

**Agenda**  
**Jefferson County**  
**Finance Committee**  
Jefferson County Courthouse  
320 S. Main Street  
Room 112  
Jefferson, WI 53549  
**\*REVISED 09-09-2013**

Date: Thursday, September 12, 2013

Time: 8:30 a.m.

Committee members:	Braugher, James B.	Mode, Jim (Vice-Chair)
	Hanneman, Jennifer (Secretary)	Molinaro, John
	Jones, Richard C. (Chair)	

**NOTE: There will be bid openings for the purchase of a delinquent property at 9 a.m.**

1. Call to order.
2. Roll call (establish a quorum).
3. Certification of compliance with the Open Meetings Law.
4. Review of the agenda.
5. Citizen comments.
6. Approval of Finance Committee minutes for September 11, 2013.
7. Communications
8. Monthly Financial Report-Finance Department.
9. Discussion and possible action to use capital fund approved for installation of air conditioning in 2013 budget to cover the increase in estimates for furnace replacement which was originally budgeted for \$20,000 at the Fair Park.
10. Discussion and possible contingency transfer of approximately \$22,000 for changes and increased cost for the front security entrance project.
11. **\*Discussion and possible contingency transfer of approximately \$16,000 for HIPAA Privacy Audit**
12. Review and discussion regarding the 2014 budget.
13. Discussion of funding for projects related to the Countryside purchase, demolition and cost related to the future Highway Facilities.
14. Review proposals and recommend vendor for third-party administration for Workers Compensation.
15. Review and discussion on 2013 projections of budget vs. actual.
16. Update on contingency fund balance.
17. Discussion and possible action regarding the sale of county owned foreclosed properties:
  - a.) Parcel #012-0816-1014-002
  - b.) Parcel #141-0714-1311-048
  - c.) Parcel #024-0516-1234-007
18. Set future meeting schedule, next meeting date, and possible agenda items.
19. Payment of invoices.
20. Adjourn.

Next scheduled meetings:	Friday, September 13, 2013 Budget meeting
	Monday, September 16, 2013 Budget Meeting
	Wednesday, September 18, 2013 Budget Meeting
	Thursday, October 10, 2013 Regular Meeting
	Thursday, November 14, 2013 Regular Meeting

All meetings are scheduled to begin at 8:30 am unless otherwise noted

*The Board may discuss and/or take action on any item specifically listed on the agenda*

***Individuals requiring special accommodations for attendance at the meeting should contact the County Administrator 24 hours prior to the meeting at 920-674-7101 so appropriate arrangements can be made.***

Finance-July 2013  
2601

Date Ran 8/21/2013  
Period 7  
Year 2013

Revenues

Acct Number	Description	YTD Actual	YTD Budget	Total Budget	Annual Remaining	Percentage Of Budget
412100	SALES TAXES FROM COUNTY	(91.07)	(60.67)	(104.00)	(12.93)	87.57%
451005	CHILD SUPPORT FEES	(630.00)	(641.67)	(1,100.00)	(470.00)	57.27%
451312	EMP PAYROLL CHARGES	(10.00)	-	-	10.00	
474201	FAX INTERDEPARTMENT	(28.12)	(99.17)	(170.00)	(141.88)	16.54%
Totals		(759.19)	(801.50)	(1,374.00)	(614.81)	55.25%

