

Jefferson County
Finance Committee Minutes
September 11, 2008

Committee members: Kuhlman, Rick
Mode, Jim
Molinaro, John
Rogers, Pamela (Chair)
Schmeling, Sharon L.

The meeting was called to order at 8:30 a.m. by Pam Rogers. All committee members were present. Also present were Dave Ehlinger, Gary Petre, and Phil Ristow.

Gary Petre certified that the meeting was in compliance of the Open Meetings Law.

A motion was made by Mode/Molinaro to approve the minutes of August 14, 2008 as submitted. The motion passed 5-0.

Dawn Gunderson from Ehlers & Associates gave a brief presentation regarding using their services for a "five year management plan" to assist Jefferson County with development of financial policies to achieve sustainable operating and capital expenditure levels. Dawn indicated that the process would take approximately 120 days and would then be presented to the County Board. By consensus, the committee requested that Ehlers prepare a written pricing proposal for the October 16th meeting with a beginning date to be determined.

Bob Moore from Institutional Capital Management gave an annual portfolio review for Jefferson County along with a macro-economic view of the economy and its effect on investments.

Jill Sherman from TE Brennan Company via teleconference affirmed her recommendation to choose Wisconsin Municipal Mutual Insurance Corporation (WMMIC) for the County's liability carrier in 2009. Dave Ehlinger concurred with the recommendation, and Phil Ristow explained Jill's latest comparison between WMMIC and Wisconsin County Mutual Insurance Corporation (WCMIC). A motion was made by Mode/Kuhlman to use WMMIC as the County's liability insurance carrier beginning 1-1-09. The motion passed 4-1 with Sharon Schmeling casting the dissenting vote.

Gary Petre indicated that construction estimates are still being received for the cost of remodeling the County Clerk's room (Room 109) in the Courthouse, and asked that the agenda item be tabled until the bids are received. By consensus, the committee agreed to tabling this item.

Paul Novitzke presented his request for his travel to the International Entertainment Buyers Association (IEBA) conference in Nashville, TN in October 2008. Gary Petre indicated that even though funds were not budgeted for this conference, the 2008 budget

included funding for the Fair Park Director for the full year, and Paul was hired in August, so funds are available. Paul indicated the expenditures for the conference would be made up by not paying entertainment buyers their 20% commission for booking national acts. [Variety Attractions Inc was paid \$46,500 in 2008, which includes the commission.] A motion was made by Kuhlman/Mode to authorize Paul Novitzke to attend the IEBA conference in Nashville, TN in October 2008 at an estimated cost of \$1,602. The motion passed 4-1 with Sharon Schmeling casting the dissenting vote.

Gary Petre presented Yvonne Duesterhoeft's request to attend the US Army Educator's Tour at Fort Jackson, SC in October 2008. Yvonne's written request indicated that all expenses are covered by the Department of the Army, so there would be no fiscal impact to the County. A motion was made by Schmeling/Kuhlman to authorize Yvonne Duesterhoeft to attend the US Army Educator's Tour in Fort Jackson, SC in October 2008. The motion passed 5-0.

Sydney Wesemann presented Human Services' request for a Wal-Mart credit card for Human Services in lieu of a house account, which Wal-Mart does not offer. Sydney clarified that Human Services is not looking for a MasterCard/Visa account that could be used any, but rather only at Wal-Mart to control point of purchase as well as reducing trips to Shopko and K-Mart in Fort Atkinson. A motion was made by Molinaro/Schmeling to approve Human Services obtaining a Wal-Mart credit card with a \$3,000 credit limit. The motion passed 5-0.

By consensus, the committee requested that the topic of not allowing personal purchases at all on credit cards and other "house" accounts be placed on the next agenda.

Paul Novitzke presented the Fair Park's request for an additional user to be added to the Fair Park's credit card with Premier Bank. A motion was made by Molinaro/Kuhlman to add Paul Novitzke as an authorized user on Fair Park's credit card with Premier Bank. The motion passed 5-0.

Gary Petre presented Carla Robinson's written request for a credit card for the Clerk of Courts office. A motion was made by Kuhlman/Schmeling to request a credit card from Premier Bank with a credit limit of \$1,000 for the Clerk of Courts office. The motion passed 5-0.

Paul Novitzke presented the Fair Park's request for a petty cash fund of \$100. A motion was made by Molinaro/Kuhlman to create a petty cash account at the Fair Park in the amount of \$100. The motion passed 5-0.

Elaine Richmond presented the request from the Child Support office to use the increase in special performance funding of \$1,919 for overtime in their office. A motion was made by Schmeling/Molinaro to allow Child Support to use special performance funding of \$1,919 for overtime charges. The motion passed 5-0.

A motion was made by Kuhlman/Mode to go into closed session under Wisconsin Statute §19.85(1)(e) regarding purchasing of public properties and negotiations regarding a proposed substitute guarantee from Evergreen Bank. The motion passed 5-0.

Phil Ristow explained an offer to purchase County land in the City of Jefferson. Phil Ristow also updated the committee as to the status of the proposed substitute guarantee from Evergreen Bank.

A motion was made by Rogers/Mode to reconvene in open session. The motion passed 5-0.

A motion was made by Schmeling/Kuhlman to recommend to the County Board the sale of approximately 3 acres at the corner of Collins Road and Wisconsin Drive in Jefferson for a purchase price of \$65,000 per acre to Bruce Peckham and/or assigns less a 3% commission of total sale price to REMAX Preferred Inc., with the clarification that the City of Jefferson re-zones the property as needed for a commercial office building, and contingent upon the approval of the Buildings and Grounds Committee. The motion passed 5-0.

Barb Frank updated the committee that donations of \$70 have been received and a pledge of \$250 through Joe Nehmer's efforts has been received for the replacement of a memorial tree for former County Clerk Barbara A. Geyer. Barb Frank also indicated that McKay Nursery has offered to sell the tree at the discounted price of \$190, and Barb will contact them about a possible larger tree based upon the pledge received. Barb also indicated that Steve Hoeft has offered to plant the tree on his own time.

Gary Petre asked that the discussion on a county-wide vending machine contract be postponed to a later agenda due to Paula Sumpter not being available at this time. The committee agreed by consensus.

Gary Petre discussed the upcoming budget hearing schedule and minor modifications that have been made to it.

Rick Kuhlman left for a prior commitment at 11:07 a.m.

A motion was made by Rogers/Molinario to pay invoices in the amount of \$375,334.12. The motion passed 4-0.

A motion to adjourn was made at 11:24 a.m. by Rogers/Mode. The motion passed 4-0.

Respectfully submitted,

Rick Kuhlman
Finance Committee Secretary
Jefferson County