

## **AMENDED**

**(see Resolution No. 45-042022 and ZOOM meeting information)**

**WINNEBAGO COUNTY BOARD OF SUPERVISORS  
TUESDAY, APRIL 26, 2022 @ 6:00 PM  
FOURTH FLOOR – WINNEBAGO COUNTY COURTHOUSE  
415 JACKSON STREET, OSHKOSH, WISCONSIN**

**To view this meeting via ZOOM, please use this link:**

**<https://us02web.zoom.us/j/85897110537?pwd=b0FXc1duaXd1OFdVSEFqd1lSS0xuQT09>**

**Meeting ID: 858 9711 0537**

**Passcode: W1NNE**

**Via telephone – dial (312) 626-6799**

**Meeting ID: 858 9711 0537**

**Passcode: 176531**

A Regular Business Meeting of the Winnebago County Board of Supervisors will be held on Tuesday, April 26, 2022 at 6:00 p.m. in the Winnebago County Board Room, Fourth Floor, Winnebago County Courthouse, 415 Jackson Street, Oshkosh, Wisconsin.

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

- Roll call
- Pledge of Allegiance
- Invocation – Supervisor Karen Powers
- Adopt agenda

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

- Correspondence
  - 2022 WCA Membership Survey
- Reports from Committees, Commissions & Boards
- Approval of March 15, 2022 Regular Session and March 29, 2022 Special Session Board Proceedings
- County Executive's Report
- Approval of County Executive's Appointments to Commissions & Boards
- County Board Chairman's Report
- Equine Complex 2022 Capital Improvement Project – Adam Breest, Winnebago County Parks Director
- Approval of the Committee on Committee Appointments
- The Board will recess to appoint committee officers

### **ZONING REPORTS & ORDINANCES**

- Amending Ordinance No. 04/01/22 – Town of Oshkosh Zoning Ordinance – Amend Section 16-3-21(10)(d) Passive Recreation Code

### **RESOLUTIONS & ORDINANCES**

RESOLUTION NO. 31-042022: Commendation for John Schnyder  
Submitted by:  
PERSONNEL & FINANCE COMMITTEE  
**Vote Required: Majority of Those Present**

RESOLUTION NO. 32-042022: Commendation for Robert Lund  
Submitted by:  
PERSONNEL & FINANCE COMMITTEE  
**Vote Required: Majority of Those Present**

- RESOLUTION NO. 33-042022: Commendation for Sarah House  
Submitted by:  
PERSONNEL & FINANCE COMMITTEE  
**Vote Required: Majority of Those Present**
- RESOLUTION NO. 34-042022: Compensation for Informational Session  
Submitted by:  
PAUL EISEN, District 4  
**Vote Required: Majority of Those Present**
- RESOLUTION NO. 35-042022: Create an Ad Hoc Structure Review Committee to Review Committee Structure in Winnebago County  
Submitted by:  
SHANAH ZASTERA, District 32  
**Vote Required: Majority of Those Present**
- ORDINANCE NO. 36-042022: Amend Section 11.11 of the General Code of Winnebago County (Amend Appendix A: Winnebago County Public Health Department 2022-2023 Permit Fee Schedule)  
Submitted by:  
BOARD OF HEALTH  
**Vote Required: Majority of Those Present**
- RESOLUTION NO. 37-042022: Authorize Entering the Wisconsin Statewide Mutual Aid Compact for Local Emergency Management Assistance that will Establish a Process and Policy for Requesting and Being Asked to Provide Statewide Emergency Management Mutual Aid  
Submitted by:  
EMERGENCY MANAGEMENT COMMITTEE  
**Vote Required: Majority of Those Present**
- RESOLUTION NO. 38-042022: Adopt Winnebago County Hazard Mitigation Plan Update  
Submitted by:  
EMERGENCY MANAGEMENT COMMITTEE  
**Vote Required: Majority of Those Present**
- RESOLUTION NO. 39-042022: Resolution to Support NACo's Position on Defining the Waters of the United States (WOTUS) and Regulations with Agricultural Considerations  
Submitted by:  
LAND CONSERVATION COMMITTEE  
**Vote Required: Majority of Those Present**
- RESOLUTION NO. 40-042022: Request Authority to Apply for and Accept Funds from the Wisconsin Department of Natural Resources for the Grundman Boat Landing Renovation and Improvement Project  
Submitted by:  
PARKS & RECREATION COMMITTEE  
PERSONNEL & FINANCE COMMITTEE  
**Vote Required: Majority of Those Present**
- RESOLUTION NO. 41-042022: Request Authority to Apply for and Accept Funds for Maintenance of County-Owned and Leased Snowmobile Trails  
Submitted by:  
PARKS & RECREATION COMMITTEE  
PERSONNEL & FINANCE COMMITTEE  
**Vote Required: Majority of Those Present**

RESOLUTION NO. 42-042022: Authorize a Budget Transfer in the Amount of \$170,700 to Perform Design and Engineering Services of the Food Service and the Student Development Areas on the UWO-Fox Cities Campus, Funded with Either a Transfer from the Undesignated General Fund Balance, or an Advance from the General Fund to be Reimbursed with a Subsequent Bond Issue

Submitted by:

FACILITIES & PROPERTY MANAGEMENT COMMITTEE

PERSONNEL & FINANCE COMMITTEE

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

RESOLUTION NO. 43-042022: Amend the Table of Organization for the Winnebago County Facilities Department to Eliminate Five Custodian Positions and Add Five Facilities Assistant Positions

Submitted by:

FACILITIES & PROPERTY MANAGEMENT COMMITTEE

PERSONNEL & FINANCE COMMITTEE

**Vote Required: Two-Thirds of Membership if Fiscal Impact**

RESOLUTION NO. 44-042022: Authorizing Winnebago County to Enter into an Agreement with the East Central Wisconsin's Regional Planning Commission to Administer Wisconsin Administrative Code NR-135 and Required Local Adopted Non-Metallic Mining Reclamation Ordinance

Submitted by:

PLANNING & ZONING COMMITTEE

**Vote Required: Majority of Those Present**

**RESOLUTION NO. 45-042022: Authorize the Winnebago County Sheriff's Office to Accept a Homeland Security Program Grant Award for Ballistic Shields**

Submitted by:

**JUDICIARY & PUBLIC SAFETY COMMITTEE**

**PERSONNEL & FINANCE COMMITTEE**

**Vote Required: Majority of Those Present**

Respectfully submitted,  
Susan T. Ertmer  
Winnebago County Clerk  
(920) 232-3432

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

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

To The Board of Supervisors of Winnebago County, Wisconsin:

**AMENDATORY ORDINANCE 04/01/22**

WHEREAS, it is desirable to amend the Zoning Ordinance of the TOWN OF OSHKOSH in accordance with the petition of the Town Board.

WHEREAS, the Winnebago County Planning and Zoning Committee has reviewed said amendments, has found no conflicts with county zoning jurisdiction or regulatory authority with them, and is hereby submitting those amendments of the TOWN OF OSHKOSH ZONING ORDINANCE - SECTION 16-3-21(10)(d) PASSIVE RECREATION Code to the Winnebago County Board of Supervisors for final approval; and

WHEREAS, said amendments to the TOWN OF OSHKOSH SECTION 16-3-21(10)(d) - Passive Recreation Code are hereby attached and available on the County Clerks website.

[www.co.winnebago.wi.us/county-clerk/meetings](http://www.co.winnebago.wi.us/county-clerk/meetings)

AND BE IT FURTHER RESOLVED, by the Winnebago County Board of Supervisors that the enclosed Ordinance is hereby ☐ **ADOPTED** OR ☐ **DENIED**.

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County Board Supervisor  
(Town of Oshkosh)

**COUNTY DISCLAIMER:**

County Board approval does not include any responsibility for County liability for the legality or effectiveness of the Town Zoning Amendment or the Town Zoning Ordinance.

APPROVED BY WINNEBAGO COUNTY EXECUTIVE THIS \_\_\_\_ DAY OF \_\_\_\_\_,  
2022.

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Jon Doemel

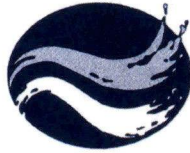


CARY A. ROWE  
Zoning Administrator

112 OTTER AVE., PO BOX 2808  
OSHKOSH, WISCONSIN 54903-2808

OSHKOSH (920) 232-3344  
FOX CITIES (920) 727-2880  
FAX (920) 232-3347

zoningdepartment@co.winnebago.wi.us



## Winnebago County

Zoning Department

*The Wave of the Future*

### MEMO FOR P & Z PLANNING MEETING AGENDA OF APRIL 8, 2022

TO: Planning & Zoning Committee

FM: Zoning Administrator

RE: Review of Town of Oshkosh Zoning Ordinance Amendments

1. Review of Zoning Ordinance Amendments – Town of Oshkosh

The zoning office received a copy of the Town of Oshkosh's adopted zoning ordinance text amendments. The amendments are related a new land use category (Passive Recreation) allowed in an agricultural zoning district. The adopted zoning ordinance amendments for the Town of Oshkosh must be approved by the County Board. There does not appear to be any conflicts with county zoning jurisdiction or regulatory authority.

RECOMMENDATION: Forward adopted zoning ordinance amendments to County Board for action.

SD, RK2

Approved 4-0



Email  
[clerk@town.oshkosh.wi.gov](mailto:clerk@town.oshkosh.wi.gov)  
Website  
[townofoshkosh.com](http://townofoshkosh.com)

Jim Erdman, Chairman, 2492 Hickory La., Oshkosh, WI 54901	920-233-3618
Matt Merten, Supervisor, 1054 Cozy La., Oshkosh, WI 54901	920-410-2206
Bill Demler, Supervisor, 4625 Plummers Pt Rd, Oshkosh, WI 54904	920-479-0770
Laura Hunt, Treasurer, 4749 Plummers Pt. Rd., Oshkosh, WI 54904	920-385-6866
Jeannette B. Merten, Clerk, 1076 Cozy La., Oshkosh, WI 54901	920-235-7771

Town Hall physical address: 230 E. County Rd. Y, Oshkosh, WI 54901

Mailing Address: 1076 Cozy Lane, Oshkosh, WI 54901; 920-235-7771

March 3, 2022

Cary Rowe  
Winnebago County Zoning Office  
112 Otter Ave  
Oshkosh WI 54901

**RE: ORDINANCE AMENDING TOWN OF OSHKOSH ZONING ORDINANCE**

Dear Cary,

Included with this letter is a copy of Ordinance adopting a text amendment to the Town's Zoning Ordinance.

- The Town of Oshkosh complied with the statutory class 2 requirement for the Public Hearing notice and postings.
- The Town of Oshkosh Planning & Zoning Commission recommended the adoption of the text amendment to the Town Board.
- The Town of Oshkosh Town Board adopted Ordinance Amending Town of Oshkosh Zoning Ordinance.

Purpose is to allow "Passive Recreation" as a Conditional Use in a A-2 General Farming District.

The Town of Oshkosh requests to authorize and schedule this Ordinance as an agenda item for the upcoming Winnebago County Board of Supervisors meeting.

If you have questions or concerns, you may contact me by phone, 920-235-7771, or send email message to [clerk@town.oshkosh.wi.gov](mailto:clerk@town.oshkosh.wi.gov).

**TOWN OF OSHKOSH**

Respectfully,

Jeannette Merten  
Town Clerk

Cc: Jim Erdman, Town Chairperson  
Matt Merten, Town Supervisor  
Bill Demler, Town Supervisor  
Laura Hunt, Town Treasurer  
Carol Kaufmann, Town Zoning Administrator  
Matthew B. Parmentier, Town Attorney

TOWN OF OSHKOSH  
WINNEBAGO COUNTY, WISCONSIN

**ORDINANCE AMENDING TOWN OF OSHKOSH ZONING ORDINANCE**

The Town Board of the Town of Oshkosh, with quorum present and voting, and having received a recommendation of the Town of Oshkosh Planning Commission following a public hearing, does hereby ordain the following amendments to the Town of Oshkosh Zoning Ordinance:

Section 16-3-21(10)(d) is created to read:                   “Passive Recreation”

Section 16-1-10 is hereby amended to add the following definition:

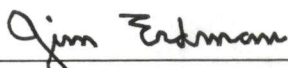
PASSIVE RECREATION. Properties that allow for participation in recreational activities and which have a minimal impact on the site's resources.

All other provisions of the Town of Oshkosh Zoning Ordinance shall remain in full force and effect.

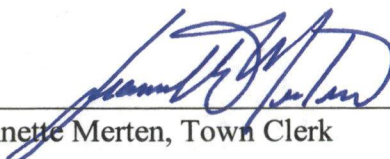
The Town Clerk and Town Attorney are hereby authorized and directed to take all action necessary to implement this Ordinance.

Dated this 2<sup>nd</sup> day of March, 2022.

TOWN OF OSHKOSH

 - Tr. CH.  
\_\_\_\_\_  
Jim Erdman, Town Chairperson

Attest:



\_\_\_\_\_  
Jeannette Merten, Town Clerk

{07757647.DOCX.2}

**TOWN OF OSHKOSH  
WINNEBAGO COUNTY, WISCONSIN**



**LEGAL NOTICE**

PLEASE TAKE NOTICE, that at 6:00 p.m. on Wednesday, March 2, 2022 at the Town of Oshkosh Town Hall, 230 E. Cty Rd Y, Oshkosh, the Town of Oshkosh Planning and Zoning Commission will conduct public hearings on two topics. The first concerns a possible text amendment to the Town's zoning ordinance to add "sports fields" as a conditional use within the Town's A-2 zoning district. The second concerns an application for a conditional use permit submitted by Nancy Krueger/EO5V, LLC to authorize a sports field and single-family dwelling on Parcels 0180376, 0180398, and 0180402, which are located between Highway Y and Plummers Point Road. Both hearings are open to the public, and all interested parties are encouraged to attend. At the conclusion of the hearing, the Planning and Zoning Commission may make a recommendation to the Town Board regarding both the text amendment and conditional use permit application.

PLEASE TAKE FURTHER NOTICE, that immediately following the public hearing described above, the Town Board of the Town of Oshkosh will meet to receive the recommendations of the Planning and Zoning Commission and to take final action on the zoning text amendment and conditional use permit. The meeting is open to the public, and all interested parties are encouraged to attend.

Dated this 16<sup>th</sup> day of February, 2022

TOWN OF OSHKOSH

Jeannette Merten, Town Clerk

Published February 16 & 23, 2022

Posted 2/11/2022



**TOWN OF OSHKOSH  
WINNEBAGO COUNTY, WISCONSIN**

**PUBLIC MEETING NOTICE**

**Planning & Zoning Commission Meeting**

**Date:** March 2, 2022

**Time:** Immediately following the 6:00 p.m. public hearing

**Place:** Town Hall, 230 E. County Rd Y, Oshkosh WI 54901

**Agenda:**

The Board may discuss and act on the following:

**Call meeting to order.**

1. Minutes approval of meeting date Feb. 10, 2022.

**Business:**

2. Town Zoning Ordinance Text amendment proposed to add "sports fields" as a conditional use within the Town's A-2 zoning district.
3. Conditional Use Permit by Krueger/EO5V, LLC/Moore to authorize a sports field and single-family dwelling in an agriculture zoning district (A-2) on parcels 018-0376, 018-0398, and 018-0402, fronting Country Rd. S.

**Adjournment**

**Chair of Commission/Jim Erdman**

**Special Notes:**

1. Upon reasonable notice, efforts will be made to accommodate the needs of disabled individuals through appropriate aids and services. For additional information or to request this service, call Jeannette Merten at 920-235-7771 or write to 1076 Cozy Lane, Oshkosh, WI 54901.
2. A quorum of sanitary district commissioners within the Town of Oshkosh may be in attendance at this meeting for purposes of asking questions and gathering information and it is not expected that the commission take any official action.
3. The agenda is subject to amendments/change. Any changes would be posted on the Town of Oshkosh's website under the Planning and Zoning agendas, website is: [townofoshkosh.com](http://townofoshkosh.com)

Post date: 2/14/2022

Oshkosh  
**Northwestern**  
**media**  
A GANNETT COMPANY

**STATE OF WISCONSIN**  
**BROWN COUNTY**

TOWN OF OSHKOSH

1076 COZY LN

OSHKOSH WI 549011404

Being duly sworn, doth depose and say that she/he is an authorized representative of the Oshkosh Northwestern, a daily newspaper published in the city of Oshkosh, in Winnebago County, Wisconsin, and that an advertisement of which the annexed is a true copy, taken from said paper, which published in editions dated

Account Number: GWM-N5839  
Order Number: 0005133768  
Total Ad Cost: \$53.43  
Published Dates: 02/16/2022, 02/23/2022

*Nicole Jacobs*

Legal Clerk

State of Wisconsin  
County of Brown  
Subscribed and sworn to before on February 23, 2022

*Nancy Heyrman*

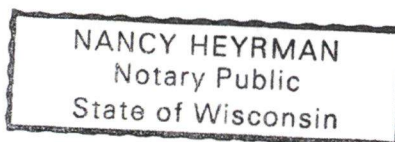
Notary Public State of Wisconsin, County of Brown

*5.15.23*

My Commission Expires

# of Affidavits 1

This is not an invoice



TOWN OF OSHKOSH  
WINNEBAGO COUNTY, WISCONSIN  
LEGAL NOTICE  
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PLEASE TAKE FURTHER NOTICE, that immediately following the public hearing described above, the Town Board of the Town of Oshkosh will meet to receive the recommendations of the Planning and Zoning Commission and to take final action on the zoning text amendment and conditional use permit. The meeting is open to the public, and all interested parties are encouraged to attend.  
Dated this 16th day of February, 2022  
TOWN OF OSHKOSH  
Jeannette Merten, Town Clerk  
Published February 16 & 23, 2022  
Run: February 16, 23, 2022 WNAXLP

**Received**  
**MAR 05 2022**  
Town of Oshkosh  
Winnebago, WI

TOWN OF OSHKOSH  
Re: PH: Mar. 2, 2022

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

**Regular Session  
March 15, 2022**

**Special Session  
March 29, 2022**

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

**Printed by authority of the Winnebago County Board  
Shiloh Ramos, Chairman Susan T. Ertmer, Clerk**



**ADJOURNED SESSION  
WINNEBAGO COUNTY BOARD OF SUPERVISORS MEETING  
TUESDAY, MARCH 15, 2022**

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

The meeting was opened with the Pledge of Allegiance and the invocation by Supervisor Powers.

The following Supervisors were present: 31 - Konetzke, Brunn, Borchart, Eisen, Ramos, Lenz, Nussbaum, Stafford, Albrecht, Gabert, Binder, Konrad, Gordon, Wingren, Lautenschlager, Norton, Hinz, Zellmer, Schellenger, Buck, Powers, Cox, Finch, Youngquist, Farrey, Rasmussen, Keller, Egan, Ellis, Snider and Joas; EXCUSED: 3 – Defferding, Wise and Schorse; ABSENT: 1 – Locke; VACANCIES: 1

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

**PUBLIC HEARING**

The following persons spoke in support or against items of concern:

- In opposition to Resolution No. 268-012022: Approve Diversity Affairs By-laws and Strategic Plan
  - Conley Hanson, 2213 S. Maplecrest, Neenah
  - Kathryn Noll-Arias, 732 Reed Street, Neenah
  - Lateria Garrett, 1363 Lamar Avenue, Oshkosh
  - Jennifer Koser, 5872 Harbour South Drive, Winneconne
  - Katie Campbell, 614 Waugoo Avenue, Oshkosh
- In support of Resolution No. 302-032022: Support Production of the Next Generation Delivery Vehicle for the United States Postal Service in Oshkosh
  - Timothy Jacobson, 1379 Tullar Road, Neenah
  - Rob Lynk, 3100 Omro Road, Oshkosh
- Voiced concerns regarding road and building construction and lighting by Evergreen Retirement Community in the City of Oshkosh
  - Sarah Nelson, 1005 John Moore Drive, Oshkosh

**COMMUNICATIONS & PETITIONS**

Susan Ertmer, County Clerk, presented the following communications:

- Resolutions from other counties:
  - Pepin County – Resolution No. 04-22: to Eliminate the Badger Care Eligibility Cliff was referred to the Legislative Committee.
  - Polk County – Resolution No. 08-22: Urging State Elected Officials to Use Expected 2021-2023 Budget Surplus to Fund Rural Fire and Ambulance Emergency Services was referred to the Legislative Committee.
  - Vilas County – Resolution No. 2022-15: Requesting State to Revise the Current Real Estate Transfer Fees Revenue Sharing Formula was referred to the Legislative Committee.

**REPORTS FROM COMMITTEES, COMMISSIONS & BOARDS**

Supervisor Defferding reported on his attendance at a Wisconsin Counties Association Judicial and Public Safety Steering Committee meeting in Stevens Point. The main topic discussed was the back log in the District Attorney's offices around the state due to COVID-19. He would like to see the county consider ARPA funds to help the DA's office with this issue.

Supervisor Defferding reported on a joint meeting by the Planning & Zoning Committee and the City of Oshkosh to be held on Monday, March 21, 2022 at 6:30 p.m. at the Wittman Regional Airport regarding the Sawyer Creek Flood Plan potential amendment.

Supervisor Konetzke reported that the dedication of the Jerry Finch Dog Park in northern Winnebago County will be on May 12, 2022.

Supervisor Farrey reported that the Land Conservation Committee has been discussing the continuing initiative of the Environmental Protection Agency regarding the 404 rule that would regulate waters of the United States. If this would pass, they would have the ability to regulate waters all across Wisconsin. The Land Conservation Committee will be bringing this to their April 7<sup>th</sup> meeting and will possibly forward a resolution to the whole county board.

Motion by Supervisor Brunn, seconded by Supervisor Ellis to approve the proceedings from the March 1, 2022 Winnebago County Board meeting. CARRIED BY VOICE VOTE.

### **COUNTY EXECUTIVE'S REPORT**

Executive Doemel thanked all the retiring Winnebago County Board Supervisors for their service to Winnebago County. He stated that he has great respect for everyone that is willing to step forward and take on that responsibility.

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

Chairman Ramos noted that there is cake in honor of the retiring County Board Supervisors.

Chairman Ramos reminded all board members of the County Scholarship program. The deadline for applications and essays is March 31. The students are required to write an essay on "If I were to run for any Winnebago County office, what would I run for and why?" This is a wonderful program that was started by Supervisor Finch. Information regarding the scholarship program is available on the Winnebago County website.

Chairman Ramos has received documents from the City of Neenah and the Village of Fox Crossing regarding resolutions that they have passed to encourage the county to look into improving the intersection of Highway 76 and Larsen Road. He noted that the new Neenah High School is scheduled to be built in this area.

Chairman Ramos reminded the board that the next meeting will be on April 19, 2022. This will be the organizational meeting of the new county board. At this time, this meeting is scheduled to be an in-person meeting only.

### **PRESENTATION OF PLAQUES TO COUNTY BOARD SUPERVISORS**

Chairman Ramos recognized the retiring Winnebago County Board Supervisors for their years of service. There are thirteen Supervisors retiring with a total of 187 years collectively of experience on the County Board. He presented the following Supervisors with a plaque and noted the committees on which they served:

Alyssa Bolante (2020 - 2021); Michael A. Brunn (2017-2022); W. Thomas Ellis (2005-2022); Jerry Finch (1992-2022); Ben Joas (2018-2022); Thomas J. Konetzke (2008-2022); Kevin Konrad (2019-2022); Larry Lautenschlager (2012-2022); Steven Lenz (2018-2022); Susan Locke (2006-2022); Nicole Neuhoﬀ (2020-2022); Shiloh Ramos (2006-2022); Joel Rasmussen (2012-2022); Vicki S. Schorse (2017-2022); Tom Snider (2012-2022); Robert Warnke (2004-2021); and Bill Wingren (1998-2022)

Chairman Ramos expressed that he will definitely miss being a part of local and county government. He thanked everyone for their support, encouragement and friendship for the past twenty years. Chairman Ramos has three words that he focuses on: Transparency, Inclusiveness and Unity. He encouraged the board to keep those three words in mind as they move forward.

### **PRESENTATION FOR THE STATE OF WI ARPA GRANT AWARD (\$10.3M) - NEIGHBORHOOD INVESTMENT FUND: IMPROVING HOUSING STABILITY IN WINNEBAGO COUNTY**

by Winnebago County Executive Jonathan Doemel

Executive Doemel stated that he is a firm believer that neighbors helping neighbors builds the fabric of a strong community. It requires everyone working together, including government, to make this happen. In the coming weeks, the county board will be asked to approve acceptance of a grant to be used to address homelessness.

Executive Doemel explained the meaning of homelessness and how it affects families. The risk of being homeless can be caused by substance abuse, poverty, domestic abuse and other issues. He asked that you think of this issue not as "homelessness", but as "housing instability".

Executive Doemel touched on the Winnebagoland Housing Coalition and Housing Continuum. The Winnebago Housing Coalition has seven categories of their continuum:

- Prevention; outreach; intake and assessment; emergency sheltering; transitional housing; rapid re-housing; community/specialized housing; and permanent housing.

As the county wrote the grant, they looked for projects that would fill the needs of these areas. The Day by Day Warming Shelter and Oshkosh Kids Foundation were chosen as numbers two and three from the Winnebago

County Housing Coalition report. The choices were based on their ability to have a project that fits the grant's definition of "shovel-ready".

Executive Doemel commented on the housing needs in Winnebago County. Based on a 2020 report from United Way, close to a quarter of county residents are affected in one way or another and could be at risk for future housing insecurity.

Executive Doemel noted that the Neighborhood Investment fund is a grant administered by the Wisconsin Department of Administration made available through funds provided by the American Rescue Plan Act. All projects regarding this grant were required to be "shovel-ready" and are expected to be completed by December 31, 2024. On Thursday, March 3, 2022, Governor Evers presented Winnebago County with a Neighborhood Investment Fund grant for over \$10.35 million.

Executive Doemel then introduced the partners in this project and had them give a brief summary of who they are, what their mission is and how their project will help achieve the goals of this grant:

- Day by Day Warming Shelter – Jason Havlik, Board of Directors
- Oshkosh Kids Foundation – Julie Dumke, Co-Founder and Executive Director
- Solutions Recovery – Trevor Fenrich, Executive Director
- Covey – Pam Schutz, CEO
- Habitat for Humanity – Tom Simon, Executive Director
- Winnebago County Human Services – Dr. Bill Topel – Human Services Director  
Beth Roberts – Human Services Long Term Support Mgr.

Executive Doemel stated that if you choose to accept the grant funding, it will impact emergency shelters, transitional housing and permanent housing along with community and specialized housing. He addressed the next steps necessary to proceed with this project.

### **ZONING REPORTS AND ORDINANCES**

- Report No. 001 – A report from the Planning & Zoning Committee regarding a requested zoning change from Team SNW, LLC – Bradley A. Lind, Town of Black Wolf; for a zoning change from B-2/B-3/R-1 (Community Business/Regional Business/Rural Residential) to A-2/B-3 (General Agriculture/Regional Business). Motion by Supervisor Keller, seconded by Supervisor Gabert to accept. CARRIED BY VOICE VOTE.
  - Amending Ordinance No. 03/01/22 – A request to rezone from B-2/B-3/R-1 (Community Business/Regional Business/Rural Residential) to A-2/B-3 (General Agriculture/Regional Business) for tax parcel nos. 004-0257(p), 004-0258, 004-0258-03 & 004-0258-02. Motion by Supervisor Keller, seconded by Supervisor Gabert to adopt. CARRIED BY VOICE VOTE. (Effective Date: March 18, 2022)
- Amending Ordinance No. 03/02/22 – A request from the Town of Winchester on behalf of Winchester Area Historical Society; to rezone from A-2/R-1 (General Agricultural District/Rural Residential District) to B-2 (Community Business District) for tax parcel nos. 028-0681-01 & 028-0687-01. Motion by Supervisor Joas, seconded by Supervisor Cox to adopt. CARRIED BY VOICE VOTE. (Effective Date: March 18, 2022)
- Amending Ordinance No. 03/03/22 – A request from the Town of Nepeuskun; for Text Amendments to the Town of Nepeuskun Municipal Code. Motion by Supervisor Egan, seconded by Supervisor Defferding to adopt. CARRIED BY VOICE VOTE. (Effective Date: March 18, 2022)

### **RESOLUTIONS AND ORDINANCES**

#### **RESOLUTION NO. 268-012022: Approve Diversity Affairs By-laws and Strategic Plan**

WHEREAS, the Diversity Affairs Commission was established by Resolution 107-122020; and

WHEREAS, the Diversity Affairs Commissions Committee of Jurisdiction is the UW Education, Extension, and Agriculture Committee; and

WHEREAS, the Diversity Affairs Commission is mandated to have a set of by-laws and strategic plan adopted by the Winnebago County Board of Supervisors; and

WHEREAS, the Diversity Affairs Commission has completed the strategic planning process and developed proposed by-laws, copies of which are attached.

NOW, THEREFORE, BE IT RESOLVED by the Winnebago County Board of Supervisors that it hereby approves the by-laws and strategic plan forwarded by the Diversity Affairs Commission.

