

1 FINANCE COMMITTEE

2  
3 Courthouse  
4 West Bend, WI

February 2, 2005  
8:30 a.m.

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

7  
8 Excused: Thomas S. Smith

9  
10 Also Present: Administrative Coordinator Doug Johnson, County Board Chair Kenneth F. Miller, Finance Director  
11 Susan Haag, and County Clerk Brenda J. Jaszewski.

12  
13 Chairperson Esselmann called the meeting to order and read the Affidavit of Posting.

14  
15 **MINUTES**

16 Ms. Russell requested a correction on the January 26, 2005, Finance Sub-Committee minutes to reflect that she was  
17 excused rather than absent. Moved by Mr. Gonnering, seconded by Mr. Roskopf to approve the Finance Committee  
18 minutes of January 5, 2005, and the Finance Sub-Committee minutes of January 12, & 19, 2005, as presented, and the  
19 January 26, 2005, Finance Sub-Committee minutes as corrected. Motion carried.

20  
21 **SALES TAX OPTION REPORT**

22 Mr. Johnson distributed a revised sales tax option report and summarized the changes from the previously presented  
23 report on December 1, 2004. The revised report includes the cost of borrowing in the various options, which was not  
24 included in the preliminary report.

25  
26 **TRANSFER FOR E911**

27 Appearance: Sheriff Brian Rahn, Captain Dale Schmidt.

28  
29 Ms. Haag distributed a draft resolution that amends the 2005 Capital Improvement Plan to add the Wireless 911  
30 System project. The resolution also authorizes the transfer of \$120,000 from the General Fund for the initial costs of  
31 developing the new Wireless 911 system and allows up to an additional \$215,350 in future advances from the General  
32 Fund to cover remaining implementation costs of the new system. Captain Schmidt stated Washington County will be  
33 applying for a grant to help offset some costs of the new system, and if grant funds are received, those funds would be  
34 returned to the General Fund.

35  
36 Moved by Mr. Roskopf, seconded by Mr. Gonnering to approve the resolution to amend the 2005 Capital  
37 Improvement Plan to include the Wireless 911 System project, authorize the transfer of \$120,000 from the General  
38 Fund for initial costs of the Wireless 911 system, authorize up to an additional \$215,350 in future advances from the  
39 General Fund for completion costs of the Wireless 911 system, and forward to the Public Safety Committee. Motion  
40 carried.

41  
42 **TITLE V - INCENTIVE GRANT APPLICATION**

43 Appearance: Deputy Director of Social Services Sandy Hoefert

44  
45 A draft resolution was presented for a grant application to the State of Wisconsin, Office of Justice Assistance for up to  
46 \$225,000 in funds. This grant is a pass-through grant, with final funds going to two local agencies, The Youth &  
47 Family Project and Nova Services. Ms. Hoefert indicated there is a local match; however this would be paid entirely  
48 by The Youth & Family Project and Nova Services. As compensation for administering the grant, Washington County  
49 would retain 5% of the total grant funds awarded. These funds would be used by the two local agencies for local  
50 delinquency prevention programs. The Committee requested that the resolution include a statement that no county  
51 funds would be used for this.

52  
53 Moved by Mr. Gonnering, seconded by Ms. Russell to approve a resolution to allow Social Services apply for a grant  
54 from the State of Wisconsin, Office of Justice Assistance in an amount not to exceed \$225,000 to be used by The  
55 Youth & Family Project and Nova Services for local delinquency prevention programs, with no County funding, and  
56 forward to the County Board. Motion carried.

57  
58 **ADVANCE FOR FLEXIBLE SPENDING ACCOUNT**

59 Ms. Haag explained how employees use the flexible spending account for medical and child care expenses. The  
60 medical portion allows for the use of funds prior to these funds being deducted from the employee's pay. In 2004,  
61 \$25,000 was advanced to the flexible spending account. Ms. Haag is requesting authorization to keep this \$25,000  
62 advancement in the flexible spending account to avoid any potential shortfalls due to paying claims prior to the funds  
63 being deducted from employee's pay.

