

1 **FINANCE COMMITTEE**

2
3 Courthouse – Government Center
4 West Bend, WI

June 25, 2008
8:30 a.m.

5
6 Present: Ralph R. Hensel, Richard L. Bertram, Leslie Borman, William Meyers, and Joan A. Russell.

7
8 Also Present: Administrative Coordinator Douglas Johnson, County Board Chairman Herbert
9 Tennes, Finance Director Susan Haag, County Attorney Kimberly Nass, and Chief Deputy Clerk
10 Mary G. Lemke.

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

13
14 **MINUTES**

15 Moved by Mr. Bertram, seconded by Mr. Borman to approve the Finance Committee minutes of May
16 28, 2008. Motion carried.

17
18 Moved by Ms. Russell, seconded by Mr. Meyers to approve the Finance Sub-Committee minutes of
19 June 4, 11, and 18, 2008. Motion carried.

20
21 **2009 BUDGET**

22 Departments present:

23
24 Administrative Coordinator Doug Johnson, Finance Director Susan Haag, Chief Deputy Clerk Mary
25 G. Lemke, Central Reproductions Supervisor Linda Boesen, Veterans Service Officer Mark Baldwin,
26 ADRC Director Linda Olson, Health Department Director Linda Walter, Register in Probate Kay
27 Morlen, Human Services Director Jim Strachota, Highway Commissioner Kenneth Pesch, Human
28 Resources Director Peter German, I.S. Director Mike McGinnis, Planning & Parks Administrator
29 Paul Mueller, Emergency Management Coordinator Rob Schmidt, Convention & Visitors Bureau
30 Director Roger Kist, County Attorney Kimberly Nass, Register of Deeds Sharon Martin, Purchasing
31 Agent Bill Kurer, Clerk of Courts Office Manager Wendy Hoefert, Treasurer Janice Gettelman, Fair
32 Park Executive Director Nancy Justman, Historical Society Executive Director Chip Beckford,
33 District Attorney Office Supervisor Jane Koepke, Medical Examiner Kelly McAndrews, Sheriff Dale
34 Schmidt, Samaritan Administrator Ed Somers, and County Board Chair Herbert Tennes.

35
36 Mr. Johnson gave a presentation on the 2009 budget and the budget packets were distributed to
37 departments. The meeting recessed at 9:03 a.m. and reconvened at 9:11 a.m. Department staff was
38 excused.

39
40 **OUTLAY REQUEST – HEALTH DEPARTMENT**

41 Appearance: Director/Health Officer Linda Walter

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43 Moved by Mr. Borman, seconded by Mr. Bertram to approve the transfer of funds to Outlay for the
44 purchase of 4 PAPRs - powered air purifying respirators systems with 4 extra battery packs and a
45 case of 50 head covers in the amount of \$6,000. Motion carried.

46
47
48 **CHANGES TO CENTRAL REPRODUCTIONS 2008 USER FEES**

49 Appearance: Central Reproductions Supervisor Linda Boesen

1 Ms. Boesen informed the committee that in 2007, Central Reproductions revenues were \$474,639,
2 and expenses were \$518,526, leaving a shortfall of \$43,887 and the main reason for the loss in the
3 printing and supplies category is the significant reduction in print jobs from county departments.
4

5 Ms. Boesen stated that for increasing revenues, it is recommended the 2008 User Fees charged to
6 departments be increased effective July 1, 2008. Photocopies to increase from \$.06 to \$.07, Labor
7 charges to increase from \$38.00/hour to \$41.00/hour, and Postage surcharge to increase from 13.6%
8 to 15%.
9

10 Moved by Mr. Bertram, seconded by Ms. Russell to approve the 2008 Central Reproductions User
11 Fee increases as presented, effective July 1, 2008. Motion carried.
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13 **ORDINANCE – STAFFING CHANGES IN CENTRAL REPRODUCTIONS**

14 Appearance: Central Reproductions Supervisor Linda Boesen
15

16 Moved by Mr. Bertram, seconded by Ms. Russell to approve the ordinance eliminating one full-time
17 Duplicating Equipment Operator H-4 and adding one limited part-time Mailroom Clerk H2 in Central
18 Reproductions, to be effective August 1, 2008, and forward to the County Board. Motion carried.
19

20 **DISALLOWANCE OF CLAIM – LISA & ALVIN EBERT**

21 Moved by Mr. Bertram, seconded by Mr. Borman to approve the resolution for the Disallowance of
22 Claim regarding Lisa & Alvin Ebert and forward to the County Board. Motion carried.
23

24 **SALES TAX REPORT**

25 The total received in June for sales tax earned in April was \$694,070.60, for a 2008 total of
26 \$2,861,848.49. Moved by Mr. Bertram, seconded by Ms. Russell to accept the sales tax report.
27 Motion carried.
28

29 **FINANCIAL APPROVAL REPORT #14**

30 Moved by Mr. Bertram, seconded by Mr. Meyers to approve early release and presentation to the
31 County Board, Financial Approval Report #14 in the amount of \$5,639,920.46. Motion carried.
32

33 **VOUCHERS**

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

35 **Miscellaneous** vouchers in the amount of \$299,731.57.

36 **General Accounts Payable** vouchers in the amount of \$1,295,067.78.

37 Motion carried.
38

39 Moved by Ms. Russell, seconded by Mr. Hensel to approve Mr. Bertram's expense voucher in the
40 amount of \$15.15. Motion carried.

41 Moved by Ms. Russell, seconded by Mr. Meyers to approve Mr. Borman's expense voucher in the
42 amount of \$121.20. Motion carried.

43 Moved by Mr. Bertram, seconded by Ms. Russell to approve Mr. Hensel's expense voucher in the
44 amount of \$12.63. Motion carried.

45 Moved by Mr. Borman, seconded by Ms. Russell to approve Mr. Meyers expense voucher in the
46 amount of \$160.59. Motion carried.

47 Moved by Mr. Bertram, seconded by Mr. Meyers to approve Ms. Russell's expense voucher in the
48 amount of \$57.57. Motion carried.
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1 **JULY SUB-COMMITTEE AND NEXT MEETING DATE**

2 Mr. Bertram, Mr. Borman, and Mr. Hensel will attend the July 2, 9, 16, and 23, 2008 Sub-Committee
3 meetings. The next meeting of the Finance Committee is tentatively scheduled for Wednesday, July
4 30, 2008 at 8:30 a.m.

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6 **ADJOURNMENT**

7 Moved by Mr. Borman, seconded by Mr. Meyers to adjourn at 10:35 a.m. Motion carried.

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Brenda J. Jaszewski, County Clerk