

Jefferson County  
Finance Committee Minutes  
October 13, 2011

Committee members: Braugher, James B.  
Jones, Richard C.  
Mode, Jim  
Molinaro, John  
Rogers, Pamela (Chair)

1. **Call to order** – Pam Rogers 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 Dave Ehlinger, Paul Novitzke, Gary Petre, Phil Ristow, and Tammy Worzalla.
3. **Certification of compliance with the Open Meetings Law** – Gary Petre certified that the meeting complied with the Open Meeting Law.
4. **Review of the agenda** – A request was made by Joe Nehmer to remove #8 of the agenda because the Parks Department is no longer pursuing the TIGER grant.
5. **Citizen Comment** – None
6. **Approval of Finance Committee minutes for 9/19/11 and 9/21/11** – A motion was made by Mode/Molinaro to approve the minutes for September 19, 2011 and September 21, 2011. The motion passed 5-0.
7. **Discussion and possible action regarding County usage of Wiscnet system for internet connectivity** – Roland Welsch explained to the Finance Committee the projected costs for the completion of connecting to the Wiscnet system exceeds the originally budgeted amount by approximately \$11,005.38. Roland suggested that available funds within the MIS equipment reserve be used. A motion was made by Molinaro/Jones to use the reserve funds within the MIS department for the remaining portion of the Wiscnet connectivity project. The motion passed 5-0.
8. **Discussion and possible action regarding Parks Department request to use excess retirement funds for professional assistance for TIGER grant application** – Dave Ehlinger reminded the committee that a number of departments are now planning on using a portion of the excess retirement funds during the 2011 calendar year.
9. **Discussion and possible recommendation regarding wireless connections and laptops at Human Services** – The Human Services Board is reconsidering this purchase. This agenda item may be placed on a future Finance Committee agenda.
10. **Set retiree dental insurance rates for calendar year 2012** – Dave Ehlinger explained that based upon the fact that (a) the retiree group is projected to have a small surplus for 2011, (b) the retiree group is small so a few large claims can skew the numbers, and (c) the employee / COBRA rate has been approved to remain the same for 2012 as 2011. A motion was made by Molinaro/Mode to set the 2012 dental insurance rates for retirees at the same rate as 2011. The motion passed 5-0.

- 11. Discussion and possible action regarding contingency fund request by Debt Service Fund –**  
Dave Ehlinger explained the need for a portion of the final 2011 Korth promissory note accelerated payment to be transferred from the contingency fund. A motion made by Molinaro/Jones to transfer \$571.55 from the contingency fund to cover the portion of the final 2011 Korth promissory note accelerated payment. Motion passed 5-0.
- 12. Update on contingency fund balance –** Dave Ehlinger indicated the current balance including the Korth promissory note payment is at \$293,893.59.
- 13. Discussion and possible recommendation regarding amendment to County’s Fund Balance policy –** After discussion, a motion was made by Mode/Jones to forward the amended County’s Fund Balance policy to the County Board. The motion passed 5-0. John Molinaro requested that a brief summary report be provided to the County Board along with the resolution.
- 14. Discussion and possible action regarding policy development for unclaimed funds under Wisconsin Statute §59.66 –** Dave Ehlinger explained the process of unclaimed funds and that the draft policy was written based upon Wisconsin Statutes §59.66. John Molinaro requested that John Jensen be informed about the draft policy and requested that this item be placed on the November 1<sup>st</sup> agenda..
- 15. Discussion of fiscal projections for 2011 –** Dave Ehlinger explained his methodology of using the August 31, 2011 revenue and expenditures and annualizing those amounts to project the end of year for all departments unless material amounts were known. Based on these assumptions, most departments calculated a projected surplus over the budgeted 2011 tax levy. Based upon August data, the Fair Park was projected to have a deficit of (\$166,223). Because the Fair Park received a large amount of revenue during September, Dave did recalculate the projections for Fair Park using September revenues and August expenditures to date, resulting in a revised deficit projection of (\$61,536). Paul Novitzke handed out a recap using (a) anticipated revenues coming in and (b) estimated expenses in line with budget plus \$30,000, resulting in his projection for a surplus of \$12,256 for 2011 activity.
- 16. Discussion regarding supervisory budget amendments for 2012 submitted to date –** Dave Ehlinger reviewed with the Finance Committee the 2012 budget amendments that have been submitted to date.
- 17. Payment of invoices –** After reviewing the invoices, a motion was made by Mode/Rogers to approve payment of invoices totaling \$764,245.26. The motion passed 5-0. By consensus, the reimbursement to Rhonda Rohloff for meal reimbursement without receipts was approved and the Finance Department was directed to inform Rhonda of this decision.
- 18. Set future meeting schedule, next meeting date, and possible agenda items –** The unclaimed funds policy will be placed on the November 1<sup>st</sup> agenda.
- 19. Adjourn –** A motion was made at 9:38 a.m. to adjourn by Jones/Mode. The motion passed 5-0.

Respectfully submitted,

Jim Braughler  
Finance Committee Secretary  
Jefferson County  
/tlw-dpe