

1 **FINANCE COMMITTEE**

2
3 Courthouse
4 West Bend, WI

January 4, 2006
8:30 a.m.

5
6 Present: James B. Esselmann, Peter L. Gonnering, Donald H. Roskopf, Joan A. Russell, and Thomas S. Smith.

7
8 Also Present: Finance Director Susan Haag, Administrative Coordinator Douglas Johnson, County Board
9 Chair Kenneth Miller, and County Clerk Brenda Jaszewski.

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11 Chairperson Esselmann called the meeting to order and read the Affidavit of Posting.

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13 **MINUTES**

14 Moved by Mr. Gonnering, seconded by Mr. Smith to approve the minutes of the December 7, 2005, Finance
15 Committee, and the December 14, and 21, 2005, Finance Sub-Committee. Motion carried.

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17 **RESOLUTION – GENERAL FUND TRANSFER FOR WIRELESS 911**

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19 Mr. Johnson explained the resolution and stated that final figures for the expenses and revenues for this project
20 have been received. The total cost is somewhat higher than expected and this Resolution authorizes an
21 advance from the general fund in the amount of \$22,070, in order to proceed with the project.

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23 Moved by Mr. Roskopf, seconded by Mr. Smith to approve a transfer from the general fund in the amount of
24 \$22,070, for additional funds for the Wireless E911 project. Motion carried.

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26 **2006 CHANGE IN USER FEE FOR CENTRAL REPRODUCTIONS**

27 Ms. Jaszewski explained that when the 2006 User Fees were approved, the cost of the 2006 copy machine
28 service agreements was not known. After receiving the bids for the 2006 copy machine service agreements,
29 the current user fee will not cover the cost of the 2006 service agreement for the color copy machine. Ms.
30 Jaszewski is requesting the 2006 user fee for color copies be changed from \$.30 per copy to \$.42 per copy.

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32 Moved by Mr. Smith, seconded by Mr. Gonnering to approve the change in the 2006 user fee for color copies
33 to \$.42 per copy. Motion carried.

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35 **SALES TAX REPORT**

36 Ms. Haag distributed the 2005 County Remittance Sales Tax Report. The total received in December for sales
37 tax earned in October is \$839,488.21, which brings the total received for 2005 to \$7,071,114.62. This figures
38 includes \$151,167.75, to correct underpayments by the State of Wisconsin for Motor Vehicles Sales from
39 December 2002 through November 2005.

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41 **LEGISLATIVE AUDIT BUREAU SALES TAX REPORT**

42 Ms. Haag distributed the report on Sales and Use Tax distributions from the Wisconsin Department of
43 Revenue and explained the report shows discrepancies in the amounts paid to Wisconsin Counties and
44 Districts from December 2002 through November 2005. The report states the net amount Washington County
45 has been overpaid during this time is \$48,861.50. At this time, the State of Wisconsin is considering options
46 to recoup the overpayments. Ms. Haag stated Washington County will show \$48,861.50 as a Payable to the
47 State of Wisconsin. Ms. Haag will keep the Committee informed as additional information is received.

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49 Mr. Johnson and Mr. Miller left at 8:55 a.m.

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FINANCE DIRECTOR'S REPORT ON STAFF ACTIVITIES**Finance**

It is expected that 2005 will close earlier than normal and this will result in the audit being completed sooner. Finance is working on the new Human Resources/Payroll computer system and has decided to purchase the JD Edwards software. The W-2 forms will be sent by the end of this month. Problems remain with the DOT 2004 audit of G & G Enterprises for our Transit program. The DOT has requested general ledger information by January 17, 2006, from G & G Enterprises.

Purchasing

Staff is working on the courtroom technology bids, Highway department trucks and machinery, and Highway Department road surfacing projects. Upcoming projects include consulting for the new Human Resources/Payroll software system, dispatch & routing software for the Shared Ride Taxi Transit program, the demolition project for CTH A, and equipment purchases from Planning & Parks.

Information Systems

Thirty phone lines in the Sheriff's Department have been switched over to Voice over IP, and Fair Park is ready to proceed with Voice over IP. Staff is working on the wiring plans for the new Courthouse addition. The 2005 taxes are finished and staff is working on the availability of having imaging of actual tax bills on the Internet. A complete disaster recover plan for I.S. will be completed prior to the courthouse remodeling.

OUT-OF-STATE TRAVEL

There were no out-of-state travel requests.

DEPARTMENT TRANSFERS

Moved by Mr. Gonnering, seconded by Ms. Russell to approve the Sheriff's Department transfer, in the amount of \$16,000, from the Corrections - Other Medical account to the Vehicle Maintenance Fuel account. Motion carried.

FINANCIAL APPROVAL REPORT #35

Moved by Mr. Gonnering, seconded by Ms. Russell to approve early release and presentation to the County Board, Financial Approval Report #35, in the amount of \$5,230,518.39. Motion carried.

VOUCHERS

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

Miscellaneous vouchers in the amount of \$246,818.25.

General Accounts Payable vouchers in the amount of \$440,772.84.

Motion carried.

Moved by Ms. Russell, seconded by Mr. Smith to approve Mr. Gonnering's expense voucher in the amount of \$19.40. Motion carried.

Moved by Mr. Roskopf, seconded by Mr. Gonnering to approve Mr. Smith's expense voucher in the amount of \$8.73. Motion carried.

ADJOURNMENT

Moved by Mr. Smith, seconded by Mr. Roskopf to adjourn at 9:27 a.m. Motion carried.