

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

Office of the County Clerk, August 8, 2023.

The Board met pursuant to adjournment, and was called to order by Chairperson Nooyen at 7:00 p.m. by teleconference.

ROLL CALL: 29 present, 7 absent. Members present: Thompson, Miller, Smith, Patience, Gabrielson, Konetzke, Hammen, Lawrence, Lamers, Ferguson, Hermes, MacDonald, Croatt, Spears, Cooke, Santonato, Cuff, Hagen, Klemp, Nooyen, Weinberg, Culbertson, Winterfeldt, Nejedlo, Clegg, Thyssen, VanderHeiden, Koury, and Lautenschlager. Members Absent: Krueger, McCabe, Wegand, Schroeder, Thiede, Monfils, and Rettler.

The Board Chairperson requested the Board's confirmation to excuse Supervisor Thiede, Supervisor Schroeder, Supervisor Monfils, and Supervisor Rettler. No objections; so ordered.

MINUTES OF THE JULY 11, 2023 COUNTY BOARD MEETING

Supervisor Smith moved, seconded by Supervisor Croatt, to approve the minutes of the July 11, 2023, County Board meeting.

VOICE VOTE CARRIED WITH TWENTY-FIVE (25) YES AND FOUR (4) ABSTENTIONS (THYSSEN, MILLER, LAMERS, FERGUSON). MINUTES OF THE JULY 11, 2023, COUNTY BOARD MEETING ARE APPROVED.

SPECIAL ORDER OF BUSINESS

2022 County Audit Presentation - Jake Lenell, Principal and Elizabeth McMasters, Director – State and Local Government, CliftonLarsonAllen (CLA)

Jake Lenell, Principal with CliftonLarsonAllen (CLA) introduced himself and Elizabeth McMasters, Director. Mr. Lenell has over 21 years of experience working with county governments.

Mr. Lenell provided some highlights from the information that was previously shared with the Finance Committee in regards to the 2022 financial audit.

- Outagamie County received an unmodified “clean” opinion, which is the highest level of assurance that CLA provides, as a third party review.
- The Governance Letter and the results within the Governance Letter were previously shared with the Finance Committee as well. This is a report on the audit procedures and required guidance as it pertains to performing procedures within AICPA guidelines.
- Items of interest were new accounting standards. There were new reporting standards pertaining to leases. That information was properly captured in the 2022 financial statements.
- The Management Letter provides best practice recommendations.
  - o Capital outlay / capital asset reconciliations: recommendations have already been implemented. The process hasn’t changed, just some recommendations were provided for going forward. With staff turnover there is a learning curve for the financial statement package.

In addition to the historical information that is reviewed, CLA reviews the future and what to expect for future audit planning.

- Grant funding – continues to be an area of focus. This is not only from an audit standpoint, but from an operational standpoint where there are strong internal controls that the County has on the structure and the process for these new dollars.
- There will be new standards required for reporting on software use. These new reporting standards will pertain to subscriptions that the County participates in.

Paula Van De Leygraaf, Emergency Management Director, will give a high-level overview of the Emergency Response Plan

Emergency Management updates the Emergency Response Plan every year. It is available on the County website under Emergency Management on the Departments page. The 2023 Emergency Response Plan will be available online shortly.

There will be some major renovations to the plan during the next two years. The County will be transitioning to a different model for EOC operations. The County will be switching to an incident support model function, which will better suit the needs of our local municipalities and broaden outreach.

The County plan does mirror the State plan. Under each of the emergency support functions, the plan identifies the roles and responsibilities for both primary and supporting agencies. In a given emergency, not all of the emergency functions need to be activated. Activation depends on the circumstances of the given emergency.

The four phases of emergency management are mitigation, preparedness, response, and recovery. There are tasks pertaining to each phase. Not all tasks are relevant for each emergency, but these tasks are a nice reminder to not overlook an important task.

At the local level, local municipalities are encouraged to have a local emergency response plan in place and to keep it current. The County will be working closely with local municipalities to make sure plans are in place, kept current, and will identify which municipalities will defer to the County for services for parts of their plan.

