

**JULIE A. BARTHELS**  
**Winnebago County Clerk**  
**112 Otter Avenue, P.O. Box 2806**  
**Oshkosh, WI 54903-2806**  
**(920) 232-3430**

**NOTICE OF COMMISSION, BOARD OR COMMITTEE MEETING**

NAME OF COMMISSION,  
BOARD OR COMMITTEE:

JUDICIARY & PUBLIC SAFETY COMMITTEE  
\*\* (SEE BELOW) \*\*

TIME OF MEETING:

6:00 pm

DATE OF MEETING:

Monday, July 10, 2023

PLACE OF MEETING:

Winnebago County Sheriff's Office  
Richard Meyer Community Resource Room,  
First Floor  
4311 Jackson Street, Oshkosh

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

<https://us02web.zoom.us/j/82127814051?pwd=V3ZxOFJGb0l4ZjhkRzRvOVJOeHRpZz09>

**Meeting ID: 821 2781 4051      Passcode – JPS071023**

**To join this meeting by telephone (312) 626-6799 and enter the Meeting ID: 821 2781 4051**

**Passcode 546378122**

**SUBJECT MATTER OF THE MEETING**

1. Call to order.
2. Consideration of Minutes of June 5, 2023 meeting.
3. Chair comments on meeting and agenda organization by Supervisor Stafford.
4. Public comments within jurisdiction of committee.
5. Communications shared by Committee Members.
6. Public Health Presentation on Substance Use Harm Reduction Vending Machine Grant and Discussion – Public Health Director/Health Officer – Doug Gieryn
7. Consideration/Vote: Approval of the acceptance of a mobile morgue unit being donated by the Fox Valley HERC with a value of \$31,560 – Emergency Management Director – Eric Rasmussen
8. Consideration/Vote: Approval of County's contract with Konexus/Alertsense for a term of 3-years – Emergency Management Director – Eric Rasmussen
9. Consideration/Vote: Approve the transfer of \$21,258 from contingency funds to the Sheriff's office and purchase of an evidence trailer and the necessary equipment with seized asset forfeiture funds. – Sheriff John Matz
10. Consideration/Vote: Resolution – Winnebago County Sheriff's Office Communication Center be Designated the Public Safety Answering Point for Winnebago County – Sheriff John Matz
11. Sheriff's Report

12. Report Presentation, Discussion and Draft Resolution Discussion – Ad Hoc Task Force on the Per Diem Structure – Jim Wise  
Chair may elect to limit the discussion to a specific amount of time and will allow public comments during discussion.
13. Report Presentation, Discussion and Draft Resolution Discussion – Ad Hoc Committee Structure Review Task Force – Jacob Floam  
Chair may elect to limit the discussion to a specific amount of time and will allow public comments during discussion.
14. Next Meeting Date: Monday, August 7, 2023 at 6:00 pm
  - Deadline for agenda items due *Monday, June 24, 2023*. Please forward those requests to Chairman Bryan Stafford for approval. Thank you.
15. Adjourn

**\*\*This meeting is also being posted as a committee meeting for:**

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

Upon request, provisions will be made for people with disabilities upon 24 hours prior notice to the Office of the County Clerk.  
Phone Number: (920) 232-3430

**WINNEBAGO COUNTY BOARD OF SUPERVISORS**  
**JUDICIARY & PUBLIC SAFETY COMMITTEE**  
**In person & via Zoom/Telephone**

DATE: JUNE 5, 2023

TIME: 6:00 P.M.

PLACE: WINNEBAGO COUNTY SHERIFF'S OFFICE  
RICHARD MEYER COMMUNITY RESOURCE ROOM  
4311 JACKSON STREET, OSHKOSH

PRESENT: BRYAN STAFFORD  
JACOB FLOAM  
PAUL EISEN  
BRIAN DEFFERDING  
CONLEY HANSON

ALSO PRESENT: JOHN MATZ – SHERIFF'S  
MARY ANNE MUELLER – CORPORATION COUNSEL  
CHERYL BREHMER – MEDICAL EXAMINER  
KAY HORAN – COUNTY SUPERVISOR  
PATTY FRANCOUR – INFORMATION SYSTEMS  
MEGAN EDWARDS – SOLUTIONS RECOVERY  
ERIC SPARR – DISTRICT ATTORNEY  
BETH G. - CITIZEN

**1. Call to order.**

Chairman Stafford called the meeting to order at 6:00pm and it was verified that the meeting was properly noticed.

**2. Consideration of Minutes of May 1, 2023 meeting.**

A motion to approve the minutes of the May 1, 2023 meeting was made by Supervisor Floam, seconded by Supervisor Defferding. Carried 5-0.