Submitted by:

UW EDUCATION, EXTENSION & AGRICULTURE COMMITTEE

Motion by Supervisor Snider, seconded by Supervisor Farrey to adopt.

Motion by Supervisor Defferding, seconded by Supervisor Nussbaum to postpone until April 26, 2022. After discussion regarding the end of the session for the current County Board, it was determined that this motion is not valid due to the uncertainty of another meeting before this session ends.

Motion by Supervisor Wingren, seconded by Supervisor Ellis to call the question. Vote on Call the Question: AYES: 28; NAYES: 5 – Gabert, Hinz, Schellenger, Buck and Powers; ABSTAIN: 0; ABSENT: 2 – Stafford and Locke; VACANT: 1. CARRIED.

Vote on Resolution: AYES: 28; NAYES: 4 – Nussbaum, Wingren, Hinz & Joas; ABSTAIN: 1 – Schorse; ABSENT: 2 – Stafford and Locke; VACANT: 1. CARRIED.

**RESOLUTION NO. 284-032022: Commendation for Kay Kundiger**

WHEREAS, Kay Kundiger has been employed with the Winnebago County Finance Department for the past twenty-one years, and during that time has been a most conscientious and devoted County employee; and

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

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

BE IT FURTHER RESOLVED that the Winnebago County Clerk send a copy of this Resolution to Kay Kundiger.

Submitted by:

PERSONNEL & FINANCE COMMITTEE

Motion by Supervisor Rasmussen, seconded by Supervisor Ellis to adopt. CARRIED BY VOICE VOTE.

**RESOLUTION NO. 285-032022: Commendation for Judy Fenrich**

WHEREAS, Judy Fenrich has been employed with the Winnebago County Public Health Department for the past twenty-nine years, and during that time has been a most conscientious and devoted County employee; and

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

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

BE IT FURTHER RESOLVED that the Winnebago County Clerk send a copy of this Resolution to Judy Fenrich.

Submitted by:

PERSONNEL & FINANCE COMMITTEE

Motion by Supervisor Rasmussen and seconded by Supervisor Brunn to adopt. CARRIED BY VOICE VOTE.

**RESOLUTION NO. 286-032022: Commendation for Joan Jaworski**

WHEREAS, Joan Jaworski has been employed with the Winnebago County Human Services Department for the past twenty years, and during that time has been a most conscientious and devoted County employee; and

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

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

BE IT FURTHER RESOLVED that the Winnebago County Clerk send a copy of this Resolution to Joan Jaworski.

Submitted by:

PERSONNEL & FINANCE COMMITTEE

Motion by Supervisor Rasmussen, seconded by Supervisor Gordon to adopt. CARRIED BY VOICE VOTE.

**RESOLUTION NO. 287-032022:**

**Authorize the Transfer of \$293,200 from the Winnebago County Undesignated Fund Balance to the Winnebago County Sheriff's Department to Remodel 45 Jail Cells to Reduce the Spread of Infectious Disease Among Inmates, Including but not Limited to COVID-19, Tuberculosis, Influenza.**

WHEREAS, the Winnebago County Board passed Resolution 198-082021 authorizing the Winnebago County Sheriff's Office to accept \$148,800 in Coronavirus Emergency Supplemental Funding from the Wisconsin Department of Justice, and to appropriate the funds to design and build jail cells for quarantine isolation areas; and

WHEREAS, this project will replace the existing holding cell wire mesh openings with correctional grade polycarbonate plexiglass; and

WHEREAS, Kontext Architects provided a bid for design and construction of architect services totaling \$24,000; and

WHEREAS, Stronghold Industries provided a bid for the renovation project totaling \$398,000; and

WHEREAS, \$20,000 has been allotted for contingency overlays given the current pandemic; and

WHEREAS, the \$148,800 previously-awarded grant applied to the total project figure of \$442,000 requires access to \$293,200 from the Undesignated Fund Balance.

NOW, THEREFORE, BE IT RESOLVED by the Winnebago County Board of Supervisors that it hereby authorize the use of \$293,200 from Winnebago County Undesignated Fund Balance to the Winnebago County Sheriff Remodel Jail Cell Project to reduce the spread of infectious diseases amongst inmates.

BE IT FURTHER RESOLVED by the Winnebago County Board of Supervisors that the project will be reviewed for potential reimbursement with ARPA Funds by future board action.

Submitted by:

JUDICIARY & PUBLIC SAFETY COMMITTEE  
PERSONNEL & FINANCE COMMITTEE

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

**RESOLUTION NO. 288-032022:**

**Amend the Table of Organization for the Winnebago County Sheriff's Department to Add One Patrol Deputy Position Dedicated to the Town of Clayton and Approve the 5 ½ Year Contracted Police Services Agreement Between Winnebago County and the Town of Clayton.**

WHEREAS, the Town of Clayton wishes to enter into a 5 ½ year contract with Winnebago County for a dedicated Winnebago County Sheriff's Deputy to provide 40 hours per week of municipal patrol services; and

WHEREAS, the Winnebago County Sheriff Office requests an amendment to the Table of Organization to add one full-time Patrol Deputy to meet the Town of Clayton's request; and

WHEREAS, the Winnebago County Sheriff shall have supervisory control over the deputy providing these services to the Town of Clayton; and

WHEREAS, the Town of Clayton shall reimburse Winnebago County the costs incurred in salary and benefits of the deputy providing services under the proposed agreement; and

WHEREAS, the Town of Clayton shall provide a patrol vehicle carrying identifying markings of the Town of Clayton and equipped according to Winnebago County standards. Such vehicle and equipment shall remain the property of the Town of Clayton.

NOW, THEREFORE, BE IT RESOLVED by the Winnebago County Board of Supervisors, that it amends the Table of Organization for the Winnebago County Sheriff Department by adding one full-time Police Officer position; that it approves the 5 ½ year Contracted Police Services Agreement between Winnebago County and the Town of Clayton; and that it approves the transfer of \$71,893 into revenue and labor expense accounts as described in the attached Budget Transfer form.

Submitted by:

JUDICIARY & PUBLIC SAFETY COMMITTEE  
PERSONNEL & FINANCE COMMITTEE

Motion by Supervisor Wingren, seconded by Supervisor Cox to adopt. CARRIED BY VOICE VOTE.

**RESOLUTION NO. 289-032022:**

**Authorize the Winnebago County Sheriff's Office to Enter into a Memorandum of Understanding with the Winnebago County Deputies' Association/Wisconsin's Professional Police Association Which Will Offer Accelerated Benefits and a Lateral Transfer Policy**

WHEREAS, Winnebago County and the Winnebago County Deputies' Association/Wisconsin Professional Police Association (hereinafter "the Association") are signatories to a collective bargaining agreement that expires on December 31, 2023; and



WHEREAS, Winnebago County Sheriff's Office is experiencing an alarming staff turnover rate and lack of qualified applicants compromising the ability for the Sheriff's Office to meet its mission and resulting in diminished services; and

WHEREAS, a Memorandum of Understanding between Winnebago County and the Association which modifies the existing Collective Bargaining Agreement has been attached; and

NOW, THEREFORE, BE IT RESOLVED by the Winnebago County Board of Supervisors that the Memorandum of Understanding between the Winnebago County Sheriff's Office and the Winnebago County Deputies' Association/Wisconsin Professional Police Association, is ratified, and the Director of Human Resources is authorized to execute the Memorandum of Understanding on behalf of Winnebago County.

Submitted by:  
JUDICIARY & PUBLIC SAFETY COMMITTEE  
PERSONNEL & FINANCE COMMITTEE

Motion by Supervisor Wingren, seconded by Supervisor Finch to adopt. Vote on Resolution: AYES: 32; NAYES: 1 – Binder; ABSTAIN: 0; ABSENT: 2 – Stafford and Locke: VACANT: 1. CARRIED.

**RESOLUTION NO. 290-032022: Adopt Revisions to Winnebago County Human Resources Policy Manual to Adjust the Public Safety Dispatcher Total Holiday's from 11 Days to 13 Days**

WHEREAS, positions at the Winnebago County Sheriff's Office have varying numbers of holidays, depending upon classification and work groups; and

WHEREAS, Dispatchers and Booking/Security Clerks work the exact same shift pattern, yet a Booking/Security Clerk receives a total of 13 holidays and Dispatchers receive 11 total holidays; and

WHEREAS, to better align the dispatcher position with similarly scheduled positions at the Sheriff's office, this Resolution seeks to give Dispatchers an additional 2 floating holiday, to make the total 13.

NOW, THEREFORE, BE IT RESOLVED by the Winnebago County Board of Supervisors that it hereby amends the line of Policy 18.03(a) of the Winnebago County Human Resources Policy Manual governing floating holidays for Dispatchers as follows:

~~Public Safety Professional Dispatchers unit employees~~ – 44 13 days

Submitted by:  
JUDICIARY & PUBLIC SAFETY COMMITTEE  
PERSONNEL & FINANCE COMMITTEE

Motion by Supervisor Wingren, seconded by Supervisor Ellis to adopt. CARRIED BY VOICE VOTE.

**RESOLUTION NO. 291-032022: Authorize the Winnebago County Sheriff's Office to Accept a Donation from the Badger State Sheriff's Association of Drone Equipment to Include Training for Winnebago County Sheriff Staff**

WHEREAS, the Winnebago County Sheriff's Office has received a donation from the Badger State Sheriff's Association of four drones along with training for staff; and

WHEREAS, two of the four drones are small 6"x6" drones to be used for indoor searches and have the ability to record and send live information to a command post. The flight time is approximately 30 minutes with a 4 mile range. These drones require part 107 Federal Aviation Administration certification; and

WHEREAS, the other two drones enable scene documentation, search and rescue, and crash reconstruction. These medium size drones have a thermal imaging camera with record capability and can send information in real time to scene incident command. The flight time is approximately 42 minutes with a 5.5 mile range. These drones require part 107 Federal Aviation Administration certification; and

WHEREAS, the donation includes seven training spots for licensing; and

WHEREAS, the value of the donation is approximately \$25,000 (specifically \$24,959.00).

NOW, THEREFORE, BE IT RESOLVED by the Winnebago County Board of Supervisors that it hereby authorizes the Winnebago County Sheriff's Office to accept a donation from the Badger State Sheriff's Association for drone equipment and training.

Submitted by:  
JUDICIARY & PUBLIC SAFETY COMMITTEE  
PERSONNEL & FINANCE COMMITTEE

Motion by Supervisor Wingren, seconded by Supervisor Ellis to adopt. CARRIED BY VOICE VOTE.

Motion by Supervisor Norton, seconded by Supervisor Farrey to break for fifteen minutes. Vote to Break: AYES: 24; NAYES: 8. CARRIED.

**RESOLUTION NO. 292-032022:**

**Authorize Amendment to the Inmate Telephone Services Agreement  
Between Winnebago County and Inmate Calling Solutions LLC**

WHEREAS, the Winnebago County Sheriff's Department has a longstanding agreement with Inmate Calling Solutions, LLC to provide telephone services to inmates at the Winnebago County Jail (See Attachment A); and

WHEREAS, the agreement runs from 11/1/2021 to 10/31/2026; and

WHEREAS, the Handling Charge Structure for Deposit Services, as set forth in Schedule A to the Agreement, is sought to be reduced as reflected in Amendment No. 1 of the Purchase of Services Contract (See Attachment B).

NOW, THEREFORE, IT IS HEREBY RESOLVED by the Winnebago County Board of Supervisors that it authorizes the Winnebago County Sheriff's Department to amend the Inmate Telephone Services Agreement between Winnebago County and Inmate Calling Solutions LLC as set forth in the Attachment B.

Submitted by:

JUDICIARY & PUBLIC SAFETY COMMITTEE

PERSONNEL & FINANCE COMMITTEE

Motion by Supervisor Wingren, seconded by Supervisor Ellis to adopt. CARRIED BY VOICE VOTE.

**RESOLUTION NO. 293-032022:**

**Authorize the Winnebago County District Attorney's Office to Accept a  
Department of Justice Grant in the Amount of \$897,863 and Approve the  
Transfer of \$297,214 into Various Accounts as Described in the Attached  
Budget Transfer Form**

WHEREAS, the Winnebago County District Attorney's Office applied for a grant from the Department of Justice to continue to identify and respond to the needs of persons with a Substance Abuse Disorder (SUD) who are currently excluded from diversion programs; and

WHEREAS, on December 22, 2021 the District Attorney's Office was notified that it was awarded a grant in the amount of \$897,863 effective October 1, 2021 through September 30, 2024. The grant is titled "Stimulant and Opioid Addiction Recovery"; and

WHEREAS, this grant will allow the Winnebago County District Attorney's Office to develop a diversion strategy for people with a Substance Abuse Disorder and felony drug-possession cases, using evidence-based components, and will improve data infrastructure; and

WHEREAS, the Winnebago County District Attorney's Office will engage several stakeholders, including local justice, health, and service agencies, and community-based service providers to bridge the gap in SUD-treatment options, create better screening procedures, provide assistance to participants while in custody, rapidly provide treatment resources to participants, and develop data tools to improve screening for SUD.

NOW, THEREFORE, BE IT RESOLVED by the Winnebago County Board of Supervisors that it hereby authorizes the Winnebago County District Attorney's Office to accept a Department of Justice grant in the amount of \$897,863 for response to individuals with Substance Abuse Disorders who are currently excluded from diversion programs and approves the transfer of \$297,214 into the various accounts as described in the attached Budget Transfer form.

Submitted by:

JUDICIARY & PUBLIC SAFETY COMMITTEE

PERSONNEL & FINANCE COMMITTEE

Motion by Supervisor Wingren, seconded by Supervisor Schorse to adopt. CARRIED BY VOICE VOTE.

**RESOLUTION NO. 294-032022:**

**Approval of a Budget Transfer in the amount of \$69,412.00 for the UWO-Fox  
Cities Child Care Center Addition Project Due to Project Overruns**

WHEREAS, the UWO-Fox Cities Learning Center addition project was budgeted for \$534,600, the cost to be shared equally between Winnebago County and Outagamie County; and

WHEREAS, due to spiraling construction costs, the project came in over budget when it went out for bid; and

WHEREAS, five construction companies submitted bids, with the lowest construction bid being submitted by Milbach Construction Services for \$544,430.00; and

WHEREAS, in addition to the \$544,430.00 construction bid, the design and engineering costs came in at \$74,551.18 with an additional 10% contingency at \$54,430.00 totaling approximately \$673,424.00; and

WHEREAS, the difference between the original bid figure of \$534,600.00 and the new bid figure of \$673,424.00 totals \$138,824.00; and

WHEREAS, with Winnebago County and Outagamie County equally sharing the expenses, Winnebago County's share of the overrun totals \$69,412.00.



NOW, THEREFORE, BE IT RESOLVED by the Winnebago County Board of Supervisors that it hereby approves a budget transfer of \$69,412.00 for the UWO-Fox Cities Child Care Center addition project due to project overruns.

Submitted by:  
FACILITIES & PROPERTY MANAGEMENT COMMITTEE  
PERSONNEL & FINANCE COMMITTEE

Motion by Supervisor Keller, seconded by Supervisor Ellis to adopt. CARRIED BY VOICE VOTE. NAYES: 1.

**RESOLUTION NO. 295-032022:                    Approval of a Budget Transfer in the Amount of \$19,580 for a Feasibility Study Addressing Design of Necessary System Improvements in the Science Wing Addition at UWO Fox Cities**

WHEREAS, incorrectly sized fume hoods were installed by the contractor in the science wing addition in 1996 at UWO Fox Cities; and

WHEREAS, the air handling units have operated inefficiently and proper air draw to effectively utilize the hoods has been inadequate; and

WHEREAS, the state of the fume hoods hinders operations, particularly for microbiology labs; and

WHEREAS, the fume hoods do not meet safety standards, necessitating a feasibility study addressing design of necessary system improvements.

NOW, THEREFORE, BE IT RESOLVED by the Winnebago County Board of Supervisors that it hereby approves a budget transfer in the amount of \$19,580 for a feasibility study to be completed within three months that addresses design of necessary system improvements in the science wing addition at UWO Fox Cities.

BE IT FURTHER RESOLVED by the Winnebago County Board of Supervisors that funds to pay for this Capital Project be advanced from the General Undesignated Fund or be reimbursed from a subsequent bond issue if the project is funded with a bond issue.

Submitted by:  
FACILITIES & PROPERTY MANAGEMENT COMMITTEE  
PERSONNEL & FINANCE COMMITTEE

Motion by Supervisor Keller, seconded by Supervisor Cox to adopt.

Motion by Supervisor Schellenger, seconded by Supervisor Farrey, to amend Line 21 to read as follows: "Capital Project be reimbursed from a subsequent bond issue if the project is funded with a bond issue." This would require a three-quarter of membership vote to pass. After discussion, Supervisors Schellenger and Farrey withdrew their motion.

Motion by Supervisor Schellenger, seconded by Supervisor Farrey to delete the words, "or be reimbursed from a subsequent bond issue if the project is funded with a bond issue" from Line 21. After discussion, vote on motion to amend: AYES: 14 – Eisen, Defferding, Lenz, Gordon, Norton, Hinz, Zellmer, Schellenger, Buck, Powers, Finch, Farrey, Egan and Snider; NAYES: 18; ABSTAIN: 0; ABSENT: 2 – Stafford and Locke; NO VOTE: 1 – Lautenschlager; VACANT: 1. FAILED.

Vote on Resolution as Presented: CARRIED BY VOICE VOTE.

**RESOLUTION NO. 296-032022:                    Approve Ground Lease between Volatus Infrastructure, LLC and Winnebago County**

WHEREAS, Volatus Infrastructure, LLC desires to enter into a ground lease with Winnebago County permitting Volatus Infrastructure, LLC to construct certain improvements at Wittman Regional Airport; and

WHEREAS, Volatus Infrastructure, LLC intends to construct an Electric Vertical Takeoff and Landing (eVTOL) site at Wittman Regional Airport; and

WHEREAS, said Agreement shall be for a period of twenty (20) years, from April 1, 2022, through March 31, 2042; and

WHEREAS, Volatus Infrastructure, LLC agrees to pay Winnebago County \$1,332.16 per year, with an increase equal to the change in CPI-U at the end of each three-year interval.

NOW, THEREFORE, BE IT RESOLVED by the Winnebago County Board of Supervisors that it hereby approves execution by the Winnebago County Executive and Winnebago County Clerk of the attached Ground Lease Agreement between Volatus Infrastructure, LLC and Winnebago County for the purpose of constructing eVTOL improvements at Wittman Regional Airport.

Submitted by:  
AVIATION COMMITTEE  
PERSONNEL & FINANCE COMMITTEE

Motion by Supervisor Gabert, seconded by Supervisor Ellis to adopt. CARRIED BY VOICE VOTE.

**RESOLUTION NO. 297-032022: Authorize an Access and Maintenance Easement to Wisconsin Public Service Corporation for the Purposes of Providing Upgraded Electrical Services to the Sunnyview Exposition Center.**

WHEREAS, the Winnebago County Parks Department is in the process of constructing the Sunnyview Exposition Center East Campus Improvements; and

WHEREAS, Wisconsin Public Service Corporation needs to install 3 new electrical transformers on the Sunnyview Exposition Center site located at 500 E County Road Y, Oshkosh, WI 54901; and

WHEREAS, Wisconsin Public Service Corporation is requesting an electric underground easement in order to install and maintain their electrical services on Winnebago County Park property.

NOW, THEREFORE, BE IT RESOLVED by the Winnebago County Board of Supervisors that it hereby authorizes the proposed easement (see attached) from Wisconsin Public Service Corporation.

Submitted by:

PARKS & RECREATION COMMITTEE

Motion by Supervisor Konetzke, seconded by Supervisor Ellis to adopt. CARRIED BY VOICE VOTE.

**RESOLUTION NO. 298-032022: Approving Budget Transfers for Miscellaneous & Unclassified Accounts**

WHEREAS, the Miscellaneous & Unclassified account for 2021 Taxes and Assessments is over budget by \$139,514 due to unexpected special assessments to property along County Road Y and a property tax bill for space formerly paid by the County's lessee; and

WHEREAS, the Miscellaneous & Unclassified account for 2021 Transfers Out is also over budget by \$94,283 due to an accounting error which allowed that sum to fall to the undesignated general fund in 2020 when it should have been transferred out for use in a capital project which had been approved by the Board in 2020; and

WHEREAS, the Miscellaneous & Unclassified account for Maintenance Ground is also over budget by \$18,408 due to higher than expected billing by the Highway Department for clearing snow from various County parking lots; and

WHEREAS, these overages, in total amounting to \$252,205, may be covered through application of \$30,500 in payout wages and \$7,705 in FICA Medicare expenses, which were under budget; \$40,000 in use of remaining Contingency Fund balance; and \$174,000 in undesignated fund balance;

NOW, THEREFORE, BE IT RESOLVED by the Winnebago County Board of Supervisors that the 2021 budget transfers as specified on the attached Budget Transfer form are approved.

Submitted by:

PERSONNEL & FINANCE COMMITTEE

Motion by Supervisor Rasmussen, seconded by Supervisor Ellis to adopt. CARRIED BY VOICE VOTE.

**RESOLUTION NO. 299-032022: Establishing Salaries for Elected Officials of Winnebago County**

WHEREAS, the next four-year term of office will begin in January 2023 for the Winnebago County Sheriff and Clerk of Courts; and

WHEREAS, section 59.22 of the Wisconsin Statutes requires that any changes in the compensation for these elected positions must be adopted by the County Board of Supervisors earlier than the first date for filing nomination papers for the upcoming term, which in this case is April 15, 2022; and

WHEREAS, reasonable salaries are necessary to attract well-qualified candidates to these full-time elected positions; and

WHEREAS, a one-time salary increase of \$2,000, and then an increase of 3.0% each year of the term, will keep salaries for these offices in line with the average salaries for the same offices paid by Wisconsin counties closest in population to Winnebago,

NOW, THEREFORE, BE IT RESOLVED by the Winnebago County Board of Supervisors that the annual salary rates for the following elected officials of Winnebago County for the term commencing after January 1, 2023 shall be as follows:

	Annual Salary 2023	Annual Salary 2024	Annual Salary 2025	Annual Salary 2026
Sheriff	\$117,061	\$120,573	\$124,190	\$127,916
Clerk of Courts	\$ 90,363	\$ 93,074	\$ 95,866	\$ 98,742

BE IT FURTHER RESOLVED, that the above-mentioned officers be provided with County health, dental, life insurance, and long-term disability insurance benefits at the same level and on the same terms and conditions as are provided to the County's appointed department heads, including any modifications which may be made from time to time during the office holders' term, and that the officers participate in the Wisconsin Retirement System on the same terms as apply to other elected officials.

BE IT FURTHER RESOLVED, that funds to cover the cost of this action be included as part of the budgets for the respective years.

Submitted by:  
PERSONNEL & FINANCE COMMITTEE

Motion by Supervisor Rasmussen, seconded by Supervisor Ellis to adopt. After much discussion, motion by Supervisor Eisen, seconded by Supervisor Rasmussen to call the question. CARRIED BY VOICE VOTE. NAYES: 1.  
Vote on resolution as presented: CARRIED BY VOICE VOTE. NAYES: 1.

**RESOLUTION NO. 300-032022: Approving Contract with Clifton Larsen Allen LLP for Auditing Services**

WHEREAS, Winnebago County is in need of financial auditing services, and for a number of years has engaged the services of an accounting firm, Clifton Larsen Allen LLP, on an annual basis, to perform an audit of the financial statement for Winnebago County; and

WHEREAS, with turnover in the Director of Finance and Assistant Finance Director positions, it is in the County's best interest to also engage an outside accounting firm to prepare the County's Annual Comprehensive Financial Report, which in previous years has been prepared by staff; and

WHEREAS, Clifton Larsen Allen LLP is willing and able to provide services for preparation of the Annual Comprehensive Financial Report and the State Municipal Financial Report, and can do so under terms significantly more favorable to the County under a three-year contract; and

WHEREAS, the additional cost for providing such services in 2022 has already been covered by the budget transfer approved as Resolution No. 250-012022;

NOW, THEREFORE, BE IT RESOLVED by the Winnebago County Board of Supervisors that the attached Purchase of Services Contract with Clifton Larsen Allen LLP is approved and may be executed by the County Executive and the County Clerk.

Submitted by:  
PERSONNEL & FINANCE COMMITTEE

Motion by Supervisor Rasmussen, seconded by Supervisor Cox to adopt. CARRIED BY VOICE VOTE.

**RESOLUTION NO. 301-032022: Approving Budget Transfers for Treasurer's Office**

WHEREAS, due to very low interest rates the Treasurer's office did not have enough interest revenue on funds to offset banking fees, and thereby incurred banking fee expense in 2021 of approximately \$21,000 over budget; and

WHEREAS, the Treasurer's Office incurred labor expenses of approximately \$10,000 over budget for 2021 due to a change in employee health coverage enrollment; and

WHEREAS, both of these overages may be covered by applying \$31,000 in excess Interest on Taxes revenue, which was over budget by \$127,908, to the respective labor and operating expense accounts;

NOW, THEREFORE, BE IT RESOLVED by the Winnebago County Board of Supervisors that the 2021 budget transfers as specified on the attached Budget Transfer form are approved.

Submitted by:  
PERSONNEL & FINANCE COMMITTEE

Motion by Supervisor Rasmussen, seconded by Supervisor Ellis to adopt. CARRIED BY VOICE VOTE.

**RESOLUTION NO. 302-032022: Support Production of the Next Generation Delivery Vehicle for the United States Postal Service in Oshkosh**

WHEREAS, in 2021, Oshkosh Defense was awarded a contract valued up to \$6 billion by the United States Postal Service to build up to 160,000 Next Generation Delivery Vehicles over a period of ten years; and

WHEREAS, Oshkosh Defense plans on hiring 1,000 new employees to build the new vehicles; and

WHEREAS, on-site supply chain suppliers will hire additional employees at the location of the new plant; and

WHEREAS, manufacturing the vehicles in Oshkosh would be a significant economic gain for the City of Oshkosh and State of Wisconsin; and

WHEREAS, staff from the City of Oshkosh and the Greater Oshkosh Economic Development Corporation responded to a Request for Proposals to locate a new facility in Wisconsin; and

WHEREAS, Oshkosh Defense ultimately decided to acquire an existing facility in South Carolina to meet the strict timelines in their contract with United States Postal Service; and

WHEREAS, Winnebago County understands that the workforce at Oshkosh Defense is an important source of financial support for Winnebago County and its businesses; and

WHEREAS, the workforce at Oshkosh Defense has been unionized with the International Union, United Automobile, Aerospace and Agricultural Implement Workers of America (UAW) since 1938, and through this partnership have consistently produced high quality work while protecting high quality jobs; and

WHEREAS, Oshkosh offers a variety of high-quality educational options, including a public school system where a majority of schools exceed expectation on the state report card; and

WHEREAS, Winnebago County is committed to being a good partner with business and organized labor.

NOW, THEREFORE, BE IT RESOLVED by the Winnebago County Board of Supervisors that Winnebago County appreciates the addition of 100 engineering and project support personnel that will be working on the Next Generation Delivery Vehicles project here in Oshkosh.

BE IT FURTHER RESOLVED that the Winnebago County Board of Supervisors encourages Oshkosh Defense, when possible, to use local Oshkosh Defense resources and facilities to help build the Next Generation Delivery Vehicles for the United States Postal Service.

Submitted by:  
ANDREW BUCK, District 24  
KOBY SCHELLENGER, District 23  
BILL WINGREN, District 18  
KAREN POWERS, District 25  
DOUG ZELLMER, District 22

Motion by Supervisor Buck, seconded by Supervisor Norton to adopt.

Motion by Supervisor Konrad, seconded by Supervisor Norton to amend the following: Line 4 by removing "Oshkosh" and adding "Winnebago County, when possible"; to read – "United States Postal Service in Winnebago County, when possible"

Line 13 by adding "Winnebago County", and; to read – "gain for the City of Oshkosh, Winnebago County and State of Wisconsin;"

Line 23 removing "Oshkosh" and adding "Winnebago County"; and remove "a" and add an "s" to "system"; to read – "Whereas, Winnebago County offers a variety of high-quality educational options, including public school systems where a majority of schools exceed expectation on the state report card."

Vote on Amendment: CARRIED BY VOICE VOTE. ABSTAIN: 1

Vote on Resolution as Amended: CARRIED BY VOICE VOTE. ABSTAIN: 1

Supervisor Finch expressed his "Thank You" to all the retiring Supervisors and stated that it has been a pleasure working with everyone.

Chairman Ramos reminded retiring Supervisors to return their iPads to the Information Systems Department. He expressed his "Thank You" to all retiring Supervisors.

Motion by Supervisor Albrecht, seconded by Supervisor Cox to adjourn until the April 19, 2022 organizational meeting at 6:00 p.m. The meeting was adjourned at 10:15 p.m.

Submitted by:  
Julie A. Barthels  
Winnebago County Deputy Clerk

State of Wisconsin)  
County of Winnebago) ss

I, Julie A. Barthels, do hereby certify that the foregoing is a true and correct copy of the Journal of the Winnebago County Board of Supervisors for their regular meeting held March 15, 2022.

