

**WINNEBAGO COUNTY BOARD OF SUPERVISORS  
TUESDAY, JULY 18, 2023 @ 6:00 PM  
FOURTH FLOOR – WINNEBAGO COUNTY COURTHOUSE  
415 JACKSON STREET, OSHKOSH, WISCONSIN  
Via ZOOM**

**To join this meeting via Zoom, use this link:**

<https://us02web.zoom.us/j/84151172162?pwd=NWd3ZWd3VKNXg0eFdxVXppU1phQT09>

**Passcode: W1NNE**

**To join this meeting by telephone, dial (312) 626-6799. Enter the Meeting ID: 841 5117 2162**

**Passcode: 766063**

A Regular Business Meeting of the Winnebago County Board of Supervisors will be held on Tuesday, July 18, 2023, at 6:00 p.m. in the Winnebago County Board Room, Fourth Floor, Winnebago County Courthouse, 415 Jackson Street, Oshkosh, Wisconsin.

At this meeting, the following will be presented to the Board for its consideration:

**A. Call to Order**

**B. Roll Call**

**C. Pledge of Allegiance**

**D. Invocation – Supervisor Karen Powers**

**E. Adopt Agenda**

**F. Public Comments**

Time will be allowed for persons present to express their opinion on any resolution or ordinance that appears on the agenda, as well as, any matter over which this body has jurisdiction.

*Pursuant to Rules 6.4, 8.1 and 10.1 of the 2022-2024 Rules of the Winnebago County Board of Supervisors, the County Board Chairman shall limit all public comments to two (2) minutes.*

**G. Communications, Petitions, Memorials, Accounts, Commendations, Etc.**

**1. Resolutions from Other Counties:**

- Douglas County – Resolution #35-23 – "Resolution Regarding Foreign Ownership of Farmland"
- Green Lake County – Resolution #14-2023 – "Requesting the State of Wisconsin to Review and Revise its Policy on Foreign Ownership of Farmland"
- Kenosha County – Resolution No. 20 – "Requesting the State of Wisconsin Revise Solar Energy System Law"
- Oneida County – Resolution 70-2023 – "Requesting State of Wisconsin to use a Portion of the 2023 Budgetary Surplus for the Maintenance, Repair and Replacement of County Trunk Highway System"
- Walworth County Resolution No. 19-06/23 – "Requesting the State of Wisconsin Review and Revise the Compensation Rate for State Public Defenders"

**2. Petition for Zoning Amendments:**

- 001 Steven Cottrell / Lynda Hawksworth; Town of Vinland; rezone from R-1 (Rural Residential) to A-2 (General Agriculture)

**3. Thank You Cards**

- Milana Krishnevsky – Winneconne High School Scholarship Recipient
- Logan Olszewski – Menasha High School Scholarship Recipient

**4. Commendations for Thomas McInnis and Dan Ziegenhagen**

**H. Reports from Committees, Commissions and Boards**

**I. County Executive's Report**

**J. County Board Chairman's Report**

**K. Winnebago County Fair Presentation – Amber Hammond, Fairest of the Fair and Jody Bezio, Fairest of the Fair Coordinator**

#### **L. CONSENT CALENDAR**

Consent Calendar Items are those items of a Routine Administrative Nature that are Voted on by the Winnebago County Board of Supervisors in a Single Roll Call Vote. Staff Recommends Approval of all Items. Any Winnebago County Board of Supervisor may Request that an Item be Removed from the Consent Calendar for Discussion. Questions relating to items on the Consent Calendar do not require the item be removed from the Consent Calendar if a satisfactory answer is provided.

1. APPROVAL OF PROCEEDINGS: Approval of Proceedings from the June 20, 2023, Adjourned Session of the Winnebago County Board of Supervisors.
2. COUNTY EXECUTIVE'S APPOINTMENTS
  - a. Human Services Board – Mark Weisensel, Oshkosh; this term will expire December 31, 2025

#### **RESOLUTIONS & ORDINANCES**

3. RESOLUTION NO. 240-072023: Commendation for Thomas McInnis  
Submitted by: PERSONNEL & FINANCE COMMITTEE  
Vote Required: **MAJORITY OF MEMBERS PRESENT**
4. RESOLUTION NO. 241-072023: Commendation for Dan Ziegenhagen  
Submitted by: PERSONNEL & FINANCE COMMITTEE  
Vote Required: **MAJORITY OF MEMBERS PRESENT**
5. RESOLUTION NO. 242-072023: Authorize Two Access and Maintenance Easements to Wisconsin Public Service Corporation for the Purpose of Providing New and Relocated Electrical Services for the T-Hangar Construction Project  
Submitted by: AVIATION COMMITTEE  
Vote Required: **MAJORITY OF MEMBERS PRESENT**
6. RESOLUTION NO. 243-072023: Authorize the Acceptance of a Donation from Lapham-Hickey Steel in the Amount of \$5,000 for the Purpose of Purchasing Supplies for the Be Active Go Outside Program and a Budget Transfer in the Amount of \$5,000  
Submitted by: PARKS & RECREATION COMMITTEE  
PERSONNEL & FINANCE COMMITTEE  
Vote Required: **TWO-THIRDS OF MEMBERSHIP**
7. RESOLUTION NO. 244-072023: Authorize the Acceptance of a Donation from the Oshkosh United Soccer Club in the Amount of \$7,500 for the Purpose of Installing Electrical Pedestals at the Winnebago County Community Park and a Budget Amendment in the Amount of \$7,500  
Submitted by: PARKS & RECREATION COMMITTEE  
PERSONNEL & FINANCE COMMITTEE  
Vote Required: **TWO-THIRDS OF MEMBERSHIP**

#### **M. RESOLUTIONS & ORDINANCES**

1. RESOLUTION NO. 245-072023: Winnebago County Sheriff's Office Communication Center be Designated the Public Safety Answering Point for Winnebago County  
Submitted by: CHUCK FARREY, SUPERVISOR, District 30  
JUDICIARY & PUBLIC SAFETY COMMITTEE  
Vote Required: **MAJORITY OF MEMBERS PRESENT**
2. RESOLUTION NO. 246-072023: Authorize Park View Health Center Emergency Staffing Incentive Proposal  
Submitted by: PARK VIEW HEALTH CENTER COMMITTEE  
PERSONNEL & FINANCE COMMITTEE  
Vote Required: **MAJORITY OF MEMBERS PRESENT**

3. RESOLUTION NO. 247-072023: Authorize the Purchase of 1021 Green Acres Lane, Neenah, Wisconsin for \$240,000 Plus an Additional \$100,000 for Renovation Costs with Either a Transfer from the Unassigned General Fund Balance or an Advance the General Fund to be Reimbursed with a Subsequent Bond Issue  
Submitted by: HUMAN SERVICES BOARD  
FACILITIES & PROPERTY MANAGEMENT COMMITTEE  
PERSONNEL & FINANCE COMMITTEE  
Vote Required: **TWO-THIRDS OF MEMBERSHIP**
4. RESOLUTION NO. 248-072023: Approval of Accepting an Energy Efficiency and Conservation Block Grant (EECBG) in the Amount of \$78,580 and Applying the Funds to the Facilities Budget for the Purpose of Replacing Energy Inefficient Equipment and Lighting  
Submitted by: FACILITIES & PROPERTY MANAGEMENT COMMITTEE  
PERSONNEL & FINANCE COMMITTEE  
Vote Required: **TWO-THIRDS OF MEMBERS PRESENT**
5. RESOLUTION NO. 249-072023: Adopting Revisions to the Winnebago County Merit Pay Plan  
Submitted by: PERSONNEL & FINANCE COMMITTEE  
Vote Required: **MAJORITY OF MEMBERS PRESENT**

**N. ADJOURN**

Respectfully Submitted,  
Julie A. Barthels  
Winnebago County Clerk  
(920) 232-3431

**Upon request, provisions will be made for people with disabilities.**

**(Times provided are estimates. Any item on the agenda may be taken up by the Board after 6:00 P.M.)**

# **PROCEEDINGS OF THE WINNEBAGO COUNTY BOARD OF SUPERVISORS**

**Adjourned Session  
June 20, 2023**

**Winnebago County Courthouse  
415 Jackson Street  
Oshkosh, Wisconsin**

**Printed by authority of the Winnebago County Board**  
**Thomas Egan, Chairman** **Julie A. Barthels, Clerk**

**ADJOURNED SESSION  
WINNEBAGO COUNTY BOARD OF SUPERVISORS MEETING  
TUESDAY, JUNE 20, 2023**

**A. CALL TO ORDER**

Chairman Thomas Egan called the meeting of the Winnebago County Board of Supervisors to order at 6:00 P.M. from the Winnebago County Courthouse, 415 Jackson Street, Oshkosh, Wisconsin and virtually by ZOOM.

**B. ROLL CALL**

The following Supervisors were present: 33 – Dowling, Nichols, Borchart, Eisen, Horan, Defferding, Ellenberger, Wise, Nussbaum, Stafford, Albrecht, Gabert, Binder, Swan, Robinson, Gordon, Ponzer, Belleville, Hinz, Zellmer, Schellenger, Buck, Powers, Hanson, Cox, Gustafson, Youngquist, Farrey, Harrison, Egan, Beem, Nelson and Miller; Excused: 2 – Floam and Zastera; Vacant: 1.

**C. PLEDGE OF ALLEGIANCE**

The meeting was opened with the Pledge of Allegiance.

**D. INVOCATION**

Invocation by Supervisor Karen Powers

**E. ADOPT AGENDA**

Motion by Supervisor Albrecht, seconded by Supervisor Cox, to adopt the agenda for tonight's meeting. CARRIED BY VOICE VOTE.

**F. PUBLIC COMMENTS**

Bruce Abraham from the Town of Algoma sent in a proposal request to build new pickleball courts at the Winnebago County Community Park in Oshkosh. The Oshkosh Pickleball Club will be having their 2<sup>nd</sup> annual fundraiser on July 6, 2023, at the Fox River Brewing Company. Their goal is to advance pickleball opportunities within the Oshkosh community and Winnebago County. Pickleball has a low cost of entry, great benefits and is the fastest growing sport in the United States.

Tracy Ogden who resides in Neenah and is the CEO of the Boys & Girls Club of Oshkosh, asked the Board to reconsider their decision from the March 21, 2023, County Board meeting, to not allocate ARPA funds to non-profits. The Boys & Girls Club has served the Winnebago County community for 53 years by keeping to their mission of improving the lives of children and families. Please consider opening up options to help them serve more kids on a daily basis.

Mark Lasky, who resides in Oshkosh and is the Capital Campaign Manager and here on behalf of the Boys & Girls Club. He believes in the mission of the club. They have a \$18 million dollar project and have the support of the community. They need the counties help, whether it is ARPA or Spirit funds. The Boys and Girls Club of Oshkosh which serves Winnebago County should qualify under any standard that the county would look at for funds. Thank you for your consideration.

Eric Vlach, Oshkosh, objected to Timothy C. Ernst being appointed to the County Board of Supervisors, District 20 vacant position.

Abby Amacher, Oshkosh, supported Timothy C. Ernst being appointed to the County Board of Supervisors, District 20 vacant position.

**G. COMMUNICATIONS. PETITIONS. MEMORIALS. ACCOUNTS. COMMENDATIONS. ETC.**

Cassie Smith-Gregor, Winnebago County Deputy Clerk, presented the following communications:

1. The following Resolutions from Other Counties have been referred to the Legislative Committee:
  - Door County – Resolution No. 2023-43 – "Request State of Wisconsin to Use a Portion of the 2023 Budgetary Surplus for the Maintenance, Repair and Replacement of County Trunk Highway System"
  - Douglas County – Resolution #26-23 – "Request State of Wisconsin Review and Revise Compensation Rate for State Public Defenders"
  - Jackson County – Resolution No. 19-05-2023 – "Request State to Revise the Current Real Estate Transfer Fee Revenue Sharing Formula"
  - Lincoln County – Resolution 2023-04-27 – "Resolution Requesting the State Revise the Current Real Estate Transfer Fees Revenue Sharing Formula"
  - Portage County Resolution – "Resolution to Request the State Revise the Current Real Estate Transfer Fees Revenue Sharing Formula"
  - Price County – Resolution No. 19-23 – "Request the State of Wisconsin to Address Concerns of Act 216, Relating to Distributing the Proceeds from the Sale of Tax Delinquent Property to the Former Owner"

- Vernon County – Resolution #2023-33 – "Request to Revise the Current Real Estate Transfer Fees"
- 2. The following Petition for Zoning Amendments have been referred to the Planning and Zoning Committee:
  - 001 – Stephen C. Kratz; Town of Algoma, rezone from A-2 (General Agriculture District) to R-2 (Suburban Residential District)
- 3. Thank You Cards
  - Sue Ertmer
  - Sofia Kainz – Oshkosh West High School Scholarship Recipient
  - Logan Loether – Winneconne High School Scholarship Recipient
  - Josie Matiash – Valley Christian High School Scholarship Recipient
- 4. Commendation for Sarah Zblewski

#### **H. REPORTS FROM COMMITTEES, COMMISSIONS & BOARDS**

Supervisor Gabert provided an update to the board on the new hangar facility out at the airport. We have leases for 18 out of the 20 new hangars, and they are all from current tenants. This will open up 18 former hangars for the people on the 62 person waiting list. Thank you to the Board for approving this.

