

**WAUPACA COUNTY FINANCE & HUMAN RESOURCE
COMMITTEE MINUTES – September 13, 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: Amanda Welch, Brent Wyland, Heidi Dombrowski, Jill Lodewegen, Mark Sether, Diane Meulemans, Michael Mazemke, Jesse Cuff, Barry Tomaras, John Francis, Casey Beyersdorf and Ron Hansen.

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

MINUTES OF PREVIOUS MEETINGS – MOTION: Supr. Neumann moved and Supr. Flease seconded the motion to approve the minutes of the August 22, 2017 meeting. The motion carried without a negative vote.

PUBLIC COMMENT: None presented

1. Register of Deeds – Michael Mazemke

- a. Mike presented the 2018 Register of Deeds 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.

2. Veteran's Service Commission – Jesse Cuff

- a. Jesse presented the 2018 County Veterans Service Office proposed budget. **Motion:** Supr. Penney moved and Supr. Barrington seconded the motion to approve the budget subject to further review. Motion carried without a negative vote.

3. County Coroner – Barry Tomaras

- a. Barry presented the 2018 County Coroner proposed budget. **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

4. Solid Waste Department - John Francis

- a. John explained that his CIP money from 2017 for his conveyor project came in several thousand less than anticipated due to design and style changes. He requested the committee allow him to use that savings to fund the PFT lighting upgrade. He would then remove the lighting upgrade from his 2018 CIP request. **Motion:** Supr. Craig moved and Supr. G. Murphy seconded the motion to use unspent 2017 CIP money from the conveyor project for the PFT lighting upgrade. Motion carried without a negative vote.

5. 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 informed the committee that he continues to work with Associated Bank to improve the interest rate on our account with them.

6. 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. Craig moved and Co Bd Chair Koeppen seconded the motion to approve the monthly bills for IT. Motion carried without a negative vote.

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

- a. Resolution No. 20 (2017-2018), CCS Support Technician for DHHS. **Motion:** Supr. G. Murphy moved and Supr. Neumann seconded the motion to approve Resolution No. 20 (2017-2018) and forward to County Board. The motion carried without a negative vote.
- b. Resolution No. 21 (2017-2018), Equipment Technician for Highway Department. **Motion:** Supr. Fleese moved and Co Bd Chair Koeppen seconded the motion to approve Resolution No. 21 (2017-2018) and forward to County Board. The motion carried without a negative vote.
- c. Mandy reviewed the employee compensation for 2018 with the committee, with the recommendation for a 2% compensation increase. The committee asked questioned and discussed. **Motion** Co Bd Chair Koeppen moved and Supr. Neumann seconded the motion to approve a 2.5% compensation increase and forward to the County Board. The motion carried without a negative vote.

Chair Federwitz called a short break from 10:25 a.m. to 10:40 a.m.

- d. Mandy then discussed the health insurance rates for 2018, noting that although a 17.76% increase was needed, by adjusting worker comp rates and spending down fund balance, the recommendation would be for a 5% premium increase and a slight modification to the plan of a 90/10 split for services after deductible is met vs. 100% payment. **Motion:** Supr. Barrington moved and Supr. Fleese seconded the motion of a 5% premium increase for 2018 health insurance and a modification of plan to 90/10 split after deductible is met. The motion carried without a negative vote.
- e. 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 August is \$14,411.01. **Motion:** Supr. Craig moved and Supr. Fleese seconded the motion to approve the per diem and mileage expenses. Motion carried without a negative vote.

9. Finance Director's Report - Heidi Dombrowski

- a. 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.
- b. Heidi did not have anything to report at this time for items i-iv
- c. Heidi reviewed the 2018-2023 Capital Improvement Plan with the committee, focusing on 2018. All questions were addressed by Heidi as well as Ron Hansen, Maintenance Supervisor.

- d. Heidi also reviewed the debt financing options and projections with the committee. All questions were addressed by Heidi as well as Casey Beyersdorf, Highway Commissioner. She was instructed to address the joint Executive/Finance & HR committee at their meeting Friday September 15 and again to full County Board on Tuesday September 19 to provide them with an overview as well.

10. Adjourn. Motion: Co Bd Chair Koeppen moved and Supr. Penney seconded the motion to adjourn at 12:05 p.m. The motion carried without a negative vote, meeting adjourned.

Jill Lodewegen
Waupaca County Clerk