

Jefferson County
Finance Committee Minutes
February 27, 2009

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

Pam Rogers called the meeting to order at 10:30 a.m. All committee members were present. Also present were Dave Ehlinger, Gary Petre, Phil Ristow, and Carl Zentner.

Gary Petre certified that the meeting complied with the open meeting law.

Dave Ehlinger went over the multiple spreadsheets prepared for the committee regarding year-end. In all cases, each is predicated on the assumption that all requests by the departments are being recommended to the County Board. Final sales tax numbers were not available yet, but an estimate was included for presentation purposes. Discussion took place on all spreadsheets at varying degrees.

1. General fund balance analysis 2008.xls
 - Broad overview of the General Fund balance, amount of fund balance available to be applied against the 2010 tax levy, and the “usage” of the drop in two months of budgeted expenditures due to Family Care implementation.
2. Non-lapsing requests 2008.xls
 - Recap of the non-lapsing requests by departments broken down between discretionary and required.
 - Multiple department heads were called in to answer questions relating to their requests.
 - The committee took action separately on each request in the “discretionary” column
 - By consensus, the committee recommended all items in the “discretionary as per 2009 budget” column (with one exception as noted below).
 - [The following motions are listed in departmental order as listed on the spreadsheet, rather than the actual order of the resolutions.]
 - [Because the County Board will adopt any budget changes as they determine, any “intent” of the Finance Committee motions was not included in the motion.]
 - a. Human Resources—Motion by Molinaro/Kuhlman to not recommend the Kronos upgrade. The motion passed 5-0. [Terri Palm present for all Human Resource discussions]
 - b. Human Resources—Motion by Molinaro/Kuhlman to reduce all training items to \$4,000. The motion passed 5-0.

- c. Register of Deeds—Motion by Molinaro/Mode to not recommend the data conversion project. The motion passed 5-0. [Staci Hoffman present for all Register of Deeds discussions]
- d. Register of Deeds—Motion by Molinaro/Kuhlman to recommend the slip printer purchase. The motion passed 5-0.
- e. Special Projects—Motion by Kuhlman/Mode to reduce the County Clerk service counter remodeling to \$4,023. The motion passed 5-0. [Barb Frank and Mark Miller present]
- f. Special Projects—Motion by Molinaro/Kuhlman to recommend the Sheriff roofing project. The motion passed 5-0. [Mark Miller present for all Special Projects discussions]
- g. Special Projects—Motion by Kuhlman/Molinaro to not recommend the remodeling of Room 124 & 220. The motion passed 5-0.
- h. Parks—Motion by Kuhlman/Rogers to recommend finishing the Lower Rock Lake parking lot project. The motion passed 4-1 with Molinaro against. [Joe Nehmer present for all Parks discussions]
- i. Parks—Motion by Molinaro/Mode to not recommend the Pohlman Park shelter. The motion passed 5-0.
- j. Parks—Motion by Mode/Schmeling to not recommend the road improvements at Jones Lane for both discretionary columns. The motion passed 5-0.
- k. Parks—Motion by Molinaro/Mode to recommend the black dirt at Carlin Weld Park. The motion passed 5-0.
- l. Parks—Motion by Molinaro/Mode to not recommend the remaining Korth Park development funds. The motion passed 5-0.
- m. Parks—Carnes Park reclassified as required items
- n. Parks—\$44,990 reclassified as required items. [Because no action was taken on the remaining \$10, it was left on the discretionary column.]
- o. Parks—Motion by Kuhlman/Molinaro to recommend the Dog Park funds. The motion passed 5-0.
- p. Central Services—Motion by Kuhlman/Mode to recommend carpet replacement. The motion passed 5-0. [Mark Miller present for all Central Services discussions]
- q. Central Services—Motion by Molinaro/Schmeling to recommend valve installation. The motion passed 5-0.
- r. Sheriff—Motion by Kuhlman/Schmeling to recommend insurance proceeds for squads. The motion passed 5-0.
- s. Child Support—Motion by Schmeling/Rogers to recommend overtime wages (and related benefits). The motion passed 5-0.

