

Jefferson County
Finance Committee Minutes
November 8, 2012

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 Gary Petre, Phil Ristow, Brian Lamers, Tammy Worzalla, Donna Haugom, Sheriff Paul Milbrath, Deputy Chief Jeff Parker. Public in attendance was Mark Johnsrud, Village of Johnson Creek Administrator.
3. **Certification of compliance with the Open Meetings Law** – Gary Petre certified that notice for the meeting complied with the Open Meeting Law.
4. **Review of the agenda** – Moved item #13 before #8
5. **Citizen Comments** – None.
6. **Approval of Finance Committee minutes for November 2, 2012** – A motion was made by Mode /Braughler to approve the minutes for November 2, 2012 as drafted. The motion passed 5-0.
7. **Communications** – Copies of Proposed Budget Amendments #10 and #11 were passed out for informational purposes.
13. **Update on contingency fund balance** – Brian Lamers directed the Finance Committee to the schedule showing the current balance of the general contingency fund balance at \$222,644.22 without the adjustment for item #8; the other contingency fund balance at zero which was transferred to cover the 2% wage adjustment approved by the County Board, and the vested benefits fund balance of \$244,001.50.
8. **Discussion and possible action regarding contingency fund request by Emergency Government for the replacement of a vehicle**-Donna Haugom passed out information on the different vehicles and the prices available. With the governmental discount it would not be reasonable to purchase a used vehicle instead of a new vehicle. The 2013 Chevrolet Tahoe 4WD was \$29,519, the 2013 Chevrolet Traverse AWD was \$24,242 and the 2013 Chevrolet Equinox was \$24,305. Discussion took place regarding the size of the vehicles and the communication systems equipment fitting into the back of the vehicles. Discussion also took place regarding the propane system could be purchased for the Tahoe but not the other vehicles. It was estimated the propane system would be \$6,500 but Sheriff Milbrath stated there was a possibility to get grant funding of \$5,000. A motion was made by Molinaro/Mode to transfer \$24,242 from contingency funds to Emergency Government budget to purchase a 2013 Traverse. The motion passed 5-0.

Donna Haugom had returned to ask to readdress this agenda item. She stated that she had just talked to Ewald Chevrolet, the cost estimated had a time limit and now was up to \$25,805 for the Traverse. Motion was made by Mode/Molinaro to change the prior motion to now transfer, not to exceed \$24,999, conditioned on being able to get a Traverse for that amount, from the

Contingency Fund (Acct. #9802.599901) to Emergency Management Capital Auto (Acct. #2701.594811).

9. **Discussion and possible action to consider conveyance of tax foreclosure property in Johnson Creek and the sale price of the property to the Village of Johnson Creek**-Mark Johnsrud, Village of Johnson Creek Administrator explained the proposal to enter into an agreement with the County to purchase certain properties after completion of the foreclosures on these properties. The motion was made Molinaro/Hanneman to bring the resolution to the County Board authorizing the sale of future tax foreclosure property to the Village of Johnson Creek for certain properties. The motion passes 5-0.
10. **Discussion and possible action regarding the working fund policy of a minimum of 2 months but with the goal of 3 months**-Discussion took place regarding the current fund balance policy and no action was taken.
11. **Set the dental rate premiums for retirees.** Motion was made by Mode/Molinaro to reduce the single rate from \$42.00 in 2012 to \$37.80 in 2013 and the family rate from \$90.00 in 2012 to \$81.00 in 2013. The motion passed 5-0.
12. **Discussion and review of 2013 budget adoption resolutions.** The resolution establishing countywide levy and fees and the resolution establishing non-countywide levies for health and library services was given to the Finance Committee for review. An updated version of these resolutions will be submitted to the County Board for approval with the 2013 budget.
14. **Set future meeting schedule, next meeting date, and possible agenda items** – The next month's regular meeting agenda for December 13th will include a discussion regarding the department surpluses/deficits estimates for 2012.

Molinaro was excused at 9:35 a.m.
15. **Payment of invoices** - After review of the invoices, a motion was made by Braughler/Mode to approve the payment of invoices totaling \$762,612.26 with holding payment to Kim Buchholz of \$22.22 until adequate backup is provided. The motion passed 4-0.
16. **Adjourn** – A motion was made by Mode/Hanneman to adjourn at 9:50 a.m. The motion passed 4-0.

Respectfully submitted,

Jennifer Hanneman
Finance Committee Secretary
Jefferson County

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