Expenditures

Acct Number	Description	YTD Actual	YTD Budget	Total Budget	Annual Remaining	Percentage Of Budget
	SALARY AND WAGES	148,187.01	148,468.17	254,516.87	106,329.86	58.22%
512141	SOCIAL SECURITY	11,101.96	11,096.46	19,022.51	7,920.55	58.36%
512142	RETIREMENT (EMPLOYER)	9,854.35	9,836.28	16,862.20	7,007.85	58.44%
512144	HEALTH INSURANCE	39,734.24	44,489.08	76,267.00	36,532.76	52.10%
512145	LIFE INSURANCE	44.68	49.58	85.00	40.32	52.56%
512173	DENTAL INSURANCE	2,612.13	2,835.00	4,860.00	2,247.87	53.75%
521213	ACCOUNTING & AUDITING	16,184.00	9,440.67	16,184.00	-	100.00%
521213	CAFR REPORTING	2,839.00	2,041.67	3,500.00	661.00	81.11%
521296	COMPUTER SUPPORT	1,039.50	1,779.17	3,050.00	2,010.50	34.08%
531243	FURNITURE & FURNISHINGS	-	233.33	400.00	400.00	0.00%
531301	OFFICE EQUIPMENT	269.00	-	-	(269.00)	0.00%
531311	POSTAGE & BOX RENT	1,176.07	1,750.00	3,000.00	1,823.93	39.20%
531312	OFFICE SUPPLIES	2,196.37	1,983.33	3,400.00	1,203.63	64.60%
531313	PRINTING & DUPLICATING	233.05	204.17	350.00	116.95	66.59%
531314	SMALL ITEMS OF EQUIP	-	116.67	200.00	200.00	0.00%
531321	PUBLICATION OF LEGAL NOTICE	57.65	-	-	(57.65)	0.00%
531324	MEMBERSHIP DUES	690.00	525.00	900.00	210.00	76.67%
531349	OTHER OPERATING EXPENSES	-	29.17	50.00	50.00	0.00%
531351	GAS/DIESEL	53.25	-	-	(53.25)	0.00%
532325	REGISTRATION	835.00	816.67	1,400.00	565.00	59.64%
532332	MILEAGE	-	350.00	600.00	600.00	0.00%
532334	COMMERCIAL TRAVEL	643.20	583.33	1,000.00	356.80	64.32%
532335	MEALS	133.47	364.58	625.00	491.53	21.36%
532336	LODGING	2,184.50	1,890.00	3,240.00	1,055.50	67.42%
532339	OTHER TRAVEL & TOLLS	80.00	-	-	(80.00)	0.00%
533225	TELEPHONE & FAX	143.38	145.83	250.00	106.62	57.35%
533228	INTERNET	-	29.17	50.00	50.00	0.00%
535242	MAINTAIN MACHINERY & EQUIPI	-	875.00	1,500.00	1,500.00	0.00%
571004	IP TELEPHONY ALLOCATION	347.69	351.75	603.00	255.31	57.66%
571005	DUPLICATING ALLOCATION	21.76	208.25	357.00	335.24	6.10%
571009	MIS PC GROUP ALLOCATION	6,543.43	6,734.58	11,545.00	5,001.57	56.68%
571010	MIS SYSTEMS GRP ALLOC(ISIS)	1,814.33	2,097.08	3,595.00	1,780.67	50.47%
591519	OTHER INSURANCE	821.95	761.25	1,305.00	483.05	62.98%
593629	OTHER INTEREST	(0.41)	-	-	0.41	0.00%
Totals		398,027.57	398,553.43	683,234.45	285,206.88	58.26%

Other Financing Sources (Uses)

Acct Number	Description	YTD Actual	YTD Budget	Total Budget	Annual Remaining	Percentage Of Budget
Totals		-	-	-	-	0.00%
Total Business Unit		397,268.38	397,751.93	681,860.45	284,592.07	58.26%

Should be at approx 58.33%

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
8-Aug-13	Election Equipment	(37,975.00)			Finance Committee 8/8/13	19-Aug-13
13-Aug-13	Sheriff Annex Buidling	(8,200.00)			Finance Committee 8/13/13	19-Aug-13
13-Aug-13	Sheriff Annex Building	(58,800.00)			Finance Committee 8/20/13	22-Aug-13
<b>Total amount available</b>		<b>242,150.00</b>	<b>102,290.00</b>	<b>245,000.00</b>		
<b>Net</b>		<b>242,150.00</b>	<b>102,290.00</b>	<b>245,000.00</b>		

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

**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:** September 10, 2013, at 4:00 p.m.

**DATE BIDS WILL BE OPENED:** September 12, 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)<br><b>Appraised Value \$50,000</b><br>PIN #012-0816-1014-002 |
| 9. | Village of Johnson Creek – Part of Lot 2, Block 1, Prentice Plat (55'x90')<br><b>Appraised Value \$1,000</b><br>PIN #141-0714-1311-048                              |

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)<br><b>Appraised Value \$1,000</b><br>PIN #024-0516-1234-007 |
|----|--|

**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 20th day of August 2013.

s/Barbara A. Frank

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



Legend

- ▲ Surveys
- Streams Etc.
- Mcd Boundaries
- Highway Plats
- Parcels

012-0816-1014-002

200 400 Feet

Map Printed on: January 22, 2013



DISCLAIMER: This map is not a substitute for an actual field survey or onsite investigation. The accuracy of this map is limited to the quality of the records from which it was assembled. Other inherent inaccuracies occur during the compilation process. Jefferson County makes no warranty whatsoever concerning this information.



