

Waupaca County Finance and Human Resources Committee

Minutes – April 13, 2016

Chr. Federwitz called the meeting to order at 9 a.m. and gave the open meeting statement.

Roll call: Chair Federwitz, Supr. Barrington, Craig, Flease, G. Murphy, Penney, Neumann and Co. Bd. Chr. Koeppen, all members present. **Others present:** Mary Robbins, Heidi Dombrowski, Amanda Welch, Roger Holman, Brad Hardel, Al Kraeger, Andy Carlin, John Miller, Megan Feirtag, Brian Haase, Clyde Tellock, Ryan Brown, Mike Mazemke, Jeff Siewert, Terrie Tews-Liebe, Ron Hansen, Jesse Cuff, Brent Wyland, Diane Meulemans, Bob Ellis, Lance Penney, Casey Beyersdorf, Barry Tomaras, Shannon Kelly, Don Harper and Penny Tank.

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

Review and Approve Minutes of previous meeting: Motion: Supr. G. Murphy moved and Supr. Flease seconded the motion to approve the minutes of March 9, 2016.

Public Comment. There was none.

Finance Director Heidi Dombrowski – Monthly Report

2015 Budget Review – 4th run ending Dec. 31, 2015. Report on file with these minutes in the Clerk's Office.

2016 Budget Review, we are only 3 months into the year and will have more information at coming meetings. Report on file with these minutes in the Clerk's office.

Voucher Approval. Motion: Supr. Craig moved and Supr. Barrington seconded the motion to approve the voucher as submitted. The motion carried with Co. Bd. Chr. Koeppen abstaining.

Clerk of Courts Terrie Tews-Liebe requested that they replace the copier in her office as it is on its last legs, it also does scanning functions. District Court Administrator Don Harper helped Terrie explain that the Best practice for search warrants is now the new esignatures on a 4G cellphone, for getting immediate OWI search warrants from Judges, they can now sign like your UPS driver and others do for signatures now wherever they are located. Entire State will be on e-file paperless, all criminal cases within 3 years, one year for family and 2 years for civil cases. They would need 3 tablets one for each Judge for approximately \$850.00 for the tablets. It will cost \$540 for 3 subscriptions in 2016 and annually \$2,500. **Motion:** Supr. Craig moved and Supr. G. Murphy seconded the motion to approve the purchase of 3 tablets and expenses associated with the tablets for approximately \$4,080.00 from the Judicial Court Budget for tablet costs and warrant issues. The motion carried without a negative vote.

Copier for Clerk of Courts 2016 Budget. Terrie has a leased copier and the lease will be up, would like to purchase a copier in the range of \$3,000 to \$4,000 plus maintenance. **Motion:** Supr. Flease moved and Supr. Neumann seconded the motion not to exceed \$4,000.00 from the Clerk of Courts budget. The motion carried without a negative vote.

Non-lapsing Appropriations – Dept. of Environmental Resource Management. Solid Waste has a \$44,762 non-lapsing. Roger Holman, Director explained that \$26,724 is for an upgrade to a restroom and \$18,038.00 for the PTF Scale Replacement.

Parks and Fairgrounds: Pauer's Storage Building for \$4,903; Barn Curtains for \$20,000; and Grandstand Pavilion for \$53,438, for a total of \$182,823.00.

Motion: Co. Bd. Chr. Koeppen moved and Supr. Barrington seconded the motion to have Finance Director Heidi Dombrowski assign these funds to the Capital Improvement Fund along with Parks and Fairgrounds in the amount of \$123,103 for the specified use. The motion carried without a negative vote.

Information Systems – Brent Wyland for Bob Reath. Non-lapsing in the amount of \$59,720.00. Motion: Co. Bd. Chr. Koeppen moved and Supr. Neumann seconded the motion to have the Finance Director Heidi Dombrowski assign non-lapsing from 2015 budget to the 2016 budget. The motion carried without a negative vote.

