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**WASHINGTON COUNTY  
FINANCE COMMITTEE**

Courthouse - Government Center  
West Bend, WI

June 1, 2011  
8:00 a.m.

Present: Richard L. Bertram, Leslie J. Borman, Todd M. Healy, Ralph R. Hensel, and Joan A. Russell.

Also Present: Finance Director Susan M. Haag, County Board Chairperson Herbert J. Tennes, Administrative Coordinator Doug Johnson, County Clerk Brenda Jaszewski, Treasurer Janice Gettelman, County Attorney Kim Nass, Sheriff Dale Schmidt, Supervisors William Meyers, and Dennis Myers.

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

**MINUTES**

Moved by Mr. Bertram, seconded by Mr. Healy to approve the Finance Committee minutes of April 27, 2011, as presented. Motion carried.

Moved by Mr. Borman, seconded by Mr. Bertram to approve the Finance Sub-Committee minutes of May 4, 11, 18, and 25, 2011, as presented. Motion carried.

**PROGRESS REPORT ON CITRIX PROJECT**

*Appearance: Information Systems Director Mike McGinnis and Network Manager Dawn Sericati*  
Ms. Sericati updated the Committee on the Citrix project. All files are now stored in one central location on the new system. I.S. has held meetings for department heads informing them of the new system and new budgeting procedures for I.S. Testing of the new system will begin soon and by fall, the departments will be converted to the new system.

**2012-2017 INFORMATION SYSTEMS CAPITAL IMPROVEMENT PLAN (CIP) REQUEST**

*Appearance: Information Systems Director Mike McGinnis and Network Manager Dawn Sericati*  
Ms. Sericati and Mr. McGinnis reviewed the I.S. CIP projects, noting that for 2012, the amount previously allocated for the Citrix project was moved to 2011. In 2013, there is \$325,000 budgeted for Infrastructure Phase I, 2014 has \$275,000 for Infrastructure Phase II, 2015 has \$275,000 for Tax System, and there is no request for CIP funds for 2016 or 2017 at this time. Moved by Ms. Russell, seconded by Mr. Borman to accept the CIP and Citrix Project reports. Motion carried.

**2010 AG & INDUSTRIAL SOCIETY (AIS) AUDIT REPORT**

*Appearance: Executive Director Tera Greenland and Accounting Manager Kris Zamzow*  
Ms. Greenland presented and reviewed the 2010 AIS audit report. It was noted the auditors indicated the financial statements present fairly and the changes in net assets and cash flows for the year ended in conformity with accounting principles generally accepted. Moved by Mr. Bertram, seconded by Mr. Borman to accept the report. Motion carried.

**2011 AIS QUARTERLY FINANCIAL REPORT**

*Appearance: Executive Director Tera Greenland and Accounting Manager Kris Zamzow*

1 Ms. Greenland presented and reviewed the financial statements through April 30, 2011. Moved by  
2 Mr. Borman, seconded by Mr. Healy to accept the report. Motion carried.

### 4 **REVIEW 2012 BUDGET TARGETS**

5 Mr. Johnson distributed the 2012 budget targets. We are expecting the State to impose levy limits on  
6 counties not larger than the 2011 levy, or the 2011 levy with the net change in new construction. We  
7 will not know the final number of net new construction until August 15. With the assumption that  
8 employees will be contributing to the Wisconsin Retirement System, the overall wage and benefit  
9 costs are expected to be less in 2012 than in 2011. Specific departments are expected to have cuts to  
10 State and Federal funding sources. The Executive Committee has set a goal to not have the  
11 countywide tax rate go higher than the 2007 level. Mr. Johnson is recommending setting the 2012  
12 countywide levy target at the same level as 2011, which is \$37,327,982, and set the general pattern of  
13 2012 base budget targets at 98% of the 2011 department levy. In addition, it is recommended to  
14 watch the resulting 2012 countywide tax rate with respect to the 2007 benchmark of \$2.8876 and  
15 either not exceed this, or explain why a higher rate, consistent with a zero levy increase budget, is  
16 proposed. After further discussion, the Committee decided to reduce the target amounts. Moved by  
17 Mr. Healy, seconded by Mr. Bertram set the countywide levy target at \$37,000,000, and the 2012  
18 base budget targets at 97.5% of the 2011 department levy. Motion carried.

