

Jefferson County
Finance Committee Minutes
June 9, 2011

Committee members: Braugher, James B.
Jones, Richard C.
Mode, Jim
Molinaro, John
Rogers, Pamela (Chair)

1. **Call to order** -- Pam Rogers called the meeting to order at 8:30 a.m.
2. **Roll call (establish a quorum)** -- All committee members were present. Additional County Board Supervisors present were Mike Burow, Jan Rouou, and Carlton Zentner. Staff in attendance was Dave Ehlinger, Bill Kern, Gary Petre, Phil Ristow, and Tammy Worzalla.
3. **Certification of compliance with the Open Meetings Law** -- Gary Petre certified that the meeting complied with the Open Meeting Law.
4. **Review of the agenda** – A request was made to move the Coroner’s office training request to be after the approval of minutes.
5. **Citizen comments** -- There were no citizen comments.
6. **Approval of the minutes for May 21, 2011** -- A motion was made by Mode/Jones to approve the minutes of May 12, 2011 as drafted. The motion passed 5-0.
12. **Discussion and possible approval of out-of-state training for the Coroner’s office at the St. Louis, MO University School of Medicine** -- Pat Theder presented his request to have Jay Deppe (Deputy Coroner) attend the out-of-state training at the St. Louis, MO University School of Medicine in August 2011. Pat indicated that although the training was not included in his 2011 budget he felt funds were available for this purpose. A motion was made by Molinaro/Mode to approve attendance at the seminar with costs not to exceed \$1,700. The motion passed 5-0.
7. **Presentation of draft audited financial statements for 2010 by Clifton Gunderson** -- Jacob Lenell from Clifton Gunderson LLP gave a PowerPoint presentation regarding the draft 2010 financial statements for the County and the related internal controls letter (often returned to as the Management Letter). John Molinaro requested that Dave Ehlinger provide a list to him of items to be requested from the County Treasurer’s office.

Gary Petre asked if Clifton Gunderson had performed a review of Fair Park cash handling procedures. Jacob responded that one had been performed and that no issues or concerns were found. Gary asked the Jacob for a copy of the cash handling report.
8. **Discussion and possible recommendation for denial of insurance claim by Emergency Starting and Towing for alleged damage to windshield from stone from County Highway Department truck on April 28, 2011** -- Phil Ristow explained the insurance claim from Emergency Starting and Towing for alleged damage to a windshield from a stone from a Highway truck on April 28, 2011. A motion was made by Jones/Molinaro to recommend that the County Board deny the claim. The motion passed 5-0.

9. Convene in closed session pursuant to Wisconsin Statute §19.85(1)(e) for consideration of negotiations regarding offer to purchase County property located at Elizabeth St and Woolcock Ave in Jefferson, WI; and conferring with legal counsel concerning settlement of pending litigation -- A motion was made by Braughler/Molinaro to enter into closed session pursuant to Wisconsin Statute §19.85(1)(e) for (a) consideration of negotiations regarding offer to purchase County property located at Elizabeth St and Woolcock Ave in Jefferson, WI, and (b) conferring with legal counsel concerning pending litigation. By a roll call vote, the motion was unanimous.

10. Reconvene in open session to consider items discussed in closed session and possibly take action regarding negotiations -- After general discussion; a motion was made by Jones/Mode to reconvene in open session. The motion passed 5-0.

Staff was directed to get an appraisal on the property and continue negotiations with the City of Jefferson regarding potential sale of the property. A request was made to schedule a meeting for the Finance Committee at 6:30 p.m. on Tuesday, July 12 regarding this subject. Jim Braughler indicated that his schedule would not allow him to attend that meeting.

A motion was made by Molinaro/Jones to recommend the County Board approve the settlement of Workers Compensation Claim #2003-036761 with \$6,680.25 coming from A/C 100.239003 (Workers Compensation Retention) and the balance of \$41,685.86 coming from the County Contingency Fund (A/C 9802.599900). The motion passed 5-0.

11. Discussion and possible action regarding contingency fund request by Central Services for parking lot maintenance at 402 S Center St. -- Gary Petre discussed the request for a transfer from the Contingency Fund for the maintenance of the MIS & Sheriff parking lots at 402 S Center Ave, Jefferson, WI. A motion was made by Molinaro/Braughler to transfer up to \$2,500 from the Contingency Fund (A/C 9802.599900) to Central Services A/C 1901.535231 (Blacktopping) for maintenance of the parking lots for MIS & Sheriff Departments at 402 S Center St, Jefferson, WI. The motion passed 5-0.

13. Presentation of recap of national Government Finance Officers Association conference in San Antonio, TX -- Dave Ehlinger recapped the recent Government Finance Officers Association attended in May 2011 in San Antonio, TX.

14. Discussion and possible acceptance of anonymous unrestricted donation to the County's General Fund -- Dave Ehlinger recapped the anonymous donation received on June 6. A motion was made by Rogers/Braughler to accept the donation and report the information to the County Board. The motion passed 5-0.

15. Set preliminary dental insurance rates for calendar year 2012 -- Dave Ehlinger indicated that with four months of data, the recommendation is that the employee and COBRA dental rates remain the same for 2012 as 2011. No action was taken at this time, as this item will appear again on the July agenda.

16. Update on contingency fund balance -- Dave Ehlinger updated the committee that the Contingency Fund, after recommended County Board action will be \$330,414.14.

17. Discussion regarding State of Wisconsin budget process and its possible effect on Jefferson County budget process -- Roland Welsch updated the committee regarding the

proposed removal of WiscNet funding in the State budget and its affect on internet costs for Jefferson County.

18. **Discussion regarding draft 2012 Budget Guidelines** – Gary Petre gave a broad overview of the 2012 budget guidelines that have been distributed to Department Heads.

19. **Payment of bills --** During the review of invoices, the committee was made aware of the fact that Kathy Eisenmann had turned in expense reimbursements back through March 2011. The committee indicated that (a) they would reimburse these costs, and that (b) Kathy should be notified an exception was being made but would not be made in the future. After review of the invoices, a motion was made by Molinaro/Rogers to pay invoices for \$630,981.12. The motion passed 5-0.

20. **Set future meeting schedule, next meeting date, and possible agenda items** – No action taken.

21. **Adjourn --** A motion was made by Mode/Jones to adjourn at 10:32 a.m. The motion passed 5-0.

Respectfully submitted,

Jim Braughler
Finance Committee Secretary
Jefferson County

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