

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

Office of the County Clerk, October 28, 2025.

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

1. ROLL CALL of the Board of Supervisors. Board Chairperson requests the Board's confirmation regarding excused members.
2. PLEDGE OF ALLEGIANCE - Offered by Chairperson Gabrielson.
3. PUBLIC HEARING FOR THE PROPOSED 2026 OUTAGAMIE COUNTY BUDGET – Pursuant to Wisconsin Statutes Section 65.90.
4. ADJOURN PUBLIC HEARING; PROCEED WITH REGULAR MEETING
5. MINUTES OF THE OCTOBER 14, 2025 COUNTY BOARD MEETING
6. SPECIAL ORDER OF BUSINESS
  - A. Anne Van, Executive Operations and Public Relations Specialist, will give an update on the Uniquely Wisconsin film series featuring Outagamie County.
  - B. Kyle Sargent, Corporation Counsel, will give a presentation on the elected office of Coroner vs an appointed Medical Examiner.
7. ESTABLISH ORDER OF THE DAY
8. COMMUNICATIONS
9. PUBLIC PARTICIPATION – Pursuant to Chapter 2, Section 2-49 Rule 6 – Appearance of Non-Board Members, of the Outagamie County Code of Ordinances, “Public participation is limited to Outagamie County residents, employees and owners of businesses in Outagamie County, Outagamie County employees, or Outagamie County property taxpayers. Participation is limited solely to only matters listed on the agenda and for a total of 15 minutes, which may be extended to 30 minutes at the discretion of the Chair. Individual speakers are limited to three minutes per speaker.”
10. APPOINTMENTS
  - A. County Executive Nelson nomination for appointment of Dustin Jerabek to the County Local Emergency Planning Committee (LEPC); said term expiring October 31, 2028.
11. REPORT BY THE COUNTY EXECUTIVE - County Executive Thomas Nelson will give an Administrative Update.
12. UNFINISHED BUSINESS

**13. NEW BUSINESS**

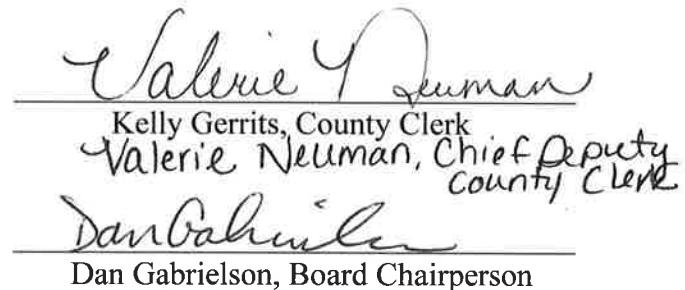
- A. Resolution No. 78—2025-26 – Public Safety Committee. Approve decreasing the Sheriff Corrections/Jail Purchased Services line item by \$20,000 and increasing the General Fund Surplus Operating Transfer Out line item, increasing the 2025 Capital Projects Operations Transfer In line item, and increasing the 2025 Capital Projects Capital Outlay line item by \$20,000 each, to be used for the Jail Third Floor Office Conversion project, as detailed on the attached fiscal note.
- B. Resolution No. 79—2025-26 – Property, Airport, Recreation and Economic Development Committee. Approve using 85.21 Department of Transportation Funds of \$69,600 toward the purchase of two modified UTVs, allowing access to areas of Mosquito Hill Nature Center property; and increase the 2025 Capital Projects UTV Purchase line item by \$69,600 and decreasing the Human Service Aging Services line item by \$69,600 as detailed on the attached fiscal note.
- C. Resolution No. 80—2025-26 – Health and Human Services Committee. Approve increasing the Brewster Village Fund Balance Applied line item and the Brewster Village Capital Outlay line item by \$309,225 each, to be used for the Fire Alarm System project, as detailed on the attachments.
- D. Resolution No. 81—2025-26 – Property, Airport, Recreation and Economic Development Committee. Approve the Fourth Addendum to Airline Operating Agreement (attached) between the Appleton International Airport and Allegiant Air LLC, to decrease the square footage by 63 square feet and reduce the monthly rent to \$7,333.61 in 2025, with no budget adjustment needed, as the revenue is included in the 2025 budget, as detailed on the attachments.
- E. Resolution No. 82—2025-26 – Public Safety Committee. Approve the attached Agreement for Enhanced County Law Enforcement Services in the Village of Kimberly and costs as noted on Exhibit A, between the Outagamie County Sheriff's Office and the Village of Kimberly.
- F. Resolution No. 83—2025-26 – Legislative/Audit and Human Resources Committee. Approve an in-year Table of Organization request for the addition of two full-time Patrol Officer positions, effective January 1, 2026, as detailed on the attachments; and increase the following Patrol cost center line items: Charges for Services by \$303,312.35; Salaries by \$136,890.00; Fringes by \$47,764.00; Supplies by \$32,720.00; Purchased Services by \$9,194.00; and increase the following Squad Cars cost center line items: Charges for Services by \$53,776.40; Capital Outlay by \$118,266.00, as detailed on the attachments.
- G. Resolution No. 84—2025-26 – Legislative/Audit and Human Resources Committee. Approve an in-year Table of Organization request for the addition of one full-time Lieutenant position, effective July 1, 2026, as detailed on the attachments; and increase the following Patrol cost center line items: Charges for Services by \$91,644.00; Salaries by \$49,929.00; Fringes by \$32,882.00; Supplies by \$16,090.00; Purchased Services by \$4,597.00; and increase the Squad Cars Charges for Services line item by \$22,843.60, as detailed on the attachments.

H. Resolution No. 85—2025-26 – Legislative/Audit and Human Resources Committee. Approve an in-year Table of Organization request for the addition of two full-time Patrol Officer positions, effective July 1, 2026, as detailed on the attachments; and increase the following Patrol cost center line items: Charges for Services by \$149,275.00; Salaries by \$68,445.00; Fringes by \$35,613.00; Supplies by \$32,180.00; Purchased Services by \$9,194.00; and increase the Squad Cars Charges for Services line item by \$39,588.20, as detailed on the attachments.

I. Resolution No. 86—2025-26 – Legislative/Audit and Human Resources Committee. With the Outagamie County Coroner's current term ending on January 4<sup>th</sup>, 2027, approve the request to change the Outagamie County Coroner's Office to the Outagamie County Medical Examiner's Office; the Medical Examiner will be statutorily required to perform the same duties as the Coroner but would be an administrative employee, appointed by the board, under the supervision of the County Executive; with no immediate fiscal impact as this will only affect future budgets, as detailed on the resolution.

J. Ordinance No. F—2025-26 – Finance Committee. Approve to amend Section 22-271 and Section 22-272, with updated language as pertains to the administration and management of tax-deeded lands of the Outagamie County Code of Ordinances, as detailed on the ordinance.

14. REPORTS



Valerie Neuman  
Kelly Gerrits, County Clerk  
Valerie Neuman, Chief Deputy County Clerk  
Dan Gabrielson  
Dan Gabrielson, Board Chairperson

Accommodation Notice

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

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

Office of the County Clerk, October 14, 2025.

The Board met pursuant to adjournment, and was called to order by Chairperson Gabrielson at 7:09 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, Wegand, Hermes, MacDonald, Zabronsky, Croatt, Spears, Heiser, Cuff, Hagen, Klemp, Thiede, Janke, Weinberg, Culbertson, Winterfeldt, Nejedlo, Clegg, VanderHeiden, Rettler, Koury, and Lautenschlager. Members absent: Supervisors Johnson, Mitchell, Monfils, and Thyssen.

The Board Chairperson requested the Board's confirmation to excuse Supervisors Johnson, Mitchell, and Monfils. No objections; so ordered.

The Pledge of Allegiance was led by Chairperson Gabrielson.

**MINUTES OF THE SEPTEMBER 23, 2025 COUNTY BOARD MEETING**

Supervisor Cuff moved, seconded by Supervisor Patience, to approve the minutes of the September 23, 2025 County Board meeting.

**ROLL CALL: 30 yes, 2 abstain (Klemp, Koury), 4 absent. MINUTES OF THE SEPTEMBER 23, 2025 COUNTY BOARD MEETING ARE APPROVED.**

**SPECIAL ORDER OF BUSINESS –**

**Representatives from CLA-CliftonLarsenAllen LLP will present the Audit Report for Year ended December 31, 2024**

Representative Elizabeth McMasters, Director CPA from CLA-CliftonLarsenAllen LLP highlighted:

- Introduction of the CLA-CliftonLarsenAllen LLP service team and its presence in serving governmental clients nationally and in Wisconsin.
- 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).
- Financial Statement Audit Results – governance communication – compare this report from this to last year's to check to see any changes. Audit results issue opinion is of "unmodified" or "clean" opinion.
- A standard change was implemented this year regarding GASB 101, which reflected on Outagamie County's various compensation for unused absences/vacation and updated procedures to align with current requirements.
- A mention of the Management Representation Letter, which emphasizes the integrity completeness, and relevancy of the information provided during the audit. No disagreements with management, and no consultations with other accountants (no outside opinion needed for 2024's audit).

- Compliance Audit - Single Audit Status review was done for a selection of federal and state grant dollars the County received for various programs. The audit was heavily compliance-focused and the procedures and requirements vary greatly for each program tested. The auditor relayed the compliance audit results for federal and state programs tested determined no deficiencies in internal control, and found no compliance findings.
- Director McMasters informed the Supervisors of upcoming significant changes to the Office of Management and Budget (OMB) guidance for federal assistance, as a way to help reduce administrative strain and burden. Highlights included an increased threshold from \$750k to \$1 million, added cybersecurity internal control requirement, and procurement policies language change requirements. She also provided a brief update on upcoming standards for future audits.

Supervisor questions and comments followed.

#### 2026 County Board Budget Process - Finance Committee Chairperson Chris Croatt

Finance Committee Chairperson Croatt provided a general overview of the 2026 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 as the legislative role (make policy decisions and supervise administration through committee work), whereas the executive role is carried through the County Executive and staff, who administer the policies decided by the Board.
- Finance Committee Chairperson Croatt 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.
- Finance Committee Chairperson Croatt reiterated that the new budget software provides additional functionality, including providing narratives for each department (accomplishments, achievements, goals, department changes, and comparable budget data).
  - Finance Committee Chairperson Croatt provided the Budget Meeting Timeline for the Finance Committee Budget Review Meetings which will take place on Thursday, October 2<sup>nd</sup>, Tuesday, October 7<sup>th</sup>, Thursday, October 9<sup>th</sup>, Tuesday, October 21<sup>st</sup>, Thursday, October 23<sup>rd</sup>, and Tuesday, October 28<sup>th</sup> (cleanup meeting with cost center votes).
  - The Budget Public Hearing will take place Tuesday, October 28<sup>th</sup>, 2025, at 7:00 p.m. before the County Board meeting.
  - The Annual County Board Budget Adoption Meeting will be held Monday, November 3<sup>rd</sup>, 2025, 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.
  - Finance Committee Chairperson Croatt explained this is Outagamie County's second year issuing the budget software and the growth in understanding and utilizing the system is ongoing; budget documents are electronic, and stories and narratives of departments help describe how funds were used (accomplishments/achievements and future goals) and the outlook of departments for the next budget year.

- Should a Supervisor wish to make an amendment to the budget, it is highly recommended to attend the respective committee meeting first, whereupon the suggestion can be forwarded to the Finance Committee for further analysis and support. If approved there, it will be included in the budget presented at the Budget Adoption meeting and will not need special handling. Amendments will need a cost center number, line item, and dollar amount to modify, and the cost center and line item where the money will come from (talk to the committee chair of the respective committee for clarification).
- 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.
  - Finance Committee Chairperson Croatt mentioned the importance of being prepared for the Budget Adoption Meeting.

ESTABLISH ORDER OF THE DAY– None.

COMMUNICATIONS –

Chairperson Gabrielson summarized the following communications:

- Supervisor Mark Mitchell's mother passed away on October 11, 2025. Visitation will occur on Thursday, October 16<sup>th</sup> at Holy Cross Parish, 309 Desnoyer Street in Kaukauna, from 1-2:45 p.m. with Mass following at 3:00 p.m.
- A PDF version of the County Executive Budget will be posted on the County website under the News section soon.
- On September 30<sup>th</sup>, 2025, Chairperson Gabrielson participated in a Bug Tussel fiber lighting ceremony of 25 miles of fiber to Outagamie County's broadband network (which is now totaling 125 miles). This is a great milestone in providing broadband service to the rural areas of the county.
- The County Board of Supervisors will participate in the Adopt a Family Program for the 2026 holiday season starting at the next County Board meeting; this year the goal is to raise \$500 (last year's total was \$660). Donation collection will start at the next County Board meeting on October 28<sup>th</sup>, 2025.
- Legislative Services recently acquired a few of the most recent copies of the 2025-26 Wisconsin Blue Book – please see staff if you wish to attain a copy.
- There are 16 Supervisors who still need to complete the most recently sent out cyber security training course, titled *Pick Your Path: A Fistful of Data*, e-mailed to mailboxes on October 6<sup>th</sup>, 2025.
- There are three (3) Finance Committee Budget Review meetings: Tuesday, October 21<sup>st</sup>, Thursday, October 23<sup>rd</sup>, and Tuesday, October 28<sup>th</sup>. There is a Zoom link available to view the sessions via livestream (viewing only).
- Chairperson Gabrielson recognized the following County Board Supervisor birthday: Supervisor Klemp (10/17).
- Budget Public Hearing will be the first item on the agenda for the October 28, 2025 County Board meeting.

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 –

Supervisor Koury verbally relayed a constituent's written statement who resides in District 35 (Carmen Laird – 633 West Factory Street, Unit 102) to the County Board of Supervisors voicing support of Resolution No. 77—2026-26, as she was unable to attend the meeting.

APPOINTMENTS – None.

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

UNFINISHED BUSINESS – None.

NEW BUSINESS –

Ordinance No. Z-9—2025-26 – Agriculture, Extension Education, Zoning, and Land Conservation Committee. Approve to adopt the petition of Benjamin Keuken, applicant on behalf of BelGioioso Cheese Inc., owner, to rezone parcel 090039900 from the AGD General Agriculture District to the IND Industrial District, in the Town of Freedom, as noted on the Ordinance and attachments.

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

ROLL CALL: 32 yes, 4 absent. ORDINANCE NO. Z-9—2025-26 IS ADOPTED.

Resolution No. 77—2025-26 – Public Safety Committee. Approve to support transitioning one Victim Witness Specialist position and one Evidence Coordinator position in the District Attorney's Office, both currently funded by the American Rescue Plan Act, to permanent, county-funded positions by including the positions in the 2026 Executive Budget.

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

ROLL CALL: 29 yes, 3 no (Ferguson, Janke, Nejedlo), 4 absent. RESOLUTION NO. 77—2025-26 IS ADOPTED.

Ordinance No. E—2025-26 – Legislative/Audit and Human Resources Committee. Approve to amend the Outagamie County Board Rules language in Section 2-426 Disclosure of Conflict of the Outagamie County Code of Ordinances, as noted on the Ordinance.

