

**WAUPACA COUNTY FINANCE & HUMAN RESOURCE
COMMITTEE MINUTES – December 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, Ryan Brown and Jesse Cuff.

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

MINUTES OF PREVIOUS MEETINGS – MOTION: Co. Bd. Chr. Koeppen moved and Supr. Penney seconded the motion to approve the minutes of the November 8, 2017 meeting. The motion carried without a negative vote.

PUBLIC COMMENT: None presented

1. Finance Director's Report - Heidi Dombrowski

- a. Heidi introduced Dave Krueger of Willis Towers Watson. He reviewed the Lakeview Manor Nursing (LVM) Home coverage due to the building being vacant. He explained risked vs expenses and recommended that the committee keep the current coverage, which is not full due to the building being vacant, over purchasing the coverage to insure a vacant building. The committee asked him to review the total value of the current coverage and see if it could be reduced.

He then reviewed concerns of coverage if the County would go into a Mutual Aide Agreement with the City of Weyauwega to store the Cities snowplow in a vacant building at LVM in exchange for snowplowing that area. He did not have a concern with property insurance as long as the agreement stated each party's coverage. He noted that he was not the liability carrier for the County and that any concerns for that should go through County Mutual. **Motion** Supr. Barrington moved and Supr. Craig seconded the motion to go into a Mutual Aide Agreement with the City of Weyauwega subject to liability and legal review. Motion carried without a negative vote.

- b. Heidi provided an update of the Finance Department activities as of November including reports, audit schedule, current projects and on-going projects. The report is on file with these minutes.
- c. Heidi reviewed and recommended assigned fund balances with the committee. **Motion** Supr. Craig moved and Supr. G. Murphy seconded the motion to approve as presented in report. Motion carried without a negative vote.
- d. She then presented a report thru November 30 on the 2017 Budget which is also on file with these minutes. She noted that the general fund is looking good and that a bond had been closed.
- e. Monthly Vouchers. **Motion:** Supr. Flease moved and Supr. G. Murphy seconded the motion to approve the monthly vouchers and Chr. Koeppen abstained from the vote. Motion carried.

2. Property Assessed Clean Energy Program (PACE)

- a. Jon Hochkammer of Wisconsin Counties Association and Jason Stringer of WEEC EFS came to do a follow up from the presentation they gave at the Executive Committee in September. They

provided an overview again and noted that two additional Counties, Outagamie and Kewaunee have now joined the program. After the committee expressed interest, they noted that a resolution, ordinance and agreement would need to be completed. **Motion:** Vice Chr. Barrington moved and Co. Bd. Chr. Koeppen second the motion to join the PACE program and forward on to the full board for approval. Motioned carried without a negative vote.

3. Veteran's Service Commission – Jesse Cuff

- a. Jesse gave another overview of the Care of Veterans Graves Reimbursement that was given at the October meeting. He asked the committee for guidance on how to proceed regarding more research if needed and current reimbursement amounts. The committee felt no additional research was needed and reaffirmed that they agree with the method and the amount of reimbursement.

4. Treasurer Report – Mark Sether Treasurer

- a. Mark discussed a proposed memorandum of understanding with the City of Waupaca regarding 3 parcels. The City would agree to pay up front for back taxes and 25% of the interest. An MOU draft was presented but required updates to reflect pre-payment. **Motion:** Supr. Penney moved and Supr. Fleese seconded to agree to the terms and approve in principle with updated MOU. Motion carried without a negative vote.
- b. Mark reviewed: Investments, Tax Certificates, County Sales Tax, Interest on Delinquent Taxes, and Interest on Investments. He noted that the sale tax is above last year. The Treasurer's Report was placed on file. He updated the committee regarding tax bills and noted that his deputy treasurer, Susan Deruchowski had resigned and he would be starting the process of filling the position by next week.

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.
- b. Monthly Bills. **Motion:** Supr. Craig moved and Supr. G. Murphy 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. Monthly Report –Recruitment; wage/benefit issues; Labor Relations; and Unemployment Compensation updates. The Human Resource Report was placed on file. She also reviewed changes to the Waupaca County Personnel Policies and Procedures which were approved by the Human Resource committee. **Motion:** Co. Bd. Chr. Koeppen moved and Sur. Craig seconded the motion to support Human Resource Committee motion to changes made to the Waupaca County Personnel Policies and Procedures. Motion carried without a negative vote.

7. County Clerk – Jill Lodewegen

- a. Jill noted with the committee the retirement of Sandra Artz as of January 24, 2018 and expressed her gratitude to Sandy for her years of service. She requested permission to hire a replacement that would start prior to Sandy leaving and to bring the new hire in as a 40 hour a week position. **Motion:** Supr. Neumann moved and Supr. Barrington seconded the motion to approved overlap in retiring and new hire as well as make the position a 40 hour a week position. The motion carried without a negative vote.

b. Approve/Deny County Board Claims:

- i. Per Diem & Mileage Allowance for the month of November is \$14,398.04. **Motion:** Supr. Craig moved and Supr. Neumann seconded the motion to approve the per diem and mileage expenses. Motion carried without a negative vote.

8. Motion Co. Bd. Chr. Koeppen moved and Supr. G. Murphy seconded to go into Closed Session at 11:05 a.m. per WI State Stats. Sec. 19.85 (1)(g) for the purpose of conferring with legal counsel who is rendering oral or written advice concerning strategy to be adopted by the body with respect to litigation in which it is or is likely to become involved; to wit: Maiman Real Estate and Pleasant Park LLC litigation. Roll call vote. Federwitz-yes, Koeppen-yes, G. Murphy-yes, Penney-yes, Craig-yes, Flease-yes, Neumann-yes and Barrington-yes

Jill Lodewegen
Waupaca County Clerk