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**WASHINGTON COUNTY
FINANCE COMMITTEE**

Courthouse - Government Center
West Bend, WI

February 27, 2013
8:30 a.m.

Present: Leslie Borman, Ralph Hensel, Marilyn Merten, Robert Milich, and Todd White.

Also Present: Finance Director Susan Haag, County Clerk Brenda Jaszewski, Deputy Finance Director Paul Labonte, Assistant Finance Director Rich Abbott, Treasurer Jane Merten, County Attorney Kim Nass, Supervisor Ray Heidtke, and Richard Bertram.

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

MINUTES

Moved by Mr. Borman, seconded by Mr. Milich to approve the Finance Committee minutes of January 30, 2013, as presented. Motion carried.

Moved by Ms. Merten, seconded by Mr. Milich to approve the Finance Sub-Committee minutes of February 6, 13, and 20, 2013, as presented. Motion carried.

AIS DECEMBER 31, 2012 FINANCIAL STATEMENTS

Appearance: Executive Director Sandy Lang and Accounting Manager Paul Zwack

Ms. Lang and Mr. Zwack presented and reviewed the AIS financial statements ending December 31, 2012. Moved by Ms. Merten, seconded by Mr. White to accept the report. Motion carried.

**JAIL ASSESSMENTS FUNDS – PURCHASE VIDEO SURVEILLANCE SYSTEM DVR
HARD DRIVES**

Appearance: Sheriff Dale Schmidt

Moved by Ms. Merten, seconded by Mr. White to authorize use of Jail Assessment funds in the amount of \$8,527.83, for the purchase of video surveillance system DVR hard drives. Motion carried.

OUT-OF-STATE TRAVEL

Appearance: Sheriff Dale Schmidt and Captain Steve Gonwa

Moved by Ms. Merten, seconded by Mr. Milich to approve the out-of-state travel for Radio Systems Administrator John Schrader from April 27, 2013 to May 2, 2013 for the International Harris Corporation Users Group conference in San Antonio, Texas at a cost not to exceed \$2,400, including car rental. Motion carried.

OUTLAY REQUEST

Appearance: County Conservationist Paul Sebo

Moved by Ms. Merten, seconded by Mr. White to approve the purchase from Outlay, a total station survey instrument for the Land and Water Conservation Division of the Planning & Parks Department, in an amount not to exceed \$5,000. Motion carried.

ORDINANCE AMENDMENT – HUMAN SERVICES STAFFING PLAN

Appearance: Human Services Director Jim Strachota and Accounting Manager Angela Schickert

1 Mr. Strachota stated that last year, the Human Services Board approved increasing a part-time Social
2 Worker position to full-time since the department was not going to fill the vacant Assistant Director
3 position. This process actually increased the staffing in this department by one half-time position
4 because the vacant Assistant Director position was not removed from the staffing plan. The staffing
5 change was not advanced to the Administrative Services Committee and was not approved through the
6 2013 budget process. Currently, there is one vacant full-time position and the part-time Social Worker
7 is working full-time. Ms. Nass explained that since the current staffing in the department has not
8 increased the overall staffing plan because there remains a vacant position, this Committee would not
9 need to take any action if they do not wish to increase the department's staffing plan. After further
10 discussion, the Committee decided to take no action and keep the current staffing plan in place for the
11 Human Services Department.

12 13 **FOURTH QUARTER INVESTMENT REPORT**

14 *Appearance: Treasurer Jane Merten*

15 Ms. Jane Merten distributed and reviewed the fourth quarter 2012 interest on investments, and funds
16 invested as of December 31, 2012. Moved by Mr. White, seconded by Mr. Milich to accept the report.
17 Motion carried.

18 19 **REPORT ON DELINQUENT TAXES**

20 *Appearance: Treasurer Jane Merten*

21 Ms. Jane Merten distributed and reviewed the report on delinquent taxes as of December 31, 2012.
22 Moved by Mr. Borman, seconded by Mr. White to accept the report. Motion carried.

23 24 **2012 NONLAPSING ACCOUNTS RESOLUTION**

25 Ms. Haag distributed a revised listing of accounts that departments are requesting to nonlapse from
26 2012 to 2013. The Committee had questions for several items listed for the Planning & Parks
27 Department and Deputy Administrator Debora Sielski and Accounting Supervisor Kelly Cisar
28 appeared before the Committee.

29
30 Mr. Hensel recessed the meeting at 10:04 a.m. and reconvened at 10:13 a.m.

31
32 Moved by Mr. White, seconded by Mr. Milich to remove the request of the Planning & Parks
33 Department in the amount of \$50,000 for CIP Archery Ranges, account 210.592086, from the list of
34 2012 funds to be nonlapsed to 2013 and approve all remaining requests as presented. Motion carried.