Supervisor Defferding spoke on behalf of Supervisor Floam who could not attend tonight's meeting. The Ad-Hoc Task Force on Committee Structure met on June 12, 2023, at 9:00 am. They have finalized their recommendations for the Judiciary & Public Safety (JPS) Committee regarding committee structure going forward for 2024 and on. Just a reminder for the board, as a Task Force, they are not there to provide resolutions, we are simply providing recommendations. The JPS committee at that point would decide and make resolutions going forward. I encourage you all to come to the JPS meeting on July 10, 2023, at 6:00 pm to discuss further on committee restructuring.

Supervisor Binder made everyone aware that there were Winnebago County Fair yard signs and posters available in the lobby. Please pick some up when you leave tonight. Tickets for the fair are on sale. If you buy them in advance, they are \$12 or \$15 at the door.

Supervisor Binder noted that the Pyrotechnics Guild International (PGI) Public Night Fireworks will be on August 13 & 18, 2023. You can buy tickets at the Parks Department. They will not sell the tickets on site; you will need to buy them in advance.

Supervisor Stafford reminded everyone that Sheriff John Matz will read the Declaration of Independence on Tuesday, July 4, 2023, at 8:00 a.m. on the Courthouse steps.

Supervisor Stafford also commented on interactions he has had with non-profits in Neenah. He wanted to share that the Ascend program helps young adults who are struggling and get them on a positive path to be a productive citizen. He wanted to give a shout out to the Ascend program and let everyone know that there are some great nonprofits out there.

Supervisor Nelson stated that the Village of Winneconne utilized some of the ARPA funds and matched it with a memorial fund that was established. They are building a couple of pickleball courts in Marble Park in Winneconne. Thank you to the board for the \$145,000 ARPA funds. They are putting it to good use.

#### **I. COUNTY EXECUTIVE'S REPORT**

Executive Doemel reported on the following topics:

- Executive Doemel named his appointments to boards and commissions.
- A presentation by Director Habeck will be given tonight on possible changes to the Merit Pay Plan. They are working on implementing recommendations from the compensation study. One of the next steps relates to updating the Merit Pay policy and adding a component that would adjust wages based on any changes made to the compensation schedule. This will help minimize creating future in-range compression issues, while still providing the Board with flexibility to meet budgetary targets. He hopes to bring an updated policy to the Board for approval in July.
- The 2024 Executive budget has begun and will follow the normal process. It is expected to be completed in mid-September. After that point, the budgets for departments will be available for review by committees and boards, followed by the board budget meetings in early November. One budget challenge includes a 3.2% expected increase in health premiums and a 4.9% increase in dental premiums.
- Governor Evers signed Assembly Bill 245 into law today. The new supplemental shared revenue appropriation for Winnebago County is \$1.78 million. This is an increase from the bill introduced by the Assembly.

#### **J. COUNTY BOARD CHAIRMAN'S REPORT**

Chairman Egan reported that Supervisor Floam and Zastera are excused from tonight's meeting.

## **K. COUNTY BOARD CHAIRMAN'S APPOINTMENTS**

### **Winnebago County Board of Supervisors. District 20**

Chairman Egan asked for the board's approval of his appointment of Timothy C. Ernst to Supervisor District No. 20. Timothy C. Ernst will complete the unexpired term of Michael Norton who passed away. The term will begin immediately and end on April 16, 2024.

Motion by Supervisor Powers, seconded by Supervisor Beem, to accept.

Motion by Supervisor Albrecht and seconded to call the question. CARRIED BY VOICE VOTE.

Vote on Appointment: AYES: 19; NAYES: 13 – Dowling, Horan, Nussbaum, Gabert, Swan, Robinson, Belville, Hinz, Hanson, Gustafson, Farrey, Nelson and Miller; ABSTAIN: 1 – Stafford; ABSENT: 2 – Floam and Zastera; VACANT: 1. PASSED.

Chairman Egan administered the Oath of Office to Timothy C. Ernst, and he was seated as Winnebago County Board Supervisor District 20.

### **Information Technology Committee**

Chairman Egan asked for the board's approval of his appointment of Supervisor Timothy C. Ernst to the Information Technology Committee. Supervisor Ernst will complete the unexpired term of Rebecca Nichols who resigned from the committee. The term will begin immediately and end on April 16, 2024.

Motion by Supervisor Binder, seconded by Supervisor Beem to accept. CARRIED BY VOICE VOTE.

## **L. ANNOUNCEMENT OF 2023 WINNEBAGO COUNTY SCHOLARSHIP RECIPIENTS:**

- Brielle Dieck – Fox Valley Lutheran High School – will be attending UW LaCrosse
- Ella Jaeger – Winneconne High School – will be attending the University of Minnesota
- Josie Matiash – Valley Christian High School – will be attending the Wisconsin Lutheran College
- Logan Olszewski – Menasha High School – will be attending UW Oshkosh
- Hava Zodrow – Valley Christian High School – will be attending Concordia University

Four Scholarship Recipients that were not able to attend this meeting:

- Alec Bricco – Winneconne High School
- Sofia Kainz – Oshkosh West High School
- Milana Krishnevsky – Winneconne High School
- Logan Loether – Winneconne High School

All of the recipients received a Certificate of Scholarship, a Winnebago County History Book and a check for \$500.00. They will receive a second check for \$500.00 after receipt of their transcript from the first semester of school showing a grade point average of greater than 2.5.

## **M. Purchase of Silvercrest Group Home Presentation – Dr. Bill Topel, Director of Human Services**

Dr. Bill Topel, Human Services Director, presented information for the Silvercrest Group Home located in Neenah, Wisconsin, to the County Board. The Silvercrest Group Home serves youth in our child welfare system. Winnebago County has contracted with Family Services to provide the staff and programming for the group home. They provide supervision, care, and treatment for youth who are unable to be at home, due to concerns for their safety or the safety of the community. We need a facility for the youth who are court ordered to a group home placement. We currently rent the building, which is zoned and licensed for a group home facility, from Winnebago County Housing Authority. We have a lease through the end of the year. In June or July, we will work our way through Human Services, Facilities, Personnel and Finance and the County Board to seek approval of the purchase of the building. The total capital project will be \$340,000 for this fully operational and licensed facility.

Dr. Bill Topel then took questions from the board. A copy of this presentation is available in the County Clerk's Office.

## **N. Presentation: Possible Change to Merit Pay Plan – Mark Habeck, Director of Human Resources**

Mark Habeck, Human Resources Director, presented information for the possible change to the Merit Pay Plan to the County Board. The Compensation Study was completed in the first quarter of 2023 by McGrath Human Resources Group. Mr. Habeck presented a review of the findings from the compensation study and what has been completed thus far. He discussed the major issues; in-range compression and COLA/Merit increases while also identifying problems with the current merit shares and impact of a schedule adjustment. He touched base on changes that would address recommendations and discussed the impact of a 2.0% merit increase, unless otherwise established by the Board.

Mr. Habeck then took questions from the board. A copy of this presentation is available in the County Clerk's Office.



## **O. CONSENT CALENDAR**

**Consent Calendar Items are those items of a Routine Administrative Nature that are Voted on by the Winnebago County Board of Supervisors in a Single Roll Call Vote. Staff Recommends Approval of all Items. Any Winnebago County Board of Supervisor may Request that an Item be Removed from the Consent Calendar for Discussion. Questions relating to items on the Consent Calendar do not require the item be removed from the Consent Calendar if a satisfactory answer is provided.**

1. **Approval of Proceedings:** Approval of Proceedings from the May 2, 2023, Special Orders Meeting and the May 16, 2023, Adjourned Session of the Winnebago County Board of Supervisors.
2. **County Executive's Appointments**
  - a. **ADRC Committee** – Supervisor James Ponzer and Susan T. Ertmer, Oshkosh. Supervisor Ponzer is filling a vacant position. His term will expire August 31, 2025. Ms. Ertmer's is a three-year term expiring August 31, 2026.
  - b. **Winnebago County Land Records Council** – Maribeth Gabert – County Board Supervisor; Jerry Bougie – Planning and Zoning Director; Paul Schmidt – Realtor; Eric Rasmussen – Emergency Management Director; Darryl Lehman – Registered Land Surveyor, Martenson – Eisele; and Mike Zuege – East Central Regional Planning Commission. These are three-year terms that will expire May 31, 2026.
  - c. **Oshkosh Public Library** – Larry Lautenschlager, Oshkosh. This is a three-year term expiring April 30, 2026.
  - d. **Winnebago County Housing Authority** – Rebecca Hackett, Oshkosh. This is a five-year term expiring April, 2028.

### **ZONING REPORTS & ORDINANCES**

3. **Report No. 001** – Julie Chikowski, Town of Wolf River
4. **Amendatory Ordinance No. 06/001/23** – Rezoning from B-2 (Community Business) to R-1 (Rural Residential) for tax parcel no. 032-0346-03 (Effective Date: June 28, 2023)
7. **Report No. 003** – Julie Chikowski, ETAL, (Bartel Family Land, LLP), Town of Wolf River
8. **Amendatory Ordinance No. 06/003/23** – Rezoning from A-2 (General Agriculture) to B-2 (Community Business) for tax parcel no. 032-0350(p) (Effective Date: June 28, 2023)
9. **Report No. 004** – BL Titan, LLC, Town of Algoma
10. **Amendatory Ordinance No. 06/004/23** – Rezoning from B-3 (Regional Business) to R-2 (Suburban Low Density Residential) for tax parcel nos. 002-0091-02-06 & 002-0091-02-05(p)(Effective Date: June 28, 2023)

### **RESOLUTIONS & ORDINANCES**

#### **13. Resolution No. 234-062023: Commendation for Sarah Zblewski**

WHEREAS, Sarah Zblewski has been employed with the Sheriff, for the past thirty-one years, and during that time has been a most conscientious and devoted County employee; and

WHEREAS, Sarah Zblewski has now retired from those duties, and it is appropriate for the Winnebago County Board of Supervisors to acknowledge her years of service.

NOW, THEREFORE, BE IT RESOLVED, by the Winnebago County Board of Supervisors, that sincere appreciation and commendation be, and it hereby is extended to Sarah Zblewski for the fine services she has rendered to Winnebago County.

BE IT FURTHER RESOLVED, that the County Clerk send a copy of this Resolution to Sarah Zblewski.

Submitted by:

PERSONNEL & FINANCE COMMITTEE

#### **14. Resolution No. 235-062023: Disallow Claim of Erin Metcher**

WHEREAS, your Personnel and Finance Committee has had the claim of Erin Metcher referred to it for review; and

WHEREAS, your Committee has investigated the claim and recommends it be disallowed by Winnebago County.

NOW, THEREFORE, BE IT RESOLVED by the Winnebago County Board of Supervisors that the claim of Erin Metcher, filed with the County Clerk on May 2, 2023, is hereby disallowed since there is no basis for liability on the part of Winnebago County.

Submitted by:

PERSONNEL & FINANCE COMMITTEE

#### **15. Resolution No. 236-062023: Approve Ground Lease Renewal between Badger Works, LLC and Winnebago County**

WHEREAS, Badger Works, LLC desires to renew a ground lease with Winnebago County; and

WHEREAS, Badger Works, LLC has been a long-time tenant in a hangar owned and constructed by Badger Works, LLC on county-owned grounds at Wittman Regional Airport.; and



**Resolution No. 236-062023 cont.**

WHEREAS, said Agreement renewal shall be for a period of twenty (20) years, from July 1, 2023, to June 30, 2043; and

WHEREAS, Badger Works, LLC agrees to pay Winnebago County \$1,263.50 per year for the Badger Works, LLC Hangar and with an increase adjusted by the percentage change in CPI-U on the anniversary of the agreement at each three (3) year interval.

NOW, THEREFORE, BE IT RESOLVED by the Winnebago County Board of Supervisors that it hereby approves execution by the Winnebago County Executive and Winnebago County Clerk of the renewal of a Ground Lease Agreement between Badger Works, LLC and Winnebago County for the purpose of conducting aircraft storage.

Submitted by:

**AVIATION COMMITTEE**

Motion by Supervisor Hinz and seconded by Supervisor Powers, to adopt the consent calendar excluding:  
Supervisor Gabert requested that these items be pulled from the Consent Calendar.

5. Report No. 002 – Hot Head Properties, LLC, Town of Neenah

6. Amendatory Ordinance No. 06/002/23 – Rezoning from B-3 (Regional Business) to I-1 (Light Industrial) for tax parcel no. 010-0203-03

Supervisor Eisen requested that these items be pulled from the Consent Calendar.

11. Report No. 005 – Lindsay Bahn, ETAL, Town of Utica

12. Amendatory Ordinance No. 06/005/23 – Rezoning from A-2/R-2 (General Agriculture, Suburban Low Density Residential) to A-2/R-2 (General Agriculture, Suburban Low Density Residential) for tax parcel nos. 024-0181-02(p) and 024-0181-01(p)

Supervisor Powers requested that these items be pulled from the Consent Calendar.

16. Resolution No. 237-062023: Urge the Wisconsin Legislature to Support Health Care Providers Referring Individuals to Aging and Disability Resource Centers for Options Counseling

17. Resolution No. 238-062023: Recommending Revision to State Renewable Energy Contract Regulations

18. Resolution No. 239-062023: Requesting the State of Wisconsin to Review and Revise the Compensation Rate for State Public Defenders and Require the State of Wisconsin to Reimburse Winnebago County the Hourly Rate That Has Been Appropriated by Wisconsin to Provide Required Counsel Coverage in Criminal Cases

Vote on Consent Calendar: CARRIED BY VOICE VOTE.

**ZONING REPORTS & ORDINANCES**

**5. Report No. 002 – Hot Head Properties, LLC, Town of Neenah**

**6. Amendatory Ordinance No. 06/002/23 – Rezoning from B-3 (Regional Business) to I-1 (Light Industrial) for tax parcel no. 010-0203-03**

Consent Calendar Items No. 5 and No. 6 were pulled from the Consent Calendar by Supervisor Gabert.

