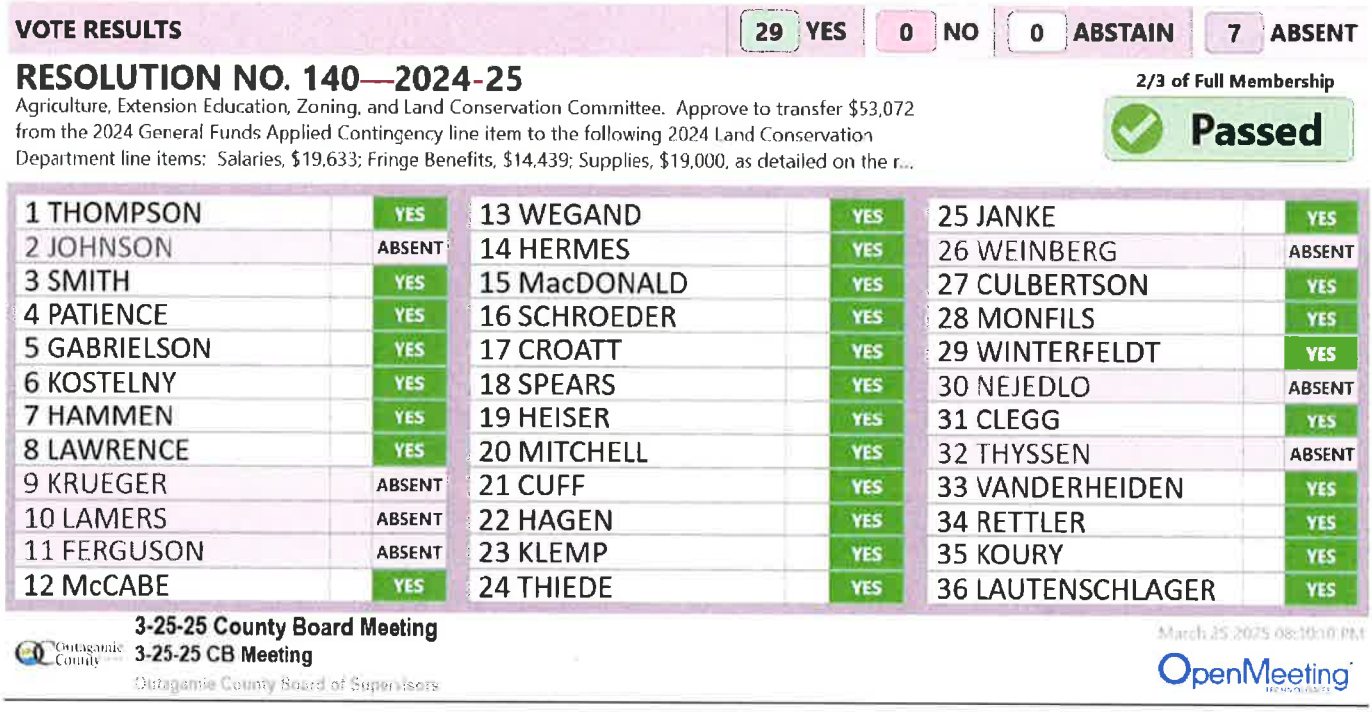
(4) In cases of where the prospective permittee is not a Federal agency, the district engineer will provide a response to NMFS within 30 calendar days of receipt of any Essential Fish Habitat conservation recommendations, as required by section 305(b)(4)(B) of the Magnuson-Stevens Fishery Conservation and Management Act.

(5) Applicants are encouraged to provide the Corps with either electronic files or multiple copies of pre-construction notifications to expedite agency coordination.

Resolution No. 140—2024-25 – Agriculture, Extension Education, Zoning, and Land Conservation Committee. Approve to transfer $53,072 from the 2024 General Funds Applied Contingency line item to the following 2024 Land Conservation Department line items: Salaries, $19,633; Fringe Benefits, $14,439; Supplies, $19,000, as detailed on the resolution and fiscal note.

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

ROLL CALL: 29 yes, 7 absent. RESOLUTION NO. 140—2024-25 IS ADOPTED.



VOTE RESULTS	29 YES	0 NO	0 ABSTAIN	7 ABSENT

RESOLUTION NO. 140—2024-25

Agriculture, Extension Education, Zoning, and Land Conservation Committee. Approve to transfer $53,072 from the 2024 General Funds Applied Contingency line item to the following 2024 Land Conservation Department line items: Salaries, $19,633; Fringe Benefits, $14,439; Supplies, $19,000, as detailed on the r...

2/3 of Full Membership

Passed

1 THOMPSON	YES	13 WEGAND	YES	25 JANKE	YES
2 JOHNSON	ABSENT	14 HERMES	YES	26 WEINBERG	ABSENT
3 SMITH	YES	15 MacDONALD	YES	27 CULBERTSON	YES
4 PATIENCE	YES	16 SCHROEDER	YES	28 MONFILS	YES
5 GABRIELSON	YES	17 CROATT	YES	29 WINTERFELDT	YES
6 KOSTELNY	YES	18 SPEARS	YES	30 NEJEDLO	ABSENT
7 HAMMEN	YES	19 HEISER	YES	31 CLEGG	YES
8 LAWRENCE	YES	20 MITCHELL	YES	32 THYSSEN	ABSENT
9 KRUEGER	ABSENT	21 CUFF	YES	33 VANDERHEIDEN	YES
10 LAMERS	ABSENT	22 HAGEN	YES	34 RETTLER	YES
11 FERGUSON	ABSENT	23 KLEMP	YES	35 KOURY	YES
12 McCABE	YES	24 THIEDE	YES	36 LAUTENSCHLAGER	YES

Outagamie County

3-25-25 County Board Meeting

3-25-25 CB Meeting

Outagamie County Board of Supervisors

March 25 2025 08:10:10 PM

OpenMeeting

RESOLUTION NO.: 140—2024-25

TO THE HONORABLE, THE OUTAGAMIE COUNTY BOARD OF SUPERVISORS

LADIES AND GENTLEMEN: ***2/3 MAJORITY – 24 VOTES***

The Land Conservation Department (LCD) is requesting to transfer $53,072 from the 2024 General Funds Applied Contingency budget to the following LCD line items:

- Increase Salaries by $19,633 due to Total Rewards Study.
- Increase Fringe Benefits by $14,439 due to staff electing health insurance benefits after the 2024 budget was finalized. Departments are held harmless for health insurance expenses. The increase in fringe benefits was included in the 2025 adopted budget.
- Increase Supplies by $19,000 due to prepaid expenses for tree sales from 2022 and 2023 were not moved to the Land Conservation cost center until 2024, which caused a deficit.

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

BE IT RESOLVED, that the Outagamie County Board of Supervisors does approve of transferring $53,072 from the 2024 General Funds Applied Contingency line item to the following line items in the 2024 Land Conservation Department Cost Center: Salaries, $19,633; Fringe Benefits, $14,439; Supplies, $19,000 as noted on the attached fiscal note which by reference is made a part hereof, and

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

Dated this 25th day of March 2025

Respectfully Submitted,

AGRICULTURE, EXTENSION EDUCATION, ZONING AND LAND CONSERVATION COMMITTEE

Debbie VanderHeiden

Mike Janke

Jayme Heiser

Mark Mitchell

Daniel Rettler

Duly and officially adopted by the County Board on: March 25, 2025

Signed: _____
Board Chairperson

~~County Clerk~~ Chief Deputy County Clerk

Approved: 3 27 25

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:** Contingency Request for Land Conservation for 2024 budget

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)

1.) Salaries – overage of $19,633 due to total rewards study
2.) Fringe - over $14,439 as a couple of employees elected full time insurance benefits after the 2024 budget was finalized and the department was unable to absorb the cost in the 2024 budget and is requesting a transfer from contingency to cover the cost. Departments are to be held harmless in these instances. The increase in fringe benefits were incorporated into the 2025 adopted budget.
3.) Trees Sales - the prepaid expenses for tree sales from 2022 and 2023 were not moved to the land conservation cost center until 2024 causing a deficit of $19,000.

Due to the extra expense, the department will not have enough to cover this and is requesting to contingency to cover the shortfall for 2024 of $53,072.

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

[ ] Revenues [X] 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? If no, skip to question 8 below. yes (X) no ( ) 2024 Budget

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.)

Land Conservation	Salaries	1008200.5100	19,633
Land Conservation	Fringe Benefits	1008200.5200	14,439
Land Conservation	Supplies	1008200.5400	19,000
General Funds Applied	Contingency	1002247.5500	($53,072)

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: Sarah Kussow/Greg Baneck/MLU

For Financial Services purposes only

Reviewed By: *Michelle Uitenbroek*

Date: 2/20/2025

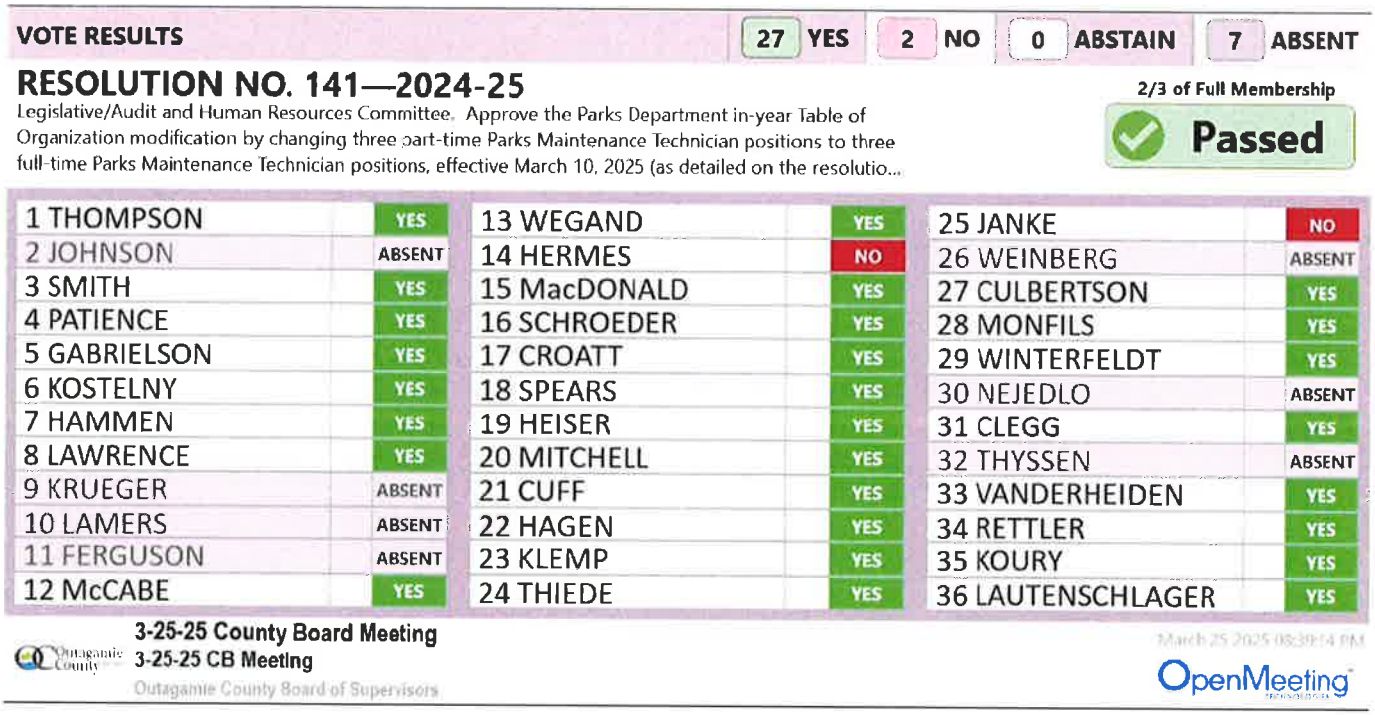
If expenditures are recorded in the financial system at a level of detail lower than the level 6 as shown above, indicate the specific account numbers and amounts below:

Detail Expenditures Account Number Amount

Resolution No. 141—2024-25 – Legislative/Audit and Human Resources Committee. Approve the Parks Department in-year Table of Organization modification by changing three part-time Parks Maintenance Technician positions to three full-time Parks Maintenance Technician positions, effective March 10, 2025 (as detailed on the resolution and attachments), and approve the line item changes for Contingency Purchased Services, Plamann Park, and MHNC, as detailed on the resolution and fiscal note.

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

ROLL CALL: 27 yes, 2 no (Hermes, Janke), 7 absent. RESOLUTION NO. 141—2024-25 IS ADOPTED.



VOTE RESULTS	27 YES	2 NO	0 ABSTAIN	7 ABSENT

RESOLUTION NO. 141—2024-25

Legislative/Audit and Human Resources Committee. Approve the Parks Department in-year Table of Organization modification by changing three part-time Parks Maintenance Technician positions to three full-time Parks Maintenance Technician positions, effective March 10, 2025 (as detailed on the resolutio...

2/3 of Full Membership

Passed

1 THOMPSON	YES	13 WEGAND	YES	25 JANKE	NO
2 JOHNSON	ABSENT	14 HERMES	NO	26 WEINBERG	ABSENT
3 SMITH	YES	15 MacDONALD	YES	27 CULBERTSON	YES
4 PATIENCE	YES	16 SCHROEDER	YES	28 MONFILS	YES
5 GABRIELSON	YES	17 CROATT	YES	29 WINTERFELDT	YES
6 KOSTELNY	YES	18 SPEARS	YES	30 NEJEDLO	ABSENT
7 HAMMEN	YES	19 HEISER	YES	31 CLEGG	YES
8 LAWRENCE	YES	20 MITCHELL	YES	32 THYSSEN	ABSENT
9 KRUEGER	ABSENT	21 CUFF	YES	33 VANDERHEIDEN	YES
10 LAMERS	ABSENT	22 HAGEN	YES	34 RETTLER	YES
11 FERGUSON	ABSENT	23 KLEMP	YES	35 KOURY	YES
12 McCABE	YES	24 THIEDE	YES	36 LAUTENSCHLAGER	YES

3-25-25 County Board Meeting
3-25-25 CB Meeting
Outagamie County Board of Supervisors

March 25 2025 08:39:14 PM

OpenMeeting

RESOLUTION NO.: 141—2024-25

TO THE HONORABLE, THE OUTAGAMIE COUNTY BOARD OF SUPERVISORS

LADIES AND GENTLEMEN: ***2/3 MAJORITY – 24 VOTES***

The Parks Department is requesting approval for an in-year Table of Organization modification to change three (3) part-time Parks Maintenance Technician positions to three (3) full-time Parks Maintenance Technician positions.

The three (3) part-time Parks Maintenance Technician positions have been 20-hour per week positions. However, part-time staff has expressed that part-time work is not affordable and the only reason legacy staff was filling the role is for a full-time opportunity. During a recent full-time staff hiring process, it became clear through the interview process that the department did not prepare legacy staff for the opportunity. The current full-time staff and part-time staff have little to no interaction due to the second shift nature of these positions and little overlap, so training and growth are extremely difficult to achieve. By making the three (3) Parks Maintenance Technician positions full-time, second shift positions, the department can increase employee retention, reduce the need to hire and train new employees, and provide growth opportunities to staff.

The Parks Department has reviewed the 2025 budget and is projecting an increase in rental revenues from The Hillside and increased programming at Mosquito Hill Nature Center (MHNC) of approximately $76,000. The increase in positions will be $88,295, which requires a request from the contingency fund of $12,295 to fund the difference. The request is to increase revenue, salaries and fringes, and transfer funds from the contingency fund.

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

BE IT RESOLVED, that the Outagamie County Board of Supervisors does approve an in-year Table of Organization modification to change three (3) part-time Parks Maintenance Technician positions to three (3) full-time Parks Maintenance Technician positions effective March 10, 2025 in the Parks Department as noted on the attached Position Classification / Grade Change Form – 2025 In Year, Job Description, and Table of Organization, which by reference are made a part hereof, and

BE IT FURTHER RESOLVED, that the Outagamie County Board of Supervisors does approve of increasing the Plamann Park Fees, Fines & Costs line item by $46,000; increasing the MHNC Fees, Fines & Costs line item by $30,000; increasing the Plamann Park Salaries line item by $41,961;

increasing the MHNC salaries line item by $27,396; increasing the Plamann Park Fringe line item by $11,457; increasing the MHNC Fringe line item by $7,481; decreasing the Contingency Purchased Services line item by $12,295 as noted on the attached fiscal note, which by reference is made a part hereof, and

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

Dated this 25th day of March, 2025

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: March 25, 2025

Signed: Dan Galuska
Board Chairperson

Valerie T. Dumanski
~~County Clerk~~ Chief Deputy County Clerk

Approved: 3-27-25

Vetoed: _____

Signed: _____
County Executive

POSITION CLASSIFICATION/GRADE CHANGE FORM - 2025 IN YEAR

Completion Checklist

- 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:	3/10/2025
Department:	Parks
Department Head:	Justin Schumacher
Cost Center Number:	
Position Title:	Parks Maintenance Technician PT
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:	120
Proposed Pay Grade of Position:	
New Step(s) in New Grade:	
Number of Employees: *(if more than 1, complete the "Multiples" worksheet)*	3

Reclass Justification

Briefly summarize why this Classification Change is needed, as well as areas of revenue and savings.

This postion has historically been a part time,20 hour per week position. Part time staff has expressed for the last year that part time work is not affordable and the only reason that legacy staff was filling the role is for a full time opportunity. We recently hired the full time opportunity, and it became clear through the interview process that we had failed to prepare legacy staff for this opportunity. They have little to no interaction with full time staff due to the second shift nature of the position and little overlap, so training and growth are extremely difficult to achieve. By making these a full time, second shift position, we can increase employee retention, reduce the need to hire and train new employees, and provide growth opportunities to staff. The talent pool when hiring the part time position was exponentially smaller, less skilled, and less equiped than the talent pool that applied for the same position, full time.

Employee Impacted By This Change (if no one in position - leave blank)

Cody Olson, Kristofer Hockers, Chris Holland

Fiscal Data

How will this position change be funded (choose from drop-down list)?	

NET PROJECTED 2025 EXPENDITURES - Amounts must agree to amounts included in the proposed budget.

Salary	$	69,357
Fringe Benefits	$	18,938
Other (Describe):	$	-
Other (Describe):	$	-
TOTAL EXPENDITURES	$	88,295

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.

Description	*Dollar Value (enter as negative)*	
Hillside Revenue	$	46,000
MH Revenue increases	$	30,000
	$	-
TOTAL COST SAVINGS/REVENUES	$	76,000
NET COUNTY COST (Levy/Fund Balance)	$	12,295

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

Now Hiring Employees Invested in Serving!

Outagamie County

Parks Maintenance Technician (Part-Time, Benefit Eligible)

CLASS CODE

7100-1

SALARY

$20.94 - $27.34 Hourly

ESTABLISHED DATE

June 05, 2017

REVISION DATE

December 19, 2024

Position Purpose

Under the general supervision of the Parks Director, the Parks Maintenance Technician performs a variety of tasks throughout the Outagamie County Parks System assisting in the daily maintenance of the grounds, facilities, and equipment. Provides assistance to users of the facilities.

