

**SPECIAL ORDERS SESSION  
WINNEBAGO COUNTY BOARD OF SUPERVISORS  
TUESDAY, SEPTEMBER 5, 2023  
6:00 P.M.  
Winnebago County Courthouse – County Board Room  
415 Jackson Street, Oshkosh, Wisconsin**

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

<https://us02web.zoom.us/j/83654712577?pwd=NU8ybKJKcTVaeFI4NFM3K2FCNU96dz09>

**Passcode (if needed) – W1NNE**

**To join this meeting by telephone, dial (312) 626-6799. Enter the Meeting ID: 836 5471 2577**

**Passcode (if needed) – 780221**

- A. Roll Call**
- B. Pledge of Allegiance**
- C. Invocation**
- D. Adopt Agenda**
- E. 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.***

- F. Reports from Committees, Commissions & Boards**
- G. County Board Chairman's Report**
- H. Presentations**

1. Presentation of Final Report of All Submitted Project Submissions Requesting Spirit Funds  
– Beth Oswald, President, and CEO Oshkosh United Way
2. Presentation and Proposal of the Ad-Hoc Task Force on Per Diem Structure – Jim Wise,  
Chairman of the Task Force on Per Diems and Betsy Ellenberger, Vice-Chair of the Task Force on  
Per Diems
3. Presentation and Proposal of the Ad-Hoc Task Force on Structure Review – Jacob Floam,  
Chairman of the Task Force on Structure Review

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.)*

## Community Requests

Application #	Type of ask	Organization	Stage	Cost of project	Requested amount	% of request
Projects that fit 4-point criteria (Legacy, one-time funding, Geographical service area, not fully Spirit funded)						
8	Property acquisition/AODA recovery (Yellow: Neighborhood imprvmt. grant)	Solutions Recovery	In process of implementing	\$ 1,100,000	\$ 500,000	45%
11	Property Expansion/ youth focused	OshkoshBoys & Girls Club	In process of implementing	\$ 18,000,000	\$ 750,000	4%
7	Property acquisition/ community and aging focused	Omro Community Center	In process of implementing	\$ 485,500	\$ 250,000	51%
55	Property acquisition/ transitional housing	Christine Ann Domestic Abuse Services, Inc	In process of implementing	\$ 6,300,000	\$ 750,000	12%
38	Technology, Data collection point	Fox Valley Data Exchange (DEX)	In process of implementing	\$ 1,050,000	\$ 300,000	29%
65	Property acquisition/ Serving black/brown community	People of Progression Inc	Ready to implement	\$ 60,000	\$ 50,000	83%
4	Low-income housing	Greater Fox Cities Area Habitat for Humanity	Reasearch	\$ 2,370,238	\$ 500,000	21%
6	Property expansion/ AODA	Nova Counseling	Research	\$ 1,900,776	\$ 500,000	26%
9	Property Expansion/ Childcare	Oshkosh YMCA	Research - Campaign launch in 2024, ground breaking in 2025, completion by end of 2026	\$ 3,832,438	\$ 500,000	13%
14	Property acquisition/ Human Trafficking	Damascus Road Project Inc.	Research, location has been identified	\$ 1,000,000	\$ 500,000	50%
36	Property Expansion/ Animal protection	Neenah Animal Shelter	Within 12 mo. of completion	\$ 2,500,000	\$ 500,000	20%
		All that fit 4-point criteria		\$ 38,598,952	\$ 5,100,000	
Projects that are quick to complete:						
8	Property acquisition/AODA recovery (Yellow: Neighborhood imprvmt. grant)	Solutions Recovery	In process of implementing	\$ 1,100,000	\$ 500,000	45%
11	Property Expansion/ youth focused	OshkoshBoys & Girls Club	In the process of implementing	\$ 18,000,000	\$ 750,000	4%
7	Property acquisition/ community and aging focused	Omro Community Center	In the process of implementing	\$ 485,500	\$ 250,000	51%
55	Property acquisition/ transitional housing	Christine Ann Domestic Abuse Services, Inc	In the process of implementing	\$ 6,300,000	\$ 750,000	12%
38	Technology, Data collection point	Fox Valley Data Exchange (DEX)	In the process of implementing	\$ 1,050,000	\$ 300,000	29%
65	Property acquisition/ Serving black/brown community	People of Progression Inc	Ready to implement	\$ 60,000	\$ 50,000	83%

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9	Property Expansion/ Childcare	Oshkosh YMCA	Research - Campaign launch in 2024, ground breaking in 2025, completion by end of 2026	\$ 3,832,438	\$ 500,000	13%
36	Property Expansion/ Animal protection	Neenah Animal Shelter	Within 12 mo. of completion	\$ 2,500,000	\$ 500,000	20%
		<b>Projects Quick to complete:</b>		<b>\$ 33,327,938</b>	<b>\$ 3,600,000</b>	
<b>Additional information needed to determine</b>						
29	Programming	First 5 Fox Valley, Inc	In the process of implementing	\$ 450,000	\$ 300,000	67%
51	Renovation and maintenance of existing building/ Food insecurity	Jericho Road Ministries	In the process of implementing	\$ 234,000	\$ 20,000	9%
33	Renovation of new building (?)	St. Vincent de Paul Neenah/Menasha	In the process of implementing	\$ 970,196	\$ 970,196	100%
5	Updates to technology and website content updates?	NEW Mental Health Connection	Ready to implement	\$ 180,000	\$ 90,000	50%
40	Hardware upgrades	Tri-County Community Dental Clinic, Inc.	Ready to implement	\$ 807,250	\$ 403,625	50%
56	Property Expansion or Programming?	YMCA of the Fox Cities	Research phase	\$ 30,000,000	\$ 500,000	2%
35 (need Parks dept OK)	Renovation/ Community focused	Oshkosh Pickleball Club on behalf of Winnebago County. WI	Research phase	\$ 500,000	\$ 500,000	100%
72	Property renovation? ADRC population	Bletzingerhouse	Ready to implement	\$ 15,000	\$ 10,000	67%
				<b>Tentative:</b>	<b>\$ 2,793,821</b>	
<b>Organizations that have a County function:</b>						
8	Property acquisition/AODA recovery (Yellow: Neighborhood imprvmt. grant)	Solutions Recovery	In process of implementing	\$ 1,100,000	\$ 500,000	Winn. Co Health & Human Svcs.
7	Property acquisition/ community and aging focused	Omro Community Center	In process of implementing	\$ 485,500	\$ 250,000	Winnebago Co. ADRC
55	Property acquisition/ transitional housing	Christine Ann Domestic Abuse Services, Inc	In process of implementing	\$ 6,300,000	\$ 750,000	Winn. Co Health & Human Svcs.
13	Childcare	Child Care Resource and Referral	Ready to implement	\$ 915,000	\$ 450,000	Winn. Co. funding (to certify providers)

Application #	Type of ask	Organization	Stage	Cost of project	Requested amount	% of request
34	Programming/ working with ACES families	Family Services of Northeast Wisconsin-Parent Connection	Ready to implement	25 families: \$55,550/year, for 3 years: \$166,650	\$ 166,650	Winn. Co. Human Services
72	Property renovation? ADRC population	Bletzingerhouse	Ready to implement	\$ 15,000	\$ 10,000	Winn. Co. Human Services
			Projects with a County function		\$ 2,126,650	
			Fit 4-point criteria:	\$ 5,100,000		
			Quick to complete:	\$ 3,600,000		
			Needs additional information:	\$ 2,793,821		
			Existing County function	\$ 2,126,650		

## City, Village, Town Requests

Application #	City/Village/Town	Project type	total cost	Amount requested	Stage/ % of request
46	Menasha:	City is requesting the County waive this debt to allow the City/RDA to acquire the property and work to get the property back on the tax roll in a very desirable area.	\$ 1,200,000	\$ 1,200,000	Exploration
45		TIF funding for Nicolet School	\$ 3,500,000	\$ 400,000	In the process of implementing
48		mobile traffic barriers as well as transport equipment to bring them from storage to the community event taking place	\$ 184,957	\$ 184,957	Research phase
41		Historic Facade Renovation Program	200,000-400,000	\$ 400,000	Within 12 mo. of completion
42		Second Floor Residential Development	100,000-400,000	\$ 400,000	Research phase
50		Housing Fund to assist the development of Private Housing Developments (either County wide or allocate \$ for each city)	\$ 1,000,000	\$ 1,000,000	Exploration or concept
73		Sidewalk on Appleton Rd	\$ 1,250,000	\$ 1,250,000	
75		Police Radios for squad cars	\$ 150,000	\$ 150,000	
76		Fencing for Police vehicles	\$ 50,000	\$ 50,000	
77		ballistic resistant glass at Police Dept. (interior and exterior)	\$ 95,000	\$ 95,000	
78		Recycling truck	\$ 300,000	\$ 300,000	
44		housing initiative to assist in the revitalization of affordable housing (\$300,000 is needed annually)	\$ 300,000	\$ 500,000	In the process of implementing
<b>Total request from Menasha:</b>			<b>\$ 8,029,957</b>	<b>\$ 5,929,957</b>	<b>74%</b>
60	Fox Crossing:	Replacement of 75 portable radios, 12 mobile radios, and 2 base station radios used by police and fire personnel	\$ 520,000.00	\$ 260,000.00	Ready to implement
<b>Total request from Fox Crossing:</b>			<b>\$ 520,000.00</b>	<b>\$ 260,000</b>	<b>50%</b>
57	Neenah/Menasha:	Replacement of emergency communication equipment. All mobile and portable radios.	\$ 498,000.00	\$ 250,000	In the process of implementing
30		Emergency Service - Training	\$ 1,000,000.00	\$ 500,000	Research phase
<b>Total request from Neenah/Menasha:</b>			<b>\$ 1,498,000.00</b>	<b>\$ 750,000</b>	<b>50%</b>
27	Neenah:	vehicle barrier system	\$ 600,000.00	\$ 300,000	Ready to implement
25	(Future Neenah)	Gateway Park improvements (ADA tables, art, shade, safe crossings, lighting)	\$ 30,000.00	\$ 20,000	Research phase
28		replace two of the three Water mains serving Doty Island	\$ 500,000.00	\$ 250,000	Ready to implement
<b>Total request for Neenah:</b>			<b>\$ 1,130,000.00</b>	<b>\$ 570,000</b>	<b>50%</b>
24	Omro:	Hire MSA Engineering to conduct a drainage plan	\$ 25,000.00	\$ 12,500	In the process of implementing
17		new storage facility for the public works department	\$ 400,000.00	\$ 400,000	Ready to implement
20		Tyler / Jackson Reconstruction Project	\$ 230,000.00	\$ 230,000	Ready to implement
16		old, dilapidated water and sewer utility crossing under the Fox River	\$ 700,000.00	\$ 500,000	Research phase

Application #	City/Village/Town	Project type	total cost	Amount requested	Stage/ % of request
18		new steel shed for the housing of cold storage for the Public Works Department	\$ 500,000.00	\$ 300,000	Research phase
21		Hwy 21 rural urbanization: sidewalks and transportation access	\$ 965,000.00	\$ 965,000	Research phase
22		Water, Sewer, Storm Sewer, Sidewalks, Curb and Gutter replacement for Monore Ane and Superior St.	\$ 1,100,000.00	\$ 500,000	Research phase
23		Compete water, sewer, storm sewer, street and sidewalks as well as curb and gutter street reconstruction project.	\$ 2,500,000.00	\$ 1,500,000	Within 12 mo. of completion
19		Reconstruction of Clemans Court.	\$ 225,000.00	\$ 225,000	In the process of implementing
26		Construction and operation of a dog park in Fox and Hounds Park.	\$ 50,000.00	\$ 25,000	Exploration or concept
<b>Total request for Omro:</b>			<b>\$ 6,695,000.00</b>	<b>\$ 4,657,500</b>	<b>70%</b>

61	<b>Oshkosh:</b>	Commonwealth Development is proposing to develop a 55-unit low-income mixed-use development on property that the City of Oshkosh Redevelopment Authority currently owns.	\$ 19,291,481.00	\$ 750,000	Ready to implement
62		Affordable workforce housing	\$ 1,595,000.00	\$ 995,000	Exploration or concept
15	Housing Authority of the City of Oshkosh, WI	Homelessness project: constructing 32 one and two bedroom apartments	\$ 6,500,000.00	\$ 500,000	Research phase
<b>Total request for Oshkosh:</b>			<b>\$ 27,386,481.00</b>	<b>\$ 2,245,000</b>	<b>8%</b>

43	Town of Algoma:	the South leg of a 2-lane roundabout at Leonard Point Road and STH 21	\$ 6,300,000.00	\$ 387,500	In the process of implementing
<b>Total request for Town of Algoma:</b>			<b>\$ 6,300,000.00</b>	<b>\$ 387,500</b>	<b>6%</b>

32	<b>Winneconne:</b>	playground equipment improvements	\$ 500,000.00	\$ 500,000	Exploration or concept
39		Remodel the West shelter in lake Winneconne Park	\$ 100,000.00	\$ 100,000	Exploration or concept
49		Repair Seal coat and repaint the parking lines on the first Street boat launch	\$ 35,000.00	\$ 35,000	Ready to implement
52		Installation of three fire hydrants	\$ 40,000.00	\$ 40,000	Ready to implement
53		replace corroding water main	\$ 600,000.00	\$ 500,000	Ready to implement
63		replace 8th Ave corroding watermain	\$ 600,000.00	\$ 500,000	Ready to implement
64		replace 9th Ave corroding watermain	\$ 600,000.00	\$ 500,000	Ready to implement
66		Remodel of Barn in the Lake Winneconne Park	\$ 150,000.00	\$ 150,000	Ready to implement
67		replace and enhance current basketball court	\$ 125,000.00	\$ 125,000	Research phase
68		construction of a police garage and impound evidence area	\$ 425,000.00	\$ 425,000	Research phase
69		replacement of Ford F150 Responder	\$ 45,000.00	\$ 45,000	Research phase
70		replace the Chief of Police's current squad	\$ 45,000.00	\$ 45,000	Exploration or concept

Application #	City/Village/Town	Project type	total cost	Amount requested	Stage/ % of request
31		improvement and addition of boat docks/piers, fish cleaning station, larger bulk heads, extended parking and facility upgrades to winneconne park	\$ 500,000.00	\$ 165,000	In the process of implementing
Total request for Town of Winneconne:			\$ 3,765,000.00	\$ 3,130,000	83%

