

Agenda
Jefferson County
Finance Committee
Jefferson County Courthouse
311 S. Center Avenue
Room 112
Jefferson, WI 53549

*REVISED 09-05-2014

Date: Monday, September 8, 2014
Time: 8:30 a.m.

Committee members: Jones, Richard (Chair) Poulson, Blane
Braugher, James B. (Vice Chair) Schroeder, Jim
Hanneman, Jennifer (Secretary)

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 August 14, 2014
7. Communications
8. Review budget hearing schedule and possible budget updates
9. Presentation of budget overview
10. Department 2015 Budget Hearings
 - a. MIS
 - b. County Board
 - c. Emergency Management
 - d. Corporation Counsel
 - e. Coroner
 - f. Central Services
 - g. Human Resources
 - h. Land Information
 - i. Health Department
11. Set future meeting schedule, next meeting date, and possible agenda items.
12. Adjourn.

Next scheduled meetings: Wednesday, September 10, 2014 Budget Meeting
Thursday, September 11, 2014 Regular and Budget Meeting
Friday, September 12, 2014 Budget Meeting
Thursday, October 9, 2014 Regular Meeting
Thursday, November 13, 2014 Regular Meeting
Thursday, December 11, 2014 Regular Meeting

All meetings are scheduled to begin at 8:30 am in Room 112 unless otherwise noted

*Note: A quorum of the Jefferson County Board of Supervisors or any committee thereof may be present. No county business will be conducted.

The Committee 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.

Jefferson County
Finance Committee Minutes
August 14, 2014

Committee members: Braughler, James B (Vice Chair) Poulson, Blane
Hanneman, Jennifer (Secretary) Schroeder, Jim
Jones, Richard C. (Chair)

1. **Call to order** – Richard Jones called the meeting to order at 8:00 a.m.
2. **Roll call (establish a quorum)** – All committee members were present. Staff in attendance was Ben Wehmeier, Blair Ward, Tammy Worzalla and Brian Lamers.
3. **Certification of compliance with the Open Meetings Law** – Wehmeier certified that notice of the meeting complied with the Open Meetings Law.
4. **Review of the agenda**-No changes
5. **Citizen Comments** – None
6. **Approval of Finance Committee minutes for July 17, 2014.** A motion was made by Poulson/Hanneman to approve the minutes of July 17, 2014. The motion passed 5-0.
7. **Communications** –None
8. **Monthly Financial Report for June 2014-Finance Department.** Lamers went through the June 2014 report. Nothing unusual noted.
9. **Monthly Financial Report for June 2014-County Clerk.** Nothing unusual noted.
10. **Monthly Financial Report for June 2014-Treasurer.** Lamers went through the report and explained that the interest on taxes and investment is below budget around \$70,000; however the fair market value adjustment through June is about a positive \$97,000 although in July that will be reduced by \$31,000.
11. **Monthly Financial Report for June 2014-Child Support.** Lamers explained that the revenues are reimbursed quarterly so it is hard to determine what we will be receiving. The federal and state reimbursement is approx. 67% and there are usually no issues with expenditure overages.
12. **Discussion and possible approval to recommend to the County Board changes to Ordinance No. 2008-12 which is and Ordinance establishing approval authority and bill payment procedures.** Lamers explained part of this is cleaning up the language and discussion on how the Committee wants to proceed with reviewing invoices. The committee discussed the procedures on how they would like to review the invoices and payment registers and to remain how it is currently being handled. Braughler brought up in Section 1 where it states “filing a list thereof with the Clerk who is authorized to make payments...”, should be changed to the Finance Department. A motion was made by Braughler/Poulson to forward to the County Board for approval with the change noted. The motion passed 5-0.

