

# FINANCE COMMITTEE

May 4, 2005  
8:30 a.m.

Courthouse  
West Bend, WI

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

Also Present: Administrative Coordinator Doug Johnson, County Board Chair Kenneth F. Miller, Finance Director Susan Haag, County Treasurer Janice Gettelman, Sheriff Brian Rahn, Emergency Management Coordinator Rob Schmid, and Chief Deputy Clerk Mary G. Lemke.

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

## MINUTES

Moved by Mr. Gonnering, seconded by Mr. Roskopf, to approve the minutes of March 30, 2005, Finance Committee and the April 6, 13, 20, & 27, 2005, Finance Sub-Committee minutes as presented. Motion carried.

## BANK SERVICES, M&I BANK

Ms. Gettelman introduced the Representatives of M&I Bank attending. Community Bank President, M&I Bank Mr. Richard Leitheiser, Merchant Sales Manager/EFT and Card Solutions, Metavante Corporation Mr. Mark Steffes, Asst. Vice President, Treasury Management Services Mr. James Schaefer.

Mr. Leitheiser thanked the Committee for inviting M&I to the Finance Committee. Mr. Leitheiser asked Mr. Steffes to inform the Committee about M&I Merchant Services. Mr. Steffes distributed and discussed information regarding M&I Merchant Services.

Mr. Leitheiser distributed the Marshall & Ilsely Corporation 2004 Annual Report and discussed the M&I Bank and Washington County relationship.

## 2003 FINAL REPORT OF AG USE VALUE CHANGE PENALTY AND PRELIMINARY REPORT FOR 2004

Appearance: Janice Gettelman

Ms. Gettelman went through both the AG Use Penalty Summaries – 2003 dated February 25, 2005, and the 2004 AG Use Summary dated April 11, 2005. The total paid to date for 2004 is \$101,961.38.

## INVESTMENT REPORT

Ms. Gettelman distributed the Investment Report, and the balance of investments as of December 31, 2004, is \$31,451,777.27. Moved by Mr. Gonnering, seconded by Mr. Smith to accept the Investment Report as presented. Motion carried.

## STAFFING CHANGES IN FINANCE DEPARTMENT AND TREASURER'S OFFICE

Appearance: Finance Director Susan Haag and County Treasurer Janice Gettelman.

Ms. Hagg distributed the proposed ordinance that changes one ¾ time County Treasurer Assistant to full time, and changes one full time Accounting Assistant in the Finance Department to ¾ time. Moved by Mr. Roskopf, seconded by Ms. Russell to approve the ordinance to amend the staffing plan for the County Treasurer's office and Finance Department as presented and forward to County Board. Motion carried.

## 2004 AIS AUDIT REPORT

Appearance: Nancy Justman

Ms. Justman distributed copies of the independent audit report, which was done by Schenck & Associates, and reviewed the report. Moved by Ms. Russell, seconded by Mr. Smith to accept the 2004 AIS Audit Report as presented and forward to County Board. Motion carried.

## HOMELAND SECURITY GRANT APPLICATION

Appearance: Rob Schmid

Rob Schmidt distributed a Resolution for Grant Application from Homeland Security in the amount of \$71,350 to purchase domestic preparedness equipment. Moved by Mr. Gonnering, seconded by Mr. Roskopf to approve the resolution and forward to County Board. Motion carried

## SHERIFF DEPARTMENT GRANT RESOLUTION

Appearance: Sheriff Brian Rahn

Sheriff Rahn stated that the total grant request is \$20,000. Of that amount \$8,000 will be used for speed and seat belt enforcement and \$12,000 will be used for alcohol enforcement and aggressive driving. Moved by Mr. Gonnering, seconded by Ms. Russell to approve the Grant Resolution for the Sheriff's Department in the amount of \$20,000 and forward to County Board. Motion carried.

## TRANSFER FOR SHERIFF'S DEPARTMENT

Moved by Ms. Russell, seconded by Mr. Smith to approve the 2005 transfer request in the amount of \$10,193.24 for the Sheriff's Department from Vehicle Maintenance Fuel to Vehicle Maintenance Outlay. Motion carried.

## FINANCIAL GUIDELINES FOR CAPITAL PLANNING

Mr. Johnson distributed and presented the Financial Guidelines for Capital Planning. The Capital Improvement Program for 2006-2011 will be developed, and county funding for the 6-year period should not exceed \$6 million per year. For 2006, the estimated sales tax revenue is \$8 million. The County will not borrow funds for 2006 Capital

1 Improvement projects, except for new park land acquisition. Mr. Johnson explained the various ways of funding 2007-  
2 2011 projects.

