

**WAUPACA COUNTY FINANCE/HUMAN RESOURCE/INFORMATION TECHNOLOGY  
COMMITTEE MINUTES – OCTOBER 12, 2016**

Chair Federwitz called the meeting to order and gave the open meeting statement with the following members present: Chair Federwitz, Suprs. Barrington, Craig, Flease, G. Murphy, Penney, Neumann and Co. Bd. Chr. Koeppen. Others present: Mary Robbins, Heidi Dombrowski, Brent Wyland, Kaye Thompson, Fred Zaug, Joe McClone, Brian Haase, Mike Mazemke, John Francis, Chuck Price, Ron Hansen, Al Kraeger, Brad Hardel, Ryan Brown, Jesse Cuff, Casey Beyersdorf, Travis Slattery, Mandy Welch, Clyde Tellock (arrived at 10:30 a.m.)

**REVIEW AND APPROVE AGENDA. MOTION:** Supr. Craig moved and Supr. G. Murphy seconded the motion to approve the agenda. The motion carried without a negative vote.

**MINUTES OF PREVIOUS MEETINGS – September 6, 14 & 19 2016. MOTION:** Supr. Flease moved and Supr. Barrington seconded the motion to approve the meeting minutes. The motion carried without a negative vote.

**PUBLIC COMMENT: None presented**

1. Drug/Treatment Court Res. No. 15 (16-17). Supr. Fred Zaug presented the resolution on behalf of the Ad-Hoc Drug Court Task Committee. **Motion:** Supr. Barrington moved and Co. Bd. Chr. Koeppen seconded the motion to approve the resolution and forward to the full county board. The motion carried without a negative vote.

(Treasurer's Report – Clyde Tellock. Postponed to later in the agenda.)

2. Information Technology Dept. Report – Brent Wyland. Brent gave the IT Monthly Report. He discussed the need for a data backup site. They may be able to use the Sheriff's Dept. Annex when that is connected to the fiber optic cable.
  - a. Monthly Bills. **Motion:** Supr. Penney moved and Supr. Barrington seconded the motion to approve the monthly bills for IT. Motion carried without a negative vote.
3. Veterans Service Officer – Jesse Cuff. 2016 Care of Veterans Graves for a total of \$5,935.00. **Motion:** Supr. Craig moved and Supr. Barrington seconded the motion to approve payment for the Veterans Graves. The motion carried without a negative vote.
4. Human Resource Department Report – Amanda Welch, Director
  - a. Monthly Report – Recruitment; wage/benefit issues; Labor Relations; and Unemployment Compensation. This report is on file in the Clerk's office with these minutes in its entirety.
  - b. Reviewed Salary Studies, reclassifications were reviewed.
  - c. Res. No. 20 (16-17) 2017 Waupaca County Employee Wages & Salaries. **Motion:** Supr. Craig moved and Supr. G. Murphy seconded the motion to approve the stipend and a 1% increase across the board for 2017.
  - d. Res. No. 19 (16-17) **Motion:** Supr. Craig moved to approve and Co. Bd. Chr. Koeppen seconded the motion to approve the Staffing New Positions/Expansions/Eliminations for 2017. **Motion to Amend:** Supr. Penney moved and Co. Bd. Chr. Koeppen seconded the motion to give the Sheriff's Dept. two Patrol Sergeants starting July 1, 2017. Equipment for the new positions is in the budget won't be purchasing new cars. The motion carried. The main motion carried as amended.
  - e. Interviews for the IT Director will be held on Monday, October 24, 2016 at 9 a.m.
5. County Clerk:
  - a. Approve/Deny County Board Claims:
    - i. Per Diem & Mileage Allowance, \$20,730.46 for the month of September. **Motion:** Supr. Barrington moved and Supr. G. Murphy seconded the motion to approve the per diem and mileage allowance. Motion carried without a negative vote.
    - ii. 2016 Dog Listing Reimbursement - \$2,263.00 total. **Motion:** Co. Bd. Chr. Koeppen moved and Supr. Barrington seconded the motion to approve the

reimbursement to the municipalities as listed. Motion carried without a negative vote.

6. Treasurer Report – Clyde Tellock. Cash on hand of \$261,417.97. Reviewed: Investments, Tax Certificates, County Sales Tax, Interest on Delinquent Taxes, and Interest on Investments. The Treasurer’s Report was placed on file.
7. Finance Director Heidi Dombrowski - Finance Director’s Report
  - a. 2016 Budget Review – Finance Director Dombrowski . New position has been filled and the person will start on October 31<sup>st</sup>. They will be conducting a Interim Audit. Sales Tax is very good.
  - b. Overview / Update on the 2017 Budget. Heidi mentioned that a Facilities Study has been requested in the amount not to exceed \$50,000. This will help all departments determine space needs and to include any security measures that would be necessary at that time. This will go to the Public Property Committee as well. **Motion:** Supr. Craig moved and Supr. G. Murphy seconded the motion to approve a Facilities Study with approval of the Public Property Committee not to exceed \$50,000.00. Motion carried without a negative vote. Heidi explained Bonding Resolution and discussion on paying cash first and then you would do an Initial Resolution to borrow money in November of 2017. Heidi reviewed the entire proposed 2017 budget with the committee.

Supr. Penney was excused at 11:30 a.m.
  - c. Voucher Approval. **Motion:** Supr. Craig moved and Supr. Flease seconded the motion to approve the monthly vouchers. The motion carried without a negative vote. Chr. Koeppen was excused from the vote.

Committee requested that if available, Ehler & Assoc. Todd Taves our Financial Advisor be present at the January meeting to explain the borrowing process and timeline.

8. Adjourn. **Motion:** Co. Bd. Chair Koeppen moved and Supr. Barrington seconded the motion to adjourn the meeting at 11:50 a.m. The motion carried without a negative vote, meeting adjourned.

Mary A. Robbins  
Waupaca County Clerk