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2
3 **FINANCE COMMITTEE**

4 Courthouse
5 West Bend, WI

December 7, 2005
8:30 a.m.

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

7
8 Excused: Joan A. Russell.

9
10 Also Present: Finance Director Susan Haag, Administrative Coordinator Douglas Johnson, County Board Chair
11 Kenneth Miller, 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. Roskopf to approve the minutes of the November 16, 2005, Finance
17 Committee, and the November 2, 9, 23, & 30, 2005, Finance Sub-Committee. Motion carried.

18
19 **SUPPLEMENTAL FUNDS FROM THE GENERAL FUND FOR COURTROOM TECHNOLOGY**

20 Mr. Johnson presented a draft resolution regarding the courtroom audio and visual equipment and systems for the
21 new Courthouse. The equipment will be installed in four courtrooms and two hearing rooms. A bid from AVI
22 Midwest in the amount of \$493,967 was accepted by the Courthouse Addition Building Committee, and the amount
23 for Courtroom technology in the Courthouse construction budget was \$200,000. Mr. Johnson is requesting a
24 transfer from the general fund, in an amount not to exceed \$300,000, to cover the unbudgeted costs for the
25 equipment. He will pursue the possibility of using Jail Assessment funds for the video conferencing equipment,
26 and any additional funds obtained from other sources will be returned to the General Fund.

27
28 Moved by Mr. Roskopf, seconded by Mr. Smith to approve the draft resolution authorizing the transfer of up to
29 \$300,000 from the General Fund for the Courtroom audio visual equipment systems in the new Courthouse, and
30 forward to the County Board. Motion carried.

31
32 **SUPPLEMENTAL FUNDS FROM THE GENERAL FUND FOR 2005 CLEAN SWEEP PROGRAM**

33 Appearance: Senior Technician - Land & Water Conservation Division, Paul Sebo

34
35 Mr. Johnson presented a draft resolution to amend the contract with the Department of Agriculture, Trade and
36 Consumer Protection (DATCP) for the 2005 Agriculture & Household Clean Sweep program collection. Mr. Sebo
37 stated that due to the success of the program, final total costs in the amount of \$100,253 exceeded the anticipated
38 costs of \$52,750. The contract amendment would request additional grant funds in the amount of \$47,503 to cover
39 the overage. In the event the DATCP contract amendment is denied, the proposed resolution authorizes the transfer
40 of up to \$47,503 from the general fund to cover the expenses directly related to the 2005 Clean Sweep Program.

41
42 Moved by Mr. Smith, seconded by Mr. Gonnering to approve and forward to the County Board, the draft resolution
43 to amend the DATCP contract requesting additional funds in the amount of \$47,503 to cover costs for the 2005
44 Clean Sweep Program and should the contract amendment be denied, partially denied, or financially unmet,
45 authorize an amount not to exceed \$47,503 transferred from the general fund to the Planning & Parks Department
46 to cover these costs. Motion carried.

47
48 Mr. Johnson left at 8:57 a.m.

49
50 **REPORT ON DEPARTMENT OF TRANSPORTATION AUDIT**

51 Appearance: Assistant Finance Director Paul Labonte and Office on Aging Director Linda Olson

52
53 Ms. Olson stated the State of Wisconsin withholds 10% of the reimbursable funds for the Shared Ride Taxi
54 program until a successful audit is completed by the Department of Transportation. The 2002 audit revealed
55 numerous questions with our provider, G&G Enterprises. Washington County has appealed the 2002 audit results
56 and we are waiting for the determination of that appeal. For 2003, the Department of Transportation indicated the
57 audit was acceptable. Ms. Olson and Mr. Labonte are concerned about the 2004 audit due to concerns regarding
58 the bookkeeping of G&G Enterprises. Ms. Olson stated that should any expenses be disallowed from an audit,
59 G&G Enterprises would reimburse Washington County. Next year, we will be bidding out all transit services for a
60 five-year contract to begin in 2007, which will include a per hour rate, rather than the current actual expense
61 reimbursement. The Committee discussed the possibility of providing the transit services in-house and requested
62 Ms. Olson prepare an estimate of costs.

