

1 **FINANCE COMMITTEE**

2  
3 Courthouse  
4 West Bend, WI

April 5, 2006  
9:30 a.m.

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

8  
9 Also Present: Finance Director Susan Haag, Administrative Coordinator Douglas Johnson, Treasurer  
10 Janice Gettelman, County Board Chair Kenneth Miller (arrived at 10:20 a.m.), and County Clerk  
11 Brenda Jaszewski.

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

14  
15 **MINUTES**

16 Moved by Mr. Roskopf, seconded by Mr. Smith to approve the minutes of the March 8, 2006, Finance  
17 Committee, and the March 15, 22, and 29, 2006, Finance Sub-Committee. Motion carried.

18  
19 **AMERICAN TRAUMA SOCIETY GRANT**

20 Appearance: Public Health Nurse Janice Hahn

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22 Moved by Mr. Roskopf, seconded by Mr. Smith to approve the resolution authorizing the Health  
23 Department to apply for a \$500 grant from the Wisconsin Division of the American Trauma Society  
24 for the Washington County Injury Prevention Coalition, and forward to the County Board. Motion  
25 carried.

26  
27 **M&I BANK CONTRACT EXTENSION**

28 Moved by Mr. Gonnering, seconded by Ms. Russell to renew the banking services contract for  
29 Washington County with M&I-Marshall & Ilsley Bank for a three-year term beginning April 30, 2006,  
30 and ending July 31, 2009. Motion carried.

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32 **2005 INVESTMENT REPORT**

33 Ms. Gettelman distributed and reviewed the 2005 investment accounts, reporting the total interest  
34 earned for 2005 was \$1,414,171.23. which is \$614,171.23 over budget.

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36 **RESOLUTION TO SET A SERVICE FEE FOR CREDIT/DEBIT CARDS – CLERK OF**  
37 **COURTS**

38 The proposed resolution would authorize the Clerk of Courts to charge a 3% fee to individuals using a  
39 credit or debit card for payments to the Clerk of Courts to offset the cost to the county for providing  
40 this service.

41  
42 Moved by Mr. Smith, seconded by Mr. Gonnering to approve the resolution authorizing a 3% service  
43 fee for payments made by a credit or debit card to the Clerk of Courts. Motion carried.

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45 **RESOLUTION AUTHORIZING ADVANCE FROM GENERAL FUND – ADA VOTING**  
46 **EQUIPMENT**

47 Moved by Mr. Roskopf, seconded by Ms. Russell to approve the resolution authorizing the County  
48 Clerk enter into a Memorandum of Understanding with municipalities to purchase their required ADA-  
49 compliant voting equipment, and authorize an advance from the general fund in an amount not to  
50 exceed \$198,000, for this purchase, with a final report to this Committee by the County Clerk. Motion  
51 carried.

52  
53 **OUT-OF-STATE TRAVEL**

54 Moved by Ms. Russell, seconded by Mr. Smith to approve the request for out-of-state travel for Heidi  
55 Fellenz, Office on Aging Accounting Assistant, to attend the National SAMS User Group training July  
56 16-21, 2006, in Vermont. Motion carried.

57  
58 **SALES TAX REPORT**

59 Ms. Haag distributed the 2006 County Remittance Sales Tax Report. The total received in March for  
60 sales tax earned in January is \$582,827.54.

61  
62 **USE OF JAIL ASSESSMENT FUNDS FOR ELECTRICAL UPGRADES AND VIDEO**  
63 **CONFERENCING**

1 Appearance: Sheriff Brian Rahn

2

3 Moved by Mr. Gonnering, seconded by Ms. Russell to approve not more than \$5,000 of jail  
4 assessments funds for replacement of electrical circuit boards and switches in the jail. Motion carried.

5

6 Moved by Mr. Smith, seconded by Mr. Gonnering to approve the use of \$93,973 of jail assessment  
7 funds for video conferencing equipment to be used within the jail and new courtrooms in the  
8 Courthouse Justice Center. Motion carried.

9

10 **2005 YEAR END FINANCIAL REPORT (UNAUDITED)**

11 Ms. Haag distributed and reviewed the 2005 year end unaudited financial report. The undesignated  
12 general fund balance as of December 31, 2005, is \$7,169,560, which is 9.82% of the general fund  
13 expenses.

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15 **APRIL FINANCE SUB-COMMITTEE**

16 The schedule for the April Finance Sub-Committee meetings will be as follows:

17 April 12, 2006, 8:30 a.m., Monday, April 17, 2006, 11:30 a.m., and April 26, 8:30 a.m.

18

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

20 Ms. Haag gave a report on staff activities in Finance, Purchasing, and Information Systems.

21 Purchasing is looking into the possibility of using an Internet auction site for disposal of county  
22 property. This item will be on the next agenda for formal action.

23

24 **DEPARTMENT TRANSFERS**

25 There were no department transfer requests.

26

27 Ms. Gettelman and Mr. Johnson left at 10:15 a.m.

28

29 **FINANCIAL APPROVAL REPORT #45**

30 Moved by Mr. Roskopf, seconded by Mr. Gonnering to approve early release and presentation to the  
31 County Board, of Financial Approval Report #45, in the amount of \$4,899,148.63. Motion carried.

32

33 County Board Chair Kenneth Miller arrived at 10:20 a.m.

34

35 **VOUCHERS**

36 Moved by Mr. Roskopf, seconded by Mr. Gonnering to approve the following:

37 **Miscellaneous** vouchers in the amount of \$35,292.59.

38 **General Accounts Payable** vouchers in the amount of \$291,580.38.

39 **WiSACWIS** vouchers in the amount of \$200.00.

40 Motion carried.

41

42 Moved by Ms. Russell, seconded by Mr. Roskopf to approve Mr. Gonnering's expense voucher in the  
43 amount of \$22.25. Motion carried.

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45 Moved by Mr. Gonnering, seconded by Ms. Russell to approve Mr. Roskopf's expense voucher in the  
46 amount of \$160.20. Motion carried.

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48 Moved by Mr. Roskopf, seconded by Mr. Smith to approve Ms. Russell's expense voucher in the  
49 amount of \$76.09. Motion carried.

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51 **ADJOURNMENT**

52 Moved by Mr. Smith, seconded by Mr. Gonnering to adjourn at 10:35 a.m.

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Brenda J. Jaszewski, County Clerk