

Committee members: Braughler, James B. (Absent)
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 except James Braughler. Staff in attendance was Ben Wehmeier, Phil Ristow, Brian Lamers, Tammy Worzalla and John Rageth.
3. **Certification of compliance with the Open Meetings Law** – Ben Wehmeier 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 June 13, 2013.** A motion was made by Mode/Hanneman to approve the minutes of June 13, 2013 as drafted. The motion passed 4-0.
7. **Communications** – None
8. **Monthly Finance Report for Finance Department.** Brian Lamers went through the May 2013 report. He explained that the expenditures are at 42.53% and the target should be about 41.67%. He explained that some of the expenditures are over such as the majority of Auditor expense and registrations being paid already.
9. **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 is done for an outside company to do the bid documents for demolition of the old Countryside building. Cost estimate is about \$10,000. 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.
10. **Discussion regarding the current Financial System and changes in the future.** Brian Lamers explain the license sharing with Dodge County at approx. \$48,000 (Jefferson \$21,000 and Dodge County \$27,000). Dodge County is looking at going to a new system in 2014/15 which may leave Jefferson with the full payment of the license. Brian Lamers explained that a new package could be between \$600,000 to \$1,000,000. After discussion Dick Jones asked for more information on what the cost will be for the county when Dodge County goes off the

license sharing. There was discussion on monitoring Dodge County on going to a new system.

- 11. Review and Discussion regarding the 2014 Budget.** Brian Lamers explained that we are on track with the 2014 budget calendar. A couple departments asked for a little extra time. The levy targets went out to the departments on June 19th and we are still working on monitoring changes such as Health insurance and state aids. The preliminary equalized value was released and there was a drop of \$292 million but new construction is up approximately \$39 million.
- 12. Review and discussion on 2013 projections of budget vs. actual.** Brian Lamers explained that he just did a quick review and the Fair Park is one of the departments hard to analyze because of the timing of expenses and seasons. The Jail and Jail Kitchen look like there is a chance to be over at year end mainly because of the overtime. Currently the Jail overtime budget for 2013 is \$160,000 and as the end of June the actual is \$114,000. In 2014 the Sheriff department is looking at the 5 year average for overtime and trying to budget more accurately as far as overtime.
- 13. Setting the final dental rates for 2014 budget.** Brian Lamers explained that currently expenditures drastically increased over the past month and recommended that we go back to the 2012 rates which would be a total increase of approximately \$44,000 for the county. The change would be family from \$81 to \$90 a month and single from \$37.80 to \$42 a month. A motion was made by Molinaro /Mode to increase the rates at the 2012 budget amounts. The motion passed 4-0.
- 14. 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 with the other contingency for wage increases having a current balance of \$102,290 and the vested benefits of \$245,000.
- 15. Set future meeting schedule, next meeting date, and possible agenda items –** The next month's regular meeting is Thursday, August 8, 2013. Agenda items will include continued discussions on the 2014 budget, any 2013 budget to actual issues, funding for future Highway facility projects and sale of county owned or foreclosed property.
- 16. Payment of Invoices-**After review of the invoices, a motion was made by Jones/Molinaro to approve the payment of invoices totaling \$904,035.70 . The motion passed 4-0.
- 17. Adjourn –** A motion was made by Hanneman/Molinaro to adjourn 9:20 a.m. The motion passed 4-0.

Respectfully submitted,

Jennifer Hanneman
Finance Committee
Jefferson County
/bll

Revenues

Acct Number	Description	YTD Actual	Total Budget	Annual Remaining	Percentage Of Budget
412100	SALES TAXES FROM COUNTY	(69.91)	(104.00)	(34.09)	67.22%
451005	CHILD SUPPORT FEES	(853.47)	(1,100.00)	(246.53)	77.59%
451312	EMP PAYROLL CHARGES	(10.00)	-	10.00	
474201	FAX INTERDEPARTMENT	(28.12)	(170.00)	(141.88)	16.54%
Totals		(961.50)	(1,374.00)	(412.50)	69.98%