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

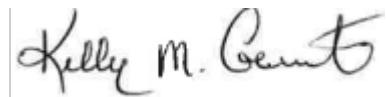
ROLL CALL: 32 yes, 4 absent. ORDINANCE NO. E—2025-26 IS ADOPTED.

REPORTS – None.

ADJOURNMENT –

Supervisor Patience moved, seconded by Supervisor Lawrence to adjourn until October 28, 2025 at 7:00 p.m. VOICE VOTE CARRIED UNANIMOUSLY.

The meeting adjourned at 8:15 p.m.

A handwritten signature in black ink, appearing to read "Kelly M. Gerrits".

---

Kelly Gerrits, County Clerk

**ROLL CALL SUMMARY OCTOBER 14, 2025 COUNTY BOARD MEETING**

<b>DIST./NAME</b>	<b>NO. OF ROLL CALLS TAKEN THIS MEETING</b>	<b>NO. VOTES CAST THIS MEETING</b>	<b>CUMULATIVE CALLS TAKEN THIS TERM</b>	<b>NO. VOTES CAST THIS TERM</b>
1. Thompson	4	4	170	160
2. Johnson	4	0	170	119
3. Smith	4	4	170	142
4. Patience	4	4	170	170
5. Gabrielson	4	4	170	170
6. Kostelný	4	4	170	170
7. Hammen	4	4	170	143
8. Lawrence	4	4	170	134
9. Krueger	4	4	170	146
10. Lamers	4	4	170	134
11. Ferguson	4	4	170	170
12. McCabe	4	4	170	136
13. Wegand	4	4	170	84
14. Hermes	4	4	170	132
15. MacDonald	4	4	170	106
16. Zabronsky	4	4	73	62
17. Croatt	4	4	170	143
18. Spears	4	4	170	170
19. Heiser	4	4	170	170
20. Mitchell	4	0	170	166
21. Cuff	4	4	170	143
22. Hagen	4	4	170	170
23. Klemp	4	4	170	147
24. Thiede	4	4	170	170
25. Janke	4	4	170	128
26. Weinberg	4	4	170	146
27. Culbertson	4	4	170	170
28. Monfils	4	0	170	130
29. Winterfeldt	4	4	170	125
30. Nejedlo	4	4	170	170
31. Clegg	4	4	170	170
32. Thyssen	4	0	170	93
33. VanderHeiden	4	4	170	170
34. Rettler	4	4	170	136
35. Koury	4	4	170	111
36. Lautenschlager	4	4	170	170

Member(s) absent: Johnson, Mitchell, Monfils, and Thyssen



**OUTAGAMIE COUNTY EXECUTIVE**  
Thomas M. Nelson  
320 South Walnut St.  
Appleton, WI 54911  
920.832.1684

---

October 28, 2025

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

Please be advised of a vacant term on the Outagamie County Local Emergency Planning Committee (LEPC). The following individual has expressed interest in appointment:

- Dustin Jerabek – Group 5: Owners and Operators at Covered Facilities

I respectfully request the County Board's concurrence with the designation of the aforementioned individual to serve on the Outagamie County LEPC with a term set to expire 10/31/2028.

Supporting documents are attached.

Sincerely,

Thomas Nelson  
Outagamie County Executive

TN/av

cc: Carson Landin, Emergency Management Specialist

## Outagamie County Application for Executive Appointment

Name: Dustin Jerabek

Address: \_\_\_\_\_

Home Phone: \_\_\_\_\_ Work Phone: \_\_\_\_\_ Cell Phone: \_\_\_\_\_

E-Mail Address: dustin.jerabek@hunisd.org

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

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

Present Employer/Position: Heart of the Valley Metropolitan Sewerage District  
Director of Operations and Maintenance

Previous Employer/Position: Heart of the Valley Metropolitan Sewerage District  
Foreman

Educational Background: Bachelor of Science from University of Wisconsin - Stevens Point  
2006-2010

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

WWOA - Lake Michigan District Board 2015-2016

Comments:

Signature: Dustin Jerabek

Date Submitted: October 7, 2025

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

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

NAME (LAST)	(FIRST)	(MIDDLE)	DAYTIME TELEPHONE NUMBER
<i>Jerabek</i>	<i>Dustin</i>	<i>Joseph</i>	[REDACTED]
MAILING ADDRESS	STREET	CITY	STATE ZIP CODE
[REDACTED]			

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

*Local Emergency Planning Committee Member*

PRINCIPAL EMPLOYER(S) NAME

*Heart of the Valley Metropolitan Sewerage District*  
ADDRESS  
*801 Thilmany Road Kaukauna, WI 54130*

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

[REDACTED]

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

Dustin Jerabek  
Signature

Subscribed and sworn to before me this 7 day of October, 2025.

Victoria E. Bell  
Notary Public  
Commission Expires: 11/24/26



# ***RESOLUTION NO.: 78—2025-26***

TO THE HONORABLE, THE OUTAGAMIE COUNTY BOARD OF SUPERVISORS

LADIES AND GENTLEMEN:

**2/3 MAJORITY – 24 VOTES**

1        VitalCore is assisting Outagamie County in achieving a healthier inmate population. There  
2        is less need for transferring inmates to outside providers for medical care, and more inmates  
3        are being medically treated within the jail by VitalCore staff which results in saving dollars  
4        in medical, hospital, residential and transportation services in the 2025 jail budget.

5  
6        This resolution requests a one-time budget transfer of \$20,000 from anticipated savings in  
7        medical expenses to the Jail Third Floor Office Conversion capital project, due to project  
8        bids exceeding the original budget as a result of inflationary cost increases.

9  
10      NOW THEREFORE, the undersigned members of the Public Safety Committee recommend

11      adoption of the following resolution.

12      BE IT RESOLVED, that the Outagamie County Board of Supervisors does approve decreasing  
13      the Sheriff Corrections/Jail Purchased Services line item by \$20,000 and increasing the General Fund  
14      Surplus Operating Transfer Out line item, increasing the 2025 Capital Projects Operations Transfer In line  
15      item, and increasing the 2025 Capital Projects Capital Outlay line item by \$20,000 each, said monies to  
16      be used for the Jail Third Floor Office Conversion project, as detailed on the attached fiscal note, which  
17      by reference is made a part hereof, and

18      BE IT FINALLY RESOLVED, that the Outagamie County Clerk be directed to forward a copy of  
19      this resolution to the Outagamie County Sheriff, the Outagamie County Commander/Jail Administrator,  
20      the Outagamie County Facilities Director, and the Outagamie County Finance Director.

21      Dated this \_\_\_\_ day of October 2025

22

23

24

25

1

2

3

4

5

6

7

8

9

10 Katrin Patience

Respectfully submitted,

PUBLIC SAFETY COMMITTEE

11

12

13

14

15 Michael Smith

Christine Lamers

16

17

18

19

20 Jeremy Thyssen

Timothy Hermes

21

22

23 Duly and officially adopted by the County Board on: \_\_\_\_\_

24

25

26 Signed: \_\_\_\_\_

27 Board Chairperson

County Clerk

28

29

30 Approved: \_\_\_\_\_

Vetoed: \_\_\_\_\_

31

32

33 Signed: \_\_\_\_\_

34 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 OFFICE REQUESTS TO UPDATE 2025 CORRECTIONS AND CAPITAL PROJECT 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)

VitalCore is assisting Outagamie in achieving a healthier inmate population. There is less need for transferring inmates to outside providers for medical care, and more inmates being medically treated within the jail by VitalCore staff. This is saving dollars in Medical, Hospital, Residential and Transportation services in the 2025 jail budget.

This request is for a one time budget transfer of \$20,000 and transfer the savings on expected medical costs to the 3<sup>rd</sup> floor office conversion capital project. The project bids came in higher than budgeted due to inflation.

**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 ( ) 2025 Budget  
If no, skip to question 8 below.

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

Sheriff Corrections/Jail	Purchased Services		\$ (20,000)
General Fund Surplus	Operating Transfer Out	1000100.9900.468	\$20,000
2025 Capital Projects	Operating Transfer In	4680100.8900.100	\$20,000
2025 Capital Projects	Capital Outlay	4681600.6000	\$20,000

**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: Lisa VandenLangenberg

**For Financial Services purposes only**

Reviewed By: <i>Michelle Uitenbroek</i>	If expenditures are recorded in the financial system at a level of detail lower than the level 6 as shown above, indicate the specific account numbers and amounts below:	
Date: 9/15/2025	Detail Expenditures Account Number 1008015.5515.01	Amount -20,000
Comments:	_____	

# ***RESOLUTION NO.: 79—2025-26***

TO THE HONORABLE, THE OUTAGAMIE COUNTY BOARD OF SUPERVISORS

LADIES AND GENTLEMEN:

***2/3 MAJORITY – 24 VOTES***

1        The Health and Human Services Department and Parks Department have been working  
2        closely to increase access for the elderly and disabled visitors to Mosquito Hill Nature  
3        Center. There are 85.21 Department of Transportation Funds available to be used toward  
4        the purchase of two (2) modified UTVs, which would allow access to areas of Mosquito  
5        Hill Nature Center property that would otherwise be unreachable. This resolution approves  
6        creating the capital project to support the purchase of two UTVs for Mosquito Hill.  
7

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

10       BE IT RESOLVED, that the Outagamie County Board of Supervisors does approve using 85.21  
11       Department of Transportation Funds in the amount of \$69,600 toward the purchase of two (2) modified  
12       UTVs, which would allow access to areas of Mosquito Hill Nature Center property, and

13       BE IT FURTHER RESOLVED, that the Outagamie County Board of Supervisors does hereby  
14       authorize and approve of increasing the 2025 Capital Projects UTV Purchase line item by \$69,600 and  
15       decreasing the Human Service Aging Services line item by \$69,600 as noted on the attached fiscal note  
16       which by reference is made a part hereof, and

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

19       Dated this \_\_\_\_\_ day of October, 2025  
20  
21  
22  
23  
24  
25  
26  
27  
28  
29  
30

1

2

3

4

5

6

7

8

9

10

11

12

13

14

15 Dean Culbertson

16

17

18

19

20 Ronald Klemp

21

22

23

24

25 Jayson Winterfeldt

26

27

28 Duly and officially adopted by the County Board on: \_\_\_\_\_

29

30

31

Signed: \_\_\_\_\_

32

Board Chairperson

33

34

35

36

37

38

39

Respectfully Submitted,

PROPERTY, AIRPORT, RECREATION &  
ECONOMIC DEVELOPMENT COMMITTEE

Lee W. Hammen

Yvonne Monfils

Duly and officially adopted by the County Board on: \_\_\_\_\_

Signed: \_\_\_\_\_

Board Chairperson

County Clerk

Approved: \_\_\_\_\_

Vetoed: \_\_\_\_\_

Signed: \_\_\_\_\_

County Executive

## OUTAGAMIE COUNTY FISCAL NOTE

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

**1. Subject:** Parks Department is requesting approval to adjust their budget to accept a grant award towards the purchase of accessible UTVs for Mosquito Hill Nature 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)

Health and Human Services and the Parks Department have been working closed to increase access for the elderly and disabled. Using the 85.21 Department of Transportation Funds for the purchase of two (2) modified UTVs to allow access to areas of the property that would otherwise be unreachable. This resolution is to create capital project to support the purchase of the UTV's for the Park.

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


Revenues

Expenses (Cost)

None

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

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

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

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

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

The project on

COST CENTER NAME	LINE ITEM (i.e. Salaries, Supplies, Etc.)	ACCOUNT NUMBER INCLUDING COST CENTER	INCREASE (DECREASE) AMOUNT
		(i.e. 1004100.5100, 1004100.5400, etc.)	
2025 Capital Projects	UTV purchase	4683500.6000	\$69,600
Human Service	Aging Services	2063005.4205.17	(\$69,600)

**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:  <i>Michelle Uitenbroek</i>  Date: 10/13/25	If expenditures are recorded in the financial system at a level of detail lower than the level 6 as shown above, indicate the specific account numbers and amounts below:  <u>Detail Expenditure Account Number</u> <u>Amount</u>  _____ _____
Comments:	_____

# ***RESOLUTION NO.: 80—2025-26***

TO THE HONORABLE, THE OUTAGAMIE COUNTY BOARD OF SUPERVISORS

LADIES AND GENTLEMEN:

***2/3 MAJORITY – 24 VOTES***

1        The current Fire Alarm System at Brewster Village is reaching the end of its useful  
2        life and parts are not guaranteed to be available. The new Fire Alarm System will  
3        increase the fire rating from 1 hour to 2 hours. There was \$600,000 budgeted for  
4        this project and the lowest base bid received was \$894,500. Brewster Village is  
5        requesting to use \$309,225 from the Brewster Village Building Replacements Fund  
6        to cover the gap between the amount budgeted and the lowest base bid received. In  
7        addition, Brewster Village built a 5% contingency (\$14,725) into the request of  
8        \$309,225, in the event adjustments were needed.

9        NOW THEREFORE, the undersigned members of the Health and Human Services

10      Committee recommend adoption of the following resolution.

11      BE IT RESOLVED, that the Outagamie County Board of Supervisors does approve

12      increasing the Brewster Village Fund Balance Applied line item and the Brewster Village Capital  
13      Outlay line item by \$309,225 each, said monies to be used for the Fire Alarm System project, as  
14      noted on the attached fiscal note and supporting documents which by reference are made a part  
15      hereof, and

16      BE IT FINALLY RESOLVED, that the Outagamie County Clerk be directed to forward a

17      copy of this resolution to the Outagamie County Brewster Village Administrator and the  
18      Outagamie County Finance Director.

19      Dated this \_\_\_\_ day of October 2025

20  
21  
22  
23  
24  
25  
26  
27  
28  
29  
30

1  
2  
3  
4  
5  
6  
7  
8  
9  
10  
11

14 Jeff McCabe

Respectfully Submitted,

## HEALTH AND HUMAN SERVICES COMMITTEE

15

Justin Krueger

19 Dustin Koury

---

Cathy Thompson

24 Jerome Zabronsky

27 Duly and officially adopted by the County Board on: \_\_\_\_\_

30      Signed: \_\_\_\_\_  
31  
32      Board Chairperson

---

## County Clerk

34 Approved: \_\_\_\_\_

Vetoed: \_\_\_\_\_

## OUTAGAMIE COUNTY FISCAL NOTE

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

1. **Subject:** Request to use Funds from the Building Replacement Fund for Fire Alarm System 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)

Brewster Village is requesting to use \$309,225 from the Brewster Village Building Replacements Fund. To cover the gap between the \$600,000 budgeted and the lowest Base Bid of \$894,500. In addition, we built in a 5% contingency (\$14,725) into our requested of \$309,225, just in case any adjustments are needed. The current Fire Alarm System is reaching the end of its useful life and parts are not guaranteed to be available. The new Fire Alarm System will also increase our fire rating from 1 hour to 2 hours.

