



Winnebago County

The Wave of the Future

**PERSONNEL & FINANCE COMMITTEE MEETING MINUTES
THURSDAY, SEPTEMBER 5, 2024**

A. Call to Order

The meeting was called to order by Chairman Cox at 9:00 a.m. from the David W. Albrecht Administration Building.

PRESENT: Chairman Morris Cox, Supervisor Koby Schellenger, Supervisor Steve Binder, Supervisor Don Nussbaum, County Board Chairman Tom Egan; EXCUSED: Supervisor Stephanie Holt

Also PRESENT: Jon Doemel, County Executive; Jamie Rouch, Director of Administration; Paul Kaiser, Director of Finance; Mary Anne Mueller, Corporation Counsel; Rhys Phillips, County Executive Assistant; Mark Habeck, Director of Human Resources; Bob Doemel, Highway Commissioner; Jennifer Ruetten, Interim Information Technology Director; Justin Fischer, Baird & Associates; Amber Drewieske, CLA Auditors; and Hailey Childer, CLA Auditors

B. Public Comments

*Restricted to Items on the Agenda with a Limit of Two Minutes per Person
No comments from the Public.*

C. Adopt Agenda

Supervisor Nussbaum asked for clarification on item #7 listed on the agenda. On the agenda it is listed as \$8,120,000; on the Resolution it is listed as \$8,210,605. Paul Kaiser, Director of Finance, confirmed that \$8,120,000 is the correct amount for this resolution.

Motion by Supervisor Nussbaum, seconded by Supervisor Schellenger to adopt the agenda with the confirmation that \$8,120,000 is correct. CARRIED BY VOICE VOTE. 5-0

D. Approval of Minutes

1. July 3, 2024 Meeting Minutes

Motion by Supervisor Schellenger, seconded by Supervisor Binder to approve the minutes from July 3, 2024. Julie Barthels, County Clerk, noted that a correction was in order for item E1 in the minutes. The amount listed for the refund for the fire department radios was \$260,000; it should have been \$360,000. Vote to approve the minutes as corrected - 4-0. Chairman Egan abstained.

E. Business Items

Action may be taken on any business items.

1. Office of Director of Administration Jamie Rouch Introduction

Chairman Cox introduced the new Director of Administration, Jamie Rouch. Ms. Rouch gave a brief introduction and noted that she was excited to join the Winnebago County team.

2. Information Technology Update - Jennifer Ruetten, Interim IT Director

Interim Information Technology Director, Jennifer Ruetten, covered the current projects that they are working on and upcoming projects.

- *Current projects:*
 - *Multi-Factor Authentication: There are a number of steps that are required to make these projects user-friendly. The plan is to provide one on one presentations for the new laptops with County Board Supervisors. The Sheriff's Department will be using a new program that requires authentication. They have applied for a Cybersecurity Grant and are waiting to hear back from that.*
 - *County Board Laptops*
 - *Sheriff CJIS*
 - *Cybersecurity Grant (SLGCP)*
 - *Luna Certification - This involves the IT Development Team and Human Services Client Management System.*
 - *Microsoft 365 - Process of transitioning all employees.*
 - *Windows 11 - Upgrading from Windows 10 to Windows 11.*
 - *Fiber loop - Construction is complete. Need to install equipment on Information Technology side.*
- *Upcoming Building Projects: Will need to be involved with providing the technology to these facilities.*
 - *Morgue/Evidence New Construction -*
 - *Highway Addition*
 - *Neenah Water Street Built Out of New Rented Office Space*

Ms. Ruetten then took questions from the committee.

3. Finance Report - General Fund and Undesignated Fund Balances - Paul Kaiser, Finance Director

Paul Kaiser, Director of Finance, handed out a packet to all members of the Personnel & Finance Committee and explained what was included in this packet. He started with projects that are forthcoming from the Facilities Department, Highway Department and Parks Department and how these projects would be bonded for. Director Kaiser has asked Department Heads to attend the Personnel and Finance Committee meetings to provide information on Capital Improvement Projects.

Bob Doemel, Highway Commissioner, updated the committee on highway projects.

- *AP Road Project - There have been a lot of delays with this project. Working with engineers for entry into school grounds. The Highway Department will receive funding for this project. There will be a meeting coming up with East Central to discuss this project. He has put in a start date of 2028 for construction so they can start the bid process. This project was for the design portion of the project only.*
- *County Road I (/Ripple Rd) - On schedule, working on storm sewer. Set to be finished this fall.*
- *Il to Clayton Avenue - This project is almost done. Water shut-offs were broke from traffic hitting them. They will need to go back and replace the water shut-offs.*
- *County Road HH - This project is set to start. They contract out for the pulverizing. It will be completed this fall.*
- *County Road MM - They finished main line paving last week. Currently working on tie-ins, they should finish tie-ins today. Should be done by this fall with shouldering.*
- *County Road P - They received STP Urban funding for this. They had some issues with a lawsuit for acquiring right of way for sidewalks. This delayed the whole project. They were able to get an additional \$4.5 M in federal funding. The plan is to begin construction in 2026 due to delays. They cannot use federal funding to acquire right of ways, local monies have to be used.*
- *Concrete Repair - Harrison St./ County Road A intersection will be closed for a period of time. The railroad will be paying for damages that were done when they repaired the tracks. This will help alleviate the cost of this project.*

- *County Road S - There are 2 intersections that need to be reconfigured to bring them to a safer angle. This project is nearing completion.*
- *County Road T project - This project is finished.*

Investments - Director Kaiser noted that there were \$175 million in total investments. In the money market there is \$38 million and the rest is in certificates of deposit, municipals, treasury and some corporate bonds. Paul is working diligently to get the highest rate of interest earned that he can. Director Kaiser explained what he considers when investing money and how he has invested funds since starting with Winnebago County. He noted all the different entities that he uses to determine where the money will be invested.