While working directly with local municipalities, the County Emergency Management department also hopes to identify areas where there may be gaps or needs for additional training.

The goal is for the County emergency response plan to mirror the State emergency response plan and then the local municipality emergency response plans to mirror the County emergency response plan.

ESTABLISH ORDER OF THE DAY

Chairperson Nooyen reported the request to have all Appointments, Ordinances, and Resolutions that are on the agenda locked in at the meeting.

Chairperson Nooyen asked for unanimous consent to handle all reconsiderations and lock ins at the end of the meeting as noted. No objections; so ordered.

COMMUNICATIONS - Communication Referral List (included in the packet).

Chairperson Nooyen summarized the following communications:

- The County Executive's Report is in Drop Box.
- The County Board will have a second meeting during the month of August. This meeting will be held virtually on August 22, 2023 at 7:00 p.m.

PUBLIC PARTICIPATION IS LIMITED TO ONLY MATTERS LISTED ON THE AGENDA AND FOR A TOTAL OF FIFTEEN MINUTES WHICH MAY BE EXTENDED TO 30 MINUTES AT THE DISCRETION OF THE CHAIR. –

Jim Sehloff, representing Davel Engineering & Environmental, 1164 Province Terrace, Menasha – spoke in favor of Ordinance No. Z-3—2023-24 and Ordinance No. Z-4—2023-24.

APPOINTMENTS

County Executive Nelson nomination for appointment of Alison Bong as Finance Director.

The Finance Director appointment is being held in committee.

County Executive Nelson nomination for appointment of Carina Strebelski and reappointment of Thomas Nelson to the Criminal Justice Coordinating Council; said terms expiring April 30, 2024.

Supervisor Patience moved, seconded by Supervisor Thompson for confirmation of the above-listed appointment and reappointment.

VOICE VOTE CARRIED UNANIMOUSLY. CARINA STREBELINSKI IS APPOINTED AND THOMAS NELSON IS REAPPOINTED TO THE CRIMINAL JUSTICE COORDINATING COUNCIL.

County Executive Nelson nomination for reappointment of Harold Steenbock to the Board of Adjustment Zoning Ordinance; said term expiring June 30, 2026.

Supervisor Santonato moved, seconded by Supervisor VanderHeiden for confirmation of the above-listed reappointment.

VOICE VOTE CARRIED UNANIMOUSLY. HAROLD STEENBOCK IS REAPPOINTED TO THE BOARD OF ADJUSTMENT ZONING ORDINANCE.

County Executive Nelson nomination for reappointment of Jennifer Edmondson to the Administrative Review Appeals Board; said term expiring May, 2024.

Supervisor MacDonald moved, seconded by Supervisor Klemp for confirmation of the above-listed reappointment.

VOICE VOTE CARRIED UNANIMOUSLY. JENNIFER EDMONDSON IS REAPPOINTED TO THE ADMINISTRATIVE REVIEW APPEALS BOARD.

County Executive Nelson nomination for appointment of Isaac Uitenbroek and reappointments for Michael Morman, Brad Bastian, Jeff Dietzen, Jeremy Freund, Terri Lison, Tom Rooney, Sarah Van Camp, Julie Vanden Acker, Brea Vang, Terry Van Hout, and Trent Woelfel to the Land Information Council; said terms expiring April, 2025.

Supervisor Lautenschlager moved, seconded by Supervisor Cuff for confirmation of the above-listed appointment and reappointments.

VOICE VOTE CARRIED UNANIMOUSLY. ISAAC UITENBROEK IS APPOINTED AND MICHAEL MORMAN, BRAD BASTIAN, JEFF DIETZEN, JEREMY FREUND, TERRI LISON, TOM ROONEY, SARAH VAN CAMP, JULIE VANDEN ACKER, BREA VANG, TERRY VAN HOUT AND TRENT WOELFEL ARE REAPPOINTED TO THE LAND INFORMATION COUNCIL.