19  
20 Mr. Hensel recessed the meeting at 9:49 a.m. and reconvened at 9:58 a.m.

### 22 **HEALTH DEPARTMENT OUTLAY REQUEST**

23 *Appearance: Assistant Director/Deputy Health Officer - Joni Whitehouse*

24 Moved by Mr. Borman, seconded by Mr. Healy to authorize the Health Department to transfer funds  
25 into Outlay to purchase two used squad cars from the Sheriff's Department in an amount not to  
26 exceed \$7,000. Motion carried.

### 28 **2012 BASE BUDGETS FOR DEPARTMENTS**

29 Mr. Johnson presented the recommended base budget for departments, using the 2.5% decrease for  
30 most departments as approved in the 2012 target figures. Moved by Mr. Healy, seconded by Mr.  
31 Borman to approve the recommended 2012 base budgets for departments, as presented. Motion  
32 carried.

### 34 **ADRC OUT-OF-STATE TRAVEL REQUEST**

35 This item was postponed until the next meeting.

### 37 **UPDATE ON M&I BANK COMBINATION INTO THE BMO HARRIS BANK N.A.**

38 *Appearance: Treasurer Janice Gettelman*

39 Ms. Gettelman distributed information from M&I Bank that indicates they will become part of BMO  
40 Financial Group, combining with Harris N.A. The new legal name will be BMO Harris Bank  
41 National Association. The transaction is expected to be completed prior to July 31, 2011. It was  
42 noted no action is required on our part and our services are not expected to change.

43  
44 Mr. Borman was excused at 10:35 a.m.

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1 **SALES TAX REPORT**

2 The total received in May for sales tax earned in March was \$650,432.22 for a 2011 total of  
3 \$1,903,966.15, net of Cabela's. Moved by Mr. Bertram, seconded by Mr. Healy to accept the sales  
4 tax report as presented. Motion carried.

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6 **NEXT MEETING DATES**

7 The Finance Committee will tentatively meet on June 15 and 29, 2011, at 8:00 a.m. The Finance  
8 Sub-Committee will tentatively meet on June 8 and 22, 2011. It was noted AIS will present their  
9 next quarterly report in August.

10

11 **FINANCIAL APPROVAL REPORT #9**

12 Moved by Ms. Russell, seconded by Mr. Bertram to approve early release and presentation to the  
13 County Board, Financial Approval Report #9 in the amount of \$5,012,459.40. Motion carried.

14

15 **VOUCHERS**

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

17 Miscellaneous vouchers in the amount of \$19,536.83.

18 General Accounts Payable vouchers in the amount of \$232,924.97.

19 Motion carried.

20

21 Moved by Mr. Hensel, seconded by Mr. Healy to approve Mr. Bertram's expense voucher in the  
22 amount of \$24.48. Motion carried.

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24 Moved by Ms. Russell, seconded by Mr. Hensel to approve Mr. Borman's expense voucher in the  
25 amount of \$136.17. Motion carried.

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27 Moved by Mr. Hensel, seconded by Ms. Russell to approve Mr. Healy's expense voucher in the  
28 amount of \$64.26. Motion carried.

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30 Moved by Mr. Hensel, seconded by Mr. Healy to approve Ms. Russell's expense voucher in the  
31 amount of \$116.28. Motion carried.

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33 **ADJOURNMENT**

34 Moved by Mr. Healy, seconded Mr. Hensel by to adjourn at 11:03 a.m. Motion carried.

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Brenda J. Jaszewski, County Clerk