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**WASHINGTON COUNTY
FINANCE COMMITTEE**

Government Center
West Bend, WI

October 2, 2012
8:00 a.m.

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

Also Present: County Board Chairperson Herbert Tennes, Administrative Coordinator Douglas Johnson, Finance Director Susan Haag, County Clerk Brenda Jaszewski, Deputy Finance Director Paul Labonte, Assistant Finance Director Rich Abbott, Richard Bertram, and Supervisors Ray Heidtke, Donald Kriefall, Peter Sorce, and Paul Ustruck.

Chairperson Hensel reconvened the meeting at 8:00 a.m.

UW-Extension

The UW-Extension budget was presented by the Community & Economic Development Educator/ Department Head Paul Roback. Mr. Johnson presented the base level funding of \$553,143 and the recommended budget is \$537,602 (-4.8% below 2012 levy). The Requested budget is below the Base level set by the Finance Committee on June 6.

ONE MORE THING: In 2012, Paul Roback was named UW-Education Department Head for Washington County, assuming these additional administrative and leadership roles along with his role as Community & Economic Development Educator. New educators were also hired to fill vacancies in the program areas of 4-H Youth Development (Brianna Stapleton Welch) and Family Living (Carol Bralich).

Mr. White suggested that UW-Extension increase the fee for participation in 4-H from \$1.00 to an amount that would help offset the levy support associated with 4-H activities.

Moved by Ms. Merten, seconded by Mr. Borman to tentatively approve the UW-Extension 2013 recommended budget, including Out of State Travel, for a total net levy in the amount of \$537,602. Motion carried.

Historical Society

The Historical Society budget was presented by Executive Director Patricia Lutz. Mr. Johnson presented the total base level funding for the Historical Society, including the cost of operating the Old Courthouse buildings, of \$340,790 and the recommended level of funding is \$346,868 (-0.3% below 2012 levy). For funding to support the programs of the Washington County Historical Society, the Requested budget met the target of a 2% reduction. For the care of the buildings, budgeted by County Facilities, costs are \$2,100 higher than this year's budget due to increased electric utility costs. Under budgeting the estimated building costs will require shifting costs from other facilities to meet actual expenses.

DECISION ITEM FUNDED: Increased facilities costs @ \$6,078

ONE MORE THING: Collaboration with other community organizations has been an area of noted improvement in the past year. An example is the establishment of the Moraine History Network, a

1 grouping of area historical societies for exchange of ideas and mutual support. This group will
2 continue to grow in 2013.

3
4 Mr. White questioned the amount of financial support from the County and would like to eventually
5 see the Historical Society become self-sustaining. Ms. Lutz explained that without County funding,
6 the Historical Society would not be able to provide the current services and programs.

7
8 Moved by Ms. Merten seconded by Borman to tentatively approve the Historical Society 2013 budget
9 and levy in the amount of \$346,868 (\$145,979 Historical Society Support and \$200,889 Old
10 Courthouse Buildings -Facility Maintenance). Motion carried with Mr. White and Mr. Milich voting
11 no.

12 13 **Fair Park/Ag & Industrial Society (AIS)**

14 The Fair Park/AIS request for County support was presented by Executive Director Sandy Lang. Mr.
15 Johnson presented the base level funding of \$77,857 and the recommended level is \$77,857 (-2%
16 below 2012 levy). The Requested level of funding is at the authorized Base level set by Finance
17 Committee.

18
19 **ONE MORE THING:** Washington County Fair Park continues to succeed with its signature event,
20 the County Fair. The 2012 Fair provided a venue for 743 Junior Class and 233 Open Class residents
21 to showcase their projects, totaling nearly 8,500. Volunteers continue to enjoy helping with the event,
22 holding down operating costs. The County Fair brings many visitors to Fair Park, and to Washington
23 County.

24
25 Moved by Ms. Merten, seconded by Mr. Milich, to tentatively approve the Fair Park recommended
26 2013 County financial support in the amount of \$77,857. Motion carried.