Expenditures

Acct Number	Description	YTD Actual	Total Budget	Annual Remaining	Percentage Of Budget
511110	SALARY-PERMANENT REGULAR	66,629.84	142,561.00	75,931.16	46.74%
511210	WAGES-REGULAR	45,644.63	111,302.87	65,658.24	41.01%
511310	WAGES-SICK LEAVE	3,795.28	-	(3,795.28)	
511320	WAGES-VACATION PAY	4,062.52	-	(4,062.52)	
511330	WAGES-LONGEVITY PAY	-	653.00	653.00	0.00%
511340	WAGES-HOLIDAY PAY	3,446.02	-	(3,446.02)	
511350	WAGES-MISCELLANEOUS(COMP)	2,052.47	-	(2,052.47)	
512141	SOCIAL SECURITY	9,413.39	19,022.51	9,609.12	49.49%
512142	RETIREMENT (EMPLOYER)	8,354.59	16,862.20	8,507.61	49.55%
512144	HEALTH INSURANCE	33,236.30	76,267.00	43,030.70	43.58%
512145	LIFE INSURANCE	38.20	85.00	46.80	44.94%
512173	DENTAL INSURANCE	2,132.62	4,860.00	2,727.38	43.88%
521213	ACCOUNTING & AUDITING	16,184.00	16,184.00	-	100.00%
521213	CAFR REPORTING	2,839.00	3,500.00	661.00	81.11%
521296	COMPUTER SUPPORT	1,039.50	3,050.00	2,010.50	34.08%
531243	FURNITURE & FURNISHINGS	-	400.00	400.00	0.00%
531301	OFFICE EQUIPMENT	269.00	-	(269.00)	
531311	POSTAGE & BOX RENT	991.23	3,000.00	2,008.77	33.04%
531312	OFFICE SUPPLIES	2,196.37	3,400.00	1,203.63	64.60%
531313	PRINTING & DUPLICATING	219.62	350.00	130.38	62.75%
531314	SMALL ITEMS OF EQUIP	-	200.00	200.00	0.00%
531321	PUBLICATION OF LEGAL NOTICE	57.65	-	(57.65)	
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)	
532325	REGISTRATION	835.00	1,400.00	565.00	59.64%
532332	MILEAGE	-	600.00	600.00	0.00%
532334	COMMERCIAL TRAVEL	643.20	1,000.00	356.80	64.32%
532335	MEALS	133.47	625.00	491.53	21.36%
532336	LODGING	2,184.50	3,240.00	1,055.50	67.42%
532339	OTHER TRAVEL & TOLLS	80.00	-	(80.00)	
533225	TELEPHONE & FAX	122.27	250.00	127.73	48.91%
533228	INTERNET	-	50.00	50.00	0.00%
535242	MAINTAIN MACHINERY & EQUIP	-	1,500.00	1,500.00	0.00%
571004	IP TELEPHONY ALLOCATION	298.02	603.00	304.98	49.42%
571005	DUPLICATING ALLOCATION	18.65	357.00	338.35	5.22%
571009	MIS PC GROUP ALLOCATION	5,604.48	11,545.00	5,940.52	48.54%
571010	MIS SYSTEMS GRP ALLOC(SIS)	1,555.14	3,595.00	2,039.86	43.26%
591519	OTHER INSURANCE	704.61	1,305.00	600.39	53.99%
593629	OTHER INTEREST	(0.41)	-	0.41	
Totals		215,524.41	428,717.58	213,193.17	50.27%

Other Financing Sources (Uses)

Acct Number	Description	YTD Actual	Total Budget	Annual Remaining	Percentage Of Budget
Totals		-	-	-	-
Total Business Unit		214,562.91	427,343.58	212,780.67	50.21%

Estimates should be 50%



Jefferson County Election Equipment Purchase

- ❖ Retirement: Jefferson County purchased 34 OPTECH IIIPE for the total cost of \$196,295 in 1996. 1990 technology outdated with 20 year lifetime. These are provided to 25 of our municipalities holding 42 elections. The Optechs have been under maintenance and have had very few problems.
- ❖ Outdated: WindowsXP software required for programming software will not be supported after April 2014
- ❖ Reliability: No replacement parts available for the OPTECH and very expensive to replace. Not sure if replacement parts will be certified by state.
- ❖ Unique: Wisconsin is one of the few states still using the OPTECH and therefore less software (programming) support available.

