



**PERSONNEL & FINANCE COMMITTEE MEETING MINUTES  
THURSDAY, MARCH 7, 2024**

**A. Call to Order**

*Chairman Morris Cox called the meeting to order at 09:02 AM.*

*Members Present: Morris Cox, Steve Binder, Betsy Ellenberger, Don Nussbaum, David Albrecht  
Also Present at the Meeting:*

*Mike Collard, Director of Administration*

*Paul Kaiser, Director of Finance*

*Julie Barthels, County Clerk*

*John Matz, Sheriff*

*Amber Hoppa, County Treasurer*

*Mike Elder, Director of Facilities*

*Julie Mabry, Director of Child Support*

*Chuck Farrey, County Board Supervisor*

*Mary Anne Mueller, Corporation Counsel*

*Doug Gieryn, Director of Public Health*

*Tori Kinderman, Paralegal*

*Cheryl Brehmer, Medical Examiner*

*Jill Prael, Finance Manager Highway*

*Jason Schulist, Fox Valley Data Exchange*

*Ashlee Rahmlow, Public Health Supervisor*

*Ethan Hollenberger, Assistant to the County*

*Conley Hanson, County Board Supervisor*

*Executive*

*via Zoom*

*Without objection, Chairman Cox moved agenda items to the following order: adopt agenda and approval of minutes above public comments.*

**C. Adopt Agenda**

*Motion by Supervisor Nussbaum, seconded by Supervisor Albrecht to Adopt Agenda.*

**VOTE:** AYES: 5; NAYES: 0; ABSTAIN: 0. PASSED.

**D. Approval of Minutes**

1. February 1, 2024, Meeting Minutes

*Motion by Supervisor Albrecht, seconded by Supervisor Binder to approve*

*February 1, 2024, Minutes. VOTE: AYES: 4, NAYES: 0; ABSTAIN: 1 (Ellenberger)*

**PASSED.**

**B. Public Comments -**

*Comments are restricted to items on the agenda with a two-minute limit per person.*

*Winnebago County Vice-Chairman Chuck Farrey addressed the committee regarding business item number 17 - Resolution for Approval of the Winnebago County Fund Reserve Policy. Mr. Farrey suggested the committee make amendments to the proposed policy. He would like additional language to apply excess funds to lower the levy, especially during the budget process. Mr. Farrey feels the fund reserves are created because of over-taxation and should be returned to the taxpayers. He does not feel a budget stabilization fund is necessary.*

*Supervisor Conley Hanson, District 26, addressed the committee via Zoom. He echoed Supervisor Farrey's comments regarding the General Fund Policy. He is looking forward to the discussion on business item number nine - Resolution Approving \$300,000 from Winnebago County Public Health Fund Balance to Provide a Grant to Build an Online Repository of Community Data used by the Public Community Organizations and Governmental Departments and number fifteen - Resolution for Authorization for Winnebago County to Enter into Fleet Equity Lease Agreements.*

**E. General Fund, Policy Update, & CIP Report - Finance Director**

*Paul Kaiser, Finance Director, updated the committee on capital projects. He stated the Human Service's elevator and Airport T-Hangar projects are completed. Several items are going to be closed and moved to fixed assets. He will work with the auditors on capital projects in the coming weeks regarding improved tracking.*

*Supervisor Binder asked about the boat house project. Mr. Kaiser said that it was not considered a capital project; it was capital outlay. Mr. Kaiser reported the boat house is nearing completion and about 50% has been billed.*

## F. Business Items

Action may be taken on any business items.

