



Winnebago County

The Wave of the Future

**PERSONNEL & FINANCE COMMITTEE MEETING MINUTES
THURSDAY, AUGUST 7, 2025**

A. Call to Order

The meeting was called to order by Chairman Cox at 9:03 a.m. in the Susan T. Ertmer Conference Room, 112 Otter Avenue, Oshkosh.

Members Present: Chairman Morris Cox, Supervisor Don Nussbaum, Supervisor Steve Binder and County Board Chairman Tom Egan;

via TEAMS: Stefanie Holt; Absent: Supervisor Nate Gustafson.

Also Present: County Executive Gordon Hintz, County Executive Assistant Koby Schellenger, Corporation Counsel Mary Anne Mueller, Director of Administration Jamie Rouch, Director of Finance Paul Kaiser, Director of Human Resources Mark Habeck, Director of Solid Waste Kathy Hutter, Director of Land and Water Conservation Chad Casper, Director of Parks Adam Breest, Medical Examiner Cheryl Brehmer, Deputy Medical Examiner McKenzie Repinski, Canine Medical Examiner "Brie", Finance Management Analyst Michael Schuh, County Board Supervisor Frank Frassetto, County Board Supervisor Conley Hanson, and County Clerk Julie Barthels; via TEAMS - Director of Public Health Doug Gieryn

B. Public Comments

Frank Frassetto, Supervisor District 32, spoke in favor of the budget amendment of \$24,000 for the Ambulance Feasibility Study. He explained the circumstances of the need for this study and the plan is to have the study complete by February.

C. Adopt Agenda

Motion by Supervisor Nussbaum, seconded by Supervisor Binder to adopt the agenda for today's meeting. CARRIED. (4-0)

D. Approval of Minutes

1. Approval of July 3, 2025, Meeting Minutes

Motion by Supervisor Binder, seconded by Supervisor Nussbaum to approve the minutes of the July 3, 2025, Personnel and Finance Committee meeting. CARRIED. Abstain 1 - Egan (3-0-1)

E. Updated Department Reports

Finance Director Paul Kaiser provided his report to the Committee.

- *Investments - Director Kaiser handed out a report showing the amount of funds that the county currently has. There is roughly \$186,000,000.00 in cash and investments. Of that amount, \$54,000,000 is cash. \$24,000,000.00 will be paid to municipalities, school districts, and sanitary districts for real estate taxes that were collected through July 31, 2025, dropping the \$54,000,000 down to \$30,000,000. Regarding the investments, the county will earn \$4,200,000.00 in interest on investments. This does not include cash or money market accounts. There is \$25,000,000.00 in investments that will be maturing that will need to be reinvested if the county does not need the cash.*
- *Update on Projects through Spirit Fund and ARPA Strategies - Director Kaiser handed out a report on projects that were requested through the Spirit Fund and ARPA Strategies Fund. The projects highlighted in blue on the report are for completed projects. Of the Spirit Fund monies, there was \$9,700,00.00 allocated by the Winnebago County Board. The money spent on projects to date is \$4,700,000.00.*
- *Interest on Spirit Fund Monies - Director Kaiser explained how and why the interest was divided into two parts. Some of the projects are multi-year projects. The Land and Water Conservation Department and the Parks Department projects will be completed over a number of years.*

Director Kaiser then took questions from the Committee.

1. Human Resources Update - Mark Habeck, Director of Human Resources
Director of Human Resources, Mark Habeck, presented his new hire report. Parkview had a number of new hires for casual call nurses. They held CNA classes in June and July for the new hires. The June class had eight potential nurses, and the July class had twelve. There were several seasonal hires for various departments. Director Habeck thanked the committee for changing the unclassified schedule for seasonal hires. The decision was made to allow the departments to hire seasonal laborers at the lowest pay grade of hiring. This has been a benefit for hiring seasonal employees. Director Habeck then took questions from the committee.

