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**WASHINGTON COUNTY
FINANCE COMMITTEE**

Courthouse - Government Center
West Bend, WI

April 4, 2012
8:00 a.m.

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

Also Present: Finance Director Susan M. Haag, Chairperson Herbert Tennes, County Clerk Brenda Jaszewski, Treasurer Janice Gettelman, Deputy Finance Director Paul Labonte, Assistant Finance Director Rich Abbott and Supervisor Dennis Myers.

Vice-Chairperson Bertram called the meeting to order and read the Affidavit of Posting.

MINUTES

Moved by Mr. Healy, seconded by Mr. Borman to approve the Finance Committee minutes of March 7, 2012, as presented. Motion carried.

Moved by Mr. Healy, seconded by Mr. Borman to approve the Finance Sub-Committee minutes of March 14, 21, and 28, 2012, as presented. Motion carried.

OUT OF STATE TRAVEL REQUEST FOR HUMAN SERVICES

Appearance: Human Services Director Jim Strachota

Moved by Mr. Borman, seconded by Mr. Healy to approve the out-of-state travel for two Human Services staff to attend a Trauma training conference in St. Paul, Minnesota, June 19 - 21, 2012, at a cost not to exceed \$1,000. Motion carried.

HIGHWAY DEPARTMENT TRANSFER & OUTLAY REQUEST FOR PARK & RIDE

Appearance: Highway Commissioner Jon Edgren and Assistant to the Commissioner Tom Wondra.

Mr. Edgren explained the Richfield Park & Ride project is almost finished; however, the project is approximately \$20,000 over budget and several invoices for additional expenses remain outstanding. Mr. Edgren is requesting authorization to transfer \$50,000 from Highway to the Capital Projects Outlay Fund to cover the amount over budget, plus the expected remaining invoices. Once all costs have been paid, any remaining funds would be transferred back to Highway.

Moved by Mr. Healy, seconded by Mr. Borman to approve the transfer of \$50,000 from Highway to the Capital Projects Outlay Fund for the Richfield Park & Ride, with any remaining funds at the completion of the project to be returned to Highway. Motion carried.

TRANSFER REQUEST FROM COUNTY BOARD TO COUNTY CLERK DUE TO STAFFING CHANGES

There was no discussion and no action on this item.

2011 YEAR END CLOSING REPORT

Ms. Haag presented and reviewed the unaudited 2011 year-end financial report and stated approximately \$2,850,530 will be returned to the General Fund.

1 Moved by Mr. Healy, seconded by Mr. Borman to accept the Finance Director's 2011 year-end
2 financial report as presented. Motion carried.

3

4 **SALES TAX REPORT**

5 The total received in March for sales tax earned in January, 2012 was \$603,880.96, net of Cabela's.

6 Moved by Mr. Healy, seconded by Mr. Borman to accept the sales tax report as presented. Motion
7 carried.

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9 **REPORT #39 - FINANCIAL APPROVAL REPORT**

10 Moved by Mr. Healy, seconded by Mr. Borman to approve early release and presentation to the
11 County Board, Report #39 - Financial Approval Report, in the amount of \$13,226,559.86. Motion
12 carried.

13

14 **NEXT MEETING DATES**

15 The Finance Committee will tentatively meet on Tuesday, April 17, 2012 at 8:30 a.m., and
16 Wednesday, May 2, 2012 at 8:30 a.m. The Finance Sub-Committee will tentatively meet on
17 Wednesday, April 11, 18 and 25, 2012.

18

19 **VOUCHERS**

20 Moved by Mr. Healy, seconded by Mr. Borman to approve the following:

21 Miscellaneous vouchers in the amount of \$15,862.71.

22 General Accounts Payable vouchers in the amount of \$425,256.93.

23 Jury vouchers in the amount of \$4,603.41.

24 Motion carried.

25

26 Moved by Mr. Healy, seconded by Mr. Bertram to approve Mr. Borman's expense voucher in the
27 amount of \$143.19. Motion carried.

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29 Moved by Mr. Borman, seconded by Mr. Bertram to approve Mr. Healy's expense voucher in the
30 amount of \$46.62. Motion carried.

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32 Moved by Mr. Healy, seconded by Mr. Borman to approve Mr. Hensel's expense voucher in the
33 amount of \$28.86. Motion carried.

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35 Moved by Mr. Healy, seconded by Mr. Borman to approve Ms. Russell's expense voucher in the
36 amount of \$126.54. Motion carried.

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38 **ADJOURNMENT**

39 Moved by Mr. Healy, seconded by Mr. Borman to adjourn at 9:00 a.m. Motion carried.

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Brenda J. Jaszewski, County Clerk