

WINNEBAGO COUNTY BOARD OF SUPERVISORS--PERSONNEL & FINANCE COMMITTEE

DATE: Thursday, November 5, 2009

TIME: 8:00 a.m.

PLACE: Personnel Conference Room

PRESENT: Stan Kline  
Jeanette Diakoff  
Claud Thompson

Excused: David Albrecht

ALSO PRESENT: Mark Harris, County Executive  
Karon Kraft, Director of Human Resources  
Chuck Orenstein, Finance Director  
Mary Krueger, County Treasurer  
Doug Gieryn, Director of Public Health  
Peter Moll, Airport Director  
John Jorgensen, Assistant District Attorney  
Doug Petraszak, Assistant Finance Director  
Laura Forbes, Purchasing Agent/Accountant  
Todd Christie, LT. Shift Commander  
Barb Spanbauer, Accountant Sheriff's Office  
Mike Norton, County Board Supervisor  
Paul Eisen, County Board Supervisor  
Bill Roh

1. Stan Kline called the meeting to order at 8 a.m.
2. Stan Kline thanked Bill Roh for his service to the County Board and to the Personnel and Finance Committee. Roh resigned from his duties on Nov. 3, 2009.
3. Jeanette Diakoff moved to approve the minutes of the October 1, 2009 meeting, seconded by Claud Thompson. Carried 3-0.
4. Claud Thompson moved to approve the minutes of the October 20, 2009 meeting, seconded by Jeanette Diakoff. Carried 3-0.
5. Budget Transfer – Airport, \$40,000. The transfer covers the cost of repairing the airport parking lot and adjoining hangers. There are sufficient funds available in the airport fund balance. Jeanette Diakoff moved for approval, seconded by Claud Thompson. Carried 3-0.
6. Budget Transfer – Airport, \$50,000. The transfer covers the cost of putting fencing around the south perimeter of the airport to secure the grounds against potential vandalism. Claud Thompson moved for approval, seconded by Jeanette Diakoff. Carried 3-0.
7. Budget Transfer – Clerk of Courts, \$30,000. The transfer covers overruns due to unexpected unemployment costs. Claud Thompson moved for approval, seconded by Jeanette Diakoff. Carried 3-0.
8. Budget Transfer – Park View Health Center, \$2,500. Park View Health Center requested acceptance of a grant from the Health Fund Allocation Committee and the Oshkosh Area United Way for the purchase of a pressure guard lateral rotation mattress for the residents. Jeanette Diakoff moved for approval, seconded by Claud Thompson. Carried 3-0.

