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2
3 **FINANCE COMMITTEE**

4 Courthouse – Government Center
5 West Bend, WI

6 May 7, 2008
7 8:30 a.m.

8 Present: Leslie J. Borman, Ralph R. Hensel, William Meyers, and Joan A. Russell. Excused: Richard
9 L. Bertram.

10 Also Present: Finance Director Susan Haag, Deputy Finance Director Paul Labonte, County Clerk
11 Brenda Jaszewski, County Treasurer Janice Gettelman, and Highway Commissioner Kenneth Pesch.

12 Clerk Jaszewski called the meeting to order and read the Affidavit of Posting.

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

15 Moved by Mr. Borman, seconded by Mr. Meyers to nominate Mr. Hensel as Chairperson. Moved by
16 Mr. Borman, seconded by Ms. Russell to close nominations and cast a unanimous ballot for Mr.
17 Hensel as Chairperson. Motion carried.

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

22
23 **RESPONSIBILITIES OF THE FINANCE COMMITTEE**

24 Finance Director Susan Haag presented the roles and responsibilities of the Finance Department,
25 including the Finance Division, Purchasing Division, and I.S. Division.

26
27 **MINUTES**

28 Moved by Ms. Russell, seconded by Mr. Borman to approve the Finance Committee minutes of April
29 7, 2008. Motion carried.

30
31 Moved by Ms. Russell, seconded by Mr. Meyers to approve the Finance Sub-Committee minutes of
32 April 16, and 23, 2008. Motion carried.

33
34 **DIGITAL VIDEO/AUDIO RECORDING EQUIPMENT GRANT**

35 Appearance: Sheriff Dale Schmidt

36
37 Sheriff Schmidt is requesting approval to apply for a Digital Video/Audio Recording Equipment grant
38 in the amount of \$6,087, for juvenile custodial interrogations and felony interrogations from the State
39 of Wisconsin, Office of Justice Assistance, with no matching funds required.

40
41 Moved by Ms. Russell, seconded by Mr. Meyers to approve the resolution authorizing the Sheriff to
42 apply for a grant for Digital Video/Audio Recording Equipment in the amount \$6,087, and forward to
43 the County Board. Motion carried.

44
45 **FIRST QUARTER INVESTMENT REPORT**

46 Ms. Gettelman presented and reviewed the 2008 first quarter investment report. Moved by Mr.
47 Borman, seconded by Ms. Russell to accept the Treasurer's Investment Report. Motion carried.

48

1 **DESIGNATION OF DEPOSITORIES ORDINANCE**

2 Moved by Mr. Meyers, seconded by Mr. Borman to approve the proposed ordinance relating to
3 designation of depositories, and forward to the County Board. Motion carried.

4
5 **PURCHASE OF SERVICE CONTRACT FOR SHREDDING**

6 Appearance: Purchasing Agent Bill Kurer

7
8 Moved by Ms. Russell, seconded by Mr. Meyers to approve the renewal of a three-year service
9 contract with Cintas for shredding services. Motion carried.

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11 **PURCHASE OF SERVICE CONTRACT FOR ON-LINE AUCTION**

12 Appearance: Purchasing Agent Bill Kurer

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14 Moved by Mr. Borman, seconded by Mr. Meyers to approve the renewal of the service contract with
15 PropertyRoom.com for disposal of surplus equipment. Motion carried.

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17 **SALES TAX REPORT**

18 The total received in April for sales tax earned in February was \$639,938.90, for a 2008 total of
19 \$1,375,031.78. Moved by Mr. Meyers, seconded by Ms. Russell to accept the sales tax report. Motion
20 carried.

21
22 **APPOINTMENT OF TAX DEED SUB-COMMITTEE**

23 Mr. Hensel appointed Mr. Borman, Mr. Meyers, and Mr. Bertram to the Tax Deed Sub-Committee.

24
25 **RECESS & RECONVENE**

26 Moved by Mr. Borman, seconded by Ms. Russell to recess the Finance Committee at 9:28 a.m.
27 Motion carried.

28
29 Mr. Hensel reconvened the Finance Committee at 10:20 a.m.

30
31 **FINANCIAL APPROVAL REPORT #1**

32 Moved by Mr. Borman, seconded by Ms. Russell to approve early release and presentation to the
33 County Board, Financial Approval Report #1 in the amount of \$5,685,290.88. Motion carried.

34
35 **VOUCHERS**

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

37 **Miscellaneous** vouchers in the amount of \$10,146.40.

38 **Jury** vouchers in the amount of \$7,657.80.

39 **General Accounts Payable** vouchers in the amount of \$486,762.69.

40 Motion carried.

41
42 Moved by Ms. Russell, seconded by Mr. Borman to approve Mr. Bertram's expense voucher in the
43 amount of \$48.48. Motion carried.

44
45 Moved by Ms. Russell, seconded by Mr. Meyers to approve Mr. Borman's expense voucher in the
46 amount of \$30.30. Motion carried.

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48 Moved by Mr. Borman, seconded by Ms. Russell to approve Mr. Hensel's expense voucher in the
49 amount of \$8.08. Motion carried.

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MAY SUB-COMMITTEE AND NEXT MEETING DATE

Mr. Hensel, Mr. Bertram, and Mr. Borman will attend the May 14 and 21, 2008 Sub-Committee meetings.

The next meeting of the Finance Committee is tentatively scheduled for Wednesday, May 28, 2008 at 8:30 a.m.

ADJOURNMENT

Moved by Ms. Russell, seconded by Mr. Borman to adjourn at 11:05 a.m. Motion carried.

Brenda J. Jaszewski, County Clerk