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WAUPACA COUNTY FINANCE COMMITTEE MINUTES
May 8, 2019

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, Johnson, Neumann, McClone and G. Murphy. Supr. Fleese was excused. Others present: Heidi Dombrowski, Amanda Welch, Jill Lodewegen, Diane Meulemans, Mark Sether, Brent Wyland, Jesse Cuff, Tim Wilz, and John Francis.

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

MINUTES OF PREVIOUS MEETINGS – MOTION: Supr. Neumann moved and Supr. G. Murphy seconded the motion to approve the minutes of the April 10, 2019 meeting. Motion carried without a negative vote.

PUBLIC COMMENT: No public comment.

1. Finance Director Heidi Dombrowski presented Res. No. 4 (2019-20) 2019 Budget Amendment for DHHS noting the previous fund balance was already allocated, but due to additional cost with the Nutrition Program, an additional \$36,000 funds from DHHS Committed Fund Balance was needed to maintain operations of the nutrition program for 2019. **Motion:** Supr. G. Murphy moved and Supr. McClone seconded the motion to approve Res. No. 4 (2019-20) and move on to the full county board. Motion carried without a negative vote.
2. Sheriff Wilz presented Res. No. 5 (2019-20) 2019 Budget Amendment to transfer \$670,000 from General Fund Balance Unassigned to E911-Outlay. **Motion:** Supr. McClone moved and Co. Bd. Chr. Koeppen seconded the motion to approve Res. No. 5 (2019-20) and move on to the full county board. Motion carried without a negative vote. He then presented Res. No. 7 (2019-20) Reserve Deputy Wage Increase from \$15.50 to \$17.00. **Motion:** Supr. Craig moved and Supr. Johnson seconded the motion to approve Res. No. 7 (2019-20) and move on to the full county board. Motion carried without a negative vote. Finally, he presented Res. No. 8 (2019-20) Water Patrol Wage-Increase from \$15.50 to \$17.00. **Motion:** Supr. G. Murphy moved and Supr. McClone seconded the motion to approve Res. No. 8 (2019-20) and move on to the full county board. Motion carried without a negative vote.
3. Park & Recreation director John Francis presented Res. No. 6 (2019-20) donation acceptance. **Motion:** Supr. Johnson moved and Supr. McClone seconded the motion to approve Res. No. 6 (2019-20) and move on to the full county board. Motion carried without a negative vote.
4. Veterans Service Officer Jesse Cuff reviewed his 2018 final budget noting he came in under budget.
5. Finance Director's Report - Heidi Dombrowski
 - a. Heidi reviewed her 2018 final budget with the committee.
 - b. Heidi distributed and reviewed the 2019 Budget Review report dated for April with the committee.
 - c. Monthly Vouchers. **Motion:** Supr. G. Murphy moved and Supr. Neumann seconded the motion to approve the monthly vouchers. Motion carried with Co. Bd. Chr. Koeppen abstaining.

6. Treasurer Report – Mark Sether
 - a. Mark reviewed his 2018 final budget with the committee.
 - b. Mark gave an overview on the in rem properties noting that payment plans were mailed and a court date is set for July. He also mentioned that he has listed two properties on Wisconsin Surplus.
 - c. Mark then reviewed: Investments, Tax Certificates, County Sales Tax, Interest on Delinquent Taxes, and Interest on Investments.
7. Information Technology Dept. Report – Brent Wyland Director
 - a. Monthly Bills. **Motion:** Supr. Craig moved and Supr. Johnson seconded the motion to approve the monthly bills for IT. Motion carried without a negative vote.
8. Human Resource Department Report – Amanda Welch, Director/Administrative Coordinator
 - a. Monthly Report –Mandy reviewed the report on recruitment, terminations and unemployment compensation updates.
9. County Clerk – Jill Lodewegen
 - a. Jill reviewed her 2018 final budget with the committee.
 - b. She then presented information on a codification project that she would like the committee to consider for the 2020 budget.
 - c. Approve/Deny County Board Claims: Per Diem & Mileage Allowance for the month of April is \$15,562.77. **Motion:** Supr. Johnson moved and Co. Bd. Chr. Koeppen seconded the motion to approve the per diem and mileage expenses. Motion carried without a negative vote.
10. **Adjourn. Motion:** Supr. Co. Bd. Chr. Koeppen moved and Supr. Craig seconded the motion to adjourn at 10:35 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.



**COUNTY OF WAUPACA
FINANCE & CENTRAL SERVICES OFFICE**

Heidi R. Dombrowski

Finance Director

811 Harding Street, Waupaca, WI 54981

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Sheri Wieters
Assistant Finance Director
(715) 258-6383

Rena Conery
Purchasing / Asset Manager
(715) 258-6346

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Purchasing/Mail/Accounts Payable
(715) 258-6204

Date: June 5, 2019

To: Finance Committee

From: Heidi Dombrowski, Finance Director 

Re: Contingency Fund Transfer Request – Medical Examiner

The Medical Examiner is requesting a Contingency Fund Transfer not to exceed \$8,000 for the purchase of eight (8) computer replacements. It was anticipated during the 2019 Annual Budget process that these computers would not need to be replaced until 2020. However, the computers have extended their useful life and are no longer functioning efficiently.

