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**WASHINGTON COUNTY
FINANCE COMMITTEE**

Courthouse - Government Center
West Bend, WI

July 25, 2012
8:30 a.m.

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

Also Present: Finance Director Susan Haag, County Board Chairperson Herbert J. Tennies, Administrative Coordinator Doug Johnson, County Clerk Brenda Jaszewski, Treasurer Janice Gettelman, County Attorney Kim Nass, Deputy Finance Director Paul Labonte, Assistant Finance Director Rich Abbott, Supervisor Melvin Ewert, Supervisor Paul Ustruck, Human Services Director Jim Strachota, and Human Services Accounting Manager Angela Schickert.

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

MINUTES

Moved by Mr. Borman, seconded by Ms. Merten to approve the Finance Committee minutes of June 20, 2012, and July 5, 2012, as presented. Motion carried.

Moved by Mr. Borman, seconded by Mr. White to approve the Finance Sub-Committee minutes of June 27, 2012, July 11, and 18, 2012, as presented. Motion carried.

2011 AUDIT REPORT

Appearance: Dave Maccoux, Schenck Business Solutions

Mr. Maccoux reviewed the Comprehensive Annual Financial Report and Report on Compliance and Internal Control for the year ending December 31, 2011, detailing the findings from the 2011 audit of the general-purpose financial statements of Washington County. The results of the audit indicated Schenck found the financial statements presented fairly, in all material respects, the respective financial position of the governmental activities, the business-type activities, each major fund, and the aggregate remaining fund information of the County as of December 31, 2011.

Moved by Mr. Milich, seconded by Ms. Merten to accept the 2011 Audit Report as presented and forward to the County Board. Motion carried.

2013-2018 CAPITAL IMPROVEMENT PLAN

Mr. Johnson informed the Committee that the Executive Committee has reviewed and approved the Capital Improvement Plan (CIP) with the financial guidelines established by this committee. The Executive Committee made no changes in the percentage allocation between capital projects and offset to property taxes. Economic Development and debt reduction are two new prioritized items included in the CIP. The Committee discussed several projects and allocations in the CIP and expressed concerns regarding some of the automatic allocations.

Moved by Ms. Merten, seconded by Mr. Milich to accept the Capital Improvement Plan as presented and forward to the County Board. Motion carried with Mr. White voting no.

Mr. Hensel recessed the meeting at 10:03 a.m. and reconvened at 10:07 a.m.

1 REQUEST TO PURCHASE USED SQUAD CAR FROM OUTLAY

2 *Appearance: Medical Examiner Bob Posont*

3 Moved by Mr. Borman, seconded by Mr. White to approve the purchase of a used Sheriff's
4 Department vehicle from the Medical Examiner Outlay account in the amount of \$3,000. Motion
5 carried.

7 REQUEST TO PURCHASE USED PATROL BOAT FROM OUTLAY

8 *Appearance: Sheriff Dale Schmidt*

9 Moved by Ms. Merten, seconded by Mr. White to approve the purchase of a used boat and trailer
10 from Outlay at a cost of \$4,000. Motion carried with Mr. Hensel voting no.

12 REQUEST TO PURCHASE USED VIDEO RECORDERS FROM OUTLAY

13 *Appearance: Sheriff Dale Schmidt*

14 Moved by Ms. Merten, seconded by Mr. Milich to approve the purchase of two used DVR's for
15 security camera recordings from Jail Assessment at a cost of \$4,800. Motion carried.

17 HUMAN SERVICES DEPARTMENT FINANCIAL REPORT

18 *Appearance: Human Services Director Jim Strachota*

19 Mr. Strachota presented a summary of the 2012 budget and costs for three areas within Human
20 Services; Emergency Detentions/Inpatient, Children out of home placements, and Juveniles – State
21 Corrections. At this point, Mr. Strachota is estimating a shortfall of approximately \$715,861 in
22 these three areas for 2012. Continuing updates on these areas will be provided by Mr. Strachota
23 throughout the year.

25 SALES TAX REPORT

26 The total received in July 2012 for sales tax earned in May 2012 was \$656,271.69, for a 2012 total
27 of \$3,476,656.89, net of Cabela's.

29 NEXT MEETING DATES

30 The Finance Committee will tentatively meet on Wednesday, August 8, and 22, 2012. The Finance
31 Sub-Committee will tentatively meet on Wednesday, August 1, 15, and 29, 2012.

33 REVIEW TAX DEED PARCELS

34 Ms. Nass gave a brief overview of the tax deed process in Washington County and explained the
35 procedures this Committee follows for tax deed properties. Ms. Nass and Ms. Jaszewski gave a
36 brief review of all outstanding tax deed properties and informed the Committee that a
37 recommendation for disposition of each property will be before this committee at the next meeting.

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39 Mr. White was excused at 11:55 a.m.

41 REPORT #14 - FINANCIAL APPROVAL REPORT

42 Moved by Mr. Hensel, seconded by Mr. Borman to approve early release and presentation to the
43 County Board, Report #14 - Financial Approval Report, in the amount of \$8,238,671.38. Motion
44 carried.

46 VOUCHERS

47 Moved by Ms. Merten, seconded by Mr. Milich to approve the following:
48 Miscellaneous vouchers in the amount of \$16,792.84.

1 WiSACWIS vouchers in the amount of \$51,592.12.
2 General Accounts Payable vouchers in the amount of \$494,202.67.
3 Motion carried.

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5 Moved by Mr. Hensel, seconded by Ms. Merten to approve Mr. Borman's expense voucher in the
6 amount of \$162.06. Motion carried.

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8 Moved by Mr. Borman, seconded by Ms. Merten to approve Mr. Hensel's expense voucher in the
9 amount of \$31.08. Motion carried.

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11 Moved by Mr. Borman, seconded by Mr. Hensel to approve Ms. Merten's expense voucher in the
12 amount of \$226.44. Motion carried.

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14 Moved by Mr. Borman, seconded by Mr. Hensel to approve Mr. Milich's expense voucher in the
15 amount of \$35.52. Motion carried.

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17 **ADJOURNMENT**

18 Mr. Hensel adjourned the meeting at 12:55 p.m.

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Brenda J. Jaszewski, County Clerk