

Jefferson County
Finance Committee Minutes
August 8, 2013

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 Ben Wehmeier, Brian Lamers, Tammy Worzalla, Barb Frank, Bill Kern, John Jensen and Joe Nehmer. Public included Lydia Statz from Jefferson Daily Union.
3. **Certification of compliance with the Open Meetings Law** – Ben Wehmeier certified that notice of 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 July 11, 2013.** A motion was made by Hanneman/Mode to approve the minutes of July 11, 2013 as drafted. The motion passed 4-0, Braughler abstained.
7. **Communications** – None
8. **Monthly Finance Report for Finance Department.** Brian Lamers went through the June 2013 report. He explained that the expenditures are at 50.27% and the target should be about 50%. He explained that some of the expenditures are over such as the majority of Auditor expenses and registrations being paid already.
9. **Discussion and possible action of a contingency fund transfer of \$37,975 to the County Clerk due to the increase cost of new ballot machines and additional machines.** A motion was made by Mode/Braughler to approve the contingency fund (account 9802.599901) transfer of up to \$37,975 to cover the additional cost of new ballot machines (account 1202.594810). The motion passed 5-0.
10. **Discussion of funding for projects related to the Countryside purchase, demolition and cost related to the future Highway Facilities.** Ben Wehmeier explained and went through the handout on funds available, what was committed and funding needed currently. Ben also passed out an updated Ehlers estimate on the bonding. It was discussed when was the best timing for bonding. Ben explained that January is the best time to issue municipal bonds. We would work with Ehlers if the Board approves an issuance.

11. Discussion and possible action regarding the acceptance of Quirk Foundation of \$25,000 to assist in the purchase of the Watertown Outboarders, Inc. property. Joe Nehmer explained the DNR has signed an agreement to purchase the property. He explained the benefits of this purchase. The Quirk Foundation has agreed to donate the proposed county portion of \$25,000. Dick Jones asked about the concern of the future cost of maintenance on this property. Joe stated that he didn't think it would be much with volunteers and the partnerships to assist on maintaining it. Brian Lamers stated for context the ownership of this property will remain with the DNR but the agreement for maintenance is with the County. The motion was made by Molinaro/Mode to approve the donation for assistance to purchase the property and a related budget amendment. The motion passed 5-0.

12. Discussion and possible action regarding the sale of county owned or foreclosed property. Bid opening started at 9 a.m.

2. PIN #012-0816-1014-002, Top bid was \$25,100 with earnest of \$5,020 by Michael and Lisa Gross. Motion made to accept the bid by Mode/Hanneman. The motion passed 5-0.

3. PIN #014-0614-2324-007, Top bid was \$2,500 with earnest of \$500 by William and Vicki Millis. Motion was made to accept the bid by Hanneman/Mode. The motion passed 5-0.

9. PIN #141-0714-1311-048, No Bids.

16. PIN #181-0616-0341-0147, Top bid was \$2,000 with earnest of \$400 by Ryan and Jackie Fett. Motion was made to accept the bid by Braughler/Hanneman. The motion passed 5-0.

18. PIN #241-0614-0243-087, Top bid was \$20,500 with earnest of \$4,100 by St. John's Lutheran Church. Motion was made to accept the bid by Mode/Jones. The motion passed 5-0.

5. PIN #024-0516-1234-007, No Bids.

PIN #08-0715-1322-001, There were 2 bids, \$225 with \$45 earnest by Alex Brower and \$200.01 with \$40 earnest by Kory Sukow. After discussion a motion was made to accept the lower bid because the property is primarily road right of way, unbuildable and would be purchased by a family member of the owners of the adjacent property. Motion was made to accept the bid of \$200.01 by Molinaro/Hanneman. The motion passed 5-0.

13. Review and Discussion regarding the 2014 Budget. Brian Lamers explained that we had met with all the departments. Ben noted that some of the departments have things to follow up on for questions. He talked about estimates starting to come in such as sales tax. He stated about 2015 may have challenges going forward. Jim Mode talked about the health insurance and the cost to the employee. Ben stated that could be an option and we would have to look at it and the different plans after getting the rates. Discussion pursued on health insurance cost. Dick asked about capital requests and Brian went through briefly what the departments were requesting.

