

# *Menominee Town/County Board of Supervisors*

W3269 Courthouse Lane  
P.O. Box 279  
Keshena, WI 54135



## **PERSONNEL & FINANCE/BUILDINGS AND GROUNDS**

### **COMMITTEE MEETING**

**DATE:** April 27, 2017

**TIME:** 5:00pm

**PLACE:** Menominee County Courthouse, W3269 Courthouse Lane, Keshena, WI. 54135

### **COUNTY AGENDA**

**1. Roll Call, Call to order.**

Clerk Called the P&F meeting to order at 5:00.

Members Present: Elizabeth Moses, Laure Pecore, Misty Wayka

**2. Election of Officers.**

Clerk opened the floor for nominations for Chair.

Laure Pecore nominated Elizabeth Moses.

Motion by Laure Pecore to close nominations. Second by Misty. All in Favor. Motion Carried.

Elizabeth Moses is elected Chair of Personnel and Finance.

Elizabeth opened the floor for nominations to Vice Chair.

Misty Wayka nominates Laure Pecore.

Motion by Laure Pecore to close nominations. Second by Beth. All in Favor. Motion Carried.

**3. Community Input.**

Laure Pecore brought forward a complaint by an unnamed citizen regarding the hours of the Clerk's office being opened. She was informed that the office wasn't open at 8:00 am per State Statutes.

Clerk explained that some days she drives her son into school and runs a little behind.

Question regarding deputy and Clerk explained that as of the 24<sup>th</sup> of April she is looking for a new Deputy and also stated that she will work on the office hours.

**4. Approval of Minutes: April 11, 2017.**

Motion by Laure Pecore to approve the County portion of April 11, 2017 minutes. Second by Misty Wayka. All in favor. Motion Carried.

**5. HSD Voucher Payment Requests.**

Committee was notified of an amount change.

Laure had a question about the flowers for an employee?

Barb explained that flowers are sent to employees when they are in the hospital.

Motion by Laure to approve HSD vouchers 57-64 for the amount of \$173,741.88. Second by Misty. All in favor. Motion Carried.

**6. County Voucher Payment Requests.**

Beth had a question on Voucher 322 regarding a reimbursement to a UW-Ext employee who purchased supplies from Wal-Mart. Does Wal-Mart not accept County Purchase Orders?

Barb explained that HSD has an account with Wal-Mart for Purchase Orders but unsure if the process has changed.

Motion by Laure to approve County vouchers 283-295 and 297-325 in the amount of \$134,045.03. Second by Misty. All in favor. Motion Carried.

Lisa Wilson also presented bills from Public Safety.

Motion by Laure to approve 911 Dispatch voucher PS87-89 in the amount of \$2,435.02, 911 Dispatch PS91 in the amount of \$2,104.50 and Sheriff's dept PS90 for the amount of \$33.49. Second by Misty. All in favor. Motion Carried.

**7. Finance Manager's Report.**

Discussion: Laure requested a recap of what's going in from Lee's report.

Lee summarized how the deposits and receipts aren't being deposited in sequence and his goal is to have that resolved.

Beth – the receipts being deposited out of sequence gives the view that there is money being held, correct?

Laure – Is there a policy being made to correct this?

Lee stated that there has been progress since the beginning of the year and a little bit of progress is good. The sequencing is getting better but change is difficult.

Lee also explained to the committee about the money that is in transit which means he is unable to account for it or where it's at.

Beth stated she would like to see an answer as to where the money is when unaccounted for.

There was also discussion regarding missing receipts. Lee explained how some receipts are back dated to a month that he's already reconciled.

Motion by Misty to accept the Finance Manager's Report as presented. Second by Laure. All in favor. Motion Carried.

**8. Budget Amendment.**

Lee explained the budget amendment is for the Clerk who is on the Health Plan which wasn't budgeted for last year. Lee consolidated insurances and by doing so was able to pull some savings together in order to cover the additional expense.

Motion by Laure to approve the Budget Amendment as presented. Second by Misty. All in favor. Motion Carried.

**9. Credit Card Use.**

Laure requested that the Credit Card use be added to the agenda, noticed at the last meeting it was used for something other than what the resolution states. By resolution it's only for reservations and hotels.

Beth requested that this item be put on the next agenda since the policy was received by the committee as well as to include the resolution whether it be signed or the minutes approving.

**10. Website Updates.**

Laure requested this to be on the agenda as well. After review of the website to catch up on what's been happening.

Beth stated that minutes can't be posted on the website until approved.

Jeremy stated that Kristi has been a great help with updating.

Laure requested that minutes be posted as soon as possible.

All department heads should have access to make the necessary updates on their end.

**11. Adjourn.**

**TOWN AGENDA**

**1. Community Input.**

None.

**2. Approval of Minutes: April 11, 2017.**

Motion by Laure Pecore to approve the Town portion of April 11, 2017 minutes. Second by Misty Wayka. All in favor. Motion Carried.

**3. Town Voucher Payment Requests.**

Motion by Misty to approve vouchers 50-57 for the amount of \$51,780.53 Second by Laure. All in favor. Motion Carried.

**4. Finance Manager's Report.**

Lee stated that auditors were here during the last week also stated that there are amounts that were labeled as received which was his mistake.

Laure questioned the budget amendment of \$16,000.

Lee stated it didn't change what was approved in November he believes it was \$16,000 from the Clerk's office to maintenance probably for electric.

Motion by Misty to accept the Finance Manager's Report as presented. Second by Laure. All in favor. Motion Carried.

**5. Adjourn.**