



Jefferson County  
Finance Committee Minutes  
December 13, 2012

Committee members: Braughler, James B.  
Hanneman, Jennifer  
Jones, Richard C. (Chair)  
Mode, Jim  
Molinaro, John

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 Gary Petre, Brian Lamers, Tammy Worzalla, David Diestler and Roger Kylmann . Public in attendance was Karyn Spory (Daily Union).
3. **Certification of compliance with the Open Meetings Law** – Gary Petre certified that notice for the meeting complied with the Open Meeting Law.
4. **Review of the agenda**-No changes
5. **Citizen Comments** – None
6. **Approval of Finance Committee minutes for December 11, 2012** – A motion was made Mode /Molinaro to approve the minutes for December 11, 2012 as drafted. The motion passed 5-0.
7. **Communications** – None
8. **Discussion and possible action for approval of Kevin Wiesmann from Parks to attend the 2013 Regional Fire Conference Program in Dubuque, Iowa on January 29<sup>th</sup>-31<sup>st</sup>.** Motion was made by Molinaro/Braughler to approve the out of state travel for Kevin Wiesmann. The motion passes 5-0.
9. **Discussion regarding the department surpluses/deficits estimates for 2012.** Brian Lamers pointed out that the two departments that are a concern are the Sheriff and Fair Park Departments with estimated deficits. The Treasurer is estimated to have a surplus over budget. No action was taken.
10. **Discussion and possible action regarding the Rules for Reimbursement of Expenses.** There was an explanation that some of the departments were having issues with the current policy and felt that if the monthly expenses were minimal that there should be exceptions to be carried over to the next month for reimbursement. Motion was made by Mode/Hanneman to recommend approval of the changes that were presented and to be forwarded to the County Board for ordinance change approval. The motion passed 5-0.
11. **Discussion and possible action for the sale of a used trailer by the Sheriff Department that was purchased for the Drug Task Force and use those fund for the purchase of a vehicle to be used by the Drug Task Force.** Motion was made by Braughler/Mode to approve the sale and use of funds to purchase a used vehicle to be used by the Drug Task Force pending that the Sheriff Department follows the purchasing policy of offering it to other departments and that there is no issues if this trailer was purchased from government surplus. The motion passed 5-0.

12. **Discussion and possible action recommending department 2012 non-lapsing request to be carried forward into the 2013 budget.** The Finance Committee reviewed the detail of the non-lapsing requests. No action was taken.
13. **Set meeting date to close 2012 books.** The decision was made to schedule the meeting on 2/26/13.
14. **Update on contingency fund balance-**Brian Lamers directed the Finance Committee to the schedule showing the current balance of the general contingency fund balance at \$177,645.22, the other contingency fund balance at zero which was transferred to cover the 2% wage adjustment approved by the County Board, and the vested benefits fund balance of \$244,001.50.
15. **Set future meeting schedule, next meeting date, and possible agenda items-**The next month's regular meeting agenda for January 10, 2013 and possible agenda item is an update on department surpluses/deficits.
16. **Payment of invoices-** After review of the invoices, a motion was made by Molinaro/Braugler to approve the payment of invoices totaling \$849,361.61. The motion passed 5-0.
17. **Adjourn-**A motion was made by Mode/Hanneman to adjourn 9:30 a.m. The motion passed 5-0.

Respectfully submitted,

Jennifer Hanneman  
Finance Committee Secretary  
Jefferson County

/bll

## Brian Lamers

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**From:** Roland Welsch, Jr.  
**Sent:** Tuesday, December 18, 2012 12:37 PM  
**To:** Brian Lamers  
**Subject:** FW: email archiving

Gary approved this and asked that you put this on the next Finance Agenda to get their blessing on it. It will mean that we will be purchasing a capital item that is not in the budget. Thanks, Roland

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**From:** Roland Welsch, Jr.  
**Sent:** Tuesday, December 18, 2012 12:04 PM  
**To:** Gary Petre  
**Subject:** email archiving

Gary

I am currently paying \$4498 per year support on our email archiving appliance. I have just been notified that support will end on the unit July 1, 2013, for our device. This is the piece of hardware that tracts our incoming and outgoing email for email retention/email archiving. The unit was purchased in 2008. The new unit they have to replace the old unit is \$5625 to purchase. The yearly support is \$1500. They will credit the remaining support that I have already have paid in 2012 up until July, 2013 and credit it towards future support on the new unit.