F. Business Items

1. Approval to establish new fees matching the services rendered by the Medical Examiner's Office
*Motion by Supervisor Egan to discuss the approval to establish new fees matching the services rendered by the Medical Examiner's office.
Medical Examiner, Cheryl Brehmer and Finance Analyst Michael Schuh provided information regarding fees for services rendered by the Medical Examiner's office. Cremation permits are already established and will be raised by the Consumer Price Index (CPI) each year. Executive Hintz noted that they met and worked with legislators to assure them they were able to raise the fees for the Medical Examiners' office without having to go through any law changes.
Medical Examiner Brehmer took questions from the committee.
Motion by Supervisor Egan, seconded by Supervisor Nussbaum for approval to establish new fees matching the services rendered by the Medical Examiner's office. CARRIED. (4-0)*
2. Budget Amendment-Ambulance Feasibility Study (RFP-056-2025)
*Motion by Supervisor Binder to bring forward a budget amendment to add \$24,000 for the ambulance feasibility study.
Director of Administration, Jamie Rouch, noted why this amendment is needed. This study was approved in December 2024 by the Winnebago County Board. The lowest bid that came to the County for this study was \$64,000. If approved, the money will be transferred to the contingency fund. The \$24,000.00 would come from the general fund to add to the \$40,000.00 from the contingency fund. Corporation Counsel Mary Anne Mueller provided her input on State Statute 65.90 stating how this transfer should happen.
Motion by Supervisor Binder, seconded by Supervisor Nussbaum to approve a budget amendment for an ambulance feasibility study for \$24,000.00. Vote: AYES: 3, NAYES: 1 - Binder. CARRIED. (3-1)*
3. Budget Amendment - Parks Department Brush Cutter Replacement
*Motion by Supervisor Nussbaum to bring forward a budget amendment for the Parks Department brush cutter replacement.
Parks Director, Adam Breest, noted that the current brush cutter has failed. The Parks Department received quotes of \$4,000 for repairs to the cutter. A new cutter is valued at \$8,000.00. They feel that purchasing a new cutter and trading the old one in would be the best option. He is asking for this amendment because his budget is short on the equipment replacement fund.
Motion by Supervisor Nussbaum, seconded by Supervisor Binder to approve the budget amendment for the brush cutter replacement.
CARRIED. (4-0)*
4. 2025 Budget Amendment of +\$255,000 for Snell Road Landfill Leachate Lift Station Rehabilitation Project
*Motion by Supervisor Binder to bring a 2025 budget amendment of +255,000.00 for the Snell Road Landfill Leachate Lift Station Rehabilitation Project forward for discussion.
Director of Solid Waste, Kathy Hutter, presented the reasoning for this budget amendment. This project is required and regulated by the Department of Natural Resources. The system was re-built in 1992. It was evaluated in 2020 by an engineering firm and quite a bit of corrosion was found in the system. They found waste material in the system and a slight amount of gas collecting in the buildings. This project has been presented in the past and was carried over to future years.
Director Hutter then took questions from committee members.
Motion by Supervisor Binder, seconded by Supervisor Nussbaum to approve a budget*

amendment of +\$255,000 for the Snell Road Landfill Leachate Lift Station Rehabilitation Project. CARRIED. (4-0)

5. Request Authority to Apply for and Accept a Department of Agriculture, Trade and Consumer Protection (DATCP) Producer-Led Watershed Protection Grant
Motion by Supervisor Nussbaum to request authority to apply for and accept a Department of Agriculture, Trade and Consumer Protection (DATCP) Producer-Led Watershed Protection Grant forward for discussion.
Director of Land Conservation, Chad Casper, provided background on this resolution. This \$15,000.00 grant will provide funding for producer-led projects. There is a group called "Muddy Bottom Farmers". The group started with five members within the Rat River area. The group has grown to thirty members. With this grant, the group is able to research and make comparisons with different types of farming procedures.
Motion by Supervisor Nussbaum, seconded by Supervisor Egan to approve the request for authority to apply for and accept a Department of Agriculture, Trade and Consumer Protection (DATCP) Producer-Led Watershed Protection Grant. CARRIED. (4-0)

G. Honoring Retiring County Employees

1. Commendation for Sandra Schmidt
Motion by Supervisor Egan, seconded by Supervisor Binder to approve the commendation for Sandra Schmidt. CARRIED. (4-0)
2. Commendation for Jodi Mrstik
Motion by Supervisor Egan, seconded by Supervisor Binder to approve the commendation for Jodi Mrstik. CARRIED. (4-0)

H. Notice of Claims

No Notice of Claims for this meeting.

I. Next Meeting Date: Thursday, September 4, 2025

The next meeting will be held on Thursday, September 4, 2025, at 9:00 a.m. in the Susan T. Ertmer Conference room.

J. Adjourn

Motion by Supervisor Nussbaum, seconded by Supervisor Egan to adjourn the Personnel and Finance Committee meeting.
The meeting was adjourned at 10:09 a.m.

Respectfully Submitted by:
Julie A. Barthels
Winnebago County Clerk

The video portion of this meeting is available on the County website:
<https://winnebagocowi.portal.civicclerk.com>