27 28 **Convention and Visitors Bureau**

29 The Convention and Visitors Bureau request for County support was presented by Director Elaine
30 Motl. Mr. Johnson presented the Base level funding of \$30,000 and the recommended level is
31 \$30,000 (same as 2012 levy). The recommendation is at the Base level set by the Finance Committee
32 on June 6. The requested level of County support is \$40,000. It is acknowledged that more
33 marketing of Washington County attractions could be done with additional levy. However, this is not
34 a clear County priority when measured against all of our programs and services, both departments
35 and other business partners. In a budget where most departments are seeing reduced levy by 2% or
36 more, increased optional funding for tourism promotion is not recommended. The requested increase
37 is a concern for 2013 in part because it will likely not be sustainable in the 2014 budget. Enthusiastic
38 continuation of the \$30,000 funding level is recommended as a level of County tax support that the
39 CVB can count on, (up from \$20,000 in 2011).

40
41 **NOT YET FUNDED:** Increased marketing @ \$10,000

42
43 **ONE MORE THING:** The CVB marketing plan is emphasizing tourism concepts that are grounded
44 in Washington County's notable features. These include:

- 45 ● Silent sports market utilizing our natural assets like county parks
- 46 ● Attraction market for museums, historical assets, racetracks, arts, and retail stores
- 47 ● Hotel, restaurant and attraction packaging
- 48 ● Fall color tours and promotion

- 1 ● Hunt clubs and outdoor activities
- 2 ● Motor coach tours
- 3 ● Ecotourism
- 4 ● Meetings and conventions that attract overnight stays
- 5 ● Capitalizing on the 2011 and 2018 nationwide media attention for golf
- 6 ● and more...

7

8 Ms. Motl indicated the Village of Jackson has increased financial support from \$2,500 to \$4,000, and
9 she has verbal commitments for increased funding from two other municipalities. The Committee
10 supports the requested level of \$40,000, which is \$10,000 above the recommended level.

11

12 The Committee discussed having the Convention and Visitors Bureau work with local businesses for
13 cooperative advertising. Ms. Merten expressed concern that the City of Hartford is not yet
14 contributing a portion of their room tax to the Convention and Visitors Bureau. The Committee
15 would like to encourage the County Supervisors representing Hartford to stress to the City, the
16 importance of municipal financial support to the Convention and Visitors Bureau.

17

18 Moved by Mr. White, seconded by Mr. Borman to tentatively approve the Convention and Visitors
19 Bureau requested 2013 County support in the amount of \$40,000. Motion carried.

20

21 Mr. Hensel recessed the meeting at 9:37 a.m. and reconvened at 9:50 a.m.

22

23 **Facility Management – Outlay Request**

24 Mr. Johnson stated Facilities Management has agreed to purchase one of the Planning and Parks
25 department trucks in 2013, in the amount of \$4,081, in lieu of purchasing a new truck. The savings to
26 Facilities for 2013 would reduce Outlay by \$14,919.

27

28 Moved by Mr. Borman, seconded by Mr. Milich to amend the Administration - Facilities
29 Management 2013 budget to reduce Outlay by the amount of \$14,919, resulting in a Facility levy in
30 the amount of \$2,533,143, and a total Administration department net levy in the amount of
31 \$2,804,119. Motion carried.

32

33 **Veterans Service**

34 The Veteran's Service budget was presented by Veterans Service Officer Mark Baldwin. Mr.
35 Johnson presented the 2013 base level funding of \$192,067 and the recommended budget is \$191,418
36 (-2.3% below 2012 levy). The Requested budget is below the Base level set by the Finance
37 Committee on June 6.

38

39 **ONE MORE THING:** The Federal Veterans Administration is going paperless in the near term.
40 2013 is a good time for preparing for this next level of services, with accreditation training for staff
41 available in Appleton. The result of successfully completing this training will be online access to the
42 VA for all our staff, similar to that currently available only to the Veterans Service Officer.

43

44 Moved by Mr. White, seconded by Mr. Milich to tentatively approve the Veterans Service 2013
45 recommended budget and levy in the amount of \$191,418. Motion carried.

46

47 **County Treasurer**

1 The County Treasurer budget was presented by Treasurer Janice Gettelman. Mr. Johnson presented
2 the base level budget of revenues more than expenses of \$475,382 and the recommended level of
3 revenues more than expenses is \$476,757. The Requested budget achieves more net revenue than the
4 Base level target set by the Finance Committee on June 6.

