



Winnebago County

The Wave of the Future

**PERSONNEL & FINANCE COMMITTEE MEETING MINUTES
THURSDAY, MARCH 6, 2025**

A. Call to Order

Chairman Cox called the meeting to order at 9:00 a.m. in the Susan T. Ertmer Conference Room at 112 Otter Avenue, Oshkosh.

Members Present: 5 - Chairman Morris Cox, Supervisor Steve Binder, Supervisor Don Nussbaum, Supervisor Koby Schellenger and Supervisor Stefanie Holt

Also Present at the Meeting:

Mike Elder, Director of Facilities and Property Management; Adam Breest, Director of Parks and Recreation; Paul Kaiser, Director of Finance; Jamie Rouch, Director of Administration; Amber Hoppa, Treasurer; Mark Habeck, Director of Human Resources; Jerry Bougie, Director of Planning; Adam Dorn, GIS Administrator; and Julie Barthels, County Clerk

B. Public Comments

No public comments.

C. Adopt Agenda

Motion by Supervisor Nussbaum, seconded by Supervisor Schellenger to adopt the agenda.

Vote: AYES: 5; NAYS: 0. CARRIED.

D. Approval of Minutes

1. *Approval of February 6, 2025, Meeting Minutes*

Motion by Supervisor Schellenger, seconded by Supervisor Holt to approve the minutes of February 6, 2025.

Vote: AYES: 4; NAYS: 0; ABSTAIN: 1 – Holt. CARRIED.

E. Updated Department Reports

- *Paul Kaiser, Director of Finance – Report on Investments.*
- *Director Kaiser handed out a report showing the Inventory by Bond Type. The Treasury CDs and the MSMDS fixed bonds are the items that he has focused on since starting with Winnebago County. He has done a few investments in corporate fixed. Corporate fixes are up to 3.41 for coupon rate. This year he was able to put in a budget amount of \$5.3 million of interest. \$4.3 million is from the investments listed in the document that was handed out. Currently earning roughly 4% interest rate. Director Kaiser provided a pie chart that shows \$58 million in the money markets, of which the majority is tax collection. Some capital projects could affect this balance. He gave a list of projects for UW-Fox Cities campus. He noted that he will not be doing any investing at this time until sub-maturities start dropping out. Director Kaiser answered questions regarding projects and bonding.*
- *Mark Habeck, Director of Human Resources - Updates on Human Resources*
 - *Tyler will be on site April 1st, 2nd, & 3rd to assist with the recruitment project - online job applications. Director Habeck feels it will take three days to configure the program to meet Winnebago County's standards and needs. Training will be done after the configuration.*
 - *General Information: Job Fairs are being attended by Human Resource representatives. They are seeing varied attendance at different events depending on the host and locations.*
 - *Training continues to go well for newly hired Human Resource employees. The new staff has been here about a month.*
 - *News from Park View Health Center: Janel Konkell, Acting Director of Park View Health Center, is studying to see what it will take to be able to open up full or partial neighborhoods that have been closed.*

Supervisor Binder would like to see a yearly report on what departments are affected the most by the turnover of employees. Director Habeck noted that there are a number of functionalities that are not being utilized within the Tyler program. The county will be looking into some of these programs. Supervisor Holt would like to see the percentage of regrettable turnover rate of full-time and part-time employees by department. She is also interested in the programs that are not being utilized in Tyler.

- Jamie Rouch, Director of Administration - Updates on the General Fund and the Budget Book
 - Summary Reports: A new search item has been posted on the county's website to aid in finding the new summary reports. The report for November 2024, has been posted. The new budget book will also be posted on the website. The new budget book was put together according to Government Finance Officers Association guidelines.
 - Strategic Planning: The Strategic Planning process is moving forward. Hoping to have a draft of the Strategic Plan by early next week. Director Rouch thanked everyone for attending the meeting regarding strategic planning.
 - Budget: The budget process will be starting soon. Department heads will start with their program inventories and learn how to score those program inventories to relate them back to the goals and objectives for each department.