### 1. Resolution: Approve Values on In-Rem (Tax Deeded) Properties

*Amber Hoppa, County Treasurer, explained the process to establish values for three of the four properties being foreclosed upon due to lack of tax payments. She specifically discussed the former Witzke Bar property in the City of Oshkosh and a house and adjacent landlocked lot in the city of Omro. She discussed the market values of the properties with a realtor.*

*Supervisor Nussbaum asked if the Omro properties were in probate. Ms. Hoppa said they were not in probate. Supervisor Binder asked if it was standard practice that the county receives formal appraisals. Ms. Hoppa reported that typically appraisals are not done. In this case, she met with a realtor and used the expenses incurred by the County. She expected a loss on the Witzke Bar property. Supervisor Binder commented on the need to get a real appraisal. Mrs. Ellenberger pointed out that sometimes appraisals may add unnecessary costs. Supervisor Binder's concern is the county's liability to not get the best price. Attorney Mueller explained the Tyler vs. Hennepin US Supreme Court Case regarding tax deed properties.*

*Motion by Supervisor Ellenberger, seconded by Supervisor Nussbaum to recommend the county board approve the resolution titled "Approve Values on In-Rem (Tax Deeded) Properties". V O T E : AYES: 5, NAYES: 0, ABSTAIN: 0. CARRIED.*

### 2. Resolution: Authorize the Sheriff's Office to Accept an in-kind Donation from Thomas and Penny Harenburg for an additional K-9 Unit, equipment, and training for the Unit valued at \$17,000.

*Sheriff John Matz appeared before the committee. Sheriff Matz clarified that this is a replacement for a retired dog and this is the third dog the Harenburg's have funded. The cost of the program is funded by donations like this.*

*Supervisor Ellenberger asked what happens to the dog upon the retirement of a handler. Sheriff Matz reported a retired dog is sold to the handler for one dollar. The department is careful about who can keep and care for the dog long term. Sheriff Matz did report that handlers could switch with the same dog, but once the handler retires, the dog retires with the handler.*

*Motion by Supervisor Binder, seconded by Supervisor Albrecht to approve the resolution titled "Authorize the Sheriff's Office to Accept an in-kind Donation from Thomas and Penny Harenburg for an additional K-9 Unit, equipment, and training for the Unit valued at \$17,000". V O T E : AYES: 5, NAYES: 0; ABSTAIN: 0. CARRIED. Atty. Mueller reported the resolution would require a majority of members present to vote at the county board meeting.*

### 3. Resolution: Authorize the Sheriff's Office to Accept a Cash Donation of \$3,500 from the EAA AirVenture Runway 5K for specialty K9 Unit Squad Equipment

*Sheriff Matz appeared before the committee and reported that EAA AirVenture held a 5K and the proceeds are being donated to the Winnebago County Sheriff's K-9 unit fund.*

*Motion by Supervisor Ellenberger, seconded by Supervisor Binder to approve this resolution titled "Authorize the Sheriff's Office to Accept a Cash Donation of \$3,500 from the EAA AirVenture Runway 5K for specialty K9 Unit Squad Equipment". VOTE: AYES: 5; NAYES:0; ABSTAIN: 0. CARRIED.*

### 4. Resolution: Authorize the Winnebago County to apply for, accept, and expend funds of \$990,000 from the United States Department of Justice for the purchase of three Ice Rescue Airboats

*Sheriff Matz appeared before the committee. He reported that they have three boats over twenty years old, and that they take an extreme beating in the winter months. Sheriff Matz recalled a snow squall incident recently that caused the need for over 25 rescues on the Lake Winnebago system. Sheriff Matz reported that the County is leasing a boat because one of the boats is offline due to cost-prohibitive repairs. This Congressionally directed grant will allow the County to fully purchase three new boats. Supervisor Binder pointed out that without this grant it would be a capital project, which could result in bonding.*

*Motion by Supervisor Albrecht, seconded by Supervisor Nussbaum to approve the resolution titled "Authorize Winnebago County to apply for, accept, and expend funds of \$990,000 from the United States Department of Justice for the purchase of three Ice Rescue Airboats". V O T E : AYES: 5, NAYES: 0, ABSTAIN: 0. CARRIED.*

