





Jefferson County  
Finance Committee Minutes  
June 13, 2013

Committee members: Braugher, 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 Kathi Cauley, Phil Ristow, Brian Lamers, Tammy Worzalla, Terri Palm, Roland Welsch, Bill Kern, Susan Happ. Others from the public included Jacob Lenell CPA, (CliftonGundersonAllen) and Lydia Statz, Jefferson Daily Union.
3. **Certification of compliance with the Open Meetings Law** – Kathi Cauley certified that notice of 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 May 9, 2013.** A motion was made by Mode/Braugher to approve the minutes of May 9, 2013 as drafted. The motion passed 4-0, Jennifer Hanneman abstained.
7. **Communications** – None
8. **Presentation From CliftonGundersonAllen, LLP.** Jacob Lenell, CPA discussed the 2012 audit results and went through the highlights of the CAFR. He discussed the Governmental Funds, the Government-Wide Net Assets, Enterprise Fund and all disclosures. He discussed the auditor communications and other matters. No Management Letter was included this year since all prior year items on the previous Management Letter were addressed and corrected. Brian Lamers explained that the Audited CAFR will be passed out at the next County Board meeting and Jacob will present the highlights of the CAFR in August at the County Board meeting.
9. **Monthly Finance Report for Finance Department.** Brian Lamers went through the April 2013 report. He explained that the expenditures are at 34.33% and the target should be about 33.33%. He explained that some of the expenditures are over such as the Auditor expense and registration because of paying now which will reduce expenses over the rest of the year.
10. **Consider contingency fund transfer to MIS of up to \$7,376 to fund a (portion of the) HIPAA security analysis.** Roland Welsch went over the need to have a security assessment done and passed out a handout with three quotes (Experis Financial-\$31,500, 403Blabs-

\$48,500 and Neohapsis-\$39,750). Roland explained that he would use funds that were for MS Office upgrade of \$24,124 (8501.531307) to fund a portions of it and the remainder would come from Land Information (1303.521219) with no need for a contingency transfer. A motion was made Molinaro/Mode to use the funds for MS Office to be used for the security analysis. The motion passed 5-0.

- 11. Discussion and possible action for contingency transfer of vested benefits for a retiring employee.** Susan Happ from the DA's office explained that the retiring employee is going to be taking vacation for approximately 2 months. Within the time of notice they would like to fill the position with 3 weeks of training for the new employee and retiree and then the retiree taking off for approximately 6 weeks of vacation and coming back one day in September. She is asking for transfer of \$20,000 (\$22,200 and cost to hire replacement for 2 week overlap of \$1,800, although there is a saving from a lower pay rate of \$4000). A motion was made by Molinaro/Hanneman to approve \$20,000 transfer out for contingency fund for vested benefits (9801.599908) to wages and benefits in the DA's budget. The motion passed 5-0. Also a discussion regarding Clerk of Courts department payout. There are 2 employees for a total of \$9,700 payout for the Clerk of Courts department. After a discussion on when these funds should be used and looking at a case by case basis, motion was made by Molinaro/Jones to fund up to \$9,700 at the end of the year if needed for salaries and benefit payouts. The motion passed 5-0.
- 12. Discussion on vehicle reporting.** Kathi Cauley passed out and discussed what departments have reported. Kathi stated that it still has to be brought up to departments that the county vehicles should be utilized more rather than reimbursement for personal vehicles. No action taken.
- 13. Discussion of funding for projects related to the Countryside purchase, demolition and cost related to the future Highway Facilities.** Phil Ristow discussed where the process is at the current time. The RFP will be done for an outside company to do the bid documents for demolition of the old Countryside building. Brian Lamers explained that with the start of the 2014 budget we will have to look at how the possible bonding will impact the 2014 budget.
- 14. Review and Discussion regarding the 2014 Budget.** Brian Lamers explained that we are on track with the 2014 budget calendar. MIS prepared their budgets and we are reviewing them. The Administrator will have to approve the MIS budgets so we can allocate the charges to the other departments. The levy targets are looking to go out to the departments on June 19<sup>th</sup>.
- 15. Review and discussion on 2013 projections of budget vs. actual.** Brian Lamers explained that he will be starting to review the budget to actual reports that the departments are submitted to their reporting committees and I started receiving a copy. One area is the Sheriff department in slightly over budgeted percentages for the end of April but this could be caused by many variables.
- 16. Discussion and possible action on setting prices of foreclosed properties.** Phil Ristow explained the process and where we are in the process and the notice of sealed bids. The committee reviewed each property and put a price on each:

Parcel #181-0616-0341-017	\$2,800
Parcel #241-0611-0243-087	\$40,000
Parcel #241-0611-1131-026	Will be discussed with item #18 on agenda
Parcel #014-0614-2324-007	\$5,000

Parcel #012-0816-1014-002	\$50,000
Parcel #141-0711-1311-048	\$1,000
Parcel #024-0516-1234-007	\$1,000
Parcel #008-0715-1322-001	\$200

A motion was made by Mode/Braugher for setting the prices on the foreclosed properties above. The motion passed 5-0.

