

1 **WASHINGTON COUNTY FINANCE COMMITTEE**

2  
3 Courthouse - Government Center  
4 West Bend, WI

February 23, 2011  
8:00 a.m.

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

7  
8 Also Present: Finance Director Susan Haag, Treasurer Janice Gettelman, Administrative Coordinator  
9 Doug Johnson, County Attorney Kimberly Nass, County Clerk Brenda Jaszewski, and Supervisors  
10 Rick Gundrum and Carol Puerling.

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

13  
14 **MINUTES**

15 Moved by Mr. Bertram, seconded by Mr. Borman to approve the Finance Committee minutes of  
16 January 26, 2011, as presented. Motion carried.

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18 Moved by Mr. Borman, seconded by Mr. Healy to approve the Finance Sub-Committee minutes of  
19 February 2, and 9, 2011, as presented. Motion carried.

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21 **FOURTH QUARTER INVESTMENT REPORT & 2010 REPORT ON INTEREST ON**  
22 **INVESTMENTS**

23 *Appearance: Treasurer Janice Gettelman*

24 Ms. Gettelman presented and reviewed the fourth quarter, 2010 investment report, and the 2010  
25 interest on investments report. Moved by Mr. Bertram, seconded by Ms. Russell to accept the  
26 reports. Motion carried.

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28 **OUT-OF-STATE TRAVEL FOR LAND CONSERVATION**

29 *Appearance: County Conservationist Paul Sebo*

30 Moved by Mr. Healy, seconded by Mr. Bertram to approve the out-of-state travel for Stephanie  
31 Hofman to attend leadership training at the Wisconsin Farm Bureau Institute in Indianapolis, Indiana  
32 on November 4 and 5, 2011, at no direct cost to Washington County. Motion carried.

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34 **STATE NONPOINT SOURCES GRANT APPLICATION**

35 *Appearance: County Conservationist Paul Sebo*

36 Moved by Mr. Borman, seconded by Mr. Bertram to approve the resolution authorizing the Land &  
37 Later Conservation Division of the Planning and Parks Department to apply for a State of Wisconsin,  
38 Joint DATCP/DNR Nonpoint Source Grant for 2012 and 2013, and forward to the County Board.  
39 Motion carried.

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41 **OUTLAY REQUEST - PRESSURE WASHER FOR SHERIFF'S DEPARTMENT**

42 *Appearance: Jail Administrator Shirley Miller and Captain Steve Gonwa*

43 Moved by Ms. Russell, seconded by Mr. Borman to approve the purchase of a pressure washer from  
44 Outlay for the Sheriff's Department at a cost not to exceed \$2,600. Motion carried.

45  
46 **FOOD SAFETY AND RECREATIONAL REPORT FOR 2010**

47 *Appearance: Director/Health Officer Linda Walter*

48 Ms. Walter reported on the food safety and recreational licensing completed by the Health  
49 Department in 2010. A total of 519 events were recorded, including 387 routine annual inspections.

1 The costs for the two employees hired for the program were completely covered by the revenues  
2 from the program. No additional levy funds for 2010 or 2011 have been requested or used for the  
3 food safety program. Revenues of \$139,196 were received in 2010 and expenses for the program  
4 were \$89,556.99. The Technician position was filled but vacant after five months and remains  
5 unfilled. A combination of temporary use of existing employees and anticipated improved  
6 technology will be tried during the next license period and the need for the Technician position will  
7 be evaluated after that. Moved by Ms. Russell, seconded by Mr. Bertram to accept the report.  
8 Motion carried.

#### 10 **FOURTH QUARTER AIS FINANCIAL STATEMENTS**

11 *Appearance: AIS Executive Director Tera Greenland and Accounting Manager Kris Zamzow*  
12 Ms. Greenland distributed and reviewed the preliminary financial reports for AIS as of December 31,  
13 2010. The Committee discussed the quarterly reporting and the various items to be presented to both  
14 the Education and Culture Committee and Finance Committee per the lease agreement. Moved by  
15 Mr. Healy, seconded by Ms. Russell to accept the report. Motion carried.

#### 17 **RESOLUTION - SUPPORT OF I.S. CAPITAL IMPROVEMENT PLAN**

18 *Appearance: I.S. Director Mike McGinnis and Network Manager Dawn Sericati*  
19 Moved by Ms. Russell, seconded by Mr. Borman to approve the resolution to amend the 2011-2016  
20 Capital Improvement Plan to fund the Information Systems virtualization project by advancing the  
21 2012 funds for the project to 2011, and forward to the County Board. Motion carried.

#### 23 **OUT-OF-STATE TRAVEL FOR I.S.**

24 Moved by Ms. Russell, seconded by Mr. Bertram to approve the out-of-state travel for Dawn Sericati  
25 to attend Synergy training in San Francisco, California, May 24 – 27, 2011, at a cost of \$2,500.  
26 Motion carried.

#### 28 **REPORT ON STATE BUDGET REPAIR BILL**

29 Ms. Haag reported on the proposed state budget repair bill and stated the biggest change for  
30 Washington County will be the Wisconsin Retirement System (WRS) contributions, which will  
31 require employees that participate in WRS to contribute one half of the actuarially determined rate.  
32 Currently the rate for general employees is 11.6%, so these employees would pay 5.8% into WRS,  
33 and elected department heads would pay 6.65%. Information will be provided to employees  
34 regarding this required contribution. It was noted this contribution is not pre-tax and will be deducted  
35 from the employee's net pay. The Protective category employees are exempt. In addition, the bill  
36 exempts the 600 hour per year rule, which applies to our part-time, limited employees; however,  
37 there is an amendment that if passed, will eliminate this exemption.