Motion by Supervisor Nussbaum, seconded by Supervisor Hanson to refer both items back to the Town of Neenah.

After discussion, Supervisor Nussbaum withdrew his motion and Supervisor Hanson withdrew his second.

Motion by Supervisor Gabert, seconded by Supervisor Beem to refer both items back to the Planning & Zoning Committee. CARRIED BY VOICE VOTE.

**11. Report No. 005 – Lindsay Bahn, ETAL, Town of Utica**

**12. Amendatory Ordinance No. 06/005/23 – Rezoning from A-2/R-2 (General Agriculture, Suburban Low Density Residential) to A-2/R-2 (General Agriculture, Suburban Low Density Residential) for tax parcel nos. 024-0181-02(p) and 024-0181-01(p).**

Consent Calendar Items No. 11 and No. 12 were pulled from the Consent Calendar by Supervisor Eisen.

Motion by Supervisor Eisen, seconded by Supervisor Powers to refer both items back to the Planning & Zoning Committee. CARRIED BY VOICE VOTE.

**16. Resolution No. 237-062023: Urge the Wisconsin Legislature to Support Health Care Providers Referring Individuals to Aging and Disability Resource Centers for Options Counseling**

WHEREAS, the Wisconsin Legislature seeks to create Wis. Stat. 46.281 (ln) (bm) which will allow health care providers to refer individuals to an Aging and Disability Resource Center (hereinafter "ADRC") or an ADRC website for information relating to long term care options for counseling; and

WHEREAS, this bill requires the Department of Health Services (hereinafter "DHS") to allow a health care provider to send communications to a patient referring the patient to an ADRC or to an ADRC or DHS website for information regarding long-term care options counseling; and

WHEREAS, the bill also requires DHS to make a long-term care options counseling referral letter available on its website for use by health care providers; and

WHEREAS, options counseling is a decision support service intended to empower older adults, adults with disabilities, and their families and caregivers to make informed decisions about current or future long-term care choices.

NOW, THEREFORE, BE IT RESOLVED by the Winnebago County Board of Supervisors that it hereby urges the Wisconsin Legislature to support health care providers referring individuals to Aging and Disability Resource Centers for Options Counseling.

BE FURTHER IT RESOLVED by the Winnebago County Board of Supervisors that the County Clerk forward a copy of this Resolution to the Governor of the State of Wisconsin and the state senators and state representatives representing Winnebago County.

Submitted by:  
LEGISLATIVE COMMITTEE

Consent Calendar - Resolution No. 237-062023 was pulled from the Consent Calendar by Supervisor Powers.

Motion by Supervisor Farrey, seconded by Supervisor Powers, to adopt. A friendly amendment was requested to amend the Legislative Committee vote from 9-0 to 8-1 on this resolution. CARRIED BY VOICE VOTE. ABSTAIN: 1 - NICHOLS

#### **17. Resolution No. 238-062023: Recommending Revision to State Renewable Energy Contract Regulations**

WHEREAS, the Wisconsin Legislature has limited how counties can regulate solar and wind energy systems. See Wis. Stats. 66.0401, 196.02, 196.025 & 196.378; and

WHEREAS, the Wisconsin Public Service Commission ("PSC") has promulgated rules that limit how counties can regulate wind energy systems. See PSC 128 of the Wisconsin Administrative Code; and

WHEREAS, Planning and Zoning is a fundamental regulatory function and authority of Wisconsin counties; and

WHEREAS, Winnebago County residents have expressed concerns about contractual provisions proposed by both solar and wind renewable energy companies in renewable energy easement agreements; and

WHEREAS, the Winnebago County Planning & Zoning Committee and the Winnebago County Board of Supervisors have concerns about the use of renewable energy systems and their impacts on our residents, agricultural land and production, as well as our water ways; and

WHEREAS, the Winnebago County Planning and Zoning Committee and the Winnebago County Board of Supervisors have concerns about the regulatory limitations placed on the counties by PSC 128, Chapter 66, and Chapter 196 Wisconsin Statutes.

NOW, THEREFORE, BE IT RESOLVED by the Winnebago County Board of Supervisors that it recommends and requests the Wisconsin Public Service Commission and the Wisconsin State Legislature revise PSC 128 and Chapters 66 & 196 of the Wisconsin Statutes to address the following concerns:

- a. Some renewable energy contracts under the current regulations appear to bind owners and their property to decades worth of encumbrances while allowing renewable energy companies to terminate the contracts at any time for any or no reason.
- b. The law does not prohibit energy companies from shifting liability created by the renewable energy company to the landowners. This includes liability for stray voltage, diminished property values, neurological problems, cancer, and death that the renewable energy companies cause.
- c. The law prohibits the regulation of the density and footprint of renewable energy systems by municipalities and prohibits Winnebago County from requiring bonding certain to ensure proper decommissioning of renewable energy systems.
- d. Winnebago County has concerns about the use of renewable energy systems and their impact on agricultural land and production at a time when food chains are disrupted, food shortages exist, and domestically uncontrolled inflation abounds.

NOW, THEREFORE, BE IT FURTHER RESOLVED by the Winnebago County Board of Supervisors that the County Clerk forward a copy of this Resolution to Governor Tony Evers, all members of the State Legislature, the Wisconsin Counties Association, and all other Wisconsin Counties.

Submitted by:  
LEGISLATIVE COMMITTEE

Consent Agenda - Resolution No. 238-062023 was pulled from the Consent Calendar by Supervisor Powers.

Motion by Supervisor Farrey, seconded by Supervisor Powers, to adopt. Vote on Resolution: AYES: 21; NAYES: 9 – Nichols, Gabert, Swan, Ernst, Zellmer, Schellenger, Buck, Hanson and Nelson; ABSTAIN: 3 – Eisen, Defferding and Albrecht; ABSENT: 3 – Floam, Gustafson and Zastera. FAILED. (Required three-fourths of members present to pass)

**18. Resolution No. 239-062023: Requesting the State of Wisconsin to Review and Revise the Compensation Rate for State Public Defenders and Require the State of Wisconsin to Reimburse Winnebago County the Hourly Rate That Has Been Appropriated by Wisconsin to Provide Required Counsel Coverage in Criminal Cases**

WHEREAS, criminal cases continue to rise due to a variety of factors with a backlog of 35,000 pending cases across the state due to a shortage of public defenders; and

WHEREAS, both the United States Constitution and the Wisconsin Constitution provide that persons accused of crimes have the right to counsel; and

WHEREAS, the Wisconsin Office of the Public Defender provides legal counsel to criminal defendants and other persons meeting income eligibility guidelines for services; and

WHEREAS, public defender offices do not have enough staff attorneys available or public defender assigned private attorneys willing to assist the Public Defender's office because of inadequate pay: 17 to 20 percent of staff attorney jobs are currently unfilled coupled with a shortage of private attorneys willing to take public defender cases; and

WHEREAS, this scenario results in increased costs to counties by requiring counties to pay significantly higher hourly rates for private attorneys to represent criminal defendants coupled with holding inmates in jail for longer periods of time pending court appointment of private attorneys, resulting in reduced efficiency of Courts and law enforcement, and delayed justice for victims; and

WHEREAS, the State Public Defenders (SPD) rate was adjusted downward in 1995 to \$40 per hour, making it the lowest private attorney rate in the nation. In January 2020, the SPD rate increased to \$70 per hour; and

WHEREAS, Wisconsin is the only state in the country with a state-funded, state-administered public defense system that requires counties to pay a higher rate for attorneys when the state cannot obtain counsel; and

WHEREAS, Wisconsin's Circuit Court system is a partnership funded with a mix of state general purpose revenue (GPR), court fees and surcharges, and county taxes; and

WHEREAS, in recent years, the partnership has frayed as counties have borne a growing share of the costs including the salaries and benefits of the clerks of circuit court and their employees, salaries and benefits for court commissioners, courtroom security personnel and equipment, office supplies, law libraries, and jury costs.

NOW, THEREFORE, BE IT RESOLVED by the Winnebago County Board of Supervisors that it supports providing sufficient resources to the Wisconsin Office of the Public Defender to ensure that the Wisconsin criminal justice system operates effectively and efficiently.

BE IT FURTHER RESOLVED by the Winnebago County Board of Supervisors that it supports an increase in the rate of reimbursement for assigned public defender appointments by private attorneys to a market rate that will help ensure prompt legal representation for criminal defendants and allow cases to be handled in a timely and efficient manner.

BE IT FURTHER RESOLVED by the Winnebago County Board of Supervisors that it supports requiring the State of Wisconsin to reimburse Winnebago County the hourly rate that has been appropriated by Wisconsin to provide required counsel coverage in criminal cases.

BE IT FURTHER RESOLVED by the Winnebago County Board of Supervisors that the County Clerk forward a copy of this Resolution to Governor Tony Evers, members of the Wisconsin State Assembly and State Senate, every county in the State of Wisconsin, and the Wisconsin Counties Association.

Submitted by:

LEGISLATIVE COMMITTEE

Consent Calendar - Resolution No. 239-062023 was pulled from the Consent Calendar by Supervisor Powers.

Motion by Supervisor Farrey, seconded by Supervisor Powers, to adopt. CARRIED BY VOICE VOTE.

**P. ADJOURNMENT**

Motion by Supervisor Albrecht, seconded by Supervisor Stafford, to adjourn until the Board's next meeting on Tuesday, July 18, 2023, at 6:00 p.m. The meeting was adjourned at 9:53 p.m.

Submitted by:

Cassie J. Smith-Gregor

Winnebago County Deputy Clerk

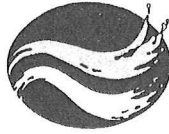
State of Wisconsin)

County of Winnebago) ss

I, Cassie J. Smith-Gregor do hereby certify that the foregoing is a true and correct copy of the Journal of the Winnebago County Board of Supervisors for their regular meeting held June 20, 2023.

Cassie J. Smith-Gregor

Winnebago County Deputy Clerk



OSHKOSH (920) 232-3450  
FOX CITIES (920) 727-2880  
FAX (920) 232-3429

## **Winnebago County**

Office of the County Executive

*The Wave of the Future*

July 11, 2023

Dear Members of the County Board of Supervisors,

Below are my appointments to boards and commissions.

**HUMAN SERVICES BOARD** – Mark R. Weisensel of Oshkosh to a term expiring December 31, 2025.

Respectfully submitted,

Jon Doemel  
Winnebago County Executive

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**TO THE WINNEBAGO COUNTY BOARD OF SUPERVISORS:**

**WHEREAS**, Thomas McInnis has been employed with Parks Administration for the past thirty-one years, and

**WHEREAS**, Thomas McInnis has now retired from those duties, and it is appropriate for the Winnebago

**NOW, THEREFORE, BE IT RESOLVED**, by the Winnebago County Board of Supervisors, that sincere

**BE IT FURTHER RESOLVED** that the County Clerk send a copy of this Resolution to Thomas McInnis.

Respectfully submitted by:

## PERSONNEL & FINANCE COMMITTEE

Committee Vote: **3-0**

Vote Required for Passage: **Majority of Members Present**

Approved by the Winnebago County Executive this \_\_\_\_\_ day of \_\_\_\_\_, 2023.

Jonathan D. Doemel

Winnebago County Executive

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**TO THE WINNEBAGO COUNTY BOARD OF SUPERVISORS:**

**WHEREAS**, Wisconsin Public Service (WPS) has completed their design work and drafted two easements for approval by the Winnebago County Board; and

**NOW, THEREFORE, BE IT RESOLVED** by the Winnebago County Board of Supervisors that it approves execution by the Winnebago County Executive of two access and maintenance easements to Wisconsin Public Service Corporation for the purpose of providing new and relocated electrical services for the T-hangar construction project.

Respectfully submitted by:

Committee Vote: **4-0**

Approved by the Winnebago County Executive this \_\_\_\_\_ day of \_\_\_\_\_, 2023.

Page 1



## **AGENDA ITEM REPORT**

DATE: JUNE 21, 2023

TO: WINNEBAGO COUNTY AVIATION COMMITTEE

FROM: JIM SCHELL, AIRPORT DIRECTOR

RE: T-HANGAR PROJECT EASEMENTS WITH WISCONSIN PUBLIC SERVICE

### **Background:**

As a requirement of the Airport's ongoing T-hangar construction project, new electrical service must be installed, and one existing line must be relocated per the project design. As such, WPS has completed their design work and drafted two easements for approval by the Winnebago County Board.

### **Policy Discussion:**

There is no cost associated with granting the easements. The installation of the new service and relocated electrical service will be covered under the overall project cost.

### **Requested Action:**

Approve the Easement Agreements, #3309380 & #3309381 with Wisconsin Public Service Corporation.

### **Committee Action:**

Presented to the Aviation Committee on July 10, 2023; approved 4-0

### **Attachments:**

Easement Cover Letter

Easement Agreement 3309380

Easement Agreement 3309381



6/21/2023

Wisconsin Public Service Corporation  
P.O. Box 19001  
Green Bay, WI 54307-9001  
www.wisconsinpublicservice.com

**WINNEBAGO COUNTY  
PO BOX 2808  
OSHKOSH, WI 54903**

Dear Customer:

You or your agent recently worked with a Wisconsin Public Service Corporation representative to define the location of an easement at ***Wittman Regional Airport in the City of Oshkosh County of Winnebago, State of Wisconsin.***

I have enclosed two copies of the easement for your review. The exhibit is only temporary until the final one can be completed. When the final exhibit is complete we will send it along with a copy of the easement for your review. After you review the exhibit, the document will be recorded with the Office of the Register of Deeds. Signing this document will allow Wisconsin Public Service Corporation to install facilities on your property in the location described in the easement.

