

Jefferson County  
Finance Committee Minutes  
September 14, 2015

Committee members: Braughler, James, Vice Chair  
Hanneman, Jennifer, Secretary  
Jones, Dick, Chair  
Poulson, Blane  
Schroeder, Jim

1. **Call to Order** – Dick Jones called the meeting to order at 8:30 a.m.
2. **Roll Call (establish a quorum)** - All committee members were present. Staff members present were Ben Wehmeier, Brian Lamers, Carla Robinson, Barb Frank, Yelena Zarwell and Blair Ward. Others present were Alexa Zoellner from the Jefferson Daily Union and Michael Koller from Watertown Daily Times.
3. **Certification of compliance with the Open Meetings Law** – Ben Wehmeier certified that the meeting was in compliance with the Open Meetings Law.
4. **Approval of the agenda-** Item #19 was moved following item #8.
5. **Approval of the Finance Committee minutes for August 13, 2015-**A motion was made by Schroeder/Hanneman to approve the Finance Committee minutes for August 13, 2015. The motion passed 5-0.
6. **Communications-**None
7. **Public Comment-**None
8. **Discussion and Possible action on out of state travel for a Family Court Services Employee.** Robinson explained that this would be beneficial training since this is a new employee in a new position. The department would be able to cover the cost through open positions. A motion was made by Schroeder/Hanneman to approve the out of state travel for a Family Court Services Employee. The motion passed 5-0.
9. **Discussion and Possible action on awarding a contract for Refuse Collection.** Wehmeier went through the resolution stating that there were two bids received and we left it open ended as to how many years the companies wanted to bid. We are looking for approval to negotiate a contract with Advanced Disposal. The motion was made by Schroeder/Braughler to approve the Resolution be forwarded to the County Board for approval. The motion passed 5-0.
10. **Discussion and Possible action on Resolution disallowing the claim for Perry Conkle.** Discussion took place and a motion was made by Hanneman/Poulson to forward the resolution to the County Board. The motion passed 5-0.
11. **Discussion and Possible action on Resolution disallowing the claim for Krista Beaudry.** Discussion took place and a motion was made by Schroeder/Hanneman to forward the resolution to the County Board. The motion passed 5-0.
12. **Discussion and Possible action on Resolution disallowing the claim for Laura Koplinski.** Discussion took place and a motion was made by Braughler/Hanneman to forward the resolution to the County Board. The motion passed 5-0.

- 13. Review of the financial statements and department update for July 2015-Finance Department.** Lamers explained that the July is a little over and most of that is due to payment for items for the whole year already such as auditor fees and computer support.
- 14. Review of the financial statements and department update for July 2015-County Clerk.**  
Nothing unusual noted.
- 15. Review of the financial statements and department update for July 2015-Treasurer.** Lamers went through the report and explained that the interest on investment is below budget by around \$6,115 however; the fair market value adjustment through July is approx. a positive of \$65,400. Interest on taxes is above budget by about \$20,000
- 16. Review of the financial statements and department update for July 2015-Child Support.**  
Lamers explained that the reimbursement from the federal and state is about 67% and is reimbursed quarterly which will make the numbers harder to review. There is nothing unusual noted.
- 17. Discussion of funding for projects related to the new Highway Facilities.** Wehmeier stated there are no updates. The satellite designs are still being worked on.
- 18. Review and discussion on 2015 projections of budget vs. actual.** Lamers noted the area of concern is still the Medical Examiner and the amount of autopsies will put the budget over by the end of the year. The Sheriff Department's overtime is close right now, but it is projected they will be over when the comp time payouts occur at the end of November. The Sheriff has a major workers comp claim currently that may impact the budget.
- 19. Discussion and possible action establishing agent fees for Department of Motor Vehicle Services.** Frank handed out a sheet with two different vendors and different processing fees for processing title and plate renewal and discussed the different options. The cost of the software would be covered. The fee charged would cover the cost of the staffing. The processing would be done online. Anyone from other counties can come in a use these services, not just Jefferson County residents. A motion was made by Hanneman/Poulson to approve the County Clerk to select one of the two vendors and charge the maximum fee to cover the cost of staff.
- 20. Discussion and possible action on contingency transfer for various items (Safety, Professional Development, Sheriff Items).** Wehmeier went through the handout that was in the packet for contingency analysis. Discussion took place on what has already been approved, the potential contingency transfers and the remaining balance if approved. The remaining estimated balance would be \$389,310. A motion was made by Jones/Hanneman to approve the recommended contingency items totaling \$102,000 listed on the analysis. The motion passed 5-0.
- 21. Update on contingency fund balance.** No discussion took place with the discussion that took place on item #20 updating the amounts.
- 22. Payment of invoices.** After review of the invoices, a motion was made by Poulson/Hanneman to approve the payment of invoices totaling \$557,859.98 for the main audit review and \$1,794,656.53 for the other payments and payroll deductions. The motion passed 5-0.
- 23. Review budget hearing schedule and possible budget updates.-** No updates to the budget.
- 24. Presentation of budget overview.** Wehmeier presented an overview of his recommended budget for 2016. The recommended budget meets the State imposed levy limit.

**25. Budget hearings for 2016** – The Finance Committee considered the recommended budgets for each department listed below and motions were made to tentatively accept the recommended budget figures for each department, unless otherwise noted. *[The format for each department lists (i) budget presenters in addition to Ben Wehmeier, (ii) any other information specific to the department budget, (iii) who moved/seconded to tentatively accept the recommended budget figure, unless otherwise noted, along with the amount, and (iv) the voting record.]*

**a. MIS**

- i. John Rageth, Roland Welsh
- ii. No additional motion/information
- iii. Motion by Hanneman/Poulson to approve the recommended budget (allocated to all other departments)
- iv. Motion passed 5-0.

**b. County Board**

- i. Jim Schroeder
- ii. No additional motions/information
- iii. Motion by Braughler/Hanneman to approve the recommended budget with a property tax levy of \$392,202.
- iv. Motion passed 5-0.

**c. County Clerk**

- i. Barb Frank
- ii. No additional motions/information
- iii. Motion by Braughler/Hanneman to approve the recommended budget with a property tax levy of \$226,974.
- iv. Motion passed 5-0.

**d. Register of Deeds**

- i. Staci Hoffman
- ii. No additional motions/information
- iii. Motion by Schroeder/Hanneman to approve the recommended budget with a property tax reduction of \$181,459.
- iv. Motion passed 5-0.

**26. Set future meeting schedule, next meeting date, and possible agenda items** –

The next Finance Committee meeting is scheduled for Wednesday, September 16<sup>th</sup> at 8:30 a.m.

**27. Adjourn** – A motion was made at 10:35a.m. to recess until Wednesday, September 16<sup>th</sup> by Braughler/Jones. The motion passed 5-0.

Respectfully submitted,

Jennifer Hanneman  
Finance Committee Secretary  
Jefferson County  
/bll