This request is below 10% of the 2019 Budgeted contingency appropriation of \$100,000 and the Medical Examiner Program budget of \$179,273.

If approved by Law Enforcement and Finance Committee, a 2019 Budget Amendment will be completed transferring \$8,000 from Contingency Fund Appropriation Account 11-08-59310 920.0 to Medical Examiner Non-Capital Equipment Account 11-07-51270 340.2438.

Please feel free to contact me with any questions or concerns.



Corporate Network Solutions, Inc.
 1624 East Wisconsin Ave.
 Appleton, WI 54911
 Phone: (920)-832-8406
 Fax: (920)-832-8485

QUOTE

Quote # AAAQ25381
 Date 05/13/19
 Sales Rep. Todd J. Schroeder

Quote To:
 Waupaca County
 Brent Wyland
 811 Harding St
 Waupaca, WI 54981

Ship To:
 Corporate Network Solutions, Inc.
 Todd J. Schroeder
 1624 E Wisconsin Ave
 Appleton, WI 54911

Qty	Description	Unit Price	Ext. Price
1	HP ProBook 440 G6 - 14" - Core i5 8265U - 4 GB RAM - 128 GB SSD - US Product Type Notebook Operating System Win 10 Pro 64-bit - English Processor Intel Core i5 (8th Gen) 8265U / 1.6 GHz (3.9 GHz) / 6 MB Cache Memory 4 GB DDR4 (1 x 4 GB) Storage 128 GB - M.2 2280 SSD TLC Optical Drive No optical drive Display 14" WLED 1366 x 768 / HD Graphics Intel UHD Graphics 620 Input Device ClickPad Keyboard Backlight Yes Integrated Webcam Yes Networking 802.11a/b/g/n/ac, Bluetooth 4.2, Gigabit Ethernet Battery 3-cell Security Trusted Platform Module (TPM 1.2) and firmware (TPM 2.0), fingerprint reader Dimensions (WxDxH) 12.8 in x 9.4 in x 0.7 in Weight 3.53 lbs Localization Language: English / region: United States Environmental Standards ENERGY STAR Qualified	\$725.00	\$725.00
1	HP Care Pack - 3 Year Extended Warranty - Service - 9 x 5 - Service Depot - Technical - Physical Service	\$75.00	\$75.00
1	Kingston 8GB DDR4 SDRAM Memory Module - 8 GB DDR4 SDRAM - 260-pin - SoDIMM	\$50.00	\$50.00
1	Intel 545s 512 GB Solid State Drive - SATA (SATA/600) - 2.5" Drive - Internal - Retail	\$100.00	\$100.00
		SubTotal	\$950.00
		Sales Tax	\$0.00
		Shipping	\$0.00
		Total	\$950.00

ALL orders require 50% payment at time of order and the REMAINDER DUE upon product receipt.

***** NO LABOR (PC SETUPS, CONVERSIONS, ETC) IS INCLUDED, UNLESS OTHERWISE SPECIFIED AND DOCUMENTED *****

Prices Subject to CHANGE. Prices based upon total purchase - all delivery, training or consulting services to be billed at PUBLISHED rates for each activity involved. All hardware computer components proposed above are covered by a LIMITED Manufacturer's WARRANTY - Covering parts and labor on a depot basis. We specifically disclaim ANY and ALL warranties, express or implied, including but not limited to any implied warranties or with regard to any licensed products. We SHALL NOT BE LIABLE for any loss of profits, business, goodwill, data, interruption of business, or for incidental or consequential merchantability or fitness of purpose, damages related to this agreement. MINIMUM 30% restocking fee for unopened material with original packaging.

RESOLUTION NO. 10 (2019 - 2020)

SUBJECT: Waupaca County Seasonal Employee Wages

WHEREAS, Waupaca County utilizes employees on an annual basis to assist departments in performing duties in the most efficient and cost effective way during peak seasons; and

WHEREAS, Waupaca County desires to maintain equitable compensation for all employees; and

WHEREAS, the existing wage rates for seasonal employees were last adjusted in 2018 and after review and consideration it has been determined it is necessary to update the existing wage rates for seasonal employees.

NOW, THEREFORE, BE IT RESOLVED by the Waupaca County Board of Supervisors, that the wage schedule for seasonal employees be set as follows effective upon passage of this Resolution:

Seasonal Employees:

Step 1 \$11.00 Step 2 \$11.50 Step 3 \$12.00 Step 4 \$12.50

Passed this _____ day of _____, 2019

____ Ayes ____ Nays

RECOMMENDED FOR INTRODUCTION
BY THE WAUPACA COUNTY FINANCE
COMMITTEE

ATTEST:

Jill Lodewegen
Waupaca County Clerk

APPROVED AS TO FORM:

Diane L. Meulemans
Corporation Counsel

June 12, 2019

TO: Finance Committee
FROM: Jill Lodewegen, County Clerk
RE: Capital Improvement Plan Request Update

As my committee of jurisdiction, as well as the committee that the CIP's are presented to, I wanted to give you an "off cycle" update regarding my 2021 CIP Request for Election Voting Equipment.

