

1 **WASHINGTON COUNTY FINANCE COMMITTEE**

2
3 Courthouse - Government Center
4 West Bend, WI

August 17, 2011
8:00 a.m.

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

7
8 Also Present: Finance Director Susan Haag, County Board Chair Herbert J. Tennes, Administrative
9 Coordinator Doug Johnson, County Treasurer Janice Gettelman, Highway Commissioner Jon Edgren, IS
10 Director Mike McGinnis, Sheriff Dale Schmidt, Administration Department Administrative Assistant
11 Judy Steinert, and County Clerk Administrative Assistant Linda Doro.

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

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15 **MINUTES**

16 Due to three Finance committee members not receiving their agenda packet, consideration of the minutes
17 will be postponed until the next Finance Committee meeting.

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19 **OUT-OF-STATE TRAVEL REQUEST - CLERK OF COURTS**

20 Moved by Ms. Russell, seconded by Mr. Bertram to approve the out-of-state travel for the Clerk of Courts
21 to attend the NACM/ICM Conference in Williamsburg, Virginia for three days in November 2011 at a
22 cost not to exceed \$2,000. Motion carried.

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24 **OUTLAY REQUEST - CLERK OF COURTS**

25 Moved by Mr. Bertram, seconded by Mr. Borman to approve the purchase of four Juror Foot Rails at a
26 cost of \$3,960. Motion defeated with Mr. Bertram, Mr. Borman, Mr. Healy, Mr. Hensel, and Ms. Russell
27 voting no. The Finance Committee felt the cost of the foot rails too high and directed the Clerk of Courts
28 to research a less costly product, and report back to the Finance Committee.

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30 **REPORT ON HIGHWAY CASH**

31 *Appearance: Highway Commissioner Jon Edgren*

32 Ms. Haag discussed the cash position in the Highway Enterprise Fund, and reported the Transportation
33 Committee, at their July 17, 2011, meeting, approved the transfer of one million dollars from the County
34 Roads and Bridges Fund to the Highway Enterprise Fund.

35
36 **DISCUSSION AND POSSIBLE ACTION ON SALARY STUDY PLAN**

37 *Appearance: Human Resources Director Peter German*

38 Mr. Johnson and Mr. German requested approval to use WRS retirement savings from 2011 to fund a
39 Salary Study plan to be conducted by Charlie Carlson. Moved by Mr. Bertram, seconded by Mr. Borman
40 to approve using 2011 WRS retirement savings to pay for a Salary Study plan. Motion carried.

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42 **2012 BUDGET - COUNTY TREASURER**

43 County Treasurer Janice Gettelman presented the 2012 County Treasurer budget.

44
45 The 2012 County Treasurer base level budget is \$458,599 credit, and the requested level budget is
46 \$465,111 credit. This does not include the proposed \$500,000 credit for Interest on Investments. There
47 are no new position requests, user fees changes, out-of-state travel, or outlay requests for 2012.

48
49 Moved by Mr. Bertram, seconded by Mr. Healy to approve the 2012 County Treasurer budget with a total
50 net levy in the amount of \$465,111 credit, and forward to Administration. Motion carried.

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2012 BUDGET - FINANCE DEPARTMENT

Finance Director Susan Haag presented the 2012 Finance Department budget.

The 2012 Finance base level budget is \$1,369,304 and the requested level budget is \$1,403,187. There are no new position requests or outlay requests for 2012. The 2012 User Fees were approved at the July 27, 2011 Finance Committee meeting.

Decision Items

Reduce IS Consulting by \$20,000

Staff Layoffs for \$15,483

2012 Out-of-State Travel

The out-of-state travel request for 2012 for Finance is for one person to attend the Collaborate 2012 conference in Las Vegas, NV at a cost of \$2,100

The out-of-state travel request for 2012 for Information Services is for one person to attend COMMON, IBM User Group in spring in Anaheim, CA and/or in fall at a location to be determined, at a cost of \$2,300, one person to attend Collaborate 2012 in Las Vegas, NV at a cost of \$2,100, one person to attend Citrix Synergy Conference in San Francisco, CA at a cost of \$2,500, and one person to attend GMIS Local Government Conference in Galena, IL at a cost of \$1,500.

Ms. Haag presented another option to get to the base budget. She is recommending reducing the 2012 IS Consulting account by \$40,000 and nonlapsing an unused balance of \$40,000 to 2012 designated for a project that will not be completed in 2011. The Finance Committee concurred with this option.

Moved by Mr. Healy, seconded by Mr. Bertram to approve the 2012 Finance budget with a net levy in the amount of \$1,369,304, including out-of-state travel, and forward to Administration. Motion carried.

NEXT MEETING DATES

The Finance Committee will tentatively meet on August 31, 2011, and September 28, 2011. The Finance Sub-Committee will tentatively meet September 7, 14, and, 21, 2011. Budget Hearings are tentatively scheduled for September 29, 2011, through October 5, 2011.

VOUCHERS

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

Miscellaneous vouchers in the amount of \$1,117,372.04.

General Accounts Payable vouchers in the amount of \$569,830.38.

WiSACWIS vouchers in the amount of \$870.42.

Motion carried.

Moved by Ms. Russell, seconded by Mr. Hensel to approve Mr. Bertram's expense voucher in the amount of \$19.98. Motion carried.

Moved by Ms. Russell, seconded by Mr. Healy to approve Mr. Borman's expense voucher in the amount of \$98.79. Motion carried.

Moved by Mr. Bertram, seconded by Ms. Russell to approve Mr. Healy's expense voucher in the amount of \$93.24. Motion carried.

Moved by Mr. Bertram, seconded by Mr. Borman to approve Mr. Hensel's expense voucher in the amount of \$31.08. Motion carried.

1 Moved by Mr. Borman, seconded by Mr. Healy to approve Ms. Russell's expense voucher in the amount
2 of \$42.18. Motion carried.

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4 **ADJOURNMENT**

5 Moved by Mr. Borman, seconded by Mr. Healy to adjourn at 10:51 a.m. Motion carried.

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Brenda J. Jaszewski, County Clerk