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WAUPACA COUNTY FINANCE COMMITTEE MINUTES
October 10, 2018

Chair Federwitz called the meeting to order at 9 a.m. and gave the open meeting statement with the following members present: Co. Bd. Chr. Koeppen, Supr. Craig, Flease, Johnson, McClone, Neumann and G. Murphy. Others present: Heidi Dombrowski, Amanda Welch, Jill Lodewegen, Diane Meulemans, Jesse Cuff, Mark Sether, Brent Wyland and Supr. Poehlman.

REVIEW AND APPROVE AGENDA. – MOTION: Supr. Craig moved and Supr. G. Murphy seconded the motion to approve the amended agenda. Motion carried without a negative vote.

MINUTES OF PREVIOUS MEETINGS – MOTION: Supr. Flease moved and Supr. Johnson seconded the motion to approve the minutes of the September 26, 2018 meeting. Motion carried without a negative vote.

PUBLIC COMMENT: Ch. Bd. Chr. Koeppen invited department heads to consider being a guest with him on the radio show program he does each month.

1. Corporation Counsel Diane Meulemans discussed a PILT Class Action in which counties were joining litigation led by Kane County Utah alleging the federal government isn't paying enough PILT funding for federally owned property. Research revealed that Waupaca County had a few post offices located in Waupaca County that are federally owned. After opt-in submissions were received, we were notified that Waupaca County will not recover any money in this lawsuit because we had received the correct entitlement.
2. Chair Federwitz stated that Supr. Poehlman asked that the Electronic Communication Policy be placed on the agenda for discussion regarding the paragraph which references cost to supervisors for acquiring hard copies. Members of the committee spoke in favor and against changing the policy.
3. County Veterans Service Officer Jesse Cuff presented the 2018 remuneration for care of veterans' graves in the amount of \$5,915. **Motion** Supr. Craig moved and Supr. Neumann seconded to approve the 2018 remuneration for care of veterans' graves as presented. Motion carried without a negative vote.
4. Finance Director's Report - Heidi Dombrowski
 - a. Heidi provided a report of the 2018 budget review to the committee with trends for cash flow, interest on investments, delinquent tax balances, interest on delinquent tax, sales tax history and fund review.
 - b. Monthly Vouchers. **Motion:** Supr. Johnson moved and Supr. McClone seconded the motion to approve the monthly vouchers and Chr. Koeppen abstained from the vote. Motion carried.
5. Treasurer Report – Mark Sether
 - a. Mark gave an overview of the in-rem property and will provide a full written report next month.
 - b. Mark then reviewed: Investments, Tax Certificates, County Sales Tax, Interest on Delinquent Taxes, and Interest on Investments. He pointed out the September sales tax numbers lowered as expected but felt that we are still trending to be above budget for the year.

6. Information Technology Dept. Report – Brent Wyland Director
 - a. Brent asked the committee if they had any questions after reviewing the HIPAA security policies and procedures that were presented last month, in which the committee had none. **Motion** Supr. Craig moved and Co. Bd. Ch. Koeppen seconded the motion to approve the HIPAA security policies and procedures. Motion carried without a negative vote.
 - b. Brent gave an overview of his monthly report to the IT Committee which included the fiber optic project, server updates, spam filter, and AS400 updates.
 - c. Monthly Bills. **Motion:** Supr. G. Murphy moved and Supr. Johnson 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. Mandy gave an update regarding transferring from a coroner to a medical examiner. She noted that they have worked out vacation information as well as set the labor grade for the position at labor grade 15. She also noted that Waushara County has asked about sharing the position, which Barry is reviewing.
 - b. Mandy gave an overview of the 2019 reclassification request, noting that the Human Resource Committee had approved the reclass for the economic support clerk, corrections officers and corrections sergeants. **Motion** Supr. Craig moved and Supr. Neumann seconded the motion to approve the 2019 reclassifications recommended by the Human Resource committee. Motion carried without a negative vote.
 - c. Mandy presented Res. No. 26 (2018-19) 2019 Waupaca County Employee Wages & Salaries for an annual compensation increase of 2% effective 1/1/2019 for wage/salaries of employees paid in accordance with the Waupaca County Employee wage schedules. **Motion** Supr. Craig moved and Co. Bd. Ch. Koeppen seconded the motion to approve Res. No. 26 (2018-19) 2019 Waupaca County Employee Wages & Salaries and pass on to the full County Board. Motion carried without a negative vote.
 - d. Mandy then presented Res. No. 27 (2018-19) Staffing New Positions/Reductions/Expansions for 2019. **Motion** Supr. Johnson moved and Supr. G. Murphy seconded the motion to approve Res. No. 27 (2018-19) Staffing New Positions/Reductions/Expansions for 2019 and pass on to the full County Board. Motion carried without a negative vote.
 - e. Monthly Report –A report on recruitment; wage/benefit issues; Labor Relations; and Unemployment Compensation updates was distributed and discussed.

Supr. Craig left the meeting at 10:10 a.m.

8. County Clerk – Jill Lodewegen
 - a. Jill presented Res. No. 23 (2018-19) Dissolve CIP Impact Committee. **Motion** Supr. Neumann moved and Co. Bd. Ch. Koeppen seconded the motion to approve Res. No. 23 (2018-19) Dissolve CIP Impact Committee and pass on to the full County Board. Motion carried without a negative vote.