**3. Chair comments on meeting and agenda organization by Supervisor Stafford.**

Chairman Stafford stated they will be pulling item #9 from the agenda this evening and said the Ad-Hoc Task Force is not quite ready to bring this forward yet. Chairman Stafford also said since it is a short agenda tonight, the public comments section will only be under one agenda item instead of two agenda items.

**4. Public comments within jurisdiction of committee.**

Supervisor Horan spoke about last Monday's Fraud School conducted by members of the Sheriff's Office. She wanted to thank the members of the Sheriff's Office who presented the materials. Supervisor Horan also spoke about the last Land and Water Committee meeting and stated there was a discussion about voting at committee levels via zoom and talked about this topic coming back to the Judiciary Committee meeting to be discussed. Chairman Stafford informed Supervisor Horan that the item cannot come back until next term.

**5. Communications shared by Committee Members.**

Supervisor Floam spoke about the latest Task Force Committee Structure meeting and stated they will be forwarding a report to everyone instead of presenting a resolution at this time.

Supervisor Defferding spoke about a meeting he attended on May 19<sup>th</sup> with Judge Gibbs, DA Sparr and others member of law enforcement to discuss mental health court and the current caseloads.

Supervisor Hanson spoke about the Fraud School and discussed his experience while attending the class. He encourages everyone to attend a class as it is very informative.

Chairman Stafford wanted to remind everyone that at 8am on July 4<sup>th</sup> at the Winnebago County Courthouse the Sheriff will be reading the Declaration of Independence.

**6. Solutions Recovery Peer Response Team Presentation – Megan Edwards**

Megan Edwards from Solutions Recovery Peer Response Team gave a presentation on the program offered within Winnebago County and the opportunities it provides to those fighting addiction.

**7. Update from District Attorney's Office – Eric Sparr**

District Attorney Sparr spoke about the most recent cases that are either going to trial or cases that are finished with trial but awaiting sentencing. He also spoke about the governor's budget and the proposed increases in salaries for prosecutors and public defenders.

**8. Sheriff's Report**

Sheriff Matz discussed the following:

\*Jail Count 238

\*Sheriff's Office applied for a Grant to replace one of the ice boats.

\*He gave a TruNarc Update – It has been used 3 times so far and all within the jail.

\*Sheriff's Office is looking into purchasing a new body scanner for the jail. The current scanner is 8 years old and technology has come a long way since purchasing the first scanner.

\*K9 Skyler is the Sheriff's Office explosive detection dog. She has been used on 5 occasions since she has joined the Sheriff's Office.

\*Sheriff provided updates with the latest homicides in regards to the amount of evidence that is collected at those scenes. The Sheriff's Office will be looking at obtaining a trailer to assist in processing the evidence collected at those scenes.

**9. Consideration/Vote: Ordinance: Amend Winnebago County General Code Section 1.12 (7) to Adopt a Compensation Package to Pay Winnebago County Board Supervisors a Monthly Salary – Ad-Hoc Task Force on Per Diems**

Chairman Stafford pulled this item from the agenda.

**10. Consideration/Vote: Resolution – Amend Section 0.0 (Role of the County Board Supervisor) of the Rules of the Winnebago County Board of Supervisors to Add Section 0.4 Addressing the Use of Winnebago County Owned Electronic Devices by Winnebago County Board Supervisors and Outlining Consequences for Misuse of Such Electronic Devices – Supervisor Kay Horan**

- This was referred back to the Judiciary & Public Safety Committee at the May 18, 2023 County Board of Supervisor's Meeting.

Supervisor Horan stated the board has chosen to bring the resolution back to Judiciary. She does not know if it is worth the Judiciary Committee's time to fix the resolution per the county board

members suggestions or to have the I.T. Department more involved with the suggestions. She thinks it should be brought back to the County Board in August, as this would then give more time to discuss the resolution with Corporation Counsel and the I.T. Department.

Mary Anne Mueller of Corporation Counsel discussed bringing the resolution back to the committee and her thoughts on how to go about revising the resolution to better define 'unethical' and 'illegal' use, which was brought forward by several county board members who asked for those two words to be more defined within the rule.

Supervisor Eisen discussed the concerns the county board members had and suggested that the committees go back to the original resolution, even though it is lengthy. He would like to refer the resolution to the I.T. Committee for their input on the resolution. Supervisor Eisen suggested giving the I.T. Department proposed changes to assist them with reviewing the resolution. They should be given the original resolution and the new resolution to compare each of them. He would also like them to look at all three classes of users.