Key Responsibilities

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

- Cuts grass, trims trees and shrubs, and performs other horticultural tasks. Performs landscaping duties including, planting, removal of trees and shrubs and laying sod.
- Monitors Park System, examining and fixing any doors, windows, fencing and gates to ensure they are secure. Enforce park rules and ordinances as necessary.
- Builds and paints picnic tables and benches. Repairs or replaces signs as directed. Paints facilities, equipment and buildings as needed.
- Facilitates shelter reservations at Plamann Park on both weeknights and weekends. Issues equipment rentals and alcohol permits as well as cleaning building, shelters and restrooms after use.

- Provides exemplary customer service and actively participates in maintaining a positive customer service environment.
- Assists with the Children's Farm: feeding, cleaning, periodically checking the animals and locking the farm at close.
- Aids in the installation and maintenance of fencing, drain tile, culverts, playground equipment, park benches, picnic tables and other park equipment.
- Keeps park road, walkways, office entrance and parking areas free from snow and ice.
- Prepares buildings for seasonal use, checks and performs minor maintenance on plumbing and electrical as well as equipment repairs or general maintenance of equipment.
- Maintains and cleans buildings, restrooms, grounds and assists in the upkeep of all recreation fields as requested or assigned.
- Performs preventative maintenance, troubleshoots and makes repairs on motorized equipment, machinery, buildings HVAC systems and other park facilities.
- Installs, constructs and maintains signs, piers, docks, and small bridges as well as assists in their removal in non-use seasons.
- Implements Department and County goals, objectives, and policies; maintains performance standards.
- Retains regular and predictable attendance, works overtime extra hours as required. Prepares and completes reports as required.

Education/Certifications/Experience Requirements

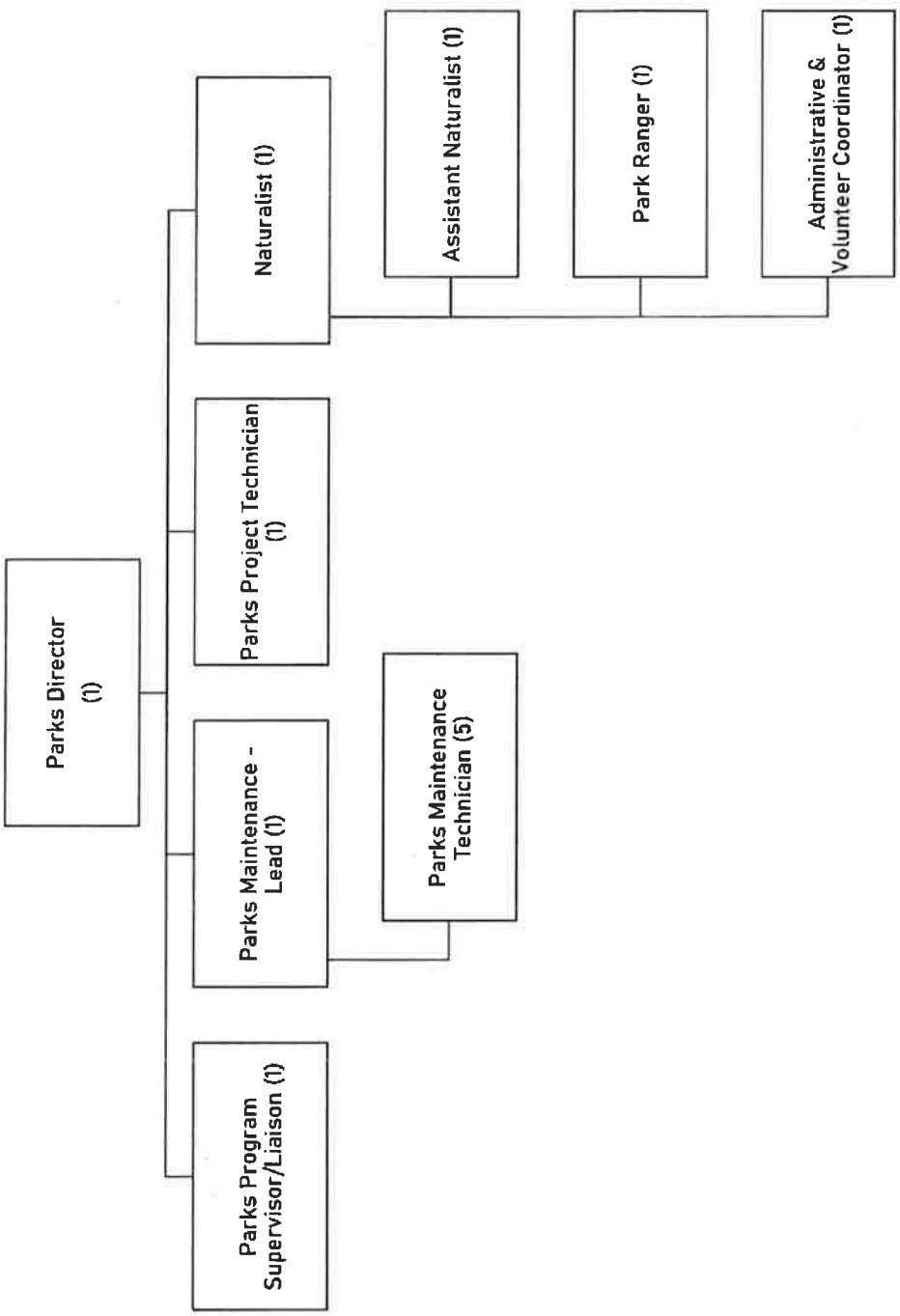
- Functioning knowledge of cleaning, maintenance methods, use of cleaning supplies, equipment, and proper use of a variety of hand tools.
- Basic understanding of carpentry, painting, plumbing, HVAC, and electricity.
- Operate equipment such as a tractor, multiple ATV/UTV's, skid steer, large mowers, trucks and plows and assist with their maintenance and repairs.
- High School diploma or its equivalent required plus related landscaping and or horticultural experience preferred.
- Possession of a valid Wisconsin Driver's License.

Required or Preferred Skills

- Ability to lift items of 50 lbs. or more several times per shift.
- Ability to perform work from a standing, walking, or sitting position throughout the bulk of the shift.

- Ability to perform heavy manual labor for short periods of time under extreme temperatures.
- Maintain effective working relationships with fellow employees with the ability to work with and communicate effectively with the public in a courteous and helpful manner in order to provide excellent customer service
- Basic problem-solving skills and the ability to follow instructions and protocols.
- Work effectively under limited supervision throughout the bulk of a shift. Work weekends and late afternoons through mid-evenings on a regular basis.
- Ability to perform duties which require occasional reaching, swimming and climbing.
- This role requires spending the majority of work hours outdoors in diverse weather conditions and involves physical labor. Safety equipment and weather-appropriate gear will be provided as needed.
- Physical stamina to perform tasks such as walking, lifting, bending, and operating tools or equipment.

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.


Parks Director (1)
Naturalist (1)
Assistant Naturalist (1)
Park Ranger (1)
Administrative & Volunteer Coordinator (1)
Parks Project Technician (1)
Parks Maintenance - Lead (1)
Parks Maintenance Technician (5)
Parks Program Supervisor/Liaison (1)

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:** In year request to create full time positions and eliminate part time positions in Parks Department and request contingency funding

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 Parks Maintenance position has historically been a part time 20 hour per week position. Part time staff has expressed for the last year that part time work in not affordable and the only reason that the legacy staff was filling the role is for a full time opportunity. We recently hired the full time opportunity, and it became clear through the interview process that we had failed to prepare legacy staff for this opportunity. They have little to no interaction with the full time staff due to the second shift nature of the positions and little overlap, so training and growth are extremely difficult to achieve. By making these a full time, second shift position, we can increase employee retention, reduce the need to hire and train new employees, and provide growth opportunities to staff. The talent pool when hiring the part time position was exponentially smaller, less skilled, and less equipped than the talent pool that applied for the full time position.

The Department has reviewed the budget for 2025 and is projecting increased revenues from bookings at The Hillside and increased programming at Mosquito Hill Nature Center (MHNC) of approximately $76,000. The increase in positions will be $88,295, which would require a request from contingency of $12,295 to fund the difference. The request is to increase revenue, salaries and fringes for the cost centers as follows:

	Plamann 10062000		Mosquito Hill Nature Center 1006900
Revenue	46,000		30,000
Salaries	41,961		27,396
Fringes	11,457		7,481

The balance of $12,295 ($7,438 and $4,857) is requested from contingency.

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

[x] Revenues [x] 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.)

COST CENTER NAME	(i.e. Salaries, Supplies, Etc.)	(i.e. 1004100.5100, 1004100.5400, etc.)	AMOUNT
Plamann Park	Fees, Fines & Costs	1006200.4310	46,000
MHNC	Fees, Fines & Costs	1006900.4310	30,000
Plamann Park	Salaries	1006200.5100	41,961
MHNC	Salaries	1006900.5100	27,396
Plamann Park	Fringe	1006200.5200	11,457
MHNC	Fringe	1006900.5200	7,481
Contingency	Purchased Services	1002247.5500	(12,295)

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: Will be included in future budgets

Annual Revenue: Future budgets

Fiscal Note Prepared by: Justin Schumacher

For Financial Services purposes only

Reviewed By: Michelle Uitenbroek

Date: 3/3/2025

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:

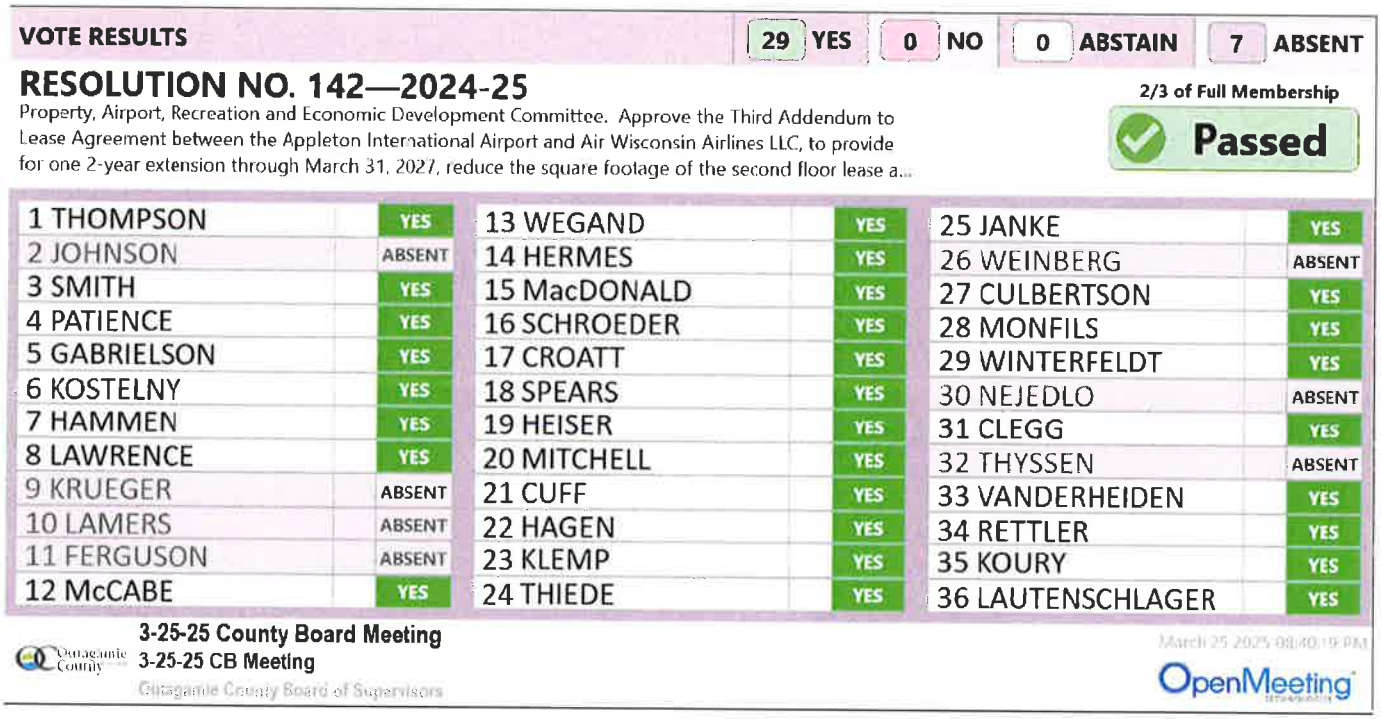
Detail Expenditures Account Number	Amount

Comments:

Resolution No. 142—2024-25 – Property, Airport, Recreation and Economic Development Committee. Approve the Third Addendum to Lease Agreement between the Appleton International Airport and Air Wisconsin Airlines LLC, to provide for one 2-year extension through March 31, 2027, reduce the square footage of the second floor lease and the common use space (as noted on the resolution), the new monthly rent will be decreased for the period April 1, 2025 through March 31, 2027, to be $38,430.58, and approve the line items for the Airport Terminal by decreasing the Second Floor Lease by $103,421 and increasing the Fund Balance Applied by $103,421, as detailed on the resolution and attachments.

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

ROLL CALL: 29 yes, 7 absent. RESOLUTION NO. 142—2024-25 IS ADOPTED.



RESOLUTION NO.: 142—2024-25

TO THE HONORABLE, THE OUTAGAMIE COUNTY BOARD OF SUPERVISORS

LADIES AND GENTLEMEN: ***2/3 MAJORITY – 24 VOTES***

The Appleton International Airport and Air Wisconsin Airlines, LLC desire to incorporate a Third Addendum for the Terminal Lease Agreement. This addendum provides for one (1) two (2) year extension through March 31, 2027. In addition, Air Wisconsin desires to reduce the square footage of the second floor lease from 33,973 square feet to 21,234 square feet of exclusive use and 3,530 square feet of common use space. The new monthly rent will be decreased from $48,930.92 to $38,430.58 for the period April 1, 2025 through March 31, 2027. In the event Air Wisconsin occupies the space following expiration of the above extension, it shall be on a month-to-month basis with the lease rate adjusted at the discretion of the Airport. A budget adjustment is required in order to decrease the revenue that has already been included in the 2025 budget.

NOW THEREFORE, the undersigned members of the Property, Airport, Recreation and Economic Development Committee recommend adoption of the following resolution.

BE IT RESOLVED, that the Outagamie County Board of Supervisors does approve the Third Addendum to Lease Agreement between the Appleton International Airport and Air Wisconsin Airlines LLC in order to provide for one (1) two (2) year extension through March 31, 2027 and reduce the square footage of the second floor lease to 21,234 square feet of exclusive use and 3,530 square feet of common use space. Additionally, the new monthly rent will be decreased for the period April 1, 2025 through March 31, 2027, said rent to be $38,430.58 as noted on the attached Third Addendum to Lease Agreement, which by reference is made a part hereof, and

BE IT FURTHER RESOLVED, that the Outagamie County Board of Supervisors does authorize and approve of decreasing the Airport Terminal Second Floor Lease line item by $103,421 and increasing the Airport Terminal Fund Balance Applied line item by $103,421 as noted on the attached fiscal note, which by reference is made a part hereof, and

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

Dated this 25th day of March 2025

Respectfully Submitted,

PROPERTY, AIRPORT, RECREATION & ECONOMIC DEVELOPMENT COMMITTEE

Dean Culbertson

Lee W. Hammen

Ronald Klemp

Yvonne Monfils

Jason Winterfeldt

Duly and officially adopted by the County Board on: March 25, 2025

Signed: _____
Board Chairperson

Valerie Lamman
~~County Clerk~~ Chief Deputy County Clerk

Approved: 3.27.25

Vetoed: _____

Signed: _____
County Executive

THIRD ADDENDUM TO LEASE AGREEMENT

THIS THIRD ADDENDUM is entered into this 1st day of April, 2025, between Outagamie County ("County") and Air Wisconsin Airlines LLC, a Delaware limited liability company ("Company").

WHEREAS, the parties have entered into a Lease Agreement on February 26, 2002 (hereinafter the "Lease"), providing for the lease from County by Company, of land and facilities situated in the State of Wisconsin, County of Outagamie, Town of Greenville, located at the Appleton International Airport; and

WHEREAS, the parties have previously amended the Lease by Addendum One (1) dated January 17, 2020; and

WHEREAS, the parties have previously amended the Lease by Addendum Two (2) November 14, 2024; and

WHEREAS, the Company and County desires to extend the term of the agreement; and

WHEREAS, the parties desire to amend the Agreement by this Third Addendum; and

NOW, THEREFORE, in consideration of the mutual benefits, covenants and obligations of the parties contained in the Lease, County and Company agree to amend the lease as follows:

1. **TERM** Section 2.1 shall be amended to provide for one (1), two (2) year extension. In the event the Lessee occupies the space following the expiration of the extension as called for in this Addendum, Lessee may occupy the space on a month-to-month basis with the lease rate adjusted at the discretion of the Lessor.

2. **PREMISES** Section 1.1.2 shall be deleted in its entirety and replaced as follows:

   1.1.2 21,234 square feet of exclusive second floor space and 3,530 square feet of common use space, the location of which is more particularly depicted and/or described on Exhibit B.2 attached hereto and made a part hereof: and

3. **PREMISES** Section 1.1.4 shall be deleted in its entirety and replaced with:

   1.1.4 The Premises shall be comprised of a total of 32,759 square feet of exclusive use space and 3,530 square feet of common use space. The Premises shall be provided to Lessee on an "as is where is" basis and, to the extent the Lessee desires to alter or improve the Premises, Lessee shall be responsible for all such modifications and improvements of the Premises through the Term of this Agreement.

4. **RENTAL AND OTHER PAYMENTS** Section 3.1.2 shall be amended to add: Commencing on April 1, 2025 and continuing through March 31, 2027, such rental shall be $38,430.58 per month, for an aggregate annual amount of rental of $461,167 ($13.00 per square foot for exclusive use and $10.00 per square foot for the common use portion of the Premises).

5. **RENTAL AND OTHER PAYMENTS** Section 3.1.4 shall be amended to read: Commencing on January 1, 2026 Lessee shall pay to Lessor for ninety (90) parking permits during the Term of this Agreement in the amount of $11,250.

6. **EXHIBITS** Exhibit B.1 shall be replaced in its entirety with the attached revised B.2.

7. Except as amended, herein, the terms and conditions of the Lease, as previously amended by addendums one through eight shall, in all other respects remain unchanged and in full force and effect.

IN WITNESS WHEREOF, the parties have hereunto set their hands and seals this_____day of_____, 2025.

OUTAGAMIE COUNTY

By: _____
Thomas Nelson
County Executive

By: _____
Dan Gabrielson
Board Chairperson

By: _____
Kelly Gerrits
County Clerk

APPROVED AS TO FORM:

By: _____
Kyle Sargent
Corporation Counsel

AIR WISCONSIN AIRLINES LLC

By: _____
Date:

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:** 3rd Addendum to Air Wisconsin Lease Agreement

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 and Air Wisconsin Airlines, LLC desire to incorporate a 3rd addendum for the Terminal Lease Agreement. This addendum provides for one (1) two (2) year extension through March 31, 2027. In addition, Air Wisconsin desires to reduce the square footage of the second floor lease 33,973 square feet to 21,234 square feet of exclusive use and 3,530 square feet of common use space. The new monthly rent will be decreased for the period April 1, 2025 through March 31, 2027 to be $38,430.58 (from $48,930.92). In the event Air Wisconsin occupies the space following expiration of the above extension, it shall be on a month to month basis with the lease rate adjusted at the discretion of the Airport. A budget adjustment is required to decrease the revenue already included in the 2025 budget.

