

**Waupaca County Finance and Human Resource Committee
Minutes – February 10, 2016**

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, Fleese, G. Murphy, Penney, Neumann and Co. Bd. Chr. Koeppen, all members present. Others present: Mary Robbins, Heidi Dombrowski, Ryan Brown, Clyde Tellock, Mike Mazemke, Linda Drews, Roger Holman, Megan Feirtag, Brian Haase, Jesse Cuff, Ron Hansen, Brent Wyland, Diane Meulemans, Lance Penney, Supr. Wm. Jonely, Mandy Welch, Brad Hardel, Andy Carlin and Supr. Lee Much.

Review and Approve Agenda. Motion: Supr. Craig moved and Co. Bd. Chr. Koeppen seconded the motion to approve the agenda. The motion carried without a negative vote.

Minutes of the previous meeting-January, 13, 2016. Motion: Supr. Penney moved and Supr. G. Murphy 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 12/31/2015 Budget and Update as of 1/31/2016 Budget was presented to the committee. The General Fund is projected to close with a surplus and an increase to unassigned fund balance. The Highway Operations Fund (\$638,014) should close out as a positive once the closeout process is completed. The Capital Project Fund deficit of \$5,654,667 is due to spending down bond proceeds. Unspent Bond Proceeds has \$7,861,744 remaining for 2016 and 2017 projects. Highway construction projects will need to be cut over the next two years by \$1,088,910, due to the overspending of bond proceeds in 2015. Heidi is working with the Highway Committee and Interim Highway Commissioner to reduce the projects projected to be funded in 2016 with Bond Proceeds. Heidi explained that she also has drawn down \$982,856 committed funds levied in previous years from the Transportation Services Fund for the purpose of highway construction projects.

Update on 2016 Budget numbers for your information as most revenues are not recognized at this early stage for 2016.

Vouchers: Motion: Supr. G. Murphy 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- Treasurer Clyde Tellock. Treasurer's Report was distributed and placed on file. Cash on hand of \$6,345,089.52. Reviewed: Investments, Tax Certificates, County Sales Tax, Interest on Delinquent Taxes, and Interest on Investments.

Land Conveyance agreement with the City of Waupaca on property located at 518 Granite Street. Clyde explained that the City of Waupaca has offered to purchase this property that the county owns due to back taxes for the amount of \$2,800.00. **Motion:** Supr. Barrington moved and Supr. G. Murphy seconded the motion to approve the final agreement as presented by Corporation Counsel Meulemans to the City of Waupaca. The motion carried without a negative vote.

Information Systems – Brent Wyland, Network Administrator. Brent gave the Information Systems monthly report. Linda Drews mentioned that the new website will hopefully go live by March 21st and she will give a full demonstration to the County Board at that time and to the departments.

Motion to pay monthly bills: Supr. Craig moved and Co. Bd. Chr. Koeppen 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. Right now the county has 25 open positions.

County Clerk – Mary Robbins.

Clerk Robbins mentioned to the committee that Victim Witness Coordinator wanted to pass along praise to Jesse Cuff and let the committee know what a great asset he is to the county workforce.

Per Diem & Mileage expense: Per Diem and Mileage total for the month of January, \$12,029.46. **Motion:** Supr. Craig moved and Supr. Flease seconded the motion to approve the per diem and mileage expenses. Motion carried without a negative vote.

County Mutual Loss Run was distributed to the committee for information.

Motion: Supr. Craig moved and Co. Bd. Chair Koeppen seconded the motion to adjourn at 10:05 a.m. The motion carried without a negative vote.

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.