In that CIP request this project was rated a 3, which is a lower level priority. As voting security continues to be scrutinized, as well as support for older machines concerns, I would like to highlight few new things and reinforce a few previously mentioned items.

Command Central, our election management company, will guarantee support of the Edge (touchscreen) and Insight (optical scan) elections machines until January 1, 2023. This does not mean that this is an absolute cutoff period of support, but at one point parts will run out or the election laws may change to remove this older equipment. Most of these machines are about 30 years old.

As indicated in the original CIP request, a group purchase typically results in a 10-15% discount. Command Central has already had 12 Counties indicate that they are considering a group buy in 2021, which in turn may allow for an even greater discount.

Estimated cost of new equipment WITHOUT discount is approximately \$8,500 for the ImageCast Evolution (ICE) Tabulators (currently used by the City of New London, Clintonville, and Townships of Caledonia and Little Wolf) and \$4,500 for the ImageCast X (ICX) which is pending state approval and is similar to the Edge machines.

As my CIP request indicated, my hope is that the County will purchase the equipment to update all the municipalities and reimburse, at our discounted rate, the municipalities that bought equipment prior to our group buy. The group buy will allow for a countywide savings for taxpayers, have uniformed equipment that allow for familiarity between staff and voters, and provide time savings for both municipalities and county.

Again, this is just an "off cycle" update without going to deep into the weeds. If you would have any questions, please do not hesitate to let me know.

Enclosed: Original CIP request

CAPITAL IMPROVEMENT PLAN REQUEST FORM

Project #	CIP-2021-	Rank	Level 3
General Ledger Account			
Anticipated Start Year	2021		
Project Description	Election Equipment for all Munc. And County Management System		
Department	County Clerk		
Division (If Applicable)	Elections		
Manager	Jill Lodewegen		
Date: (mm/dd/yyyy)	07/30/2018		

CAPITAL BUDGET SUMMARY							
Year	2021	2022	2023	2024	2025	Total Project	
Expenditure Budget	356,000	-	-	-	-	356,000	
Revenue Budget	-	-	-	-	-	-	
Net County Cost	356,000	-	-	-	-	356,000	
COST DOCUMENTATION			REVENUE				
Architect/Engineering	-	-	-	-	-	-	
Plans	-	-	-	-	-	-	
Project Manager/Contractor	-	-	-	-	-	-	
Site Preparation	-	-	-	-	-	-	
Land	-	-	-	-	-	-	
Land Improvements	-	-	-	-	-	-	
Building	-	-	-	-	-	-	
Building Improvements	-	-	-	-	-	-	
Infrastructure	-	-	-	-	-	-	
Equipment	-	356,000	-	-	-	-	
Furniture & Fixtures	-	-	-	-	-	-	
Total Project Cost		<u>356,000</u>					
Expenditure Budget		356,000					
		OK					
			REVENUE				
			State Grant				-
			Other (Identify)				-
			Fund Balance (Identify)				-
			Assigned -Elections				-
			Total Revenue				<u>-</u>
			Revenue Budget				-
			OK				

Project Ranking - Refers to Section 3 - Project Ranking as defined in the Capital Improvement Plan Policy Document.

Project Priority:	Provides an expanded level of service or new public facility	Low
Project Criteria:	Expansion of Existing Program	3

Project Scope & Description

Update election equipment in all Waupaca County municipalities due to the age of equipment and the fact that most will not be supported in 5 years. Also includes the ability to modum in election results which. EMS Servicers & Client Hardware, Software/Licenses, Installation & Delivery for system which will allow County to receive election results for all municipalities with ICE (or any newer equipment from Command Central going forward) to modem in results.

Location:

Analysis of Need (Project Justification):

Most election equipment that is used throughout the county is about 30 years old. With security and accuracy, and the inability of many small municipalities to purchase updated equipment, I feel the County needs to get involved. In addition, having one, possibly two types of equipment throughout the entire County will help with training and voter experience. Although the above numbers does not reflect a discount, due to it can never be promised, typically buying in bulk ranges in a savings from 10-15%. Time savings in hours not only at the polling places, but at the County level will be drastically reduced. For example in November of 2016, some Waupaca County poll workers and all county staff were here until about 3 a.m. Fond du Lac County that uses all ICE machines and modems in the results had their results in by about 9 p.m.

Alternatives:

Some Counties have bought the equipment for their municipalities, some have done a 50/50 split while others have not paid for any of it (just equipment to receive modem results) but have coordinated the purchase to allow for the discount. In the last case, the municipalities pay back in one or two years, with interest if the County bonded for the money.

Ongoing Operation Costs:

Annual maintenance costs of \$6,200. This annual maintenance will be included in the Elections Maintenance Budget for the year in which the project is approved. Minimal cost savings to the County should be recognized in the County Clerk's annual overtime line item.

Previous Action:

2019-2023 Capital Plan: