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**WASHINGTON COUNTY
FINANCE COMMITTEE**

Courthouse - Government Center
West Bend, WI

December 19, 2012
8:30 a.m.

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

Also Present: Finance Director Susan Haag, Administrative Coordinator Doug Johnson, Chairperson Herbert Tennes, County Attorney Kim Nass, Deputy Finance Director Paul Labonte, Purchasing Agent Bill Kurer, Sheriff Dale Schmidt, Supervisor Michael Bassill, Supervisor Dennis Myers, Supervisor Peter Sorce, and Chief Deputy County Clerk Linda Doro.

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

MINUTES

A correction was requested on Page 3, Line 8: to accept the deposit of the forfeited bid. Moved by Mr. Borman, seconded by Mr. Milich to approve the Finance Committee minutes of December 3, 2012, as amended. Motion carried.

Moved by Mr. Milich, seconded by Mr. White to approve the Finance Sub-Committee minutes of November 28, 2012, and December 5, and 12, 2012, as presented. Motion carried.

**BACKGROUND INFORMATION, UPDATE, AND DISCUSSION ABOUT ½% WAGE
ADJUSTMENT INCLUDED IN 2012 BUDGET**

Appearance: Doug Johnson

Mr. Johnson and the Committee discussed the status of the ½% wage adjustment at a cost of \$130,000 that was included in the 2012 budget. It was the Committee's consensus to return the funds to the General Fund.

**INFORMATION SERVICES DEMONSTRATION OF TECHNOLOGY FOR MEETING
ROOMS**

Appearance: Network Manager Dawn Sericati

Ms. Sericati reported the IS department is recommending the County change from an overhead projector system to a television configuration system, at a cost of \$16,000, in five meeting rooms. The cost of the systems is basically the same; however, the clarity of the TV is better. The IS Department would purchase five 60" TVs, and determine which TVs would be a permanent mount within the meeting rooms and the rest placed on a cart system. It was the Finance Committee consensus to go with the TV configuration.

RENEWAL OF CONTRACT FOR PROPERTYROOM.COM FOR SURPLUS EQUIPMENT

Mr. Kurer reported on the Purchasing Department using PropertyRoom.com, an online auction company, for low end surplus equipment and Sheriff's seized and unclaimed property since 2006, at no cost to the County because it is a 50/50 revenue split. The two year contract with PropertyRoom.com expired in August and he is recommending the County renew with PropertyRoom.com for a 5-year contract with a renewal date of March 1, 2013. Moved by Ms. Merten, seconded by Mr. Borman to approve the renewal of a five (5) year contract with PropertyRoom.com, at no cost to the County. Motion carried with Mr. White voting no.

RESOLUTION FOR 2013 AQUATIC INVASIVE SPECIES GRANT

Appearance: Planning and Parks Department Deputy Administrator Debora Sielski, County Conservationist Paul Sebo, and Accounting Supervisor Kelly Cisar.

Moved by Mr. White, seconded by Mr. Milich to approve a resolution authorizing the Planning and Parks Department to apply for an aquatic invasive species control grant from the State of Wisconsin, Department of Resources, in the amount of \$150,000, with a local match of \$50,000 being met by in-kind services of the County and public inland lake protection and rehabilitation districts and lake owner associations, subject to the Land Conservation Committee review, and forward to the County Board. Motion carried with Mr. Hensel and Mr. Borman voting no.

DISCUSSION OF OUTLAY POLICYNon-lapsing Accounts

Ms. Haag distributed and discussed a revised policy regarding non-lapse accounts as it relates to projects funded by sales tax funds. The Committee presented their comments and Ms. Haag will bring a final policy for consideration and approval at the next meeting.

Capital Outlay

Ms. Haag discussed increasing the amount for an individual fixed asset from \$500 to \$2,500 for capital outlay. She will bring a formal recommendation to the Committee at the next meeting.

NEXT MEETING DATES

The next regular Finance Committee is tentatively scheduled for January 30, 2013 at 8:00 a.m. The Finance Sub-Committee will tentatively meet on Wednesday, January 2, 9, 16 and 23, 2013 at 8:30 a.m.

SALES TAX REPORT

No report.

REPORT #30 - FINANCIAL APPROVAL REPORT

Moved by Ms. Merten, seconded by Mr. Milich to approve early release and presentation to the County Board, Report #30 - Financial Approval Report, in the amount of \$5,488,205.65. Motion carried.

Mr. White was excused at 10:30 a.m.

VOUCHERS

Moved by Ms. Merten, seconded by Mr. Milich to approve the following:

Miscellaneous vouchers in the amount of \$50,225.41.

General Accounts Payable vouchers in the amount of \$582,721.00.

WISACWIS vouchers in the amount of \$100.00.

Jury vouchers in the amount of \$6,029.08

Motion carried.

Moved by Mr. Hensel, seconded by Ms. Merten to approve Mr. Borman's expense voucher in the amount of \$168.72. Motion carried.

Moved by Mr. Hensel, seconded by Mr. Borman to approve Ms. Merten's expense voucher in the amount of \$59.94. Motion carried.

1 Moved by Mr. Borman, seconded by Mr. Hensel to approve Mr. White's expense voucher in the
2 amount of \$53.28. Motion carried.

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4 **ADJOURNMENT**

5 Moved by Mr. Borman, seconded by Mr. Milich to adjourn the meeting at 10:48 a.m. Motion carried.

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Brenda J. Jaszewski, County Clerk