Please note that the Public Service Commission entitles you to a minimum of five days to examine the materials provided. However, you have the option to waive the five-day review period and sign and return the easement at any time.

*You will note that the documents **require** you to sign them in the presence of a **Notary Public**.* Please make the necessary arrangements to meet with a Notary Public in your vicinity and have the Notary sign the documents where indicated. All signatures and blanks filled in must be completed in **BLACK INK** to be accepted by the Register of Deeds for recording.

Please return one of the documents to me in the pre-paid envelope provided at your earliest convenience. The second document is for your records. Installation cannot be scheduled until the completed document has been received.

Please contact me if you have any questions regarding the easement. Please refer to Work Request **3369532**.

Lydia Janssen- Right of Way Agent  
Wisconsin Public Service Corporation  
(920) 433-5578  
Lydia.Janssen@wecenergygroup.com  
Enclosed

**3309381**

**Easement**

THIS INDENTURE is made this \_\_\_\_\_ day of \_\_\_\_\_, \_\_\_\_\_, by and between **WINNEBAGO COUNTY** ("Grantor") and **WISCONSIN PUBLIC SERVICE CORPORATION**, a Wisconsin Corporation, along with its successors and assigns (collectively, "Grantee") for good and valuable consideration, the receipt and sufficiency of which are hereby acknowledged, Grantor, owner of land, hereby grants and warrants to, Grantee, a permanent easement upon, within, beneath, over and across a part of Grantor's land hereinafter referred to as "easement area" more particularly described as follows:

Part of the parcel described on the attached **Exhibit "B"** being part of the East One Half (E 1/2) of the Northeast Quarter (NE 1/4) of Section 35 Township 18N, Range 16E in the **City of Oshkosh, County of Winnebago, State of Wisconsin**, as shown on the attached **Exhibit "A"**.

Return to:  
Wisconsin Public Service Corp.  
Real Estate Dept.  
P.O. Box 19001  
Green Bay, WI 54307-9001

Tax Parcel Identification Number (PIN)

**91413820000**

- 1. Purpose: ELECTRIC UNDERGROUND** - The purpose of this easement is to construct, install, operate, maintain, repair, replace and extend underground utility facilities, conduit and cables, electric pad-mounted transformers, concrete slabs, power pedestals, terminals and markers, together with all necessary and appurtenant equipment under and above ground as deemed necessary by Grantee, all to transmit electric energy, signals, including the customary growth and replacement thereof. Trees, bushes, branches and roots may be trimmed or removed so as not to interfere with Grantee's use of the easement area.
- 2. Access:** Grantee shall have the right to enter on and across any of the Grantor's property outside of the easement area as may be reasonably necessary to gain access to the easement area and as may be reasonably necessary for the construction, installation, operation, maintenance, inspection, removal or replacement of the Grantee's facilities with the proper coordination for airfield access through the Wittman Airport Director or designee.
- 3. Buildings or Other Structures:** Grantor agrees that no structures will be erected in the easement area or in such close proximity to Grantee's facilities as to create a violation of all applicable State of Wisconsin electric and gas codes or any amendments thereto.
- 4. Elevation:** Grantor agrees that the elevation of the ground surface existing as of the date of the initial installation of Grantee's facilities within the easement area will not be altered by more than 4 inches without the written consent of Grantee.
- 5. Restoration:** Grantee agrees to restore or cause to have restored Grantor's land, as nearly as is reasonably possible, to the condition existing prior to such entry by Grantee or its agents. This restoration, however, does not apply to any trees, bushes, branches or roots which may interfere with Grantee's use of the easement area.

6. **Exercise of Rights:** It is agreed that the complete exercise of the rights herein conveyed may be gradual and not fully exercised until sometime in the future, and that none of the rights herein granted shall be lost by non-use.
7. **Binding on Future Parties:** This grant of easement shall be binding upon and inure to the benefit of the heirs, successors and assigns of all parties hereto.
8. **Easement Review:** Grantor acknowledges receipt of materials which describe Grantor's rights and options in the easement negotiation process and furthermore acknowledges that Grantor has had at least 5 days to review this easement document *or* voluntarily waives the five day review period.

[REMAINDER OF PAGE LEFT BLANK]

WITNESS the hand and seal of the Grantor the day and year first above written

**WINNEBAGO COUNTY**

Organization name

Sign Name

Print name & title

Sign Name

Print name & title

STATE )  
OF )  
COUNTY )  
OF )

This instrument was acknowledged before me this \_\_\_\_\_ day of \_\_\_\_\_, \_\_\_\_\_, by the above-named \_\_\_\_\_ WINNEBAGO COUNTY, to me known to be the Grantor(s) who executed the foregoing instrument on behalf of said Grantor(s) and acknowledged the same

Sign Name

Print Name

Notary Public, State of

My Commission expires:

This instrument drafted by: Lydia Janssen  
Wisconsin Public Service Corporation

REMS Entity ID	WR Number	Document ID	REMS Formatted Number
1469853	WMIS-3369532	3309381	INT11-469-853

# TEMPORARY EXHIBIT "A"

NOT TO SCALE  
FOR REFERENCE ONLY

**\*\*Temporary Exhibit\*\***

**\*\*Final Exhibit will be sent for approval at a later date\*\***

**\*\* NOT FOR RECORDING\*\***

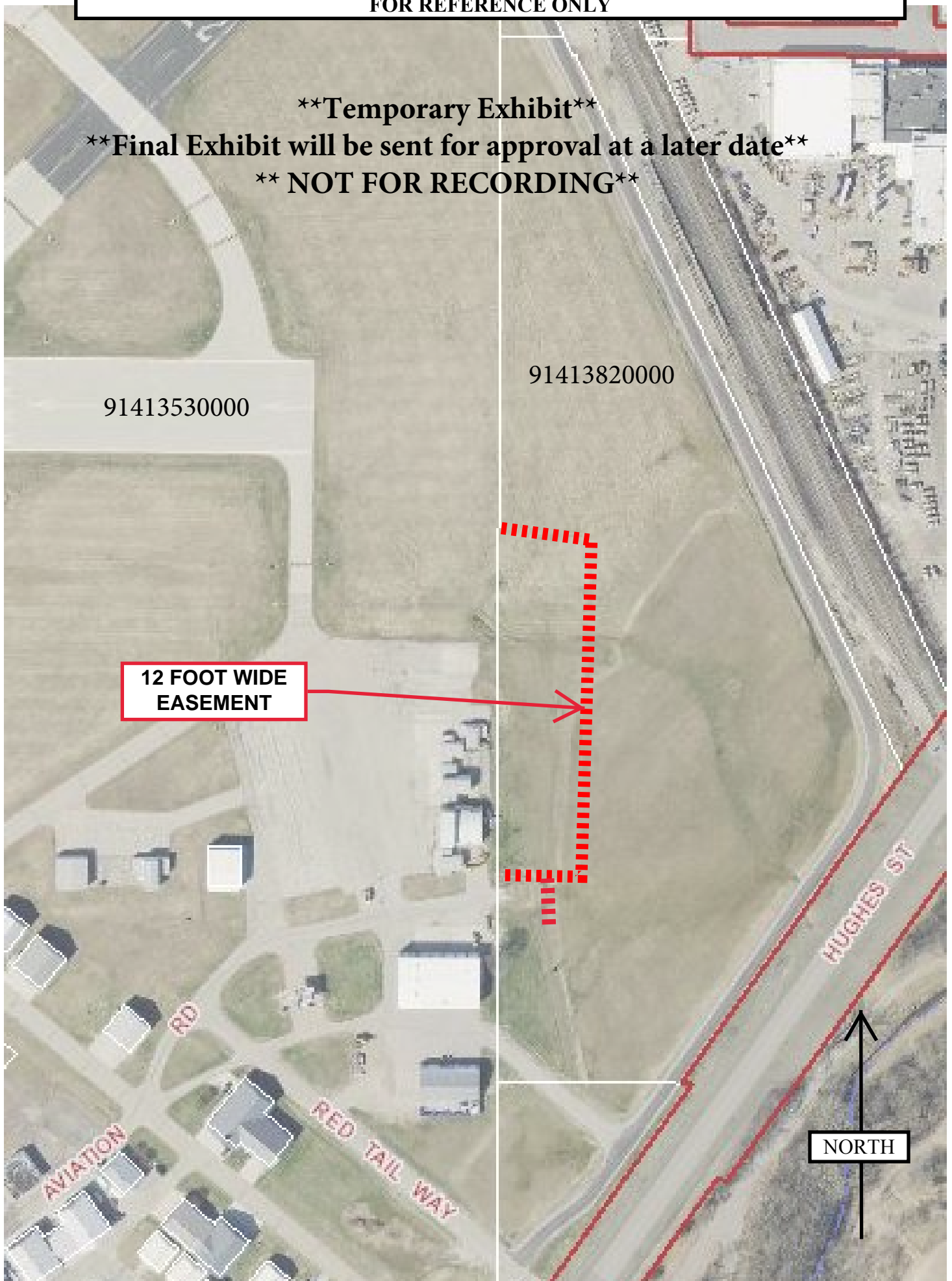
91413530000

91413820000

**12 FOOT WIDE  
EASEMENT**

HUGHES ST

NORTH



## EXHIBIT "B"

Property Description from Winnebago County Register of Deeds

Document Number: VOLUME 933 PAGE 105

Parcel Identification Number: 91413820000

That part of the East One Half ( $E\frac{1}{2}$ ) of the North East One Fourth ( $NE\frac{1}{4}$ ) of Section Thirty-Five (35) Town Eighteen North (T18N) Range Sixteen East (R16E) of the fourth (4th) PM. Winnebago County, Wisconsin as described herein.

Commencing at the North West Corner (NW) of Section Thirty-Five (35) thence south eighty-nine degrees two minutes east ( $S89^{\circ}02'E$ ) Three Thousand nine hundred seventy-seven and eighty-one hundredths feet ( $3977.81'$ ); Thence south eighteen minutes west ( $S0^{\circ}18'W$ ) one thousand twenty-one and fifty-nine hundredths feet ( $1021.59'$ ) to the point of beginning; Thence north eighty-eight degrees fifty-nine minutes east ( $N88^{\circ}59'E$ ) one hundred twenty-two and sixty-seven hundredths feet ( $122.67'$ ); Thence south twenty-six degrees nine minutes east ( $S26^{\circ}09'E$ ) one thousand two hundred fifty-eight and eighty hundredths feet ( $1258.80'$ ); Thence south thirty-three degrees forty-seven minutes west ( $S33^{\circ}47'W$ ) six hundred twenty and nine hundredths feet ( $620.09'$ ); Thence south eighty-nine degrees seven minutes west ( $S89^{\circ}07'W$ ) two hundred ninety-three and sixteen hundredths feet ( $293.16'$ ); Thence north one degree twenty-one minutes west ( $N1^{\circ}21'W$ ) one thousand six hundred forty-eight and twenty-seven hundredths feet ( $1648.27'$ ) to the point of beginning.

The above described tract contains fifteen and sixty-three hundredths ( $15.63$ ) acres.



**3309380**

**Easement**

THIS INDENTURE is made this \_\_\_\_\_ day of \_\_\_\_\_, \_\_\_\_\_, by and between **WINNEBAGO COUNTY** ("Grantor") and **WISCONSIN PUBLIC SERVICE CORPORATION**, a Wisconsin Corporation, along with its successors and assigns (collectively, "Grantee") for good and valuable consideration, the receipt and sufficiency of which are hereby acknowledged, Grantor, owner of land, hereby grants and warrants to, Grantee, a permanent easement upon, within, beneath, over and across a part of Grantor's land hereinafter referred to as "easement area" more particularly described as follows:

Part of the parcel described on the attached **Exhibit "B"** being part of the East Three Quarters (E 3/4) of the West One Half (W 1/2) of the Northeast Quarter (NE 1/4) of Section 35 Township 18 N, Range 16 E in the **City of Oshkosh, County of Winnebago, State of Wisconsin**, as shown on the *attached Exhibit "A"*.

Return to:  
Wisconsin Public Service Corp.  
Real Estate Dept.  
P.O. Box 19001  
Green Bay, WI 54307-9001

Tax Parcel Identification Number (PIN)

**91413530000**

- 1. Purpose: ELECTRIC UNDERGROUND** - The purpose of this easement is to construct, install, operate, maintain, repair, replace and extend underground utility facilities, conduit and cables, electric pad-mounted transformers, concrete slabs, power pedestals, terminals and markers, together with all necessary and appurtenant equipment under and above ground as deemed necessary by Grantee, all to transmit electric energy, signals, including the customary growth and replacement thereof. Trees, bushes, branches and roots may be trimmed or removed so as not to interfere with Grantee's use of the easement area.
- 2. Access:** Grantee shall have the right to enter on and across any of the Grantor's property outside of the easement area as may be reasonably necessary to gain access to the easement area and as may be reasonably necessary for the construction, installation, operation, maintenance, inspection, removal or replacement of the Grantee's facilities with the proper coordination for airfield access through the Wittman Airport Director or designee.
- 3. Buildings or Other Structures:** Grantor agrees that no structures will be erected in the easement area or in such close proximity to Grantee's facilities as to create a violation of all applicable State of Wisconsin electric and gas codes or any amendments thereto.
- 4. Elevation:** Grantor agrees that the elevation of the ground surface existing as of the date of the initial installation of Grantee's facilities within the easement area will not be altered by more than 4 inches without the written consent of Grantee.
- 5. Restoration:** Grantee agrees to restore or cause to have restored Grantor's land, as nearly as is reasonably possible, to the condition existing prior to such entry by Grantee or its agents. This restoration, however, does not apply to any trees, bushes, branches or roots which may interfere with Grantee's use of the easement area.

