

**WAUPACA COUNTY FINANCE & HUMAN RESOURCE  
COMMITTEE MINUTES – April 12, 2017**

Chair Federwitz called the meeting to order at 9 a.m. and gave the open meeting statement with the following members present: Vice Chair Barrington, Suprs. Craig, Fleese, G. Murphy, Penney, and Neumann. Co. Bd. Chr. Koeppen was excused. Others present: Jill Lodewegen, Ryan Brown, Brent Wyland, Mandy Welch, Sheri Wieters, Casey Beyersdorf, Kris Carlin, Heidi Dombrowski, Brad Hardel, Al Kraeger, Mark Sether, Michael Mazemke, and Diane Meulemans.

**REVIEW AND APPROVE AGENDA. MOTION:** Supr. Neumann moved and Supr. Fleese seconded the motion to amend the agenda to move the closed session to 11:15 a.m. if all other agenda items were not completed by that time. The motion carried without a negative vote.

**MINUTES OF PREVIOUS MEETINGS – MOTION:** Supr. Barrington moved and Supr. Penney seconded the motion to approve the minutes of the March 8, 2017 meeting. The motion carried without a negative vote.

**PUBLIC COMMENT:** None presented

**1. Finance Director's Report - Heidi Dombrowski**

- a. Finance Department Quarterly Report—Heidi confirmed that the committee was in agreement with her giving a quarterly report going forward. She presented her April 2017 report which was placed on file with these minutes.
- b. 2016 Budget Update: Heidi noted that she was still working on the 2016 budget items and would present when completed.
- c. 2017 Budget Update: Heidi presented her March Financial overview and it was placed on file with these minutes.
- d. Resolution No. 5 (2017-2018), Donation Acceptance Policy. **Motion:** Supr. Neumann moved and Supr. G. Murphy seconded the motion to approve Resolution No. 5 (2017-2018) and forward to County Board. The motion carried without a negative vote.
- e. Resolution No. 6 (2017-2018), Accept Donation – Drug Court. Heidi noted that the resolution did include a fiscal note that the amount of \$30,000 will be placed in a donation restricted account until further budget action is taken to expend the funds. **Motion:** Supr. Craig moved and Supr. Neumann seconded the motion to approve Resolution No. 6 (2017-2018) and forward to County Board. The motion carried without a negative vote.
- f. Resolution No. 7 (2017-2018), 2016 Capital Projects Carry Over. **Motion:** Supr. Neumann moved and Supr. Barrington seconded the motion to approve Resolution No. 7 (2017-2018) and forward to County Board. The motion carried without a negative vote.
- g. Monthly Vouchers. **Motion:** Supr. G. Murphy moved and Supr. Barrington seconded the motion to approve the monthly vouchers. Motion carried without a negative vote.

**2. Treasurer Report – Mark Sether Treasurer**

- a. Reviewed: Investments, Tax Certificates, County Sales Tax, Interest on Delinquent Taxes, and Interest on Investments. The Treasurer's Report was placed on file.

3. Planning & Zoning – Ryan Brown

- a. Ryan requested that the committee allow him to add sanitary to the assigned fund for junk yard cleanup to handle cases of noncompliant replacement of septic systems which would be handled in the same process as the current junk yard cleanup cases. **Motion:** Supr. Neumann moved and Supr. G. Murphy seconded the motion to add sanitary to the assigned fund for junk yard cleanup. Motion carried without a negative vote.

4. Register of Deeds – Michael Mazemke

- a. Mike presented the 2016 Register of Deeds Annual Report which is placed on file with these minutes.

5. Highway Department – Casey Beyersdorf and Kris Carlin

- a. Casey and Kris presented the 2016 Annual Financial Report which is placed on file with these minutes.

Chair Federwitz called for a short recess at 10:45 a.m. Chair Federwitz called the meeting to order at 10:55 a.m.

