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**WAUPACA COUNTY FINANCE COMMITTEE MINUTES**  
**October 13, 2021**

Chair Federwitz called the meeting to order at 9:00 a.m. and gave the open meeting statement with the following members present: Co. Bd. Chr. Koeppen, Supr. P. Craig (remote), Johnson, McClone, Morack, G. Murphy and Neumann. Others present: Supr. Jaeger, Jesse Cuff, Chris Viau, Brent Wyland, Mark Sether, Amanda Welch, Heidi Dombrowski, and Jill Lodewegen.

**REVIEW AND APPROVE AGENDA – MOTION:** Supr. Morack moved 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. G. Murphy seconded the motion to approve the minutes of the September 15, 2021 meeting. Motion carried without a negative vote.

**Public Comment:** None

1. Veterans Services Officer Jesse Cuff presented the 2021 Payment for Care of Veterans Graves per \$45.85 for \$5,460 for 1,092 graves. **Motion:** Supr. Johnson moved and Supr. Morack seconded the motion to approve the 2021 Payment for Care of Veterans Graves as noted above. Motion carried without a negative vote.
2. Chris Viau gave an overview of staffing options for Extension University of Wisconsin – Madison vacant staff positions. He also noted the draft contract that was provided for the committee and answered questions the committee had. The committee asked him to return at a future meeting to discuss further so they had time to consider what was discussed.
3. Finance Director's Report - Heidi Dombrowski
  - a. Res. No. 32 (2021-2022) Adopt 2022-2026 Capital Improvement Plan. **Motion:** Supr. Morack moved and Co. Bd. Chr. Koeppen seconded to approve Res. No. 32 (2021-2022) Adopt 2022-2026 Capital Improvement Plan and move on to the full County Board. Motion carried without a negative vote.
  - b. Heidi updated the committee regarding a work group of staff regarding American Rescue Plan funding consisting of herself, Amanda Welch, Ryan Brown, Ted Phernetton, and Jeff Mikorski. They will work with Department Heads, local businesses, municipalities etc. to discuss possible uses and report findings and recommendations to the Finance Committee or another committee as directed, who will make decisions and recommendation to the full board.
  - c. She asked the committee if they had any questions or updates to the 2022 Budget that would be presented at the October County Board meeting. She informed them that she had not received any inquiries from other supervisors after her presentation at the September County Board meeting.
  - d. She then reviewed the 2021 Budget Review report for September with the committee.
  - e. Monthly Vouchers. **Motion:** Supr. McClone moved and Supr. Morack seconded the motion to approve the monthly vouchers. Motion carried with Co. Bd. Chr. Koeppen abstaining.

4. Treasurer Report – Mark Sether
  - a. Mark gave an update on in rem properties and noted that several properties were up for bid, with a deadline of this Friday. Working on 2 years of in-rem at a time has now gotten us up to date and allows us to work on just one year at time going forward.
  - b. Mark then reviewed; Investments, Tax Certificates, County Sales Tax, Interest on Delinquent Taxes, and Interest on Investments.

Chair Federwitz called for a short break

5. Information Technology Department Report – Brent Wyland, Director
  - a. Brent reviewed items that he presented to the IT Committee that included an upgrade to the phone system, disaster recovery site, purchase of replacement iPads, projects to include dispatch, switches, “soft” phones, County Board remote voting capabilities and cyber security for County Board members.
  - b. Information Technology Monthly bills for approval. **Motion:** Co. Bd. Chr. Koeppen moved and Supr. G. Murphy seconded the motion to approve the monthly vouchers. Motion carried without a negative vote.
6. Human Resource Department Report – Amanda Welch HR Director/Administrative Coordinator
  - a. Res. No. 28 (2021-2022) Wage Salary Increase. **Motion:** Supr. Morack moved and Supr. Johnson seconded to approve Res. No. 28 (2021-2022) Wage Salary Increase and move on to the full County Board. Motion carried without a negative vote.
  - b. Res. No. 29 (2021-2022) Staffing New Positions 2022. **Motion:** Supr. P. Craig moved and Supr. G. Murphy seconded to approve Res. No. 29 (2021-2022) Staffing New Positions 2022 and move on to the full County Board. Motion carried without a negative vote.
  - c. Mandy gave an update on recruitment, terminations, open positions, and unemployment.
7. County Clerk – Jill Lodewegen
  - a. Res. No. 25 (2021-2022) Change Reimbursement Rate for Collecting Officials of Dog Licenses. **Motion:** Supr. Morack moved and Supr. Neumann seconded to approve Res. No. 25 (2021-2022) Change Reimbursement Rate for Collecting Officials of Dog Licenses and move on to the full County Board. Motion carried without a negative vote.
  - b. She then presented the 2021 Dog Compensation Reimbursement for \$2,131.50. **Motion:** Supr. P. Craig moved and Supr. Johnson seconded the motion to approve the 2021 Dog Compensation Reimbursement. Motion carried without a negative vote.
  - c. Clerk Lodewegen then presented options for insurance, noting that property rates were an indication, but subject to change. She informed the committee of recommendations from the insurance provider regarding mitigation of risk due to high claims of lightening damage and deductibles.
    - i. 2022 Wisconsin County Mutual Insurance Property Premium Summary. **Motion:** Supr. Federwitz moved and Co. Bd. Chr. Koeppen seconded to approve the 2022 Wisconsin County Mutual Insurance Property Premium with same deductible options of 2021. Motion carried without a negative vote.
    - ii. 2021 Wisconsin County Mutual Insurance Liability Premium Summary and set the deductible at \$10,000. **Motion:** Supr. G. Murphy moved and Supr. McClone

