

**WINNEBAGO COUNTY BOARD OF SUPERVISORS  
PERSONNEL & FINANCE COMMITTEE MINUTES**

**DATE:** Thursday, August 3, 2023

**TIME:** 9:00 a.m.

**PLACE:** Winnebago County David W. Albrecht Administration Building – Room 120  
112 Otter Avenue, Oshkosh, WI 54901

**COMMITTEE MEMBERS PRESENT:** Morris Cox, David Albrecht (\*left at 10:00am), Steve Binder,  
Betsy Ellenberger, Donald Nussbaum (\*\*left at 11:10am)

**PRESENT:**

Jim Schell – Airport	Mark Habeck – Human Resources
Mary Anne Mueller – Corporation Counsel	Jennifer Ruetten – Information Technology
Melanie Boelter – Corporation Counsel	Cheryl Brehmer – Medical Examiner
Mike Elder – Facilities	Linzi Gazga Parish – PVHC
Carol Blackmore – Finance	Adam Breest – Parks & Expo Center
Paul Kaiser – Finance	Doug Gieryn – Public Health
Bob Doemel – Highway	Tom Egan – County Board Chairman
Todd Christopherson – Sheriff	

**VIA ZOOM:** Michael Collard – Administration; Jon Doemel – County Executive; John Rabe – Solid Waste;  
Ashlee Rahmlow – Public Health; Jennifer Ruetten – IT; Cameron Hallock – Airport

**1. Call the Meeting to Order**

Meeting was called to order at 9:01 a.m. by Chairman Morris Cox.

**2. Public Comments**

County Board Chairman Tom Egan referred to #8 on the Agenda. He doesn't agree with how this is being done, but this has been done in the past. Funds are out there, get the projects off the books, please approve. He hopes the committee supports this.

Chairman Cox closed the Public Comments after three requests for comments.

**3. Approval of July 6, 2023 Personnel & Finance Committee Meeting Minutes**

Dave Albrecht makes a motion to approve; seconded by Betsy Ellenberger. Carried 5-0.

**4. Report from the Finance Department regarding the General Fund Balances & Portfolio Analysis**

Paul Kaiser mentioned that prices are going up due to inflation and some projects are going over budget. He is working with the auditors for proper accounting on moving funds; if we can move funds as a total, or if we need to move certain amounts from each project that has funds to move. The Financial Analyst will review projects monthly. Don Nussbaum asked if there will be transparency on the projects to know which ones are under and over budget? Paul confirmed yes, they will be reported. Morris Cox stated that if money is taken from a project, any unspent money would go back to the bond. Paul Kaiser stated it would go to the Capital Bond. Steve Binder stated we should move money faster. Projects should be ready for bidding after the money is approved. The goal should be to complete the project in the same year it is budgeted for. Betsy Ellenberger asked how this would correspond with the facility study or to re-evaluate? Morris Cox stated projects are date sensitive. Bob Doemel said estimates being used are almost five years old. Culvert estimates are good for seven days. Mike Elder said projects need to get approved first, then we need to get the costs. Design costs takes time, then adjustments are made as time goes on. We need to work with the State on certain projects, such as re-routing traffic on roads. We are looking to change the process to give more accurate/timely pricing. Facilities is planning to have the assessment draft to the Executive, then the committee soon. Steve Binder mentioned the Day-By-Day and tiny homes projects were completed within the year. How can the private sector get through so fast and government

projects take so long? Mike Elder mentioned it can be the scope of the design. There are laws and governing bodies that we need to go through.

Jenny Ruetten (IT) mentioned a fiber loop project went out for bid in May. NTD was the lowest bid and they are still waiting on paperwork from them. If we don't receive the paperwork soon, we may either need to go with the other bid that is much higher and ask the committee for more money, or go out for bids again.

Adam Breest mentioned the LED posts and Sunnyview Expo asphalt projects are almost complete. Sunnyview ponds were mostly completed last year and should be completed this year. Parks works with engineers, DNR, Coast Guard, and Core of Engineers for the Waukau Dam project.