Quasi-Winnebago Co.:

54	Menasha:	Winnebago County Economic Development Specialist (\$120,000 anually)	\$ 120,000.00	\$ 120,000	Exploration or concept
71	Winneconne Poygan Fire District:	Replace one of three Husky Airboats (operated by WPPD) owned by the Winnebago County Sheriff's Department	\$ 300,000.00	\$ 300,000	Exploration or concept
47	Menasha:	Cost to move Winnebago County Housing Authority Office to new location - (Moving the Office); Water Street Plan \$4M	\$ 150,000.00	\$ 150,000	In the process of implementing
Total request for Quasi-Winnebago Co.:			\$ 570,000.00	\$ 570,000	100%

Menasha	\$ 5,929,957
Fox Crossing	\$ 260,000
Neenah/Menasha	\$ 750,000
Neenah	\$ 570,000
Omro	\$ 4,657,500
Oshkosh	\$ 2,245,000
Town of Algoma	\$ 387,500
Winneconne	\$ 3,130,000
Quasi-Winnebago Co.	\$ 570,000
TOTAL for ALL requets from cities/towns/villages:	\$ 18,499,957

R/Y/G and Original Application Number (found on other tabs)	type of project	Name of Organization requesting funding	Type of org. requesting funding	General Scope of Project	areas served	Project Stage	Project Cost	Requested Amount	Other Funding	Ongoing Maint	Legacy	One-time funding	Geographic service area	other funding	notes	GOVT: Debt Avoidance	Sustainability focused	ER Response	Water Quality	Quality of Life	Funding to assist private investor
1	suggestion	Jean Neitzel	Community Member	Menominee Park upgrades: adding family rides, train station upgrades add ice rink outside of city		exploration				City Parks Dept?											
2	suggestion	Valerie Bennett	Community Member	Skate Park or other outdoor activity space on South Side of Oshkosh		exploration				City Parks Dept?											
3	suggestion	Logan Jungbacker	Community Member	Pave Winnebago County sections of Wiouwash Trail from North of UW-Oshkosh to the county line		exploration				County/Parks Dept?											
8	Property acquisition/ AODA Recovery (Yellow: see notes)	Solutions Recovery	Non-profit	Solutions Recovery Housing Expansion	all of Winnebago County	In process of implementing	\$ 1,100,000.00	\$ 500,000	City of Oshkosh: \$150,000 Neighborhood Investment grant: \$211,000 Private Foundations: \$250,000	Organization, fees cover	yes	yes	Winn. Co.	yes-Winn. Co Health & Human Svcs.	if funding 1/2, how many are from Winnebago Co? Geographical demographics. Would having received Neighborhood (ARPA) funds from Co. preclude from receiving this funding?						
11	Property Expansion/ youth focused	Oshkosh Boys & Girls Club	Non-profit	Community Center providing the county with a centralized services center for all residents with economic and basic needs. Open to all to meet with community service providers	Oshkosh, Winneconne, Pickett, Waukau, Omro, Neenah, Fox Crossing, Larson	In process of implementing	\$ 18,000,000.00	\$ 750,000	private donors and foundations, HUD, City of Oshkosh ARPA, B&GC reserve fund	B&GC	yes	capital	Oshkosh	yes							
12	Club Expansion (quazi-building & programming)	Oshkosh Boys & Girls Club	Non-profit	Whatever it Takes Club expansion More youth in Winnebago County will be able to access the club	Oshkosh, Winneconne, Pickett, Waukau, Omro, Neenah, Fox Crossing, Larson	In process of implementing	\$ 18,000,000.00	\$ 750,000	private donors and foundations, HUD, City of Oshkosh ARPA, B&GC reserve fund	B&GC		ask is for programming?	Oshkosh	yes	\$750,000 request						
7	Property acquisition/ community and aging focused	Omro Community Center	Non-profit	Community Center - New Home	Omro and surrounding: Waukau, Eureka, Pickett, Nepeuskum, Poygan, Borth, Town of Omro, Rushford...	In process of implementing	\$ 485,500.00	\$ 250,000	Various grants and private donations		yes	yes	Omro Area	yes - Winnebago Co. ADRC	have they approached the Comm. Found for a community impact grant						
29	Programming	First 5 Fox Valley, Inc	Non-profit	contract a fulltime- or several PT Family Resource Navigator positions	Winnebago County: Bute Des Morts, Eureka, Larsen, Menasha, Neenah, Omro, Oshkosh, Pickett, Waukau, Winnebago, Winneconne, zip codes and school districts within county jurisdiction.	In process of implementing	\$450,000	\$ 300,000	Matching grant funds from the AHW Community Impact Grant and the Medical College of Wisconsin Maternal and Child Health Equity Grant, the unspent funds of the Oshkosh Area Community foundation Developmental Screening project grant.	First 5 Fox Valley, Inc		Operational, says for 3 years, intent for other programs to take over	Winn. Co.	?	Unsure of lasting impact if other programs don't pick up the operational costs of staff person.	Quazi-Govt? Winn.Co Health Dept.					
51	Renovation and maintenance of existing building/ Food insecurity	Jericho Road Ministries	Non-profit	Repairs and renovations for ADA compliance	City of Oshkosh, residents of Southern Winnebago County	In process of implementing	The entire cost is \$234,000. The ADA bathroom remodel is \$20,000. The roof replacement is \$200,000, and the mushroom room construction is \$14K.	\$ 20,000	JRM is seeking matching funds through private donors, grants, and local organizations as well as utilizing any available funds from its ministry services.	Jericho Road Ministries	?	partial	Oshkosh/ Southern Winn Co.		ADA compliance piece would fit under scoop, roof repairs feels like an immediate need.						
55	Property acquisition/ transitional housing	Christine Ann Domestic Abuse Services, Inc	Non-profit	Purchase building and add 11 secure transitional housing apartments	All of Winnebago County (and Green Lake County)	In process of implementing	6,300,000	\$ 750,000	private grants, donations, and bequests (65% of total project cost); sale of current facility; City of Oshkosh grants	Christine Ann full-time Facility Manager, assisted by independent service providers	yes	yes	Winn. Co.	yes-Winn. Co Health & Human Svcs.	750,000-1,000,000			yes-org functions as ER response		yes	

33	Renovation of new building (?)	St. Vincent de Paul Neenah/Menasha	Non-profit	Purchase of the building has occurred and renovations are scheduled to be completed by September. We anticipate moving into the new space in September 2023 and opening our doors to our community in October 2023.	54956, 54957, 54952, Neenah and Menasha school districts, Neenah, Menasha, Northern Winnebago County (approximately 75,000 residents)	In process of implementing	970,196	\$ 970,196	Grants, thrift store, individual donations, church collections, private business donations, food drives, Feeding America	St. Vincent de Paul Neenah/Menasha	somewhat	unclear	Neenah-Menasha Area	no	requesting full funding from Spirit. Unsure what funds would be used for, purchase of the building and renovations?						
37	increasing Housing (See notes)	Sawdust Lofts 915 LLC	Community member or group	Converting the vacant and historic 915 S Main Street building in downtown Oshkosh to 25 live-work, loft-style apartments. These apartments will offer a mixture of housing styles and save an important part of Oshkosh history while also removing a blighting influence from the new Sawdust District re-development area. This an approximately \$6 Million development project.	Because this is a unique housing option, we anticipate being able to draw from all of Winnebago County	In process of implementing	\$6 Million	\$ 1,000,000	Private equity, private mortgages a State Grant and City Grants	The building owner			Oshkosh		appears to be looking for an equity partner? To "increase the tax base"						Yes
38	Technology, Data collection point	Fox Valley Data Exchange (DEX)	Non-profit	Technology/software development. Supporting the mandated requirements of Winnebago Public Health's Community Health Needs Assessment with data collection	The entirety of Winnebago County	In process of implementing	\$1,050,000	\$ 300,000	Local philanthropy, Other Counties and Cities, corporate foundations, and health care systems are supporting the project. The Fox Valley Data Exchange has secured commitments of \$330,000 from local foundations.	Fox Valley Data Exchange	yes	yes	Winn. Co.	yes	is the request for a web based model? Asking for 250,000-300,000						
5	Updates to technology and website content updates?	NEW Mental Health Connection	Non-profit	New, innovative features to Service Directory	City of Oshkosh and Winnebago County are our biggest users (72%) in 2023, as identified by IP address.	Ready to implement	\$ 180,000.00	\$ 90,000	2023 – This project is currently jointly funded by ARPA funding through the City of Appleton and Outagamie County, two separate project grants through the Advancing a Healthier Wisconsin Endowment at the Medical College of Wisconsin, and ThedaCare Community Health. 2024 – Design improvement funds (\$30,000/year) are being sought from Winnebago County Spirit Fund. Maintenance Fee funds (\$30,000/year) will be covered by project grants through the Advancing a Healthier Wisconsin Endowment at the Medical College of Wisconsin, and membership fees to the NEW Mental Health Connection. 2025 - Design improvement funds (\$30,000/year) are being sought from Winnebago County Spirit Fund. Maintenance Fee funds (\$30,000/year) will be sought from future project grants through Advancing a Healthier Wisconsin Endowment, Healthier Wisconsin Partnership – UW, Otto Bremer Foundation, United Way, Community Foundations, as opportunities become available. 2026 - Design improvement funds (\$30,000/year) are being sought from Winnebago County Spirit Fund. Maintenance Fee funds (\$30,000/year) will be sought from future project grants through Advancing a Healthier Wisconsin Endowment, Healthier Wisconsin Partnership – UW, Otto Bremer Foundation, United Way, Community Foundations, as opportunities become available.		Long-term impact	Undetermined? Some funds are for maintenance fees- does this qualify?	Winn. Co.	Need clarification: what is the specific project within the organization that NEW MH is requesting to fund with Spirit funds? Is this to cover the costs of identified updates that are needed for a specific purpose/to add a specific function that is missing to the site or funding for general redesigns that are needed as technology advances to the existing website over 3 years?							
13	Childcare	Child Care Resource and Referral	Non-profit	To support child care providers with training and mentoring to assist with staff retention and recruiting family child care providers (to aid in opening additional child care slots)	all of Winnebago County	Ready to implement	\$915,000	\$ 450,000	unrestricted funds and in kind	Child Care Resource and Referral		request for operation s? ongoing expenses.	Winn. Co.	Winn. Co. funding (to certify providers)	\$450,000: funding for training, supplementing wages						

40	Hardware upgrades	Tri-County Community Dental Clinic, Inc.	Non-profit	Hardware/Technology?	We partner with the Oshkosh and Neenah School districts for our Robert Glass Focus on the Children school-based program giving free dental care on our mobile clinic to 25 Winnebago County schools. At the fixed-site clinic, we treat qualifying Winnebago C	Ready to implement	\$807,250	\$ 403,625	Conversations with two of our largest funders have indicated that these are the types of projects they like to fund. They can't promise future funds, but said they feel good about this. The Tri-County Dental Board of Directors has agreed to cover costs	Tri-County is responsible and has an experienced property manager and dental service technicians.	impact of service	yes	Neenah and Oshkosh	yes	Technology/hardware we feel since they cover 3 counties, the ask should be for 1/3 of the project. They do list details so specific programs/projects could be selected						
65	Property acquisition	People of Progression Inc	Non-profit	renovate and move into a building location on 333 1st Street, Menasha,	Menasha, Oshkosh/Oshkosh Area School District, Menasha School District	Ready to implement	60,000	\$ 50,000	Private Donor	Kristen Gondek, Executive Director	yes	yes	Winn. Co.	yes	90% from Spirit						
34	Programming/working with ACES families	Family Services of Northeast Wisconsin-Parent Connection	Non-profit	Adding staff positions?	Open to any family residing in Winnebago County with a child prenatal up to age six.	Ready to implement	To serve 25 families for one year costs \$55,550.00. To serve these families for 3 years costs \$166,650	\$ 166,650	Winnebago County Department of Human Services, MIECHV, Oshkosh Area United Way, Basic Needs Partnership	Family Services of Northeast Wisconsin-Parent Connection	no	no	Winn. Co.	Winn. Co. Human Services	looking for funding for operations, requesting \$55,550 - \$166,650						
10	Programming/Clothing	Community Clothes Closet	Non-profit	Free Clothes for All-Open Distribution Events for the Traveling Closet <b>Goal: Increase inventory.</b> Currently only able to serve those connected to B&GC, this would eliminate restrictions on service participation (but still only serve those with financial challenges)	all of Winnebago County	ready to implement	\$ 145,130.00	\$ 70,000	OACF: \$20,000-pending OAUW: \$25,000-pending OshMid-Morn Kiwanis: \$5000 KC Foundation: \$15,000				Winn. Co.	yes	70,000: ongoing need. Not a sustainable ask. Doesn't seem to fit one-time fund. What is specific ask? Inventory?						
4	Low-income housing	Greater Fox Cities Area Habitat for Humanity	Non-profit	Scattered Site Affordable Housing in Northern Winnebago County <b>build or rehab 10 homes</b> in Northern Winnebago County	Northern Winnebago County	Research	\$ 2,370,238.00	\$ 500,000	HUD: \$220,000 In-Kind: \$176,848 Down payment Assistance: \$100,000 ReStore profits: \$237,204 Donors: \$192,000 Total: \$926,052	individuals that own the homes			Northern Winn. Co.		Need to ensure funds/all 10 homes would remain in Winn. Co./ Can 10 homes be built by 12/31/26?						
6	Property expansion/ AODA	Nova Counseling	Non-profit	Expansion of building	all of Winnebago County	Research	\$ 1,900,776.00	\$ 500,000	Meeting with Campaign consultant to assess and assist (with a goal of having project funding complete by March 2024)		yes	yes	Winn. Co.	yes							
9	Property Expansion/ Childcare	Oshkosh YMCA	Non-profit	20th Ave Childcare Expansion	Winnebago county with majority from Oshkosh area	Research - Campaign launch in 2024, ground breaking in 2025, completion by end of 2026	\$ 3,832,438.00	\$ 500,000	TBD, foundations and private donations		yes	yes	Oshkosh Area	yes							
56	Property Expansion or Programming?	YMCA of the Fox Cities	Non-profit	Renovation to expand programming/ADA compliance updates	Neenah & Menasha School Districts; City of Neenah, City of Menasha, Village of Fox Crossing, Town of Vinland, Town of Clayton, Town of Winchester	Research phase	\$30,000,000	\$ 500,000	Private/Public Donations, Grants (State/Federal aka WEDC), Tax Credits (Housing, New Market) Real Estate Land Proceeds	YMCA of the Fox Cities	yes	yes	Neenah-Menasha Area	yes	is the amount requested for a building/project or programmatic						
59	Programming/ AODA	Mooring Programs Inc. DBA Apricity	Non-profit	Programming and updates/maintenance to facility(s)/vehicle(s)	We serve clients in all of our programs from all regions of Winnebago County	Research phase	\$251,000	\$ 125,000	We will utilize some funding from the sale of our services, seek donations and grants.	Our internal staff will continue to maintain all vehicles, equipment and furnishings.	no		Winn. Co.		request \$125,000: a blend of programmatic and maintenance						

