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**WASHINGTON COUNTY  
FINANCE COMMITTEE**

Courthouse - Government Center  
West Bend, WI

July 27, 2011  
7:30 a.m.

Present: Ralph R. Hensel, Richard L. Bertram, Leslie J. Borman, Todd M. Healy (arrived at 7:47 a.m.),  
and Joan A. Russell.

Also Present: Finance Director Susan M. Haag, County Board Chairperson Herbert J. Tennes,  
Administrative Coordinator Doug Johnson, County Attorney Kim Nass, County Clerk Brenda  
Jaszewski, Deputy Finance Director Paul Labonte, Assistant Finance Director Rich Abbott, Treasurer  
Janice Gettelman, Planning & Parks Administrator Paul Mueller, Land Resources Manager Phil Gaudet,  
GIS Manager Eric Damkot, County Engineer/Surveyor Scott Schmidt, Sheriff Dale Schmidt, Captain  
Steve Gonwa, Highway Commissioner Jon Edgren, Assistant to the Highway Commissioner Tom  
Wondra, Supervisor Dennis Myers.

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

**MINUTES**

Moved by Mr. Bertram, seconded by Mr. Borman to approve the Finance Committee minutes of June  
29, 2011, as presented. Motion carried.

Moved by Mr. Bertram, seconded by Mr. Borman to approve the Finance Sub-Committee minutes of  
July 6, and July 13, 2011, as presented. Motion carried.

**VOUCHERS**

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

Miscellaneous vouchers in the amount of \$36,846.26.

WiSACWIS vouchers in the amount of \$54,363.00.

General Accounts Payable vouchers in the amount of \$388,806.93.

Motion carried.

Mr. Healy arrived at 7:47 a.m.

Moved by Ms. Russell, seconded by Mr. Hensel to approve Mr. Bertram's expense voucher in the  
amount of \$18.36. Motion carried.

Moved by Ms. Russell, seconded by Mr. Healy to approve Mr. Borman's expense voucher in the amount  
of \$133.62. Motion carried.

Moved by Mr. Hensel, seconded by Mr. Borman to approve Mr. Healy's expense voucher in the amount  
of \$64.26. Motion carried.

Moved by Mr. Healy, seconded by Mr. Bertram to approve Mr. Hensel's expense voucher in the amount  
of \$29.58. Motion carried.

1 Moved by Mr. Borman, seconded by Mr. Healy to approve Ms. Russell's expense voucher in the amount  
2 of \$116.28. Motion carried.

#### 3 4 **2010 AUDIT REPORT**

5 *Appearance: Dave Maccoux and Bryan Grunewald, Schenck Business Solutions, Deputy Finance*  
6 *Director Paul Labonte, and Assistant Finance Director Rich Abbott.*

7  
8 Mr. Maccoux reviewed the Comprehensive Annual Financial Report and Report on Compliance and  
9 Internal Control for the year ending December 31, 2010, detailing the findings from the 2010 audit of  
10 the general-purpose financial statements of Washington County. The results of the audit indicated  
11 Schenck found the financial statements presented fairly, in all material respects, the respective financial  
12 position of the governmental activities, the business-type activities, each major fund, and the aggregate  
13 remaining fund information of the County as of December 31, 2010.

14  
15 Moved by Mr. Bertram, seconded by Mr. Healy to accept the 2010 Audit Report as presented and  
16 forward to the County Board. Motion carried.

#### 17 18 **FLOOD PLAIN MAPPING PROJECT**

19 *Appearance: Planning and Parks Administrator Paul Mueller and Land Resources Manager Phil*  
20 *Gaudet*

21  
22 Mr. Mueller distributed information regarding the floodplain mapping study report. This project would  
23 be a study of the Washington County watersheds to re-establish floodway areas. The Federal  
24 Emergency Management Agency National Flood Insurance Program is requiring that most counties,  
25 including Washington County, adopt a new and revised Digital Flood Insurance Rate Map into their  
26 floodplain ordinance. It is recommended to include studying all of the watersheds in the County at one  
27 time to re-establish the floodway areas on our maps. Using just the Retained Fees account, it would take  
28 approximately eight years to complete the project. Mr. Mueller recommends accelerating the project  
29 and had requested the Executive Committee allow the use of Capital Improvement Program plan funds.  
30 The Executive Committee recommended the project be funded by the general fund, using future  
31 Retained Fees to repay the general fund. The Committee discussed increasing permit fees to help with  
32 the cost of the project.

33  
34 Moved by Mr. Bertram, seconded by Mr. Healy to request Mr. Mueller prepare a repayment plan if this  
35 Committee and the County Board were to advance the funds from the general fund for this project, and  
36 present the repayment plan to this Committee for review and consideration. Motion carried.