5. **Resolution: Approving a \$51,000 Budget Amendment for the Winnebago County Medical Examiner to Cover 2023 Expenses**  
*Cheryl Brehmer, Medical Examiner, appeared before the committee. The medical examiner's office is over budget for toxicology, autopsy, and transportation costs, largely due to overdose increases and expanded testing of new drugs. She reported four aviation deaths caused additional costs for her department. The hope is to break ground in April for the new morgue and to be able to save some of the costs incurred from not having these extra amenities.*  
*Motion by Supervisor Nussbaum, seconded by Supervisor Ellenberger to approve the resolution titled "Approving a \$51,000 Budget Amendment for the Winnebago County Medical Examiner to Cover 2023 Expenses". V O T E : AYES: 5, NAYES: 0, ABSTAIN: 0. CARRIED.*
6. **Contingency Fund Use: Purchase of Parks Disc Golf Baskets for \$5,400**  
*Adam Breest, Parks Director, appeared before the committee. The disc golf course has been improved over the past couple of years. The proposal is to sell the current baskets and use the funds to purchase new baskets.*  
*Supervisor Ellenberger asked why the vote was three to one in the Parks & Recreation Committee. Supervisor Binder, who voted no in the Parks & Recreation Committee, did not like the county doing fundraising for the disbursement of disc golf items. Mr. Breest clarified the county would be selling the property through the normal surplus auction; it is not a fundraiser. Supervisor Albrecht left the room at 9:32 AM.*  
*Motion by Supervisor Binder, seconded by Supervisor Ellenberger to approve Contingency Fund Use: Purchase of Parks Disc Golf Baskets for \$5,400.*  
*V O T E : AYES: 4; NAYES 0; ABSTAIN: 0; Supervisor Albrecht was not present for the vote. CARRIED.*
7. **Contingency Fund Use: Cameras at Grundman Boat Landing for \$18,000**  
*Adam Breest, Parks Director, appeared before the committee. The original Grundman Boat Landing project did not budget for cameras in the original project. This project would be for the wiring and purchase of the cameras, including a license plate camera. Chairman Cox asked if this would use fiber optic wiring. Mr. Breest said they would be using Cat6.*  
*Supervisor Binder said that he did not vote in favor of this at the Parks and Recreation Committee. He feels there is a need for cameras in the Community Park due to vandalism.*  
*Motion by Supervisor Ellenberger, seconded by Supervisor Binder to approve contingency fund use for Cameras at Grundman Boat Landing for \$18,000.*  
*V O T E : AYES: 4; NAYES: 0; ABSTAIN: 0 (Supervisor Albrecht was not present for voting)*
8. **Resolution: Approving \$50,000 from the Advancing a Healthier Wisconsin Endowment (AHW) to Support the Community Living Room project launch in Winnebago County**  
*Doug Gieryn, Public Health Director, and Ashlee Rahmlow, Public Health Supervisor, appeared before the committee. This grant is a partnership with community organizations to host four emotional CPR training sessions in 2024. The second part of the grant is to host pop-up community living room spaces to improve connections through social settings. She reported the grant does not duplicate current services the county provides. Atty. Mueller clarified that there should be a two-thirds of membership vote on this resolution.*  
*Motion by Supervisor Ellenberger, seconded by Supervisor Binder to approve the resolution: "Approving \$50,000 from the Advancing a Healthier Wisconsin Endowment (AHW) to Support the Community Living Room project Launch in Winnebago County."*  
*V O T E : AYES: 4; NAYES:0; ABSTAIN: 0. (Supervisor Albrecht was not present for voting)*
9. **Resolution: Approving \$300,000 from Winnebago County Public Health Fund Balance to Provide a Grant to Build an Online Repository of Community Data used by the Public, Community Organizations and Governmental Departments**  
*Doug Gieryn, Public Health Director, and Jason Schulist, Fox Valley Data Exchange, appeared before the committee. This project is expected to be launched in the first part of 2024. Mr. Gieryn reported that this will definitely assist many county departments, municipalities, and community partners. Mr. Gieryn stated that an overdose data project was abandoned due to the staff time needed to create it and Fox Valley Data Exchange will report data in real time. Atty. Mueller noted that this would require a majority of members present to pass at the County Board. Supervisor Albrecht returned to the room at 9:42AM.*  
*Motion by Supervisor Binder to approve. Chairman Cox ruled the motion did not advance due to a lack of a second.*  
*Mr. Gieryn asked for feedback on the lack of a second. Supervisor Ellenberger would like to see more details about the investment needed and where the commitment is for other organizations who might use it. Supervisor Nussbaum was also opposed to this resolution.*