- 13. Discussion and possible approval authorizing a budget amendment from contingency for County Board approval for boilers at the Courthouse after RFP's are received.** Wehmeier discussed the 2014 budget included \$80,000 for the replacement of one boiler with the secondary not being replaced. The Maintenance Supervisor after requesting an estimate for pricing has determined that both of the boilers should be replaced with both of them being over 50 years old. The estimate came in at \$167,500 which would require the use of the contingency fund. Since it is over the 10% of the Central Services budget, County Board approval would be required for a budget transfer. The Maintenance Supervisor will be going out for request for proposals prior to the County Board. A motion was made by Schroeder/Hanneman to approve sending the contingency transfer to the County Board. The motion passed 5-0.
- 14. Discussion of funding for projects related to the new Highway Facilities.** Wehmeier discussed the status of the bonding and the project. The County is looking at August 26th to get the rating call from Moody's. Wehmeier talked about future meetings with Infrastructure and Highway Committees to discuss the satellite shops.
- 15. Review and discussion on 2014 projections of budget vs. actual.** Lamers stated there is a concern with Register of Deeds revenues being down from the projected budget, currently the estimate is about \$55,000. Lamers stated that the Sheriff is tracking about a \$130,000 deficit for July but there are many variables that could change that and many factors to consider in the estimate. Discussion on the Treasurer was done with item #10. Discussion regarding the Corp Counsel office and the overage that will have to be covered with the vested benefits contingency from retirement payouts. Human Services is currently tracking at a positive amount and Health is tracking at a small negative amount. The Fair and Fair Park will be reviewed closer after all the fair revenues/expenses are settled.
- 16. Update on the 2015 budget process.** Wehmeier discussed that meetings have started with the departments. Five of the departments at this time are above the levy target. He stated that equalized value for the County was up about 3% and new construction about \$55 million which equates to about an increase in levy of about \$70,000. Sales tax estimates are also up about \$135,000 in 2015.
- 17. Discussion and possible action on RFP's for Auditing Services.** Lamers explained that we received 5 RFP's and the reviewers included Wehmeier, Worzalla, Lamers, Hanneman and Jones. He had passed out a shell resolution that would be filled in with the firm name once approved to go to the County Board for approval. Discussion took place that they all appear qualified to perform the audit as required. The raters felt comfortable with Sikich since they were qualified and the pricing was much lower. Discussion also took place they have a large market in Illinois and now have an office in Brookfield. Wehmeier stated that he has had experience working with the firm and had no issues with them. A motion was made by Hanneman/Poulson to approve the resolution to the County Board for contracting for Auditing Services with Sikich. The motion passed 5-0.
- 18. Discussion and possible action on Procurement Cards (P-Cards) for the County through JPMorgan Chase.** Lamers went through where we are currently with the issuance of P-cards and the issues we need to resolve as to dollar limits and if they should be issued to the department as the name on the card or individual names and Jefferson County. Risk and exposure was discussed. Lamers stated that the limits will have to be discussed because it could be as much as \$50,000 or more for Highway and \$50,000 or more for Human Services. Within the packet was the Application and Agreement for review. It was discussed

procedurally this was just a change from purchasing and preparing a voucher for payment with a credit card while still having approval processes in place. A motion was made by Poulson/Hanneman to authorize the County Administrator to enter into an agreement with JP Morgan Chase to implement the P-Card program for the County. The motion passed 5-0.

- 19. Update on contingency fund balance.** Lamers directed the Finance Committee to the schedule showing the current balance of 2014 general contingency of \$543,473 with the possible reduction as stated about of \$87,500 would be down to \$455,973 and the vested benefits balance of \$275,000. Lamers explained that there are a couple potential contingent transfers in 2014. The resolution to fund the secure remote access project (Citrix) was approved at County Board for \$162,605.13 with \$92,000 from carryover funds from Human Services and a transfer of the balance required from contingency at the end of the year for the various departments impacted. The other possible transfer would be for the Sheriff Department to cover overage in salaries with the contract settlement if needed at year end. The vested benefits may need to be used in the Corp Counsel office with the payout of the retired Corp Counsel and the upcoming payout to the Assistant Corp Counsel.
- 20. Set future meeting schedule, next meeting date, and possible agenda items** – The next meeting is Monday, September 8, 2014 at 8:30 am which is a budget meeting. On the next regular meeting on September 11, 2014 the agenda items will include an update on the Highway projects and a projection of budget vs. actual and a presentation from the Investment Advisor.
- 21. Payment of Invoices**-After review of the invoices, a motion was made by Schroeder/Hanneman to approve the payment of invoices totaling \$771,129.16 for the main review and \$2,710,218 for the other payments and payroll deductions. The motion passed 5-0.
- 22. Adjourn** – A motion was made by Poulson/Hanneman to adjourn at 9:10 a.m. The motion passed 5-0.

Respectfully submitted,

Jennifer Hanneman
Finance Committee
Jefferson County
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