

**WAUPACA COUNTY FINANCE & HUMAN RESOURCE
COMMITTEE MINUTES – June 14, 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, Flease, G. Murphy, Penney, Neumann and Co. Bd. Chr. Koeppen. Others present: Jill Lodewegen, Ryan Brown, Brent Wyland, Mandy Welch, Casey Beyersdorf, Kris Carlin, Heidi Dombrowski, Sheri Wieters, Brad Hardel, Andy Carlin, Brian Haase, Mark Sether, Michael Mazemke, John Francis, Ron Hansen, Penny Tank, and Diane Meulemans.

REVIEW AND APPROVE AGENDA. Chair Federwitz noted that Treasurer Sether may be late due to training he was conducting at a bank in Manawa for tax collection. He asked that if needed, the Treasurer's Report be postponed until his arrival. **MOTION:** Supr. Craig moved and Co. Bd. Chr. Koeppen seconded the motion approve agenda with noted possible change. The motion carried without a negative vote.

MINUTES OF PREVIOUS MEETINGS – MOTION: Supr. Barrington moved and Co. Bd. Chr. Koeppen seconded the motion to approve the minutes of the May 10, 2017 meeting. The motion carried without a negative vote.

PUBLIC COMMENT: None presented

1. Emergency Management director Andy Carlin presented Resolution No. 11 (2017-18) Donation Acceptant Portable Antenna Mast valued at \$5,348. **Motion:** Supr. Flease moved and Supr. G. Murphy seconded the motion to approve Resolution No. 11 (2017-2018) and forward to County Board. The motion carried without a negative vote.
2. Finance Director's Report - Heidi Dombrowski
 - a. Finance Department Quarterly Update - June: Heidi gave an overview for the committee of the finance department quarterly update and the report was placed on file with these minutes.
 - b. 2016-2017 Budget Update: Heidi presented her May financial overview and it was placed on file with these minutes.
 - c. Joint Executive/Finance & Human Resources Committee: Heidi provided the committee with updated Exhibit 4 and 5 from the previous joint meeting and asked direction on what should be presented at the next joint meeting. The committee asked that she continue to present and review all items that she gives to this committee with the executive committee for the 2018 Budget.
 - d. 2018 Budget: The 2018 Budget Manual and Calendar were presented. **Motion:** Supr. Craig moved and Supr. Neumann seconded the motion to approve the 2018 Budget Manual and Calendar as presented. The motion carried without a negative vote.
 - e. Resolution No. 10 (2017-18) Contingency Fund Transfer: Dam Failure Analysis-Keller Lake Dam authorizing \$15,000 be transferred from the Contingency Fund to the Parks Department Contracted Services General Ledger Line. **Motion:** Supr. Craig moved and Supr. Barrington seconded the motion to approve Resolution No. 10 (2017-18) and forward to County Board. The motion carried without a negative vote.
 - f. Monthly Vouchers. **Motion:** Supr. Barrington moved and Supr. Penney seconded the motion to approve the monthly vouchers and Chr. Koeppen abstained from the vote. Motion carried.

3. 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. He also gave the committee an update on the new tax collection program that two banks are testing the program for second half collection. This new program will go into effect for the 2017 tax collections to all locations and will allow them to see the most up to date information if testing goes as expected.

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

- a. Brent gave the IT Monthly Report. He updated the committee on current projects that had been discussed at the IT monthly meeting.
- b. Monthly Bills. **Motion:** Supr. Penney moved and Co. Bd. Chr. Koeppen seconded the motion to approve the monthly bills for IT. Motion carried without a negative vote.

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

5. Human Resource Department Report – Amanda Welch, Director

- a. Monthly Report –Recruitment; wage/benefit issues; Labor Relations; Unemployment Compensation; and Lakeview Manor updates. The Human Resource Report was placed on file.

6. County Clerk – Jill Lodewegen

- a. County Board Voting and Microphone System – Victor and Bob from Roll Call-Pro gave a presentation for a wireless voting and microphone system for the county board room. They noted that in addition to their quote, they looked at the current wiring under the supervisor's desk and it would need to be updated. Although they do not do that type of work, estimated the amount to be about \$2,000-3,000. They provided a live demonstration of the system. It was also noted that no decision would be made on the system until the facility and space study needs assessment was completed in September.

County Board Chair Koeppen left the meeting at 11:15 a.m.

- b. Although a start date was yet to be determined, Jill asked for permission to extend County Clerk office hours to 6 p.m. on Tuesday nights to provide services such as marriage licenses and passports to customers. Schedules would be arranged so no overtime would be required. **Motion:** Supr. G. Murphy moved and Supr. Neumann seconded the motion to approve extending County Clerk office hours for a 6 month trial period once a start date was determined. Motion carried without a negative vote.
- c. Approve/Deny County Board Claims:
 - i. Per Diem & Mileage Allowance for the month of April is \$16,512.86. **Motion:** Supr. Craig moved and Supr. G. Murphy seconded the motion to approve the per diem and mileage expenses. Motion carried without a negative vote.

7. Adjourn. **Motion:** Supr. Fleese moved and Supr. Barrington seconded the motion to adjourn at 11:34 a.m. The motion carried without a negative vote, meeting adjourned.

Jill Lodewegen
Waupaca County Clerk