

Jefferson County  
Finance Committee Minutes  
February 9, 2012

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. 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** – No changes.
5. **Citizen Comments** – None.
6. **Approval of Finance Committee minutes for January 12, 2012** – A motion was made by Mode/Jones to approve the minutes for January 12, 2012. The motion passed 5-0.
7. **Communications** – None
8. **Discussion and possible action on travel request for UW Extension office to attend the North Central Region Science Academy in St. Louis, MO in February 2012** – Gary Petre recapped the travel request by Gail Roberts. A motion was made by Jones/Molinaro to approve the travel request but indicated that future requests may be denied unless they are included in the budget preparation documents as required. The motion passed 5-0.
9. **Discussion and possible action on replacement of Sheriff Office's in-squad video systems** – Jeff Parker presented the historical problems with the current system and requested funding to purchase replacement systems from Coban of Houston, TX. Phil Ristow explained the lack of legal recourse against the prior vendor due to its corporate dissolution. Gary Petre directed Jeff Parker to offer the old equipment to the County departments before selling the old equipment on the open market. Jeff indicated that the installation of the video systems would not affect the personnel involved in the radio upgrade project that is being requested to be carried forward into the 2012 budget. A motion was made to (a) transfer \$45,252 from the 2012 contingency fund to purchase seven (7) replacement in-squad video systems, (b) allow the sale proceeds of fourteen (14) units at \$1,500 each to be used to purchase additional video systems above the seven (7) authorized for 2012, (c) directed that the funding for the remaining video systems be included in the requested 2013 budget, and (d) recommend that the County Board contract with Coban for the purchase of fourteen (14) in-squad video systems. The motion passed 5-0.
10. **Discussion regarding preliminary departmental surplus (deficit) activity for 2011.** Paul Novitzke handed out a document relating that his departmental deficit for 2011 included three factors: (a) a Huber inmate workers compensation claim, (b) the Snocross event loss in

January 2011 and (c) the final vested benefits payout for an employee who was laid off during 2011. Dave Ehlinger presented his updated (as of 2/9/12) departmental summary and indicated that only two departments had deficits. The Fair Park estimated deficit of \$33,455 was 20.7% of their tax levy. The Sheriff estimated deficit of \$100,000 was 0.8% of their tax levy. Dave reminded the committee that all departments shared in the \$1 million savings in health insurance and retirement contributions as a result of Wisconsin Act 10/32 and that the Fair Park savings was \$9,175. Dave indicated that the Sheriff Department's savings were not comparable to other departments because most of their personnel are sworn officers and thus not affected. No action was taken by the committee at this time.

- 11. Update on contingency fund balance.** Dave Ehlinger indicated that the 2011 contingency fund remained at \$285,019.53. Dave recommended that even though the contingency balance was enough to cover the projected 2011 departmental deficits that the budget transfers take place at County Board as per past practice. The "regular" contingency fund balance for 2012 was reduced to \$354,748 because of actions taken today. The "other" contingency fund balance for 2012 has no activity to date and remains at \$324,701.
- 12. Convene in closed session pursuant to s. 19.85(1) (e), Wisconsin Statutes, to deliberate the purchase of public property interests for a satellite Highway facility.** A motion was made by Molinaro/Braugler to convene in closed session pursuant to Wisconsin Statute 19.85(1) (e) to discuss the purchase of public property interests for a satellite Highway facility. By a roll call vote, the decision was unanimous. General discussion of the topic took place.
- 13. Reconvene in open session to take action if necessary on items discussed in closed session concerning public property interests for a satellite Highway facility.** A motion was made by Rogers/Mode to return to open session. The motion passed 5-0. A motion was made by Molinaro/Jones to recommend to the County Board (a) purchase the parcel described as Lot 4, CSM #2400, which is a 3.6 acre property near the intersection of Highway 89 and I-94, and (b) transfer \$325,000 from the General Fund to the Highway Department A/C 53000.611101 to fund the purchase. The motion passed 5-0.
- 14. Payment of invoices –** After review of the invoices, a motion was made by Jones/Rogers to (a) approve the payment of invoices totaling \$709,372.88, and (b) remind MIS Department that vendor mileage statements should be turned in monthly. The motion passed 5-0.
- 15. Set future meeting schedule, next meeting date, and possible agenda items**
  - a. Discussion and possible recommendation to the County Board regarding transfer of funds related to a large 2011 liability damage claim for the Highway Department –** Bill Kern updated the committee on the background for this claim and the upcoming funding request.
  - b. Discussion and possible recommendation to the County Board regarding transfer of funds related to county-wide position classification and compensation study during 2012 –** Gary Petre updated the committee on the upcoming proposal as a result of Wisconsin Act 10/32.
  - c. Discussion and possible action regarding transfer of funds related to vested sick pay for Veterans Services during 2012 –** Dave Ehlinger updated the committee on the upcoming proposal as well as a possible change to future methodology for requesting changes
  - d. Discussion and possible recommendation to the County Board regarding 2011 non-lapsing requests to the 2012 budget –** No updates given.

- e. **Discussion and possible recommendation to the County Board regarding 2011 departmental deficits and resulting amendments to the 2011 budget** – No updates given
- f. By general consensus, it was assumed that future Finance Committee meetings will continue to be on the 2<sup>nd</sup> Thursday of each month.

**16. Adjourn** – A motion was made by Rogers / \_\_\_\_\_ to adjourn at 10:04 a.m. The motion passed 5-0.

Respectfully submitted,

Jim Braugher  
Finance Committee Secretary  
Jefferson County  
/dpe