

WINNEBAGO COUNTY BOARD OF SUPERVISORS--PERSONNEL & FINANCE COMMITTEE

DATE: Thursday, May 5, 2022

TIME: 8:00 a.m.

PLACE: Winnebago County Administrative Building  
112 Otter Ave, Oshkosh WI 54901  
Room 120

PRESENT: Morris Cox  
David Albrecht  
Betsy Ellenberger  
Donald Nussbaum (arrived 8:09 a.m.)

EXCUSED: Steve Binder

ALSO PRESENT: Jon Doemel, County Executive  
Michael Collard, Director of Human Resources and Acting Director of Finance  
Mark Habeck, Acting Director of Human Resources  
John Matz, Sheriff  
Todd Christopherson, Chief Deputy Sheriff  
Mary Krueger, Treasurer  
Robert Doemel, Highway Commissioner  
Adam Breest, Director of Parks and Expo Center  
Kelly Kutz, Office Supervisor District Attorney  
Rick Helms, Expo Manager  
Mike Norton, County Board Supervisor  
Koby Schellenger, County Board Supervisor

Morris Cox called the meeting to order at 8:03 a.m.

Morris Cox requested for a motion to approve moving item 3 on the agenda after item 10. Betsy Ellenberger moved for approval, seconded by David Albrecht. Carried 3-0.

Morris Cox requested for a motion to approve the agenda as read. David Albrecht moved for approval, seconded by Betsy Ellenberger. Carried 3-0.

**Public Comments**

None

Morris Cox asked that the minutes of April 7, 2022, be approved at the next meeting due to a lack of a quorum of members from last month's meeting being present.

**Budget transfer of \$54,091 to cover a shortfall in revenue and an overage in expense for 2021 Highway Capital Improvement Project 4920 – CTH Y.** Highway Project 4920 was budgeted at \$915,500. State funding came in lower amount than expected, leaving a shortfall of \$33,000. Additionally, the project went over budget by \$21,09. Due to the shortages an additional transfer of \$54,091 from the general fund undesignated fund balance account is needed. David Albrecht moved for approval, seconded by Betsy Ellenberger. Carried 3-0.

**Resolution: Approve budget transfer of \$238,370 in additional funding for sheriff's boathouse repair project to cover higher than expected bids.** Currently, Marine 1 is stored in an open slip at the Pioneer Inn because the Broad St boathouse needs repair. The budget transfer provides the additional funds for higher-

than-expected bids due to increases in labor and material costs. David Albrecht moved for approval, seconded by Betsy Ellenberger. Carried 3-1. Donald Nussbaum voted against.

**Resolution: Approve budget transfer of \$104,638 from Jail Improvements Fund to replace carpet in Direct Supervision Pod 1 and 2 and C-Pod with vinyl flooring.** The original flooring was installed in 2003 during jail construction. Due to high usage and the age of the flooring the Sheriff's Office is requesting \$104,638 from the jail improvement fund in the Sheriff's Office account for the purpose of replacing the DS-1, DS-2 and C-pods flooring. David Albrecht moved for approval, seconded by Betsy Ellenberger. Carried 4-0.

**Resolution: Amending the Table of Organization for the Winnebago County Sheriff's Office by adding one Lieutenant position and removing one Corrections Financial Associate position and one Police Officer position.** John Matz requested the table of organization be amended in response to two retirements within the department. Matz requested a vacant full-time Corrections Financial Associate position and a vacant full-time Community Services Police Officer position be replaced with a full-time Lieutenant Corrections position. The new position will provide oversight and support of jail operations during evening hours. Betsy Ellenberger moved for approval, seconded by Donald Nussbaum. Carried 4-0.

**Budget transfer of \$1,841 to cover the donation of a memorial bench at the Jerry Finch Winnebago County Dog Park.** Adam Breest requested acceptance of a \$1,841 donation toward the purchase and installation of a memorial bench at the Jerry Finch Winnebago County Dog Park. Donald Nussbaum moved for approval, seconded by Betsy Ellenberger. Carried 4-0.

**Resolution: Approving a contract with MidWest Rental Company to offer kayak rentals at the Asylum Bay Boat Landing in 2022.** Adam Breest requested acceptance of a contract with MidWest Rental Company for June 1, 2022 though Oct. 31, 2022, to provide kayak rentals at the Asylum Bay Boat Landing. As part of the contract, Winnebago County Parks Department will receive 15 percent of all revenue generated from rentals. Betsy Ellenberger moved for approval, seconded by Donald Nussbaum. Carried 4-0.

