

**WAUPACA COUNTY FINANCE & HUMAN RESOURCE
COMMITTEE MINUTES – February 14, 2018**

Co. Bd. Chr. Koeppen called the meeting to order at 9 a.m. and gave the open meeting statement with the following members present: Suprs. Fleese, G. Murphy, Neumann, and Penney. Chair Federwitz and Supr. Craig were excused. Others present: Amanda Welch, Brent Wyland, Heidi Dombrowski, Jill Lodewegen, Mark Sether, Diane Meulemans, Terrie Tews and Ryan Brown

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

MINUTES OF PREVIOUS MEETINGS – MOTION: Supr. G. Murphy moved and Supr. Neumann seconded the motion to approve the minutes of the January 10, 2018 meeting. Motion carried without a negative vote.

PUBLIC COMMENT: None

1. Clerk of Courts Terrie Tews requested \$1,800 for both Clerk of Courts and Judicial which included labor and supplies to painting in those areas. Finance Director Heidi Dombrowski suggested, if approved, to add it as part of her non-lapsing request that was coming up later in the agenda. **Motion:** Supr. Neumann moved and Supr. Fleese seconded the motion to approve the request and add it to the 2017-2018 Non-Lapsing Appropriation Request. Motion carried without a negative vote.
2. Planning and Zoning Director Ryan Brown explained an office remodel project that his committee along with Public Property committee already approved. He requested that the projects, estimated at approximately \$5,000 each, be paid for thru his Deferred Comp Planning Revenue fund. **Motion:** Supr. G. Murphy moved and Supr. Neumann seconded the motion to fund the Planning and Zoning office remodel from the Planning and Zoning Deferred Comp Planning Revenue fund. Motion carried without a negative vote.
3. Finance Director's Report - Heidi Dombrowski
 - a. Heidi presented a report on the 2017 Budget and stated that they are still closing funds but overall they looked good.
 - b. She then handed out a 2017 Capital Projects Update and reviewed it with the committee, stating that overall they came in under budget with \$510,707.30 remaining.
 - c. She presented the 2017 to 2018 Non-Lapsing Appropriation Report and reviewed it with the committee. With the addition of \$3,900 from item A of this agenda, total request was for \$466,572. **Motion:** Supr. Neumann moved and Supr. G Murphy seconded the motion to approve the 2017 to 2018 Non-Lapsing Appropriation in the amount of \$466,572. Motion carried without a negative vote.
 - d. She discussed the February County Board presentation with the committee regarding bond issuance.
 - e. She requested that the Committee select dates in March for a Financial Management Planning Workshop. Tentative schedule was set for 1 p.m. Wednesday March 21 and 9 a.m. Friday March 30.
 - f. Monthly Vouchers. **Motion:** Supr. Fleese moved and Supr. Penney seconded the motion to approve the monthly vouchers and Chr. Koeppen abstained from the vote. Motion carried.

4. Treasurer Report – Mark Sether Treasurer

- a. Mark reviewed: Investments, Tax Certificates, County Sales Tax, Interest on Delinquent Taxes, and Interest on Investments. He noted January 2018 sales tax was higher over January 2017 and tax collections for 14 municipalities. He also reported that a new Deputy Treasurer, Bob Fredy would start January 26, 2018.

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 which included updates to the phone system, file server changes and new requirements for passwords.
- b. Monthly Bills. **Motion:** Supr. Neumann moved and Co. Bd. Chr. Koeppen seconded the motion to approve the monthly bills for IT. Motion carried without a negative vote.

6. Human Resource Department Report –

- a. Resolution 32 (2017-18) Reauthorization of Self-Insurance for Worker's Compensation which is renewed every 3 year was presented. **Motion:** Co. Bd. Chr. Koeppen moved and Supr. Neumann seconded to approved Resolution 32 (2017-18) and forward to the full County Board. Motion carried without a negative vote.
- b. Monthly Report –Recruitment; wage/benefit issues; Labor Relations; and Unemployment Compensation updates was distributed.

7. County Clerk – Jill Lodewegen

- a. 2017 Dog Reimbursement Ratio Report was presented with requested payment totaling \$12,573.35. **Motion:** Supr. G. Murphy moved and Co. Bd. Chr. Koeppen seconded to approve the 2017 Dog Reimbursements for \$12,573.35. Motion carried without a negative vote.
- b. Jill provided an update on the new voting system and microphones that will be installed in the County Board room noting that voting will now be done thru an app on the Supervisors iPads.
- c. She discussed the process to implement the Electronic Communication Policy which was approved in April of 2017 with a paperless date of April 2018. She noted additional training and hopefully easier access to agendas, packets and minutes on the website.
- d. Approve/Deny County Board Claims:
 - i. Per Diem & Mileage Allowance for the month of January is \$13,632.47. **Motion:** Supr. G. Murphy moved and Supr. Neumann seconded the motion to approve the per diem and mileage expenses. Motion carried without a negative vote.

8. Adjourn. **Motion:** Supr. Flease moved and Supr. Neumann seconded the motion to adjourn at 10:12 a.m. The meeting adjourned.

Jill Lodewegen
Waupaca County Clerk