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**WASHINGTON COUNTY
FINANCE COMMITTEE**

Courthouse - Government Center
West Bend, WI

August 21, 2013
8:15 a.m.

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

Also Present: Finance Director Susan Haag, Chairperson Herbert Tennes, County Clerk Brenda Jaszewski, County Treasurer Jane Merten, and Interim Division Manager/Employee Benefits Manager Michelle Hoey.

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

MINUTES

Moved by Mr. Borman, seconded by Mr. Heidtke to approve the Finance Committee minutes of July 31, August 7, and 13, 2013, as presented. Motion carried.

Moved by Mr. Heidtke, seconded by Mr. Milich to approve the Finance Sub-Committee minutes of August 14, 2013, as presented. Motion carried.

PURCHASE OF FINGERPRINT EQUIPMENT FROM JAIL ASSESSMENT FUNDS

Appearance: Sheriff Dale Schmidt

Moved by Mr. Milich, seconded by Mr. Borman to approve the purchase of a replacement fingerprint scanner for the jail in the amount of \$10,790.00, plus a fingerprint identification system for the jail in the amount of \$1,885.00, using Jail Assessment funds. Motion carried.

**GENERAL FUND TRANSFER RESOLUTION - 2012 DEPUTY SHERIFF UNION
CONTRACT**

Moved by Mr. Milich, seconded by Mr. Borman to approve the resolution authorizing the transfer of \$176,962 from the General Fund for back pay for Sheriff Deputies covered under the union contract, and forward to the County Board. Motion carried.

**COUNTY TREASURER INVESTMENT, INTEREST, AND INTEREST ON DELINQUENT
TAXES REPORTS**

Ms. Merten distributed and reviewed the second quarter Investment Report, Interest on Investments Report, and Interest on Delinquent Taxes Report.

Moved by Mr. Milich, seconded by Mr. Borman to accept the reports as presented. Motion carried.

2014 BUDGET - COUNTY TREASURER

County Treasurer Jane Merten presented the 2014 County Treasurer budget.

The 2014 County Treasurer base level budget is \$477,808 revenues above expenses, and the requested level budget is \$484,591 revenues above expenses. There are no changes in user fees, out-of-state travel, or outlay requests for 2014.

1 Moved by Mr. Borman, seconded by Mr. Heidtke to approve the 2014 County Treasurer budget with a
 2 total net levy in the amount of \$484,591 revenues above expenses, and forward to Administration.
 3 Motion carried.

5 **2014 BUDGET - FINANCE DEPARTMENT**

6 Finance Director Susan Haag and Information Services Manager Mike McGinnis presented the 2014
 7 Finance Department budget.

8
 9 The 2014 Finance base level budget is \$1,334,585 and the requested level budget is \$1,422,370. There
 10 are no outlay requests for 2014.

12 **Decision Items**

13 Reduce JDE & Kronos consulting	\$10,000
14 Increase Revenues for Prior Years	\$ 6,875
15 Outside Internal Audits	\$20,000
16 Three Additional Family Health Insurance	<u>\$50,910</u>
	\$87,785

19 **2014 Out-of-State Travel**

21 **Information Systems:** One person to attend COMMON, IBM User Group in spring in Orlando, FL,
 22 or fall in Indianapolis, IN, in the amount of \$2,700; one person to attend QUEST conference in Las
 23 Vegas, NV, or JD Edwards InFocus conference in fall with the location not yet determined, in the
 24 amount of \$2,100; one person to attend Citrix Synergy conference in Anaheim, CA in the amount of
 25 \$2,500; and one person to attend the GMIS Local Government conference in Galena, IL, in the amount
 26 of \$1,000.

27
 28 **Finance:** Three people to attend the GFOA conference in Minneapolis, MN, in the amount of \$1,500
 29 each, and 2 people to attend the JD Edwards InFocus conference in Denver, CO, in the amount of
 30 \$2,000 each.

32 **User Fees**

33 The proposed 2014 User Fees for IS were reviewed and approved by this Committee on July 31, 2013.

34
 35 The committee removed \$10,000 from the requested 2014 budget for the JDE & Kronos consulting.

36
 37 Moved by Mr. Borman, seconded by Mr. Milich to approve the 2014 Finance budget with a net levy in
 38 the amount of \$1,412,370, including out-of-state travel and previously approved user fees, and forward
 39 to Administration. Motion carried.

41 **SALES TAX REPORT**

42 The total received in August, 2013 for sales tax earned in June, 2013 was \$999,241.30, for a 2013 total
 43 of \$4,773,954.16 , net of Cabela's. Moved by Mr. Borman, seconded by Mr. Heidtke to accept the
 44 report.

46 **NEXT MEETING DATES**

47 The next regular Finance Committee meetings are tentatively scheduled for Wednesday, September 4,
 48 and 25, 2013 at 8:30 a.m. The Finance Sub-Committee will tentatively meet on Wednesday,
 49 September 11, and 18, 2013, at 8:00 a.m.

1 **FINANCIAL APPROVAL REPORT**

2 Moved by Mr. Borman, seconded by Mr. Milich to approve early release and presentation to the
3 County Board, Report #17 - Financial Approval Report, in the amount of \$3,909,431.15. Motion
4 carried.

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6 **VOUCHERS**

7 Moved by Mr. Borman, seconded by Mr. Heidtke to approve the following:

8 Miscellaneous vouchers in the amount of \$14,789.51.

9 WiSACWIS vouchers in the amount of \$46,533.40.

10 General Accounts Payable vouchers in the amount of \$790,797.12.

11 Motion carried.

12

13 Moved by Mr. Hensel, seconded by Mr. Heidtke to approve Mr. Borman's expense voucher in the
14 amount of \$171.76. Motion carried.

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16 Moved by Mr. Borman, seconded by Mr. Hensel to approve Mr. Heidtke's expense voucher in the
17 amount of \$44.07. Motion carried.

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19 Moved by Mr. Borman, seconded by Mr. Heidtke to approve Mr. Hensel's expense voucher in the
20 amount of \$31.64. Motion carried.

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22 Moved by Mr. Borman, seconded by Mr. Hensel to approve Mr. Milich's expense voucher in the
23 amount of \$18.08. Motion carried.

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25 Moved by Mr. Heidtke, seconded by Mr. Hensel to approve Mr. White's expense voucher in the
26 amount of \$36.16. Motion carried.

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28 **ADJOURNMENT**

29 Mr. Hensel declared the meeting adjourned at 9:55 a.m.

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Brenda J. Jaszewski, County Clerk