

WINNEBAGO COUNTY BOARD OF SUPERVISORS--PERSONNEL & FINANCE COMMITTEE

DATE: Thursday, December 5, 2019

TIME: 8:00 a.m.

PLACE: Conference Room 119  
112 Otter Ave., Oshkosh, WI

PRESENT: Harold Singstock  
Stephanie Spellman  
Vicki Schorse (arrived 8:03 am)  
David Albrecht  
Joel Rasmussen

ALSO PRESENT: Mark Harris, County Executive  
Vicky Fitzgerald, Director of Finance  
Mike Collard, Director of Human Resources  
James Schell, Airport Director  
Mike Elder, Director of Facilities  
Rob Way, Director of Parks and Expo Center  
Doug Gieryn, Director of Public Health  
Mary Anne Mueller, Corporation Counsel  
Marleah Keuler Grahek, Administrator Park View Health Center  
Rick Helms, Parks Maintenance Supervisor  
Vicky Redlin, Program Manager at Parks  
Robert Keller, County Board Supervisor

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

**Public Comments**

None

David Albrecht moved to approve the minutes of November 7, 2019, seconded by Harold Singstock. Carried 4-0.

**Budget Transfer – Airport, \$116,603.** The transfer accepts unbudgeted rental revenue from the EAA and appropriates the funds to the department’s capital outlay account for the design work on the hanger redevelopment project. Harold Singstock moved for approval, seconded by Vicki Schorse. Carried 5-0.

**Budget Transfer – Airport, \$5.7 Million.** The transfer allows for the construction of a new general aviation terminal facility with \$2 million coming from the undesignated general fund balance, \$1.9 million from bond proceeds, and \$1.8 million reimbursed from the WI Department of Transportation Bureau of Aeronautics. Vicki Schorse moved for approval, seconded by Harold Singstock. Carried 5-0.

**Budget Transfer – Airport, \$183,000.** In 2016, the County Board approved \$600,000 for the design of a new general aviation terminal building. The transfer provides for additional redesign work, bidding, and administrative services needed for the new terminal project. Harold Singstock moved for approval, seconded by Vicki Schorse. Carried 4-1. David Albrecht voted against.

**Budget Transfer – Corporation Counsel, \$15,563.** The transfer allows the department to expand the work schedules for each of the three paralegals from 37.5 hours to 40 hours a week. David Albrecht moved to approve, seconded by Vicki Schorse. Carried 5-0.

**Budget Transfer-Finance-Capital Projects, \$225,128.81.** The transfer moves \$225,128.81 of unspent 2017 bond proceeds to the county's debt service account. Informational only.

**Budget Transfer – Information Systems, \$9,300.** The transfer moves funds from the department's professional services account to the department's overtime account to cover additional hours needed to meet mandated deadlines for upgrading the county's Windows operating system and Citrix program. David Albrecht moved to approve, seconded by Stephanie Spellman. Carried 5-0.

**Budget Transfer – Park View Health Center, \$190,000.** The transfer moves \$190,000 from Park View's unrestricted fund balance to Park View's capital equipment account to provide additional funding required to complete the neighborhood range hood project. David Albrecht moved to approve, seconded by Vicki Schorse. Carried 5-0.

**Budget Transfer – Public Health, \$85,100.** Public Health was awarded a three-year Advancing a Healthier Wisconsin grant of \$254,000, starting January 2020, to fund a suicide prevention coordinator position. The first-year funding of \$85,100 was not included as part of the budget process. Vicki Schorse moved to approve, seconded by Stephanie Spellman. Carried 5-0.

**Budget Transfer-UWO-Fox Cities Campus, \$50,000.** Last month the committee approved a budget transfer for a roof repair project at UWO-Fox Cities Campus totaling \$50,000, with \$25,000 of that funded by Winnebago County with bond proceeds. Vicky Fitzgerald has requested that the county's funding source be changed to the undesignated general fund balance. David Albrecht moved to approve, seconded by Vicki Schorse. Carried 5-0.