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4 Moved by Mr. Smith, seconded by Ms. Russell to approve the Financial Guidelines for Capital Planning as presented.  
5 Motion carried.

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7 **ORDINANCE CHANGE REGARDING FINANCE SUB-COMMITTEE**

8 Ms. Haag informed the Committee that she would like to see a change in the Ordinance regarding the Finance Sub-  
9 Committee. Ms. Haag stated that this winter was a real problem trying to get a quorum for this committee.

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11 Ms. Haag will contact Atty. Nass and work with her to find out if there would be a different way of setting this  
12 Committee up and then report back to this Committee.

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14 **ECONOMIC DEVELOPMENT TRANSFER TO COUNTY BOARD**

15 Mr. Miller explained to the Committee the proposal to shift county ED activities to a non-profit/public partnership  
16 corporation. A consultant would be hired for the interim/transition period to manage economic development activities  
17 and form an EDC. A Board of Directors would be created with both private sector and county/public representatives.  
18 The Board of Directors would hire the EDC staff. Moraine Park Technical College (MPTC) has offered space in the  
19 Applied Manufacturing Technology Center (AMTC) for an economic development center, will provide access to IT  
20 and phones, and hire a part-time government procurement person to assist area business to help obtain government  
21 contracts and tap into statewide resources. Mr. Miller also stated that the county financial support will be \$100,000 in  
22 2005, this proposal has been supported by the Economic Development Advisory Committee and by businesses and  
23 business organizations from throughout the county.

24  
25 Moved by Mr. Gonnering, seconded by Mr. Smith to authorize \$100,000 for financial support to carry out current  
26 county Economic Development responsibilities and to advance plans and preparations for the new Economic  
27 Development Corporation and forward to County Board. Motion carried.

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29 **FINANCE DIRECTOR REPORT**

30 Ms. Haag distributed and reviewed the 2005 County Sales Tax Remittances. Ms. Haag stated that the Auditors will be  
31 coming soon and Nicole Theys and Paul Labonte are working on the paper work for the auditors. The Auditors will be  
32 here for a week and a half.

33  
34 Ms. Haag informed the Committee that the Voice over IP system has been going very well. IS has fixed the echoing  
35 problem.

36  
37 Ms. Haag stated that the Purchasing Department is also very busy. They have been dealing with some big projects,  
38 one of them being securing an Architect for Samaritan. Purchasing is also working on re-bidding for Health Insurance.

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40 **FINANCIAL APPROVAL REPORT #2**

41 Moved by Mr. Smith, seconded by Ms. Russell to approve early release and presentation of Financial Approval Report  
42 #2 in the amount of \$5,453,696.69 to the County Board. Motion carried.

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44 **VOUCHERS**

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

46 **Miscellaneous** vouchers in the amount of \$51,301.00.

47 **General Accounts Payable** vouchers in the amount of \$394,685.85.

48  
49 Moved by Mr. Smith, seconded by Ms. Russell to approve Mr. Roskopf's expense voucher in the amount of  
50 \$265.68. Motion carried.

51 Moved by Mr. Smith, seconded by Ms. Russell to approve Peter Gonnering's expense voucher in the amount of  
52 \$20.25. Motion carried.

53 Moved by Mr. Gonnering, seconded by Mr. Roskopf to approve Joan Russell's expense voucher in the amount of  
54 \$107.73. Motion carried.

55 Moved by Mr. Roskopf, seconded by Mr. Gonnering to approve James Esselmann's expense voucher in the amount of  
56 \$31.18. Motion carried.

57  
58 Ms. Haag stated that Mike Bloedorn; CCSA submitted a bill for \$34.21 with no backup, just copies of adding machine  
59 tapes. Moved by Mr. Roskopf, seconded by Mr. Gonnering to deny this request and have Mr. Bloedorn submit the bill  
60 again with the proper back up.

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62 **NEXT MEETING**

63 The Finance Sub-Committee will meet Wednesday, May 11, 18, and 25, 2005. The next regular Finance Committee  
64 will meet Wednesday, June 1, and June 22, 2005.

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66 **ADJOURNMENT**

67 Finance Meeting adjourned at 11.01 a.m.