#### 37 38 **MINOR GRANT REPORT - LAND INFORMATION PROGRAM GRANT**

39 *Appearance: GIS Manager Erick Damkot*

40  
41 Mr. Damkot reported on the \$300 education training grant from the State of Wisconsin approved by the  
42 Planning, Conservation, and Parks Committee. Moved by Mr. Healy, seconded by Mr. Bertram to  
43 accept the report. Motion carried.

#### 44 45 **ORDINANCE TO UPDATE DESIGNATION OF DEPOSITORIES**

46 Ms. Haag distributed information to update the ordinance relating to the designation of depositories for  
47 the County. It was noted that Harris Bank in West Bend is listed and due to the recent acquisition and  
48 name change, this banking institution should be removed from the list.

1 Moved by Mr. Bertram, seconded by Ms. Russell to approve the amended list of designated depositories  
2 and forward the ordinance to the County Board. Motion carried.

3  
4 **ADVANCE FROM SALES TAX FOR RECORDS MANAGEMENT SYSTEM**

5 *Appearance: Sheriff Dale Schmidt and Captain Steve Gonwa*

6  
7 Sheriff Schmidt reported the current Capital Improvement Program (CIP) plan has \$400,000 allocated in  
8 2011, and \$300,000 allocated in 2012 for the Sheriff's Department Records Management software, with  
9 Jail Assessment funds providing half of the funding. The software vendor has offered a \$52,000  
10 discount if the County signs a contract by October. In addition, the offer includes the first year  
11 maintenance, which would eliminate the need to budget \$120,000 in 2012 for software maintenance of  
12 the current system. Sheriff Schmidt recommends advancing the 2012 CIP funds for this project in order  
13 to begin immediately.

14  
15 Moved by Mr. Borman, seconded by Mr. Healy to approve the resolution to amend the 2012-2016  
16 Capital Improvement Program plan to allow \$150,000 of sales tax CIP funds planned for 2012 be  
17 advanced to 2011 for the Sheriff's Department Records Management System project. Motion carried.

18  
19 **APPROVAL TO PURCHASE AN ID PRINTER AND REPLACEMENT RADAR**

20 *Appearance: Sheriff Dale Schmidt and Captain Steve Gonwa*

21  
22 Moved by Mr. Bertram, seconded by Mr. Borman to approve the Sheriff's Department purchase of a  
23 radar unit in the amount of \$1,566, and an ID printer in the amount of \$2,257, from Outlay. Motion  
24 carried.

25  
26 **UW-EXTENSION OUTLAY REQUEST FOR WORKSTATIONS**

27 Moved by Ms. Russell, seconded by Mr. Borman to approve the purchase of two workstations for UW-  
28 Extension in the total amount \$5,244, from Outlay. Motion carried with Mr. Bertram voting no.

29  
30 **2012 INFORMATION SYSTEMS RATES**

31 Ms. Haag presented the 2012 proposed Information Systems rates and noted the only increases are for  
32 the AS/400, which changed from \$140/hr. to \$150/hr., the Notes Annual Rate from \$80/user to \$85/user,  
33 and the Network Infrastructure charge from \$500/yr. to \$555/yr.

34  
35 Moved by Mr. Bertram, seconded by Ms. Russell to approve the 2012 Information Systems rates as  
36 presented. Motion carried.

37  
38 **RE-DESIGNATION OF NORTH PARKING LOT CIP FUNDS (2010) FOR SHERIFF'S**  
39 **EVIDENCE STORAGE PROJECT**

40 Moved by Mr. Borman, seconded by Ms. Russell to approve the re-designation of \$220,000 of Capital  
41 Improvement Funds for the North parking lot, plus related funds from the soil removal project, to the  
42 Sheriff's Evidence Storage project. Motion carried.

43  
44 **2012-2017 CAPITAL IMPROVEMENT PLAN**

45 Mr. Johnson distributed and reviewed draft four of the Capital Improvement Program plan, stating the  
46 proposed plan fully meets the guidelines established by this Committee. The use of sales tax funds for  
47 debt retirement was discussed and it was noted the Executive Committee recommended investigating the  
48 option of paying off the State Trust Fund Loan used for the condominium unit within Cabela's. The

