

Jefferson County
Finance Committee Minutes
July 17, 2014

Committee members: Braughler, James B (Vice Chair) Poulson, Blane
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, Blair Ward, Tammy Worzalla and Brian Lamers. Public present was Dave Wagner from Ehlers and Jacob Lenell from CliftonLarsonAllen.
3. **Certification of compliance with the Open Meetings Law** – Wehmeier certified that notice of the meeting complied with the Open Meetings Law.
4. **Review of the agenda**-No changes
5. **Citizen Comments** – None
6. **Approval of Finance Committee minutes for June 12, 2014.** A motion was made by Braughler/Hanneman to approve the minutes of June 12, 2014. The motion passed 5-0.
7. **Communications** –None
8. **Presentation from CliftonLarsonAllen regarding the 2013 Financial Report and Audit.** Jacob Lenell from CliftonLarsonAllen handed out a presentation and went through it with the Committee.
9. **Discussion and possible action on bond issuance for the Highway Facility (Presentation from Ehlers).** Dave Wagner from Ehlers presented the information for the next possible bonding. He explained to the committee the bonding rating process and that the county is current at AA2 rating by Moody's and didn't see that there would be a change for the county for the next bond issue. Wagner went through why the county wants to stay under \$10 million and stay bank qualified to get a better interest rate. He also stated that the current interest rates are tracking .25% lower than originally anticipated. A motion was made by Schroeder/Hanneman to move forward with bringing the next bond issue to the County Board with the concept of a level repayment schedule.
10. **Monthly Financial Report for May 2014-Finance Department.** Lamers went through the May 2014 report. Nothing unusual noted.
11. **Monthly Financial Report for May 2014-County Clerk.** Nothing unusual noted.
12. **Monthly Financial Report for May 2014-Treasurer.** Lamers went through the report and explained that the interest on taxes and investment is below budget around \$50,000 however the fair market value adjustment through May is about \$120,000.

- 13. Monthly Financial Report for May 2014-Child Support.** Lamers explained that the revenues are reimbursed quarterly so it is hard to determine what we will be receiving. The federal and state reimbursement is approx. 67% and there are usually no issues with overages.
- 14. Discussion of funding for projects related to the new Highway Facilities.** Wehmeier talked about the next debt issue and currently \$2.5 million remaining in funds on hand. There is still ongoing discussion to resolve the final payment and potential penalties owed to the county. The foundation will be poured soon and the soil stabilization has been working better than expected so the cost may be less than originally projected. The precast panels are scheduled to be delivered on August 4th.
- Jim Braughler was excused at 9:30 am.
- 15. Review and discussion on 2014 projections of budget vs. actual.** Lamers stated there is a concern with Register of Deeds revenues being down from the projected budget, currently the estimate is about \$54,000. Lamers stated that the Sheriff is tracking about a \$100,000 deficit but there are many variables that could change that and many factors to consider in the estimate. Discussion regarding the Corp Counsel office and the overage that will have to be covered with the vested benefits contingency from retirement payouts. The Fair and Fair Park will be reviewed closer after all the fair revenues/expenses are settled.
- 16. Discussion and possible action to set the final dental rates for the 2015 budget.** Lamers discussed where the county is currently in 2014 with the rates that are in place now. The recommendation is to leave the dental rates as is for current and retirees at \$42 for single and \$90 for family. A motion was made by Hanneman/Poulson to leave the dental rates for 2014 the same for 2015 budget. The motion passed 4-0.
- 17. Update on the 2015 budget process.** Wehmeier went through what has been done and where the process is currently and what is coming up. He explained that the Health Insurance and COLA package are being looked at. He issued guidelines to the departments with the levy targets and a 2% operating decrease.
- 18. Update on contingency fund balance.** 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. Lamers explained that there are a couple potential contingent transfers in 2014. The resolution to fund the secure remote access project (Citrix) was approved at County Board for \$162,605.13 with \$92,000 from carryover funds from Human Services and a transfer of the balance required from contingency at the end of the year for the various department impacted. The other possible transfer would be for the Sheriff Department to cover overage in salaries with the contract settlement if needed at year end. The vested benefits may need to be used in the Corp Counsel office with the payout of the retired Corp Counsel and the upcoming payout to the Assistant Corp Counsel.
- 19. Set future meeting schedule, next meeting date, and possible agenda items –** The next meeting is Thursday, August 14, 2014 at 8:00 am (note meeting time change). Agenda items will include an update on the Highway projects and a projection of budget vs. actual, update on the 2015 budget, a potential teleconference from the Investment Advisor, and a revised bill payment procedure policy to review.

20. Payment of Invoices-After review of the invoices, a motion was made by Poulson/Hanneman to approve the payment of invoices totaling \$1,145,192.60. The motion passed 4-0.

21. Adjourn – A motion was made by Hanneman/Poulson to adjourn at 10:15 a.m. The motion passed 4-0.

Respectfully submitted,

Jennifer Hanneman
Finance Committee
Jefferson County
/bll