

**WAUPACA COUNTY FINANCE & HUMAN RESOURCE
COMMITTEE MINUTES – August 9, 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, Neumann, Penney, and Co. Bd. Chr. Koeppen. Others present: Jill Lodewegen, Brent Wyland, Amanda Welch, Casey Beyersdorf, Kris Carlin, Heidi Dombrowski, Sheri Wieters, Brad Hardel, Brian Haase, Mark Sether, Michael Mazemke, John Francis, Ron Hansen, Dave Theil, Jesse Cuff, Diane Meulemans, Terrie Tews, Penny Tank, Veronica Isherwood, Ian Grasshoff, Raymond Huber, Chuck Price, Jenna Bidwell and Patrick Flynn of Carlson Dettmann and Paul Denis and Greg Pitel from Schenck SC

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

MINUTES OF PREVIOUS MEETINGS – MOTION: Supr. Penney moved and Supr. Barrington seconded the motion to approve the minutes of the July 12, 2017 meeting. The motion carried without a negative vote.

PUBLIC COMMENT: None presented

1. RLF Loan Write-Off Infiniti Metals according to the guidelines set forth under the Wisconsin Department of Administration's Community Development Block Grant Program – WCEDC Dave Thiel. **Motion:** Supr. Craig moved and Supr. Neumann seconded the motion for Waupaca County to write-off the loan in the amount of \$77,556.52. The motion carried without a negative vote.
2. 2016 Annual Financial Report – Paul Denis and Greg Pitel, Schenk & Assoc. 2016 Annual Financial Audit Report was given and is on file in the Clerk's office in its entirety.

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

3. Finance Director's Report - Heidi Dombrowski
 - a. Resolution No. 17 (2017-2018), Accept Donation in the amount of \$4,500 – Drug Court. **Motion:** Supr. Craig moved and Supr. G. Murphy seconded the motion to approve Resolution No. 17 (2017-2018) and forward to County Board. The motion carried without a negative vote.
 - b. Heidi presented the Indirect Cost Allocation Plan Agreement Extension for Sequoia Consulting Group with a recommendation to go with Option 1: 5 Year Extension (Annual Increases = 1%) because it was the most cost effective. **Motion:** Supr. Flease moved and Supr. Penney seconded the motion to approve Option 1. The motion carried without a negative note.
 - c. Lakeview Manor Roof expenditures were discussed noting that the expense would come from 2017 budget for capital expenditures. Public Property Committee will determine if a RFP for a new roof should be extended.
 - d. Heidi provided options for resolutions timelines for the new Highway Facility with merits and drawbacks for each.
 - e. Heidi presented her 2018 Finance Department proposed budget. **Motion:** Supr. Craig moved and Supr. Barrington seconded the motion to approve the budget subject to further review. Motion carried without a negative vote.

- f. Heidi noted that the deadline for department budgets is August 15 and that majority of the department had them to her already. She asked the committee to schedule a special finance committee meeting regarding 2018 budget. The date set was Tuesday August 22 at 9 a.m.
- g. 2017 Budget Update: Heidi presented her July financial overview and it was placed on file with these minutes.
- h. Monthly Vouchers. **Motion:** Supr. Fleese moved and Supr. Neumann seconded the motion to approve the monthly vouchers and Chr. Koeppen abstained from the vote. Motion carried.

4. Treasurer Report – Mark Sether Treasurer

- a. Mark presented the 2018 County Treasurer and Ian Grasshoff presented the Land Information proposed budgets. **Motion:** Supr. Craig moved and Supr. Neumann seconded the motion to approve the budget subject to further review. Motion carried without a negative vote.
- b. Reviewed: Investments, Tax Certificates, County Sales Tax, Interest on Delinquent Taxes, and Interest on Investments. The Treasurer's Report was placed on file. He informed the committee that he continues to work with Associated Bank to improve the interest rate on our account with them.

5. 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 as well as noting that the IT Committee had approved his 2018 proposed budget and presented that budget to this committee. **Motion:** Supr. Barrington moved and Supr. G. Murphy seconded the motion to approve the budget subject to further review. Motion carried without a negative vote.
- b. Monthly Bills. **Motion:** Co Bd Chair Koeppen moved and Supr. Craig seconded the motion to approve the monthly bills for IT. Motion carried without a negative vote.

6. Human Resource Department Report – Amanda Welch, Director/Administrative Coordinator

- a. Resolution No. 16 (2017-2018), Bailiff Wage which as a fiscal impact of approximately \$657. **Motion:** Supr. Fleese moved and Supr. G. Murphy seconded the motion to approve Resolution No. 16 (2017-2018) and forward to County Board. The motion carried without a negative vote.
- b. Monthly Report –Recruitment; wage/benefit issues; Labor Relations; Unemployment Compensation; and Lakeview Manor updates. The Human Resource Report was placed on file.

7. County Clerk – Jill Lodewegen

- a. Jill presented the 2018 proposed budget for County Clerk, Elections, and County Board, noting that an additional items was requested for registration for NACo regional meeting attendance from the Legislative, Judicial, Ethics, Safety and Security committee from their meeting that Monday that was NOT currently in the County Board budget. Discussion followed and the addition was not added to the proposed 2018 County Board budget. Heidi presented the Other Various Programs 2018 proposed budget. **Motion:** Supr. Craig moved and Supr. Neumann seconded the motion to approve the budget subject to further review. Motion carried without a negative vote.

- b. Insurance claim Christopher Elandt, Town of Dupont, invested and reveal no liability on behalf of the county. **Motion:** Supr. Barrington moved and Supr. Flease seconded the motion to deny the claim. Motion carried without a negative vote.
- c. Approve/Deny County Board Claims:
 - i. Per Diem & Mileage Allowance for the month of July is \$14,736.74. **Motion:** Supr. G. Murphy moved and Co Bd Chair Koeppen seconded the motion to approve the per diem and mileage expenses. Motion carried without a negative vote.

Supervisor Flease left the meeting at Noon.

- 8. Jenna Bidwell and Patrick Glyn from Carlson Dettmann presented a 55 minute overview regarding the compensation study. The presentation is on file with this report.

County Board Chair Koeppen left the meeting at 12:30 p.m.

- 9. Adjourn. **Motion:** Supr. G. Craig moved and Supr. Penney seconded the motion to adjourn at 1:04 p.m. The motion carried without a negative vote, meeting adjourned.

Jill Lodewegen
Waupaca County Clerk