

1 **FINANCE COMMITTEE**

2
3 Courthouse – Government Center
4 West Bend, WI

April 25, 2007
8:30 a.m.

5
6 Present: Herbert J. Tennes, Richard L. Bertram, Ralph R. Hensel, Joan A. Russell, and James E. Spindler.

7
8 Also Present: Finance Director Susan Haag, Administrative Coordinator Doug Johnson (arrived at 8:55
9 a.m.), County Attorney Kim Nass (arrived at 8:45 a.m.), County Treasurer Janice Gettelman, Planning &
10 Parks Administrator Paul Mueller, and County Clerk Brenda Jaszewski.

11
12 Chairman Tennes called the meeting to order and read the Affidavit of Posting.

13
14 **MINUTES**

15 Moved by Mr. Bertram, seconded by Ms. Russell, to approve the minutes of the March 29, 2007, Finance
16 Committee with a correction to page two, line 43 to read ~~Ms.~~ Mr. Motion carried. Moved by Ms. Russell,
17 seconded by Mr. Bertram to approve the minutes of the April 4, 2007, Finance Sub-Committee. Motion
18 carried.

19
20 **2007 LAND INFORMATION PROGRAM TRAINING & EDUCATION GRANT**

21 Appearance: GIS Manager Eric Damkot

22 Mr. Damkot stated that Washington County code requires a report to this Committee for all minor grants.
23 The Planning, Conservation, & Parks Committee has approved the application of the 2007 Wisconsin Land
24 Information Program Training and Education grant in the amount of \$300. Moved by Mr. Hensel, seconded
25 by Ms. Russell to accept the report. Motion carried.

26
27 **2007 FIRST QUARTER INVESTMENT REPORT**

28 Ms. Gettelman distributed the first quarter report on investments and reviewed the amounts and interest rates.
29 Mr. Tennes requested Ms. Gettelman contact the County Attorney for an opinion on the County investing at
30 a bank that a County Board Supervisor is associated with. Moved by Mr. Bertram, seconded by Ms. Russell
31 to accept the first quarter investment report. Motion carried.

32
33 **UPDATE ON TAX DEED PROPERTIES**

34 Ms. Jaszewski stated that she has just received information from the County Treasurer that there are possibly
35 two tax deed properties for 2007. These parcels will be brought before the Tax Deed Sub Committee as soon
36 as the County Attorney and County Clerk have all of the information and documentation on these parcels.

37
38 Attorney Nass updated the Committee on the 20-acre tax deed parcel in the Town of Erin that Washington
39 County acquired in 2005. Previously, Attorney Nass was going to investigate the possibility of obtaining a
40 guardian ad litem for the former owner. Attorney Nass stated that there is nothing in Chapter 75 of the state
41 statutes to get this matter into court to have a guardian ad litem assigned.

42
43 Mr. Mueller stated the Planning & Parks department remains interested in obtaining this property as it is near
44 an area the County has been pursuing for parks, which is within the environmental corridor. The Park &
45 Open Space Plan includes preserving and protecting environmental corridors when available. Attorney Nass
46 will commence a Quiet Title Action, which will clear the title to the parcel, prior to transferring this property
47 to the Planning & Parks department.

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49 **FINANCE DIRECTOR'S REPORT ON STAFF ACTIVITIES**

50 Ms. Haag distributed the 2007 County Sales Tax Remittance report. The total received in March for sales
51 tax earned in January is \$603,244.53.

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2 Ms. Haag stated the Auditors are here all week and into next week working on the 2006 audit. Information
3 Services is remodeled and the training room is completed. Purchasing has moved to their new location on
4 the first floor and they are working on obtaining replacement equipment lost in the fire at the golf course.
5

6 **CAPITAL PLANNING FINANCIAL GUIDELINES**

7 Ms. Haag distributed guidelines for capital planning projects for 2008 through 2013. Mr. Johnson is
8 recommending the annual funding average for capital projects remain the same and not exceed \$6 million
9 per year. Mr. Johnson recommends increasing the estimated sales tax revenue to \$8.5 million for 2008 and
10 an additional \$250,000 each year for 2009 through 2013. In 2008, 30% of sales tax would be used for
11 property tax offset and 70% for capital projects. For years 2009 through 2013, 50% would be for property
12 tax offset and 50% for capital projects. Based on the 2007-2012 program, no borrowing is yet planned;
13 however, it may need to be considered for the pending Radio, UWWC, and Samaritan projects. It was noted
14 that the current direction of the County Board is that funding for any desirable park land acquisition will
15 come from either borrowing authorized for that purpose at that time, or from a transfer from the General
16 Fund, rather than from sales tax funds set aside in anticipation of future park land acquisitions.
17