seconded to approve the 2021 Wisconsin County Mutual Insurance Liability Premium and set the deductible at \$10,000. Motion carried without a negative vote.

iii. 2022 Crime Policy **Motion:** Supr. Johnson moved and Supr. Morack seconded to approve the 2022 Crime Policy as presented. Motion carried without a negative vote.

iv. Identity Recovery Coverage. **Motion:** Supr. G. Murphy moved and Supr. McClone seconded to reject the Identity Recovery Coverage. Motion carried without a negative vote.

d. Approve/Deny County Board Claims: Per Diem & Mileage Allowance for the month of September is \$17,350.26. **Motion:** Supr. Johnson moved and Supr. Morack seconded the motion to approve the per diem and mileage expenses. Motion carried without a negative vote.

8. Chair Federwitz noted WCA Conference attendees would report at County Board in October.

9. Next meeting date November 3, 2021.

10. Supr. McClone moved to adjourn. Chair Federwitz declared the meeting adjourned at 11:16 a.m.

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.

PROCLAMATION  
NOVEMBER 2021 AS FAIR HOUSING MONTH

WHEREAS, 2021 marks the 53<sup>rd</sup> anniversary of the passage of the U.S. Fair Housing Act, Title VIII of the Civil Rights Act of 1968, as amended, (“Fair Housing Act”) which enunciates a national policy of Fair Housing without regard to race, color, religion, national origin, sex, familial status, and disability, and encourages fair housing opportunities for all citizens; and

WHEREAS, fair housing occurs when all persons have an equal opportunity to acquire housing regardless of race, color, religion, national origin, sex, familial status, and disability, and additional protections are afforded to persons with Limited English Proficiency and other provisions of the Civil Rights Act, to include discrimination based on age and sexual orientation; and

WHEREAS, fair housing means individuals and entities take affirmative actions that assure all persons have equal housing choices and are not discriminated against in their housing transactions including renting or leasing, buying a home to include geographic location and getting a mortgage, and seeking rental assistance; and

WHEREAS, fair housing laws are enforced through education, outreach, research, and direct assistance to persons alleging discrimination under the Fair Housing Act; and

WHEREAS, Waupaca County is committed to support all aspects of the Fair Housing Act and the activities that support its application and enforcement.

NOW, THEREFORE BE IT PROCLAIMED, by the Waupaca County Board of Supervisors, that the month of November, 2021, be Fair Housing Month in Waupaca County.

BE IT FURTHER PROCLAIMED that the Board commends all those individuals and entities in Waupaca County who are committed to the equitable access to housing for all its citizens.

For consideration by the Waupaca County Board of Supervisors on November 9, 2021.

Passed this 9th day of November 2021

\_\_\_ ayes \_\_\_ nays

RECOMMENDED FOR INTRODUCTION BY  
FINANCE COMMITTEE:

ATTEST:

\_\_\_\_\_

Jill Lodewegen, County Clerk

APPROVED AS TO FORM:

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Diane L. Meulemans, Corporation Counsel

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## Resolution No. 33 (2021-2022)

### SUBJECT: SERVICE OF PROCESS FEES

**WHEREAS**, Section 814.70(1), Wis. Stat. establishes a statutory rate for Services of Process fees at the rate of \$12 per respondent or defendant served and Section 814.70(3), Wis. Stat. establishes a statutory rate for mileage reimbursement for Service of Process at the rate of \$0.25 for each mile actually and necessarily traveled; and

**WHEREAS**, Section 814.705(1), Wis. Stat. permits a County Board to establish a higher fee for collection by the Sheriff in performance of Service of Process; and

**WHEREAS**, Waupaca County Sheriff's Office Service of Process fees were last set by resolution of the County Board of Supervisors in September 2018; and

**WHEREAS**, the following increases and clarifications in the fee schedule are requested in accordance with Section 814.705(1):