63
64 **INVESTMENT POLICY**

65 Appearance: County Treasurer Janice Gettelman

66
67 Ms. Gettelman presented a revised investment policy for Washington County and stated the purpose is to replace
68 the current policy. The revisions include addressing the County's management of risk and identifying benchmarks
69 to be used in future reporting of our investments. The new policy details procedures that will enhance opportunities
70 for a prudent and systematic investment policy and formalizes investment related activities.

71

1 Moved by Mr. Gonnering, seconded by Mr. Roskopf to approve the revised investment policy as presented and
2 forward to the County Board. Motion carried.

3
4 **OUTLAY REQUEST FROM SOCIAL SERVICES**

5 Ms. Haag presented a request from the Department of Social Services to purchase 17 flat-screen monitors for their
6 PC's in order to meet state requirements for their computer system. The total cost is \$6,375, and Social Services
7 has funds in various accounts to cover this cost.

8
9 Moved by Mr. Roskopf, seconded by Mr. Smith to authorize the Department of Social Services transfer funds from
10 within various departmental accounts into their Information Systems account to purchase 17 flat-screen monitors.
11 Motion carried.

12
13 **RESOLUTION FOR GENERAL RELIEF PROGRAM PARTICIPATION GRANT APPLICATION**

14 Ms. Haag read a draft resolution from the Department of Social Services that would authorize applying for grant
15 funds to operate the general relief program in 2006. Currently, Social Services has \$16,000 budgeted for 2006 to
16 operate this program and any grant funds received would offset the cost.

17
18 Moved by Mr. Gonnering, seconded by Mr. Smith to approve the draft resolution authorizing the Department of
19 Social Services apply for a grant to operate a medical and non-medical general relief program in 2006 to provide
20 assistance to individuals in need, and forward to the County Board. Motion carried.

21
22 **SALES TAX REPORT**

23 Ms. Haag distributed the 2005 County Sales Tax Remittance report. The total received in November for sales tax
24 earned in September is \$740,831.74, which brings the total received for 2005 to \$6,231,626.41.

25
26 **FINANCE DIRECTOR'S REPORT ON STAFF ACTIVITIES**

27 **Finance**

28 Preparations for year-end are under way and the annual year-end meeting with all departments will be held next
29 week. Payroll is working to meet the demands of the schedule changes due to the Holidays.

30
31 **Information Systems**

32 Mike McGinnis has been working with the Treasurer on property taxes, with some minor problems encountered
33 with the City of West Bend. Last week, some of the Sheriff's Department phones were switched to Voice Over IP,
34 with problems encountered when SBC cut the lines one day too early. The Voice Over IP for Fair Park is
35 progressing. The wiring plans for the new courthouse are being looked at. JD Edwards will be presenting a
36 demonstration of their Human Resources/Payroll computer system.

37
38 **Purchasing**

39 The rebidding for several items of the Samaritan Assisted Living project has been completed. Bill Kurer and Roy
40 Hartman are working on numerous projects, including the planning survey, Sheriff's Department e-911, fire alarm
41 update for the Samaritan, and highway equipment.

42
43 **OUT-OF-STATE TRAVEL**

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

45
46 **FINANCIAL APPROVAL REPORT #31**

47 Moved by Mr. Roskopf, seconded by Mr. Gonnering to approve early release and presentation to the County Board
48 of Financial Approval Report #31, in the amount of \$2,631,581.17. Motion carried.

49
50 Mr. Miller left at 9:45 a.m.

51
52 **VOUCHERS**

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

54 **Miscellaneous** vouchers in the amount of \$88,332.69.

55 **General Accounts Payable** vouchers in the amount of \$306,453.88.

56 **Jury** vouchers in the amount of \$5,765.95.

57 Motion carried.

58
59 **ADJOURNMENT**

60 Moved by Mr. Roskopf, seconded by Mr. Smith to adjourn at 10:00 a.m. Motion carried.