

1 **FINANCE COMMITTEE**

2  
3 Courthouse  
4 West Bend, WI

October 19, 2005  
8:30 a.m.

5  
6 Present: James B. Esselmann, Peter L. Gonnering, Joan A. Russell, and Thomas S. Smith.

7  
8 Excused: Donald H. Roskopf.

9  
10 Also Present: Finance Director Susan Haag, Administrative Coordinator Doug Johnson, Supervisor  
11 Charlene Brady, 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. Smith, seconded by Mr. Gonnering to approve the minutes of the September 21, 28, 29,  
17 October 3, 4, & 5, 2005, Finance Committee, and the September 14, 28, October 5 & 12, 2005, Finance  
18 Sub-Committee. Motion carried.

19  
20 **KRAEMER TRUST**

21 Appearance: Director/Health Officer Linda Walter and Supervisor Charlene Brady.

22  
23 Ms. Walter stated the Board of Health has formally requested this Committee allow the yearly donations to  
24 the Kraemer Trust fund be retained by the Health Department. This will receive a yearly donation in the  
25 amount of \$6,500, for 20 years, an additional amount anticipated at the end of the 20 years. Ms. Walter  
26 indicated there were no conditions to the donation that require the Health Department retain the interest.  
27 Ms. Haag recommends denying this request and distributed a listing of the specific accounts that are  
28 allowed to retain interest. On February 2, 2001, this Committee approved the policy requiring all interest  
29 earned on any funds, other than those listed, be credited to the General Fund to offset administrative costs.

30  
31 Moved by Ms. Russell to approve interest on the funds in the Kraemer Trust account be retained by the  
32 Health Department effective November 1, 2005. Motion failed for lack of a second.

33  
34 Moved by Mr. Gonnering, seconded by Mr. Smith to maintain the current list of accounts and funds that  
35 retain interest and not add additional accounts. Motion carried with Ms. Russell voting No.

36  
37 **MEDICAL EXAMINER COSTS**

38 Mr. Johnson stated the Public Safety Committee has approved the request from the Medical Examiner to  
39 over spend in the Autopsy and Morgue accounts and review the balances at the end of the year for any  
40 request for a transfer from the General Fund.

41  
42 Moved by Mr. Smith, seconded by Mr. Gonnering to approve payment of invoices and over-expending the  
43 2005 Autopsy and Morgue Medical Examiner accounts, with adjustments or requested transfers from the  
44 General Fund be made at year-end. Motion carried.

45  
46 **CLEAN SWEEP COSTS**

47 Mr. Johnson stated the Clean Sweep program that was held on September 23 and 24 was such a success  
48 that the collections of materials were twice the volume as what was collected in the last Clean Sweep in  
49 2003. Because our costs are based on volume, the grants from the State of Wisconsin will not cover the  
50 entire amount. Mr. Johnson is working with the County Conservationist to obtain final figures and will be  
51 requesting a transfer from the General Fund when all costs are known. No action is required at this time.

52  
53 **UTILITY COSTS**

54 Mr. Johnson stated the Administrative Services Committee has approved the request from Administration  
55 to over expend 2005 utility accounts and review the balances at the end of the year for any request for a  
56 transfer from the General Fund.

57  
58 Moved by Mr. Gonnering, seconded by Ms. Russell to approve payment of invoices and over expend in the  
59 utility accounts for the remainder of 2005, with adjustments or requested transfers from the General Fund  
60 be made at the end of the year. Motion carried.

61  
62 **UPDATE ON COUNTY BOARD SALARIES FOR NEXT TERM**

63 Mr. Johnson stated the Executive Committee recommended a one-time salary increase of 4.5% for  
64 Supervisors and the County Board Chair to be effective April 2006. This amounts to a \$25 per month  
65 increase for the Supervisors. An amount of \$9,500 has been included in the 2006 County Board budget for  
66 the proposed increase.

67  
68 **CLOSED SESSION**

69 Moved by Mr. Smith, seconded by Ms. Russell to move into closed session at 9:10 a.m. pursuant to Sec.  
70 19.85(1)(c), Wis. Stats. for purposes of conducting performance evaluation of the Finance Director.  
71 Motion carried unanimously by roll call vote.

1  
2  
3  
4  
5  
6  
7  
8  
9  
10  
11  
12  
13  
14  
15  
16  
17  
18  
19  
20  
21  
22  
23  
24  
25  
26  
27  
28  
29  
30  
31  
32  
33  
34  
35  
36  
37  
38  
39  
40  
41  
42  
43  
44  
45  
46  
47  
48  
49  
50  
51  
52  
53

**RETURN TO OPEN SESSION**

Moved by Mr. Gonnering, seconded by Ms. Russell to return to open session at 9:36 a.m. Motion carried unanimously by roll call vote.

Moved by Mr. Smith, seconded by Ms. Russell to approve the successful evaluation of the Finance Director. Motion carried.

Supervisor Brady and Mr. Johnson left at 9:36 a.m.

**FINANCE DIRECTOR'S REPORT ON STAFF ACTIVITIES**

Ms. Haag informed the Committee the outside auditors will be here next week for their preliminary work on the 2006 audit.

I.S. is working on Voice over IP at Fair Park, and working with the technicians and architects for the courthouse addition and new courtrooms.

Purchasing will be opening the Samaritan bids today. The bids for the waste removal for county facilities, ADA busses for Office on Aging, and Health Insurance have been received and processed.

Finance has sent the budget packet out for printing, is preparing for the outside audit, and is ready to begin year-end meetings with departments.

**OUT-OF-STATE TRAVEL**

There were no out-of-state travel requests.

**DEPARTMENT TRANSFERS**

There were no department transfer requests.

**FINANCIAL APPROVAL REPORT #25**

Moved by Mr. Gonnering, seconded by Mr. Smith to approve early release and presentation to the County Board of Financial Approval Report #25 in the amount of \$6,433,077.57. Motion carried.

**VOUCHERS**

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

**Miscellaneous** vouchers in the amount of \$95,825.57.

**General Accounts Payable** vouchers in the amount of \$1,946,115.29.

**Jury** vouchers in the amount of \$1,863.13.

**Social Services WISACWIS** vouchers in the amount of \$82,808.32

Motion carried.

**NEXT MEETING**

The next meeting will be Tuesday, October 25, 2005, at 1:00 p.m. for approval of the Borrowing Resolution for the Samaritan Assisted Living project. The next regular Finance meeting will be Wednesday, November 2, 2005.

**ADJOURNMENT**

Moved by Mr. Gonnering, seconded by Mr. Smith to adjourn the Finance Committee at 10:20 a.m. Motion carried.

Brenda J. Jaszewski, County Clerk