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## FINANCE COMMITTEE

Courthouse  
West Bend, WI

May 3, 2006  
8:30 a.m.

Present: Richard L. Bertram, Ralph R. Hensel, Joan A. Russell, James E. Spindler, and Herbert J. Tennes.

Also Present: Finance Director Susan Haag, Treasurer Janice Gettelman, County Board Chairman Thomas Sackett, and County Clerk Brenda Jaszewski.

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

### **ELECTION OF CHAIRPERSON**

Mr. Spindler nominated Mr. Tennes as Chairperson. Moved by Mr. Spindler, seconded by Ms. Russell to close nominations and cast a unanimous ballot for Mr. Tennes as Chairperson of the Finance Committee. Motion carried.

### **ELECT VICE-CHAIRPERSON**

Ms. Russell nominated Mr. Spindler as Vice-Chairperson. Moved by Ms. Russell, seconded by Mr. Hensel to close nominations and cast a unanimous ballot for Mr. Spindler as Vice-Chairperson of the Finance Committee. Motion carried.

### **ELECT SECRETARY**

Mr. Bertram nominated Ms. Russell as Secretary. Moved by Mr. Bertram, seconded by Mr. Spindler to close nominations and cast a unanimous ballot for Ms. Russell as Secretary of the Finance Committee. Motion carried.

### **APPOINT TAX DEED SUB-COMMITTEE**

Mr. Tennes appointed Mr. Hensel, Mr. Bertram, and Mr. Spindler to the Tax Deed Sub-Committee, with Mr. Hensel as Chairperson.

Mr. Sackett left at 8:37 a.m.

### **OVERVIEW OF COMMITTEE RESPONSIBILITIES**

Ms. Haag distributed and reviewed chapter 2.42 of the county code, which outlines the duties and responsibilities of the Finance Committee.

### **MINUTES**

Moved by Ms. Russell, seconded by Mr. Spindler to approve the minutes of the April 5, 2006, Finance Committee, and the April 12, and 17, 2006, Finance Sub-Committee. Motion carried.

### **FIRST QUARTER 2006 INVESTMENT REPORT**

Ms. Gettelman distributed the first quarter investment report and stated the interest earned through March 31, 2006, was \$360,824.97. The invested funds report was presented and reviewed, and the total as of March 31, 2006, was \$46,510,650.89.

Moved by Ms. Russell, seconded by Mr. Hensel to accept the report as presented. Motion carried.

### **AG USE VALUE CHANGE PENALTY COLLECTIONS REPORT**

Ms. Gettelman distributed a summary and explained the Ag Use Value Change Penalty, which requires a penalty be paid by landowners who change the assessment of land from agriculture to residential. In 2005, the total expected for Washington County is \$211,891.80, with an equal amount expected to be paid to the municipality where the property is located.

Moved by Mr. Bertram, seconded by Ms. Russell to accept the Ag Use Value Change Penalty report as presented. Motion carried.

### **APPROVAL OF PURCHASE OF SERVICE CONTRACTS**

Appearance: Purchasing Agent Bill Kurer

#### **Shredding Documents**

Mr. Kurer explained that he was requested to bid out shredding services. Five bids were received and Guardian Document submitted the low bid. Subsequently, Cintas Document Management bought Guardian Document, and they have offered to honor bids submitted by Guardian. The proposed contract is for one year, with the county having the ability to extend annually.

Moved by Mr. Spindler, seconded by Mr. Hensel to approve the shredding service bid from Guardian Document, which will be honored by Cintas Document Management. Motion carried.

**Online Purchase Sales – Surplus Equipment**

Mr. Kurer stated that Purchasing handles surplus equipment and furnishings for the county. In the past, we have had on-site auctions which were not financially beneficial to the county. In addition, within the last four years we have contracted two separate times with an auctioneer for a direct sell to that auctioneer. Mr. Kurer is recommending the use of PropertyRoom.com, which is a company that will sell our surplus equipment over the Internet, and we would receive a percentage of the sale price. Mr. Kurer has offered JL Business Interiors, as well as other furniture companies, the option of purchasing our surplus equipment, and all have declined. Ms. Haag explained the County does not offer employees or the general public the option to purchase surplus equipment. Nonprofit agencies, including the Volunteer Center, have been used to dispose of surplus equipment.

Moved by Mr. Spindler, seconded by Mr. Hensel to contract with the online auction service PropertyRoom.com for not more than three years, to sell county surplus property on the Internet. The disposal of items not wanted by PropertyRoom.com or that remain unsold may be donated to agencies or disposed of at the discretion of the Purchasing Agent. Motion carried.

Ms. Gettelman left at 9:23 a.m.

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

The joint project that integrates a Payroll and Human Resources IS system is underway. The new Assistant Finance Director, Rich Abbott, begins today. Next week, Ms. Haag and the two Assistant Finance Directors will attend the national Governmental Accounting Office (GAO) conference.

**Purchasing**

The Shared Ride Taxi Service and Commuter Express bids were recently awarded. Upcoming projects include the Yahr Park development, dispatching for the transit program, radio replacement project, inmate telephone project, and continuing work on the Courthouse addition project.

**Information Systems**

Work continues on the Courthouse addition project.

Moved by Mr. Spindler, seconded by Mr. Bertram to approve the Finance Director's report as presented. Motion carried.

**SALES TAX REPORT**

Ms. Haag distributed the 2006 County Remittance Sales Tax Report. The total received in April for sales tax earned in February is \$607,386.14, for a 2006 total of \$1,190,213.68. According to the State, Washington County owes \$200,029.25 in overpaid sales taxes; however, no invoice has been received. Concerns regarding the State's computer software program that allocates the sales tax were discussed.

**DEPARTMENT TRANSFERS**

There were no department transfer requests.

**OUT-OF-STATE TRAVEL**

Ms. Haag reported that the Family Living Agent in UW-Extension is canceling a previously approved out-of-state travel request to Minneapolis, and allocating those funds to the previously approved out-of-state travel to Denver.

**FINANCIAL APPROVAL REPORT #1**

Moved by Mr. Spindler, seconded by Ms. Russell to approve early release and presentation to the County Board, Financial Approval Report #1, in the amount of \$7,221,795.72. Motion carried.

**VOUCHERS**

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

**Miscellaneous** vouchers in the amount of \$162,459.12.

**General Accounts Payable** vouchers in the amount of \$608,538.71.

Motion carried.

Moved by Mr. Bertram, seconded by Ms. Russell to approve the Tennies Ace Hardware voucher in the amount of \$326.04. Motion carried.

Moved by Mr. Bertram, seconded by Mr. Hensel to approve Ms. Russell's expense voucher in the amount of \$147.29. Motion carried.

**ADJOURNMENT**

Moved by Ms. Russell, seconded by Mr. Bertram to adjourn at 10:18 a.m.