Jim Schell mentioned that the ground work started on the hangar project in April/May. Should start erecting steel in June/July and then start hanging walls. Goal is to complete this October 1. Lease agreements should be signed by next week. Received a BIL grant for the Control Tower project that should cost about \$200,000 for a new control system. The current system is 15 years old. Need to replace hardware, cameras to monitor entrances, chairs, phones, and window shades. Budgeted \$70,000 to replace the chiller. Had AC issues during Airventure, so may need to replace that unit. \*Dave Albrecht asked if EAA helps to pay to support the tower? Jim said the County had a tower since the mid '60s which is federally funded. The County leases land to EAA and the County owns the tower that costs about \$40,000 annually to operate.

Carol Blackmore reported that there is \$56.9 million in the General Fund for equity and cash. We have received about \$65.6 million in property taxes with a budget for \$71million; final payments are due July 31. We have received about 77% of revenues with about \$4 million in delinquent taxes owed from last year and prior. There is about a \$6.7 million deficit due to project transfers, but there are other surpluses to show a positive. Dave Albrecht asked why Solid Waste has its own budget? Paul Kaiser said it is proprietary funds from Highway, Airport, Solid Waste, Park View; everyone else is part of the General Fund. Carol Blackmore mentioned that Solid Waste budgets for operating costs. The County budgeted for \$300,000 in the Contingency Fund and there is a balance of \$244,167. Paul Kaiser said the County is getting better interest rates, the money market is just over 5%. Associated Bank holds the trusts, checking account, and money market. He has moved some money to F&M Merchant and Nicolet banks. He was approached by Associated Trust to be our investment advisor. There could be a potential future conversation with them. Dana Investments is managing about \$5-5.5 million of the portfolio while Paul manages the other \$105 million of the portfolio.

**5. Resolution: Authorize Acceptance of a \$421,600 Grant from the Wisconsin Department of Health Services for Lead Abatement in Homes in Winnebago County**

Doug Gieryn stated this lead project was started less than a year ago, utilizing DHS and HUD. The Lead Abatement Project Coordinator identified some projects and would like to increase the number of projects. Betsy Ellenberger moves to approve the resolution to authorize acceptance of the \$421,600 grant; seconded by Steve Binder. No discussion. Carried 4-0

**6. Resolution: Authorize Acceptance of an \$80,083 Grant from the Wisconsin Department of Health Services for Public Health Harm Reduction Vending Machines Distributing Narcan and Fentanyl Test Strips**

Doug Gieryn mentioned the State Department of Health offered communities the opportunity to expand access to Narcan to reduce opioid overdoses. The grant would cover the cost to purchase, install, and supply two vending machines. They are climate-controlled and would be placed in the courtyard of the County Admin Building and outside the Neenah Human Services building. Public Health Oshkosh office is the largest distributor of Narcan to the public. Don Nussbaum asked how the machines work. Madeline Breager explained that clients would call, or visit, Public Health where a 'needs-intake' would be completed, or people can call the Crisis Center. The client would receive a PIN to enter in the machine to receive the supplies. The PIN does limit the duration of supplies. Public Health would help to offer resources of recovery. There would also be resources in the vending machines. There are no other community partners at this time. Betsy Ellenberger asked if there is any data, success rates, and what are law enforcement's thoughts? Green Lake and Marinette counties are still studying to collect data. Betsy Ellenberger is just

