

Jefferson County
Finance Committee Minutes
September 19, 2012

Committee members: Braughler, James
Hanneman, Jennifer
Jones, Dick, Chair
Mode, Jim, Vice Chair
Molinaro, John

1. **Call to Order** –Dick Jones called the meeting to order at 8:30 a.m.
2. **Roll Call (establish a quorum)** - All committee members were present. Staff members present were Gary Petre, Brian Lamers, Tammy Worzalla, Tammie Jaeger, Dennis Heling, Phil Ristow, Bill Kern. Others present: Karyn Spory, Reporter – Jefferson Daily Union; Ken Berg – Watertown.
3. **Certification of compliance with the Open Meetings Law** – Gary Petre certified that notice of the agenda, revised on 9/17/2012, was in compliance of the Open Meetings Law for the State of Wisconsin.
4. **Review of the agenda** – No changes to the agenda were requested.
5. **Citizen comments**
Ken Berg commented on his concerns over public safety employees’ health insurance and WRS contributions.
6. **Approval of Finance Committee minutes for September 17** - A motion was made by Molinaro/Jones to approve the minutes of September 17, 2012 as amended. The motion passed 5-0.
7. **Communications**
 - GMA Engineer Report regarding the Sheriff’s annex building
8. **Review budget hearing schedule and possible budget updates** – No updates to the budget
9. **Budget hearings for 2013** – The Finance Committee considered the recommended budgets for each department listed below and motions were made to tentatively accept the recommended budget figures for each department, unless otherwise noted. *[The format for each department lists (i) budget presenters in addition to Gary Petre, (ii) any other information specific to the department budget, (iii) who moved/seconded to tentatively accept the recommended budget figure, unless otherwise noted, along with the amount, and (iv) the voting record.]*
 - a. **Organization**
 - b. **Outstanding Department Budgets**
Gary Petre informed the committee that they may want to consider reopening the Sheriff’s Office Budget to include \$370,000 in repair costs for the Sheriff’s Annex building.

A motion was made by Jones/Mode to carry over \$141,200 (\$150,000, less the \$8,800 for new antennas) from the Sheriff’s Annex new storage building project from 2012 budget

and add \$228,800 of General Revenues (account 9801.699910) from the amount designated in General Fund balance for Highway building projects. The total of \$370,000 to be added to the Special Projects budget for repairs to the Sheriff's Annex building (account 1519.594822). Motion passed 4-1 (Molinaro voted no).

John Molinaro explained that the Farmland Preservation Commission has requested \$50,000 be budgeted for the County's 25% share of conservation easement purchases.

A motion was made by Molinaro/Jones to provide \$50,000 to the Farmland Conservation Preservation Commission; money to come from the allowed levy increase. Motion failed 3-2. (Hanneman, Braughler, Mode voted no).

c. General Revenues

- i. Gary Petre
- ii. No additional motions/information
- iii. Action on general revenues was considered as part of the previous motion on the Sheriff's Annex building repair.
- iv. No additional motion.

d. Debt Service

- i. Gary Petre
- ii. No additional motions/information
- iii. Motion by Braughler/Mode at \$54,584
- iv. Motion passed 5-0.

e. Fund Balance Policy

- i. Gary Petre
- ii. No additional motions; John Molinaro would like to look into the Fund Balance Policy requiring the county to keep three months of reserve in Fund Balance in comparison to what other counties do. Staff was asked to report back to the Committee at a future meeting.
- iii. Motion by Mode/Molinaro to approve the Fund Balance Policy as amended by previous action:
- iv. Motion passed 5-0.

e. Set tax levy for 2013

1. Motion made by Braughler/Molinaro to increase the tax levy by \$120,185 and to be applied toward capital projects in the Human Services budget and transfer \$120,185 (this change utilizes the additional tax levy allowed the county based on growth in new construction) of additional fund balance to the Highway project. Motion passed 5-0.
2. A motion was made by Mode/Molinaro to:
 - i. Set the total tax levy at \$26,828,028 with a breakdown of the tax levy at:
 1. County-wide (1992 statute definition) – \$24,860,470 tax levy with a \$4.1391 mill rate
 2. Health Department - \$897,264 tax levy
 3. Library System - \$1,070,294 tax levy

10. Discussion and possible action on an Out-of-State travel request from the Economic Development Director

Dennis Heling explained that they weren't aware of this opportunity at the time of their budget preparation. A scholarship in the amount of \$4,000 was awarded to their department to attend this training.

Motion by Mode/Hanneman to approve out-of-state travel for a county employee that wasn't previously in the budget. The motion passed 5-0.

11. Discussion and possible action on a request by the Finance Director and MIS-Systems and Applications Manager for Out-of-State travel to the Oracle Open World Conference 9-30-2012 through 10-5-2012.

John Rageth and an employee from the Finance Department would like to attend the Oracle Open World (JD Edwards) Conference to get trained on how to configure software applications and learn how to use the functions of the new A93 software that has been installed.

Motion by Molinaro/Hanneman to approve the travel request by MIS and Finance. The motion passed 5-0.

12. Discussion and possible action on a request by the Sheriff to utilize additional available funds within the Sheriff's Office 2012 budget for the radio communication buildings in Palmyra and Jefferson

Information on cost estimates was provided for the committee to review. Chief Parker explained the need for these additional funds. Gary Petre explained that there are sufficient funds available in the Sheriff's budget.

The Finance Committee on July 12, 2012, approved a new radio communication building in Palmyra at a cost not-to-exceed \$26,208 and an addition to the current radio communication building in Jefferson not-to-exceed \$19,400.

Motion by Mode/Braughler to approve the two projects in the dollar amounts identified in the final communication cost estimates of \$24,975 for the Jefferson building and \$24,960 for the Palmyra building. The motion passed 5-0.

13. Discussion and possible action on a request by the Sheriff to utilize \$8,800 of the total \$150,000 storage building appropriation, to replace eight microwave antennas.

Todd Lindert explained that this expense was unknown at the time of the previous Finance Committee meeting, due to an FCC rule change.

Motion by Jones/Hanneman to allow the Sheriff's department to utilize \$8,800 of the total \$150,000 (account 2009.59480) storage building appropriation to pay for eight microwave antennas. The motion passed 5-0.

14. Set future meeting schedule, next meeting date, and possible agenda items - No additional information. The next regular meeting is scheduled for October 11, 2012 at 8:30 a.m. A special meeting to review Supervisor Amendments to the 2013 Budget will be held on November 2, 2012 at 8:30 a.m.

15. Adjourn – A motion was made at 10:15 a.m. to adjourn by Mode/Braughler. The motion passed 5-0.

Respectfully submitted,

Jennifer Hanneman
Finance Committee Secretary

Jefferson County

/tjj