TOWN OF IXONIA  
DONNA HANN, TREASURER  
PO BOX 109  
IXONIA WI 53036-0109

**JEFFERSON COUNTY - STATE OF WISCONSIN  
PROPERTY TAX BILL FOR 2012  
REAL ESTATE**

VON BRUENCHENHEIN, GEORGE  
CO # 012-0285-00000  
PIN # 012-0816-1014-002  
BILL/PAGE NO. 355

**Important:** Be sure this description covers your property. Note that this description is for tax bill only and may not be a full legal description. See reverse side for important information.  
**Legal Description/Location of Property**

**GEORGE VON BRUENCHENHEIN  
GEORGIA M VON BRUENCHENH  
W908 GOPHER HILL RD  
IXONIA WI 53036**

GEORGE VON BRUENCHENHEIN  
GEORGIA M VON BRUENCHENHEIN  
W908 GOPHER HILL RD  
IXONIA  
BEG E/1/4/C, N250FT, W220FT,  
S250FT, E220FT TO POB.  
1.263 ACRES  
0792531/0813270/0857029  
0591807

Please inform treasurer of address changes.

ASSESSED VALUE LAND	ASSESSED VALUE IMPROVEMENTS	TOTAL ASSESSED VALUE	AVERAGE ASSMT RATIO	NET ASSESSED VALUE RATE (Does NOT reflect Credits)	NET PROPERTY TAX
58,400	47,600	106,000	107.13%	.016855570	1,613.37
ESTIMATED FAIR MARKET VALUE LAND	ESTIMATED FAIR MARKET VALUE IMPROVEMENTS	TOTAL ESTIMATED FAIR MARKET VALUE	<input checked="" type="checkbox"/> A star in this box means unpaid prior year taxes.	School taxes also reduced by school levy tax credit	
54,500	44,400	98,900		157.61	
TAXING JURISDICTION	2011 ESTIMATED STATE AIDS ALLOCATED TO TAX DISTRICT	2012 ESTIMATED STATE AIDS ALLOCATED TO TAX DISTRICT	2011 NET TAX	2012 NET TAX	% TAX CHANGE
STATE OF WISCONSIN			17.64	16.79	4.8-
JEFFERSON COUNTY	239,628	241,654	461.90	463.88	.4
TOWN OF IXONIA	218,956	219,158	251.26	249.54	.7-
OCONOMOWOC SCH DIS	504,313	504,257	876.20	927.79	5.9
WCTC	31,348	30,755	130.08	128.69	1.1-
TOTALS	994,245	995,824	1,737.09	1,786.69	2.9
FIRST DOLLAR CREDIT			67.38	72.40	7.5
LOTTERY & GAMING CREDIT			89.17	100.92	13.2
NET TAX			1,580.54	1,613.37	2.1
<b>TOTAL DUE: 1,613.37</b> FOR FULL PAYMENT, PAY TO LOCAL TREASURER BY: <b>JANUARY 31, 2013</b> <small>Warning: If not paid by due dates, installment option is lost and total tax is delinquent subject to interest and if applicable penalty (See reverse)</small>					

PAY 1ST INSTALLMENT OF: 756.37 AND PAY 2ND INSTALLMENT OF: 857.00 OR PAY FULL AMOUNT OF: 1,613.37

PAY 1ST INSTALLMENT OF: 756.37 By JANUARY 31, 2013 Amount Enclosed _____ TO LOCAL TREASURER Make Check Payable To: TOWN OF IXONIA DONNA HANN, TREASURER PO BOX 109 IXONIA WI 53036-0109 PIN # 012-0816-1014-002 VON BRUENCHENHEIN, GEORGE BILL/PAGE NO. 355	AND PAY 2ND INSTALLMENT OF: 857.00 BY JULY 31, 2013 Amount Enclosed _____ TO COUNTY TREASURER Make Check Payable To: JOHN JENSEN JEFFERSON COUNTY TREASURER 320 SOUTH MAIN STREET JEFFERSON WI 53549-1799 PIN # 012-0816-1014-002 VON BRUENCHENHEIN, GEORGE BILL/PAGE NO. 355	OR PAY FULL AMOUNT OF: 1,613.37 BY JANUARY 31, 2013 Amount Enclosed _____ TO LOCAL TREASURER Make Check Payable To: TOWN OF IXONIA DONNA HANN, TREASURER PO BOX 109 IXONIA WI 53036-0109 PIN # 012-0816-1014-002 VON BRUENCHENHEIN, GEORGE BILL/PAGE NO. 355
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*Include This Stub With Your Payment*

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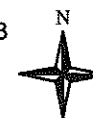
# Legend

