

1 **FINANCE COMMITTEE**

2
3 Courthouse – Government Center
4 West Bend, WI

May 26, 2010
8:00 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 Chairperson Herbert Tennes,
9 Administrative Coordinator Doug Johnson, and County Clerk Brenda Jaszewski.

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

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13 **MINUTES**

14 Moved by Ms. Russell, seconded by Mr. Borman to approve the Finance Committee minutes of
15 May 7, 2010. Motion carried.

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17 Moved by Mr. Bertram, seconded by Ms. Russell to approve the Finance Sub-Committee minutes
18 of May 12 and 19, 2010. Motion carried.

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20 **DUTIES OF THE FINANCE COMMITTEE**

21 Ms. Haag distributed and reviewed the duties and responsibilities of the Finance Committee.

22
23 **2011 - 2016 CAPITAL IMPROVEMENT GUIDELINES**

24 Mr. Johnson distributed the proposed financial guidelines for the Capital Improvement Plan for
25 2011 – 2016 projects.

26
27 Average County funding for the six-year period should not exceed \$3.5 million per year. The
28 estimated sales tax revenue for each year was reviewed and the target for annual growth is reduced
29 20% from earlier plans. Mr. Johnson noted that no new borrowing is planned for capital projects
30 through 2016.

31
32 In 2011, 60% of the sales tax revenue would be allocated for property tax offset and 40% for capital
33 projects. In 2012 and subsequent years, this allocation changes to 65% for property tax offset and
34 35% for capital projects. The Committee discussed the percentages allocated to property tax offset
35 and capital projects and possible reallocation of these percentages in years beyond 2011.

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37 Moved by Mr. Borman, seconded by Mr. Bertram to accept the financial guidelines for capital
38 planning for 2011-2016 projects as presented. Motion carried.

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40 **CHILD SUPPORT OUTLAY - ARRA FUNDS**

41 *Appearance: County Attorney Kim Nass*

42
43 Moved by Mr. Bertram, seconded by Mr. Healy to approve the outlay request to use ARRA funds to
44 purchase furniture and furnishings for Child Support offices in an amount not to exceed \$40,000.
45 Motion carried.

46
47 **TRAINING AND EDUCATION MINOR GRANT REPORT**

48 *Appearance: GIS Manager Eric Damkot*

1 Mr. Damkot reported he has received a grant from the State of Wisconsin in the amount of \$300 for
2 land information training. Moved by Mr. Bertram, seconded by Mr. Healy to accept the report.
3 Motion carried.

4 5 **HEALTH DEPARTMENT OUTLAY**

6 Moved by Mr. Bertram, seconded by Mr. Borman to approve the outlay request to purchase office
7 equipment for the Health Department in the amount of \$10,741. Motion carried.

8 9 **WI-OJA MINOR GRANT REPORT**

10 Ms. Haag reported the Sheriff's Department has applied for a \$3,400 grant from the State of
11 Wisconsin, Office of Justice Assistance for the purchase of a command radio. Moved by Mr.
12 Bertram, seconded by Mr. Healy to accept the report.

13 14 **2011 BUDGET**

15 Mr. Johnson distributed the proposed 2011 base budgets for departments. Moved by Ms. Russell,
16 seconded by Mr. Borman to approve the 2011 guidelines for the base level department budgets as
17 presented. Motion carried.

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19 The 2011 budget hearings will be September 30, October 1, 4, 5, and 6, 2010. Mr. Johnson
20 distributed information regarding revenue sources for the county.

21 22 **FINANCE DIRECTOR'S REPORT**

23 **Sales Tax Report**

24 The total received in May for sales tax earned in March, was \$539,353.07, for a 2010 total of
25 \$1,858,494.78.

26 27 **First Quarter AIS Financial Report**

28 Ms. Haag presented and reviewed the first quarter financial report for AIS.

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30 Moved by Mr. Bertram, seconded by Mr. Borman to accept the Finance Director's report. Motion
31 carried.

32 33 **NEXT MEETING DATES**

34 The Finance Sub-Committee will tentatively meet on June 2, 9, and 23, 2010, and the Finance
35 Committee will tentatively meet on June 16, 2010, with the Department Heads for the 2011 budget,
36 and June 30, 2010, for a regular meeting.

37 38 **FINANCIAL APPROVAL REPORT #5**

39 Moved by Mr. Bertram, seconded by Mr. Healy to approve early release and presentation to the
40 County Board, Financial Approval Report #5 in the amount of \$4,428,928.12. Motion carried.

41 42 **VOUCHERS**

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

44 **Miscellaneous** vouchers in the amount of \$16,406.80.

45 **General Accounts Payable** vouchers in the amount of \$1,512,831.69

46 Motion carried.

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48 Moved by Mr. Borman, seconded by Mr. Hensel to approve Mr. Bertram's expense voucher in the
49 amount of \$36.00. Motion carried.

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2 Moved by Ms. Russell, seconded by Mr. Hensel to approve Mr. Borman's expense voucher in the
3 amount of \$144.00. Motion carried.

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5 Moved by Mr. Hensel, seconded by Mr. Borman to approve Mr. Healy's expense voucher in the
6 amount of \$42.00. Motion carried.

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8 Moved by Mr. Borman, seconded by Ms. Russell to approve Mr. Hensel's expense voucher in the
9 amount of \$34.00. Motion carried.

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11 Moved by Mr. Borman, seconded by Mr. Hensel to approve Ms. Russell's expense voucher in the
12 amount of \$114.00. Motion carried.

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14 **ADJOURNMENT**

15 Moved by Ms. Russell, seconded by Mr. Bertram to adjourn at 10:06 a.m. Motion carried.

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Brenda J. Jaszewski, County Clerk