UNFINISHED BUSINESS– None.

NEW BUSINESS

Resolution No. Z-3—2023-24 – Agriculture, Extension Education, Zoning and Land Conservation Committee. Approve the rezone request for the Coenen Family Revocable Trust and Ruby Coenen Survivor Trust, for parcel 101084000, 12.82 acres, from the General Agriculture District to the Industrial District to accommodate the development of industrial flex-space buildings in the Town of Grand Chute, as noted on the resolution and attachments.

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

VOICE VOTE CARRIED UNANIMOUSLY. RESOLUTION NO. Z-3—2023-24 IS ADOPTED.

Ordinance No. Z-2—2023-24 – Agriculture, Extension Education, Zoning, and Land Conservation Committee. Approve to adopt the petition of Cynthia Bungert, property owner, for parcel 080097200, from the Residential Single-Family District to Residential Two-Family District in the Town of Ellington, as detailed on the ordinance and attachments.

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

Supervisor Lautenschlager made a motion to refer back to committee, seconded by Supervisor VanderHeiden.

VOICE VOTE CARRIED UNANIMOUSLY. ORDINANCE NO. Z-2—2023-24 IS REFERRED BACK TO COMMITTEE.

Ordinance No. Z-3—2023-24 – Agriculture, Extension Education, Zoning, and Land Conservation Committee. Approve to adopt the petition of Jim Schloff, applicant on behalf of PHH Investment Company, owner, to rezone parcels 200004800 and 200004903 from the General Agriculture District and Local Commercial District to the Residential Single-Family District, and rezone parcel 200005200 from the General Agriculture District and Residential Single-Family District to the Residential Single-Family District in the Town of Vandenbroek, as detailed on the ordinance and attachments.

Supervisor Lautenschlager moved, seconded by Supervisor Weinberg, for adoption.

VOICE VOTE CARRIED UNANIMOUSLY. ORDINANCE NO. Z-3—2023-24 IS ADOPTED.

Ordinance No. Z-4—2023-24 – Agriculture, Extension Education, Zoning, and Land Conservation Committee. Approve to adopt the petition of Jim Sehloff, applicant, on behalf of Dale & Amy Coenen, owners, to rezone parcel 080071906, 16.42 acres, from the General Agriculture District to the Residential Single-Family District in the Town of Ellington, as detailed on the ordinance and attachments.

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

VOICE VOTE CARRIED UNANIMOUSLY. ORDINANCE NO. Z-4—2023-24 IS ADOPTED.

Ordinance No. B—2023-24 – Legislative/Audit and Human Resources Committee. Approve the updated language amendments in Chapter 2, Section 2-49, Rule 6, of the Code of Ordinances as pertains to the appearance of non-board members, as detailed on the ordinance and attachments.

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

VOICE VOTE CARRIED UNANIMOUSLY. ORDINANCE NO. B—2023-24 IS ADOPTED.

Resolution No. 36—2023-24 – Property, Airport, Recreation and Economic Development Committee. Approve to authorize a Temporary Limited Easement made by the State of Wisconsin Department of Natural Resources (Grantor) to the Wisconsin Department of Transportation (Grantee) on the Newton Blackmour State Trail in Parcel 8 of Transportation Project Plat 6240-30-21 – 4.02, recorded as Document 2279508 in Outagamie County, as detailed on the attachments.

Supervisor Culbertson moved, seconded by Supervisor Hammen, for adoption.

VOICE VOTE CARRIED UNANIMOUSLY. RESOLUTION NO. 36—2023-24 IS ADOPTED.

Resolution No. 37—2023-24 – Finance Committee. Approve to disallow the claim submitted by Gary Steward, on file in the County Clerk's Office and that no action of this claim may be brought against the County or any of its officers, officials, agents, or employees after six months from the date of service of this notice.

Supervisor Miller moved, seconded by Supervisor Croatt, for adoption.

VOICE VOTE CARRIED UNANIMOUSLY. RESOLUTION NO. 37—2023-24 IS ADOPTED.

