

WINNEBAGO COUNTY BOARD OF SUPERVISORS--PERSONNEL & FINANCE COMMITTEE

DATE: Thursday, May 2, 2019  
TIME: 8:00 a.m.  
PLACE: Conference Room 119  
112 Otter Ave., Oshkosh, WI

PRESENT: Joel Rasmussen  
David Albrecht  
Stephanie Spellman  
Vicki Schorse

EXCUSED: Harold Singstock

ALSO PRESENT: Mark Harris, County Executive  
Vicky Fitzgerald, Director of Finance  
Mike Collard, Director of Human Resources  
Rob Way, Director of Parks and Expo Center  
Ray Palonen, Highway Commissioner  
Jim Schell, Airport Director  
John Matz, Sheriff  
Doug Gieryn, Director of Public Health  
Mary Krueger, Treasurer  
Melissa Pingel, Clerk of Courts  
Natalie Strohmeyer, Register of Deeds  
Bryan Keberlein, Court Commissioner

Joel Rasmussen called the meeting to order at 8:00 a.m.

**Public Comments**

None

David Albrecht moved to approve the minutes of April 4, 2019, seconded by Vicki Schorse. Carried 4-0.

**Budget Transfer – Airport, \$10,500,000.** Approve construction funding match for the Taxiway Alpha reconstruction project. The County is responsible for \$525,000 with the remainder being funded by the FAA and BOA. Taxiway Alpha is the full parallel taxiway to the Airport’s primary runway. Vicki Schorse moved to approve, contingent on the county’s portions not to exceed \$525,000, seconded by Stephanie Spellman. Carried 3-1. Albrecht voted against.

**Budget Transfer-Airport, \$4,150.** Approve transfer from contingency account to capital outlay for additional funding to repair cracked pavement. Stephanie Spellman moved to approve, seconded by Vicki Schorse. Carried 4-0.

**Budget Transfer-Finance and Human Resources, \$7,006.** Finance and Human Resources will be upgrading Tyler Munis. In March, Information Systems was notified by Munis that two additional servers would be needed. David Albrecht moved to approve, seconded by Vicki Schorse. Carried 4-0

**Budget Transfer Highway, \$115,900.** Informational only, Highway Department had savings in capital outlay and will be purchasing a tow plow concrete breaker.

**Budget Transfer Parks, \$67,813.** Approve additional funding needed to build a new soccer shelter. Joel Rasmussen moved to approve, seconded by Vicki Schorse. Carried 4-0.

**Budget Transfer Parks, \$12,000.** Acceptance of donation from Life Promotions for service road improvements. Vicki Schorse moved to approve, seconded by Stephanie Spellman. Carried 4-0.

**Budget Transfer Public Health, \$24,000.** Doug Gieryn said this is to replace a car that is 11 years old and is no longer repairable. Gieryn would like to amend the transfer to include any sedan that comes available on the next state contract. Vicki Schorse moved to approve with the recommendation that the highway department give suggestions on maintenance of the vehicle, seconded by Stephanie Spellman. Carried 4-0.

**Budget Transfer Public Health, \$55,395.** The transfer adjusts additional grant revenue received to actual expenses. Vicki Schorse moved to approve, seconded by David Albrecht. Carried 4-0.

**Budget Transfer Public Health, \$136,938.** Accept Opioid Preparedness Grant and related expenses. Vicki Schorse moved to approve, seconded by Stephanie Spellman. Carried 4-0.

**Budget Transfer Treasurer, \$23,136.** Transfer out tax deed for foreclosed property in City of Neenah. Vicky Fitzgerald said this should come out of the contingency fund. David Albrecht moved to approve with funding from the contingency fund, seconded by Stephanie Spellman. Carried 4-0.

**Special pay increases for Foremen in Highway Department.** Mike Collard requested a special pay adjustment for three Foremen in the Highway Department. The newly promoted Foreman is at a higher rate than the other Foremen, all of whom have worked for the County for a longer period of time. Mike is proposing to increase the base pay of the two longer serving Foremen by 3 percent and the third foreman by 5 percent. Joel Rasmussen moved to amend the request to Foreman #1 gets a 3.5 percent increase, seconded by David Albrecht. Carried 4-0. Vicki Schorse made a motion to approve the amended request, seconded by David Albrecht, carried 4-0.

### **Reclassification requests for certain positions in the Clerk of Courts, Public Health, Register of Deeds, and Sheriff departments.**

The Winnebago County Compensation Plan allows department heads to make written requests to the Director of Human Resources to reclassify an existing position from one pay grade to another. The Director reviews the requests and presents his recommendations to the Personnel & Finance Committee in May. Mike Collard said the committee can approve requests unless a TO change is involved. This year there were six requests, half of what we had last year.

