



Winnebago County

The Wave of the Future

**PERSONNEL & FINANCE COMMITTEE MEETING MINUTES
THURSDAY, MAY 1, 2025**

A. Call to Order

The meeting was called to order by Chairman Morris Cox at 9:02 a.m. in the Susan T. Ertmer Conference Room at 112 Otter Avenue, Oshkosh.

Members Present: Chairman Morris Cox, Supervisor Koby Schellenger, Supervisor Don Nussbaum and County Board Vice-Chairman Chuck Farrey; Excused: Supervisor Stefanie Holt and Supervisor Steve Binder.

Also Present at the Meeting: County Executive Gordon Hintz, Director of Finance Paul Kaiser, Director of Administration Jamie Rouch, Director of Human Resources Mark Habeck, Director of Facilities and Property Management Mike Elder, Highway Commissioner Bob Doemel, Director of Parks and Recreation Adam Breest, and County Clerk Julie Barthels

B. Public Comments

Supervisor Conley Hanson commented in support of Item F1 on the agenda regarding Reclassification of Three Staffing Positions.

C. Adopt Agenda

Motion by Supervisor Nussbaum, seconded by Supervisor Schellenger to adopt the agenda for May 1, 2025. Vote to Approve the Agenda: AYES - 4; NAYES - 0; ABSENT - 2. CARRIED. (4-0).

D. Approval of Minutes

1. Approval of April 3, 2025, Meeting Minutes

Motion by Supervisor Schellenger, seconded by Supervisor Nussbaum to approve minutes from April 3, 2025. Vote to Approve the April 3, 2025, Minutes: AYES - 3; NAYES - 0; ABSTAIN - 1 Farrey. CARRIED. (3-0-1).

E. Updated Department Reports

1. Finance Department Update - Paul Kaiser, Finance Director

Paul Kaiser, Finance Director, provided information on the following topics:

1. Financial Update on 2024 Audit: The Auditors are working on the 2024 Audit. The Administration and Finance Department Directors will be meeting with them this afternoon to discuss the audit. Everything is good so far. May 15th is when the first filing needs to be done. There should be a report for 2024 at the next Personal & Finance Committee meeting.

2. Director Kaiser printed out a report to show current investments that are being made. He is only investing as older maturities come due.

3. Capital Projects - Facilities, Highway & Parks

a. Facilities and Property Management Capital Projects:

Mike Elder, Facilities & Property Management Director, gave his report.

- Sheriff's Evidence Building and Morgue: This project should be wrapped up by the end of May.*
- Courthouse 4th Floor Ceiling Repair: This project is on hold until the outcome of the Facilities Space and Master Plan.*
- Coughlin Center Boiler Replacement is in progress right now.*
- Courthouse Fall Protection is out for bids. Hope to be done by the end of summer.*
- Neenah Boiler Replacement is in progress now and should be done by the end of May.*

- *Administration Building Masonry and Roof and Second Chance Building: the design and bid package are complete and will go out for bid next week.*
- *Orin King Building: Air Conditioning is out for bids. They should have them by the end of May.*
- *Park View: This project is on hold due to EPA phasing out refrigerant that is currently being used.*
- *Expo Emergency Generator Project: Hope to get started on this project in the next few weeks.*
- *Facilities Condition Assessment - The assessment is complete except for the UW Fox Campus.*
- *Airport Hangar Demolition: This project is out for bids.*

Director Elder then took questions from the Committee.

b. Highway Department

Highway Commissioner Bob Doemel gave his report.

- *County Road E Project: This project is four miles long, they have started replacing culverts, and they started on the East end of the project.*
- *County Road I: Ripple Avenue to Waukau Avenue, this project was finished late last season. There are still two parcels that need the terraces repaired.*
- *County Road M: From State Highway 44 to State Highway 91. This project is seven miles long, it will not be started until after June 22nd.*
- *County Road P: This is an STP Urban Project that requires certain specifications and plans that need to be submitted to the Department of Transportation. This project will require acquiring right of ways. Because of the massive size of this project, it will be split into two seasons.*
- *Concrete Repairs: Will be starting on County Road A.*
- *Road Asphalt Paver: Paver was received late last year. They had to send it back for a few repairs. Employees have gone through training and are ready to get started paving.*
- *Chip Spreader: Employees were sent for training while the chip spreader was being built. The Highway Department will complete their projects that require use of the chip spreader in Winnebago County before moving on to other counties.*

Commissioner Doemel then took questions from the Committee.

c. Parks & Recreation Department

Parks Director Adam Breest reported on his Capital Projects.

Completed projects:

- *East Campus Improvement of the Expo Grounds: This was completed last year. Projects included a camping area and ponds.*
- *Grundman Boat Landing - This project was completed in the Spring of 2024.*
- *Parks Expo Equine Complex: Asphalt was laid between the barns and LED lighting was installed.*

Current Projects:

- *Waukau Creek Dam: A temporary road and access road have been installed. They will be working from the back of the project to the front. Due to certain instances, they will not be able to work on this project until the middle of June.*
- *Butte des Morts Boat Landing: Design and Engineering has started. They will be applying for a grant for this project with the Wisconsin Department of Natural Resources. A capital improvement plan will be submitted in November.*
- *Expo Covered Arena Repair: This is a design plan that will be added to the 2026 capital improvement plan. They have a consultant looking into this project to see what can and should be done.*
- *Expo West Campus Improvement: This project involves the main parking lot of the campus, the pond, the electrical, the new site lighting and the new security throughout the main entrance to the Expo Area. Director Breest has been in contact with all the renters and promoters that are renting the facility this year.*
- *Sunnyview Expo Dividers: The dividers were installed and completed in 2024.*

- *County Park Shelters 1, 2 & 4: The Parks Department has removed Shelter 4, and they are currently working to construct and repair Shelters 1 & 2.*
- *Sunnyview Expo Floor: This project was completed in 2024.*
- *Parks Paving Project: Working with the Highway Department to complete this project.*
- *Automated Pay Stations: The stations were installed last year and are operating well.*

Director Breest then took questions from the Committee.

Director Kaiser reported on the schedule of expenses that were appropriated for the UW Fox Campus. He reported on projects that were scheduled from 2020 to 2023. The total amount appropriated was \$2.3 million; we spent around \$900,000.00.

2. Administration Department Update - Jamie Rouch, Director of Administration

Jamie Rouch, Director of Administration, provided a report on the fund summaries for the first quarter of 2025. This will be posted on the County's website. The packets will be provided quarterly.

Director Rouch is in the middle of kicking off the budget process. The first meeting with Department Heads will be held on May 7, 2025. Priority-Based Budgeting is a budgeting concept to help educate that money is being used wisely.

Winnebago County received a Government Finance Officers Association certification budget award for 2024.

The Administration/Finance Departments are in the process of revising the procurement procedures manual. Hoping to have better procedures for government procurement. Director Rouch is working on long-term forecasting to be able to understand the budget and help plan for the future.

Director Rouch then took questions from the Committee.

3. Human Resources Update - Mark Habeck, Human Resources Director

Mark Habeck, Director of Human Resources, reported on his department.

- *HR Staffing Update: There is one vacancy in their department. Director Habeck explained the turnover that occurred within his department.*
- *Online Application Processes: Director Habeck met with Tyler to set up the system and get training on the program.*
- *New Hire Report: Working with a special project person in Human Services. Moving forward, they would like to revamp this report to make it more efficient and useful.*
- *Note from HR: February had more full-time hires than at the same time last year. Human Resource Staff attended two job fairs, with one more coming up.*

Director Habeck then took questions from the Committee.

F. Business Items

Action may be taken on any business items.

1. Approve 2025 Position Reclassification Requests

Motion by Supervisor Nussbaum, seconded by Supervisor Schellenger to approve the 2025 position reclassification requests.

Director Habeck reported on the process of reclassifications. Requests are made regarding the position, not the person in that position. The requests are presented to the Personnel and Finance Committee. If changes are approved, they are placed on the compensation schedule. There is another department that will be proposing reclassifications later this year. Three requests were submitted to move Directors from Grade 70 to Grade 71, and one request to move the Evidence Technician from Grade 61 to Grade 63. Director Habeck provided comparisons that he had received from other counties.

Chairman Cox noted that this item would be voted on as a whole for four positions. Director Habeck then took questions from the Committee.

Vote to Approve 2025 Position Reclassification Requests: AYES - 4; NAYES - 0. CARRIED. 4-0.

G. Honoring Retiring County Employees

1. Commendation for Billie Verbruggen
Motion by Supervisor Farrey, seconded by Supervisor Schellenger to approve the commendation for Billie Verbruggen.
Vote to Approve: AYES - 4; NAYES - 0. CARRIED. 4-0.
2. Commendation for Charlene Brehmer
Motion by Supervisor Farrey, seconded by Supervisor Schellenger to approve the commendation for Charlene Brehmer.
Vote to Approve: AYES - 4; NAYES - 0. CARRIED. 4-0.

H. Next Meeting Date: Thursday, June 5, 2025

The next meeting date is scheduled for June 5, 2025.

*Items are due by Thursday, **May 22, 2025**.*

Motion by Supervisor Schellenger, seconded by Supervisor Cox to approve the next meeting date. Vote: AYES - 4; NAYES - 0. CARRIED. 4-0.

I. Adjourn

Motion by Supervisor Nussbaum, seconded by Supervisor Schellenger to adjourn.

The meeting was adjourned at 10:42 a.m.

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

<https://winnebago.cowi.portal.civicclerk.com>

Respectfully Submitted by:

Julie A. Barthels

Winnebago County Clerk