

**WAUPACA COUNTY FINANCE/HUMAN RESOURCE/INFORMATION TECHNOLOGY  
COMMITTEE MINUTES – NOVEMBER 2, 2016**

Chair Federwitz called the meeting to order and gave the open meeting statement with the following members present: Chair Federwitz, Suprs. Barrington, Craig, Fleese, G. Murphy, Penney, Neumann and Co. Bd. Chr. Koeppen. Others present: Mary Robbins, Heidi Dombrowski, Ryan Brown, Clyde Tellock, Diane Meulemans, Penny Tank, Brent Wyland, Ron Hansen, Mandy Welch, Brad Hardel, Al Kraeger, Andy Carlin, Mike Mazemke, Brian Haase.

**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 – Distributed October 12<sup>th</sup> minutes.**

**PUBLIC COMMENT: None presented**

1. Finance Director Heidi Dombrowski - Finance Director's Report
  - a. Overview / Update on the 2017 Budget. Heidi mentioned that next year she would like to start in April if possible for the 2018 budget. Heidi requested any feedback on the 2017 budget, the process anything they would like changed for next year. They liked the two meetings in October to explain the budget, would like to keep the monthly Executive Committee going so that everyone is up on the yearly budget progress.
  - b. Set 2016 Tax Levy Rate Resolution No. 22 (16-17). **Motion:** Supr. Craig moved and Supr. Penney seconded the motion to approve the 2016 Proposed Tax Levy Rate Resolution and to forward to the full county board. The motion carried without a negative vote.
  - c. Monthly Vouchers. **Motion:** Supr. Murphy moved and Supr. Barrington seconded the motion to approve the monthly vouchers and Chr. Koeppen abstained from the vote. Motion carried.
  - d. Chr. Federwitz and Co. Bd. Chr. Koeppen thanked Heidi for all of the hours and hard work she has put into the budget preparation.
2. Treasurer Report – Clyde Tellock. Cash on hand of \$533,958.43. Reviewed: Investments, Tax Certificates, County Sales Tax, Interest on Delinquent Taxes, and Interest on Investments. The Treasurer's Report was placed on file. Clyde informed the committee that the Treasurer's office will be collecting the Town of Dayton taxes for 2017.
3. 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. Cubicle for their department came in under budget. Spoke about the air conditioning unit for the SO Annex and UPS for \$3,600 plus a generator for \$11,700. Next IT meeting will be December 6<sup>th</sup>.
  - a. Monthly Bills. **Motion:** Supr. Barrington moved and Co. Bd. Chr. Koeppen seconded the motion to approve the monthly bills for IT. 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.
5. County Clerk:
- a. Approve/Deny County Board Claims:
    - i. Per Diem & Mileage Allowance, for the month of October is delayed until next week due to the early meeting date. **Motion:** Co. Bd. Chr. Koeppen moved and Supr. Barrington seconded the motion to authorize the County Clerk to sign the per diem and mileage allowance when it is final and report on the total next month.
  - b. Claim: Mike Schertz vs Waupaca County: re: DNR Wildlife Abatement Claim. **Motion:** Supr. Penney moved and Supr. G. Murphy seconded the motion to disallow the claim from Mike Schertz and Clerk is instructed to send a notice to the claimant of the denial by Certified Survey Map.
6. Adjourn. **Motion:** Supr. Neumann moved and Supr. Flease seconded the motion to adjourn the regular meeting at 11:00 a.m. to be reconvened for closed session interviews for the IT Director position at 12:30 p.m. The motion carried without a negative vote, meeting adjourned.

The Finance/HR/IT Committee reconvened at 12:30 p.m. with all members present.

**MOTION:** Supr. Craig moved and Co. Bd. Chr. Koeppen to go into Closed Session pursuant to WI State Statutes 19.85 (1) (c) for the purpose of conducting Interviews for Information Technology Director. Roll Call Vote: Federwitz, aye; Barrington, aye; Murphy, aye; Koeppen, aye, Craig-aye, Neumann-aye, Jonely-aye, Flease-aye. Unanimous decision.

**CLOSED SESSION: Interviews**

**MOTION:** Supervisor Barrington moved and County Board Chr. Koeppen seconded the motion to adjourn in Closed Session. Roll Call Vote: Federwitz-aye; Barrington, aye; Murphy, aye; Koeppen, aye, Craig-aye, Neumann-aye, Flease-aye. Motion carried without a negative vote the meeting was adjourned at 2:00 p.m.

Mary A. Robbins  
Waupaca County Clerk