

**Waupaca County Finance and Human Resource Committee
Minutes – August 12, 2015**

Vice Chr. Barrington called the meeting to order at 9 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, a quorum was established. Others present: Mary Robbins, Diane Meulemans, Heidi Dombrowski, Roger Holman, Ryan Brown, Jesse Cuff, Dean Steingraber, Brad Hardel, Al Kraeger, Mike Mazemke, Clyde Tellock, Susan Deruchowski, Mandy Welch, Megan Feirtag, Chuck Price, David Krueger, Paul Denis & Greg Pitel.

Review and Approve Agenda. Motion: Supr. Flease moved and Supr. Penney seconded the motion to approve the agenda. The motion carried without a negative vote.

Minutes of the previous meeting July 8, 2015. Motion: Supr. Flease moved and Supr. Penney seconded the motion to approve the minutes of the previous meetings. The motion carried without a negative vote.

Public Input. – None.

2014 Comprehensive Annual Financial Report – Schenk – Paul Denis and Greg Pitel. Paul reviewed the Comprehensive Annual Financial Report Year End December 31, 2014 and Management Communications. There are new standards and reporting requirements for 2016. Heidi will report to the full county board on August 18th.

David Krueger, Willis, - Re: Property Insurance. David is a broker for the Willis and is interested in helping Waupaca County find an Insurance Company that handles Property Insurance and he will give us 4 or 5 options to consider. It has become a very competitive business. It will take awhile to put this together he hopes to have something to us by October meeting.

Finance Director's Report – Heidi Dombrowski. 2015 Budget– Financial Review as of July 31, 2015 59% was presented to the committee.

Res. No. 20 (2015-2016) Contingency Transfer Fund. Heidi explained to the committee that this is software for a Grant Module for Financial Management and she feels this would be very beneficial; it will help track revenue and expenditures for grants and awards, it would cost \$8,620.00. **Motion:** Supr. Craig moved and Supr. G. Murphy seconded the motion to approve forwarding to the full county board. Motion carried without a negative vote.

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

Treasurer's Report- Clyde Tellock. Treasurer's Report was distributed and placed on file. Cash on hand of \$3,52,477.02. Reviewed: Investments, Tax Certificates, County Sales Tax, Interest on Delinquent Taxes, and Interest on Investments. Clyde introduced his new Chief Deputy Susan Deruchowski comes from the Jail Corrections Department.

Information Systems – Director's Report Robert Reath. Fiber Optic Report was given by Brent Wyland. He reported that the fiber optic project is on schedule; cable has been inspected and is to be installed by the end of August. Clerk of Courts has been working with Heartland to fix the problems occurring with the audio/visual in Branch I and Branch II courtrooms. Sheriff Office problems Nick Carlin has been working on a solution. Bob will present his full budget to this committee next month. The I.S. Committee has approved his budget as presented.

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

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.

Deer Pickup on Roadways – Dean Steingraber, Highway Commissioner. Dean wanted to bring this to the attention of the committee that the DNR is no longer picking up deer along county highways or town roads; they will still pickup on the Federal and State Highways. In Waupaca County the state has contracted with Jim Hofferber from the Animal Haven Zoo, for \$1,000 per month. Committee felt Dean should contact all other counties to see how they are handling this issue. Letters should be written to our legislators from Dean, the Sheriff, Towns and Co. Supervisors encouraging the DNR to manage the deer kill. **Motion:** Supr. Barrington moved and Supr. Fleese seconded the motion to spend \$2,000 from the Animal Control Fund to have Jim Hofferber contracted from September 1 to December 31st to pick up the deer kill on all county and town roads in Waupaca County. The motion carried with Supr. Craig voting no.

County Clerk – Mary Robbins.

Per Diem & Mileage expense: Per Diem and Mileage total for the month of July \$12,873.29. **Motion:** Supr. Craig moved and Supr. Barrington seconded the motion to approve the per diem and mileage expenses. Motion carried without a negative vote.

County Clerk Robbins presented the 2016 budget for Department No. 9 along with Finance Director Dombrowski. This includes: County Board, County Clerk, Elections, Risk Management, Fire Suppression, Grants to Libraries, East Central WI Regional Planning, and Waupaca County Economic Development Corporation a grand total with expenditures and revenues of .51% increase. **Motion:** Supr. Craig moved and Supr. Neumann seconded the motion to approve this budget subject to further review. The motion carried without a negative vote.

Finance and Central Services Department – Heidi Dombrowski. Heidi explained that her budget for 2016 will show an increase of 1.40% or a \$6,004.00 increase. **Motion:** Supr. Barrington moved and Supr. Neumann seconded the motion to approve subject to further review. Motion carried without a negative vote.

Heidi explained that for the 2016 budget we will have \$127,549.00 available and this doesn't include a cost of living increase.

Next meeting will be Wednesday, September 9, 2015. This will be a full day meeting if necessary. September 23 at 9 a.m. – Budget Meeting and September 28 at 10 a.m. – Budget Meeting.

Adjourn: Motion: Supr. Craig moved and Chr. Koeppen seconded the motion to adjourn at 12:15 a.m. Motion carried, meeting adjourned.

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.