DS200 advantages:

- ❖ Voter Friendly: Voters benefit from instant, on-line alerts regarding questionable ballots
- ❖ Compatibility: with Automark (ADA machines).
- ❖ Multiple Wisconsin counties with same system: LaCrosse County purchase in 9/2013; Brown County, Rock County, Dane County,
- ❖ Cost Savings: Will not need \$45 infrared ink cartridges for automarks savings \$90/polling place/election or \$2700/election
- ❖ Programmer Friendly: software enhancements to make work flow smoother

Fiscal Impact:

The 2009 appropriation \$211,225 for purchase of 35 new ballot machines has been carried forward and is available for the purchase.

2013 estimated cost is \$249,200 for 38 new ballots machines. \$37,975 will be requested to be transferred from contingency fund. Cost increases due to 3 additional voting machines, additional jump drives, and 4 year old quote.

2014 maintenance hardware warranty are included (saving \$4275).

August 8, 2013 Finance Committee Funding

August 13, 2013 Government Accountability Board (GAB) Modem Approval

September 10, 2013 County Board Approval

7/29/13

Jefferson County, Wisconsin
Highway Funding and Estimated Expenditures as of 7/26/13

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	2,024,933	

2013 Actual Expenditures

Barrientos	(39,102)	
Delahey Industries	(18,290)	
Countryside Purchase	(147,351)	
Other Exp	(4,205)	
Total Available as of 6/26/2013	1,815,985	

Items Needing Funding

Arch Design-Satelite Shop	(114,400)	Estimate-Never Awarded
Arch Design- New Main Shop	(614,000)	
Countryside Demolition	(800,000)	Estimate
Total Expense	(1,528,400)	
Total Expense Over Revenue	287,585	

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

RESOLUTION NO. 2013-_____

Accepting Quirk Foundation donation of \$25,000 to assist in the purchase of the Watertown Outboarders, Inc. property

WHEREAS, the Earl and Eugenia Quirk Foundation has previously voted to offer the Jefferson County Parks Department \$25,000 to partner with the DNR towards the purchase of 6.13 acres on the Rock River south of Watertown in order to preserve the property and provide for public outdoor recreation, and

WHEREAS, the Department of Natural Resources has been able to contract for the purchase of said land from Watertown Outboarders, Inc. using a combination of stewardship funds and the Quirk Foundation donation, and

WHEREAS, the Quirk Foundation donation is given to Jefferson County for this purpose, and

WHEREAS, the Parks Committee recommends accepting the donation and transferring it to the Department of Natural Resources to fully fund the purchase of the Watertown Outboarders, Inc. property on the Rock River,

NOW, THEREFORE, BE IT RESOLVED that the Earl and Eugenia Quirk Foundation, Inc. donation to Jefferson County in the amount of \$25,000 is hereby accepted; that said funds shall be transferred to the Wisconsin Department of Natural Resources to become part of the purchase price of the 6.13 acre Watertown Outboarders, Inc. parcel on the Rock River south of Watertown.

BE IT FURTHER RESOLVED that the Jefferson County Board of Supervisors expresses its gratitude to the Earl and Eugenia Quirk Foundation for its generous contribution and to the Department of Natural Resources for its partnership efforts in acquiring the Watertown Outboarders' boat launch and related facilities south of Watertown.

Fiscal Note: Twenty affirmative votes will be required as the receipt and expenditure of the donated funds is a budget amendment. No county tax levy funds are involved in the purchase of the property. Expenditure of any county funds on this property in the future will require County Board approval.