**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 ( )  
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
			309,225
Brewster Village	Fund Balance Applied	5010100.8955	
Brewster Village	Capital Outlay	5017665.6000	309,225

**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: Jeremy Fredericks

**For Financial Services purposes only**

Reviewed By: <i>Michelle Uitenbroek</i>	If expenditures are recorded in the financial system at a level of detail lower than the level 6 as shown above, indicate the specific account numbers and amounts below: <u>Detail Expenditures Account Number</u> _____ <u>Amount</u> _____	
Date: 10/14/2025		
Comments:		

**Brewster Village**  
**Fire Alarm System Bid Results**

Contractor	Base Bid	Alt #1	Alt #2	Base Bid + Alt 1 & 2
K-W Electric	\$ 894,500.00	\$ 95,600.00	\$ 61,500.00	\$ 1,051,600.00
Faith Technologies	\$ 940,070.00	\$ 70,937.00	\$ 81,296.00	\$ 1,092,303.00
Will-Surge Electric	\$ 994,650.00	\$ 151,400.00	\$ 99,445.00	\$ 1,245,495.00
Elmstar Electric	\$ 1,028,976.00	\$ 81,904.00	\$ 84,350.00	\$ 1,195,230.00

Alternate #1: Smoke detectors with sounder bases in resident rooms

Alternate #2: Badge access to doors

Contractor	Base Bid	Base Bid + Alt 1	Base Bid + Alt 2	Base Bid + Alt 1 & 2
K-W Electric	\$ 894,500.00	\$ 990,100.00	\$ 956,000.00	\$ 1,051,600.00
Budget	600,000.00	600,000.00	600,000.00	600,000.00
<b>Addition Funds Needed</b>	<b>\$ 294,500.00</b>	<b>\$ 390,100.00</b>	<b>\$ 356,000.00</b>	<b>\$ 451,600.00</b>
Contingency 5%	\$ 14,725.00	\$ 19,505.00	\$ 17,800.00	\$ 22,580.00
<b>Budget Request</b>	<b>\$ 309,225.00</b>	<b>\$ 409,605.00</b>	<b>\$ 373,800.00</b>	<b>\$ 474,180.00</b>

**BREWSTER VILLAGE  
BUILDING REPLACEMENTS AND REVENUE STABILIZATION FUNDS  
GL #501000.1710  
PROJECT THROUGH 2025**

<b>Stabilization Fund Balances</b>	
<b>Fund Description</b>	<b>Amount</b>
Building Stabilization Fund	2,374,098
Revenue Stabilization Fund	1,400,000
<b>Total Account Balance</b>	<b>3,774,098</b>

BREWSTER VILLAGE BUILDING REPLACEMENTS AND REVENUE STABILIZATION FUND PROJECT THROUGH 2028

Item	Vendor	Original Cost (2000)	Est. Life	Replacement Year	Replacement Cost
Fire Panel Replacement			25	2025	\$ 600,000
Carpet			10	2026	\$ 100,000
Elevators		\$ 69,000	20	2026	\$ 400,000
Dietary Equipment (Walk-In Freezer)			20	2026	\$ 50,000
Interior Remodel (Engineering/Design Cost)			25	2026	\$ 100,000
Landscaping			15	2026	\$ 500,000
Spa Room Remodel			20	2026	\$ 100,000
Villager Equipment			Var	2026	\$ 140,000
Generator		\$ 102,056	25	2027	\$ 600,000
Interior Remodel			25	2027	\$ 3,000,000
Out Building			25	2027	\$ 250,000
Park-Playground or Stage			25	2027	\$ 250,000
Spa Room Remodel			20	2027	\$ 110,000
Dietary Equipment (Dish Washers)			5	2027	\$ 25,000
Villager Equipment			Var	2027	\$ 70,000
Nursecall System			20	2027	\$ 600,000
Building Automation(HVAC)			20	2028	\$ 350,000
Parking lots/Roadways			15	2028	\$ 800,000
Spa Room Remodel			20	2028	\$ 120,000
Vehicles (Truck)			10	2028	\$ 65,000
Villager Equipment			Var	2028	\$ 70,000
<b>Total Cost through 2028</b>					<b>\$ 8,300,000</b>

Building Replacement Stabilization Funds			
Year	Addition Funds	Actual Cost	Balance
2016	350,000	-	1,350,000
2017	200,000	(281,944)	1,268,056
2018	300,000	(156,070)	1,411,986
2019	700,000	(150,338)	1,961,648
2020	800,000	(154,273)	2,607,375
2021	-	(1,277,158)	1,330,217
2022	1,500,000	(456,119)	2,374,098
2023	-	-	2,374,098
2024	-	-	2,374,098
2025	-	-	2,374,098
<b>Total</b>	<b>4,850,000</b>	<b>(2,475,902)</b>	<b>2,374,098</b>

Revenue Stabilization Funds			
Year	Addition Funds	Actual Cost	Balance
2016	-	-	750,000
2017	250,000	-	1,000,000
2018	-	-	1,000,000
2019	-	-	1,000,000
2020	-	-	1,000,000
2021	400,000	-	1,400,000
2022	-	-	1,400,000
2023	-	-	1,400,000
2024	-	-	1,400,000
2025	-	-	1,400,000
<b>Total</b>	<b>1,400,000</b>	<b>-</b>	<b>1,400,000</b>

**BREWSTER VILLAGE  
BUILDING REPLACEMENTS STABILIZATION FUND  
GL #501000.1710**

<b>Building Replacement Stabilization Funds</b>				
<b>Year</b>	<b>Addition Funds</b>	<b>Actual Cost</b>	<b>Balance</b>	<b>Notes</b>
2012	250,000	-	250,000	
2013	250,000	-	500,000	
2014	250,000	-	750,000	
2015	250,000	-	1,000,000	
2016	350,000	-	1,350,000	
2017	200,000	(281,944)	1,268,056	
2018	300,000	(156,070)	1,411,986	
2019	700,000	(150,338)	1,961,648	
2020	800,000	(154,273)	2,607,375	
2021	-	(1,277,158)	1,330,217	Restricted Equip Bal
2022	1,500,000	(456,119)	2,374,098	RES NO 38-2023-24
2023	-	-	2,374,098	
2024	-	-	2,374,098	
2025	-	-	2,374,098	
<b>Total</b>	<b>4,850,000</b>	<b>(2,475,902)</b>	<b>2,374,098</b>	

**BREWSTER VILLAGE  
REVENUE STABILIZATION FUND  
GL #501000.1710**

<b>Revenue Stabilization Funds</b>				
<b>Year</b>	<b>Addition Funds</b>	<b>Cost</b>	<b>Balance</b>	<b>Notes</b>
2012	250,000	-	250,000	
2013	250,000	-	500,000	
2014	250,000	-	750,000	
2015	-	-	750,000	
2016	-	-	750,000	
2017	250,000	-	1,000,000	
2018	-	-	1,000,000	
2019	-	-	1,000,000	
2020	-	-	1,000,000	
2021	400,000	-	1,400,000	RES NO 39-2023-24
2022	-	-	1,400,000	
2023	-	-	1,400,000	
2024	-	-	1,400,000	
2025	-	-	1,400,000	
<b>Total</b>	<b>1,400,000</b>	<b>-</b>	<b>1,400,000</b>	

# ***RESOLUTION NO.: 81-2025-26***

TO THE HONORABLE, THE OUTAGAMIE COUNTY BOARD OF SUPERVISORS

LADIES AND GENTLEMEN:

**MAJORITY**

1        The Appleton International Airport and Allegiant Air LLC desire to incorporate a Fourth  
2        Addendum to the Airline Operating Agreement. This Addendum decreases the size of  
3        Allegiant's exclusive use space. The addendum removes 63 square feet of exclusive use  
4        space that is now also being utilized by charters. The new monthly rent will be decreased  
5        from \$7,712.43 to \$7,333.61 in 2025. A budget adjustment is not required, as the revenue  
6        is already included in the 2025 budget.

7  
8        NOW THEREFORE, the undersigned members of the Property, Airport, Recreation and  
9        Economic Development Committee recommend adoption of the following resolution.

10        BE IT RESOLVED, that the Outagamie County Board of Supervisors does approve the Fourth  
11        Addendum to Airline Operating Agreement between the Appleton International Airport and Allegiant Air  
12        LLC in order to decrease the square footage by 63 square feet and reduce the monthly rent to \$7,333.61  
13        in 2025, with no budget adjustment needed, as the revenue is included in the 2025 budget, as noted on the  
14        attached Fourth Addendum to Airline Operating Agreement and fiscal note, which by reference are made  
15        a part hereof, and

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

18        Dated this \_\_\_\_\_ day of October 2025  
19  
20  
21  
22  
23  
24  
25  
26  
27  
28  
29  
30  
31

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: \_\_\_\_\_

Signed: \_\_\_\_\_  
Board Chairperson

---

## County Clerk

Approved: \_\_\_\_\_ Vetoed: \_\_\_\_\_

Signed: \_\_\_\_\_  
County Executive

**FOURTH ADDENDUM TO AIRLINE OPERATING AGREEMENT**

**THIS FOURTH ADDENDUM** is entered into this \_\_\_\_\_ day of \_\_\_\_\_, 2025, between the County of Outagamie, Wisconsin ("County") and Allegiant Air LLC, ("Airline").

**WHEREAS**, the parties have entered into an Airline Operating Agreement on January 1, 2018 (hereinafter the "Agreement"), providing for the lease of certain premises within the terminal building, use of certain facilities at the Airport and acquire certain rights and privileges from the County in connection with its use of the Airport; and

**WHEREAS**, the parties have previously amended the Lease by a First, Second, and Third Addendum; and

**WHEREAS**, the Airport desires to reduce exclusive use space for future common use space; and

**WHEREAS**, the parties desire to amend the Agreement by this Fourth Addendum; and

**NOW, THEREFORE**, in consideration of the mutual benefits, covenants and obligations of the parties contained in the Agreement, County and Airlines agree to amend the lease as follows:

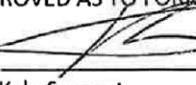
1. Exhibit A.1 shall be replaced to decrease the amount of Exclusive Use Space by 63 square feet.
2. Except as amended, herein, the terms and conditions of the Agreement in all other respects remain unchanged and in full force and effect.

IN WITNESS WHEREOF, the parties have hereunto set their hands and seals this \_\_\_\_\_ day of  
, 2025.

OUTAGAMIE COUNTY

By: \_\_\_\_\_  
Thomas Nelson  
County Executive

APPROVED AS TO FORM:

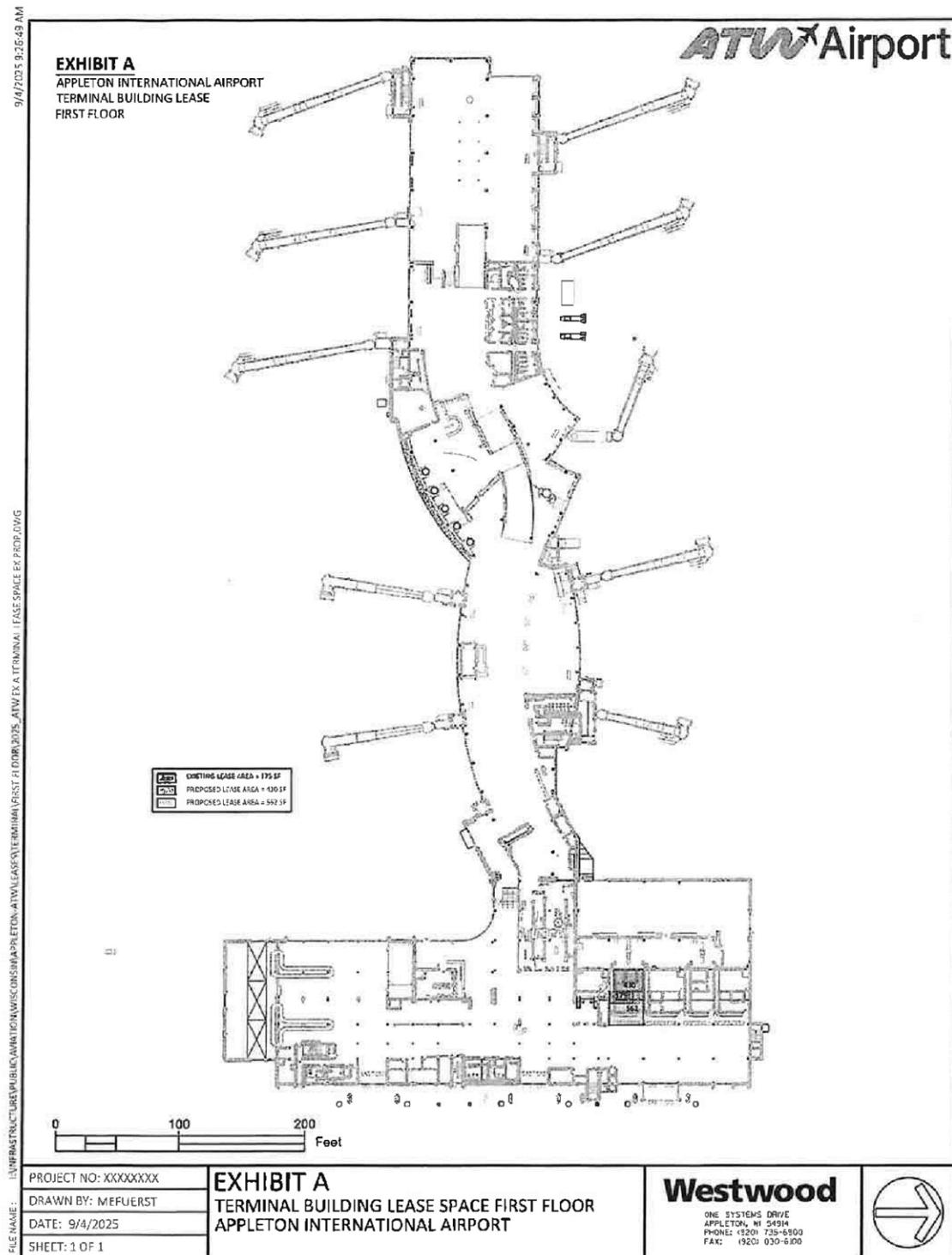
By:   
Kyle Sargent  
Corporation Counsel

By: \_\_\_\_\_  
Dan Gabrielson  
Board Chairperson

By: \_\_\_\_\_  
Kelly Gerrits  
County Clerk

ALLEGIANT AIR LLC  
a Nevada corporation

By: Nate Troyer  
Name: Nate Troyer  
Title: Airport Affairs Manager  
Date: 9/25/24



**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:** 4th Addendum to Allegiant Airline Operating 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 Allegiant Air desire to incorporate a 4th addendum to the Airline Operating Agreement. This Addendum decreases the size of their exclusive use space. The Addendum removes 63 square feet of exclusive use space that is now also being utilized by charters. The new monthly rent will be decreased from \$7,612.43 to \$7,333.61 in 2025. A budget adjustment not required as the revenue is already included in the 2025 budget.