F. Business Items

1. Approve Sale of Tax Foreclosure Parcel 909-0792 for \$20,000.00.
Motion by Supervisor Schellenger, seconded by Supervisor Binder to approve the sale of tax foreclosure parcel 909-0792 for \$20,000.00.
Amber Hoppa, Winnebago County Treasurer, provided her reasoning for bringing this item back to the committee. This is a vacant lot where the home was raised. The appraised value was \$28,000.00. The county has between \$30,000.00 and \$40,000.00 in expenses. It was submitted for bidding at \$28,000.00 to no avail. She provided an invoice showing that the same bidder bid on this property along with another property that was up for foreclosure. With this bid, it would show a loss of \$21,000.00. The City of Oshkosh has delinquent special assessments that include Garbage/Recycling; Water/Sewer and Street Assessment. The city is sharing in 92.28% of the losses. This would leave the County with a loss of roughly \$1,600.00. Ms. Hoppa will contact Wisconsin Surplus regarding the collection of \$20,000.00 after receiving the vote on this item.
Supervisor Holt was asked by an assembly representative to notify non-profit agencies to see if they would be interested in purchasing properties to help alleviate the housing shortage. She questioned if the agencies could be notified before being submitted to Wisconsin Surplus.
VOTE: AYES: 5; NAYS: 0. CARRIED.
2. Authorize the Winnebago County to Apply for a Wisconsin Department of Natural Resources Snowmobile Grant for the 2025-2026 Season.
Motion by Supervisor Binder, seconded by Supervisor Holt to Authorize Winnebago County to Apply for a Wisconsin Department of Natural Resources Snowmobile Grant for the 2025–2026 Season.
Director Adam Breest explained what these funds will be used for and that the Parks Department applies to the Wisconsin Department of Natural Resources every year. There are roughly 144 miles of snowmobile trails in Winnebago County and 10 snowmobile clubs that maintain the trail system. The Department of Natural Resources requires a resolution from the County Board to be able to receive this grant funding. They need to know that the county is committed to this project.
Vote: AYES: 5; NAYS: 0. CARRIED.
3. Type II Carryovers for Facilities & Land Records Modernization
Motion by Supervisor Nussbaum, seconded by Supervisor Holt to approve the Type II Carryovers for Facilities and Land Records Modernization.
There was no discussion or questions.
Vote: AYES: 5; NAYS: 0. CARRIED.

G. Notice of Claims

1. Notice of Claim from Dustin Cote
Motion by Supervisor Holt, seconded by Supervisor Binder to deny the notice of claim from Dustin Cote.
Vote: AYES: 5; NAYS: 0. CARRIED.
2. Notice of Claim from Kaylia Hadley
Motion by Supervisor Holt, seconded by Supervisor Binder to deny the notice of claim from Kaylia Hadley.
Vote: AYES: 5; NAYS: 0. CARRIED.
3. Notice of Claim from Brightspeed
Motion by Supervisor Holt, seconded by Supervisor Binder to deny the notice of claim from Brightspeed.
Vote: AYES: 5; NAYS: 0. CARRIED.
4. Notice of Claim from David Nelson
Motion by Supervisor Holt, seconded by Supervisor Binder to deny the notice of claim from David Nelson.
Vote: AYES: 5; NAYS: 0. CARRIED.

H. Next Meeting Date: Thursday, April 3, 2025

The next meeting of the Personnel and Finance Committee will be April 3, 2025.

Vote: AYES: 5; NAYS: 0. CARRIED.

1. *Your items for the Personnel & Finance Committee meeting **AGENDA**, must be reviewed by Corporation Counsel at least two weeks before the meeting in (April). Items are due by **(March 20, 2025)**.*

I. Adjourn

Motion by Supervisor Nussbaum, seconded by Supervisor Schellenger to adjourn the Personnel and Finance Committee meeting.

The meeting was adjourned at 10:00 a.m.

The video portion of this meeting is available on the County website:

<https://winnebagoowwi.portal.civicclerk.com>

Submitted by:

Julie A. Barthels

Winnebago County Clerk