Chairman Stafford agrees that the resolution needs to be cleaned up and brought to the I.T. Department to obtain their prospective on the resolution. He would like the I.T. Department to act on the feedback of the county board as far as the verbiage of 'unethical' and 'illegal' as well as speaking to the three classes of users. They should also be provided with the statute of 19.59 to review upon when looking into the resolution.

A motion to refer the resolution to Amend Section 0.0 (Role of the County Board Supervisor) of the Rules of the Winnebago County Board of Supervisors to Add Section 0.4 Addressing the Use of Winnebago County Owned Electronic Devices by Winnebago County Board Supervisors and Outlining Consequences for Misuse of Such Electronic Devices to the I.T. Department was made by Chairman Stafford, seconded by Supervisor Floam. Carried 5-0.

**11. Next Meeting Date: Monday, July 3, 2023 at 6:00 pm**

- Deadline for agenda items due *Monday, June 19, 2023*. Please forward those requests to Chairman Bryan Stafford for approval. Thank you.

Supervisor Eisen asked if the July meeting should be pushed back to **July 10<sup>th</sup>** in anticipation of individuals taking a long holiday weekend. All committee members agreed with changing it to **July 10<sup>th</sup> at 6:00pm**. All agenda items will be due by June 26<sup>th</sup>.

**12. Adjourn**

A motion to adjourn was made at 7:52pm by Supervisor Floam, seconded by Supervisor Defferding. Carried 5-0.

**\*\*This meeting is also being posted as a committee meeting for:**

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

Respectfully Submitted:

Kimberly Delcore  
Winnebago County Sheriff's Office

1 - 2023

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3 **RESOLUTION: Authorize the Winnebago County Emergency Management Department to Accept the**  
4 **Donation of a Mobile Morgue Unit from Fox Valley Healthcare Emergency Readiness**  
5 **Coalition**

6

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

8 **WHEREAS**, Winnebago County and the Region have a limited capacity to store decedents of a mass  
9 casualty incident; and

10 **WHEREAS**, the acceptance of this donation will increase capacity in the event of a mass casualty incident;  
11 and

12 **WHEREAS**, mass casualty incidents are increasing in frequency and severity; and

13 **WHEREAS**, there will be no financial impacts to Winnebago County in accepting this unit.

14

15 **NOW, THEREFORE, BE IT RESOLVED** by the Winnebago County Board of Supervisors that it hereby  
16 authorizes the Winnebago County Emergency Management Department to accept the donation of a mobile morgue  
17 unit from Fox Valley Healthcare Emergency Readiness Coalition.  
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19

20 Fiscal Note: There is no fiscal impact to Winnebago County.

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Respectfully submitted by:

**JUDICIARY AND PUBLIC SAFETY COMMITTEE**

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23 Committee Vote: \_\_\_\_\_

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Respectfully submitted by:

**PERSONNEL AND FINANCE COMMITTEE**

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26 Committee Vote: \_\_\_\_\_

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

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

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

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# Agenda Item Report



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

DATE:  
FROM: Emergency Management and Medical Examiner  
RE: Acceptance of Mobile Morgue Unit

## **General Description:**

We are requesting approval for the acceptance of ownership of mobile morgue unit being donated by the Fox Valley HERC.

## **Action Requested:**

Approval of the acceptance of a mobile morgue unit being donated by the Fox Valley HERC with a value of \$31,560.

## **Procedural Steps:**

Committee of Jurisdiction:	Meeting date:
Action taken: _____	Vote: _____
County Board	Meeting date:

## **Background:**

The combination of the COVID-19 pandemic as well as the opioid epidemic have shown us that there is a large gap in mortuary storage in Winnebago County and throughout the Region. The acceptance of the donation of a mobile morgue unit will allow Winnebago County and the Region additional storage in the event of a mass casualty incident.

## **Policy Discussion:**

From December 2021 until mid-July 2022 Winnebago County needed to borrow a mobile morgue trailer unit from Clark County to have a place to store the decedents prior to release or autopsy. The permanent morgue unit that is being built will help with the day to day capacity needed by the Medical Examiner's office; this donation will provide additional capacity in the event of a mass casualty incident.

The National Library of Medicine<sup>1</sup> defines a mass casualty incident as “an event that overwhelms the local healthcare system, where the number of casualties vastly exceeds the local resources and capabilities in a short period of time.” Mass casualty incidents can result from violence, such as mass shootings, chemical, biological, or radiological events, extreme weather or natural disasters, such as tornadoes, floods, and wildfires, or transportation incidents, such as multi-vehicle car crashes and train collisions.