18 Mr. Johnson informed the Committee that during a discussion with the City of West Bend regarding the
19 proposed UWWC third floor build out, the City may request the same financing method used during the last
20 UWWC construction, where the County borrowed all of the funds and the City is paying the County their
21 portion of principal and interest. Mr. Johnson would not be opposed to this if the project is approved. The
22 Committee discussed the current outstanding debt of the county and requested Ms. Haag provide a report of
23 county debt at the next regular meeting, at which time the Committee will make a decision on the guidelines.
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25 **KEY DATES FOR 2008 BUDGET**

26 The Finance Committee will meet with department heads on June 27, 2007, to provide 2008 budget
27 instructions. The schedule of budget hearings will be the mornings of September 26 and 27, and October 1,
28 2, and 3, 2007.
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30 **GRANT RESOLUTION – 2008 TEMPORARY AGRICULTURAL & HOUSEHOLD HAZARDOUS** 31 **WASTE COLLECTION PROGRAM**

32 Ms. Haag distributed a draft resolution that authorizes the Planning & Parks department to apply for a grant
33 to conduct an agricultural and household hazardous waste collection program in 2008 and use general fund
34 monies up to \$85,000 for uncovered costs. Mr. Mueller explained that several years ago, the hazardous
35 waste collection program was transferred from Emergency Management to the Planning & Parks department.
36 The last collection was in 2005 and the program's total expenditures were \$100,2542.53, with \$42,000 being
37 covered by a grant. The remaining funds were derived from matching in-kind services in the amount of
38 \$25,750, and a transfer from the General Fund in the amount of \$32,502.53. The Land Conservation
39 Committee has approved this resolution for a hazardous waste temporary facility collection program in 2008
40 at a total estimated cost of \$108,250, using \$25,000 of projected state grant funds, \$23,250 matching in-kind
41 services, and the balance to be obtained from the General Fund, up to \$85,000.
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43 Mr. Johnson and Ms. Haag stated they are not opposed to the hazardous waste collection program, but they
44 do oppose using money from the General Fund. Mr. Johnson stated the county should not earmark the
45 General Fund for a project and it needs to be a budgeted item. It was suggested a separate cost center in the
46 Planning & Parks department budget be created and specifically designated for this. Mr. Mueller stated the
47 Planning, Conservation & Parks Committee does not want to include this item in the 2008 budget because it
48 would require making cuts in other programs or areas of the department. The Committee discussed the
49 program being a temporary one-day event versus setting up a permanent site, the possibility of charging
50 users of the program, and conducting a study to look at future needs of a hazardous waste program.
51

1 Attorney Nass suggested amending the resolution to remove any references to using money from the General
2 Fund and the requirement to accept the grant if awarded. She stated the fiscal note would also be amended if
3 the Committee agreed to these changes. The Committee amended the resolution as follows: Page 1, lines 44
4 and 45, (~~\$60,000.00 General Fund—funds as a special appropriation; including~~, Page 2 line 13, ~~and to accept~~
5 ~~the grant, if awarded~~, and Page 2 line 19, ~~General Funds funds~~. Moved by Mr. Bertram, seconded by Mr.
6 Spindler to approve the resolution as amended and forward to the County Board. Motion carried.

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8 Mr. Bertram was excused at 10:35 a.m.
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10 **FINANCIAL APPROVAL REPORT #5**

11 Moved by Ms. Russell, seconded by Mr. Hensel to approve early release and presentation to the County
12 Board, Financial Approval Report #5 in the amount of \$4,555,996.53. Motion carried.

13 **VOUCHERS**

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

15 **Miscellaneous** vouchers in the amount of \$4,423.38.

16 **General Accounts Payable** vouchers in the amount of \$1,672,403.26.

17 **Social Services WiSACWIS** vouchers in the amount of \$81,090.47.

18 Motion carried.
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21 Moved by Mr. Spindler, seconded by Mr. Hensel to approve the Tennies Ace Hardware voucher in the
22 amount of \$450.97. Motion carried.

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24 Moved by Ms. Russell, seconded by Mr. Hensel to approve Mr. Bertram's expense voucher in the amount of
25 \$49.47. Motion carried.

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27 Moved by Ms. Russell, seconded by Mr. Spindler to approve Mr. Hensel's expense voucher in the amount of
28 \$11.64. Motion carried.

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30 Moved by Mr. Hensel, seconded by Mr. Spindler to approve Ms. Russell's expense voucher in the amount of
31 \$73.72. Motion carried.

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33 Moved by Mr. Hensel, seconded by Ms. Russell to approve Mr. Spindler's expense voucher in the amount of
34 \$113.01. Motion carried.

35 **ADJOURNMENT**

36 Moved by Mr. Hensel, seconded by Ms. Russell to adjourn at 11:10 a.m. Motion carried.
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Brenda J. Jaszewski, County Clerk