

1 **FINANCE COMMITTEE**

2  
3 Courthouse  
4 West Bend, WI

May 17, 2006  
8:30 a.m.

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

8  
9 Also Present: Finance Director Susan Haag, Administrative Coordinator Doug Johnson, County Attorney  
10 Kimberly Nass (arrived at 9:25 a.m.), 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 Ms. Russell, seconded by Mr. Bertram to approve the minutes of the May 3, 2006, Finance  
16 Committee, and the April 26, 2006, Finance Sub-Committee. Motion carried.

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18 **CAPITAL PLANNING GUIDELINES**

19 Mr. Johnson distributed the proposed financial guidelines for capital planning for projects in the years  
20 2007-2012. Based on experience in recent years and the projects previously planned, Mr. Johnson stated  
21 the average County funding for the six-year period should not exceed \$6,000,000 per year. The amount in  
22 individual years may exceed this target to be offset in other years with County funding less than this  
23 target. Mr. Johnson stated that the 2007 figures will be the actual capital projects budget and the figures  
24 for years 2008 through 2012 are proposed and can be changed in future years.

25  
26 For 2007, Mr. Johnson recommends estimating \$8,000,000 in sales tax revenues, with \$1,600,000 to be  
27 used to offset property taxes and \$6,400,000 to be used for capital projects. Estimates for 2008 through  
28 2012 are as follows:

	<u>2008</u>	<u>2009</u>	<u>2010</u>	<u>2011</u>	<u>2012</u>
31 Est. Sales Tax Revenue	\$8,240,000	\$8,486,000	\$8,742,000	\$9,004,000	\$9,274,000
32 Property Tax Offset	\$1,648,000	\$3,394,000	\$3,497,000	\$3,602,000	\$3,710,000
33 Capital Projects	\$6,592,000	\$5,092,000	\$5,245,000	\$5,402,000	\$5,564,000

34  
35 The County plans to borrow approximately \$7,000,000 for the radio project and the Finance Committee  
36 will determine at a later date whether this borrowing will be done all in 2007 or also involve a short term  
37 note covering 2008 and/or 2009. The total estimated cost of the radio project is \$13,900,000. No  
38 borrowing for other projects is planned during 2007 through 2012. The County Board has directed  
39 funding for any desirable park land acquisition will come from either borrowing authorized for that  
40 purpose at that time, or from a transfer from the General Fund, rather than from sales tax funds.

41  
42 Moved by Ms. Russell, seconded by Mr. Spindler to approve the financial guidelines for the capital  
43 planning projects for 2007 through 2012 as presented. Motion carried.

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1 **CONSTRUCTION BUDGET REPORTS – COURTHOUSE ADDITION & FIELDS OF**  
2 **WASHINGTON COUNTY**

3 Mr. Johnson distributed and reviewed the Courthouse addition construction budget report. The total  
4 budgeted for this project is \$13,952,824, and the amount invoiced to date is \$9,342,262.  
5

6 Ms. Haag distributed and reviewed the Fields of Washington County budget report. The total budgeted  
7 for this project is \$3,505,899, and the amount invoiced to date is \$2,187,724.45.  
8

9 Moved by Mr. Spindler, seconded by Mr. Bertram to accept the Courthouse addition and Fields of  
10 Washington County budget reports as presented. Motion carried.  
11

12 **VOICE OVER INTERNET PROTOCOL (VoiP) REPORT**

13 Appearance: Information Systems Director Michael McGinnis.  
14

15 Mr. McGinnis distributed and reviewed the VoiP report and gave a brief overview of VoiP. The cost for  
16 the initial start up was approximately \$572,000, and Mr. McGinnis expects to recoup this in savings over  
17 the first five years as originally projected. Annual savings are approximately \$93,004, which includes  
18 \$64,000 of salary and benefits due to the elimination of the Telecommunication Specialist position.  
19 Additional savings will be realized as more phones are changed over to VoiP. Each phone line switched  
20 from SBC to VoiP saves \$17 per month.  
21

22 County Attorney Kimberly Nass arrived at 9:25 a.m.  
23

24 Mr. McGinnis reported the monthly cost for the county's 800 toll-free phone number for incoming  
25 Wisconsin calls is between \$50 and \$55 per month.  
26

27 Mr. Johnson left at 9:30 a.m.  
28

29 **OVERVIEW OF TAX DEED SUB-COMMITTEE DUTIES**

30 Attorney Nass distributed and reviewed the County code regarding tax deed sales and the County's tax  
31 deed foreclosure policy. The warning that is included on all notices of tax deed sales was distributed and  
32 reviewed. Wisconsin Statutes also allows for foreclosure of tax liens by action In Rem, which is used by  
33 many other counties. Attorney Nass recommends Washington County continue the procedure currently in  
34 place for tax deeds. Should Washington County find in the future that we have numerous tax deed  
35 properties that we cannot sell, Attorney Nass will consider the In Rem procedure.  
36

37 **2006 BUDGET SCHEDULE**

38 The 2006 Finance Committee budget meetings will begin 9:00 a.m. on Wednesday, September 27, 2006,  
39 and 8:30 a.m. on September 28, October 2, 3, and 4, 2006. It is anticipated the meetings will be  
40 concluded by Noon each day.  
41

42 **FUTURE MEETING DATES**

43 The Finance Committee will meet on May 31, 2006, June 14, 2006, and June 29, 2006. Beginning in  
44 July, the regular Finance Committee meetings will be the last Wednesday of each month, with changes as  
45 needed.  
46

47 Attorney Nass left at 10:10 a.m.  
48

1 **DEPARTMENT TRANSFERS**

2 There were no department transfer requests.

3

4 **OUT-OF-STATE TRAVEL**

5 There were no out-of-state travel requests.

6

7 **FINANCIAL APPROVAL REPORT #6**

8 Moved by Mr. Spindler, seconded by Ms. Russell to approve early release and presentation to the County  
9 Board, Financial Approval Report #6, in the amount of \$3,351,623.19. Motion carried.

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11 **VOUCHERS**

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

13 **Social Services WISACWIS** vouchers in the amount of \$27,924.00.

14 **Miscellaneous** vouchers in the amount of \$11,316.55.

15 **General Accounts Payable** vouchers in the amount of \$1,918,474.98.

16 **Jury** vouchers in the amount of \$3,572.29.

17 Motion carried.

18

19 Moved by Mr. Bertram, seconded by Mr. Hensel to approve the Tennes Ace Hardware voucher in the  
20 amount of \$43.28. Motion carried.

21

22 **TOUR OF FINANCE AND TREASURER'S DEPARTMENTS**

23 The Committee postponed the tour and will consider it at a future meeting.

24

25 **ADJOURNMENT**

26 Moved by Mr. Bertram, seconded by Mr. Spindler to adjourn at 10:44 a.m.

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Brenda J. Jaszewski, County Clerk