

**WAUPACA COUNTY FINANCE & HUMAN RESOURCE
COMMITTEE MINUTES – October 20, 2017**

Chair Federwitz called the meeting to order at 9 a.m. and gave the open meeting statement with the following members present: Suprs. Craig, G. Murphy, Neumann, Penney, and Co. Bd. Chr. Koeppen. Supr Flease was excused and Vice Chair Barrington was absent. Others present: Supr. Johnson, Amanda Welch, Heidi Dombrowski, Jill Lodewegen, and Diane Meulemans.

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

MINUTES OF PREVIOUS MEETINGS – One spelling correction was made in section 1b. **MOTION:** Supr. Penney moved and Supr. G. Murphy seconded the motion to approve the amended minutes of the October 11, 2017 meeting. The motion carried without a negative vote.

PUBLIC COMMENT: None present

1. Finance Director Heidi Dombrowski provided an updated 2018 Capital Improvement Plan (CIP) noting that no bonding would be required for the projects. She also provided detailed information for the urgent needs portion of the facility study that was conducted on the courthouse which had been noted in the previous meeting and recommended by the Public Property Committee. A portion of the DHHS urgent needs is expected to be recouped in 2018 from a grant. Both reports are on file with these minutes. Once 2018 budget is completed, she would like to focus on the 5 year CIP which would include the reviewing Public Property's recommendation from the facility study, creating a CIP policy, and updating the debt management and fund balance policy.
2. Heidi presented the committee with two reports for the 2018 budget which showed no borrowing of 9.9 million at the end of 2017 for 2018. Both reports are on file with these minutes. Her plan showed using fund balance and unused capacity, which would allow the county to move in the direction of not borrowing for capital projects with the exception of big projects. She again stated the need for a strong 5 year CIP and cash flow analysis. The committee commended her and agreed that the plan should be presented for approval at the October 25 Finance/HR meeting which the Executive Committee has been invited to attend for informational purposes. The budget would then go to the full County Board for reading on October 31 and final approval on November 14.
3. Adjourn. **Motion:** Supr. Craig moved and Co. Bd. Chair Koeppen seconded the motion to adjourn at 10:15 a.m. The meeting adjourned.

Jill Lodewegen
Waupaca County Clerk