Mass casualty incidents continue to increase in frequency and severity. According to the NPS Center for Homeland Security and Defense<sup>2</sup>, intentional MCIs which result in casualties that overwhelm the

healthcare system, have risen approximately 5% each year since 1900. Along with the increased frequency, the lethality of these events has grown. Omitting the extraordinary events of the Murrah Federal Building bombing of 1996 and the attacks of September 11, 2001, more people have been killed in intentional MCIs in the last ten years (428 killed between 2009-2019) than in the previous 60 years (405 killed between 1948-2008). Natural disasters have also increased in frequency and severity. According to the National Oceanic and Atmospheric Administration<sup>3</sup> in the 1980's the United States averaged 3.3 billion-dollar disasters per year, resulting in 299 deaths per year. In the 2010's this number rose to 13.1 billion-dollar disasters per year resulting in 523 deaths per year.

This unit is meant to be used in temporary, overflow capacity and not for every day or long-term storage. There will be no associated costs with owning this unit. There is a compressor/generator that requires maintenance that will be added to the facilities maintenance list.

This unit will be available as a Regional asset should a mass casualty incident occur in another county.

**Attachments:**

None

**Citations:**

<sup>1</sup> <https://www.ncbi.nlm.nih.gov/books/NBK482373/>

<sup>2</sup> <https://www.hsaj.org/articles/16880>

<sup>3</sup> <https://www.ncei.noaa.gov/access/billions/summary-stats>



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**RESOLUTION: Authorize the three-year renewal of the Konexus / Alertsense alerting software contract  
TO THE WINNEBAGO COUNTY BOARD OF SUPERVISORS:**

**WHEREAS**, the Winnebago County Emergency Management Department and the Winnebago County Sheriff's Office wish to renew its contract with Konexus / Alertsense for a three-year period; and

**WHEREAS**, Konexus / Alertsense is the core system for emergency alerting and for internal team call-outs in Winnebago County; and

**WHEREAS**, Konexus / Alertsense serves as the platform for our usage of FEMA's Integrated Public Alert Warning System (IPAWS) program; and

**WHEREAS**, the Winnebago County Emergency Management Department and the Winnebago County Sheriff's Office have reviewed the contract and recommend its approval.

**NOW, THEREFORE, BE IT RESOLVED** by the Winnebago County Board of Supervisors that it hereby authorizes the three-year service contract with Konexus / Alertsense.

Fiscal Note: *The contract calls for a payment by the County of \$17,100 each year for three years.*

Respectfully submitted by:  
**JUDICIARY AND PUBLIC SAFETY COMMITTEE**

Committee Vote: \_\_\_\_\_

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

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

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

# Agenda Item Report



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

DATE: 6/13/2023

FROM: Emergency Management and Sheriff's Office

RE: Renewal of 3-year Konexus / Alertsense (software) Contract

## **General Description:**

Emergency Management and the Sheriff's Office are seeking to renew their contract for emergency alerting software.

## **Action Requested:**

We ask the committee for approval of County's contract with Konexus / Alertsense for a term of 3-years.

## **Procedural Steps:**

Committee of Jurisdiction: JPS

Meeting date: July 10, 2023

Action taken: \_\_\_\_\_

Vote: \_\_\_\_\_

County Board

Meeting date: August 15, 2023

## **Background:**

Emergency Management and the Sheriff's Office use Konexus / Alertsense as our core system for emergency alerting and for internal team call-outs. Additional County Departments and Response agencies also utilize this software for emergency internal alerts or team call-outs. This is a 3-year contract.

## **Policy Discussion:**

The Emergency Management and the Sheriff's Office have contracted with Konexus / Alertsense for its emergency alerting and for internal team call-out software for the last 5 years. This system is also used by several County Departments and Response Agencies for internal alerts or team call-outs. This software also serves as the platform for our usage of FEMA's IPAWS (Integrated Public Alert Warning System) program. Our offices have been very pleased with this system's usability, advanced features, security, and overall quality and therefore ask the committee and board to support the renewal of this contract.



