

**WAUPACA COUNTY FINANCE/HUMAN RESOURCE/INFORMATION TECHNOLOGY
COMMITTEE MINUTES – DECEMBER 14, 2016**

Chair Federwitz called the meeting to order at 9:00 a.m. and gave the open meeting statement with the following members present: Chair Federwitz, Suprs. Barrington-excused, Craig, Flease, G. Murphy, Penney, Neumann and Co. Bd. Chr. Koeppen. Others present: Mary Robbins, Heidi Dombrowski, Ryan Brown, Diane Meulemans, Al Kraeger, Jesse Cuff, Clyde Tellock, Brad Hardel, Mandy Welch, Terrie Tews, Mike Mazemke, Henry Veleker(City of Waupaca), John Francis, Casey Beyersdorf, Ron Hansen, Brent Wyland, Kathy Kasza(City of Waupaca) and Dave Thiel.

AGENDA APPROVAL. MOTION: Supr. Craig moved and Co. Bd. Chr. Koeppen seconded the motion to approve the agenda as presented. Motion carried without a negative vote.

MINUTES OF PREVIOUS MEETINGS – October 12th and November 2nd . **Motion:** Supr. G. Murphy moved and Supr. Flease seconded the motion to approve the minutes as distributed. The motion carried without a negative vote.

PUBLIC COMMENT: None presented

1. Finance Director Heidi Dombrowski - Finance Director's Report
 - a. Overview / Update on the 2016 Budget. Heidi mentioned that the Bond proceeds need to be spent down by next November (2017). District Attorney's office is purchasing chairs and supplies that are needed from the 2016 budget money they have unspent.
 - b. Moody's Annual Comment on Waupaca County. Issuer Profile; Credit Overview; Sector Trends – Wisconsin Counties and Endnotes. Letter is on file with the minutes.
 - c. Update on the 2017 Budget and Beyond – 5 year County Projects. Heidi will address this next month; she is working on a five year Plan for Capital Projects. The Executive Committee will be meeting once a month to prioritize projects. Discussion on best way to keep the full county board informed. CIP Committee then to Executive and then to the full County Board. The Grandstand Pavilion is proceeding as planned.
 - d. Monthly Vouchers. **Motion:** Supr. Craig moved and Supr. Neumann seconded the motion to approve the monthly vouchers and Chr. Koeppen abstained from the vote. Motion carried.
2. Treasurer Report – Clyde Tellock. Cash on hand of \$1,425,263.77 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 property taxes for the Town of Farmington beginning immediately.
 - a. City of Waupaca Proposed Memorandum of Understanding on City lots. City Administrator Henry Veleker and Finance Director Kathy Kasza explained the lots in Woodland Park Estates. \$351,000 is owed in Special Assessments and \$37,495.87 delinquent taxes owed. The City of Waupaca has been in settlement negotiations with Jerry Lyons which includes the transfer of twenty parcels of property to the City and the cancellation of development rights. The City has approached the County to act together to address the special assessments and delinquent tax and interest owed on each parcel. The approximate tax and

interest liability per parcel is \$5,200. This is an avenue to clear the title to be able to proceed to make these lots saleable. To fix the amounts owed on tax and interest, the Treasurer will create a table as an addendum to the MOU for a per lot price. **Motion:** Co. Bd. Chr. Koeppen moved and Supr. Neumann seconded the motion that the City pay the County the actual tax plus 25% of the interest including the 2016 tax year, which would be approximately \$4,300 per lot. Supr. G. Murphy moved and Supr. Craig seconded the amendment that the proceeds from the sale of the properties go to the county until the total delinquency is paid in full. The amendment carried without a negative vote. The main motion as amended carried without a negative vote.

- b. City Parcel No. 34-19-78-24, 518 Granite Street. **Motion:** Supr. Flease moved and Co. Bd. Chr. Koeppen seconded the motion to rescind the original decision on this property earlier in 2016. Motion carried without a negative vote. **Motion:** Supr. G. Murphy moved and Supr. Neumann seconded the motion to transfer the property back to the City of Waupaca for \$4,150.00. The motion carried with Supr. Craig voting no.
 - c. Information Technology Dept. Report – Brent Wyland. Brent gave the IT Monthly Report. Disaster Recovery – The data backup recovery location for the county’s IT information/equipment is in need of a generator, and air conditioner and a UPS. B. Wyland is requesting that money be transferred from the non-capital account to the capital IT account be used to help purchase the generator. HIPAA Audit contract was awarded to 3 Pillars. No meeting was held in November because of the Budget meeting on the 2nd Tuesday of the month.
 - d. Monthly Bills. **Motion:** Supr. Penney moved and Supr. Flease seconded the motion to approve the monthly bills for IT. Motion carried without a negative vote.
3. 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.
4. County Clerk:
 - a. Approve/Deny County Board Claims:
 - i. Per Diem & Mileage Allowance, for the month of November, \$13,802.54. **Motion:** Supr. Flease moved and Supr. Penney seconded the motion to approve the per diem and mileage allowance of \$13,802.54. The motion carried without a negative vote.
 - b. WI County Mutual Insurance Renewals. **Motion:** Supr. Neumann moved and Supr. G. Murphy seconded the motion to renew liability insurance with Wisconsin County Mutual keeping a \$10,000 deductible. The motion carried without a negative vote.
5. Adjourn. **Motion:** Co. Bd. Chr. Koeppen moved and Supr. Penney seconded the motion to adjourn the regular meeting at 11:15 a.m. The motion carried without a negative vote, meeting adjourned.

Mary A. Robbins
Waupaca County Clerk