

Jefferson County
Finance Committee Minutes
April 11, 2013

Committee members: Braughler, 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 Kathi Cauley, Phil Ristow, Brian Lamers, Tammy Worzalla, Jeff Parker, Joe Nehmer, Kim Buchholz, Roland Welsch, William Kern, Duane Scott and Paul Milbrath.
3. **Certification of compliance with the Open Meetings Law** – Richard Jones 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 March 14, 2013.** A motion was made by Mode/Hanneman to approve the minutes for March 14, 2013 as drafted. The motion passed 5-0.
7. **Communications** – None
8. **Review of meeting dates and times for May 2013-April 2014.** No action taken.
9. **Discussion and possible approval of funding for cyber insurance coverage.** Phil Ristow and Roland Welsch explained the reason why the County should have this type of insurance and the benefits to having the coverage. A motion was made by Molinaro/Hanneman to approve contingency transfer of \$9584 (Account 9802.599900) for cyber insurance coverage to other insurance (Account 9801.591519). The motion passed 5-0.
10. **Discussion and recommendation to the County Board the approval of a resolution to accept grant funding for Blackhawk Island fishing pier from the Department of Natural Resources.** Joe Nehmer explained the grant, the cost share of 80% State Aid (\$49,800) and 20% local match (\$12,740) and what will be constructed. A motion was made by Mode/Hanneman recommending approval of this resolution being sent to the County Board. The motion passed 5-0.
11. **Discussion and possible action on replacing the Sheriff's Department squad maintenance lift that is non-operational and non-repairable using contingency funds.** Jeff Parker explained the lift is approximately 21 years old and last fall \$7,115 was used to try fixing the lift and having been warned that this was a temporary fix, but which was not expected to fail this soon. Jeff recommended using Bangle with the lowest bid. Richard Jones asked about the use of the Highway Shop and was advised it would not be cost effective with

transporting. A motion was made by Hanneman/Molinaro to approve contingency transfer (Account 9802.599900) in the amount of \$15,390 to the Sheriff Department (Account 2001.594819-Capital Other Equipment) for the replacement of the maintenance lift. The motion passed 5-0.

12. Discussion and possible action on reimbursement of deductible payment of \$500 for an accident of an employee that used their personal vehicle for work related activities.

Kathi Cauley stated that the employee had decided not to request reimbursement at this time. No action taken.

13. Discussion of funding for projects related to the Countryside purchase, demolition and cost related to the future Highway Facilities. Brian Lamers explained that there was \$481,806 that was carried over and \$1,543,127 in the 2013 budget committed fund balance that was set aside for Highway facility projects that would require board approval by 20 votes to transfer the funds which would make available funds of \$2,204,933. Estimated expenditures included \$78,000 for architect design for a satellite shop, \$150,000 for Countryside purchase, \$800,000 for Countryside demolition, \$700,000 for architect design for the main shop, and \$1,350,000 for the Lake Mills shop construction. Total estimated expense would be \$3,078,000 leaving \$1,053,067 expense over available funds. Phil Ristow also explained that there is a RFP getting drafted for a construction manager that may be additional expenditures. Discussion took place on several funding options including a reimbursement resolution, holding off on building the Lake Mills shop until next year or using General fund balance and replacing the funds when bonding gets approved. It was discussed that until we have better estimates on the demolition of Countryside and the construction of the Lake Mills satellite shop that a transfer for the Architect RFP amount of \$614,000 would need to be made from the committed fund balance to the Highway Department. A motion was made by Jones/Molinaro to send a resolution to the County Board to transfer \$614,000 out of the committed fund balance to the Highway Department for the cost of the architecture design contract for the main Highway facility. The motion passed 5-0

14. Review and discussion regarding the 2014 budget. Richard Jones asked if we are on track with the 2014 budget calendar. Brian Lamers and Kathi Cauley stated that they are.

15. Update on contingency fund balance. Brian Lamers directed the Finance Committee to the schedule showing the current balance of 2013 general contingency of \$400,000 which will be reduced by the amount of \$15,390 from item number 11 above (Sheriff Department Lift) and \$10,000 from item number 9 (Cyber Insurance) bringing the amount down to \$374,610, the other contingency for wage increases as \$250,000 and the vested benefits of \$265,000.

16. Convene in closed session pursuant to Wisconsin State Statutes 19.85 (1)(f) and (g) Stats., to consider medical history of a specific person and the advice of legal counsel concerning pending worker's compensation claim. Motion was made by Molinaro/Braughler to go into closed session. Roll call was taken and all voted to go into closed session.

17. Reconvene in open session to consider resolution to authorize settlement of pending claim discussed in closed session. Motion was made by Mode/Hanneman to reconvene to open session. A motion was made by Molinaro/Mode to approve a resolution to go to the County Board approving a settlement of \$24,999 for a pending worker's compensation claim #2011-022082. The motion passed 5-0.

- 18. Set future meeting schedule, next meeting date, and possible agenda items** – The next month’s regular meeting is Thursday, May 9, 2013. Agenda items will include continued discussions on the 2014 budget and a possible draft of the updated purchasing ordinance, update on the 2014 budget, 5-year projection, presentation of unaudited CAFR, bid opening for sale of a foreclosed property, discussion about bringing in a company for a phone provider audit, update on vehicle use reporting, any 2013 budget to actual issues and funding for future Highway facility projects.
- 19. Payment of Invoices**-After review of the invoices, a motion was made by Mode/Hanneman to approve the payment of invoices totaling \$1,139,803.03. The motion passed 5-0.
- 20. Adjourn** – A motion was made by Hanneman/Mode to adjourn at 10:00 a.m. The motion passed 5-0.

Respectfully submitted,

James Braugher
Finance Committee
Jefferson County
/bll