

**WAUPACA COUNTY FINANCE & HUMAN RESOURCE  
COMMITTEE MINUTES – February 15, 2017**

Vice Chair Barrington called the meeting to order and gave the open meeting statement with the following members present: Vice Chair Barrington, Suprs. Craig, Flease, G. Murphy, Penney, Neumann and Co. Bd. Chr. Koeppen. Supr. Federwitz was excused. Others present: Jill Lodewegen, Mandy Welch, Jesse Cuff, Ron Hansen, Brent Wyland, Heidi Dombrowski, Diane Meulemans, Mark Sether, Brian Haase, John Francis, Mike Mazemke, Kris Carlin, Andy Carlin, Al Kraeger, Ryan Brown, Sheri Wieters.

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

**MINUTES OF PREVIOUS MEETINGS – MOTION:** Supr. Flease moved and Supr. Penney seconded the motion to approve the minutes of the January 11, 2017 meeting. The motion carried without a negative vote.

**PUBLIC COMMENT:** None presented

1. Corporation Counsel Diane Meulemans and Finance Director Heidi Dombrowski reviewed the draft of the Waupaca County Donation and Fundraising Policy with the committee asking for input. Ms. Meulemans noted that she did find that DHHS does not have its own statutory policy as noted in last month's minutes. That statute is Federal not State. The committee discussed and clarified any questions that they had regarding the policy. **Motion:** Supr. Craig moved and Supr. Neumann seconded the motion to send on to County Board for approval the Waupaca County Donation and Fundraising Policy with no changes to the presented draft. Motion carried without a negative vote.
2. Finance Director's Report - Heidi Dombrowski
  - a. 2016 Budget Update: No update at this time. Will report in March.
  - b. 2017 Budget Update: Most January actions were booked back for 2016. Noted a few items already at 100% which included grants to libraries and OWLS rent. Report was placed on file.
  - c. Resolution 33 (2016-17) ATC Funding: A project spreadsheet was distributed noting that after ATC Ad Hoc Committee members contacted project on the open project list, many were considered closed while others remain open with equal or less funding that would be needed to complete. The ATC Ad Hoc Committee recommends reallocating \$16,355 from the "other municipal and non-profit organization" designation to the "county-initiated projects" designation. **Motion:** Co. Bd. Chr. Koeppen moved and Supr. G. Murphy seconded to send on to County Board for approval Resolution 33 (2016-17) ATC Funding as presented. Motion carried without a negative vote.
  - d. Monthly Vouchers. **Motion:** Supr. Craig moved and Supr. Flease seconded the motion to approve the monthly vouchers and Chr. Koeppen abstained from the vote. Motion carried.

3. Treasurer Report – Mark Sether.

- a. Reviewed: Investments, Tax Certificates, County Sales Tax, Interest on Delinquent Taxes, and Interest on Investments. Mr. Sether noted that on the report given, there was an error in the FNB Fox Valley rate and it should be listed as .48%. He stated that sales tax for January was lower than expected but he had discussed with other Counties, and found many of theirs were also down and was not concerned at this point. He also noted that his office had collected taxes for Town of Farmington and Dayton this year and it went well. The Treasurer's Report was placed on file.
- b. City of Waupaca Proposed Memorandum of Understanding on city lots - The City is still negotiating this matter so no updates at this time.
- c. City of Waupaca 518 Granite Street Tax Parcel No. 34-19-78-24 – No updates at this time.

4. Information Technology Dept. Report – Brent Wyland Director.

- a. Brent gave the IT Monthly Report. He discussed the iPad policy, gave an update on the cubical and office setup areas, and noted that Uninterruptible Power Supply (UPS) updates were being done by Bauer Electric. He noted with the committee that an inventory was done at Lakeview Manor and as positions are vacated, IT staff will pick up equipment that is not longer needed.
- b. Monthly Bills. **Motion:** Supr. Craig moved and Supr. Penney seconded the motion to approve the monthly bills for IT. Motion carried without a negative vote.

5. Human Resource Department Report – Amanda Welch, Director

- a. Monthly Report – Recruitment; wage/benefit issues; Labor Relations; and Unemployment Compensation. Mandy also reported she has a weekly Lakeview Manor meeting to discuss any staff reductions as resident numbers decline. The Human Resource Report was placed on file.

6. County Clerk – Jill Lodewegen

- a. Approve/Deny County Board Claims:
  - i. Per Diem & Mileage Allowance for the month of January is \$13,845.53. **Motion:** Supr. Neumann moved and Supr. Flease seconded the motion to approve the per diem and mileage expenses. Motion carried without a negative vote.

7. Adjourn. **Motion:** Supr. Craig moved and Supr. G. Murphy seconded the motion to adjourn at 10:05 a.m. The motion carried without a negative vote, meeting adjourned. Next meeting March 8, 2017.

Jill Lodewegen  
Waupaca 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.