9. Budget Transfer – Public Health, \$43,894. Doug Gieryn requested acceptance of funds distributed by the Center of Disease Control (CDC) for planning and distributing the H1N1 vaccine. Claud Thompson moved for approval, seconded by Jeanette Diakoff. Carried 3-0.
10. Budget Transfer – Public Health, \$46,732. The transfer accepts additional WIC grant money from the federal government. The number of clients has increased 10 percent, so more funding is allocated. Claud Thompson moved for approval, seconded by Jeanette Diakoff. Carried 3-0.
11. Budget Transfer – Public Health, \$99,335. Doug Gieryn requested acceptance of public health emergency response funds distributed by the Center of Disease Control (CDC) for the administering of the H1N1 vaccine. Jeanette Diakoff moved for approval, seconded by Claud Thompson. Carried 3-0.
12. Budget Transfer – Sheriff's Office, \$7,498. Todd Christie from the Sheriff's Office requested acceptance of a Homeland Security Grant for the purpose of purchasing an eyeball observation kit. The kit consists of a self-stabilizing camera that can be rolled, lowered or thrown into dangerous situations while transmitting audio and video to a computer for evidence. This will protect officers who otherwise could be entering a dangerous situation. Jeanette Diakoff moved for approval, seconded by Claud Thompson. Carried 3-0.
13. Resolution: Authorize the General Services Department to enter into a 5-year lease agreement with Badger Mailing & Shipping Systems for a mail machine. The county is nearing the end of its lease for its current mail machine. A Request for Proposals (RFP) was issued and Badger Mailing and Shipping Systems was selected. Jeanette Diakoff moved for approval, seconded by Claud Thompson. Carried 3-0.
14. Resolution: Authorize an application for a state trust fund loan from and the issuance of certificates of indebtedness to the State of Wisconsin Board of Commissioners of Public Lands, and making certain covenants relating to the recovery zone economic development bond program. In September 2009 the county board adopted a resolution authorizing the borrowing of a \$2,393,000 through a loan from the State of Wisconsin Board of Commissioners of Public Lands. The county seeks to designate the certificates to be qualified Recovery Zone Economic Development Bonds so that the county may claim refundable credits for interest payment on the certificates. Claud Thompson moved for approval, seconded by Jeanette Diakoff. Carried 3-0.
15. Approval of interdepartmental vehicle transfer from the Airport to the District Attorney's Office. John Jorgenson requested approval to transfer ownership of a 1996 Nissan from the Airport to the District Attorneys office. There would be no cost involved as the vehicle is already a county owned vehicle. Claud Thompson moved for approval, seconded by Jeanette Diakoff. Carried 3-0.
16. Establishing values on In-Rem Properties. The committee was asked to approve the value on four properties acquired as a result of delinquent real estate taxes as a consequence of an In-Rem action.
  - Parcel number 913-1441 in the City of Oshkosh. This property was previously approved in August by the Personnel and Finance Committee with a value of \$133,000. The property was advertised but no bids were received. Mary Krueger, County Treasurer asked a Realtor to complete a market analysis on the property and the review came in at \$117,755. Krueger recommended the price be set at \$115,000.
  - Parcel number 701-0509 in the City of Menasha. The consensus was to set the price at \$10,000. If there is no buyer, the county will pay about \$38,000 to raze the building.
  - Parcel number 912-0574 in the City of Oshkosh. Mary Krueger had a market analysis done, and the value came in at \$28,608. Krueger recommended the price be set at \$18,000 enough to cover the county's costs.

Claud Thompson moved for approval to accept the recommended purchase prices, seconded by Jeanette Diakoff. Carried 3-0.

- Parcel 026-0099-01 Town of Vinland. The County Parks Department would like to retain these parcels which are adjacent to the WIOUWASH Trail and could be used for additional parking in the future. The Personnel & Finance Committee has the authority to approve the sale of tax deeded non-homestead lands to a governmental entity for the amount of taxes, interest and costs associated with the acquisition of the land. The amount

currently spent is \$7,831.40 plus the 2009 taxes. The Parks Department could get the funding from the Undesignated Fund Balance. Mary Krueger will have a market analysis completed for the property.

17. Follow-up internal audit on cash deposits – Solid Waste. When the initial internal audit was conducted findings showed that the Solid Waste Department had weak internal controls regarding cash deposits. The department was given recommendations on how to correct the problem areas. Doug Petraszak, assistant finance director did a follow-up audit and determined the shortcomings were corrected.
18. Review of Investment Portfolio reports. Chuck Orenstein discussed the third-quarter investment portfolio for Winnebago County. Due to low investment rates, the county could see a loss of \$500,000 to \$750,000 in investment income this year.
19. Claud Thompson moved to approve the Resolution for commendation for Sandra Gunderson, seconded Jeanette Diakoff. Carried 3-0.
20. The next scheduled meeting of the Personnel & Finance Committee is Thursday, November 19, 2009 at 8 a.m.
21. Claud Thompson moved to convene into Close Session pursuant to exemption provided in section 19.85(1)(e), Wis. Stats., for the purpose of deliberating or negotiation the purchasing of public properties, the investing of public funds, or conducting other specified public business, whenever competitive or bargaining reasons require a closed session, specifically the discussion of collective bargaining strategies at 8:55 a.m. Motion seconded by Jeanette Diakoff. Roll call vote: Diakoff, aye; Thompson, aye; Kline, aye. Motion carried 3-0.
22. At 9:50 a.m. Jeanette Diakoff made a motion to reconvene to open session, seconded by Claud Thompson. Roll Call vote: Diakoff, aye; Thompson, aye; Kline, aye. Motion carried 3-0.
23. Jeanette Diakoff moved to adjourn the meeting at 9:50 a.m., seconded by Stan Kline. Carried 3-0.

Submitted by,  
Joan Lowe