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**WASHINGTON COUNTY
FINANCE COMMITTEE**

10 Courthouse - Government Center
11 West Bend, WI

February 26, 2014
8:30 a.m.

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

14 Also Present: Finance Director Susan Haag, County Manager Joshua Schoemann, County Clerk
15 Brenda Jaszewski, County Treasurer Jane Merten, County Attorney Kim Nass, Highway
16 Commissioner Tom Wondra, Register of Deeds Sharon Martin, Assistant Finance Directors
17 Kathie Wild and David Owens, Sheriff Dale Schmidt, Captain Shirley Miller, Captain Steve
18 Gonwa, and Richard Bertram.

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

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MINUTES

25 Moved by Mr. Borman, seconded by Mr. Heidtke to approve the Finance Committee minutes of
26 January 29, 2014, as presented. Motion carried.

27 Moved by Mr. Heidtke, seconded by Mr. White to approve the Finance Sub-Committee minutes
28 of February 5, 12, and 19, 2014, as presented. Motion carried.

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**ORDINANCE: ADDITIONAL STAFFING FOR SHERIFF'S DEPARTMENT
CORRECTIONS OFFICERS**

41 Sheriff Schmidt presented a proposal and draft ordinance authorizing three additional
42 Corrections Officer positions, which is projected to provide a financial savings in jail operations.
43 He is proposing these positions be filled as of April 1, 2014.

44 Sheriff Schmidt estimates that it would cost approximately \$198,268 in overtime from April 1 to
45 December 31, 2014, if these three additional Corrections Officer positions are not filled. An
46 estimate of salaries and benefits for these positions for April 1, through December 31, 2014, is
approximately \$132,712. It was emphasized that due to actual unknown amounts of overtime,
these figures are only estimates. No additional funding is being requested for these additional
positions and funding would be provided through a transfer from the Overtime account. The
Committee discussed the daily changes in the jail population and Sheriff Schmidt explained that
the addition of these officers are not due to the jail population, but are being requested to provide
savings in overtime costs for the County.

47 Moved by Mr. White, seconded by Mr. Borman to approve an ordinance amendment to §7.02
48 and §7.03 of the County Code, for three additional Sheriff's Department Corrections Officers,
49 with an inclusion of language to the ordinance authorizing the transfer of funds from the
50 Corrections Overtime budget, with no additional County funding, and forward to the County
51 Board. Motion carried.

1 OUT-OF-STATE TRAVEL REQUEST - SWAT LEADERSHIP COURSE

2 Moved by Mr. White, seconded by Mr. Heidtke to approve the out-of-state travel request for two
3 individuals to attend the SWAT Leadership Course in Englewood, Ohio, from March 31, to
4 April 4, 2014, at a cost of \$1,942. Motion carried.

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6 FOURTH QUARTER INVESTMENT REPORT AND INTEREST ON DELINQUENT
7 TAXES REPORT**8 Interest on Delinquent Property Taxes**

9 Ms. Merten distributed and reviewed the interest on delinquent taxes report for 2013, noting the
10 County exceeded the budgeted revenues.

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12 Quarterly Investments

13 Ms. Merten distributed and reviewed the 2013 interest on investments report and stated she is
14 continuing to monitor the interest rates.

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16 Moved by Mr. White, seconded by Mr. Borman to accept the interest on delinquent property
17 taxes and quarterly investments reports. Motion carried.

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19 DISCUSSION AND ACTION ON CAPITAL IMPROVEMENT PROGRAM (CIP)
20 POLICY

21 Mr. Schoemann reviewed a preliminary draft CIP policy, and requested input from the
22 Committee. He anticipates eventually developing a complete policy to encompass all Capital
23 projects, including those that may not be funded with sales tax revenues. For today, Mr.
24 Schoemann is specifically requesting the Committee review the CIP threshold amount, which is
25 currently \$50,000 or greater, with items having a useful life greater than five years.

26
27 The Committee discussed the previous automatic allocations for certain departments in the
28 annual CIP process and that last year, this Committee requested that each specific item be
29 approved by the Executive Committee. Mr. Schoemann explained that although the County can
30 determine the dollar amount to allocate to Highway, statutory authority is given to the
31 Transportation Committee to decide upon the specific highway projects that will be completed
32 using CIP funds. The County has the authority to eliminate the automatic allocations for all other
33 departments and require these departments submit a prioritized list of CIP requests, with each
34 specific item reviewed and either approved or rejected by the Executive Committee.

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36 Mr. Schoemann will continue to work on the CIP policy, including the prioritization of projects,
37 and will update this Committee at future meetings.

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39 REQUEST FOR PROPOSAL FOR INVESTMENT SERVICES

40 Ms. Haag stated that last week, the Request for Proposal was sent to financial institutions and
41 other potential vendors for investment services. The proposals are due on March 13, 2014, and it
42 is expected a recommendation will be made to this Committee at the next meeting. If approved,
43 it is anticipated the County will begin utilizing an investment services company by May 1, 2014.

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1 **EXCESS REVENUE POLICY**

2 Ms. Haag is collecting data and continuing to research creating an excess revenue policy. It is
3 anticipated she will have a draft policy for review by this Committee at the next meeting.
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5 **SALES TAX REPORT**

6 The total received in February 2014, for sales tax earned in December 2013, was \$816,985.22,
7 for a 2013 total of \$9,734,875.08, net of Cabela's.
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9 **NEXT MEETING DATES**

10 The next regular Finance Committee meeting is tentatively scheduled for Wednesday, April 2,
11 2014, at 8:30 a.m. The Finance Sub-Committee will tentatively meet on Wednesday, March 5,
12 12, 19, and 26, 2014, at 8:15 a.m.
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14 **FINANCIAL APPROVAL REPORT**

15 Moved by Mr. White, seconded by Mr. Borman to accept Report #35 - Financial Approval
16 Report, dated February 26, 2014, in the amount of \$2,759,295.31, and forward to the County
17 Board. Motion carried.
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19 **VOUCHERS**

20 Moved by Mr. White, seconded by Mr. Heidtke to approve the following:
21 Miscellaneous vouchers in the amount of \$11,778.86.
22 General Accounts Payable vouchers in the amount of \$312,181.20.
23 Motion carried.
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25 Moved by Mr. Hensel, seconded by Mr. White to approve Mr. Borman's expense voucher in the
26 amount of \$211.68. Motion carried.
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28 Moved by Mr. Hensel, seconded by Mr. Borman to approve Mr. Heidtke's expense voucher in
29 the amount of \$62.16. Motion carried.
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31 Moved by Mr. Borman, seconded by Mr. White to approve Mr. Hensel's expense voucher in the
32 amount of \$20.16. Motion carried.
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34 Moved by Mr. Hensel, seconded by Mr. Borman to approve Mr. White's expense voucher in the
35 amount of \$22.40. Motion carried.
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37 **ADJOURNMENT**

38 Mr. Hensel adjourned the meeting at 10:00 a.m.
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42 Brenda J. Jaszewski, County Clerk
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