35 (Yellow - due to the need to get Park dept involved)	Renovation/ Community focused	Oshkosh Pickleball Club on behalf of Winnebago County. WI	Non-profit	eight (8) pickleball court complex to be built on the grounds of the Winnebago County Community Park	The entire county...cities, townships, school districts, etc.	Research phase	\$500,000 for the basic, initial eight (8) pickleball court complex	\$ 500,000	As previously noted, Spirit Funds is the keystone of this project, presumed county-owned. Once direction of the county support and funding is known, private funds can be sought.	Winnebago County with anticipated support from the Oshkosh Pickleball Club	yes	yes	Winn. Co.	no	\$500,000, as the starting point for this proposed county owned asset (8) with potential of some private funding once direction of project is known requesting full funding from Spirit. Winnebago County Parks would need to manage upkeep.	no	no	no	no	yes	
14	Property acquisition/ Trafficking	Damascus Road Project Inc.	Non-profit	purchase and renovate the building located at 536 Bay Shore Drive in Oshkosh	County Wide	Research, location has been identified	Up to \$1M. We should have all of our quotes collected and a more clear number within the next two-three weeks.	\$ 500,000	Private Donors, Capital Campaign, Private Grants	Damascus Road Project, Inc.	yes	yes	Winn. Co.	yes, TBD, works closely with OPD	a business model of all volunteer run is cause for concern, currently no paid staff, what is the strategy for increased overhead that comes with a building and to bring on paid staff, (investing in property before staff)						
58	Maintenance/ homelessness	Pillars, Inc.	Non-profit	facilities and maintenance	Northern Winnebago County, including the Neenah school district.	Within 12 mo. of completion	\$215,405.29	\$ 50,000	Diverse channels of revenue funds Pillars on an annual basis. These streams include community giving, government and non-government grant awards, rent and program fees, and fundraising events.	Pillars, Inc.	no	no	Northern Winn. Co.		request: 50,000: looking for maintenance/upkeep costs						
36	Property Expansion	Neenah Animal Shelter	Non-profit	6,000 square foot, modern facility to better serve animals in need,	City of Neenah, Town of Vinland, Town of Winneconne, and Town of Oshkosh, Keshena and Shawano County	Within 12 mo. of completion	\$2.5 million	\$ 500,000	Private donors, foundations, grants, and fundraising efforts. To date approximately \$1.5 M has been raised. Land has been donated.	Neenah Animal Shelter board of directors and staff	yes	yes	Neenah Area	yes	asking for \$100,000 to \$500,000						
72	Property renovation? ADRC population	Bletzingerhouse	Non-profit	Bletzingerhouse in Neenah acquire funding to add a public bathroom to the lower level of their facility. I see I missed the August 4th deadline to apply. The funding we were banking on fell through. We are needing an additional \$10,000 for our project, we have to date met about 1/3 of our goal of \$15,000.				\$ 10,000					Neenah	yes - Winnebago Co. ADRC							

Total requests for ALL projects :	\$	10,505,471
Projects needing more info to determine:	\$	2,793,821
Projects that fit all criteria:	\$	5,100,000
Projects that fit criteria, quick to complete:	\$	3,600,000
ALL projects listed with a Winn. Co. Function:	\$	2,126,650

\*with clarification, some may fit all criteria/move to green

\*some over \$500,000 threshold

\*with clarification, some may fit all criteria/move to green

\*some requested 100% of project, some over \$500,000 threshold

Original Application Number (found on other tabs)	Geographic region benefitting:	City/Town/Village... requests:																			
15	Oshkosh	Housing Authority of the City of Oshkosh, WI	Government	Provide permanent housing for individuals and families experiencing homelessness by constructing 32 one and two bedroom apartments on a site currently owned by the Housing Authority.	Oshkosh	Research phase	\$6,500,000	\$ 500,000	Apply for WI DOA HOME ARP funds. Possibly 4% Tax Credits, & maybe small loansmall loan	Oshkosh Housing Authority	yes	yes	Oshkosh	yes if approved? (\$6.5mil)		yes			yes		

25	Neenah	Future Neenah	Non-profit organization	Placemaking and creating attractive destinations – <b>Gateway Park improvements</b> (ADA tables, art, shade, safe crossings, lighting), adding more art benches on Main Street to enhance this main entrance corridor to the central city, adding shade and kayaks to Shattuck Park to increase capacity at events and usage of the park.	Northern Winnebago County	Research phase	\$30,000	\$ 20,000	Volunteer Labor, Product Donations, Fundraising, BID	BID & Parks/Rec	yes	yes	Neenah-area	yes, potentially	Gateway Park improvements - need to bring in parks dept. for ongoing maint.?					yes	
26	Omro Area	City of Omro	Government	<b>Construction and operation of a dog park</b> in Fox and Hounds Park. Including fencing, waste disposal stations, dog exercise equipment for agility training, benches and water fountain added to Well #3 housing nearby.	City of Omro, Town of Omro, Town of Rushford, Town of Poygan, Winnebago County, School District of Omro	Exploration or concept	50,000.00	\$ 25,000	Will not be funded by taxing jurisdiction.	City of Omro	yes	yes	Omro	yes	Govt. - Dog park, need to bring in parks dept. for ongoing maint.					yes	
32	Winneconne	The Village of Winneconne	Government	This request would go to <b>playground equipment improvements</b> . Currently the playground equipment is over 20 plus years old which requires replacement.	Winneconne and surrounding towns, cities, and villages	Exploration or concept	500,000	\$ 500,000	0	Village of Winneconne	yes	yes	Winneconne area/region	No	fully funded by Spirit	no	no	no	no	yes	
39	Winneconne	Village of Winneconne	Government	We would like to <b>Remodel the West shelter in lake Winneconne Park</b> . This shelter is in need of update that include but not limited to electrical lighting, siding, plumbing and bathroom upgrades to meet ADA requirements.	The Village of Winneconne and surrounding areas	Exploration or concept	100,000	\$ 100,000	Unfunded project	The Village of Winneconne Public Works Department	yes	yes	Winneconne area/region	unclear	Project must be higher than \$100K ask, does \$250K match (they mentioned in request) cover any other of the Winneconne requests?	TBD				yes	
46	Menasha & Developer	City of Menasha	Government	Whiting Paper Mill - The Whiting Paper Mill closed in 2016. Since that time it has been a difficult property to redevelop for many reasons. One of the major reasons is the current debt against the property. Winnebago County currently is collecting interest and holding the debt of upwards of \$1.2M (includes the most recent demolition). City is requesting the <b>County waive this debt to allow the City/RDA to acquire the property</b> and work to get the property back on the tax roll in a very desirable area. Potential future development could range from \$10M upwards to \$50M in new development.	Northern Winnebago County	Exploration or concept	\$1.2M Acquisition; \$10M to 60M (Other infrastructure, developer funds and incentives)	\$ 1,200,000	Private development and likely will still need to consider a TID creation to support incentives and infrastructure needs.	City of Menasha/Private Developer		yes			requesting funding to waive outstanding tax liability?					Yes	
50	Menasha & qualified homeowners	City of Menasha	Government	Housing Development Fund - In conversations with other County Municipalities, there would be support that either the County would operate a <b>Housing Fund to assist the development of Private Housing Developments across the County</b> or the other option would be to provide the funds to each City to implement a similar housing initiative to increase the County's housing stock.	County Wide	Exploration or concept	\$1M to \$6M	\$ 1,000,000	100% Spirit Funds	Private Developer					\$1M to \$6M					yes	
54	Winnebago County	City of Menasha	Government	Winnebago County <b>Economic Development Specialist</b> - The City of Menasha is very unique in a sense that we are fairly disconnected from Winnebago County, reside in Calumet County as well and work closely with Outagamie County. Each of these other Counties have economic development specific staff to support economic and business growth. The City of Menasha would support the creation of an economic development specialist within the County to ensure county wide growth and move our county forward.	County Wide	Exploration or concept	Annually \$120,000	\$ 120,000	Winnebago County General Fund	Winnebago County		no			adding a staff position, <b>would this fall under "Govt. Projects"</b> since it's a "Winnebago County Economic Development Specialist"?						

62	City of Oshkosh	City of Oshkosh	Government	Affordable workforce housing is vitally important for communities to thrive while supporting their existing population and attracting new residents. Retaining and attracting residents is important to the surrounding industries and schools as well. The City of Oshkosh, like other communities in the County, lack enough affordable workforce housing for the residents. Community partners in Winnebago County are looking to other regions in the State to learn best practices on how to attract affordable workforce housing to their communities. Community partners have learned quite a bit from Washington County and Sheboygan County on how to effectively implement affordable workforce housing programs and would like to create a program to construct affordable workforce housing in Winnebago County, as the City of Oshkosh serving as the proof-of-concept project location. Community partners would like to develop a subdivision with new homes that are affordable to residents within the 80%-120% Average Median Income range which is considered workforce housing income ranges. Funding would be requested to assist with the costs for multiple aspects of the project. Community partners would first need to develop the Affordable Workforce Housing Implementation Plan which would require the need to obtain services from attorney's, engineers, builders, lenders, and others to develop a plan that would provide a detailed process on how to successfully implement the program. Examples of tasks to complete in the plan would be to identify the optimal legal structure, financing options, protective covenants to ensure the home prices stay affordable, etc. Also included in the project funding request is the acquisition of a property to develop the affordable workforce housing and a portion of the infrastructure costs as well. The cost to create the Affordable Workforce Housing Implementation Plan will cost approximately \$145,000. The actual implementation of the plan will cost \$150,000 for the land acquisition, \$100,000 for engineering costs, and \$1,200,000 for the public infrastructure costs to develop 17 buildable lots. The cost to build the homes on the lots is undetermined at this time but is estimated to be approximately \$150/sq ft without the acquisition and infrastructure costs included.	Winnebago County's efficient transportation infrastructure allows residents to live and work in different places throughout the County and commute with ease. The Oshkosh area will be the first location of the initiative, but the program will be expanded.	Exploration or concept	The cost to create the Affordable Workforce Housing Implementation Plan and construct it is \$1,595,000.	\$ 995,000	Funding from various community partners such as the City of Oshkosh and the Oshkosh Area Community Foundation will kickstart the initiative and private businesses, other community partners, state funds and possibly federal funds will also fund the project	The City of Oshkosh will be responsible for maintenance in the public right of way and the private property owners will be responsible for their own properties.	yes	yes	yes-plan could be replicated throughout the county	yes	Construction of workforce housing/ a portion is for a strategic plan. Requesting 395,000-995,000					yes	
70	Winneconne Area	The Village of Winneconne	Government	Ford Explorer-Admin vehicle. 2024 Ford Explorer The general scope of this project is to <b>replace the Chief of Police's current squad</b> that has 164,000 miles on it. It's not driven like a patrol vehicle and getting a new one will ensure the chief's vehicle is in good working condition and low on maintenance per the warranty. Also, it will allow the village not to have to pay for a replacement and this vehicle could be sold every year whereby the village's cost would even out or be very minimal moving forwards.	The area that would be served would be the Village of Winneconne and surrounding area. Many times, the Winneconne Police Department is dispatched to assist the Sheriff's Department.	Exploration or concept	45,000	\$ 45,000	None	The Police department of the Village of Winneconne		yes	no		yes-local		yes				
71	Winnebago County?	Winneconne Poygan Fire District	Government	three Husky Airboats owned by the Winnebago County Sheriff's Department. The Husky Airboats primary responsibility is response to area waterways during cold water or ice conditions. The boat at Winneconne, Boat 28, was purchased in 2003/2004 as a demo unit from Husky Airboats. Boat 28 was originally purchased by the firefighters from WPFD, but sold to Winnebago County when the other two boats were purchased. Boat 28 has proved on multiple occasions its true value to the communities we serve. Funds provided from Winnebago County ARPA would allow Winneconne Poygan Fire District to <b>purchase a new boat to replace the current Boat 28</b> , which would then be placed back in the Sheriff's Department. The new Boat 28 would become the property of WPFD, and housed and operated by our personnel. WPFD would assume maintenance and operational costs, but continue to respond in the same manner they do today.	Town of Poygan, Town of Winneconne, Town of Black Wolf, Village of Winneconne, City of Oshkosh, Town of Wolf River, Town of Larsen, Town of Oshkosh	Exploration or concept	\$300,000	\$ 300,000	Without Spirit funds provided, the process would go to the County level for replacement of existing boats.	Winneconne Poygan Fire District		yes	no	requesting \$250,000-\$300,000	yes		yes				
31	Winneconne Area	Village of Winneconne	Government	The Village of Winneconne has received a grant from the DNR to complete <b>upgrades to Lake Winneconne Park</b> . This project includes the improvement and addition of boat docks/piers, fish cleaning station, larger bulk heads, extended parking and facility upgrades.	The Village of Winneconne, The Town of Winneconne, Poygan, and Butte des Morts	In the process of implementing	\$500,000	\$ 165,000	\$250k is being provided by the DNR, \$85k has been committed by the Village of Winneconne	The Village of Winneconne	yes	yes	Winneconne area/region	yes			no	no	yes		
43	Town of Algoma (for the South leg)	Town of Algoma	Government	construct a 2-lane <b>roundabout at Leonard Point Road and STH 21</b> . The Town of Algoma has agreed to fund the south leg of the roundabout to facilitate mixed-use development on some 250 acres. The fourth leg of the roundabout is the first section to be built and will extend south and one day connect with Clairville Road. The roundabout and road extension has been discussed for about 30 years and would facilitate much needed mixed use development that would significantly increase the tax base, provide jobs, all types of residential options, and additional recreational opportunities. The roundabout works in conjunction with the reconstruction of Omro Road in 2021 and the planned reconstruction of Leonard Point Road in 2026.	All Towns and school districts south and and west of Lake Butte des Morts, including the cities of Omro and Oshkosh.	In the process of implementing	\$6.3 million	\$ 387,500	WisDot funding = \$5,530,000 and Town of Algoma = \$387,500	Winnebago County Highway Department for the state highway lanes, and Town of Algoma for the roundabout and the south and north bound legs of the roundabout.	yes	yes	yes	yes	yes	yes	no	no	no	yes?	
44	Menasha and developers/qualified property owners	City of Menasha	Government	Strong Neighborhoods Menasha Housing Initiative - Over the last several years the City has been implementing a <b>housing initiative to assist in the revitalization of affordable housing</b> . Funding would allow the City to be able to continue these efforts and possibly expand the program.	City of Menasha; Northern Winnebago County	In the process of implementing	\$300,000 annually	\$ 500,000	TID Closure	Private property owners	?	no	yes		unclear on scope of project, we believe this if for incentives to private homeowners? Requesting 250,000-500,000						yes
45	Menasha & Developer	City of Menasha	Community member or group	Nicolet School - The Menasha School District closed Nicolet School last year and placed the property up for sale. The City has been in conversations with the <b>developer looking to repurpose the building</b> to 27 studio/1 bedroom affordable apartment units. They have requested TIF funding in the amount of \$400,000, but this property is not currently in a TID. The developer closed on this property on 8/2/23 - development pending.	City of Menasha and Regional Affordable Housing Supply	In the process of implementing	\$3.5M	\$ 400,000	Private Developers	Private Developers.					Offset some of the costs for private developers, requesting \$200,000 to \$400,000						Yes

