

Jefferson County
Finance Committee Minutes
November 14, 2013

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

1. **Call to order** – Richard Jones 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 Ben Wehmeier, Brian Lamers, Tammy Worzalla, Phil Ristow, Carla Robinson and Bill Kern.
3. **Certification of compliance with the Open Meetings Law** – Ben Wehmeier certified that notice of 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 November 5, 2013.** A motion was made by Hanneman/Mode to approve the minutes of November 5, 2013. The motion passed 5-0.
7. **Communications** – None
8. **Monthly Finance Report for Finance Department.** Brian Lamers went through the September 2013 report. He explained that the expenditures are at 74.17% and the target should be about 75%.
9. **Discussion and possible action to approve the Clerk of Courts collection agency vendor (required pursuant to Resolution #04-59).** Carla Robinson explained that they are looking to change their current vendor. The current vendor is charging 19% and the new vendor would be 14% and also the current service level seems to be declining. A motion was made by Molinaro/Braugher to approve the contract with Credit Management Control as the collection agency. The motion passed 5-0.
10. **Discussion and possible action on the debt structure for the Highway Facilities.** Ben Wehmeier discussed where we are in the process of the bonding and we will be putting a post issuance policy in place. We will be continuing to work with Ehlers on disclosures that are required including the post issuance requirements. That may cost about \$1,400 a year. Discussion took place as to when the 2014 issuance would be which will depend on multiple variables.
11. **Discussion of funding for projects related to the Countryside purchase, demolition and cost related to the future Highway Facilities.** Ben Wehmeier explained where the process is currently with the demolition of Countryside.

- 12. Review and discussion on 2013 projections of budget vs. actual.** Brian Lamers gave estimates through the end of September. He explained just looking at the end of October we have interest revenue of approx. \$170,000 but the budget was \$300,000. We also have a fair market value reduction of almost \$168,000. We have collected interest on taxes, as of the end of October \$777,000, with a budget of \$650,000. The Sheriff is estimated currently to be over about \$100,000 but there are a lot of things going on that we are not aware of including comp time to be paid out which Brian estimates at approx. \$70,000. Brian pointed out the Coroner is going to be close at year end, currently the tax levy for 2013 is \$89,195 and current levy use is approx. \$73,000 leaving \$16,195 until the end of the year. It was discussed with the Treasurer where the investments are. Phil Ristow discussed the history of the investment advisor that we use. Brian let the committee know this year the investment in AIM of approximately \$4 million was moved out of AIM where we were making very little interest. Tammy Worzalla explained the policy is to have the investment advisor meet with the committee annually but that has not happened lately. It was discussed that Ben look into a possible Skype meeting with the investment advisor.
- 13. Set the dental rate premiums for retirees.** Brian Lamers explained in 2013 the rates are \$37.50 for single and \$81 for family. The approved 2014 rate for current employees is \$42 for single and \$90 for family. A motion was made by Molinaro/Mode to set the rates for retirees at \$42 for single and \$90 for family. The motion passed 5-0.
- 14. Discuss and possible action to remove the contingency set up for the payout of the DA department retirement.** Brian explained that the individual that was to retire postponed the retirement until January 2014. The contingency that was approved was \$20,000 and not needed anymore. A motion was made by Mode/Braughler to remove the contingency of \$20,000 that was approved for the DA department. The motion passed 5-0.
- 15. Update on contingency fund balance.** Brian Lamers directed the Finance Committee to the schedule showing the current balance of 2013 general contingency of \$213,150 with the other contingency for wage increases having a current balance of \$102,290 and the vested benefits balance of \$265,000 with the approval of agenda item 15.
- 16. Set future meeting schedule, next meeting date, and possible agenda items –** The next regular meeting is Thursday, December 12, 2013 at 2:30 pm. Agenda items will include continued discussions on any 2013 budget to actual issues, acceptance of the bond issue, a post-compliance policy and funding for the future Highway facility. A meeting was added to close the books on February 25, 2014 at 8:30.
- 17. Payment of Invoices-**After review of the invoices, a motion was made by Molinaro/Mode to approve the payment of invoices totaling \$955,704.77. The motion passed 5-0.
- 18. Adjourn –** A motion was made by Braughler/Hanneman to adjourn 9:20 a.m. The motion passed 5-0.

Respectfully submitted,

Jennifer Hanneman
Finance Committee
Jefferson County
/bll