

**WAUPACA COUNTY FINANCE COMMITTEE MINUTES**  
**January 11, 2023**

Supr. Federwitz called the meeting to order at 9:00 a.m. and gave the open meeting statement with the following members present: Supr. Federwitz, Murphy, Morack, Much (via Zoom), Neumann, and Co. Brd. Chair Koeppen. Supr. McClone and D. Johnson were excused. A quorum was established. Others present: Jesse Cuff, Heidi Dombrowski, Amanda Welch, Carl Artz, Ron Hansen, Ryan Brown, Mark Sether, Mike Mazemke, Casey Beyersdorf, Kris Carlin, Brian Haase, Kristy Opperman, and Diane Meulemans.

**REVIEW AND APPROVE AGENDA – Motion:** Supr. Morack moved and Supr. Murphy seconded the motion to approve the agenda. Motion carried without a negative vote.

**MOTION OF PREVIOUS MEETINGS – Motion:** Supr. Neumann moved and Co. Brd Chair Koeppen seconded the motion to approve the minutes of the December 14, 2022 as presented. Motion carried without a negative vote.

**Public Comment:** None

1. Veterans Service Officer – Jesse Cuff
  - a. Approval of WDVA to CVSO Supplemental Grant (ARPA) Funds MOU – Jesse Cuff presented and explained the Grant and asked for approval and a signature for approval. **Motion:** Supr. Morack moved and Supr. Murphy seconded the motion to approve and support the MOU between the WDVA and CVSO to receive Supplemental Grant funding. Motion carried without a negative vote.
  - b. Jesse then presented the Annual report to the committee highlighting new members and grant approval for 2022.
2. Register of Deeds – Mike Mazemke
  - a. Res. No. 34 (2022-2023) Transfer Fee Split: Mike presented the Resolution and explained the history and current practice related to transfer fees. He talked about the ratio of fees divided between state and county. **Motion:** Supr. Morack moved and Supr. Neumann seconded the motion to approve Res. No. 34 (2022-2023) Transfer Fee Split and move on to the full County Board. Motion passed without a negative vote.
  - b. Budget Amendment for the Redaction Project – Mike explained the redaction project, which an LTE was added to the staff to help complete SSN Redaction. The budget amendment request is to allocate \$10,000 to personal services to cover costs to the project from the restricted funds balance. **Motion:** Supr. Morack moved and Co. Brd Chair Koeppen seconded the motion to approve a Budget amendment for \$10,000 to Personnel Services from Restricted Funds. Motion carried without a negative vote.
3. Finance Department – Heidi Dombrowski
  - a. Heidi presented Res. No. 36 (2022-2023) Donation Acceptance – Sheriff’s Dive Team and K-9 Unit. **Motion:** Supr. Morack moved and Supr. Neumann seconded the motion to approve Res. No. 36 (2022-2023) Donation Acceptance – Sheriff’s

- Dive Team and K-9 Unit and move it on to the full County Board. Motion carried without a negative vote.
- b. Heidi then provided the committee with copies of the 2022 Financial Analysis and reviewed it. She stated that a better analysis will be likely available in March after many of the final numbers come in through January and February.
  - c. Monthly Vouchers Approval – **Motion:** Supr. Morack moved and Supr. Neumann seconded the motion to approve the monthly vouchers. Motion carried with Co. Brd. Chair Koeppen abstaining.
4. Treasurer’s Report – Mark Sether
    - a. Mark gave an update on the in rem properties and the tax payments and collections.
    - b. Mark then reviewed; Investments, Tax Certificates, County Sales Tax, Interest on Delinquent Taxes, and Interest on Investments.
  5. Information Technology Department Report
    - a. Brent Wyland was unavailable for the meeting. Supr. Neumann gave an update of items for the IT Committee meeting including a Budget Update for 2022 and updates on projects including the core switch, Firewall updates, storage area network re-cable and file server migrations.
    - b. Information Technology Monthly bills for approval. **Motion:** Supr. Murphy moved and Supr. Morack seconded the motion to approve the monthly vouchers. Motion carried without a negative vote.
  6. Human Resource Department Report – Amanda Welch
    - a. Mandy gave an update on recruitment, terminations, open positions, and unemployment.
  7. County Clerk – Kristy Opperman
    - a. Approve/Deny County Board Claims: Per Diem & Mileage Allowance for the month of December is \$12,715.50. **Motion:** Supr. Morack moved and Co. Brd. Chair Koeppen seconded the motion to approve the per diem and mileage expenses. Motion carried without a negative vote.
  8. Supervisor Report(s): Conference, Seminar, Convention, and/or Webinar Reports(s)
  9. Next Meeting Date: February 8, 2023 at 9:00 a.m.
  10. Co. Brd. Chair Koeppen moved to adjourn. Chair Federwitz declared the meeting adjourned at 9:54 a.m.

Kristy K. Opperman  
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.