Julie A. Barthels  
Winnebago County Deputy Clerk

**SPECIAL SESSION OF THE  
WINNEBAGO COUNTY BOARD OF SUPERVISORS MEETING  
TUESDAY, MARCH 29, 2022**

Chairman Shiloh Ramos called the meeting of the Winnebago County Board of Supervisors to order at 6:00 P.M. from the Winnebago County Administration Building, 112 Otter Avenue, Oshkosh, Wisconsin and virtually by ZOOM.

The meeting was opened with the Pledge of Allegiance and the invocation by Supervisor Powers.

The following Supervisors were present: 34 - Konetzke, Brunn, Borchart, Eisen, Ramos, Defferding, Lenz, Wise, Nussbaum, Stafford, Albrecht, Gabert, Binder, Konrad, Schorse, Gordon, Wingren, Lautenschlager, Norton, Hinz, Zellmer, Schellenger, Buck, Powers, Cox, Finch, Youngquist, Farrey, Rasmussen, Keller, Egan, Ellis, Snider and Joas;  
ABSENT: 1 – Locke; VACANCIES: 1

Motion by Supervisor Egan and seconded by Supervisor Konetzke to adopt the agenda for tonight's meeting.  
CARRIED BY VOICE VOTE.

**PUBLIC HEARING**

The following persons spoke in support or against items of concern:

- In Support of Resolution No. 303-032022: To Accept the Neighborhood Improvement Grant Fund of \$10,351,686.15 awarded to Winnebago County and Effect a Budget Transfer
  - Mayor Lori Palmeri, City of Oshkosh
  - Deputy Mayor Matt Mugerauer, City of Oshkosh
- Neenah Mayor Dean Kaufert expressed his appreciation and gratitude to everyone that has been a part of his political career. He extended well wishes to all, as he is not seeking re-election to the office of mayor.

**REPORTS FROM COMMITTEES, COMMISSIONS & BOARDS**

Supervisor Snider viewed a Live Stream by the US Senate Veterans Affairs Committee regarding "Honoring our Pact Act". He was heartened by the bi-partisan support for this bill. Supervisor Snider repeated someone's comment that, "if we can afford to send our young men and women off to battle, we better support them when they come home".

Supervisor Konetzke noted that he will be retiring after 14 years on the Winnebago County Board. He thanked everyone for making it such a blessing to have served on the Winnebago County Board. He feels that he has grown as a person for having had this opportunity.

Supervisor Norton announced that the Aging and Disability Resource Center conducted a housing study. They had a presentation regarding the availability of senior housing on March 14<sup>th</sup>. They will be having public presentations to the City of Neenah and one other location with the dates and times to be announced later. The presentations are also available on their website.

Supervisor Defferding attended a Safe Streets Committee meeting. Michael Rust, Conflict Resolution Director, gave a presentation on restorative justice courts. In this court, victims, the victim's families and the assailant directly meet to see what they can do to resolve the issue at hand. Supervisor Defferding feels that this could be a savings of \$5,000 to \$15,000 per court case.

Supervisor Finch expressed his thanks to everyone for their support over the years. He feels that his career on the county board has been fantastic. He learned how to help others and wishes "Good Luck" to everyone.

**COUNTY EXECUTIVE'S REPORT**

Executive Doemel expressed his condolences to the family of Allen Buechel, Fond du Lac County Executive who passed away unexpectedly on Sunday, March 27, 2022. Executive Doemel said that Executive Buechel was a mentor to him and gave him many words of advice.

Executive Doemel expressed his condolences to the family of Tony Schwamer, Facilities and Property Management employee, who passed away on Thursday, March 24, 2022. He will be deeply missed by all who knew and worked with him.

Executive Doemel spoke in support of Resolution No. 303-032022: "To Accept the Neighborhood Improvement Grant Fund of \$10,351,686.15 awarded to Winnebago County and Effect a Budget Transfer". Most of these grant funds will be spent on one-time capital projects. Attorney Andy Phillips has been contracted to be the legal counsel to help distribute these funds. A grant coordinator will be appointed to facilitate all areas of this project. Executive Doemel hopes that everyone works together to make this a success. He said, "together and coordinated we can move a mountain".

**COUNTY BOARD CHAIRMAN'S REPORT**

Chairman Ramos noted that the next County Board meeting will be the Organizational Meeting for the new County Board on April 19, 2022. This meeting will be in-person only held at the Winnebago County Courthouse.



Chairman Ramos explained the reason for tonight's meeting. This was a time-sensitive issue that needed to be addressed. To be able to hold this meeting, it required a petition of the majority of the County Board Supervisors. This meeting is to accept the funds that were donated to the County and to allocate the funds to the agencies listed.

## **RESOLUTIONS AND ORDINANCES**

### **RESOLUTION NO. 303-032022: To Accept the Neighborhood Improvement Grant Fund of \$10,351,686.15 awarded to Winnebago County and Effect a Budget Transfer**

WHEREAS, On March 11, 2021, President Joe Biden signed the American Rescue Plan Act (ARPA) which provided an allocation of resources to state and local governments to respond to the COVID-19 pandemic and assist in an economic recovery caused by the pandemic; and

WHEREAS, The State of Wisconsin has been announcing (ARPA) allocations and created the Neighborhood Investment Fund, which was a competitive grant opportunity for local governments due last fall for shovel ready projects that will improve our communities; and

WHEREAS, On Thursday, March 3, 2022, Governor Tony Evers announced three awards to local governments in our county totaling over \$16.8 million which included \$10,351,686.15 to Winnebago County for housing/homelessness, \$4,388,025 city of Neenah for vulnerable populations, and \$2,074,000 to the city of Menasha for revitalization/blight elimination; and

WHEREAS, the county's application was based on the Winnebagoland Housing Coalition's July 2021 report titled "The Homelessness Continuum" and consisted of public and private projects which could be completed by the state's deadline of December 31, 2024; and

WHEREAS, the county's grant application was strengthened by bringing together numerous local organizations which included the Day by Day Warming Shelter, Oshkosh Kids Foundation, Solutions Recovery Center, COVEY, Habitat for Humanity – Oshkosh and others; and

WHEREAS, within the Department of Human Services, the county applied to create a pilot program for a homelessness prevention resource center; and

WHEREAS, quick acceptance of this grant will accelerate the efforts of our nonprofit partners, affect real change in our communities for years to come, and ensure compliance with the fast approaching grant deadlines.

NOW, THEREFORE, BE IT RESOLVED by the Winnebago County Board of Supervisors that it hereby accepts the Neighborhood Improvement Fund Grant of \$10,351,686.15 and authorizes the county administration to execute any agreements required by the State of Wisconsin and partner organizations.

BE IT FURTHER RESOLVED by the Winnebago County Board of Supervisors that it authorizes the attached budget transfer for all shovel ready projects and the Homelessness Eviction and Loss Prevention (HELP) Pilot program in the Department of Human Services.

Submitted by:  
HUMAN SERVICES BOARD  
SHILOH RAMOS, DISTRICT NO. 5  
and co-sponsoring County Board Supervisors per attached  
petition.

Motion by Supervisor Lautenschlager, seconded by Supervisor Gordon to adopt this resolution.

After discussion, motion by Supervisor Cox, seconded by Supervisor Stafford, to amend Line 34 by adding the following: " BE IT FURTHER RESOLVED by the Winnebago County Board of Supervisors that each agency that receives an allocation under this Resolution will come before the County Board to provide an update and presentation within each six month period during the grant cycle". Vote on Amendment: AYES: 22; NAYES: 12 - Eisen, Wise, Nussbaum, Gordon, Wingren, Lautenschlager, Norton, Schellenger, Buck, Powers, Keller, and Snider. ABSTAIN: 0; ABSENT: 1 – Locke; VACANT: 1. CARRIED

Vote on Resolution as Amended: CARRIED BY VOICE VOTE. ABSTAIN: 2 – Schorse and Rasmussen.

Motion by Supervisor Albrecht, seconded by Supervisor Konetzke to adjourn until the April 19, 2022 organizational meeting at 6:00 p.m. The meeting was adjourned at 7:53 p.m.

Submitted by:  
Julie A. Barthels  
Winnebago County Deputy Clerk

State of Wisconsin)  
County of Winnebago) ss

I, Julie A. Barthels, do hereby certify that the foregoing is a true and correct copy of the Journal of the Winnebago County Board of Supervisors for their special meeting held March 29, 2022.

Julie A. Barthels  
Winnebago County Deputy Clerk

1 **31-042022**

2  
3 **RESOLUTION: Commendation for John Schnyder**  
4

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

6  
7 **WHEREAS**, John Schnyder has been employed with the Winnebago County Highway Department for the  
8 past forty-five years, and during that time has been a most conscientious and devoted County employee; and

9 **WHEREAS**, John Schnyder has now retired from those duties, and it is appropriate for the Winnebago  
10 County Board of Supervisors to acknowledge his years of service.

11  
12 **NOW, THEREFORE, BE IT RESOLVED** by the Winnebago County Board of Supervisors that sincere  
13 appreciation and commendation is hereby extended to John Schnyder for the fine services he has rendered to  
14 Winnebago County.

15  
16 **BE IT FURTHER RESOLVED** that the Winnebago County Clerk send a copy of this Resolution to  
17 John Schnyder.

18 Respectfully submitted by:

19 **PERSONNEL AND FINANCE COMMITTEE**  
20

21 Committee Vote: 5-0

22 Vote Required for Passage: **Majority of Those Present**  
23  
24

25 Approved by the Winnebago County Executive this \_\_\_\_\_ day of \_\_\_\_\_, 2022  
26

27 \_\_\_\_\_  
28 Jonathan D. Doemel  
29 Winnebago County Executive



1 **32-042022**

2  
3 **RESOLUTION: Commendation for Robert Lund**  
4

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

6  
7 **WHEREAS**, Robert Lund has been employed with the Winnebago County Solid Waste Department for the  
8 past twenty-one years, and during that time has been a most conscientious and devoted County employee; and

9 **WHEREAS**, Robert Lund has now retired from those duties, and it is appropriate for the Winnebago County  
10 Board of Supervisors to acknowledge his years of service.

11  
12 **NOW, THEREFORE, BE IT RESOLVED** by the Winnebago County Board of Supervisors that sincere  
13 appreciation and commendation is hereby extended to Robert Lund for the fine services he has rendered to  
14 Winnebago County.

15  
16 **BE IT FURTHER RESOLVED** that the Winnebago County Clerk send a copy of this Resolution to  
17 Robert Lund.

18 Respectfully submitted by:

19 **PERSONNEL AND FINANCE COMMITTEE**

20  
21 Committee Vote: **5-0**

22 Vote Required for Passage: **Majority of Those Present**

23  
24  
25 Approved by the Winnebago County Executive this \_\_\_\_\_ day of \_\_\_\_\_, 2022

26  
27 \_\_\_\_\_  
28 Jonathan D. Doemel  
29 Winnebago County Executive

**RESOLUTION: Commendation for Sarah House**

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

**WHEREAS**, Sarah House has been employed with the Winnebago County Department of Human Services for the past twenty-eight years, and during that time has been a most conscientious and devoted County employee; and

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

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

**BE IT FURTHER RESOLVED** that the Winnebago County Clerk send a copy of this Resolution to Sarah House.

Respectfully submitted by:

**PERSONNEL AND FINANCE COMMITTEE**

Committee Vote: 5-0

Vote Required for Passage: Majority of Those Present

Approved by the Winnebago County Executive this \_\_\_\_\_ day of \_\_\_\_\_, 2022

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

34-042022

**RESOLUTION: Compensation for Informational Session**

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

**WHEREAS**, Winnebago County has experienced unprecedented turnover of 15 newly elected Supervisors;  
and

**WHEREAS**, it is imperative that the newly elected Supervisors become informed of their responsibilities,  
limitations, and governmental environment; and

**WHEREAS**, the County Board Rules provides for an Orientation traditionally held with the County  
Organization meeting; and

**WHEREAS**, the time set aside for orientation is insufficient to convey the basic material needed to perform  
Supervisory responsibilities; and

**WHEREAS**, an Informational Session entitled "An Introduction to Winnebago County Government" was held  
Tuesday April 12, 2022 at 6:00 p.m. to 8:00 p.m. at Winnebago County Administrative Building; and

**WHEREAS**, the Informational Session was well attended and informative, enabling those attendees to have  
an increased understanding of Winnebago County Government beneficial for all Winnebago County residents.

**NOW, THEREFORE, BE IT RESOLVED** by the Winnebago County Board of Supervisors that it approves  
providing to all elected attendees, listed below, a stipend equivalent to a per diem for a County Board meeting plus  
mileage for in-person attendance that was documented by the Assistant to the County Executive.

Ralph Harrison, District 31	Nate Gustafson, District 28
Edward Robinson, District 15	Bryan Stafford, District 10
Jacob Floam, District 16	Doug Nelson, District 35
Kay Horan, District 5	Betsy Ellenberger, District 7
Conley Hanson, District 26	Mike Norton, District 20
John Hinz, District 21	Tom Egan, District 33
Jeff Beem, District 34	Maribeth Gabert, District 12
Tom Swan, District 14	Chuck Farrey, District 30
Shanah Zastera, District 32	Paul Eisen, District 4
Jim Ponzer, District 18	Rebecca Nichols, District 2

Respectfully submitted by:

**PAUL EISEN, DISTRICT 4**

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

Approved by the Winnebago County Executive this \_\_\_\_ day of \_\_\_\_\_, 2022.

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

1 **35-042022**

2  
3 **RESOLUTION: Create an ad hoc Structure Review Committee to Review Committee**  
4 **Structure in Winnebago County**  
5  
6

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

8 **WHEREAS**, Winnebago County has 12 committees which are identified as standing committees by Rule 23 in  
9 the Winnebago County Board of Supervisor Rules. Additionally, there are 3 boards (Human Services, Board of Health,  
10 and Solid Waste Management Board) which are established by County Code and act as committees of jurisdiction,  
11 similar to standing committees; and

12 **WHEREAS**, counties around the state have restructured their committee structure in recent years; and

13 **WHEREAS**, in December 2021, the Wisconsin Counties Association hosted a webinar on committee  
14 structure and right sizing; and

15 **WHEREAS**, a 1990 Task Force on Efficiency and Effectiveness of Winnebago County Government  
16 recommended reducing the number of committees in the county; and

17 **WHEREAS**, an ad hoc committee formed to review Winnebago County Committee structure is in the best  
18 interests of Winnebago County and its residents.

19  
20 **NOW, THEREFORE, BE IT RESOLVED** by the Winnebago County Board of Supervisors that it hereby  
21 approves the formation of an ad hoc Structure Review Committee to review committee structure in Winnebago  
22 County.  
23

24 **BE IT FURTHER RESOLVED** by the Winnebago County Board of Supervisors that the ad hoc Structure Review  
25 Committee shall consist of 5 Winnebago County Board of Supervisors to be appointed by the Winnebago County  
26 Board Chair.

27 Respectfully submitted by:

28 **SHANAH ZASTERA, DISTRICT 32**

29 Vote Required for Passage: Majority of Those Present  
30

31 Approved by the Winnebago County Executive this \_\_\_\_ day of \_\_\_\_\_, 2022.  
32

33 Jonathan D. Doemel  
34 Winnebago County Executive  
35

1 36-042022

2 **ORDINANCE: Amend Section 11.11 of the General Code of Winnebago County (Amend**  
3 **Appendix A: Winnebago County Public Health Department 2022-2023**  
4 **Permit Fee Schedule)**

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

7  
8 **WHEREAS**, Section 11.11 of the General Code for Winnebago County specifically provides the Winnebago  
9 County Board of Supervisors with the authority to establish permit fees for the Winnebago County Public Health  
10 Department; and

11 **WHEREAS**, the Winnebago County Public Health Department annually reviews said Permit Fee Schedule  
12 and makes a recommendation to the Winnebago County Board of Health and to the Winnebago County Board of  
13 Supervisors regarding establishing fees for various Public Health Department permits so as to keep said fees  
14 reflective of the actual cost of issuing such permits; and

15 **WHEREAS**, the Winnebago County Board of Health is recommending that Appendix A of Chapter 11 of the  
16 General Code for Winnebago County, authorized specifically by Subsection 11.11(7), be amended as reflected in the  
17 attached proposed Permit Fee Schedule.

18  
19 **NOW, THEREFORE, BE IT ORDAINED** by the Winnebago County Board of Supervisors that Appendix A of  
20 Chapter 11 of the General Code for Winnebago County, authorized specifically in Subsection 11.11(7), is hereby  
21 amended as is shown in the attached Winnebago County Public Health Department 2022-2023 Permit Fee  
22 Schedule.

23  
24 **BE IT FURTHER ORDAINED** by the Winnebago County Board of Supervisors that said amendment shall be  
25 effective on the date following publication.

26 Respectfully submitted by:

27 **BOARD OF HEALTH**

28 Committee Vote: **7-0**

29 Vote Required for Passage: **Majority of Those Present**

30  
31 Approved by the Winnebago County Executive this \_\_\_\_ day of \_\_\_\_\_, 2022.

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

	Winnebago Cnty - 2021-22	Menasha- 2021-2022	Rock Cnty - 2021-2022	Eau Claire, City/Cnty 2021- 22	Outagamie Cnty - 2021-2022	Brown Co - 2021-2022	Sheboygan Cnty - 2021- 22	Waupaca Cnty - 2021- 22	Tri Cnty (Waushara, Green Lake, Marquette) - 2021-22	Appleton, City - 2021-2022	Depere 2021.2022	Manitowoc Cnty 2021-22	Fond du Lac 2021-2022		Average		Difference between Average and WC 21-22 fees	% diff
RETAIL FOOD ESTABLISHMENTS SERVING MEALS																		
Prepackaged TCS Food	\$203.00	\$ 215.00	\$ 190.00	\$ 348.00	\$ 201.00	\$ 162.00	\$ 185.00	\$ 200.00	\$ 150.00	\$ 226.50	\$ 125.00	\$ 145.50	\$ 192.00		\$ 195.00		-\$8.00	3.9%
Simple TCS	\$387.00	\$ 390.00	\$ 525.00	559-846	\$ 403.00	449-636	\$ 410.00	\$ 311.00	\$ 293.00	\$ 246.00	\$ 444.00	\$ 285.00	\$ 378.00		\$ 368.50		-\$18.50	4.8%
Medium TCS	\$481.00	\$ 459.00	\$ 560.00	802-1215	\$ 601.00	682-804	\$ 446.00	\$ 392.00	\$ 412.00	\$ 272.00	\$ 574.00	\$ 482.00	\$ 468.00		\$ 466.60		-\$14.40	3.0%
Complex TCS	\$584.00	\$ 551.00	\$ 620.00	1312-1988	\$ 805.00	885-975	\$ 565.00	\$ 496.00	\$ 570.00	\$ 311.00	\$ 708.00	\$ 600.00	\$ 584.00		\$ 581.00		-\$3.00	0.5%
Additional Restaurant Unit	\$108.00		\$ 150.00	\$ 219.00		\$ 106.00	\$ 100.00			\$ 75.00	\$ 81.00	\$ 105.06	\$ 120.00		\$ 119.51		\$11.51	-10.7%
Mobile Restaurant - Simple	\$387.00	\$ 390.00	\$ 525.00		\$ 403.00	\$ 249.00	\$ 410.00		\$ 293.00	\$ 246.00	\$ 444.00		\$ 378.00		\$ 370.89		-\$16.11	4.2%
Mobile Restaurant - Medium	\$481.00	\$ 459.00	\$ 560.00		\$ 601.00	\$ 341.00	\$ 446.00		\$ 412.00	\$ 272.00	\$ 574.00		\$ 468.00		\$ 459.22		-\$21.78	4.5%
Mobile Restaurant - Complex	\$584.00	\$ 551.00	\$ 620.00		\$ 805.00	\$ 427.00	\$ 467.00		\$ 570.00	\$ 311.00	\$ 708.00		\$ 584.00		\$ 560.33		-\$23.67	4.1%
Transient Retail Food	\$184.00	\$ 107.00	\$ 155.00	\$ 200.00	\$ 116.00	\$ 191.00	\$ 185.00	\$ 229.00		\$ 131.00	\$ 168.00	\$ 189.00			\$ 167.10		-\$16.90	9.2%
Transient Retail Food Non Profit > 3 days	\$99.00	\$ 107.00	\$ 100.00	\$ 200.00	\$ 116.00	\$ 191.00	\$ 185.00	\$ 229.00		\$ 131.00	\$ 168.00	\$ 189.00			\$ 161.60		\$62.60	-63.2%
Beverage Only / No Food (Tavern)	\$157.00					\$ 149.00	\$ 160.00			\$ 127.00	\$ 118.00		\$ 157.00	\$ 367.00	\$ 142.20		-\$14.80	9.4%
Add'l Beverage Only/No Food	\$60.00					\$ 37.00				\$ 75.00	\$ 33.00				\$ 48.33		-\$11.67	19.4%
School - Full Service Kitchen	\$366.00	\$ 184.00	\$ 540.00	\$ 579.00	\$ 318.00	\$ 536.00				\$ 223.00	\$ 262.00				\$ 377.43		\$11.43	-3.1%
School - Satellite Kitchen	\$206.00	\$ 153.00	\$ 185.00	\$ 265.00	\$ 157.00	\$ 234.00				\$ 210.00	\$ 185.00				\$ 198.43		-\$7.57	3.7%
Exempt Facility Inspection Fee	\$62.00																	
Temporary Inspection Fee	\$56.00		\$ 150.00	\$ 60.00		\$ 60.00					\$ 44.00		\$ 50.00		\$ 72.80		\$16.80	-30.0%
Non-profit Temporary Permit ≤ 3 days																		
Operating without a CFM	\$168.00	\$ 153.00		\$ 125.00							\$ 150.00		\$ 150.00		\$ 144.50		-\$23.50	14.0%
LODGING:																		
Tourist Rooming House (1-4 rooms)	\$140.00	\$ 163.00	\$ 165.00	\$ 257.00	\$ 226.00	\$ 242.00	\$ 154.00	\$ 211.00	\$ 169.00	\$ 132.00	\$ 140.00	\$ 157.00	\$ 138.00		\$ 179.50		\$39.50	-28.2%
Bed & Breakfast (8 rooms or less)	\$140.00	\$ 163.00	\$ 165.00	\$ 355.00	\$ 234.00	\$ 180.00	\$ 145.00	\$ 211.00	\$ 128.00	\$ 82.00	\$ 140.00	\$ 162.00	\$ 265.00		\$ 185.83		\$45.83	-32.7%
Hotel / Motel (5-30 rooms)	\$337.00	\$ 199.00	\$ 335.00	\$ 332.00	\$ 253.00	\$ 399.00	\$ 325.00	\$ 269.00	\$ 245.00	\$ 145.50	\$ 302.00	\$ 269.50	\$ 400.00		\$ 289.50		-\$47.50	14.1%
Hotel / Motel (31-99 rooms)	\$450.00	\$ 265.00	\$ 440.00	\$ 531.00	\$ 306.00	\$ 573.00	\$ 455.00	\$ 352.00	\$ 374.00	\$ 194.00	\$ 430.00	\$ 374.00	\$ 515.00		\$ 400.75		-\$49.25	10.9%
Hotel / Motel (100-199 rooms)	\$500.00	\$ 332.00	\$ 555.00	\$ 720.00	\$ 469.00	\$ 712.00	\$ 578.00	\$ 484.00	\$ 491.00	\$ 329.00	\$ 532.00	\$ 511.50	\$ 528.00		\$ 520.13		\$20.13	-4.0%
Hotel / Motel (200 or more rooms)	\$581.00	\$ 612.00	\$ 610.00	\$ 900.00	\$ 469.00	\$ 820.00	\$ 590.00	\$ 504.00	\$ 588.00	\$ 343.00	\$ 623.00	\$ 558.00	\$ 568.00		\$ 598.75		\$17.75	-3.1%
Manufactured Home Community (1-20 sites)	\$185.00	\$ 415.00	\$ 280.00	\$ 642.00	\$ 332.00	\$ 464.00		\$ 260.00		\$ 140.25		\$ 263.94			\$ 349.65		\$164.65	-89.0%
Manufactured Home Community (21-50 sites)	\$342.00	\$ 628.00	\$ 395.00	\$ 907.00	\$ 449.00	\$ 510.00		\$ 382.00		\$ 270.25		\$ 372.09			\$ 489.17		\$147.17	-43.0%
Manufactured Home Community (51-100 sites)	\$488.00	\$ 922.00	\$ 450.00	\$ 1,127.00	\$ 543.00	\$ 586.00		\$ 533.00		\$ 380.50		\$ 447.54			\$ 623.63		\$135.63	-27.8%
Manufactured Home Community (101-175 sites)	\$625.00	\$ 1,196.00	\$ 620.00	\$ 1,418.00	\$ 640.00	\$ 650.00		\$ 638.00		\$ 476.00		\$ 528.91			\$ 770.86		\$145.86	-23.3%
Manufactured Home Community (more than 175 sites)	\$709.00	\$ 1,425.00	\$ 650.00	\$ 1,508.00	\$ 640.00	\$ 702.00		\$ 712.00		\$ 495.00		\$ 578.89			\$ 838.86		\$129.86	-18.3%
CAMPGROUNDS:																		
Campground (1-25 sites)	\$273.00		\$ 260.00	\$ 303.00	\$ 245.00	\$ 248.00	\$ 266.00	\$ 237.00	\$ 210.00	\$ 142.50	\$ 192.00	\$ 264.50	\$ 244.00		\$ 237.45		-\$35.55	13.0%
Campground (26-50 sites)	\$340.00		\$ 335.00	\$ 395.00	\$ 245.00	\$ 302.00	\$ 327.00	\$ 287.00	\$ 292.00	\$ 199.00	\$ 236.00	\$ 301.00	\$ 298.00		\$ 292.45		-\$47.55	14.0%
Campground (51-99 sites)	\$415.00		\$ 395.00	\$ 501.00	\$ 296.00	\$ 349.00	\$ 380.00	\$ 321.00	\$ 343.00	\$ 238.50	\$ 269.00	\$ 363.50	\$ 398.00		\$ 350.36		-\$64.64	15.6%
Campground (100-199 sites)	\$477.00		\$ 445.00	\$ 546.00	\$ 296.00	\$ 399.00	\$ 421.00	\$ 345.00	\$ 384.00	\$ 273.50	\$ 310.00	\$ 399.50	\$ 468.00		\$ 389.73		-\$87.27	18.3%
Campground (200 + sites)	\$546.00		\$ 555.00	\$ 552.00	\$ 296.00	\$ 399.00	\$ 478.00	\$ 381.00	\$ 442.00	\$ 279.50	\$ 347.00	\$ 443.00	\$ 528.00		\$ 427.32		-\$118.68	21.7%
Special Event Campground (1-25)	\$208.00		\$ 245.00	\$ 303.00	\$ 245.00	\$ 180.00	\$ 266.00	\$ 187.00	\$ 210.00	\$ 55.50			\$ 244.00		\$ 215.06		\$7.06	-3.4%
Special Event Campground (26-50)	\$280.00		\$ 245.00	\$ 395.00	\$ 245.00	\$ 237.00	\$ 375.00	\$ 237.00	\$ 292.00	\$ 77.00			\$ 298.00		\$ 266.78		-\$13.22	4.7%
Special Event Campground (51-99)	\$348.00		\$ 245.00	\$ 501.00	\$ 296.00	\$ 294.00	\$ 417.00	\$ 282.00	\$ 343.00	\$ 94.50			\$ 398.00		\$ 318.94		-\$29.06	8.3%
Special Event Campground (100-199)	\$417.00		\$ 245.00	\$ 546.00	\$ 296.00	\$ 340.00	\$ 426.00	\$ 322.00	\$ 384.00	\$ 111.50			\$ 468.00		\$ 348.72		-\$68.28	16.4%
Special Event Campground (200 - 499)	\$486.00		\$ 245.00	\$ 552.00	\$ 296.00	\$ 391.00	\$ 594.00	\$ 357.00	\$ 442.00	\$ 117.00			\$ 528.00		\$ 391.33		-\$94.67	19.5%
Special Event Campground (500+)	\$604.00		\$ 245.00	\$ 552.00	\$ 296.00	\$ 391.00	\$ 594.00	\$ 357.00	\$ 442.00	\$ 117.00			\$ 528.00		\$ 391.33		-\$212.67	35.2%
OTHER:																		
Recreational / Educational Camp	\$305.00		\$ 340.00	\$ 289.00	\$ 352.00	\$ 248.00	\$ 374.00	\$ 351.00	\$ 392.00		\$ 216.00	\$ 453.50	\$ 556.00		\$ 357.15		\$52.15	-17.1%
Swimming Pool	\$367.00	\$ 305.00	\$ 320.00	772-995	\$ 416.00	252-591	\$ 318.00	\$ 313.00	\$ 296.00	\$ 660.00	\$ 373.00	\$ 323.00	\$ 339.00		\$ 366.30		-\$0.70	0.2%
Water Attraction	\$370.00	\$ 305.00	\$ 370.00	\$ 1,059.00	\$ 416.00		\$ 334.00	\$ 334.00	\$ 296.00	\$ 700.50		\$ 325.50	\$ 378.00		\$ 451.80		\$81.80	-22.1%
Water Attraction, up to 2 pool slides/water slides per basin	\$378.00	\$ 346.00	\$ 475.00	\$ 1,154.00	\$ 416.00		\$ 334.00	\$ 378.00	\$ 296.00	\$ 738.00	\$ 183.00	\$ 414.00	\$ 404.00		\$ 467.09		\$89.09	-23.6%
Additional Water Slides (per slide in excess of 2 slides)	\$235.00	\$ 152.00		\$ 426.00	\$ 391.00	\$ 131.00	\$ 334.00	\$ 189.00	\$ 296.00	\$ 738.00	\$ 92.00	\$ 211.00	\$ 270.00		\$ 293.64		\$58.64	-25.0%
RETAIL FOOD ESTABLISHMENT NOT SERVING MEALS																		
Moderate TCS	\$595.00	\$ 459.00	\$ 565.00	\$ 653.00	\$ 824.00	636-975	\$ 982.00	\$ 500.00	\$ 343.00	\$ 571.50	\$ 625.00	\$ 362.00	\$ 488.00		\$ 579.32		-\$15.68	2.6%
Complex TCS	\$1,269.00	\$ 1,186.00	\$ 1,085.00	\$ 1,504.00	\$ 1,101.00	\$ 1,482.00	\$ 773.50	\$ 950.00	\$ 881.00	\$ 1,084.00	\$ 1,154.00	\$ 933.50	\$ 1,170.00		\$ 1,108.67		-\$160.33	12.6%
Simple TCS Food	\$354.00	\$ 317.00	\$ 315.00	\$ 502.00	\$ 337.00	\$ 550.00	\$ 303.00	\$ 330.00	\$ 164.00	\$ 481.00	\$ 426.00	\$ 262.00	\$ 340.00		\$ 360.58		\$6.58	-1.9%
Simple non TCS Food	\$199.00	\$ 222.00	\$ 185.00	\$ 238.00	\$ 119.00	\$ 449.00	\$ 185.00	\$ 125.00	\$ 82.00	\$ 122.00	\$ 198.00	\$ 87.00	\$ 340.00		\$ 196.00		-\$3.00	1.5%
Prepackage TCS food	\$132.00	\$ 154.00	\$ 110.00	\$ 207.00	\$ 119.00	\$ 162.00	\$ 160.00	\$ 100.00	\$ 60.00	\$ 113.50	\$ 128.00	\$ 69.50	\$ 139.00		\$ 126.83		-\$5.17	3.9%
Temporary/Mobile Retail	\$97.00	\$ 107.00	\$ 155.00	\$ 200.00	\$ 107.00	\$191				\$ 75.00	\$ 168.00	\$ 69.50			\$ 134.06		\$37.06	-38.2%
TATTOO & BODY-PIERCING:																		