38  
39 The bill also will require state and local employees participating in the Public Employers Group  
40 Health Plan to contribute at least 12.6% towards health insurance premiums, but this will not affect  
41 Washington County as we are self-funded and currently require employees to pay 15% of the cost of  
42 health insurance premiums.

43  
44 The budget repair bill provides for wage increases or decreases for government employees  
45 represented by a union be based on the Consumer Price Index (CPI), but it does not indicate which  
46 CPI. Non-represented employees are exempt from wage increases or decreases being tied to CPI.

47  
48 Ms. Haag stated the budget repair bill also includes transferring approximately \$3,000,000 from  
49 ADRC to Medicaid, as well as \$153,000,000 from general purpose revenue for the Medicaid deficit.

1 It is unknown how this will affect Washington County. The bill also provides \$22,000,000 to address  
2 shortfalls in Corrections for adults in institutions.

3  
4 If passed, the changes to the pension system would take affect with the first paycheck after March 13,  
5 2011. Ms. Haag stated there will be county costs to implement this change due to overtime in payroll  
6 and Information Systems. A concern is that the anticipated pension savings will be used to buffer  
7 other state cuts to counties. Mr. Johnson provided a brief description of some of the state funds the  
8 county receives annually and the concerns to the County if these revenues are discontinued.

### 9 10 **REPORT ON COUNTY BUDGET PROCESS**

11 Mr. Johnson discussed the county's current budget process and stated Washington County's process  
12 includes a team approach. The purpose of our budget is to support and improve productive county  
13 services and control the tax levy with limits that fit the economic conditions. It has been a long  
14 standing practice to avoid increases in the property tax rate. Department managers and liaison  
15 committees are involved in the budget process to determine expenses and revenues for the services  
16 provided. Our budget process focuses on program capability and cost, and we work for continuity  
17 and stability in developing and funding the on-going services. Mr. Johnson provided examples of  
18 several prior year budgets and compared the early target to the final adopted budgets.

### 19 20 **DISCUSSION OF BUDGET CONCERNS REFERRED TO FINANCE COMMITTEE**

21 Ms. Haag stated the Executive Committee had discussed several possible changes to the budget  
22 process and this Committee has been asked to look into any potential changes. Some of the  
23 suggestions are:

- 24
- 25 • Base budgets that are currently approved by the Finance Committee be presented and  
26 approved by the full County Board
- 27 • The budget book be available for all Supervisors one week prior to beginning the budget  
28 hearings
- 29 • Hold the public hearing within two weeks of this committee's approval of the budget
- 30

31 Ms. Haag stated having only two weeks to hold the public hearing would not be possible due to the  
32 publication requirements. It was agreed that the liaison committees should receive the budget  
33 materials for the departments they will be reviewing when they receive the agenda for that meeting.  
34 The Committee discussed the responsibility of the Finance Committee regarding the budget and  
35 noted that the County Code does assign the budget to this Committee. Ms. Russell and Mr. Borman  
36 believe the current process has worked in the past and is satisfied with continuing the current budget  
37 practices. It was agreed any proposed budget changes from Supervisors should be brought to this  
38 committee at least one week prior to the night of the budget hearing and if changes are suggested,  
39 they should be specific and not arbitrary changes. The Committee agreed that the base level budgets  
40 should continue to be approved only by the Finance Committee. It was noted that County Board  
41 Supervisors should be encouraged to attend both the liaison committee meetings where budgets are  
42 discussed and also the Finance Committee's budget hearing meetings. Input at both the liaison  
43 committees and budget hearings by non-committee member Supervisors will continue to be heard  
44 and considered.

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46 Mr. Healy was excused at 10:36 a.m.

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48 Mr. Johnson suggested Chairperson Tennes address this Committee at a future meeting to further  
49 discuss the budget process and any potential changes.

1 **SALES TAX REPORT**

2 The total received in February for sales tax earned in December was \$699,926.33, for a 2010 total of  
3 \$8,609,017.33, net of Cabela's.

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5 **NEXT MEETING DATES**

6 The Finance Committee will tentatively meet on March 9, and 23, 2011. The Finance Sub-  
7 Committee will tentatively meet on March 2, 16, and 30, 2011.

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9 **FINANCIAL APPROVAL REPORT #34**

10 Moved by Mr. Bertram, seconded by Mr. Borman to approve early release and presentation to the  
11 County Board, Financial Approval Report #34 in the amount of \$2,845,702.33. Motion carried.

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13 **VOUCHERS**

14 Moved by Ms. Russell, seconded by Mr. Borman to approve the following:

15 Miscellaneous vouchers in the amount of \$17,075.60.

16 General Accounts Payable vouchers in the amount of \$677,922.93.

17 WISACWIS vouchers in the amount of \$375.00.

18 Motion carried.

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20 Moved by Mr. Hensel, seconded by Mr. Borman to approve Mr. Bertram's expense voucher in the  
21 amount of \$21.42. Motion carried.

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23 Moved by Mr. Hensel, seconded by Ms. Russell to approve Mr. Borman's expense voucher in the  
24 amount of \$99.96. Motion carried.

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26 Moved by Mr. Borman, seconded by Mr. Hensel to approve Mr. Healy's expense voucher in the  
27 amount of \$85.68. Motion carried.

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29 Moved by Mr. Hensel, seconded by Mr. Borman to approve Ms. Russell's expense voucher in the  
30 amount of \$58.14. Motion carried.

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32 **ADJOURNMENT**

33 Moved by Ms. Russell, seconded by Mr. Borman to adjourn at 11:05 a.m. Motion carried.

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Brenda J. Jaszewski, County Clerk