

*Menominee Town/County
Board of Supervisors*

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



PERSONNEL & FINANCE/BUILDINGS AND GROUNDS

COMMITTEE MEETING

Members Present: Beth Moses, Muriel Bzdawka, James Lowey

Others Present: Lee Stoehr, Jeremy Weso, Laure Pecore, Barb Nelson, Tom Hoffman.

DATE: May 26, 2016

TIME: 5:00pm

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

COUNTY AGENDA

1. Roll Call, Call to order: Meeting called to order at 5:04 pm. Quorum present.
2. Community Input: None.
3. Approval of Minutes: May 12, 2016: **Motion by James Lowey to approve the County portion of the minutes from May 12, 2016 as presented. Seconded by Muriel Bzdawka. All in favor. Motion carried.**
4. HSD Voucher Payment Requests: **Motion by Muriel Bzdawka to approve vouchers # 67-73 in the amount of \$ 139,406.15. Seconded by James Lowey. All in favor. Motion carried.**
5. County Voucher Payment Requests: **Motion by James Lowey to approve vouchers# 379-423 in the amount of \$ 158,605.67. Seconded by Muriel Bzdawka. All in favor. Motion carried. Motion by Muriel Bzdawka to approve vouchers# 424-427 in the amount of \$3,747.50. Seconded James Lowey. All in favor. Motion carried.**

Motion by Muriel Bzdawka to approve HWY voucher payment request for 1605-2ct in the amount of \$3,416.93, 1605-3ct in the amount of \$99.00, 1605-4ct in the amount of \$198.00 and 1605-5ct in the amount of \$99.00. d911 dispatch vouchers 111-112 in the

**amount of \$258.98 and sheriff dept. vouchers # 113-114 in the amount of \$327.22
Seconded by James Lowey. All in favor. Motion carried.**

6. Clarification on Recording of the Minutes: Discussion. Possible recording device with microphones. Have IT check into pricing and bring back to next meeting.
7. Finance Managers Report: Finance Director, Lee Stoehr reviewed his report with the Committee. There were concerns last month about the in-transit amounts. He reported that some were direct deposits but not all of them. Lee explains that ACH deposits will not be seen anytime other than on the monthly statements. Transactions that come in at the end of the month that are entered in the next month will also create some in transit amounts. He also states that timeliness of receipts is of some concern. His recommendation would be that spending a few more minutes on the deposits to insure accuracy. Those deposits should be made at least weekly. There are also some concerns with some receipting issues. He suggest that the Treasurer needs to know where what accounts the money needs to go in, this will make reconciling receivable accounts much easier. Jeremy Weso tells the committee that Louise is willing to make the changes needed. **Motion by Muriel Bzdawka to approve the Finance Directors report as presented. Seconded by James Lowey. All in favor. Motion carried.**
8. Budget Amendments: No Budget amendments for the County.
9. Adjourn.

TOWN AGENDA

1. Community Input. None.
2. Approval of Minutes: May 12, 2016: **Motion by Muriel Bzdawka to approve the town portion of the minutes from May 12, 2016 as presented. Seconded by James Lowey. All in favor. Motion carried.**
3. Town Voucher Payment Requests: **Motion by James Lowey to approve vouchers # 51-54 in the amount of \$18,213.65. Seconded by Muriel Bzdawka. All in favor. Motion carried.**
4. Finance Managers Report: Finance Director, Lee Stoehr submitted a report with more detail as requested from the committee. **Motion by James Lowey to approve the Finance Directors report as presented. Seconded by Muriel Bzdawka. All in favor. Motion carried.**
5. Budget Amendments: Finance Director, Lee Stoehr explains that the budget amendment for Town Roads was budgeted for a total amount but was not allocated to any one line item. And that it is spread out after the billing comes in. He is hoping to have that corrected during the next budget process. **Motion by Muriel Bzdawka to approve the Budget amendments as presented. Seconded by James Lowey. All in favor. Motion carried.**
6. Adjourn: