

1 WASHINGTON COUNTY FINANCE COMMITTEE

2
3 Courthouse - Government Center
4 West Bend, WI

July 28, 2010
8:00 a.m.

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

7
8 Also Present: Administrative Coordinator Doug Johnson, County Attorney Kim Nass, County Clerk Brenda
9 Jaszewski, Finance Director Susan Haag, Register of Deeds Sharon Martin, Sheriff Dale Schmidt, and County
10 Clerk Administrative Assistant Linda Doro.

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

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14 **MINUTES**

15 A correction was noted on page 2, line 17: \$153,8724.43. Moved by Mr. Healy, seconded by Mr. Borman to
16 approve the Finance Committee minutes of June 30, 2010, as corrected. Motion carried.

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18 Moved by Mr. Healy, seconded by Mr. Bertram to approve the Finance Sub-Committee minutes of July 7, and
19 14, 2010, as presented. Motion carried.

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21 **SALES TAX REPORT**

22 The total received in July for sales tax earned in May, was \$788,488.35, for a 2010 total of
23 \$3,417,009.81, net of Cabela's. Moved by Mr. Healy, seconded by Mr. Bertram to accept the report. Motion
24 carried.

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26 **2009 AUDIT REPORT**

27 *Appearance: Dave Maccoux, Schenck Business Solutions, Deputy Finance Director Paul Labonte, and*
28 *Assistant Finance Director Rich Abbot.*

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30 Mr. Maccoux reviewed the Comprehensive Annual Financial Report and Report on Compliance and Internal
31 Control for the year ending December 31, 2009, detailing the findings from the 2009 audit of the general-
32 purpose financial statement of Washington County. The results of the audit disclosed no instances of
33 noncompliance or other matters that are required to be reported under Government Auditing Standards.
34 During the review, Mr. Maccoux noted some adjustments that need to be made to the figures regarding
35 Samaritan and Fields and stated they would make the corrections prior to submitting the final document to the
36 full County Board.

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38 Moved by Mr. Bertram, seconded by Mr. Borman to accept the 2009 Audit Report with the corrections noted
39 on Pages 9 through 11 in the Report on Internal Control Over Financial Reporting and on Compliance and
40 Other Matters and Other Comments and Observations pertaining to Samaritan Health Center and Fields of
41 Washington County, and forward to the County Board. Motion carried.

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43 **CHILD SUPPORT AGENCY OUTLAY REQUEST**

44 *Appearance: County Attorney Kim Nass*

45 Moved by Mr. Bertram, seconded by Mr. Borman to approve the outlay request to use ARRA funds to
46 purchase a time date stamp, and glass display board for the Child Support office, at a total cost of \$1,070.
47 Motion carried.

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49 **REGISTER OF DEEDS OUTLAY REQUEST**

50 *Appearance: Register of Deeds Sharon Martin*

51 Moved by Mr. Borman, seconded by Mr. Bertram to approve the outlay request to purchase a large format
52 plotter with an extended two-year warranty, at a total cost of \$5,000 for the Register of Deed. Motion carried.

ADRC LIMITED TERM POSITION

Appearance: Director Linda Olson

Ms. Olson presented a proposal for a part time limited Resource Specialist-Aging, pay grade E-2 to be added to the ADRC staffing plan. The ADRC needs additional assistance for the Medicare Part D open enrollment period and the reassessment of Home Delivered Meal clients. The total cost this year for this position will be \$13,138. This position is not eligible for benefits because the hours are less than 600 per year. This position is fully funded by state and federal grants and will only be authorized while the appropriate non-county funds meet the full cost of this position.

Moved by Mr. Bertram, seconded by Mr. Borman to approve an ordinance amendment to 7.02, 7.03, and 7.05 of the code relating to the Staffing Plan and Classification and Compensation Plan - Aging & Disability Resource Center as presented, and forward to the Administrative Services Committee and County Board. Motion carried.

RESOLUTION - 2008-2009 AND 2011 HOMELAND SECURITY EMERGENCY VOLUNTEER MANAGEMENT AND REGISTRY PILOT

Appearance: Emergency Management Coordinator Rob Schmid

Mr. Schmid requested approval to apply for a Volunteer Management and Registry pilot program grant up to \$204,000 available through the Office of Justice Assistance to the Washington County Office of Emergency Management, which will pass the funds through to the Volunteer Center of Washington County to act as the pilot coordinator in order to continue preparedness efforts. Moved by Mr. Healy, seconded by Mr. Bertram approve 2010 Resolution - Grant Application - FFY 2008, 2009 and 2011 - Homeland Security - Emergency Volunteer Management and Registry Pilot as presented, and forward to the Public Safety Committee and County Board. Motion carried.

2011 INFORMATION SERVICES RATES

Moved by Mr. Borman, seconded by Mr. Healy to approve the 2011 Information Service rates as presented by Ms. Haag. Motion carried with Mr. Bertram voting no.

ATM LEASE AGREEMENT

Moved by Mr. Borman, seconded by Mr. Bertram to approve the two-year contract with M & I Bank for the ATM machine in the Courthouse-Government Center, at a cost of \$150 per month, and forward to the County Attorney. Motion carried with Mr. Healy abstaining.

The meeting recessed at 10:03 a.m. and reconvened at 10:10 a.m.

