

**WAUPACA COUNTY FINANCE & HUMAN RESOURCE
COMMITTEE MINUTES – October 25, 2017**

Chair Federwitz called the meeting to order at 8:30 a.m. and gave the open meeting statement with the following members present: Vice Chair Barrington, Suprs. Craig, Neumann, Penney, and Co. Bd. Chr. Koeppen. Clerk Lodewegen noted that Supr. G Murphy called to indicate he would be about 15 minutes late due to car problems. Supr. Fleese was excused. Others present: Suprs. Johnson, Jonely, Kietzmann Kussmann, McClone, T. Murphy, Nygaard, Poehlman, Sorensen, Ron Hansen, Amanda Welch, Heidi Dombrowski, Jill Lodewegen, and Diane Meulemans.

Chair Federwitz noted that the Executive Committee was invited to attend this meeting for informational sharing purposes and could ask question and discuss. All voting matter would be directed to the Finance/Human Recourses Committee.

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

MINUTES OF PREVIOUS MEETINGS – MOTION: Supr. Penney moved and Supr. Craig seconded the motion to approve the minutes of the October 20, 2017 meeting. The motion carried without a negative vote.

PUBLIC COMMENT: None present

Supr. G. Murphy arrived at 8:45 a.m.

1. Finance Director Heidi Dombrowski
 - a. 2018 Proposed Budget
 - i. Heidi provided an overview of the 2018 Operating, Special Purpose and Debt Service Proposed Budget. She discussed plans to not borrow 9.9 million instead use fund balance and unused capacity and savings from the closure of Lakeview Manor. Overall the estimated savings for not borrowing is almost 1.1 million. She also provided, along with Ron Hansen Maintenance Director, detailed information for the urgent needs portion of the facility study that was conducted on the courthouse which was recommended by the Public Property Committee to be completed. A large portion of the Department of Health Human Services urgent needs is expected to be recouped in 2018 from a grant.

Her plan showed using fund balance and unused capacity, which would allow the county to move in the direction of not borrowing except for big projects going forward. She noted that the fund balances would still be over the County Policy which states we must have 25% of operating in unassigned funds. Once 2018 budget is completed, she stressed the importance of creating a strong 5 year Capital Improvement Plan (CIP) which would include reviewing Public Property's future recommendation from the facility study, cash flow analysis, creating a CIP policy, and updating the debt management and fund balance policy.

Co. Bd. Chr. Koeppen commended her and Finance/HR chair Supr. Federwitz on all the work they had put into the plan. The presented report is on file with these minutes.

Supr. Craig requested that the Executive Committee Members who were not on Finance/HR Committee express any concerns they may have with the changes presented for the 2018 Proposed Budget because it is a change in how we have done business in the past. No members expressed concerns.

- ii. There was no additional information on Lakeview Manor. It was noted that the Public Property Committee was meeting at 11 a.m. today and did have items on their agenda regarding the property.
 - b. **Motion:** Supr. Neumann moved and Supr. G. Murphy seconded the motion to approve the 2018 Proposed Budget and send to Full County Board for approval. Motion carried without a negative vote.
2. Adjourn. **Motion:** Supr. Craig moved and Co. Bd. Chair Koeppen seconded the motion to adjourn at 9:30 a.m. The meeting adjourned.

Jill Lodewegen
Waupaca County Clerk