

1 **WASHINGTON COUNTY FINANCE COMMITTEE**

2
3 Courthouse - Government Center
4 West Bend, WI

June 29, 2011
8:00 a.m.

5
6 Present: Ralph R. Hensel, Richard L. Bertram, Leslie J. Borman, and Joan A. Russell.

7
8 Excused: Todd M. Healy.

9
10 Also Present: Finance Director Susan M. Haag, County Board Chairperson Herbert J. Tennes,
11 County Clerk Brenda Jaszewski, County Treasurer Janice Gettelman, and Planning & Parks
12 Administrator Paul Mueller.

13
14 Chairman Hensel called the meeting to order and read the Affidavit of Posting.

15
16 **MINUTES**

17 Moved by Mr. Bertram, seconded by Ms. Russell to approve the Finance Committee minutes of June
18 15, 2011, as presented. Motion carried.

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20 Moved by Mr. Bertram, seconded by Mr. Borman to approve the Finance Sub-Committee minutes of
21 June 22, 2011, as presented. Motion carried.

22
23 **GRANT APPLICATION 2011 NOTICE OF DISCHARGE/INTENT (NOD/NOI) PROJECT**
24 **FUNDING**

25 *Appearance: Planning & Parks Administrator Paul Mueller, County Conservationist Paul Sebo*

26
27 Moved by Mr. Borman, seconded by Ms. Russell to approve the resolution authorizing the Planning
28 & Parks Department to apply for a cost share grant from the DNR and/or DATCP for a Notice of
29 Discharge/Intent Project funding in the amount of \$226,625.00, and forward to the County Board.
30 Motion carried.

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32 **OUT-OF-STATE TRAVEL FOR SHERIFF'S DEPARTMENT**

33 *Appearance: Captain Steve Gonwa*

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35 Moved by Ms. Russell, seconded by Mr. Bertram to approve the out-of-state travel for the Sheriff's
36 Department Radio Systems Administrator John Schrader to attend Instructor Training Certification
37 through FEMA August 14 – 20, 2011, in Weaver, Alabama with the cost of meals as the only direct
38 cost to Washington County. Motion carried.

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40 **OUTLAY REQUEST FOR VAN**

41 *Appearance: Human Services Director Jim Strachota*

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43 Mr. Strachota is requesting authorization to purchase a van for use by the Human Services
44 Department, Mental Health Community Treatment Program. There is currently \$7,500 budgeted in
45 Outlay for a used vehicle. Also, there is \$63,757 in unused Audit Settlement funds which Mr.
46 Strachota is requesting to use toward the purchase of a new vehicle.

47
48 Moved by Mr. Borman, seconded by Ms. Russell to approve the purchase of a new vehicle from
49 Outlay for the Human Services Department, Mental Health Community Treatment Program, in the
50 total amount of \$20,410. Motion carried.

REVIEW AND POSSIBLE ACTION ON TAX DEED PARCELS

Appearance: County Attorney Kim Nass

V10-0090-002 - Village of Richfield

Mr. Bertram was excused and left the room for the discussion and action on this tax deed parcel.

Ms. Jaszewski stated this parcel had been let for bid in September of 2010 with a minimum bid amount of \$45,000, and no bids were received. This parcel is part of the Whitetail Hideaway Owner's Association and Ms. Jaszewski stated the County received an invoice for the Association's annual dues for the parcel. The invoice included past-due amounts, which would not be the responsibility of the County.

Moved by Mr. Borman, seconded by Ms. Russell to authorize the County Clerk to let for bid, tax deed parcel V10-0090-002 in the Village of Richfield, with a minimum bid amount of \$30,000. Motion carried.

V10-0971 - Village of Richfield

Mr. Bertram returned to the meeting room.

This parcel was let for bid in September 2010 with a minimum bid amount of \$750, and no bids were received. Ms. Nass contacted the Planning & Parks Department to inquire about the use of selling the timber on the parcel and was informed that the trees on this parcel would only be good for firewood and had little or no value.

