

**Waupaca County Finance and Human Resource Committee  
Minutes – September 9, 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: Heidi Dombrowski, Mary Robbins, Michael Mazemke, Diane Meulemans, Clyde Tellock, Bob Reath, Mandy Welch, Ryan Brown, Brad Hardel, Jesse Cuff, Roger Holman, Barry Tomaras, Al Kraeger, Jason Russell, Andy Carlin, Chuck Price, Terrie Tews, Penny Tank, Dave Thiel and Dean Steingraber (arrived at 1:05 p.m.

**Review and Approve Agenda. Motion:** Supr. Flease moved and Co. Bd. Chr. Koeppen seconded the motion to move Register of Deeds Mike Mazemke forward on the agenda just before the I.S. Committee Report. The motion carried without a negative vote.

**Minutes of the previous meeting, August 12, 2015. Motion:** Supr. Barrington moved and Supr. Penney seconded the motion to approve the minutes of the previous meeting. The motion carried without a negative vote.

**Public Input.** – None.

**Treasurer's Report- Clyde Tellock.** Clyde introduced Sofia Anastopoulos, CFA for Public Funds Consulting, LLC She was hired by Clyde to create an up to date Investment Policy. The committee reviewed the policy and will make a decision next month's meeting, this should be reviewed every 3 years for approval and reviewed with the Finance Committee annually.

Treasurer's Report was distributed and placed on file. Cash on hand of \$8482319.22. Reviewed: Investments, Tax Certificates, County Sales Tax, Interest on Delinquent Taxes, and Interest on Investments.

**County Treasurer's 2016 proposed budget. Clyde Tellock:** Reviewed County Treasurer total increase of \$22,207.00; Land Information budget a decrease of \$5,127.00, County Surveyor budget a decrease of \$19,142.00 and Real Estate Description budget a decrease of \$915.00. **Motion:** Supr. Craig moved and Supr. Neumann seconded the motion to approve this budget subject to further review. Motion carried without a negative vote.

**Register of Deeds – Michael Mazemke.** Reviewed his expenses and deed transfer totals. 2016 proposed budget will be a decrease of \$16,000.00 net overall. **Motion:** Supr. Barrington moved and Supr. Craig seconded the motion to approve subject to further review. Motion carried without a negative vote.

**Information Systems – Director's Report Robert Reath.** Monthly updates were given; the fiber optics is waiting for good weather to make the final installations. **Motion to pay monthly bills:** Supr. Neumann moved and Supr. Flease seconded the motion to pay the bills. Motion carried without a negative vote.

**Information Systems 2016 proposed budget - Robert Reath:** Bob mentioned that they will not be filling one person in their office. The overall budget was a decrease of \$59,410.00, outlay decreased by \$134,410 or 13.29%. Supr. Craig moved and Co. Bd. Chr. Koeppen seconded the motion to approve this budget subject to further review. The motion carried without a negative vote.

Supervisors will be asked to make a request if they wish to have a tablet to use for county business. Clerk Robbins will make a list.

**Law Enforcement Jail Corrections Request.** Sheriff Brad Hardel and Lt. Jason Russell explained that the inmate showers need to be repaired, they did find some mildew and if they install them yet this year they will see a substantial cost savings. These replacement/repairs will be done in 41 shower stalls by Eco Sheek Coating at a cost of \$110,000.00, to be paid from the Jail Improvement Fund. **Motion:** Supr. Flease moved and Supr. Neumann seconded the motion to approve a resolution for a budget amendment transfer to go to the full county board in the amount not to exceed \$110,000.00. The motion carried without a negative vote.

**County Clerk Mary Robbins.**

**2016 Liability Insurance Renewal.** Clerk Robbins will contact Jackie Zarnoth we haven't received any quote as of to date for liability insurance, with Wisconsin County Mutual. Per Ms. Zarnoth there will be no increase and there will be a decrease if we combine with property insurance. Clerk Robbins will bring this back to next month's meeting.

**Per Diem for the month of September. Motion:** Supr. Flease moved and Co. Bd. Chr. Koeppen seconded the motion to approve the per diems in the amount of \$14,924.26. The motion carried without a negative vote.

**Res. No. 22 (15-16) Marriage License Waiver Fee increase.** Clerk Robbins explained the \$10.00 fee for waiving a marriage license waiting period (5 days) and for doing a license outside of the courthouse office will increase from \$10.00 to \$25.00 for both of these instances beginning January 1, 2016. This will be consistent with the surrounding counties. **Motion:** Supr. Craig moved and Supr. Barrington seconded the motion to forward this resolution to the full county board. The motion was carried without a negative vote.

**Veterans Service Officer Jesse Cuff – 2016 proposed budget.** VSO Jesse Cuff presented his proposed budget, it will actually be decreased from last year by \$17,179.00 or 7.54% decrease. **Motion:** Supr. Penney moved and Supr. G. Murphy seconded the motion to approve subject to further review. The motion was carried without a negative vote.

**Coroner Barry Tomaras – 2016 proposed budget.** Barry presented his revenues, expenses and contractual services. For 2016 he will see a decrease of \$19,254.00 in his budget.

**Finance Director Report - Heidi Dombrowski.** Finance Director Dombrowski gave the 2015 Budget Review at 67% used. Nothing remarkable everything seems to be in order.

**Vouchers. Motion:** Supr. Craig moved and Supr. Barrington seconded the motion to approve the vouchers as presented. The motion carried with Co. Bd. Chr. Koeppen abstaining from voting.

Chair Federwitz called a break for lunch, committee to return at 12:40 p.m.  
Committee was called back to order at 12:45 p.m. with all members present.

**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.

**Human Resource's 2016 proposed budget – Amanda Welch.** Mandy informed the committee that her budget has increased by 2.58% or \$8,354.00. In capital outlay she would like to purchase a new chair for her office and a new scanner for the office. Increases in Attorney fees, health insurance and advertising for positions. **Motion:** Supr. Barrington moved and Supr. Neumann seconded the motion to approve the proposed budget subject to further review. The motion was carried without a negative vote.

**2016 Proposed Budget. Finance Director Heidi Dombrowski.** Heidi informed the committee that at this point the proposed numbers do not include new positions, reclasses or retirements. Heidi is looking for any suggestion as a better way to budget for retirements. Some of the scenario's Heidi asked for their direction:

- 1.) Debt Capacity – Highway Construction
  - a. \$250,000
  - b. \$350,000
  - c. \$500,000
- 2.) County Sales Tax, raise by \$288,000
- 3.) Retirement use fund balance to cover retirements
- 4.) Unassigned Fund Balance for one time use for Recycling Program
- 5.) Positions and reclasses need to be added to the budget
- 6.) Lakeview Manor – remodel for CBRF, how to fund

Committee will think on these issues and discuss at the September 23<sup>rd</sup> meeting.

**Adjourn: Motion:** Co. Bd. Chr. Koeppen moved and Supr. Fleese seconded the motion to adjourn at 1:55 p.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.