1 Developer’s Agreement with Cabela’s includes the guarantee that if the store fails to generate adequate  
 2 sales tax to make the annual loan payment, Cabela’s will take on the County’s risk by paying for any  
 3 shortfall in sales tax to cover the entire loan payment. In exchange for this, Cabela’s would benefit from  
 4 any excess sales tax generated above Cabela’s estimates by allowing the excess to be applied to the back  
 5 end of the loan with a recalculation of interest and the potential for shortening the life of the loan. Using  
 6 prior year sales tax to pre-pay the loan will trigger a recalculation of the amortization schedule which  
 7 will likely benefit Cabela’s and not the County. Based on this, Ms. Nass is recommending prior-year  
 8 undesignated sales tax be used for another project and not be used to prepay the State Trust Fund loan.  
 9

10 The Committee discussed several projects in the CIP as approved by the Executive Committee and  
 11 would like to recommend changes. Mr. Johnson explained the Finance Committee is responsible for the  
 12 financial guidelines of the CIP and it is the responsibility of the Executive Committee to determine the  
 13 individual projects. This Committee could either send the plan back to the Executive Committee with  
 14 recommendations, or forward the plan as presented to the full County Board.  
 15

16 Moved by Ms. Russell, seconded by Mr. Bertram to accept draft four of the Capital Improvement  
 17 Program plan as presented, and forward to the County Board. Motion carried with Mr. Healy voting no.  
 18

19 **DISPOSITION AND RECOMMENDATIONS ON TAX DEED PROPERTIES**

20 Ms. Jaszewski presented the bids that were received for the tax deed parcels.  
 21

22 **Parcel 1 – V/Richfield V10-0090-002 - Minimum Bid Amount: \$30,000.00**

Name of Bidder	Total Amt. of Bid	5% Deposit
Dale J. Weyer	\$31,515.00	\$1,575.75
Robert J. Mantz	\$41,200.00	\$2,060.00

26 Moved by Mr. Bertram, seconded by Mr. Healy to accept the bid of Robert J. Mantz in the amount of  
 27 \$41,200.00 and forward a resolution to the County Board recommending the sale of tax deed parcel  
 28 V10-0090-002 to Mr. Mantz. In addition, if an accepted bid is forfeited, authorization is given to accept  
 29 the next highest bid. Motion carried.  
 30  
 31

32 **Parcel 2 – V/Richfield V10-0971 - Minimum Bid Amount: \$100.00**

Name of Bidder	Total Amt. of Bid	5% Deposit
Daniel J. Daley	\$ 300.00	\$ 15.00

36 Moved by Mr. Bertram, seconded by Mr. Borman to accept the bid of Daniel J. Daley in the amount of  
 37 \$300.00 and forward a resolution to the County Board recommending the sale of tax deed parcel V10-  
 38 0971 to Mr. Daley. Motion carried.  
 39

40 **T4-0339-00C - Town of Farmington**

41 At the last meeting, this Committee requested staff walk this parcel and present a report. Ms. Nass, Ms.  
 42 Jaszewski, and Mr. Bertram walked the property and presented pictures of the parcel. There is a small,  
 43 empty shed, and a small cage-like structure on the property. The former owner of this tax deed parcel  
 44 also owned the home directly east of this property. The home is vacant and that property has been  
 45 foreclosed. Ms. Nass recommends including this parcel in the next bid process.  
 46  
 47  
 48

1 **V5-0032-00A - Village of Slinger**

2 Per the prior request of this Committee, Ms. Nass contacted the Village of Slinger Clerk to discuss  
3 disposition of this parcel. The Village of Slinger is not interested in owning this parcel and they are  
4 unwilling to remove the special assessments or lien. Ms. Nass stated we could proceed with *in rem*  
5 foreclosure, which would give everyone notice to exercise their interest in the property before  
6 foreclosing on all of the liens. This property will be brought back to this Committee at a future meeting  
7 for further recommendations on disposition.

8

9 Ms. Nass stated there are four new tax deed parcels that are being worked on and will be presented at a  
10 future meeting.

11

12 **SALES TAX REPORT**

13 The total received in July for sales tax earned in May was \$706,941.46, for a 2011 total of  
14 \$3,490,019.24, net of Cabela's. Moved by Mr. Bertram, seconded by Mr. Borman to accept the sales  
15 tax report as presented. Motion carried.

16

17 **NEXT MEETING DATES**

18 The Finance Sub-Committee will tentatively meet on August 3, 10, and 24, 2011, and the Finance  
19 Committee will tentatively meet on August 17 and 31, 2011.

20

21 **FINANCIAL APPROVAL REPORT #18**

22 Moved by Ms. Russell, seconded by Mr. Borman to approve early release and presentation to the  
23 County Board, Financial Approval Report #18 in the amount of \$4,329,688.63. Motion carried.

24

25 **ADJOURNMENT**

26 Moved by Mr. Bertram, seconded by Mr. Borman to adjourn at 11:15 a.m. Motion carried.

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Brenda J. Jaszewski, County Clerk