

1 **FINANCE COMMITTEE**

2
3 Courthouse
4 West Bend, WI

December 16, 2009
8:30 a.m.

5
6 Present: Ralph Hensel, Richard Bertram, Leslie Borman, William Meyers, and Joan Russell (arrived
7 at 8:32 a.m.).

8
9 Also Present: Finance Director Susan Haag, Administrative Coordinator Doug Johnson, County
10 Clerk Brenda Jaszewski, and Supervisor Peter Sorce.

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

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14 **MINUTES**

15 Moved by Mr. Bertram, seconded by Mr. Borman to approve the Finance Committee minutes of
16 November 23, 2009. Motion carried.

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18 Moved by Mr. Borman, seconded by Mr. Meyers to approve the Finance Sub-Committee minutes of
19 November 18, and December 2, 2009. Motion carried.

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21 Ms. Russell arrived at 8:32 a.m.

22
23 **GRANT APPLICATION - AQUATIC INVASIVE SPECIES CONTROL**

24 *Appearance: County Conservationist Dr. Jill Hapner*

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26 Moved by Mr. Bertram, seconded by Mr. Borman to approve the resolution authorizing the Planning
27 & Parks Department to apply for an Aquatic Invasive Species Control grant from the State of
28 Wisconsin, Department of Natural Resources, in the amount of \$200,000, and forward to the County
29 Board. Motion carried.

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31 **GRANT APPLICATION - FARMLAND PRESERVATION PLANNING**

32 *Appearance: Deputy Administrator for Planning Debora Sielski*

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34 Moved by Mr. Bertram, seconded by Ms. Russell to approve the resolution authorizing the Planning
35 & Parks Department to apply for a Farmland Preservation Planning grant from the State of
36 Wisconsin, Department of Agriculture, Trade and Consumer Protection, in the amount of \$30,000,
37 and forward to the County Board. Motion carried.

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39 **GRANT APPLICATION - 2010 ALCOHOL ENFORCEMENT**

40 *Appearance: Sheriff Dale Schmidt and Captain Steve Gonwa*

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42 Moved by Mr. Bertram, seconded by Mr. Borman to approve the resolution authorizing the Sheriff's
43 Department to apply for an Alcohol Enforcement grant from the State of Wisconsin, DOT, Bureau of
44 Transportation Safety, in the amount of \$25,000, and forward to the County Board. Motion carried.

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46 **OUT-OF-STATE TRAVEL - SHERIFF'S DEPARTMENT - CRASH RECONSTRUCTION**
47 **TRAINING**

48 *Appearance: Sheriff Dale Schmidt and Captain Steve Gonwa*

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1 Captain Gonwa explained that a request was presented to the Public Safety Committee to send three
2 individuals to out-of-state advanced training for crash reconstruction. The Public Safety Committee
3 authorized two individuals to attend the training in Keizer, Oregon. It was stated at the Public Safety
4 meeting that if the State of Wisconsin has a training session, the Sheriff's Department would send the
5 third person to that session. Sheriff Schmidt explained that Wisconsin has scheduled this training for
6 the last four years and has cancelled each time due to insufficient enrollment.

7
8 Moved by Mr. Bertram, seconded by Mr. Borman to approve out-of-state travel for two individuals to
9 attend accident reconstruction training in Keizer, Oregon in May 2010, and one individual to attend
10 accident reconstruction training in Jacksonville, Florida in July 2010. Motion carried.

11 **OUT-OF-STATE TRAVEL - FINANCE (I.S.) - JD EDWARDS TRAINING PRESENTER**

12 Moved by Ms. Russell, seconded by Mr. Meyers to approve out-of-state travel for Linda Mueller to
13 attend the JD Edwards Training as a Presenter, in Las Vegas, NV, April 17 - 22, 2010, at no cost to
14 Washington County. Motion carried.

15 **REPORT ON 2010 IRS MILEAGE RATE**

16 Ms. Haag reported the IRS mileage rate will change January 1, 2010 from \$.55 to \$.50 per mile.

17 **CREDIT CARD POLICY & PROCEDURES**

18 Ms. Haag provided a draft policy, procedures and usage manual for users of county issued credit
19 cards. The Committee reviewed the draft and made several minor changes. A revised document with
20 the changes will be distributed at the next meeting.

21 Moved by Mr. Bertram, seconded by Mr. Bertram to approve the Washington County Credit Card
22 Program Policy, Procedures and Usage Manual, as amended. Motion carried.

23 **SALES TAX REPORT**

24 The total received in November for sales tax earned in September 2009, was \$646,229.78, for a 2009
25 total of \$6,240,147.26. Moved by Ms. Russell, seconded by Mr. Bertram to accept the sales tax
26 report. Motion carried.

27 **CLOSED SESSION**

28 Moved by Mr. Bertram, seconded by Ms. Russell to convene in closed session at 9:46 a.m. pursuant
29 to Sec. 19.85 (1)(c), Wisc. Stats. for purposes of considering employment, promotion, compensation
30 or performance evaluation data of any public employee over which the governmental body has
31 jurisdiction or exercises responsibility, specifically, "to conduct annual performance evaluation of the
32 Finance Director". Motion carried unanimously by roll call vote.

33 **OPEN SESSION**

34 Moved by Mr. Borman, seconded by Mr. Bertram to return to open session at 10:22 a.m. Motion
35 carried unanimously by roll call vote.

36 **FINANCIAL APPROVAL REPORT #30**

37 Moved by Ms. Russell, seconded by Mr. Bertram to approve early release and presentation to the
38 County Board, Financial Approval Report #30 in the amount of \$3,500,916.80. Motion carried.

39 **VOUCHERS**

40 Moved by Ms. Russell, seconded by Mr. Bertram to approve the following:
41 **Miscellaneous vouchers** in the amount of \$53,332.67.

1 **General Accounts Payable vouchers** in the amounts of \$915,824.00.

2 **Jury vouchers** in the amount of \$1,900.16.

3 Motion carried.

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5 Moved by Mr. Hensel, seconded by Mr. Meyers to approve Mr. Bertram's expense voucher in the
6 amount of \$23.10. Motion carried.

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8 Moved by Mr. Hensel, seconded by Ms. Russell to approve Mr. Borman's expense voucher in the
9 amount of \$303.60. Motion carried.

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11 Moved by Mr. Bertram, seconded by Mr. Borman to approve Mr. Hensel's expense voucher in the
12 amount of \$48.40. Motion carried.

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14 Moved by Mr. Hensel, seconded by Mr. Borman to approve Mr. Meyers' expense voucher in the
15 amount of \$110.00. Motion carried.

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17 Moved by Mr. Borman, seconded by Mr. Hensel to approve Ms. Russell's expense voucher in the
18 amount of \$229.90. Motion carried.

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20 **NEXT MEETING DATES**

21 The next regular meeting of the Finance Committee is tentatively scheduled for January 27, 2010. A
22 special joint meeting of the Finance, Executive, and Education & Culture committees may be
23 scheduled for January 5, 2010. If this meeting is not scheduled, a special meeting of the Finance
24 Committee is tentatively scheduled for January 12, 2010, prior to the County Board meeting. The
25 tentative January dates for the Finance Sub-Committee are; January 6, 13, and 20, 2009.

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27 **ADJOURNMENT**

28 Moved by Mr. Borman, seconded by Mr. Bertram to adjourn at 10:55 a.m. Motion carried.

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Brenda J. Jaszewski, County Clerk