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

- a. Brent and Corporation Counsel Diane Meulemans presented the Waupaca County Social Media Policy, noting other employees from departments that had social media platforms who participated in the drafting of the policy. **Motion:** Supr. Craig moved and Supr. Barrington seconded the motion to approve the Waupaca County Social Media Policy. Motion carried without a negative vote.
- b. Brent and Diane then presented the Waupaca County Electronic Communications Policy for Board of Supervisors and Clerk. **Motion:** Supr. Craig moved and Supr. Neumann seconded the motion to approve the Waupaca County Electronic Communications Policy for Board of Supervisors and Clerk with an amended to the policy to show effective with the term beginning in April 2018 for the portion regarding charges for costs associated with acquiring hard copies. Motion carried without a negative vote.
- c. Brent gave the IT Monthly Report. He discussed eSuites password issues that has now been resolved, the HIPPA project that is being worked on and IT's items with the close of Lakeview Manor.
- d. Monthly Bills. **Motion:** Supr. Craig moved and Supr. Neumann seconded the motion to approve the monthly bills for IT. Motion carried without a negative vote.

**Motion Supr. Craig moved and Supr. Neumann seconded to go into Closed Session Pursuant to WI State Statutes 19.85(1)(c) for the purpose of consideration of annual department head Heidi Dombrowski performance evaluation. Roll Call Vote.** Federwitz-yes, Barrington-yes, Craig-yes, Fleese-yes, G. Murphy-yes, Penney-yes, and Neumann-yes.

**Motion:** Supr. Craig moved and Supr. Penney seconded the motion to come out of closed session at 11:55 a.m. **Roll call vote.** Federwitz-yes, Barrington-yes, Craig-yes, Fleese-yes, G. Murphy-yes, Penney-yes, and Neumann-yes.

Chair Federwitz and Supr. G. Murphy left the meeting at Noon.

7. Human Resource Department Report – Amanda Welch, Director

- a. Resolution No. 4 (2017-2018), Compensation Market Study. Mandy noted that this would be a review of the last study and would be performed by the same company, Carlson and Dettmann, at a cost of approximately \$10,000. **Motion:** Supr. Craig moved and Supr. Flease seconded the motion to approve Resolution No. 4 (2017-2018) and forward to County Board. The motion carried without a negative vote.
- b. Highway Department Staffing – Mandy recommended that the committee approve combing the current Equipment Operator I and Equipment Operator II positions into one class and renaming that group of operators as Equipment Operator II. The Equipment Operator III (currently highest level of operators) would remain the same other than changing the name of that group to Equipment Operator I. **Motion:** Supr. Craig moved and Supr. Flease seconded the motion to approve the Highway Department Equipment Operator staffing changes with a start date of April 23, 2017. The motion carried without a negative vote.
- c. Monthly Report – Recruitment; wage/benefit issues; Labor Relations; Unemployment Compensation; and Lakeview Manor updates. The Human Resource Report was placed on file.

8. County Clerk – Jill Lodewegen

- a. Approve/Deny County Board Claims:
  - i. Per Diem & Mileage Allowance for the month of March is \$19,829.94 which included a reduction to Chair Koeppen totals due to an error he noted on his February payment. **Motion:** Supr. Craig moved and Supr. Flease seconded the motion to approve the per diem and mileage expenses. Motion carried without a negative vote.
- b. Resolution No. 2 (2017-2018), Authorizing the Request for Legal Loss Prevention Services coverage from the Wisconsin County Mutual Insurance Corporation. **Motion:** Supr. Flease moved and Supr. Penney seconded the motion to approve Resolution No. 2 (2017-2018) and forward to County Board. The motion carried without a negative vote.
- c. Dog License Reimbursement for 2016 total \$13,380.76. **Motion:** Supr. Neumann moved and Supr. Penney seconded the motion to reimburse the municipalities for dog licenses issued. The motion carried without a negative vote.

9. Adjourn. **Motion:** Supr. Craig moved and Supr. Neumann seconded the motion to adjourn at 12:25 p.m. The motion carried without a negative vote, meeting adjourned. Next meeting May 10, 2017.

Jill Lodewegen  
Waupaca County Clerk