10. **Resolution: Approve a Budget Transfer in the Amount of \$1,645,997 from the Contingency Fund to the Various Funds to Pay for the Increase in Pay Grade**

*Paul Kaiser, Finance Director, appeared before the committee. The 2023 Budget included \$2 million to implement the new wages in the compensation plan passed by the County Board in March 2023. Of the budgeted dollars, \$1,645,997 is being used. He pointed out the countywide labor budget was under spent, which was largely caused by the vacancy rate at Park View Health Center.*

*Atty. Mueller pointed out there should be two-thirds of the membership vote for the county board resolution.*

*Motion by Supervisor Nussbaum, seconded by Supervisor Ellenberger to approve resolution: Approve a Budget Transfer in the Amount of \$1,645,997 from the Contingency Fund to the Various Funds to Pay for the Increase in Pay Grade. V O T E : AYES: 5; NAYES: 0; ABSTAIN: 0. PASSED.*
11. **Action Item: Type 1 Carryovers from the 2023 Budget**

*Paul Kaiser, Finance Director, appeared before the committee. Type 1 Carryovers are committed purchase orders or purchases. This item is informational for the committee and the action item on the agenda was incorrect.*
12. **Action Item: Type 2 Carryovers from the 2023 Budget**

*Paul Kaiser, Finance Director, appeared before the committee. Type 2 Carryovers are appropriations from 2023 from departments that have asked to carry over into 2024 because a project was not completed. There was a change needed to correct account numbers for the Sheriff's Office carryovers.*

*Motion by Supervisor Ellenberger, seconded by Supervisor Binder to approve Type 2 Carryovers from the 2023 Budget with change to the account number for the Sheriff's Office with the friendly amendment. V O T E : AYES: 5; NAYES: 0; ABSTAIN: 0. PASSED.*
13. **Resolution: Approve a Budget Transfer from the Unassigned General Fund in the Amount of \$266,400 for the Highway Department**

*Jill Pahl, Highway Finance Manager, appeared before the committee. Chairman Cox reported that the project has been completed, and this agenda item is to make the accounting right.*

*Motion by Supervisor Albrecht, seconded by Supervisor Binder to approve the resolution: Approve a Budget Transfer from the Unassigned General Fund in the Amount of \$266,400 for the Highway Department. V O T E : AYES: 5; NAYES: 0; ABSTAIN: 0. PASSED.*
14. **Approval of Additional Funding for a Capital Improvement Project in the Amount of \$205,000 for the Highway Office Reconfiguration and Mold Remediation (Project 5075)**

*Mike Elder, Facilities and Property Management Director, appeared before the committee. Chairman Cox explained that this is like a change order of sorts because it is money for other projects. Mr. Elder reported four bidders all came in over budget. This budget amendment will allow the project to be awarded to the statutorily required lowest bidder. It will require a two-thirds of membership vote to pass the County Board.*

*Paul Kaiser, Finance Director, requested an amendment to the resolution to include the following verbiage on allowing prior or subsequent bond issue.*

*Motion by Supervisor Albrecht, seconded by Supervisor Ellenberger to approve with a friendly amendment to allow "prior or subsequent bond issue" to line 22 of the resolution and to change the vote to two-thirds of membership for the resolution titled "Approval of Additional Funding for a Capital Improvement Project in the Amount of \$205,000 for the Highway Office Reconfiguration and Mold Remediation (Project 5075)". VOTE: AYES: 5; NAYES: 0; ABSTAIN: 0. PASSED.*
15. **Resolution: Authorization for Winnebago County to Enter into Fleet Equity Lease Agreements**