## Winnebago County, WI

### Winnebago County, WI

220 Washington Avenue  
Neenah, WI 54956

Reference: 20230413-110140587

Quote created: April 13, 2023

Quote expires: June 12, 2023

### Products & Services

### Total

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AlertSense Custom Pro   Internal + Public + IPAWS   01/01/2024 - 12/31/2026	\$17,100.00 / year
Multi Channel Alerting and Polling (Internal + Public), Unlimited Templates, Geofenced Alerting, Unlimited Mobile App Communication, Roles & Permissions, Basic Reporting, Custom Platform and App Branding, Alert and Poll Branding (up to 20 brands), Secure Mobile Chat, Incidents, Keywords, Automatic Language Translation. IPAWS Software - includes 1 COG, unlimited WEA, EAS and COG to COG alerts. Unlimited users, admins, and public subscribers.	for 3 years

## Purchase Terms

### Terms & Conditions

- This Quote and the Service(s) provided are subject to the Konexus, Inc. Master Services Agreement current as of the date of Client's signature below. Please visit [Konexus Master Service Agreement](https://www.konexus.com/master-service-agreement) (<https://www.konexus.com/master-service-agreement>) for the Master Service Agreement in its entirety.
- By signing this Quote you represent that you read, understand and agree to the terms of the Master Service Agreement, and are authorized on behalf of the Client to execute the Quote and bind Client to the agreement(s).
- As a Konexus Client, ongoing assistance will be provided as-needed by our support team via the [Konexus Service Hub](#) (a support ticket submission system), and also includes 24 hour emergency support by phone (1-888-307-2013).
- This price quote assumes acceptance of Konexus' standard Terms of Service, in addition to any terms specifically outlined in this Quote. Changes to our standard Terms of Service may result in an increase in price or other adjustments to this quote.
- This agreement is for an initial three (3) year service period (01/01/2024 - 12/31/2026), to be paid annually.
- First 150,000 SMS messages per year included. Additional SMS messages billed at \$0.10 per SMS message. First 50,000 voice minutes per year included. Additional minutes billed at \$0.10 per minute.
- SMS/text and voice minutes are included based on USA domestic notifications only. International rates apply to SMS or voice messages sent or received outside the USA.
- One SMS/text consists of 160 characters (or 70 characters if using Non-GSM characters). Usage is measured per SMS/text.

*This proposal is confidential, and we ask that you do not share this information.*

Signatures

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Signature (Client)

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Date

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Printed Name and Title

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Countersignature (Konexus, Inc.)

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Date

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Printed Name and Title

**This Quote was prepared by:**

**Edina Mrsic**

Client Success Specialist

edina.mrsic@konexus.com

Quote Created on: April 13, 2023

Konexus, 500 E Shore Drive, Ste 240, Eagle, Idaho 83616

# Agenda Item Report



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

DATE: June 12, 2023  
FROM: Sheriff's Office  
RE: Equitable Sharing / Seized Asset Forfeiture Funds

## General Description:

Transfer \$21,258 from the Contingency Fund to the Winnebago Sheriff's Office for the purchase of an evidence trailer and critical evidence supplies.

## Action Requested:

Motion to approve the transfer of \$21,258 from contingency funds to the Sheriff's office and purchase of an evidence trailer and the necessary equipment with seized asset forfeiture funds. (new county board rule only requires committees approval)

## Procedural Steps:

Committee of Jurisdiction: Judiciary	Meeting date: July 10, 2023
Action taken: _____	Vote: _____
Personnel & Finance	Meeting date: _____
Action taken: _____	Vote: _____

## Background:

The Winnebago County Sheriff's Office received 4 deposits between 11/22/2016 and 3/2/2018 for a combined total of \$21, 354.26 for our portion of seized asset forfeitures from the Department of Justice. These funds should have been carried over every year but were inadvertently not carried over and were recorded as a surplus into the unassigned general fund balance. The use of contingency funds will place these funds back in the Sheriff's Office where the revenue was received prior. The ability to receive funds locally drastically changed and we have not received funding since then hence the oversight. We became aware of the funds in February of 2023.

The detective's division has recognized a need that falls within the Equitable Sharing Program spending guidelines which state the funds shall be used by law enforcement agencies for law enforcement purposes only. The purchase of the Investigative Unit Evidence Trailer and supplies will not exceed the dollar amount originally dispersed to the sheriff's office.

## Policy Discussion:

The Winnebago County Sheriff's Office has conducted multiple complex multi-day investigations over the past five years that would have been greatly enhanced by the availability of a mobile evidence trailer. In 2018, a murder/suicide/arson scene was processed over multiple weeks in collaboration with

the Wisconsin Department of Justice. This scene in particular dealt with a number of investigative evidence collection issues and techniques.

In 2020, the double homicide in Omro was a multi-day investigation which required investigators to remain on scene for days at a time collecting evidence and processing the scene. These are just a couple of examples of when a centralized evidence processing trailer would have been extremely beneficial but there are many other practical applications such as larger seizures, high quantity burglaries and thefts as well as technically advanced scenes dealing with internet crimes against children.

This evidence trailer will also be multipurpose as it can serve as the use point for the Winnebago County Sheriff's Office Drone Team equipment. As this trailer will have adequate power and lighting, it is the ideal facility for mobile operations where the Drone Team is utilized.