#### **Clerk of Courts-Court Assistant**

The position currently falls in grade 19 and the department requested it be raised to grade 20 because a new duty requires the use of digital audio recording. David Albrecht moved to accept the recommendation denying reclassification of the Court Assistant, seconded by Vicki Schorse. Mike Collard suggested a special pay increase.

#### **Clerk of Courts-Administrative Associate I**

The position currently falls in grade 13 and the department requested it be raised to grade 16 since the duties have changed dramatically. Mike Collard said that the Clerk of Courts wants the people at the front desk to help in all areas. He agrees with the request to move the Administration Associate I to a III

but the TO should read Administrative Associate II/III so we can hire as a II then determine when a person can move to a III, much like the Economic Support Specialist I/II positions. Melissa Pingel said she would like to do this at budget time. David Albrecht moved to accept Mike Collard's recommendation, seconded by Stephanie Spellman. Carried 4-0.

#### **Clerk of Courts-Accounting Supervisor**

The position currently falls in grade 23 and the department requested it be raised to grade 24 because of the outstanding performance on debt collections. Mike Collard said this position had a reclass request last year as a grade 22 and it was approved to a grade 23. Mike said the person in this position is doing a great job on debt collection but he would recommend a special pay increase and not a reclass. Vicki Schorse moved to approve Mike Collard's recommendation to bring it back next month as a special pay increase, seconded by David Albrecht, carried 4-0.

#### **Public Health-Communications Specialist**

The position currently falls in grade 21 and the department requested it be raised to grade 24 to better match the position responsibilities. Mike Collard said the responsibilities of this position do not affect compensation factors sufficiently to justify upward movement. The current pay range is consistent with state and national averages for generally similar positions, including State of Wisconsin positions. David Albrecht moved to accept Mike Collard's recommendation, seconded by Joel Rasmussen, carried 4-0.

#### **Register of Deeds-Records Associate**

There are five Records Associates. The recommendation is to separate one out that has more challenging duties, doing the database file management. The current grade is 14 and the request is to raise it to grade 16. Mike Collard said this is a TO change and the position should be called Records Specialist. Natalie Strohmeyer would like this done as part of the budget. David Albrecht moved to accept Mike Collard's recommendation, seconded by Vicki Schorse, carried 4-0.

#### **Sheriff-Public Safety Records Associate**

The position currently falls in grade 15 and the department requested it be raised to grade 18 because the increase in volume of records requests generated additional duties. Mike Collard said this is an office position, clerical in nature. The original pay study put this position in grade 15. The main duty of this position is open records requests and it has a higher level of responsibility and compares to the Civil Process Associate which is in grade 18. Mike recommends reclassifying this position to grade 18. Vicki Schorse moved to accept Mike Collard's recommendation, seconded by David Albrecht, carried 4-0.

**Renew multi-year AT&T contract for the County's primary phone service.** Patty Francour stated that AT&T is transitioning to new technology and phasing out the older technology that we use. They are offering us an extension to April 2020 with no change to the current rates. David Albrecht moved to approve, seconded by Joel Rasmussen. Carried 4-0.

**Review tax foreclosed properties sold in 2018.** Supervisor Singstock asked for a brief overview of foreclosed properties sold in 2018. Mary Krueger provided a list for the committee to review.

**Sale of County-owned property to the City of Oshkosh.** The general code for Winnebago County requires the County Treasurer to offer tax-deeded non-homestead properties to governmental entities willing to pay their tax bills, plus any interest and acquisition costs. The City of Oshkosh is interested in buying such a parcel, number 913-0336, to be used for redevelopment opportunities. David Albrecht moved to approve, seconded by Vicki Schorse. Carried 4-0.

**Sale of County owned property to the City of Menasha.** The general code for Winnebago County requires the County Treasurer to offer tax-deeded non-homestead properties to governmental entities

willing to pay their tax bills, plus any interest and acquisition costs. The City of Menasha is interested in buying such a parcel, number 703-0584, to protect the supply and increase the value of affordable housing within the city. David Albrecht moved to approve, seconded by Vicki Schorse. Carried 4-0.

**Review of 1<sup>st</sup> Quarter Investment Analysis Report.** Vicky Fitzgerald reported that the average rates of return as of March 31, 2019 and December 31, 2018 were 2.26% and 2.01% respectively. Last year at March 31, 2018 the average return was 1.75%. At the end of the quarter, the portion of funds invested in CD's have increased by \$6 million, federal securities by \$413,000, State Investment pool by \$2 million, money markets by \$9.9 million, and municipal bonds by \$3.6 million. Overall interest rates have started to increase.

David Albrecht moved to approve Resolutions of Commendation for Dawn Banerdt-Adams, Diane Handrich, and Sandra Voruda, seconded by Vicki Schorse. Carried 4-0.

The Personnel & Finance Committee will meet June 6, 2019, at 8 a.m.

David Albrecht moved to adjourn at 10:45 a.m., seconded by Vicki Schorse. Carried 4-0.

Submitted by  
Kathy Rumlow