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2
3 **FINANCE COMMITTEE**

4 Courthouse
5 West Bend, WI

August 17, 2005
8:30 a.m.

6 Present: James B. Esselmann, Peter L. Gonnering, Donald H. Roskopf, and Thomas S. Smith.

7
8 Excused: Joan A. Russell.

9
10 Also Present: Finance Director Susan Haag, Administrative Coordinator Doug Johnson, Planning & Parks
11 Administrator Paul Mueller, and County Clerk Brenda Jaszewski.

12
13 Chairperson Esselmann called the meeting to order and read the Affidavit of Posting.

14
15 **MINUTES**

16 Moved by Mr. Gonnering, seconded by Mr. Roskopf to approve the minutes of the August 3, 2005, Finance
17 Committee, and the August 10, 2005, Finance Sub-Committee. Motion carried.

18
19 **CAPITAL IMPROVEMENT PLAN (CIP)**

20 Mr. Johnson distributed a revised Capital Improvement Plan for years 2006-2011. The Committee
21 discussed the items and proposed funding options. Mr. Johnson noted the amount of \$9,000,000 for the
22 2007 Sheriff/County Radio System Replacement would be adjusted after the consultant's report is complete
23 next year.

24
25 Moved by Mr. Roskopf, seconded by Mr. Gonnering to approve the Capital Improvement Plan for 2006-
26 2011 as presented, and forward to the County Board. Motion carried.

27
28 **COUNTY PARKS BUFFER PRESERVATION – PURCHASE OF DEVELOPMENT RIGHTS**

29 Ms. Haag received a request to determine if the use of sales tax money for the purchase development rights
30 by Planning & Parks is allowable. Ms. Haag referred to the Resolution authorizing the County sales tax
31 and indicated that the purchase of development rights by Planning & Parks is a legitimate and legal use of
32 sales tax money. The Committee and Mr. Mueller discussed the purchasing of development rights
33 surrounding County parks.

34
35 Mr. Esselmann recessed the meeting at 9:05 a.m. and reconvened in Room 1026 at 9:15 a.m.

36
37 **2006 COUNTY TREASURER BUDGET**

38 Appearance: County Treasurer Janice Gettelman

39
40 Ms. Gettelman reviewed the 2006 proposed County Treasurer budget. The base amount for 2006 is
41 \$212,443 credit, excluding Interest on Investments. The proposed 2006 budget is \$235,133 credit,
42 excluding Interest on Investments.

43
44 Due to the rising of interest rates, Ms. Gettelman is recommending a 2006 budget amount of \$900,000
45 credit for Interest on Investments. The User Fees for 2006 would remain at the 2005 level, with no
46 proposed increases.

47
48 The Committee discussed the acceptance of credit and debit cards for services provided by various
49 departments, and requested Ms. Gettelman and Ms. Haag contact departments to determine which
50 departments would be interested in having the ability to accept credit or debit cards as payment for
51 services. This will be addressed at a future meeting after the 2006 budgets are completed.

52
53 Moved by Mr. Gonnering, seconded by Mr. Smith to tentatively approve the 2006 County Treasurer
54 requested level budget in the amount of \$1,135,133 credit, including User Fees. Motion carried.

55
56 **SECOND QUARTER INVESTMENT REPORT**

57 Appearance: County Treasurer Janice Gettelman

58
59 Ms. Gettelman distributed the second quarter investment report and reviewed the amounts in the various
60 accounts. Ms. Gettelman will transfer Golf Course revenues from the First National Bank of Hartford to
61 another account that earns a higher rate of interest.

62
63 Moved by Mr. Smith, seconded by Mr. Gonnering to accept the second quarter investment report. Motion
64 carried.

65
66 **2006 FINANCE BUDGET**

67 Ms. Haag distributed the 2006 proposed Finance Department budget. The base level budget is \$995,293,
68 and the requested level is \$1,386,081. There are two decision items; Microsoft Licensing, in the amount of
69 \$120,600, and Workforce Management Software, in the amount of \$270,188. Ms. Haag explained the
70 Microsoft Licensing is required in order to bring every County computer on to the same operating system

1 and same versions of Microsoft software. The Workforce Management software is for a new
2 Payroll/Human Resources management computer program.

3
4 Information Services and Tele-Communications are a zero budget since expenses equal revenues.