concerned this could bring in others into the area that use. The Neenah location is near the YMCA and a church. She would like data of similar/local areas. Doug Gieryn stated this would be used to increase accessibility in Neenah to those not in the Oshkosh area to save their time driving to Oshkosh: 1) increase availability and would get data to support this, and 2) communities that have the vending machines do have data but it is hard to determine if supplies were specifically from a vending machine to help save lives. Don Nussbaum asked if this can be done anonymously and what is done through the Sheriff? Doug replied yes, it is anonymous and the Sheriff officers would give in emergency situations. Chief Deputy Christopherson stated officers do carry Narcan due to the increased intensity of use where there were 1-2 doses to revive someone and have gone as high as 8 doses in emergency situations. In a jail setting, Narcan can be issued upon release and there are efforts to work on a solutions recovery. The Sheriff does support the use of Narcan but there is a fine line between reducing harm or enabling the act. Hand-to-hand is preferred over a vending machine in their office; supports greater access but would want buy-in from property owners where the vending machines would be at. Betsy Ellenberger feels this isn't the best way to help but is more like a bandaid. Morris Cox stated the Board of Health passed this 7-0. Don Nussbaum asked if Public Health would actively direct the people to get help? Doug Gieryn stated yes, they do what they can but it depends on who and where the person is and if they want recovery. Steve Binder mentioned that if it is necessary, the phone number the person is calling from could be backtracked. Doug Gieryn added the addict may not be the one wanting the test strips or Narcan. A family member, friend, or neighbor may want it just in case it is needed. There doesn't need to be a crisis to have access to the test strips and Narcan. Steve Binder moves to approve Resolution #6 to authorize acceptance of the \$80,083 grant from the WI Department of Health Services for Public Health Harm reduction vending machines distributing Narcan and Fentanyl Test strips; seconded by Don Nussbaum. Carried 3 (Don, Steve, Morris) - 1 (Betsy)

- 7. Resolution: Authorize the Winnebago County Emergency Management Department to Accept the Donation of a Mobile Morgue Unit from Fox Valley Healthcare Emergency Readiness Coalition**  
Eric Rasmussen stated there is a storage capacity issue in the county. This mobile unit can be taken to a scene for use with mass casualties. Winnebago County would own this, but other counties in the region would have access to it. Cheryl Brehmer stated this is not a trailer, but it looks like a linen cart with cooling capabilities. It is a short-term solution. Steve Binder asked where it would be stored and how it would get moved. Eric said it is on caster wheels and would be stored at Facilities until the new Medical Examiner building is ready. Steve Binder said the County would store and maintain, but would other counties use for free or would we charge them? Eric said between December 2021 – mid July 2022, they borrowed one from another county and was only charged for transportation and they needed to sanitize it. They would determine if there is any damage to the unit. Facilities would test the generator/compressor monthly, just like they do with the other county-owned generators. Betsy Ellenberger moves to approve that Winnebago County Emergency Management Department accept the donation; seconded by Don Nussbaum. Carried 4-0
- 8. Resolution: Authorize \$917,217 to be added to the Pioneer Road County Highway T Capital Project with funds transferred from three Facilities and Property Management Capital Projects (Courthouse Masonry, Neenah Human Services Building, and Highway Masonry) together with a \$125,000 budget transfer from the General Fund into Capital Improvement Projects for Highway Construction**  
Bob Doemel stated that estimates are from 2017/2018 and construction started in 2022. Soil borings were completed and the results were poor soils. When over excavating, aggregate is needed. Asphalt and fuel increased 25-30%. Only one contractor bid the project so it was not competitive. Needed to work with DNR and others to get permits, and worked with Finance on the numbers. There is about 300-400' left until finished. Mike Elder stated the 'Courthouse masonry project' came in significantly under budget. The 'Neenah Human Services roof project' came in significantly over budget; rather than coming back asking for more money, we plan to include that with the 'Facility Condition Assessment'. The 'Highway masonry project' will be part of the 'office reconfiguration budget'. Morris Cox asked about the first layer of asphalt at the intersection and the 3' culvert, along with moving money from the three projects plus needing additional funds to complete the project. Bob Doemel explained there is a sacrificial layer to protect it over the winter. The curve was excavated out and the water would flow through the culvert and ditch to a grass waterway, no retention pond. Paul Kaiser stated that \$125,000 is for future costs and is part of the \$917,217 being asked for; the total is \$1.9 million. Morris asked if we are all through with Radtke for this and anything else, other than the boathouse project. Mike Elder said if contractors are not disbarred, they may still bid on future

projects; unless there is a nonarbitrary and capricious policy and practice of disqualifying contractors. We need to comply with the state laws and those laws are in favor of the contractors. Betsy Ellenberger moves to approve the resolution to authorize \$917,217 to be added to the Pioneer Road projects; seconded by Steve Binder. Carried 3 (Betsy, Don, Steve) – 1 (Morris)