- ▲ Surveys
- Streams Etc.
- Mcd Boundaries
- Highway Plats
- Parcels

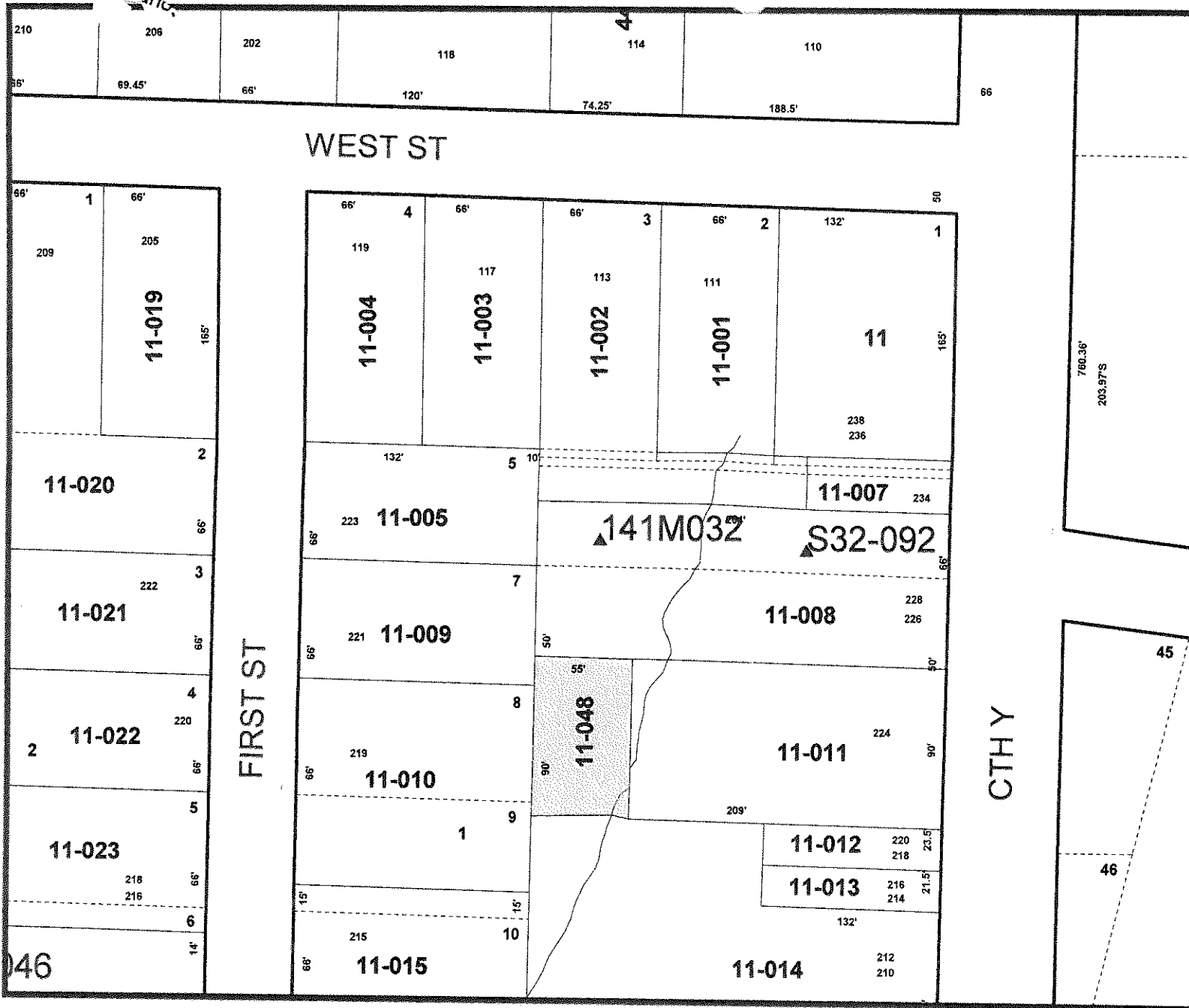
141-0714-1311-048

100 200 Feet

Map Printed on: January 22, 2013



DISCLAIMER: This map is not a substitute for an actual field survey or onsite investigation. The accuracy of this map is limited to the quality of the records from which it was assembled. Other inherent inaccuracies occur during the compilation process. Jefferson County makes no warranty whatsoever concerning this information.



