

1 **FINANCE COMMITTEE**

2  
3 Courthouse – Government Center  
4 West Bend, WI

May 7, 2010  
8:12 a.m.

5  
6 Present: Ralph Hensel, Richard Bertram, Leslie Borman, Todd Healy, and Joan Russell.

7  
8 Also Present: Finance Director Susan Haag, County Board Chair Herbert Tennes, Administrative  
9 Coordinator Doug Johnson, and County Clerk Brenda Jaszewski.

10  
11 County Board Chairperson Tennes called the meeting to order and read the Affidavit of Posting.

12  
13 **ELECTION OF CHAIRPERSON AND VICE-CHAIRPERSON**

14 Mr. Borman nominated Mr. Hensel as Chairperson. Moved by Mr. Bertram, seconded by Mr.  
15 Healy to close nominations and cast a unanimous ballot for Mr. Hensel as Chairperson. Motion  
16 carried.

17  
18 Ms. Russell nominated Mr. Bertram as Vice-Chairperson. Moved by Mr. Healy, seconded by Mr.  
19 Borman to close nominations and cast a unanimous ballot for Mr. Bertram as Vice-Chairperson.  
20 Motion carried.

21  
22 **2009 AIS AUDIT REPORT**

23 *Appearance: Debbie Hoefert, Accounting Manager, AIS*

24  
25 Ms. Hoefert reviewed the 2009 AIS Audit Report. Moved by Mr. Borman, seconded by Ms.  
26 Russell to approve the 2009 AIS Audit Report as presented. Motion carried.

27  
28 **RESOLUTION - 2010 COUNTY FAIR ADVANCE FOR PRE-FAIR EXPENSES**

29 Moved by Ms. Russell, seconded by Mr. Bertram to approve the resolution authorizing the advance  
30 of not to exceed \$250,000 from the General Fund to AIS for pre-fair expenses, and forward to the  
31 County Board. Motion carried.

32  
33 **MINUTES**

34 Moved by Mr. Bertram, seconded by Mr. Borman to approve the Finance Committee minutes of  
35 April 7, 2010. Motion carried.

36  
37 Moved by Mr. Borman, seconded by Ms. Russell to approve the Finance Sub-Committee minutes of  
38 April 14, 21, and 28, 2010. Motion carried.

39  
40 **2011 - 2016 CAPITAL IMPROVEMENT PLAN (CIP) FOR FINANCE AND I.S.**

41 *Appearance: Information Systems Director Mike McGinnis and Network Manager Dawn Sericati*

42  
43 Mr. McGinnis and Ms. Sericati presented the following proposed CIP projects for 2011 through  
44 2014: \$350,000 for Citrix in 2011/2012, \$325,000 for Infrastructure in 2013/2014, and \$275,000  
45 for Property Tax System Upgrade in 2013/2014.

46  
47 Moved by Mr. Bertram, seconded by Mr. Borman to approve the Capital Improvement Plan projects  
48 for I.S. in the amount of \$350,000 for 2011/2012, and \$600,000 in 2013/2014, and forward to the  
49 Executive Committee. Motion carried.

1 Mr. Hensel recessed the meeting at 9:28 a.m. and was excused. Mr. Bertram reconvened the  
2 meeting at 9:37 a.m.

3  
4 **COMMUNITY DEVELOPMENT BLOCK GRANT RESOLUTION FOR ECONOMIC  
5 DEVELOPMENT - MAHUTA TOOL CORPORATION**

6 Moved by Mr. Borman, seconded by Mr. Healy to approve the resolution authorizing a Community  
7 Development Block Grant for Economic Development - Revolving Loan Fund, for Mahuta Tool  
8 Corporation, and forward to the County Board. Motion carried.

9  
10 **RELEASE FUNDS FOR 2010 FAIR PARK CAPITAL IMPROVEMENTS**

11 Mr. Johnson stated that previously, \$75,000 of surplus funds from the Radio Project was to be used  
12 for asphalt repairs at Fair Park; however, the Radio Communications Committee is not yet ready to  
13 release these funds. It was noted that in 2009, approximately \$300,000 of sales tax was collected  
14 over the budgeted amount and Mr. Johnson is recommending that \$75,000 be used from  
15 undesignated sales tax revenues in order to complete the Fair Park asphalt repairs prior to this year's  
16 Fair. If the Radio Project has funds remaining after completion of the project, these funds will be  
17 returned to the undesignated portion of sales tax.

