

Jefferson County
Finance Committee Minutes
August 13, 2015

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

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 for Blane Poulson who was excused. Staff in attendance was Ben Wehmeier, Tammy Worzalla, Blair Ward and Brian Lamers. Others present were Alexa Zoellner from the Jefferson Daily Union.
3. **Certification of compliance with the Open Meetings Law** – Wehmeier certified that notice of the meeting complied with the Open Meetings Law.
4. **Approval of the agenda**-No Changes
5. **Approval of Finance Committee minutes for July 9, 2015 and August 11, 2015.** A motion was made by Schroeder/Hanneman to approve the minutes of July 9, 2015 and Augusts 11, 2015. The motion passed 4-0.
6. **Communications** –None
7. **Public Comments** – None
8. **Discussion and possible action on approval for out of state travel for a Human Services employee that is grant funded.** Wehmeier explained that this training is fully funded by a grant. It was approved by the Human Services Committee. A motion was made by Hanneman/Braughler to approve the out of state travel for a Human Services employee. The motion passed 4-0.
9. **Discussion and possible action on changes to the Investment Policy.** Lamers explained that most of the changes came from our Investment Advisors, DANA with our staff making minor changes. The one change we did make is changing from the County Treasurer as the designated official with investment authority to an Investment Team which includes the County Treasurer, County Administrator and the Finance Director. Discussion took place on what happens if there is a disagreement between the team, should majority rule since this has not been addressed in the Investment Policy. After further discussion, a motion was made by Schroeder/Hanneman to forward to the County Board the changes to the Investment Policy with language being added to address the concern of disagreement among the team. The motion passed 4-0.
10. **Discussion and possible action on RFP (Request for Proposals) for Refuse Collection.** Lamers explained that the last time an RFP went out for Refuse Collection was 2009. That contract has expired and we are currently paying for our refuse collection without a contract in place. With the RFP, we decided to go out for bid with a minimum of 2 years and a maximum of 7 years. Once we get the bids back we will determine how many years we want

to contract with the vendor to get the best pricing for the County. Jones pointed out in the proposal the Finance Committee review date was September 10th, but we had moved the next Finance meeting to September 14th. Lamers stated he would correct the date. A motion was made by Braughler/Hanneman to approve the County to move forward with the RFP for Refuse Services.

- 11. Review of the financial statements and department update for June 2015-Finance Department.** Lamers stated that there is really nothing out of the ordinary for the Finance Department.
- 12. Review of the financial statements and department update for June 2015-County Clerk Department.** Lamers stated that there is really nothing unusual on the County Clerks financial report.
- 13. Review of the financial statements and department update for June 2015-Treasurer Department.** Lamers stated that interest on taxes is higher than anticipated but that usually drops after July 31 when taxes are due. Currently, it is at about 57% of the annual budget. Regular interest on investments is right on track with budget. Also noted was the fair market value adjustment of a positive \$55,410 which is adjusted monthly.
- 14. Review of the financial statements and department update for June 2015-Child Support Department.** Lamers stated revenue is low because we usually only receive state payments quarterly.
- 15. Discussion of funding for projects related to the new Highway Facilities.** Wehmeier stated that the main facility is pretty much wrapped up. Design work is almost complete on the outlying shops and will get it out to bid shortly. It will be a basic design and may be smaller than thought originally because of issues with adding sprinklers based on size and occupancy.
- 16. Discussion on 2015 projections of budget vs. actual.** Lamers stated at this point looking at June, there is nothing out of the ordinary to report except for Medical Examiner will probably be over budget this year with autopsies. Wehmeier also explained about transportation cost for autopsies which are currently being paid by the family will be shifted back to the County in the 2016 budget. Wehmeier explained there is discussion about moving budgeted funds from the Patrol to the Jail division because of the overages in the Jail and excess in the Patrol Division.
- 17. Discussion on the 2016 Budget.** Wehmeier stated the departments turned in their budget requests and we have started department meetings. Currently, we are over by approximately \$100,000 to \$200,000 from the operating levy and there is still some work to be done with some departments. The insurance rates will be released on August 25th so we will be looking at that. There are some expenses in this year's budget such as more elections and the Sheriff bargaining agreement up in 2016 that there will be extra funds needed in Human Services to name a few. Currently, we have about \$1.3 million to use for capital requests.
- 18. Discussion on the State Budget.** Wehmeier stated the GPR and General Transportation Aids remain the same. The biggest question is in the Human Services area and the impacts that there will be. Right now some of the programs we just don't know. Human Services is still waiting for the rules to be written to further define the issues affecting their department

in the State Budget. In the Clerk of Courts there will be a shift in the collections to the state, so that will be a future topic with the Finance Committee.

- 19. Update on contingency fund balance.** Lamers directed the Finance Committee to the schedule showing the current balance of 2015 general contingency of \$436,049 however, with the approval for fiber optic projects, there is a possible reduction of \$86,191, a possible reduction of \$12,700 from MIS email retainage and the remnant portion of land for the realignment of County A with the Parks Department. The vested benefits balance of \$270,000. Lamers discussed there have been 5 retirements in the Health department with a substantial payout for benefits. Wehmeier stated that currently there is enough carryover in the Health department from the prior year that we would look at using those funds to offset the payout. Wehmeier explained that we may be requesting contingency coming up for things that the County should be doing in the area of safety.
- 20. Set future meeting schedule, next meeting date, and possible agenda items** – The next meeting is Monday, September 14, 2015 at 8:30 am. This will be a regular and budget meeting. The agenda items will include an update on the Highway projects, bids from the refuse collection, projections of budget vs. actual, updates on the state budget and the 2016 budget. Jones reminded the committee that there is usually a budget amendment meeting in early November to discuss any potential amendments submitted by County Board Supervisors. Last year the meeting was set up and cancelled because of no amendments submitted. Braughler asked if the regular meeting on November 12, 2015 could be moved up to when the date is set for the amendment meeting. It was requested that Administration look for a date to have the amendment and regular meeting together.
- 21. Payment of Invoices**-After review of the invoices, a motion was made by Hanneman/Schroeder to approve the payment of invoices totaling \$829,403.29 for the main review and \$2,885,637.98 for the other payments and payroll deductions. The motion passed 4-0.
- 22. Adjourn** – A motion was made by Hanneman/Braughler to adjourn at 9:25 a.m. The motion passed 4-0.

Respectfully submitted,

Jennifer Hanneman
Finance Committee
Jefferson County
/bll