*Without objection, Chairman Cox is withdrawing this resolution from the agenda and will be adding this item to the April 4, 2024, meeting.*

**16. Contingency Fund Use: Subscription and Implementation Costs of Software to Improve Procurement Processes for \$38,500**

*Mike Collard, Director of Administration, appeared before the committee. Chairman Cox asked for bids and a fiscal note for this item. Mr. Collard reported this is a contingency fund use and a resolution is not required, so a fiscal note is not included. There is a budget transfer form with that information. Mr. Collard reported quotes would come after budget authorization, which is the purpose of this item. Mr. Nussbaum asked if it was unusual to not have a quote. Mr. Collard said no. Mr. Cox asked for a report back on the final cost. Motion by Supervisor Ellenberger, seconded by Supervisor Nussbaum to approve contingency fund use for subscription and implementation costs of software to improve procurement processes for \$38,500. V O T E : AYES: 5, NAYES: 0; ABSTAIN: 0. PASSED.*

**17. Resolution: Approval of the Winnebago County Fund Reserve Policy**

*Paul Kaiser, Finance Director, appeared before the committee. This is the third time the committee has reviewed the fund policy. This item includes the final proposal with changes from Chairman Cox and Director of Administration Mike Collard. Mr. Kaiser stated this document is more inclusive of all the funds in the county government, such as Park View Health Center, Solid Waste, Airport, Highway, Internal Service Funds, and Debt Service. The policy includes best practices from the government industry, including the Government Finance Officers Association.*

*Chairman Cox asked about the budget stabilization funds. Mr. Kaiser likes this because throughout the past few years the unassigned general fund is being used as a budget stabilization tool. Adding a budget stabilization fund is a government best practice to make the planned use of fund balance more transparent.*

*Chairman Cox complimented Mr. Kaiser for his work on this policy and does not agree with the comments made earlier in public comments.*

*Supervisor Nussbaum asked why we would not have the language to state "or apply to the tax levy." Mr. Collard stated that if it were optional, it wouldn't be a problem. However, the budget stabilization fund would be for this exact purpose, which is to reduce the levy. Mr. Nussbaum asked if Supervisor Farrey could bring this up to the county board. Mr. Collard confirmed.*

*Motion by Supervisor Albrecht, seconded by Supervisor Ellenberger to approve the resolution titled "Approval of the Winnebago County Fund Reserve Policy". V O T E : AYES: 5, NAYES: 0, ABSTAIN: 0. PASSED.*

**G. Commendations and Notice of Claims**

**1. Resolutions: Commendations for Vickie Edgell and Laura Stark**

*Motion by Supervisor Ellenberger, seconded by Supervisor Binder to Approve Resolutions: Commendations for Vickie Edgell and Laura Stark. V O T E : AYES: 5; NAYES: 0; ABSTAIN: 0. PASSED.*

**2. Resolution: Disallow Claim for Lane Fritch**

*Motion by Supervisor Nussbaum, seconded by Supervisor Ellenberger to approve the resolution: Disallow Claim for Lane Fritch. V O T E : AYES: 5; NAYES: 0, ABSTAIN: 0. PASSED.*

**3. Resolution: Disallow Claim for Dan & Paula Rabideau**

*Motion by Supervisor Nussbaum, seconded by Supervisor Ellenberger to approve the resolution: Disallow Claim for Dan & Paula Rabideau. V O T E : AYES: 5; NAYES: 0; ABSTAIN: 0. PASSED.*

**H. Next Meeting Date**

April 4, 2024

*Chairman Cox announced the next meeting date will be April 4, 2024, and requested to conduct the meeting at the David W. Albrecht Administration Building on the fourth floor or Conference Room 119 due to a conflict in the Susan T. Ertmer Conference Room.*

**I. Adjourn**

*Motion by Supervisor Albrecht, seconded by Supervisor Cox to adjourn. AYES: 5; NAYES: 0; ABSTAIN: 0. PASSED.*

*The meeting was adjourned at 10:25 AM.*