47	Winnebago County?	City of Menasha	Government	Cost to move to new location? <b>Winnebago County Housing Authority Office</b>	Winnebago County	In the process of implementing	\$150,000 (Moving the Office); Water Street Plan \$4M	\$ 150,000	100% of the funds would go to relocate the office to a large building. Remaining Water Street project is funded through various areas.	City of Menasha	yes	?			Why is \$150K to move? Is this considered an immediate need to assist with moving costs? Are there renovations needed? <b>Would this fall under "Govt. Projects" category since it's a Co.Dept?</b>						
57	Neenah-Menasha and Winnebago County?	Neenah-Menasha Fire Rescue	Government	<b>Replacement of emergency communication equipment.</b> All mobile and portable radios. This equipment has reached the "End of Life", and to maintain adequate communications during emergency situations NMFR is in need of replacement of this equipment.	Cities of Neenah, Menasha and the entire county when NMFR is requested to assist community partners.	In the process of implementing	\$498,000.00	\$ 250,000	Capital Improvement	NMFR		yes	yes		<b>request: \$200,000.00-\$250,000.00</b>	yes		yes			
19	Omro	City of Omro	Government	<b>Reconstruction of Clemans Court.</b>	City of Omro, Winnebago County, School District of Omro	In the process of implementing	225000	\$ 225,000	Cash on Hand drawing down our reserves.	City of Omro			Omro	no	Unsure what the project entails, street repairs?						
24	Omro	City of Omro	Government	<b>Hire MSA Engineering to conduct a drainage plan encompassing the whole regional drainage system</b> in order to move forward with the 2nd Addition to Springview Acres (22 lots)in conjunction with property owner <b>Habitat for Humanity</b> for building affordable housing to the city.	City of Omro, Winnebago County and the School District of Omro	In the process of implementing	25,000.00	\$ 12,500	General Fund Tax	City of Omro			Omro		GOVT./non-profit property - <b>conduct a drainage plan in conjunction with property owner Habitat for Humanity</b>				yes?		
27	Neenah	City of Neenah	Government	The project would include the acquisition of a high-quality <b>vehicle barrier system</b> to provide <b>safety and security</b> at the many, highly attended community events. The project would also include funding for the creation of a storage facility for the barrier system.	Northern part of Winnebago County to include, but not limited to, City of Neenah, Town of Neenah, City of Menasha, Village of Fox Crossing, and Neenah Joint School District.	Ready to implement	\$600,000	\$ 300,000	8% Corporate Gifts, 8% Community Grants and 34 % City funded	The City of Neenah Police Department		yes	Neenah-area	yes				yes?		yes	
28	Neenah	Neenah Water Utility	Water Utility	There are <b>three water mains serving Doty Island</b> . Two of the three are nearly 100 years old and in need of replacement. The intention of the project is to add a new water main along the Oak Street Bridge and abandon the old water mains.	This project will serve Doty Island, including the ThedaCare Regional Medical Center and Children's Hospital.	Ready to implement	\$500,000	\$ 250,000	Water Utility revenues	Neenah Water Utility			Neenah-area	yes	<b>requesting 100,000-250,000</b>				yes		
49	Winneconne	1st street boat launch repavement	Government	<b>Repair Seal coat and repaint the parking lines on the first Street boat launch.</b>	The Village of Winneconne and surrounding areas	Ready to implement	35000	\$ 35,000	Normally funded through the parks department	Village of Winneconne Public works department		yes		no		yes					
52	Winneconne	Village of Winneconne	Government	We have <b>three fire hydrants</b> that need to be installed on dead ends of our water infrastructure for flushing.	Winnebago County	Ready to implement	40,000	\$ 40,000	Village of Winneconne Water Utility	Village of Winneconne Department of Public Works	no	no			seems like ongoing maint. To meet DNR requirements	no	no	no	no	no	
53	Winneconne	Village of Winneconne	Government	6th Ave in Winneconne has a <b>corroding watermain and has had double digit breaks in the last three years.</b>	All residents of Winneconne	Ready to implement	600,000	\$ 500,000	Village Revenue	Village of Winneconne		yes				? - would come from village revenue			yes		
60	Fox Crossing Area	Fox Crossing Public Safety (Fire and Police)	Government	<b>Replacement of 75 portable radios</b> , 12 mobile radios, and 2 base station radios used by police and fire personnel as part of the county-wide communications system.	Northern Winnebago County primarily	Ready to implement	520,000	\$ 260,000	issuance of general obligation debt	Village of Fox Crossing			yes			yes		yes			
61	Oshkosh & Developer	City of Oshkosh	Government	<b>Commonwealth Development is proposing to develop a 55-unit low-income mixed-use development on property that the City of Oshkosh Redevelopment Authority currently owns.</b> The units will be a mix of one-, two-, and three-bedroom units serving a mix of incomes ranging from 30% AMI to 80% AMI housing. There will be 12 units that will be fully accessible to serve individuals with disabilities. In addition to housing, the developer is proposing Oshkosh's first two-shift daycare that will operate from 5:30 am to 11:30 pm on weekdays which will support working families in the County. Other housing amenities on site to support resident self-sufficiency include free internet access, a workout facility, a professional work office with computers and printers, and in-unit appliances and laundry. The funding will assist with costs to ensure the low-income housing and multi-shift daycare can serve the County's working residents in an affordable manner.	All of Winnebago County will be positively impacted by the project because of the need for daycare and affordable housing.	Ready to implement	\$19,291,481	\$ 750,000	A combination of State and Federal low-income tax credits, developer equity, mortgage, DOA HOME Loan, Affordable Housing Program grant, HUD CDBG Grant, City funds and WEDC funds.	Commonwealth Development Corporation of America	yes	yes	Oshkosh	yes	while this is a private Co. their focus is to supporting low-income housing/revitalize old and historic buildings	?				yes	yes

63	Winneconne	The Village of Winneconne	Government	8th Ave in Winneconne has a <b>corroding watermain</b> and has had double digit breaks in the last three years.	The Village of Winneconne	Ready to implement	600,000	\$ 500,000	Village Revenue	Village of Winneconne Public Works Department		yes				?			yes		
64	Winneconne	The Village of Winneconne	Government	9th Ave in Winneconne has a <b>corroding watermain</b> and has had double digit breaks in the last three years	Village of Winneconne	Ready to implement	600,000	\$ 500,000	no	The Village of Winneconne Depart of Public Works		yes							yes		
66	Winneconne	The Village of Winneconne	Government	<b>Remodel of our Barn in the Lake Winneconne Park.</b> This would include but not limited to Siding ADA door access Windows Drywall insolation Temperature control and wiring	Village of Winneconne and the surrounding area	Ready to implement	150,000	\$ 150,000	Fundraising	The Village of Winneconne Public works department	yes	yes		no	fully funded by Spirit	yes?					
17	Omro	City of Omro	Government	To construct a <b>new storage facility for the public works department.</b> The current building is nearing capacity and additional cold storage is necessary to clear use of an old facility and open that building for commercial development along the Fox River.	City of Omro, Winnebago County, School District of Omro	Ready to implement	400,000.00	\$ 400,000	It would not be funded. We would have to continue to utilize this tax valuable property as cold storage. and be unable to move the city forward commercially.	City of Omro	?	yes	Omro	No	asking for at least 1/2 funding by Spirit up to \$400K	yes	yes	no	no	no	
20	Omro	City of Omro	Government	Tyler / Jackson <b>Reconstruction Project including sidewalks</b> in conjunction with Safe Routes to School program.	City of Omro, Winnebago County, School District of Omro	Ready to implement	230,000.00	\$ 230,000	General Obligation Debt	City of Omro			Omro	no	asking for full funding from Spirit						
30	Neenah-Menasha Area	Neenah-Menasha Fire Rescue	Government	Emergency Service - Training	Cities of Neenah, Menasha, Oshkosh; Village of Fox Crossing; Towns of Clayton Neenah, Oshkosh fire departments and police departments along with Winnebago County Sheriff's Department	Research phase	\$1,000,000.00	\$ 500,000	Tax payer funded (Neenah-Menasha Fire Rescue budget)	Neenah-Menasha Fire Rescue					unclear on scope of project, states for training but seems like it's a request for updates to the building?			yes			
42	Menasha & Developer	City of Menasha	Government	<b>Second Floor Residential Development</b> - Similar to many downtowns, the City of Menasha has many available and underutilized, second floor spaces in the downtown that could be transitioned into additional housing opportunities. In 2021, prior to the most recent state allocation, the City of Menasha approved TID 13 project plan which hoped to create a plan to implement a new program to incentive this work.	City of Menasha; Regional Housing Opportunities	Research phase	\$100,000 to \$400,000	\$ 400,000	The Program will have the support of TID 13 as a matching element, but also private investment of the developments.	Private Owners					Seems to be requesting funding to offer an incentive for development, request of 100,000-400,000					yes	
48	Menasha	City of Menasha Police Department	Government	This project is intended to provide safety to citizens attending local events sponsored by the city or local non-profit organizations as well as citizens looking to provide goods to others (such as a farmers' market). It will consist of the purchasing of <b>mobile traffic barriers</b> as well as transport equipment to bring them from storage to the community event taking place. There will also be training provided to one individual at the department who will then in turn train others on how to properly deploy the traffic barriers. These barriers will be reusable despite taking an impact from a motor vehicle.	City of Menasha	Research phase	Estimated total cost = \$184,956.76	\$ 184,957	City of Menasha Department of Public Works Proposed Solar Energy Funds	City of Menasha	yes	yes	Menasha	yes	ER Avoidance			yes			
67	Winneconne	The Village of Winneconne	Government	We are requesting funding to <b>replace and enhance our current basketball court</b> as the court is pealing and buckling.	Village of Winneconne, Omro, Poygan	Research phase	125,000	\$ 125,000	no	The Department of Public works, Parks		yes		no	fully funded by Spirit	yes?					
68	Winneconne	The Village of Winneconne	Government	Police Garage/Evidence/Impound The general scope of the project from requested would be the <b>construction of a police garage and impound evidence area.</b> The garage would have 3 bays, where one will have a drive through going behind the garage for impound purposes. The idea is to have a proper garage for storage of the squads, evidence and equipment. Currently, Winneconne PD is the only police department in the county with no garage or storage. We are also looking to establish a secured fenced in area for impounded vehicles and storage. Currently, we have no means of impounding vehicles or large items for evidence.	The area that will be served will be the Village of Winneconne	Research phase	425,000	\$ 425,000	This organization has not received any funding for this project in the last two years.	The Police Department	yes	yes		no	fully funded by Spirit	yes?		yes			

[illegible]

77	Menasha	Rachael Dowling Supervisor District 1	on behalf of Government	Police windows - Upgrade interior and exterior windows in Police Department to ballistic resistant improving safety.	Menasha		\$ 95,000.00	\$ 95,000.00												
78	Menasha	Rachael Dowling Supervisor District 1	on behalf of Government	Recycling truck: Menasha collects recyclable materials approximately every three weeks while the standard in the Fox Cities is every other week. Collecting more frequently would increase compliance and extend the life of the landfill by reducing recyclables being landfilled. The City needs an additional truck to accomplish more frequent service	Menasha		\$ 300,000.00	\$ 300,000.00												

Full amount requested from Cities/ Towns/ Villages:	\$ 18,499,957
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# **FINAL REPORT**

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**Winnebago County Wisconsin Ad-Hoc Task Force on the Per  
Diem Structure of the Winnebago County Board of Supervisors**

**Resolution No. 191-022023, Feb. 28, 2023**

**Final Report Submitted to Judiciary and Public Services  
Committee**

**August 7, 2023**

## **Per Diem Task Force Members**

Chair Jim Wise (District 8)

Vice Chair Betsy Ellenberger (District 7)

Steven Binder (District 13)

Ralph Harrison (District 31)

Karen D. Powers (District 25)

Koby Schellenger (District 23)

Shanah Zastera (District 32)

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## **FROM THE CO-CHAIRS**

We wish to thank Chairman Egan and the Task Force on Per Diems (TF-PD) members for the honor and privilege of leading this Task Force on Per Diem policy. This Task Force was created to strengthen and simplify the rules governing the Per Diem policies of the County Supervisors of Winnebago County. We also wish to thank Bryan Stafford, Chair of the Judiciary and Public Safety Committee and all the members of this committee for helping this TF-PD. The work of keeping us on track would not be complete without the assistance of our Winnebago County Clerk, Julie A. Barthels and her staff. Also, very important was our Corporation Counsel, Mary Anne Mueller and her staff, for leading us through the complexities of all of the rules governing the Per-Diem structure.