18  
19 Moved by Ms. Russell, seconded by Mr. Healy to release \$75,000 of undesignated sales tax funds  
20 to proceed with the asphalt repair project at Fair Park. Motion carried.

21  
22 **RESOLUTION ADOPTING IDENTITY THEFT PREVENTION PROGRAM**

23 Moved by Borman, seconded by Ms. Russell to approve the resolution adopting the Identity Theft  
24 Prevention program, and forward to the County Board. Motion carried.

25  
26 **URBAN AREA SECURITY INITIATIVE GRANT**

27 *Appearance: Emergency Management Coordinator Rob Schmid*

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29 Moved by Mr. Healy, seconded by Mr. Borman to approve the resolution authorizing the  
30 Emergency Management Coordinator to apply for an Urban Area Security Initiative Grant from the  
31 State of Wisconsin, Office of Justice Assistance, in the amount of \$299,000, and forward to the  
32 County Board. Motion carried.

33  
34 **NATIONAL MODEL TRAFFIC AND CRIMINAL SOFTWARE (TRaCS) GRANT**

35 *Appearance: Sheriff Dale Schmidt*

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37 Moved by Mr. Borman, seconded by Mr. Healy to approve the resolution authorizing the Sheriff's  
38 Department to apply for a national Model Traffic and Criminal Software grant from the State of  
39 Wisconsin, Bureau of Transportation Safety, in the amount of \$20,960, and forward to the County  
40 Board. Motion carried.

41  
42 **OUT-OF-STATE TRAVEL - K9 DEPUTY TRAINING**

43 *Appearance: Sheriff Dale Schmidt*

44  
45 Moved by Mr. Borman, seconded by Mr. Healy to approve the out-of-state travel K9 Deputy  
46 training in Indiana May 3, 2010 to May 5, 2010. Motion carried.

47

**HUMAN RESOURCES STAFFING PLAN**

*Appearance: Human Resources Director Peter German*

Mr. German presented an ordinance amendment that would upgrade one full-time Human Resources Assistant pay grade H-4 to a full-time Employee Benefits Specialist pay grade E-1; and change one  $\frac{3}{4}$  time Human Resources Assistant pay grade H-4 to part-time.

Moved by Ms. Russell, seconded by Mr. Borman to approve an ordinance amendment to 7.02, 7.03, and 7.05 of the code relating to Staffing Plan and Classification and Compensation Plan - Human Resources Department and Employee Benefit Program - Overtime as presented, and forward to the County Board. Motion carried.

**ELECTED OFFICIALS' SALARIES**

This item has been forwarded to the County Board through the Administrative Services Committee and does not require action from this Committee.

**FINANCE DIRECTOR'S REPORT****Sales Tax Report**

The total received in April for sales tax earned in February, was \$665,939.73 for a 2010 total of \$1,319,141.71.

**Report from Moody's Investors**

Ms. Haag reported that Washington County's rating from Moody's Investor Service has been upgraded to Aaa.

**2009 Audit**

Ms. Haag stated the auditors completed their field work on Tuesday, May 4, and she expects the final reports in six to eight weeks. She stated no serious problems were found.

Moved by Mr. Borman, seconded by Mr. Healy to approve the Finance Director's report. Motion carried.

**NEXT MEETING DATES**

The Finance Sub-Committee will tentatively meet on May 12, and 19, 2010, and the Finance Committee will tentatively meet on May 26, 2010, for a regular meeting, and June 16, 2010, with the Department Heads for the 2011 budget.

**FINANCIAL APPROVAL REPORT #1**

Moved by Mr. Borman, seconded by Ms. Russell to approve early release and presentation to the County Board, Financial Approval Report #1 in the amount of \$4,471,711.27. Motion carried.

**VOUCHERS**

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

**Miscellaneous** vouchers in the amount of \$16,126.13.

**General Accounts Payable** vouchers in the amount of \$364,478.12.

**Jury** vouchers in the amount of \$5,505.79.

Motion carried.

1 Moved by Ms. Russell, seconded by Mr. Bertram to approve Mr. Borman's expense voucher in the  
2 amount of \$95.00. Motion carried.

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4 Moved by Mr. Borman, seconded by Mr. Healy to approve Ms. Russell's expense voucher in the  
5 amount of \$76.00. Motion carried.

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7 **ADJOURNMENT**

8 Moved by Mr. Healy, seconded by Mr. Borman to adjourn at 10:48 a.m. Motion carried.

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Brenda J. Jaszewski, County Clerk