WASHINGTON COUNTY
FINANCE COMMITTEE

Courthouse - Government Center  August 31, 2011
West Bend, WI  8:00 a.m.

Present:  Ralph R. Hensel, Richard L. Bertram, Leslie J. Borman, Todd M. Healy, and Joan A.
Russell.

Also Present: Finance Director Susan M. Haag, County Board Chairperson Herbert J. Tennies,
Administrative Coordinator Doug Johnson, County Attorney Kim Nass, County Clerk Brenda
Jaszewski, Deputy Finance Director Paul Labonte, Assistant Finance Director Rich Abbott, and
Treasurer Janice Gettelman.

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

MINUTES
Moved by Mr. Bertram, seconded by Mr. Healy to approve the Finance Committee minutes of July
27, 2011, as presented.  Motion carried.

Moved by Mr. Bertram, seconded by Mr. Healy to approve the Finance Sub-Committee minutes of
July 20, August 3, 10, and 24, 2011, as presented.  Motion carried.

RESOLUTION - CLEAN SWEEP PROGRAM
Appearance:  County Conservationist Paul Sebo

Moved by Ms. Russell, seconded by Mr. Bertram to approve the resolution authorizing the Planning
& Parks Department, Land & Water Conservation Division, to apply for a Wisconsin Department of
Agriculture, Trade and Consumer Protection 2012 Wisconsin Clean Sweep grant for “Temporary
Collection”, in the amount of $26,000 for the collection of household hazardous waste, agricultural
waste, and pharmaceutical drug collection, and forward to the County Board.  Motion carried with
Mr. Healy voting no.

HIGHWAY DEPARTMENT TRANSFER FOR PARK & RIDE
Appearance:  Highway Commissioner Jon Edgren and Assistant Highway Commissioner Tom
Wondra

Mr. Edgren reported the Transportation Committee has authorized the transfer $425,000 into the
Richfield Park & Ride Capital Project Fund.  These funds are available due to savings from the
County Road “Y” project.

Moved by Mr. Bertram, seconded by Mr. Healy to concur with the Transportation Committee’s
decision to approve the transfer of $425,000 from the Highway County Roads and Bridges account
to the Richfield Park & Ride Capital Project Fund, with any funds remaining after the completion to
be returned to the County Roads and Bridges Fund.  Motion carried.
RESOLUTION - 2012 PRE-FAIR EXPENSES
Ms. Haag stated the Agriculture and Industrial Society (AIS) is requesting approval of the resolution authorizing up to $250,000 in pre-fair expenses for the 2012 County Fair at this time in order to have the assurance the funds will be available. AIS would like to book the 2012 entertainment prior to October in order to obtain favorable rates.

Moved by Ms. Russell, seconded by Mr. Borman to approve the resolution authorizing an advance from the general fund, in an amount not to exceed $250,000, to AIS for pre-fair expenses for the 2012 Washington County Fair, and forward to the County Board. Motion failed with Mr. Hensel, Mr. Bertram, and Mr. Healy voting no.

Mr. Hensel, Mr. Bertram, and Mr. Healy stated that prior to approving the resolution, they would like to review the financial statements for the 2011 County Fair, which are not yet available. The Committee requested this resolution be placed on the September 13, 2011, County Board agenda and hold a special Finance Committee meeting at 7:30 a.m. on September 13 to review the AIS 2011 County Fair expenses and revenues and reconsider the resolution.

OUT-OF-STATE TRAVEL REQUEST - MEDICAL EXAMINER
Appearance: Medical Examiner Kelly McAndrews

Moved by Mr. Borman, seconded by Mr. Healy to approve the out-of-state travel for one staff member of the Medical Examiner’s Office to attend the Homicide and Suicide Investigative Techniques conference in Washington, DC on September 19-23, 2011 at no direct cost to Washington County. Motion carried.

RESOLUTION - BROWNFIELD GRANT APPLICATION
Mr. Johnson presented a draft resolution authorizing the preparation of a grant application to the U.S. Environmental Protection Agency (U.S. EPA) for assessment, cleanup, and redevelopment of Brownfield properties. The assessment grants require no matching funds, and will provide up to $400,000 in funding to an individual applicant. Economic Development of Washington County (EDWC) would administer the program.

Moved by Mr. Healy, seconded by Mr. Borman to approve the resolution authorizing the preparation of a grant application for submittal to the U.S. EPA on the County’s behalf, in the amount of not more than $400,000 for the U.S. EPA Brownfield Program, and forward to the County Board. Motion carried.

INFORMATION ON HOW 2012 WAGE RATES WERE ADDRESSED IN BUDGET PREPARATION GUIDELINES
Mr. Johnson reviewed the procedure for establishing wage rates in the preparation of the 2012 Washington County budgets for departments. He stated the departments were provided budget figures which includes a two percent cost of living increase for most employees not covered by a current bargaining agreement. This cost of living adjustment is used for budgeting purposes only and does not constitute an automatic authorization. It has been the practice of Washington County to prepare department budgets with an estimated cost of living adjustment and then have the Administrative Services Committee and full County Board vote on that adjustment.
QUARTERLY INVESTMENT REPORT
Ms. Gettelman presented and reviewed the second quarter, 2011 investment report, and the 2011 interest on investments report. Moved by Mr. Bertram, seconded by Ms. Russell to accept the reports. Motion carried.

