

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.  
63  
64  
65  
66