Resolution No. 38—2023-24 – Health and Human Services Committee. Authorize and approve the line items to increase the Brewster Village Equipment Replace/Repair fund by \$1,500,000 and decrease the Brewster Village Cash by \$1,500,000, to replace equipment and maintain the building, as detailed on the attached fiscal note.

Supervisor Gabrielson moved, seconded by Supervisor Thompson, for adoption.

VOICE VOTE CARRIED UNANIMOUSLY. RESOLUTION NO. 38—2023-24 IS ADOPTED.

Resolution No. 39—2023-24 – Health and Human Services Committee. Authorize and approve the line items to increase the Brewster Village Revenue Stabilization by \$400,000 and decrease the Brewster Village Cash by \$400,000, for anticipated 2024 wage increases, as detailed on the attached fiscal note.

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

VOICE VOTE CARRIED UNANIMOUSLY. RESOLUTION NO. 39—2023-24 IS ADOPTED.

Resolution No. 40—2023-24 – Highway, Recycling and Solid Waste Committee. Approve to establish the Department of Recycling and Solid Waste and Highway Department Facility and Land Use Plan Oversight Committee as a public works project whose total cost will exceed \$1,500,000 in accordance with Section 50-87 of the County Code of Ordinances, and authorize the formation of the Department of Recycling and Solid Waste and Highway Department Facility and Land Use Plan Oversight Committee who shall oversee all phases of the project to ensure that the project is proceeding in the best interest of the county.

Supervisor Hagen moved, seconded by Supervisor Clegg, for adoption.

VOICE VOTE CARRIED UNANIMOUSLY. RESOLUTION NO. 40—2023-24 IS ADOPTED.

Resolution No. 41—2023-24 – Property, Airport, Recreation and Economic Development Committee. Approve to establish the Appleton International Airport Terminal Expansion Project as a public works project whose total cost will exceed \$1,500,000 in accordance with Section 50-87 of the County Code of Ordinances, and authorize the formation of the Appleton International Airport Terminal Expansion Project Oversight Committee who shall oversee all phases of the project to ensure that the project is proceeding in the best interest of the county.

Supervisor Culbertson moved, seconded by Supervisor Klemp, for adoption.

VOICE VOTE CARRIED UNANIMOUSLY. RESOLUTION NO. 41—2023-24 IS ADOPTED.

Resolution No. 42—2023-24 – Public Safety Committee. Approve the request to transfer \$25,000 from the Small Department Vacation/Sick Leave Payout Fund to the line items of the Circuit Courts Salaries by \$23,000 and Fringe Benefits by \$2,000, and increase the Fund Balance Applied by \$25,000, and decrease the Committed Fund Balance for Small Dept Vac/Sick Payouts by \$25,000, and increase the Fund Balance Assigned by \$25,000, for a retirement payout and to hire a new Judicial Assistant, as detailed on the attachments.

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

VOICE VOTE CARRIED UNANIMOUSLY. RESOLUTION NO. 42—2023-24 IS ADOPTED.

Ordinance No. C—2023-24 – Highway, Recycling and Solid Waste Committee. Approve to designate CTH F between West Town line and Grandy Road, and CTH I between CTH F to the north County line, and CTH M between South Town line to CTH F, in the Town of Maine, as an ATV/UTV route, as detailed on the attachments.

Supervisor Nejedlo moved, seconded by Supervisor Hagen, for adoption.

VOICE VOTE CARRIED UNANIMOUSLY. ORDINANCE NO. C—2023-24 IS ADOPTED.

RECONSIDERATION OF THE CRIMINAL JUSTICE COORDINATING COUNCIL APPOINTMENT AND REAPPOINTMENT, BOARD OF ADJUSTMENT ZONING ORDINANCE REAPPOINTMENT, ADMINISTRATIVE REVIEW APPEALS BOARD REAPPOINTMENT, LAND INFORMATION COUNCIL APPOINTMENT AND REAPPOINTMENTS, ORDINANCE NO. Z-3, Z-4, B AND C—2023-24 AND RESOLUTION NOS. Z-3, 36, 37, 38, 39, 40, 41 AND 42 —2023-24.