**Approve a two-year service contract with Cintas Corporation for rental and cleaning of floor mats and uniforms.** The two-year agreement with Cintas Corporation would provide mat and uniform rental and cleaning services to Winnebago County. Stephanie Spellman moved to approve, seconded by Joel Rasmussen. Carried 5-0.

**Approve a two-year lease renewal with the USDA for space at the James Coughlin Center.** The renewal extends the current lease agreement two years at an annual leasing fee of \$32,250. David Albrecht moved to approve, seconded by Vicki Schorse. Carried 5-0.

**Resolution: Authorize an Automated Teller Machine (ATM) licensing agreement between Winnebago County and Cornerstone Processing Solutions, Inc.** The agreement, running through 2023, would allow Cornerstone Processing Solutions exclusive rights to own, operate and maintain ATM units on county parks property. Cornerstone would pay the county a commission of 55 cents per ATM transaction. Vicki Schorse moved to approve, seconded by Joel Rasmussen. Carried 5-0.

**Resolution: Authorize a three-year Expo Center rental agreement between Winnebago County Parks Department and the Wisconsin Futurity Horse Festival.** The agreement would allow Wisconsin Futurity Horse Festival to rent Sunnyview Exposition Center for an annual four-day horse show during the month of September for a rental fee of approximately \$15,000 per year. Vicki Schorse moved to approve, seconded by Stephanie Spellman. Carried 5-0.

**Resolution: Authorize execution of a twenty-five year lease agreement between Winnebago County Parks Department and Aaron Stroud and Carrie Powers to facilitate establishment of the Marilyn Stroud Nature Area.** The item was withdrawn by Rob Way.

**Resolution: Amend Section 19.24 (2) (a) of the General Code of Winnebago County to reflect implementation of a Soccer Shelter Rental Fee during Tournament and Special Event Usage.** The General Code would be amended to declare that the Oshkosh Youth Soccer Club is exempt from paying a rental fee for use of the soccer shelter concession room and overhang area; and that the soccer shelter concession room and overhang area will be available for use by other parties seeking to conduct tournaments or other special events as provided for in the rental fee agreement in section 19.24 (2)(a) of the General Code. Vicki Schorse moved to approve, seconded by David Albrecht. Carried 5-0.

**Resolution: Authorize Execution of three-year lease agreement between Winnebago County Parks Department and Richard Helm for the property located at 770 East County Road Y.** The three-year agreement would allow Rick Helms to reside in the house located on what was formally known as the Netzler property. Rick Helms, who currently works for the Parks Department, would pay \$800 a month rent and would be available to respond to any immediate needs that may arise at the county park after hours. The committee members expressed concerns the agreement might set a precedent and noted the county had intended to tear the house down, not become landlords. Stephanie Spellman moved to approve, seconded by Vicki Schorse. Denied 2-3. Joel Rasmussen, David Albrecht and Vicky Schorse voted against.

**Approve a change to the Table of Organization for Public Health.** Doug Gieryn asked that a current Community Health Strategist-Drug Free Community Grant project position be converted to a regular full-time position on the department's table of organization. The position is funded for five years at \$125,000 per year by a recently awarded grant from Substance Abuse and Mental Health Services. Vicky Schorse moved to approve, seconded by Stephanie Spellman. Carried 4-1. David Albrecht voted against.

**Discuss Fund Balance Policy.** Vicky Fitzgerald requested guidance from the committee on how she should proceed in updating the undesignated general fund balance policy. Fitzgerald will present a proposal for the updated policy at a future meeting.

Stephanie Spellman move to disallow the claim of Sophia Kue, seconded by Vicki Schorse. Carried 5-0.

The Personnel & Finance Committee will meet January 9, 2020, at 8:00 a.m.

David Albrecht moved to adjourn at 10:00 a.m., seconded by Vicki Schorse. Carried 5-0.

Submitted by  
Joan Lowe