

1 **FINANCE COMMITTEE**

2
3 Courthouse
4 West Bend, WI

June 1, 2005
8:30 a.m.

5
6 Present: James B. Esselmann, Peter L. Gonnering, Donald H. Roskopf, Joan A. Russell, and Thomas S. Smith.

7
8 Also Present: Administrative Coordinator Doug Johnson, County Board Chair Kenneth F. Miller, Finance
9 Director Susan Haag, County Treasurer Janice Gettelman, Supervisor Lawrence Hoffmann, and County Clerk
10 Brenda Jaszewski.

11
12 Chairperson Esselmann called the meeting to order and read the Affidavit of Posting.

13 **MINUTES**

14
15 Moved by Mr. Roskopf, seconded by Ms. Russell, to approve the minutes of May 4, 2005, Finance Committee,
16 and the May 11, 18, and 25, 2005, Finance Sub-Committee. Motion carried.

17
18 **INITIAL BORROWING RESOLUTION FOR SAMARITAN ASSISTED LIVING FACILITY**

19 Appearance: Samaritan Administrator Ed Somers, Brad Viegut – Robert W. Baird & Co.

20
21 Mr. Viegut distributed a summary of the financing plan and a draft resolution for borrowing for the Samaritan
22 Health Center Assisted Living Project. The proposed borrowing is \$1,500,000 to \$2,000,000 of General
23 Obligation Bonds, with principal payments made annually beginning March 1, 2006, through March 1, 2025,
24 and interest payments made semi-annually beginning March 1, 2006. In addition, these bonds will be callable
25 March 1, 2015. Mr. Somers stated several different financing options were considered and this was the most
26 advantageous to Washington County. Mr. Viegut stated that with approval at the June County Board meeting,
27 preparation would begin for submittal to Moody’s for credit rating. It is anticipated that the Award Resolution
28 would be submitted to the County Board on September 13, 2005.

29
30 Moved by Mr. Roskopf, seconded by Ms. Russell to approve the resolution authorizing the issuance of not to
31 exceed \$2,000,000 in General Obligation Bonds for the Samaritan Health Center Assisted Living Project, and
32 forward to the County Board. Motion carried.

33
34 **COUNTY ATTORNEY EXPENSES**

35 Appearance: County Attorney Kimberly Nass

36
37 Attorney Nass informed the Committee that the County Attorney’s office does not have a separate legal expense
38 account and has incurred costs associated with litigation and discovery action that will result in several accounts
39 being overdrawn for 2005. When presenting the 2006 County Attorney’s office budget, Attorney Nass will
40 consider requesting a separate legal expense account.

41
42 **FIRST QUARTER INVESTMENT REPORT**

43 Ms. Gettelman distributed a summary of County funds that are invested, as of March 31, 2005, and reviewed the
44 various amounts in each type of investment. Moved by Mr. Gonnering, seconded by Mr. Smith to accept the
45 first quarter Treasurer’s Investment Report. Motion carried.

46
47 **DEMONSTRATION OF WI COUNTY TREASURER’S WEBSITE FOR CREDIT CARD PAYMENTS**
48 **FOR REAL ESTATE TAXES**

49 Ms. Gettelman gave a presentation on the website prepared by the Wisconsin County Treasurers’ Association to
50 allow individuals to pay their taxes online through Official Payments. After the County Attorney has reviewed
51 the agreement, Washington County will be included. There is no cost to Washington County, with all fees being
52 paid by the user. The cost to a customer utilizing this website to pay taxes using a credit card is 2.75% of the
53 transaction, or if the customer wants the payment to be transferred from their checking account electronically,
54 there would be a \$2.75 fee. Once the County is live, local municipalities will be able to connect. The
55 Treasurer’s office will be notified on a daily basis, via email, of any customer tax payments. These payments
56 will be directly deposited into our account within 2-4 days and will be reconciled with the daily bank statement.

57
58 **STAFFING PLAN FOR MEDICAL EXAMINER**

59 Mr. Johnson informed the Committee that the Medical Examiner, Pam Monroe has resigned effective June 30,
60 2005. Due to the position requiring 24-hour availability, Mr. Johnson is recommending adding one part-time
61 position beginning September 1, 2005. Mr. Johnson will present this request to the Public Safety Committee
62 and the Administrative Services Committee and is requesting the Finance Committee approve the funding for
63 this additional position for 2005 and allow the additional expenses be covered by a year-end general fund
64 transfer.

