

RESOLUTION NO.: 37—2024-25

TO THE HONORABLE, THE OUTAGAMIE COUNTY BOARD OF SUPERVISORS

LADIES AND GENTLEMEN:

2/3 MAJORITY – 24 VOTES

1 It is necessary that various accounts of Outagamie County be closed as of
2 December 31, 2023, except special funds, commonly known as Revolving Funds,
3 which are in the best interest of Outagamie County to remain intact. The budget
4 adjustments will be made to the 2024 budget.
5

6 Resolution 8—2024-25, presented to the County Board on May 14, 2024 included
7 the majority of the requested County’s Revolving Funds for the year 2023 into
8 2024. Resolution 18—2024-25, presented to the County Board on May 28, 2024
9 included the Highway Department revolving funds, ARPA revolving funds, and
10 Other Miscellaneous revolving funds.
11

12 This resolution approves miscellaneous Development and Land Services contracts
13 that were not included in the previously adopted resolutions. These items will be
14 included in the budget adjustments that will be made to the 2024 budget.
15

16 NOW THEREFORE, the undersigned members of the Finance Committee recommend
17 adoption of the following resolution.

18 BE IT RESOLVED, that the Outagamie County Board of Supervisors does authorize and
19 approve that the following Development and Land Services accounts shall not lapse to the
20 County’s General Fund: Contract with CHM Government Services for Campground Feasibility
21 Study for County-owned Trapper’s Lane properties; Contract with Pro-West for NG911
22 Implementation; and Contract with TriMin Systems for Recorded Document Back Indexing
23 project as detailed in the attached fiscal note and 2023 to 2024 Revolving Funds Request summary
24 page, which by reference are made a part hereof, and

25 BE IT FINALLY RESOLVED, that the Outagamie County Clerk be directed to forward a
26 copy of this resolution to the Outagamie County Finance Director and Outagamie County
27 Development and Land Services Director.

28 Dated this ____ day of July 2024
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Respectfully Submitted,

FINANCE COMMITTEE

Chris Croatt

John Cuff

Karen Lawrence

Dana Johnson

Rick Lautenschlager

Duly and officially adopted by the County Board on: _____

Signed: _____
Board Chairperson

County Clerk

Approved: _____

Vetoed: _____

Signed: _____
County Executive

OUTAGAMIE COUNTY FISCAL NOTE

INTRODUCTION: This form must be attached to any resolution or ordinance which contains a spending or revenue proposal. The form should be completed by an individual within the department initiating the resolution or ordinance with assistance from the Financial Services Department. Contact the Finance Director (1674), Controller (1675) or Staff Accountant (1681) for assistance. Once completed, forward a copy of the form to the Financial Services Department for their review. Financial Services will forward a reviewed copy of the fiscal note to Legislative Services.

1. **Subject:** Revolving Funds Requests 2023 to 2024 – Development Land Services Contracts
2. **Description:** This section must be completed for all fiscal notes. Briefly and concisely describe the request. State assumptions used and discuss any current year and long-term fiscal impacts. (A separate attachment can be used)

See attached for the complete schedule of requested Revolving Funds from the 2023 budget into the 2024 budget. The budget adjustments will be made to the 2024 budget. This is for Development and Land Services department

Current Year Budget Impact (Check one or more of the following boxes)

Revenues Expenses (Cost) None

3. Is the specific cost or revenue included in the current year's budget? yes () no (X) partially ()
4. If the proposal requests additional spending, can the additional cost be absorbed within the current year's line item? yes () no (X) n/a ()
5. Is the proposal to accept additional revenues only? yes () no (X)
6. Does this request modify/adjust the current year budget? yes (X) no ()
If no, skip to question 8 below.

7. Detail current year budget changes. Please list cost center name, line item, account number and either the increase or decrease amount. (Please note that all budget adjustments must balance. For example, an increase in an expenditure account must be offset by a decrease in another expenditure account or the contingency fund or an increase in a revenue account or other funding sources such as fund balance applied.)

COST CENTER NAME	LINE ITEM (i.e. Salaries, Supplies, Etc.)	ACCOUNT NUMBER INCLUDING COST CENTER (i.e. 1004100.5100, 1004100.5400, etc.)	INCREASE (DECREASE) AMOUNT
See attached.			

Annual and Long-Term Impact

8. Is the above Increase/Decrease a nonrecurring one-time expense or revenue? yes () no () n/a (X)
9. What is the anticipated annual and/or long-term cost or revenue impact? Annual Cost 0
Annual Revenue 0

Fiscal Note Prepared by: Kevin Englebert

For Financial Services purposes only	
Reviewed By: <i>Michelle Litenbroek</i>	If expenditures are recorded in the financial system at a level of detail lower than the level 6 as shown above, indicate the specific account numbers and amounts below: <u>Detail Expenditure Account Number</u> <u>Amount</u>
Date: <u>7/10/2024</u>	

2023 to 2024 REVOLVING FUNDS REQUEST

COST CENTER NAME - Development Land Services Cost Centers

**COST CENTER NUMBER - 1007300, 2130100 (rollovers)
 1009300, 102411, 2150100, 2160100, 2100200 (no rollovers)
 PREPARED BY - Kevin Englebert**

PART I - PURCHASE ORDERS		COST CENTER	
DESCRIPTION	PO NUMBER	BUDGET LINE ITEM	AMOUNT
Campground Feasibility Study for County-owned Trapper's Lane properties. Contract with CHM Government services, which will be completed in April, 2024.	124698	1007300.5525.34	28,589

PART II - CONTRACTS/COMMITMENTS		COST CENTER	
DESCRIPTION	CONTRACT/ COMMITMENT	BUDGET LINE ITEM	AMOUNT
NG911 Implementation Contract with ProWest - Project was delayed due to complexity of working with Winnebago and Calumet County on getting contract agreed upon and executed. This project is associated with a 95% reimbursement grant from WI DMA.	ProWest Contract	2130100.5525.04	69,735
TRIMIN Recorded Document Back Indexing Contract - This is a major document back indexing project for ROD. Currently the Grantor/Grantee only dates back to 1991 and ROD would like to allow more information to be accessible to the public through name searches and that is what this project will accomplish. It will also increase the documents with available parcel ID information. Project was delayed by TRIMIN.	TRIMIN Contract	2130100.5525.04	316,192