6. **Exercise of Rights:** It is agreed that the complete exercise of the rights herein conveyed may be gradual and not fully exercised until sometime in the future, and that none of the rights herein granted shall be lost by non-use.
7. **Binding on Future Parties:** This grant of easement shall be binding upon and inure to the benefit of the heirs, successors and assigns of all parties hereto.
8. **Easement Review:** Grantor acknowledges receipt of materials which describe Grantor's rights and options in the easement negotiation process and furthermore acknowledges that Grantor has had at least 5 days to review this easement document *or* voluntarily waives the five day review period.

[REMAINDER OF PAGE LEFT BLANK]

WITNESS the hand and seal of the Grantor the day and year first above written

**WINNEBAGO COUNTY**

Organization name

Sign Name

Print name & title

Sign Name

Print name & title

STATE )

OF )SS

COUNTY )

OF

This instrument was acknowledged before me this \_\_\_\_\_ day of \_\_\_\_\_, \_\_\_\_\_, by the above-named \_\_\_\_\_ WINNEBAGO COUNTY, to me known to be the Grantor(s) who executed the foregoing instrument on behalf of said Grantor(s) and acknowledged the same

Sign Name

Print Name

Notary Public, State of

My Commission expires:

This instrument drafted by: Lydia Janssen

Wisconsin Public Service Corporation

REMS Entity ID	WR Number	Document ID	REMS Formatted Number
1469852	WMIS-3369532	3309380	INT11-469-852

# TEMPORARY EXHIBIT "A"

NOT TO SCALE  
FOR REFERENCE ONLY

**\*\*Temporary Exhibit\*\***

**\*\*Final Exhibit will be sent for approval at a later date\*\***

**\*\* NOT FOR RECORDING\*\***

91413530000

91413820000

**12 FOOT WIDE  
EASEMENT**

HUGHES ST

**NORTH**

AVIATION

RED TAIL WAY

RD



## EXHIBIT "B"

Property Description from **Winnebago** County Register of Deeds

Document Number: **94372**

Parcel Identification Number: **91413530000**

The East  $\frac{3}{4}$  of the West  $\frac{1}{2}$  of the North East  $\frac{1}{4}$  of Section Thirty-five (35) Township Eighteen (18) North of Range Sixteen (16) East, excepting and reserving therefrom the following, viz:-

Commencing on the East line thereof, at a point of intersection of the South line of Twenty-third Street, in the City of Oshkosh, thence West on the extended South line of Twenty-third Street Sixty (60) feet, thence North parallel with the East line of said West  $\frac{1}{2}$  of North East  $\frac{1}{4}$  to point of intersection with the right-of-way of the Wisconsin Central Railway Company, thence southeasterly along said right-of-way to East line of said West  $\frac{1}{2}$  of North East  $\frac{1}{4}$ , thence south along the East line of said West  $\frac{1}{2}$  of North East  $\frac{1}{4}$ , to the place of beginning.

Also excepting a right-of-way Six (6) feet wide along and adjoining the Westerly line of Right-of-way of Wisconsin Central Railway and the West line of tract of land next above excepted to the North line of Twentieth Street, heretofore granted to Frank Kriz by deed recorded in Winnebago County Registry in Volume 466 on page 473.

1   **243-072023**

2  
3   **RESOLUTION:   Authorize the Acceptance of a Donation from Lapham-Hickey Steel in the Amount**  
4                   **of \$5000 for the Purpose of Purchasing Supplies for the Be Active Go Outside**  
5                   **Program and a Budget Transfer in the Amount of \$5000**

6  
7   **TO THE WINNEBAGO COUNTY BOARD OF SUPERVISORS:**

8  
9           **WHEREAS,** Lapham-Hickey Steel is interested in donating \$5000 to the Winnebago County Parks  
10 Department for the purpose of purchasing supplies and other needed materials to host a monthly event for the Be  
11 Active Go Outside program; and

12           **WHEREAS,** the Parks Department is launching a program in partnership with Oshkosh Recreation and PDS  
13 F.U.S.I.O.N. to encourage residents to Be Active, Go Outside, and visit the Winnebago County Parks; and

14           **WHEREAS,** the goal is for families and individuals to get outside in 2023 for 920 hours.

15  
16           **NOW, THEREFORE, BE IT RESOLVED** by the Winnebago County Board of Supervisors that it hereby  
17 authorizes the acceptance of a donation from Lapham-Hickey Steel in the amount of \$5000 for the Purpose of  
18 Purchasing Supplies for the Be Active Go Outside Program and a Budget Amendment in the Amount of \$5000.

19  
20   *Fiscal Note: Lapham-Hickey Steel is donating \$5000 towards this program. The Parks Department is then seeking*  
21 *authority to spend the \$5000. The project will result in a net \$0 for Winnebago County.*

22  
23                                   Respectfully submitted by:

24                                   **PARKS & RECREATION COMMITTEE**

25   Committee Vote: 5-0

26                                   Respectfully submitted by:

27                                   **PERSONNEL & FINANCE COMMITTEE**

28   Committee Vote: 3-0

29   Vote Required for Passage: **Two-Thirds of Membership**

30  
31           Approved by the Winnebago County Executive this \_\_\_\_ day of \_\_\_\_\_, 2023

32  
33                                   \_\_\_\_\_  
34                                   Jonathan D. Doemel  
35                                   Winnebago County Executive

# Agenda Item Report



**Winnebago County**  
*The Wave of the Future*

DATE: June 19, 2023  
FROM: DIRECTOR OF PARKS AND EXPO CENTER  
RE: BAGO (Be Active Go Outside) DONATION

## **General Description:**

Lapham-Hickey Steel of Oshkosh is donating \$5000 towards the Be Active Go Outside (BAGO) program in 2023.

## **Requested Action:**

The Parks Department recommends that the Parks and Recreation Committee recommends to the County Board to authorize the acceptance of the donation and budget amendment

## **Procedural Steps:**

Parks and Recreation Committee	Meeting date: 2/21/23
Action taken: Approved	Vote: 5-0
Personnel and Finance Committee	Meeting date: 7/6/23
Action taken: Approved	Vote: 3-0
County Board	Meeting date: 7/18/23

## **Background:**

In 2023 the Winnebago County Parks Department has partnered with the Oshkosh Recreation Department and PDS Fushion of Oshkosh. The three organizations have been working together to offer "BAGO." This program stands for Be Active, Go Outside. The goal is for families and individuals to get outside in 2023 for 920 hours. We are hosting an event each month to promote being outside in our County Park System. The County Parks Department received a \$5000 donation from Lapham-Hickey Steel of Oshkosh to be the sponsor for this event. The Parks Department is requesting for a \$5000 budget adjustment in our expenses to utilize the donation for these events.

## **Attachments:**

- Resolution
- Budget Amendment



# BUDGET AMENDMENT

Department Requesting:	Date	Committee Approvals required by:	Date
		Facilities & Property Management	
Finance Dept Reviewer:		Committee Vote:	
		Personnel & Finance	
Committee of Jurisdiction -		Committee Vote:	
		Information Technology	
Committee Vote:		Committee Vote:	
Passed County Board (Two-thirds of board present):		Budget Adjustment impact:	\$ 5,000

## ACCOUNT NUMBER

Org	Object	Object Description	Project	Budget Explanation	I=Incr D=Decr	Amount*
1066	45034	Donations		Donation - Oshkosh Rec Dept	I=Incr	5,000
1066	54021	Maintenance Grounds		Donation - Oshkosh Rec Dept	I=Incr	5,000

\*full dollars only  
(no pennies)

## Description (Must be completed - Attach extra pages if needed):

In 2023 the Parks Department has partnered with the Oshkosh Recreation Department and PDS Fushion of Oshkosh. The three organizations have been working together to offer "BAGO." This program stands for Be Active, Go Outside. The goal is to for families and individuals to get outside in 2023 for 920 hours. We are hosting an event a month to promote being outside in our County Park System. The County Parks Department received a \$5000 donation from Lapham-Hickey Steel of Oshkosh to be the sponsor for this event. The Parks Department is requesting for a \$5000 budget adjustment in our expenses to utilize the donation for these events.

## ENTRY NUMBER

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**TO THE WINNEBAGO COUNTY BOARD OF SUPERVISORS:**

**WHEREAS**, the Parks Department feels this will benefit multiple groups throughout the year for their special events; and

**NOW, THEREFORE, BE IT RESOLVED** by the Winnebago County Board of Supervisors that it hereby authorizes the acceptance of a donation from the Oshkosh United Soccer Club in the amount of \$7500 for the purpose of installing electrical pedestals at the Winnebago County Community Park and a Budget Amendment in the Amount of \$7500.

Respectfully submitted by:

Committee Vote: 5-0

Respectfully submitted by:

Committee Vote: 3-0

Approved by the Winnebago County Executive this \_\_\_\_\_ day of \_\_\_\_\_, 2023

Page 1

# Agenda Item Report



**Winnebago County**  
*The Wave of the Future*

DATE: June 19, 2023  
FROM: DIRECTOR OF PARKS AND EXPO CENTER  
RE: OSHKOSH UNITED SOCCER DONATION

## **General Description:**

United Soccer is donating \$7500 towards the installation of 4 electrical pedestals within the Winnebago County Community Park for the purpose of providing electrical service to vendors during special events.

## **Requested Action:**

The Parks Department recommends that the Parks and Recreation Committee recommends to the County Board to authorize the acceptance of the grant and the budget amendment.

## **Procedural Steps:**

Parks and Recreation Committee	Meeting date: 2/21/23
Action taken: Approved	Vote: 5-0
Personnel and Finance Committee	Meeting date: 7/6/23
Action taken: Approved	Vote: 3-0
County Board	Meeting date: 7/18/23

## **Background:**

The Winnebago County Parks and Facilities Department will install wire, conduit, and 4 electrical pedestals at the Winnebago County Community Park. These pedestals will be utilized by vendors during special events at the Community Park such as the Oshkosh on the Water Soccer Tournament, Super Soccer Saturday, and the Memorial Day/Labor Day Hmong Festivals. The electrical pedestals will allow vendors to set up without needing to utilize loud generators. Also, the power can be utilized for the tents that are set up in this area.

## **Attachments:**

- Resolution
- Budget Amendment

**Pedestal Locations:**



# BUDGET AMENDMENT

Department Requesting: _____  Finance Dept Reviewer: _____  Committee of Jurisdiction - _____  Committee Vote: _____  Passed County Board (Two-thirds of board present): _____	Date _____ Committee Approvals required by:  _____ Facilities & Property Management Committee Vote: _____  _____ Personnel & Finance Committee Vote: _____  _____ Information Technology Committee Vote: _____  _____ Budget Adjustment impact:	Date _____  _____  _____  _____  _____  \$ 7,500
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## ACCOUNT NUMBER

Org	Object	Object Description	Project	Budget Explanation	I=Incr D=Decr	Amount*
1066	45034	Donations		Donation - Oshkosh United Soccer Club	I=Incr	7,500
1066	54021	Maintenance Grounds		Donation - Oshkosh United Soccer Club	I=Incr	7,500

\*full dollars only  
(no pennies)

### Description (Must be completed - Attach extra pages if needed):

Oshkosh United Soccer Club approached the Winnebago County Parks Department last summer asking for the ability to donate towards the Community Park Soccer Complex. They would like to install 4 electrical pedestals at the soccer complex for the purpose of enhancing their Oshkosh on the Water Soccer Tournament. These pedestals will allow them to enhance the vendor experience during their tournaments. These electrical pedestals will be able to be utilized for all events at the Community Park Soccer Complex. Parks staff have been working with Facility staff to complete this project before their June tournament.

## ENTRY NUMBER

1 **245-072023**

2  
3 **RESOLUTION: Winnebago County Sheriff's Office Communication Center be Designated**  
4 **the Public Safety Answering Point for Winnebago County**  
5  
6

7 **TO THE WINNEBAGO COUNTY BOARD OF SUPERVISORS:**

8 **WHEREAS**, 2019 Wisconsin Act 26 requires the Wisconsin Department of Military Affairs to provide grants  
9 to one public safety answering point in each county that meets the eligibility criteria and grant purposes identified in  
10 Wis. Admin. Code § DMA 2.05; and

11 **WHEREAS**, Wis. Admin. Code § DMA 2.03 requires that each county designate a public safety answering  
12 point as the "designated public safety answering point" to be eligible to apply for grants in that county; and

13 **WHEREAS**, the designated public safety answering point for Winnebago County is the only public safety  
14 answering point eligible to apply for grants for the life of the grant program in Winnebago County.

15 **NOW, THEREFORE, BE IT RESOLVED**, by the Winnebago County Board of Supervisors that the  
16 Winnebago County Sheriff's Office Communications Center is hereby selected as the designated public safety  
17 answering point for Winnebago County.

18  
19 *Fiscal Note: No fiscal impact.*  
20

21 Respectfully submitted by:

22 CHUCK FARREY, SUPERVISOR, DISTRICT 30  
23

24 Respectfully submitted by:

25 JUDICIARY & PUBLIC SAFETY COMMITTEE

26 Committee Vote: 5-0

27 Vote Required for Passage: **Majority of Members Present**  
28

29 Approved by the Winnebago County Executive this \_\_\_\_ day of \_\_\_\_\_, 2023.  
30

31 \_\_\_\_\_  
32 Jonathan D. Doemel  
33 Winnebago County Executive

# Agenda Item Report



**Winnebago County**  
*The Wave of the Future*

DATE: June 21, 2023

FROM: Sheriff John Matz

RE: Designated Public Safety Answer Point for Winnebago County

## **General Description:**

Designate the Winnebago County Sheriff's Office Communications Center as the sole PSAP for Winnebago County as required for potential grant funding.