UNINSUREDBANK DEPOSITS/UNCOLLATERALIZED DEPOSITS
Ms. Gettelman stated that within the comments of the 2010 County’s audit, it was noted that a significant portion of our deposits are uninsured and uncollateralized and she is requesting this Committee provide direction on these funds. If we collateralize all of these funds, our interest rate will be approximately half of what we are currently receiving. The Committee discussed the current investment strategy and Ms. Gettelman was commended on her diversification of the County’s funds. It was recommended Ms. Gettelman utilize the increase in the FDIC amounts and move some of the uncollateralized money into FDIC accounts by increasing the funds in government agencies and Certificates of Deposits.

UPDATE INVESTMENT POLICY
Ms. Gettelman distributed a draft of the Washington County investment policy with proposed changes.

Moved by Mr. Bertram, seconded by Mr. Borman to accept changes in the investment policy as presented. Motion carried with Mr. Healy abstaining.

RECOMMENDATION ON WCA 2011 CONFERENCE RESOLUTION 8
Moved by Ms. Russell, seconded by Mr. Healy to recommend Chairperson Tennies vote to support Wisconsin Counties Association Resolution 8, which opposes a decrease in delinquent property tax interest rates. Motion carried.

RESOLUTION FOR GENERAL FUND TRANSFER FOR UNEMPLOYMENT ASSESSMENT
Moved by Mr. Bertram, seconded by Mr. Healy to approve the resolution authorizing the transfer from the General Fund for the special assessment unemployment insurance, and forward to the County Board. Motion carried.

Mr. Hensel recessed the meeting at 10:17 a.m. and reconvened at 10:24 a.m.

SALES TAX REPORT
The total received in August for sales tax earned in June was $734,812.61, for a 2011 total of $4,224,831.85, net of Cabela’s. Moved by Mr. Healy, seconded by Mr. Bertram to accept the sales tax report as presented. Motion carried.

DISCUSSION AND RECOMMENDATIONS ON TAX DEED PROPERTIES
Ms. Nass reviewed the County’s role in the tax deed property process and stated we need to review the risks and benefits on a case by case basis to determine if taking of deeds for these delinquent properties is in the best interest of the County. It was noted that if the County does not take the deed to delinquent parcels, statutes require the taxing entities will still receive their portion of taxes that are due, with the exception of special assessments. In addition, taxes, interest, and penalties will continue to accrue on these parcels. It was agreed the County should work with the
municipalities early in the tax deed process to review the parcels and if warranted, request a reassessment of the value of the parcels.

**T1-0930-00Z - Town of Addison**

This is a small parcel approximately .21 acres, on State Highway 33 in the Town of Addison. Previously, there was a restaurant that burned down sometime between two and four years ago. Ms. Nass stated there are no signs of environmental problems on the parcel, but it was noted there is a leaking underground storage tank site approximately 70 feet from the edge of the property in the WISDOT right-of-way. Ms. Nass recommends taking the deed to this parcel. The Committee requested Ms. Nass research this parcel to try to determine when it was last listed for sale and what the sale price had been. This parcel will be brought back to this Committee at a future date for consideration on disposition.

**T1-0681-00Y - Town of Addison**

This parcel is approximately 12.76 acres in size and has a residence that was constructed in 1994. It is believed the owner may occupy the home; however, the inside of the residence may not be completely finished. There are numerous outstanding tax warrants against the owner of the property, which would not be the responsibility of Washington County if we take the deed.

Moved by Mr. Healy, seconded by Mr. Borman to authorize the County Attorney to take the deed to parcel T1-0681-00Y in the Town of Addison. Motion carried.

**T4-0712-002 - Town of Farmington**

This parcel is a condominium unit, which does not have a building on it at this time. The Committee requested Ms. Nass research the deed and former sales listing, as well as research prices for similar units that have been sold within the development and bring this information back to a future meeting for consideration and disposition.

**T13-0131-300 - Town of West Bend**

This is a small strip of land adjacent to the right-of-way along the south side of State Highway 33, just west of State Highway 144. The adjacent parcels are being farmed and the Committee discussed the possibility that the owners of the adjacent parcels may be interested in purchasing this parcel.

Moved by Mr. Healy, seconded by Mr. Bertram to authorize the County Attorney to take the deed to parcel T13-0131-300 in the Town of West Bend. Motion carried.

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

The Committee reviewed the pictures of this parcel and Ms. Nass recommends this parcel be included the next time we offer tax deed parcels for sale. The Committee will determine the minimum bid amount at a future meeting.

**V5-0032-00A - Village of Slinger**

The Committee discussed the concerns with this parcel and will make a recommendation for disposition at a future meeting.
NEXT MEETING DATES
The Finance Sub-Committee will tentatively meet on September 7, 14, and 21, 2011. The Finance Committee will tentatively meet on Tuesday, September 13, 2011, at 7:30 a.m., and Wednesday, September 28, 2011, at 8:00 a.m. Budget hearings will begin on Thursday, September 29, 2011, at 8:00 a.m. and continue through Wednesday, October 5, 2011.

FINANCIAL APPROVAL REPORT #20
Moved by Mr. Bertram, seconded by Ms. Russell to approve early release and presentation to the County Board, Financial Approval Report #20 in the amount of $38,004,289.21. Motion carried.

VOUCHERS
Moved by Mr. Healy, seconded by Mr. Bertram to approve the following:
- Miscellaneous vouchers in the amount of $17,737.18.
- WiSACWIS vouchers in the amount of $1,969.00.
- General Accounts Payable vouchers in the amount of $521,856.26.
Motion carried.

ADJOURNMENT
Moved by Mr. Bertram, seconded by Mr. Healy to adjourn at 11:47 a.m. Motion carried.

Brenda J. Jaszewski, County Clerk