

Jefferson County
Finance Committee Minutes
February 12, 2015

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

1. **Call to order** – James Braughler called the meeting to order at 8:30 a.m.
2. **Roll call (establish a quorum)** – All committee members were present except for Jim Schroeder and Richard Jones. Staff in attendance was Ben Wehmeier, Tammy Worzalla, Blair Ward, Jeff Parker, Todd Lindert, Paul Milbrath and Brian Lamers. Others present was Ralph Evans (Evans Consulting).
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 January 8th, 2015**. A motion was made by Hanneman/Braughler to approve the minutes of January 8th, 2015. The motion passed 2-0, Poulson abstained.
7. **Communications** –None
8. **Discussion and Possible action of a contingency transfer to the Sheriff Department for additional cost to replace the Radio Console and Controller.** Wehmeier stated the necessity of this project being completed at this time and he discussed the bidding process. Wehmeier also discussed the 911 system project in 2015 for the Sheriff and potential savings this year due to these projects being completed at the same time. Lamers explained that in the 2014 carryover of funds, there is \$162,460 of unspent funds from the 2014 budget. With the bid of \$281,467, a contingency transfer of \$119,007 would be needed to cover the difference. Parker talked about the system and the backup with the City of Watertown as an additional backup system for the County. Milbrath stated this will strengthen the signal for the northern part of the County to help alleviate the weak spots in our communication system. Evans talked about the obsolescence of the current system. Further discussion took place regarding the requirements and the RFP. Since we have been currently buying our systems replacement parts on Ebay, Braughler ask about the County also selling parts from the current system. It was discussed that since we are behind the times, it may not be possible to sell. A motion was made by Hanneman/Poulson to approve the contingency transfer of \$119,007 to cover the cost of the Radio Console and Controller at the Sheriff Department. The motion passed 3-0.
9. **Monthly Financial Report for Preliminary December 2014-Finance Department.** Lamers went through the December 2014 report. Nothing unusual noted and there will be a surplus of approximately \$5,700.
10. **Monthly Financial Report for Preliminary December 2014-County Clerk.** Lamers stated nothing unusual noted. There will be a surplus of approximately \$23,000.

- 11. Monthly Financial Report for Preliminary December 2014-Treasurer.** Lamers went through the report and explained that the interest investment is below budget around \$25,000 and interest on taxes is above budget by approximately \$82,000, and the fair market value adjustment through December is approximately a positive \$85,000. The Treasurer will be under budget for expenditures. Overall, the Treasurer will have excess of about \$80,000 over budget.
- 12. Monthly Financial Report for Preliminary December 2014-Child Support.** Lamers stated nothing unusual. The Child Support office will have a surplus of approximately \$118,000; however the final settlement with the state has not been completed yet.
- 13. Discussion of funding for projects related to the new Highway Facilities.** Wehmeier stated there is nothing significantly new. He stated he will be getting estimates soon on the cost for the old shop demolition. He talked about working through some bids on pavement.
- 14. Review and discussion on 2014 projections of budget vs. actual.** Lamers discussed that the Register of Deeds revenues are down from the projected budget. Currently, the estimate is about \$65,000, however at year end, we will be shifting redaction fees of \$40,000 resulting in a \$25,000 deficit. Lamers stated that the Sheriff is tracking a deficit of over \$297,500, but there will be some use of Jail Assessment fees of approximately \$59,500 to cover some of the cost of Jail expenses leaving a deficit of \$238,000. The Clerk of Courts is currently estimating to be over budget by an estimated \$108,000 due to additional court ordered attorney costs. Discussion regarding the Corp Counsel office and the overage that will have to be covered with the vested benefits contingency from retirement payouts which at year end is approximately \$45,000. We have not received December's sales tax revenue and we are on track to possibly have excess revenues over budget by an estimated \$200,000 to \$300,000.
- 15. Update on contingency fund balance.** Lamers directed the Finance Committee to the schedule showing the current balance of 2015 general contingency of \$560,056 and the vested benefits balance of \$270,000. With the approval of item #8 it would bring the balance of \$560,056 down to \$441,049.
- 16. Set future meeting schedule, next meeting date, and possible agenda items** – The next meeting is Friday March 6, 2015 at 8:30 am. The agenda will include closing year end, carryovers and bonding. On the next regular meeting, the agenda items will include an update on the Highway projects and projections of budget vs. actual.
- 17. Payment of Invoices-**After review of the invoices, a motion was made by Hanneman/Poulson to approve the payment of invoices totaling \$585,224.93 for the main review and \$3,566,074.04 for the other payments and payroll deductions. The motion passed 3-0.
- 18. Adjourn** – A motion was made by Hanneman/Poulson to adjourn at 9:30 a.m. The motion passed 3-0.

Respectfully submitted,

Jennifer Hanneman
Finance Committee
Jefferson County
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