**9. Resolution: Approve a Budget Transfer in the Amount of \$60,462 for the Purchase of a Wheelchair Transportation Van**

Linzi Gazga Parish mentioned that money was donated from a previous resident for general use. Steve Binder said they should have had this van ten years ago to take residents where they need to go, it will be put to good use. Betsy Ellenberger moves to approve the purchase; seconded by Don Nussbaum. Carried 4-0

**10. Budget Transfer: Transfer \$21,258 from the Contingency Fund to the Sheriff's Office and Purchase of an Evidence Trailer and the Necessary Equipment with Seized Asset Forfeiture Funds**

Chief Deputy Christopherson stated that when property is seized, most of the funds go to the school fund. They had high-profile crimes, other instances, and recently cracked a mini burglary ring. Steve Binder asked where the trailer would be stored. Chief Deputy Christopherson replied in the Sheriff's garage, the lifespan is 25 years. Morris Cox stated that JPS voted 5-0. Chief Deputy Christopherson mentioned they went to the JPS committee of jurisdiction first for transparency and as a courtesy. Betsy Ellenberger moves to approve the budget transfer; seconded by \*\*Don Nussbaum. Carried 4-0.

**11. Discussion of Possible Personnel and Finance Policy Practices on Hiring**

Morris Cox wants a Table of Organization, Operation Plan for budgeting, job and position descriptions also being posted, resume and evaluation within the scope of the application taken for that job, ROI or Impact Statement to know the value for that person hired. As it's important to take and incorporate this into the HR recruitment and hiring policy. To know who we are bringing into this organization, and to know the person is worthy of the job. Betsy Ellenberger stated she is not a HR Specialist and asked if HR wants to change this? Morris Cox stated he wants to add these ideas to the current HR policy. Steve Binder stated that he would like Mark's interpretation of Morris' policy suggestions. Mark Habeck stated that the Table of Organization and Organizational Charts are done annually through the budget process. Any mid-year changes are reflected on the Table of Organization that the Board approves every budget year. The intent of the Agenda Item Reports, that may include the details and information relevant to that position. Position Descriptions are currently done as part of the hiring process. For new positions, descriptions are created after a new position is approved. Current positions, job descriptions already exist and can be provided upon request. The posting and interview process doesn't require resumes, but applications are required. We will accept resumes and other supplemental documents if provided. All jobs are posted for a minimum of 5 days. If HR anticipates there would be enough internal interest, we would only post that position internally to have a shorter turn around time. If there isn't enough interest or qualified applicants, the position would then be posted externally. Budget changes are part of the budget process and a Summary sheet would be completed and breaks down and savings and costs involved. If done mid-year, requests would need to be approved. The ROI and Impact Statement should be included in the Agenda Item Report. These suggested items may not be outlined in HR's current policy, but we feel they are being met. Morris Cox stated it would be nice to have everyone submit a resume. Mark Habeck stated that any new jobs requested by a department would not be posted until approved, and HR wouldn't have any resumes and applications to provide to the committee as we wouldn't have gotten to that point in the hiring process. The Board would receive resumes for those being appointed as part of the confirmation process by the County Executive.

**12. Resolution of Commendation for: Edina Dobric and Gayle Gilchrist**

Betsy Ellenberger moves to approve; seconded by Steve Binder. Carried 3-0

**13. Set Next Meeting Date**

Thursday, September 7, 2023 at 9:00 a.m.

**14. Adjournment**

Motion by Betsy Ellenberger; seconded by Steve Binder. Carried 3-0.

The meeting was adjourned at 11:27 a.m.