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**WASHINGTON COUNTY
FINANCE COMMITTEE**

Courthouse - Government Center
West Bend, WI

February 22, 2012
8:00 a.m.

Present: Ralph R. Hensel, Richard L. Bertram, Leslie J. Borman, Todd M. Healy, and Joan A. Russell.

Also Present: Finance Director Susan M. Haag, County Clerk Brenda Jaszewski, Treasurer Janice Gettelman, County Attorney Kim Nass, Purchasing Agent Bill Kurer, Deputy Finance Director Paul Labonte, Assistant Finance Director Rich Abbott, Supervisors Michael Bassill, Daniel Goetz, Joseph Gonnering, Dennis Myers, and Paul Ustruck.

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

MINUTES

Moved by Ms. Russell, seconded by Mr. Bertram to approve the Finance Committee minutes of January 25, 2012, as presented. Motion carried.

Moved by Mr. Borman, seconded by Mr. Healy to approve the Finance Sub-Committee minutes of February 1, 8, and 15, 2012, as presented. Motion carried.

CLOSED SESSION

Moved by Ms. Russell, seconded by Mr. Bertram, to convene in closed session at 8:03 a.m. pursuant to §19.85(1) (e) and (g), Wis. Stats. to discuss specific public business of a competitive nature relating to banking services and to confer with legal counsel regarding a collection action, specifically and respectively:

- Current County Banking Services Contract
- Washington County Case No.97CV213

Motion carried unanimously by roll call vote.

RETURN TO OPEN SESSION

Moved by Mr. Bertram, seconded by Ms. Russell to return to open session at 9:25 a.m. Motion carried unanimously by roll call vote.

ACTION ON ITEMS DISCUSSED IN CLOSED SESSION

Moved by Mr. Bertram, seconded by Mr. Borman to authorize staff to approach two service providers for banking services as discussed in closed session. Motion carried with Mr. Healy abstaining.

Moved by Mr. Bertram, seconded by Mr. Borman to satisfy the judgment for Case No. 97CV213 as discussed in closed session. Motion carried.

Mr. Hensel recessed the meeting at 9:25 a.m. and reconvened at 9:32 a.m.

1 **AIS FINANCIAL STATEMENTS**

2 *Appearance: Fair Park Executive Director Tera Greenland & Accounting Manager Paul Zwack*

3

4 Ms. Greenland distributed the AIS balance sheet as of December 31, 2011, and profit and loss
5 statement for 2011, and indicated there are several outstanding expenses for 2011, so the figures
6 presented will change slightly once all 2011 financial activity is recorded. Moved by Mr. Bertram,
7 seconded by Ms. Russell to accept the AIS report. Motion carried.

8

9 **ADRC OUTLAY REQUEST**

10 *Appearance: ADRC Director Linda Olson*

11

12 Ms. Olson explained there is \$10,400 approved in the 2012 Outlay budget to purchase two
13 workstations. The lowest price for these workstations is through the State contract and is a total of
14 \$12,166. Ms. Olson is requesting authorization to transfer \$1,766 into Outlay to cover the cost of these
15 workstations.

16

17 Moved by Mr. Borman, seconded by Ms. Russell to approve the transfer of \$1,766 of Medicaid funds
18 to Outlay for the purchase of the two previously approved workstations. Motion carried.

19

20 **FUEL ISLAND CHARGES**

21 No discussion or action on this item.

22

23 **SHERIFF'S DEPARTMENT OUTLAY REQUEST**

24 *Appearance: Sheriff Dale Schmidt*

25

26 Moved by Mr. Healy, seconded by Mr. Borman to approve the transfer of \$4,865.76 from Special
27 Forces Other Purchased Services to Outlay for the replacement of interview room audio/visual
28 equipment, \$1,720 from Patrol Other Materials and Supplies to Outlay for a dive light and
29 communications line, and \$650 from Investigations Other Operating Supplies to Outlay for a print
30 lifter. Motion carried.