**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 (  ) 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 (  )

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

6. Does this request modify/adjust the current year budget? yes (  ) 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 ALREADY INCLUDED IN 2025 BUDGET	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 (  ) no (  ) n/a (  )

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

Fiscal Note Prepared by: Abe Weber/Katie Horan

For Financial Services purposes only		
Reviewed By:  <i>Michelle Uitenbroek</i>	If expenditures are recorded in the financial system at a level of detail lower than the level 6 as shown above, indicate the specific account numbers and amounts below:	
Date: 9/30/2025	Detail Expenditures Account Number	Amount
Comments:		

# ***RESOLUTION NO.: 82—2025-26***

TO THE HONORABLE, THE OUTAGAMIE COUNTY BOARD OF SUPERVISORS

LADIES AND GENTLEMEN:

**MAJORITY**

1       The Village of Kimberly (the Village) has requested the Outagamie County Sheriff's  
2       Office to enter into an agreement for enhanced county law enforcement services in the  
3       Village. The Village of Kimberly agrees to the cost for said law enforcement services.  
4       The Sheriff's Office will provide eight (8) full-time Patrol Deputies, two (2) full-time  
5       Sergeants, and one (1) full-time Lieutenant to the Village. Deputies will work shifts  
6       established by the union contract and the County that provides 24-hour coverage in the  
7       Village.

9       NOW THEREFORE, the undersigned members of the Public Safety Committee recommend

10      adoption of the following resolution.

11      BE IT RESOLVED, that the Outagamie County Board of Supervisors does approve the attached

12      Agreement for Enhanced County Law Enforcement Services in the Village of Kimberly and costs as noted  
13      on Exhibit A, which by reference are made a part hereof, between the Outagamie County Sheriff's Office  
14      and the Village of Kimberly, and

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

18      Dated this \_\_\_\_ day of October 2025

19

20

21

22

23

24

Respectfully submitted,

## PUBLIC SAFETY COMMITTEE

---

Katrin Patience

---

Christine Lamers

---

Michael Smith

Timothy Hermes

---

Jeremy Thyssen

29 Duly and officially adopted by the County Board on: \_\_\_\_\_

Signed:

---

## Board Chairperson

---

## County Clerk

Approved:

Vetoed:

Signed:

**AGREEMENT FOR ENHANCED  
COUNTY LAW ENFORCEMENT SERVICES IN  
THE VILLAGE OF KIMBERLY**

THIS AGREEMENT FOR ENHANCED COUNTY LAW ENFORCEMENT SERVICES is entered into between OUTAGAMIE COUNTY, a municipal corporation ("County") and the VILLAGE OF KIMBERLY, a municipal corporation, by its Village Board of Trustees ("Village").

WHEREAS, Outagamie County operates and maintains the Outagamie County Sheriff's Office ("Office") which is reasonably staffed and equipped to the Village of Kimberly; and

WHEREAS, the Village of Kimberly desires to obtain enhanced law enforcement services from the County; and

WHEREAS, the Village of Kimberly agrees to the cost of this agreement for said law enforcement services.

NOW, THEREFORE, THE PARTIES HERETO AGREE AS FOLLOWS:

1. The County, through its Sheriff's Office, will continue to assign deputies to provide enhanced law enforcement services in the Village.
2. The County agrees to provide - (8) fulltime Patrol Deputies and (2) fulltime Sergeants and (1) fulltime Lieutenant to the Village at the rate set forth in Exhibit A of this Agreement. Deputies serving under this Agreement will work shifts established by the union contract and the County that provides (24) hour coverage in the Village. The fulltime Lieutenant position will be assigned patrol supervision duties and share oversight of incidents in the Village with all the County Patrol Lieutenants. Cost for services as set forth in Exhibit A will be for paid by the Village. The County shall provide one invoice directly to the Village on a quarterly basis. This invoice will include the costs in Exhibit A, which are incorporated into this Agreement by reference, broken down into monthly amounts along with an itemized monthly cost by squad number for vehicle lease, maintenance, and gasoline costs. In addition to those monthly charges, the Village agrees to reimburse the County for all additional salaries paid to the Deputies serving under this Agreement for overtime hours and time spent in court in connection with the performance of services provided under this Agreement, as well as any other costs incurred as a result of changes to the Outagamie County Deputy Sheriff's Association collective bargaining agreement or changes in officer salary based on personnel changes. The County will provide a cell phone to each Deputy. The Village agrees to reimburse the County for the cost of cell phone service, which will be included in the monthly billing statement. Deputies serving under this Agreement are expected to have their phone available and in

working order at all times while on-duty. Additionally, the Village agrees to pay the County's established Administrative fee, share of deputy salaries and fringe benefits, which will also be included in the billing statement. The Village agrees to submit payment for the monthly statements within (30) days, overdue balances will be subject to a 1% fee for each month overdue.

3. The enhanced law enforcement services in the Village shall consist of dedicated patrols and law enforcement activities. Specific hours and areas of law enforcement activities shall be determined by the Village and the Sheriff's Office utilizing the scheduling parameters detailed in "a", "b", "c", "d" and "e" below. The start dates of the Deputies detailed in "d" and "e" will begin on or after July 1, 2026 after both the Village and Sheriff agree in written form to the start date and associated costs in Exhibit A. The Sheriff reserves the right and ability, in case of an emergency to pull the assigned deputy from assignment in the Village, and have them respond to said emergency.
  - a. Effective January 1, 2026, (2) officers assigned as Village Deputies, working (12) hours during each of his/her scheduled shifts, specifically designated as the Village officer. The expected hours these officers will be assigned to the Village will typically be 500AM – 500PM with a (14) day rotation (2 days on, 2 days off, 3 days on, 2 days off, 2 days on and 3 days off). During each (14) day rotation (1) of the scheduled on days will be a (6) hour shift. The County has the ability to flex the hours worked by (4) hours in either direction, consistent with the OCDSA collective bargaining agreement (ie. 100AM – 100PM or 900AM – 900PM).
  - b. Effective July 1, 2026, (2) officers assigned as Village Deputies, working (12) hours during each of his/her scheduled shifts, specifically designated as the Village officer. The expected hours these officers will be assigned to the Village will typically be 1100AM – 1100PM with a (14) day rotation (2 days on, 2 days off, 3 days on, 2 days off, 2 days on and 3 days off). During each (14) day rotation (1) of the scheduled on days will be a (6) hour shift. The County has the ability to flex the hours worked by (4) hours in either direction, consistent with the OCDSA collective bargaining agreement (ie. 700AM – 700PM or 300PM – 300AM). The expected hours these officers will be assigned to the "Village" will be adjusted to 300PM – 300AM when the (2) Sergeant Positions are added which are detailed in "d" below.
  - c. Effective on July 1, 2026, (1) Lieutenant assigned to a Patrol Supervisor position to assist with administrative tasks associated with the supervision of Patrol Deputies. All Lieutenants assigned to Patrol share the duties associated with supervising the Deputies in the Village. The Village will be responsible for the overtime costs of a Patrol Lieutenant, if the overtime is directly related to an incident in the Village. The expected hours of the Lieutenant position is 40 hours per week.

- d. Effective on or after July 1, 2026, (2) Sergeants assigned as Village Deputies, working (12) hours during each of his/her scheduled shifts, specifically designated as a Village officer. The expected hours these officers will be assigned to the Village will typically be 500AM – 500PM with a (14) day rotation (2 days on, 2 days off, 3 days on, 2 days off, 2 days on and 3 days off). During each (14) day rotation (1) of the scheduled on days will be a (6) hour shift. The County has the ability to flex the hours worked by (4) hours in either direction, consistent with the OCDSA collective bargaining agreement (ie. 100AM – 100PM or 900AM – 900PM).
- e. Effective on or after July 1, 2026, (2) officers assigned as Village Deputies, working (40) hours per week specifically designated as the Village officer. These Deputies will be assigned as School Resource Officers for the Kimberly Area School District during the school year and as a Village Officer when school is not in session.

4. The Village agrees to pay for any costs associated with maintaining a minimum number of Deputies on duty assigned in the Village. The Sheriff's Office has determined this minimum staffing to be (1) Deputy 500AM - 500AM or all times of the day, a minimum of (2) Deputies 300PM - 1100PM Monday through Friday and a minimum of (2) Deputies 300PM - 300AM Saturday and Sunday.

5. The Sheriff will have supervisory control over the personnel providing the above services. The Sheriff will retain the final authority to make decisions as to the manner in which services are rendered. Personnel serving under this Agreement are and will remain employees of the County. The Village will be notified as soon as is reasonably possible of any change in staffing under this Agreement. The selection of Deputies to serve under this Agreement will be made collaboratively by a representative of the Village and the Sheriff on an as-needed basis. The selection of the Sergeants to serve under this Agreement will be made collaboratively by a representative of the Village and the Sheriff on an as-needed basis. The Sheriff will have final decision-making authority to select the personnel who will serve under this Agreement. If for any reason the Village is unsatisfied with an assignment of personnel, the Village may provide written notice of its dissatisfaction to the County. Any such notice shall identify the personnel with whom the Village is unsatisfied and it shall explain the reasons for the Village's dissatisfaction. Upon receiving such written notice from Village, the County shall have (60) days from the date the County receives the notice to make all reasonable efforts to modify assignment of that deputy outside of the Village.

6. Term and Termination: This agreement shall commence on the date of signature by both parties and shall renew automatically each year on the same date absent the notice provisions set forth in sub paragraph (b). In the event either party wishes to terminate the agreement they may do so only under the following circumstances:

- a. Material Breach of the terms of the agreement after provision of notice to the other party and a 30 day opportunity to cure said breach. The non breaching

party retains the right to reject the breaching parties attempt to cure if said material breach has been previously noticed and subsequently cured by the breaching party on at least one prior occasion.

- b. Either party may terminate this agreement for any reason or no reason and without material breach by providing notice at least 180 days in advance of the automatic renewal date. Any termination not meeting this notice requirement shall be considered a material breach.
7. If a Deputy should be injured, sick, attending training or otherwise unavailable for patrol service for a period in excess of (3) days, the Village shall have the option of requesting substitute Deputies at the established overtime/benefits rate.
8. The Village agrees to meet annually with a representative of the Sheriff's Office to review this Agreement and the level of service provided herein. Any modifications discussed and agreed upon shall be reduced to writing in the subsequent agreement, or if necessary, immediately implemented via written addendum.
9. The Sheriff will provide the Village with a report of calls and other services provided in a format as agreed upon by the parties. At a minimum, this reporting shall be completed monthly.
10. Working Deputies (on-duty) will attend the monthly Village Board meetings, when calls for service allow for attendance.
11. The Village agrees to lease squad cars from the Outagamie County Sheriff's Office at a cost set forth in Exhibit A, these costs may change from year to year and do not require an amendment to this agreement but shall be proportionate to the actual costs incurred. The County will annually provide a detailed explanation of these costs as an addendum to Exhibits A. All vehicles will be equipped according to the Sheriff's Office standards. All such equipment contained within or on a squad car shall be owned by the Outagamie County Sheriff's Office. Costs for maintenance related to the Deputy vehicles and their equipment will be billed to the Village. The Village shall not be responsible for any equipment or vehicle upgrades, replacements or repairs that are covered by the County's insurance. Any equipment, which is specifically requested by the Village for Deputy Vehicles, which is not standard issue to the County, shall be purchased by the Village and owned by the same unless a lease agreement is completed.
12. The Village agrees to hold harmless, indemnify, and defend the County, its elected officials, officers, employees, the Sheriff's Office, individual deputies, and their insurers for any claim brought against those entities arising from the negligence or improper conduct of any Village official, agent or employee. Outagamie County agrees to hold harmless and/or indemnify the Village of Kimberly and its elected officials, officers, employees, agents and insurers against any claim brought against the Village founded in or growing out of the negligence or improper conduct of any Outagamie County and/or Outagamie County Sheriff's Office official, agent or employee. Nothing contained within this Agreement is intended as a waiver or estoppel of the County,

Office, Village or any of their respective insurers to reply upon the limitations, defenses and immunities contained within Wisconsin law, including but not limited to, those contained within Wisconsin Statutes 893.80, 895.52, and 345.05. To the extent that indemnification is available and enforceable, the County, Office, Village and their respective insurers shall not be liable in indemnity or contribution for an amount greater than the limits of liability for municipal claims established by Wisconsin law.

13. The personnel serving under this Agreement will enforce the ordinances of the Village in the respective jurisdictions. 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 Village.
14. The County and the Village agree to act in good faith in the performance of all the provisions included in this Agreement. In the event of disputes the parties shall first attempt to privately negotiate a resolution. Upon failure of private negotiation, the parties agree to hire an independent mediator and equally share the cost thereof, in an attempt to resolve the dispute. In the event of failure of mediation the parties agree that this agreement is governed by the laws of the State of Wisconsin and all disputes shall be litigated in the Outagamie County Circuit Courts.
15. All indemnification and hold harmless obligations shall survive the expiration or termination of this Agreement.
16. This Agreement, including the incorporated Exhibit A, constitute the full and complete understanding and entire Agreement between the parties and shall supersede all prior agreements or understanding, whether oral or written, between the parties with respect to the subject matter herein. This Agreement may not be modified, amended or discharged orally. Any modification, amendment or discharge must be in writing and signed by all parties.
17. 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.
18. This Agreement may be executed simultaneously in counterparts, each of which will be deemed an original, but all of which together will constitute one and the same instrument.