14. Review and discussion on 2013 projections of budget vs. actual. Brian Lamers explained looking at estimates through the end of June, there are a couple areas to watch. One is the Treasurer interest. Revenue from budget to actual is lower than estimated by \$41,500 also for

the adjustment to lower the FMV on investments this year is \$243,448. The Jail annual budget is \$4,006,641 and as of the end of June the actual is \$2,125,343 which is at 53%. Part of that is overtime. Budget is \$160,000 for the year and currently at \$114,735. The Jail kitchen's annual expense budget is \$473,693 and actual as of June is \$286,328 which is about 60% of annual budget. It was also discussed about winter maintenance budget at the Highway department is over currently but the Highway is looking at summer maintenance to cover it.

- 15. Update on contingency fund balance.** Brian Lamers directed the Finance Committee to the schedule showing the current balance of 2013 general contingency of \$347,125 with the approval of #9 above will reduce that balance to \$309,150 with the other contingency for wage increases having a current balance of \$102,290 and the vested benefits of \$245,000.
- 16. Set future meeting schedule, next meeting date, and possible agenda items** – The meeting is Wednesday, September 11, 2013 which is the first budget meeting. The next regular meeting will be September 12, 2013. Agenda items will include continued discussions on the 2014 budget, any 2013 budget to actual issues and funding for future Highway facility projects. Sheriff Annex bids may be discussed. Fair Park capital moving from air conditioning capital that was approved in 2013 capital to the furnaces in the Activity Center.
- 17. Payment of Invoices**-After review of the invoices, a motion was made by Braughler/Mode to approve the payment of invoices totaling \$750,558.34 . The motion passed 5-0.
- 18. Adjourn** – A motion was made by Mode/Hanneman to adjourn 10:07 a.m. The motion passed 5-0.

Respectfully submitted,

Jennifer Hanneman
Finance Committee
Jefferson County
/bll

Jefferson County
Finance Committee Minutes
August 13, 2013

Committee members: Braugher, James B
Hanneman, Jennifer
Jones, Richard C. (Chair)
Mode, Jim
Molinaro, John

1. **Call to order** – Richard Jones called the meeting to order at 8:00 a.m.
2. **Roll call (establish a quorum)** – All committee members were present. Staff in attendance was Ben Wehmeier, Phil Ristow and Brian Lamers.
3. **Certification of compliance with the Open Meetings Law** – Ben Wehmeier certified that notice of the meeting complied with the Open Meeting Law.
4. **Review of the agenda** – No Changes
5. **Citizen Comments** – None
6. **Communications** – Ben Wehmeier informed the Committee that the budget schedule for the budget meetings coming up in September was sent to the Committee via email.
7. **Discussion and possible action of a contingency fund transfer for additional cost for remodeling and renovation of the Sheriff Annex building.** Ben Wehmeier discussed the overage of \$4,400 of the bid amount partially due to vermiculite found in the block which is estimated to cost about \$17,000 additional over original estimate. He also went through the 3 alternatives that were listed in the attached letter. Discussion took place to approve the \$4,400 and the additional alternatives. A motion was made by Molinaro/Braugher to approve the contingency fund (account 9802.599901) transfers of \$4,400 and of \$3,800 to cover alternative 2, the additional cost of the Sheriff Annex Building to the Capital Improvement (account 8154.594822) and hold off on approval of Alternative 1 and 3. The motion passed 5-0.
8. **Adjourn** – A motion was made by Mode/Hanneman to adjourn 8:15 a.m. The motion passed 5-0.

Respectfully submitted,

Jennifer Hanneman
Finance Committee
Jefferson County
/bll

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 8:00 a.m.
2. **Roll call (establish a quorum)** – All committee members were present. Staff in attendance was Ben Wehmeier, Phil Ristow, Brian Lamers and Jeff Parker. Public present were Michael and Linda Gross.
3. **Certification of compliance with the Open Meetings Law** – Ben Wehmeier certified that notice of the meeting complied with the Open Meeting Law.
4. **Review of the agenda** – No Changes
5. **Citizen Comments** – None
6. **Communications** – Phil Ristow handed out an email in regards to item #8 from Michael and Linda Gross. Ben questioned the Committee regarding the format of how the departments should present their budgets.
7. **Discussion and possible action of a contingency fund transfer for additional cost for remodeling and renovation of the Sheriff Annex building of \$58,800 (Alternative #1 for \$47,200 and Alternative #3 for \$11,600).** Jeff Parker explained the estimates that came in last year. The inspection currently discovered items that needed to be addressed like the drainage for \$47,200 which involves digging around 3 sides of the building and adding appropriate drainage to the road. The other alternative bid is for windows to be replaced. The old windows are in very bad shape. In winter they lose a lot of the heat. A motion was made by Mode/Hanneman to approve the contingency fund (account 9802.599901) transfer of \$58,800 to cover the additional cost of the Sheriff Annex Building Capital Improvement (account 8154.594822). The motion passed 5-0.
8. **Discussion and possible action regarding the approval of a bid adjustment on parcel #012-0816-1014-002.** Michael and Lisa Gross explained that information from the DNR showed there was a drilled well on the property but there was really a sand-point. The neighbors advised that the water is undrinkable. Given the DNR website was inaccurate would the Finance Committee reconsider the bid due to the cost of the well? Phil explained the options to not accept the bid. He also explained that they could determine that the information they received was not accurate even though it was not provided by the county. We could rebid the property or maybe hold it and have the Highway Department clean up the property and try to resell. There were not any other bids and the Committee could decide to

accept a lower bid. The tax delinquency is currently \$16,500 with some additional foreclosure cost. A motion was made by Molinaro/Hanneman to rebid the property for September 12, 2013 and return the 20% bid money back to the Michael and Lisa Gross

9. **Adjourn** – A motion was made by Mode/Hanneman to adjourn 8:22 a.m. The motion passed 5-0.

Respectfully submitted,

Jennifer Hanneman
Finance Committee
Jefferson County
/bll

**2014 Finance Committee
Budget Hearing Schedule**

Wednesday, September 11, 2013			
Department	Start Time	End Time	Page
Budget Overview	8:35 a.m.	9:35 a.m.	
MIS	9:35 a.m.	9:45 a.m.	1
County Board	9:45 a.m.	9:55 a.m.	11
Emergency Management	9:55 a.m.	10:00 a.m.	17
Corporation Counsel	10:00 a.m.	10:05 a.m.	24
BREAK	10:05 a.m.	10:15 a.m.	
Coroner	10:15 a.m.	10:20 a.m.	28
Central Services	10:20 a.m.	10:30 a.m.	31
Human Resources	10:30 a.m.	10:35 a.m.	35
Land Information	10:35 a.m.	10:45 a.m.	40
Health Department	10:45 a.m.	11:00 a.m.	48
End of Hearings		11:00 a.m.	
Friday, September 13, 2013			
Department	Start Time	End Time	Page
Organization	8:30 a.m.	8:35 a.m.	
Sheriff	8:35 a.m.	8:55 a.m.	73
Human Services	8:55 a.m.	9:10 a.m.	96
Parks	9:10 a.m.	9:30 a.m.	146
Finance	9:30 a.m.	9:35 a.m.	158
BREAK	9:35 a.m.	9:45 a.m.	
Highway	9:45 a.m.	10:05 a.m.	163
County Administrator	10:05 a.m.	10:10 a.m.	211
County Clerk	10:10 a.m.	10:20 a.m.	215
Treasurer	10:20 a.m.	10:25 a.m.	223
Economic Development	10:25 a.m.	10:35 a.m.	228
Planning & Zoning	10:35 a.m.	10:45 a.m.	233
End of Hearings		10:45 a.m.	

2014 Finance Committee
Budget Hearing Schedule

Monday, September 16, 2013			
Department	Start Time	End Time	Page
Organization	8:30 a.m.	8:35 a.m.	
Library Services	8:35 a.m.	8:50 a.m.	239
Child Support	8:50 a.m.	9:00 a.m.	243
Veteran's Service	9:00 a.m.	9:10 a.m.	248
Clerk of Courts	9:10 a.m.	9:20 a.m.	251
Register of Deeds	9:20 a.m.	9:25 a.m.	263
Land & Water Conservation	9:25 a.m.	9:30 a.m.	268
BREAK	9:30 a.m.	9:40 a.m.	
Fair Park	9:40 a.m.	9:55 a.m.	275
District Attorney	9:55 a.m.	10:00 a.m.	283
UW Extension	10:00 a.m.	10:10 a.m.	289
End of Hearings		10:10 a.m.	
Wednesday, September 18, 2013			
Department	Start Time	End Time	Page
Organization	8:35 a.m.	8:45 a.m.	
Outstanding Department Budgets	8:45 a.m.	9:00 a.m.	299
General Revenues	9:00 a.m.	9:15 a.m.	
Debt Service	9:15 a.m.	9:20 a.m.	308
Capital Projects Fund	9:20 a.m.	9:30 a.m.	310
Fund Balance Policy	9:30 a.m.	10:25 a.m.	313
BREAK	10:25 a.m.	10:35 a.m.	
Set Tax Levy	10:35 a.m.	10:50 a.m.	
End of Hearings			