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

[X] Revenues [ ] Expenses (Cost) [ ] None

3. Is the specific cost or revenue included in the current year's budget? yes (X) no ( ) 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 ( ) 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? If no, skip to question 8 below. yes (X) no ( ) To be determined

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
Airport Terminal	Second Floor Lease	5000110.4473.01	(103,421)
Airport Terminal	Fund Balance Applied	5000110.8955	103,421

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 0

Annual Revenue 461,167

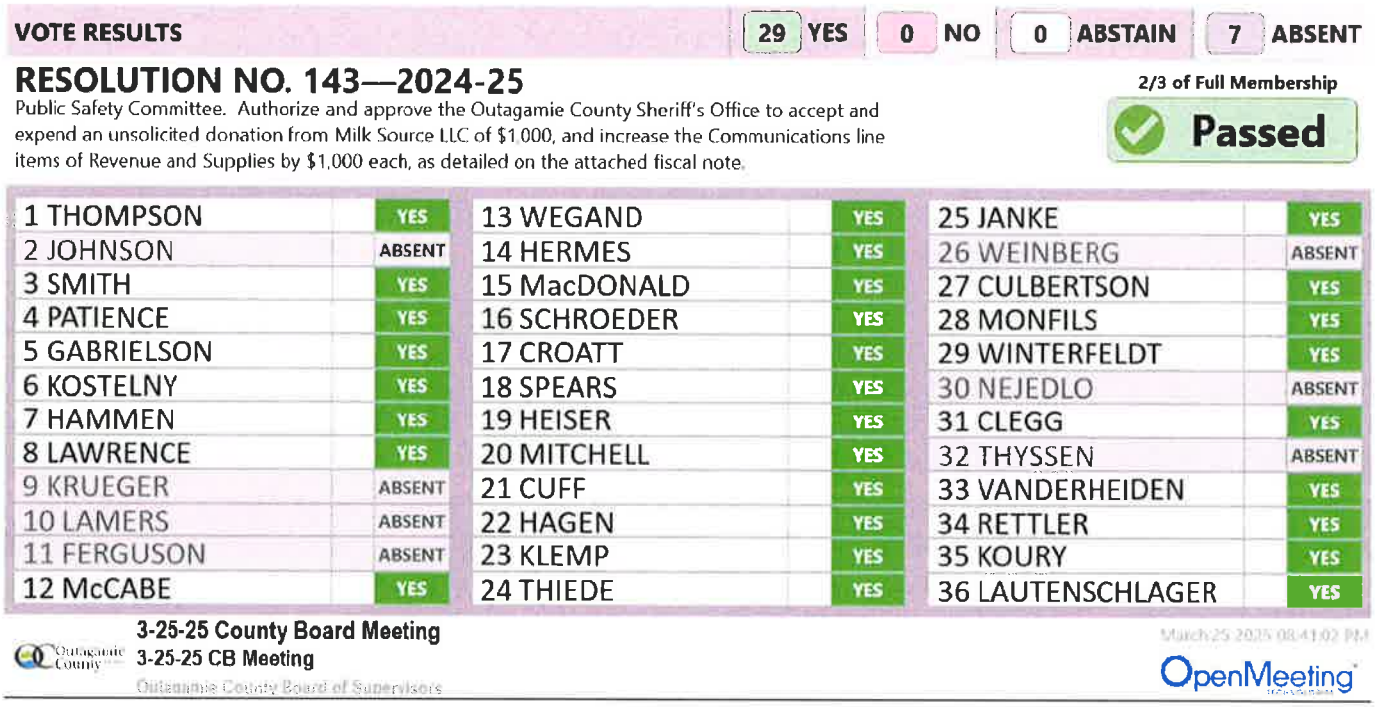
Fiscal Note Prepared by: Abe Weber/Katie Horan

For Financial Services purposes only	
Reviewed By: *Michelle Uitenbroek*	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 Expenditures Account Number / Amount
Date: 3/5/2025	
Comments:	

Resolution No. 143—2024-25 – Public Safety Committee. Authorize and approve the Outagamie County Sheriff's Office to accept and expend an unsolicited donation from Milk Source LLC of $1,000, and increase the Communications line items of Revenue and Supplies by $1,000 each, as detailed on the attached fiscal note.

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

ROLL CALL: 29 yes, 7 absent. RESOLUTION NO. 143—2024-25 IS ADOPTED.



VOTE RESULTS	29 YES	0 NO	0 ABSTAIN	7 ABSENT

RESOLUTION NO. 143—2024-25

Public Safety Committee. Authorize and approve the Outagamie County Sheriff's Office to accept and expend an unsolicited donation from Milk Source LLC of $1,000, and increase the Communications line items of Revenue and Supplies by $1,000 each, as detailed on the attached fiscal note.

2/3 of Full Membership

Passed

1 THOMPSON	YES	13 WEGAND	YES	25 JANKE	YES
2 JOHNSON	ABSENT	14 HERMES	YES	26 WEINBERG	ABSENT
3 SMITH	YES	15 MacDONALD	YES	27 CULBERTSON	YES
4 PATIENCE	YES	16 SCHROEDER	YES	28 MONFILS	YES
5 GABRIELSON	YES	17 CROATT	YES	29 WINTERFELDT	YES
6 KOSTELNY	YES	18 SPEARS	YES	30 NEJEDLO	ABSENT
7 HAMMEN	YES	19 HEISER	YES	31 CLEGG	YES
8 LAWRENCE	YES	20 MITCHELL	YES	32 THYSSEN	ABSENT
9 KRUEGER	ABSENT	21 CUFF	YES	33 VANDERHEIDEN	YES
10 LAMERS	ABSENT	22 HAGEN	YES	34 RETTLER	YES
11 FERGUSON	ABSENT	23 KLEMP	YES	35 KOURY	YES
12 McCABE	YES	24 THIEDE	YES	36 LAUTENSCHLAGER	YES

Outagamie County

3-25-25 County Board Meeting
3-25-25 CB Meeting
Outagamie County Board of Supervisors

March 25 2025 08:41:02 PM

OpenMeeting

RESOLUTION NO.: 143—2024-25

TO THE HONORABLE, THE OUTAGAMIE COUNTY BOARD OF SUPERVISORS

LADIES AND GENTLEMEN: ***2/3 MAJORITY – 24 VOTES***

The Outagamie County Sheriff's Office is requesting approval to accept and expend an unsolicited donation from Milk Source LLC in the amount of $1,000. Funds will be used to purchase an AED (Automated External Defibrillator) for the Communications Center. The Sheriff's Office will use already budgeted funds to cover the excess cost of the unit. There is no county match required.

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

BE IT RESOLVED, that the Outagamie County Board of Supervisors does authorize and approve the Outagamie County Sheriff's Office to accept and expend an unsolicited donation from Milk Source LLC in the amount of $1,000, and

BE IT FURTHER RESOLVED, that the Outagamie County Board of Supervisors does authorize and approve of increasing the Communications Revenue line item and the Communications Supplies line item by $1,000 each as detailed on the attached fiscal note, which is made a part hereof, and

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

Dated this 25th day of March 2025

Respectfully submitted,

PUBLIC SAFETY COMMITTEE

Katrin Patience

Christine Lamers

Michael Smith

Timothy Hermes

Jeremy Thyssen

Duly and officially adopted by the County Board on: March 25, 2025

Signed: Dan Calvin
Board Chairperson

Valerie Tauman
~~County Clerk~~ Chief Deputy County Clerk

Approved: 3 27 25

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 Milk Source LLC.

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 Milk Source LLC in the amount of $1,000. Funds will be used to purchase an AED (Automated External Defibrillator) for the Communications Center. The Sheriff's Office will use already budgeted funds to cover the excess cost of the unit. There is no county match required.

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

[X] Revenues [X] 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
Communiciations	Revenue	1008013.4510.12	1,000
Communiciations	Supplies	1008013.5400	1,000

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: Lisa VandenLangenberg

For Financial Services purposes only	
Reviewed By: *Michelle Uitenbroek*	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 Expenditures Account Number: 1008015.5420.09 Amount: 1,000
Date:2/18/2025	
Comments:	

Resolution No. 144—2024-25 – Finance Committee. Authorize and approve of all excess or deficiency of revenues over/under expenditures and unexpended appropriations of the various accounts reverting back to the County's General Fund or from the General Fund as indicated on the attached fiscal note and Summary of 2024-2025 Revolving Funds document, with the exception of those expenses, revenues or transfers, as detailed on the resolution and attachments.

Supervisor Croatt moved, seconded by Supervisor Lautenschlager, for adoption.

ROLL CALL: 29 yes, 7 absent. RESOLUTION NO. 144—2024-25 IS ADOPTED.

VOTE RESULTS	29 YES	0 NO	0 ABSTAIN	7 ABSENT

RESOLUTION NO. 144—2024-25

Finance Committee. Authorize and approve of all excess or deficiency of revenues over/under expenditures and unexpended appropriations of the various accounts reverting back to the County's General Fund or from the General Fund as indicated on the attached fiscal note and Summary of 20..

2/3 of Full Membership

Passed

1 THOMPSON	YES	13 WEGAND	YES	25 JANKE	YES
2 JOHNSON	ABSENT	14 HERMES	YES	26 WEINBERG	ABSENT
3 SMITH	YES	15 MacDONALD	YES	27 CULBERTSON	YES
4 PATIENCE	YES	16 SCHROEDER	YES	28 MONFILS	YES
5 GABRIELSON	YES	17 CROATT	YES	29 WINTERFELDT	YES
6 KOSTELNY	YES	18 SPEARS	YES	30 NEJEDLO	ABSENT
7 HAMMEN	YES	19 HEISER	YES	31 CLEGG	YES
8 LAWRENCE	YES	20 MITCHELL	YES	32 THYSSEN	ABSENT
9 KRUEGER	ABSENT	21 CUFF	YES	33 VANDERHEIDEN	YES
10 LAMERS	ABSENT	22 HAGEN	YES	34 RETTLER	YES
11 FERGUSON	ABSENT	23 KLEMP	YES	35 KOURY	YES
12 McCABE	YES	24 THIEDE	YES	36 LAUTENSCHLAGER	YES

Outagamie County

3-25-25 County Board Meeting
3-25-25 CB Meeting
Outagamie County Board of Supervisors

March 25 2025 08:41:55 PM

OpenMeeting

RESOLUTION NO.: 144—2024-25

TO THE HONORABLE, THE OUTAGAMIE COUNTY BOARD OF SUPERVISORS

LADIES AND GENTLEMEN: ***2/3 MAJORITY – 24 VOTES***

It is necessary that various accounts of Outagamie County be closed as of December 31, 2024, except special funds, commonly known as Revolving Funds, which are in the best interest of Outagamie County to remain intact. The budget adjustments will be made to the 2025 budget. These Revolving Funds cover all county funds except County Roads and Bridges, which will be brought forward with a separate resolution.

NOW THEREFORE, the undersigned members of the Finance Committee recommend adoption of the following resolution.

BE IT RESOLVED, that the Outagamie County Board of Supervisors does authorize and approve of all excess or deficiency of revenues over/under expenditures and unexpended appropriations of the various accounts reverting back to the County's General Fund or from the General Fund as indicated in the attached fiscal note and Summary of 2024-2025 Revolving Funds document, with the exception of those expenses, revenues or transfers as detailed in the attachments, which by reference are made a part hereof, and

BE IT FURTHER RESOLVED, unless detailed otherwise on the attachments, that should any closed projects have excess funding (except those with highway project funding that will be applied in the following year's budget), those funds will be returned to the General Fund, or if legally required, to the Debt Service fund, and

BE IT STILL FURTHER RESOLVED, that all of the following accounts shall not lapse to the County's General Fund: all Special Revenues, except Health and Human Services; all Debt Service Funds; all Capital Project Funds; all Enterprise Funds, except for Brewster Village; and all Internal Service Funds, and

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

Dated this 25th day of March 2025

Respectfully Submitted,

FINANCE COMMITTEE

Chris Croatt

John Cuff

Karen Lawrence

Dana Johnson

Rick Lautenschlager

Duly and officially adopted by the County Board on: March 25, 2025

Signed: _____
Board Chairperson

~~County Clerk~~ Chief Deputy County Clerk

Approved: 3-27-25

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:** Revolving Funds Requests 2024 to 2025 – All Funds (except County Road & Bridges)

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)

See attached for the complete schedule of requested Revolving Funds from the 2024 budget into the 2025 budget. The budget adjustments will be made to the 2025 budget. This includes all funds, except County Roads and Bridges Fund.

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

[X] Revenues [X] 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.)

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 attached.			

Annual and Long-Term Impact

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

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

Fiscal Note Prepared by: Michelle Uitenbroek

For Financial Services purposes only

Reviewed By: *Michelle Uitenbroek*

Date: 3/12/2025

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:

Detail Expenditure Account Number	Amount

S:\FINANCE\9 Fiscal Notes & Intrabudget Adjustments\FISCAL NOTES - WORD\FINANCE\Fiscal Note Revolving Funds 204 to 2025.doc

OUTAGAMIE COUNTY
SUMMARY OF 2024 - 2025 REVOLVING FUNDS

Fund	Purchase Order Commitment	Additional Appropriations	Projects	Total
General Fund	188,425	74,586	-	263,011
Health & Human Services	37,440	294,543	-	331,983
County Roads & Bridges - TO BE DETERMINED	-	-	TBD	-
Watershed Grants	-	1,211,423	-	1,211,423
State Grants	-	89,022	-	89,022
Land Records	-	-	-	-
Airport	-	7,360,000	40,541,900	47,901,900
Brewster Village	-	425,542	-	425,542
Recycling and Solid Waste	-	5,570,324	-	5,570,324
Single Stream	-	1,991,382	-	1,991,382
Highway - PROJECTS TO BE DETERMINED (TBD)	-	-	TBD	-
Information Technology (IT)	43,793	649,029	-	692,822
Capital Projects (Highway projects TBD)	-	-	3,418,601	3,418,601
Total	269,658	17,665,851	43,960,501	61,896,010

Fund / Funding Source	Intergovernmental Revenue, Fees Fines & Costs, Charges for Service	Fund Balance / Retained Earnings	Debt Proceeds / Advances	Total
General Fund	106,492	156,519	-	263,011
Health & Human Services	245,864	86,119	-	331,983
County Roads & Bridges - TO BE DETERMINED	TBD	TBD	-	-
Environmental Stewardship	-	-	-	-
Watershed Grants	1,211,423	-	-	1,211,423
State Grants	89,022	-	-	89,022
Land Records	-	-	-	-
Airport	44,891,900	3,010,000		47,901,900
Brewster Village	-	425,542	-	425,542
Recycling and Solid Waste	-	5,570,324	-	5,570,324
Single Stream	-	1,991,382	-	1,991,382
Highway - PROJECTS TO BE DETERMINED (TBD)	TBD	TBD	-	-
Information Technology (IT)	367,031	325,791	-	692,822
Capital Projects (Highway projects TBD)	825,016	2,593,585	-	3,418,601
Total	47,736,748	14,159,262	-	61,896,010

See attached for details of rollovers by category and fund.

Please note the above summary and detailed attachments currently do not include most of the revolving funds for the Highway or County Road and Bridge Fund. Due to employee turnover, the revolving funds for the Highway have not yet been completed. Administration will bring forward the Highway's revolving funds in a separate resolution when they are completed. We felt it necessary to bring all other funds forward at this time so these departments could start working on these projects and incur these expenditures as soon as the resolution is passed.

S:\FINANCE\13 Interim & Year End (Non Audit)\Revolving Funds\2024 into 2025\2024 - 2025 Revolving Funds worksheet for Resolution sent to Leg

Outagamie County
2024 - 2025 Revolving Funds

P

GENERAL FUND 100

Cost Center Name / Description	Cost Center Line Item	P.O. Number	Purchase Order Commitment	Additional Appropriation	Revenue Amount
AMERICAN RESCUE PLAN ACT (ARP)					
ARPA-Juror chairs	1003605.5430.1.11	124905	54,627	-	
ARPA Revenues	1003605.4264.01		-	-	54,627
LEG SERVICES					
Employee Appreciation	1001600.5500			50	
FAMILY COURT					
Travel/Training for 2025 conference	1003801.5300			277	
FINANCIAL SERVICES					
MAINTENANCE / JC MAINTENANCE / COUNTY PROPERTY					
Maintenance - Platform Lift for Justice Center (ordered 3/2024 long lead time)	1005302.5562.08	124817	12,918		
Maintenance - Replace Tower Strobe Lights	1002413.5500			14,000	
HUMAN RESOURCES					
PARKS (PLAMANN, LAKE, MHNC)					
All in cap projects			-	-	-
DEVELOPMENT AND LAND SERVICES (INCLUDING ZONING)					
Smart Growth America Grant - NEW Avenue project	1007300.4242.99		-	-	51,865
Comprehensive Plan Implementation - Code Revision project. Undergoing comprehensive rewrite for zoning and land development codes.	1007300.5500		-	8,500	-
SHERIFF - ADMINISTRATION			-	-	-
SHERIFF - PATROL					
Streicher - 9mm & 5.56 red simunition rounds	1008007.5425.07		-	1,710	-
SHERIFF - COMMUNICATIONS					
Priority Dispatch-ProQA 2025 Maintenance unbudgeted (2025 purchase covered by grant, and 2026 and forward maintenance is in IT's budget. 2025 maintenance wasn't planned for - but can be covered with unspent radio maintenace dollars from 2024 due to contract updates	1008013.5535.08		26,600	-	-
SHERIFF - JAIL					
Cornerstone - Guard1 timekeeping system - work started in August 2024, but wasn't completed until January 2025	1008015.5575.15		-	17,888	-
SHERIFF - SQUADS					
Ewalds - 2025 Ford PIU (2024 replacement order, delivery expected in 2025)	1008017.6238	124947	47,140	-	-
Ewalds - 2025 Ford PIU (2024 replacement order, delivery expected in 2025)	1008017.6238	124961	47,140	-	-
Kustom Signals - in squad radar units. 2024 order not received until 2025	1008017.6238		-	27,402	-
LAND CONSERVATION					
Moveable Equipment-Capital Outlay -Phils Pumping & Fab Inc (Ordered end of year received in January)	1008200.6000		-	4,759	-
TOTAL REVOLVING FUND REQUESTS:			188,425	74,586	106,492

Outagamie County
2024 - 2025 Revolving Funds

HEALTH & HUMAN SERVICES FUND 206

Cost Center Name / Description	Cost Center Line Item	P.O. Number	Purchase Order Commitment	Additional Appropriation	Revenue Amount
DHHS - Administration					
Office Furniture	2065010.5562.08	124965	9,692	-	-
Office Furniture	2065010.5562.08	124966	975	-	-
Office Furniture	2065010.5562.08	124974	14,026	-	-
Office Furniture	2065010.5562.08	124976	10,331	-	-
Office Furniture	2065010.5562.08	206121	2,416	-	-
Berry Dunn RFP Contractor - will be used to cover implementation of EHR	2065010.5525.04		-	48,679	-
85.21 Trust Fund Expenditures delayed until 2025	2063005.6238		-	245,864	-
			0	0	245,864
TOTAL REVOLVING FUND REQUESTS:			37,440	294,543	245,864