**VILLAGE OF KIMBERLY**

By: \_\_\_\_\_

Village President

Attest: \_\_\_\_\_

Kimberly Village Clerk

**OUTAGAMIE COUNTY**

By: \_\_\_\_\_

Outagamie County Sheriff

By: \_\_\_\_\_

Outagamie County Board Chair

By: \_\_\_\_\_

Outagamie County Executive

Approved as to form:



Kyle J. Sargent  
Corporation Counsel

**Exhibit A****Kimberly 2026 Calendar Year Estimate of Anticipated Costs**

Start Date Positions	1/1/2026	7/1/2026	7/1/2026	FLEXIBLE Start Date (on or after)	FLEXIBLE Start Date (on or after)	Totals
	2 Deputy	2 Deputy	1 Lieutenant	7/1/2026 2 Sergeant	7/1/2026 2 *Deputy/SRO	
Salary	\$149,585	\$74,793	\$49,929	\$89,475	\$77,044	\$440,826
Overtime	\$31,000	\$15,000	\$4,284	\$18,000	\$12,000	\$80,284
Fringe Benefits	\$72,234	\$35,917	\$21,685	\$42,990	\$35,617	\$208,444
Salary & Fringe Benefits	\$252,819	\$125,710	\$75,899	\$150,466	\$124,661	\$729,554
Cellphone	\$1,080	\$540	\$270	\$540	\$540	\$2,970
Vehicle Costs	2 squads	2 squads	1 squad	2 squads	2 squads	
Lease \$630/month	\$15,120	\$7,560	\$3,780	\$7,560	\$7,560	\$41,580
Fuel \$350/month	\$8,400	\$4,200	\$2,100	\$4,200	\$4,200	\$23,100
Maintenance	\$3,000	\$1,500	\$1,500	\$1,500	\$1,500	\$9,000
Estimated Vehicle Costs	\$26,520	\$13,260	\$7,380	\$13,260	\$13,260	\$73,680
Subtotal of Costs	\$280,419	\$139,510	\$83,549	\$164,266	\$138,461	\$806,204
7% Administrative Fee	\$19,629	\$9,766	\$5,848	\$11,499	\$9,692	\$56,434
Total Estimated	\$300,049	\$149,275	\$89,397	\$175,764	\$148,153	\$862,639

**Village of Kimberly Estimated Supply Costs**

\*Costs per Deputy due on start date

Deputy Supplies	\$15,820
Squad Supplies	\$12,700
Total	\$28,520

**\*Kimberly Area School District**\* Responsible for all the associated costs for 2 SRO  
Deputies and 2 Squads while school is in session\* Responsible for 65% of costs for 2 Deputies and  
Squad supplies

# ***RESOLUTION NO.: 83—2025-26***

TO THE HONORABLE, THE OUTAGAMIE COUNTY BOARD OF SUPERVISORS

LADIES AND GENTLEMEN:

**2/3 MAJORITY – 24 VOTES**

1        The Sheriff's Office is requesting to amend their Table of Organization (TO) by  
2        adding two (2) full-time Patrol Officer positions effective January 1, 2026.  
3

4        The Village of Kimberly (the Village) is requesting to contract for law enforcement  
5        services with the Sheriff's Office. The Sheriff's Office is expecting to fulfill the  
6        Village's needs with experienced deputies already employed and included in the  
7        budget and are more advanced on the pay scale. These are the first two positions  
8        to start the transition to 24/7 law enforcement coverage.  
9

10       The impact to the budget will be neutral in 2026, as the contract with the Village  
11       will reimburse the County's costs. The Sheriff's Office expects the new officers  
12       will be hired at a lower step than the deputies that will serve the Village. The  
13       Village will be charged \$28,520 for squad and officer startup supplies. Any other  
14       training, administrative, or increased use costs will be covered by the 7%  
15       administrative fee and the savings in reduction of step of the new officers. The  
16       Sheriff's Office will need additional funding in 2026 to purchase two vehicles with  
17       this request for the fleet. The cost of the vehicles will be recouped by monthly lease  
18       payments and startup costs.  
19

20       This resolution is requesting to approve the addition of two patrol officer positions  
21       and related supplies and capital expenses.  
22

23       NOW THEREFORE, the undersigned members of the Legislative/Audit and Human  
24       Resources Committee recommend adoption of the following resolution.  
25

26       BE IT RESOLVED, that the Outagamie County Board of Supervisors does approve an in-  
27       year Table of Organization request for the addition of two (2) full-time Patrol Officer positions  
28       effective January 1, 2026 as noted on the attached Position Addition Form – 2025 In Year Request,  
29       Job Description, and Table of Organization, which by reference are made a part hereof, and  
30

1           BE IT FURTHER RESOLVED, that the Outagamie County Board of Supervisors does  
2    authorize and approve of increasing the following Patrol cost center line items: Charges for  
3    Services by \$303,312.35; Salaries by \$136,890.00; Fringes by \$47,764.00; Supplies by  
4    \$32,720.00; Purchased Services by \$9,194.00; and increase the following Squad Cars cost center  
5    line items: Charges for Services by \$53,776.40; Capital Outlay by \$118,266.00 as noted on the  
6    attached fiscal note and Attachment A – Fiscal Note: Budget Adjustments, which by reference are  
7    made a part hereof, and

8           BE IT FINALLY RESOLVED, that the Outagamie County Clerk be directed to forward a  
9       copy of this resolution to the Outagamie County Human Resources Director the Outagamie County  
10      Finance Director, and the Outagamie County Sheriff.

11 Dated this \_\_\_\_ day of October 2025

Respectfully Submitted,  
LEGISLATIVE/AUDIT & HUMAN  
RESOURCES COMMITTEE

18 

---

 Cathy Spears

Sara MacDonald

---

Ryan Ferguson

---

## John Kostelny

---

Sarah Weinberg

---

## John Kostelny

### Duly and officially

Duly and officially adopted by the County Board on: \_\_\_\_\_

31      Signed:

---

## Board Chairperson

---

## County Clerk

33  
34 Approved.

## Vetoed:

36

---

## County Executive

<b>POSITION ADDITION FORM - 2025 IN YEAR REQUEST</b>	
<b>Completion Checklist</b>	
<ul style="list-style-type: none"><li>o A visual of your proposed Table of Organization</li><li>o Job description for the position requested below, highlighting any changes from current JD</li></ul>	
<b>Request Details</b>	
Effective Date of Requested Change:	1/1/2026
Department:	Sheriff - Patrol
Department Head:	Clint Kriewaldt
Cost Center Number:	100807
Position Title:	Two Patrol Officer Full Time
Sunset/Limited Term Position? (Yes or No)	no
Exempt (Salaried) or Non-Exempt (Hourly):	non-exempt
Pay Grade of Position:	DSA contract
Estimated Starting Step:	DSA(2025) contract year 3
Position exists in the current 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: Hours: n/a
If Part Time position, how many hours per week will this position be working?	
What other alternatives were considered?	n/a
If deleting a position to add this position; which position(s) will be deleted?	n/a
(If deleting a position, complete the Position Deletion Form and include the Cost Savings below)	
List any positions in your Table of Organization that have been vacant for 6 months or longer:	
<b>Position Justification</b>	
Briefly summarize why this position is needed, as well as areas of revenue and savings.	

The Village of Kimberly is requesting to contract for law enforcement services with the Sheriff's Office for eight full-time deputies, two full-time deputy Sergeants and one full-time lieutenant.

This position request is to add two full-time deputy positions starting January 1, 2026 to the Table of Organization to cover openings created by this contract. We expect to fulfill the Village's needs with an experienced deputies already employed, that are already included in the budget and are more advanced on the pay scale. These are the first two positions to start the transition to 24/7 law enforcement coverage.

The second stage of the transition will start on July 01, 2026 adding two full-time deputies and one lieutenant. The lieutenant will be assigned to supervise all county patrol deputies, including the Village of Kimberly. The final step in the transition will be adding two full-time school resource officers and two sergeant positions after July 1, 2026.

The impact to the budget will result in revenue in 2026, as the contract with the Village will reimburse the County's costs and we expect that new officers will be hired at a lower step than the deputies that we expect will serve the Village. The Village will be charged \$28,520 or for squad and officer startup supplies. Any other training, administrative or increased use costs will be covered by the 7% Admin fee and the savings in reduction of step on new officers. The Sheriff's Office will need additional funding in 2026 to purchase two vehicles with this request for the fleet. The cost of the vehicles will be recoupled by monthly lease payments and startup costs.

#### Employee Impacted By This Change (if no one in position - leave blank)

#### Fiscal Data

How will this position be funded (Levy, Grant, etc.)?

#### PROJECTED 2025 EXPENDITURES - Amounts must agree to amounts included in the proposed budget.

Salary	\$	136,890
Fringe Benefits	\$	47,764
Travel/Training	\$	-
Supplies - IT	\$	1,080
Supplies - Other	\$	31,640
Purchased Services - IT	\$	8,144
Purchased Services - Other	\$	1,050
Capital Outlay	\$	118,266
<b>TOTAL EXPENDITURES</b>	<b>\$</b>	<b>344,834</b>

#### 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)	
	\$ -
	\$ -
<b>TOTAL COST SAVINGS/REVENUES</b>	<b>\$ (357,089)</b>
<b>NET COUNTY COST (Levy/Fund Bal)</b>	<b>\$ (12,255)</b>

<b>PARTIAL YEAR FUNDING - ANNUAL PROJECTION</b>	
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	\$ -
<b>TOTAL EXPENDITURES</b>	\$ -
<b>Deleted Position (if applicable)</b>	
Less Increased Revenue/Cost Savings (enter as negative)	\$ -
<b>NET COUNTY COST (Levy/Fund Bal)</b>	\$ -

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

4/23/24, 10:09 AM

Job Bulletin

**Outagamie County  
Patrol Officer**

<b>SALARY</b>	\$27.27 - \$36.52 Hourly	<b>LOCATION</b>	Sheriff Department - 3030 Goodland Drive Appleton WI 54911, WI
<b>JOB TYPE</b>	Full-time	<b>JOB NUMBER</b>	2202257
<b>DEPARTMENT</b>	Sheriff Operations 1	<b>OPENING DATE</b>	01/26/2024
<b>TYPICAL WORK</b>	5/3 schedule		
<b>HOURS/SHIFT:</b>			

**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.

4/23/24, 10:09 AM

Job Bulletin

- 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.

4/23/24, 10:09 AM

**Agency**

Outagamie County

Job Bulletin

**Address**

320 S. Walnut Street

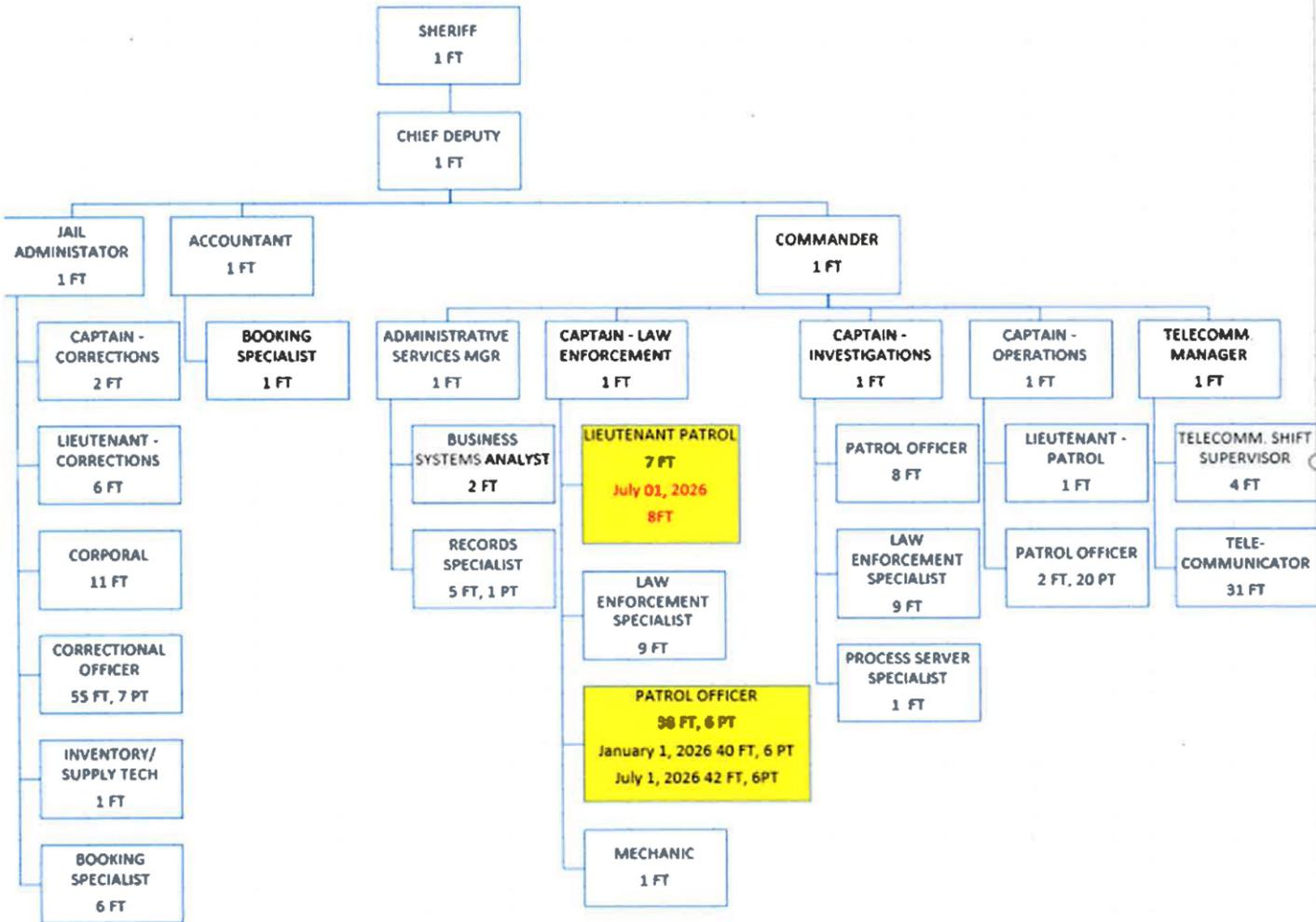
Appleton, Wisconsin, 54911

**Phone**

(920) 832-1669

**Website**

<http://www.outagamie.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 (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 OFFICE REQUEST TO ADD TWO FULL-TIME DEPUTY POSITIONS TO THE TABLE OF ORGANIZATION 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 Village of Kimberly is requesting to contract for law enforcement services with the Sheriff's Office for eight full-time deputies, two full-time deputy Sergeants and one full-time lieutenant.

This position request is to add two full-time deputy positions starting January 1, 2026 to the Table of Organization to cover openings created by this contract. We expect to fulfill the Village's needs with an experienced deputies already employed, that are already included in the budget and are more advanced on the pay scale. These are the first two positions to start the transition to 24/7 law enforcement coverage.

The second stage of the transition will start on July 01, 2026 adding two full-time deputies and one lieutenant. The lieutenant will be assigned to supervise all county patrol deputies, including the Village of Kimberly. The final step in the transition will be adding two full-time school resource officers and two sergeant positions after July 1, 2026.

The impact to the budget will be neutral in 2026, as the contract with the Village will reimburse the County's costs. We expect that new officers will be hired at a lower step than the deputies that we expect will serve the Village. The Village will be charged \$28,520 or for squad and officer startup supplies. Any other training, administrative or increased use costs will be covered by the 7% Admin fee and the savings in reduction of step on new officers. The Sheriff's Office will need additional funding in 2026 to purchase two vehicles with this request for the fleet. The cost of the vehicles will be recouped by monthly lease payments and startup costs.

This resolution is to approve the addition of the 2 officers and related supplies and capital expenses.

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

Revenues

Expenses (Cost)

None

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

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

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

6. Does this request modify/adjust the current year budget? yes ( ) no (x) 2026 Budget  
If no, skip to question 8 below.

