

**Waupaca County Finance and Human Resource Committee
Minutes – April 8, 2015**

Chr. Federwitz called the meeting to order at 9:00 a.m. and gave the opening meeting statement.

Roll Call: Chr. Federwitz, Suprs. Barrington, Craig, Flease, G. Murphy, Penney, Neumann and Co. Bd. Chr. Koeppen, all members present. Others present: Mary Robbins, Heidi Dombrowski, Clyde Tellock, Leighton Trice, Andy Carlin, Brad Hardel, Al Kraeger, Nick Carlin, Bob Reath, Roger Holman, Jesse Cuff, Linda Drews, Mandy Welch and Megan Feirtag.

Review and Approve Agenda. Motion: Supr. Craig moved and Supr. Barrington seconded the motion to approve the agenda as amended. The motion carried without a negative vote.

Minutes of the previous meetings, March 4 & March 11. Motion: Supr. Neumann moved and Supr. Flease seconded the motion to approve the minutes of the previous meetings. The motion carried without a negative vote.

Public Input. – None.

Finance Director's Report – Heidi Dombrowski. Update as of 3/31/2014 2014 Budget & 2015 Budget– Financial Review was presented to the committee. Reviewed the 2014 General Fund – Fund Balance Analysis, we are keeping within policy we are over by \$1,416,654.

Leighton Trice – Budget Amendment – New Boiler and Controls for the Law Enforcement Center. The money would come out of the Jail Assessment Fund. The boiler would cost \$38,354.00. Leighton said they would like to install a smaller more efficient boiler and the controls need to be updated due to out of date replacement parts, they are outdated about 15 years old and would cost approx. \$22,923.00 from DDC Siemens. This didn't come at budget time, because they were focusing on other issues that were more important, but because they have the money in the Jail Fund, he would like to replace this now at a time when they can test it out and save some money. He will check with Focus on Energy for a cost savings energy analysis and return on investment and bring back to the committee.

Motion: Supr. Craig moved and Supr. Barrington seconded the motion to approve the replacement controls for \$22,923.00 from the Jail Assessment Fund. The motion carried without a negative vote.

Vouchers. Motion: Supr. Craig moved and Supr. Murphy seconded the motion to approve the monthly vouchers. The motion carried with Co. Bd. Chr. Koeppen abstaining from the vote.

Treasurer's Report- Treasurer Clyde Tellock. Treasurer's Report was distributed and placed on file. Cash on hand of \$3,036,301.26. Reviewed: Investments, Tax Certificates, County Sales Tax, Interest on Delinquent Taxes, and Interest on Investments. Foreclosure notes were sent out this week.

Information Systems – Director's Report-Robert Reath. I.S. Monthly report was given by Bob Reath. Bob reported on the Web Design Team's and the I.S. Committee's recommendation of the vendor Revize from Troy Michigan to serve as our Website Design company, approximately \$21,000.00 This would be for 5 years and they would do an updated design in the fifth year. **Motion:** Supr. Craig moved and Supr. G. Murphy seconded the motion to accept the Website Redesign Team's recommendation to hire Revize from Troy Michigan for Waupaca County website provider not to exceed \$30,000.00 for a five year period. The motion carried without a negative vote.

Bob shared with the committee the progress on the Waupaca County PTF – Manawa Fiber Optic Project Update as of 3/30/2015.

Motion to pay monthly bills: Co. Bd. Chr. Koeppen moved and Supr. Barrington seconded the motion to pay the bills. The motion carried without a negative vote.

Highway Dept. 5 year Plan. Highway Committee Chair Bob Flease distributed the highway department's five year plan. This will be presented to the full County Board at the April 21st meeting.

Human Resource Director Amanda Welch. Mandy presented her monthly report; recruitment & terminations, wage/benefit issues, labor relations; which is on file in the Clerk's office. She mentioned that the NeoGuv live date has been delayed.

HR Department is requesting to purchase a fax/copier/scanner for \$5,397.20. The current machine has completed its life cycle and works no more. EOJ is the company for the equipment. The money will come from the Capital Replacement Fund. **Motion:** Supr. Flease moved and Supr. Neumann seconded the motion to approve the purchase of the fax/copier/scanner not to exceed \$5,500.00. Motion carried without a negative vote.

County Clerk – Mary Robbins.

Insurance Claim – Lincoln Van Cuick/Kimberly Roberts. **Motion:** Supr. Barrington moved and Supr. G. Murphy seconded the motion to disallow the claim for Lincoln Van Cuick/Kimberly Roberts. The motion carried without a negative vote.

Per Diem & Mileage expense: Per Diem and Mileage total for the month of February is \$16,425.77. **Motion:** Co. Bd. Chr. Koeppen moved and Supr. Barrington seconded the motion to approve the per diem and mileage expenses. Motion carried without a negative vote.

Next meeting will be Wednesday, May 13, 2015.

Closed Session Motion: Supr. Flease moved and Supr. Neumann seconded the motion to go into closed session at 10:45 a.m. per Wis. State Stats. Sec. 19.85 (1)(c) for the purpose of consideration of individual employee compensation which the governmental body has jurisdiction over. Roll call Vote: Chr. Federwitz-yes, Suprs. Barrington-yes, Craig-yes, Flease-yes, G. Murphy-yes, Penney-yes, Neumann-yes and Co. Bd. Chr. Koeppen-yes.

CLOSED SESSION.

Motion to Adjourn in Closed Session at 11:00 a.m.. Supr. Barrington moved and Supr. G. Murphy seconded the motion to adjourn in closed session. **Roll call Vote:** Chr. Federwitz-yes, Suprs. Barrington-yes, Craig-yes, Flease-yes, G. Murphy-yes, Penney-yes, Neumann-yes and Co. Bd. Chr. Koeppen-yes.

Mary A. Robbins, County Clerk

These minutes will be posted to the website prior to approval from the committee and are considered to be in draft form until approved at the next scheduled meeting.