

Jefferson County  
Finance Committee Minutes  
July 11, 2013

Committee members: Braugher, James B. (Absent)  
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 except James Braugher. Staff in attendance was Ben Wehmeier, Phil Ristow, Brian Lamers, Tammy Worzalla and John Rageth.
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 June 13, 2013.** A motion was made by Mode/Hanneman to approve the minutes of June 13, 2013 as drafted. The motion passed 4-0.
7. **Communications** – None
8. **Monthly Finance Report for Finance Department.** Brian Lamers went through the May 2013 report. He explained that the expenditures are at 42.53% and the target should be about 41.67%. He explained that some of the expenditures are over such as the majority of Auditor expense and registrations being paid already.
9. **Discussion of funding for projects related to the Countryside purchase, demolition and cost related to the future Highway Facilities.** Phil Ristow discussed where the process is at the current time. The RFP is done for an outside company to do the bid documents for demolition of the old Countryside building. Cost estimate is about \$10,000. Brian Lamers explained that with the start of the 2014 budget we will have to look at how the possible bonding will impact the 2014 budget.
10. **Discussion regarding the current Financial System and changes in the future.** Brian Lamers explain the license sharing with Dodge County at approx. \$48,000 (Jefferson \$21,000 and Dodge County \$27,000). Dodge County is looking at going to a new system in 2014/15 which may leave Jefferson with the full payment of the license. Brian Lamers explained that a new package could be between \$600,000 to \$1,000,000. After discussion Dick Jones asked for more information on what the cost will be for the county when Dodge County goes off the

license sharing. There was discussion on monitoring Dodge County on going to a new system.

- 11. Review and Discussion regarding the 2014 Budget.** Brian Lamers explained that we are on track with the 2014 budget calendar. A couple departments asked for a little extra time. The levy targets went out to the departments on June 19<sup>th</sup> and we are still working on monitoring changes such as Health insurance and state aids. The preliminary equalized value was released and there was a drop of \$292 million but new construction is up approximately \$39 million.
- 12. Review and discussion on 2013 projections of budget vs. actual.** Brian Lamers explained that he just did a quick review and the Fair Park is one of the departments hard to analyze because of the timing of expenses and seasons. The Jail and Jail Kitchen look like there is a chance to be over at year end mainly because of the overtime. Currently the Jail overtime budget for 2013 is \$160,000 and as the end of June the actual is \$114,000. In 2014 the Sheriff department is looking at the 5 year average for overtime and trying to budget more accurately as far as overtime.
- 13. Setting the final dental rates for 2014 budget.** Brian Lamers explained that currently expenditures drastically increased over the past month and recommended that we go back to the 2012 rates which would be a total increase of approximately \$44,000 for the county. The change would be family from \$81 to \$90 a month and single from \$37.80 to \$42 a month. A motion was made by Molinaro /Mode to increase the rates at the 2012 budget amounts. The motion passed 4-0.
- 14. Update on contingency fund balance.** Brian Lamers directed the Finance Committee to the schedule showing the current balance of 2013 general contingency of \$347,125 with the other contingency for wage increases having a current balance of \$102,290 and the vested benefits of \$245,000.
- 15. Set future meeting schedule, next meeting date, and possible agenda items –** The next month's regular meeting is Thursday, August 8, 2013. Agenda items will include continued discussions on the 2014 budget, any 2013 budget to actual issues, funding for future Highway facility projects and sale of county owned or foreclosed property.
- 16. Payment of Invoices-**After review of the invoices, a motion was made by Jones/Molinaro to approve the payment of invoices totaling \$904,035.70 . The motion passed 4-0.
- 17. Adjourn –** A motion was made by Hanneman/Molinaro to adjourn 9:20 a.m. The motion passed 4-0.

Respectfully submitted,

Jennifer Hanneman  
Finance Committee  
Jefferson County  
/bll