

Jefferson County
Finance Committee Minutes
February 28, 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 except Richard Jones. Additional County Board Supervisors present was Supervisor Jan Rouu and Carlton Zentner. Staff in attendance was Kim Buchholz, Dave Ehlinger, Andy Erdman, Bill Kern, Paul Milbrath, Joe Nehmer, Jeff Parker, Gary Petre, Phil Ristow, Carla Robinson, Terri Palm, 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 February 9, 2012** – A motion was made by Mode/Molinaro to approve the minutes for February 9, 2012 as drafted. The motion passed 4-0.
7. **Communications** – None
8. **Consider transfer of Vinnie Ha Ha boat ramp parking lot to Wisconsin Department of Natural Resources (DNR)** – Joe Nehmer and Phil Ristow gave the history of the properties adjacent to a DNR boat ramp in the Town of Koshkonong. Currently, one property (PIN 016-0513-2413-003) is leased to the DNR on a long term lease for a parking lot. It is not known how the County obtained title to the property in the past. There is also another property adjacent to the boat ramp (PIN 016-0513-2413-004) that was obtained through a tax foreclosure that the committee previously directed to be offered to the DNR. Phil also reminded the committee of the tax foreclosure property in the Town of Lake Mills (PIN 018-0713-2212-001) that the committee directed in November 2011 be donated to the DNR. Phil explained that the Finance Committee has authority to dispose of only the tax foreclosure properties. A motion was made by Molinaro/Mode to recommend approval to the County Board regarding the transfer of the leased parcel used for parking in addition to the two foreclosure properties previously recommended for donation to the DNR. The motion passed 4-0.
9. **Discussion and possible recommendation to the County Board regarding transfer of funds related to a large 2011 liability damage claim for Highway Department** – Bill Kern explained that in 2011 there had been an accident with one of his highway trucks colliding with a tanker truck resulting in a \$64,907 claim. He is requesting this liability claim deductible to be transferred out the liability insurance retention reserve account and into the

Highway Department to cover these costs. A motion was made by Molinaro/Braugler to recommend approval to the County Board regarding the transfer of funds related to a large 2011 damage claim for the Highway Department for \$64,907. The motion passed 4-0.

- 10. Discussion and possible recommendation to the County Board regarding adjustment of the liability insurance reserve within the General Fund** – Dave Ehlinger explained that the liability insurance reserve was originally set up when the County changed from fully insured through WCMIC (Wisconsin County Mutual Insurance Company) to be insured by Wisconsin Municipal Mutual Insurance Company (WMMIC) with a \$525,000 aggregate annual deductible. The County current has an escrow account at WMMIC of \$300,000 from which claims are paid. The County set aside \$262,500 to pay for 50% of the potential annual aggregate deductible. Currently, there is no policy on refunding the balance as it is used or a policy stating the circumstances in which the reserve can be used. John Molinaro said he would like to continue on a case by case basis for unusual circumstances such as the current point of discussion with the Highway Department. No action was taken by the committee at this time.
- 11. Discussion and recommendation to the County Board regarding departmental surplus (deficit) activity for 2011 and related budget amendments for 2011** - Dave Ehlinger noted that Human Services had a \$933,805 surplus. Kathy Cauley explained that this was due to the employee contributions to their retirement and health insurance, an increase in the termination of parental rights for children in alternate care to assist in the adoption of these youths, anticipatory MA filing for distressed individuals needing hospital care, and fewer individuals for Dr. Haggart to care for from outside hospitals. Dave Ehlinger directed the Finance Committee to review the departmental surplus (deficit) recap spreadsheet noting only two departments that have a deficit, Sheriff and Fair Park. The Sheriff's deficit was \$114,311 which is approximately 1% of their tax levy. This was mostly due to a worker's compensation claim. The Fair Park's deficit was \$36,306, which is approximately 22.5% of their tax levy. The Fair Park received an extra \$69,015 in revenues above amounts budgeted, \$130,371 in non-wage/benefit expenditures above amounts budgeted, and did not use \$25,050 for budgeted capital expenditures (blacktopping). A motion was made by Mode/Molinaro to recommend to the County Board approval of the departmental surplus (deficit) activity for 2011 and related budget amendments for 2011. The motion passed 4-0.
- 12. Discussion and recommendation to the County Board regarding 2011 non-lapsing departmental requests amending the 2012 budget** - The Finance Committee reviewed the 2011 non-lapsing departmental requests individually by department. Molinaro/Mode made a motion to recommend to the County Board approval of the 2011 non-lapsing departmental requests. The motion passed 4-0.
- 13. Discussion and possible recommendation to the County Board regarding transfer of funds related to county-wide position classification and compensation study during 2012** – Terri Palm stated that the County would like to address the employee classifications to have them more standard across the County and more in line with the private sector. The anticipated cost of this study would be approximately \$70,000. Braugler/Mode made a motion to recommend to the County Board the assignment of \$70,000 in General Fund balance to a county-wide position classification and compensation study. The motion passed 4-0.

- 14. Discussion and possible recommendation to the County Board regarding assigning General Fund balance for elected officials' retirement withholdings** – This agenda item has been deferred to a future Finance Committee Meeting.
- 15. Discussion and possible action regarding transfer of funds related to vested sick pay of Veterans Services during 2012** – Dave Ehlinger explained that Veteran Services has had a long-term employee retire in 2012 resulting in a deficit which very likely will not be made up due to their small budget. A motion was made by Mode/Braugler to recommend the County Board to transfer \$4,293.50 from the vested benefit reserve within the General Fund to the Veterans Services Department for sick wages and related social security taxes. The motion passed 4-0.
- 16. Discussion and possible recommendation to the County Board creating a new contingency account related to vested employee benefits** – Dave Ehlinger recommended a special contingency fund for vested employee benefits in the amount of \$265,000 to streamline the process for transfers like agenda item #15. A motion was made by Mode/Braugler to recommend to the County Board the creation of a new contingency account related to vested employee benefits. The motion passed 4-0.
- 17. Update on contingency fund balance** – No activity to this account for either 2011 or 2012 since the last Finance Committee Meeting.
- 18. Payment of invoices** - None
- 19. Set future meeting schedule, next meeting date, and possible agenda items** – No changes at this time.
- 20. Adjourn** – A motion was made by Rogers /Mode to adjourn at 9:45 a.m. The motion passed 4-0.

Respectfully submitted,

Jim Braugler
Finance Committee Secretary
Jefferson County
/tlw-dpe