## Legend

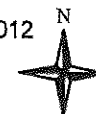
- ▲ Surveys
- Streams Etc.
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- Parcels

141-0714-1311-048

200

400 Feet

Map Printed on: December 26, 2012



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VIL OF JOHNSON CREEK  
JOAN DYKSTRA, TREASURER  
125 DEPOT ST  
PO BOX 238  
JOHNSON CREEK WI 53038-0238

**JEFFERSON COUNTY - STATE OF WISCONSIN  
PROPERTY TAX BILL FOR 2012  
REAL ESTATE**

WOJCIUK, STAN  
CO # 141-0159-01000  
PIN # 141-0714-1311-048  
BILL/PAGE NO. 324

**Important:** Be sure this description covers your property. Note that this description is for tax bill only and may not be a full legal description. See reverse side for important information.  
**Legal Description/Location of Property**

**STAN WOJCIUK  
SHARON WOJCIUK  
1061 PERRY ST  
WATERTOWN WI 53098**

STAN WOJCIUK  
SHARON WOJCIUK

BEG 50FT S OF SE/C LOT 5,  
BLK 1, W L STIEHM'S SUB, E55  
FT, S90FT, W55FT, N90FT TO  
POB.  
0889591

Please inform treasurer of address changes.

ASSESSED VALUE LAND	ASSESSED VALUE IMPROVEMENTS	TOTAL ASSESSED VALUE	AVERAGE ASMT RATIO	NET ASSESSED VALUE RATE (Does NOT reflect Credits)	NET PROPERTY TAX
2,000		2,000	98.96%	.021934108	43.87
ESTIMATED FAIR MARKET VALUE LAND	ESTIMATED FAIR MARKET VALUE IMPROVEMENTS	TOTAL ESTIMATED FAIR MARKET VALUE	<input checked="" type="checkbox"/> A star in this box means unpaid prior year taxes.	School taxes also reduced by school levy tax credit	
2,000		2,000		2.08	
TAXING JURISDICTION	2011 ESTIMATED STATE AIDS ALLOCATED TO TAX DISTRICT	2012 ESTIMATED STATE AIDS ALLOCATED TO TAX DISTRICT	2011 NET TAX	2012 NET TAX	% TAX CHANGE
STATE OF WISCONSIN			.35	.34	4.1-
JEFFERSON COUNTY	120,304	115,307	8.60	8.75	1.7
VIL OF JOHNSON CRE	504,489	483,468	10.70	12.21	14.1
JOHNSON CREEK SCH	2009,254	1987,266	18.59	18.90	1.6
MATC	36,965	36,843	3.57	3.67	2.8
<b>TOTALS</b>	2,671,012	2,622,884	41.83	43.87	4.9
<b>FIRST DOLLAR CREDIT</b>					
<b>LOTTERY &amp; GAMING CREDIT</b>					
<b>NET TAX</b>			41.83	43.87	4.9
<b>TOTAL DUE: 43.87</b> FOR FULL PAYMENT, PAY TO LOCAL TREASURER BY: <b>JANUARY 31, 2013</b> <small>Warning: If not paid by due dates, installment option is lost and total tax is delinquent subject to interest and if applicable penalty (See reverse)</small>					

PAY 1ST INSTALLMENT OF: 43.87 AND PAY 2ND INSTALLMENT OF: OR PAY FULL AMOUNT OF: 43.87

PAY 1ST INSTALLMENT OF: 43.87  
By JANUARY 31, 2013

Amount Enclosed \_\_\_\_\_

TO LOCAL TREASURER

Make Check Payable To:

VIL OF JOHNSON CREEK  
JOAN DYKSTRA, TREASURER  
125 DEPOT ST  
PO BOX 238  
JOHNSON CREEK WI 53038-0238  
PIN # 141-0714-1311-048  
WOJCIUK, STAN  
BILL/PAGE NO. 324

AND PAY 2ND INSTALLMENT OF:  
BY JULY 31,

Amount Enclosed \_\_\_\_\_

TO COUNTY TREASURER

Make Check Payable To:

JOHN JENSEN  
JEFFERSON COUNTY TREASURER  
320 SOUTH MAIN STREET  
JEFFERSON WI 53549-1799  
PIN # 141-0714-1311-048  
WOJCIUK, STAN  
BILL/PAGE NO. 324