**Resolution: Authorizing a capital project for the Parks Department for LED lighting, blacktop, and gutter improvements to the Sunnyview Equine Complex at a cost of \$127,000.** Adam Breest requested approval of \$127,000 for improvements to the Sunnyview Expo Center lights and barn areas. The funding will come from a transfer from the undesignated general fund balance, or with a subsequent bond issue. Betsy Ellenberger moved for approval, seconded by David Albrecht. Carried 4-0.

**Discuss and approve future meeting dates and times of the Personnel & Finance Committee.** The committee members established that the meeting date remain the first Thursday of each month. The meeting times of 8 a.m. and 9 a.m. were discussed. Steve Binder was not present but gave Morris Cox a note indicating his preference was 9 a.m. Betsy Ellenberger made a motion to approve a standard meeting time of 9 a.m. on the first Thursday of each month, seconded by David Albrecht. Carried 4-0.

**Resolution: Authorize \$5,160,000 for the Winnebago County Highway Department's 2022 Annual Infrastructure Capital Improvement Program and \$750,000 for Parking Lot Capital Improvements.** Betsy Ellenberger moved for approval, seconded by David Albrecht. Carried 4-0.

**Resolution: Authorize \$300,000 to Initiate Design Services for the Winnebago County Highway Department Building improvements.** The transfer of \$300,000 from the general fund balance covers the design costs for the highway department building. The building is 26 years old and in need of repairs. There are mold problems, the heating system needs updating, and the truck storage area no longer meets the needs of the department. Betsy Ellenberger moved for approval, seconded by David Albrecht. Carried 4-0.

**Consideration of 2022 requests for reclassification which have been submitted pursuant to section 7 of the Winnebago County Employee Compensation Plan.** 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. The following positions were recommended for a pay grade change by Habeck. Those positions not recommended for a pay grade change by Habeck will be reviewed with the upcoming wage study.

- Hospitality Aide. The position currently falls in pay grade 10 and the department requested it be raised to pay grade 12. Mark Habeck agrees with the department's recommendation.
- The positions of Administrative Aide, Custodian, and Food Service Assistant at Park View Health Center are currently in grade 11 and the department requested they be raised to pay grade 12. Mark Habeck agrees with the department's recommendations, stating that increasing the minimum rate will help with recruitment and align the starting pay to be more competitive with similar jobs.
- Cook, Transportation Aide, and Unit Assistant at Park View Health Center. These positions are currently in grade 12 and the department requested they be raised to pay grade 13. Mark Habeck agrees with the department's recommendation in order to maintain a one-grade increase over entry level positions.
- Administrative Assistant I in the District Attorney Office. The position currently falls in pay grade 13 and the District Attorney requested it be raised to pay grade 16 and retitled Administrative Associate III. Mark Habeck recommends this position be raised to pay grade 16 and retitled, stating the position is comparable to the Administrative Associate III positions at the Corporation Counsel and Human Services Offices.
- C.N.A. Coordinator. The position currently falls in pay grade 19 and the department requested it be raised to pay grade 21P. Mark Habeck reviewed the position and recommends the position be moved to either pay grade 19 or 20. After a discussion the committee said it would approve a move to pay grade 20.
- Assistant Child Support Attorney and Child Support Attorney. Both positions are currently in pay grade 24 and 26, respectively. The department asked that both positions be moved one pay grade, to 25 and 27, respectively, and Habeck agreed.

The following positions were submitted for a pay-grade change but Habeck recommended they remain unchanged.

- Administrative Assistant V – District Attorney
- Crime Data Analyst - District Attorney
- Communications Specialist – Public Health
- Registered Nurse – Park View Health Center
- Child Support Office Supervisor – Child Support
- Staff Development Coordinator - Park View Health Center

Betsy Ellenberger moved to accept Mark Habeck's recommendations and approve that C.N.A. Coordinator position be moved to pay grade 20, seconded by David Albrecht, carried 4-0.

Betsy Ellenberger moved to approve the Resolutions of Commendation for Bev Ostrander, Kim Thomson and Mary Salzer, seconded by David Albrecht. Carried 4-0.

The next scheduled Personnel & Finance Committee meeting is June 2, 2022, at 9 a.m.

David Albrecht moved to adjourn at 10:05 a.m., seconded by Betsy Ellenberger. Carried 4-0.

Submitted by  
Joan Lowe