- t. Fair Park—Motion by Kuhlman/Schmeling to reduce gravel to \$10,000. The motion passed 5-0. [Gail Zastrow updated the committee via telephone]
- u. Human Services—Motion by Kuhlman/Mode to recommend the vehicle purchase funds. The motion passed 5-0.
- v. Countryside Home—Motion by Molinaro/Kuhlman to not recommend six air concentrators. The motion passed 5-0. [Earlene Ronk present for all conversations, and Roland Welsch answered technical questions via telephone.]
- w. Countryside Home—Re-classified Cambro carts as required.
- x. Countryside Home—Motion by Mode/Kuhlman to not recommend the Office 2007 upgrade funds. The motion passed 5-0.
- y. Countryside Home—Motion by Molinaro/Kuhlman to not recommend the food management software. The motion passed 5-0.
- z. Countryside Home—Re-classed EZ lift stands as required.
- aa. Countryside Home—Motion by Kuhlman/Schmeling to not recommend the ACS wireless upgrades. The motion passed 5-0.
- bb. Countryside Home—Motion by Rogers/Schmeling to recommend purchasing economizers. The motion failed 2-3, with Rogers and Schmeling in the minority. [Thus, the economizers are NOT being recommended.]
- cc. Countryside Home—Motion by Schmeling/Kuhlman to recommend the nurse call system upgrade. The motion passed 5-0.
- dd. Highway—Re-classed the FEMA funds to required. [Bill Kern present for all discussions]
- ee. Highway—Motion by Schmeling/Molinaro to recommend funds for CTH “G.” The motion passed 5-0.
- ff. Highway—Motion by Molinaro/Kuhlman to not recommend winter maintenance funds. The motion passed 5-0.
- gg. Highway—Re-classed the fringe benefit pool to required.
- hh. Highway—Motion by Mode/Schmeling to recommend the inventory replacement reserve. The motion passed 5-0.
- ii. Highway—Motion by Schmeling/Rogers to re-classify \$1.1 million of the fixed asset replacement reserve as required and recommend the balance. The motion passed 5-0.
- jj. MIS—Motion by Kuhlman/Schmeling to recommend the best practices review. The motion passed 5-0. [John Rabeth in person and Roland Welsch via telephone were present for the discussions]
- kk. MIS—Motion by Kuhlman/Schmeling to recommend the wiring closet ventilation. The motion passed 5-0.
- ll. MIS—Motion by Schmeling/Rogers to recommend the e-mail redundancy backup server. The motion passed 5-0.
- mm. MIS—Motion by Schmeling/Rogers to recommend the e-mail server and related software. The motion passed 5-0.

- nn. MIS—Motion by Kuhlman/Rogers to recommend the building generator installation. The motion passed 5-0.
 - oo. MIS—Motion by Mode/Kuhlman to recommend the JD Edwards upgrade. The motion passed 4-1 with Molinaro against.
 - pp. MIS—Motion by Kuhlman/Schmeling to recommend flooring replacement at the MIS building. The motion passed 5-0.
3. Fund surplus (deficit) recap 2008.xls
 4. Fund transfers recap 2008.xls
 5. Countryside debt service reclassification 2008.xls
 6. Countryside debt service reclassification 2009.xls
 7. WPS health and dental activity 2009.xls
 8. Health balance sheet 2008.xls
 9. Human Services balance sheet 2008.xls
 10. Countryside Home Balance Sheet 2008.xls
 11. Highway Balance Sheet 2008.xls

By consensus, the committee directed that all the above spreadsheets be provided with the County Board packet.

Dave Ehlinger went over the four draft proposed resolutions regarding year-closure. A motion was made by Schmeling/Rogers to approve the concepts of the draft resolutions, allow Finance staff to update details as necessary, and forward to the County Board for adoption. The motion passed 5-0.

Phil Ristow handed out the final draft of the tax levy referendum sheet. By consensus, the committee requested the sheets be handed out at County Board, posted on the County's website, and forwarded to all press contacts.

Gary Petre handed out the latest version of the Strategic Planning Steering Committee as proposed by the Administration and Rules Committee that will be voted upon at the next County Board meeting.

A motion was made by Mode/Kuhlman to adjourn at 2:43 p.m. The motion passed 5-0.

Respectfully submitted,

Rick Kuhlman
Finance Committee Secretary
Jefferson County

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