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**WASHINGTON COUNTY
FINANCE COMMITTEE**

Courthouse - Government Center
West Bend, WI

April 3, 2013
8:30 a.m.

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

Also Present: Finance Director Susan Haag, County Clerk Brenda Jaszewski, County Board Chairperson Herbert Tennies, Administrative Coordinator Doug Johnson, Assistant Finance Director Paul Labonte, Assistant Finance Director Rich Abbott, IS Director Michael McGinnis, Payroll Supervisor Sandy Vorpahl, Payroll Accounting Assistant Tanya Ramer, Human Resources Director Peter German, Deputy County Attorney Chris Ohlis, and Supervisors Rick Gundrum, Peter Sorce, and Raymond Heidtke.

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

MINUTES

Moved by Ms. Merten, seconded by Mr. Borman to approve the Finance Committee minutes of February 27, 2013, as presented. Motion carried.

Moved by Mr. Borman, seconded by Mr. Milich to approve the Finance Sub-Committee minutes of March 6, 13, 20, and 27, 2013, as presented. Motion carried.

PAY CARD PRESENTATION

Appearance: Adam Franco and Jeff Gies, ADP

Mr. Adam and Mr. Franco gave a PowerPoint presentation on a proposal for Washington County to use Aline Wage Payments, which is an electronic, paperless system for employees to receive their wages. Employees currently utilizing direct deposit would see no change except that Washington County would no longer provide a hard copy pay stub and employees would obtain this electronically.

Those employees currently receiving a check would instead be issued a Visa Pay Card, along with actual checks they could write. This Pay Card would automatically be funded every time the employee is paid. There would be no cost to employees for any of the services, including the actual checks. With this new system, Washington County would eliminate printing payroll checks, check stubs, stuffing envelopes, and reconciling payroll checks. It is anticipated that the savings realized from check stock, paper, toner, and envelopes would more than pay for the estimated annual cost of \$6,912. The Committee expressed some concerns regarding this new system and requested additional time to consider the proposal. Ms. Haag indicated that the one-time implementation cost of \$2,500 is a 50% reduction of their normal implementation cost and ADP has agreed to hold that rate until April 19, 2013. If ADP is unable to extend the deadline for the implementation rate, it was agreed the Finance Committee would hold a special meeting prior to April 19, 2013 for a decision on this proposal.

RESOLUTION - 2013 COUNTY FAIR CHANGE FUND

Appearance: Fair Park Executive Director Sandy Lang, Fair Park Accounting Manager Paul Zwack, and AIS Board Members Kenneth Miller and Scott Rimmel.

1 Moved by Mr. Borman, seconded by Mr. Milich to approve a resolution authorizing a line of credit be
2 extended to the Agricultural and Industrial Society (AIS) in the amount of \$200,000 to establish a
3 Change Fund for the 2013 Washington County Fair, and forward to the County Board. Motion carried.
4

5 **RESOLUTION - 2013 COUNTY FAIR PRE-FAIR EXPENSES**

6 *Appearance: Fair Park Executive Director Sandy Lang, Fair Park Accounting Manager Paul Zwack,*
7 *and AIS Board Members Kenneth Miller and Scott Remmel.*

8 Moved by Ms. Merten, seconded by Mr. Borman approve a resolution authorizing a line of credit be
9 extended to AIS in the amount of \$250,000 for pre-fair expenses for the 2013 Washington County Fair,
10 and forward to the County Board. Motion carried.
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12 **RESOLUTION - 2012 NON-LAPSE UWWC**

13 Moved by Ms. Merten, seconded by Mr. Milich to approve a resolution authorizing \$10,000 to be non-
14 lapsed from the 2012 UWWC Projects budget to 2013 for Tuckpointing/Caulking, and forward to the
15 County Board. Motion carried.
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17 **HEALTH DEPARTMENT OUTLAY REQUEST**

18 The request has been withdrawn.
19

20 **OUT-OF-STATE TRAVEL - URBAN EXTENSION CONFERENCE**

21 *Appearance: Community Development Educator/Department Head Paul Roback, 4-H Youth*
22 *Development Educator Brianna Welch Stapleton*

23 Moved by Ms. Merten, seconded by Mr. Borman to approve the out-of-state travel for Ms. Stapleton
24 Welch to attend the National Urban Extension conference in Overland Park, Kansas on May 6-9, 2013,
25 at no cost to Washington County. Motion carried.
26

27 **OUT-OF-STATE TRAVEL - PILD CONFERENCE**

28 *Appearance: Community Development Educator/Department Head Paul Roback*

29 Moved by Ms. Merten, seconded by Mr. Borman to approve the out-of-state travel for Supervisor
30 Raymond Heidtke to attend the Public Issues Leadership Development (PILD) workshop in
31 Alexandria, Virginia on April 21-24, 2013, at no cost to Washington County. Motion carried.
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33 **PROCEDURE FOR RELEASING REVOLVING LOAN FUND (RLF) CHECKS**

34 Moved by Mr. Borman, seconded by Mr. Milich to authorize the Finance Department to issue a
35 Special Check for Revolving Loan Fund checks. Motion carried.
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37 **NEXT MEETING DATES**

38 The next regular Finance Committee meeting is tentatively scheduled for May 1, 2013, at 8:30 a.m.
39 The Finance Sub-Committee will tentatively meet on Wednesday, April 10, 17, and 24, 2013, at 8:30
40 a.m.
41

42 **SALES TAX REPORT**

43 The total received in March, 2013 for sales tax earned in January, 2013 was \$681,774.78, net of
44 Cabela's. Moved by Ms. Merten, seconded by Mr. Borman to accept the report. Motion carried.
45

46 **APPROVE BIDS AND MAKE RECOMMENDATIONS ON TAX DEED PARCELS**

47 The following tax deed bids were presented for consideration by the Committee:
48

Village of Kewaskum - V4-0195 - Minimum bid amount: \$10,000

<u>Name of Bidder</u>	<u>Total Amt. of Bid</u>	<u>5% Deposit</u>
Michael Fellers	\$15,100.00	\$755.00
ABT Properties	\$15,010.00	\$750.50
Affordable Homes Services	\$14,600.00	\$730.00
Floyd & Elizabeth Rettler	\$13,750.00	\$687.50
Michael Fellers	\$12,500.00	\$625.00
Floyd & Elizabeth Rettler	\$11,750.00	\$587.50
Robert Baumann	\$11,247.00	\$562.35

Moved by Ms. Merten, seconded by Mr. Borman to accept the bid of Michael Fellers in the amount of \$15,100.00, and forward a resolution to the County Board authorizing the sale of tax deed parcel V4-0195 in the Village of Kewaskum to Michael Fellers. In the event of a forfeited bid, authorization is given to accept the next highest bid and forward a resolution to the County Board authorizing the sale of tax deed parcel V4-0195 to the next highest bidder. Motion carried.

RECOMMENDATION FOR ACCRUAL OF INTEREST AND PENALTY ON TAX DEED PARCELS

Ms. Jaszewski explained that since a profit or loss from a tax deed parcel is recognized in the County Clerk’s budget and there are no funds budgeted in this account, she is recommending interest and penalty only be calculated through the date the County takes the Deed on tax deed properties that are sold and result in a financial loss for the County.

Moved by Mr. Milich, seconded by Mr. Milich to instruct the County Treasurer to calculate interest and penalty through the date the County issues a Tax Deed on all tax deed parcels resulting in a financial loss. Motion carried.

RECOMMENDATION FOR EXEMPTION FOR USING UNSPENT FUNDS IN ELECTION ACCOUNTS

Ms. Jaszewski stated that last year, this Committee and the Administrative Services Committee authorized a process of budgeting half of the anticipated additional amount required for even numbered year elections in the odd numbered years in order to maintain a somewhat even level of budgeting for the County Clerk’s office. For the 2013 budget, a total of \$27,500 was included to be non-lapsed to 2014 for election related expenses. Washington County’s policy is to use any remaining funds in existing accounts prior to requesting a General Fund transfer to cover end of year budget shortfalls and Ms. Jaszewski is concerned that excessive losses from tax deed sales could result in using some or all of the funds designated to be carried over for elections. She is recommending this Committee exempt the County Clerk Election Supplies and Advertising & Legal Notices accounts from the policy of using unspent funds for shortfalls in order to ensure sufficient money is carried over for even numbered year elections.

Moved by Ms. Merten, seconded by Mr. Borman to exempt the requirement to use funds in account 1500001.431008 - Election Supplies, and account 1500001.424002 - Advertising & Legal, to cover year end shortfalls in County Clerk budget centers. Motion carried.

REPORT #37 - FINANCIAL APPROVAL REPORT

1 Moved by Ms. Merten, seconded by Mr. Borman to approve early release and presentation to the
2 County Board, Report #37 - Financial Approval Report, in the amount of \$7,494,699.30. Motion
3 carried.

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5 **VOUCHERS**

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

7 Miscellaneous vouchers in the amount of \$17,584.88.

8 General Accounts Payable vouchers in the amount of \$633,262.43.

9 Human Services Accounts Payable WISACWIS vouchers in the amount of \$10,768.42

10 Jury vouchers in the amount of \$1,303.70.

11 Motion carried.

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13 Moved by Mr. Hensel, seconded by Ms. Merten to approve Mr. Borman's expense voucher in the
14 amount of \$102.26. Motion carried.

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16 Moved by Mr. Borman, seconded by Ms. Merten to approve Mr. Hensel's expense voucher in the
17 amount of \$31.64. Motion carried.

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19 Moved by Mr. Borman, seconded by Mr. Hensel to approve Ms. Merten's expense voucher in the
20 amount of \$143.48. Motion carried.

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22 Moved by Mr. Borman, seconded by Ms. Merten to approve Mr. Milich's expense voucher in the
23 amount of \$49.72. Motion carried.

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25 **CLOSED SESSION**

26 Moved by Mr. Borman, seconded by Ms. Merten to convene into Closed Session at 10:50 a.m.
27 pursuant to Wis. Stats. §19.85(1)(c), considering employment, promotion, compensation or
28 performance evaluation data of any public employee over which the governmental body has
29 jurisdiction or exercises responsibility, specifically: "to conduct annual evaluation for the Finance
30 Director". Motion carried unanimously by roll call vote.

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32 **OPEN SESSION**

33 Moved by Mr. Borman, seconded by Ms. Merten to return to Open Session at 11:30 a.m. Motion
34 carried unanimously by roll call vote.

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36 **ADJOURNMENT**

37 Moved by Mr. Milich, seconded by Mr. Hensel to adjourn the meeting at 11:31 a.m. Motion carried.

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Brenda J. Jaszewski, County Clerk