1. **Secure Storage:** An evidence trailer offers secure storage for various types of evidence collected at crime scenes. It allows for organized and systematic storage of items, ensuring that they are protected from contamination, loss, or damage. The trailer can be equipped with locking mechanisms, surveillance systems, and climate control features to maintain the integrity of the evidence.
2. **Preservation of Chain of Custody:** Maintaining a proper chain of custody is crucial in the legal system. An evidence trailer provides a controlled environment where evidence can be securely stored, minimizing the risk of tampering or unauthorized access. This ensures that the evidence remains admissible in court and strengthens the integrity of the investigation. Moreover, the efficiency of being able to log and label evidence on scene saves hours of work after the scene is processed.
3. **Mobility and Accessibility:** Crime scenes can occur in various locations, including remote areas or densely populated urban centers. Having an evidence trailer allows the sheriff's office to bring essential equipment and resources directly to the crime scene. This reduces the time required to transport evidence back to the office, enabling investigators to begin processing and analyzing evidence promptly.
4. **Enhanced Efficiency:** By having an evidence trailer on-site, law enforcement officials can process evidence more efficiently. They can access necessary tools, equipment, and resources immediately, avoiding delays associated with returning to the office for supplies. This quickens the evidence collection and analysis process, enabling investigators to make timely decisions and progress the investigation faster.
5. **Versatility and Adaptability:** Evidence trailers can be customized to meet the specific needs of a sheriff's office. They can be equipped with workstations, examination tables, forensic equipment, and storage compartments tailored to the requirements of different types of investigations. This adaptability ensures that the sheriff's office has the necessary resources readily available, regardless of the nature of the crime scene.
6. **Collaboration and Communication:** In complex cases involving multiple agencies or specialized units, an evidence trailer can serve as a central hub for collaboration. It provides a designated space where investigators from different departments can work together, share information, and coordinate their efforts more effectively. This promotes seamless communication and enhances the overall investigative process.
7. **Public Perception and Transparency:** Investing in an evidence trailer demonstrates a commitment to professionalism, transparency, and the pursuit of justice. The public often expects law

enforcement agencies to employ the latest technology and best practices in their investigations. Utilizing an evidence trailer not only supports the integrity of the investigation but also showcases the agency's dedication to preserving evidence and conducting thorough, fair investigations.

Mirsberger Sales and Service custom trailer 7X16 aluminum 7k GVWR with electrical package \$17669.70

Inventory list:

Generator: Honda EU2200i 2200w 120V Portable Inverter Generator	\$1,250.00
<b>Moveable Flood lights</b> – <u>Uline</u> LED Work Light Model H-9276 Dual Head w/Tripod (2) @ \$140	\$280.00
<b>120v Charging station</b> (camera batteries, drone batteries, cellphones, flashlights) <u>Uline</u> Portable Power Station Model H-10122	\$400.00
<b>Streamlight Stinger LED w/charger</b> <u>Galls</u> FL622 (4) @ \$125	\$500.00
<b>Woven Poly Tarp 16'x20'</b> (2) @ \$18 <u>Uline</u>	\$36.00
<b>Work table 60"x30"</b> <u>Uline</u> Model H-2749FIH (2) @ \$110	\$220.00
<b>Extension cords</b> <u>Uline</u> Model S-16890 25' (2) @ \$30	\$60.00
<b>Crime Scene tape</b> <u>Sirchie</u> SKU: Barriertape (2) @ \$17	\$34.00
<b>Evidence markers/tents</b> <u>Sirchie</u> Mark-N-Doc Master Kit English SKU-MDK66E	\$150.00
<b>Forensic Rod Kit</b> <u>Sirchie</u> SKU- FRK16	\$80.00
<b>Bungee cords 10 pack</b> <u>Uline</u> Model H-3600 18" (2) @ \$12	\$24.00
<b>Professional Tri-Pod</b> <u>Sirchie</u> SKU- BM6009	\$85.00
<b><u>Tools:</u></b>	
<b>Dewalt ¼ In. Multi-Bit &amp; Nut Driver Set – 70 Pc.</b> <u>Fleet Farm</u> SKU 100620760	\$40.00
<b>Dewalt Mechanics Tool Set – 168 Pc.</b> <u>Fleet Farm</u> SKU 100620913	\$200.00
<b>Storage Totes 15 Gallon</b> <u>Fleet Farm</u> SKU 101477606 (6) @ \$10	\$60.00
<b>Dewalt 20V Max Compact Drill/Driver</b> <u>Fleet Farm</u> SKU 100771201	\$169.00

Grand Total: **\$21,258.00**



1 -072023

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

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

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

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

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

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

20

21 **Fiscal Impact:** There is zero fiscal impact.