County Treasurer Financial Review – Clyde Tellock. Cash on hand \$2,839,552.94. Reviewed: Investments; Tax Certificates; County Sales Tax; Interest/Delinquent Taxes; Interest on Investments. Report was placed on file.

Information Systems – Brent Wyland. Brent reported on the Information Committee meeting. They are looking at what the costs for a new employee set up for computer usage. The I.S. has agreed to pay the licensing fees, but departments need to look at these costs for the 2017 budget. Bills were reviewed. Motion: Supr. Craig moved and Supr. Penney seconded the motion to approve the monthly bills as submitted. The motion carried without a negative vote.

Register of Deeds Michael Mazemke – 2015 Annual Report. This report will be placed on file and forwarded to the full County Board for a report.

A 5 minute recess was called by the Chair.

Highway Department – 2015 Annual Report - Highway Commissioner Casey Beyersdorf and Deputy Hwy. Commissioner Lance Penney. Report will be placed on file and given to the full County Board on April 20th. Lance gave an update on the County Highway I Project and its postponement.

Human Resource Department Report – Amanda Welch, Director. Monthly report included recruitments, wage/benefit issues; labor relations; and unemployment compensation numbers. The entire report is on file with these minutes in the County Clerk's office.

Res. No. 1 (16-17) DHHS Environmental Health Supervisor/Specialist. Motion: Supr. G. Murphy moved and Supr. Neumann seconded the motion to approve the resolution and forward to the full county board for action. The motion carried without a negative vote.

Corporation Counsel Diane Meulemans – Funding for outside legal counsel. Diane gave the committee an update of legal counsel issues. Atty. Andy Phillips is working on the Thiel Pit in Town of Little Wolf and is up to \$5,000.00 and the Wheelhouse issue and redoing the ordinance; Atty. Dan Borowski is co-counsel on a Board of Adjustment variance denial; Lakeview Manor authorized outside counsel for the Nursing Home issue with Atty. Maureen Moloney and expert from the WCA legal counsel group. Diane said she wants to be open and keep them informed on all cases because the funding is an issue and these are all issues that were here prior to her starting. She has hired an Assistant Travis Slattery and when he is up to speed he will be able to take over some of these cases.

County Clerk – Mary Robbins Per Diem & Mileage Allowance: for March in the amount of \$16,682.02. Motion: Supr. Craig moved and Supr. Barrington seconded the motion to approve the per diem and mileage for March. The motion carried without a negative vote.

Dog License Reimbursement for 2015: Total \$14,246.53. Motion: Supr. Flease moved and Co. Bd. Chr. Koeppen seconded the motion to reimburse the municipalities for dog licenses issued. The motion carried without a negative vote.

Motion: Supr. Craig moved and Supr. Neumann seconded the motion to go into closed session pursuant to Wis. State Stats. Sec. 19.85(1)(e) deliberating the purchasing of public properties, the investing of public funds or conducting other specified business for Waupaca County due to competitive or bargaining reasons, to wit: Lakeview Manor. Roll Call vote: Chair Federwitz-aye, Supr. Barrington-aye, Craig-aye, Flease-aye, G. Murphy-aye, Penney-aye, Neumann-aye and Co. Bd. Chr. Koeppen-aye; Lakeview members: Gene Sorensen-aye, Dave Johnson-aye. Others present. Supr. Bob Ellis, Mandy Welch, Megan Feirtag, Heidi Dombrowski, Diane Meulemans, Mary Robbins and Atty. Maureen Moloney via phone conference.

Herein occurred closed session business.

Motion: Supr. Flease moved and Supr. Barrington seconded the motion to adjourn in closed session. Roll call: Chair Federwitz-aye, Supr. Barrington-aye, Craig-aye, Flease-aye, G. Murphy-aye, Penney-aye, Neumann-aye and Co. Bd. Chr. Koeppen-aye; Lakeview members: Gene Sorensen-aye, Dave Johnson-aye. The motion was carried the meeting was adjourned at noon.

Mary A. Robbins
Waupaca County Clerk/Admin. Coordinator