

1 **FINANCE COMMITTEE**

2
3 Courthouse – Government Center
4 West Bend, WI

July 26, 2006
8:30 a.m.

5
6 Present: Herbert J. Tennes, Richard L. Bertram, Ralph R. Hensel, Joan A. Russell, and James E.
7 Spindler.

8
9 Also Present: Finance Director Susan Haag, Administrative Coordinator Doug Johnson, and County Clerk
10 Brenda Jaszewski.

11
12 Chairman Tennes called the meeting to order and read the Affidavit of Posting.

13
14 **MINUTES**

15 Moved by Mr. Bertram, seconded by Ms. Russell to approve the minutes of the June 29, 2006, Finance
16 Committee. Motion carried.

17
18 Moved by Mr. Bertram, seconded by Mr. Hensel to approve the minutes of the July 5, 12, and 19, 2006,
19 Finance Sub-Committee. Motion carried.

20
21 **2007-2012 CAPITAL IMPROVEMENT PLAN**

22 Appearance: Sheriff Brian Rahn.

23
24 Mr. Johnson distributed Draft 3 of the Capital Improvement Plan (CIP) for 2007 - 2012, which was
25 approved by the Executive Committee on July 25, 2006. This draft recommends using 75% of the sales
26 tax revenue for capital projects in 2007, 70% in 2008, and 50% in 2009 and subsequent years. There is
27 also recommended borrowing in the amount of \$4,500,000 in 2007 for the radio project. Mr. Johnson
28 reviewed each project proposed in the CIP. The Sheriff’s Department communications/dispatch area
29 project includes a proposal to expand above the south lobby/administration area. Mr. Tennes
30 recommends the communications/dispatch area remains on the first floor of the Sheriff’s Department due
31 to security reasons.

32
33 Mr. Johnson informed the Committee there are two potential projects not included in Draft 3 of the CIP
34 that may be added when the plan is discussed next year. The Samaritan is looking at the possibility of
35 remodeling sections of the current facility to include allowing a portion be operated as a Community
36 Based Residential Facility, and there is the possible completion of the shelled space at UWWC. In
37 discussions with Dean Nixon, Mr. Johnson has been informed that there is potential for new 4-year degree
38 programs at UWWC that would require this space be built for classrooms in 2008 or 2009.

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40 Moved by Mr. Spindler, seconded by Mr. Bertram to approve Draft 3 of the Capital Improvement Plan
41 and forward to the County Board.

42
43 **HOMELAND SECURITY GRANT APPLICATION FOR LOCAL COUNTY EQUIPMENT**

44 Appearance: Sheriff Brian Rahn.

45
46 Sheriff Rahn is requesting authorization to apply for a Homeland Security grant through the Office of
47 Justice Assistance in an amount not to exceed \$17,500 to obtain funds to acquire radio and related
48 equipment. This grant requires a 25% match by Washington County, which would be from the tower
49 revenue account.

50
51 Moved by Ms. Russell, seconded by Mr. Hensel to approve the resolution authorizing the Sheriff to apply
52 for the Homeland Security Grant through the Office of Justice Assistance, in an amount not to exceed
53 \$17,500 and forward to the County Board. Motion carried.

54
55 **2007 INFORMATION SERVICES (I.S.) RATES**

56 Ms. Haag distributed the proposed I.S. rates for 2007 and reviewed the rate changes for the various items.

57
58 Moved by Mr. Spindler, seconded by Mr. Bertram to approve the 2007 I.S. user fee rates as presented.
59 Motion carried.

60
61 **SALES TAX REPORT**

62 Ms. Haag distributed the 2006 County Remittance Sales Tax Report. The total received in July for sales
63 tax earned in May is \$752,939.81, for a 2006 total of \$3,319,992.15. Mr. Johnson distributed a copy of a
64 letter received by the County Treasurer from the Department of Revenue regarding holding the vendor

1 accountable for fixing the problems associated with the sales tax computer system. In addition, the State
2 will not seek to recover overpayments until after 2007.

3
4 **DEPARTMENT TRANSFERS**

5 There were no department transfer requests.

6
7 **OUT-OF-STATE TRAVEL**

8 There were no out-of-state travel requests.

9
10 **FINANCE DIRECTOR'S REPORT ON STAFF ACTIVITIES**

11 Ms. Haag stated the recent moves as part of the courthouse remodeling and expansion project went
12 smooth regarding computer equipment and telephones. The Voice Over IP (VOIP) system saved the
13 County approximately \$65 per phone line and it is estimated that over 100 phone lines were affected
14 during the move. Budget worksheets were distributed to departments last week. At Mr. Tennes' request,
15 Ms. Haag will present an update on the golf course financial position at the next regular Finance meeting.

16
17 Mr. Johnson left at 9:52 a.m.

18
19 **NEXT MEETING DATE**

20 The next regular meetings of the Finance Committee will be August 16 and August 30, 2006. The
21 Finance Sub-Committee will meet August 2, 9, and 23, 2006.

22
23 **FINANCIAL APPROVAL REPORT #16**

24 Moved by Ms. Russell, seconded by Mr. Spindler to approve early release and presentation to the County
25 Board, Financial Approval Report #16, in the amount of \$6,652,762.72. Motion carried.

26
27 **VOUCHERS**

28 Moved by Ms. Russell, seconded by Mr. Bertram to approve the following:

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30 **Social Services WISACWIS** vouchers in the amount of \$60,484.86.

31 **Miscellaneous** vouchers in the amount of \$1,698.93.

32 **General Accounts Payable** vouchers in the amount of \$1,478,107.45.

33 Motion carried.

34
35 Moved by Mr. Bertram, seconded by Mr. Spindler to approve the Tennes Ace Hardware voucher in the
36 amount of \$78.13. Motion carried.

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38 Moved by Ms. Russell, seconded by Mr. Hensel to approve Mr. Bertram's expense voucher in the amount
39 of \$10.86. Motion carried.

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41 Moved by Mr. Bertram, seconded by Ms. Russell to approve Mr. Hensel's expense voucher in the amount
42 of \$10.68. Motion carried.

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44 Moved by Mr. Spindler, seconded by Mr. Bertram to approve Ms. Russell's expense voucher in the
45 amount of \$84.55. Motion carried.

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47 Moved by Ms. Russell, seconded by Mr. Hensel to approve Mr. Spindler's expense voucher in the amount
48 of \$140.62. Motion carried.

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50 Moved by Ms. Russell, seconded by Mr. Bertram to approve Mr. Tennes' expense voucher in the amount
51 of \$14.24. Motion carried.

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53 **ADJOURNMENT**

54 Moved by Mr. Hensel, seconded by Mr. Spindler to adjourn at 10:17 a.m.

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Brenda J. Jaszewski, County Clerk