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**WASHINGTON COUNTY
FINANCE COMMITTEE**

Courthouse - Government Center
West Bend, WI

September 26, 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 Tennies, Deputy Finance Director Paul Labonte, Assistant Finance Director Rich Abbott, Treasurer Janice Gettelman, and Richard Bertram.

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

MINUTES

There were corrections to the August 22 and August 29, 2012 minutes as follows: August 22, page 1, line 13: ~~Chairman~~person... and August 29, page 1, line 13: ~~Chairman~~person..., and page 1 line 23: ...for audit services in the amount of \$63,409.

Moved by Ms. Merten, seconded by Mr. Borman to approve the Finance Committee minutes of August 22, and 29, 2012, as corrected. Motion carried.

Moved by Mr. Borman, seconded by Mr. Milich to approve the Finance Sub-Committee minutes of September 5, 12, and 19, 2012, as presented. Motion carried.

USE OF JAIL ASSESSMENT FUNDS

Appearance: Facility Manager David Loomans

Mr. Loomans is requesting approval to use Jail Assessment funds to install dimmers in the Huber area of the Jail.

Moved by Ms. Merten, seconded by Mr. Milich to approve the use of Jail Assessment funds for the Huber area lighting dimmer project in an amount not to exceed \$12,500. Mr. White questioned the need for dimmers due to having infrared cameras. Additional information was requested from a representative of the Sheriff's Department and this item will be addressed later in the meeting.

RESOLUTION FOR STALE DATED CHECKS

Moved by Mr. White, seconded by Mr. Milich to approve the resolution for voiding stale dated checks in the amount of \$378.22, and forward to the County Board. Motion carried.

INVESTMENT REPORT

Ms. Gettelman distributed and reviewed the second quarter 2012 interest on investments, interest on delinquent taxes, and funds invested as of June 30, 2012. Moved by Mr. White, seconded by Mr. Borman to accept the report. Motion carried.

SALES TAX REPORT

The total received in September 2012 for sales tax earned in July, 2012 was \$799,335.86, for a 2012 total of \$5,266,519.50, net of Cabela's. Moved by Ms. Merten, seconded by Mr. Milich to accept the sales tax report as presented. Motion carried.

1 **NEXT MEETING DATES**

2 The Finance Committee will tentatively meet on September 27, and 28, and October 1, 2, and 3, 2012
3 for Budget Hearings. The next regular Finance Committee is tentatively scheduled for Friday, October
4 26, 2012. The Finance Sub-Committee will tentatively meet on Wednesday, October 3, 10, 17, 24, and
5 31, 2012.

6
7 **USE OF JAIL ASSESSMENT FUNDS (CONTINUED)**

8 *Appearance: Corrections Administrator, Captain Shirley Miller*

9 Ms. Miller informed the Committee that although the current cameras are infrared, they are not
10 sufficiently picking up the entire area and still require some light in order to record activity. The use of
11 dimmers will allow some lights to be turned on low, which will provide the minimal light needed for
12 recording. Motion to approve the project using Jail Assessment funds carried.

13
14 **GUIDELINES FOR CAPITAL IMPROVEMENT PLAN (CIP) ALLOCATIONS VERSUS**
15 **SPECIFIC PROJECTS**

16 Mr. Johnson reviewed the current policy for the use of unspent CIP funds. For individual, specific
17 projects that have been completed, any unspent funds are normally returned to the CIP fund and are
18 available to be used for future projects anywhere within the Capital Improvement Plan. Amounts not
19 spent within the four annual allocated areas of CIP, (Highway Road Projects, Facilities Projects, Fair
20 Park Projects, and Park Development) are allowed to be non-lapsed to that area and used in subsequent
21 years. Mr. Johnson stated there is approximately \$70,000 in unspent funds from the PAC Remodeling
22 project that should be closed at the end of this year as it was a specific project and no further
23 expenditures are anticipated.

24
25 Mr. White recommends changing the policy to require all unspent CIP funds be used to offset and
26 reduce the next year's allocation of CIP funds for the four annual allocation areas. The Committee
27 discussed this proposed change and Ms. Merten expressed concerns that although these four areas
28 receive an annual allocation, it is not enough to cover all of the projects needed, and if the proposed
29 change occurs, there may be instances where funds would be required to be returned when a specific
30 project isn't complete within the calendar year. The recommendation is to only require the amount of
31 unspent funds from completed projects be returned or used to offset the next year's allocation. Funds
32 not spent in one calendar year due to a project spanning more than one year would not be subject to
33 being returned or used as an offset to the annual allocation amounts.

34
35 Moved by Mr. White, seconded by Mr. Milich to require all unspent CIP funds designated for specific
36 projects, as well as unspent CIP funds designated through the annual allocation process, that are not
37 used, be returned and used to offset the annual allocation of the next year, with the exception of the
38 annual allocation to Highway Road Projects.

39
40 Moved by Ms. Merten, seconded by Mr. Borman to table action on this item. Motion defeated with
41 Mr. Hensel, Mr. Milich and Mr. White voting no.

42
43 Moved by Ms. Merten, seconded by Mr. Borman to amend the motion to exclude the annual allocation
44 for Facilities Projects and Fair Park Projects. Motion defeated with Mr. Hensel, Mr. White, and Mr.
45 Milich voting no.

46
47 Motion to require unspent CIP funds be returned and used to offset the next year's annual allocation
48 amounts carried with Mr. Borman and Ms. Merten voting no.

1 Ms. Haag will incorporate this change to the CIP guidelines into the Non-lapsing policy and present it
2 to this Committee for consideration at a future meeting.

3

4 Mr. White was excused at 10:05 a.m.

5

6 **REPORT #23 - FINANCIAL APPROVAL REPORT**

7 Moved by Ms. Merten, seconded by Mr. Borman to approve early release and presentation to the
8 County Board, Report #23 - Financial Approval Report, in the amount of \$5,713,459.98. Motion
9 carried.

10

11 **VOUCHERS**

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

13 Miscellaneous vouchers in the amount of \$12,759.88.

14 General Accounts Payable vouchers in the amount of \$692,220.31.

15 WISACWIS vouchers in the amount of \$11,454.48.

16 Motion carried.

17

18 Moved by Ms. Merten, seconded by Mr. Hensel to approve Mr. Borman's expense voucher in the
19 amount of \$235.32. Motion carried.

20

21 Moved by Mr. Milich, seconded by Ms. Merten to approve Mr. Hensel's expense voucher in the
22 amount of \$39.96. Motion carried.

23

24 Moved by Mr. Hensel, seconded by Mr. Borman to approve Ms. Merten's expense voucher in the
25 amount of \$99.90. Motion carried.

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27 Moved by Mr. Borman, seconded by Ms. Merten to approve Mr. Milich's expense voucher in the
28 amount of \$44.40. Motion carried.

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30 Moved by Mr. Hensel, seconded by Mr. Borman to approve Mr. White's expense voucher in the
31 amount of \$42.18. Motion carried.

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33 **ADJOURNMENT**

34 Mr. Hensel declared the meeting adjourned at 10:26 a.m.

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Brenda J. Jaszewski, County Clerk