## **Action Requested:**

Motion to approve resolution to designate the Winnebago County Sheriff's Office Communications Center as the sole PSAP for Winnebago County.

## **Procedural Steps:**

(Show each level of committee and board approval needed, with meeting dates.)

Committee of Jurisdiction: Judiciary & Public Safety

Meeting date: 07/10/2023

Action taken:     APPROVED    

Vote: 5-0

County Board:                                     

Meeting date: 07/18/2023

## **Background:**

*Wis Stat § 256.35(1)(gm) says "Public safety answering point" means a facility to which a call on an emergency number system is initially routed for response, and on which a public agency directly dispatches the appropriate emergency service provider, relays a message to the appropriate emergency service provider or transfers the call to the appropriate emergency services provider.*

The Winnebago County Sheriff's Office Communications Center has been the designated Public Safety Answer Point (PASAP) for all Winnebago County 911 calls since its inception in the early 1980's. Currently this is approximately 50,000 calls annually. Over the years, the Winnebago County Sheriff's Office has steadily made improvements and upgrades to the call handling equipment as needed. Recent improvements have taken us down the path to be fully Next Generation 911 compliant, but there is much work yet to be done.

Next Generation 911 (NG911) means a statewide emergency number system regardless of technology platform that does all of the following: provides standardized interfaces from requests for emergency assistance; processes all types of requests for emergency assistance, including calls and nonvoice and multimedia messages; acquires and integrates data useful to the delivery or routing and handling of requests for emergency assistance; delivers requests for emergency assistance and data to appropriate public safety answering points and emergency responders; supports data and communications needs for coordinated incident response and management; and provides a secure environment for emergency communications.



Working closely with the Winnebago County Geographic Information Systems Division (GIS) staff, progress is being made towards the end goal of connecting with the State of Wisconsin ESInet, their managed Internet protocol network that is used for emergency services and can be shared by all public safety answering points. GIS has funding in their 2023 budget for advancements on their data conversion. The Sheriff's Office will be including funds in 2024 for additional electrical and circuitry work that needs to be completed. The circuitry work is highly technical requiring vendor expertise and will coincide with the NG911 project completion anticipated to occur very late in 2024.

#### **Policy Discussion:**

2019 Wisconsin Act 26 requires the Wisconsin Department of Military Affairs to provide grants to one public safety answering point in each county that meet the highly specific eligibility criteria and grant purposes identified in Wis. Admin. Code § DMA 2.05. Wis. Admin. Code § DMA 2.03 requires that each county designate via County Board Resolution a public safety answering point as the “designated public safety answering point” to be eligible to apply for grants in that county. The designated public safety answering point for Winnebago County is the only public safety answering point eligible to apply for grants for the life of the grant program in Winnebago County.

The Winnebago County Sheriff's Office applied for and received the first Department of Military Affairs grant in 2019 for 911 call handling hardware and software upgrades. Additionally, we applied for and received a supplemental grant to help account for project overages in 2021. Those initial DMA grants did not require the PSAP designation by County Board resolution.

Subsequent grant applications now require the County Board Resolution designation. A new grant was announced on June 16, 2023, with an application deadline of August 1, 2023, that we may qualify to apply for. The resolution must be included with the grant application as part of the eligibility criteria, as required by Wis. Admin. Code § DMA 2.05. It will also be required for future anticipated GIS grants related to NG911 data.

This resolution has zero fiscal impact, and simply formalizes the PSAP designation so as to allow Winnebago County to proceed with any applicable grant applications related to NG911.

#### **Attachments:**

Attachment 1-Resolution

2  
3     **RESOLUTION:     Authorize Park View Health Center Emergency Staffing Incentive Proposal**

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5  
6     **TO THE WINNEBAGO COUNTY BOARD OF SUPERVISORS:**

7             **WHEREAS**, Park View Health Center has experienced a continual staffing decrease since the beginning of the  
8 COVID-19 pandemic and continues to experience crisis staffing shortages; and

9             **WHEREAS**, Park View Health Center has experienced numerous critical staffing levels due to the existing  
10 workforce shortages; and

11            **WHEREAS**, Park View Health Center has experienced great turnover with few qualified applicants  
12 submitting applications; and

13            **WHEREAS**, Park View Health Center has exhausted all non-monetary incentives to alleviate critical staffing  
14 levels and in November the board passed an emergency staffing incentive proposal as outlined below:

- 15            1. Offer \$25 per four-hour shift based on identified high need shifts/staffing emergency, as identified by the Nursing  
16 Home Administrator or designee.  
17            2. Offer exempt staff \$68 per hour picking up shifts beyond their required 40 hour per week shift, to include shift  
18 and weekend differentials.  
19            3. Offer 0.8 to full time staff double time for emergency or high need shifts as identified by Nursing Home  
20 Administrator or designee.  
21            4. Offer time and a half to casual call and part time employees for emergency staffing needs as identified by  
22 Nursing Home Administrator or designee.

23            **WHEREAS**, with the staffing shortages industry wide, Park View is seeing employees leaving for other facilities who offer  
24 incentives with more flexibility; and

25  
26            **NOW, THEREFORE, BE IT RESOLVED** by the Winnebago County Board of Supervisors that it hereby  
27 recognizes the need for a more adaptive incentive procedure and authorizes Park View Health Center Administrator  
28 with approval from the county executive and director of human resources to develop procedures to ensure shifts are  
29 filled during emergency staffing situations with the following conditions:

- 30            1. Emergency staffing is mitigated through other policies as much as possible  
31            2. Per shift incentives shall not exceed \$150 and shall be offered starting at \$25 per shift  
32            3. Offer exempt staff up to \$68 per hour for picking up shifts beyond the required 40 hour per week, to include shift  
33 and weekend differentials.  
34            4. Time and a half or double time may be offered to employees  
35            5. The nursing home administrator reports to the county executive, director of human resources, and the PVHC  
36 Committee monthly on the use of the adopted procedures

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38     *Fiscal Note:     No budget transfer is needed. The monthly and annual cost of this incentives are undetermined.*  
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Respectfully submitted by:  
**PARK VIEW HEALTH CENTER COMMITTEE**

Committee Vote: 5-0

Respectfully submitted by:  
**PERSONNEL & FINANCE COMMITTEE**

Committee Vote: 3-0  
Vote Required for Passage: **Majority of Members Present**

Approved by the Winnebago County Executive this \_\_\_\_ day of \_\_\_\_\_, 2023.

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Jonathan D. Doemel  
Winnebago County Executive

## PARK VIEW HEALTH CENTER

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Section:

Page:

Title: Emergency Staffing

Date: 06/23

Subject: **INCENTIVE PAY**

---

**PURPOSE:** Define and identify an adaptive incentive program which is applied to ensure adequate staffing levels within Park View Health Center. Incentive shifts are at the discretion of the Administrator or designee.

**PERFORMED BY:** Facility Administration and Scheduling

**PROCEDURE:** Resolution #: Pending

1. Park View Managers who seek incentive pay need approval from the Administrator prior to offering. Staff members should not seek direct approval from the Administrator and will be directed by their direct supervisor.
2. Exempt Staff
  - a. Must work above and beyond their regular scheduled 40-hour work week
  - b. Staff picking up additional shifts must work in a different position than their own
  - c. Exempt staff are eligible for and all-inclusive rate of \$68.00/hr for additional shifts
  - d. Bonus time in \$25 increments per shift (4 or 8 consecutive hours) will be available as needed.
  - e. Additional shifts, incentives and bonus time must be approved by Administrator or Designee.
3. Non-Exempt Staff
  - a. Casual Call and below .8 Status employees are eligible for time and a half rate.
  - b. Full-time to 0.8 Status employees are eligible for double time.
  - c. Bonus time in \$25 increments per shift (4 or 8 consecutive hours) will be available as needed.
  - d. All incentives which include time and a half, double time or bonus time for emergency shifts will be determined and approved by Administrator or Designee.

REVIEW: Any changes to the policy will be reviewed and approved by the County Executive and the Director of Human Resources

REPORTING: Usage will be reported to the PVHC Committee upon request.

DRAFT

1 **247-072023**

2  
3 **RESOLUTION:** Authorize the Purchase of 1021 Green Acres Lane, Neenah, Wisconsin for \$240,000 Plus  
4 an Additional \$100,000 for Renovation Costs with either a Transfer from the Unassigned  
5 General Fund Balance or an Advance the General Fund to be Reimbursed with a  
6 Subsequent Bond Issue  
7

8 **TO THE WINNEBAGO COUNTY BOARD OF SUPERVISORS:**

9 **WHEREAS**, the property at 1021 Green Acres Lane, Neenah, WI 54956 is currently owned by Winnebago  
10 County Housing Authority and is being operated as Silvercrest Group home for Winnebago County youth; and

11 **WHEREAS**, the Department of Human Services(DHS) is required to locate appropriate group home  
12 placements, when court ordered, based on Wisconsin State Statutes 938.34 and 48.345; and

13 **WHEREAS**, it is best for children and youth to remain in their community whenever possible; and

14 **WHEREAS**, the Winnebago County Housing Authority has given DHS a lease through the end of 2023 and  
15 is selling the building; and

16 **WHEREAS**, our current contracted provider and other potential contracted providers are unable to locate a  
17 different licensable facility; and

18 **WHEREAS**, Winnebago County is being given a right of first refusal to purchase the property; and

19 **WHEREAS**, DHS has entered into informal negotiations with Winnebago County Housing Authority for a  
20 possible purchase of the building; and

21 **WHEREAS**, this property is a 4348 square foot, 8-bed facility with a three-car garage. The building has had  
22 many updates over the past fifteen years including a kitchen remodel, replacement siding and windows, roof and  
23 routine physical plant maintenance; and

24 **WHEREAS**, Winnebago County Housing Authority has informally agreed to sell the building for \$240,000.  
25 Winnebago County estimates about \$100,000 in repairs to renovate and bring the building up to code as a public  
26 building; and

27 **WHEREAS**, the financial payback on the purchase of this 4348 square foot building is expected to take 18  
28 years based on a projection of costs associated with equivalent rent and other maintenance compared to what  
29 Winnebago County has been paying in rent.

30  
31 **NOW, THEREFORE, BE IT RESOLVED** by the Winnebago County Board of Supervisor that it hereby  
32 authorizes the purchase 1021 Green Acres Lane, Neenah, Wisconsin for \$240,000 plus an additional \$100,000 for  
33 renovation costs with a transfer from the unassigned general fund balance or an advance the General Fund to be  
34 later reimbursed with a subsequent bond issue.

35  
36 *Fiscal Note: This project will receive a \$340,000 transfer from the unassigned general fund balance, and project*  
37 *funding will either reduce the unassigned general fund balance or will be later reimbursed by subsequent bond issue.*  
38

39 Respectfully submitted by:

40 **HUMAN SERVICES BOARD**

41 Committee Vote: **6-0**

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Respectfully submitted by:

**FACILITIES COMMITTEE**

Committee Vote: **5-0**

Respectfully submitted by:

**PERSONNEL & FINANCE COMMITTEE**

Committee Vote: **3-0**

Vote Required for Passage: **Two-Thirds of Membership**

Approved by the Winnebago County Executive this \_\_\_\_ day of \_\_\_\_\_, 2023.

\_\_\_\_\_  
Jonathan D. Doemel  
Winnebago County Executive

# Agenda Item Report



**Winnebago County**  
*The Wave of the Future*

DATE: May 10, 2023

FROM: Bill Topel, Director of Human Services, Mike Elder, Facilities Director

RE: Silvercrest Group Home Facility Purchase

## **General Description:**

The property at 1021 Green Acres Lane, Neenah WI 54956 is currently owned by Winnebago County Housing Authority and is being operated as Silvercrest Group home for Winnebago County youth. The building is for sale. Winnebago County is being given first consideration for purchase.

## **Action Requested:**

Move to approve the purchase of the property for \$240,000 and an additional \$100,000 to renovate and bring the building up to code as a public property to come from either the General Fund or through borrowing.

## **Procedural Steps:**

<u>Human Services Board</u>	Approved 6-0	<u>June 3, 2023</u>
<u>Facilities Committee</u>	Approved 5-0	<u>June 28, 2023</u>
<u>Personnel and Finance Committee</u>	Approved 3-0	<u>July 6, 2023</u>
<u>County Board presentation</u>		<u>June 20, 2023</u>
<u>County Board approval</u>		<u>July 18, 2023</u>

## **Background:**

- We are required to locate appropriate Group home placements, when court ordered based on Wisconsin State Statutes 938.34 and 48.345
- We know it is best for children and youth to remain in their community whenever possible.
- We currently rent the building which is zoned and licensed as a group home facility from Winnebago County Housing Authority who has given us a lease through the end of this year and is selling the building.
- Our current contracted provider is unable to locate a different licensable facility; other potential contracted providers also are unable to locate a different licensable facility.
- We have a need for a facility at this time – we have children and youth in need of a group home level of placement currently. We do not have another option in our community nor in nearby counties.
- We have entered into informal negotiations with Winnebago County Housing Authority for a possible purchase of the building which they are interested in doing.
- In June and July, we will work our way through parent committees of Human Services and Facilities, Personnel and Finance and the County Board to seek approval on the purchase of the building.
- This property is a 4348 square foot, 8-bed facility with a three-car garage. The building has had many updates over the past fifteen years including a recent kitchen remodel, replacement siding and windows, roof and routine physical plant maintenance. Winnebago County Housing Authority has informally agreed to sell the building for \$240,000. We estimate about \$100,000 in repairs to renovate and bring the building up to code as a public building per Mike Elder, Facilities Director.