- a. For Service of Process Fees for an additional defendant or respondent living at the same address as another defendant or respondent for whom service of process is requested, establishing a flat fee rate of \$75.00 which includes successful Service of Process, or up to three attempts at Service of Process if unsuccessful, and mileage costs; and
- b. For Service of Process Fees for a defendant or respondent in the Waupaca County Sheriff's custody at the Waupaca County jail, establishing a flat fee rate of \$35.00 for successful Service of Process; and
- c. For Services of Process Fees for the same defendant or respondent to be served process with more than one court case to be served simultaneously with the first case, a flat fee rate of \$35.00 per additional case served, which includes successful Service of Process, or up to three attempts at Service of Process if unsuccessful, and mileage costs; and
- d. For Services of Process Fees requested by State/Plaintiff after three attempts at service if unsuccessful at the flat fee rate of \$20.00 per attempt of Service of Process; and
- e. For Service of Process requests that are cancelled prior to any Service of Process attempted at the rate of \$20.00 for consideration of staff resources allocated to the administrative support of the request;
- f. For Service of Process Fees for "rush service" which is defined as requests received less than 48 hours prior to the statutorily defined timeframe for service of process, a flat fee rate of \$150.00 including successful Service of Process, up to three attempts at Service of Process if unsuccessful, and mileage costs; and

**WHEREAS**, although establishing these rates may increase fees for customers, the fees do not replicate actual resources expended by the Sheriff's Office in completing this law enforcement function; and

**WHEREAS**, if a Cooperative Agreement is executed between the Sheriff and the Child Support Agency, fees associated with Service of Process for Waupaca County Child Support Agency court actions are reimbursable by the State to the Child Support Agency at the rate of 66% on the dollar of funds spent by the Agency; thus, funds paid by the Agency to the Sheriff's Office are revenue to the Sheriff's Office and reimbursement by the State is revenue to the Child Support Agency.

**NOW, THEREFORE, BE IT RESOLVED**, that the Waupaca County Board of Supervisors does hereby authorize the Sheriff's Office to establish Service of Process fees as set forth in this resolution.

Passed this \_\_\_\_ day of \_\_\_\_\_, 2021  
\_\_\_\_ Ayes    \_\_\_\_ Nays

RECOMMENDED FOR INTRODUCTION BY THE  
WAUPACA COUNTY FINANCE COMMITTEE

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ATTEST:

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Jill Lodewegen  
Waupaca County Clerk

Approved as to form:

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Diane L. Meulemans, Corporation Counsel

RECOMMENDED FOR INTRODUCTION BY THE  
WAUPACA COUNTY LAW ENFORCEMENT  
COMMITTEE

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**Resolution No. 34 (2021-22)**

**Subject:** Donation Acceptance – Waupaca County Sheriff’s Office

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

**WHEREAS**, Waupaca County has received a donation in the amount of \$1,750 from the Helgeson Rd Neighbors, and a second donation in the amount of \$4,756.63 from the Larsen Family for the purpose of supporting the Waupaca County Sheriff’s Office K9 unit.

**NOW, THEREFORE, BE IT RESOLVED** that the Waupaca County Board of Supervisors accepts \$1,750 from Rebecca & Michael Schultz (representing the Helgeson Rd neighbors) and \$4,756.63 from the Larsen Family for the purpose of supporting Waupaca County Sheriff’s Office K9 Unit.

*Fiscal Note: The amount of \$6,506.63 will be placed in a donation restricted account.*

Passed this \_\_\_\_\_ day of \_\_\_\_\_, 2021

\_\_\_\_\_ Ayes    \_\_\_\_\_ Nays

ATTEST:

\_\_\_\_\_  
Jill Lodewegen  
Waupaca County Clerk

APPROVED AS TO FORM:

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Diane L. Meulemans, Corporation Counsel

RECOMMENDED FOR INTRODUCTION BY  
THE LAW ENFORCEMENT COMMITTEE

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RECOMMENDED FOR INTRODUCTION BY  
THE WAUPACA COUNTY FINANCE  
COMMITTEE

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**RESOLUTION NO. 35 (2021-2022)**

**Subject: Year 2022 Budget**

**BE IT RESOLVED** that there is hereby levied against the taxable property of Waupaca County as equalized for the year 2021 the following sums:

|                 |          |                          |
|-----------------|----------|--------------------------|
| \$              | 6,935.00 | as veteran's relief      |
| \$24,146,426.00 |          | as general tax           |
| \$ 3,940,871.00 |          | as debt service tax; and |

**BE IT FURTHER RESOLVED** that there is hereby levied against the taxable property of Waupaca County as equalized for the year 2021 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 2021 excepting the Cities of Clintonville, Manawa, Marion, New London, Waupaca, and Weyauwega, and the Villages of Fremont, Scandinavia and Iola, the sum of \$1,112,009 for Public Libraries under Section 43.64, Wisconsin Statutes; and

**BE IT FURTHER RESOLVED** that there is hereby levied against the taxable property of Waupaca County as equalized for the year 2021 the amount for County's share of refunded or rescinded taxes certified under Section 74.41(5), Wisconsin Statutes by November 15, 2021; and

**NOW, THEREFORE, BE IT RESOLVED THAT** the Year 2022 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 9th day of November 2021

RECOMMENDED FOR INTRODUCTION BY  
FINANCE COMMITTEE:

\_\_\_ ayes \_\_\_ nays

ATTEST:

\_\_\_\_\_  
Jill Lodewegen, County Clerk

APPROVED AS TO FORM:

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Diane L. Meulemans, Corporation Counsel

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