

# WINNEBAGO COUNTY BOARD OF SUPERVISORS – PERSONNEL & FINANCE COMMITTEE

DATE: Wednesday, February 8, 2023

TIME: 9:00 a.m.

PLACE: Winnebago County Administration Building  
112 Otter Avenue, Oshkosh, WI 54901  
Room 120

PRESENT: Morris Cox  
David Albrecht  
Steve Binder  
Betsy Ellenberger  
Donald Nussbaum

ALSO PRESENT: Jon Doemel, County Executive  
Michael Collard, Director of Administration  
Mark Habeck, Director of Human Resources  
Mary Anne Mueller, Corporation Counsel  
John Matz, Sheriff  
Carol Blackmore, Assistant Finance Director  
Bob Doemel, Highway Commissioner  
Adam Breest, Parks Department  
Tara Berry, Clerk of Court  
Jill Burchardt, Family Court Services  
Mike Elder, Facilities Director  
Jim Schell, Airport Director  
Cameron Hallock, Deputy Airport Director  
Dr. Martin Rudd, UW-Oshkosh  
JoAnne Rife, UW-Oshkosh  
Supervisor Jacob Floam, District 16

VIA ZOOM: Supervisor Conley Hanson, District 26  
Paul Kaiser, Finance Director

## 1. Public Comments

Conley Hanson would vote in favor of purchasing one TruNarc handheld narcotic analyzer and two TruNarc Solutions Kits for the Sheriff's Department and would suggest for the committee to vote in favor of the purchase.

Jacob Floam would also approve the purchase of one TruNarc handheld narcotic analyzer and two TruNarc Solutions Kits for the Sheriff's Department.

Jon Doemel excused Paul Kaiser and would approve the purchases of one TruNarc handheld narcotic analyzer and two TruNarc Solutions Kits for the Sheriff's Department. Also would suggest the current \$15,000 purchase threshold to be increased.

## 2. Approval of the minutes of the January 5, 2023 Personnel & Finance Committee meeting

David Albrecht moved to approve the minutes of January 5, 2023, seconded by Betsy Ellenberger. Carried 5-0.

## 3. Resolution: Authorizing Winnebago County to enter into the settlement agreements with CVS, Walgreens, Walmart, TEVA, and Allergan, agree to the terms of the participation agreement, and authorize execution of the participation agreement.

Mary Anne Mueller provided statistics which included a 11% increase in deaths. Would like to participate in this agreement and execution of this settlement agreement. This is across the country. Betsy Ellenberger motions to approve, seconded by Dave Albrecht. Betsy stated this can't be done unless it is authorized to go forward. Mike Collard stated the amounts in the packet is a broad range, unsure how low or high for totals of the settlement. Dave Albrecht stated the negatives are always talked about, should talk about the positives and quality of life for others.

(JPS voted 5-0). Carried 5-0.

**4. Approve Special pay increase for Casual Call Dispatcher positions**

Sheriff Matz stated there is no mechanism in place now for a raise or to recognize the work. Employee worked 2013-2021 with 729 hours in 2021. Besty Ellenberger motioned to approve the pay increase for casual call. Mary Anne Mueller stated there is a policy in place for approval with the HR Director. Seconded by David Albrecht. (JPS voted 5-0) Carried 5-0

**5. Resolution: Authorizing a purchase of one TruNarc handheld narcotic analyzer and two TruNarc Solution Kits for the Sheriff's Department, to be funded from the Opioid Abatement Account**

Sheriff Matz stated that Supervisors Hanson and Floam are leading this. The analyzer has a 97% accuracy and will help to protect people on the scene and during the follow up. Betsy Ellenberger motioned to authorize the purchase of one TruNarc handheld narcotic analyzer and two TruNarc Solution Kits for the Sheriff's Department, seconded by Steve Binder. Carried 5-0

**6. Resolution: Approval of Capital Improvement Projects for 2023**

Mike Collard stated the projects were presented to the full County Board at two special order meetings. This resolution will approve the funding for these projects, which he feels are fiscally prudent and justified. Mike Collard stated a motion can be made to amend. Morris Cox wanted to confirm that this is not ARPA funds. Mike Collard confirmed it is not ARPA funds. Dave Albrecht said a motion can be made to put this on the floor and to discuss at the County Board meeting. Motion by Betsy Ellenberger, seconded by David Albrecht, to remove Lines 48 & 49 from the resolution which authorizes the funding for the UWO-Fox Cities food service and union facilities. Morris Cox confirmed to remove lines 48-49. Don Nussbaum said he does not agree on all but to let the County Board handle this. Steve Binder feels this should all go to the County Board. The current café is 60 years old. It will cost more to put this off year after year. Betsy Ellenberger agrees that the project should be completed sometime, but due to the environment of the recession now, it's not a good time. Can relook at this later. UWO Fox Cities rep said funding is approved for the design and engineering fees. Will be out for bids in the next few months. Vote on amendment to remove Lines 48 & 49 – ayes 2; nays 3. LOST.

Motion by Donald Nussbaum, seconded by David Albrecht, to approve resolution as presented. Carried 5-0.