- The total capital project will be \$340,000 for this fully operational and licensed facility, including the needed repairs.
- The financial payback on the purchase of this 4,348 square foot building is expected to take 18 years based on a projection of costs associated with equivalent rent and other maintenance compared to what we had been paying in rent.

**Policy Discussion:**

Purchasing this property will allow for the County to continue to contract for the group home program for many years to come. The property is zoned correctly, licensed correctly, and has passed city inspections. There is no comparably sized property available on the market. There are no other feasible alternatives to owning the property, as there are no other options for group home level care in our community nor surrounding counties and there are no other building options in our county.

We have the opportunity of first consideration for buying the property from Winnebago County Housing Authority who intend to sell it this year.

Building a new structure would likely cost three to four times as much as purchasing the existing property and the timeframe for building would be at least two years or more. Not having a program in our community removes youth from our area and there are very limited group home options throughout the state.

2

3    **RESOLUTION:    Approval of Accepting an Energy Efficiency and Conservation Block Grant (EECBG) in the**

4                                    **Amount of \$78,580 and Applying the Funds to the Facilities Budget for the Purpose of**

5                                    **Replacing Energy Inefficient Equipment and Lighting**

6

7    **TO THE WINNEBAGO COUNTY BOARD OF SUPERVISORS:**

8                    **WHEREAS**, the Department of Energy has created the Energy Efficiency and Conservation Block Grant to

9    assist counties to reduce energy consumption; and

10                   **WHEREAS**, these funds have been allocated to counties based on a noncompetitive formula; and

11                   **WHEREAS**, Winnebago County was allocated an amount of \$78,580 to be used for energy efficiency projects;

12    and

13                   **WHEREAS**, the Facilities Department expends between \$580,000 and \$650,000 on an annual basis for

14    electricity; and

15                   **WHEREAS**, these grant funds will allow the Facilities Department to expedite the replacement of inefficient

16    lighting; and

17                   **WHEREAS**, these improvements will reduce the expenditure for energy; and

18                   **WHEREAS**, these funds will be provided for expenditure in 2024.

19

20                   **NOW, THEREFORE, BE IT RESOLVED** by the Winnebago County Board of Supervisors that it authorizes

21    the acceptance of the Energy Efficiency and Conservation Block Grant funds and applying the funds to the Facilities

22    Department 2024 Budget to install energy efficient lighting and equipment.

23

24    *Fiscal Note:    The amount of \$78,580 will be added to both revenue and expense lines in the 2024 Executive*

25    *Budget.*

26

27                                    Respectfully submitted by:

28                                    **FACILITIES AND PROPERTY MANAGEMENT**

29                                    **COMMITTEE**

30    Committee Vote: 5-0

31                                    Respectfully submitted by:

32                                    **PERSONNEL AND FINANCE COMMITTEE**

33    Committee Vote: 3-0

34    Vote Required for Passage: **Two-thirds of members present**

35                    Approved by the Winnebago County Executive this \_\_\_\_ day of \_\_\_\_\_, 2023.

36

37                                    \_\_\_\_\_

38                                    Jonathan D. Doemel

39                                    Winnebago County Executive

# Agenda Item Report



**Winnebago County**  
*The Wave of the Future*

DATE: May 10, 2023  
FROM: Mike Elder, Director of Facilities  
RE: Energy Efficiency and Conservation Block Grant

## **General Description:**

Winnebago County has been awarded \$78,580 through the Energy Efficiency and Conservation Block Grant. Winnebago County will be required to apply for an award of the funds later this Spring or Summer. These funds can be used for rebates for installing energy efficient replacement equipment.

## **Action Requested:**

The action required is the passage of a resolution to accept the funds and apply them to replacing energy inefficient equipment.

## **Procedural Steps:**

Committee of Jurisdiction: Facilities and Property Mgmt  
Action taken: \_\_\_\_\_APPROVED\_\_\_\_\_

Meeting date: 5/24/2023  
Vote: 5-0

Committee of Jurisdiction: Personnel and Finance  
Action taken: \_\_\_\_\_APPROVED\_\_\_\_\_

Meeting date: 7/6/2023  
Vote: 3-0

County Board

Meeting date: 7/18/2023

## **Background:**

Winnebago County has numerous buildings with lighting and equipment. The Facilities Budget averages between \$500,000 and \$650,000 in electrical costs per year. Work has been done to reduce the costs by funding energy efficiency improvements in the operational budget. In 2016 expenditures for electricity were approximately \$650,000. In 2021 expenditures for electricity were reduced to approximately \$580,000. These costs are fluid as utility costs rise so do the expenditures. The goal is to continue to find ways to reduce energy consumption.

## **Policy Discussion:**

The Department of Energy established the formula grant for the Energy Efficiency and Conservation Block Grant (EECBG) through the Infrastructure Investment and Jobs Act. The EECBG Program assists eligible states, units of local government and Indian tribes in implementing any of the following:

Reduce fossil fuel emissions in a manner that is environmentally sustainable and to the maximum extent practical

Reduce total energy use of the eligible entities

Improve the energy efficiency in the transportation sector, the building sector, and other appropriate sectors

Winnebago County falls into the classification of a formula award. This means that funding is available to the County on a non-competitive basis. The amount of funding allocated to Winnebago County is \$78,850. The funds are able to be used for energy efficient equipment retro-fits. A criteria is that these funds cannot be used to offset costs of projects already in progress. A second criteria is that any funds used requires a match from the County. In our case, that would be County or contracted labor. A third criteria is that any design or study work funded through the grant for a project has to move forward and cannot be delayed if funding is delayed.

Using these funds for equipment retrofits will expedite the replacement of inefficient lighting and equipment. The benefit is a reduced future energy cost to the County.

The Application process for these funds would occur later this Spring or Summer with delivery of the funds for use in 2024. These details have not been formalized by the Department of Energy at this time.

**Attachments:**

Resolution

1 **249-072023**

2  
3  
4 **RESOLUTION: Adopting Revisions to the Winnebago County Merit Pay Plan**

5  
6  
7 **TO THE WINNEBAGO COUNTY BOARD OF SUPERVISORS:**

8 **WHEREAS**, the Winnebago County Merit Pay Plan was adopted by the County Board in May 2015, and  
9 revised in December 2017 and again in August 2020, and has been used as the primary vehicle for determining pay  
10 increases for regular employees of Winnebago County since 2016; and

11 **WHEREAS**, our experience with the Merit Pay Plan has revealed some problems with the plan, including  
12 that the plan is difficult to explain and not understood well, that merit increases have not always been sufficient to  
13 enable employees to progress toward the top of their pay ranges, that it requires evaluators to "split hairs" between  
14 different levels of performance, and that the system is complex to administrate and to apply; and

15 **WHEREAS**, the compensation consultant retained by the County agreed with these concerns, and in  
16 particular recommended that the County consider some form of across-the-board increases separate from merit pay;  
17 and

18 **WHEREAS**, a system which provides for across-the-board pay increases equal to the percentage amounts  
19 by which the control points, minimums, and maximums of the Compensation Schedule are adjusted, while retaining a  
20 merit pay component which will allow each employee to either earn or fail to earn a standard percentage merit pay  
21 increase each year based on established criteria, will address the concerns which have been identified;

22  
23 **NOW, THEREFORE, BE IT RESOLVED** by the Winnebago County Board of Supervisor that it  
24 hereby adopts the revisions to the Winnebago County Merit Pay Plan as shown on the attached document.

25  
26 *Fiscal Note: The amounts being proposed for schedule increases and merit increases will be included in the 2024*  
27 *Executive Budget.*

28  
29 Respectfully submitted by:

30 **PERSONNEL & FINANCE COMMITTEE**

31 Committee Vote: **3-0**

32  
33 Vote Required for Passage: Majority of Members Present

34  
35 Approved by the Winnebago County Executive this \_\_\_\_ day of \_\_\_\_\_, 2023.

36  
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38 \_\_\_\_\_  
39 Jonathan D. Doemel  
40 Winnebago County Executive

# Agenda Item Report



**Winnebago County**  
*The Wave of the Future*

DATE: June 28, 2023

FROM: Mark Habeck, Director of Human Resources

RE: Updates to Merit Pay Plan

## **General Description:**

A proposed update to the Merit Pay Plan is intended to provide two types of wage adjustments to employees. First, a schedule increase that would be applied to both the compensation schedule and employee wages for economic reasons. Any adjustment to the compensation schedule would also be applied to employee wages. Secondly, a merit pay increase that would allow employees to progress throughout the pay range.

## **Action Requested:**

Approval of a resolution implementing a policy that allows two distinct methods to adjust employee pay.

## **Procedural Steps:**

(Show each level of committee and board approval needed, with meeting dates.)

Committee of Jurisdiction: P&F

Meeting date: 07/06/2023

Action taken: Approved

Vote: 3-0

County Board

Meeting date: 07/18/2023

## **Background:**

Compensation studies were conducted in 2016 and 2023 and each time recommendations had been made to implement both a cost-of-living adjustment (COLA) that would be applied to the compensation schedule and to employee wages. A second raise was also recommended so that employees would be able to progress throughout the pay range.

In 2016, a plan was presented to the County Board that would have provided the two types of raises described above. The County Board at the time chose to implement a system that only provided raises based on merit. Any adjustments made to the compensation schedule (COLA) to keep pay rates current with the market were only applied to the schedule – not to employee wages.

The result of merit-only raises, and the corresponding merit share system, created several issues, one of which was in-range compression. In-range compression was also identified as a concern in both 2016 and 2023. An example of this compression was that prior to the re-slotting completed earlier in 2023, there were 381 employees with 6 years or more of experience that are below the control point (which ideally should be reached within 3-5 years). The resolution approving re-slotting of employees significantly addressed in-range compression. However, the current merit share system, if left in place, will re-create some of the very compression issues that were just addressed.

A major issue, as concluded by Dr. McGrath was in-range compression. The range from minimum pay to the control point has been identified as the hiring range. However, those 381 employees with 6 or more years of experience are "clogging up" the hiring range, meaning that in order to avoid bringing new employees into the organization at a higher rate than long tenured employees, the full hiring range cannot be utilized. An artificially lower pay rate than what the market supports based on the new employees' knowledge, skills, and abilities, makes recruitment more difficult. In addition, not moving experienced employees up to the control point in a timely manner creates retention issues because their pay is not commensurate with the market rate, and employees are not experiencing timely progression in their rate of pay within the salary schedule.

### **Policy Discussion:**

The proposed update to the Merit Pay Plan would address the following recommendation from the compensation study:

- It would develop a model of increase that allow the employee to reach the control point within three – five years.
- It would move employees with five (5) or more years in the position into the salary schedule between the Control Point and the Top of the Range.
- The compensation schedule would be adjusted (at least annually as part of the budget process) for economic reasons to keep a competitive, fair, and fiscally sound salary schedule.

In addition, the proposed update would:

- Minimize future in-range compression issues.
- Eliminate moving backward within a range (closer to the minimum).
- Allow flexibility to recognize fiscal constraints.
- Implement a system that is more easily understood, explained, and administered.

The proposed revisions seek to balance increasing future pay rates to be competitive in the market (helping with hiring) and providing a mechanism to move employees throughout the pay range (helping with retention) while staying within budget constraints.

### **Attachments:**

The following attachments are included:

- Current Merit Pay Plan dated August 2020
- Edited and highlighted version of current Plan with changes
- Clean copy of proposed Merit Pay Plan dated July 2023
- Resolution to adopt proposed changes

# **WINNEBAGO COUNTY MERIT PAY PLAN**

*(As amended August 2020)*

## **Section 1 Purpose and Scope**

(a) This Merit Pay Plan is designed to motivate employees to develop and contribute to the best of their ability, to identify those aspects of employee performance most needed to achieve department and County goals, and to provide for pay increases within the range tied to employee performance.

(b) This Merit Pay Plan applies to all Full-Time Regular and Part-Time Regular employees of Winnebago County except for elected officials and those whose compensation is subject to collective bargaining as a public safety employee. It does not apply to temporary, project, casual, seasonal, or client/restitution employees.

## **Section 2 Establishment of Merit Pool**

(a) As part of the County budget process, the County Executive will include in the Executive Budget an amount designated for merit pay increases County-wide. This amount will be budgeted in a separate contingency account, not a part of operating department budgets.

(b) Before determining the amount to include in the proposed merit pool, the Executive may consult with the Finance Director and Director of Human Resources regarding the projected availability of tax levy, savings achieved in the payroll base through employee turnover, and other factors as the Executive may see fit.

(c) Merit pay increases in the budgeted year will be limited to the total amount included in the merit pool in the budget adopted by the County Board.

## **Section 3 Annual Performance Evaluations**

(a) Each employee to whom this Plan applies will receive an annual performance evaluation from his or her supervisor. Evaluations will be completed and shared with employees during the period from September 1 through October 31 each year.

(b) The performance evaluation will be based on the employee's performance during the rating period from September 1 the previous year through August 31 of the current year.

(c) The performance evaluation will be completed on a form approved by the Director of Human Resources. Each evaluation will include ratings on each of seven different competencies.