22

23 Respectfully submitted by:

24 **JUDICIARY AND PUBLIC SAFETY COMMITTEE**

25 Committee Vote: \_\_\_\_\_

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

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

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

# Agenda Item Report



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

DATE: June 21, 2023

FROM: Sheriff John Matz

RE: Designated Public Safety Answer Point for Winnebago County

## **General Description:**

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

## **Action Requested:**

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

## **Procedural Steps:**

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

Committee of Jurisdiction: Judiciary & Public Safety

Meeting date: 07/10/2023

Action taken: \_\_\_\_\_

Vote:

County Board: \_\_\_\_\_

Meeting date: 07/18/2023

## **Background:**

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

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

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

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

**Policy Discussion:**

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

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

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

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

**Attachments:**

Attachment 1-Resolution

# **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**

**JUNE 23, 2023**

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### **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 (TF) 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. 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.

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## Task Force Summary

The task force was created to collect, view, analyze, discuss data, and recommend a compensation schedule for all Winnebago County Board Supervisors. The pay 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 overburdened clerk's office, a salary structure was the clear choice.

Next came the collection of data from several other sources to see where our county sat among other counties and municipalities. 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 work on the future of our county. Please note the increase in our Chair and Vice Chairs pay. Their work is typically more burdensome and requires many more hours. Supervisors who chose no pay may and will be encouraged to donate their pay to a charity of their choosing.

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



### Budgets for Winnebago Supervisors

Year	Actual	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

Year	Total	Average	High	Low	Above Average	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

Comparison of like counties Compensation programs  
(population over 100,000)

County	# of Supervisors	Base Salary	Per Diem	Chair	Vice	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	\$8,000	\$3,500	
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 extra a 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	

\* Note Dane & Milwaukee did not respond

## Other County Budgets Supervisor Wages

<b>County</b>	<b>Budget</b>
Brown	\$200,210
Dane	\$1,185,100
Eau Claire	\$118,648
Fond du Lac	\$94,500
Kenosha	\$84,110
LaCrosse	\$549,312
Milwaukee	\$1,109,058
Outagamie	\$468,352
Ozaukee	\$169,494
Racine	\$180,128
St. Croix	\$42,180
Sheboygan	\$135,340
Walworth	\$175,741
Washington	\$328,856
Waukesha	\$665,909
Winnebago	\$125,000

**Winnebago County MUNICIPALITY Compensation Plans**

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				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

Municipality	Pay Salary	Per Diem	Meetings per Year (appx)	# of Members	Population
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

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**Current and Suggested Compensation Rates**

Existing Compensation Rates Winnebago County 2022-2024

County Board Chair ————— \$5000/yr  
County Board V.Chair ————— \$1500/yr  
Supervisor — \$50/mtg-½ day, \$75/mtg-Full Day  
Committee Chair—————\$0-Additional  
\*Appendix B

Salary Comparisons by County

(Populations above 100,000-  
15 responded of 17)

Range

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 —————\$15,427.80/yr  
Cty.Brd.V.Chair —————\$6,379.20/yr  
Supervisor —————\$4,191.60/yr

\*Base Salary no Additional Per Diem because it varies per county

Suggested By Ad-Hoc, Per Diem Task Force April, 2024-2026

County Board Chair ————— \$1400 /mo (\$16,800/yr)  
County Board V.Chair ————— \$700 /mo. (\$8,400/yr)

Supervisor —————\$500 /mo (\$6,000/yr)  
Committee Chair————— addl. \$75 /mo. per committee

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**Appendix F**

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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.....	additional \$75 per month per committee
County Board Chairperson Monthly Salary.....	\$1400
County Board Vice-Chairperson Monthly Salary.....	\$700

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

44 20.6 Non-supervisors who are duly appointed to serve on committees, boards, commissions, who are not  
45 acting within the scope of their employment or office in so doing, shall be eligible for a \$50 payment for a half day  
46 meeting (4 hours or less) but not more than \$75 per day and expense reimbursements.

47 20.7 Reimbursement for general items of expense and attendance at meetings shall be governed by Section  
48 1.12 and Section 3.05 of the Winnebago County General Code.

49 20.8 Board members attending seminars or conventions shall submit a written report as to the seminar or  
50 convention to the County Board within 30 days following its conclusion.

51 20.9 All Board members shall be paid by an electronic funds transfer unless the Board member provides a  
52 signed affidavit to the County Clerk that said board member does not own or possess a bank account so as to allow  
53 such electronic payment.

