

Jefferson County
Finance Committee Minutes
May 8, 2014

Committee members: Braughler, James B (Vice Chair) Blane Poulson
Hanneman, Jennifer (Secretary) Schroeder, Jim
Jones, Richard C. (Chair)

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, Phil Ristow and Brian Lamers.
3. **Election of Finance Committee Chair, Vice Chair and Secretary.** Dick Jones asked for nominations for the Finance Committee Chair. A nomination was made by Hanneman/Braughler for Dick Jones. The vote was 4-0 with Dick Jones abstaining. Dick Jones took nominations for Vice Chair with Hanneman/Poulson nominating James Braughler for Vice Chair. The vote was 4-0 with James Braughler abstaining. Dick Jones took nominations for Secretary with Poulson/Braughler nominating Jennifer Hanneman for Secretary. The vote was 4-0 with Jennifer Hanneman abstaining.
4. **Certification of compliance with the Open Meetings Law** – Ben Wehmeier certified that notice of the meeting complied with the Open Meeting Law.
5. **Review of the agenda**-No changes
6. **Citizen Comments** – None
7. **Approval of Finance Committee minutes for April 10, 2014.** Dick Jones questioned item #9 in the minutes which was approving a credit card for Genevieve Borich. Some members of the committee thought they had approved a \$4,000 limit and not the \$3,000 in the minutes. Ben Wehmeier stated that the \$4,000 amount was only a request. He explained that most of the credit cards have a \$3,000 limit. After discussion, the committee decided that the approval for \$3,000 was acceptable and that the minutes could be left as printed. A motion was made by Braughler/Hanneman to approve the minutes of April 10, 2014. The motion passed 3-0 with Schroeder and Poulson abstaining.
8. **Communications** –None
9. **Monthly Finance Report for Finance Department.** Brian Lamers went through the March 2014 report.
10. **Report on sales of tax delinquent properties and consideration of the process to use to dispose of the unsold properties.** Phil Ristow explained the process for the sale of delinquent properties. He stated that a public auction was held and the county sold 5 properties in the total amount of \$12,100. One of the properties sold for \$6,500 and the other 4 sold for \$1,400. Phil described the options for the remaining sites. After further discussion a motion was made by Hanneman/Braughler to publish as a class 1 notice and accept sealed bids for \$1,000 minimum appraisals with the ability to take less. The motion passed 5-0.

- 11. Discussion and possible action to approve the Budget Carryover Policy, Budget Amendment Policy, Capital Projects Policy and Revenue Policy.** Ben Wehmeier explained that we are trying to get policies in place for improvement of the budget process and best financial practices. A discussion took place as to the purposes of the policies. A motion was made by Poulson/Hanneman to recommend approval of all of the policies as drafted to the County Board. The motion passed 5-0.
- 12. Discussion of funding for projects related to the Countryside purchase, demolition and cost related to the future Highway Facilities.** Ben Wehmeier stated that the demo was complete on 4/22/14 pending determining the penalty still needs to be determined. Bid packages will be brought to the next County Board meeting for the bulk fluid and fueling systems for the new facility.
- 13. Review and discussion on 2014 projections of budget vs. actual.** Brian Lamers pointed out there is a concern with Register of Deeds revenues being down approximately \$50,000 from the projected budget. As of March, the estimated revenue budget is about \$128,000 and there is about \$78,000 currently received. Also currently, the Jail and Jail Kitchen budget are slightly over estimated budget and we will continue to monitor.
- 14. Update on the 2015 budget process.** Ben Wehmeier went through what has been done and where the process is currently and what is coming up. Discussion came up regarding conflicts in the committee budget hearing meeting schedule of September 17th, 22nd, 24th and 26th. The new proposed dates are September 8th, 10th, 11th, and 12th. September 11th is the regular Finance Committee meeting and the agenda would include the budget meeting. Ben told the committee he would review the schedule and confirm if those dates will work.
- 15. Update on contingency fund balance.** Brian Lamers directed the Finance Committee to the schedule showing the current balance of 2014 general contingency of \$543,473 and the vested benefits balance of \$275,000.
- 16. Set future meeting schedule, next meeting date, and possible agenda items** – The next meeting is Thursday, June 12, 2014 at 8:30 am. Agenda items will include an update on the Highway projects and a projection of budget vs. actual. Jim Braughler brought up that he would not be available the week of July 10, 2014 meeting. The committee agreed to change the July 10, 2014 meeting to Thursday, July 17, 2014 at 8:30 am.
- 17. Payment of Invoices**-After review of the invoices, a motion was made by Hanneman/Schroeder to approve the payment of invoices totaling \$563,500.22. The motion passed 5-0.
- 18. Adjourn** – A motion was made by Braughler/Hanneman to adjourn 9:53 a.m. The motion passed 5-0.

Respectfully submitted,

Jennifer Hanneman
Finance Committee
Jefferson County
/bll