Given the urgency of these Per-Diem issues, we were given a final deadline of Tuesday, Sept 19, 2023 (Winnebago County Supervisors meeting date). To accomplish this, we were required to also allow time for this report to be studied by the Judiciary and Public Safety Committee (JPS). Next, JPS would need to develop the required Resolution(s) and Ordinance(s). This would then be sent to the County Chair, Tom Egan, to be brought before the County Board of Supervisors.

Supervisor Jim Wise Dist 8

Supervisor Betsy Ellenberger Dist 7

## Task Force Summary

The Task Force on Per Diems was created to collect, view, analyze, discuss data, and recommend a compensation plan for all Winnebago County Board Supervisors. We feel that compensation should reflect the work, time, effort, and consistency across all supervisors.

Over the years the range and budget of the Boards pay has fluctuated. See Appendix B. In some cases new supervisors did not collect a per diem because of the lack of knowledge and training of our antiquated system. Several outliers like this in the pay confirmed our process to make it more consistent and fair. Given the chore of finding a fair amount that would reflect the amount of work and making it easy and efficient for both the supervisor and the clerk's office, a salary structure was the clear choice.

We discussed and considered a combined salary plus a smaller per diem. We felt that the time spent by Supervisors and the clerk's office in processing alone is an issue. Also, with the possible changes in the Standing Committee Structure, we felt that this could drastically change the overall compensation. This and any of the other recommended changes could also be changed by the Judiciary and Public Services committee and/or the Board of Supervisors.

Next came the collection of data from several other sources to see where our county sat among other counties. See Appendix C & D. This is a very important piece, because like any position that is worth filling we need it to be somewhat competitive and worth it for candidates who want to run and to work on the future of our county. Please note the increase in our Chair's and Vice Chair's pay. Their work is typically more burdensome and requires many more hours. Supervisors who choose no pay, may and will be encouraged to donate their pay to a charity of their choice.

Would our assignment clash with the recodification efforts and if so how do we combine them with ease? We leaned on the office of Corporate Counsel on this part to ensure it was feasible with the process and not against it.

Through our many meetings we have with the continued effort of the County Clerk's Office, Department of Administration, Office of Corporate Counsel, and staff gathered several documents to support our recommendations. Attached you will find a sample of a resolution and ordinance that expresses our suggestions.

Ad-HOC Per Diem Task Force  
Committee Meeting Dates

April 3, 2023

April 17, 2023

April 24, 2023

May 17, 2023

May 31, 2023

June 12, 2023

June 19, 2023

June 23, 2023

July 26, 2023

## Appendix B

### Budgets for Winnebago Supervisors From Years 2013-2023

Found in the Winnebago County Executive's budget books

Calendar Year	Actual Spent	Budget	
2013	\$128,160	\$139,372	
2014	\$119,690	\$140,500	
2015	\$120,811	\$135,000	
2016	\$120,526	\$132,000	
2017	\$101,188	\$121,000	
2018	\$116,903	\$137,500	
2019	\$113,028	\$145,000	
2020	\$97,560	\$142,000	
2021	\$102,275	\$115,000	
2022	\$111,450	\$115,000	
2023	\$43,633	\$125,000	As of 5/24/23

Supervisor Compensation Totals with a breakdown of meeting and pay averages. \*Note they are very inconsistent.

### **Actual Winnebago County SPENT for Supervisors 2017-2023**

(Compiled by Winnebago County Clerk's office)

Excess Meeting Dates Apr1-Mar 31	Total Spent	Average Spent	High Spent	Low Spent	# of meetings above Average	# of meetings below Average	No Per Diem Taken
2022-2023	\$120,500	\$2,834.73	\$5,550	\$150	18	19	2
2021-2022	\$95,200	\$2,441.03	\$6,550	\$125	17	17	4
2020-2021	\$84,500	\$2,283.79	\$5,225	\$725	23	10	4
2019-2020	\$102,800	\$2,855	\$5,700	\$750	19	14	3
2018-2019	\$100,830	\$2,653.43	\$5,851	\$44	21	17	0

2017-2018	\$96,936	\$2,550.95	\$5,872	\$66	21	15	2
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Appendix C

### Compensation Comparison of Counties over 100,000 pop

The County Clerk office sent out a questionnaire via email Feb. 6, 2023 and followed up by phone with missing responses. These numbers are the result of both responses.

\* Notes- Dane & Milwaukee did not respond.

If there is a + sign it indicates salary plus per diem.

County	# of Supervisor s	Base Salary (+ denotes addl per diem)	Per Diem (PD) (several per diems may apply)	Board Chair	Vice Chair	Notes
Brown	26	\$8,342+	\$33 Full Day	\$11,954	\$9,857	
Eau Claire	29	\$1,500+	\$30	\$4,675	\$1,500	
Fond du Lac	25	\$3,000+	\$50 Full \$45 Half	\$8000+	\$3500+	From a document sent from Lisa Freiburg, County Clerk. "Rules of the County Board" Part 2, VII
Kenosha	23	\$6,526		\$13,502		
LaCrosse	30	\$8,400		\$33,600	\$16,800	+Chair \$250 Mileage
Marathon	38	\$5,826		\$31,827	\$9,539	Chair of Com \$6,626 Vice \$6,056
Outagamie	36	\$5,780+	\$25 Full	\$15,302	\$7,356	Chair Com \$5,885
Ozaukee	26			\$15,450	\$15,450	
Racine	21	\$7,000		\$10,500	\$8,700	
St. Croix	19		\$100 Full \$75 Half	\$11,500	\$3,100	Chair of Com \$25/ meeting
Sheboygan	25	\$2,100+	\$70 Full \$35 Half	\$11,500	\$3,100	
Walworth	11	\$7,800		\$11,400	\$7,800	
Washington	21	\$6,600+	\$20 once they hit 30 meetings	\$20,400	\$6,600	
Waukesha	25			\$29,307		

Winnebago	36		\$75 Full \$50 Half	\$5,000	\$1,500	
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## Appendix D

### **Table of Compensation for Municipal Boards**

The chart below is a snapshot of how the individual municipalities, towns, and villages are paid. Each member of the task force called either the clerk or a supervisor to gather the information. This chart is for reference only and was not used in our summary proposals.

Municipality	Pay Salary	Per Diem	Meetings a year appx	# of Members	Population
Town of Algoma	\$1,800 Member \$5,400 Chair	\$50 for each board meeting	15	3	6927
Town of Black Wolf	\$10,000 Member	\$50 for 4 hours or less and \$75 for more	11	3	2431
Town of Clayton	\$6,000 Member \$10,000 Chair	\$50 ½ \$75 full	12	5	4375
Town of Neenah	\$7,380 Member \$14,760 Chair	Plus \$45 ½ Day \$90 Full	24	5	3701
Town of Nekimi	\$5,000 Member \$10,000 Chair	If they go over the 12	12	3	1334
Town of Nepeuskun	\$2,250 Member \$4,000 Chair	Plus \$25 additional	14	3	724
Town of Omro				3	2357
Town of Poygan	\$8,000 Member	6 additional meetings @ \$20 each	12	3	1287
Town of Rushford	\$5,985 Member \$8,242 Chair	Plus \$30 per meeting	12	3	1654
Town of Utica	\$3,000 Member \$6,000 Chair		12	3	1360
Town of Vinland	\$12,000 Member \$14,000 Chair	Plus Per Diem	12	3	1773
Town of Winchester	\$4,500 Member \$9,000 Chair	Like the counties but they do not claim it.	27	3	1796

Town of Winneconne	\$3,600 Member \$7,200 Chair	After 12 meetings \$50 for ½ and \$100 full	12	5	2627
Town of Wolf River				3	1212
Village of Fox Crossing	\$9000 Member \$13,100 Chair	Special Meetings \$35 2 hours and \$5 beyond the 2 hours	25	6	19,011
Village of Winneconne	\$3,600 Member \$7,200 Chair	After 12 meetings \$50 for ½ and \$100 full	12	4	2542
City of Appleton	\$6,750 Member		12	12	75,600
City of Menasha	\$5,508 Member \$5,808 Chair		12	8	18,370
City of Neenah	\$5,500 Member \$6,000 Chair		12-18	9	27,726
City of Omro				6	3644
City of Oshkosh	\$5,000 Member \$6,500 Chair	none	20-24	7	66,929

## Appendix E

### Current and Suggested Compensation

#### Winnebago County Supervisors, Chair, Vice Chair, and Committee Chairs

#### Current Compensation Rates Winnebago County 2022-2024

County Board Chair	—————	\$5000/yr
County Board Vice Chair	—————	\$1500/yr
Supervisor	—————	\$50/mtg-½ day, \$75/mtg-Full Day
Committee Chair	—————	\$0-Additional (see Appendix B)

#### Salary Comparisons by Counties

##### RANGE from Appendix C

Cty. Brd.Chair	—————	\$4,675 to \$33,600/yr
Cty.Brd.V.Chair	—————	\$1,500 to \$16,800/yr
Supervisor	—————	\$2,100 to \$8,400/yr

##### Average

Cty. Brd.Chair	—————	\$15,594.47/yr
Cty.Brd.V.Chair	—————	\$7,054/yr
Supervisor	—————	\$5,715/yr

\*6 of 11 Counties pay additional per diem beyond salaries.

##### Suggested By Ad-Hoc, Per Diem Task Force

(effective beginning next term after April, 2024 Organizational Meeting )

County Board Chair	—————	\$1400 /mo (\$16,800/yr)
County Board Vice Chair	—————	\$700 /mo. (\$8,400/yr)
Supervisor (not Chair or Vice Chair)	—————	\$500 /mo (\$6,000/yr)
Committee Chair	—————	\$75 /month(per committee additional)

Appendix F

Resolution To Rules - As provided by Corporation Counsel  
(existing in shown in black, proposed changes shown in red)

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**RESOLUTION: Amend Winnebago County Rules Sections 20.0 and 5.5 to Adopt a Compensation Package to Pay Winnebago County Board Supervisors a Monthly Salary**

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

**WHEREAS**, organizational reform for the Winnebago County Board of Supervisors has been discussed a number of times over the years; and

**WHEREAS**, an ad-hoc task force of Winnebago County Board Supervisors has investigated many types of compensation packages of surrounding counties over a population of 100,000; and

**WHEREAS**, this ad-hoc task force has reached out to 16 other counties to compare its current proposed compensation package; and

**WHEREAS**, the finding of this ad-hoc task force is that Winnebago County Board supervisors would be best served with being paid a monthly salary; and

**WHEREAS**, mileage reimbursement would remain as is.

**NOW, THEREFORE, BE IT RESOLVED** by the Winnebago County Board of Supervisors that it recommends replacing 20.0 of the Winnebago County Rules in its entirety with the following language:

20.1 Authorized meeting means:

- (1) the convening of a standing select or special committee of the county board or subcommittee thereof for duly authorized purposes pursuant to Wis. Stats. §§ 19.81—19.98 (open meetings of governmental bodies) and the rules of the county board wherein an agenda is published, quorum is present, and regular business is conducted; or

(2) The attendance by a supervisor at any conference, meeting, or event which the chairperson of the county board, or the vice chairperson in the chairperson's absence, directs him or her to attend

20.2 Claims for expense reimbursement not submitted to the office of the County Clerk before the first Monday of each month shall not be processed for payment in that month. No claim shall be made by any supervisor for expense reimbursement which the supervisor has not actually incurred or earned.

20.3 Each Board Member shall be responsible for compiling their own expense sheet for payment by the County of mileage and other expenses.

20.4 Supervisors shall be eligible for-expense reimbursement for attending the following:

- (a) Authorized meetings of the county board of supervisors;
- (b) Authorized meetings of any committee of jurisdiction of the county board in addition to any board, commission, task force, or consortium to which the supervisor has been duly appointed;

20.5 A monthly salary shall be paid and expenses shall be reimbursed to a Supervisor while attending authorized meetings as follows:

- (a) Monthly Salary

County Board Supervisor's Monthly Salary.....\$500

Committee Chairperson.....addl. \$75 per month per committee

County Board Chairperson Monthly Salary.....\$1400

County Board Vice-Chairperson Monthly Salary.....\$700

- (b) Mileage, Lodging, and Meals..... Section 3.05 of the Winnebago County General Code.

20.6 Non-supervisors who are duly appointed to serve on committees, boards, commissions, who are not acting within the scope of their employment or office in so doing, shall be eligible for a \$50 payment for a half day meeting (4 hours or less) but not more than \$75 per day and expense reimbursements.

20.7 Reimbursement for general items of expense and attendance at meetings shall be governed by Section 1.12 and Section 3.05 of the Winnebago County General Code.

20.8 Board members attending seminars or conventions shall submit a written report as to the seminar or convention to the County Board within 30 days following its conclusion.

20.9 All Board members shall be paid by an electronic funds transfer unless the Board member provides a signed affidavit to the County Clerk that said board member does not own or possess a bank account so as to allow such electronic payment.

**BE IT FURTHER RESOLVED** by the Winnebago County Board of Supervisors that it recommends replacing 5.5 of the Winnebago County Rules with the following language: The Chair shall receive monthly compensation of \$1,400. The Vice-Chair will receive monthly compensation of \$700.

**BE IT FURTHER RESOLVED** by the Winnebago County Board of Supervisors that said amendments to the Rules of Winnebago County Board of Supervisors shall become effective for the County Board Supervisors elected and re-elected in 2024.

Fiscal Note:

Respectfully submitted by:

**JUDICIARY & PUBLIC SAFETY COMMITTEE**

Committee Vote:

Vote Required for Passage: **3/4 of Members Present**

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

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Jonathan D. Doemel

Winnebago County Executive

Appendix G

“Ordinance” to the “General Code” as provided by Corporation Counsel.

(existing shown in black, proposed changes shown in red.