Moved by Mr. Borman, seconded by Mr. Bertram to authorize the County Clerk to let for bid, tax deed parcel V10-0971 in the Village of Richfield, with a minimum bid amount of \$100. Motion carried.

T4-0339-00C - Town of Farmington

This parcel was let for bid in September 2010 with a minimum bid amount of \$4,000, and no bids were received. The Committee discussed the shed that is located on the parcel and noted it was probably put there by the neighboring property owner, who is also the former owner of this parcel. Ms. Nass suggested we give notice to the adjacent property owner that the County would be removing buildings on the parcel. The Committee also discussed having the County Engineer look at the property.

Moved by Mr. Bertram, seconded by Mr. Borman to have staff walk the property to determine what items are on the property and report back to this Committee. Motion carried.

V5-0032-00A - Village of Slinger

Ms. Jaszewski reviewed the background of this parcel. The Village of Slinger has a lien on the property for razing and clean-up after a fire destroyed the home that was on the parcel.

Moved by Mr. Bertram, seconded by Mr. Borman to authorize the County Attorney to discuss this parcel with the Village of Slinger to determine disposition and report back to this Committee. Motion carried.

T8-0111-00G - Town of Kewaskum

Ms. Nass stated the agreement with the Town of Kewaskum is signed and she is ready to begin preparing the necessary paperwork for the *in rem* foreclosure. Once the *in rem* foreclosure is

1 complete, she will bring this back and request this Committee establish a minimum bid amount and
2 let for bid. If no bids are received, the property will be transferred to the Town of Kewaskum per the
3 signed agreement.

4 5 **SALES TAX REPORT**

6 The total to be received in June for sales tax earned in April was \$879,111.63 for a 2011 total of
7 \$2,783,077.78, net of Cabela's. Moved by Mr. Bertram, seconded by Ms. Russell to accept the sales
8 tax report as presented. Motion carried.

9 10 **AMENDMENT TO FINANCIAL CAPITAL GUIDELINES**

11 *Appearance: Administrative Coordinator Doug Johnson*

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13 Mr. Johnson reviewed the financial guidelines for the Capital Improvement Program (CIP) and stated
14 this Committee authorized a per year average of not more than \$3,500,000. As of December 31,
15 2010, there was approximately \$2,153,000 of undesignated prior-year sales tax funds. Mr. Johnson is
16 recommending this Committee revise the guidelines and approve the use of \$2,000,000 of the
17 undesignated prior-year funds, plus the \$3,500,000 average per year. This would allow the County to
18 include the amount for the Economic Development Impact Revolving Loan Fund if the Executive
19 Committee and County Board approve this project.

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21 Moved by Mr. Borman, seconded by Mr. Bertram to authorize the use of up to \$2,000,000 in
22 undesignated prior-year sales tax funds, plus an average of \$3,500,000 per year and recommend the
23 Executive Committee use these funds for debt reduction and economic development. Motion carried.

24 25 **NEXT MEETING DATES**

26 The Finance Committee will tentatively meet on July 27, 2011, at 8:00 a.m. The Finance Sub-
27 Committee will tentatively meet on July 6, 13, and 20, 2011.

28 29 **FINANCIAL APPROVAL REPORT #15**

30 Moved by Ms. Russell, seconded by Mr. Bertram to approve early release and presentation to the
31 County Board, Financial Approval Report #15 in the amount of \$4,502,720.21. Motion carried.

32 33 **VOUCHERS**

34 Moved by Mr. Bertram, seconded by Ms. Russell to approve the following:

35 Miscellaneous vouchers in the amount of \$23,627.17.

36 WiSACWIS vouchers in the amount of \$73,904.00.

37 General Accounts Payable vouchers in the amount of \$635,312.57.

38 Motion carried.

39 40 **ADJOURNMENT**

41 Moved by Ms. Russell, seconded by Mr. Bertram to adjourn at 10:28 a.m. Motion carried.

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Brenda J. Jaszewski, County Clerk