35 36 **2012 GENERAL FUND TRANSFER RESOLUTION**

37 *Appearance: Human Services Director Jim Strachota*

38 Ms. Haag informed the Committee that the Human Services Department has approximately \$33,000 in
39 funds that have been carried over from year to year for approximately ten years. Mr. Strachota
40 explained that he is planning on using approximately \$16,000 of those funds for remodeling within the
41 department in 2013 and that he would use the remaining amount for program services throughout the
42 year. The Committee discussed reducing the amount of the General Fund transfer request by the
43 remaining \$17,000 in order to use the full balance in the fund that has been carried over and leave
44 \$16,000 for remodeling in 2013.

45
46 Moved by Mr. White, seconded by Mr. Milich to approve the resolution authorizing the transfer of
47 \$447,475.44 from the general fund for 2012 year end shortfalls, and forward to the County Board.
48 Motion carried with Mr. Borman voting no.

NEXT MEETING DATES

The next regular Finance Committee meeting is tentatively scheduled for April 3, 2013 at 8:30 a.m. The Finance Sub-Committee will tentatively meet on Wednesday, March 6, 13, and 20, 2013 at 8:00 a.m., and Wednesday, March 27, 2013 at 8:30 a.m.

SALES TAX REPORT

The total received in February, 2013 for sales tax earned in December, 2012 was \$836,275.80, for a 2012 total of \$9,418,810.03, net of Cabela's. Moved by Ms. Merten, seconded by Mr. Borman to accept the report. Motion carried.

APPROVE BID AND MAKE RECOMMENDATIONS ON TAX DEED PARCELS

The following tax deed bids were presented for consideration by the Committee:

Town of Farmington – T4-0339-00C – Minimum bid: \$750.00

Name of Bidder	Total Amt. of Bid	5% Deposit
James Judd	\$850.00	\$42.50

Moved by Ms. Merten, seconded by Mr. White to accept the bid of James Judd in the amount of \$850.00, and forward a resolution to the County Board authorizing the sale of tax deed parcel T4-0339-00C in the Town of Farmington to James Judd. Motion carried.

Neuville, Louis – Town of Addison – T1-0930-00Z

Moved by Mr. Milich, seconded by Mr. White to let for bid, parcel T1-0930-000Z, with a minimum bid in the amount of \$5,000. Motion carried.

Zettler, Amy – Village of Kewaskum – V4 0195

Moved by Ms. Merten, seconded by Mr. White to let for bid, parcel V4-0195, with a minimum bid in the amount of \$10,000. Motion carried.

Kettle Moraine Realty – City of Hartford – 36-3201-001-001

Moved by Mr. Borman, seconded by Ms. Merten to let for bid, parcel 36-3201-001-001, with a minimum bid in the amount of \$5,000. Motion carried.

Zielicke, Jewel and Breger, Joan – Town of West Bend – T13-0131-300

Ms. Nass is currently working on merging this parcel with the neighboring property owners.

NRLL East – City of West Bend – 291-1119-122-0004

Ms. Nass stated the City of West Bend indicated they are not interested in purchasing this parcel for \$2,436.12, which is the amount of taxes Washington County has previously paid to the City. The consensus of the Committee was to hold on to this parcel and not let for bid.

Pagels, Robert – Town of Addison – T1-0681-00Y

Ms. Nass stated she will be proceeding with *in rem* tax deed foreclosure on this parcel and will need to complete the Federal notice as part of the process.

Schmidt, Wilmer – Town of Kewaskum – T8-0111-00G

Ms. Nass stated this property remains in Probate and she is optimistic that it will be ordered for sale through the Probate process.

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Harju Holdings – Village of Slinger – V5 0081

Ms. Nass will contact the EPA and DNR regarding their clean up costs for this parcel. Washington County has not taken the deed.

Mr. White was excused at 11:45 a.m.

REPORT #35 - FINANCIAL APPROVAL REPORT

Moved by Ms. Merten, seconded by Mr. Borman to approve early release and presentation to the County Board, Report #35 - Financial Approval Report, in the amount of \$5,072,569.61. Motion carried.

VOUCHERS

Moved by Ms. Merten, seconded by Mr. Hensel to approve the following:
Miscellaneous vouchers in the amount of \$11,937.72.
General Accounts Payable vouchers in the amount of \$1,726,087.18.
Human Services Accounts Payable WISACWIS vouchers in the amount of \$220.00.
Motion carried.

Moved by Mr. Hensel, seconded by Ms. Merten to approve Mr. Borman’s expense voucher in the amount of \$216.96. Motion carried.

Moved by Mr. Borman, seconded by Mr. Hensel to approve Mr. White’s expense voucher in the amount of \$36.16. Motion carried.

ADJOURNMENT

Moved by Mr. Borman, seconded by Ms. Merten to adjourn the meeting at Noon. Motion carried.

Brenda J. Jaszewski, County Clerk