

**WAUPACA COUNTY FINANCE & HUMAN RESOURCE  
COMMITTEE MINUTES – January 10, 2018**

Chair Federwitz called the meeting to order at 9 a.m. and gave the open meeting statement with the following members present: 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, Casey Beyersdorf and Dave Thiel.

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

**MINUTES OF PREVIOUS MEETINGS – MOTION:** Supr. Flease moved and Supr. Penney seconded the motion to approve the minutes of the December 13, 2017 meeting. The motion carried without a negative vote.

**PUBLIC COMMENT:** None presented

1. Register of Deeds Michael Mazemke provided a report that is on file with these minutes. It included an overview of 2017 compared to the last several years. He also discussed different legislation that may affect the department in 2018, image projects that he will be working on with the Veterans office and indexing.
2. Highway Commissioner Casey Beyersdorf updated the committee regarding increases in the state maintenance agreements and provided a report for the 5 year highway plans and 10 year equipment plan. Both reports are on file with these minutes.
3. Dave Thiel introduced Jeff Fischer who has applied for a Waupaca County Revolving Loan to start Fischer Service & Sales LLC which would be located on Hwy 22 in Waupaca. Dave noted that the ROF committee has approved the application, and that CAP Services is in the process of approving their own loan for the project, once all requirements have been met. The loan is for \$105,000 with 4% interest with a 7 year lock and a 20 year amortization. Dave also noted that Mr. Fischer would also be required to create 3 jobs within the next three years. The committee asked questions related to the business plan and life insurance requirements. Lisa Rader from CAP Service noted that they will be working with Mr. Fischer thru the life of the loan and that CAP Services would discuss approval of their loan for him at their January 31 meeting. **MOTION:** Supr. Craig moved and Supr. Neumann seconded the motion to approve the Waupaca County Revolving Loan \$105,000 with 4% interest with a 7 year lock and a 20 year amortization contingent on CAP Services approving their loan and that Mr. Fisher have at least a \$250,000 life insurance policy. Motion carried without a negative vote.
4. Finance Director's Report - Heidi Dombrowski
  - a. Resolution No. 31 (2017-2018), Accept Donation – Drug Court donation of \$1,500 from Thomas and Margaret Maroney. **Motion:** Supr. Penney moved and Supr. G. Murphy seconded the motion to approve Resolution No. 31 (2017-2018) and forward to the full County Board. The motion carried without a negative vote.
  - b. She then presented a report on the 2017 Budget which is also on file with these minutes. She noted that it would be several months until the 2017 books would be closed.
  - c. Monthly Vouchers. **Motion:** Supr. Craig moved and Supr. Neumann seconded the motion to approve the monthly vouchers and Chr. Koeppen abstained from the vote. Motion carried.

5. Treasurer Report – Mark Sether Treasurer

- a. Mark discussed in-rem property noting that several would be going to court on January 22. Currently Waupaca County has about \$550,000 in accessed value worth of in-rem property. He will be working on getting many of these up on the state surplus site as well as exploring realtor options in some situations.
- b. Mark reviewed: Investments, Tax Certificates, County Sales Tax, Interest on Delinquent Taxes, and Interest on Investments. The Treasurer's Report was placed on file with these minutes.

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 which included updates to several systems, staffing and programming update.
- b. He requested that \$6,000 be carried over from his 2017 Salaries and Wages budget into 2018 to be used for LTE hours for programming support. **MOTION:** Supr. Fleese moved and Co. Bd. Chr. Koeppen seconded the motion to carry over \$6,000 from the 2017 LTE programming budget into 2018. Motion carried without a negative vote.
- c. He also requested permission to carry over \$2,173.75 from his 2017 On Call Hours budget into 2018. **MOTION:** Supr. Craig moved and Co. Bd. Chr. Koeppen seconded the motion to carry over \$2,173.75 from his 2017 On Call Hours budget into 2018. Motion carried without a negative vote.
- d. Monthly Bills. **Motion:** Supr. Craig moved and Supr. Penney 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. Monthly Report –Recruitment; wage/benefit issues; Labor Relations; and Unemployment Compensation updates. The Human Resource Report was placed on file.

8. County Clerk – Jill Lodewegen

- a. Jill introduced Dawn Krause who will be replacing Sandy Artz who is retiring. Dawn came from the Village of Fremont where she was the clerk/treasurer.
- b. Jill provided a report with the statistics on the Tuesday night late hours for the last 24 weeks. Normal business hours in the office are 7:30 a.m. to 4 p.m. For the last 24 weeks, they have stayed open until 6 p.m. on Tuesday nights. On average, the office had 2 people per week. She asked if the committee would allow her to make the Tuesday night hours a permanent change. **Motion:** Supr. G. Murphy moved and Supr. Fleese seconded the motion to make the Tuesday night hours a permanent change. Motion carried without a negative vote.
- c. Approve/Deny County Board Claims:
  - i. Per Diem & Mileage Allowance for the month of December is \$13,122.13. **Motion:** Supr. Craig moved and Co. Bd. Chr. Koeppen seconded the motion to approve the per diem and mileage expenses. Motion carried without a negative vote.

9. Adjourn. **Motion:** Supr. Penney moved and Supr. Flease seconded the motion to adjourn at 10:55 a.m. The meeting adjourned.

Jill Lodewegen  
Waupaca County Clerk