**ORDINANCE: Amend Winnebago County General Code Section 1.12 to Adopt a Compensation Package to Pay Winnebago County Board Supervisors a Monthly Salary**

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

**WHEREAS**, organizational reform for the Winnebago County Board of Supervisors has been discussed a number of times over the years; and

**WHEREAS**, the Judiciary and Public Safety Committee has an opportunity to examine how it can better serve the people of Winnebago County in an efficient and effective manner; and

**WHEREAS**, an ad-hoc task force of Winnebago County Board Supervisors has investigated many types of compensation packages of surrounding counties over a population of 100,000; and

**WHEREAS**, this ad-hoc task force has reached out to 16 other counties to compare its current proposed compensation package; and

**WHEREAS**, the finding of this ad-hoc task force is that Winnebago County Board supervisors would be best served with being paid a monthly salary; and

**WHEREAS**, mileage reimbursement would remain as is.

**NOW, THEREFORE, THE WINNEBAGO COUNTY BOARD OF SUPERVISORS DOES ORDAIN AS FOLLOWS:**

Section 1.12 is replaced in its entirety with the following language:

(1) AUTHORITY. This section of the Code is adopted under the authority granted by Wis. Stats. § 59.10(3)(f) through (i) and Wis. Stats. § 59.13(2).

(2) DEFINITIONS.

(a) AUTHORIZED MEETING shall mean:

(1) The convening of a standing select or special committee of the county board or subcommittee thereof for duly authorized purposes pursuant to Wis. Stats. §§ 19.81—19.98 (open meetings of governmental bodies) and the rules of the county board wherein an agenda is published, quorum is present, and regular business is conducted; or

(2) The attendance by a supervisor at any conference, meeting, or event which the chairperson of the county board, or the vice chairperson in the chairperson's absence, directs him or her to attend; or

(3) Claims for expense reimbursement not submitted to the office of the county clerk before the first Monday of each month shall not be processed for payment in that month.

(4) All supervisors shall submit claims for compensation and/or expenses pursuant to this article. Subject to the approval of the county board chairperson, or the vice chairperson if the chairperson is unavailable, claims for expense reimbursement shall be paid by the county, except those claims which are in excess of sums permitted by the Winnebago County General Code or state law. No claim shall be made by any supervisor for expense reimbursement which the supervisor has not actually incurred or earned.

(5) Supervisors shall be eligible for expense reimbursement for attending the following:

(a) Authorized meetings of the county board of supervisors;

(b) Authorized meetings of any committee of jurisdiction of the county board in addition to any board, commission, task force, or consortium to which the supervisor has been duly appointed;

(6) A monthly salary shall be paid and expenses shall be reimbursed to a Supervisor while attending meetings described in (5) as follows:

(a) Monthly Salary

County Board Supervisor's Monthly Salary..... \$500

Committee Chairperson.....addl. \$75 per month per committee

County Board Chairperson Monthly Salary.....\$1400

County Board Vice-Chairperson Monthly Salary.....\$700

(b) Mileage, Lodging, and Meals..... Section 3.05 of the  
Winnebago County General Code.

(7) Non-supervisors who are duly appointed to serve on committees, boards, commissions, who are not acting within the scope of their employment or office in so doing, shall be eligible for a \$50 payment for a half day meeting (4 hours or less) but not more than \$75 per day and expense reimbursements.

(Code 1974, § 1.12; Ord. of 11-13-2007; Ord. of 11-21-2017)

**BE IT FURTHER ORDAINED** by the Winnebago County Board of Supervisors that said amendments to the General Code of Winnebago County shall become effective for the County Board Supervisors elected and/or re-elected in 2024.

**Fiscal Impact:** \$252,900 (approximate task force calculation prior to potential committee structure. Current budget is \$125,000 for Supervisor wages.)

#### **JUDICIARY & PUBLIC SAFETY COMMITTEE**

Committee Vote:

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

## Appendix H

**Excerpts** - existing Winnebago County Board of Supervisors Rules.

**5.9** The County Board Chair shall advise in writing all members of the Board of the Chair's recommendations for Committee membership.

**5.10** The Chair's appointment to fill a County Board vacancy shall be listed in the written agenda.

**5.11** The Chair's appointment to fill a County Board vacancy shall be made not later than 60 days after the vacancy occurs.

## **6.0 ORDER OF BUSINESS**

**6.1** The Order of Business shall be as follows:

A. Call to Order

B. Roll Call

C. Pledge of Allegiance to the Flag

D. Prayer

E. Approval and correction of minutes of the previous meeting

F. Communications, Petitions, Memorials, Accounts, Commendations, Etc.

G. Reports of Committee, Commissions and Boards

H. Adopt Written Agenda

I. Public Comments

J. Report of the County Executive (optional)

K. Confirmation of County Executive and County Board Chair appointments

L. County Board Chair's Report

M. Presentation of Resolutions and Ordinances previously tabled or laid over to a day certain, and disposition of same

N. Presentation of new Resolutions and Ordinances and disposition of same

O. Consideration of miscellaneous business

P. Adjournment

**6.2** The Roll Call shall be made by use of the voting machine, or in the event of malfunction or remote meeting, by roll call of the County Clerk.

**6.3** Monthly Reports of Committees, Commissions and Boards of the County Board may be made in writing, said reports to be included in the agenda packet mailed, or otherwise delivered, to each Board Member.

**6.4** Public comments will be heard by the Board at an appropriate time in the agenda. The Chair, within his or her discretion, may set a time limit on speakers when necessary.

**6.5** Public comments will be heard by the Board on any matter over which this body has jurisdiction, including, but not restricted to, those Resolutions and Ordinances on the adopted agenda for that meeting. If a member of the public raises a subject that does not appear on the meeting agenda, however, no substantive discussion of that subject shall take place by the Board, and any extensive deliberation regarding that subject shall be deferred to a later meeting so that more specific notice may be given by placing the subject on the agenda. In addition, the Board shall not take any formal action on a subject raised in the public comment period, unless that subject is also identified in the meeting agenda.

**6.6** A supervisor who is permanently leaving a board meeting prior to adjournment shall inform the Chair or the County Clerk of that fact prior to leaving the meeting.

## **7.0 HANDLING OF RESOLUTIONS AND ORDINANCES**

**7.1** Every written resolution shall be prepared in block form and shall be as concise as possible and shall have attached to it the name of the Committee, Commission or Board and/or the names of the Supervisor(s) introducing it. All resolutions or ordinances to be considered by the County Board shall be prepared and presented with a brief background statement, rationale of why the board should consider action, financial and/or resources impact.

**7.2** All resolutions that come from Committees, Commissions or Boards shall show the vote of that Committee, Commission or Board.

**7.3** All items to be acted upon by the Board which are included on the adopted agenda may be referred to by the title and number and need not be read by the Clerk unless requested by a Supervisor.

**7.4** Every motion or amendment shall be reduced to writing if requested by a Supervisor.

**7.5** Every resolution having monetary implications shall have a fiscal note attached or included, and, if applicable, shall contain a cost/benefit analysis.

**7.6** Any Committee of Jurisdiction may submit to the County Board a request which has been rejected by Personnel and Finance Committee. However, this request resolution must have a two-thirds affirmative vote of the County Board membership for adoption except at the County Board Annual Budget Session.

**7.7** Any resolution that is presented for the purpose of expressing support, opposition, or the desire for initiation of any state or federal legislation shall require a three-fourths vote of those members present for passage.

## **8.0 WRITTEN AGENDA**

**8.1** Under the direction of the County Board Chair, the County Clerk, with the help of the Corporation Counsel, is hereby authorized and instructed to prepare a written Agenda for each meeting of the County Board.

May 2	Special Orders	6:00 P.M.
May 15	Tour	8:30 A.M.
May 16	Business	6:00 P.M.
June 20	Business	6:00 P.M.
July 18	Business	6:00 P.M.
August 15	Business	6:00 P.M.
September 5	Special Orders	6:00 P.M.
September 19	Business	6:00 P.M.
October 17	Business	6:00 P.M.
October 30	Budget	6:00 P.M.
October 31	Budget	8:30 A.M.
November 1	Budget	8:30 A.M.
November 21	Business	6:00 P.M.
December 18	Christmas Party	6:00 P.M.
December 19	Business	6:00 P.M.

#### **18.0 GENERAL DUTIES OF THE COUNTY BOARD**

##### **18.1 COMMITTEES, COMMISSIONS, BOARDS**

**18.2** The County Board shall be the Board of Jurisdiction for all County Board standing committees.

**18.3** Any decision of any Standing Committee may be appealed to the Board by any Supervisor at any regular or special Board meeting.

**18.4** Any County Board Member may attend, without voting privileges, any open or closed meeting of any County Board Committee, Commission or Board.

**18.5** The public may attend any open meetings of the County Board, and/or its Committees, Commissions, or Boards.

**18.6** No County Board member shall permanently chair more than one committee. This rule shall not apply to the chair of the Legislative Committee.

**18.7** All Committees, Boards, and Commissions will meet no earlier than 3:00 p.m. on any given day unless the committee agrees unanimously to a different time.

##### **19.0 ANNUAL TOUR**

**19.1** The County Board may make an annual inspection of County owned properties and facilities during the month of May.

**19.2** The agenda for this tour shall be compiled by the County Board Chair.

**19.3** A County Board Supervisor may be able to get a tour of a county-owned facility with an arranged appointment.

##### **20.0 PER DIEM, MILEAGE, EXPENSES**

**20.1** Each Board Member shall be responsible for compiling their own expense sheet for payment by the County of per diem, mileage and other expenses.

**20.2** Such expense sheets must be submitted to the County Board Chair or County Clerk's Office no later than the First Monday of each month.

**20.3** Any and all expenses and other items listed on a Supervisor's expense sheet shall be paid by the County except those which are in excess of sums permitted by County Resolution or Ordinance, or State Statute, in which case the legal limit shall be paid upon approval by the County Board Chair.

**20.4** Pursuant to the County Ordinance, attendance at meetings, conferences or educational seminars that were not identified specifically at the time the budget was adopted must first be approved by the County Board Chair as a condition precedent to expense reimbursement.

**20.5** No Supervisor shall submit for payment any item of expense or per diem which said Supervisor has not actually made or earned.

**20.6** Reimbursement for general items of expense and attendance at meetings shall be governed by Section 1.12 and Section 3.05 of the Winnebago County Ordinance. (See attached Appendix A.)

**20.7** Board members attending seminars or conventions shall submit a written report as to the seminar or convention to the Board within 30 days following its conclusion.

**20.8** All Board members shall be paid by electronic funds transfer unless the Board member provides a signed affidavit to the County Clerk that he or she does not own or possess a bank account so as to allow such electronic payment.

##### **21.0 ACCESS**

**21.1** All County Board Members shall have reasonable access during normal business hours to departments or offices of Winnebago County not prohibited by State Statutes or Federal Regulations.

- (b) Each authority shall impose a fee upon the requester of a copy of a record for the actual, necessary, and direct cost of photographing and photographic processing if the authority provides a photograph of a record, the form of which does not permit copying.
- (c) Each authority shall impose a fee upon the requester of a record not, in printed form on paper such as films, computer printouts and audio or video tapes, which may not exceed the actual, necessary and direct cost of a copy of such record.
- (d) Except as otherwise provided by law or as authorized to be prescribed by law or as authorized to be prescribed by law, an authority shall impose a fee upon a requester for locating a record, not exceeding the actual, necessary and direct cost of location, if the cost is \$50 or more.
- (e) Each authority shall impose a fee upon a requester for the actual, necessary, and direct cost of mailing or shipping any copy or photograph of a record which is mailed or shipped to the requester.
- (f) An authority may provide copies of a record without charge or at a reduced charge where the authority determines that waiver or reduction of the fee is in the public interest.
- (g) Each authority shall require prepayment by a requester of any fee or fees imposed under this subsection if the total amount exceeds \$5.

(5) **Effective Date:** This ordinance shall take effect on January 1, 1983

**1.12 PER DIEM, MILEAGE EXPENSES REQUIREMENT: COUNTY BOARD OF SUPERVISORS.**

- (1) **Authority:** This section of the Code is adopted under the authority granted by §§ 59.10(3)(f) through (h) and 59.13(2), Wis Stats.
- (2) **Definitions:**
  - (a) **Committee Meeting:** as used in this ordinance shall mean the convening of a standing select or special committee of the County Board or subcommittee thereof for duly authorized purposes pursuant to Chapter 19, Subchapter 5: Open Meetings of Governmental Bodies, Wis Stats, and the Rules of the County Board wherein an agenda is published, quorum is present, and regular business is conducted; or
  - (b) The attendance by a supervisor at any school, institute, conference, or meeting which the County Board or the Chairperson of the County Board, or the Vice Chairperson in the Chairperson's absence, directs him or her to attend; or
  - (c) The attendance by a supervisor at any school, institute, conference, or meeting which the County Board or the Chairperson of the County Board, or the Vice Chairperson in the Chairperson's absence, directs him or her to attend; or

- (3) The attendance by a supervisor at any school, institute, conference, or meeting which the County Board or the Chairperson of the County Board, or the Vice Chairperson in the Chairperson's absence, directs him or her to attend; or
- (4) Claims for expenses or for per diem reimbursement not submitted to the office of the County Board Chairperson before the first Monday of each month shall not be processed for payment in that month.
- (5) The County's Human Resources Department shall develop an expense and per diem reimbursement sheet, subject to the approval of the Personnel and Finance Committee, which shall be used by all supervisors to submit claims for compensation and/or expenses pursuant to this ordinance. Subject to the approval of the County Board Chairperson, or the Vice Chairperson if the Chairperson is unavailable, claims for expenses and per diem reimbursement shall be paid by the County, except those claims which are in excess of sums permitted by County Ordinance or State Statute. No claim shall be made by any supervisor for expense or per diem reimbursement which said supervisor has not actually incurred or earned.
- (6) Supervisors shall be eligible for per diem and expense reimbursement for attending the following:
  - (a) Regular meetings of the County Board of Supervisors;
  - (b) Regular meetings of any committee of jurisdiction of the County Board to which the supervisor has been duly appointed;
  - (c) Attendance of any "committee meeting" as that term is defined within this ordinance, or requested presence by the County Board Chairperson, to represent the County;
  - (d) Attendance at a conference with the County Executive at the specific request of the County Executive.
- (7) Per diem and expenses shall be reimbursed while attending meetings for the Winnebago County Board of Supervisors as follows:
  - (a) Per Diem
 

½ day meeting (One or more meetings totaling 4 hours or less) .....	\$ 50.00
Full day meeting .....	\$ 75.00
Monthly County Board meeting .....	\$ 75.00
Maximum allowable per diem per day .....	\$ 75.00
  - (b) Mileage, Lodging, and Meals: In accordance with Section 3.05 of the General Code of Winnebago County.
- (8) No County Board Supervisor may claim more than one per diem for each day of service as a County Board Supervisor.
- (9) In addition to the per diem eligibility set forth above, the County Board Chairman shall receive an annual salary of \$5,000 and the Vice Chairman shall receive an annual salary of \$1,500 for performing duties required by those positions.
- (10) Non-supervisors who are duly appointed to serve on the following committees, boards, and commissions who are not acting within the scope of their employment or office in so doing, shall be eligible for the same per diem payments and expense reimbursements as supervisors:



- (a) Board of Adjustment
- (b) Land Conservation Committee
- (c) Solid Waste Management Board
- (d) Committee on Aging
- (e) Health Board
- (f) Public Safety Building Board – Members at Large
- (g) Information Systems Committee
- (h) Grievance Review Board
- (i) Veteran Service Commission
- (j) Housing Authority

(11) **Effective Date:** This ordinance shall be effective as of September 1, 2001.