[illegible]



**WINNEBAGO COUNTY HEALTH DEPARTMENT  
2022-2023 PERMIT FEE SCHEDULE**

<b>RETAIL FOOD ESTABLISHMENTS (INCLUDES MOBILE RETAIL) - SERVING MEALS</b>	<b>CODE</b>	<b>LOCAL FEE</b>	<b>STATE FEE</b>	<b>TOTAL</b>
PREPACKAGED TCS FOOD	FRP/FMP	\$ 192.50	\$ 10.50	\$ 203.00
SIMPLE	FRL/FML	\$ 364.00	\$ 23.00	\$ 387.00
MODERATE	FRM/FMM	\$ 448.00	\$ 33.00	\$ 481.00
COMPLEX	FRC/FMC	\$ 530.00	\$ 54.00	\$ 584.00
RFE - Base - NO prep or processing	FBP	\$ 192.50	10.50	203.00
RFE- BASE- Simple	FBS	\$ 364.00	\$ 23.00	\$ 387.00
RFE- Base - Medium	FBM	\$ 448.00	\$ 33.00	\$ 481.00
RFE - Base - Complex	FBC	\$ 530.00	\$ 54.00	\$ 584.00
TRANSIENT RETAIL FOOD EST Processing TCS FOOD - profit		\$ 167.00	\$ 17.00	\$ 184.00
TRANSIENT RETAIL FOOD EST processing TCS FOOD - non profit		\$ 82.00	\$ 17.00	\$ 99.00
Beverage Only/No Food Inspection Fee	100	\$ 157.00	\$	\$ 157.00
Add'l Beverage Only/No Food Inspection Fee	100A	\$ 60.00	\$	\$ 60.00
School - Full Service Kitchen	FDM	\$ 366.00	\$	\$ 366.00
School - Satellite Kitchen	FDS	\$ 206.00	\$	\$ 206.00
Exempt Facility Inspection Fee		\$ 61.00	\$	\$ 61.00
Temporary Inspection Fee		\$ 56.00	\$	\$ 56.00
<b>LODGING:</b>	<b>CODE</b>	<b>LOCAL FEE</b>	<b>STATE FEE</b>	<b>TOTAL</b>
Tourist Rooming House (1-4 rooms)	LTR	\$ 129.00	\$ 11.00	\$ 140.00
Bed & Breakfast (8 rooms or less)	LBB	\$ 129.00	\$ 11.00	\$ 140.00
Hotel / Motel (5-30 rooms)	LH1	\$ 316.50	\$ 20.50	\$ 337.00
Hotel / Motel (31-99 rooms)	LH2	\$ 422.00	\$ 28.00	\$ 450.00
Hotel / Motel (100-199 rooms)	LH3	\$ 464.50	\$ 35.50	\$ 500.00
Hotel / Motel (200 or more rooms)	LH4	\$ 532.00	\$ 49.00	\$ 581.00
Manufactured Home Community (1-20 sites)	150	\$ 138.75	\$ 46.25	\$ 185.00
Manufactured Home Community (21-50 sites)	151	\$ 258.75	\$ 83.25	\$ 342.00
Manufactured Home Community (51-100 sites)	152	\$ 358.50	\$ 129.50	\$ 488.00
Manufactured Home Community (101-175 sites)	153	\$ 458.50	\$ 166.50	\$ 625.00
Manufactured Home Community (more than 175 sites)	154	\$ 524.00	\$ 185.00	\$ 709.00
<b>CAMPGROUNDS:</b>	<b>CODE</b>	<b>LOCAL FEE</b>	<b>STATE FEE</b>	<b>TOTAL</b>
Campground (1-25 sites)	RC1	\$ 255.50	\$ 17.50	\$ 273.00
Campground (26-50 sites)	RC2	\$ 315.00	\$ 25.00	\$ 340.00
Campground (51-99 sites)	RC3	\$ 384.50	\$ 30.50	\$ 415.00
Campground (100-199 sites)	RC4	\$ 441.50	\$ 35.50	\$ 477.00
Campground (200 + sites)	RC5	\$ 505.00	\$ 41.00	\$ 546.00
Special Event Campground (1-25)	RT1	\$ 190.50	\$ 17.50	\$ 208.00
Special Event Campground (26-50)	RT2	\$ 255.00	\$ 25.00	\$ 280.00
Special Event Campground (51-99)	RT3	\$ 317.50	\$ 30.50	\$ 348.00
Special Event Campground (100-199)	RT4	\$ 381.50	\$ 35.50	\$ 417.00
Special Event Campground (200 - 499)	RT5	\$ 445.00	\$ 41.00	\$ 486.00
Special Event Campground (500+)	RT6	\$ 563.00	\$ 41.00	\$ 604.00
<b>OTHER:</b>	<b>CODE</b>	<b>LOCAL FEE</b>	<b>STATE FEE</b>	<b>TOTAL</b>
Recreational / Educational Camp	RRE	\$ 254.50	\$ 50.50	\$ 305.00
Swimming Pool	RPP	\$ 352.00	\$ 15.00	\$ 367.00
Water Attraction	RWI	\$ 352.50	\$ 17.50	\$ 370.00
Water Attraction, up to 2 pool slides/water slides per basin	RWT	\$ 353.00	\$ 25.00	\$ 378.00
Additional Water Slides (per slide in excess of 2 slides)	RWT(A)	\$ 220.00	\$ 15.00	\$ 235.00
<b>RETAIL FOOD ESTABLISHMENTS NOT SERVING MEALS (INCLUDING MOBILE RETAIL FOOD NOT SERVING MEALS )</b>	<b>CODE</b>	<b>LOCAL FEE</b>	<b>STATE FEE</b>	<b>TOTAL</b>
MODERATE	70-22	\$ 568.50	\$ 26.50	\$ 595.00

COMPLEX	70-11	\$ 1,200.50	\$ 68.50	\$ 1,269.00
SIMPLE TCS (requires refrigeration)	70-33	\$ 335.00	\$ 19.00	\$ 354.00
SIMPLE NON TCS (final product does not require refrigeration)	70-44	\$ 193.00	\$ 6.00	\$ 199.00
PREPACKAGED -TCS FOOD	70-55	\$ 127.50	\$ 4.50	\$ 132.00
MICROMARKET MULTIPLE AT THE SAME PREMISES	70-55 MM2	\$ 60.00	\$ 6.00	\$ 66.00
MICROMARKET - SINGLE LOCATION	70-55 MM	\$ 40.00	\$ 4.00	\$ 44.00
TRANSIENT RETAIL FOOD ESTABLISHMENT processing NON TCS	105	\$ 97.00	\$	\$ 97.00
<b>TATTOO &amp; BODY-PIERCING:</b>	<b>CODE</b>	<b>LOCAL FEE</b>	<b>STATE FEE</b>	<b>TOTAL</b>
Body Piercing Establishment	BPP	\$ 190.50	\$ 13.50	\$ 204.00
Tattoo Establishment	BTP	\$ 190.50	\$ 13.50	\$ 204.00
Combined Tattoo and Body-Piercing Establishment	BCP	\$ 256.00	\$ 22.00	\$ 278.00
Temporary Body-Piercing Establishment	BPT	\$ 160.00	\$ 10.00	\$ 170.00
Temporary Tattoo Establishment	BTT	\$ 160.00	\$ 10.00	\$ 170.00
Temporary Combined Tattoo and Body-Piercing Establishment	BCT	\$ 194.00	\$ 10.00	\$ 204.00
<b>MISCELLANEOUS FEES:</b>	<b>CODE</b>	<b>LOCAL FEE</b>	<b>STATE FEE</b>	<b>TOTAL</b>
Pre-Inspection - Change/New Owner	101A	\$ 197.00	\$	\$ 197.00
Pre-Inspection - New Construction	101B	\$ 343.00	\$	\$ 343.00
Re-Inspection: 1st	102-1	\$ 168.00	\$	\$ 168.00
Re-Inspection: 2nd	102-2	\$ 231.00	\$	\$ 231.00
Penalty Fee	103	\$ 157.00	\$	\$ 157.00
Duplicate Permit	104	\$ 28.00	\$	\$ 28.00
Operating without a Permit/License- Fee		\$ 0.00	\$	Double permit fee
Temporary Event Late Application Fee		\$ 0.00	\$	Double permit fee
Operating without a Certified Food Manager (CFM)		\$ 168.00	\$	\$ 168.00
<b>ANIMAL FACILITIES:</b>	<b>CODE</b>	<b>LOCAL FEE</b>	<b>STATE FEE</b>	<b>TOTAL</b>
Pet Store	PS	\$ 89.00	\$	\$ 89.00
Commercial Kennel	CK	\$ 89.00	\$	\$ 89.00
Boarding Kennel	BK	\$ 89.00	\$	\$ 89.00
Grooming Salon	GS	\$ 79.00	\$	\$ 79.00

WINNEBAGO COUNTY HEALTH DEPARTMENT 2022-2023 PERMIT FEE SCHEDULE					2022-2023				local \$ only					
					Estimated	22-23	22-23	22-23					Expenses	
RETAIL FOOD ESTABLISHMENTS (INCLUDES MOBILE RETAIL) - SERVING MEALS	CODE	LOCAL FEE	STATE FEE	TOTAL	# facilities	local fee	total fee	% increase		est. revenue				
PREPACKAGED TCS FOOD	FRP/FM	\$ 192.50	\$ 10.50	\$ 203.00		37	\$ 192.50	203.00	0.0%		\$7,122.50	2022 Labor	\$321,697.61	
SIMPLE	FRL/FM	\$ 364.00	\$ 23.00	\$ 387.00		36	\$ 364.00	387.00	0.0%		\$13,104.00	Labor expected	\$326,523.07	
MODERATE	FRM/FM	\$ 448.00	\$ 33.00	\$ 481.00		272	\$ 448.00	481.00	0.0%		\$121,856.00	travel/training	\$4,000.00	
COMPLEX	FRC/FM	\$ 530.00	\$ 54.00	\$ 584.00		102	\$ 530.00	584.00	0.0%		\$54,060.00	county car	\$2,607.00	
RFE - Base - NO prep or processing	FBP	\$ 192.50	10.50	203.00		4	\$ 192.50	203.00	0.0%		\$770.00	other operating	\$1,000.00	
RFE- BASE- Simple	FBS	\$ 364.00	\$ 23.00	\$ 387.00		2	\$ 364.00	387.00	0.0%		\$728.00	Indirect (10%)	\$32,652.31	
RFE- Base - Medium	FBM	\$ 448.00	\$ 33.00	\$ 481.00		0	\$ 448.00	481.00	0.0%		\$0.00	Total Expense	\$366,782.38	
RFE - Base - Complex	FBC	\$ 530.00	\$ 54.00	\$ 584.00		0	\$ 530.00	584.00	0.0%		\$0.00	Total plus 15%	\$421,799.73	
TRANSIENT RETAIL FOOD EST Processing TCS FOOD - profit		\$ 167.00	\$ 17.00	\$ 184.00		23	\$ 167.00	184.00	0.0%		\$3,841.00		Program revenue below should be between total expenses and the total plus 15% for additional administrative costs	
TRANSIENT RETAIL FOOD EST processing TCS FOOD - non profit		\$ 82.00	\$ 17.00	\$ 99.00		0	\$ 82.00	99.00	0.0%		\$0.00	Total est revenue	\$366,286.75	
Beverage Only/No Food Inspection Fee	100	\$ 157.00	\$	\$ 157.00		7	\$ 157.00	157.00	0.0%		\$1,099.00			
Add'l Beverage Only/No Food Inspection Fee	100A	\$ 60.00	\$	\$ 60.00		0	\$ 60.00	60.00	0.0%		\$0.00			
School - Full Service Kitchen	FDM	\$ 366.00	\$	\$ 366.00		9	\$ 366.00	366.00	0.0%		\$3,294.00			
School - Satellite Kitchen	FDS	\$ 206.00	\$	\$ 206.00		26	\$ 206.00	206.00	0.0%		\$5,356.00			
Exempt Facility Inspection Fee		\$ 61.00	\$	\$ 61.00		0	\$ 61.00	61.00	0.0%		\$0.00			
Temporary Inspection Fee		\$ 56.00	\$	\$ 56.00		1	\$ 56.00	56.00	0.0%		\$56.00			
LODGING:	CODE	LOCAL FEE	STATE FEE	TOTAL										
Tourist Rooming House (1-4 rooms)	LTR	\$ 129.00	\$ 11.00	\$ 140.00		26	\$ 129.00	140.00	0.0%		\$3,354.00			
Bed & Breakfast (8 rooms or less)	LBB	\$ 129.00	\$ 11.00	\$ 140.00		4	\$ 129.00	140.00	0.0%		\$516.00			
Hotel / Motel (5-30 rooms)	LH1	\$ 316.50	\$ 20.50	\$ 337.00		11	\$ 316.50	337.00	0.0%		\$3,481.50			
Hotel / Motel (31-99 rooms)	LH2	\$ 422.00	\$ 28.00	\$ 450.00		13	\$ 422.00	450.00	0.0%		\$5,486.00			
Hotel / Motel (100-199 rooms)	LH3	\$ 464.50	\$ 35.50	\$ 500.00		4	\$ 464.50	500.00	0.0%		\$1,858.00			
Hotel / Motel (200 or more rooms)	LH4	\$ 532.00	\$ 49.00	\$ 581.00		0	\$ 532.00	581.00	0.0%		\$0.00			
Manufactured Home Community (1-20 sites)	150	\$ 138.75	\$ 46.25	\$ 185.00		0	\$ 138.75	185.00	0.0%		\$0.00			
Manufactured Home Community (21-50 sites)	151	\$ 258.75	\$ 83.25	\$ 342.00		3	\$ 258.75	342.00	0.0%		\$776.25			
Manufactured Home Community (51-100 sites)	152	\$ 358.50	\$ 129.50	\$ 488.00		3	\$ 358.50	488.00	0.0%		\$1,075.50			
Manufactured Home Community (101-175 sites)	153	\$ 458.50	\$ 166.50	\$ 625.00		3	\$ 458.50	625.00	0.0%		\$1,375.50			
Manufactured Home Community (more than 175 sites)	154	\$ 524.00	\$ 185.00	\$ 709.00		1	\$ 524.00	709.00	0.0%		\$524.00			
CAMPGROUNDS:	CODE	LOCAL FEE	STATE FEE	TOTAL										
Campground (1-25 sites)	RC1	\$ 255.50	\$ 17.50	\$ 273.00		1	\$ 255.50	273.00	0.0%		\$255.50			
Campground (26-50 sites)	RC2	\$ 315.00	\$ 25.00	\$ 340.00		4	\$ 315.00	340.00	0.0%		\$1,260.00			
Campground (51-99 sites)	RC3	\$ 384.50	\$ 30.50	\$ 415.00		5	\$ 384.50	415.00	0.0%		\$1,922.50			
Campground (100-199 sites)	RC4	\$ 441.50	\$ 35.50	\$ 477.00		4	\$ 441.50	477.00	0.0%		\$1,766.00			
Campground (200 + sites)	RC5	\$ 505.00	\$ 41.00	\$ 546.00		0	\$ 505.00	546.00	0.0%		\$0.00			
Special Event Campground (1-25)	RT1	\$ 190.50	\$ 17.50	\$ 208.00		0	\$ 190.50	208.00	0.0%		\$0.00			
Special Event Campground (26-50)	RT2	\$ 255.00	\$ 25.00	\$ 280.00		0	\$ 255.00	280.00	0.0%		\$0.00			
Special Event Campground (51-99)	RT3	\$ 317.50	\$ 30.50	\$ 348.00		0	\$ 317.50	348.00	0.0%		\$0.00			
Special Event Campground (100-199)	RT4	\$ 381.50	\$ 35.50	\$ 417.00		0	\$ 381.50	417.00	0.0%		\$0.00			
Special Event Campground (200 - 499)	RT5	\$ 445.00	\$ 41.00	\$ 486.00		0	\$ 445.00	486.00	0.0%		\$0.00			
Special Event Campground (500+)	RT6	\$ 563.00	\$ 41.00	\$ 604.00		0	\$ 563.00	604.00	0.0%		\$0.00			
OTHER:	CODE	LOCAL FEE	STATE FEE	TOTAL										
Recreational / Educational Camp	RRE	\$ 254.50	\$ 50.50	\$ 305.00		2	\$ 254.50	305.00	0.0%		\$509.00			
Swimming Pool	RPP	\$ 352.00	\$ 15.00	\$ 367.00		63	\$ 352.00	367.00	0.0%		\$22,176.00			
Water Attraction	RWI	\$ 352.50	\$ 17.50	\$ 370.00		3	\$ 352.50	370.00	0.0%		\$1,057.50			
Water Attraction, up to 2 pool slides/water slides per basin	RWT	\$ 353.00	\$ 25.00	\$ 378.00		6	\$ 353.00	378.00	0.0%		\$2,118.00			
Additional Water Slides (per slide in excess of 2 slides)	RWT(A)	\$ 220.00	\$ 15.00	\$ 235.00		0	\$ 220.00	235.00	0.0%		\$0.00			
RETAIL FOOD ESTABLISHMENTS NOT SERVING MEALS (INCLUDING MOBILE RETAIL FOOD NOT SERVING MEALS )	CODE	LOCAL FEE	STATE FEE	TOTAL										
MODERATE	70-22	\$ 568.50	\$ 26.50	\$ 595.00		56	\$ 568.50	595.00	0.0%		\$31,836.00			
COMPLEX	70-11	\$ #####	\$ 68.50	\$ #####		28	#####	1,269.00	0.0%		\$33,614.00			
SIMPLE TCS (requires refrig)	70-33	\$ 335.00	\$ 19.00	\$ 354.00		17	\$ 335.00	354.00	0.0%		\$5,695.00			
SIMPLE NON TCS (final product does not req refrig)	70-44	\$ 193.00	\$ 6.00	\$ 199.00		20	\$ 193.00	199.00	0.0%		\$3,860.00			
PREPACKAGED -TCS FOOD	70-55	\$ 127.50	\$ 4.50	\$ 132.00		54	\$ 127.50	132.00	0.0%		\$6,885.00			
MICROMARKET MULTIPLE AT THE SAME PREMISES	70- 55 M	\$ 60.00	\$ 6.00	\$ 66.00		4	\$ 60.00	66.00	0.0%		\$240.00			
MICROMARKET - SINGLE LOCATION	70-55 M	\$ 40.00	\$ 4.00	\$ 44.00		42	\$ 40.00	44.00	0.0%		\$1,680.00			
TRANSIENT RETAIL FOOD ESTABLISHMENT processing NON TCS	105	\$ 97.00	\$	\$ 97.00		0	\$ 97.00	97.00	0.0%		\$0.00			
TATTOO & BODY-PIERCING:	CODE	LOCAL FEE	STATE FEE	TOTAL										

Yellow - shows where changes occurred to the category names

Yellow - shows where changes occurred to the category names

Body Piercing Establishment	BPP	\$190.50	\$13.50	\$204.00		0	\$190.50	204.00	0.0%		\$0.00
Tattoo Establishment	BTP	\$190.50	\$13.50	\$204.00		12	\$190.50	204.00	0.0%		\$2,286.00
Combined Tattoo and Body-Piercing Establishment	BCP	\$256.00	\$22.00	\$278.00		5	\$256.00	278.00	0.0%		\$1,280.00
Temporary Body-Piercing Establishment	BPT	\$160.00	\$10.00	\$170.00		0	\$160.00	170.00	0.0%		\$0.00
Temporary Tattoo Establishment	BTT	\$160.00	\$10.00	\$170.00		0	\$160.00	170.00	0.0%		\$0.00
Temporary Combined Tattoo and Body-Piercing Establishment	BCT	\$194.00	\$10.00	\$204.00		0	\$194.00	204.00	0.0%		\$0.00
MISCELLANEOUS FEES:	CODE	LOCAL FEE	STATE FEE	TOTAL							
Pre-Inspection - Change/New Owner	101A	\$197.00	\$	\$197.00		60	\$197.00	197.00	0.0%		\$11,820.00
Pre-Inspection - New Construction	101B	\$343.00	\$	\$343.00		4	\$343.00	343.00	0.0%		\$1,372.00
Re-Inspection: 1st	102-1	\$168.00	\$	\$168.00		1	\$168.00	168.00	0.0%		\$168.00
Re-Inspection: 2nd	102-2	\$231.00	\$	\$231.00		0	\$231.00	231.00	0.0%		\$0.00
Penalty Fee	103	\$157.00	\$	\$157.00		9	\$157.00	157.00	0.0%		\$1,413.00
Duplicate Permit	104	\$28.00	\$	\$28.00		0	\$28.00	28.00	0.0%		\$0.00
Operating without a Permit/License- Fee		\$0.00	\$	Double permit fee		0	\$-	double permit			\$0.00
Temporary Event Late Application Fee		\$0.00	\$	Double permit fee		0	\$-	double permit			\$0.00
Operating without a Certified Food Manager (CFM)		\$168.00	\$	\$168.00		0	\$168.00	\$168.00	0.0%		\$0.00
ANIMAL FACILITIES:	CODE	LOCAL FEE	STATE FEE	TOTAL							
Pet Store	PS	\$89.00	\$	\$89.00		5	\$89.00	89.00	0.0%		\$445.00
Commercial Kennel	CK	\$89.00	\$	\$89.00		1	\$89.00	89.00	0.0%		\$89.00
Boarding Kennel	BK	\$89.00	\$	\$89.00		12	\$89.00	89.00	0.0%		\$1,068.00
Grooming Salon	GS	\$79.00	\$	\$79.00		22	\$79.00	79.00	0.0%		\$1,738.00

Totals

1027

0.0%

\$366,286.75

# Agenda Item Report



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

DATE: March 25, 2022

FROM: Doug Gieryn, Public Health Director

RE: Chapter 11.11 Appendix A – Sanitarian Program License Fees - Update

## **General Description:**

Routine update to Sanitarian Program License Fees – no fee increase for second year, language updates

## **Action Requested:**

Motion to approve updates to Winnebago County Ordinance Chapter 11.11 – Appendix A

## **Procedural Steps:**

Committee of Jurisdiction – Public Health  
Action taken: Passed

Meeting date: February 4, 2022  
Vote: 7-0

County Board

Meeting date: April 26, 2022

## **Background:**

*The Health Department is an Agent of the State (DATCP) for the purposes of the licensing and inspection of a variety of food, lodging and other establishment types. The fees for licensing are set locally and reviewed annually to cover the reasonable costs of running the licensing program including state fees.*

*This is the second year a no fee increase has been proposed due to challenges operators have faced from the pandemic.*

## **Policy Discussion:**

Each year program expenses are estimated and compared with anticipated revenues. Fees are also periodically compared with adjacent and similar sized jurisdictions for consistency. The County Executive has requested for a second year the fees remain flat.

We anticipate by not increasing fees for a second year that expenses to run the program will begin to eclipse revenues. Expenses during the pandemic were a bit lower in this program due to staff time needed to assist with pandemic response. Fees will be recommended for adjustment again next year. Ten percent of license fees collected are a state fee and that will increase to 11% next year and to 12% the year after.

## **Attachments:**

Sanitarian Fee Review Worksheet, Fee Comparisons, Draft Final Fee Schedule

37-042022

**RESOLUTION: Authorize Entering the Wisconsin Statewide Mutual Aid Compact for Local Emergency Management Assistance that will Establish a Process and Policy for Requesting and Being Asked to Provide Statewide Emergency Management Mutual Aid**

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

**WHEREAS**, Winnebago County has the authority under Wisconsin Statutes to enter into mutual aid agreements for Emergency Management; and

**WHEREAS**, entering into a mutual aid agreement will allow additional services to be provided to Winnebago County during an emergency situation; and

**WHEREAS**, Wisconsin Emergency Management (WEM) coordinates a Wisconsin Statewide Mutual Aid Compact for Local Emergency Management Assistance (WiSMAC) providing all counties, cities, villages and towns the opportunity to participate and be part of a large mutual aid agreement; and

**WHEREAS**, Winnebago County will benefit by having the opportunity to access mutual aid through a statewide agreement; and

**WHEREAS**, there is no upfront cost to participate in this agreement and only minimal reimbursement if mutual aid was provided by a member entity.

**NOW, THEREFORE**, the Winnebago County Board of Supervisors does hereby approve Winnebago County entering into the WiSMAC agreement and further authorizes the Winnebago County Executive, Winnebago County Clerk, and Winnebago County Emergency Management Director to sign the attached agreement.

**Fiscal Impact:** *No Fiscal Impact.*

Respectfully submitted by:

**EMERGENCY MANAGEMENT COMMITTEE**

Committee Vote: **5-0**

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

Approved by the Winnebago County Executive this \_\_\_\_ day of \_\_\_\_\_, 2022.

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

# **WiSMAC**

## **Wisconsin Statewide Mutual Aid Compact**

### **For**

## **Local Emergency Management Assistance**

This Wisconsin Statewide Mutual Aid Compact is made and entered into this \_\_\_\_ day of \_\_\_\_\_ 20\_\_\_\_ by and between participating Counties, Cities, Villages, and Towns as well as federally-recognized Indian tribes and bands (Member), within the State of Wisconsin as authorized by their respective governing bodies.

WHEREAS, emergencies involving natural disasters and/or technological incidents will arise throughout the State of Wisconsin, which may require additional assistance beyond each Member's own resources; and

WHEREAS, the training and/or expertise of local emergency management personnel throughout the State of Wisconsin could be requested to assist in dealing with natural disasters and/or technological incidents within the state; and

WHEREAS, the Members recognize that natural disasters and/or technological incidents can more effectively be handled by pooling of human resources; and

WHEREAS, the Members have authority to enter into this Wisconsin Statewide Mutual Aid Compact pursuant to Sections 59.03, 59.04, 66.0301, 66.0313, 66.0314, and 323.14 of the Wisconsin Statutes.

