

1 **WASHINGTON COUNTY FINANCE COMMITTEE**

2
3 Courthouse - Government Center
4 West Bend, WI

April 27, 2011
8:00 a.m.

5
6 Present: Richard L. Bertram, Leslie J. Borman, and Todd M. Healy.

7
8 Excused: Ralph R. Hensel and Joan A. Russell.

9
10 Also Present: Finance Director Susan M. Haag, County Board Chairperson Herbert J. Tennes,
11 Administrative Coordinator Doug Johnson, and Chief Deputy County Clerk Mary G. Lemke.

12
13 Vice-Chairman Bertram called the meeting to order and read the Affidavit of Posting.

14
15 **SALES TAX PROSPECTS REPORT, 2011 FORWARD**

16 Mr. Johnson distributed and reviewed the Sales Tax Prospects Report, 2011 Forward. Aspects of this
17 report include:

18 Capital Improvement projects funded by sales tax or borrowing; Cabela's loan and agreement;
19 economic development projects; and the county's financial condition due to the sales tax.

20
21 **PROPOSED RESOLUTION TO CONTINUE THE COUNTY SALES TAX**

22 Moved by Mr. Borman, seconded by Mr. Healy to approve the resolution proposing the continuation
23 of the County Sales and Use Tax, and forward to the County Board. Motion carried.

24
25 **FINANCIAL GUIDELINES FOR CAPITAL PLANNING, 2012 - 2017 PROJECTS**

26 Mr. Johnson presented to the Finance Committee, the Financial Guidelines for Capital Planning for
27 the 2012-2017 projects.

28
29 Mr. Johnson stated the sales tax collections for 2010 were just over 8.6 million, and are expected to
30 be about the same for 2011. A steady allocation between the property tax offset and capital projects
31 portions (example: 65%:35%) is intended to avoid the roller coaster effect on property tax levies,
32 with dramatic ups and downs.

33
34 Moved by Mr. Borman, seconded by Mr. Healy to accept the Financial Guidelines for Capital
35 Planning and maintain the 60%:40% split for 2012, and possibly in 2013 going with 62%:38% split.
36 Motion carried.

37
38 **MINUTES**

39 Moved by Mr. Borman, seconded by Mr. Healy to approve the Finance Committee minutes of March
40 23, and April 5, 2011, as presented. Motion carried.

41
42 Moved by Mr. Healy, seconded by Mr. Borman to approve the Finance Sub-Committee minutes of
43 March 30, April 6, 13, and 20, 2011, as presented. Motion carried.

44
45 **OUT-OF-STATE TRAVEL REQUEST**

46 *Appearance: Human Services Director Jim Strachota*

47

1 Moved by Mr. Borman, seconded by Mr. Healy to approve the out-of-state travel request for a Master
2 Mental Health Specialist to attend a five day conference called Skill Building for Professional –
3 Mental Health, to be held May 22 through 27, 2011, in Lowell, MA at a cost not to exceed \$720.
4 Motion carried.

5
6 **UPDATE ON HUMAN SERVICES DEPARTMENT REMODELING PROJECT**

7 *Appearance: Human Services Director Jim Strachota*

8
9 Mr. Strachota updated the Committee on the Human Services Department Remodeling Project. Mr.
10 Strachota encouraged the Committee to stop over and see the finished project.

11
12 **OUT-OF-STATE TRAVEL REQUEST**

13 *Appearance: Health Department Director/Health Officer Linda Walter*

14
15 Moved by Mr. Borman, seconded by Mr. Healy to approve the request of out of state travel for
16 Assistant Director/Deputy Health Officer Joni Whitehouse, to attend the 2011 Healthier Communities
17 Learning Institute in June, in Minneapolis, MN with costs to be paid using grant funds. Motion
18 carried.

