

Jefferson County
Finance Committee Minutes
December 11, 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, Tammy Worzalla and Brian Lamers. Members of the public included Amy Smith from the Jefferson Daily Union
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. **Public Comments** – None
6. **Approval of Finance Committee minutes for November 13th, 2014.** A motion was made by Hanneman/Poulson to approve the minutes of November 13th, 2014. The motion passed 5-0.
7. **Communications** –None
8. **Monthly Financial Report for October 2014-Finance Department.** Lamers went through the October 2014 report. Nothing unusual noted.
9. **Monthly Financial Report for October 2014-County Clerk.** Nothing unusual noted.
10. **Monthly Financial Report for October 2014-Treasurer.** Lamers went through the report and explained that the interest on taxes and investment is below budget around \$10,000 however the fair market value adjustment through November is approximately a positive \$136,000. The Treasurer will be under budget for expenditures of approximately \$36,000.
11. **Monthly Financial Report for October 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 expenditure overages.
12. **Discussion of funding for projects related to the new Highway Facilities.** Wehmeier stated that Elhers will be here for the January Finance Committee to talk about the next bonding and where the market is heading. There have been discussions on the satellite shops and there will need to be discussions on what funding will be required in the last bonding issue.
13. **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 \$60,000. Lamers stated that the Sheriff is tracking over \$200,000 deficit for November but there are many variables that could change that result and many factors to consider in the estimate. The payout for comp time was over \$61,000 just in wages, not including fringes. A majority comes from the Jail with revenues being down and overtime. Discussion on the Treasurer was with the monthly financial report. Discussion regarding the Corp Counsel office and the overage that will have to be covered with the vested benefits contingency from retirement payouts.

14. Discussion and possible action for RFP for Investment Advisory Services. Jones asked if Lamers could be included along with the Treasurer on any RFP questions. Wehmeier asked the Committee if they were in agreement with the evaluation point structure in the RFP. The Committee was fine with the evaluation point structure.

15. Update on contingency fund balance. Lamers directed the Finance Committee to the schedule showing the current balance of 2014 general contingency of \$399,658 and the vested benefits balance of \$275,000. Lamers explained that there are a couple of potential contingency 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 departments impacted. The other possible transfer would be for the Sheriff Department to cover the 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 payouts for the retired Corp Counsel and Assistant Corp Counsel.

16. Set future meeting schedule, next meeting date, and possible agenda items – The next meeting is Thursday, January 8, 2015 at 8:30 am. On the next regular meeting, the agenda items will include an update on the Highway projects, projections of budget vs. actual and Ehlers to discuss the final bonding.

17. Payment of Invoices-After review of the invoices, a motion was made by Hanneman/Schroeder to approve the payment of invoices totaling \$2,619,666.67 for the main review and \$1,709,537.05 for the other payments and payroll deductions. The motion passed 5-0.

18. Adjourn – A motion was made by Braughler/Hanneman to adjourn at 9:10 a.m. The motion passed 5-0.

Respectfully submitted,

Jennifer Hanneman
Finance Committee
Jefferson County
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