General Fund Reserve - Director Kaiser listed items classified in these funds; property taxes, dog licenses and public health. He is showing the trend of this fund and the expenses that are spent from this general fund. He noted that expenses are 29.8% of the unassigned general fund balance that was used at the end of 2023. Director Kaiser explained other fund balances that the County has.

4. *Spirit Fund Update - Paul Kaiser, Finance Director*
Spirit Fund - Director Kaiser provided a report showing the county government projects. It shows how much has been approved, how much has been spent and how much is remaining. Government Identified Projects - there are only 2 left that have not sent in their documentation to receive their money; NOVA Counseling and Greater Fox Valley Habitat.
5. *Report from CLA Auditors - Discuss 2023 Audit: Amber Drewieske*
CLA Auditors - Amber Drewieske and Haley Gifford presented the 2023 Audit for Winnebago County. The primary purpose of the audit is to issue an opinion within the standards and to review the counties' internal control. Ms. Drewieske explained the procedures that they go thru to complete the audit. She noted to watch how much of the unassigned fund balance is being used for the budget and continue to evaluate it during the year. She touched on the Enterprise Funds. There was quite a bit of activity in the self-insurance fund. Ms. Drewieske then took questions from the committee members. She thanked the Finance Department and all of Winnebago County for their hard work and dedication by helping to complete this audit.
6. *Report on CIP Projects and Borrowing for the Projects - Justin Fischer, Baird & Associates*
Justin Fischer, Managing Director for Baird & Associates, provided a market update for the County's borrowing. He explained the current economy and how it is affecting interest rates. He feels that the county continues to handle their finances positively to be able to hold their AA1 bond credit rating. The county needs to manage the debt service levy. Mr. Fischer feels that the County has watched its spending, while still getting things done and accomplished. The Personnel and Finance Committee would need to consider the plan and finances, and then draft a borrowing resolution to be presented to the County Board on September 17, 2024, for adoption. On October 15th, Mr. Fischer will come back to report on the sale and then explain the closing process. Mr. Fischer then took questions from the committee members.
7. *Authorizing the Borrowing of Not to Exceed \$8,120,000; and Authorizing the Issuance and Sale of General Obligation Promissory Notes Therefor*
Motion by Supervisor Binder, seconded by Supervisor Schellenger to approve this resolution to be forwarded to the County Board. CARRIED BY VOICE VOTE. 5-0.
8. *Fixing the Compensation of the County Executive for the Four-Year Term Commencing on April 15, 2025*
Human Resource Director, Mark Habeck, presented the board with information regarding the salary of the County Executive for the term starting April, 2025. This salary needs to be set in relation to the position, not to the person in this position. Currently, the salary is in the mid-level of other county executive salaries. Mr. Habeck provided a document explaining the

percentages of increases. All other elected positions are at an increase of 3%.

Motion by Supervisor Cox, seconded by Supervisor Binder, to approve 3% for the first year, 2.5% for the next three years.

Motion by Supervisor Schellenger, seconded by Supervisor Binder, to amend this motion to 2% across the board for the executive's salary for the next four years.

Motion by Supervisor Schellenger, seconded by Supervisor Binder to amend their amendment to move to 3% in 2025, and 2.5% for the next three years. Vote on Amendment to Amendment. CARRIED BY VOICE VOTE. 5-0.

Vote on Fixing the compensation rate at 3% for the first year and 2 1/2 % for the remaining three years. CARRIED BY VOICE VOTE. 5-0

9. Disallow Notice of Claim for Ryan Janssen
Motion by Supervisor Nussbaum, seconded by Supervisor Schellenger to approve. CARRIED BY VOICE VOTE. 5-0.
10. Disallow Notice of Claim for Dustin Brill
Motion by Supervisor Nussbaum, seconded by Supervisor Schellenger to approve. CARRIED BY VOICE VOTE. 5-0.
11. Disallow Notice of Claim for Kelly Small
Motion by Supervisor Nussbaum, seconded by Supervisor Schellenger to approve. CARRIED BY VOICE VOTE. 5-0.
12. Disallow Notice of Claim for Phillip E. Burton, Jr.
Motion by Supervisor Nussbaum, seconded by Supervisor Schellenger to approve. CARRIED BY VOICE VOTE. 5-0.
13. Disallow Notice of Claim for Solomon Nuell
Motion by Supervisor Nussbaum, seconded by Supervisor Schellenger to approve. CARRIED BY VOICE VOTE. 5-0.
14. Commendation for David Schmitz
Motion by Supervisor Schellenger, seconded by Supervisor Nussbaum to approve. CARRIED BY VOICE VOTE. 5-0.

F. Next Meeting Date: Thursday, October 3, 2024

Motion by Supervisor Schellenger, seconded by Supervisor Binder to have the next meeting on Thursday, October 3, 2024 at 9:00 a.m. at the David W. Albrecht Administration Building, 112 Otter Avenue, Oshkosh. CARRIED BY VOICE VOTE. 5-0.

G. Adjourn

Motion by Supervisor Nussbaum, seconded by Supervisor Schellenger to adjourn. CARRIED BY VOICE VOTE. 5-0.

The meeting was adjourned at 11:10 a.m.

1. Items for the Personnel & Finance Committee meeting that go through **Mary Anne Mueller, Corporation Counsel Office**, for the Personnel & Finance agenda **are due** by Thursday, September 19, 2024.

Motion by Supervisor Nussbaum, seconded by Supervisor Schellenger to adjourn. CARRIED BY VOICE VOTE. 5-0.