

Jefferson County
Finance Committee Minutes
December 13, 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, Brian Lamers, Tammy Worzalla, David Diestler and Roger Kylmann . Public in attendance was Karyn Spory (Daily Union).
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**-No changes
5. **Citizen Comments** – None
6. **Approval of Finance Committee minutes for December 11, 2012** – A motion was made Mode /Molinaro to approve the minutes for December 11, 2012 as drafted. The motion passed 5-0.
7. **Communications** – None
8. **Discussion and possible action for approval of Kevin Wiesmann from Parks to attend the 2013 Regional Fire Conference Program in Dubuque, Iowa on January 29th-31st.** Motion was made by Molinaro/Braughler to approve the out of state travel for Kevin Wiesmann. The motion passes 5-0.
9. **Discussion regarding the department surpluses/deficits estimates for 2012.** Brian Lamers pointed out that the two departments that are a concern are the Sheriff and Fair Park Departments with estimated deficits. The Treasurer is estimated to have a surplus over budget. No action was taken.
10. **Discussion and possible action regarding the Rules for Reimbursement of Expenses.** There was an explanation that some of the departments were having issues with the current policy and felt that if the monthly expenses were minimal that there should be exceptions to be carried over to the next month for reimbursement. Motion was made by Mode/Hanneman to recommend approval of the changes that were presented and to be forwarded to the County Board for ordinance change approval. The motion passed 5-0.
11. **Discussion and possible action for the sale of a used trailer by the Sheriff Department that was purchased for the Drug Task Force and use those fund for the purchase of a vehicle to be used by the Drug Task Force.** Motion was made by Braughler/Mode to approve the sale and use of funds to purchase a used vehicle to be used by the Drug Task Force pending that the Sheriff Department follows the purchasing policy of offering it to other departments and that there is no issues if this trailer was purchased from government surplus. The motion passed 5-0.

- 12. Discussion and possible action recommending department 2012 non-lapsing request to be carried forward into the 2013 budget.** The Finance Committee reviewed the detail of the non-lapsing requests. No action was taken.
- 13. Set meeting date to close 2012 books.** The decision was made to schedule the meeting on 2/26/13.
- 14. 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 \$177,645.22, 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.
- 15. Set future meeting schedule, next meeting date, and possible agenda items-**The next month's regular meeting agenda for January 10, 2013 and possible agenda item is an update on department surpluses/deficits.
- 16. Payment of invoices-** After review of the invoices, a motion was made by Molinaro/Braugler to approve the payment of invoices totaling \$849,361.61. The motion passed 5-0.
- 17. Adjourn-**A motion was made by Mode/Hanneman to adjourn 9:30 a.m. The motion passed 5-0.

Respectfully submitted,

Jennifer Hanneman
Finance Committee Secretary
Jefferson County

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