

Jefferson County  
Finance Committee Minutes  
February 13, 2014

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 Ben Wehmeier, Brian Lamers, Tammy Worzalla, Phil Ristow and David Diestler.
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 January 9, 2014.** A motion was made by Mode/Braughler to approve the minutes of January 9, 2014. The motion passed 5-0.
7. **Communications** – None
8. **Discussion and possible action on reimbursement of deductible payment of \$500 for an employee accident using their personal vehicle for work related activities.** Discussion took place regarding if this employee was required to use their own vehicle. It was brought up that the other individual might have insurance or reimburse personally for the deductible resulting in a double reimbursement. A motion made and seconded Mode/Molinaro to reimburse the employee the \$500 with the understanding if the employee receives reimbursement from the individual or the insurance that the employee would pay the county back. The motion passed 5-0.
9. **Discussion and possible action on changes to the credit cards at the Fair Park.** Dave Diestler explained that the amounts of the credit cards are the same as previously approved with just the names and the position titles changed. A motion was made by Molinaro/Braughler to approve the changes listed. The motion passed 5-0.
10. **Monthly Finance Report for Finance Department.** Brian Lamers went through the December 2013 report. He explained that for year-end the Finance Department is under budget by approximately \$13,000. Part of this was the difference in budgeted health insurance from the actual rates that came in.
11. **Discussion of funding for projects related to the Countryside purchase, demolition and cost related to the future Highway Facilities.** Benjamin Wehmeier stated there were no significant updates to report. The state gave approval to clear the last building. Discussion

will be taking place over the time frame for completion of the demolition of the Old Countryside building and if the county will enforce liquidated damages. There will be transition discussions taking place between the current demolition contractor and the new building contractor. Ben stated that the new highway precast bids are out and will be presented to the County Board in March.

- 12. Review and discussion on 2013 projections of budget vs. actual.** Brian Lamers stated that 2013 is not closed out yet. The projections for the Land Information office is about \$6,500 over due to the Surveyor being unable to go out in the beginning of the year because of the weather and unable to bill services back to the Highway Department. The County Treasurer is approximately over \$124,000 because of the adjustment to fair market value in the investments. The District Attorney office because of a payout in retirement is over approximately \$9,200. The Sheriff Department approximately over \$118,000 due to worker's compensation claims and overtime. The Coroner is over approximately \$2,500 because of Autopsy cost. The Land Conservation Department is over approximately \$19,900 mainly because of health insurance cost, one employee went from single to family and another employee left that had no insurance and the new employee had a single plan which either were not budgeted.
- 13. Discussion and possible action on changes to the Rules for Reimbursement of Expenditures.** Discussion took place if the Rules for Reimbursement of Expenditures should address reimbursing the deductible when employees using personal vehicles for county business get into an accident. It was discussed that Benjamin Wehmeier should come back to the Committee with a recommendation on how to address this in the rules.
- 14. 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.
- 15. Set future meeting schedule, next meeting date, and possible agenda items** – The next meeting is Tuesday, February 25, 2014 at 8:30 am. Agenda items will include closing the books for year ending 2013, possible discussion on a health insurance settlement and the possibility of the County having an opportunity to acquire property to add to parking.
- 16. Payment of Invoices**-After review of the invoices, a motion was made by Hanneman/Molinaro to approve the payment of invoices totaling \$1,733,080.28 (which includes general payments of \$713,916.28 and Library of \$1,019,164.00. The motion passed 5-0.
- 17. Adjourn** – A motion was made by Molinaro/Hanneman to adjourn 9:30 a.m. The motion passed 5-0.

Respectfully submitted,

Jennifer Hanneman  
Finance Committee  
Jefferson County  
/bll