64  
65 Moved by Ms. Russell, seconded by Mr. Roskopf to authorize the use of \$25,000 advanced funds in the flexible  
66 spending account. Motion carried.

67  
68 **DISALLOWANCE OF CLAIM – ACUITY INSURANCE/JESSE GROLL**

69 Ms. Jaszewski stated that Washington County has received notification from our insurance carrier, Wisconsin County  
70 Mutual Insurance, that they have denied a claim submitted by Acuity, A Mutual Insurance Company and Jesse Groll.  
71 Wisconsin County Mutual is requesting Washington County pass a resolution for Disallowance of this Claim.

1  
2 Moved by Mr. Roskopf, seconded by Ms. Russell to approve the Resolution for Disallowance of Claim by Acuity, A  
3 Mutual Insurance Company and Jesse Groll, and forward to the County Board. Motion carried.  
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5 **FINANCE DIRECTOR'S REPORT ON STAFF ACTIVITIES**

6 **Purchasing** – The bids for the Courthouse Addition/Remodeling project are due today at 2:00 p.m. and will be opened  
7 at approximately 2:05 p.m.  
8

9 **Information Systems** – This week, the I.S. Technical support staff is moving from their current space to Room 1014  
10 due to the courthouse addition/remodeling project. Mike McGinnis is working on departmental billing for the new  
11 Voice Over IP telephone system.  
12

13 **Finance** – All W-2 forms and 1099 forms have been issued. Staff is continuing to work on closing 2004.  
14

15 **Sales Tax** – Ms. Haag stated that sales tax receipts for November 2004, were \$724,821.97. The total received for  
16 January through November 2004, is \$7,597,375.11.  
17

18 **OUT-OF-STATE TRAVEL**

19 Ms. Haag presented a request for Highway Director Kenneth Pesch and Supervisor Thomas Sackett to attend the  
20 Transportation Development Association Fly-In to be held April 20 & 21, 2005, in Washington D.C. The total cost of  
21 the trip for both individuals would be \$1,730. The Highway Committee has approved this request at their meeting on  
22 January 18, 2005.  
23

24 Moved by Ms. Russell, seconded by Mr. Roskopf to authorize Mr. Kenneth Pesch and Mr. Thomas Sackett attend the  
25 Transportation Development Association Fly-In on April 20 & 21, 2005, in Washington D.C., at a cost not to exceed  
26 \$1,730. Motion carried.  
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28 **FINANCIAL APPROVAL REPORT #42**

29 Moved by Mr. Roskopf, seconded by Mr. Gonnering to approve early release and presentation of Financial Approval  
30 Report #42 in the amount of \$5,529,434.07 to the County Board. Motion carried.  
31

32 **VOUCHERS**

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

34 **Social Services WISACWIS** vouchers in the amount of \$2,580.00.

35 **Miscellaneous** vouchers in the amount of \$65,098.16.

36 **General Accounts Payable** vouchers in the amount of \$369,856.97.  
37

38 Moved by Mr. Roskopf, seconded by Ms. Russell to approve Mr. Esselmann's expense voucher in the amount of  
39 \$28.88. Motion carried.

40 Moved by Ms. Russell, seconded by Mr. Roskopf to approve Mr. Gonnering's expense voucher in the amount of  
41 \$26.25. Motion carried.

42 Moved by Mr. Gonnering, seconded by Ms. Russell to approve Mr. Roskopf's expense voucher in the amount of  
43 \$105.00. Motion carried.

44 Moved by Mr. Gonnering, seconded by Mr. Roskopf to approve Ms. Russell's expense voucher in the amount of  
45 \$42.75. Motion carried.

46 Moved by Ms. Russell, seconded by Mr. Roskopf to approve Mr. Smith's expense voucher in the amount of \$5.25.  
47 Motion carried.  
48

49 **NEXT MEETING**

50 The Finance Sub-Committee will meet Wednesday, February 9, 16, and 23, 2005. The next regular Finance  
51 Committee will meet Wednesday, March 2, 2005.  
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53 **ADJOURNMENT**

54 Moved by Ms. Russell, seconded by Mr. Gonnering to adjourn at 10:00 a.m. Motion carried.  
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Brenda J. Jaszewski, County Clerk