Outagamie County
2024 - 2025 Revolving Funds

WATERSHED PROGRAMS FUND 209

Cost Center Name / Description	Cost Center Line Item	P.O. / Contract Number	Purchase Order Commitment	Additional Appropriation	Revenue Amount
Land Conservation TMDL Grants					
TMDL Apple Creek Expense Portion	2090500.5500		-	319,283	-
TMDL Apple Creek Revenue Portion	2090500.4280.99		-	-	319,283
TMDL Upper Duck Creek Expense Portion	2090400.5500		-	107,017	-
TMDL Upper Duck Creek Expense Portion	2090400.5400		-	2,182	-
TMDL Upper Duck Creek Revenue Portion	2090400.4280.99		-	-	109,199
TMDL Lower Fox (P&K) Expense Portion	2090300.5500		-	551,636	-
TMDL Lower Fox (P&K) Revenue Portion	2090300.4280.99		-	-	551,636
Climate Smart Agronomy Expense Portion	2091000.5500		-	231,305	-
Climate Smart Agronomy Revenue Portion	2091000.4280.99		-	-	231,305
TOTAL REVOLVING FUND REQUESTS:			0	1,211,423	1,211,423

Outagamie County
2024 - 2025 Revolving Funds

STATE GRANTS FUND 210

Cost Center Name / Description	Cost Center Line Item	P.O. / Contract Number	Purchase Order Commitment	Additional Appropriation	Revenue Amount
Land Conservation Grants					
DNR Bear Creek Expense Portion	2100400.5500		-	5,128	-
DNR Bear Creek Revenue Portion	2100400.4225.10		-	-	5,128
Oneida Expense Portion	2100400.5500		-	27,569	-
Oneida Revenue Portion	2100400.4280.99		-	-	27,569
UWGB NIFA Capacity Expense Portion	2100400.5500		-	3,698	-
UWGB NIFA Capacity Expense Portion	2100400.5400		-	646	-
UWGB NIFA Capacity Revenue Portion	2100400.4280.99		-	-	4,344
NRDA Expense Portion	2100400.5500		-	51,981	-
NRDA Revenue Portion	2100400.4263.01		-	-	51,981
TOTAL REVOLVING FUND REQUESTS:			0	89,022	89,022

Outagamie County
2024 - 2025 Revolving Funds

AIRPORT FUND 500 OPERATIONS

Cost Center Name / Description	Cost Center Line Item	P.O. Number	Purchase Order Commitment	Additional Appropriation	Revenue Amount
Airport Terminal					
Replace John Deere Front Mount Broom	5000110.6234		-	50,000	-
Airport Operations Area (AOA)					
Runway 03 PAPI Wiring	5000112.6000 (6226)		-	10,000	-
Replace broken airfield sign bases	5000112.6000 (6226)		-	15,000	-
SRE Floor RE-Epoxy floor in breakrooms	5000112.6000 (6226)		-	30,000	-
SRE equipment	5000112.6000 (6234)		-	11,000	-
Scissor Lift	5000112.6000 (6234)		-	35,000	-
GPS Locator	5000112.6000 (6234)		-	12,000	-
Replace Airfield Truck	5000112.6000 (6238)		-	10,000	-
Airport Public Safety					
Replace Airport 31	5000118.6000 (6238)		-	60,000	-
Airport Fixed Base Operator					
AFC Truck purchase from Sheriff's dept	5000119.6000 (6234)		-	11,000	-
Airport - Capital Improvement Projects					
General Asphalt Maintenance	5002353.6000 (6212)		-	20,000	-
FBO Storage Building					
FBO Storage Building	5002402.6000 (6224)		-	640,000	-
Replace Boilers					
Replace North and South boilers	5002405.6000 (6226)		-	280,000	-
Common Use Bag Check System					
Replace North and South boilers	5002406.6000 (6298)		-	226,000	-
EDA Grant Project					
EDA Grant Project	5002408.6000 (6298)		-	2,004,000	-
Refueler					
2024 International CV515 and Chassis	5002414.6000 (6234)		-	20,000	-
Tenant HVAC					
Tenant HVAC	5002420.6000 (6234)		-	400,000	-
INET					
INET and security cameras	5002422.6000 (6234)		-	222,000	-
FBO Building Improvements					
FBO Building Improvements	5002425.6000 (6226)		-	804,000	-
Taxiway LED Light Replacement					
Taxiway LED Light Replacement	5002430.6000 (6234)		-	1,000,000	-
Fire Truck					

Outagamie County
2024 - 2025 Revolving Funds

AIRPORT FUND 500 OPERATIONS

Cost Center Name / Description	Cost Center Line Item	P.O. Number	Purchase Order Commitment	Additional Appropriation	Revenue Amount
Oshkosh Stryker Fire Truck	5002825.6000 (6238)		-	1,500,000	-
TOTAL REVOLVING FUND REQUESTS:			-	7,360,000	-

Outagamie County
2024 - 2025 Revolving Funds

AIRPORT FUND 500 PROJECTS

Cost Center Name / Description	Cost Center Line Item	Project Expenses	Revenue Amount
Concourse Addition			
AIP67,68,69 SA97 - Expenses	5000478.6000	35,992,000	
AIP67,68,69 SA97 - Revenues (Federal and State)	5000478.8081		27,857,033
Terminal Ramp Addition			
SA94 - Expenses	5000488.6312	2,253,900	
SA94 - Revenues (State)	5000488.8081		1,924,202
Microgrid			
SA98 - Expenses	5000494.6312	2,296,000	
SA98 - Revenues (State)	5000494.8081		2,005,555
Airport Fund Balance	5000110.8953		13,105,110
TOTAL REVOLVING FUND REQUESTS:		40,541,900	44,891,900

Outagamie County

2024 to 2025 REVOLVING FUNDS REQUEST

COST CENTER NAME - Brewster Village

COST CENTER NUMBER - 5010000

PREPARED BY - Jeremy Fredericks

PART I - PURCHASE ORDERS DESCRIPTION	PO NUMBER	COST CENTER BUDGET LINE ITEM	AMOUNT
Lift Chairs - Were ordered in October 2024 but delivered and invoiced in January 2025	187276	5017665.6232	12,405

PART II - CONTRACTS/COMMITMENTS DESCRIPTION	CONTRACT/ COMMITMENT	COST CENTER BUDGET LINE ITEM	AMOUNT
Cedars Spa Room Remodel (RJM Construction LLC) - Started in Q4 2024 to be completed in Q1 2025		5017665.6230	45,617
Fire Panel Replacement - Original plan was to upgrade Panel, due to age of the system it was determined that the whole system need to be replaced, project to start in 2025		5017665.6230	271,920
Landscaping - Plans were drafted and submitted to us at the end of Q4 2024, the actual project start date was pushed into 2025		5017665.6226	15,600
PART III - OTHER **DESCRIPTION**		**COST CENTER** **BUDGET LINE ITEM**	**AMOUNT**
Mattress - In 2024 we had an audit done on the type of Mattress and Bed need for our Villages to minimize any potential health risks. That Audit was completed in January 2025		5017665.6232	10,000
Beds - In 2024 we had an audit done on the type of Mattress and Bed need for our Villages to minimize any potential health risks. That Audit was completed in January 2025		5017665.6232	70,000

TOTAL REVOLVING FUND REQUESTS: $425,542.14

Outagamie County
2024 - 2025 Revolving Funds

RECYCLING AND SOLID WASTE FUND 503

Cost Center Name / Description	Cost Center / Line Item	P.O. Number	Purchase Order Commitment	Additional Appropriation	Revenue Amount
Tri-County Landfill Operations					
D9T Refurbish & Undercarriage (9730)	5039000.6000 (6304) S/L 53364		-	700,000	-
Service Building Renovations	5039000.6000 (6304) S/L 53336		-	48,455	-
120 Series Front End Loader	5039000.6000 (6304) S/L 53388		-	400,000	-
Transfer Station/Internal Landfill Operations					
Resource Recovery Park Excavator	5039002.6000 (6234) S/L 53389		-	85,000	-
Single Stream Activity					
Site Development					
NWLF Phase 1 Construction	5039323.6000 (6304) S/L 53336		-	4,336,869	-
TOTAL REVOLVING FUND REQUESTS:			-	5,570,324	-

Outagamie County
2024 - 2025 Revolving Funds

SINGLE STREAM FUND 504

Cost Center Name / Description	Cost Center / Line Item	P.O. Number	Purchase Order Commitment	Additional Appropriation	Revenue Amount
Single Stream Capital Outlay					
2024 Hook Truck Purchase	5040200.6000 (6238) S/L 53394		-	158,800	
2024 Hook Truck Assembly	5040200.6000 (6238) S/L 53394		-	62,705	
MRF Yard Asphalt - Bid Q1 2025	5040200.6000 (6298) S/L 53396		-	348,365	
AI Tech Upgrades (ongoing)	5040200.6000 (6298) S/L 53395		-	769,661	
Glass Cleanup System & Compactor enclosure - Bid Q1 2025	5040200.6000 (6298) S/L 53369		-	541,199	
Paved Surfaces Maintenance (ongoing)	5040200.6000 (6298) S/L 53400		-	110,652	
TOTAL REVOLVING FUND REQUESTS:			-	1,991,382	-

Outagamie County
2024 - 2025 Revolving Funds

IT FUND 604

Cost Center Name / Description	Cost Center	Line Item	P.O Number	Purchase Order Commitment	Additional Appropriation	Revenue Amount
IT Operations						
Heartland - Exchange Online		6040100.5525.04	124977	43,793	-	-
IT - Contract LAN services	6040100.5525.38			-	8,000	-
IT - Fusion Splice HSN Fiber	6040100.5570.14001			-	4,400	
IT Network - Fusion Splice Highway Fiber	6040100.5570.14001			-	4,360	-
IT Network - Firewall Management	6040100.6250.03			-	17,950	-
IT Network - SSL Internet Traffic	6040100.6250.03			-	15,000	-
IT Network - Network Segmentation	6040100.6250.03			-	9,000	-
Travel/Training	6040100.5300			-	12,000	-
Server Room Electrical	6040100. 6250.03 SL 70484			-	12,000	-
2022 Budget - Upgrade IT Work Order System(Track-IT)	6040100.6250.03			-	14,600	-
2024 Budget - Annual Laptop Replacements	6040100.5420.14			-	30,000	-
2024 Budget - Monitor Replacements	6040100.5420.14			-	4,500	-
2024 Budget - Printer Replacements	6040100.5420.14001			-	5,800	-
2023 Budget 3YP - AV Setup in Admin Conference Room	6040100.5420.17			-	4,520	-
2024 Budget - HHS - General - EHR Programming	6040100.6240.			-	12,777	-
Building Security Software Update	6040100.5570.14001 SL 70560			-	4,000	-
HIPAA Security Assessment (2017)	6040100.6298 SL 70060			-	100,000	-
Azure Cloud Tenant	6040100.6250.03 SL 70483			-	3,091	-
Data Warehouse Security	6040100.6250.03 SL 70398			-	20,000	-
Three Year Plan and Department Maintenance Items						
Airport - Replace Wireless System	6040500.4415.17001 / 6040500.6250.50001			-	41,995	41,995
Solid Waste - Replace Wireless System	6040500.4415.17001 / 6040500.6250.50001			-	16,604	16,604
Solid Waste - Fiber optic Phase III & Flow Meter	6040500.5570.14001 SL 70182			-	64,500	64,500
Recycling & Solid Waste - Network Infrastructure - Northwest Landfill Phase 1	6040500.5570.14001 SL 70523			-	88,700	88,700
Recycling & Solid Waste - Network Infrastructure - East Landfill Lift Station	6040500.5570.14001 SL 70525			-	68,000	68,000
Airport - Network Switch Replacements	6040500.6250.50001 SL 70503			-	10,000	10,000
Airport - Network Switch Replacements	6040500.6250.50001 SL 70541			-	10,000	10,000
2023 Budget 3YP - Timeclock/Scheduling	6040500.5570.14001			-	52,168	52,168
2024 Budget - HHS - General - Report Consultant	6040500.5570.14001			-	10,000	10,000
2023 Budget 3YP - Cameras for Observation Rooms	6040500.6250.50001			-	5,064	5,064
TOTAL REVOLVING FUND REQUESTS:				43,793	649,029	367,031

Outagamie County
2024 - 2025 Revolving Funds

CIP - CAPITAL IMPROVEMENT PROJECTS

Cost Center Name / Description	Cost Center Line Item	Amount already in 2025 Adopted Budget	Amount requested to roll into 2025 Budget	Actual Amount to ***Revolve*** from 2024 into 2025 Budget	Revenue Amount
2016 - Capital Projects					
Security and Space Needs Parking	4500800.6000	1,520,465	1,635,402	114,937	-
Security and Space Needs - Small Projects ($20,000 ARPA funded) - Expenditure Portion	4500900.6000	70,155	70,155	-	-
2018 - Capital Projects					
UWO - Fox Cities - Student Dev and Food Services Design	4541600.6000	109,308	109,308	-	-
2020 - Capital Projects					
Streambank Restoration	4580200.5500	10,000	10,000	-	-
Various IT projects ($27,256 Courtroom B Video/telconf S/L 70311, $69,421 Courtroom C/D Video/telconf S/L 70312, $82,773 JDE Upgrade S/L 70313)	4580300.6000	50,000	50,000	-	-
County Phone System	4580400.6000	199,366	100,000	(99,366)	-

Outagamie County
2024 - 2025 Revolving Funds

CIP - CAPITAL IMPROVEMENT PROJECTS

Cost Center Name / Description	Cost Center Line Item	Amount already in 2025 Adopted Budget	Amount requested to roll into 2025 Budget	Actual Amount to ***Revolve*** from 2024 into 2025 Budget	Revenue Amount
2021 - Capital Projects					
Land Miligation Bank	4600500.6000	750,000	750,000	-	-
Parks - Water and Sewer project - Expenditure Portion	4601600.6000	44,297	110,155	65,858	-
Parks - Pavilion Construction	4601700.6000	238,823	261,433	22,610	-
Parks - Water and Sewer project - Revenue Portion	4600100.4264.01	-	-	-	-
UWO - Fox Cities - Science Room Fume Hoods	4602100.6000	103,211	103,211	-	-
Greenways Trails	4602200.6000	11,248	11,248	-	-
Highway Construction	4602300.6000	-	-	-	-
Dog Park Development	4602400.6000	775,000	775,000	-	-
2022 - Capital Projects					
VARIS IT/CNTY SYST. UPGRADES - 2022	4620400.6000	360,468	360,468	-	-
VPI BUILDING IMPROVEMENTS	4621000.6000	582,177	582,177	-	-
SHERIFF - COMM CENTER	4621100.6000	-	2,249,504	2,249,504	-
SHERIFF - 4TH FLOOR	4621400.6000	-	64,500	64,500	-
PARKS - DOG PARK	4621600.6000	559,469	551,243	(8,226)	-
PARKS - MOSQUITO HILL AND TRAIL IMPROVEMENT	4621700.6000	53,691	53,691	-	-
PARKS - REPLACE TRAIL BRIDGES	4622000.6000	122,795	-	(122,795)	-
BROADBAND INITIAL CAPITALIZATION	4622500.6000	250,000	250,000	-	-
GREENWAYS/TRAILS PROGRAM	4622600.6000	5,000	5,000	-	-
HIGHWAY CONSTRUCTION - 2022 (NONDEBT)	4622700.6000	-	-	-	-
ONSITE CLINIC DESIGN/CONSTRUCT	4622900.6000	14,555	14,555	-	-
DHHS SOFTWARE	4623100.6000	14,555	554,299	539,744	-
2023 - Capital Projects					
VARIOUS IT/COUNTY SYSTEM UPGRADES - 2023	4640300.6000	340,517	184,000	(156,517)	-
MAINTENANCE-JC ELEVATOR 5 & 7 ELECTRICAL	4640600.6000	-	132,735	132,735	-
SHERIFF - NEXT GEN911 HARDWARE/SOFTWARE	4641100.6000	36,309	36,309	-	-
PARKS - MOSQUITO HILL CONSTRUCTION	4641300.6000	-	98,169	98,169	-
PARKS - MOSQUITO HILL DISPLAYS	4641400.6000	722,500	860,727	138,227	-
PARKS - MOSQUITO HILL & OTHER TRAIL IMPROVE	4641500.6000	50,000	50,000	-	-
PARKS - PLAMANN PARK PAVING/RELATED CONST.	4641700.6000	3,038,073	2,211,706	(826,367)	-
PARKS - BASEBALL COMPLEX RECONFIG DESIGN	4641800.6000	56,007	43,606	(12,401)	-
UWO FOX CTY - FOOD SERV/STUDENT DEVELOP.	4642100.6000	2,209,000	2,209,000	-	-
UWO FOX CTY - OBSERVATION FACILITY	4642200.6000	77,500	77,500	-	-
UWO FOX CTY - LIBRARY ROOF REPLACEMENT	4642300.6000	125,000	125,000	-	-
UWO FOX CTY - SCIENCE WING WINDOW REPLACE	4642500.6000	232,050	232,050	-	-
GREENWAYS/TRAILS PROGRAM	4642600.6000	5,000	5,000	-	-
HIGHWAY RELATED LAND ACQUISITION	4642700.6000	650,000	650,000	-	-
HIGHWAY/RSW FACILITY & SITE DESIGN/ENGINEER	4642800.6000	500,000	500,000	-	-
2024 - Capital Projects					
ARPA LCD Soil Health/Cover Crops (obligated/contracted unspent f	4660200.6000	-	36,425	36,425	-
GREENWAYS/TRAILS PROGRAM	4660600.6000	30,000	-	(30,000)	-
COMMUNITY SENSITIVE SOLUTIONS (CSS) PARTNERSHP	4660700.6000	445,820	460,633	14,813	-
MAINTENANCE - JC ELEVATOR 1 & 2	4661100.6000	-	147,359	147,359	-
SHERIFF - REDUNDANT FIBER LINE	4661800.6000	818,404	791,926	(26,478)	-

Outagamie County
2024 - 2025 Revolving Funds

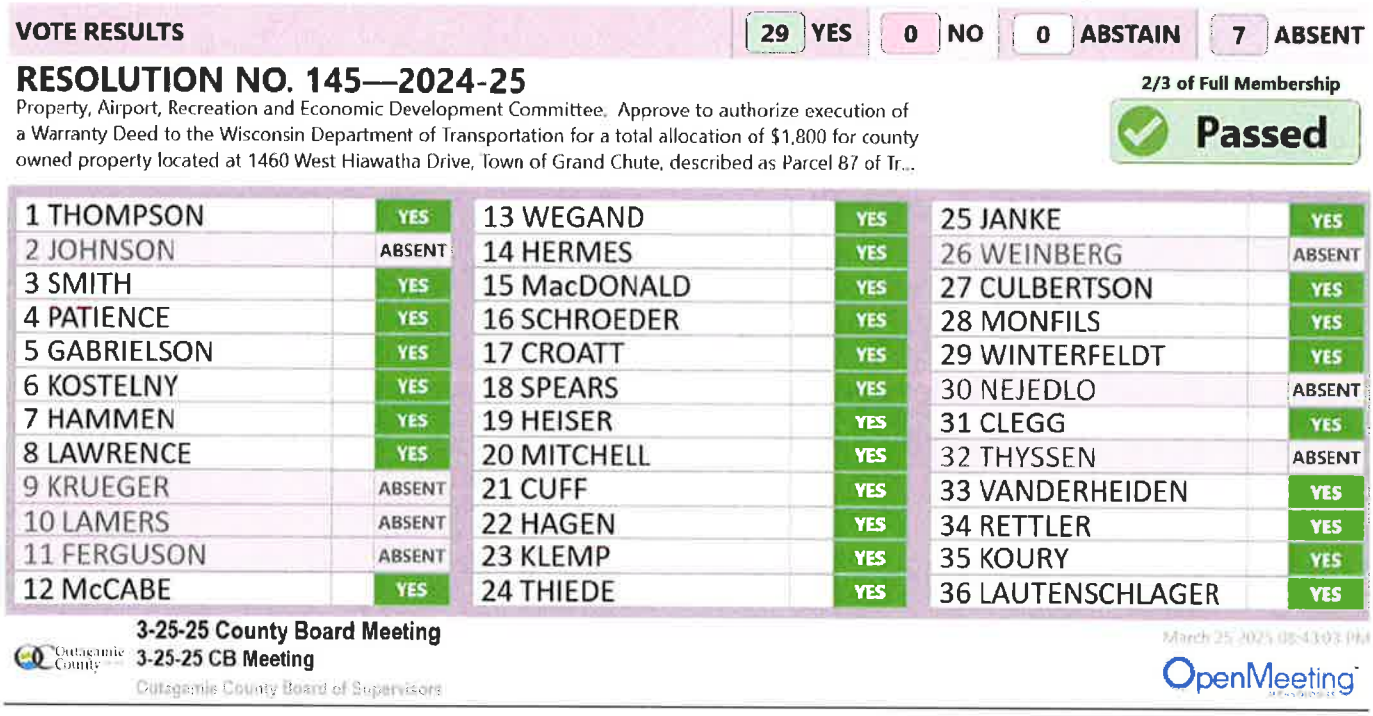
CIP - CAPITAL IMPROVEMENT PROJECTS

Cost Center Name / Description	Cost Center Line Item	Amount already in 2025 Adopted Budget	Amount requested to roll into 2025 Budget	Actual Amount to ***Revolve*** from 2024 into 2025 Budget	Revenue Amount
PARKS - PLAMANN PRK SURVEILLANCE SYSTEM DESIGN	4661900.6000	13,842	12,562	(1,280)	-
PARKS - PLAMANN LAKE UPGRADES	4662100.6000	5,000	15,000	10,000	-
PARKS - ROAD TO TRAIL CONVERSION/NEW TRAIL SYSTEM	4662200.6000	1,224,808	1,224,808	-	-
PARKS - CHILDREN'S FARM IMPROVEMENTS - DESIGN	4662300.6000	76,107	74,182	(1,925)	-
PARKS - RELOCATE BASEBALL FIELD - CONSTRUCTION	4662400.6000	347,035	344,170	(2,865)	-
PARKS - KAYAK LAUNCH	4662500.6000	-	246,924	246,924	-
UWO - LIBRARY FLOORING REPLACEMENT	4662600.6000	77,500	77,500	-	-
UWO - ENGINEERING STUDY - 5 BOILERS IN 1800 WING	4662800.6000	12,500	12,500	-	-
UWO - FLOORING UPDATES IN COMM ARTS CENTER	4662900.6000	25,000	25,000	-	-
HIGHWAY - BACK-UP GENERATORS	4663300.6000	205,771	205,771	-	-
HIGHWAY - ENGINEERING - FACILITIES PLAN	3275413	600,000	600,000	-	-
HIGHWAY - SITE WORK	4663600.6000	500,000	500,000	-	-
HIGHWAY - CONSTRUCTION - 2024 (NONDEBT)	4663700.6000	-	-	-	-
LEG SVCS - BOARD ROOM	4664100.6000	-	45,373	45,373	45,373
MAINTENANCE - TUCKPOINTING	4664600.6000	-	66,434	66,434	66,434
PARKS - ASH TREES	4664700.6000	-	10,244	10,244	10,244
SHERIFF - ARMORED VEHICLE	4665000.6000	-	393,165	393,165	393,165
MAINTENANCE - FITNESS CENTER	4665300.6000	-	309,800	309,800	309,800
TOTAL REVOLVING FUND REQUESTS:		18,268,326	21,686,927	3,418,601	825,016

Resolution No. 145—2024-25 – Property, Airport, Recreation and Economic Development Committee. Approve to authorize execution of a Warranty Deed to the Wisconsin Department of Transportation for a total allocation of $1,800 for county owned property located at 1460 West Hiawatha Drive, Town of Grand Chute, described as Parcel 87 of Transportation Project Plat 1130-63-21 – 4.09, recorded as Document #2314098 consisting of Fee Simple, Temporary Limited Easement, as noted in the attachments; and authorize and approve of increasing the Miscellaneous Sale of Property line item by $1,800, as detailed on the attached fiscal note.

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

ROLL CALL: 29 yes, 7 absent. RESOLUTION NO. 145—2024-25 IS ADOPTED.



VOTE RESULTS	29 YES	0 NO	0 ABSTAIN	7 ABSENT

RESOLUTION NO. 145—2024-25

Property, Airport, Recreation and Economic Development Committee. Approve to authorize execution of a Warranty Deed to the Wisconsin Department of Transportation for a total allocation of $1,800 for county owned property located at 1460 West Hiawatha Drive, Town of Grand Chute, described as Parcel 87 of Tr...

2/3 of Full Membership

Passed

1 THOMPSON	YES	13 WEGAND	YES	25 JANKE	YES
2 JOHNSON	ABSENT	14 HERMES	YES	26 WEINBERG	ABSENT
3 SMITH	YES	15 MacDONALD	YES	27 CULBERTSON	YES
4 PATIENCE	YES	16 SCHROEDER	YES	28 MONFILS	YES
5 GABRIELSON	YES	17 CROATT	YES	29 WINTERFELDT	YES
6 KOSTELNY	YES	18 SPEARS	YES	30 NEJEDLO	ABSENT
7 HAMMEN	YES	19 HEISER	YES	31 CLEGG	YES
8 LAWRENCE	YES	20 MITCHELL	YES	32 THYSSEN	ABSENT
9 KRUEGER	ABSENT	21 CUFF	YES	33 VANDERHEIDEN	YES
10 LAMERS	ABSENT	22 HAGEN	YES	34 RETTLER	YES
11 FERGUSON	ABSENT	23 KLEMP	YES	35 KOURY	YES
12 McCABE	YES	24 THIEDE	YES	36 LAUTENSCHLAGER	YES

Outagamie County

3-25-25 County Board Meeting

3-25-25 CB Meeting

Outagamie County Board of Supervisors

March 25 2025 02:43:03 PM

OpenMeeting

RESOLUTION NO.: 145—2024-25

TO THE HONORABLE, THE OUTAGAMIE COUNTY BOARD OF SUPERVISORS

LADIES AND GENTLEMEN: ***2/3 MAJORITY – 24 VOTES***

As part of the I-41 reconstruction project, the Wisconsin Department of Transportation (WisDOT) is exercising eminent domain for new right of way acquisition and a Temporary Limited Easement (TLE) from Outagamie County on the northern portion of county owned property located at 1460 West Hiawatha Drive, Town of Grand Chute, Wisconsin.

NOW THEREFORE, the undersigned members of the Property, Airport, Recreation and Economic Development Committee recommend adoption of the following resolution.

BE IT RESOLVED, that the Outagamie County Board of Supervisors does authorize execution of a Warranty Deed to the Wisconsin Department of Transportation for a total allocation of $1,800 for county owned property located at 1460 West Hiawatha Drive, Town of Grand Chute, Wisconsin, better described as Parcel 87 of Transportation Project Plat 1130-63-21 – 4.09, recorded as Document #2314098 consisting of Fee Simple, Temporary Limited Easement, as noted in the attached Warranty Deed, Legal Description, and State of Wisconsin DOT Transportation Project Plat Title Sheets, which by reference are made a part hereof, and

BE IT FURTHER RESOLVED, that the Outagamie County Board of Supervisors does authorize and approve of increasing the Miscellaneous Sale of Property line item by $1,800 as noted on the attached fiscal note, which by reference is made a part hereof, and

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

Dated this 25th day of March 2025

Respectfully Submitted,
PROPERTY, AIRPORT, RECREATION &
ECONOMIC DEVELOPMENT COMMITTEE

Dean Culbertson

Lee W. Hammen

Ronald Klemp

Yvonne Monfils

Jason Winterfeldt

Duly and officially adopted by the County Board on: March 25, 2025

Signed: _____
Board Chairperson

Valerie Duman
~~County Clerk~~ Chief Deputy County Clerk

Approved: 3 27 25

Vetoed: _____

Signed: _____
County Executive

WARRANTY DEED

Wisconsin Department of Transportation
Exempt from fee [s. 77.25(2r) Wis. Stats.]
RE1560 01/2023

THIS DEED, made by **Outagamie County, Wisconsin,** GRANTOR, conveys and warrants the property described below to the **Wisconsin Department of Transportation**, GRANTEE, for the sum of **One Thousand Eight Hundred and 00/100 Dollars ($1,800.00)**.

Any person named in this deed may make an appeal from the amount of compensation within six months after the date of recording of this deed as set forth in s. 32.05(2a) Wisconsin Statutes. For the purpose of any such appeal, the amount of compensation stated on the deed shall be treated as the award, and the date the deed is recorded shall be treated as the date of taking and the date of evaluation.

Other persons having an interest of record in the property: **Wisconsin Electric Power Company d/b/a We Energies; Wisconsin Bell, LLC d/b/a AT&T Wisconsin; Town of Grand Chute Sanitary District #3; Spectrum Mid-America, LLC d/b/a Spectrum**

This is not homestead property.

LEGAL DESCRIPTION IS ATTACHED AND MADE A PART OF THIS DOCUMENT BY REFERENCE.

This space is reserved for recording data

Return to
ATTN: Peter Miesbauer
MSA Professional Services, Inc.
1702 Pankratz Street
Madison, WI 53704

Parcel Identification Number/Tax Key Number
102232700

The undersigned certify that this instrument is being executed pursuant to a resolution of the board of directors (or shareholders, if authorized by law) of GRANTOR corporation.

Outagamie County, Wisconsin

Signature Date

Print Name & Title

Signature Date

Print Name & Title

Date

State of)
) ss.
_____ County)

On the above date, this instrument was acknowledged before me by the above-named person(s).

The signer was: ____ Physically in my presence. **OR**

____ In my presence involving the use of communication technology.

Signature, Notary Public, State of

Print Name, Notary Public, State of

Date Commission Expires

Project ID
1130-63-21

This instrument was drafted by
Peter Miesbauer on Behalf of the
Wisconsin Department of Transportation

Parcel No.
87

LEGAL DESCRIPTION

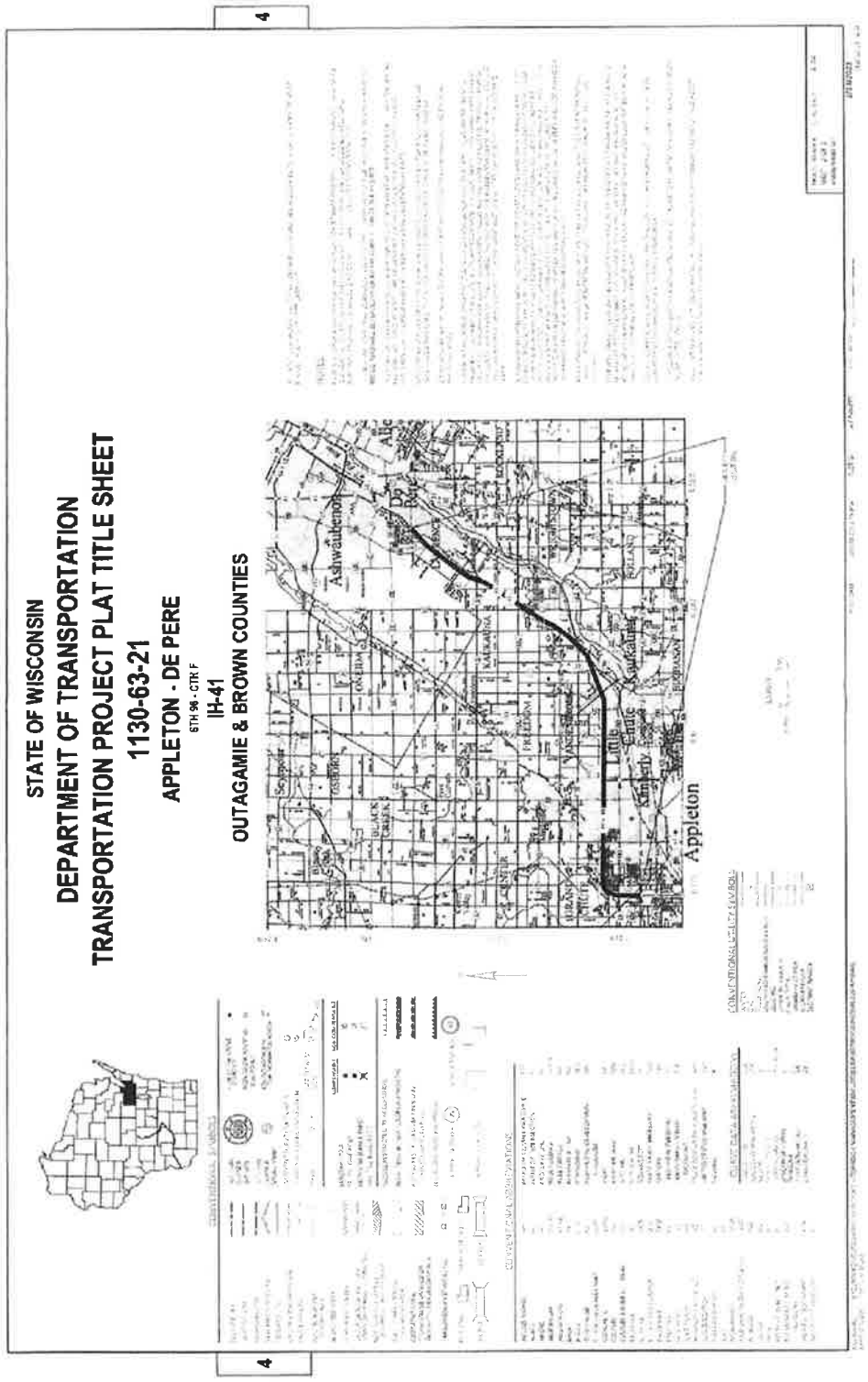
Parcel 87 of Transportation Project Plat 1130-63-21 - 4.09, recorded as Document #2314098, recorded in Outagamie County, Wisconsin.

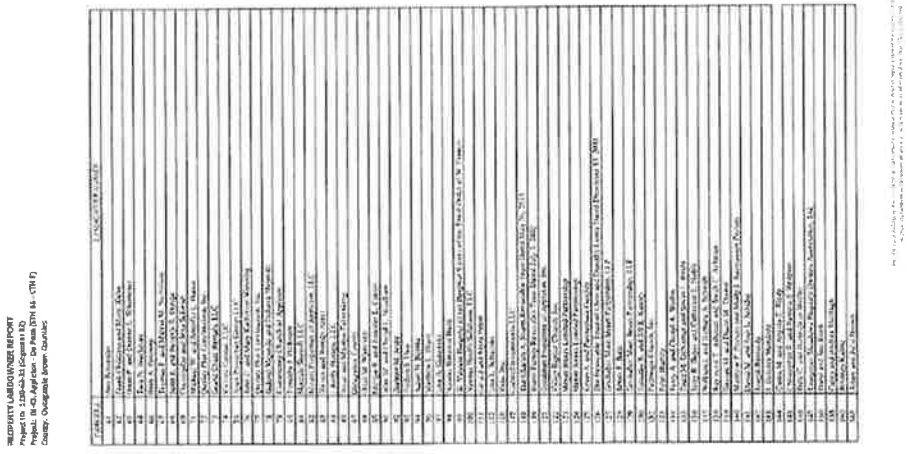
Property interests and rights of said Parcel 87 consist of:

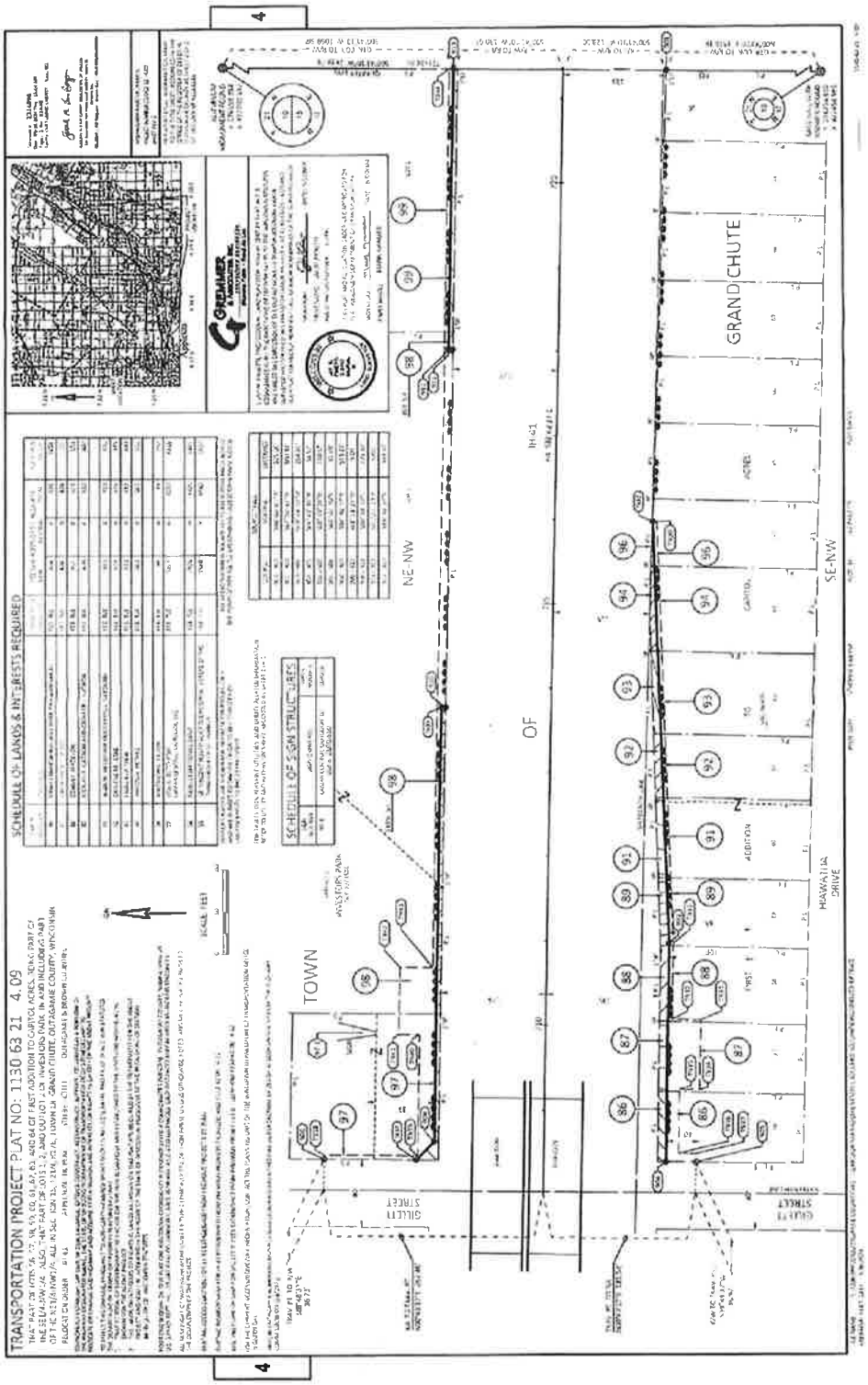
Fee Simple.
Temporary Limited Easement.