Supervisor Croatt moved, seconded by Supervisor Cooke, to reconsider the above listed appointments, ordinances and resolutions.

Vote for reconsideration. VOICE VOTE CARRIED UNANIMOUSLY. CRIMINAL JUSTICE COORDINATING COUNCIL APPOINTMENT AND REAPPOINTMENT, BOARD OF ADJUSTMENT ZONING ORDINANCE REAPPOINTMENT, ADMINISTRATIVE REVIEW APPEALS BOARD REAPPOINTMENT, LAND INFORMATION COUNCIL APPOINTMENT AND REAPPOINTMENTS, ORDINANCE NO. Z-3, Z-4, B AND C—2023-24 AND RESOLUTION NOS. Z-3, 36, 37, 38, 39, 40, 41 AND 42 —2023-24 ARE RECONSIDERED.

Vote for lock in. VOICE VOTE CARRIED UNANIMOUSLY. CRIMINAL JUSTICE COORDINATING COUNCIL APPOINTMENT AND REAPPOINTMENT, BOARD OF ADJUSTMENT ZONING ORDINANCE REAPPOINTMENT, ADMINISTRATIVE REVIEW APPEALS BOARD REAPPOINTMENT, LAND INFORMATION COUNCIL APPOINTMENT AND REAPPOINTMENTS, ORDINANCE NO. Z-3, Z-4, B AND C—2023-24 AND RESOLUTION NOS. Z-3, 36, 37, 38, 39, 40, 41 AND 42 —2023-24 ARE ADOPTED & LOCKED IN.

REPORTS – None.

ADJOURNMENT

Supervisor Hammen moved, seconded by Supervisor Lawrence to adjourn until August 22, 2023, at 7:00 p.m. VOICE VOTE CARRIED UNANIMOUSLY.

The meeting adjourned at 7:54 p.m.

  
\_\_\_\_\_  
Jeff King, County Clerk

**ROLL CALL SUMMARY AUGUST 8, 2023 COUNTY BOARD MEETING**

<b>DIST./NAME</b>	<b>NO. OF ROLL CALLS TAKEN THIS MEETING</b>	<b>NO. VOTES CAST THIS MEETING</b>	<b>CUMULATIVE CALLS TAKEN THIS TERM</b>	<b>NO. VOTES CAST THIS TERM</b>
1. Thompson	0	0	49	48
2. Miller	0	0	49	48
3. Smith	0	0	49	28
4. Patience	0	0	49	49
5. Gabrielson	0	0	49	49
6. Konetzke	0	0	49	49
7. Hammen	0	0	49	32
8. Lawrence	0	0	49	49
9. Krueger	0	0	49	22
10. Lamers	0	0	49	44
11. Ferguson	0	0	49	49
12. McCabe	0	0	49	32
13. Wegand	0	0	49	4
14. Hermes	0	0	49	45
15. MacDonald	0	0	49	49
16. Schroeder	0	0	49	36
17. Croatt	0	0	49	32
18. Spears	0	0	49	28
19. Cooke	0	0	49	49
20. Santonato	0	0	49	49
21. Cuff	0	0	49	49
22. Hagen	0	0	49	44
23. Klemp	0	0	49	30
24. Thiede	0	0	49	49
25. Nooyen	0	0	49	49
26. Weinberg	0	0	49	49
27. Culbertson	0	0	49	37
28. Monfils	0	0	49	18
29. Winterfeldt	0	0	49	37
30. Nejedlo	0	0	49	48
31. Clegg	0	0	49	49
32. Thyssen	0	0	49	44
33. Vander Heiden	0	0	49	31
34. Rettler	0	0	49	49
35. Koury*	0	0	37	36
36. Lautenschlager	0	0	49	49

\*Koury's first day was May 8, 2023

Member(s) absent: Krueger, McCabe, Monfils, Rettler, Schroeder, Thiede, and Wegand