65
66 Moved by Mr. Gonnering, seconded by Mr. Smith to authorize funding for an additional part-time position in
67 the Medical Examiner’s office, beginning September 1, 2005, with the additional expenses being paid at the end
68 of the year through a general fund transfer. Motion carried.

1 **2006 BASE BUDGETS**

2 Mr. Johnson distributed the proposed 2006 base budgets and noted that some departments received a 1.5%
3 increase, while other department's 2006 base budget remained the same as 2005. Moved by Ms. Russell,
4 seconded by Mr. Roskopf to approve the 2006 base budgets as presented. Motion carried.

5
6 **2005 ACCOUNTS TO WATCH**

7 A summary of accounts to watch was distributed and reviewed by Mr. Johnson.

8
9 **FINANCE DIRECTOR'S REPORT ON STAFF ACTIVITIES**

10 Ms. Haag distributed a summary of county sales tax revenues and noted for the first quarter we have received
11 \$1,748,880.25. An analysis of the general fund, as of December 31, 2004, was presented. The undesignated
12 balance is approximately 12% of general fund expenses.

13
14 The department is preparing the financial statements now that the 2004 audit is complete. Preparations are
15 underway for the 2006 budget process and classes will be held for staff entering the budget figures in One
16 World-Web.

17
18 Purchasing has two major projects, bidding out the health insurance for 2006 and the Sheriff's Department radio
19 project.

20
21 I.S. has completed the installation of the 2005 computers. Staff will be attending JD Edwards training.

22
23 **OUT-OF-STATE TRAVEL**

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

25
26 **DEPARTMENT TRANSFERS**

27 Ms. Haag presented the following transfer requests:

28
29 CCSA – Request to transfer \$4,900 into Outlay for furniture, and \$1,250 into Outlay for phones.

30 Sheriff's Department – Request to transfer \$3,325 into Patrol Outlay from Patrol Operating Supplies.

31
32 Moved by Mr. Gonnering, seconded by Mr. Roskopf to approve the transfer request from CCSA in the amount
33 of \$4,900 and \$1,250, and the Sheriff's Department in the amount of \$3,325. Motion carried.

34
35 Mr. Esselmann recessed the meeting at 10:20 a.m. and reconvened at 10:25 a.m.

36
37 **FINANCIAL APPROVAL REPORT #6**

38 Moved by Mr. Gonnering, seconded by Ms. Russell to approve early release and presentation of Financial
39 Approval Report #6 in the amount of \$4,358,285.37 to the County Board. Motion carried.

40
41 **VOUCHERS**

42 Moved by Mr. Smith, seconded by Ms. Russell to approve the following:

43
44 **Miscellaneous** vouchers in the amount of \$ 23,688.58.

45 **General Accounts Payable** vouchers in the amount of \$311,288.82.

46 **Social Services - WISACWIS** vouchers in the amount of \$6,265.50.

47
48 Moved by Mr. Smith, seconded by Ms. Russell to approve Mr. Roskopf's expense voucher in the amount of
49 \$174.15. Motion carried.

50 Moved by Mr. Roskopf, seconded by Mr. Smith to approve Mr. Gonnering's expense voucher in the amount of
51 \$28.35. Motion carried.

52 Moved by Mr. Gonnering, seconded by Mr. Roskopf to approve Ms. Russell's expense voucher in the amount of
53 \$50.22. Motion carried.

54 Moved by Mr. Gonnering, seconded by Ms. Russell to approve Mr. Smith's expense voucher in the amount of
55 \$11.34. Motion carried.

56
57 **NEXT MEETING**

58 The Finance Sub-Committee will meet Wednesday, June 8, 15, and 29, 2005. The next Finance Committee will
59 be a joint meeting with Planning, Conservation & Parks on Wednesday, June 22, 2005.

60
61 **ADJOURNMENT**

62 Moved by Mr. Roskopf, seconded by Mr. Smith to adjourn at 10:45 a.m. Motion carried.