AYES _____
NOES _____
ABSTAIN _____
ABSENT _____

Requested by
Parks Committee and Finance Committee

08-13-13

Philip Ristow: 07-29-13; 08-01-13

Brian Lamers

From: Connie Freeberg
Sent: Tuesday, July 09, 2013 8:35 AM
To: Tammie Jaeger
Cc: Brian Lamers; Treasurer
Subject: Notice of Sealed Bid Sale - August 8, 2013

Tammie:

Please post the attached Notice of Sealed Bid Sale and Sealed Bid for Purchase of Tax Delinquent Property form (Sealed Bid Application) on the County's web site thru August 2, 2013.

The Notice is being published in the *Daily Jefferson County Union* on July 12 and I have also requested the *Watertown Daily Times* to publish it as a Class 1 notice but have not received a response as to when the Notice will be published. I have also posted a copy of the Notice and bid application on the bulletin board in the Courthouse lobby.

Bids will be opened at the Finance Committee meeting on August 8.

If you have any questions, do not hesitate to contact this office.

***Connie Freeberg, Paralegal II/County Board Reporter
Office of the Corporation Counsel
Jefferson County Courthouse
320 South Main Street, Room 110
Jefferson, WI 53549
Tel.: (920) 674-7135
FAX: (920) 674-7399
connief@jeffersoncountywi.gov***



NOTICE OF
SEALED BID SAL...



Sealed Bid
application for 0...

NOTICE OF SEALED BID SALE
Tax Delinquent Real Estate
Owned by Jefferson County

Pursuant to Section 75.521, Wisconsin Statutes, title to the property described below has been granted to Jefferson County for nonpayment of delinquent taxes due. The property will be sold in accordance with Section 75.69, Wis. Stats., and the regulations thereunder, at public sale under sealed bids. No abstract or title insurance will be furnished. Conveyance shall be by quit claim deed.

PLACE BIDS DUE: Jefferson County Treasurer's Office, Room 107, Jefferson County Courthouse, 320 South Main Street, Jefferson, WI 53549

DATE BIDS DUE: August 2, 2013, at 4:00 p.m.

DATE BIDS WILL BE OPENED: August 8, 2013 at 9:00 a.m.

PLACE OF SALE: Jefferson County Courthouse, 320 South Main Street, Room 112, Jefferson, Wisconsin

No property may be sold for an amount less than the appraised value, unless the Finance Committee approves such a sale. BIDS BELOW THE APPRAISED VALUE MAY BE TENDERED. JEFFERSON COUNTY RESERVES THE RIGHT TO REJECT ANY OR ALL BIDS, OR ACCEPT THE BID MOST ADVANTAGEOUS TO IT.

In Rem Proceedings

2012 No. 1:

Item No.

2. Town of Ixonia – Part of the SE ¼ of the NE ¼ of Section 10, Town 8 North, Range 16 East (1.263 acres)
Appraised Value \$50,000
PIN #012-0816-1014-002
3. Town of Jefferson – Government Lot 6 located in the NW ¼ of Section 23, Township 6 North, Range 14 East lying Easterly of CTH K and Westerly of the Rock River and Southerly of a parcel conveyed to the Estate of Ray Martin (.600 acres)
Appraised Value \$5,000
PIN #014-0614-2324-007
9. Village of Johnson Creek – Part of Lot 2, Block 1, Prentice Plat (55'x90')
Appraised Value \$1,000
PIN #141-0714-1311-048
16. Village of Sullivan – Part of the NE ¼ of the SE ¼ of Section 3, Town 6 North, Range 16 East (.188 acres)
Appraised Value \$2,800
PIN #181-0616-0341-017
18. City of Jefferson – Part of Lots 12 and 13, Block 2, Sanborn's Addition (.113 acres)
Appraised Value \$40,000
PIN #241-0614-0243-087

In Rem Proceedings

2004 No. 1:

5. Town of Palmyra – All that portion of the East Half of the Southwest Quarter of Section 12, Township 5 North, Range 16 East, Town of Palmyra, Jefferson County, Wisconsin, lying Northerly of the North line of Pine Drive; Westerly of the West line Certified