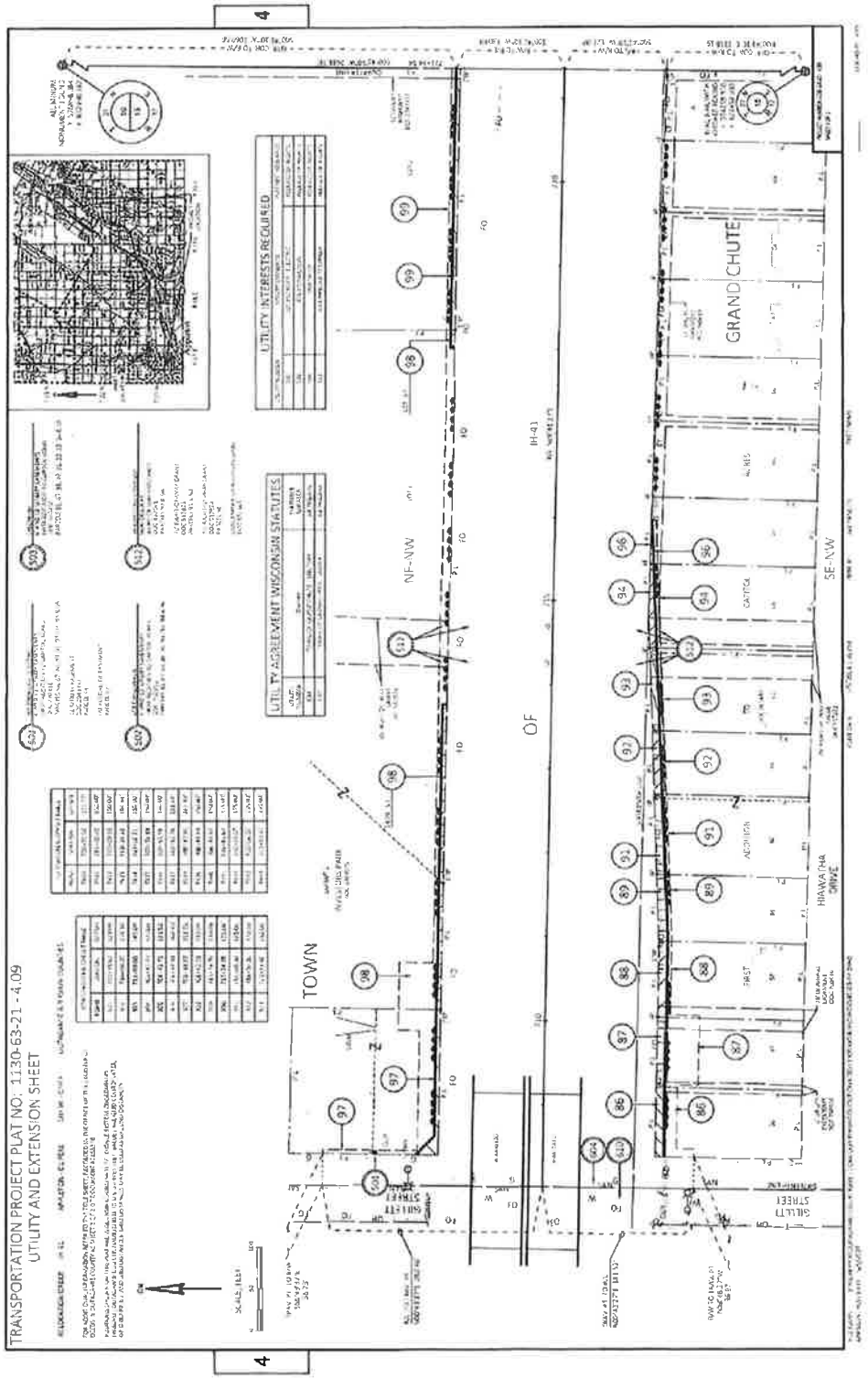
Any interests or rights not listed above for said parcel but shown as required on said Transportation Project Plat are hereby incorporated herein by reference.

Parcel ID. # 102232700


STATE OF WISCONSIN
DEPARTMENT OF TRANSPORTATION
TRANSPORTATION PROJECT PLAT TITLE SHEET
1130-63-21
APPLETON - DE PERE
STH 96 - CTH F
IH-41
OUTAGAMIE & BROWN COUNTIES
Appleton
Kaukauna
Little Chute
Kimberly
Combined Locks
Ashwaubenon
De Pere
Allouez
Scale
4
4




TRANSPORTATION PROJECT PLAT NO: 1130 63 21 4 09
SCHEDULE OF LANDS & INTERESTS REQUIRED
SCHEDULE OF SIGN STRUCTURES
GRAND CHUTE
TOWN
NE-NW
SE-NW
HAWAIIA DRIVE
GILLETT STREET


TRANSPORTATION PROJECT PLAT NO: 1130-63-21 - 4.09
UTILITY AND EXTENSION SHEET
UTILITY INTERESTS RECORDED
UTILITY AGREEMENT WISCONSIN STATUTES
GRAND CHUTE
TOWN
OF
NE-NW
SE-NW
IH-41
HAWATHA DRIVE
SHILLTY STREET

WisDOT Division of Transportation
System Development
Northeast Region
944 Vanderperren Way
Green Bay WI 54304-5344

Governor Tony Evers
Secretary Craig Thompson
wisconsindot.gov
Telephone: (920) 492-5643
FAX: (920) 492-5640
Email: ner.dtsd@dot.wi.gov

February 18, 2025 CERTIFIED MAIL

Outagamie County
Kelly Gerrits, County Clerk
320 South Walnut Street
Appleton, WI 54911

RE: Parcel No.: 87
Parcel Address: 1460 West Hiawatha Drive
Appleton, WI 54914
Project ID: 1130-63-21, IH-41, Outagamie & Brown Counties
Appleton – De Pere (STH 96 – CTH F)

Dear Kelly Gerrits:

The Wisconsin Department of Transportation (WisDOT) is planning a roadway improvement project on IH-41 located in both Outagamie and Brown Counties which includes new right of way acquisition in multiple areas. MSA Professional Services has been hired to act as an agent for WisDOT to acquire the needed right of way for the improvement project. I will be your point of contact and will work closely with you through the real estate acquisition process. In compliance with Wisconsin statutes and federal regulations, you are receiving this letter to initiate negotiations for the acquisition of your property and/or property interests needed for the above referenced improvement project.

Enclosed are the following documents:

- Appraisal Report
- The Rights of Landowners Under Wisconsin Eminent Domain Law
- Appraisal Guidelines and Agreement
- Transportation Project Plat with Names of 10 Other Neighboring Landowners Affected by the Project, if Applicable
- Warranty Deed with Legal Description of the Land and/or Interest(s) Needed for the Project
- Statement to Construction Engineer
- New Supplier Form (DOA-6460)
- Internal Revenue Service Form W-9 Request for Taxpayer Identification

WisDOT's approved estimate of just compensation is $1,800.00 and is based on the enclosed appraisal report. This amount does not consider any decrease or increase in the market value of the property caused by the anticipation of the project. The allocation of this amount is as follows:

Allocation	Description	Size	Unit	Per Unit	Value ($)
Land	FEE	826.00	Sq. Ft.	$0.70	$578.00
Temporary Limited Easement (TLE)	Temporary Limited Easement	3,229.00	Sq. Ft.	$0.36	$1,173.00
Rounding	Appraiser Rounding				$49.00

Total Allocation $1,800.00*

**General taxes shall be prorated at the time of closing based on the net general taxes for the preceding year.*

If you agree with the value stated in the appraisal report and wish to enter into an agreement with WisDOT, please sign the following documents and return them to me in a timely manner for final review and approval. A self-addressed (MSA), postage-paid envelope is enclosed for your convenience.

A. **Warranty Deed**: All landowners whose names are listed or assigned to this parcel **must** sign and date this document. Each signature must be notarized **in the presence of a Notary Public**.

B. **Statement to Construction Engineer**: This form requires the signature of only **one** landowner and is used to inform the construction engineer of any special commitments, if any, that were agreed to by you and WisDOT for construction purposes.

C. **New Supplier Form (DOA-6460)**: This form is to be **completed in full** for payment processing. Section 3 (Payment Direct Deposit/ACH Information) presents two options. You may receive payment by "Direct Deposit" to a checking or savings account **or** opt out of "Direct Deposit" and receive payment by mail. Should you choose "Direct Deposit" you must accompany this form with a current, voided check or include a bank letter on bank letterhead signed by a bank representative. (See enclosed instructions.)

D. **Form W-9**: This form is required by the IRS for any transaction valued at $600.00 or more. If more than one landowner, unless husband and wife at the time of the conveyance, each should submit a W-9. If exempt, please provide an exemption form. (See enclosed instructions.)

Also, our records indicate you have utility interests and/or rights on your property; known as Wisconsin Electric Power Company, d/b/a We Energies; Wisconsin Bell, LLC, d/b/a AT&T Wisconsin, Spectrum Mid-America, LLC, d/b/a Spectrum, and Town of Grand Chute Sanitary District #3. In order to clear these interests and/or rights a Quit Claim Deed will need to be signed from them releasing their interests and/or rights on the property as it relates to the area needed for the highway improvement project referenced above. Please see enclosed copies of the Quit Claim Deeds for your reference.

If you are not satisfied with the above-stated conclusions of value for your property, you are eligible to obtain an additional appraisal from a qualified appraiser of your choice. If you elect to have an appraisal report prepared, you must take certain steps to qualify for reimbursement.

Your eligibility for appraisal cost reimbursement will expire 60 days from your receipt of the agency's appraisal, which is estimated to be on **April 22, 2025**. Receipt of the agency's appraisal is considered to have been accomplished either upon the date of personal delivery or date of postmark. See the enclosed Appraisal Guidelines and Agreement document for further explanation. If your appraisal report is submitted after the 60-day statutory date, the agency may consider it for negotiation purposes; however, it will not be eligible for reimbursement.

It is important to us that you are satisfied that your property and your rights have been fully considered. We will provide any additional information requested, if available, or further discuss any other concerns you may have. Should you have any questions or concerns, please feel free to contact me at the phone number or email addressed below.

Sincerely,

MSA Professional Services

Peter Miesbauer
MSA Senior Real Estate Project Manager
1702 Pankratz Street
Madison, WI 53704
(608) 242-6641
pmiesbauer@msa-ps.com

Enclosures: As stated in letter.

cc: Jodie Buchinger, WisDOT Real Estate Specialist – Northeast Region

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:** Land Sale – Parcel 102232700

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 part of the I-41 reconstruction project, WisDOT is exercising eminent domain to obtain fee simple land and a Temporary Limited Easement (TLE) from Outagamie County on the northern portion of this property.

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

[X] 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? If no, skip to question 8 below. yes (X) no ( )

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
Miscellaneous	Sale of Property	1000100.4510.18	1,800

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: Kevin Englebert, DLS Director

For Financial Services purposes only	
Reviewed By: *Michelle Uitenbroek*	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 Expenditures Account Number / Amount
Date:3/3/2025	
Comments:	

Vote for lock in. ROLL CALL: 28 yes, 1 no (Thiede), 7 absent. RESOLUTION NO. 146—2024-25 IS ADOPTED & LOCKED IN.

VOTE RESULTS	28 YES	1 NO	0 ABSTAIN	7 ABSENT

RESOLUTION NO. 146—2024-25 - LOCK IN

Lock in of Resolution No. 146—2024-25

Majority of Full Membership

Passed

1 THOMPSON	YES	13 WEGAND	YES	25 JANKE	YES
2 JOHNSON	ABSENT	14 HERMES	YES	26 WEINBERG	ABSENT
3 SMITH	YES	15 MacDONALD	YES	27 CULBERTSON	YES
4 PATIENCE	YES	16 SCHROEDER	YES	28 MONFILS	YES
5 GABRIELSON	YES	17 CROATT	YES	29 WINTERFELDT	YES
6 KOSTELNY	YES	18 SPEARS	YES	30 NEJEDLO	ABSENT
7 HAMMEN	YES	19 HEISER	YES	31 CLEGG	YES
8 LAWRENCE	YES	20 MITCHELL	YES	32 THYSSEN	ABSENT
9 KRUEGER	ABSENT	21 CUFF	YES	33 VANDERHEIDEN	YES
10 LAMERS	ABSENT	22 HAGEN	YES	34 RETTLER	YES
11 FERGUSON	ABSENT	23 KLEMP	YES	35 KOURY	YES
12 McCABE	YES	24 THIEDE	NO	36 LAUTENSCHLAGER	YES

Outagamie County

3-25-25 County Board Meeting

3-25-25 CB Meeting

Outagamie County Board of Supervisors

March 25 2025 08:45:21 PM

OpenMeeting

RECONSIDERATION OF RESOLUTION NO. 146—2024-25.

Supervisor Culbertson moved, seconded by Supervisor Kostelny, to reconsider the above listed resolution.

Vote for reconsideration. ROLL CALL: 28 yes, 1 no (Thiede), 7 absent. RESOLUTION NO. 146—2024-25 IS RECONSIDERED.

VOTE RESULTS	28 YES	1 NO	0 ABSTAIN	7 ABSENT

RESOLUTION NO. 146—2024-25 - RECONSIDERATION

Reconsideration of Resolution No. 146—2024-25

Majority of Full Membership

Passed

1 THOMPSON	YES	13 WEGAND	YES	25 JANKE	YES
2 JOHNSON	ABSENT	14 HERMES	YES	26 WEINBERG	ABSENT
3 SMITH	YES	15 MacDONALD	YES	27 CULBERTSON	YES
4 PATIENCE	YES	16 SCHROEDER	YES	28 MONFILS	YES
5 GABRIELSON	YES	17 CROATT	YES	29 WINTERFELDT	YES
6 KOSTELNY	YES	18 SPEARS	YES	30 NEJEDLO	ABSENT
7 HAMMEN	YES	19 HEISER	YES	31 CLEGG	YES
8 LAWRENCE	YES	20 MITCHELL	YES	32 THYSSEN	ABSENT
9 KRUEGER	ABSENT	21 CUFF	YES	33 VANDERHEIDEN	YES
10 LAMERS	ABSENT	22 HAGEN	YES	34 RETTLER	YES
11 FERGUSON	ABSENT	23 KLEMP	YES	35 KOURY	YES
12 McCABE	YES	24 THIEDE	NO	36 LAUTENSCHLAGER	YES

Outagamie County

3-25-25 County Board Meeting

3-25-25 CB Meeting

Outagamie County Board of Supervisors

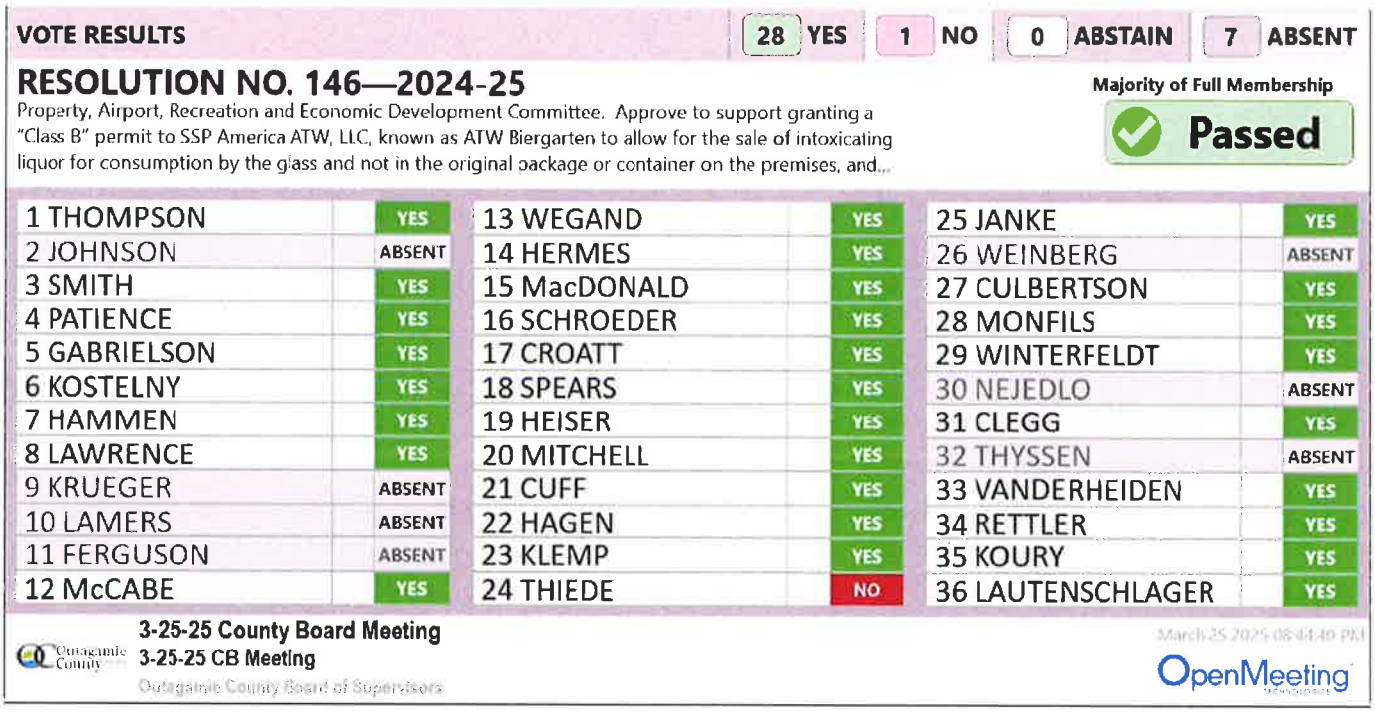
March 25 2025 08:45:06 PM

OpenMeeting

Resolution No. 146—2024-25 – Property, Airport, Recreation and Economic Development Committee. Approve to support granting a "Class B" permit to SSP America ATW, LLC, known as ATW Biergarten to allow for the sale of intoxicating liquor for consumption by the glass and not in the original package or container on the premises, and authorize and approve the County Board Chairperson and County Clerk to sign the attached AT-105: Application for Airport/Public Facility Permit, as detailed on the attachments.

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

ROLL CALL: 28 yes, 1 no (Thiede), 7 absent. RESOLUTION NO. 146—2024-25 IS ADOPTED.



VOTE RESULTS	28 YES	1 NO	0 ABSTAIN	7 ABSENT

RESOLUTION NO. 146—2024-25

Property, Airport, Recreation and Economic Development Committee. Approve to support granting a "Class B" permit to SSP America ATW, LLC, known as ATW Biergarten to allow for the sale of intoxicating liquor for consumption by the glass and not in the original package or container on the premises, and...