OR PAY FULL AMOUNT OF: 43.87  
BY JANUARY 31,

Amount Enclosed \_\_\_\_\_

TO LOCAL TREASURER

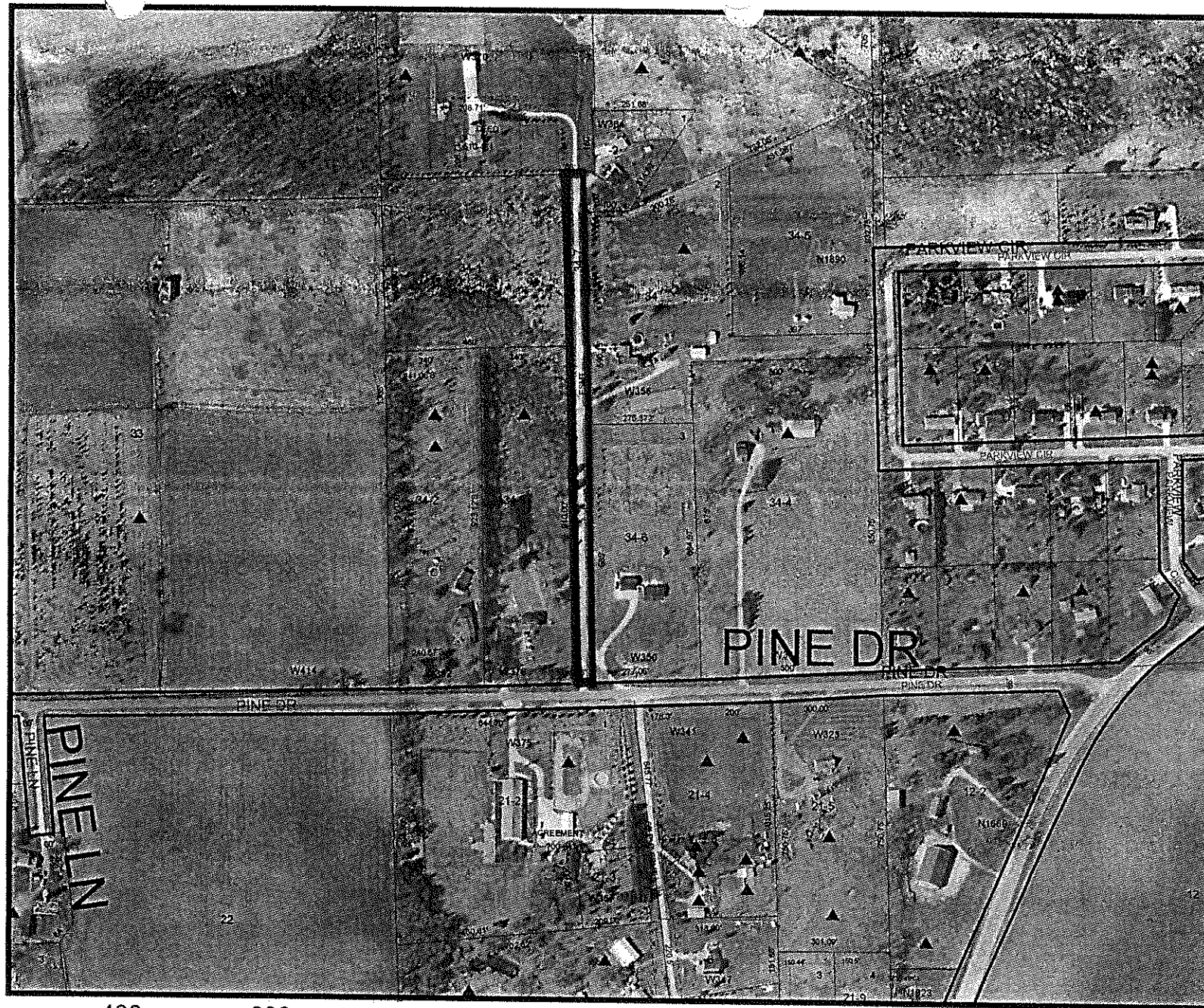
Make Check Payable To:

VIL OF JOHNSON CREEK  
JOAN DYKSTRA, TREASURER  
125 DEPOT ST  
PO BOX 238  
JOHNSON CREEK WI 53038-0238  
PIN # 141-0714-1311-048  
WOJCIUK, STAN  
BILL/PAGE NO. 324

*Include This Stub With Your Payment*

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*Include This Stub With Your Payment*



## Legend

- ▲ Surveys
- Streams Etc.
- Mcd Boundaries
- Parcels

024-0516-1234-007

2.070 ACRES

Hard 7500 assessed  
9,900 EFMV

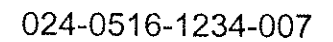
0 400 800 1200 1600 Feet

Map Printed on: March 17, 2004

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