

Jefferson County
Finance Committee Minutes
January 14, 2016

Committee members: Braughler, James B (Vice Chair) Poulson, Blane
Hanneman, Jennifer (Secretary) Schroeder, Jim
Jones, Richard C. (Chair)

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, Tammy Worzalla, Blair Ward, John Jensen, Staci Hoffman, Connie Freeberg, Yelena Zarwell, Andy Erdman and Brian Lamers. Other County Board members present was Walt Christensen. Others present were Matt Slowinski, Ellen Roberts and Joe Veranth from DANA Investment Advisors, also Brent Alwin and Theresa Blankenship
3. **Certification of compliance with the Open Meetings Law** – Wehmeier certified that notice of the meeting complied with the Open Meetings Law.
4. **Approval of the agenda**-No changes
5. **Approval of Finance Committee minutes for December 7, 2015.** A motion was made by Braughler/Poulson to approve the December 7, 2015 minutes. The motion passed 5-0.
6. **Communications** – None
7. **Public Comments** – None
8. **Presentation by DANA Investment Advisors.** Representatives from DANA came in to do a presentation and went through the handout that was passed out at the meeting.
9. **Discussion and possible action for out of state travel for an individual from the Health Department funded by a scholarship.** A motion was made by Schroeder/Hanneman to approve out of state travel for Diane Nelson for Public Health Preparedness Summit in Texas. The motion passed 5-0.
10. **Discussion and possible action for out of state travel for the County Administrator with funds already budgeted.** A motion was made by Braughler/Hanneman to approve out of state travel for Ben Wehmeier. The motion passed 5-0.
11. **Discussion and possible action on a budget amendment authorizing use of restricted funds towards a new records management system for Register of Deeds.** Hoffman explained to the committee the current system is a home written system by MIS and they have to support the system. She explained to the committee that the purchase of the new system would come from redaction fees that are restricted for certain usages. She reviewed 3 different systems and the one selected was Fidlar at a cost of \$75,500. Fidlar is a system that is used by about 58% of the state users. She explained however the maintenance cost annually would be \$30,000 and would need to be covered by tax levy after the redaction funds are used up since there is no maintenance cost currently; the maintenance cost is based on the amount of documents. With Fidlar the cost of updates and new products are built into

the maintenance costs. Erdman asked about the maintenance cost on the TriMir product. Hoffman explained that was around \$23,000 but the purchase cost is more and the maintenance cost does not cover new products and updates. After discussion a motion was made by Hanneman/Schroder to approve the use of funds to purchase the new records management system. The motion passed 5-0. (Note-the budget will be adjusted through the 2015 carryover into 2016)

- 12. Discussion and possible action on granting the right of former owners to repurchase lands to which Jefferson County has taken title through delinquent tax enforcement collection, pursuant to Jefferson County Ordinance Number 2002-13 and State Statute section 75.35.** Ward reminded the committee that the Alwin's properties for repurchase had a deadline of January 5, 2016 to repurchase. Alwin and Blankenship were there to ask the committee to extend the deadline. Blankenship would like to purchase one of the properties from Alwin, therefore Alwin could use those funds to help pay the repurchase price on both properties. Ward explained that he received a prequalifying letter for \$128,250 from Blankenship. They are requesting 30 days to work with Johnson Bank and Attorney Brantmeier. The discussion took place that February 5, 2016 could be the possible closing date. Ward asked Alwin if there was any proof from Rock Financing, like a letter of prequalification. Alwin stated he has the money and with the transaction from the sale of the other property he should have enough without other financing sources. A motion was made by Poulson/Hanneman to extend until February 9, 2016 the right of Brent Alwin to purchase two parcels of property formerly owned by Mr. Alwin and currently owned by Jefferson County following a tax foreclosure. The motion passed 5-0.
- 13. Discussion and possible action on properties that did not meet the deadline for repurchase of lands to which Jefferson County has taken title through delinquent tax enforcement collection and setting appraised values.** Wehmeier and Ward explained to the committee that they are working with the City of Watertown with the Watertown properties. Discussion took place on 181-0616-0313-070 in the Village of Sullivan. Wehmeier discussed with the committee that they are still looking into zoning issues. The demolition of the property is estimated between \$20-\$40,000. If the demolition on the property took place the zoning may restrict rebuilding on that property. Discussion took place that apparently there was an order to raze the building in 2013 by the Village. Wehmeier and Ward will continue to look into the zoning issues. A motion was made by Schroeder/Poulson to go out to auction for a minimum bid set at \$20,000 for property 181-0616-0313-070. The motion passed 5-0. Discussion took place on the three Rubidell Resort properties. A motion was made by Jones/Schroeder to go out to auction with a minimum bid of \$500 for each property 020-0814-0744-035, 020-0814-0744-090 and 020-0814-0744-111. The motion passed 5-0. Discussion took place regarding property 290-0813-0511-005 in Waterloo. This property is basically an empty lot. A motion was made by Braughler/Hanneman to set the minimum bid at \$13,000 for property 290-0813-0511-005. The motion passed 5-0. Discussion took place on property 141-0715-0733-050 in the Village of Johnson Creek. A motion was made by Poulson/Hanneman to set the minimum bid of \$13,000 for property 141-0715-0733-050. The motion passed 5-0. Discussion took place as to the deadline and it was decided to set the bid deadline date for February 9, 2016.
- 14. Discussion and approval of setting appraised value and determining disposition of foreclosed properties with Federal Liens and set date for bids to be submitted.** Currently one of the properties may be repurchased by the owner and the other one can't go for sale until February 24, 2015. Will discuss at a future Finance Meeting