5
6 The Information Services proposed 2006 User Fees were presented, with increases as follows:

7

8 <u>Name of Fee</u>	<u>2005</u>	<u>2006</u>
9 AS/400 Rate	\$ 95.00/hr.	\$100.00/hr.
10 IS Director	\$ 66.00/hr.	\$ 70.00/hr.
11 Network Manager	\$ 62.00/hr.	\$ 64.00/hr.
12 Programming	\$ 56.00/hr.	\$ 60.00/hr.
13 Technical Support	\$ 54.00/hr.	\$ 56.00/hr.
14 Internet Charge	\$ 11.00/mo.	\$ 12.50/mo.
15 Network Infrastructure Charge (per PC)	\$420.00/yr.	\$432.00/yr.
16 Network Infrastructure Charge (State PC's)	\$165.00/yr.	\$177.00/yr.
17 Voice Over IP Phone Line	N/A	\$ 22.00/mo. (Est.)
18 Dial-In AS/400 Rate	\$ 2.05/min.	\$ 2.10/min.
19 Voice Mail – Regular	\$ 3.00/mo.	\$ 3.50/mo.
20 Voice Mail – Old System	\$ 6.00/mo.	\$ 6.50/mo.

21

22 All other User Fees remain the same as 2005.

23
24 Out-of-State Travel requests for 2006 are as follows:

25
26 Finance: Two people to attend the Quest-PeopleSoft User Group in Nashville, TN, at a cost of \$2,500
27 each; one person to attend the PeopleSoft User Group in San Francisco, CA, at a cost of \$2,500; and two
28 people to attend GFOA in Montreal, Canada, at a cost of \$2,000 each.

29
30 Information Services: Two people to attend COMMON, IBM User Group in New Orleans, LA in the
31 Spring, and Miami Beach, FL in the Fall, at a cost of \$2,500 each; one person to attend the PeopleSoft User
32 Group in San Francisco, CA, at a cost of \$2,500; one person to attend GMIS Statewide Government
33 Conference in Charleston, SC, at a cost of \$1,500; one person to attend FOSE – Federal, State and Local
34 Government Conference in Washington, D.C., at a cost of \$1,000; and two people to attend QUEST –
35 PeopleSoft User Group in Nashville, TN, at a cost of \$2,500 each.

36
37 The Committee discussed the importance of the two decision items, and noted the need to upgrade the
38 Payroll/Human Resources software program.

39
40 Moved by Mr. Smith, seconded by Mr. Roskopf to tentatively approve the 2006 Finance Department
41 requested level budget in the amount of \$1,386,081, including proposed User Fees and Out-of-State travel
42 requests. Motion carried.

43
44 **BOARD OF HEALTH REQUEST FOR INTEREST ON DONATION FUNDS**

45 Ms. Haag stated the Director of Health is requesting the Health Department retain the interest on funds in
46 the amount of \$6,500 that were received as a donation. It is the County's policy that all interest, with the
47 exception of specific funds, be credited to the General Fund. Ms. Haag stated the Board of Health has
48 discussed this at their last meeting, but made no recommendation.

49
50 Moved by Mr. Gonnering, seconded by Mr. Smith to deny the request from the Health Department to allow
51 the Health Department retain interest on funds received as a donation. Mr. Roskopf recommends
52 postponing a decision to allow the Board of Health to make this request, rather than the Department Head.
53 After further discussion, the Committee felt the Board of Health could make this request at a future date.
54 Motion carried.

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56 **OUT-OF-STATE TRAVEL**

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

58
59 **DEPARTMENT TRANSFERS**

60 There were no department transfer requests.

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62 **FINANCIAL APPROVAL REPORT #16**

63 Moved by Mr. Roskopf, seconded by Mr. Smith to approve early release and presentation to the County
64 Board of Financial Approval Report #16, in the amount of \$24,667,550.31. Motion carried.

65
66 **VOUCHERS**

67 Moved by Mr. Smith, seconded by Mr. Gonnering to approve the following:

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69 **Miscellaneous** vouchers in the amount of \$49,250.14.

70 **General Accounts Payable** vouchers (Tax Settlements) in the amount of \$21,802,882.88.

1 **General Accounts Payable** vouchers in the amount of \$1,512,713.04.

2 **Social Services - WISACWIS** vouchers in the amount of \$23,856.00.

3

4 Motion carried.

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6 **NEXT MEETING**

7 The next meeting will be Wednesday, September 7, 2005, at 8:30 a.m.

8

9 **ADJOURNMENT**

10 Moved by Mr. Smith, seconded by Mr. Roskopf to adjourn the Finance Committee at 11:00 a.m. Motion

11 carried.

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Brenda J. Jaszewski, County Clerk