Survey #2208 as recorded in Volume 7 on Page 244 as Document No. 848208 and the most Westerly line of Certified Survey Map recorded in Volume 3 on Page 356 as Document No. 739312; Southerly of the South line of a parcel described in Volume 725 of Records on Page 71 as Document No. 845388; and Easterly of the East line of the parcels conveyed in Volume 801 of Records on Page 789 as Document No. 887277 and in Volume 801 of Records on Page 790 as Document No. 887278. (2.070 acres)

Appraised Value \$1,000
PIN #024-0516-1234-007

Other County Owned
Parcels:

Town of Farmington – All that certain piece or parcel of land in the NW ¼, Section 13, T7N, R15E, Town of Farmington, County of Jefferson, State of Wisconsin described as follows: Beginning in the center of County Highway “B” (Territory Road) on the section line between Sections 13 and 14 and running thence north on said section line 10 rods; thence easterly 8 rods; thence south 10 rods to the center of said road; thence westerly along the center of said road to the point of beginning. Containing 0.37 acres, exclusive of lands in use for highway purposes.

Appraised Value \$200
PIN #008-0715-1322-001

SUBMISSION OF BIDS: All bids must be submitted on the form, “Sealed Bid for Purchase of Tax Delinquent Property.” Contact County Treasurer, 920-674-7250, for form and information concerning the property. Bids must be submitted directly to John Jensen, County Treasurer. Your bid envelope should contain: Name, address, and “Sealed Bid for Purchase of Tax Delinquent Property” on the outside.

PAYMENT TERMS: 20% of the bid must be submitted therewith. Upon acceptance of a bid, the balance due on the bid will be required in full within thirty (30) days. Bidders agree that in the event a successful bidder fails to timely pay the balance due, the County may elect to keep the deposit paid as liquidated damages and reoffer the property for sale.

TYPE OF REMITTANCE: All payments must be by cash, certified check, cashier’s or treasurer’s check or by a U.S. postal, express or telegraph money order. Make checks and money orders payable to Jefferson County Treasurer. **PERSONAL CHECKS WILL NOT BE ACCEPTED. BIDS NOT ACCOMPANIED BY PAYMENTS AS SET FORTH HEREIN WILL BE REJECTED.**

TITLE OFFERED: Only the right, title, and interest of Jefferson County, Wisconsin, in and to the property will be offered for sale.

Dated this 8th day of July 2013.

s/Barbara A. Frank

BARBARA A. FRANK, County Clerk
Jefferson County Courthouse
320 South Main Street
Jefferson, WI 53549
(920) 674-7144

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**SEALED BID FOR PURCHASE
OF TAX DELINQUENT PROPERTY**

Subject to the conditions stated in the "Notice of Sealed Bid Sale", the undersigned enters the following bid:

PROPERTY: # on Notice _____
PIN # _____
Brief Description _____

AMOUNT OF BID: \$ _____

(20% of bid amount must accompany this bid. All payments must be by cash, certified check, cashier's or treasurer's check or by a U.S. postal, express or telegraph money order. Make checks and money orders payable to Jefferson County Treasurer. PERSONAL CHECKS WILL NOT BE ACCEPTED. BIDS NOT ACCOMPANIED BY PAYMENTS AS SET FORTH HEREIN WILL BE REJECTED. BID ENVELOPE SHALL CONTAIN: NAME, ADDRESS, ITEM #, PIN # AND "SEALED BID FOR PURCHASE OF TAX DELINQUENT PROPERTY" ON THE OUTSIDE.) Upon acceptance of bid, the balance due on the bid will be required in full within thirty (30) days as well as a separate check made out to the Register of Deeds for recording the deed. Bidder agrees that failure to close the transaction within thirty (30) days from the bid opening authorizes Jefferson County to elect to retain the deposit as liquidated damages and reoffer the property for sale.

The deposits of unsuccessful bidders will be promptly returned.

BIDDER: Name _____
Address _____

Phone _____

Date: _____

Signature

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
Total amount available		347,125.00	102,290.00	245,000.00		
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

