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3 **FINANCE COMMITTEE**

4 Courthouse – Government Center  
5 West Bend, WI

January 31, 2007  
8:30 a.m.

6 Present: Herbert J. Tennies, 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  
10 Clerk Brenda Jaszewski.

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

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14 **MINUTES**

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

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18 Moved by Mr. Bertram, seconded by Ms. Russell to approve the minutes of the November 22,  
19 December 13 & 20, 2006, and January 3, 10, 17, & 24, 2007, Finance Sub-Committee. Motion carried.

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21 **CABELA’S DEBT STRUCTURE**

22 Appearance: County Attorney Kimberly Nass

23 Attorney Nass requested this item be held over until the next meeting as we are waiting for information  
24 from bond counsel.

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26 **DOG CLAIM**

27 Moved by Mr. Bertram, seconded by Mr. Spindler to authorize payment of the Lawrence A. Bezold dog  
28 claim in the amount of \$152.00 from the county dog license fund. Motion carried.

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30 **SALES TAX REPORT**

31 Ms. Haag distributed the 2006 County Remittance Sales Tax Report. The total received in January for  
32 sales tax earned in November was \$640,619.05, for a 2006 total of \$7,889,137.64. Moved by Ms.  
33 Russell, seconded by Mr. Hetzel to approve the sales tax report. Motion carried.

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35 **FINANCE DIRECTOR’S REPORT ON STAFF ACTIVITIES**

36 **Finance** – Staff is in the process of closing 2006. The auditors will be here the week of April 23. The  
37 W-2 and 1099 forms are out. Next month, the upgrade to One World will take place.

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39 **Purchasing** – Staff is busy with purchase orders for the new year. Bids have been awarded for the  
40 county’s food supplies. Upcoming projects include; bidding of laundry services at the Samaritan,  
41 vehicles for Transit, vending machine services, and equipment for Highway and Planning & Parks.

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43 **Information Services** – The upgrade to One World will be handled over a 24-hour period during a  
44 weekend. Staff has three department moves and when finished, the new training room will be available.

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46 **LEASE AGREEMENT WITH FLEET FINANCIAL**

47 Appearance: Sheriff Dale Schmidt  
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1 Sheriff Schmidt distributed a proposed resolution that would authorize the Sheriff's Department to enter  
2 into a five-year lease with Fleet Financial to obtain NICE recording equipment. The total cost is  
3 \$66,896, with the 2007 payment in the amount of \$13,736 using 2006 non-lapsed funds. Each  
4 remaining payment would be in the amount of \$13,290 using budgeted operating expenses. Sheriff  
5 Schmidt will have the County Attorney review the lease agreement. The maintenance service agreement  
6 is included with the lease.

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8 Moved by Mr. Spindler, seconded by Mr. Bertram to approve the draft resolution authorizing the Sheriff  
9 to enter into a five-year lease agreement with fleet Financial for NICE recording equipment in the  
10 amount of \$66,896, and forward to the County Board. Motion carried.

### 11 **OJA GRANT – DIGITAL RECORDING OF INTERROGATIONS**

12 Appearance: Sheriff Dale Schmidt

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15 Sheriff Schmidt explained the Supreme Court is enforcing an Administrative Rule that requires law  
16 enforcement to audio record all juvenile interrogations. The deadline to have this equipment in place  
17 was December 31, 2006, and State funding in the amount of \$8,400 was available until December 31,  
18 2006. The Sheriff has accepted the funds from the State and purchased the equipment in order to meet  
19 the mandated deadline.

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21 Moved by Mr. Bertram, seconded by Ms. Russell to approve the purchase of recording equipment for  
22 juvenile interrogations and the acceptance of State funding for this equipment. Motion carried.

### 23 **USE OF JAIL ASSESSMENT FUNDS**

24 Appearance: Sheriff Dale Schmidt

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27 Moved by Mr. Bertram, seconded by Mr. Hensel to approve the use of jail assessment funds in the  
28 amount of \$19,108 for communications and electrical connections made between the holding cells in the  
29 Justice Center and the Jail during the Courthouse Addition/Remodeling project. Motion carried.

### 30 **OUT-OF-STATE TRAVEL**

31 Appearance: Sheriff Dale Schmidt

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34 Moved by Mr. Bertram, seconded by Ms. Russell to approve out-of-state travel for one detective from  
35 the Drug Unit to attend night vision equipment training in St. Louis, MO, in February at no cost to  
36 Washington County. Motion carried.

### 37 **CLOSED SESSION**

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39 Moved by Ms. Russell, seconded by Mr. Spindler to move into closed session at 9:10 a.m. pursuant to  
40 Sec. 19.85 (1) (c), Wisc. Stats. for purposes of conducting performance evaluation – Finance Director.  
41 Motion carried unanimously by roll call vote.

### 42 **RETURN TO OPEN SESSION**

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44 Moved by Mr. Bertram, seconded by Ms. Russell to return to open session at 9:48 a.m. Motion carried  
45 unanimously by roll call vote

### 46 **ACTION REGARDING CLOSED SESSION**

47 There was no discussion and no action taken.

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1 **FINANCIAL APPROVAL REPORT #39**

2 Moved by Mr. Spindler, seconded by Mr. Bertram to approve early release and presentation to the  
3 County Board, Financial Approval Report #39 in the amount of \$11,374,107.16. Motion carried.

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5 **VOUCHERS**

6 Moved by Mr. Spindler, seconded by Mr. Bertram to approve the following:

7 **Miscellaneous** vouchers in the amount of \$77,516.20.

8 **General Accounts Payable** vouchers in the amount of \$1,220,363.88.

9 **Social Services WiSACWIS** vouchers in the amount of \$64,510.44.

10 Motion carried.

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12 Moved by Mr. Bertram, seconded by Mr. Spindler to approve the Tennies Ace Hardware voucher in the  
13 amount of \$233.20 Motion carried.

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15 Moved by Ms. Russell, seconded by Mr. Spindler to approve Mr. Bertram's expense voucher in the  
16 amount of \$61.41. Motion carried.

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18 Moved by Ms. Russell, seconded by Mr. Bertram to approve Mr. Hensel's expense voucher in the  
19 amount of \$15.57. Motion carried.

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

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24 Moved by Ms. Russell, seconded by Mr. Hensel to approve Mr. Spindler's expense voucher in the  
25 amount of \$165.53. Motion carried.

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27 Moved by Mr. Bertram, seconded by Mr. Spindler to approve Mr. Tennies' expense voucher in the  
28 amount of \$7.12. Motion carried.

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30 **NEXT MEETING DATE**

31 The next meeting is scheduled for Wednesday, February 28, 2007, at 8:30 a.m.

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33 **ADJOURNMENT**

34 Moved by Mr. Bertram, seconded by Ms. Russell to adjourn at 10:23 a.m. Motion carried.

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Brenda J. Jaszewski, County Clerk