

Jefferson County
Finance Committee Minutes
January 9, 2014

Committee members: Braughler, James B
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. Staff in attendance was Ben Wehmeier, Brian Lamers and Phil Ristow.
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 December 12, 2013.** A motion was made by Hanneman/Braughler to approve the minutes of December 12, 2013. The motion passed 5-0.
7. **Communications** – None
8. **Request for out of state travel for the Crisis/CCS Supervisor to be trained to be a youth mental health first aid instructor.** Ben Wehmeier stated that Human Services has an opportunity to send an individual to the training with funds that are available within the budget. This could be used to train the trainer and other staff within the county. Ben stated his recommendation would be to allow for this out of state travel. A motion was made by Molinaro/Hanneman to approve the out of state travel for January 27-31, 2014 to Pontiac MI. The motion passed 5-0.
9. **Monthly Finance Report for Finance Department.** Brian Lamers went through the November 2013 report. He explained that the expenditures are at 89.64% and the target should be about 91.67%.
10. **Discussion of funding for projects related to the Countryside purchase, demolition and cost related to the future Highway Facilities.** Ben Wehmeier stated the closing of the bonds happened on 12/30/13 with no issues. There was an increase in the Symbiont contract of \$24,900 that was approved by Infrastructure Committee due to time delays in the demolition. There was also approximately \$70,000 savings from unit prices. With the delay, there are possible liquidated damages with the contractor that will be pursued. Maas Brothers was selected for construction management and will be brought forward to the County Board on January 14, 2104. Discussion is already taking place on the existing land that is currently being used for the outlaying shops once those shops are no longer needed.

- 11. Review and discussion on 2013 projections of budget vs. actual.** Brian Lamers gave estimates but with the year-end closing and outstanding invoices and a couple more days to be accrued for payroll it is hard to estimate. He explained the Treasurer Department is looking like it might be better at year end but still may be over depending on the fair market value adjustment by year end. The Sheriff is estimated currently to be over about \$100,000 but may be over more than that seeing some of the outstanding invoices for 2013. Brian pointed out it is estimated that the Coroner and Administration are going to be over at year end.
- 12. Discussion and possible action to transfer 2013 contingency funds to cover retirements on the beginning of 2014 that will be expensed in 2014.** Brian Lamers explained that the 1st quarter retirements that we are aware of should be expensed in 2013. The total for all known retirements is approx. \$101,526,27. Last year we took the funds out of contingency to cover the department budgets. This year the recommendation is to expense the amounts within the departments and when the final 2013 numbers are known, look at transferring funds from contingency if needed. After further discussion the Committee was in agreement with going with the recommendation.
- 13. Update on contingency fund balance.** Brian Lamers directed the Finance Committee to the schedule showing the current balance of 2013 general contingency of \$213,150 with the other contingency for wage increases having a current balance of \$102,290 and the vested benefits balance of \$265,000.
- 14. Set future meeting schedule, next meeting date, and possible agenda items** – The next regular meeting is Thursday, February 13, 2014 at 8:30 am. Agenda items will include continued discussions on any 2013 budget to actual issue, funding for projects related to the Highway Facilities, possible discussion about the travel policy, discussion about the purchasing policy and discussion about meeting with the advisor for investments. There was discussion about changing the March 13, 2014 meeting because one of the committee members could not make it and would like to be there. The new meeting date will be Wednesday, March 12, 2014 at 10:00AM.
- 15. Payment of Invoices**-After review of the invoices, a motion was made by Braughler/Hanneman to approve the payment of invoices totaling \$769,391.12. The motion passed 5-0.
- 16. Adjourn** – A motion was made by Molinaro/Hanneman to adjourn 9:17 a.m. The motion passed 5-0.

Respectfully submitted,

Jennifer Hanneman
Finance Committee
Jefferson County
/bll