

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 2:30 p.m.
2. **Roll call (establish a quorum)** – All committee members were present. Staff in attendance was Ben Wehmeier, Brian Lamers, Tammy Worzalla, Phil Ristow, Barb Frank and Stacey Jensen. Public included Dawn Gunderson from Ehlers.
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 14, 2013.** A motion was made by Mode/Hanneman to approve the minutes of November 14, 2013. The motion passed 5-0.
7. **Communications** – None
8. **Discussion and possible action to adopt the Post Compliance Policy for Tax-Exempt and Tax-Advantage Obligations and Continuing Disclosures.** Brian Lamers explained that on the second page it reads that the County Clerk and the Finance Director shall be responsible for monitoring post-issuance compliance issues. That should probably be changed to the Finance Director shall be the Compliance Officer and shall be responsible for monitoring post-issuance compliance issues. A motion was made by Molinaro/Braugher to adopt the Post Compliance Policy for Tax-Exempt and Tax-Advantage Obligations and Continuing Disclosures as amended. The motion passed 5-0.
9. **Discussion and possible action of the Resolution of the Finance Committee Approving Details of \$3,505,000 General Obligation County Building Bonds, Series 2013A.** Dawn Gunderson from Ehlers passed out the sales results with the competitive bids and discussed the rating call with Moodys. Dawn pointed out on page 3 of the handout the things that could change that rating up or down. She stated that one of the important items is the reserves that the County has. Discussion took place on how Moodys rates and when it could change. Dawn went over the bids and explained that Baird was the winning bid at a true interest rate of 3.3729% and went over the payment schedule. A motion was made by Mode/Molinaro to approve Resolution No. 1, \$3,505,000 General Obligation County Building Bonds, Series 2013A. A roll call vote was taken. Aye-5, No-0.

- 10. Discussion and possible action on debt structures on Highway Facilities.** None
- 11. Discussion and possible action on 2014 budget adjustments to Child Support Department.** A spreadsheet was handed out with the breakdown of the anticipated additional state funds for the Child Support Department. With the additional funding, an additional Child Support Enforcement Specialist would be added and another staff that is currently 32 hours would be increased to 40 hours. Ben Wehmeier stated the budget adjustment would be for \$76,402 in revenue and the same amount of expenditures. Dick Jones asked if there is the same funding for 2015. There is no guarantee that there will be additional state funding. Ben explained that there are additional retirements that are coming up in the future and that would be looked for leaving vacant if the funding was not there. A motion made by Mode/Braugler to send a budget amendment resolution to the County Board for approval. The motion passed 5-0.
- 12. Monthly Finance Report for Finance Department.** Brian Lamers went through the October 2013 report. He explained that the expenditures are at 81.94% and the target should be about 83.33%.
- 13. 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. Ben has been dealing with some issues that were happening out there. Currently, we are under on the estimate for asbestos removal. There may be an additional cost for Symbiont which is the owner representative for the County. The City Planning Commission has approved the Highway Facility site plan.
- 14. Review and discussion on 2013 projections of budget vs. actual.** Brian Lamers gave estimates through the end of November. He explained the Treasurer Department is looking like it might be better by year end but still may be over depending on the fair market value adjustment at year end. The Sheriff is estimated currently to be over about \$50,000 but there are a lot of unknowns including comp time and holiday to be paid yet. Brian pointed out the Coroner is going to be close at year end. Dick Jones asked about getting the Investment Advisor set up to do a presentation.
- 15. Discussion and possible action recommending department 2013 non-lapsing request be carried forward into the 2014 budget.** Brian Lamers passed out a Human Services request that had come in after the packet was put together. No action taken.
- 16. 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 with a balance of \$265,000.
- 17. Set future meeting schedule, next meeting date, and possible agenda items –** The next regular meeting is Thursday, January 9, 2014 at 8:30 am. Agenda items will include continued discussions on any 2013 budget to actual issue and funding for projects related to the Highway Facilities.

**18. Payment of Invoices**-After review of the invoices, a motion was made by Mode/Molinaro to approve the payment of invoices totaling \$717,605.04. The motion passed 5-0.

**19. Adjourn** – A motion was made by Braughler/Hanneman to adjourn 3:27 p.m. The motion passed 5-0.

Respectfully submitted,

Jennifer Hanneman  
Finance Committee  
Jefferson County  
/bll