- 15. Discussion and possible action on Resolution disallowing the claims of Stacey Fenner, Eric & Sheryl Gilberg and TL Thompson & Associates, Inc/State Farm Insurance/Heidi Wieder.** A motion was made by Poulson/Hanneman to forward the resolution disallowing the claims to the County Board. Motion passed 5-0.
- 16. Review of the financial statements and department update for November 2015-Finance Department.** Lamers stated that there is really nothing out of the ordinary for the Finance Department.
- 17. Review of the financial statements and department update for November 2015-County Clerk Department.** Lamers stated that there is really nothing unusual on the County Clerks financial report. The County Clerk will be asking to carry over funds in the Election Business unit to cover the cost of new software.
- 18. Review of the financial statements and department update for November 2015-Treasurer Department.** Lamers stated that interest on taxes is higher than anticipated. Currently, it will be about \$76,000 above of the estimated budget at the end of the year. Regular interest on investments is about \$24,000 above budgeted revenue at the end of the year. Also noted was the fair market value adjustment of a negative \$89,000 at the end of the year which is adjusted monthly.
- 19. Review of the financial statements and department update for November 2015-Child Support Department.** Lamers stated nothing unusual noted, revenue is low because we usually only receive state payments quarterly
- 20. Discussion of funding for projects related to the new Highway Facilities.** Wehmeier stated there will be a joint Highway and Infrastructure Committee meeting on February 1, 2016. They will be discussing the cost of the Satellite shops.
- 21. Discussion on 2015 projections of budget vs. actual.** Lamers stated at this point looking at October, there is nothing out of the ordinary to report except for the Medical Examiner will probably be over budget this year with autopsies. The Veteran's office and Administration is estimated to be over budget a little. With year-end processes, there are a lot of adjustments and reallocations yet to do such as MIS which affects our current projections.
- 22. Update on contingency fund balance.** Lamers directed the Finance Committee to the schedule showing the current balance of 2015 general contingency of \$390,010 however, there is a possible reduction of \$29,002 for Fiber Optic to the Fair Grounds, \$12,700 from MIS email retainage and the remnant portion of land for the realignment of County A with the Parks Department not to exceed \$34,122. The vested benefits balance of \$270,000. Lamers explained the vested benefit balance does not add to year end balances. This is just an amount set aside that the Committee can approve without County Board approval to adjust budgets.
- 23. Set future meeting schedule, next meeting date, and possible agenda items** – The next meeting is Thursday, February 11, 2016 at 8:30 am. The agenda items will include an update on the Highway projects, projections of budget vs. actual. Discussion took place regarding the year-end closing meeting. Lamers suggested that the Committee could look at a date prior to the March 8th County Board meeting and just have those agenda items or suggested that the Finance Committee meet on March 8, 2016 prior to the County Board and eliminate the need for the March 10, 2016. Jones stated he would not be at that meeting. The

Committee approved moving the meeting to March 8, 2016 at 5:00 PM.

24. Payment of Invoices-After review of the invoices, a motion was made by Hanneman/Schroeder to approve the payment of invoices totaling \$573,797.95 for the main review and \$2,512,622.83 for the other payments, p-cards and payroll deductions. The motion passed 5-0.

25. Adjourn – A motion was made by Hanneman/Poulson to adjourn at 10:30 a.m. The motion passed 5-0.

Respectfully submitted,

Jennifer Hanneman
Finance Committee
Jefferson County
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