Majority of Full Membership

Passed

1 THOMPSON	YES	13 WEGAND	YES	25 JANKE	YES
2 JOHNSON	ABSENT	14 HERMES	YES	26 WEINBERG	ABSENT
3 SMITH	YES	15 MacDONALD	YES	27 CULBERTSON	YES
4 PATIENCE	YES	16 SCHROEDER	YES	28 MONFILS	YES
5 GABRIELSON	YES	17 CROATT	YES	29 WINTERFELDT	YES
6 KOSTELNY	YES	18 SPEARS	YES	30 NEJEDLO	ABSENT
7 HAMMEN	YES	19 HEISER	YES	31 CLEGG	YES
8 LAWRENCE	YES	20 MITCHELL	YES	32 THYSSEN	ABSENT
9 KRUEGER	ABSENT	21 CUFF	YES	33 VANDERHEIDEN	YES
10 LAMERS	ABSENT	22 HAGEN	YES	34 RETTLER	YES
11 FERGUSON	ABSENT	23 KLEMP	YES	35 KOURY	YES
12 McCABE	YES	24 THIEDE	NO	36 LAUTENSCHLAGER	YES

Outagamie County

3-25-25 County Board Meeting
3-25-25 CB Meeting
Outagamie County Board of Supervisors

March 25 2025 08:44:40 PM

OpenMeeting

RESOLUTION NO.: 146—2024-25

TO THE HONORABLE, THE OUTAGAMIE COUNTY BOARD OF SUPERVISORS

LADIES AND GENTLEMEN: ***MAJORITY***

As part of the terminal expansion project at the Appleton International Airport, a "Class B" permit is required pursuant to §125.51(5)(b)2, Wis. Stats., which requires a resolution to be adopted by the County Board as owner of the Appleton International Airport. This resolution approves an application for Airport/Public Facility Permit for SSP America ATW, LLC known as ATW Biergarten.

NOW THEREFORE, the undersigned members of the Property, Airport, Recreation and Economic Development Committee recommend adoption of the following resolution.

BE IT RESOLVED, that the Outagamie County Board of Supervisors, pursuant to §125.51(5)(b)2, Wis. Stats., as owner and operator of the Appleton International Airport, does support granting a "Class B" permit to SSP America ATW, LLC known as ATW Biergarten to allow for the sale of intoxicating liquor for consumption by the glass and not in the original package or container on the premises, and

BE IT FURTHER RESOLVED, that the Outagamie County Board of Supervisors does authorize and approve the County Board Chairperson and County Clerk to sign the attached AT-105: Application for Airport/Public Facility Permit, which by reference is made a part hereof, and

BE IT FINALLY RESOLVED, that the Outagamie County Clerk be directed to forward a copy of this resolution to the Appleton International Airport Director.

Dated this 25th day of March 2025

Respectfully Submitted,
PROPERTY, AIRPORT, RECREATION &
ECONOMIC DEVELOPMENT COMMITTEE

Dean Culbertson

Lee W. Hammen

Ronald Klemp

Yvonne Monfils

Jason Winterfeldt

Duly and officially adopted by the County Board on: March 25.2025

Signed: Dan Calmuka
Board Chairperson

Valerie Duman
~~County Clerk~~ Chief Deputy County Clerk

Approved: 3.27.25

Vetoed: _____

Signed: _____
County Executive

Excise Tax Unit
Wisconsin Department of Revenue
PO Box 8900
Madison WI 53708-8900
(608) 266-8701
Fax (608) 261-7049

AT-105: Application for Airport/Public Facility Permit

DEPARTMENT USE ONLY
Tax Account Number
Date of Issuance

Date	Telephone Number	Seller's Permit Number	Federal Employer Identification Number (FEIN)	Social Security Number (If you do not have a FEIN number)
2/7/25	(703)723-7264		93-4785058 or	

SECTION 1 – To be completed by Chairperson and Clerk of Municipality or County

Under the provisions of secs. 125.51(5)(b), Wis. Stats. and a resolution passed by the governing body of (municipality) GREENVILLE or (county) _____ (a copy of which is attached), application is being made for a "Class B" intoxicating liquor permit for use on the following described premises which is:

A.

Owned and Operated by	Known as
SSP AMERICA ATW, LLC	ATW BIERGARTEN
Address of Premises: W6390 Challenger Dr., Suite 211, Post Security at new terminal	Located in the: (Check One) ☐ Town ☑ Village ☐ City of GREENVILLE
Mailing Address: 20408 BASHAN DR., SUITE 300	City: ASHBURN / State: VA / Zip: 20147

From the _____ day of _____ 20 through the _____ day of _____ 20

B. APPLICANT: ☐ Individual ☐ Partnership ☐ Corporation ☑ Limited Liability Company (LLC)

INDIVIDUAL OR PARTNERSHIP: (If a partnership, all partners must be listed)

Name (Last)	(First)	(M.I.)	SS#	Home Address

Name of Corporation/Limited Liability Company: SSP AMERICA ATW, LLC
State and Date of Incorporation/Registration: MI 11/14/2023

Is applicant corporation a subsidiary of any other corporation or Limited Liability Company?

☑ Yes ☐ No If Yes, indicate corporate name or name of Limited Liability Company: SSP AMERICA, INC.

OFFICERS AND DIRECTORS – AN AGENT MUST BE APPOINTED.

	(First)	(M.I.)	SS#	Home Address
President/Member Last Name				
Vice President/Member Last Name: MURRAY	PATRICK		[redacted]	[redacted]
Secretary/Member Last Name: MBOYA	GEORGE		[redacted]	[redacted]
Treasurer/Member Last Name				
Agent Last Name: WESSELS	JASON			[redacted]

Premises description: Describe building or buildings where alcohol beverages are to be sold and stored. The applicant must include all rooms including living quarters, if used, for the sales, service, consumption, and/or storage of alcohol beverages and records. (Alcohol beverages may be sold and stored only on the premises described.)

The restaurant is located at the Appleton International Airport, post-security
The restaurant is 1317 square feet. The restaurant will sell liquor, beer and wine for consumption on the premises. Alcoholic beverages will be stored in a separate storage room at the airport where indicated on the terminal map.

The fee in the amount of $600 is payable every 2 years to the Wisconsin Department of Revenue. Also include $20 BTR fee (if applicable).

The fee for a permit for less than 12 months shall be prorated according to the number of months or fraction thereof for which the permit is issued.

Declaration

_____, Chairperson of the governing body of _____ and _____, Clerk of said body, individually and together, declare under penalties of law that the information provided in this application is true and correct to the best of their knowledge and belief.

Chairperson	Clerk	Date

AT-105 (R. 11-19) (Continued on Reverse Side)

SECTION 2 – To be completed by Concessionaire

Name owner of bar fixtures and state terms of lease or Rental.
N/A

Does the applicant understand they must register as a Retail Beverage Alcohol Dealer with the federal government, Alcohol and Tobacco Tax and Trade bureau (TTB) by filing (TTB Form 5630.5d) before beginning business? [phone 1-877-882-3277] ☑ Yes ☐ No

Is the applicant an employee or agent of, or acting on behalf of anyone except the named applicant? Explain Yes answer in detail. ☐ Yes ☑ No

Does the applicant, any member of the partnership, officer, director, stockholder, member, or agent hold any interest in any other retail beer and/or liquor license or wholesale beer permit or liquor permit in Wisconsin? ☑ Yes ☐ No
If Yes, identify:

Name	Location	Type of License/Permit
SEE ATTACHED RIDER		

Does any retail alcohol beverage Licensee, wholesale beer permittee or wholesale liquor permittee or any officer, director, stockholder, member, of such permittee or licensee have any interest in this permit? ☐ Yes ☑ No
If Yes, identify:

Name	Location	Type of License / Permit

Does the applicant understand that any permit issued will be void and subject to revocation if indebted in excess of 15 days for fermented malt beverages or 30 days for intoxicating liquors? ☑ Yes ☐ No

(Signature of President of one Corp or one Partner/Individual/Member of Limited Liability Company)

SECTION 3 – Approval by Law Officer

I, Clint C. Kriewaldt, chief law enforcement officer of Outagamie County Sheriffs Office (Municipality in which the airport or public facility is located), have searched the records maintained by my department and have contacted the Wisconsin Crime Information Bureau. I know of no reason a retail "Class B" intoxicating liquor permit should not be issued to SSP America ATW, LLC (Name of corporate officer(s), member(s) / manager(s) of limited liability company or agent to be permitted) to operate at the Appleton International Airport (Name of airport or public facility).

(Signature of Officer)

Outagamie County Sheriff
(Title of Officer)

AT-105: Auxiliary Questionnaire

To be completed by each individual, partner, member, or officer, director, and agent applying for a permit to sell alcohol beverages.

Name (Last)	(First)	(M.I.)	Title
MBOYA	GEORGE	O	TREASURER & SECRETARY

Date of Birth	Place of Birth	Business or Occupation for Past Three Years
[redacted]	KENYA	TREASURER & SECRETARY

☐ Yes ☑ No Have you ever been convicted of violating federal or state laws or any municipal ordinance?
If Yes, check type violated → ☐ Federal ☐ State ☐ Municipal Ordinance
(Attach explanation of any Yes answer.)

☑ Yes ☐ No Are you an officer, director, agent or employee of any person, member or Limited Liability Company, or corporation holding or applying for any other license or permit to sell alcohol beverages in Wisconsin?
(If Yes, identify by name of licensee or permittee, class of license or permit, and municipality.)

SEE RIDER

I declare under penalties of the law that I have examined this information and, to the best of my knowledge, it is true, correct, and complete.

Your Signature ▶ [signature] Date 11/21/2024

AT-105 (R. 11-19) Wisconsin Department of Revenue

AT-105: Auxiliary Questionnaire

To be completed by each individual, partner, member, or officer, director, and agent applying for a permit to sell alcohol beverages.

Name (Last)	(First)	(M.I.)	Title
MURRAY	PATRICK	J	EXECUTIVE VICE PRESIDENT

Date of Birth	Place of Birth	Business or Occupation for Past Three Years
[redacted]	NY	EXECUTIVE VICE PRESIDENT

☐ Yes ☑ No Have you ever been convicted of violating federal or state laws or any municipal ordinance?
If Yes, check type violated → ☐ Federal ☐ State ☐ Municipal Ordinance
(Attach explanation of any Yes answer.)

☑ Yes ☐ No Are you an officer, director, agent or employee of any person, member or Limited Liability Company, or corporation holding or applying for any other license or permit to sell alcohol beverages in Wisconsin?
(If Yes, identify by name of licensee or permittee, class of license or permit, and municipality.)

SEE RIDER

I declare under penalties of the law that I have examined this information and, to the best of my knowledge, it is true, correct, and complete.

Your Signature ▶ [signature] Date 11/21/2024

AT-105 (R. 11-19) Wisconsin Department of Revenue

AT-105: Auxiliary Questionnaire

To be completed by each individual, partner, member, or officer, director, and agent applying for a permit to sell alcohol beverages.

Name (Last)	(First)	(M.I.)	Title

Date of Birth	Place of Birth	Business or Occupation for Past Three Years
[redacted]	MA	President

☐ Yes ☐ No Have you ever been convicted of violating federal or state laws or any municipal ordinance?
If Yes, check type violated → ☐ Federal ☐ State ☐ Municipal Ordinance
(Attach explanation of any Yes answer.)

☐ Yes ☐ No Are you an officer, director, agent or employee of any person, member or Limited Liability Company, or corporation holding or applying for any other license or permit to sell alcohol beverages in Wisconsin?
(If Yes, identify by name of licensee or permittee, class of license or permit, and municipality.)

I declare under penalties of the law that I have examined [illegible] *and, to the best of my knowledge, it is true, correct, and complete.*

Your Signature ▶ _____ Date _____

AT-105 (R. 11-19) Wisconsin Department of Revenue

AT-105: Auxiliary Questionnaire

To be completed by each individual, partner, member, or officer, director, and agent applying for a permit to sell alcohol beverages.

Name (Last)	(First)	(M.I.)	Title
Wessels	Jason		Agent

Date of Birth	Place of Birth	Business or Occupation for Past Three Years
[redacted]	Waterloo, Iowa	Agent

☐ Yes ☒ No Have you ever been convicted of violating federal or state laws or any municipal ordinance?
If Yes, check type violated → ☐ Federal ☐ State ☐ Municipal Ordinance
(Attach explanation of any Yes answer.)

☐ Yes ☒ No Are you an officer, director, agent or employee of any person, member or Limited Liability Company, or corporation holding or applying for any other license or permit to sell alcohol beverages in Wisconsin?
(If Yes, identify by name of licensee or permittee, class of license or permit, and municipality.)

I declare under penalties of the law that I have examined this information and, to the best of my knowledge, it is true, correct, and complete.

Your Signature ▶ [signature] Date 1-29-25

AT-105 (R. 11-19) Wisconsin Department of Revenue

Rider- Existing licenses:

SSP America ATW, LLC; Class B Retailer's License; Village of Greenville; No.'s 2-25A and 3-25A
SSP America ATW, LLC; Airport/Public Facility Permit, WI DOR, 316-1031648895-05 and 316-1031648895-06
SSP America, Inc.; Class B Combination, City of Madison; LICLIB-2016-00416
SSP America, Inc.; Airport/ Public Facility, WI DOR
SSP America, Inc.; Class B; City of Milwaukee
SSP America, Inc.; Airport/ Public Facility, WI DOR

Schedule for Appointment of Agent

Each corporation or Limited Liability Company applying for a permit to sell intoxicating liquor must appoint an agent pursuant to sec. 125.04(6), Wis. Stats. The following questions must be answered by the agent, the appointment must be signed by the president or one member of a Limited Liability Company, and the appointment must be made by the proper local official.

Name (Last)	(First)	(M.I.)	Address	Date of Birth
WESSELS	JASON		100 Lamine Lane, Combined Locks, WI 54113	08/28/70

Name of Corporation/Limited Liability Company
SSP AMERICA ATW, LLC

Occupation
AGENT

Have you been a continuous resident of Wisconsin for at least 90 days prior to the date of appointment as agent? [X] Yes [ ] No

Have you been convicted of violating federal or state laws or local ordinances other than traffic violations unrelated to alcohol beverages? [ ] Yes [X] No
If Yes, check type: [ ] Federal [ ] State [ ] Local Ordinances
Indicate details of the violation, including nature of violation, date, place, court, and disposition:

Have you completed the responsible beverage server training course? [X] Yes [ ] No

I declare under the penalties of law that the above information is true, correct and complete.

AGENT SIGN HERE	Signature	Date
		1-29-25

Appointment of Agent

_____ appoints _____
as agent in accordance with sec. 125.04(5), Wis. Stats., subject to the approval of the Department of Revenue.

PRESIDENT/MEMBER SIGN HERE	Signature	Date
		11/21/2024

Acceptance by Agent

I hereby accept appointment as agent for _____ and assume full responsibility for the conduct of the business relative to fermented malt beverages and intoxicating liquor.

AGENT SIGN HERE	Signature	Date
		1-29-25

Approval of Agent

The agent appointed above must be approved by the licensing authority per sec. 125.04(5)(a), Wis. Stats.

The appointment above is herewith approved.

_____ WI, _____ 20___

_____
(Signature of Official)

_____
(Title)

Vote for lock in. ROLL CALL: 29 yes, 7 absent. RESOLUTION NO. 147—2024-25 IS ADOPTED & LOCKED IN.

VOTE RESULTS	29 YES	0 NO	0 ABSTAIN	7 ABSENT

RESOLUTION NO. 147—2024-25 - LOCK IN

Lock in of Resolution No. 147—2024-25

Majority of Full Membership

Passed

1 THOMPSON	YES	13 WEGAND	YES	25 JANKE	YES
2 JOHNSON	ABSENT	14 HERMES	YES	26 WEINBERG	ABSENT
3 SMITH	YES	15 MacDONALD	YES	27 CULBERTSON	YES
4 PATIENCE	YES	16 SCHROEDER	YES	28 MONFILS	YES
5 GABRIELSON	YES	17 CROATT	YES	29 WINTERFELDT	YES
6 KOSTELNY	YES	18 SPEARS	YES	30 NEJEDLO	ABSENT
7 HAMMEN	YES	19 HEISER	YES	31 CLEGG	YES
8 LAWRENCE	YES	20 MITCHELL	YES	32 THYSSEN	ABSENT
9 KRUEGER	ABSENT	21 CUFF	YES	33 VANDERHEIDEN	YES
10 LAMERS	ABSENT	22 HAGEN	YES	34 RETTLER	YES
11 FERGUSON	ABSENT	23 KLEMP	YES	35 KOURY	YES
12 McCABE	YES	24 THIEDE	YES	36 LAUTENSCHLAGER	YES

Outagamie County

3-25-25 County Board Meeting

3-25-25 CB Meeting

Outagamie County Board of Supervisors

March 25 2025 08:47:00 PM

OpenMeeting

RECONSIDERATION OF RESOLUTION NO. 147—2024-25.

Supervisor Lawrence moved, seconded by Supervisor Patience, to reconsider the above listed resolution.

Vote for reconsideration. ROLL CALL: 28 yes, 1 no (Thiede), 7 absent. RESOLUTION NO. 147—2024-25 IS RECONSIDERED.

