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3 **FINANCE COMMITTEE**

4 Courthouse – Government Center
5 West Bend, WI

November 29, 2006
8:30 a.m.

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, and Chief Deputy County Clerk Mary G. Lemke.

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

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13 **MINUTES**

14 Moved by Mr. Bertram, seconded by Mr. Spindler to approve the minutes of the September 27 & 28,
15 2006 Finance Committee. Moved by Mr. Bertram, seconded by Mr. Spindler to amend the motion to
16 include October 2, 3, 4, 11, & 24, 2006, Finance Committee. Motion carried as amended.

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18 Moved by Mr. Hensel, seconded by Mr. Bertram to approve the minutes of the October 18 & 25, and
19 November 1, 8, & 15, 2006, Finance Sub-Committee. Motion carried.

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21 **RESOLUTION – STALE DATED CHECKS**

22 Appearance: County Treasurer Janice Gettelman

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24 Ms. Gettelman presented a proposed resolution for outstanding checks that were issued more than two
25 years ago which have never been presented for payment to be voided and cancelled.

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27 Moved by Mr. Spindler, seconded by Mr. Bertram to approve the resolution for voiding stale dated
28 checks in the amount of \$3,296.40, and forward to the County Board. Motion carried.

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30 **SECOND AND THIRD QUARTER INVESTMENT REPORT**

31 Appearance: County Treasurer Janice Gettelman

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33 Ms. Gettelman distributed and reviewed the 2006 second and third quarter investment accounts.

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35 Moved by Mr. Spindler, seconded by Mr. Bertram to accept the second and third quarter investment
36 report as presented. Motion carried.

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38 **RESOLUTION – GRANT APPLICATION – GENERAL RELIEF PROGRAM**
39 **PARTICIPATION**

40 Appearance: Social Services Director Michael Bloedorn

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42 Mr. Bloedorn distributed a proposed resolution for a grant application for General Relief Program
43 Participation. This grant would authorize the Department of Social Services to apply for state and
44 federal funding to administer a medical and non-medical general relief program in 2007 and each year
45 thereafter, subject to the oversight of the Social Services Board.

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47 Moved by Ms. Russell, seconded by Mr. Bertram to approve the resolution for the Department of Social
48 Services to apply for grant funding for a general relief program beginning in 2007, and forward to the
49 County Board. Motion carried.

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JAIL ASSESSMENTS FUNDS – SECURITY CAMERAS

Appearance: Corrections Administrator Shirley Miller

Corrections Administrator Shirley Miller explained to the Committee the need of security cameras in various areas of the jail. A total of 104 additional cameras is needed. The total cost for this project would be \$260,620, which includes the cameras, the recording equipment, and the multi-plexers to link the system. The company which supplies this kind of equipment is called Vision Controls, and is out of Hartland, WI. Ms. Miller is requesting the use of Jail Assessment funds for this project.

Moved by Mr. Bertram, seconded by Mr. Spindler to approve the use of Jail Assessment funds for security cameras. Motion carried.

OUT-OF-STATE TRAVEL

No Out-of-State Travel.

REPORT ON STATE TRUST FUND LOAN APPLICATION

Ms. Haag informed the Committee that the case against Washington County by Mr. Doug Ziegler was dismissed and they will be moving forward with the borrowing for the Cabala's project. Ms. Haag stated that they will be doing two issues of the loan, one being a \$2,000,000 State Trust Fund Loan which can be paid off in increments of \$5,000 at any time. There will also be a \$2,000,000 general obligation issue. The interest rate on the State Trust Fund loan is 4 1/2 %. Ms. Haag stated that the funds have already been set aside for us, and we just need to complete the application, and a part of the application process is a Resolution that needs to be approved by the County Board. Ms. Haag informed the Committee that the draft resolution will be available for review at the Finance Committee meeting of December 12, 2006.

SALES TAX REPORT

Ms. Haag distributed the 2006 County Remittance Sales Tax Report. The total received in October for sales tax earned in August is \$725,633.97 for a 2006 total of \$5,620,107.44.

GOLF COURSE FINANCIAL REPORT

Ms. Haag presented the Golf Course Financial Report.

FINANCE DIRECTOR'S REPORT ON STAFF ACTIVITIES

Finance – Monday will be moving day for the Finance Department. Human Resources will be moving next. Ms. Haag informed the Committee that bills will not be processed next week due to the move. In September, Wisconsin Electric did some damage to the county's conduit that goes over to the Highway Shop. Ms. Haag stated that the phones, computers, etc. were down until the problem was temporarily fixed. Bids are now out for this project. Mr. Johnson and Attorney Nass are working with Wisconsin Electric trying to get them to pay for this.

Purchasing – They have little projects going on but they are heading into December where staff will be taking time off.

Information Services – All of the Tech staff are involved in the moving of departments. Staff is also working on the Human Resources/Payroll project which is moving forward. The next part of this project being worked on is benefits and leaves.

1 **NEXT MEETING DATE**

2 Ms. Haag stated that she did not think that they would need a full committee meeting in December. The
3 Finance Sub-Committee will meet December 13, and 20, 2006, at 8:30 a.m. in Room 3034 of the
4 Government Center.

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6 **FINANCIAL APPROVAL REPORT #35**

7 Moved by Mr. Spindler, seconded by Mr. Bertram, to approve early release and presentation to the
8 County Board, Financial Approval Report #35, in the amount of \$9,257,161.73. Motion carried.

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10 **VOUCHERS**

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

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13 **Miscellaneous** vouchers in the amount of \$1,394.39.

14 **General Accounts Payable** vouchers in the amount of \$1,371,041.80.

15 Motion carried.

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17 Moved by Mr. Hensel, seconded by Mr. Spindler to approve the Tennies Ace Hardware voucher in the
18 amount of \$443.74. Motion carried.

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20 Moved by Mr. Spindler, seconded by Mr. Hensel to approve Mr. Bertram's expense voucher in the
21 amount of \$114.81. Motion carried.

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23 Moved by Ms. Russell, seconded by Mr. Bertram to approve Mr. Hensel's expense voucher in the
24 amount of \$27.59. Motion carried.

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26 Moved by Mr. Bertram, seconded by Mr. Hensel to approve Ms. Russell's expense voucher in the
27 amount of \$152.19. Motion carried.

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29 Moved by Ms. Russell, seconded by Mr. Hensel to approve Mr. Spindler's expense voucher in the
30 amount of \$234.95. Motion carried.

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32 Moved by Mr. Hensel, seconded by Mr. Spindler to approve Mr. Tennies' expense voucher in the
33 amount of \$13.35. Motion carried.

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35 **ADJOURNMENT**

36 Moved by Mr. Bertram, seconded by Mr. Spindler to adjourn at 9:45 a.m. Motion carried.

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Brenda J. Jaszewski, County Clerk