1.20

**COUNTY GRIEVANCE REVIEW BOARD.**

- (1) **Authority:** This section is adopted under the authority granted by § 66.0509(1m), Wis Stats.
- (2) **Title:** This section shall be known as, referred to, or cited as, "Winnebago County Grievance Review Board Ordinance."
- (3) **Effective Date:** This section shall take effect October 1, 1977.
- (4) **Membership:**
  - (a) The Grievance Review Board shall be composed of five (5) members, all of whom shall be legal residents of Winnebago County with an appreciation for and knowledge of personnel management and dedication to the concept of equal employment opportunity
  - (b) No person holding any elective or appointed public position of office in County government shall be appointed to the Grievance Review Board.
  - (c) The Grievance Review Board shall be appointed by the County Executive, subject to confirmation by the County Board of Supervisors.
  - (d) Members of the Grievance Review Board shall not be employed in any capacity by the County.
  - (e) Except as hereinafter provided, the term of office of each member of the Grievance Review Board shall be five (5) years. The terms of office initially appointed shall be as follows:
    - 1. One member shall be appointed for a term commencing with the date of appointment and ending December 31, 1978.



**3.05 ATTENDANCE AT MEETINGS OR SCHOOLS****(1) GENERAL:**

- (a) The purpose of this Ordinance is the establishment of an orderly procedure for the authorization of travel or attendance at meetings, conferences, or educational seminars, on behalf of Winnebago County and for the reimbursement of legitimate expenses incurred as a result of such attendance.
- (b) The intent of this Ordinance is that of restricting the reimbursement of travel expenses to only those items which are properly authorized and which are essential to the conduct of Winnebago County business or training off-site. As such, persons claiming reimbursement for travel expenses should make every reasonable effort to minimize the cost impact of their travel on behalf of Winnebago County.
- (c) The provisions of this Ordinance shall not apply to volunteer drivers.

**(3) APPROVAL:**

- (a) **Budget Approval:** Adoption of the County budget constitutes approval of the department budget for known meetings, conferences and educational seminars as well as for the summarized cost estimate for other meetings, conferences, educational seminars and local travel. Attendance of employees and elected officials other than County Board Supervisors at meetings, conferences or educational seminars that were not identified specifically at the time that the department budget was submitted and considered shall require the advance approval of the County Executive. In the case of County Board Supervisors, advance approval by the County Board is required for attendance at meetings, conferences or educational seminars that were not identified specifically at the time that the budget was adopted, except as otherwise provided pursuant to the Rules of the Winnebago County Board of Supervisors.
- (b) **Expense Voucher Approval:** The County Executive or his designee shall be responsible for reviewing and authorizing the payment of expense reimbursements submitted by employees and elected officials other than County Board Supervisors. The Chairman of the County Board shall be responsible for reviewing and authorizing the payment of expense reimbursements submitted by County Board Supervisors. For purposes of this Ordinance, the County Executive or his designee and the County Board Chairman shall be known as the Authorizing Agent with respect to various required approvals specified herein.
- (c) **Deadlines for Submission of Expense Reimbursement Reports:** It is recommended that expense reimbursement reports be submitted at least quarterly so that the departments travel expenses on the Winnebago County Income Statement are reasonably up to date for budget monitoring. Expense reimbursement reports must be submitted no later than February 10 of the succeeding year to be recorded in the current year. Those submitted after that will be posted to the succeeding year. Expense reimbursement reports turned in after June 30 of the succeeding year will not be eligible for reimbursement at all.

**(4) EXPENSE REIMBURSEMENT:**

- (a) **Automobile Mileage Expense**

1. Automobile mileage shall be reimbursed at the current federal (Internal Revenue Service) mileage rate established for employees utilizing their vehicles for business purposes.
2. No employees or elected officials of Winnebago County shall operate a privately-owned motor vehicle on County business unless they meet the County's minimum automobile liability insurance requirements which are set forth as follows:

\$100,000.00 for each person for bodily injury.

\$300,000.00 for each occurrence for bodily injury.

\$ 50,000 for each occurrence for property damage.

3. A. All Winnebago County employees and elected officials who drive a privately-owned motor vehicle on County business shall produce evidence of insurance coverage to the person responsible for approving their expense reports upon request.  
B. No automobile mileage shall be reimbursed to Winnebago County employees, or elected officials of Winnebago County who operate a motor vehicle in violation of this section of this Ordinance.
4. All travel shall be by the most direct route with an allowance to be made for reasonable variations due to route conditions. Mileage shall be paid to the person whose private motor vehicle is used. Where a number of persons are making the same trip, travel shall be in the fewest necessary number of motor vehicles.
5. Employees and elected officials other than County Board Supervisors shall not be paid for travel between their place of residence and their regular work locations.
6. Travel in one's personal automobile between County facilities in the course of business is eligible for mileage reimbursement.
7. Mileage reimbursement paid to employees and Winnebago County Board members and members of duly appointed Winnebago County committees, boards, and commissions for attendance at duly noticed meetings shall not exceed the mileage between the site of the meeting and the permanent residence of the employee, board, committee or commission member.

(b) Lodging and Meals Expense:

1. The following schedule consists of maximum reimbursable expenses for lodging and meals:  
Overnight Lodging - Single room cost.

\$10.00	Breakfast
\$12.00	Lunch
\$23.00	Supper

These are the allowable amounts that Winnebago County will reimburse for meals including tips. Meal costs that exceed these amounts may be approved by the authorizing agent provided they are reasonable for the location of the meeting. Submission of meal receipts is required for all meals.

2. Persons attending meetings, conferences, or educational seminars that extend for a full day or a partial day may claim necessary meal expenses per meal as set forth herein. No reimbursement shall be claimed for meals that could have reasonably been consumed prior to departure or following return.
3. Meals consumed by employees and elected officials as part of a business breakfast, luncheon, or dinner are eligible for reimbursement in accordance with the foregoing schedule subject to the approval of the Authorizing Agent.
4. Lodging costs will not be reimbursed for any site within 50 miles of the Winnebago County Courthouse unless approved in advance by the Authorizing Agent.



5. In order to be reimbursed for lodging costs for the night prior to the beginning of a meeting, conference, or educational seminar, the site of the meeting, conference, or educational seminar must be at least 100 miles from the Winnebago County Courthouse and the starting time must be no later than 9:30 a.m. Normally, reimbursement for lodging costs for the night at the end of a meeting, conference, or educational seminar shall not be paid unless the meeting, conference, or educational seminar is located more than 100 miles from the Winnebago County Courthouse and the meeting, conference, or educational seminar ends later than 8:30 p.m. Exceptions to these provisions may be made by the Authorizing Agent based upon weather conditions or other reasonable considerations.
6. Since Winnebago County is exempt from state and local taxes in Wisconsin, persons seeking lodging expense reimbursement shall arrange in advance with the lodging facility to exempt reimbursed room and meal charges from state and local taxes.

**(5) GENERAL ITEMS OR EXPENSE:**

**(a) Public Transportation:**

1. Travel by plane or train shall be at coach rates.
2. Since most trips are pre-planned, airline tickets shall be purchased far enough in advance so as to achieve the lowest possible fares. If a fare requires additional nights of lodging and additional meals, these extra expenses and the value of lost work time shall be weighed against the airfare and the most economical choice shall be made. In the event that extenuating circumstances prevent the most economical choice from being made, advance approval of the Authorizing Agent shall be secured.
3. Educational seminars that are offered in more than one location shall normally be selected on the basis of the closest site to Winnebago County. Exceptions to this provision require the advance approval of the Authorizing Agent.
4. Incidental expenses for taxi fares, limousine fares, busses, or other forms of land transportation between the airport or terminal, and the place of lodging, and/or the meeting, conference, or seminar site are reimbursable under this Ordinance.
5. Tips (other than meal tips), alcoholic beverages, barber or beautician costs, in-room movies, health club fees and all sundry items not specifically addressed in this Ordinance are not reimbursable.
6. Auto rentals shall be made only if less expensive than other forms of land transportation or if other forms of transportation would prove unreasonable from a time/use perspective.
7. Disbursements made in foreign currency must be converted to U.S. currency when preparing the expense report.
8. Where County employees or elected or appointed officials share transportation, only those persons actually providing the means of transportation or paying for the cost of the transportation shall be reimbursed.



- (b) County employees, officers and County Board Supervisors attending County Board meetings or any other authorized meeting or seminar who are not prohibited from claiming mileage expense, but to whom no other provision of this ordinance is applicable, shall be entitled to mileage reimbursement at a rate of \$.0001 per mile.
  - (c) Telephone: Employees, officers and elected officials shall be eligible for reimbursement of personal telephone expenses for calls between their place of lodging and their home not to exceed an average of \$3.50 per day for each night of lodging away from home.
  - (d) Registration or Conference Fees:
- (6) Registration or conference fees are reimbursable by Winnebago County upon proof of payment or they may be prepared upon advance billing. In the event that prepayment of registration or conference fees has been made and the individual scheduled to attend cannot attend, the person who made the original arrangements is responsible for providing a suitable substitute or for seeking a refund of the registration or conference fee. ADVANCES: The Authorizing Agent may authorize the payment of travel advances to employees and elected officials engaged in travel on County business.
- (7) ENFORCEMENT:
- (a) The County Board Chairman shall be responsible for the enforcement of and compliance with the provisions of this Ordinance, with regard to County Board Supervisors. The County Executive or his or her designee(s) shall be responsible for enforcement of and compliance with the provisions of this Ordinance with regard to employees of Winnebago County and elected officers other than County Board Supervisors. The Chairman of the Personnel and Finance Committee shall review and approve expense reimbursement requests of the County Board Chairman and County Executive for purposes of compliance with this Ordinance. If the County Board Chairman and Personnel and Finance Committee Chairman are one and the same, then any other member of the Personnel and Finance Committee may review and approve expense reimbursement requests of the County Board Chairman.
- (8) PER DIEM AND EXPENSE REIMBURSEMENT PURSUANT TO § 73.06, WIS STATS:
- (a) This Section of the Code is adopted under the authority granted by § 73.06(1), Wis Stats.
  - (b) Per Diem and Expenses.
    1. Local municipal assessors, clerks and other officials attending a conference called by the Wisconsin Department of Revenue, pursuant to Section 73.06(1), Statutes, shall be paid a per diem of \$40.00 per day for attendance at said meetings.
    2. Local municipal assessors, clerks and other officials attending meetings called by the Wisconsin Department of Revenue pursuant to § 73.06(1), Wis Stats, shall receive mileage expense reimbursement at the rate established pursuant to Section 3.05(4)(a)(1) of the General Code of Winnebago County. Said mileage expense reimbursement shall only be paid to those officials actually operating a motor vehicle as a means of transportation to or from said meetings. Officials utilizing public transportation shall be reimbursed at the actual rate of expense for said transportation, provided that said expense shall not exceed the automobile mileage reimbursement rate established pursuant to Section 3.05(4)(a)(1) of the General Code of Winnebago County.
  - (c) Residency:
    1. Payment certificates of the Supervisor of Equalization showing attendance and travel shall be submitted to the Winnebago County Treasurer.

2. The Winnebago County Treasurer shall make payments to all local municipal assessors, clerks, and other municipal officials attending meetings pursuant to § 73.06(1), Wis Stats, upon receipt of a proper certificate from the supervisor of equalization showing attendance and travel and upon proper verification that the residence of said local official was Winnebago County, with said payments to be made from the General Fund of Winnebago County.
  3. Payments to assessors shall be mailed by the Winnebago County treasurer to the municipality of the assessor's employment with the exception that employees of a private assessment firm may be mailed payments directly by the Winnebago County Treasurer, within the Treasurer's discretion.
- (d) Effective Date: This Ordinance shall be effective as of the date following the date of publication.

**3.07 PROCEDURE FOR COMPETITIVE PURCHASING BY WINNEBAGO COUNTY DEPARTMENTS:**  
**DOCUMENTATION REQUIREMENTS: EXEMPTIONS**

- (1) PURPOSE: The purpose of this Ordinance is to establish a procedure whereby the purchase of goods and services by Winnebago County operating units costing in excess of \$2,500 and the purchase of services costing in excess of \$5,000 shall be procured using competitive means.
- (2) COMPETITIVE PURCHASING: The Finance Department shall establish written purchasing procedures in relation to this ordinance and all departments of Winnebago County, both elected and appointed are required to comply with such procedures.
- (3) REVIEW OF PROCEDURES: The Personnel and Finance Committee shall review the procedures on an annual basis and make recommendations for amendments. Amendments shall be approved by both the Committee and County Executive. When necessary, such amendments shall be brought before the County Board for review.
- (4) EXEMPTIONS: The following procurements may be made without compliance with the competitive purchasing requirements of this section of the Code:
  - (a) Purchases of natural gas, electricity, water, and sewage connections from public utilities.
  - (b) Real estate transactions.
  - (c) Brand name, patented equipment, service or supplies available from only one source as determined by the Finance Director or his designee.
  - (d) Emergency purchases due to breakdown in machinery or as essential service; or when unforeseen circumstances arise, including delays by contractors, delays in transportation and unanticipated volume of work as approved by the Finance Director or his designee.
  - (e) Services of a nature requiring both professional education and professional experience are exempt from the above requirements, except procurements relative to initial contracts of this nature where total amounts paid to a provider are reasonably expected to exceed \$25,000.
  - (f) Telephone Services and Paging Services.
  - (g) The purchase of used equipment at auctions or from vendors when, in the discretion of that department's respective head, the purchase of said used equipment will result in considerable savings to Winnebago County, subject to review and approval of the Finance Director or his designee.