5
6 **OTHER ADJUSTMENTS TO REQUEST:** The Interest on Investments is reduced from the
7 requested level by \$38,000. The intent is to budget conservatively, consistent with 2012 results, but
8 also to give renewed attention to increasing income in this area during 2013 and going forward.

9
10 **ONE MORE THING:** The Interest on Delinquent Taxes budgeted revenues for 2013 is
11 recommended at the level presented to the Finance Committee on August 22. This will be monitored
12 closely with periodic reports to the Committee through the year. It is anticipated that Interest on
13 Delinquent Taxes will be a declining source of revenue in years ahead; making it a poor choice to
14 rely on at a high level in the County's overall financial planning.

15
16 Moved by Mr. White, seconded by Mr. Hensel, to tentatively approve the County Treasurer 2013
17 budget, including User Fees, for a total net levy in an amount of revenues more than expenses of
18 \$476,757. Motion carried.

19 **Samaritan Health Center**

20 The Samaritan Health Center budget was presented by Administrator Ed Somers. Mr. Johnson
21 reported the base level funding is no county levy and the recommended level budget is no county
22 levy. Since 2002, Samaritan has served its residents without a county levy to subsidize operations.
23 Revenues come from Medicaid, Family Care, Medicare, Private Insurance, and Private Pay.
24 Supplemental payments given to government owned nursing homes to cover losses from high cost
25 Medicaid residents (variously known as ITP, SP, or CPE payments) is continued by the State at 2012
26 levels.
27

28
29 **OUTLAY:** Resident equipment and other outlay @ \$98,922 (Enterprise Fund)

30
31 **ONE MORE THING:** The collective bargaining agreement covering the nursing assistants, dietary
32 workers, maintenance workers and activity staff expires on 12/31/12, and will result in significant
33 pension savings in 2013. To allow for planning billing rates to cover actual costs, an estimate has
34 been added to the budget to cover the cost of one of the two pay plan changes under consideration.
35

36 Moved by Mr. White, seconded by Mr. Milich to tentatively approve the recommended Samaritan
37 Health Center 2013 budget, including Outlay and User Fees, in the amount of no county levy.
38 Motion carried.

39 **Status of Budget**

40 Mr. Johnson reviewed the Budget Summary worksheet, which includes Wage and General Fund
41 adjustments and stated that on October 10, 2012, the budget book will be available on the County's
42 website.
43

44 **FINANCIAL APPROVAL FOR CHANGE ORDER ON FAIR PARK ASPHALT PROJECT**

45 *Appearance: Facility Manager David Loomans and Assistant Facilities Manager Deb Martz*
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1 Mr. Loomans stated that during the parking lot reconstruction project at Fair Park, the sub-soil under
2 parking lot #4 had been determined to be insufficient and resulted in a failure during proof rolling.
3 The County Engineer and the Contractor have evaluated the problem and the recommendation is to
4 install lime stabilization, which mixes with the clay soil to create a sufficient sub-base for the asphalt.
5 Mr. Johnson recommends approving the change order request and allows Facilities to draw on the
6 2013 Capital Improvement funds allocated for Fair Park projects.

7
8 Moved by Mr. White, seconded by Mr. Milich to approve the change order for the Fair Park asphalt
9 reconstruction project to furnish and install lime stabilization in the indicated area of approximately
10 2,600 square yards in the amount of \$15,600 using an advance on the 2013 Capital Improvement
11 funds allocated for Fair Park projects. Motion carried.

12
13 **Review Budget/Set Levy**

14 Moved by Ms. Merten, seconded by Mr. White to approve and forward to the County Board, the
15 2013 budget with total expenses in the amount of \$115,611,522, total revenues in the amount of
16 \$78,228,389, and a total levy of \$37,383,133. Motion carried.

17
18 Moved by Mr. Milich, seconded by Mr. Borman to approve the 2013 County tax rates as follows:
19 County - \$2.879, and County Library - \$0.2522. Motion carried.

20
21 Moved by Mr. White, seconded by Mr. Hensel, to adjourn at 11:00 a.m. Motion carried.
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Brenda Jaszewski, County Clerk