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**WASHINGTON COUNTY
FINANCE COMMITTEE**

Courthouse - Government Center
West Bend, WI

January 29, 2014
8:30 a.m.

Present: Leslie Borman, Raymond Heidtke, Ralph Hensel, Robert Milich, and Todd White.

Also Present: Finance Director Susan Haag, County Manager Joshua Schoemann, County Board Chairperson Herbert Tennes, County Clerk Brenda Jaszewski, County Treasurer Jane Merten, Register of Deeds Sharon Martin, and Robert Hartwig.

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

MINUTES

Moved by Mr. Borman, seconded by Mr. Heidtke to approve the Finance Committee minutes of December 3, 2013, as presented. Motion carried.

Moved by Mr. Milich, seconded by Mr. White to approve the Finance Sub-Committee minutes of November 27, December 11, and 18, 2013, and January 2, 8, 15, and 22, 2014, as presented. Motion carried.

REPORT ON RADIO SYSTEM MAINTENANCE

Appearance: Sheriff Dale Schmidt, Captain Steve Gonwa, and Radio Systems Administrator John Schrader

Mr. Schrader provided information on the radio system maintenance contract and noted that some of the items included in the current maintenance contract are; staffing of technicians, "on demand" services, software updates, component warranties, microwave tower networks, preventative maintenance, and the general system maintenance. A chart showing the cost of the maintenance contract through 2018 was presented.

**RESOLUTION - GRANT APPLICATION - WISCONSIN EMERGENCY MANAGEMENT
CRIMINAL ACTS OR ACTS OF TERRORISM EXERCISE**

Appearance: Emergency Management Coordinator Rob Schmid

Moved by Mr. White, seconded by Mr. Milich to approve a resolution authorizing Emergency Management to apply for a grant from the Department of Homeland Security in the amount of \$19,250 to address local exercise needs to prepare for and respond to criminal acts or acts of terrorism, and forward to the County Board. Motion carried.

2013 GENERAL FUND TRANSFER REQUEST - ADMINISTRATION

No discussion or action is required on this item.

REQUEST TO NON-LAPSE 2013 FUNDS TO 2014 - TREASURER

Moved by Mr. White, seconded by Mr. Heidtke to approve the request to non-lapse \$300,000 in the County Treasurer Information Systems account from 2013 to 2014. Motion carried.

1 REQUEST TO NON-LAPSE 2013 FUNDS TO 2014 - FINANCE DEPARTMENT

2 Moved by Mr. Heidtke, seconded by Mr. Borman to approve the request to non-lapse \$40,000 in the
3 Finance IS account from 2013 to 2014. Motion carried.

5 DISCUSSION ON POLICY FOR USE OF EXCESS REVENUES

6 Ms. Haag is recommending this Committee develop a policy relating to the use of unplanned revenues
7 received by departments. The Committee discussed specific items that have been brought to their
8 attention recently and requested Ms. Haag prepare a draft policy for review and consideration at a
9 future meeting.

11 SALES TAX REPORT

12 The total received in January, 2014, for sales tax earned in November, 2013, was \$964,906.79, for a
13 2013 total of \$8,917,807.14, net of Cabela's.

15 NEXT MEETING DATES

16 The next regular Finance Committee meeting is tentatively scheduled for Wednesday, February 26,
17 2014, at 8:30 a.m. The Finance Sub-Committee will tentatively meet on Wednesday, February 5, 12,
18 and 19, 2014.

20 FINANCIAL APPROVAL REPORT

21 Moved by Mr. White, seconded by Mr. Heidtke to accept Report #33 - Financial Approval Report,
22 dated January 29, 2014, in the amount of \$9,329,958.77, and forward to the County Board. Motion
23 carried.

25 VOUCHERS

26 Moved by Mr. White, seconded by Mr. Milich to approve the following:

27 Miscellaneous vouchers in the amount of \$23,894.48.

28 WiSACWIS vouchers in the amount of \$22,830.26.

29 General Accounts Payable vouchers in the amount of \$850,125.41.

30 Motion carried.

31
32 Moved by Mr. Hensel, seconded by Mr. Heidtke to approve Mr. Borman's expense voucher in the
33 amount of \$242.57. Motion carried.

34 Moved by Mr. Borman, seconded by Mr. Hensel to approve Mr. Heidtke's expense voucher in the
35 amount of \$146.90. Motion carried.

36 Moved by Mr. Heidtke, seconded by Mr. Borman to approve Mr. Hensel's expense voucher in the
37 amount of \$28.25. Motion carried.

38 Moved by Mr. Hensel, seconded by Mr. Heidtke to approve Mr. Milich's expense voucher in the
39 amount of \$45.20. Motion carried.

40 Moved by Mr. Hensel, seconded by Mr. Borman to approve Mr. White's expense voucher in the
41 amount of \$31.64. Motion carried.

43 ADJOURNMENT

44 Moved by Mr. White, seconded by Mr. Borman to adjourn the meeting at 9:55 a.m. Motion carried.