

Jefferson County  
Finance Committee Minutes  
May 10, 2012

Committee members: Braughler, James B.  
Hanneman, Jennifer  
Jones, Richard C.  
Mode, Jim  
Molinaro, John

1. **Call to order** – John Molinaro 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 Dave Ehlinger, Gary Petre, Phil Ristow and Tammy Worzalla.
3. **Certification of compliance with the Open Meetings Law** – Gary Petre certified that the meeting complied with the Open Meeting Law.
4. **Review of the agenda** – No changes.
5. **Citizen Comments** – None.
6. **Election of committee chair, vice-chair, and secretary** –
  - a. A motion was made by Mode/Braughler to nominate Richard Jones to chair the Finance Committee. There were no other nominations. A motion was made by Molinaro/Mode to elect Richard Jones to chair. The motion passed 5-0.
  - b. A motion was made by Molinaro/Braughler to elect Jim Mode to vice-chair the Finance Committee. There were no other nominations. The motion passed 5-0.
  - c. A motion was made by Mode/Molinaro to elect Jennifer Hanneman as the secretary of the Finance Committee. There were no other nominations. The motion passed 5-0.
7. **Approval of Finance Committee minutes for April 12, 2012** – A motion was made by Braughler/Molinaro to approve the minutes for April 12, 2012 as drafted. Jim Mode abstained due to missing most of the meeting and Jennifer Hanneman abstained due to not being on the committee on that date. The motion passed 3-0.
8. **Communications** – None
9. **Discussion and possible recommendation regarding acceptance of donation and required matching funds related to bike trails between Watertown and Waterloo** – Joseph Nehmer, Augie Tietz, and Glen Borland explained the donation from Carl and Eugenia Quirk Foundation, Inc.(received in December 2011) was to establish a partnership to have a feasibility study completed converting the old We-Energies Interurban Train Trail from Watertown to Oconomowoc into a bicycle/pedestrian trail. A motion was made by Molinaro/Hanneman to (a) transfer \$7,000 from the contingency fund to A/C 1824.521220 (consultant) and (b) transfer \$7,000 to A/C 1824.521220 (consultant) from A/C 1824.535245 (grounds improvements) to match the donation from the Carl and Eugenia Quirk Foundation, Inc. The motion passed 5-0.
10. **Confirmation of proposed future meeting schedule** – The Finance Committee will continue to meet on the second Thursday of the month at 8:30 a.m. as previously scheduled.

- 11. Discussion and possible action regarding Clerk of Court's request to increase credit limit on credit card to \$4,000** – The Clerk of Court's is requesting to increase the credit limit of the credit card to \$4,000 to cover the anticipated costs in July for a conference. According to Dave Ehlinger, there are three protections in place to mitigate the risk of credit card misuse; (1) all receipts must be attached as per County Board rules, (2) the supervisor must review and approve statement as per County Board rules, and (3) all credit card statements paid through the Courthouse will be reviewed by the Finance Director. A motion was made by Mode/Braugler to increase the credit limit on the Clerk of Court's credit card to \$4,000. The motion passed 5-0.
- 12. Discussion and possible action regarding changing of contact information with the Wisconsin Department of Revenue for the Tax Refund Intercept Program (TRIP)** – Dave Ehlinger recapped the TRIP program as well as what happens after a tax refund has been intercepted. A motion was made by Braugler/Hanneman to put Tina Gleisner-Hotter as the contact person for the Clerk of Courts tax intercepts. The motion passed 5-0.
- 13. Discussion and possible action regarding Clerk of Courts contingency fund transfer request related to long term employee retirement** – A motion by Molinaro/Mode was made to delay this agenda item to the next meeting since the dollar amount has not yet been calculated. The motion passed 5-0. [The amount was calculated at \$16,705 as per the packet provided to the committee.]
- 14. Discussion and possible recommendation regarding modification of the Fund Balance Policy in relation to vested holiday and comp pay** – This agenda item has been delayed to the next meeting to give Phil Ristow the opportunity to review the modified Fund Balance Policy.
- 15. Update on contingency fund balance** - Dave Ehlinger directed the Finance Committee to the schedule showing the current balance of the general contingency fund balance at \$355,135.22, the other contingency fund balance at \$324,701, and the vested benefits fund balance of \$260,706.50. The general contingency fund balance will be lower by \$7,000 for agenda #9 to a balance of \$348,134.22.
- 17. Set future meeting schedule, next meeting date, and possible agenda items** – The next month's agenda will have agenda items #13 and #14. Jennifer Hanneman would like the minutes sent to the full committee at once instead of her pre-approving. The Finance Department will continue to fill out the agenda items for the Finance Committee as needed and contact the committee chair if any questions come up related to the agenda.
- 16. Payment of invoices** – After review of the invoices, a motion was made by Mode/Molinaro to approve the payment of invoices totaling \$597,196.91. The motion passed 5-0.
- 18. Adjourn** – A motion was made by Molinaro/Jones to adjourn at 9:24 a.m. The motion passed 5-0.

Respectfully submitted,

Jennifer Hanneman  
Finance Committee Secretary  
Jefferson County

/tlw-dpe