31

32 **OUT-OF-STATE TRAVEL REQUEST**

33 *Appearance: Supervisor Dan Goetz*

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35 Moved by Mr. Borman, seconded by Mr. Hensel to approve the out-of-state travel request for
36 Supervisor Daniel Goetz to attend the 2012 Transportation Development Association Fly-in April 18-
37 19 in Washington, D.C. in the amount of \$1,130, with the costs to be charged to the Highway
38 Department. Motion failed with Ms. Russell, Mr. Bertram, and Mr. Healy voting no.

39

40 Mr. Healy was excused at 10:04 a.m.

41

42 **USE OF VENDING MACHINE COMMISSION FOR EMPLOYEE APPRECIATION**

43 Moved by Mr. Bertram, seconded by Mr. Borman to approve the use of 100% of County Clerk
44 vending commission, effective January 1, 2012, for employee appreciation. Motion carried.

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1 FOURTH QUARTER INVESTMENT REPORT

2 Ms. Gettelman distributed and reviewed the fourth quarter 2011 interest on investments, interest on
3 delinquent taxes, and funds invested as of December 31, 2011. Moved by Mr. Bertram, seconded by
4 Mr. Borman to accept the report. Motion carried.

5 FINANCE DEPARTMENT NON LAPSE ACCOUNT REQUEST

6 Moved by Ms. Russell, seconded by Mr. Bertram to approve non-lapsing \$85,000 in the 2011 Finance
7 - Information Services account to 2012. Motion carried.

8 OUT-OF-STATE TRAVEL REQUEST FOR FINANCE DEPARTMENT

9 Moved by Mr. Bertram, seconded by Mr. Borman to authorize Paul Labonte to attend the Infocus User
10 Group Meeting in Broomfield, CO, November 7 – 9, 2012, at a cost of approximately \$1,200. Motion
11 carried with Mr. Hensel voting no.

12 Mr. Borman was excused at 10:40 a.m.

13 2011 RESOLUTION NON-LAPSING ACCOUNTS

14 The Committee reviewed the listing of accounts that various liaison committees have approved for
15 non-lapsing from 2011 to 2012.

16 Moved by Mr. Bertram, seconded by Ms. Russell to eliminate the line item for account number
17 100271.296001 - Human Services - Fund Balance in the amount of \$429,530.00 from the list of
18 accounts for non-lapsing from 2011 to 2012, and forward a resolution to the County Board for all
19 remaining items and amounts. Motion carried with Ms. Russell voting no.

20 SALES TAX REPORT

21 The total received in February, 2012 for sales tax earned in December, 2011 was \$927,915.13, for a
22 2011 total of \$8,994,604.15, net of Cabela's. Moved by Mr. Bertram, seconded by Ms. Russell to
23 accept the sales tax report as presented. Motion carried.

24 REPORT #37 - FINANCIAL APPROVAL REPORT

25 Moved by Mr. Bertram, seconded by Ms. Russell to approve early release and presentation to the
26 County Board, Report #37 - Financial Approval Report, in the amount of \$4,836,443.19. Motion
27 carried.

28 VOUCHERS

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

30 Miscellaneous vouchers in the amount of \$15,219.19.

31 General Accounts Payable vouchers in the amount of \$694,391.34.

32 WISACWIS vouchers in the amount of \$96,499.40.

33 Motion carried.

34 Moved by Ms. Russell, seconded by Mr. Hensel to approve Mr. Bertram's expense voucher in the
35 amount of \$26.64. Motion carried.

1 Moved by Ms. Russell, seconded by Mr. Bertram to approve Mr. Borman's expense voucher in the
2 amount of \$111.00. Motion carried.

3
4 Moved by Ms. Russell, seconded by Mr. Bertram to approve Mr. Healy's expense voucher in the
5 amount of \$93.24. Motion carried.

6
7 Moved by Mr. Bertram, seconded by Mr. Hensel to approve Ms. Russell's expense voucher in the
8 amount of \$84.36. Motion carried.

9

10 **NEXT MEETING DATES**

11 The Finance Committee will tentatively meet on Wednesday, March 7, and Wednesday, April 4, 2012,
12 and the Finance Sub-Committee will tentatively meet on Wednesday, March 14, 21, and 28, 2012.

13

14 **ADJOURNMENT**

15 Moved by Mr. Hensel, seconded by Mr. Bertram to adjourn at 11:39 a.m. Motion carried.

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Brenda J. Jaszewski, County Clerk