17. **Consider sale of tax foreclosed Garity Street property to the City of Jefferson.** Discussion took place on property #241-0611-1131-026 and what price should be set to transfer the property to City of Jefferson. A motion was made by Molinaro/Hanneman to transfer the property to the City of Jefferson for \$1,357.34. The motion passed 5-0.
18. **Consider sale of 1117 S. Main Street, Lake Mills to the City of Lake Mills upon completion of tax foreclosure.** Phil Ristow explained there are taxes owed and would like to offer that property to the City of Lake Mills for back taxes and interest calculated from rates actually earned which is currently approximately \$18,500. A motion was made by Molinaro/Hanneman to offer to the City of Lake Mills the purchase of the property for approx. \$18,500. The motion passed 5-0.
19. **Setting the preliminary dental rates for 2014 budget.** Brian Lamers and Tammy Worzalla explained that currently the amount is fairly good and recommended that we keep the same rates as 2013. A motion was made by Braugher/Mode to keep the same rates at 2013. The motion passed 5-0.
20. **Update on contingency fund balance.** Brian Lamers directed the Finance Committee to the schedule showing the current balance of 2013 general contingency of \$347,125 the other contingency for wage increases current balance of \$102,290 and the vested benefits of \$265,000 will be reduced by item #11 approval to \$245,000.
21. **Convene in closed session pursuant to §19.85 (1)(g) to discuss pending litigation with legal counsel.** Motion was made by Molinaro /Hanneman to go into closed session. Roll call was taken and all voted to go into closed session.
22. **Reconvene in open session to authorize settlement of pending litigation.** Motion was made by Molinaro/Hanneman to reconvene to open session. Motion was made by Molinaro/Hanneman to approve the settlement amount of \$33,770.29 from the fuel vendor's insurance company. The motion passed 5-0.
23. **Set future meeting schedule, next meeting date, and possible agenda items** – The next month's regular meeting is Thursday, July 11, 2013. Agenda items will include continued discussions on the 2014 budget, any 2013 budget to actual issues, final setting of rates for dental insurance and funding for future Highway facility projects.

Dick Jones had to leave the meeting and Jim Mode replaced him as Chair.

24. **Payment of Invoices**-After review of the invoices, a motion was made by Molinaro/Hanneman to approve the payment of invoices totaling \$976,491.04 and Fair Park Week of \$233,913.50. The motion passed 4-0.

**25. Adjourn** – A motion was made by Hanneman/Molinaro to adjourn at 11:05 a.m. The motion passed 4-0.

Respectfully submitted,

Jennifer Hanneman  
Finance Committee  
Jefferson County  
/bll

Finance-May Financials  
2601

Date Ran 6/21/2013  
Period 5  
Year 2013

Revenues

Acct Number	Description	YTD Actual	Total Budget	Annual Remaining	Percentage Of Budget
412100	SALES TAXES FROM COUNTY	-	(104.00)	(104.00)	0.00%
451005	CHILD SUPPORT FEES	(561.00)	(1,100.00)	(539.00)	51.00%
474201	FAX INTERDEPARTMENT	-	(170.00)	(170.00)	0.00%
<b>Totals</b>		<b>(561.00)</b>	<b>(1,374.00)</b>	<b>(813.00)</b>	<b>40.83%</b>