**7. Resolution: Approve hangar lease renewal between Tracy Noack and Winnebago County**

Dave Albrecht motioned to approve the hangar lease, seconded by Betsy Ellenberger. Carried 5-0

**8. Resolution: Raising Winnebago County Bailiff pay to \$100 per day and adding the Bailiff position to the Winnebago County Unclassified Positions Pay Schedule**

Tara Berry stated the bailiffs have not had a pay increase in over 10 years, last increase was in 2009. There is a struggle to fill this position, statewide as well. Currently unclassified and would suggest to review this annually. Steve Binder asked how long a bailiff works and why is this not through personnel first and part of the wage study? Mark Habeck stated he has worked with Tara and the pay adjustment done in 2009 was by a Resolution. Would recommend to add this to the schedule so we can look at this and adjust as needed instead of waiting for resolutions. This position is not part of the wage study. Tara Berry said the hours are unknown and depends on the court's schedule which can change. Typically two days per week. Jury trial could be 8am-9:30pm. Day pay would be best due to inconsistencies and to retain bailiffs. Mark Habeck stated bailiffs are on-call. Tara Berry stated if a bailiff is not available, staff is used and that cost can be more than the bailiff's pay; bailiffs are also recruiting. Dave Albrecht asked who picks the bailiffs. Tara Berry stated the judge chooses. Betsy Ellenberger motioned to accept raising the Winnebago County Bailiff pay to \$100 per day and adding the Bailiff position to the Winnebago County Unclassified Positions Pay Schedule, seconded by Steve Binder. Carried 5-0

**9. Resolution: Increase the fee to attend the Parent Education Program Partners in Parenting from \$10 per parent to \$20 per parent**

Jill Burchardt stated this fee has not been reviewed for over 20 years. The Family Court Services runs the program now, Child Support used to assist, but hasn't since COVID. Betsy Ellenberger motioned to accept the increase of the fee to attend the Parent Education Program Partners in Parenting from \$10 per parent to \$20 per parent, seconded by Don Nussbaum. Carried 5-0

**10. Resolution: Establishing a new fee schedule for mediation and custody study fees charged by Family Court Services by setting mediation fees at the existing amount of \$150 per parent, increasing custody study fees to \$50/hour and increasing the up-front retainer fee payment for a custody study to \$525 per parent**

Jill Burchardt stated this fee also has not been reviewed for over 20 years; 2001 was the last increase. Dave Albrecht stated this is a tremendous amount of money for a parent. Tara Berry stated that if the parents are unable to pay, the process doesn't stop. A payment plan can be set up, worse case would be a judgment to pay. This service is usually requested. Jill Burchardt stated this is court-ordered, the parents don't decide. (JPS voted 5-0). Betsy Ellenberger motioned to approve the resolution, seconded by Don Nussbaum. Carried 4-1 (Albrecht).

**11. Resolution: Approval of a Capital Improvement Project in the amount of \$230,000 for the replacement of the Oshkosh Human Services Building public elevator controls and necessary building modifications, funded with either a transfer from the General Undesignated Fund Balance or an advance from the General Fund to be reimbursed by a subsequent bond issue**

Mike Elder stated there is a malfunction of the elevator controls. People are escorted through the employee area to use the employee elevator. The controls are from the 1980s with the new addition. Manufacturer suggests replacing every 5-10 years. Betsy Ellenberger motioned to approve the resolution, seconded by Dave Albrecht. Carried 5-0

**12. Resolution: Approve an extension of ground lease between Cellco Partnership d/b/a Verizon Wireless and Winnebago County and Outagamie County**

Mike Elder said the existing tower is on the UW Fox campus, transferred ownership to two counties. Lease ends in July. Outagamie County did negotiate for 5% increase plus 3% renewal escalator. Don Nussbaum asked if there is liability insurance. Mike Elder reviewed the original contract, and there is insurance. Only thing we have is the ground that the tower is on. Betsy Ellenberger motioned to approve the resolution, seconded by Don Nussbaum. Carried 5-0.

**13. Ordinance: Amend Winnebago County General Code Chapter 19.23 "Camping and Overnight Mooring" to include the proposed modifications and to modify the Fees listed within this Chapter.**

Adam Breest stated just modifying fees. Betsy Ellenberger motioned to accept the Ordinance, seconded by Donald Nussbaum. Carried 5-0

**14. Resolution: Approval of a budget transfer in the amount of \$23,000 from the Contingency Fund for GASB (Government Accounting Standards Board) 87 Leases for the 2022 audit.**

Dave Albrecht motioned to accept the resolution, seconded by Betsy Ellenberger. Carried 5-0

**15. Approve PACE (MUNIS – ERP Training) for the amount of \$15,000 from the Contingency Fund in the 2023 Budget**

Betsy Ellenberger motioned to approve, seconded by Dave Albrecht. Carried 5-0

**16. Approve the transfer from Regular Pay to Professional Services within the Finance Department's 2022 Budget**

Betsy Ellenberger motioned to approve, seconded by Dave Albrecht. Carried 5-0

**17. Approve the transfer from Published Legal Notices to Regular Pay and Lodging and an increase in Dog License revenue and other contracted services expenses within the County Clerk's 2022 Budget**

Betsy Ellenberger motioned to approve the transfer from Published Legal Notices to Regular Pay and Lodging and an increase in Dog License revenue, seconded by Steve Binder. Carried 5-0

**18. Resolution of Commendation for: Barbara Effertz-Doherty, Kelley Hale, Tim Laurin, Robert Messerschmidt, Teresa Paulus, Terri Van Dellen Rausch and Carl Vander Zanden**

Betsy Ellenberger motioned to approve the commendations, seconded by Steve Binder. Carried 5-0

**19. Set Next Meeting Date:** The next scheduled meeting date is Thursday, March 2, 2023 at 9:00 a.m.

**Adjournment:** Motion by Dave Albrecht, seconded by Betsy Ellenberger to adjourn. Vote: CARRIED 5 – 0. The meeting was adjourned at 10:35 a.m.

Submitted by:  
Jenny Sonnleitner  
Acting Secretary