- b. She then presented the compensation for listing dogs 2018 for a total amount of \$2,212.
Motion Supr. Flease moved and Supr. Johnson seconded the motion to approve the compensation for listing dogs 2018. Motion carried without a negative vote.
- c. Approve/Deny County Board Claims:
 - i. Per Diem & Mileage Allowance for the month of September is \$16,618.01.
Motion: Supr. Johnson moved and Supr. G. Murphy seconded the motion to approve the per diem and mileage expenses. Motion carried without a negative vote.

Chair Federwitz called a short break at 10:25 a.m. The committee resumed at 10:35 a.m.

- 9. Finance Director Heidi Dombrowski reviewed the power point that she had prepared regarding the 2019 proposed budget to be presented to the County Board in October for the committee. The committee felt the details and format were well done.
- 10. **Adjourn. Motion:** Supr. G. Murphy moved and Supr. Neumann seconded the motion to adjourn at 11:05 a.m. The meeting adjourned.

Jill Lodewegen
County Clerk

These minutes will be posted to the website prior to approval from the committee and are considered to be in draft form until approved at the next scheduled meeting.

INTEROFFICE MEMORANDUM

TO: HON. CHAIRMAN AND MEMBERS OF FINANCE COMMITTEE

FROM: TERRIE J. TEWS *J.J.*

SUBJECT: TRANSFER FUNDS 2018 REPAIRS TO VIDEO CONF. EQUIP

DATE: OCTOBER 31, 2018

I greatly appreciate your time today and apologize that I was unable to attend the meeting today. A few months back a split viewer for Br. III courtroom stopped working. What this does is it allows the video feed coming in and out to split the view so that all the cameras each show a view to everyone that is watching video on the screen to all them to see all the participants/parties in the courtroom.

The viewer is not able to be repaired so it is necessary for a full replacement of the equipment. The cost with labor is around \$3,500.00. I have already received three written bid by vendors per the County Ordinance #16 for Purchasing.

In 2018 I anticipated a new trial for Chad Magolski so I budgeted \$15,000.00 for the cost of a new trial. Chad Magolski accepted a new agreement plea agreement and was sentenced. I would like to be able to use some of the funds from the \$15,000.00 towards the cost of the \$3,500.00 for the replacement of the split viewer.

Thank you again for your time and attention to this matter.

Resolution No. 31 (2018-2019)

Subject: Donation Acceptance – Petersen Chrysler Dodge Jeep Ram, Sheriff Department

WHEREAS, Waupaca County’s policy requires resolution to the County Board to accept donations over \$1,000; and

WHEREAS, Waupaca County has received donations in the amounts of \$1,969 from Petersen Chrysler Dodge Jeep Ram for the purpose of supporting the Sheriff Department.

NOW, THEREFORE, BE IT RESOLVED that the Waupaca County Board of Supervisors accepts the Petersen Chrysler Dodge Jeep Ram donations in the amount of \$1,969.

Fiscal Note: The amount of \$1,969 will be placed in a donation restricted account until further budget action is taken to expend the funds.

Passed this _____ day of _____, 2018

_____ Ayes _____ Nays

ATTEST:

Jill Lodewegen
Waupaca County Clerk

APPROVED AS TO FORM:

Diane L. Meulemans, Corporation Counsel

RECOMMENDED FOR INTRODUCTION BY
THE WAUPACA COUNTY FINANCE
COMMITTEE

RESOLUTION NO. 32 (2018-2019)

Subject: Year 2019 Budget

BE IT RESOLVED that there is hereby levied against the taxable property of Waupaca County as equalized for the year of 2018 to include a sum as determined by the State of Wisconsin for state tax forestry purposes, and

BE IT FURTHER RESOLVED that there is hereby levied against the taxable property of Waupaca County as equalized for the year 2018 the following sums:

\$ 6,838.00	as veteran's relief
\$22,042,587.00	as general tax
\$ 5,091,960.00	as debt service tax

BE IT FURTHER RESOLVED that there is hereby levied against the taxable property of Waupaca County as equalized for the year 2018 excepting the Cities of Clintonville, New London and Waupaca, the sum of \$53,000 for bridges under Section 81.38, Wisconsin Statutes, and

BE IT FURTHER RESOLVED that there is hereby levied against the taxable property of Waupaca County as equalized for the year 2018 excepting the Cities of Clintonville, Manawa, Marion, New London, Waupaca, Weyauwega, and the Villages of Fremont, Scandinavia and Iola, the sum of \$1,049,235 for Public Libraries under Section 43.64, Wisconsin Statutes, and

NOW, THEREFORE, BE IT RESOLVED THAT the Year 2019 Budget be adopted at the summary level as printed in the Proceedings of the Waupaca County Board of Supervisors. Department heads shall operate their programs as presented in their proposed line item budgets.

County Board
Passed this 13th day of November 2018

RECOMMENDED FOR INTRODUCTION BY
FINANCE COMMITTEE:

____ayes ____nays

ATTEST:

Jill Lodewegen, County Clerk

APPROVED AS TO FORM:

Diane L. Meulemans, Corporation Counsel