WAUPACA COUNTY FINANCE COMMITTEE MINUTES
January 9, 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, Flease, Johnson, McClone and Neumann. Supr. G Murphy was excused. Others present: David Krueger, Willis of Wisconsin, Jesse Cuff, Ron Hansen, Heidi Dombrowski, Amanda Welch, Jill Lodewegen, Diane Meulemans, Mark Sether, and Brent Wyland.

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

MINUTES OF PREVIOUS MEETINGS – MOTION: Co. Bd. Chr. Koeppen moved and Supr. McClone seconded the motion to approve the minutes of the December 12, 2018 meeting. Motion carried without a negative vote.

PUBLIC COMMENT: No public comment.

1. David Krueger of Willis of Wisconsin Inc. provided the committee with a proposal that showed the benefits and savings to go from a $2,500 deductible to a $5,000 deductible with a premium cost savings of approximately $12,000 a year. The proposal showed past history to support the move. **Motion:** Co. Bd. Chr. Koeppen moved and Supr. Johnson seconded the motion to raise the 2019 property insurance deductible to $5,000. Motion carried without a negative vote.

2. Veterans Service Officer Jesse Cuff presented his 2018 Annual Report which he will be taking to full county board next week.

3. Maintenance Director Ron Hansen showed the committee pictures of the completed urgent needs projects on second and third floor and provided them a breakdown of the cost. He explained that the remaining budget came in at $529,229.61, in which $20,000 would be carried over until spring for landscaping. So of the $1,846,000 budgeted, the project came in under budget by $509,229.61.

4. Finance Director's Report - Heidi Dombrowski
    a. Heidi reviewed proposed changes to Chapter 4 "Finance" Ordinance which involved changing the name to "Finance and Taxation", renumbering, calling out policies, working capital in Highway enterprise fund, custodians of bank accounts, uniform grant guidance, and internal control. The changes also involved the clarification of the County Sales and Use Tax section of the ordinance and adds wording that was passed in 1993 but not updated in the current posted version. Treasurer Mark Sether reviewed again his proposed change to the chapter regarding overpayment and under payment of real property tax. **Motion:** Co. Bd. Chr. Koeppen moved and Supr. Johnson seconded the motion to approve the amendments to Chapter 4. Motion carried with Supr. Craig voting nay.

    b. Heidi presented Res. No. 36 (18-19) Waupaca County Federal Awards Uniform Grant Guidance Policies and Procedure which is required to receive Federal Grant Monies. **Motion:** Supr. Craig moved and Supr. McClone seconded the motion to approve Res. No. 36 (18-19) Waupaca County Federal Awards Uniform Grant Guidance Policies and Procedure and move on to the full county board. Motion carried without a negative vote.

c. Heidi informed the committee that she is working on updating Chapter 16, Purchasing Ordinance in accordance with Uniform Grant Guidance, Wisconsin State Statue and recommended practices for the County Board. She provided a memo noting duties and responsibilities of both the Finance Committee, Finance Director and Department Heads. She then reviewed the option of decentralized and centralized purchasing and how the uniform grant guidance may affect our changes. A discussion by the committee followed with concerns with the process versus Uniform Grant Guidance and Wisconsin State Statute. Heidi will address the committee again after discussing concerns and researching with Corporation Counsel Meulemans.

d. Heidi distributed and reviewed the 2018 Budget Review report dated for December with the committee. She stated that books would not be closed until end of February or early March so she would not have another report until the March meeting on this.

e. Monthly Vouchers. **Motion:** Supr. Craig moved and Supr. Johnson 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 that we currently have noting no additional sales at this time. He and Corporation Counsel will be meeting with the City of Waupaca regarding lots within the city that currently have a covenant that has made it difficult to sell them.

b. Mark then reviewed: Investments, Tax Certificates, County Sales Tax, Interest on Delinquent Taxes, and Interest on Investments.

6. Information Technology Dept. Report – Brent Wyland Director

a. Brent gave an overview of his monthly report to the IT Committee which included the Spillman Conference overview, a demo on the new time card software and explanation of cloud based programs.

b. Supr. Craig, Chair of the IT Committee ask the committee to consider a change in the wording of the Electronic Communication Policy which they discussed at IT Committee regarding paying for hard copies of committee items. They reviewed the wording brought from the IT Committee and discussion was had. The committee agreed to the wording from IT Committee with the addition to a 24 hour advance request. **Motion:** Supr. Craig moved and Supr. Johnson seconded the motion to update wording as follows: ORIGINAL WORDING: Effective with the term beginning April, 2018, in the event a Supervisor elects not to use the county provided tablet, s/he will be charged for all costs associated with acquiring hard copies, including actual copying and postage costs. UPDATED WORDING: Effective with the term beginning April, 2018, in the event a Supervisor elects not to use the county provided tablet, s/he will be charged for postage cost. All County Board Supervisors will not be charged for paper copies relating to their job responsibilities if they request the copies 24 hours in advance and pick them up. Motion carried without a negative vote.

c. Monthly Bills. **Motion:** Supr. McClone moved and Supr. Flease 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 –She reviewed the report on recruitment, terminations and unemployment compensation updates.

8. County Clerk – Jill Lodewegen

    a. Approve/Deny County Board Claims:
        i. Per Diem & Mileage Allowance for the month of December is $11,115.99. **Motion:** Supr. Craig moved and Supr. Neumann seconded the motion to approve the per diem and mileage expenses. Motion carried without a negative vote.

9. **Adjourn. Motion:** Supr. Flease moved and Supr. Neumann seconded the motion to adjourn at 11:30 a.m. The meeting adjourned.

Jill Lodewegen
County Clerk