NOW THEREFORE, in consideration of the mutual covenants and agreements hereinafter set forth, the Members agree as follows:

1. Purpose: The Members agree to use their best efforts to ensure the public safety and protect the citizens within the confines of the geographical jurisdictions of the respective Members.
2. Term: The duration of this Compact shall be a one-year period; the Compact shall automatically be renewed on a year-to-year basis. Any of the Members may terminate this Compact by providing at least ninety (90) days written notice of said intent to terminate participation in the Compact to all other Members to the Compact.
3. No Joint Venture: No separate legal entity will be created by this Compact.
4. Approval Authority: The power to make a request for assistance or to provide assistance under this Compact shall reside in the Emergency Management Department of each respective Member County, City, Village, Town, Tribe or Band. Requests for assistance will be made by following the WiSMAC Procedure.
5. Right of Refusal: It is expressly understood and agreed by the Members hereto that the rendering of assistance under the terms of this Compact shall not be mandatory and shall be within the sole discretion of the Member receiving the request. Assistance may be refused, and assistance which is being provided may be terminated at any time, within the sole discretion of the Member receiving the request. In situations where the Member's emergency management personnel are unable to furnish the requested assistance, they will notify the requesting Member as soon as practicable that assistance will not be rendered. No Member may make any claim whatsoever against the requested Member for refusal of assistance.
6. Employment Status: All emergency management personnel acting on behalf of a Member under this Compact shall, at all times, remain the employee of that Member.



7. Compensation: A responding Member may invoice an impacted Member for miles, meals, and lodging expenses for emergency management personnel provided. Actual personnel time shall not be reimbursed but will be documented as volunteer hours, as specified in the WiSMAC Procedure.
8. Duration: A responding Member's deployment is limited to 72 hours with the option to extend if mutually agreeable to the responding and the requesting Member.
9. Statutory Protections: It is agreed by the Members that nothing in this Compact, including but not limited to indemnification and hold harmless clauses, shall in any way constitute a waiver on the part of the Members of any immunity, liability limitation or other protection available to them under any applicable statute or other law. To the extent that any provision of this Compact is found by any court or competent jurisdiction to conflict with any such legal protection, then whichever protections, either statutory or contractual, provide a greater benefit to the Member shall apply unless the Member elects otherwise.
10. Incident Command Structure: In the event of an incident, emergency management personnel will operate under the established incident command structure of the requesting Member.
11. Public Liability and Property Damage Insurance: A Member shall maintain, at its own expense, and keep in effect during the term of this Compact, commercial liability, bodily injury and property damage insurance against any claim(s) which might occur in carrying out this Compact. Minimum coverage is one million (\$1,000,000) liability for bodily injury and property damage including products liability and completed operations. If a Member is self-insured or uninsured, a Certificate of Protection in Lieu of an Insurance Policy shall, if requested, be submitted to the responding Member certifying that the requesting Member is protected by a Self-Funded Liability and Property Program or alternative funding source(s). The Certificate is required to be presented to the responding Member, when requested, prior to receipt of emergency management personnel services under this Compact.
12. Automobile Liability: A Member shall obtain and keep in effect automobile liability insurance for all owned, non-owned and hired vehicles that are used in carrying out this Compact. This coverage may be written in combination with the commercial liability and property damage insurance mentioned in Section 8. Minimum coverage shall be one million (\$1,000,000) per occurrence combined single limit for automobile liability and property damage. If a Member is self-insured or uninsured, a Certificate of Protection in Lieu of an Insurance Policy shall, if requested, be submitted to the responding Member certifying that the requesting Member is protected by a Self-Funded Liability and Property Program or alternative funding source(s). The Certificate is required to be presented to the responding Member, when requested, prior to receipt of emergency management personnel services under this Compact.
13. Severability: If any provision of this Compact is declared by a court to be illegal or in conflict with any law, the validity of the remaining terms and provisions shall not be affected. The rights and obligations of the Members shall be construed and enforced as if the Compact did not contain the particular provision held to be invalid.
14. Construction of Compact: This Compact is intended to be solely between the Members hereto. No part of the Compact shall be construed to add, supplement, amend, abridge, or repeal existing rights, benefits or privileges of any third party or parties, including but not limited to employees of the Members.
15. Assignment: No right or duty, in whole or in part, of the Member under this Compact may be assigned or delegated without the prior written consent of the other Members.

16. Waiver: A waiver by any Member of any breach of this Compact shall be in writing. Such a waiver shall not affect the waiving Member's rights with respect to any other or further breach.
17. Applicable Law: This Compact shall be governed under the laws of the State of Wisconsin. The Members shall at all times comply with and observe all federal and state laws, local laws, ordinances and regulations which are in effect during the period of this Compact and which may in any manner affect the work or its conduct.
18. Multiple Originals: This contract may be executed in multiple originals, each of which together shall constitute a single Compact.

IN WITNESS WHEREOF, the Member has executed this Compact.

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Member Emergency Management Director Date

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Member Chief Elected Official Date

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Member Clerk Date

# WiSMAC PROCEDURE

January 2022

**SUMMARY:** The following outlines the procedure for activating the Wisconsin Mutual Aid Compact (WiSMAC). All participating Members are encouraged to incorporate procedures into their emergency operations/response plans to allow for the effective mobilization as well as acceptance of professional emergency management staff into local operations.

**INTRA-COUNTY COORDINATED:** Initiated by local unit of government Members within a single County, request(s) for mutual aid assistance under WiSMAC shall be facilitated by the Member County Emergency Management Director, their designee, or established county procedures.

**COUNTY-TO-COUNTY COORDINATED:** Initiated and fully coordinated by the impacted Member County Emergency Management Director or their designee. Requests for assistance are initiated by the impacted Member to specific individual(s). Notification of the county-to-county WiSMAC activation should be made to the Region Director or WEM Duty Officer.

**WEM COORDINATED:** Requested by the impacted Member and coordinated by WEM Staff, listed below in order of process.

1. Region Director
  2. Duty Officer
  3. Response Section Supervisor or SEOC Ops Section
- Impacted Member communicates the request for assistance by providing the following information to WEM Staff.
    - Description of the work to be completed (i.e. damage assessment, public information, EOC support) as well as systems to be utilized (i.e. WebEOC, Survey123, portable radio).
    - List of minimum qualifications (i.e. years of experience, training completed), if any.
    - Location, including address, of where to report upon arrival as well as assigned work location if different.
    - Requested arrival date(s) and time(s):
      - Current operational periods
      - Available shift assignment(s), if any
    - Expected duration or minimum requested.
    - Required equipment, PPE, or related needs.
    - Summary of expenses covered (e.g. lodging, meals, miles), if any.
  - WEM Staff distributes the resource request to WiSMAC Members and credentialed WEM staff with an emphasis on proximity to the impacted Member. Direct requests for specific individuals from the impacted Member will also be distributed.
    - Method and speed of distribution will depend on the severity of the situation.
    - WEM staff compiles the list of individual(s) available to accept the assignment and provides the information to the impacted Member.
    - Impacted Member reviews the list of individuals and either accepts or declines the available pool. Decision is relayed to WEM Staff.

# WiSMAC PROCEDURE

January 2022

- WEM staff notifies the selected and declined individual(s). Selected individuals receive the following in a confirmation email:
  - Date, time, and location for check-in.
  - Briefing times and locations, if different than check-in.
  - Communication plan or the following:
    - Contact information for the Impacted County Emergency Management Director or their designee.
    - Radio frequency, if any.
  - Required equipment, PPE, or critical information.
  - Lodging, if provided.
  - Meal sites, if any.
- Upon arrival deployed individual(s) will incorporate into the established local command structure.
- Demobilization will be coordinated by the impacted Member.
- Requests for additional assistance will follow the same procedure.

**REIMBURSEMENT:** Responding Member may invoice the impacted Member for miles, meals, and lodging expenses at established and reasonable rates. *Personnel time will be documented for volunteer hours by the impacted Member and not eligible for reimbursement to the responding Member. The hourly rate calculation will be determined annually between September and December by averaging the hourly rate of all EMPG-funded emergency management positions in WiSMAC participating Members. The revised rate will become effective January 1.*

**PROCEDURE MAINTENANCE:** The WiSMAC procedure will be reviewed on an annual basis by the WEM Response Section and the WEMA Board. During the interim period between annual review, recommendations for revision should be forwarded to the WEM Response Section Supervisor for collection and distribution at time of annual review. All changes to the agreement will be documented and included in the revision log by WEM. WEM will maintain an updated version of the procedure, including all revisions, on WebEOC in addition to signed copies of the WiSMAC.

## REVISION LOG:

Date	Record of Change

## Wisconsin Mutual Aid Compact (WiSMAC) Request Form

This form is intended for agencies who have signed WiSMAC agreements in place and should be submitted at the time of request. All requested information from the WiSMAC procedure is captured within this request form.

County/Tribe:

Name and phone number of individual requesting:

Please provide a detailed description of work to be completed such as damage assessment, public information, EOC support, etc.

To complete the work above, what systems or equipment will be utilized? Examples include, but are not limited to WebEOC, Survey123, or portable radios.

List of minimum qualifications, if any, your requesting from responding emergency managers.

Years of experience

Training completed

Building name and address people should report to upon arrival.

What is the work assignment location, if different from the reporting location.

Requested arrival dates(s) and time(s)

Current operational periods

Available shift assignment(s), if any

What is the expected duration of deployment?

How many total people are being requested?

Is there any required equipment, PPE, or related items responding emergency managers need to bring with? If yes, be specific.

What expenses, if any, are being provided by the requesting agency.

Lodging

Meals

Miles

# Agenda Item Report



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

DATE: April 4, 2022

TO: Emergency Management Committee

FROM: Eric Rasmussen, Director of Emergency Management

RE: Wisconsin Statewide Mutual Aid Compact for Local Emergency Management Assistance

## **Background:**

*Mutual Aid has been a long-standing practice in the field of Emergency Management. When disaster strikes, Emergency Management Offices are tasked with an immense number of tasks that quickly overwhelm our small staffs. In these times, we rely on our counterparts from other Counties for support.*

*For example, in 2018 floods impacted 272 homes in Sauk County. Through mutual aid office spent time in Sauk County conducting damage assessments and running a donation center. With our assistance, Sauk County was able to document the damages and receive more than \$2.9 million in FEMA Public Assistance.*

*Wisconsin Emergency Management in conjunction with the Wisconsin Emergency Management Association have developed this agreement, procedure, and request form to formalize this process. We entered into a similar mutual aid agreement within our Region in 2009. However, as disasters continue to grow in size and complexity additional EMs from outside our region may be necessary and this agreement will standardize a process to facilitate this support.*

## **Policy Discussion:**

*This is a new agreement/compact for Winnebago County. Being so, the item requires County Board approval before entering into the agreement.*

## **Requested Action:**

*The requested action is for a motion and vote to approve entering into the Wisconsin Statewide Mutual Aid Compact for Local Emergency Management Assistance.*

## **Committee Action:**

*(Added before full county board) Information on discussion at committee including who made the motion, the verbiage of the motion and any pertinent discussion items*

## **Attachments:**

- Wisconsin Statewide Mutual Aid Compact for Local Emergency Management Assistance
- Wisconsin Statewide Mutual Aid Compact Procedure
- Wisconsin Statewide Mutual Aid Compact Request Form

3 **RESOLUTION: Adopt Winnebago County Hazard Mitigation Plan Update**

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

7 **WHEREAS**, the United States Congress passed the Disaster Mitigation Act of 2000, which requires that a  
8 local unit of government must have an approved all hazard mitigation plan before it can receive federal grant monies  
9 for pre-disaster mitigation projects; and

10 **WHEREAS**, in 2004 the Winnebago County Emergency Management Department formed an advisory  
11 committee to prepare a county-wide mitigation plan to conform with state and federal guidelines, and said advisory  
12 committee drafted a mitigation plan that conformed to federal guidelines; and

13 **WHEREAS**, in July 2004, the Winnebago County Board of Supervisors adopted the "All Hazards Mitigation  
14 Plan for Winnebago County" and in September 2009 and November 2015, the Board adopted updates to the "All  
15 Hazards Mitigation Plan for Winnebago County"; and

16 **WHEREAS**, Winnebago County participated jointly in the planning update process with other local units of  
17 government within the County to prepare an updated hazard mitigation plan;

18 **WHEREAS**, the "All Hazards Mitigation Plan for Winnebago County" that was adopted in 2004 and updated  
19 in 2009 and 2015 expired in 2020; and

20 **WHEREAS**, due to the COVID-19 Pandemic, the update process has been extended. Since Winnebago  
21 County is already in the update process, Winnebago County is not considered non-compliant;

22 **WHEREAS**, updating the plan is required to remain compliant with the Federal Emergency Management  
23 Agency (FEMA) and the Wisconsin Emergency Management (WEM) agency; and

24 **WHEREAS**, the Winnebago County Emergency Management Committee reviewed the current "Winnebago  
25 County Hazard Mitigation Plan" and determined:

- 26 1. Natural disasters pose a tangible threat to residents and property;
- 27 2. Undertaking hazard mitigation actions before disasters occur reduces the potential for harm to
- 28 residents and property and saves taxpayer dollars;
- 29 3. Winnebago County participated jointly in the planning update process with other local units of
- 30 government within the County to prepare an updated hazard mitigation plan;
- 31 4. The plan is in the public's best interests;
- 32 5. The plan serves as a general strategy and may be amended from time to time;
- 33 6. Nothing in this plan obligates Winnebago County to undertake any of the recommended
- 34 activities and/or projects; and
- 35 7. Adoption of the plan is needed to apply for federal funding for mitigation projects and to comply
- 36 with state and federal mandates.
- 37

38 **NOW, THEREFORE, BE IT RESOLVED** by the Winnebago County Board of Supervisors that it hereby finds  
39 that:

- 40 1. Natural disasters continue to pose a tangible threat to residents and property of Winnebago
- 41 County;



- 42                   2. The undertaking of hazard mitigation actions before disasters occur reduces the potential for  
43                   harm to residents and property and will ultimately save taxpayer dollars; and  
44                   3. Adoption of the "Winnebago County Hazard Mitigation Plan" is in the public's best interests.

45  
46                   **BE IT FURTHER RESOLVED** by the Winnebago County Board of Supervisors that it hereby adopts the  
47                   attached "Winnebago County Hazard Mitigation Plan," which is made a part of this Resolution and incorporated  
48                   herein by reference. This Plan, entitled "Winnebago County Hazard Mitigation Plan Draft v7 for FEMA Review" can  
49                   be viewed on the Winnebago County website (<https://www.co.winnebago.wi.us>).  
50

51                   **BE IT FURTHER RESOLVED** by the Winnebago County Board of Supervisors that it hereby authorizes the  
52                   Winnebago County Emergency Management Department Director to make non-substantive revisions to the Plan as  
53                   may be required to comply with the requirements of Wisconsin Emergency Management (WEM) and/or the Federal  
54                   Emergency Management Agency (FEMA). Should the Winnebago County Emergency Management Department  
55                   Director make such authorized changes it will not require re-adopting this resolution and he shall forward a copy of  
56                   the revised Plan and an accompanying summary report describing said amendments to the Winnebago County  
57                   Executive.  
58

59                   **BE IT FURTHER RESOLVED** by the Winnebago County Board of Supervisors that it hereby directs the  
60                   Winnebago County Clerk to send a copy of the adopted plan to Guenevere Drews, the current State Hazard  
61                   Mitigation Officer for Wisconsin Emergency Management for her review and approval.  
62

63                   **BE IT FURTHER RESOLVED** by the Winnebago County Board of Supervisors that it hereby requires that  
64                   this Plan be revisited and updated and subscribed to by the Winnebago County Board of Supervisors for approval no  
65                   later than five (5) years from the date of this Resolution.  
66

67                   Respectfully submitted by:

68                   **EMERGENCY MANAGEMENT COMMITTEE**  
69

70                   Committee Vote: **5-0**  
71

72                   Vote Required for Passage: **Majority of Those Present**  
73

74                   Approved by the Winnebago County Executive this \_\_\_\_ day of \_\_\_\_\_, 2022.  
75

76                   \_\_\_\_\_  
77                   Jonathan D. Doemel  
78                   Winnebago County Executive



**STATE OF WISCONSIN**  
**DEPARTMENT OF MILITARY AFFAIRS**  
**DIVISION OF EMERGENCY MANAGEMENT**

Darrell L. Williams, Ph.D.  
Administrator

Tony Evers  
Governor

November 12, 2019

Linda Kollmann, Director  
Winnebago County Emergency Management  
4311 Jackson Street  
Oshkosh, WI 54902



Dear Linda:

**SUBJECT:** 4383.02-P Winnebago County Planning Subaward

I am pleased to inform you that the Federal Emergency Management Agency (FEMA) has approved funding for Winnebago County's Hazard Mitigation Grant Program (HMGP) planning grant subapplication submitted under Disaster Declaration FEMA-4383-DR-WI declared August 10, 2018. The subaward is approved in the amount of \$30,932.00 for updating the Winnebago County Hazard Mitigation Plan. FEMA provides 75% of the funding or \$23,199.75, Wisconsin Emergency Management (WEM) provides 12.5% or \$3,866.62, and the remaining \$3,866.63 is the community's required 12.5% local match.

Enclosed are two originals of the State-Local Hazard Mitigation Grant Program (HMGP) Assistance Agreement. Please carefully review the Agreement and sign both copies. Keep one copy for your records and return the other to this office. This Agreement must be signed and on file at our office before funds can be drawn on the subaward. The subaward performance period began on October 23, 2019, and will end on August 9, 2022; however, per the work schedule in your application, the draft plan will be due to our office by **December 31, 2020**, for review, with the final plan completed and approved by FEMA by **June 30, 2021**. Subaward funds may be used for those items identified in the County's approved application and incurred in a manner that aligns with the approved work schedule. Funds may not be used for any other purposes except those identified in the approved award.

If you will need an extension to the period of performance, the request must be received in writing by WEM no later than 90 days prior to the end of the approved period of performance, or April 5, 2022. Per the agreement you are required to submit Quarterly Status Reports, DMA Form 168 (enclosed), within 15 days of the end of each quarter (October 15, January 15, April 15, and July 15), and a final report covering all aspects of the project within 30 days of project completion.

To receive reimbursement of expenses you will need to complete and submit to this office a Request for Reimbursement of Expenses (enclosed), along with supporting documentation (invoices and proof of payments). Advancement of funds requires prior approval from this office

and will only be made in extraordinary circumstances. The final request for reimbursement is due within 30 days of completion of the plan.

In updating the plan, please refer to the "Local Mitigation Planning Handbook" dated March 2013 and the "Local Mitigation Plan Review Guide" dated October 1, 2011. Both documents can be downloaded from FEMA's website, <https://www.fema.gov/media-library/resources-documents/collections/451>. When the draft update is complete, submit one electronic copy along with a completed "Katie's Plan Review Tool" to this office for review. We will also need one electronic copy of the final plan.

After reviewing this letter and the attachments, please contact me at (608) 242-3222 with any questions.

The mitigation staff looks forward to working with you through the all-hazards mitigation planning process. Please return one copy of the signed State-Local Agreement as soon as possible.

Sincerely,

A handwritten signature in dark ink, appearing to read 'K Sommers', is written over the printed name.

Katie Sommers, CFM  
Hazard Mitigation Section Supervisor  
Wisconsin Emergency Management

Cc: Steve Fenske, WEM East Central Region Director

# **BUDGET SUMMARY FOR REIMBURSEMENT REQUEST**

WINNEBAGO COUNTY PLAN UPDATE; FEMA-4383-DR-WI

	CONTRACTUAL	PRINTING/ SHIPPING/ SUPPLIES	IN-KIND	TOTAL	FEDERAL SHARE (75%)	STATE SHARE (12.5%)	LOCAL SHARE (12.5%)	TOTAL (100%)
<b>BUDGET</b>	\$ 24,997.50	\$ 2,068.00	\$ 3,866.50	\$ 28,864.00	\$ 23,199.75	\$ 3,866.62	\$ 3,866.63	\$ 30,933.00
<b>REQUEST NO. 1</b>								
<b>BALANCE</b>	\$ 24,997.50	\$ 2,068.00	\$ 3,866.50	\$ 28,864.00	\$ 23,199.75	\$ 3,866.62	\$ 3,866.63	\$ 30,933.00
<b>REQUEST NO. 2</b>								
<b>BALANCE</b>	\$ 24,997.50	\$ 2,068.00	\$ 3,866.50	\$ 28,864.00	\$ 23,199.75	\$ 3,866.62	\$ 3,866.63	\$ 30,933.00
<b>REQUEST NO. 3</b>								
<b>BALANCE</b>	\$ 24,997.50	\$ 2,068.00	\$ 3,866.50	\$ 28,864.00	\$ 23,199.75	\$ 3,866.62	\$ 3,866.63	\$ 30,933.00
<b>AMOUNT SPENT</b>	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
<b>REMAINING</b>	\$ 24,997.50	\$ 2,068.00	\$ 3,866.50	\$ 28,864.00	\$ 23,199.75	\$ 3,866.62	\$ 3,866.63	\$ 30,933.00

Transfer of funds between budget cost categories in the approved budget shall receive the prior approval of FEMA when such cumulative transfers among those cost categories exceed 10% of the total budget.



SUSAN T. ERTMER  
Winnebago County Clerk

415 JACKSON STREET, P.O. BOX 2808  
OSHKOSH, WI 54903-2808



OSHKOSH (920) 236-4888  
FOX CITIES (920) 727-2880  
FAX (920) 303-3025

MARRIAGE LICENSE  
INFORMATION (920) 236-4893

E-MAIL: [countyclerk@co.winnebago.wi.us](mailto:countyclerk@co.winnebago.wi.us)

## **Winnebago County**

County Clerk

*The Wave of the Future*

### **CERTIFICATION OF RESOLUTION**

I, Susan T. Ertmer, Winnebago County Clerk, certify that the attached is a true and correct copy of Resolution No. 230-112015, "Adopt Natural Hazards Mitigation Plan Update for Winnebago County" which was passed by the Winnebago County Board of Supervisors on November 17, 2015.

Signed and dated this 30<sup>th</sup> day of November 2015

Susan T. Ertmer  
Winnebago County Clerk



230-112015

**RESOLUTION: Adopt Natural Hazards Mitigation Plan Update for Winnebago County****TO THE WINNEBAGO COUNTY BOARD OF SUPERVISORS:**

**WHEREAS**, the United States Congress passed the Disaster Mitigation Act of 2000, which requires that a local unit of government must have an approved all hazard mitigation plan before it can receive federal grant monies for pre-disaster mitigation projects; and

**WHEREAS**, in 2004 the Winnebago County Emergency Management Department formed an advisory committee to prepare a county-wide mitigation plan to conform with state and federal guidelines, and said advisory committee drafted a mitigation plan that conformed to federal guidelines; and

**WHEREAS**, in July 2004, the Winnebago County Board of Supervisors adopted the "All Hazards Mitigation Plan for Winnebago County," and in September 2009, the Board adopted an update to the All Hazards Mitigation Plan for Winnebago County; and

**WHEREAS**, the "All Hazards Mitigation Plan for Winnebago County" that was adopted in 2004 and updated in 2009 is set to expire in 2015; and

**WHEREAS**, updating the plan is required to remain compliant with the Federal Emergency Management Agency (FEMA) and the Wisconsin Emergency Management Agency; and

**WHEREAS**, the Winnebago County Emergency Management Committee reviewed the current "Natural Hazards Mitigation Plan for Winnebago County" and determined:

1. Natural disasters pose a tangible threat to residents and property;
2. Undertaking hazard mitigation actions before disasters occur reduces the potential for harm to residents and property and saves taxpayer dollars;
3. The plan is in the public's best interests;
4. The plan serves as a general strategy and may be amended from time to time;
5. Nothing in this plan obligates Winnebago County to undertake any of the recommended activities and/or projects; and
6. Adoption of the plan is needed to apply for federal funding for mitigation projects and to comply with state and federal mandates.

**NOW, THEREFORE, BE IT RESOLVED** by the Winnebago County Board of Supervisors that it hereby finds that:

1. Natural disasters continue to pose a tangible threat to residents and property of Winnebago County;
2. The undertaking of hazard mitigation actions before disasters occur reduces the potential for harm to residents and property and will ultimately save taxpayer dollars; and
3. Adoption of the "Winnebago County Natural Hazards Mitigation Plan: 2015-2019" is in the public's best interests.

**BE IT FURTHER RESOLVED** by the Winnebago County Board of Supervisors that it hereby adopts the attached "Winnebago County Natural Hazards Mitigation Plan: 2015-2019," which is made a part of this Resolution

and incorporated herein by reference. This Plan, entitled "County Hazard Mitigation Plan—Draft 4 for FEMA Review (large file)," can be viewed on the Winnebago County website (<http://www.co.winnebago.wi.us>).

**BE IT FURTHER RESOLVED** by the Winnebago County Board of Supervisors that it hereby authorizes the Winnebago County Emergency Management Department Director to make non-substantive revisions to the Plan as may be required to comply with the requirements of the Wisconsin Emergency Management Agency and/or the Federal Emergency Management Agency (FEMA). Should the Winnebago County Emergency Management Department Director make such authorized changes, she shall forward a copy of the revised Plan and an accompanying summary report describing said amendments to the Winnebago County Executive.

**BE IT FURTHER RESOLVED** by the Winnebago County Board of Supervisors that it hereby directs the Winnebago County Clerk to send a copy of the adopted plan to Roxanne Gray, the current State Hazard Mitigation Officer for the Wisconsin Emergency Management Agency, for her review and approval.

**BE IT FURTHER RESOLVED** by the Winnebago County Board of Supervisors that it hereby requires that this Plan be revisited and updated and subscribed to by the Winnebago County Board of Supervisors for approval no later than five (5) years from the date of this Resolution.

Respectfully submitted by:

**EMERGENCY MANAGEMENT COMMITTEE**

Committee Vote: **5-0**

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

Approved by the Winnebago County Executive this 26th day of November 2015.

  
\_\_\_\_\_  
Mark L. Harris  
Winnebago County Executive

# Agenda Item Report



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

DATE: March 21, 2022  
TO: Emergency Management Committee  
FROM: Becky Powers, Deputy Director of Emergency Management on behalf of  
Eric Rasmussen, Director of Emergency Management  
RE: Winnebago County Hazard Mitigation Plan

## **General Description:**

*The Winnebago County Hazard Mitigation Plan is intended to provide strategies for reducing susceptibility to future damage to public and private infrastructure in the county. A previous Hazard Mitigation Plan was adopted by the County on November 20, 2015; this plan updates and supersedes that plan.*

## **Action Requested:**

*The requested action is for a motion and vote to approve the adoption of the updated Winnebago County Hazard Mitigation Plan.*

## **Procedural Steps:**

Committee of Jurisdiction Emergency Management  
Action taken: \_\_\_\_\_  
County Board

Meeting date: April 4, 2022  
Vote: \_\_\_\_\_  
Meeting date: April 26, 2022

## **Background:**

*The Winnebago County Emergency Management office applied for and was awarded a grant to update the hazard mitigation plan in 2019. This grant program is sponsored by the U. S. Dept. of Homeland Security – Federal Emergency Management Agency (FEMA) and is administered by the Wisconsin Dept. of Military Affairs – Wisconsin Emergency Management (WEM). The procedures utilized in preparing this plan are based on guidance provided by FEMA and WEM and should therefore be considered consistent with the requirements and procedures in the Disaster Mitigation Act of 2000.*

*Section 409 of the Robert T. Stafford Disaster Relief and Emergency Assistance Act (P.L. 93-228, as amended) states that the county is obligated to try to reduce damage susceptibility to any hazard that has received relief funding in the past. Developing a hazard mitigation plan provides an opportunity for communities to meet this requirement by developing strategies for reduction of potential losses from future natural disasters. FEMA rules for implementing Section 409 are in 44 CFR Part 206 Subpart M.*

*This grant funding revenue has been included in our budget since 2020. The grant award requires a 12.5% local match from the community (\$3,866.63) that we plan to meet through "in-kind" credit for staff time and in-kind services of local governmental organizations and other officials. We do not anticipate additional funding will be required.*

### **Policy Discussion:**

*The Winnebago County Hazard Mitigation Plan provides background information on the county and identifies those hazards that have occurred or could occur in the county. The plan is intended to provide strategies for reducing future damages to public and private infrastructure in the county. Completion of this plan should put Winnebago County in an advantageous position when competing for pre-and post-disaster mitigation project dollars because projects have been pre-identified. Over the long term it is hoped that implementation of this plan will save taxpayer dollars because less money is needed for post-disaster recovery activities.*

*Winnebago County Resolution No. 230-112015 "Adopt Natural Hazards Mitigation Plan" adopted the previous hazard mitigation plan and required that the plan be revisited and updated and subscribed to by the Winnebago County Board of Supervisors for approval no later than five (5) years from the date of that resolution. Due to the occurrence of the COVID-19 pandemic, the update process has been extended and our previous plan expired in 2020. We are not considered non-compliant, since we were already in the update process prior to the plan expiration.*

*The FEMA grant award was approved in the amount of \$30,923.00 for updating our hazard mitigation plan and notice of the award was received November 12, 2019. The Winnebago County Emergency Management Dept. contracted with Emergency Planning, Training and Exercise Consulting (EPTec, Inc.) to draft this plan. This plan must be adopted in order to receive the grant funds awarded.*

### **Attachments:**

- *Grant Application Letter of Intent and Match Commitment*
- *Winnebago County Planning Grant Award letter*
- *Certified Resolution Adopting 2015 Natural Hazards Mitigation Plan*
- *Winnebago County Hazard Mitigation Plan 2022*

1 39-042022

2  
3 **RESOLUTION: Resolution to Support NACo's Position on Defining the Waters of the**  
4 **United States (WOTUS) and Regulations with Agricultural Considerations**

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

7 **WHEREAS**, the Biden Administration recently announced the signing of a proposed rule to revise the definition  
8 of Waters of the United States (WOTUS); and

9 **WHEREAS**, the proposed rule expands federal jurisdiction by changing the WOTUS definition to include  
10 waters that significantly affect the chemical, physical, or biological integrity of traditional navigable waters, interstate  
11 waters, and the territorial seas (the "foundational waters") and waters that are relatively permanent or that have a  
12 continuous surface connection to such waters; and

13 **WHEREAS**, the proposed WOTUS definition directly impacts local governments as owners and operators of  
14 local infrastructure, co-regulators and stewards of the environment; and

15 **WHEREAS**, counties own and operate public safety water conveyances, stormwater municipal separate  
16 stormwater sewer systems (MS4), green infrastructure construction and maintenance projects, water reuse and  
17 infrastructure, and emergency management readiness; and

18 **WHEREAS**, counties may need to apply for a federal permit to maintain or build new infrastructure projects  
19 such as: roads and roadside ditches, flood control channels, drainage conveyances, culverts, bioswales, vegetative  
20 buffers, constructed wetlands, stormwater detention ponds, etc.

21 **NOW, THEREFORE, BE IT RESOLVED** by the Winnebago County Board of Supervisors that it hereby  
22 supports the National Association of Counties (NACo) position which advocates for a definition that is consistent with  
23 traditionally navigable waters, territorial seas, their regularly flowing tributaries, and abutting wetlands.

24 **BE IT FURTHER RESOLVED** by the Winnebago County Board of Supervisors that it supports clear, concise  
25 language that is easy for counties to interpret without the need to hire experts or legal counsel and so that a reasonable  
26 person would be able to identify that a body of water is either regulated by the federal government or by their state  
27 government.

28 **BE IT FURTHER RESOLVED** by the Winnebago County Board of Supervisors that it hereby urges the  
29 administration and the U.S. Congress to fully adopt the initial intent of the Clean Water Act recognizing state and local  
30 authorities working together with federal regulatory agencies to protect rural, disadvantaged frontier communities, from  
31 regulations adversely affecting the nation's agricultural supply chain.

32 **BE IT FURTHER RESOLVED** by the Winnebago County Board of Supervisors that the County Clerk forward  
33 this resolution to NACo, WCA, and all Wisconsin counties and the county administration send this resolution to the  
34 Biden Administration, federal Congressional delegation, Evers Administration, and relevant stakeholder groups.

35  
36 Respectfully submitted by:

37 **LAND CONSERVATION COMMITTEE**

38 Committee Vote: **6-0**

39 Vote Required for Passage: **Majority Vote (board rule 7.7 does not apply because the resolution supports**  
40 **NACo's position and relates to an executive branch interpretation; the resolution does not support pending**  
41 **legislation, nor request legislation to be initiated to solve the issue)**

42

43 Vote Required for Passage: **Majority of Those Present**

44

45 Approved by the Winnebago County Executive this \_\_\_\_ day of \_\_\_\_\_, 2022.

46

47

48

49

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Jonathan D. Doemel  
Winnebago County Executive



# Agenda Item Report



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

DATE: April 7, 2022

FROM: Chad Casper, Director of Land & Water Conservation Department

RE: Resolution to Support NACo's Position on Defining the Waters of the United States (WOTUS) and Regulations with Agricultural Considerations

## **General Description:**

Redefining the "Waters of the United States" (WOTUS) is the Biden Administration's goal of outlining the U.S. Environmental Protection Agency and U.S. Army Corps of Engineers' authority in regulating water. The proposed definition aims to enforce a stricter definition and cumbersome definition of WOTUS.

## **Action Requested:**

Motion to approve the attached resolution to support NACo's position to urge the Biden Administration to recognize state and local authority to protect rural, disadvantaged frontier communities, from regulations gravely affecting the Nation's agricultural supply chain.

## **Procedural Steps:**

Committee of Jurisdiction: <u>Land Conservation</u>	Meeting date: <u>4/7/22</u>
Action taken: <u>Recommend passage</u>	Vote: <u>6-0</u>
<u>County Board</u>	Meeting date: <u>4/26/22</u>

## **Background:**

As both co-regulators and regulated entities under the Clean Water Act (CWA), the "Waters of the United States" (WOTUS) definition directly impacts each and every county within the country. Since regulations under the CWA were first established in 1979, the U.S. Environmental Protection Agency (EPA) and the U.S. Army Corps of Engineers (Army Corps) substantially changed the definition of WOTUS in 1986, 2015 and 2020. Redefining the WOTUS is the Biden Administration's goal of outlining the U.S. EPA and U.S. Army Corps authority in regulating water. The proposed rule expands federal jurisdiction and is based on the administration's interpretation of the CWA. The new definition ignores state and local authority in regulating our resources with local dignity and best practices.

## **Policy Discussion:**

The proposed WOTUS definition includes waters that significantly affect the chemical, physical, or biological integrity of traditional navigable waters, interstate waters, and the territorial seas and waters which are relatively permanent or that have a continuous surface connection to such waters.

Under the proposed rule, the agencies interpret WOTUS to include:

- Traditional navigable waters
- Interstate waters
- Territorial seas

The agencies call the traditional navigable waters, interstate waters, and territorial seas "foundational waters."

In addition to the foundational waters, the agencies are proposing to include:

- Adjacent wetlands to foundational waters, tributaries, impoundments which meet either the relatively permanent standard or the significant nexus standard
- Impoundments of foundational waters and impoundments which meet either the relatively permanent standard or the significant nexus standard
- Tributaries of foundational waters
- Other waters which meet either the “relatively permanent standard” or the significant nexus standard

The proposed rule includes the following definitions:

- **Relatively permanent standard:** *Waters which are relatively permanent, standing or continuously flowing and waters with a continuous surface connection to such waters.*
- **Significant nexus standard:** *Waters that either alone or in combination with similarly situated waters in the region, significantly affect the chemical, physical, or biological integrity of traditional navigable waters, interstate waters, or the territorial seas (the "foundational waters").*

The new WOTUS definition expands federal jurisdiction and directly impacts counties as owners and operators of local infrastructure. Counties own and operate public safety water conveyances, stormwater municipal separate sewer systems (MS4), green infrastructure construction and maintenance projects, water reuse and infrastructure, and emergency management readiness. Depending on the final definition of WOTUS, counties may need to apply for a federal permit to maintain or build new infrastructure projects such as:

- **Public Safety Water Conveyances:** *Roads and roadside ditches, flood control channels, drainage conveyances, culverts, etc.*
- **Stormwater Municipal Separate Storm Sewer Systems (MS4):** *Comprised of channels, ditches and pipes*
- **Green Infrastructure Construction and Maintenance Projects:** *Includes but is not limited to low-impact development projects (LID), bioswales, vegetative buffers, constructed wetlands, stormwater detention ponds, etc.*

Suggest supporting the following for the definition of WOTUS under Clean Water Act regulations:

- Maintain a definition consistent with traditionally navigable waters, territorial seas, their regularly flowing tributaries, and abutting wetlands. Oppose broadening the definition of WOTUS to expand federal jurisdiction.
- Maintain the exclusion related to agriculture and provide clear exclusions for agricultural specific features, including prior converted croplands and stock ponds. Clarity and consistency are imperative for all segments of the agricultural supply chain.
- Ephemeral features with water flowing less than 120 days; intermittent streams; isolated water features; agricultural stock ponds; ditches and culverts; previously converted cropland; and groundwater are intrastate resources and should be excluded from federal jurisdiction.
- Ensure clear, concise language that is easy for counties to interpret without the need to hire experts or legal counsel and so that a reasonable person would be able to identify that a body of water is either regulated by the federal government or by their state government.

**Attachments:**

Resolution to Support NACo's Position on Defining the Water of the United States (WOTUS) and Regulations with Agricultural Considerations

1 **40-042022**

2  
3 **RESOLUTION: Request Authority to Apply for and Accept Funds from the Wisconsin Department**  
4 **of Natural Resources for the Grundman Boat Landing Renovation and**  
5 **Improvement Project**  
6

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

9 **WHEREAS**, Winnebago County is interested in obtaining a cost-share grant in the amount of \$525,000 from the  
10 Wisconsin Department of Natural Resources (DNR) for the purpose of renovations and improvements at the Grundman  
11 Boat Landing.

12  
13 **NOW, THEREFORE, BE IT RESOLVED** by the Winnebago County Board of Supervisors that it authorizes the  
14 County Executive and the County Clerk to apply for and accept funds from the DNR for financial assistance that may be  
15 available for the Grundman Boat Landing Renovation and Improvement Project.

16  
17 Fiscal Impact: No immediate impact. If a grant is awarded, the funds may be appropriated through subsequent County  
18 Board action.

19  
20 Respectfully submitted by:

21 **PARKS AND RECREATION COMMITTEE**

22 Committee Vote: **5-0**

23 Respectfully submitted by:

24 **PERSONNEL AND FINANCE COMMITTEE**

25 Committee Vote: **5-0**

26 Vote Required for Passage: **Majority of Those Present**

27  
28 Approved by the Winnebago County Executive this \_\_\_\_ day of \_\_\_\_\_, 2022.  
29

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

# Agenda Item Report



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

DATE: MARCH 16, 2022  
FROM: DIRECTOR OF PARKS AND EXPO CENTER  
RE: REQUEST AUTHORITY TO APPLY FOR RECREATIONAL BOATING FUNDS – GRUNDMAN LANDING

## **General Description:**

The Winnebago County Parks Department is seeking authority to apply for a grant with the Wisconsin Department of Natural Resources.

## **Requested Action:**

Recommend passage for the County Board to authorize county administration to submit an application to the Department of Natural Resources for any financial aid available through the Recreational Boating Fund for the Grundman Boat Landing improvement and restoration project.

## **Procedural Steps:**

Parks and Recreation Committee	Meeting date: 3/22/22
Action taken: Recommend passage	Vote: 5-0
Personnel and Finance Committee	Meeting date: 4/7/22
Action taken:	Vote: 5-0
County Board	Meeting date: 4/26/22

## **Background:**

On June 1, 2022, the Parks Department is would like to to submit a grant request through the Wisconsin Department of Natural Resources Recreation Boating Fund for a grant amount of \$525,000 to assist in funding the Grundman Boat Landing improvement and renovation project located within the Town of Vinland.

The Wisconsin Department of Natural Resources requires the applicant to pass a resolution stating that if awarded the grant, the applicant will meet the financial obligations necessary to fully and satisfactorily complete the project and grant permission to the County Executive and County Clerk to submit the required documents to the DNR for financial assistance.

## **Current Project Timeline**

- February 2022 – June 2022 – Begin Engineering and Permitting for the Project up to 30% completion and WI DNR permits
- June 1, 2022 – Submit Grant Application to the WI DNR
- Summer – Fall 2022 - Final Engineering and Create Bid Documents
- January 2023 – Release the project for bids
- Most of 2023 – Construction

*Project Budget*

**EXPENSE**

*Planning, Design, and Permitting - \$185,000 (APPROVED March 1, 2022)*

*Construction - \$1,850,000*

**TOTAL - \$2,035,000**

**FUNDING SOURCES**

*NRDA GRANT - \$400,000 (Awarded November 2021)*

*WI DNR GRANT REQUEST - \$525,000 (June 1, 2022 Grant Request)*

*COUNTY CONTRIBUTION - \$1,110,000*

**TOTAL - \$2,035,000**

**Attachments:**

- Resolution

1 **41-042022**

2  
3 **RESOLUTION: Request Authority to Apply for and Accept Funds for Maintenance of County-**  
4 **Owned and Leased Snowmobile Trails**

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

8 **WHEREAS**, Winnebago County is interested in maintaining County-owned and leased lands for public  
9 snowmobile trail use; and

10 **WHEREAS**, funds are available for snowmobile trail maintenance as well as snowmobile trail developments and  
11 improvements through the Department of Natural Resources pursuant to Sec. 23.09(26), Wisconsin Statutes; and

12 **WHEREAS**, in order to participate in this project, it is necessary that the County Board authorize applying for  
13 and accepting of the funds.

14 **NOW, THEREFORE, BE IT RESOLVED** by the Winnebago County Board of Supervisors that the County  
15 Executive and the County Clerk are hereby authorized to apply for and accept funds from the Department of Natural  
16 Resources, for any financial aid that may be available for public snowmobile trail maintenance, snowmobile trail  
17 developments and improvements in Winnebago County.  
18

19  
20 Fiscal Note: The expected revenue and expense from this grant have been included in the approved 2022 county  
21 budget.  
22

23 Respectfully submitted by:

24 **PARKS AND RECREATION COMMITTEE**

25 Committee Vote: **5-0**

26 Respectfully submitted by:

27 **PERSONNEL AND FINANCE COMMITTEE**

28 Committee Vote: **5-0**

29 Vote Required for Passage: **Majority of Those Present**

30  
31 Approved by the Winnebago County Executive this \_\_\_\_ day of \_\_\_\_\_, 2022.  
32

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

# Agenda Item Report



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

DATE: MARCH 16, 2022  
FROM: ADAM BREEST, DIRECTOR OF PARKS AND EXPO CENTER  
RE: WI DNR ANNUAL SNOWMOBILE GRANT – 2022-2023

## **General Description:**

Every year the County Board passes a resolution allowing the parks department to apply for a snowmobile maintenance grant with the Wisconsin Department of Natural Resources.

## **Requested Action:**

Motion to pass the resolution to authorize the county administration to submit an application to the Department of Natural Resources for any financial aid available for snowmobile maintenance.

## **Procedural Steps:**

Parks and Recreation Committee	Meeting date: 3/22/22
Action taken:	Vote: 5-0
Personnel and Finance Committee	Meeting date: 4/7/22
Action taken:	Vote: 5-0
County Board	Meeting date: 4/26/22

## **Background:**

Every year the Winnebago County Parks Department requests grant funding from the Wisconsin Department of Natural Resources for snowmobile grooming and maintenance within Winnebago County. The funding is granted to Winnebago County. Then the Parks Department works with the Winnebago County Snowmobile Alliance to disburse the funds to snowmobile clubs throughout the county that manage the state-funded trails.

In 2022 – 2023 we anticipate receiving funding for 144.1 miles. Each mile is funded at \$300/mile for a total grant request of \$43,230.00.

## **Attachments:**

- Resolution



2  
3 **RESOLUTION: Authorize a Budget Transfer in the Amount of \$170,700 to Perform**  
4 **Design and Engineering Services of the Food Service and the Student**  
5 **Development Areas on the UWO- Fox Cities Campus, Funded with Either**  
6 **a Transfer from the Undesignated General Fund Balance, or an Advance**  
7 **from the General Fund to be Reimbursed with a Subsequent Bond Issue.**  
8

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

10 **WHEREAS**, UWO-Fox Cities is proposing a renovation project for the food service and student development  
11 area on campus; and

12 **WHEREAS**, the areas proposed for renovation include the food preparation/storage area, kitchen, service  
13 area, student recreational lounge, student organization offices, student union, and the Kings International space; and

14 **WHEREAS**, Kings International is a program which places international students in the United States and  
15 United Kingdom; and

16 **WHEREAS**, Kings International has partnered with UWO-Fox Cities since 2017; and

17 **WHEREAS**, over the course of 3 years UWO-Fox Cities has seen its international student population soar  
18 from 22 students to 135 students; and

19 **WHEREAS**, UWO-Fox Cities agreement with Kings International calls for UWO-Fox Cities to provide  
20 academic and housing support in addition to social programs for Kings International students; and

21 **WHEREAS**, in its current configuration, UWO-Fox Cities cannot offer meal plans to students including Kings  
22 International students; and

23 **WHEREAS**, a feasibility study, approved by the Winnebago County Board in the fall of 2020, was completed  
24 this past fall for the design and engineering phase of this proposed project; and

25 **WHEREAS**, the feasibility committee consisted of UWO-Fox Cities students, UWO's Dining Service Director,  
26 UWO's planning and construction players, UWO's Vice Chancellor, and Winnebago and Outagamie County  
27 Representatives; and

28 **WHEREAS**, the feasibility committee decided to proceed with a plan to build an addition to house a new  
29 kitchen and move student organizations closer to the main corridor in the school.

30  
31 **NOW, THEREFORE, BE IT RESOLVED** by the Winnebago County Board of Supervisors that it hereby  
32 authorizes a capital project to perform design and engineering services for the Food Service and the Student  
33 Development Areas on the UWO- Fox Cities Campus, funded with either a transfer from the Undesignated General  
34 Fund balance, or an advance from the General Fund to be reimbursed with a subsequent bond Issue.  
35

36  
37 Fiscal Impact: \$170,700 will be either taken from the general fund balance, or will be advanced from the general fund  
38 to be reimbursed with a subsequent bond issue. Later action of the County Board may expand this capital project to  
39 include construction costs.  
40

41 Respectfully submitted by:

42 **FACILITIES AND PROPERTY MANAGEMENT**  
43 **COMMITTEE**

44 Committee Vote: 4-1

45 Respectfully submitted by:

46 **PERSONNEL AND FINANCE COMMITTEE**

47 Committee Vote: 3-2

48  
49 Vote Required for Passage: Two-Thirds of Membership  
50

51  
52  
53  
54  
55

Approved by the Winnebago County Executive this \_\_\_\_ day of \_\_\_\_\_, 2022.

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Jonathan D. Doemel  
Winnebago County Executive

## February 2022

Date \_\_\_\_\_

Approval - County Executive

Approval - Personnel & Finance

Committee Vote:

Approved - Information Systems Committee

Committee Vote:

**Committee Vote:**

[illegible]

The Student Development and Food Service Facilities is planning to enter phase 2 of this project, which consists of the Design and Engineering of concepts created during the 2021 feasibility study. (funding provided by counties). The requested amount for the Design and Engineering services is based on the OPC from the feasibility study performed by Somerville in 2021. The formula applied to the OPC is commonly used by Winnebago County for projecting and determining the costs of the services needed. This amount requested would be a more current estimate for the requested services, as the initial estimate predates the changes the

# Agenda Item Report



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

DATE: 2/16/2022

TO: Facilities & Property Management and Personnel & Finance Committees

FROM: Martin Rudd & JoAnn Rife

RE: Design and Engineering Services of the Food Service and Student Development

## **Background:**

### ***Project Scope***

*The proposed project is for the renovation of the Food Service and Student Development areas on the UWO-Fox Cities Campus. The project scope is to renovate the following areas: food preparation/storage, kitchen, service area, Kings International, the Student Recreation Lounge, Student Organizational Offices, and Student Union.*

- Existing facilities for food storage, preparation and service have had little improvement since original construction in 1959. As the campus has grown, the current areas are too small to serve the numbers of students and other customers on a daily basis. Existing utilities limit the quality and type of food service equipment to adequately serve campus needs. Currently there is only a burger/fast food type offering on campus, not a meal plan for daily eating for students in the Kings program. Part of the agreement of the Kings International program calls for Kings to have a presence on all three UWO campuses and for all three campuses to provide academic and housing support and social programs for the students. Housing support would include a meal service, as these students may not have transportation. Currently at UWO – Fox Cities, there is not a meal service for these students. They have a dorm setting, but not a current campus life place to depend on a healthy daily food offering. This offering should be designed to serve 500-1000 students daily. To accomplish the desired outcome, additional square footage could be added next to the existing Student Union activity/student organization area.*
- In addition to a meal plan/dining option, an updated quick serve food option would be desired as well. This would serve as another option for students and staff that do not have a meal plan and would benefit from a quick option. This venue will be open longer hours than the main food service/meal plan dining option.*
- The Kings program specializes in placing students from all around world at universities in the United States and United Kingdom has been successfully partnering with UWO's Fox cities campus since 2017. In just three years, the two-year campus has seen its international student population soar from 22 to 135 students exceeding King's recruitment projections. The program supports UWO's mission to prepare students "to become successful leaders in an increasingly diverse and global society." University officials see opportunity for growth in this program, which is good for the campus and existing students to increase diversity in the community. These students can help enrich our area. Their success and the success*

*of the program will be dependent on our community embracing these students. It is projected enrollment will increase in subsequent years. Kings' recruit's students much in the same way domestic recruiters do. Therefore, if their experience is lacking, this will be reflected. The agreement with Kings comes at no cost to UWO. International students pay their tuition and fees to Kings and Kings transfers the money to UWO. Kings' international students pay a surcharge to Kings for the student support services the program it provides. Part of the agreement calls for Kings to have a presence on all three UWO campuses and the campuses to provide academic and housing support and social programs for the students. Currently at UWO – Fox Cities, there is not a meal service for these students. The space for this program is located behind the scenes which doesn't offer interaction for the Kings students. We are proposing that the Kings Education program would move to another area on campus.*

- The Student Recreation Lounge area is located right next to the cafeteria, which limits the ability to expand the seating area for the cafeteria. This may be better served in the existing Kings space. This could be an option to create the space to move the Student Recreation Lounge/Area. In moving the student recreation to the back of the wing this would be nice to introduce more of an opening where the current food service currently is located. The current design is bottlenecked where the student lounge is currently located. Therefore, it does not draw students further back into the space. The vision is to have some energy and creativity to enhance the student experience.*
- The Student Organization could also be relocated in a different area, but ideally within the scope space. Locating it closer to the main corridor may make some sense.*

A feasibility study was completed this past fall with viable options to be considered for the Design and Engineering phase that this project is looking to proceed into. The feasibility study provided several design options. To get to this point, the committee that *consisted of: UWO-Fox Cities students, UWO's dining services directors, UWO planning and construction players, UWO's Vice Chancellor, Winnebago and Outagamie Trustees and County Board Representatives*, went through a highly interactive process that engaged all committee member to develop the Food Service and Student Development Center concepts/options. All players had input on the design process and participated in workshops and meetings to provide feedback and direction for Somerville to provide final concepts. Three layouts/concepts were presented.

- Option 1- showed the addition of the new kitchen without a building addition. This solution was not entertained, as it did not meet the needs of the project scope and would not perform for all areas of the project scope.*
- Option #2- was an option showing the kitchen in the addition part of the building. This option served all needs of the project scope. There were many reasons why the addition included the kitchen, the main reason being, the needed fire wall between the kitchen and open space.*
- Option #3- moved the student organizations nearer to the main corridor to help generate the needed activity of student involvement. These organizations are currently located in the back of the current space/wing and are not visible or engaging for the student body.*

*Once the committee reviewed the three options, it was decided that a combination of option #2 and option #3 was the preferred solution. With this direction and consensus, 2A was the option the committee asked Somerville to price out. All options from the feasibility results were presented with a primary focus on 2A to the following: Winnebago's County Board of Supervisors, Facility committee, Personnel and Finance and Winnebago's County Board. The project was also navigated through the needed Outagamie County Boards as well. This project will be presented at Winnebago County Board meeting in March for a vote to proceed. We are looking to use the findings of this feasibility study in the design and engineering phase of this project, which will also use the input of a collective team including the designated County Board members. Initially, \$350,000 was planned for the feasibility study and design and engineering. The Facilities and Property Committee declined to approve the total design amount in favor of a feasibility study to be completed first. The feasibility study was approved by Winnebago County in the Fall of 2020 for a total of \$42,000, to be split equally between Outagamie County and Winnebago County, \$21,000 each.*

**Policy Discussion:**

*The County Board is the body that approves bonding and capital project funding. These requests go through the committees of jurisdiction, Personnel and Finance Committee and the County Board. Allocating the funds to proceed with Design and Engineering of the Food Service and Student Development for the UWO-Fox Cities Campus is subject to approval from the County Board of Supervisors, Facilities Committee, Personnel & Finance, and the County Board.*

**Requested Action:**

*The requested action is for a motion to vote for a transfer of \$341,400 to UWO Fox Cities – Food Service and Student Development project to perform the Design and Engineering phase of this project. This cost will be split equally between Outagamie County and Winnebago County. Each county will contribute \$170,700 to the project.*

**Committee Action:**

The Facilities Committee approved this with a 4/1 vote.

**Attachments:**

*Budget Transfer Request*

1 **43-042022**

2  
3 **RESOLUTION: Amend the Table of Organization for the Winnebago County Facilities**  
4 **Department to Eliminate Five Custodian Positions and Add Five Facilities**  
5 **Assistant Positions**  
6  
7

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

9 **WHEREAS**, the Facilities department has had long-term vacancies for the position of Custodian, facing  
10 challenges in both recruitment and retention; and

11 **WHEREAS**, Custodians are responsible for general cleaning and maintenance, such as floor care, which if  
12 left unattended may result in earlier than anticipated repair or replacement; and

13 **WHEREAS**, there is not adequate staff to reassign to these duties without leaving other necessary duties  
14 undone and adversely impacted; and

15 **WHEREAS**, eliminating five custodian positions and replacing them with five Facilities Assistant positions will  
16 enhance the department's ability to perform its work, including assisting trade employees (plumbers, carpenters,  
17 HVAC, et al.) with preventative maintenance and repairs; and

18 **WHEREAS**, contracting with a vendor to provide additional services has been explored, but vendors are  
19 facing similar staffing challenges. Additionally, a vendor would not offer the enhanced ability to aid trade employees  
20 with maintenance tasks and repairs.

21  
22 **NOW, THEREFORE, BE IT RESOLVED** by the Winnebago County Board of Supervisors that it hereby  
23 amends the Table of Organization for the Winnebago County Facilities Department to eliminate five Custodian  
24 positions and add five Facilities Assistant positions.

25  
26 Fiscal Impact: *Due to existing vacancies, no budget transfer is necessary this year. On an ongoing basis, the*  
27 *difference in wage and benefit costs would be estimated at \$14,428 per year for five positions at current rates.*  
28  
29

30 Respectfully submitted by:  
31 **FACILITIES AND PROPERTY MANAGEMENT**  
32 **COMMITTEE**

33 Committee Vote: **5-0**

34 Respectfully submitted by:  
35 **PERSONNEL AND FINANCE COMMITTEE**

36 Committee Vote: **3-2**

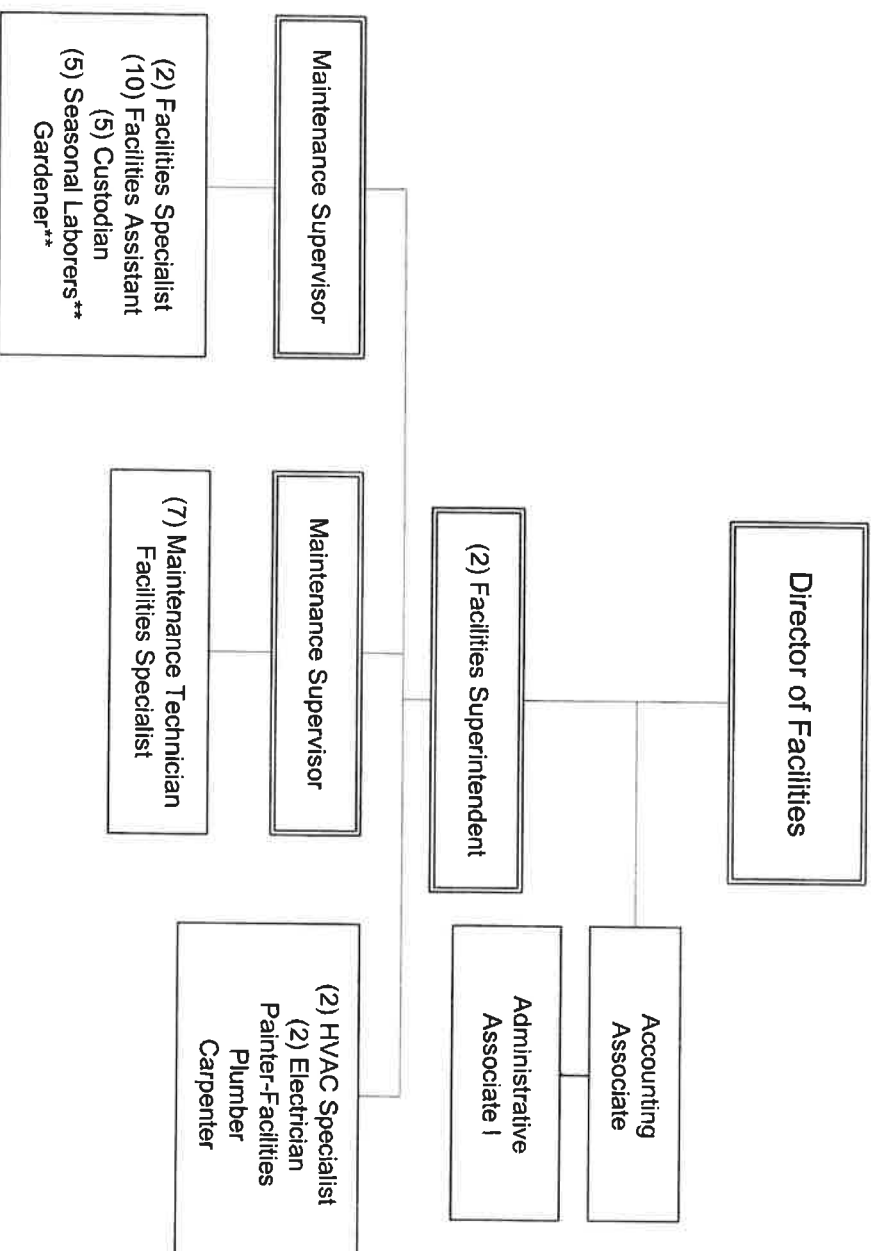
37  
38 Vote Required for Passage: **Two-Thirds of Membership if Fiscal Impact.**

39  
40 Approved by the Winnebago County Executive this \_\_\_\_ day of \_\_\_\_\_, 2022.  
41

42 \_\_\_\_\_  
43 Jonathan D. Doemel  
44 Winnebago County Executive



# FACILITIES



\*\* Unclassified Position

# Agenda Item Report



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

DATE: March 22, 2022

FROM: Mark Habeck, Acting Director of Human Resources

RE: Change of Table of Organization – Facilities Dept.

## **General Description:**

Amend the Table of Organization for the Facilities department to eliminate five (5) Custodian positions and add five (5) Facilities Assistant positions.

## **Action Requested:**

Motion to approve attached resolution.

## **Procedural Steps:**

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

Committee of Jurisdiction: P&F	Meeting date: 04/07/2022
Action taken: Passed	Vote: 3-2
Other Committee: Facilities Committee	Meeting date: 04/13/2022
Action taken: Passed	Vote: 5-0
County Board	Meeting date: 04/26/2022

## **Background:**

The Facilities Department currently has five (5) positions of Custodian approved on the Table of Organization. These positions are responsible for cleaning and maintaining County buildings as well as snow removal and being on-call for snow removal during weekends, holidays, and after-hours.

As of the date of this document, four (4) of the positions are vacant, the longest being vacant since 08/19/2020.

No additional funding would be needed for the 2022 budget due to unspent money in labor due to the existing vacancies. For reference, the minimum rate of pay would increase from \$14.16 for Custodian to \$15.37 for Facilities Assistant. The one current employee in the Custodian position is qualified for the Facilities Assistant position and that employee's pay is already above the minimum of a Facilities Assistant, therefore no additional expense would be required.

## **Policy Discussion:**

It is expected that this change will enhance the ability to recruit and retain qualified employees and ensure that routine tasks, such as floor care and maintenance, are completed in a timely and scheduled manner.

In the attached email, Director Elder notes that floor care tasks have not occurred to the extent they should have been in the past two-years due to a lack of Custodians, which will lead to early replacement

of flooring if left unaddressed. While existing staff, such as Facilities Assistants, could be reallocated to address floor care needs, it would leave their duties unaddressed which could lead to other issues.

It is anticipated that two retirements will occur from the current Facilities Assistants in the next several months, which will strain an already depleted group. Approving this resolution will allow Facilities to have a better opportunity to be prepared to handle the loss of additional staff if this change is effective in hiring new employees.

If approved, Facilities Assistants are also capable of aiding other positions within the department with repairs or preventative maintenance, which the Custodial positions do not do. This allows management greater flexibility in utilizing staff for priority tasks.

One alternative would be to contract with a vendor to provide cleaning services. However, that would be dependent upon the vendor having the ability to hire staff to perform the work, which may not be feasible. If a vendor was able to provide services, it would not enhance the ability of the department to aid the trade employees in other maintenance projects.

Another alternative would be to leave the positions as currently approved. However, the history of length of vacancies and troubles keeping the positions filled, does not lend itself to believe that Custodial positions would be filled any time in the near future.

Changing Custodians to Facilities Assistants would not create a justification to change Custodian positions at Park View Health Center because there are already additional responsibilities for those at Facilities, namely snow removal and being on-call for such, which is not required at PVHC. Also, if approved, these positions would have additional responsibilities as stated above with aiding on repairs and maintenance.

**Attachments:**

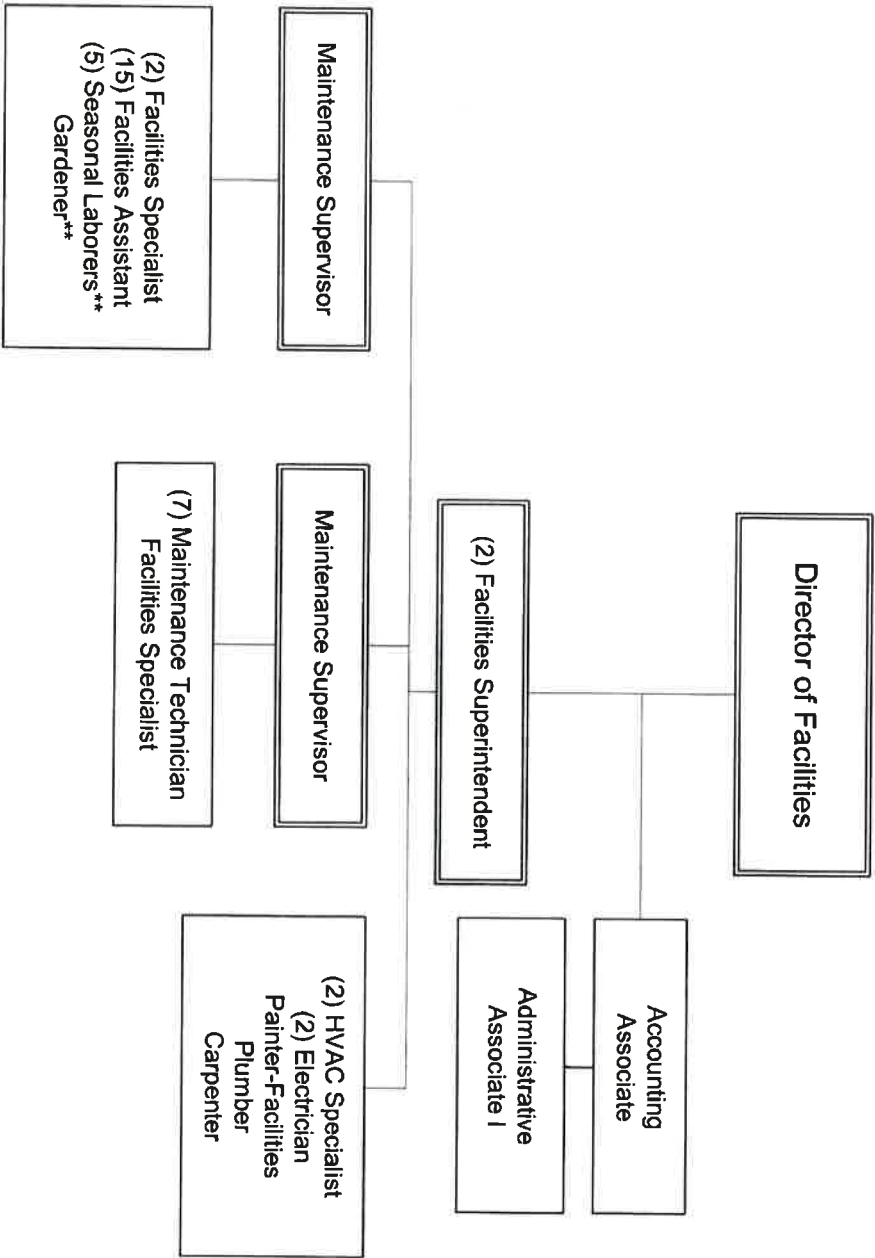
- Draft Board resolution
- Email from Mike Elder, Director of Facilities, providing history of difficulties in hiring Custodians, issues created by not being able to fill positions, differences in Facilities Custodian positions from other custodians which justify changing to Facilities Assistant, and benefits of such a change.

**Committee Action:**

Passed 3-2 at the April 7, 2022, Personnel and Finance Committee meeting.

Passed 5-0 at the April 13, 2022, Facilities Committee meeting.

# FACILITIES



\*\* Unclassified Position

**From:** Elder, Mike

**Sent:** Friday, January 21, 2022 11:48 AM

**To:** Collard, Michael <[MCollard@co.winnebago.wi.us](mailto:MCollard@co.winnebago.wi.us)>; Doemel, Jon <[JDoemel@co.winnebago.wi.us](mailto:JDoemel@co.winnebago.wi.us)>

**Subject:** Open Custodian Positions

Mike and Jon,

In Facilities we have had 4 Custodian positions open for over a year. These positions have been advertised and we've actually interviewed several people to fill them. We have managed to hire 5 individuals over the period. Unfortunately the longest any of them stayed with us was 9 days. These positions were intended to be entry level positions. This would allow the incumbents to learn the job, and demonstrate their abilities. As openings occurred they would be able to move up to be a Facilities Assistant.

These 4 vacancies represent 25% of our custodial staff. In order to maintain absolute necessary cleaning services, some of the work that is normally done has been deferred indefinitely. One such task is floor care. We have not been able to clean carpets or hard floor surfaces as they should be for the last two years. Vacuuming and dust mopping are basically all the floors are getting. This will lead to early replacement of the flooring. I've gotten quotes for custodial services from contractors. They have given me a price with the caveat that they probably would not be able to get staff themselves should we pursue hiring them. The pandemic added on additional work with disinfecting public surfaces more frequently throughout the day. Currently we have been using overtime to complete critical cleaning to make up for the vacancies.

Park View and Facilities both have a Custodian title. Both are in the same pay scale. There are some significant differences between the two. Facilities Custodians are required to be on-call during the snow season. Facilities Custodians are also required to report for snow removal after hours, weekend and holidays. Park View Custodians do not have these added responsibilities. Actually, Facilities Custodians have to report to Park View to do snow removal there. Additionally Facilities Custodians are required to have a driving license. They are required to drive a County vehicle, which may range from a van to a light truck with a trailer. They may be relocated during the day to different facilities depending on staffing levels.

The Facilities Assistant does everything a Custodian does with one addition. They are also available to assist the trades and Facilities Technicians with repairs or preventative maintenance. They also are required to be on call for snow removal. The Facilities Assistants are 2 steps higher in the pay scale. We have had success are hiring people into the Facilities Assistant position when there have been vacancies.

There is one remaining Custodian in the department. He is fully capable of performing the duties of a Facilities Assistant. I am proposing reclassifying all 5 Custodian positions to a Facilities Assistant. The starting pay for the position is just slightly over the midpoint for the Custodian position (\$15.70 vs \$15.30). The difference between the upper ends of both positions would be offset by less need to use overtime due to the vacancies. If these positions are reclassified, it may make hiring and retaining our custodial staff easier. The continual interview process with no results has been a disruption on the supervisory staff and Human Resources, while it's done with existing staff on scheduled time, it is taking away from other work they could and should be doing.

I hope you will consider my request and I will be available to discuss this with both of you.

Mike Elder

1 **44-042022**

2  
3 **RESOLUTION: Authorizing Winnebago County to Enter into an Agreement with the East**  
4 **Central Wisconsin's Regional Planning Commission to Administer**  
5 **Wisconsin Administrative Code NR-135 and Required Local Adopted**  
6 **Non-Metallic Mining Reclamation Ordinance**  
7

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

10 **WHEREAS**, Winnebago County is a member of the East Central Wisconsin Regional Planning Commission  
11 hereinafter "Commission"; and

12 **WHEREAS**, the Counties of Calumet, Outagamie, Shawano, Waupaca, and Winnebago (Counties) have  
13 previously entered into an agreement with the East Central Wisconsin Regional Planning Commission to administer  
14 the Counties respective Non-Metallic Mining Reclamation Ordinances on July 27, 2001; and

15 **WHEREAS**, an updated agreement has been prepared for consideration for the Winnebago County Board;  
16 and

17 **WHEREAS**, the agreement identifies functions and duties of the Commission with respect to issuance of all  
18 permits for the reclamation of non-metallic mines with the five Counties; and

19 **WHEREAS**, the agreement identifies the terms and conditions for the partial transfer of authority, under  
20 Wisconsin State Statutes 59.52(7), 59.69(2)(d), and 66.0309, from Calumet, Outagamie, Shawano, Waupaca, and  
21 Winnebago Counties to the East Central Wisconsin Regional Planning Commission to administer portions of the  
22 individual Counties' adopted ordinances as required under Wisconsin Administrative Code NR-135 for regulation and  
23 permitting of non-metallic mining reclamation plans.  
24

25 **NOW, THEREFORE, BE IT RESOLVED** by the Winnebago County Board of Supervisors hereby approves  
26 the updated agreement as more fully set forth in Exhibit A, which is attached and incorporated by reference.

27 **BE IT FURTHER RESOLVED** that the Winnebago County Clerk be directed to forward a copy of the signed  
28 resolution to the Executive Director of the East Central Wisconsin Regional Planning Commission.  
29  
30

31 Respectfully submitted by:

32 **PLANNING AND ZONING COMMITTEE**

33 Committee Vote: **4-0**

34  
35 Vote Required for Passage: **Majority of Those Present**  
36

37 Approved by the Winnebago County Executive this \_\_\_\_ day of \_\_\_\_\_, 2022.  
38

39 \_\_\_\_\_  
40 Jonathan D. Doemel  
41 Winnebago County Executive

**AGREEMENT FOR THE ADMINISTRATION OF CERTAIN  
COUNTY-ADOPTED NON-METALLIC MINING RECLAMATION ORDINANCES,  
AS REQUIRED BY WISCONSIN ADMINISTRATIVE CODE NR-135,  
BY THE EAST CENTRAL WISCONSIN REGIONAL PLANNING COMMISSION**

**BASIS OF AGREEMENT**

This agreement spells out the terms and conditions for the partial transfer of authority, under Wisconsin State Statutes 59.52, 59.69(2)(d), and 66.0309, from Calumet, Outagamie, Winnebago, Waupaca, and Shawano Counties (County/Counties) to the East Central Wisconsin Regional Planning Commission (Commission) to administer portions of the individual County adopted ordinances as required under Wisconsin Administrative Code NR-135 for regulation and permitting of non-metallic mining reclamation plans. This agreement is entered into based on the following basic provisions:

1. Each County that is part of this agreement has individually adopted, with an effective date of July 1, 2001, a Non-Metallic Mining Reclamation Ordinance (Ordinance):
  - a) The Counties provide adequate notice to the Commission should amendments to the Ordinance be sought after its adoption. Such individual amendments should be considered by all Counties that are part of this agreement in order to foster consistency within the program.
  - b) The Counties shall periodically entertain amendments to the Ordinance as suggested by the Commission during administration of the Ordinance. These changes may be required due to:
    - Fee structures and administrative budget costs.
    - Amendments made to Wisconsin Administrative Code, Chapter NR-135.
    - Response to Wisconsin Department of Natural Resources program audits/reviews.
2. Notice to the Commission of future proposed amendments to other County or local land use plan and ordinance amendments which may affect the Commission's administration of the Ordinance.
3. The Counties agree to provide the Commission, at no cost, the following information in a timely manner while the Agreement is in effect:
  - a) All current information (text, maps, digital files) on existing County and local Land Use Plans and Zoning Ordinances within the County, copies of applicable mining site information (text, maps, digital files), and; copies of regulatory requirements which may have previously been approved by the County or local units of government for the site.

The term "Commission" as used in this agreement when referring to permit issuance actions means one or more staff persons delegated with decision-making authority as outlined by the Commission in resolution form.

**AGREEMENT TASKS / RESPONSIBILITIES**

Upon adoption of this Agreement and with respect to the individual Non-Metallic Mining Reclamation Ordinances adopted by the Counties, the Commission will conduct the following activities and tasks.

**Financial Management / Record-Keeping Activities**

The Commission will establish the necessary financial management and record-keeping methods for the administration of the individual Ordinances and Chapter NR-135.



## **Geographic Information Systems (GIS) / Database Development**

The Commission has developed and will maintain the necessary Geographic Information System and database programs to assist in the administration of the non-metallic mining reclamation program. Such programs will include all pertinent mapping and field data collection, Unmanned Aerial System (UAS) operation data, operator contact information, application tracking, permit data, and record-keeping information related to the implementation of the program.

## **Permit Application / Administrative Procedure Development**

The Commission has developed the following materials with input and assistance from the Counties:

- A single application form for submission of new mine reclamation permits.
- An application form for the modification of a permit or reclamation plan.
- An operator's annual report form which contains, at a minimum, the required information set forth in Section 25 of the adopted individual Ordinance.
- Any other written procedures necessary for the coordinated administration of the individual Ordinances and Chapter NR-135.

Additional materials and systems pertaining to the application and permitting process have and will be developed by the Commission as deemed necessary to administer the Ordinance.

## **Ordinance Defined Responsibilities, Authorities, and Tasks**

The essential nature of the services provided herein will involve the Counties contracting with the Commission for staff services related to administering each individual County's Ordinance. Authorities and tasks which are part of the overall NR-135 program requirements, but whose responsibility will remain with the individual Counties, are noted in this section. The Commission will establish additional procedures as necessary to continuously implement the program and to ensure the Counties' compliance with Chapter NR-135. Additionally, the Commission will coordinate all plan reviews and permitting actions with appropriate local and county departments as well as State agencies as necessary.

### **Mine Reclamation Permits**

1. The Commission will accept applications and fees for mine reclamation permits.
2. The Commission will review applications for mine reclamation permit submittals, including a determination of need for a public informational hearing, with respect to the provisions of the Ordinance adopted by the County within which the site lies.
3. The Commission will provide public notice and the opportunity for a public informational hearing as required by the Ordinance for mine reclamation permits. All costs for such hearings will be borne by the Commission. Notices shall be published as a class 1 notice pursuant to s. 985.07(2), Stats., in the official newspaper of the County in which the site resides.

Copies of the notice shall be forwarded by the Commission to the County and the Municipality within which the site lies.

- a) The County or applicable local zoning board.
- b) The County and applicable local planning organization.

- c) The County land conservation officer.
  - d) Owners of land within 300 feet of the boundaries of the parcel or parcels of land on which the site is located. The Counties shall provide the Commission with the necessary property owner information under this section at no cost as needed.
- 4. If the public informational hearing is conducted as part of a local planning or zoning hearing, a representative of the Commission will attend the hearing and provide information pertaining to the reclamation permit application as necessary. The County or local unit of government shall forward testimony to the Commission for consideration prior to reclamation permit issuance. The County or local unit of government shall bear all costs and responsibilities associated with this type of hearing except the cost of the notice requirement.
  - 5. The Commission will make determinations on mine permit applications no sooner than 30 days nor later than 90 days following receipt of the complete reclamation permit application unless a public informational hearing is held, in which case the decision shall be no later than 60 days after completing the public informational hearing.
  - 6. The Commission shall affirm in writing its decision whether to approve each submittal and shall have the authority to issue the non-metallic mining reclamation permit.

#### Expedited Permits

- 7. The Commission will accept applications and annual fees for “expedited” permits.
- 8. The Commission will review the “expedited” permit submittals with respect to the provisions of the Ordinance adopted by the County within which the site lies.
- 9. The Commission shall, upon satisfactory review against the Ordinance criteria, have the authority to issue an “expedited permit” to any transportation related borrow site within 7 days of submittal. The Commission will not collect mine plan review fees, but will charge annual fees for the “expedited” permit.
- 10. The Commission will inform the applicant, in writing, of the estimated date for decision on issuance of the permit. If the applicant then elects not to proceed with the expedited review, the Commission will return the expedited portion of the fee.

#### Permit Issuance Authorities

- 11. The Commission shall have the authority to issue a permit or approve a reclamation plan subject to conditions if needed to assure compliance with the provisions of the Ordinance and Chapter NR-135.
- 12. The Commission shall have the authority to deny an application to issue a non-metallic mining reclamation permit within the time frame for permit issuance based on criteria set forth in the ordinance and NR-135. The Commission shall make this determination in writing and shall contain documentation of reasons for denial.

#### Alternative Requirements

- 13. The Commission will accept an operator’s request for an alternative requirement to the reclamation standards established in the Ordinance.
- 14. The Commission shall have the authority to approve an alternative requirement to the reclamation standards based on the individual County’s recommendation using the process specified in the Ordinance. A Commission representative will attend county related meetings regarding alternative requirement requests. The Counties may submit costs related to such meetings for payment by the Commission using program

revenues. The Commission may require the applicant to reimburse such cost or a portion thereof based on the Commission's discretion.

15. Upon final decision, the Commission shall transmit the decision related to a request for alternative reclamation requirements in writing to the applicant and shall include documentation of why the alternative requirement was or was not approved.
16. The Commission shall provide written notice to the Wisconsin Department of Natural Resources at least 10 days prior to any public hearing on a request for an alternative requirement and shall also provide a copy of any written decision on alternative requirements within 10 days of issuance.

#### Permit Transfers and Modifications

17. The Commission may transfer any non-metallic mining reclamation permit to a new operator upon submittal of proof of financial assurance and a certification in writing by the new permit holder that they will comply with all conditions of the permit. At the time of transfer, the Commission has the authority to modify permit conditions as further outlined in this section. The Commission will make a written determination of all conditions of the permit needed for compliance for each transfer.
18. The Commission will accept permit modification applications and will review modification requests against the standards contained in the individual County Ordinance and Chapter NR-135.
19. The Commission shall have the authority to modify a non-metallic mining reclamation permit if it finds that, due to changing conditions, the non-metallic mining site is no longer in compliance with Chapter NR-135, Wisconsin Administrative Code, or the individual County Ordinance. Such modification shall be by written order modifying the permit and may require the operator to amend or submit new application information, reclamation plan, proof of financial assurance, or other information needed to ensure compliance with Chapter NR-135.

#### Financial Assurance

20. The Commission may develop a standard cost index for reviewing the financial assurance needs for site reclamation.
21. The Commission will provide written notification to the operator of the amount of financial assurance as required by the ordinance after reclamation plan review.
22. The operator shall file a financial assurance with Commission, payable exclusively to the Commission. The amount of financial assurance shall equal as closely as possible the cost to the Commission of hiring a contractor to complete either final reclamation or progressive reclamation according to the approved reclamation plan.
23. The amount of financial assurance shall be reviewed annually by the Commission to assure it equals outstanding reclamation costs. Written notification will be provided to the operator by the Commission regarding any necessary adjustments to the financial assurance.
24. The Commission shall, at its discretion, accept a blend of different options for financial assurance including a lien on the property on which the non-metallic mining site occurs or a combination of financial assurance methods.

### Permit Suspension, Revocation, Orders and Citations

The Commission will not provide services through this Agreement for the direct enforcement of the Counties' individual Ordinances. The Commission will provide enforcement support by immediately reporting a violation(s) of the Ordinance and NR-135 to the County and/or applicable local unit of government and by providing the necessary information and documentation regarding the violation(s).

25. The Commission will provide a written report and recommendation to the County and/or applicable local unit of government immediately upon discovery of any Ordinance violation. The County, upon recommendation by the Commission, may issue orders, special orders suspending or revoking a permit, or issue citations per their authority.
26. The Commission shall assist the Counties as necessary with respect to contested case hearings, should they arise.
27. Costs incurred by the Counties for enforcement related actions will be covered through the mechanisms defined in the Ordinance.
28. Should the County determine that a permit be revoked, the operator shall forfeit the financial assurance it had provided to Commission. The Commission would then use the forfeited financial assurance to reclaim the site to the extent needed to comply with Chapter NR-135 and the ordinance.

### Reclamation Completion

29. The Commission will accept written requests from operators for determination of completed reclamation, shall inspect the site for which reporting of reclamation or interim reclamation has been submitted pursuant to this subsection within 60 days of receipt, and make a certification determination in writing to the operator.
30. The Commission will conduct on-site inspections for completion of site reclamation using quantifiable standards. The Commission shall obtain training and provide their own safety equipment needed to comply with any federal, state, or local laws or regulations controlling persons on the non-metallic mining site.
31. The Commission will prepare a written report of the inspection including necessary documentation.
32. If it is determined that interim or final reclamation is complete, including re-vegetation as specified in the reclamation plan, the Commission shall have the authority to issue a certificate of completion and shall release the financial assurance or appropriately reduce the financial assurance in the case of reclamation of a portion of the mining site. The Commission has the authority to partially release the financial assurance if it determines that compliance with a portion of the reclamation plan has been achieved and requires no waiting period. The Commission will notify each respective County at the time of final certification.
33. The Commission shall be contacted by the operator per the ordinance requirements for any modifications to the financial assurance. The Commission shall review and provide written approval/denial of proposed financial assurance modifications.

### Annual Operator Reporting

34. The Commission shall receive and review annual reports from the operators until non-metallic mining reclamation at the site is certified as complete pursuant to the ordinance and Chapter NR-135 or at the time of final release of financial assurance.

35. Annual reports or inspection records submitted under the ordinance shall be retained by Commission for at least 10 years after the calendar year to which they apply. These records, or complete and accurate copies of them, shall be made available to the Wisconsin Department of Natural Resources upon written request or during its inspection or audit activities.

#### Fee Establishment

Non-Metallic Mining Reclamation Ordinance Fees have been determined by the Counties and the Commission prior to the signing of this Agreement and are to be consistent amongst the individual Counties' Ordinances. The following tasks relate to the periodic review of the fee structure:

36. Counties shall, along with the ordinance, adopt a separate Fee Schedule by reference, to eliminate the need for public hearings (on an ordinance modification) should the need for fee modifications arise.
37. The Commission will monitor program costs as related to fees and recommend to the Counties adjustments to such fees on an annual basis. The Commission will provide each County an updated fee schedule to reflect program costs on an annual basis and shall make the fee schedule publicly available.
38. The Commission shall annually document in writing its estimated program costs and the need for fees to cover program costs. This documentation shall be available for public inspection at Commission offices.
39. If reclamation has already occurred on portions of a non-metallic mining site, the fees for such portions may be submitted with a request that they be held by the Commission pending certification of completed reclamation. Upon such certification, the Commission shall have the authority to refund that portion of the annual fee that applies to the reclaimed areas. If the Commission fails to make a determination within 60 days of the request, it shall refund that portion of the annual fee that applies to the reclaimed areas.
40. The Commission shall distribute fee shares to the WDNR as required by the Ordinance and Chapter NR-135.

#### Regulatory Reporting and Documentation.

41. The Commission shall prepare and send a quarterly report to each County and an annual report to the Wisconsin Department of Natural Resources by March 31<sup>st</sup> containing the required information as identified in the Ordinance and Chapter NR-135 for the previous period's non-metallic mining reclamation program within each County.
42. The Commission shall to the best of its ability maintain the information set forth below and make it available to the Wisconsin Department of Natural Resources for that agency's audit of the Counties' reclamation programs pursuant to Chapter NR-135.
- a) Documentation of compliance with Chapter NR-135, Wisconsin Administrative Code, and this Agreement.
  - b) The procedures employed by the Commission regarding reclamation plan review and the issuance and modification of permits.
  - c) The methods for review of annual reports received from operators.
  - d) The method and effectiveness of fee collection.
  - e) Procedures to accurately forward the Wisconsin Department of Natural Resources' portion of collected fees in a timely fashion.

- f) Methods for conducting on-site compliance inspections and attendant reports, records, and enforcement actions.
- g) Responses to citizen complaints.
- h) The method of and accuracy in determining the amount of the financial assurance obtained from the operator to guarantee reclamation performance.
- i) The maintenance and availability of records.
- j) The number and type of approvals for alternative requirements issued.
- k) The method of determining the success of reclamation in meeting the criteria contained in the reclamation plan and subsequently releasing the financial assurance.
- l) Any changes in local regulations, ordinances, funding and staffing mechanisms or any other factor which might affect the ability of the County or the Commission to implement its non-metallic mining reclamation program under this chapter.
- m) The amount of fees collected in comparison to the amount of money actually expended for non-metallic mining reclamation program administration.
- n) Any other performance criterion necessary to ascertain compliance with Chapter NR-135, Wisconsin Administrative Code.

43. When all final reclamation required by a reclamation plan is completed, the Commission shall have the authority to issue a written statement to the operator of the non-metallic mining site, thereby terminating the reclamation permit.

### **ADDITIONAL ACTIVITIES**

The following activities and their associated costs shall be considered as necessary administrative costs for the purposes of the program fee determination and subsequent fee adjustments.

1. The Commission will provide technical assistance where appropriate to improve compliance with or administration of the Ordinance to the Counties, their local units of government, or non-metallic mining operators within the Counties.
2. The Commission shall also promote the awareness of the Ordinance and its environmental importance through various information and education activities directed at both operators and the general public within the Counties.
3. The Commission may require additional training or continuing education to remain knowledgeable about the non-metallic mining industry and reclamation technologies.

### **LIABILITY & INSURANCE PROVISIONS**

The Commission shall authorize, by resolution, no more than two staff persons that will have the authority to issue permit decisions under this program. Those two staff persons, and the Commission as a whole, shall be covered by appropriate levels of liability insurance as deemed necessary by the effective date of the Agreement, through either the Commission's or Counties' insurance provider.

## **TERMS OF AGREEMENT**

This Agreement shall be effective on \_\_\_\_\_, 2022 and shall terminate upon one of the following conditions:

1. One or more Counties may end participation in the agreement provided that the Commission and other Counties which are part of this Agreement are notified in writing of the termination at least 120 days (four months) prior to becoming effective. The Commission will work with the balance of the Counties to determine if the program is still feasible with the reduction in participants.
2. If two or more of the participating Counties request termination of the Agreement, the Commission may terminate the Agreement. Written notice of the termination will be made to all Counties at least 120 days prior to becoming effective.
3. The Agreement may be terminated upon the unanimous decision of all Counties which are part of this Agreement and the Commission.
4. The Commission may choose to terminate the Agreement at any time provided that the Commission notifies all Counties in writing at least 120 days (four months) prior to becoming effective.

Modifications and updates to the Agreement may be sought from time to time by one or more of the Counties and/or the Commission. The Commission and the Counties may only make modifications to the Agreement upon the mutual consent of all parties.

Should individual units of government (towns, villages, cities) within these counties develop and adopt their own non-metallic mining reclamation program and ordinance under Chapter NR-135 after the approval of this agreement, the Commission shall defer all responsibilities for activities and authorities under this agreement to the local unit of government for such sites. In doing so, adjustments may be necessary to the fee structure depending on the number of sites removed from the regional program.

Additional Counties may be added to this agreement at a later date subject to the review and approval of all signatories of this agreement. In addition, the Commission shall pass a resolution in order to add any additional Counties to the Agreement.



## EAST CENTRAL WISCONSIN REGIONAL PLANNING COMMISSION:

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Jeff Nooyen, Chair  
East Central Wisconsin Regional Planning Commission

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Melissa Kraemer Badtke, Executive Director  
East Central Wisconsin Regional Planning Commission

## COUNTIES:

---

Alice Connors, Chair  
Calumet County

---

Jeff Nooyen, Chair  
Outagamie County

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Tom Kautza, Chair  
Shawano County

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Dick Koeppen, Chair  
Waupaca County

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Winnebago County, Chair

# Agenda Item Report



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

DATE: March 22, 2022

FROM: Jerry Bougie, Director of Planning and Zoning

RE: Committee review and action on resolution and accompanying agreement authorizing Winnebago County to enter into an updated agreement with East Central Regional Planning Commission to administer state mandated requirements of NR-135, Wisconsin Administrative Code, and the required County Non-metallic Mining Ordinance.

## **General Description:**

This is a contractual renewal and update to a long-standing (since July 2001) multi-county cooperative agreement with East Central Regional Planning Commission (ECRPC) to administer state mandated requirements for Non-metallic Mining reclamation (Quarry) operations.

## **Action Requested:**

Motion to approve resolution and accompanying agreement authorizing Winnebago County to enter into an agreement with the ECRPC to administer the state-mandated requirements of Wisconsin Administrative Code NR-135 and the related County Non-metallic Mining ordinance.

## **Procedural Steps:**

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

Committee of Jurisdiction: <u>Planning &amp; Zoning</u>	Meeting date: <u>April 8, 2022</u>
Action taken: <u>Passed</u>	Vote: <u>4-0</u>
Other Committee: _____	Meeting date: _____
Action taken: _____	Vote: _____
County Board <u>X</u>	Meeting date: <u>April 26, 2022</u>

## **Background:**

This is a State mandated program under Chapter 295, Wis. Stats., and NR-135, Wisconsin Administrative Code. It requires all Counties in the state to administer and enforce uniform standards for reclamation activities on Non-metallic mining (Quarry) sites. This mandate is codified in Chapter 20, Winnebago County General Code. In 2001, five Counties in the East Central Regional Planning area (i.e. Winnebago, Outagamie, Calumet, Shawano and Waupaca) entered into a cooperative agreement with ECRPC to have that agency administer each County's Non-metallic mining program and ordinance. ECRPC employed a Quarry Reclamation Specialist to effectively administer the Non-metallic program for each county which allowed for significant cost and staffing resource savings for each County. Over the past 21 years, East Central staff has provided quality, efficient and professional administration of the NR-135 program for the Counties under the agreement. After 21 years, renewal of the agreement has now become necessary to update the agreement to current times.

## **Policy Discussion:**

Administering the NR-135 program standards requires specialized expertise and staffing that many Counties do not have, including Winnebago County. Therefore, instead of all five counties having to

provide their own staffing and related costs to administer the NR-135 mandates, the Counties gain significant cost savings, efficiencies and savings on staffing resources by entering into the cooperative agreement with ECRPC to ensure the NR-135 program mandates are met and carried out effectively. ECRPC employs a full-time Reclamation Specialist that serves the five County area under the agreement. Some elements of the original agreement have become out-of-date and require updating, such as provisions for GIS information, removal of start-up language, updated permitting procedures and provisions for Counties that may decide to withdraw from the agreement. These provisions have been updated in the newly proposed agreement.

**Fiscal Note:** There is no cost to the County for participating in the cooperative agreement. Pursuant to State Law (Ch 295 and NR-135) the program is self-funded by the quarry operators based on the active acres being mined. The annual per acre fee is derived by ECRPC on an annual basis for each County to ensure the costs to administer the program for that year are completely covered. The County Planning and Zoning Committee subsequently reviews and adopts the per acre fee and related budget submitted by ECRPC for each given year.

**Attachments:**

Draft Resolution and updated agreement.

1 45-042022

2  
3 **RESOLUTION: Authorize the Winnebago County Sheriff's Office to Accept a Homeland**  
4 **Security Program Grant Award for Ballistic Shields**

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

8 **WHEREAS**, the Winnebago County Sheriff's Office has received a grant from The Department of Military  
9 Affairs (DMA), Homeland Security Program, in the amount of \$6,500; and

10 **WHEREAS**, the Winnebago County Sheriff's Office Multi-Jurisdictional SWAT Team will utilize this funding to  
11 purchase ballistic shields capable of protecting officers and/or the general public from threats of harm during tactical  
12 incidents; and

13 **WHEREAS**, the ballistic shields will be available to all properly trained SWAT Team members at any time  
14 that its use appears necessary for safe resolution of an incident.

15  
16 **NOW, THEREFORE, BE IT RESOLVED** by the Winnebago County Board of Supervisors that it hereby  
17 authorizes the Winnebago County Sheriff's Office to accept a Homeland Security Program grant from the Department  
18 of Military Affairs for Ballistic Shields.

19  
20 **Fiscal Impact:** The equipment expense budget and the intergovernmental revenue budget for the Sheriff's Office  
21 will each be increased by \$6,500. No additional tax levy or fund balance usage will be required.

22  
23 Respectfully submitted by:

24 **JUDICIARY AND PUBLIC SAFETY COMMITTEE**

25 Committee Vote: **5-0**

26 Respectfully submitted by:

27 **PERSONNEL AND FINANCE COMMITTEE**

28 Committee Vote: **5-0**

29 Vote Required for Passage: **Majority of Those Present**

30  
31 Approved by the Winnebago County Executive this \_\_\_\_ day of \_\_\_\_\_, 2022.

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

**DEPARTMENT OF MILITARY AFFAIRS**  
**Homeland Security Program**  
**Grant Summary Sheet**

Recipient or Unit of Government: **Winnebago County**

Project Name: **Homeland Security - WEM/HS ALERT SWAT Ballistic Shields 2021**

Address: **Winnebago County Sheriff's Department, 4311 Jackson Street, Oshkosh, Wisconsin 54901-9760**

Project Director: **Darin Rice**

Phone number: **920-236-7335**

Signing Official: **Jon Doemel, County Executive, Winnebago County, 112 Otter Street, Oshkosh, Wisconsin 54901**

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Amount of Award: **\$6,500**

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**SUMMARY OF GRANT:**

The Winnebago County Sheriff's Office Multi-Jurisdictional SWAT Team will utilize this funding to purchase a ballistic shield capable of protecting officers and/or the general public from threats of harm during tactical incidents. The ballistic shield will be available to all properly trained SWAT Team members at any time that its use appears necessary for safe resolution of an incident.

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Program contact: **Rod Stearns (608) 381-8010**

Fiscal contact: **Rebecca Thompson (608) 242-3236**

**SHERIFF**

DEPARTMENT NAME

ACCOUNT NUMBER

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

2022/03/522



State of Wisconsin  
Tony Evers, Governor



Department of Military Affairs  
Paul E. Knapp, Adjutant General

Office of the Adjutant General  
2400 Wright Street · P.O. Box 14587 · Madison, WI 53708-0587

**FY'21 HOMELAND SECURITY PROGRAM GRANT AWARD**  
**Homeland Security - WEM/HS ALERT SWAT Ballistic Shields 2021**  
**2021-HSW-02A-12787**

The Department of Military Affairs (DMA), hereby awards to **Winnebago County**, (hereinafter referred to as the **Recipient**), the amount of **\$6,500** for programs or projects pursuant to the federal Homeland Security Grant Program.

This grant may be used until **September 30, 2022** for the programs consistent with the budget and general conditions in Attachment A, subject to any limitations or conditions set forth in Attachments B and/or C, if included.

The Recipient shall administer the programs or projects for which this grant is awarded in accordance with the applicable rules, regulations, and conditions of the Department of Military Affairs. The submitted application is hereby incorporated as reference into this award.

*This grant shall become effective, and funds may be obligated (unless otherwise specified in Attachments A and/or B) when the Recipient signs and returns one copy of this grant award to the Department of Military Affairs.*

**PAUL E. KNAPP**

Major General  
Wisconsin National Guard  
The Adjutant General

BY: 

**GREG ENGLE**

Acting Administrator  
Wisconsin Emergency Management

3/1/2022

Date

The Recipient, **Winnebago County**, hereby signifies its acceptance of the above-described grant on the terms and conditions set forth above or incorporated by reference therein.

RECIPIENT: **Winnebago County**

BY: \_\_\_\_\_

NAME: **Jon Doemel**

TITLE: **County Executive**

Date \_\_\_\_\_



**DEPARTMENT OF MILITARY AFFAIRS**  
**ATTACHMENT B**  
**Award Special Conditions**

1. All personnel who utilize equipment purchased with funds from this grant must receive training either through the equipment vendor or other competent source specific to that piece of equipment before it is put into service. The sub-recipient is required to maintain proper training records.
2. Emergency response capabilities developed using these grant funds must be made available to other emergency response agencies regionally, as may be required for incident response purposes.
3. Equipment shall be maintained and available to use as intended by the grant for the duration of its useful life. The sub-recipient is required to maintain proper equipment records. Sub-recipient seeking to dispose or transfer ownership of equipment must contact Wisconsin Emergency Management (WEM) Homeland Security Staff to obtain the Homeland Security Equipment Disposition Form, and further directions. If approved, the sub-recipient must maintain records of any equipment disposal or transfer of ownership. Any proceeds from the sale of equipment at or near the end of its useful life will be considered program revenue and must be reinvested into eligible homeland security expenses.
4. Agencies that accept funding are responsible for all sustainment costs.
5. Agencies accepting funding understand that equipment is intended to support regional law enforcement response efforts with ALERT. In the event that an agency is separated from the ALERT program, all equipment must be surrendered or transferred as directed by the ALERT Executive Committee.
6. Recipients and sub recipients shall use their own procurement standards and regulations, provided that the procurement conforms to applicable Federal law and the standards identified in the Procurement Standards Sections of 2 CFR § 200.318-326.
7. Grant modification must be approved by Wisconsin Emergency Management (WEM) in order to be considered. The applicant must be current with WEM Fiscal and Program Reports in Egrants for modification to be consideration. Grant modifications will not be granted unless applicant provides a compelling reason.
8. SAM.gov Requirement – Pursuant to 2 CFR Part 25.200, the applicant must be registered in the System for Award Management (SAM.gov) prior to submitting an application for federal funds and they must certify that they will maintain an active SAM registration at all times during which it has an active federal award.

\_\_\_\_ INITIAL HERE



floodplains in accordance with EO 11988; (c) assurance of project consistency with the approved State management program developed under the Coastal Zone Management Act of 1972 (16 U.S.C. §§1451 et seq.); (f) conformity of Federal actions to State (Clean Air) Implementation Plans under Section 176(c) of the Clean Air Act of 1955, as amended (42 U.S.C. §§7401 et seq.); (g) protection of underground sources of drinking water under the Safe Drinking Water Act of 1974, as amended (P.L. 93-523); and, (h) protection of endangered species under the Endangered Species Act of 1973, as amended (P.L. 93-205).

12. Will comply with the Wild and Scenic Rivers Act of 1968 (16 U.S.C. §§1271 et seq.) related to protecting components or potential components of the national wild and scenic rivers system.
13. Will assist the awarding agency in assuring compliance with Section 106 of the National Historic Preservation Act of 1966, as amended (16 U.S.C. §470), EO 11593 (identification and protection of historic properties), and the Archaeological and Historic Preservation Act of 1974 (16 U.S.C. §§469a-1 et seq.).
14. Will comply with P.L. 93-348 regarding the protection of human subjects involved in research, development, and related activities supported by this award of assistance

15. Will comply with the Laboratory Animal Welfare Act of 1966 (P.L. 89-544, as amended, 7 U.S.C. §§2131 et seq.) pertaining to the care, handling, and treatment of warm blooded animals held for research, teaching, or other activities supported by this award of assistance.
16. Will comply with the Lead-Based Paint Poisoning Prevention Act (42 U.S.C. §§4801 et seq.) which prohibits the use of lead-based paint in construction or rehabilitation of residence structures
17. Will cause to be performed the required financial and compliance audits in accordance with the Single Audit Act Amendments of 1996 and OMB Circular No. A-133, "Audits of States, Local Governments, and Non-Profit Organizations."
18. Will comply with all applicable requirements of all other Federal laws, executive orders, regulations, and policies governing this program.
19. Will comply with the requirements of Section 106(g) of the Trafficking Victims Protection Act (TVPA) of 2000, as amended (22 U.S.C. 7104) which prohibits grant award recipients or a sub-recipient from (1) Engaging in severe forms of trafficking in persons during the period of time that the award is in effect (2) Procuring a commercial sex act during the period of time that the award is in effect or (3) Using forced labor in the performance of the award or subawards under the award

SIGNATURE OF AUTHORIZED CERTIFYING OFFICIAL		TITLE <b>County Executive</b>	
APPLICANT ORGANIZATION <b>Winnebago County</b>			DATE SUBMITTED

# Agreement Articles for Federal Fiscal Year 2022 Homeland Security Awards

## **Article I - Summary Description of Award**

The purpose of the FY 2021 HSGP is to support state and local efforts to prevent terrorism and other catastrophic events and to prepare the Nation for the threats and hazards that pose the greatest risk to the security of the United States. The HSGP provides funding to implement investments that build, sustain, and deliver the 32 core capabilities essential to achieving the National Preparedness Goal of a secure and resilient Nation. Among the five basic homeland security missions noted in the DHS Quadrennial Homeland Security Review, HSGP supports the goal to Strengthen National Preparedness and Resilience. The building, sustainment, and delivery of these core capabilities are not exclusive to any single level of government, organization, or community, but rather, require the combined effort of the whole community. This HSGP award consists of State Homeland Security Program (SHSP) funding in the amount of \$4,602,500. This grant program funds a range of activities, including planning, organization, equipment purchase, training, exercises, and management and administration across all core capabilities and mission areas.

## **Article II - Limited English Proficiency (Civil Rights Act of 1964, Title VI)**

Recipients must comply with Title VI of the Civil Rights Act of 1964, (42 U.S.C. section 2000d et seq.) prohibition against discrimination on the basis of national origin, which requires that recipients of federal financial assistance take reasonable steps to provide meaningful access to persons with limited English proficiency (LEP) to their programs and services. For additional assistance and information regarding language access obligations, please refer to the DHS Recipient Guidance: <https://www.dhs.gov/guidance-published-help-department-supported-organizations-provide-meaningful-access-people/limited> and additional resources on <http://www.lep.gov>.

## **Article III - Universal Identifier and System of Award Management**

Recipients are required to comply with the requirements set forth in the government-wide financial assistance award term regarding the System for Award Management and Universal Identifier Requirements located at 2 C.F.R. Part 25, Appendix A, the full text of which is incorporated here by reference.

## **Article IV - Americans with Disabilities Act of 1990**

Recipients must comply with the requirements of Titles I, II, and III of the Americans with Disabilities Act, Pub. L. No. 101-336 (1990) (codified as amended at 42 U.S.C. sections 12101- 12213), which prohibits recipients from discriminating on the basis of disability in the operation of public entities, public and private transportation systems, places of public accommodation, and certain testing entities.

## **Article V - SAFECOM**

Recipients receiving federal financial assistance awards made under programs that provide emergency communication equipment and its related activities must comply with the SAFECOM Guidance for Emergency Communication Grants, including provisions on technical standards that ensure and enhance interoperable communications.

## **Article VI - Rehabilitation Act of 1973**

Recipients must comply with the requirements of Section 504 of the Rehabilitation Act of 1973, Pub. L. 93-112 (1973), (codified as amended at 29 U.S.C. section 794,) which provides that no otherwise qualified handicapped individuals in the United States will, solely by reason of the handicap, be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any program or activity receiving federal financial assistance.

## **Article VII - National Environmental Policy Act**

Recipients must comply with the requirements of the National Environmental Policy Act of 1969 (NEPA), Pub. L. 91-190 (1970) (codified as amended at 42 U.S.C. section 4321 et seq.) and the Council on Environmental Quality (CEQ) Regulations for Implementing the Procedural Provisions of NEPA, which require recipients to use all practicable means within their authority, and consistent with other essential considerations of national policy, to create and maintain conditions under which people and nature can exist in productive harmony and fulfill the social, economic, and other needs of present and future generations of Americans.

## **Article VIII - Acknowledgement of Federal Funding from DHS**

Recipients must acknowledge their use of federal funding when issuing statements, press releases, requests for proposal, bid invitations, and other documents describing projects or programs funded in whole or in part with federal funds.

## **Article IX - USA PATRIOT Act of 2001**

Recipients must comply with requirements of Section 817 of the Uniting and Strengthening America by Providing Appropriate Tools Required to Intercept and Obstruct Terrorism Act of 2001 (USA PATRIOT Act), Pub. L. No. 107-56, which amends 18 U.S.C. sections 175-175c.

## **Article X - Age Discrimination Act of 1975**

Recipients must comply with the requirements of the Age Discrimination Act of 1975, Pub. L. No. 94-135 (1975) (codified as amended at Title 42, U.S. Code, section 6101 et seq.), which prohibits discrimination on the basis of age in any program or activity receiving federal financial assistance.

## **Article XI - Civil Rights Act of 1964 - Title VI**

Recipients must comply with the requirements of Title VI of the Civil Rights Act of 1964 (codified as amended at 42 U.S.C. section 2000d et seq.), which provides that no person in the United States will, on the grounds of race, color, or national origin, be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any program or activity receiving federal financial assistance. DHS implementing regulations for the Act are found at 6 C.F.R. Part 21 and 44 C.F.R. Part 7.



The DHS Office for Civil Rights and Civil Liberties will consider, in its discretion, granting an extension if the recipient identifies steps and a timeline for completing the tool. Recipients should request extensions by emailing the request to [CivilRightsEvaluation@hq.dhs.gov](mailto:CivilRightsEvaluation@hq.dhs.gov) prior to expiration of the 30-day deadline.

#### **Article XXI - Best Practices for Collection and Use of Personally Identifiable Information**

Recipients who collect personally identifiable information (PII) are required to have a publicly available privacy policy that describes standards on the usage and maintenance of the PII they collect. DHS defines PII as any information that permits the identity of an individual to be directly or indirectly inferred, including any information that is linked or linkable to that individual. Recipients may also find the DHS Privacy Impact Assessments:

Privacy Guidance at [http://www.dhs.gov/xlibrary/assets/privacy/privacy\\_pia\\_guidance\\_june2010.pdf](http://www.dhs.gov/xlibrary/assets/privacy/privacy_pia_guidance_june2010.pdf) and Privacy Template at [https://www.dhs.gov/sites/default/files/publications/privacy\\_pia\\_template\\_2017.pdf](https://www.dhs.gov/sites/default/files/publications/privacy_pia_template_2017.pdf) as useful resources respectively.

#### **Article XXIII - Debarment and Suspension**

Recipients are subject to the non-procurement debarment and suspension regulations implementing Executive Orders (E.O.) 12549 and 12689, which are at 2 C.F.R. Part 180 as adopted by DHS at 2 C.F.R. Part 3000. These regulations restrict federal financial assistance awards, subawards, and contracts with certain parties that are debarred, suspended, or otherwise excluded from or ineligible for participation in federal assistance programs or activities.

#### **Article XXIV - Activities Conducted Abroad**

Recipients must ensure that project activities carried on outside the United States are coordinated as necessary with appropriate government authorities and that appropriate licenses, permits, or approvals are obtained.

#### **Article XXV - Energy Policy and Conservation Act**

Recipients must comply with the requirements of the Energy Policy and Conservation Act, Pub. L. 94- 163 (1975) (codified as amended at 42 U.S.C. section 6201 et seq.), which contain policies relating to energy efficiency that are defined in the state energy conservation plan issued in compliance with this Act.

#### **Article XXVI - Procurement of Recovered Materials**

States, political subdivisions of states, and their contractors must comply with Section 6002 of the Solid Waste Disposal Act, Pub. L. 89-272 (1965), (codified as amended by the Resource Conservation and Recovery Act, 42 U.S.C. section 6962.) The requirements of Section 6002 include procuring only items designated in guidelines of the Environmental Protection Agency (EPA) at 40 C.F.R. Part 247 that contain the highest percentage of recovered materials practicable, consistent with maintaining a satisfactory level of competition.

#### **Article XXVII - Homeland Security Grant Program Performance Goal**

In addition to the Biannual Strategy Implementation Report (BSIR) submission requirements outlined in the Preparedness Grants Manual, recipients must demonstrate how the grant-funded project addressed the core capability gap associated with this project and identified in the Threat and Hazard Identification and Risk Analysis (THIRA) or Stakeholder Preparedness Review (SPR) or sustains existing capabilities as applicable. The capability gap reduction must be addressed in the Project Description of the BSIR for each project.

#### **Article XXIX - Prior Approval for Modification of Approved Budget**

Before making any change to the FEMA approved budget for this award, you must request prior written approval from FEMA where required by 2 C.F.R. section 200.308. FEMA is also utilizing its discretion to impose an additional restriction under 2 C.F.R. section 200.308(f) regarding the transfer of funds among direct cost categories, programs, functions, or activities. Therefore, for awards with an approved budget where the federal share is greater than the simplified acquisition threshold (currently \$250,000), you may not transfer funds among direct cost categories, programs, functions, or activities without prior written approval from FEMA where the cumulative amount of such transfers exceeds or is expected to exceed ten percent (10%) of the total budget FEMA last approved. You must report any deviations from your FEMA approved budget in the first Federal Financial Report (SF-425) you submit following any budget deviation, regardless of whether the budget deviation requires prior written approval.

#### **Article XXX - Hotel and Motel Fire Safety Act of 1990**

In accordance with Section 6 of the Hotel and Motel Fire Safety Act of 1990, 15 U.S.C. section 2225a, recipients must ensure that all conference, meeting, convention, or training space funded in whole or in part with federal funds complies with the fire prevention and control guidelines of the Federal Fire Prevention and Control Act of 1974, (codified as amended at 15 U.S.C. section 2225.)

#### **Article XXXI - Duplication of Benefits**

Any cost allocable to a particular federal financial assistance award provided for in 2 C.F.R. Part 200, Subpart E may not be charged to other federal financial assistance awards to overcome fund deficiencies; to avoid restrictions imposed by federal statutes, regulations, or federal financial assistance award terms and conditions; or for other reasons. However, these prohibitions would not preclude recipients from shifting costs that are allowable under two or more awards in accordance with existing federal statutes, regulations, or the federal financial assistance award terms and conditions.

**Article XXXII - Fly America Act of 1974** Recipients must comply with Preference for U.S. Flag Air Carriers (air carriers holding certificates under 49 U.S.C. section 41102) for international air transportation of people and property to the extent that such service is available, in accordance with the International Air Transportation Fair Competitive Practices Act of 1974, 49 U.S.C. section 40118, and the interpretative guidelines issued by the Comptroller General of the United States in the March 31, 1981, amendment to Comptroller General Decision B-138942.

#### **Article XXXIII - Reporting of Matters Related to Recipient Integrity and Performance**

If the total value of any currently active grants, cooperative agreements, and procurement contracts from all federal awarding agencies exceeds \$10,000,000 for any period of time during the period of performance of this federal award, then the recipients must comply with the requirements set

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As the duly authorized representative, I hereby certify that the recipient will comply with the above certifications and conditions.

Recipient Name and Address: Winnebago County, 112 Otter Street, Oshkosh, WI 54901

HS ALERT SWAT Ballistic Shields 2021

Application Number and Project Name

Jon Doemel, County Executive

Typed Name of Authorized Representative

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

**NOTE: The original signature of the chief executive is required.  
Substitute signing or stamping is not accepted.**

**Notice of Funding Opportunity**

**HS ALERT SWAT Ballistic Shields 2021**

**Applications must be submitted through  
Egrants on or before February 28, 2022**

**Unique Entity Identifier and System for Award Management (SAM):**

All applicants for this grant opportunity must be registered in SAM before submitting an application; and continue to maintain an active SAM registration with current information at all times during the period of performance for the grant.

WEM's website has a helpful guide for SAM registration.

[https://dma.wi.gov/DMA/divisions/wem/egrants/How to Register in SAM.GOV.pdf](https://dma.wi.gov/DMA/divisions/wem/egrants/How_to_Register_in_SAM.GOV.pdf)

**WEM cannot award a grant until the applicant has complied with all applicable DUNS and SAM requirements.**



## **Notice of Funding Opportunity: HS ALERT SWAT Ballistic Shield 2021**

### **Application Components**

Through Egrants, you will provide WEM with detailed information about your project that will be used to make a funding decision. Questions on what is expected in each section can be directed to the Program Manager listed on page one of this document.

Information provided in this application may be cited in WEM reports or press releases and will likely be used in reports to federal funding agencies or other stakeholders. Plain language that clearly describes the intent of the project is most effective.

#### **1. Main Summary**

This page asks for information about your agency and the individuals responsible for the application and grant award. When identifying individuals involved in this grant, you may not list the same person as project director and financial officer. The financial officer is the individual responsible for financial activities in your organization while the project director will be overseeing project operations. An Alternate contact may be added to the application. This person is one that can and should access the application to complete required tasks such as modifications and reports, in the absence of the Project Director. This person should have knowledge of the project and authority to speak on behalf of the organization in the absence of the Project Director. If possible, we encourage the Project Director to list an alternate on the grant.

- The Signatory is the highest elected official. (Example: Mayor, County Board Chair, Tribal Chair, etc.) For a non-profit this would be the Board President
- The Financial Officer – Person at the applicant agency who is responsible for financial reporting.
- The Project Director – Person at the applicant agency who is responsible for the project and for programmatic reporting.
- An Alternate contact may be added to the application. This person is one that can and should access the application to complete required tasks such as modifications and reports, in the absence of the Project Director. This person should have knowledge of the project and authority to speak on behalf of the organization in the absence of the Project Director. If possible, we encourage the Project Director to list an alternate on the grant.

In the Brief Project Description text box, please describe your project. A suggested format is included for your convenience:

“Funds will be used by the (your agency name and others involved in the project) to (describe what funds will be used for and who will be involved). The (what - equipment, training, project, pilot, etc.) will (describe the specific goals you hope to achieve – how will the project or equipment improve safety in Wisconsin?)”

There are many required fields on this page so if you encounter problems, please check online help by clicking the floating HELP button.

3. **Equipment Maintenance and Disposal**  
Equipment shall be maintained and available to use as intended by the grant for the duration of its useful life. The sub-recipient is required to maintain proper equipment records. Sub-recipient seeking to dispose or transfer ownership of equipment must contact Wisconsin Emergency Management (WEM) Homeland Security Staff to obtain the Homeland Security Equipment Disposition Form, and further directions. If approved, the sub-recipient must maintain records of any equipment disposal or transfer of ownership. Any proceeds from the sale of equipment at or near the end of its useful life will be considered program revenue and must be reinvested into eligible homeland security expenses.
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Agencies that accept funding are responsible for all sustainment costs.
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Agencies accepting funding understand that equipment is intended to support regional law enforcement response efforts with ALERT. In the event that an agency is separated from the ALERT program, all equipment must be surrendered or transferred as directed by the ALERT Executive Committee.
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Recipients and sub recipients shall use their own procurement standards and regulations, provided that the procurement conforms to applicable Federal law and the standards identified in the Procurement Standards Sections of 2 CFR § 200.318-326.
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Grant modification must be approved by Wisconsin Emergency Management (WEM) in order to be considered. The applicant must be current with WEM Fiscal and Program Reports in Egrants for modification to be consideration. Grant modifications will not be granted unless applicant provides a compelling reason.
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SAM.gov Requirement – Pursuant to 2 CFR Part 25.200, the applicant must be registered in the System for Award Management (SAM.gov) prior to submitting an application for federal funds and they must certify that they will maintain an active SAM registration at all times during which it has an active federal award.