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# **Structure Review Task Force**

## **Findings and Recommendations**

# Introduction

The Ad Hoc Structure Review Task Force, since its establishment in March, has endeavored to do the research necessary to propose a right-sized suite of solutions for the structure of the Winnebago County Board.

As per our charter, we are recommending to you, the Winnebago County Board, a structure that is uniquely tailored for our county.

**Origins**

## Origin of the Task Force

The Ad-Hoc Structure Review Task Force was formed as a result of the passing of **Resolution 35-042022** (Zastera, JPS) at the February, 2023 Winnebago County Board business meeting.

# Our Research

The Structure Review Task Force conferred with other counties, and sought opinions on statute from Legislative Counsel in Madison as well as Corporation Counsel in Winnebago County.

We have reviewed numerous documents and presentations from the WCA, UW system, and previous Winnebago County task forces/committees on this topic. Additionally, we reached out to fellow supervisors and department heads in the form of a questionnaire.

**People**

**Documents**

**Questionnaires**

# People

- JPS invited WCA Attorney and former Ozaukee County Supervisor Jacob Curtis to present the *County Board Committee Organizational Options* presentation in September of 2022.
- Ozaukee County Administrator Jason Dzwinel
- Fond du Lac County Executive and former Fond du Lac County Board Chairman Sam Kaufman
- Wisconsin Legislative Counsel in Madison (via the Wisconsin State Assembly)
- Winnebago County Corporation Counsel.

# Documents

- 1987 Arthur Young Report
- 1990 Task Force on Efficiency and Effectiveness
- 2001 Winnebago County Exploration Committee
- 2007 Personnel Function Committee
- April, 2021 UW Extension document – *An Overview of Wisconsin County Committee Structures and a Snapshot of County Committee Structures*
- December, 2021 WCA Committee Structure and Rightsizing presentation
- February, 2022 Judiciary and Public Safety Committee meeting packet

## Questionnaires

The task force also reached out to all 36x Winnebago County Supervisors and major department heads in the form of a questionnaire on SurveyMonkey where everyone was afforded anonymity.

We heard back from 20x supervisors and 20x department heads. The questions ranged from breadth and depth of experience to satisfaction with the committee and board structure and suggestions.

# What We're Proposing

The Task Force is proposing to you, the Winnebago County Board, a committee and board structure that is unique to our county.

This structure calls for reducing to **10x major committees and boards of jurisdiction** down from the current 15x.

**Current  
Structure**

**Citizen  
Participation and  
Statute  
Considerations**

**New  
Structure**

**Minor  
Committees,  
Commissions,  
and Boards**

## Current Structure

As a reminder, Winnebago County currently has **15x** major committees and boards of jurisdiction with 70x supervisor member slots (excluding Legislative, Committee on Committees, and minor committees, commissions, and boards).

## What About Citizen Participation and State Statute?

We reviewed the statutes and made our recommendations based on what they require. Any consolidation must maintain the statutorily mandated citizen-members that a new committee or board absorbed. For example, state law outlines that a doctor and nurse should be on a board of health. So, the task force kept the doctor and nurse citizen slots on the new Health and Human Services body.

However, since citizen members would now sit on ostensibly more powerful committees and boards, the task force recommends a rule change that citizen members *not* be able to chair these *specific new* major standing committees and boards (ie. that rule would not include Solid Waste).

**Membership  
Key**

## **New Structure**

The task force is recommending a new structure of **10x** major committees and boards of jurisdiction. The total number of supervisor member slots on major standing committees and boards will go down from 70 to 46 (excluding Legislative and Committee on Committees).

A note on departments: This will **NOT** impact day to day operations or hiring. This only impacts interfacing with the county board.

**Public  
Works**

**Judiciary  
and Public  
Safety**

**Finance and  
Administration**

**Natural  
Resources**

**Health and  
Human  
Services**

**Land  
Conservation**

**Aviation**

**Legislative**

**Solid Waste**

**Planning  
and Zoning**

# Membership Key

The following slides will highlight the new major committee and board structure along with a visualization of member composition for each body. Below is a key for each composition.



Supervisor



Citizen member

# Public Works

Public Works will be a consolidation of the following standing committees.

- Highway
- Facilities/Property Management

This committee will consist of five supervisors.



# Judiciary and Public Safety

This committee's makeup will remain unchanged.  
However, the following departments will transfer out of  
the jurisdiction of JPS.

- County Clerk to Finance and Administration
- Veterans Services to Health and Human Services
- Register of Deeds to Planning and Zoning

This committee will consist of five supervisors.



# Finance and Administration

Finance and Administration will be a consolidation of the following standing committees.

- Personnel and Finance
- Information Technology

The following department will transfer into the jurisdiction of Finance and Administration.

- County Clerk

Note: The Microfilm Department will also be removed in the rules as it no longer exists. Additionally, the task force recommends that the citizen member spot on Information Technology not be carried over as it is not statutorily mandated.

This committee will consist of five supervisors.



# Natural Resources

Natural Resources will be a consolidation of the following standing committees.

- UW Education/Extension/Agriculture
- Parks/Recreation

This committee will consist of five supervisors.



# Health and Human Services

Health and Human Services will be a consolidation of the following standing committees and boards.

- Human Services Board
- Board of Health
- Parkview Health Center

The following department will transfer into the jurisdiction of Health and Human Services.

- Veteran Services

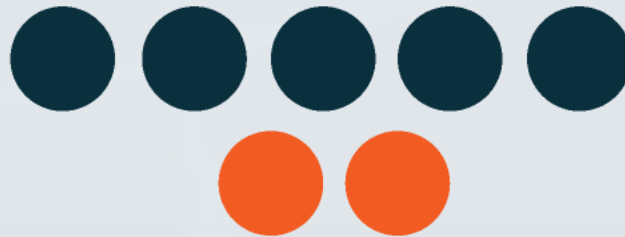
This committee will consist of nine members six of which will be supervisors and three citizen members. The citizen members should fill the requirements by statute (doctor and nurse).



# Land Conservation

This committee's makeup and jurisdiction will remain unchanged.

This committee will consist of five supervisors and two citizen members. One of the citizen members must be involved in agriculture as defined by statute.



# Aviation

This committee's makeup and jurisdiction will remain unchanged.

This committee will consist of five supervisors.



## Planning and Zoning

This committee's makeup will remain unchanged. However, the following department will transfer into the jurisdiction of Planning and Zoning.

- Register of Deeds

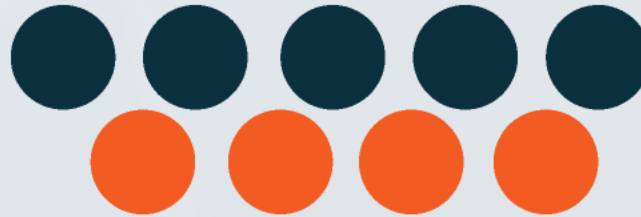
This committee will consist of five supervisors.



# Solid Waste Management Board

This board's makeup and jurisdiction will remain unchanged.

This board will consist of nine members five of which will be supervisors and four citizen members.



## **Legislative**

The task force recommends that the Legislative Committee no longer be a standing committee, but it should become a special committee which will consist of the major committee/board chairs and the Winnebago County Board Chairman.

## **Minor Committees, Commission, and Boards**

Our review did not involve the smaller, yet important committees, commissions, and boards of jurisdiction (for example the Committee on Committees, Board of Adjustment, or ADRC). The task force's work focused on the bodies of jurisdiction over major departments.

The task force recognizes these numerous other committees, commissions, boards, and ad-hoc bodies that exist in Winnebago County government, and we recommend their review in the not too distant future.

# Conclusion

We hope that this report serves as a good basis for the Winnebago County Board to act. We feel that this proposed committee and board structure adequately reflects a right-sized solution for Winnebago County.

Please do not hesitate to reach out to any of the task force members if you have any questions.

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# **Structure Review Task Force**

## **Findings and Recommendations**

## **Ad Hoc Structure Review Task Force Recommendation to the Winnebago County Board**

The Ad Hoc Structure Review Task Force, since its establishment in March, has endeavored to do the research necessary to propose a right-sized suite of solutions for the structure of the Winnebago County Board. We spoke with other counties, asked for feedback from supervisors and departmental stakeholders in the form of questionnaires, and digested this information thoughtfully. As per our charter, we are recommending to you, the Winnebago County Board, a structure that is uniquely tailored for our county. It is laid out below. Just a reminder, we currently have twelve standing committees and three boards of major departments. These fifteen bodies are the only ones that have been considered in our rightsizing efforts.

### **Ten Major Committees and Boards**

This is a structure that is unique for Winnebago County. The new committees/major boards are laid out below with the proposed member makeup and with what other bodies may be consolidated and jurisdictional transfers.

#### **I.) Public Works**

##### **a.) Highway**

##### **b.) Facilities/Property Management**

**Membership:** This committee will consist of five supervisors.

#### **II.) Judiciary and Public Safety**

**Membership:** This committee will consist of five supervisors.

**Jurisdictional Changes:** The following departments will transfer **out** of the jurisdiction of JPS.

- County Clerk to Finance and Administration
- Veterans Services to Health and Human Services
- Register of Deeds to Planning and Zoning

#### **III.) Finance and Administration**

##### **a.) Information Technology\***

**Membership:** This committee will consist of five supervisors.

**Jurisdictional Changes:** The following departments will transfer **into** the jurisdiction of Finance and Administration.

- County Clerk

\*The task force recommends that the citizen member spot on Information Technology not be carried over as this is not a statutorily mandated position. NOTE: The Microfilm Department will also be removed in the rules as it no longer exists.

IV.) Natural Resources

- a.) UW Education/Extension/Agriculture
- b.) Parks/Recreation

**Membership:** This committee will consist of five supervisors.

V.) Health and Human Services

- a.) Human Services Board
- b.) Board of Health
- c.) Parkview Health Center

**Membership:** This committee will consist of nine members six of which will be supervisors and three citizen members. The citizen members should fill the requirements by statute (doctor and nurse).

**Jurisdictional Changes:** The following department will transfer **into** the jurisdiction of Health and Human Services.

-Veterans Services

VI.) Land Conservation

**Membership:** This committee will consist of five supervisors and two citizen members. One of the citizen members must be involved in agriculture as defined by statute.

VII.) Aviation

**Membership:** This committee will consist of five supervisors.

VIII.) Planning and Zoning

**Membership:** This committee will consist of five supervisors.

**Jurisdictional Changes:** The following department will transfer **into** the jurisdiction of Planning and Zoning.

-Register of Deeds

IX.) Solid Waste

**Membership:** This board will consist of nine members five of which will be supervisors and four citizen members.

#### X.) Legislative

**Membership:** The task force recommends that the Legislative Committee no longer be a standing committee, but it should become a special committee which will consist of the major committee/board chairs and the Winnebago County Board Chairman.

The total number of County Board member slots on major committees and boards will go from 70 down to 46 (excluding Legislative, Committee on Committees, and other minor commissions and boards).

#### **Citizen Participation and Service/Statute Considerations**

You will note that this solution still provides for citizen input and expertise that is both mandated by state statute and is ideal for continuity of citizen service. We reviewed the statutes and made our recommendations based on what they require. Any consolidation must maintain the statutorily mandated citizen-members that a new committee or board absorbed. For example, state law outlines that a doctor and nurse should be on a board of health. So, the task force kept the doctor and nurse citizen slots on the new Health and Human Services body.

However, since citizen members would now sit on ostensibly more powerful committees and boards, the task force recommends a rule change that citizen members not be able to chair these specific new major standing committees and boards (ie. that rule would not include Solid Waste).

#### **Other Committees, Commissions, and Boards**

Our review did not involve the smaller, yet important committees, commissions, and boards of jurisdiction (for example the Committee on Committees, Board of Adjustment, or ADRC). The task force's work focused on the bodies of jurisdiction over major departments.

The task force recognizes these numerous other committees, commissions, boards, and ad-hoc bodies that exist in Winnebago County government, and we recommend their review in the not too distant future.

#### **Summary of our Research and Outreach**

As a task force, we committed to doing as much research and outreach as we possibly could have. We reviewed the following documents and reached out to the following individuals.

- JPS invited WCA Attorney and former Ozaukee County Supervisor Jacob Curtis to present the *County Board Committee Organizational Options* presentation in September

of 2022. A member of the task force followed up with Ozaukee County Administrator Jason Dzwiniel.

- The task force invited Fond du Lac County Executive and former Fond du Lac County Board Chairman Sam Kaufman to present on the Fond du Lac County committee, commission, and board structure as well as the Fond du Lac County Board rules in April of 2023.
- A member of the task force conferred with Legislative Counsel in Madison via the Wisconsin State Assembly to review legal considerations and statute mandated committees and boards and their membership. The task force also conferred with Corporation Counsel.
- The task force reviewed the following documents and reports from prior committees and task forces:
  - 1987 Arthur Young Report
  - 1990 Task Force on Efficiency and Effectiveness
  - 2001 Winnebago County Exploration Committee
  - 2007 Personnel Function Committee
  - April, 2021 UW Extension document - *An Overview of Wisconsin County Committee Structures and a Snapshot of County Committee Structures*
  - December, 2021 WCA *Committee Structure and Rightsizing* presentation
  - February, 2022 Judiciary and Public Safety Committee meeting packet

The task force also reached out to all 36x Winnebago County Supervisors and major department heads in the form of a questionnaire. We heard back from 20x supervisors and 20x department heads. We are pleased with the volume of participation from both supervisors and department heads and their candid thoughts. The responses are confidential. Names were not required to complete the questionnaire. Two data points of note are listed below from these questionnaires.

- Department heads' responses estimate a range of 204x to 264x hours a month are dedicated to committee prep and meeting time.
- Department heads' responses estimate a range of 49x to 54x county employees who dedicate time each month for committee prep and meetings.

### **Conclusion**

We hope that this report serves as a good basis for the Winnebago County Board to act. We feel that this proposed committee and board structure adequately reflects a right-sized solution for Winnebago County.

Please do not hesitate to reach out to any of the task force members if you have any questions.