I do not have the \$5625 appliance budgeted in 2013 but will find savings to pay for it.

Is this ok?

Roland Welsch, Jr.  
Information Technology Manager  
402 S. Center Avenue  
Jefferson, WI 53549  
920-674-5958  
Fax: 920-674-6892  
Help Desk: 920-674-2303  
[RolandW@JeffersonCountyWI.Gov](mailto:RolandW@JeffersonCountyWI.Gov)



Motto: Responsible government advancing quality of life



## JEFFERSON COUNTY

### HUMAN RESOURCES

Courthouse Room 111  
JEFFERSON, WISCONSIN 53549  
Telephone (920) 674-7103

TERRI PALM KOSTROSKI  
Human Resource Director

ELLEN M. BRAATZ  
Benefits Administrator

TONIA MINDEMANN  
Human Resources Specialist

DATE: January 3, 2013  
TO: Finance Committee Members  
Brian Lamers, Finance Director  
FROM: Terri M Palm, Human Resources Director  
SUBJECT: Lodging Expense Reimbursement Request

Pursuant to Jefferson County Ordinance 64.05, "Lodging Expenses," I am requesting the Committee's approval of reimbursement for lodging expenses for attendance at the Wisconsin Public Employers Labor Relations Association (WPELRA) annual conference. The conference is being held at the Concourse Hotel in Madison, Wisconsin on January 24-25, 2013. The location of the conference is approximately 35 miles from the courthouse, which is less than the 45-mile radius as set forth in the ordinance. Therefore your Committee's approval is requested for the lodging expense.

The rate for the room is \$70 per night. If this request is denied, the additional mileage costs for commuting to the conference will be \$39.55, or \$30.45 less than the lodging, providing the County-owned vehicle is not available. The additional commuting time will be a minimum of two hours. This time would be much better spent in reviewing work related material at the Conference location, including the ability to check messages and answer questions back at the office.

Sufficient funds are proposed in the Lodging account of the Human Resources 2013 budget, for this purpose.

The Committee's consideration of this request is appreciated.

Terri M Palm  
Human Resources Director

cc: Gary R. Petre, County Administrator

A portion of Payroll to be paid yet  
 Accounts Payables for 2012 still being paid  
 Receipts for 2012 still coming in and grant funding

Jefferson County  
 Fiscal Projections for 2012 Activity  
 Based upon 12/31/12 Activity