54 **BE IT FURTHER RESOLVED** by the Winnebago County Board of Supervisors that it recommends replacing  
55 5.5 of the Winnebago County Rules with the following language:

56 The Chair shall receive monthly compensation of \$1,400. The Vice-Chair will receive monthly compensation  
57 of \$700.

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

61  
62 Fiscal Note:

63 Respectfully submitted by:

64 **JUDICIARY & PUBLIC SAFETY COMMITTEE**

65  
66 Committee Vote:

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

68  
69 Approved by the Winnebago County Executive this \_\_\_\_\_ day of \_\_\_\_\_, 2023.

70  
71  
72  
73 \_\_\_\_\_  
74 Jonathan D. Doemel  
75 Winnebago County Executive

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1 **Appendix G**

2  
3 **ORDINANCE: Amend Winnebago County General Code Section 1.12 to Adopt a Compensation**  
4 **Package to Pay Winnebago County Board Supervisors a Monthly Salary**

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

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

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

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

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

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

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

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

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

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

23 (2) **DEFINITIONS**.

24 (a) **AUTHORIZED MEETING** shall mean:

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

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

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

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

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

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

41 (b) Authorized meetings of any committee of jurisdiction of the county board in addition to any board,  
42 commission, task force, or consortium to which the supervisor has been duly appointed;  
43 (6) A monthly salary shall be paid and expenses shall be reimbursed to a Supervisor while attending  
44 meetings described in (5) as follows:

- 45 (a) Monthly Salary
- |  |   |
|--|---|
| 46 County Board Supervisor's Monthly Salary.....     | \$500                                   |
| 47 Committee Chairperson.....                        | additional \$75 per month per committee |
| 48 County Board Chairperson Monthly Salary.....      | \$1400                                  |
| 49 County Board Vice-Chairperson Monthly Salary..... | \$700                                   |

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

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

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

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

59 **Fiscal Impact:** \$252,900 (approximate task force calculation prior to potential committee structure. Current budget is  
60 \$125,000 for Supervisor wages.)

61  
62  
63 **JUDICIARY & PUBLIC SAFETY COMMITTEE**

64 Committee Vote:

65  
66 Vote Required for Passage: **Majority of Members Present**

67  
68 Approved by the Winnebago County Executive this \_\_\_\_\_ day of \_\_\_\_\_, 2023.

69  
70  
71  
72 \_\_\_\_\_  
73 Jonathan D. Doemel  
74 Winnebago County Executive  
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**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 requester 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.

## **Ad Hoc Structure Review Task Force Recommendation to the Judiciary and Public Safety Committee**

The Ad Hoc Structure Review Task Force, since its establishment in March, has endeavored to do the research and input necessary to propose a right-sized suite of solutions for 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 Judiciary and Public Safety Committee, a solution that flows logically. 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.

### **Nine Standing Committees and Major Boards**

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

#### 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's makeup will remain unchanged. However, The following departments will have their jurisdiction laterally transferred out 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's makeup will remain unchanged. However, it will gain jurisdiction over the County Clerk from JPS. The Microfilm Department will also be removed in the rules as it no longer exists.

\*The task force recommends that the citizen member spot on Information Technology not be carried over. The duties of Information Technology would be simply transferred to Personnel and Finance. This is not a statute mandated position.

IV.) Natural Resources

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

**Membership:** This committee will consist of seven members five of which will be supervisors, one USDA Farm Service Agency representative (as per statute), and one citizen member.

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 must fill the requirements by statute. It will gain jurisdiction over Veteran Services from JPS.

VI.) Planning and Zoning

**Membership:** This committee's makeup and jurisdiction will remain unchanged. However, it will gain jurisdiction over the Register of Deeds from JPS.

VII.) Aviation

**Membership:** This committee's makeup and jurisdiction will remain unchanged.

VIII.) Legislative

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

IX.) Solid Waste Board

**Membership:** This committee's makeup and jurisdiction will remain unchanged.

The total number of County Board member slots on standing committees will go from 70 down to 41 (excluding Legislative).

### **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. We asked Corporation Counsel and Legislative Counsel in Madison to review and confirm what may or may not need to be maintained in terms of citizen members in such a consolidation. For example, Wisconsin Statute outlines that a member of the USDA's Farm Service Agency must be a member on a Land Conservation Committee. The Task Force is under the impression that this would have to be maintained in any consolidation involving Land Conservation. 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.

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

Our review did not involve the more minor commissions and boards of jurisdiction (for example the Winnefox Library System, 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 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 summary report serves as a good basis for the Judiciary and Public Safety Committee 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.