

Jefferson County  
Finance Committee Minutes  
October 11, 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 Phil Ristow, Brian Lamers, Tammy Worzalla and Roger Kylmanen.
3. **Certification of compliance with the Open Meetings Law** – John Molinaro 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 September 19, 2012** – A motion was made by Braughler/Hanneman to approve the minutes for September 19, 2012 as drafted. The motion passed 5-0.
7. **Communications** – A letter was received from David P. Ehlinger, CPA, in regards to the consideration of decreasing the working capital retained by the County to only two months. Dick Jones stated that the working capital balance would be discussed at the next monthly Finance Committee meeting.
8. **Discussion and possible action regarding contingency fund request by the Fair Park regarding funding for a replacement snow blower attachment for the Bobcat skid steer** – Roger Kylmanen, Fair Park Supervisor, discussed the options of the cost of maintenance on the existing snow blower versus replacing it with a new attachment. The cost would be \$5,539 before trade in and government discount. A motion was made by Jones/Mode to transfer \$2,419 from the contingency fund (9802.599901) to the Fair Park small items of equipment account (6901.531314). The motion passed 5-0.
9. **Out of state travel request from UW Extension for an employee to attend the National 4-H Development Conference** – After discussion a motion was made by Mode/Braughler to approve the out of state travel. The motion passed 5-0.
10. **Discussion and possible action on issuance of a credit card with a \$3,000 limit to the Finance Department for the department use and emergency use for other departments.** After discussion a motion was made by Mode/Hanneman to approve a credit card with a \$3,000 limit for the Finance Department. The motion passed 5-0.
11. **Discussion and possible action changing limits to credit cards for the following departments:**
  - a. **Increase the Human Services credit card from \$1,000 to \$3,000 limit** – A motion was made by Molinaro/Braughler to increase the Human Services credit card limit from \$1,000 to \$3,000. The motion passed 5-0.

- b. Increase one credit card limit from \$3,000 to \$5,000 in the Sheriff Department (Chief Deputy Parker)**-After discussion about the other credit cards and limits held by other employees within the Sheriff's Department a motion was made by Molinaro/Hanneman to not increase the limit on this credit card. Motion passed 5-0.
- 12. Update on the 2013 budget for Wisconsin Retirement System (WRS) Percentage Change and General Transportation Aids (GTA) estimate.** An email was available from Teri Palm (Human Resources Director) explaining the increase in the WRS rates from what was budgeted and the impacts. Brian Lamers explained the GTA estimate that was received on October 1, 2012 was \$1,556,913 and what was budgeted in 2013 was \$1,552,336 for a \$4,577 increase which is still an estimate.
- 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 after the adjustments at today's meeting of \$269,649.22; 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.
- 14. Set future meeting schedule, next meeting date, and possible agenda items** – The next month's regular meeting agenda for November 8<sup>th</sup> will include a discussion and possible motion on approving sale to the Village of Johnson Creek of certain properties that are delinquent on taxes; a discussion and possible action on the purchase of a vehicle for Emergency Management; and, the working capital to be retained in the County's Fund Balance
- 15. Payment of invoices** - After review of the invoices, a motion was made by Mode/Molinaro to approve the payment of invoices totaling \$526,525.70. The motion passed 5-0.
- 16. Adjourn** – A motion was made by Molinaro/Mode to adjourn at 9:35 a.m. The motion passed 5-0.

Respectfully submitted,

Jennifer Hanneman  
Finance Committee Secretary  
Jefferson County

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