

**Waupaca County Finance and Human Resource Committee
Minutes – November 4, 2015**

Chr. Federwitz 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--excused, a quorum was established. Others present: Heidi Dombrowski, Mary Robbins, Diane Meulemans, Terrie Tews, Roger Holman, Lori and Tom Hilker, Mandy Welch, Ryan Brown, Dave Thiel, Susan Deruchowski, Bob Reath, Al Kraeger, Brad Hardel, Penny Tank, Dean Steingraber and Chuck Price.

Review and Approve Agenda. Motion: Supr. Craig moved and Supr. Barrington seconded the motion to approve the agenda as amended on Oct. 29th to add Hansen Property Site, Town of Lind. The motion carried without a negative vote.

Minutes of the previous meetings, 09/09 and 09/23, 2015. Motion: Supr. Flease moved and Supr. Neumann seconded the motion to approve the minutes of the previous meetings with the correction of Clerk of Courts courtroom upgrade not to exceed \$210,000. The motion carried without a negative vote.

Public Input – there was none.

WCDEC – Dave Thiel, Executive Director. Revolving Loan Fund for Hilker Warehousing located in the City of New London. Lori and Tom Hilker were present and gave the history of their warehousing experience, what they plan to do and they will be adding 5 employees within the next 5 years. **Motion:** Supr. Barrington moved and Supr. Flease seconded the motion to approve this loan contingent on the Wolf River Bank approval and with an MOU first position Co-position with New London on equipment. The motion carried to move forward to the full county board for approval.

Finance Director Heidi Dombrowski Report: 2015 Financial Report was distributed and reviewed. The General Fund is looking good for 2015, we are still over policy.

Interim Audit and Internal Control Policy and Procedure. Heidi had an opportunity to sit down with Auditor Paul Denis to review the procedures we are working on and he was very helpful and let Heidi know that we must cross reference our policies to meet the federal guidelines. Mr. Denis has agreed to do a technical review when we have them completed to make sure everything is referenced properly and meets all standards.

Res. No. 32 (15-16) Year 2016 Budget. Motion: Supr. Barrington moved and Supr. Neumann seconded the motion to recommend the passage to the full county board. The motion carried without a negative vote.

Vouchers. Motion: Supr. Neumann moved and Supr. Flease seconded the motion to approve the vouchers. The motion carried without a negative vote.

Treasurer's Report- Deputy Treasurer Sue Deruchowski. Treasurer's Report was distributed and placed on file. Cash on hand of \$566,579.00. Reviewed: Investments, Tax Certificates, County Sales Tax, Interest on Delinquent Taxes, and Interest on Investments. Investment Policy was given to you last month for review. Reported that they will be collecting taxes for the Town of Bear Creek.

Hansen Property Site, Town of Lind – Roger Holman, Ryan Brown and Diane Meulemans. It was explained that this was an active salvage yard owned and operated by Dennis Hansen, that was taken In-REM. An Amherst firm will look at remediation of the site. Environmental Site Assessment Committee determined that it is clean enough to remove tires and sell the property. The property is zoned Rural Industrial, the Town of Lind would like to rezone it to Agriculture and the lot adjacent to this parcel will be Residential. It is 5 acres with two buildings on the property. They will get the Highway Department involved with removing the tires. They would like to clean it up and sell it at a reasonable sale price and the funds will come out of the Tax Deed Fund, it may cost up to \$50,000 to get it cleaned up. They have two tenants using the property until the end of the year.

Information Systems – Director's Report Robert Reath. Monthly updates were given; the fiber optics run is completed. The next run will be to the PTF and then the Sheriff's Annex, all seems to be going very well. EOJ is installing the multi-function printer at the Law Enforcement Center today.

Motion to pay monthly bills: Supr. Craig moved and Supr. G. Murphy seconded the motion to pay the bills. Motion carried without a negative vote.

Human Resource Department Report. Report was placed on file with these minutes. She reported that the Department Head and Supervisory training is going very well.

County Clerk Mary Robbins.

Per Diem for the month of October. Motion: Supr. Neumann moved and Supr. Barrington seconded the motion to approve the per diems. The motion carried without a negative vote.

2015 Dog Listing Reimbursements to Municipalities. Motion: Supr. G. Murphy moved and Supr. Penney seconded the motion to approve the Dog Listing payment. The motion carried with Supr. Craig abstaining.

Meeting for Property Insurance Quotes. Meeting date of Tuesday, November 17, 2015 at 9:30 a.m. was set to review proposals.

Supr. Barrington, Penney, Craig, Federwitz will be attending the Nov. 16th WCA Seminar on Fraud.

Adjourn: Motion: Supr. Craig moved and Supr. Fleese seconded the motion to adjourn at 10:50 a.m. Motion carried without a negative vote. 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.