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

COST CENTER NAME	LINE ITEM (i.e. Salaries, Supplies, Etc.)	ACCOUNT NUMBER INCLUDING COST CENTER (i.e. 1004100.5100, 1004100.5400, etc.)	INCREASE (DECREASE) AMOUNT
Patrol	Charges for Services	1008007.4400	303,312.35
Patrol	Salaries	1008007.5100	136,890.00
Patrol	Fringe	1008007.5200	47,764.00
Patrol	Supplies	1008007.5400	32,720.00
Patrol	Purchased Services	1008007.5500	9,194.00
Squad Cars	Charges for Services	1008017.4400	53,776.40
Squad Cars	Capital Outlay	1008017.6000	118,266.00

**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 298,766.00  
Annual Revenue 357,088.75

OUTAGAMIE COUNTY FISCAL NOTE

Fiscal Note Prepared by: Jeff Dietzen

<b>For Financial Services purposes only</b>		
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:	
<i>Michelle Uitenbroek</i>	Detail Expenditure Account Number	Amount
Date: 10/20/25	See attached	
Comments:		

**ATTACHMENT A - FISCAL NOTE: BUDGET ADJUSTMENTS**

<b>COST CENTER NAME</b>	<b>LINE ITEM</b>	<b>COST CENTER ACCOUNT NUMBER</b>	<b>INCREASE (DECREASE) AMOUNT</b>
1008007.4406.08			303,312.35
1008007.5420.08			31,640.00
1008007.5538.09			1,080.00
1008017.4406.08			53,776.40

(2 FT positions effective Jan., 2026)

# ***RESOLUTION NO.: 84—2025-26***

TO THE HONORABLE, THE OUTAGAMIE COUNTY BOARD OF SUPERVISORS

LADIES AND GENTLEMEN:

**2/3 MAJORITY – 24 VOTES**

1        The Sheriff's Office is requesting to amend their Table of Organization (TO) by  
2        adding one (1) full-time Lieutenant position effective July 1, 2026.  
3

4        The Village of Kimberly (the Village) is requesting to contract for law enforcement  
5        services with the Sheriff's Office. The Sheriff's Office is expecting to fulfill the  
6        Village's needs with experienced deputies already employed and included in the  
7        budget and are more advanced on the pay scale. The first stage of this transition to  
8        24/7 coverage was adding two officers in January 2026 and this request is part of  
9        the second stage adding one Lieutenant position to the Village contract. The  
10      Lieutenant will be assigned to supervise all county patrol deputies, including the  
11      Village of Kimberly.  
12

13      The impact to the budget will result in revenue in 2026, as the contract with the  
14      Village will reimburse the County's costs. The Sheriff's Office expects the new  
15      position will be hired at a lower step than the deputy that is expected to be promoted  
16      to fill this lieutenant position that will serve the Village. The Village will be  
17      charged \$28,520 for squad and officer startup supplies. Any other training,  
18      administrative, or increased use costs will be covered by the 7% administrative fee  
19      and the savings in reduction of step of the new officers. The Sheriff's Office will  
20      need additional funding in 2027 to purchase one vehicle with this request for the  
21      fleet. The cost of the vehicle will be recouped by monthly lease payments and  
22      startup costs.  
23

24      This resolution is requesting to approve the addition of one Lieutenant position and  
25      related supplies and capital expenses.  
26

27      NOW THEREFORE, the undersigned members of the Legislative/Audit and Human  
28      Resources Committee recommend adoption of the following resolution.

29      BE IT RESOLVED, that the Outagamie County Board of Supervisors does approve an in-  
30      year Table of Organization request for the addition of one (1) full-time Lieutenant position  
31      effective July 1, 2026 as noted on the attached Position Addition Form – 2025 In Year Request,  
32      Job Description, and Table of Organization, which by reference are made a part hereof, and  
33

1       BE IT FURTHER RESOLVED, that the Outagamie County Board of Supervisors does  
2       authorize and approve of increasing the following Patrol cost center line items: Charges for  
3       Services by \$91,644.00; Salaries by \$49,929.00; Fringes by \$32,882.00; Supplies by \$16,090.00;  
4       Purchased Services by \$4,597.00; and increase the Squad Cars Charges for Services line item by  
5       \$22,843.60 as noted on the attached fiscal note and Attachment A – Fiscal Note: Budget  
6       Adjustments, which by reference are made a part hereof, and

7                   BE IT FINALLY RESOLVED, that the Outagamie County Clerk be directed to forward a  
8                   copy of this resolution to the Outagamie County Human Resources Director the Outagamie County  
9                   Finance Director, and the Outagamie County Sheriff.

10 Dated this day of October 2025

Respectfully Submitted,  
LEGISLATIVE/AUDIT & HUMAN  
RESOURCES COMMITTEE

---

Cathy Spears

---

Sara MacDonald

---

## Ryan Ferguson

---

John Kostelny

---

Sarah Weinberg

### Duly and officially

Duly and officially adopted by the County Board on:

Signed:

---

## Board Chairperson

---

## County Clerk

Approved:

Vetoed:

---

## County Executive

POSITION ADDITION FORM - 2025 IN YEAR REQUEST					
<b>Completion Checklist</b>					
<ul style="list-style-type: none"> <li>o A visual of your proposed Table of Organization</li> <li>o Job description for the position requested below, highlighting any changes from current JD</li> </ul>					
<b>Request Details</b>					
Effective Date of Requested Change:	7/1/2026				
Department:	Sheriff - Patrol				
Department Head:	Clint Kriewaldt				
Cost Center Number:	100807				
Position Title:	One Lieutenant Full Time				
Sunset/Limited Term Position? (Yes or No)	no				
Exempt (Salaried) or Non-Exempt (Hourly):	non-exempt				
Pay Grade of Position:	165				
Estimated Starting Step:	9				
Position exists in the current Table of Organization?	yes				
Is this position full time or part time? (If more than one position, use the worksheet for Multiples)	<table border="1" style="display: inline-table; vertical-align: middle;"> <tr> <td>Full Time:</td> <td>1</td> </tr> <tr> <td>Part Time:</td> <td></td> </tr> </table>	Full Time:	1	Part Time:	
Full Time:	1				
Part Time:					
If Part Time position, how many hours per week will this position be working?	Hours:				
What other alternatives were considered?	n/a				
If deleting a position to add this position; which position(s) will be deleted?	n/a				
(If deleting a position, complete the Position Deletion Form and include the Cost Savings below)					
List any positions in your Table of Organization that have been vacant for 6 months or longer:					
<b>Position Justification</b>					
Briefly summarize why this position is needed, as well as areas of revenue and savings.					

The Village of Kimberly is requesting to contract for law enforcement services with the Sheriff's Office for eight full-time deputies, two full-time deputy Sergeants and one full-time lieutenant.

This position request is to add one full-time lieutenant positions starting July 1, 2026 to the Table of Organization to cover openings created by this contract. We expect to fulfill the Village's needs with an experienced deputies already employed, that are already included in the budget and are more advanced on the pay scale. The first stage of this transition to 24/7 coverage was adding two officers in January 2026 and this request is part of the second stage adding two additional officers and one Lieutenant to the Village contract. The final step in the transition will be adding two full-time school resource officers and two sergeant positions after July 1, 2026.

The second stage of the transition will start on July 01, 2026 adding two full-time deputies and one lieutenant. The lieutenant will be assigned to supervise all county patrol deputies, including the Village of Kimberly. The final step in the transition will be adding two full-time school resource officers and two sergeant positions after July 1, 2026.

The impact to the budget will result in revenue in 2026, as the contract with the Village will reimburse the County's costs and we expect new officer will be hired at a lower step than the deputy we expect to be promoted to fill this lieutenant position in the promotion process.. The Village will be charged \$28,520 or for squad and officer startup supplies. Any other training, administrative or increased use costs will be covered by the 7% Admin fee and the savings in reduction of step on new officers. The Sheriff's Office will request additional funding in 2027 to purchase one vehicles with this request for the fleet. The cost of the vehicles will be recoupled by monthly lease payments and startup costs.

This resolution is to approve the addition of the 1 lieutenant starting July 1, 2026 and related supplies and capital expenses.

**Employee Impacted By This Change (if no one in position - leave blank)****Fiscal Data**

How will this position be funded (Levy, Grant, etc.)?

**PROJECTED 2025 EXPENDITURES** - Amounts must agree to amounts included in the proposed budget.

Salary	\$	49,929
Fringe Benefits	\$	32,882
Travel/Training	\$	-
Supplies - IT	\$	270
Supplies - Other	\$	15,820
Purchased Services - IT	\$	4,072
Purchased Services - Other	\$	525
Capital Outlay	\$	12,700
<b>TOTAL EXPENDITURES</b>	<b>\$</b>	<b>116,198</b>

**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)

<b>Deleted Position (if applicable)</b>	
	\$ -
	\$ -
<b>TOTAL COST SAVINGS/REVENUES</b>	\$ (120,164)
<b>NET COUNTY COST (Levy/Fund Bal)</b>	\$ (3,966)

**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	\$ 99,858
Fringe Benefits	\$ 40,247
Other Expenditures	\$ 540
<b>TOTAL EXPENDITURES</b>	\$ 140,645
<b>Deleted Position (if applicable)</b>	
Less Increased Revenue/Cost Savings (enter as negative)	\$ (150,490)
<b>NET COUNTY COST (Levy/Fund Bal)</b>	\$ (9,845)

**TO BE COMPLETED BY HUMAN RESOURCES:**

Reviewed by HR	
County Executive Decision (Approved/Denied)	

**Outagamie County****Lieutenant (Patrol)****Staff Sergeant (Patrol)**

Class Spec Code: 2240-5

Established Date: Monica Gosz on 02/20/2003

Last Revised Date: Mark Cochrane on 12/23/2020

Effective: 12/27/2020

**Salary Range Grade 10 Exempt Position Purpose**~~\$67,692.00 - \$85,030.00 Annually~~**Bargaining Unit**

N/A

**EEO**

Other

**Key Responsibilities****Occupational Group**

121

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.

**FLSA**

Exempt

- Trains, evaluates, and counsels employees.

**Benefit Code**

General

- Assists in the planning and application of department goals and objectives; assists in the formulation of unit budgets as required.

**Physical Class**

N/A

- 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 disposition 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, evaluates, 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.

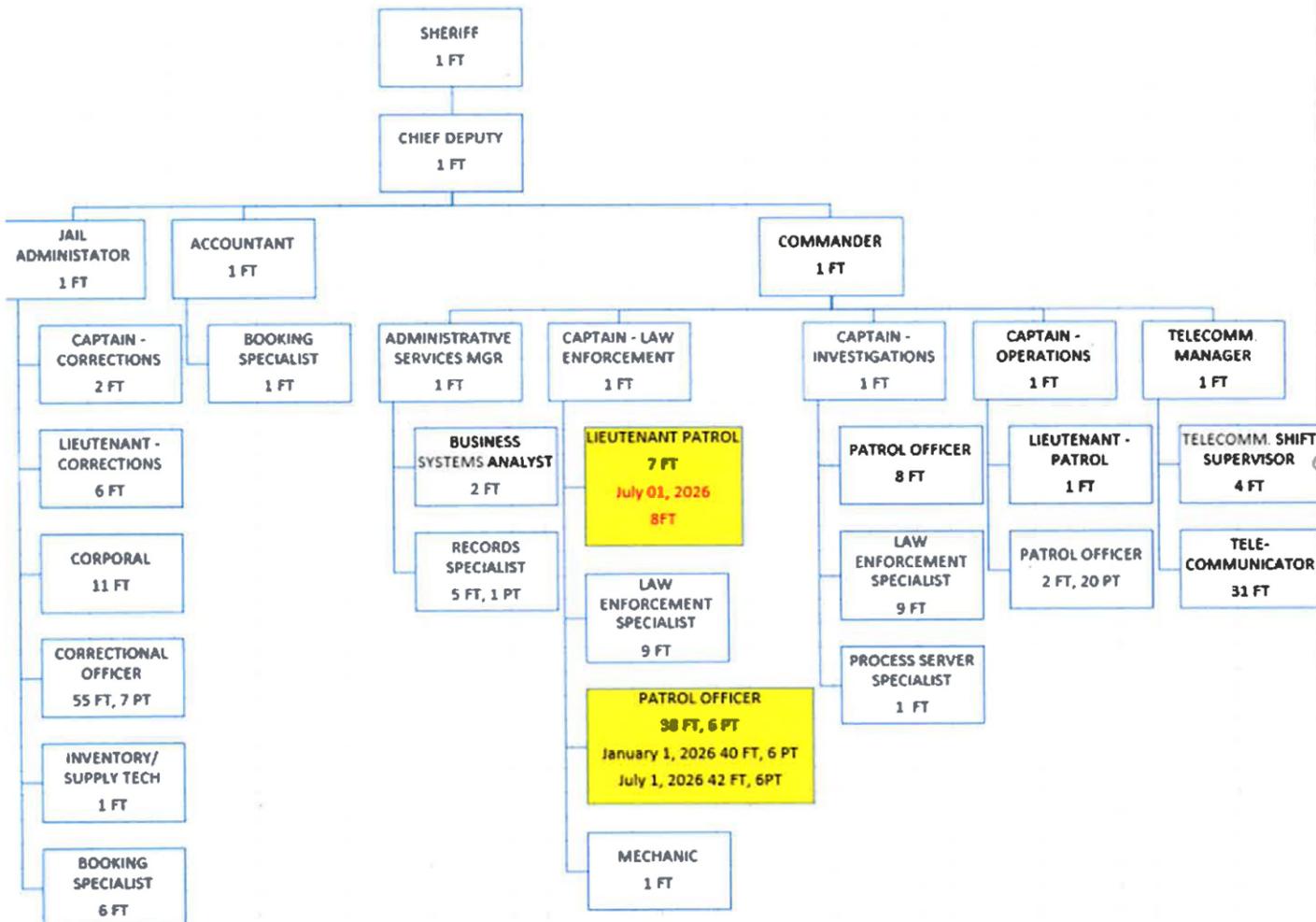
**Mathematical Ability**

- 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.



## OUTAGAMIE COUNTY FISCAL NOTE

**INTRODUCATION:** This form should 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 OFFICE REQUEST TO ADD ONE FULL-TIME LIEUTENANT POSITIONS TO THE TABLE OF ORGANIZATION 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 Village of Kimberly is requesting to contract for law enforcement services with the Sheriff's Office for eight full-time deputies, two full-time deputy Sergeants and one full-time lieutenant.

This position request is to add one full-time lieutenant positions starting July 1, 2026 to the Table of Organization to cover openings created by this contract. We expect to fulfill the Village's needs with an experienced deputies already employed, that are already included in the budget and are more advanced on the pay scale. The first stage of this transition to 24/7 coverage was adding two officers in January 2026 and this request is part of the second stage adding two additional officers and one Lieutenant to the Village contract. The final step in the transition will be adding two full-time school resource officers and two sergeant positions after July 1, 2026.

The second stage of the transition will start on July 01, 2026 adding two full-time deputies and one lieutenant. The lieutenant will be assigned to supervise all county patrol deputies, including the Village of Kimberly. The final step in the transition will be adding two full-time school resource officers and two sergeant positions after July 1, 2026.