VOTE RESULTS	28 YES	1 NO	0 ABSTAIN	7 ABSENT

RESOLUTION NO. 147—2024-25 - RECONSIDERATION

Reconsideration of Resolution No. 147—2024-25

Majority of Full Membership

Passed

1 THOMPSON	YES	13 WEGAND	YES	25 JANKE	YES
2 JOHNSON	ABSENT	14 HERMES	YES	26 WEINBERG	ABSENT
3 SMITH	YES	15 MacDONALD	YES	27 CULBERTSON	YES
4 PATIENCE	YES	16 SCHROEDER	YES	28 MONFILS	YES
5 GABRIELSON	YES	17 CROATT	YES	29 WINTERFELDT	YES
6 KOSTELNY	YES	18 SPEARS	YES	30 NEJEDLO	ABSENT
7 HAMMEN	YES	19 HEISER	YES	31 CLEGG	YES
8 LAWRENCE	YES	20 MITCHELL	YES	32 THYSSEN	ABSENT
9 KRUEGER	ABSENT	21 CUFF	YES	33 VANDERHEIDEN	YES
10 LAMERS	ABSENT	22 HAGEN	YES	34 RETTLER	YES
11 FERGUSON	ABSENT	23 KLEMP	YES	35 KOURY	YES
12 McCABE	YES	24 THIEDE	NO	36 LAUTENSCHLAGER	YES

Outagamie County

3-25-25 County Board Meeting

3-25-25 CB Meeting

Outagamie County Board of Supervisors

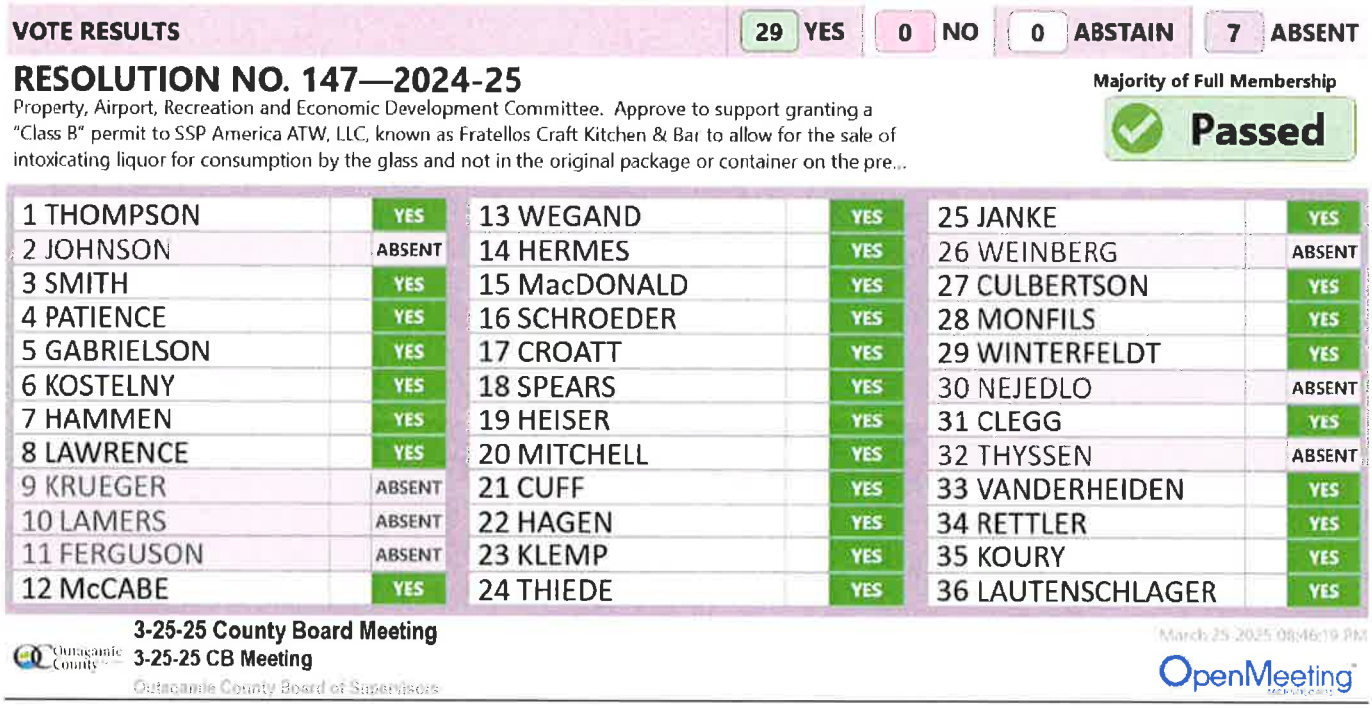
March 25 2025 08:46:46 PM

OpenMeeting

Resolution No. 147—2024-25 – Property, Airport, Recreation and Economic Development Committee. Approve to support granting a "Class B" permit to SSP America ATW, LLC, known as Fratellos Craft Kitchen & Bar to allow for the sale of intoxicating liquor for consumption by the glass and not in the original package or container on the premises, and authorize and approve the County Board Chairperson and County Clerk to sign the attached AT-105: Application for Airport/Public Facility Permit, as detailed on the attachments.

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

ROLL CALL: 29 yes, 7 absent. RESOLUTION NO. 147—2024-25 IS ADOPTED.



VOTE RESULTS	29 YES	0 NO	0 ABSTAIN	7 ABSENT

RESOLUTION NO. 147—2024-25

Property, Airport, Recreation and Economic Development Committee. Approve to support granting a "Class B" permit to SSP America ATW, LLC, known as Fratellos Craft Kitchen & Bar to allow for the sale of intoxicating liquor for consumption by the glass and not in the original package or container on the pre...

Majority of Full Membership

Passed

1 THOMPSON	YES	13 WEGAND	YES	25 JANKE	YES
2 JOHNSON	ABSENT	14 HERMES	YES	26 WEINBERG	ABSENT
3 SMITH	YES	15 MacDONALD	YES	27 CULBERTSON	YES
4 PATIENCE	YES	16 SCHROEDER	YES	28 MONFILS	YES
5 GABRIELSON	YES	17 CROATT	YES	29 WINTERFELDT	YES
6 KOSTELNY	YES	18 SPEARS	YES	30 NEJEDLO	ABSENT
7 HAMMEN	YES	19 HEISER	YES	31 CLEGG	YES
8 LAWRENCE	YES	20 MITCHELL	YES	32 THYSSEN	ABSENT
9 KRUEGER	ABSENT	21 CUFF	YES	33 VANDERHEIDEN	YES
10 LAMERS	ABSENT	22 HAGEN	YES	34 RETTLER	YES
11 FERGUSON	ABSENT	23 KLEMP	YES	35 KOURY	YES
12 McCABE	YES	24 THIEDE	YES	36 LAUTENSCHLAGER	YES

Outagamie County

3-25-25 County Board Meeting

3-25-25 CB Meeting

Outagamie County Board of Supervisors

March 25 2025 08:46:19 PM

OpenMeeting

RESOLUTION NO.: 147—2024-25

TO THE HONORABLE, THE OUTAGAMIE COUNTY BOARD OF SUPERVISORS

LADIES AND GENTLEMEN: ***MAJORITY***

As part of the terminal expansion project at the Appleton International Airport, a "Class B" permit is required pursuant to §125.51(5)(b)2, Wis. Stats., which requires a resolution to be adopted by the County Board as owner of the Appleton International Airport. This resolution approves an application for Airport/Public Facility Permit for SSP America ATW, LLC known as Fratellos Craft Kitchen & Bar.

NOW THEREFORE, the undersigned members of the Property, Airport, Recreation and Economic Development Committee recommend adoption of the following resolution.

BE IT RESOLVED, that the Outagamie County Board of Supervisors, pursuant to §125.51(5)(b)2, Wis. Stats., as owner and operator of the Appleton International Airport, does support granting a "Class B" permit to SSP America ATW, LLC known as Fratellos Craft Kitchen & Bar to allow for the sale of intoxicating liquor for consumption by the glass and not in the original package or container on the premises, and

BE IT FURTHER RESOLVED, that the Outagamie County Board of Supervisors does authorize and approve the County Board Chairperson and County Clerk to sign the attached AT-105: Application for Airport/Public Facility Permit, which by reference is made a part hereof, and

BE IT FINALLY RESOLVED, that the Outagamie County Clerk be directed to forward a copy of this resolution to the Appleton International Airport Director.

Dated this 25th day of March 2025

Respectfully Submitted,
PROPERTY, AIRPORT, RECREATION &
ECONOMIC DEVELOPMENT COMMITTEE

Dean Culbertson

Lee W. Hammen

Ronald Klemp

Yvonne Monfils

Jason Winterfeldt

Duly and officially adopted by the County Board on: March 25, 2025

Signed: _____
Board Chairperson

~~County Clerk~~ Chief Deputy County Clerk

Approved: 3 27 25

Vetoed: _____

Signed: _____
County Executive

Excise Tax Unit
Wisconsin Department of Revenue
PO Box 8900
Madison WI 53708-8900
(608) 266-6701
Fax (608) 261-7049

AT-105: Application for Airport/Public Facility Permit

DEPARTMENT USE ONLY
Tax Account Number
Date of Issuance

Date	Telephone Number	Seller's Permit Number	Federal Employer Identification Number (FEIN)	Social Security Number (if you do not have a FEIN number)
2/7/25	(703)723-7264		93-4785058	or ___-___-___

SECTION 1 – To be completed by Chairperson and Clerk of Municipality or County

Under the provisions of secs. 125.51(6)(b), Wis. Stats. and a resolution passed by the governing body of (municipality) GREENVILLE **or (county)** _____ **(a copy of which is attached), application is being made for a "Class B" intoxicating liquor permit for use on the following described premises which is:**

A.

Owned and Operated by	Known as	
SSP AMERICA ATW, LLC	FRATELLOS CRAFT KITCHEN & BAR	
Address of Premises W6390 Challenger Dr., Suite 211,Post Security at new terminal	**Located in the:** *(Check One)* ☐ Town ☑ Village ☐ City of GREENVILLE	
Mailing Address 20408 BASHAN DR., SUITE 300	**City** ASHBURN	**State** VA **Zip** 20147

From the ____ day of ____ 20 ____ through the ____ day of ____ 20 ____

B. **APPLICANT:** ☐ Individual ☐ Partnership ☐ Corporation ☑ Limited Liability Company (LLC)

INDIVIDUAL OR PARTNERSHIP: (If a partnership, all partners must be listed)

Name (Last)	(First)	(M.I.)	SS#	Home Address

Name of Corporation/Limited Liability Company	State and Date of Incorporation/Registration
SSP AMERICA ATW, LLC	WI 11/14/2023

Is applicant corporation a subsidiary of any other corporation or Limited Liability Company?

☑ Yes ☐ No If Yes, indicate corporate name or name of Limited Liability Company: SSP AMERICA, INC.

OFFICERS AND DIRECTORS – AN AGENT MUST BE APPOINTED.

	(First)	(M.I.)	SS#	Home Address
President/Member Last Name				
Vice President/Member Last Name: MURRAY	PATRICK		[redacted]	[redacted]
Secretary/Member Last Name: MBOYA	GEORGE		[redacted]	[redacted]
Treasurer/Member Last Name				
Agent Last Name: WESSELS	JASON			[redacted]

Premises description: Describe building or buildings where alcohol beverages are to be sold and stored. The applicant must include all rooms including living quarters, if used, for the sales, service, consumption, and/or storage of alcohol beverages and records. (Alcohol beverages may be sold and stored only on the premises described.)

The restaurant is located at the Appleton International Airport, post-security
The restaurant is 1317 square feet. The restaurant will sell liquor, beer and wine for consumption on the premises. Alcoholic beverages will be stored in a separate storage room at the airport where indicated on the terminal map.

The fee in the amount of $600 is payable every 2 years to the Wisconsin Department of Revenue. Also include $20 BTR fee (if applicable).

The fee for a permit for less than 12 months shall be prorated according to the number of months or fraction thereof for which the permit is issued.

Declaration

_____, Chairperson of the governing body of _____ and _____, Clerk of said body, individually and together, declare under penalties of law that the information provided in this application is true and correct to the best of their knowledge and belief.

Chairperson	Clerk	Date

AT-105 (R. 11-16)

(Continued on Reverse Side)

SECTION 2 – To be completed by Concessionaire

Name owner of bar fixtures and state terms of lease or Rental.
N/A

Does the applicant understand they must register as a Retail Beverage Alcohol Dealer with the federal government, Alcohol and Tobacco Tax and Trade bureau (TTB) by filing (TTB Form 5630.5d) before beginning business? [phone 1-877-882-3277] ☑ Yes ☐ No

Is the applicant an employee or agent of, or acting on behalf of anyone except the named applicant? Explain Yes answer in detail. ☐ Yes ☑ No

Does the applicant, any member of the partnership, officer, director, stockholder, member, or agent hold any interest in any other retail beer and/or liquor license or wholesale beer permit or liquor permit in Wisconsin? ☑ Yes ☐ No
If Yes, identify:

Name	Location	Type of License/Permit
SEE ATTACHED RIDER		

Does any retail alcohol beverage Licensee, wholesale beer permittee or wholesale liquor permittee or any officer, director, stockholder, member, of such permittee or licensee have any interest in this permit? ☐ Yes ☑ No
If Yes, identify:

Name	Location	Type of License / Permit

Does the applicant understand that any permit issued will be void and subject to revocation if indebted in excess of 15 days for fermented malt beverages or 30 days for intoxicating liquors? ☑ Yes ☐ No

(Signature of President of one Corp or one Partner/Individual/Member of Limited Liability Company)

SECTION 3 – Approval by Law Officer

I, Clint C Kriewaldt, chief law enforcement officer of Outagamie County Sheriff's Office (Municipality in which the airport or public facility is located), have searched the records maintained by my department and have contacted the Wisconsin Crime Information Bureau. I know of no reason a retail "Class B" intoxicating liquor permit should not be issued to SSP America ATW, LLC (Name of corporate officer(s), member(s) / manager(s) of limited liability company or agent to be permitted) to operate at the Appleton International Airport (Name of airport or public facility).

(Signature of Officer)

Outagamie County Sheriff
(Title of Office)

AT-105 (R. 11-19) 2 Wisconsin Department of Revenue

1

AT-105: Auxiliary Questionnaire

To be completed by each individual, partner, member, or officer, director, and agent applying for a permit to sell alcohol beverages.

Name (Last)	(First)	(M.I.)	Title
MBOYA	GEORGE	O	TREASURER & SECRETARY

Date of Birth	Place of Birth	Business or Occupation for Past Three Years
[redacted]	KENYA	TREASURER & SECRETARY

☐ Yes ☑ No Have you ever been convicted of violating federal or state laws or any municipal ordinance?
If Yes, check type violated → ☐ Federal ☐ State ☐ Municipal Ordinance
(Attach explanation of any Yes answer.)

☑ Yes ☐ No Are you an officer, director, agent or employee of any person, member or Limited Liability Company, or corporation holding or applying for any other license or permit to sell alcohol beverages in Wisconsin?
(If Yes, identify by name of licensee or permittee, class of license or permit, and municipality.)

SEE RIDER

I declare under penalties of the law that I have examined this information and, to the best of my knowledge, it is true, correct, and complete.

Your Signature ▶ [signature] Date 11/21/2024

AT-105 (R. 11-19) Wisconsin Department of Revenue

AT-105: Auxiliary Questionnaire

To be completed by each individual, partner, member, or officer, director, and agent applying for a permit to sell alcohol beverages.

Name (Last)	(First)	(M.I.)	Title
MURRAY	PATRICK	J	EXECUTIVE VICE PRESIDENT

Date of Birth	Place of Birth	Business or Occupation for Past Three Years
[redacted]	NY	EXECUTIVE VICE PRESIDENT

☐ Yes ☑ No Have you ever been convicted of violating federal or state laws or any municipal ordinance?
If Yes, check type violated → ☐ Federal ☐ State ☐ Municipal Ordinance
(Attach explanation of any Yes answer.)

☑ Yes ☐ No Are you an officer, director, agent or employee of any person, member or Limited Liability Company, or corporation holding or applying for any other license or permit to sell alcohol beverages in Wisconsin?
(If Yes, identify by name of licensee or permittee, class of license or permit, and municipality.)

SEE RIDER

I declare under penalties of the law that I have examined this information and, to the best of my knowledge, it is true, correct, and complete.

Your Signature ▶ [signature] Date 11/21/2024

AT-105 (R. 11-19) Wisconsin Department of Revenue

1

AT-105: Auxiliary Questionnaire

To be completed by each individual, partner, member, or officer, director, and agent applying for a permit to sell alcohol beverages.

Name (Last) | (First) | (M.I.) | Title

Date of Birth | Place of Birth | Business or Occupation for Past Three Years

☐ Yes ☐ No Have you ever been convicted of violating federal or state laws or any municipal ordinance?
If Yes, check type violated → ☐ Federal ☐ State ☐ Municipal Ordinance
(Attach explanation of any Yes answer.)

☐ Yes ☐ No Are you an officer, director, agent or employee of any person, member or Limited Liability Company, or corporation holding or applying for any other license or permit to sell alcohol beverages in Wisconsin?
(If Yes, identify by name of licensee or permittee, class of license or permit, and municipality.)

I declare under penalties of the law that I have examin... ...nfor ...on and, to the best of my knowledge, it is true, correct, and complete.

Your Signature ▶ | Da...

AT-105 (R. 11-16) Wisconsin Department of Revenue

AT-105: Auxiliary Questionnaire

To be completed by each individual, partner, member, or officer, director, and agent applying for a permit to sell alcohol beverages.

Name (Last)	(First)	(M.I.)	Title
Wessels	Jason		Agent

Date of Birth	Place of Birth	Business or Occupation for Past Three Years
[redacted]	Waterloo, Iowa	Agent

☐ Yes ☒ No Have you ever been convicted of violating federal or state laws or any municipal ordinance?
If Yes, check type violated → ☐ Federal ☐ State ☐ Municipal Ordinance
(Attach explanation of any Yes answer.)

☐ Yes ☒ No Are you an officer, director, agent or employee of any person, member or Limited Liability Company, or corporation holding or applying for any other license or permit to sell alcohol beverages in Wisconsin?
(If Yes, identify by name of licensee or permittee, class of license or permit, and municipality.)

I declare under penalties of the law that I have examined this information and, to the best of my knowledge, it is true, correct, and complete.

Your Signature ▶ [signature] Date 1-29-25

AT-105 (R. 11-16) Wisconsin Department of Revenue

1

Rider- Existing licensee:

SSP America ATW, LLC; Class B Retailer's License; Village of Greenville; No.'s 2-25A and 3-25A
SSP America ATW, LLC; Airport/Public Facility Permit, WI DOR, 316-1031648895-05 and 316-1031648895-06
SSP America, Inc.; Class B Combination, City of Madison; LICLIB-2016-00416
SSP America, Inc.; Airport/ Public Facility, WI DOR
SSP America, Inc.; Class B; City of Milwaukee
SSP America, Inc.; Airport/ Public Facility, WI DOR

1

Schedule for Appointment of Agent

Each corporation or Limited Liability Company applying for a permit to sell intoxicating liquor must appoint an agent pursuant to sec. 125.04(6), Wis. Stats. The following questions must be answered by the agent, the appointment must be signed by the president or one member of a Limited Liability Company, and the appointment must be made by the proper local official.

Name (Last)	(First)	(M.I.)	Address	Date of Birth
WESSELS	JASON		[redacted]	[redacted]

Name of Corporation/Limited Liability Company
SSP AMERICA ATW, LLC

Occupation
AGENT

Have you been a continuous resident of Wisconsin for at least 90 days prior to the date of appointment as agent? [x] Yes [ ] No

Have you been convicted of violating federal or state laws or local ordinances other than traffic violations unrelated to alcohol beverages? [ ] Yes [x] No
If Yes, check type: [ ] Federal [ ] State [ ] Local Ordinances
Indicate details of the violation, including nature of violation, date, place, court, and disposition:

Have you completed the responsible beverage server training course? [x] Yes [ ] No

I declare under the penalties of law that the above information is true, correct and complete.

AGENT SIGN HERE	Signature	Date
	[signature]	1-29-25

Appointment of Agent

_____ appoints _____
as agent in accordance with sec. 125.04(6), Wis. Stats., subject to the approval of the Department of Revenue.

PRESIDENT/MEMBER SIGN HERE	Signature	Date
	[signature]	11/21/2024

Acceptance by Agent

I hereby accept appointment as agent for _____ and assume full responsibility for the conduct of the business relative to fermented malt beverages and intoxicating liquor.

AGENT SIGN HERE	Signature	Date
	[signature]	1-29-25

Approval of Agent

The agent appointed above must be approved by the licensing authority per sec. 125.04(6)(a), Wis. Stats.

The appointment above is herewith approved.

_____ WI, _____ 20___

_____
(Signature of Official)

_____
(Title)

AT-108 (R. 11-19) 4 Wisconsin Department of Revenue

1

I, Kelly Gerrits, County Clerk for the County of Outagamie Wisconsin do hereby certify that the foregoing is a true and correct copy of the March 25, 2025 County Board Minutes approved by a majority vote at a meeting of the County Board on April 15, 2025 and recorded in the minutes of said meeting a quorum of members being present.

In testimony whereof, I have hereunto set my hand and the seal of the County of Outagamie, Wisconsin, this 16th Day of April, 2025.

/s/ Kelly Gerrits
County Clerk

Please call the Outagamie County Clerk's Office (832-5077) if you would like further elaboration of these minutes.

RUN: April 29, 2025