

WINNEBAGO COUNTY BOARD OF SUPERVISORS--PERSONNEL & FINANCE COMMITTEE

DATE: Thursday, August 3, 2017

TIME: 8:00 a.m.

PLACE: Orrin King Administration Building  
1<sup>st</sup> Floor Conference Room

PRESENT: Joel Rasmussen  
Harold Singstock  
Mike Brooks  
Bill Roh

EXCUSED: David Albrecht

ALSO PRESENT: Mark Harris, County Executive  
Michael Collard, Director of Human Resources  
Doug Petraszak, Assistant Finance Director  
Mike Elder, Director of Facilities and Property Management  
Ray Palonen, Highway Commissioner  
Natalie Strohmeyer, Register of Deeds  
Mary Krueger, Treasurer  
Rob Way, Director of Parks & Expo Center  
Chuck Farrey, County Board Supervisor  
Charles Koehler, Herrling Clark Law Firm, LTD

Joel Rasmussen called the meeting to order at 8:00 a.m.

Mike Brooks moved to convene into closed session pursuant to 19.85(1) (f), Wis. Stats., for the purpose of considering financial, medical, social or personal histories or disciplinary data of specific persons, preliminary consideration of specific personnel problems or the investigation of charges against specific persons except where par, (b) applies which, if discussed in public, would be likely to have a substantial adverse effect upon the reputation of any person referred to in such histories or data, or involved in such problems or investigations; and also pursuant to 19.85(1)(g), Wis. Stats., for the purpose of conferring with legal counsel for the governmental body who is rendering oral or written advice concerning strategy to be adopted by the body with respect to litigation in which it is or is likely to become involved at 8:30 a.m. Motion seconded by Harold Singstock. Roll call vote carried 4-0.

At 8:45 a.m. Bill Roh made a motion to reconvene to open session, seconded by Mike Brooks. Roll call vote: Singstock, aye; Roh, aye; Rasmussen, aye; Brooks, aye. Motion carried 4-0.

The committee took a four-minute break and resumed at 8:49 a.m.

**Public Comments**

None

Bill Roh moved to approve the minutes of the July 6, 2017, meeting; seconded by Mike Brooks. Carried 4-0.

Mike Brooks made a motion to move agenda item 10, the Resolution to disallow the claim for Carol Marwede trust and Carol Marwede, to be discussed first; seconded by Harold Singstock. Carried 4-0. Charles Koehler for Herrling Clark law firm addressed the committee regarding the claim.

Bill Roh moved to disallow the claim of Carol Marwede Trust and Carol Marwede, seconded by Mike Brooks. Carried 4-0.

**Budget Transfer – Facilities and Property Management, \$34,000.** The transfer would move \$34,000 from the contingency fund to the department's capital project fund for the purpose of completing the parking lot resurfacing project. Mike Brooks moved for approval, seconded by Bill Roh. Carried 4-0.

**Budget Transfer – Register of Deeds, \$15,000.** Natalie Strohmeier requested \$15,000 from the county's contingency fund to purchase six workstations. Strohmeier said her department is moving to the County Administrative Building and the five-foot-tall workstations now used there do not allow for a convenient view of the public counter. Mike Brooks moved for approval, seconded by Harold Singstock. Carried 4-0.

**Resolution: Authorize Winnebago County to become a member of the Property Assessed Clean Energy (PACE) Commission, and Ordinance: Create Section 3.15 of the General Code of Winnebago County: Property Assessed Clean Energy (PACE) Financing Ordinance.** Both the resolution and ordinance are tabled until next month's meeting. A presentation will be done at the county board's special orders meeting in September.

**Review of cash handling procedures at the Parks Department.** Doug Petraszak said he conducted an internal audit of the cash handling procedures for the Parks Department and made several recommendations. The recommendations include that a second person in the department verifies deposits before they are taken to the treasurer's office, and that deposits are done on a regular schedule at least once per week. Petraszak also recommended that the department explore establishing secure fee collection procedures to register and verify permit fee proceeds at each of the county's seven boat launch sites. Automated tellers would cost \$14,000 per location.

**Approve the hiring of Schenck Business Solutions to do the Winnebago County audits for 2017, 2018 and 2019.** A request for proposals was sent to accounting firms requesting to audit the county's financial books. An evaluation team reviewed the proposals of the three qualifying auditing firms before selecting the proposal of Schenck Business Solutions. Schenck is the county's current auditing firm, and Chuck Orenstein said he has been satisfied with the company's work. Bill Roh moved to approve, seconded by Joel Rasmussen. Carried 3-0-1. Mike Brooks abstained.

Bill Roh moved to approve commendations for: Michael Andre and Rosaline Rowl, seconded by Mike Brooks. Carried 4-0.

The next meeting of the Personnel & Finance Committee is Thursday, Sept. 7, 2017, at 8 a.m.

Joel Rasmussen moved to adjourn the meeting at 10:09 a.m., seconded by Mike Brooks. Carried 4-0.

Submitted by  
Joan Lowe