The impact to the budget will result in revenue in 2026, as the contract with the Village will reimburse the County's costs and we expect new officer will be hired at a lower step than the deputy we expect to be promoted to fill this lieutenant position in the promotion process.. The Village will be charged \$28,520 or for squad and officer startup supplies. Any other training, administrative or increased use costs will be covered by the 7% Admin fee and the savings in reduction of step on new officers. The Sheriff's Office will request additional funding in 2027 to purchase one vehicles with this request for the fleet. The cost of the vehicles will be recouped by monthly lease payments and startup costs.

This resolution is to approve the addition of the 1 lieutenant starting July 1, 2026 and related supplies and capital expenses.

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

Revenues  Expenses (Cost)  None

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

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

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

6. Does this request modify/adjust the current year budget?  yes ( )  no (x) 2026 Budget  
If no, skip to question 8 below.

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

## The project on

COST CENTER NAME	LINE ITEM (i.e. Salaries, Supplies, Etc.)	ACCOUNT NUMBER INCLUDING COST CENTER (i.e. 1004100.5100, 1004100.5400, etc.)	INCREASE (DECREASE) AMOUNT
Patrol	Charges for Services	1008007.4400	91,644.00
Patrol	Salaries	1008007.5100	49,929.00
Patrol	Fringe	1008007.5200	32,882.00
Patrol	Supplies	1008007.5400	16,090.00
Patrol	Purchased Services	1008007.5500	4,597.00
Squad Cars	Charges for Services	1008017.4400	22,843.60

### Annual and Long-Term Impact

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

## OUTAGAMIE COUNTY FISCAL NOTE

9. What is the anticipated annual and/or long-term cost or revenue impact?	Annual Cost Annual Revenue	108,888.54 120,163.93
--	-------------------------------	--------------------------

Fiscal Note Prepared by: Jeff Dietzen

<b>For Financial Services purposes only</b>		
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:	
<i>Michelle Uitenbroek</i>	Detail Expenditure Account Number	Amount
Date: 10/20/25	See Attachment	
Comments:		

**ATTACHMENT A - FISCAL NOTE: BUDGET ADJUSTMENTS**

<b>COST CENTER NAME</b>	<b>LINE ITEM</b>	<b>COST CENTER ACCOUNT NUMBER</b>	<b>INCREASE (DECREASE) AMOUNT</b>
1008007.4406.08			91,644.00
1008007.5420.08			15,820.00
1008007.5538.09			270.00
1008017.4406.08			22,843.60

(1 FT Lieutenant Positon effective July 2026)

# ***RESOLUTION NO.: 85—2025-26***

TO THE HONORABLE, THE OUTAGAMIE COUNTY BOARD OF SUPERVISORS

LADIES AND GENTLEMEN:

**2/3 MAJORITY – 24 VOTES**

1        The Sheriff's Office is requesting to amend their Table of Organization (TO) by  
2        adding two (2) full-time Patrol Officer positions effective July 1, 2026.  
3

4        The Village of Kimberly (the Village) is requesting to contract for law enforcement  
5        services with the Sheriff's Office. The Sheriff's Office is expecting to fulfill the  
6        Village's needs with experienced deputies already employed and included in the  
7        budget and are more advanced on the pay scale. The first stage of this transition to  
8        24/7 coverage was adding two officers in January 2026 and this request is part of  
9        the second stage adding two Patrol Officer positions to the Village contract.  
10

11       The impact to the budget will result in revenue in 2026, as the contract with the  
12       Village will reimburse the County's costs. The Sheriff's Office expects the new  
13       positions will be hired at a lower step than the deputies that are expected to serve  
14       the Village. The Village will be charged \$28,520 for squad and officer startup  
15       supplies. Any other training, administrative, or increased use costs will be covered  
16       by the 7% administrative fee and the savings in reduction of step of the new officers.  
17       The Sheriff's Office will need additional funding in 2027 to purchase two vehicles  
18       with this request for the fleet. The cost of the vehicles will be recouped by monthly  
19       lease payments and startup costs.  
20

21       This resolution is requesting to approve the addition of two Patrol Officer positions  
22       and related supplies and capital expenses.  
23

24       NOW THEREFORE, the undersigned members of the Legislative/Audit and Human  
25       Resources Committee recommend adoption of the following resolution.  
26

26       BE IT RESOLVED, that the Outagamie County Board of Supervisors does approve an in-  
27       year Table of Organization request for the addition of two (2) full-time Patrol Officer positions  
28       effective July 1, 2026 as noted on the attached Position Addition Form – 2025 In Year Request,  
29       Job Description, and Table of Organization, which by reference are made a part hereof, and  
30

1           BE IT FURTHER RESOLVED, that the Outagamie County Board of Supervisors does  
2           authorize and approve of increasing the following Patrol cost center line items: Charges for  
3           Services by \$149,275.00; Salaries by \$68,445.00; Fringes by \$35,613.00; Supplies by \$32,180.00;  
4           Purchased Services by \$9,194.00; and increase the Squad Cars Charges for Services line item by  
5           \$39,588.20 as noted on the attached fiscal note and Attachment A – Fiscal Note: Budget  
6           Adjustments, which by reference are made a part hereof, and

7           BE IT FINALLY RESOLVED, that the Outagamie County Clerk be directed to forward a  
8       copy of this resolution to the Outagamie County Human Resources Director the Outagamie County  
9       Finance Director, and the Outagamie County Sheriff.

10 Dated this \_\_\_\_ day of October 2025

Respectfully Submitted,

## LEGISLATIVE/AUDIT & HUMAN RESOURCES COMMITTEE

18 

---

 Cathy Spears

---

Sara MacDonald

22 

---

 Ryan Ferguson

---

John Kostelny

26 Sarah Weinberg

---

John Kostelny

28 Duly and officially adopted by the County Board on: \_\_\_\_\_

31      Signed:

---

## Board Chairperson

---

## County Clerk

35      Approved:

Vetoed: \_\_\_\_\_

38 Signed:

---

## County Executive

POSITION ADDITION FORM - 2025 IN YEAR REQUEST	
<b>Completion Checklist</b>	
<ul style="list-style-type: none"><li>o A visual of your proposed Table of Organization</li><li>o Job description for the position requested below, highlighting any changes from current JD</li></ul>	
<b>Request Details</b>	
Effective Date of Requested Change:	7/1/2026
Department:	Sheriff - Patrol
Department Head:	Clint Kriewaldt
Cost Center Number:	100807
Position Title:	Two Patrol Officer Full Time
Sunset/Limited Term Position? (Yes or No)	no
Exempt (Salaried) or Non-Exempt (Hourly):	non-exempt
Pay Grade of Position:	DSA contract
Estimated Starting Step:	DSA(2025) contract year 3
Position exists in the current 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?	n/a
If deleting a position to add this position; which position(s) will be deleted?	n/a
(If deleting a position, complete the Position Deletion Form and include the Cost Savings below)	
List any positions in your Table of Organization that have been vacant for 6 months or longer:	
<b>Position Justification</b>	
Briefly summarize why this position is needed, as well as areas of revenue and savings.	

The Village of Kimberly is requesting to contract for law enforcement services with the Sheriff's Office for eight full-time deputies, two full-time deputy Sergeants and one full-time lieutenant.

This position request is to add two full-time deputy positions starting July 1, 2026 to the Table of Organization to cover openings created by this contract. We expect to fulfill the Village's needs with an experienced deputies already employed, that are already included in the budget and are more advanced on the pay scale. The first stage of this transition to 24/7 coverage was adding two officers in January 2026 and this request is part of the second stage adding two additional officers and one Lieutenant to the Village contract.

The second stage of the transition will start on July 01, 2026 adding two full-time deputies and one lieutenant. The lieutenant will be assigned to supervise all county patrol deputies, including the Village of Kimberly. The final step in the transition will be adding two full-time school resource officers and two sergeant positions after July 1, 2026.

The impact to the budget will result in revenue in 2026, as the contract with the Village will reimburse the County's costs and we expect new officers will be hired at a lower step than the deputies that we expect will serve the Village. We expect new officers will be hired at a lower step than the deputies that we expect will serve the Village. The Village will be charged \$28,520 or for squad and officer startup supplies. Any other training, administrative or increased use costs will be covered by the 7% Admin fee and the savings in reduction of step on new officers. The Sheriff's Office will request additional funding in 2027 to purchase two vehicles with this request for the fleet. The cost of the vehicles will be recouped by monthly lease payments and startup costs.

This resolution is to approve the addition of the 2 officers starting July 1, 2026 and related supplies and capital expenses.

#### Employee Impacted By This Change (if no one in position - leave blank)

#### Fiscal Data

How will this position be funded (Levy, Grant, etc.)?

#### PROJECTED 2025 EXPENDITURES - Amounts must agree to amounts included in the proposed budget.

Salary	\$	68,445
Fringe Benefits	\$	35,613
Travel/Training	\$	-
Supplies - IT	\$	540
Supplies - Other	\$	31,640
Purchased Services - IT	\$	8,144
Purchased Services - Other	\$	1,050
Capital Outlay	\$	25,400
<b>TOTAL EXPENDITURES</b>	<b>\$</b>	<b>170,832</b>

#### 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)**

\$

-

<b>TOTAL COST SAVINGS/REVENUES</b>	\$	<b>(206,315)</b>
<b>NET COUNTY COST (Levy/Fund Bal)</b>	\$	<b>(35,483)</b>
<b>PARTIAL YEAR FUNDING - ANNUAL PROJECTION</b>		
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	\$	<b>136,890</b>
Fringe Benefits	\$	<b>45,709</b>
Other Expenditures	\$	<b>1,080</b>
<b>TOTAL EXPENDITURES</b>	\$	<b>183,679</b>
<b>Deleted Position (if applicable)</b>		
Less Increased Revenue/Cost Savings (enter as negative)	\$	<b>(238,502)</b>
<b>NET COUNTY COST (Levy/Fund Bal)</b>	\$	<b>(54,823)</b>

***TO BE COMPLETED BY HUMAN RESOURCES:***

Reviewed by HR

County Executive Decision (Approved/Denied)

4/23/24, 10:09 AM

Job Bulletin

**Outagamie County  
Patrol Officer**

<b>SALARY</b>	\$27.27 - \$36.52 Hourly	<b>LOCATION</b>	Sheriff Department - 3030 Goodland Drive Appleton WI 54911, WI
<b>JOB TYPE</b>	Full-time	<b>JOB NUMBER</b>	2202257
<b>DEPARTMENT</b>	Sheriff Operations 1	<b>OPENING DATE</b>	01/26/2024
<b>TYPICAL WORK</b>	5/3 schedule		
<b>HOURS/SHIFT:</b>			

**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.

4/23/24, 10:09 AM

Job Bulletin

- 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.

4/23/24, 10:09 AM

Job Bulletin

**Agency**

Outagamie County

**Address**

320 S. Walnut Street

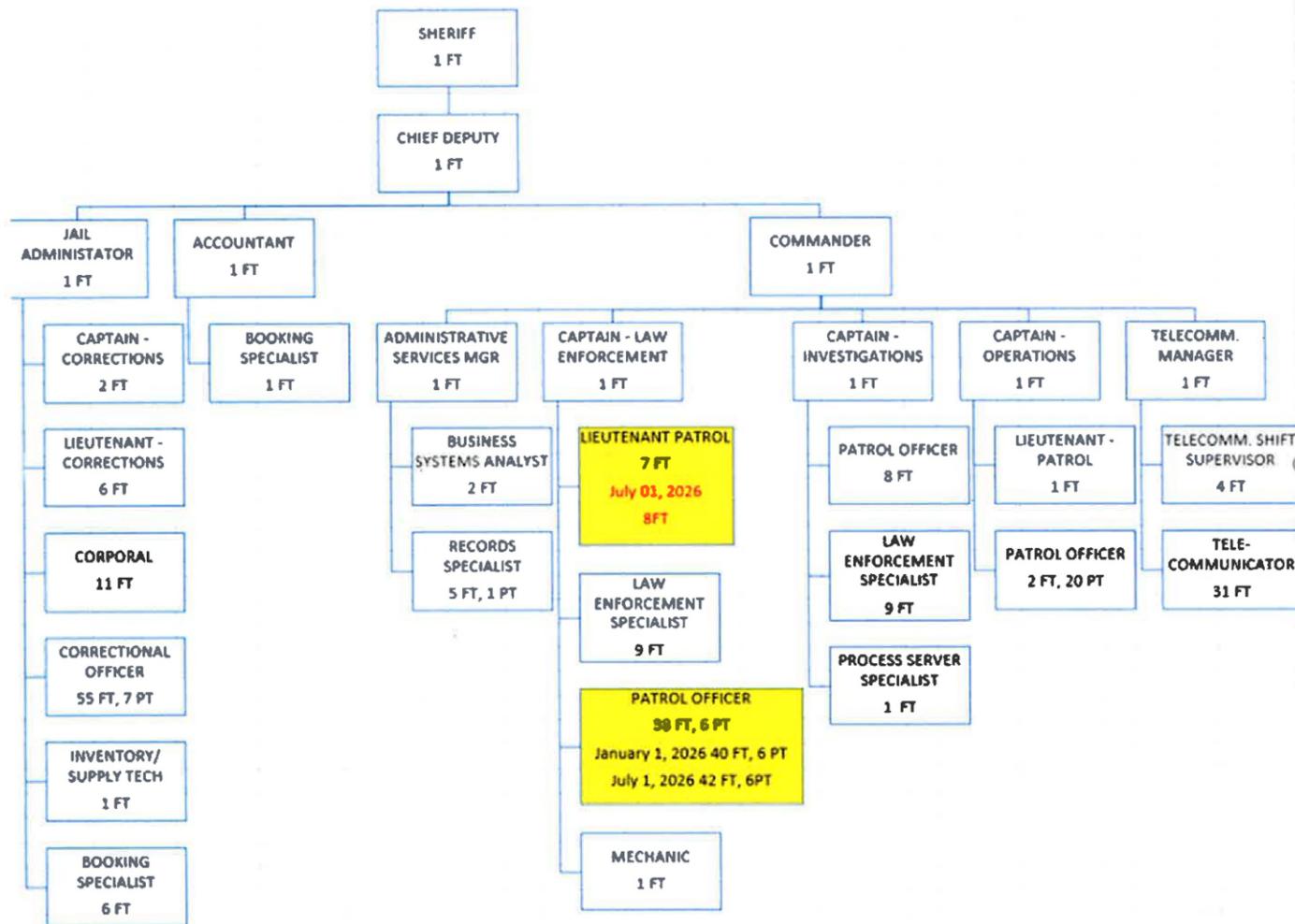
Appleton, Wisconsin, 54911

**Phone**

(920) 832-1669

**Website**

<http://www.outagamie.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 (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 OFFICE REQUEST TO ADD TWO FULL-TIME DEPUTY POSITIONS TO THE TABLE OF ORGANIZATION 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 Village of Kimberly is requesting to contract for law enforcement services with the Sheriff's Office for eight full-time deputies, two full-time deputy Sergeants and one full-time lieutenant.