19
20 **RESOLUTION - ADVANCE FROM GENERAL FUND - SUPPORT FOR THE**
21 **WASHINGTON COUNTY FAIR - PRE FAIR EXPENSES**

22 Moved by Mr. Borman, seconded by Mr. Healy to approve the resolution authorizing an advance
23 from the general fund, in an amount not to exceed \$250,000 to AIS for pre-fair expenses, and forward
24 to the County Board. Motion carried.

25
26 **RESOLUTION - ADVANCE FROM GENERAL FUND - WASHINGTON COUNTY FAIR**
27 **CHANGE FUND**

28 Moved by Mr. Healy, seconded by Mr. Borman to approve the resolution authorizing an advance
29 from the general fund, in an amount not to exceed \$250,000, to AIS for a change fund, and forward to
30 the County Board. Motion carried.

31
32 **FIRST QUARTER INVESTMENT REPORT**

33 *Appearance: Treasurer Janice Gettelman*

34
35 Ms. Gettelman presented and reviewed the 2011 first quarter investment report.

36
37 Moved by Mr. Borman, seconded by Mr. Healy to accept the Treasurer's investment report dated
38 March 31, 2011, as presented. Motion carried.

39
40 **CONTRACT WITH POINT AND PAY FOR PROPERTY TAX TRANSACTIONS**

41 *Appearance: Treasurer Janice Gettelman*

42
43 Ms. Gettelman presented and reviewed a copy of the Power Point for the Point and Pay Electronic
44 Payment Solutions.

45
46 Moved by Mr. Healy, seconded by Mr. Borman to approve the contract for the Treasurer's office to
47 use Point & Pay Electronic Payment Solutions. Motion carried.

48

1 **2010 YEAR END FINANCIAL REPORT - UNAUDITED**

2 Ms. Haag presented and reviewed the 2010 year-end financial report.

3
4 Moved by Mr. Borman, seconded by Mr. Healy to accept the Finance Director's 2010 year-end
5 financial report as presented. Motion carried.

6
7 **NEXT MEETING DATES**

8 The Finance Committee will tentatively meet on June 1, and 15, 2011, at 8:00 a.m. The Finance Sub-
9 Committee will tentatively meet on May 4, 11, 18, and 25, 2011.

10
11 **SALES TAX REPORT**

12 The total received in April for sales tax earned in February was \$608,909.43 for a 2011 total of
13 \$1,253,533.93, net of Cabela's. Moved by Mr. Healy, seconded by Mr. Borman to accept the sales
14 tax report as presented. Motion carried.

15
16 **FINANCIAL APPROVAL REPORT #5**

17 Moved by Mr. Healy, seconded by Mr. Borman to approve early release and presentation to the
18 County Board, Financial Approval Report #5 in the amount of \$4,854,065.86. Motion carried.

19
20 **VOUCHERS**

21 Moved by Mr. Borman, seconded by Mr. Healy to approve the following:

22 Miscellaneous vouchers in the amount of \$16,094.65.

23 General Accounts Payable vouchers in the amount of \$504,204.03.

24 Motion carried.

25
26 Moved by Mr. Borman, seconded by Mr. Healy to approve Mr. Bertram's expense voucher in the
27 amount of \$36.72. Motion carried.

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29 Moved by Mr. Healy, seconded by Mr. Bertram to approve Mr. Borman's expense voucher in the
30 amount of \$99.96. Motion carried.

31
32 Moved by Mr. Borman, seconded by Mr. Bertram to approve Mr. Healy's expense voucher in the
33 amount of \$107.10. Motion carried.

34
35 Moved by Mr. Bertram, seconded by Mr. Borman to approve Mr. Hensel's expense voucher in the
36 amount of \$16.32. Motion carried.

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38 Moved by Mr. Borman, seconded by Mr. Healy to approve Ms. Russell's expense voucher in the
39 amount of \$77.52. Motion carried.

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41 **ADJOURNMENT**

42 Moved by Mr. Healy, seconded by Mr. Borman to adjourn at 10:27 a.m. Motion carried.

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Brenda J. Jaszewski, County Clerk