

1 **FINANCE COMMITTEE**

2
3 Courthouse – Government Center
4 West Bend, WI

August 8, 2007
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, County Attorney Kimberly Nass, Supervisor Donald
10 Kempf, and County Clerk Brenda Jaszewski.

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

13
14 **MINUTES**

15 Moved by Ms. Russell, seconded by Mr. Bertram to approve the Finance Committee minutes of July
16 25, 2007. Motion carried.

17
18 Moved by Mr. Hensel, seconded by Ms. Russell to approve the Finance Sub-Committee minutes of
19 August 1, 2007. Motion carried.

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21 **ORDINANCE – NEW POSITION REQUEST – SHERIFF’S DEPARTMENT**

22 Appearance: Sheriff Dale Schmidt

23
24 Sheriff Schmidt reviewed a proposed ordinance which would create an additional position of Deputy
25 Sheriff Lieutenant, pay grade “C”, and an additional position of Records Assistant, pay grade “H-5”.
26 In addition, this ordinance eliminates a part-time Account Clerk and a full-time Officer Manager.
27 Sheriff Schmidt reported he will offer the current office manager the Records Assistant position at a
28 rate of \$22.08 per hour, frozen until the Records Assistant pay scale catches up to this rate. The
29 Committee discussed offering the current Office Manager the Records Assistant position within the
30 Records Assistant pay range, which is a maximum of \$17.14 per hour.

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32 Moved by Mr. Bertram, seconded by Mr. Spindler to approve the Sheriff’s Department staffing plan
33 ordinance as recommended by the Administrative Services Committee, offering the current Office
34 Manager the Records Assistant position at a rate of \$22.08 per hour, with the requirement that the pay
35 rate for 2008 be within the Records Assistant pay range. Motion carried.

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37 **2006 AUDIT**

38 Appearance: Dave Maccoux, Schenck Business Solutions, Deputy Finance Director Paul Labonte,
39 and Assistant Finance Director Rich Abbott

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41 Mr. Maccoux reviewed the Comprehensive Annual Financial Report and Report on Compliance and
42 Internal Control for the year ending December 31, 2006, detailing the findings from the 2006 audit of
43 the general-purpose financial statement of Washington County. The results of the audit disclosed no
44 instances of noncompliance, no material deficiency, and no deficiencies in the county’s internal
45 control.

46
47 Mr. Bertram was excused at 9:45 a.m.

48
49 The Committee discussed the increase in Worker’s Compensation claims, and Attorney Nass stated
50 the County Attorney’s office would work with Human Resources regarding this issue. The

1 Committee is requesting the Administrator for Samaritan present a financial report on Samaritan and
2 Fields at the next meeting. Mr. Maccoux discussed the comments and observations noted in the
3 report and stated there were no disagreements with management during the audit.

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5 Moved by Ms. Russell, seconded by Mr. Spindler to accept the 2006 Audit Report as presented and
6 forward to the County Board. Motion carried.

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8 Attorney Nass left at 10:05 a.m.

9
10 **GOLF COURSE FINANCIAL REPORT**

11 Appearance: Assistant Administrator for Golf and Parks Mike Kactro

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13 A comparison summary of January through June golf course revenues and expenses for 2005, 2006,
14 and 2007 was distributed and reviewed. Moved by Mr. Spindler, seconded by Ms. Russell to accept
15 the golf course financial report as presented. Motion carried.

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17 **OUTLAY REQUEST**

18 Moved by Ms. Russell, seconded by Mr. Hensel to approve the Aging & Disability Resource Center
19 transfer from the Nutrition Services account into Outlay in the amount of \$1,800 to purchase office
20 furniture for the Dietician's office space. Motion carried.

21
22 **SALES TAX REPORT**

23 The total received in July for sales tax earned in May is \$750,142.76, for a 2007 total of
24 \$3,409,132.28. Moved by Mr. Hensel, seconded by Ms. Russell to accept the sales tax report as
25 presented. Motion carried.

26
27 **FINANCIAL APPROVAL REPORT #26**

28 Moved by Ms. Russell, seconded by Mr. Spindler to approve early release and presentation to the
29 County Board, Financial Approval Report #26 in the amount of \$31,757,144.87. Motion carried.

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31 **VOUCHERS**

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

33 **Miscellaneous** vouchers in the amount of \$11,144.09.

34 **Jury** vouchers in the amount of \$3,512.08.

35 **General Accounts Payable** vouchers in the amount of \$411,872.58.

36 **General Accounts Payable** vouchers in the amount of \$24,035,293.70.

37 Motion carried.

38 Moved by Mr. Spindler, seconded by Ms. Russell to approve the Tennies Ace Hardware voucher in
39 the amount of \$416.85. Motion carried.

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41 Mr. Bertram returned at 11:05 a.m.

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43 **ADJOURNMENT**

44 Moved by Ms. Russell, seconded by Mr. Bertram to adjourn at 11:07 a.m. Motion carried.