Expenditures

Acct Number	Description	YTD Actual	Total Budget	Annual Remaining	Percentage Of Budget
	WAGES	105,983.63	254,516.87	148,533.24	41.64%
	FRINGES	44,377.78	117,096.71	72,718.93	37.90%
521213	ACCOUNTING & AUDITING	16,184.00	16,184.00	-	100.00%
521213	CAFR REPORTING	2,334.00	3,500.00	1,166.00	66.69%
521296	COMPUTER SUPPORT	993.23	3,050.00	2,056.77	32.56%
531243	FURNITURE & FURNISHINGS	-	400.00	400.00	0.00%
531301	OFFICE EQUIPMENT	269.00	-	(269.00)	#DIV/0!
531311	POSTAGE & BOX RENT	856.55	3,000.00	2,143.45	28.55%
531312	OFFICE SUPPLIES	2,164.47	3,400.00	1,235.53	63.66%
531313	PRINTING & DUPLICATING	148.82	350.00	201.18	42.52%
531314	SMALL ITEMS OF EQUIP	-	200.00	200.00	0.00%
531321	PUBLICATION OF LEGAL NOTICE	57.65	-	(57.65)	#DIV/0!
531324	MEMBERSHIP DUES	690.00	900.00	210.00	76.67%
531349	OTHER OPERATING EXPENSES	-	50.00	50.00	0.00%
531351	GAS/DIESEL	53.25	-	(53.25)	#DIV/0!
532325	REGISTRATION	835.00	1,400.00	565.00	59.64%
532332	MILEAGE	-	600.00	600.00	0.00%
532334	COMMERCIAL TRAVEL	543.20	1,000.00	456.80	54.32%
532335	MEALS	-	625.00	625.00	0.00%
532336	LODGING	-	3,240.00	3,240.00	0.00%
533225	TELEPHONE & FAX	101.17	250.00	148.83	40.47%
533228	INTERNET	-	50.00	50.00	0.00%
535242	MAINTAIN MACHINERY & EQUIPI	-	1,500.00	1,500.00	0.00%
571004	IP TELEPHONY ALLOCATION	248.35	603.00	354.65	41.19%
571005	DUPLICATING ALLOCATION	15.54	357.00	341.46	4.35%
571009	MIS PC GROUP ALLOCATION	4,670.40	11,545.00	6,874.60	40.45%
571010	MIS SYSTEMS GRP ALLOC(ISIS)	1,295.95	3,595.00	2,299.05	36.05%
591519	OTHER INSURANCE	587.27	1,305.00	717.73	45.00%
593629	OTHER INTEREST	(55.41)	-	55.41	#DIV/0!
<b>Totals</b>		<b>182,353.85</b>	<b>428,717.58</b>	<b>246,363.73</b>	<b>42.53%</b>

Other Financing Sources (Uses)

Acct Number	Description	YTD Actual	Total Budget	Annual Remaining	Percentage Of Budget
		-	-	-	#DIV/0!
		-	-	-	#DIV/0!
		-	-	-	#DIV/0!
<b>Totals</b>		<b>-</b>	<b>-</b>	<b>-</b>	<b>#DIV/0!</b>

Total Business Unit 181,792.85 427,343.58 245,550.73 42.54%

Estimate 41.67%

Note: Accounting and Auditing is almost final-at 100% we still have some left to pay on the CAFR  
Membership, Registration and Travel should start coming back in line with actual because of less Exp.

Jefferson County, Wisconsin  
Highway Funding and Estimated Expenditures as of 6/26/13

Potential Highway Funding Available

BU 53284 (Highway)	Carryover	481,806	
	Budget-Fund Bal	1,543,127	Need Approval by County Board for Budget Transfer (20 votes)
	Total Available 1/1/13	<u>2,024,933</u>	

2013 Actual Expenditures

	Barrientos	(3,150)
	Delahey Industries	(18,290)
	Countryside Purchase	(147,351)
	Total Available as of 6/26/2013	<u><u>1,856,142</u></u>

Items Needing Funding

	Arch Design-Satellite Shop	(114,400)
	Arch Design- New Main Shop	(614,000)
	Countryside Demolition	(800,000)
	Total Expense	<u>(1,528,400)</u>
	Total Expense Over Revenue	<u><u>327,742</u></u>

Notes:	Approved by County Board 5/14 to split \$614000	199,319
	Construction of Satellite was removed	1,350,000

Jefferson County  
Dental Insurance Projections  
For the Year Ended December 31, 2013