This position request is to add two full-time deputy positions starting July 1, 2026 to the Table of Organization to cover openings created by this contract. We expect to fulfill the Village's needs with an experienced deputies already employed, that are already included in the budget and are more advanced on the pay scale. The first stage of this transition to 24/7 coverage was adding two officers in January 2026 and this request is part of the second stage adding two additional officers and one Lieutenant to the Village contract. The final step in the transition will be adding two full-time school resource officers and two sergeant positions after July 1, 2026.

The second stage of the transition will start on July 01, 2026 adding two full-time deputies and one lieutenant. The lieutenant will be assigned to supervise all county patrol deputies, including the Village of Kimberly. The final step in the transition will be adding two full-time school resource officers and two sergeant positions after July 1, 2026.

The impact to the budget will show a positive revenue in 2026, as the contract with the Village will reimburse the County's costs. We expect new officers will be hired at a lower step than the deputies that we expect will serve the Village. The Village will be charged \$28,520 or for squad and officer startup supplies. Any other training, administrative or increased use costs will be covered by the 7% Admin fee and the savings in reduction of step on new officers. The Sheriff's Office will request additional funding in 2027 to purchase two vehicles with this request for the fleet. The cost of the vehicles will be recouped by monthly lease payments and startup costs.

This resolution is to approve the addition of the 2 officers starting July 1, 2026 and related supplies and capital expenses.

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

Revenues

Expenses (Cost)

None

yes ( ) no (x) partially ( )

3. Is the specific cost or revenue included in the current year's budget?

yes ( ) no (x) 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?  
If no, skip to question 8 below.

yes ( ) no (x) 2026 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.)

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
Patrol	Charges for Services	1008007.4400	149,275.00
Patrol	Salaries	1008007.5100	68,445.00
Patrol	Fringe	1008007.5200	35,613.00
Patrol	Supplies	1008007.5400	32,180.00
Patrol	Purchased Services	1008007.5500	9,194.00
Squad Cars	Charges for Services	1008017.4400	39,588.20

**Annual and Long-Term Impact**

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

## OUTAGAMIE COUNTY FISCAL NOTE

9. What is the anticipated annual and/or long-term cost or revenue impact? **Annual Cost** 177,203.00  
**Annual Revenue** 206,315.37

Fiscal Note Prepared by: **Jeff Dietzen**

<b>For Financial Services purposes only</b>		
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:	
<i>Michelle Uitenbroek</i>	<u>Detail Expenditure Account Number</u>	<u>Amount</u>
Date: 10/20/25	See Attachment	
Comments:		

**ATTACHMENT A - FISCAL NOTE: BUDGET ADJUSTMENTS**

<b>COST CENTER NAME</b>	<b>LINE ITEM</b>	<b>COST CENTER ACCOUNT NUMBER</b>	<b>INCREASE (DECREASE) AMOUNT</b>
1008007.4406.08			166,727.17
1008007.5420.08			31,640.00
1008007.5538.09			540.00
1008017.4406.08			14,188.00

(2 FT positions effective July 2026)

# ***RESOLUTION NO.: 86—2025-26***

TO THE HONORABLE, THE OUTAGAMIE COUNTY BOARD OF SUPERVISORS

LADIES AND GENTLEMEN:

**MAJORITY**

1        The Outagamie County Coroner is a required elected official under Article VI §1 of the  
2        Wisconsin Constitution and whose duties are governed primarily by Wis. Stat. §59.38.  
3        However, Article VI § 2 gives Wisconsin counties the authority to choose to remove the elected  
4        office of Coroner and implement a Medical Examiner system in its place to be effective as of  
5        the end of the Coroner's term. *61 Atty. Gen. 355*. The Outagamie County Coroner's current  
6        term ends on January 4<sup>th</sup>, 2027. A request has been made to change the Outagamie County  
7        Coroner's Office to the Outagamie County Medical Examiner's Office. The Medical Examiner  
8        will be statutorily required to perform the same duties as the Coroner but would be an  
9        administrative employee, appointed by the board, under the supervision of the County  
10       Executive. There is no immediate fiscal impact as this will only affect future budgets and  
11       therefore no fiscal note is attached.

12       NOW THEREFORE, the undersigned members of the Outagamie County Legislative/Audit and

13       Human Resources Committee recommend adoption of the following resolution.

15       BE IT RESOLVED, Article VI of the Wisconsin Constitution, establishes a four-year term for the  
16       elected position of Office of Coroner, and the current term of the Outagamie County Coroner expires on  
17       January 4<sup>th</sup>, 2027, and

18       BE IT FURTHER RESOLVED, §§59.34 and 59.38 Wis. Stats., and Article VI §2 of the Wisconsin  
19       Constitution, stipulate that a county board may implement a Medical Examiner system in place of the  
20       elected Office of Coroner, with the Medical Examiner carrying out the same legal responsibilities, and

21       BE IT STILL FURTHER RESOLVED, to guarantee that the role is filled by a capable person, the  
22       county board may establish minimum professional qualifications for a Medical Examiner to ensure that  
23       the position is held by a competent and qualified individual, and

24       BE IT STILL FURTHER RESOLVED, the funding, organizational structure, and operational  
25       protocols for the Medical Examiner system can be established in compliance with §59.38, Wis. Stats., and

1                   BE IT STILL FURTHER RESOLVED, by the Outagamie County Board of Supervisors that  
2                   Outagamie County hereby eliminates the elected Office of the Coroner and implements a Medical  
3                   Examiner system effective Monday January 4<sup>th</sup>, 2027, and

4 BE IT FURTHER RESOLVED, that in accordance with §59.17(2)(br), Wis. Stats., the Medical  
5 Examiner will be a department head selected and supervised by the Outagamie County Executive and  
6 confirmed by the Outagamie County Board of Supervisors, and

7                   BE IT FINALLY RESOLVED, that the Outagamie County Clerk be directed to forward a copy of  
8 this resolution to the Outagamie County Executive, the Outagamie County Human Resources Director,  
9 the Outagamie County Finance Director, and the Outagamie County Coroner.

10 Dated this \_\_\_\_\_ day of October, 2025

Respectfully Submitted,  
LEGISLATIVE/AUDIT & HUMAN RESOURCES  
COMMITTEE

---

Cathy Spears

---

## Sara MacDonald

---

## Ryan Ferguson

---

John Kostelný

---

Sarah Weinberg

---

John Kostelný

Duly and officially adopted by the County Board on:

Signed:

---

## Board Chairperson

---

## County Clerk

Approved: \_\_\_\_\_

Vetoed: \_\_\_\_\_

Signed: \_\_\_\_\_  
County Executive

# ***ORDINANCE NO.: F—2025-26***

TO THE HONORABLE, THE OUTAGAMIE COUNTY BOARD OF SUPERVISORS

LADIES AND GENTLEMEN:

**MAJORITY**

1        The Finance Committee is requesting to amend Section 22-271 and Section 22-272 of the  
2        Code of Ordinances. The amendments include updating language as pertains the  
3        administration and management of tax-deeded lands.

4  
5        NOW THEREFORE, the undersigned members of the Finance Committee recommend adoption  
6        of the following ordinance.

7        BE IT ORDAINED, that the Outagamie County Board of Supervisors does approve the following  
8        amendments to Section 22-271 and Section 22-272 of the Outagamie County Code of Ordinances  
9        (additions are red, underlined, and in italics; deletions are red and struck through):

10      **Sec. 22-271. Sale of foreclosed property—Administration and Management of Tax-Deeded Lands**

11      ~~If the county prevails in an in rem property tax foreclosure action against a subject property, the~~  
12      ~~County shall diligently proceed to sell the subject property pursuant to the procedures set forth in Wis.~~  
13      ~~Stat. §75.69, as amended.~~

14      ~~(Ord. No. G 2017 18 § 11, 10-24-2017)~~

16      **Sec. 22-272. Distribution of foreclosure proceeds.**

18      ~~The County treasurer shall follow the procedures set forth in Wis. Stat. §75.36, as amended, to~~  
19      ~~distribute the proceeds from the sale of a subject property.~~

20      ~~(Ord. No. G 2017 18 § 12, 10-24-2017)~~

22      **Definitions**

24      *The following words, terms and phrases, when used in this chapter, shall have the meanings ascribed to*  
25      *them in this section, except when the context clearly indicates a different meaning:*

27      *Beneficiary* shall have the meaning ascribed to such term in Wis. Stat. § 851.03

29      *Heir* means any person, including the surviving spouse, who is entitled under the statutes of intestate  
30      succession to an interest in property of a decedent. [See Wis. Stat. § 851.09]

32      *Owner-Occupied, Single-Family Residence* means [reference to county zoning code] or [any single-  
33      family residential unit used by one family which owns the property as their permanent and primary  
34      residence and, upon request, is able to provide the County Treasurer with evidence establishing the  
35      satisfaction of these terms (e.g., a utility bill.)]

1 Tax-deeded lands shall have the meaning ascribed to such term in Wis. Stat. § 75.35(1).

2 **Administration and Management of Tax-Deeded Lands**

3 (1) The County shall comply with the provisions of Wis. Stats. §§ 75.35, 75.36 and 75.69 in the

4 disposition of tax-deeded lands.

5 (2) Pursuant to Wis. Stat. § 75.35(2)(d), the County Board of Supervisors hereby delegates to the

6 County Treasurer or the power to acquire, manage and sell tax-deeded lands including the power

7 to determine which properties to acquire.

8 (3) The County Board of Supervisors recognizes that there may be properties where it is undesirable

9 for the County to acquire the property through the process set forth in Wis. Stats. Chap. 75 and

10 hereby delegates to the Treasurer or the authority to make such determination. In April of each

11 year, the Treasurer or shall provide a report to the County Board listing all properties the

12 Treasurer has refused to foreclose upon with a reason for such refusal. If a property is not

13 acquired for any reason authorized in this section, the Treasurer shall notify the appropriate

14 assessor and request that the value of such property be reduced.

15 (4) Within [20] days of the County's acquisition of a tax-deeded land, the Treasurer or committee

16 shall notify the former owner, by registered mail or certified mail sent to the former owner's

17 mailing address on the tax bill, that the former owner may be entitled to a share of the proceeds

18 of a future sale of the tax-deeded land.

19 (5) Within [120] days of the County's acquisition of a tax-deeded land, the Treasurer or shall

20 determine the appraised value of the tax-deeded land. The appraisal may be made by a certified

21 appraiser as defined in Wis. Stat. § 458.01(7).

22 (6) The following provisions in this Section (6) relate to tax-deeded lands that are owner-occupied,

23 single-family residences only.

24 a. Within [60] days of the County's acquisition of a tax-deeded land, the Treasurer shall

25 provide notice to the former owner of the former owner's, the former owners heirs or the

26 former owners beneficiaries right to repurchase the tax-deeded land. Such notice shall be

27 mailed to the former owner's last known address on file with the Treasurer.

28 b. If a former owner of tax-deeded land, or such former owner's heir or beneficiary, notifies

29 the Treasurer of an intent to repurchase the tax-deeded land within [90] days of the date

30 the County acquired the tax-deeded land, the Treasurer shall order a title report from a

31 title insurance company showing all liens of record against the tax-deeded land in

32 existence on the day prior to the judgment of foreclosure in favor of the County, the cost of

33 which shall be paid in advance by the person notifying the Treasurer of the intent to

34 repurchase the tax-deeded land.

1       c. *If the former owner, or such former owner's heir or beneficiary, provides proof of*  
2       *satisfaction of all liens of record as established in the title report within [30] days of the*  
3       *date of the title report, the Treasurer shall convey the tax-deeded land to the former owner,*  
4       *or such former owner's heir or beneficiary, by quit-claim deed provided the former owner,*  
5       *or such former owner's heir or beneficiary, has provided the County with funds necessary*  
6       *to satisfy all costs and expenses due the County as provided in Wis. Stat. § 75.35(3).*

7       (7) *Unless a tax-deeded land is repurchased under Section (6), within 240 days of the County's*  
8       *acquisition of a tax-deeded land [180 days for tax-deeded lands acquired on or after January 1,*  
9       *2026] the Treasurer shall publish on the County's website and either (i) publish a class 1 notice*  
10       *or (ii) advertise on a multiple listing service the availability of a tax-deeded land for purchase and*  
11       *the appraised value of the tax-deeded land, as determined in Section (5). The publications shall*  
12       *include information regarding the method of sale to be utilized.*

13       (8) *The Treasurer may accept the bid most advantageous to it but, at the first attempt to sell a tax-*  
14       *deeded land, every bid less than the appraised value of the tax-deeded land shall be rejected. Tax-*  
15       *deeded land previously advertised for sale may be sold for any amount determined by the*  
16       *Treasurer or but only after advertising the sale of such tax-deeded land by publication of a class*  
17       *1 notice, under Wis. Stat. Chap. 985. No tax-deeded land may be sold for an amount that is less*  
18       *than the tax-deeded land's appraised value determined under Section (5) unless the county board*  
19       *has reviewed and approved such a sale and no tax-deeded land may be sold for an amount that is*  
20       *less than the amount of the highest bid unless the County Board prepares a written statement,*  
21       *available for public inspection, that explains the reasons for accepting a bid that is less than the*  
22       *highest bid. The Treasurer shall notify, by mail, the clerk of the municipality in which a tax-deeded*  
23       *land is located of the sale of a tax-deeded land at least three weeks prior to the time of the sale.*

24       (9) *The Treasurer shall send to the owner any proceeds to which the former owner is entitled under*  
25       *Wis. Stat. § 75.36(2m)(a) by certified mail to the former owner's last known address. If the*  
26       *payment to the former owner is returned to the County or otherwise not claimed by the former*  
27       *owner within one year following the mailing of the proceeds, the payment shall be considered*  
28       *unclaimed funds and disposed of pursuant to Wis. Stat. § 59.66(2). Neither the former owner nor*  
29       *any person making a claim for any funds under this Section (10) is entitled to interest on sums*  
30       *owed by the County hereunder.*

31       (10) *Sections (7), (8), (9) and (10) do not apply to the withdrawal and sale of county forest lands, nor*  
32       *to the sale or exchange of lands to or between the County and a municipality or the state.*

33       BE IT FURTHER ORDAINED, that this ordinance shall be in effect upon completion of

34       publication in accordance with Wisconsin Statutes, and

1 BE IT FINALLY ORDAINED, that the Outagamie County Clerk be directed to forward a copy of  
2 this resolution to the Outagamie County Corporation Counsel, the Outagamie County Treasurer, and  
3 Municipal Code Corporation for inclusion in the Outagamie County Code of Ordinances.

4 Dated this \_\_\_\_ day of October 2025

Respectfully Submitted,

## FINANCE COMMITTEE

---

Chris Croatt

John Cuff

---

Karen Lawrence

---

Dana Johnson

---

Rick Lautenschlager

26 Duly and officially adopted by the County Board on:

Signed:

---

### Board Chairperson

---

## County Clerk

Approved:

Vetoed: \_\_\_\_\_

Signed:

---

## County Executive