2011-2016 CAPITAL IMPROVEMENT PLAN

Mr. Johnson presented draft 5 of the 2011-2016 Capital Improvement Program and reviewed the proposed projects. The Committee discussed changing the allocation for capital projects to 40% starting in 2012, increasing the amount in the Economic Development project fund and Highway Roads project fund, and decreasing the amount in the Park Development fund. Moved by Mr. Bertram, seconded by Mr. Healy to approve draft 5 of the 2011-2016 Capital Improvement Program as presented, and forward to the County Board. Motion carried.

REVIEW AND RECOMMENDATIONS ON TAX DEED PROPERTIES

V5-0619-014 - Village of Slinger - Casper

This property was let for bid in January of this year, with a minimum bid amount of \$22,500, and no bids were received. Moved by Mr. Hensel, seconded by Mr. Bertram to authorize the County Clerk to let for bid, tax deed parcel V5-0619-014 in the Village of Slinger, with a minimum bid amount of 18,000. Motion carried.

V5-0032-00A - Village of Slinger - Froze - Stoehr

This property was let for bid in January of this year, with a minimum bid amount of \$6,500, and no bids were received. The County Attorney will contact the Village of Slinger regarding their lien on the property for costs of clean up and razing the house that was destroyed in a fire in 2005. It was suggested to remove some of the fill for county use. The Committee concurred to postpone action on this parcel to allow the County Attorney to contact the Village of Slinger, as well as the neighboring property owners, and to conduct further investigation into the property.

T8-0111-00G - Town of Kewaskum - Schmidt

Ms. Nass presented history on this homestead property, and the situation with the current owner. It was noted there is a mortgagee, which is City Financial. The Town of Kewaskum has Special Assessments over \$20,000 on the property due to former clean up. The total amount owed as of June 30, 2010, is \$53,288.29, and the owner has been making monthly payments of approximately \$200. Due to the circumstances with the owner, as well as the potential cost of clean up the county would need to do, the County Attorney recommends not taking the deed to this parcel. The Committee discussed the possibility of splitting the parcel in order to rent the back portion to neighboring property owners. The consensus of the Committee is to not take the deed at this time and have the County Attorney and County Treasurer explore options for this parcel. In addition, the County Attorney is directed to contact Human Services to have them look into the living conditions at the property to determine if any intervention is needed.

V10-0971 - Village of Richfield - Umhoefer

This parcel is located near Bark Lake and is most likely in the floodplain. There is no mortgagee on record for this parcel. Moved by Mr. Bertram, seconded by Mr. Borman to authorize the County Attorney to take the deed to parcel V10-0971 in the Village of Richfield and if the former owner does not redeem within the specified time period, authorization is given to the County Clerk to let for bid, with a minimum bid amount of \$750. Motion carried.

T4-0339-00C - Town of Farmington - Schommer

The owners of this 1.1 acre parcel also own the adjacent property, where a residence is located. It appears this parcel has a shed or other outbuilding on it near the bordering lot owned by the same individuals. There is a mortgagee on record, St. Frances Bank. Moved by Mr. Healy, seconded by Mr. Borman to authorize the County Attorney to take the deed to parcel T4-0339-00C in the Town of Farmington and if the former owners do not redeem within the specified time period, authorization is given to the County Clerk to let for bid, with a minimum bid amount of \$4,000. Motion carried.

V10-0090-002 - Village of Richfield - Lubow/Himes

This approximate 1.73 acre parcel had a sanitary permit issued for a conventional type private onsite water treatment system in 2003; however, it was never installed and the sanitary permit has since expired. There is no mortgagee on record for this parcel. Moved by Mr. Bertram, seconded by Mr. Borman to authorize the County Attorney to take the deed to parcel V10-0090-002 in the Village of Richfield and if the former owners do not redeem within the specified time period, authorization is given to the County Clerk to let for bid, with a minimum bid amount of \$45,000. Motion carried.

The Committee requested that when the tax deed properties are let for bid, "For Sale" signs be placed on the properties and the county's website be updated to include information on these properties.

NEXT MEETING DATES

The Finance Sub-Committee will tentatively meet on August 4, 11, and 18, 2010, and the Finance Committee will tentatively meet on August 20, and 25, 2010.

1 **FINANCIAL APPROVAL REPORT #13**

2 Moved by Mr. Bertram, seconded by Mr. Borman to approve early release and presentation to the County
3 Board, Financial Approval Report # 13 in the amount of \$5,152,402.69. Motion carried.

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5 **VOUCHERS**

6 Moved by Mr. Healy, seconded by Mr. Borman to approve the following:

7 **Miscellaneous** vouchers in the amount of \$ 20,580.62.

8 **General Accounts Payable** vouchers in the amount of \$430,456.92.

9 **Human Services Accounts Payable WISACWIS** vouchers in the amount of \$65,241.00.

10 Motion carried.

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12 Moved by Mr. Hensel, seconded by Mr. Healy to approve Mr. Borman's expense voucher in the amount of
13 \$184.00. Motion carried.

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15 Moved by Mr. Borman, seconded by Mr. Hensel to approve Mr. Healy's expense voucher in the amount of
16 \$63.00. Motion carried.

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18 Moved by Mr. Borman, seconded by Mr. Bertram to approve Mr. Hensel's expense voucher in the amount of
19 \$28.00. Motion carried.

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21 Moved by Mr. Bertram, seconded by Mr. Healy to approve Ms. Russell's expense voucher in the amount of
22 \$114.00. Motion carried.

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24 **ADJOURNMENT**

25 Moved by Mr. Healy, seconded by Mr. Bertram to adjourn at 12:34 p.m. Motion carried.

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Brenda J. Jaszewski, County Clerk