Category	Month	Retiree			COBRA			Employees						Total Deficit (Surplus)
		Revenue	Claims	Deficit (Surplus)	Revenue	Claims	Deficit (Surplus)	Board	Revenue	Fees	Claims	IBNR	Deficit (Surplus)	
Actual	January	(1,127.08)	291.00	(836.08)	(207.48)	0.00	(207.48)	(118.80)	(43,455.38)	1,740.86	25,052.47	0.00	(16,780.85)	(17,824.41)
	February	(2,527.21)	1,730.00	(797.21)	(337.84)	639.00	301.16	(199.80)	(76,456.01)	3,485.56	56,254.88	0.00	(16,915.37)	(17,411.42)
	March	(3,457.13)	2,445.20	(1,011.93)	(444.94)	1,639.00	1,194.06	(406.80)	(111,766.97)	5,226.42	104,584.29	0.00	(2,363.06)	(2,180.93)
	April	(4,789.66)	3,519.60	(1,270.06)	(566.12)	1,505.00	938.88	(487.80)	(150,058.61)	6,967.28	143,754.09	0.00	174.96	(156.22)
	May	(6,190.59)	4,780.20	(1,410.39)	(769.92)	1,992.50	1,222.58	(568.80)	(164,586.60)	8,777.62	180,052.65	0.00	23,674.87	23,487.06
	June			0.00			0.00						0.00	0.00
	July			0.00			0.00						0.00	0.00
	August			0.00			0.00						0.00	0.00
	September			0.00			0.00						0.00	0.00
	October			0.00			0.00						0.00	0.00
	November			0.00			0.00						0.00	0.00
	December			0.00			0.00						0.00	0.00
Projected	1 January	(13,524.96)	3,492.00	(10,032.96)	(2,489.76)	0.00	(2,489.76)	(1,425.60)	(521,464.56)	20,890.32	300,629.64	0.00	(201,370.20)	(213,892.92)
	2 February	(15,163.26)	10,380.00	(4,783.26)	(2,027.04)	3,834.00	1,806.96	(1,198.80)	(458,736.06)	20,913.36	337,529.28	0.00	(101,492.22)	(104,468.52)
	3 March	(13,828.52)	9,780.80	(4,047.72)	(1,779.76)	6,556.00	4,776.24	(1,627.20)	(447,067.88)	20,905.68	418,337.16	0.00	(9,452.24)	(8,723.72)
	4 April	(14,368.98)	10,558.80	(3,810.18)	(1,698.36)	4,515.00	2,816.64	(1,463.40)	(450,175.83)	20,901.84	431,262.27	0.00	524.88	(468.66)
	5 May	(14,857.42)	11,472.48	(3,384.94)	(1,847.81)	4,782.00	2,934.19	(1,365.12)	(395,007.84)	21,066.29	432,126.36	0.00	56,819.69	56,368.94
	6 June	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
	7 July	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
	8 August	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
	9 September	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
	10 October	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
	11 November	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
	12 December	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00

	Retiree			COBRA			Total Retiree/COBRA	Total Employee			Total	
	Rates 2012	Rates 2013	Projected Deficit (Surplus)	Rates 2012	Rates 2013	Projected Deficit (Surplus)	Projected Deficit (Surplus)	Rates 2012	Rates 2013	Projected Deficit (Surplus) 2013	Actual Deficit (Surplus) 2013	
Single	42.00	37.80	-30%	42.00	37.80	61%	-3%	Single	42.00	37.80	13%	(187.69)
Family	90.00	81.00		90.00	81.00			Family	90.00	81.00		12%

Total Expenditures Jan - May 2013      195,602.97  
Total Expenditures Jan - May 2012      164,990.91  
30,612.06      Add'l 2013 claims



Jefferson County  
Contingency Fund  
For the Year Ended December 31, 2013

Ledger Date	Description	General (599900)	Other (599908)	Vested Benefits (599909)	Authority	Publish Date
1-Jan-13	Tax Levy	400,000.00	250,000.00	265,000.00		
11-Apr-13	Cyber Insurance Coverage	(9,584.00)			Finance Committee 4/11/13	19-Apr-13
11-Apr-13	Auto Lift-Sheriff Department	(15,390.00)			Finance Committee 4/11/13	19-Apr-13
18-Apr-13	Emergency Flood Supplies	(8,000.00)			Finance Committee 4/18/13	24-Apr-13
9-May-13	Signs on STH for Fair Park	(19,500.00)			Finance Committee 5/9/13	13-May-13
9-May-13	ICC Business Unit Replace	(401.00)			Finance Committee 5/9/13	13-May-13
9-May-13	Step Increase-New Steps		(147,710.00)		Finance Committee 5/9/13	13-May-13
13-Jun-13	DA Retiree Payout			(20,000.00)	Finance Committee 6/13/13	17-Jun-13
<b>Total amount available</b>		<b>347,125.00</b>	<b>102,290.00</b>	<b>245,000.00</b>		
Net		347,125.00	102,290.00	245,000.00		

Note-A motion was made at 6/13 meeting to fund up to \$9,700 of vested benefits to Clerk of Courts if needed in Salaries and Benefits