Dept	Department	Projected Revenues	Budgeted Revenues	Projected Other Fin	Budgeted Other Fin	Projected Expend	Budgeted Expend	Estimated Carryover	Projected Surplus (Deficit)	Projected Surplus (Deficit)	Budget
000	General Revenues	18,987,114	18,987,114	(325,000)	(928,210)	606,960	425,396	-	421,646	2.3%	(18,236,718)
001	County Board	37,588	780,950	-	-	385,357	1,438,238	(301,519)	8,000	1.2%	657,288
003	Economic Development	1,465,664	1,075,873	140,589	-	1,560,036	1,166,490	(136,834)	(0)	0.0%	90,617
004	Human Resources	173	100	-	-	377,534	404,005	(26,544)	-	0.0%	403,905
008	County Administrator	630	650	-	-	229,975	234,958	(4,150)	813	0.3%	234,308
010	Register of Deeds	670,165	585,169	-	-	335,128	388,126	(84,325)	53,669	27.2%	(197,043)
012	County Clerk	133,924	107,831	-	-	354,698	553,572	(211,225)	13,742	3.1%	445,741
013	Land Information	417,554	372,600	-	-	754,216	839,921	(117,000)	13,659	2.9%	467,321
014	County Treasurer	1,565,185	1,004,895	-	-	247,894	253,967	-	566,363	75.4%	(750,928)
016	District Attorney	120,809	127,955	-	-	763,619	783,433	-	12,668	1.9%	655,478
017	Corporation Counsel	-	264	-	-	329,813	331,761	-	1,684	0.5%	331,497
018	Parks	215,167	242,266	-	(39,822)	1,041,809	1,284,574	(241,361)	14,127	1.3%	1,082,130
019	Central Services	3,660	3,850	-	-	938,328	1,052,755	(114,237)	-	0.0%	1,048,905
020	Sheriff	1,435,652	1,451,628	-	-	13,171,977	13,902,990	(867,967)	(152,930)	-1.2%	12,451,362
023	Child Support	879,296	878,313	-	-	1,052,770	1,051,787	-	0	0.0%	173,474
024	Clerk of Courts	1,034,509	1,010,345	-	-	2,517,763	2,559,967	(33,555)	32,813	2.1%	1,549,622
025	Coroner	46,428	45,000	-	-	131,360	134,375	-	4,443	5.0%	89,375
026	Finance	23,969	23,510	-	-	441,456	443,661	-	2,664	0.6%	420,151
027	Emergency Management	189,648	974,168	-	-	249,516	1,402,119	(368,083)	-	0.0%	427,951
053	Veterans Services	14,100	14,000	-	-	162,210	193,375	(21,500)	9,765	5.4%	179,375
068	UW Extension	20,000	20,930	-	-	326,355	353,255	(25,970)	-	0.0%	332,325
069	Fair Park	1,096,300	1,045,900	-	-	1,195,544	1,122,994	(43,653)	(65,803)	-85.4%	77,094
070	Land Conservation	307,734	342,712	-	-	506,877	585,139	(25,211)	18,073	7.5%	242,427
071	Zoning	255,676	247,425	-	-	563,756	795,496	(203,497)	36,494	6.7%	548,071
099	Library System	-	-	-	-	-	-	-	-	#DIV/0!	-
<b>General Fund totals</b>		<b>28,920,945</b>	<b>29,343,448</b>	<b>(184,411)</b>	<b>(968,032)</b>	<b>28,244,951</b>	<b>31,702,354</b>	<b>(2,826,631)</b>	<b>991,890</b>	<b>#DIV/0!</b>	<b>2,723,728</b>
240	Health							(544,567)	-	#DIV/0!	-
250	Human Services							(252,634)	-	#DIV/0!	-
300	Debt Service							-	-	#DIV/0!	-
700	Highway							(3,572,204)	-	#DIV/0!	-
750	MIS							(194,538)	-	#DIV/0!	-
<b>County totals</b>		<b>28,920,945</b>	<b>29,343,448</b>	<b>(184,411)</b>	<b>(968,032)</b>	<b>28,244,951</b>	<b>31,702,354</b>	<b>(7,390,574)</b>	<b>991,890</b>		
									<b>Without Contingency</b>		<b>(421,646)</b>
<b>Total estimated county-wide surplus (deficit)</b>											<b><u>570,244</u></b>

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Jefferson County  
Retirement Pay-Beginning of 2013  
31-Dec-13

Business Unit	Pay Type	Time Bank	Total Rate	Gross Pay	Paid Gross	FICA 7.65%	Retire 5.80%	Total Liability
81	Vacation	120.00	58.271		6,992.52	534.93	405.57	7,933.02
81	Sick	670.00	58.271	39,041.57	25,377.02	1,941.34		27,318.36
1901	Vacation	201.00	15.493		3,114.09	238.23	180.62	3,532.94
1901	Sick	271.63	15.493	4,208.36	2,735.43	209.26		2,944.69
2401	Vacation	225.00	18.802		4,230.45	323.63	245.37	4,799.45
2401	Sick	112.75	18.802	2,119.93	1,377.95	105.41		1,483.36
2201	Vacation	258.00	26.431		6,819.20	521.67	395.51	7,736.38
2201	Sick	514.00	26.431	13,585.53	8,830.59	675.54		9,506.13
5009	Vacation	226.25	20.885		4,725.23	361.48	274.06	5,360.77
5009	Sick	208.50	20.885	4,354.52	2,830.44	216.53		3,046.97
					67,032.92	5,128.02	1,501.13	73,662.07

