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**WASHINGTON COUNTY  
FINANCE COMMITTEE**

Courthouse - Government Center  
West Bend, WI

May 2, 2012  
8:30 a.m.

Present: Leslie Borman, Ralph Hensel, Marilyn Merten, Robert Milich, and Todd White.

Also Present: Finance Director Susan Haag, County Clerk Brenda Jaszewski, Administrative Coordinator Doug Johnson, Chairperson Herbert Tennes, Treasurer Janice Gettelman, Deputy Finance Director Paul Labonte, and Assistant Finance Director Rich Abbott.

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

**ELECTION OF CHAIRPERSON AND VICE-CHAIRPERSON**

Mr. Borman nominated Mr. Hensel as Chairperson. Moved by Ms. Merten, seconded by Mr. White to close nominations and cast a unanimous ballot for Mr. Hensel as Chairperson. Motion carried.

Ms. Merten nominated Mr. Borman as Vice-Chairperson. Moved by Ms. Merten, seconded by Mr. White to close nominations and cast a unanimous ballot for Mr. Borman as Vice-Chairperson. Motion carried.

**MINUTES**

Moved by Mr. Borman, seconded by Ms. Merten to approve the Finance Committee minutes of April 17, 2012, as presented. Motion carried.

Moved by Mr. Borman, seconded by Ms. Merten to approve the Finance Sub-Committee minutes of April 11, 18, and 25, 2012, as presented. Motion carried.

**DUTIES OF THE FINANCE COMMITTEE**

Ms. Haag presented a summary on the duties and responsibilities of the Finance Committee and reviewed §2.42 of the County Code relating to the Finance Committee.

**CAPITAL IMPROVEMENT PLAN GUIDELINES**

Mr. Johnson presented and reviewed the proposed Financial Guidelines for Capital Planning for the 2013-2018 projects and stated that further discussion and action on the Financial Guidelines will take place at the next meeting.

**OUT-OF-STATE TRAVEL REQUEST FOR FINANCE**

The request for out-of-state travel has been withdrawn.

**DISTRIBUTION OF FINANCIAL POLICIES**

Ms. Haag distributed a draft fund balance policy for discussion and consideration at the next meeting. In addition, Ms. Haag is preparing budgeting policies and will bring a draft for this Committee's consideration to a future meeting.

1 Mr. Hensel recessed the meeting at 10:15 a.m. and reconvened at 10:25 a.m.

2

3 **SALES TAX REPORT**

4 The total received in April, 2012 for sales tax earned in February, 2012 was \$562,371.67, for a 2012  
5 total of \$1,166,252.63, net of Cabela's. Moved by Ms. Merten, seconded by Mr. White to accept the  
6 sales tax report as presented. Motion carried.

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8 **REPORT # 1 - FINANCIAL APPROVAL REPORT**

9 Moved by Mr. Borman, seconded by Ms. Merten to approve early release and presentation to the  
10 County Board, Report #1 - Financial Approval Report, in the amount of \$6,853,173.19. Motion  
11 carried.

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13 **NEXT MEETING DATES**

14 The Finance Committee will tentatively meet on Wednesday, June 6 and June 20, 2012, and the  
15 Finance Sub-Committee will tentatively meet on Wednesday, May 2, 9, 16, 23, and 30, 2012.

16

17 **VOUCHERS**

18 Moved by Mr. Borman, seconded by Mr. Milich to approve the following:

19 Miscellaneous vouchers in the amount of \$17,495.81.

20 General Accounts Payable vouchers in the amount of \$433,499.31.

21 WISACWIS vouchers in the amount of \$73.42.

22 Jury vouchers in the amount of \$1,349.59.

23 Motion carried.

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25 Moved by Ms. Merten, seconded by Mr. Hensel to approve Mr. Borman's expense voucher in the  
26 amount of \$79.92. Motion carried.

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28 **ADJOURNMENT**

29 Moved by Mr. Borman, seconded by Mr. White to adjourn at 11:10 a.m. Motion carried.

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Brenda J. Jaszewski, County Clerk