

1 **FINANCE COMMITTEE**

2
3 Courthouse
4 West Bend, WI

May 31, 2006
8:30 a.m.

5
6 Present: Herbert J. Tennes, Richard L. Bertram, Ralph R. Hensel, Joan A. Russell, and James E.
7 Spindler.

8
9 Also Present: Finance Director Susan Haag, Administrative Coordinator Doug Johnson, Treasurer Janice
10 Gettelman, County Attorney Kimberly Nass (arrived at 9:21 a.m.), and Chief Deputy Clerk Mary Lemke.

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

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14 **MINUTES**

15 Moved by Ms. Russell, seconded by Mr. Bertram to approve the minutes of the May 17, 2006, Finance
16 Committee. Motion carried.

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18 Moved by Mr. Bertram, seconded by Mr. Spindler to approve the minutes of the May 10 & 24, 2006,
19 Finance Sub-Committee. Motion carried.

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21 **2007 BUDGET**

22 Mr. Johnson distributed the proposed 2007 base budgets and noted that some departments received a
23 1.5% increase, while other department's 2007 base budget remained the same as 2006. Moved by Mr.
24 Bertram, seconded by Ms. Russell to approve the 2007 base budgets as presented. Motion carried.

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26 Mr. Johnson discussed the methods for calculating 2007 levy targets.

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28 **COURTHOUSE ADDITION AND REMODELING CONSTRUCTION REPORT**

29 Mr. Johnson distributed and reviewed the Courthouse addition construction budget report. The total
30 budgeted for this project is \$13,952,824, and the amount invoiced to date is \$9,539,675.

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32 **ORDINANCE FOR DESIGNATION OF DEPOSITORIES**

33 Ms. Gettelman informed the Committee that she would like to update the Ordinance for Designation of
34 Depositories now that Bank One is now called Chase. She would also like to add the following banks as
35 designated public depositories for Washington County; Commerce Bank, Bank Mutual, and Ozaukee
36 Bank, all located in West Bend. Moved by Mr. Hensel, seconded by Ms. Russell to recommend
37 acceptance of the proposed Ordinance for Designation of Depositories and forward to the County Board.
38 Motion carried.

39
40 County Attorney Kimberly Nass arrived at 9:21 a.m.

41
42 **REVIEW OF INVESTMENT POLICY**

43 Ms. Gettelman distributed and reviewed the Investment Policy for Washington County.

44
45 **SALES TAX REPORT**

46 Ms. Haag distributed the 2006 County Remittance Sales Tax Report. The total received in May for sales
47 tax earned in March is \$606,675.26, for a 2006 total of \$1,796,888.94.

48
49 **FINANCE DIRECTOR'S REPORT ON STAFF ACTIVITIES**

50 The joint project that integrates a Payroll and Human Resources IS system is complete and training starts
51 today.

52
53 The IS Department is meeting with all the Departments to see what the I.S. needs are for 2007. Ms. Haag
54 informed the Committee that Information Services is now in a 5 year cycle for replacing PC's.

55
56 Ms. Haag stated that they will be holding a check for G&G Enterprises in the amount of \$32,000.00,
57 which will be applied to what G&G owes Washington County, and that the transition is going smoothly
58 with Johnson Bus.

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60 **DEPARTMENT TRANSFERS**

61 There were no department transfer requests.

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63 **OUT-OF-STATE TRAVEL**

64 There were no out-of-state travel requests.

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FINANCIAL APPROVAL REPORT #7

Moved by Mr. Bertram, seconded by Mr. Spindler to approve early release and presentation to the County Board, Financial Approval Report #7, in the amount of \$2,127,579.02. Motion carried.

RECESS

Mr. Tennes recessed the Finance Committee at 9:48 a.m.

RECONVENE

Chairperson Tennes reconvened the Finance Committee meeting at 10:02 a.m.

All Committee members were present. Also Present: County Attorney Kimberly Nass, County Treasurer Janice Gettelman, Finance Director Susan Haag, and Chief Deputy Clerk Mary G. Lemke.

RESOLUTION FOR SALE OF TAX DEED PARCEL

Moved by Mr. Spindler, seconded by Mr. Hensel to approve the resolution to accept the bid of Michael Koopowitz, NRLL East, LLC, in the amount of \$20,000 for tax deed parcel 291 1119 122 0004, and recommend acceptance to the County Board. Motion carried.

ORIENTATION OF FINANCE AND TREASURER'S DEPARTMENTS

Ms. Haag stated that Doug Johnson asked Department Heads to give to their liaison committee, a packet that shows the staffing plan for the department and this year's budget. Ms. Haag stated that the Treasurer's Office will be doing this for next month's meeting. Ms. Haag went through the Personnel for the Finance Department, Information Services, and Purchasing. Ms. Haag then discussed the Finance Budget.

Ms. Haag informed the Committee that the next Finance meeting will also be a Department Head meeting held on Wednesday, June 14, 2006, at the Samaritan Multi-Purpose Room at 8:30 a.m.

VOUCHERS

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

Social Services WISACWIS vouchers in the amount of \$15,744.00.

Miscellaneous vouchers in the amount of \$193,449.35.

General Accounts Payable vouchers in the amount of \$774,291.35.

Motion carried.

Moved by Ms. Russell, seconded by Mr. Spindler to approve the Tennes Ace Hardware voucher in the amount of \$8.01. Motion carried.

Moved by Mr. Bertram, seconded by Mr. Spindler to approve Mr. Hensel's expense voucher in the amount of \$59.63. Motion carried.

Moved by Mr. Spindler, seconded by Mr. Hensel to approve Ms. Russell's expense voucher in the amount of \$107.69. Motion carried.

Moved by Ms. Russell, seconded by Mr. Bertram to approve Mr. Spindler's expense voucher in the amount of \$72.08. Motion carried.

ADJOURNMENT

Moved by Ms. Russell, seconded by Mr. Spindler to adjourn at 10:40 a.m.

Brenda J. Jaszewski, County Clerk