Account Description	Bus Unit	Account Number	Amount
Wages--sick leave	81	511310	25,377.02
Wages--vacation pay	81	511320	6,992.52
Social security	81	512141	2,476.27
Retirement employer	81	512142	405.57
Wages--sick leave	1901	511310	2,735.43
Wages--vacation pay	1901	511320	3,114.09
Social security	1901	512141	447.49
Retirement employer	1901	512142	180.62
Wages--sick leave	2401	511310	1,377.95
Wages--vacation pay	2401	511320	4,230.45
Social security	2401	512141	429.04
Retirement employer	2401	512142	245.37
Wages--sick leave	2201	511310	8,830.59
Wages--vacation pay	2201	511320	6,819.20
Social security	2201	512141	1,197.21
Retirement employer	2201	512142	395.51
Wages--sick leave	5009	511310	2,830.44
Wages--vacation pay	5009	511320	4,725.23
Social security	5009	512141	578.01
Retirement employer	5009	512142	274.06
Accrued wages payable	100	217910	(65,254.33)
Accrued wages payable	250	217910	(8,407.74)
Check figure			0.00

Sick payout is non-participating for WRS purposes

Vacation payout could be participating or non-participating, depending if the person takes vacation and then returns for one day. To be conservative, it is assumed to be participating.

Jefferson County  
Contingency Fund  
For the Year Ended December 31, 2012

Ledger Date	Description	General (599900)	Other (599908)	Vested Benefits (599909)	Authority	Publish Date
1-Jan-12	Tax Levy	400,000.00	324,701.00			
1-Jan-12	In squad video systems	(44,252.00)			Finance Committee, 2/9/12	15-Feb-12
13-Mar-12	Veterans Services			(4,293.50)	Resolution 2011-96	16-Mar-12
13-Mar-12	Created vested benefits			265,000.00	Resolution 2011-97	16-Mar-12
	Courthouse security				Withdrawn 4/12/12	
30-Apr-12	Hazmat operations	(613.78)			Finance Committee, 4/12/12	15-May-12
30-Apr-12	Bike trail survey work	(7,000.00)			Finance Committee, 5/10/12	15-May-12
14-Jun-12	Clerk of Courts retirement			(16,705.00)	Finance Committee, 6/14/12	20-Jun-12
14-Jun-12	Sheriff Annex bldg study	(3,800.00)			Finance Committee 6/14/12	20-Jun-12
12-Jul-12	Security entrance study	(8,000.00)			Finance Committee 7/12/12	30-Jul-12
12-Jul-12	Squad video systems	(38,000.00)			Finance Committee 7/12/12	30-Jul-12
31-Jul-12	Wage Adjustment		(324,701.00)		Resolution 2012-	30-Jul-12
9-Aug-12	Air Conditioner Compressor	(4,275.00)			Finance Committee 8/9/12	22-Aug-12
13-Sep-12	County Map Printing	(7,000.00)			Finance Committee 9/13/12	17-Sep-12
13-Sep-12	Park Bridge Repair	(15,000.00)			Finance Committee 9/13/12	17-Sep-12
11-Oct-12	Snowblower Attachment	(2,410.00)			Finance Committee 10/11/12	15-Oct-12
2-Nov-12	Security System Human Ser	(47,005.00)			Finance Committee 11/2/12	6-Nov-12
8-Nov-12	Emergency Mngmt Vehicle	(24,999.00)			Finance Committee 11/8/12	20-Nov-12
11-Dec-12	Consultant-Administrator	(20,000.00)			Finance Committee 12/11/12	14-Dec-12
	<b>Total amount available</b>	<b>177,645.22</b>	<b>0.00</b>	<b>244,001.50</b>		
	<b>Net</b>	<b>177,645.22</b>	<b>0.00</b>	<b>244,001.50</b>		