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**WASHINGTON COUNTY
FINANCE COMMITTEE**

Courthouse - Government Center
West Bend, WI

July 31, 2013
8:15 a.m.

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

Also Present: Finance Director Susan Haag, County Clerk Brenda Jaszewski, County Board Chairperson Herbert Tennes, Administrative Coordinator Doug Johnson, Assistant Finance Director Paul Labonte, County Attorney Kim Nass, Highway Commissioner Tom Wondra, Sheriff Dale Schmidt, Employee Benefits Manager Michelle Hoey, and Supervisors Michael Bassill, Dennis Myers, and Rick Gundrum.

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

MINUTES

Moved by Mr. Heidtke, seconded by Mr. Borman to approve the Finance Committee minutes of June 26, 2013, as presented. Motion carried.

Moved by Mr. Borman, seconded by Mr. Milich to approve the Finance Sub-Committee minutes of July 3, 10, 17, and 24, 2013, as presented. Motion carried.

REPORT ON 2014-2019 CAPITAL IMPROVEMENT PLAN

Mr. Johnson informed the Committee that the Executive Committee has reviewed and approved the Capital Improvement Plan (CIP) and they have met 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. The CIP will be distributed to County Board Supervisors in August and presented to the full County Board for consideration at the September County Board meeting. If at that time there are any requested changes to specific items, the entire CIP will be sent back to the Executive Committee for consideration of those recommendations. Mr. White, Mr. Hensel, and Mr. Milich expressed their concerns with specific projects listed in the CIP.

2012 AUDIT REPORT

Appearance: David Maccoux, Schenck

Mr. Maccoux reviewed the Comprehensive Annual Financial Report and Management Communications Report for the year ending December 31, 2012, detailing the findings from the 2012 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, 2012.

ORDINANCE - ADRC STAFFING PLAN

Appearance: ADRC Director Linda Olson

Ms. Olson reported that the independent contract used for the Dietician/Health and Wellness Services

1 should be eliminated and a County position of Elder Nutrition and Wellness Supervisor be created to
2 meet the requirements of the programs. The Older American's Act requires the ADRC to provide older
3 adults access to nutrition counseling, disease prevention, and health promotion services. This position
4 will be fully funded by federal and state funds and if the funding source is eliminated, the position will
5 also be eliminated.

6
7 Moved by Mr. Borman, seconded by Mr. Heidtke to approve an ordinance amendment to §7.02 and
8 §7.03 of the code relating to the Washington County Staffing Plan - ADRC, adding one full-time Elder
9 Nutrition and Wellness Supervisor at Pay Grade 10, and forward to the County Board. Motion carried.

10 **DISCUSSION AND ACTION ON INTEREST ARBITRATION AWARD INVOLVING THE** 11 **DEPUTY SHERIFF'S ASSOCIATION**

12 Ms. Hoey stated that the arbitrator ruled in favor of the Deputy Sheriff's Association and the
13 employees covered by the contract will have their current wages adjusted and will also receive back
14 pay retroactive to January, 2012, based on the arbitrator's decision. Payroll is working on the wage
15 adjustments and the exact amount of back pay is not known at this time. In addition, Washington
16 County will be required to pay interest on the additional 2012 Wisconsin Retirement due from these
17 wages.
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20 Due to the wage adjustments for those covered under the Deputy Sheriff's Association contract, the
21 Administrative Services Committee has approved an ordinance amendment to §7.03 of the County
22 Code relating to the Classification and Compensation Plan – Miscellaneous Rates, to increase the
23 Deputy Sheriff new hire rate from \$20.66 per hour to \$21.07 per hour. This ordinance amendment will
24 be considered at the next County Board meeting.

25 **REQUEST TO APPROVE PURCHASE OF DIGITAL MICROFILM SCANNER**

26 *Appearance: Register of Deeds Sharon Martin*
27

28
29 Ms. Martin reported the current microfilm reader/printer was purchased in 2002 and although it is still
30 used to read microfilm, the quality of printed images is substandard. Ms. Martin is requesting
31 approval to purchase a digital microfilm scanner in 2013, at a total cost of \$10,000.

32
33 Moved by Mr. White, seconded by Mr. Milich to approve the purchase of a digital microfilm scanner
34 in 2013, at a cost not to exceed \$10,000, using Register of Deeds redaction funds. Motion carried.
35

36 **OUT-OF-STATE TRAVEL (SHERIFF'S DEPARTMENT)**

37 Moved by Mr. Milich, seconded by Mr. White to approve the out-of-state travel for two deputies to
38 attend Accident Reconstruction training September 18, 2013, to September 20, 2013, in East Peoria,
39 Illinois, at a cost not to exceed \$1,200.00, and to approve the prior out-of-state travel for the deputy
40 who attended a Law Enforcement Volunteer program in West Des Moines, Iowa on June 4, 2013 to
41 June 6, 2013, at a cost of \$669.96. Motion carried.
42

43 **OUT-OF-STATE TRAVEL (FINANCE)**

44 Moved by Mr. Heidtke, seconded by Mr. Borman to approve the out-of-state travel for one staff
45 member from Finance to attend the JDE Infocus conference in Denver, Colorado from December 2,
46 2013 to December 5, 2013 at a cost of approximately \$1,500. Motion carried. `

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1 **2014 IS RATES**

2 *Appearance: Information Services Manager Mike McGinnis*

3

4 Mr. McGinnis presented the 2014 proposed Information Systems rates and stated the proposed
5 increases are: AS/400 from \$150.00/hr to \$165.00/hr., Notes Annual Rate from \$80.00/User to
6 \$125.00/User, Network Infrastructure Charge (per PC) from \$525.00/yr to \$550.00/yr, Laptops from
7 \$200.00/yr to \$210.00/yr., Network Infrastructure Charge for State PC's from \$200.00/yr to
8 \$210.00/yr., and the addition of Mobile Data Management for Smart Phones & Tablets at \$3.00/mo.

9

10 Moved by Mr. White, seconded by Mr. Milich to approve the 2014 Information Systems rates as
11 presented. Motion carried.

12

13 **REVISED COST FOR UPGRADE TO COUNTY BOARD VOTING SYSTEM SOFTWARE**

14 Ms. Jaszewski stated that the request for \$75,000 of CIP funds for the County Board voting system has
15 been withdrawn and she is in the process of contracting with the programmer who wrote the software
16 to provide an update so that it will be compatible with Windows 7. The initial estimated cost for this
17 software upgrade was \$5,000; however the actual amount for the upgrade is \$5,500. There were no
18 objections from the Committee for the increased cost.

19

20 **REQUEST FOR EQUIPMENT PURCHASE - CENTRAL REPRODUCTIONS**

21 Ms. Jaszewski stated that she is not renewing the maintenance contract on the Central Reproductions
22 mailing machine due to the cost, and she will be including the purchase of a new machine in the 2014
23 budget. Since the County does not have maintenance coverage on the current mailing machine, she is
24 requesting authorization to purchase the new machine in 2013 if there is a breakdown and it would be
25 cost prohibitive to have the machine repaired.

26

27 Moved by Mr. Heidtke, seconded by Mr. White to approve the purchase of a new mailing machine for
28 Central Reproductions in 2013 in the amount of approximately \$13,000. Motion carried.

29

30 Mr. Hensel recessed the meeting at 10:12 a.m. and reconvened at 10:19 a.m.

31

32 **SALES TAX REPORT**

33 The total received in July, 2013 for sales tax earned in May, 2013 was \$925,548.97, for a 2013 total of
34 \$3,774,712.86, net of Cabela's.

35

36 **NEXT MEETING DATES**

37 The next regular Finance Committee meetings are tentatively scheduled for Wednesday, August 14,
38 and 28, 2013, at 8:15 a.m. The Finance Sub-Committee will tentatively meet on Wednesday, August,
39 7, and 21, 2013, at 8:30 a.m.

40

41 **REPORT #13 - FINANCIAL APPROVAL REPORT**

42 Moved by Mr. White, seconded by Mr. Borman to approve early release and presentation to the
43 County Board, Report #13 - Financial Approval Report, in the amount of \$44,546,269.63. Motion
44 carried.

45

46 **VOUCHERS**

47 Moved by Mr. White, seconded by Mr. Heidtke to approve the following:

- 1 Miscellaneous vouchers in the amount of \$12,740.32.
- 2 General Accounts Payable vouchers in the amount of \$451,673.65.
- 3 Human Services Accounts Payable WISACWIS vouchers in the amount of \$956.67.
- 4 August Settlement vouchers in the amount of \$29,746,512.76.
- 5 Motion carried.
- 6
- 7 Moved by Mr. Heidtke, seconded by Mr. Hensel to approve Mr. Borman's expense voucher in the
- 8 amount of \$123.17. Motion carried.
- 9
- 10 Moved by Mr. Borman, seconded by Mr. Hensel to approve Mr. Heidtke's expense voucher in the
- 11 amount of \$95.48. Motion carried.
- 12
- 13 Moved by Mr. Borman, seconded by Mr. Heidtke to approve Mr. Hensel's expense voucher in the
- 14 amount of \$18.08. Motion carried.
- 15
- 16 Moved by Mr. Hensel, seconded by Mr. Heidtke to approve Mr. Milich's expense voucher in the
- 17 amount of \$31.64. Motion carried.

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19 **ADJOURNMENT**

20 Mr. Hensel declared the meeting adjourned at 10:33 a.m.

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Brenda J. Jaszewski, County Clerk