- (d) Some of the competencies used in the evaluation will be core competencies, applicable to all employees; some will be competencies applicable to supervisory or non-supervisory employees; and some will be based on the specific job class of the employee being evaluated.
- (e) The performance evaluation form will also include space to list goals for the upcoming rating period, to describe progress toward the goals previously established, for the evaluator to make comments regarding the employee's general performance or training and development needs, and for comments by the employee, but these items will not contribute to the total evaluation score except to the extent that they influence competency ratings.
- (f) Prior to completing the evaluation, supervisors should request employees to provide suggested goals, to identify progress toward previous goals, and to provide additional information regarding the employee's performance during the rating period.
- (g) Performance evaluations are to be based solely on employee performance during the rating period. Supervisory employees must strictly avoid any bias or favoritism when preparing evaluations, and will be evaluated themselves based in part on how well they evaluate their subordinates.
- (h) In order to promote consistency, each supervisor who is not a department head should submit each proposed evaluation to the department head, or to another County manager designated by the department head, for review before the performance evaluation is shared with the employee.
- (i) Performance evaluations must be shared with the employee in a face-to-face meeting whenever possible. The employee may submit written comments to the Human Resources Department and to the employee's supervisor or department head within two weeks of the evaluation, and any comments so submitted will be attached to and become a part of the evaluation record.
- (j) In addition to the annual performance evaluations called for by this Plan, all supervisors are strongly encouraged to provide frequent and regular feedback to employees through other appropriate means.
- (k) When completed, all annual performance evaluations must be submitted to the Human Resources Department and will be placed in the employees' personnel files.

#### **Section 4      Newer Employees and Transfers**

- (a) Any new employee who starts work on or before July 1 will receive an annual performance evaluation and is eligible to receive a merit pay increase the following January 1.
- (b) A new employee who starts work after July 1 will not be eligible to receive a merit pay increase until January 1 following completion of a full year of employment with the County. If

the minimum of the pay range is increased before a new employee becomes eligible for a merit pay increase, then the pay of the new employee will be increased by the same percentage that the minimum of the pay range is increased.

(c) Although merit pay increases may not be applicable, new employees should nevertheless be evaluated at least twice during the trial period, using either the annual performance evaluation form or some other suitable evaluation form.

(d) An employee who has transferred from one position in the County to another is eligible for merit pay without any waiting period. If advisable, the employee's current and former supervisors should share information to produce a joint evaluation of the employee's performance during the rating period.

(e) The evaluation of an employee hired on or after January 1 of the evaluation year should be based on the employee's performance from the date of hire through the date on which the evaluation is given, and the employee's evaluation the next year should be based on performance from the previous evaluation date through the following August 31.

## **Section 5      Allocation of Merit Pool**

(a) Each year each employee subject to the Plan will be assigned a number of shares in the merit pool for the year. The number of shares will depend on the total performance evaluation score and on where the employee's current pay is within the pay range for the position. Each pay grade will be divided into four ranges: two equal ranges from the minimum through the control point, and two equal ranges above the control point. Evaluation scores will be divided into bands. Shares will be determined by a table, approved by the Director of Human Resources, so that shares awarded an employee increase for higher evaluation score bands and decrease for higher pay ranges.

(b) After receiving all of the annual performance evaluations, the Human Resources Department will determine what percentage increase in pay may be attributed to each merit pool share while keeping the total merit increases for the year equal to the merit pool approved as part of the County budget. Each employee eligible for a merit pay increase will receive a percentage increase equal to the employee's number of shares times the percentage increase for one share. For example, if each share is determined to represent a 0.5% pay increase, then an employee with two shares will receive a 1.0% increase, an employee with three shares will receive a 1.5% increase, and so forth.

(c) Employees whose base pay is at or above the maximum of the pay range and who qualify for a merit pool share will receive merit pay in the form of a bonus, to be paid throughout the year, rather than an increase in base pay. If a merit pay increase would move an employee's pay above the maximum of the pay range, then the employee's base pay will be increased to the maximum but not beyond, and any merit pay beyond that amount will be paid in the form of a bonus.

(d) In order to promote consistency among departments, the Director of Human Resources, with the approval of the County Executive, may subdivide the merit pool among departments or groups of departments in proportion to the payroll base for each department or group.

## **Section 6 Pay Increases**

(a) Merit pay increases will take effect on January 1 following the performance evaluations.

(b) If the minimum pay for any pay range is increased at any time, then the pay of any employee that falls below the new minimum for that pay range will be increased to the new minimum.

# WINNEBAGO COUNTY MERIT PAY PLAN

(As amended ~~August 2020~~ July 2023)

## Section 1 Purpose and Scope

(a) This Merit Pay Plan is designed to motivate employees to develop and contribute to the best of their ability, to identify those aspects of employee performance most needed to achieve department and County goals, and to provide for pay increases within the range tied to employee performance.

(b) This Merit Pay Plan applies to all Full-Time Regular and Part-Time Regular employees of Winnebago County except for elected officials and those whose compensation is subject to collective bargaining as a public safety employee. It does not apply to temporary, project, casual, seasonal, or client/restitution employees.

## Section 2 Establishment of Merit Pool Pay Increase Amounts

(a) As part of the County budget process, the County Executive will include in the Executive Budget an amount designated for merit pay increases County wide. ~~This amount will be budgeted in a separate contingency account, not a part of operating department budgets a~~ schedule increase in the Winnebago County Compensation Schedule. The schedule increase will be a percentage increase that will apply to the control points, minimums, and maximums of each grade in the Compensation Schedule. The schedule increase may be in any amount, including zero.

(b) The schedule increase, in the amount approved by the Board during the budget process or an any other time if thought necessary, will apply to the pay of each regular employee as of the first of the year following approval of the county budget, or as of such other date as may be set by the Board, except that if an employee's pay is above the maximum for the employee's position, the employee's pay will not be increased until it again falls below the maximum.

(c) As part of the County budget process, the County Executive will also include in the Executive Budget a percentage to be used for merit pay increases, as further described in Section 5 of this Compensation Plan. The merit pay increases will be 2.0% of the employee's current pay, unless a different amount is set by the board.

(~~b~~d) Before determining the schedule increase and merit pay percentage to be included in the county budget ~~amount to include in the proposed merit pool~~, the Executive may consult with the Finance Director and Director of Human Resources regarding the projected availability of tax levy, savings achieved in the payroll base through employee turnover, and other factors as the Executive may see fit.

~~(c) Merit pay increases in the budgeted year will be limited to the total amount included in the merit pool in the budget adopted by the County Board.~~

### **Section 3      Annual Performance Evaluations**

(a) Each employee to whom this Plan applies will receive an annual performance evaluation from his or her supervisor. Evaluations will be completed and shared with employees during the period from September 1 through October 31 each year.

(b) The performance evaluation will be based on the employee's performance during the rating period from September 1 the previous year through August 31 of the current year.

(c) The performance evaluation will be completed on a form approved by the Director of Human Resources. ~~Each evaluation will include ratings on each of seven different competencies.~~ Evaluations will be based on four metrics:

1. Core competencies (alignment with County core values)
2. Job knowledge (ability to perform required duties)
3. Professional development and growth (training and learning)
4. Goal review (achievement or progress on established goals)

~~(d) Some of the competencies used in the evaluation will be core competencies, applicable to all employees; some will be competencies applicable to supervisory or non-supervisory employees; and some will be based on the specific job class of the employee being evaluated.~~

~~(ed)~~ The performance evaluation forms will also include space to list goals for the upcoming rating period, to describe progress toward the goals previously established, for the evaluator to make comments regarding the employee's general performance or training and development needs, and for comments by the employee, ~~but these items will not contribute to the total evaluation score except to the extent that they influence competency ratings.~~

(e) The number of goals achieved should not be the sole focus of goal review. Rather, an expansive view on establishing meaningful and attainable goals and objectives, and evaluating appropriate progress based on a realistic timeline, is encouraged.

~~(f) Prior to completing the evaluation, supervisors should request employees to provide suggested goals, to identify progress toward previous goals, and to provide additional information regarding the employee's performance during the rating period. Each department is responsible for identifying and providing employees with appropriate improvement opportunities for training and development. Employees will not be penalized for a lack of offering by the department. However, when offered, it is the employee's responsibility to take advantage of the opportunity.~~

(g) Performance evaluations are to be based solely on employee performance during the rating period. Supervisory employees must strictly avoid any bias or favoritism when preparing evaluations, and will be evaluated themselves based in part on how well they evaluate ~~otherstheir subordinates.~~

(h) In order to promote consistency, each supervisor who is not a department head should submit each proposed evaluation to the department head, or to another County manager designated by the department head, for review before the performance evaluation is shared with the employee.

(i) Performance evaluations must be shared with the employee in a face-to-face meeting whenever possible. The employee may submit written comments to the Human Resources Department and to the employee's supervisor or department head within two weeks of the evaluation, and any comments so submitted will be attached to and become a part of the evaluation record.

(j) In addition to the annual performance evaluations called for by this Plan, all supervisors are strongly encouraged to provide frequent and regular feedback to employees through other appropriate means.

(k) When completed, all annual performance evaluations must be submitted to the Human Resources Department and will be placed in the employees' personnel files.

#### **Section 4 Newer Employees and Transfers**

(a) Any new employee who starts work on or before July 1 will receive an annual performance evaluation and is eligible to receive a merit pay increase the following January 1.

(b) A new employee who starts work after July 1 will not be eligible to receive a merit pay increase until January 1 following completion of a full year of employment with the County. ~~If the minimum of the pay range is increased before a new employee becomes eligible for a merit pay increase, then the pay of the new employee will be increased by the same percentage that the minimum of the pay range is increased.~~

(c) Although merit pay increases may not be applicable, new employees should nevertheless be evaluated at least twice during the trial period, using either the annual performance evaluation form or some other suitable evaluation form.

(d) An employee who has transferred from one position in the County to another is eligible for merit pay without any waiting period. If advisable, the employee's current and former supervisors should share information to produce a joint evaluation of the employee's performance during the rating period.

(e) The evaluation of an employee hired on or after January 1 of the evaluation year should be based on the employee's performance from the date of hire through the date on which the evaluation is given, and the employee's evaluation the next year should be based on performance from the previous evaluation date through the following August 31.

## **Section 5 Allocation of Merit Pool Award of Merit Pay Increases**

(a) Each year each employee subject to the Plan will be assigned a number of shares in the merit pool for the year. The number of shares will depend on the total performance evaluation score and on where the employee's current pay is within the pay range for the position. Each pay grade will be divided into four ranges: two equal ranges from the minimum through the control point, and two equal ranges above the control point. Evaluation scores will be divided into bands. Shares will be determined by a table, approved by the Director of Human Resources, so that shares awarded an employee increase for higher evaluation score bands and decrease for higher pay ranges. As part of the performance evaluation, the evaluator will make a determination as to whether the employee has earned a merit increase for the year.

(b) After receiving all of the annual performance evaluations, the Human Resources Department will determine what percentage increase in pay may be attributed to each merit pool share while keeping the total merit increases for the year equal to the merit pool approved as part of the County budget. Each employee eligible for a merit pay increase will receive a percentage increase equal to the employee's number of shares times the percentage increase for one share. For example, if each share is determined to represent a 0.5% pay increase, then an employee with two shares will receive a 1.0% increase, an employee with three shares will receive a 1.5% increase, and so forth. The determination regarding an employee's merit increase will use the metrics outlined in section 3(c). The determination for an employee whose current pay rate is below the control point will be based on core competencies and job knowledge. The determination for an employee whose current pay rate is at or above the control point, but less than ten percent above the control point, will be based on core competencies, job knowledge, and professional development and growth, and may require that a higher standard be met than for an employee whose pay is below the control point. The determination for an employee whose current pay rate is ten percent or more above the control point will be based on core competencies, job knowledge, professional development and growth, and goal review, and may require that a higher standard be met than for an employee whose pay is less than ten percent above the control point.

(c) Employees whose base pay is at or above the maximum of the pay range and who qualify for a merit pool share will receive merit pay in the form of a bonus, to be paid throughout the year, rather than an increase in base pay. If a merit pay increase would move an employee's pay above the maximum of the pay range, then the employee's base pay will be increased to the maximum but not beyond, and any merit pay beyond that amount will be paid in the form of a bonus. Employees who do not receive a merit pay increase for that year. If the employee's pay is below the maximum, but a merit pay increase would move it above the maximum, then the employee's pay will be increased to the maximum.

(d) — In order to promote consistency among departments, the Director of Human Resources, with the approval of the County Executive, may subdivide the merit pool among departments or groups of departments in proportion to the payroll base for each department or group.

#### **Section 6 — Pay Increases**

(a) — Merit pay increases will take effect on January 1 following the performance evaluations.

(b) — If the minimum pay for any pay range is increased at any time, then the pay of any employee that falls below the new minimum for that pay range will be increased to the new minimum.



# **WINNEBAGO COUNTY MERIT PAY PLAN**

*(As amended July 2023)*

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## **Section 5      Award of Merit Pay Increases**

- (a) As part of the performance evaluation, the evaluator will make a determination as to whether the employee has earned a merit increase for the year.
- (b) The determination regarding an employee's merit increase will use the metrics outlined in section 3(c). The determination for an employee whose current pay rate is below the control point will be based on core competencies and job knowledge. The determination for an employee whose current pay rate is at or above the control point, but less than ten percent above the control point, will be based on core competencies, job knowledge, and professional development and growth, and may require that a higher standard be met than for an employee whose pay is below the control point. The determination for an employee whose current pay rate is ten percent or more above the control point will be based on core competencies, job knowledge, professional development and growth, and goal review, and may require that a higher standard be met than for an employee whose pay is less than ten percent above the control point.
- (c) Employees whose base pay is at or above the maximum of the pay range will not receive a merit pay increase for that year. If the employee's pay is below the maximum, but a merit pay increase would move it above the maximum, then the employee's pay will be increased to the maximum.