

Jefferson County
Finance Committee Minutes
May 12, 2016

Committee members: Jones, Richard (Chair) Smith, Timothy (Secretary)
Rinard, Amy Jaeckel, George
Hanneman, Jennifer (Vice Chair)

1. **Call to order** – Ben Wehmeier called the meeting to order at 8:30 a.m.
2. **Roll call (establish a quorum)** – All committee members were present. Other board members present were Jim Schroeder. Staff in attendance was Ben Wehmeier, Tammy Worzalla, Blair Ward, John Jensen, Connie Freeberg and Brian Lamers. Others present were Attorney Allen Larson, Pamela Capin, Brent Alwin, Kurt Knudsen, Jeff Ziebell, O’Dell Kruckeberg and Rosalie Kalny.
3. **Certification of compliance with the Open Meetings Law** – Wehmeier certified that notice of the meeting complied with the Open Meetings Law.
4. **Election of Finance Committee Chair, Vice Chair and Secretary.** Wehmeier asked for nominations for the Finance Committee Chair. A nomination was made by Hanneman/Jaeckel for Dick Jones. The vote was 4-0 with Jones abstaining. Jones took nominations for Vice Chair with Rinard/Jaeckel nominating Jennifer Hanneman for Vice Chair. The vote was 4-0 with Hanneman abstaining. Jones took nominations for Secretary with Jaeckel/Rinard nominating Tim Smith for Secretary. The vote was 4-0 with Smith abstaining.
5. **Approval of the agenda**-No changes
6. **Approval of Finance Committee minutes for April 14, 2016 and April 19, 2016.** A motion was made by Hanneman/Jones to approve the April 14, 2016 and April 19, 2016 minutes. The motion passed 5-0.
7. **Communications** – Lamers noted that there were two additional items handed out including the pricing for the ERP system and the delinquent property tax listing. Wehmeier informed the committee that the auditors completed the majority of the 2015 audit and no major issues were noted.
8. **Public Comments** – None
9. **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.** Refer to agenda item #10.
10. **Discussion and possible action on determining disposition of foreclosed properties setting minimum bids for the sale of foreclosed properties and considering offer to purchase on foreclosed properties.** Attorney Larson updated the committee on Pamela Capin’s properties. She had a loan from a bank lined up but that had fallen through. She is looking for other means for borrowing the money to repurchase the property (012-0816-0522-002). She requested an extension of one week from the Finance Committee to repurchase this property. Ms. Capin informed the Committee that she was not interested in repurchasing the vacant lot (012-0816-0522-003) and had no objection to it being sold to the highest bidder. The Committee agreed to accept the bid of \$6,820

from the online auction. A motion was made by Hanneman/Jaeckel to accept the bid for the land and to give Ms. Capin an extension until May 18, 2016 at 4:30 p.m. to repurchase the residence. The motion passed 5-0.

Knudsen asked to address the committee and explained he was the successful bidder on the property in the Village of Johnson Creek (141-0715-0733-050) for \$12,250. He stated he was the manager of the business adjacent to the property. He asked the committee to allow him to rescind the bid. He explained he wasn't authorized by the company to place the bid. After further discussion a motion was made by Hanneman/Jaeckel authorizing the withdrawal of the bid for this property contingent upon Mr. Knudsen resolving any issues with Wisconsin Surplus Auction. This decision was based in part on the fact that Mr. Knudsen did not have authority to place the bid on behalf of the Corporation. The Committee also required that documentation be provided to the County from Mr. Knudsen's company by May 19, 2016 stating that he was not authorized to place a bid on the property. The motion passed 5-0.

Ward explained that the Alwin property (010-0515-0221-005) expected closing date is May 20, 2016 for \$110,000 from the prospective buyer that has been working with the Committee. There were no bids received for the other parcel of property formerly owned by Mr. Alwin, parcel no. 010-0515-0221-006. Alwin requested the committee to allow him to submit an offer to purchase for this property. I stated that if the sale of the first property goes as planned, there will be excess funds of approximately \$20,000 and Mr. Alwin feels he will be able to come up with an additional \$30,000 to repurchase his former property for \$50,000. Ward explained that he received a call from an individual who is interested in the property. After further discussion, a motion was made by Hanneman/Rinard to allow Alwin to submit an offer to purchase by May 16, 2016 no later than 4:30 p.m. with a closing date not later than June 13, 2016. If no offer is received by Mr. Alwin, any interested buyers would have until May 20, 2016, not later than 4:30 p.m. to submit an offer to purchase to be considered by the County, with a closing date no later than June 17, 2016. The property would be listed at \$45,400 on the auction site on May 23, 2016 if no offers to purchase are received. The motion passed 5-0.

Wehmeier informed the Committee that the offer for the Village of Sullivan property (181-0616-0313-070) received by the County for \$1,000 was withdrawn. The County will be moving forward with the demolition and working with the Village for rezoning.

Wehmeier asked the committee for 30 more days to work with the City of Watertown to purchase parcel 291-0815-0424-040. A motion was made by Jones/Hanneman to approve 30 day extension for Administration to negotiate with the City of Watertown to purchase parcel 291-0815-0424-040. The motion passed 5-0.

Ward stated that there were no bids for parcel no. 291-0815-0423-052 in the City of Watertown. The minimum bid was \$66,840. A motion was made by Rinard/Jaeckel to put back on the auction website with a minimum bid of \$41,200 and a closing date for bids of 2 days prior to the July Finance meeting. The motion passed 5-0.

- 11. Convene in closed session pursuant to section 19.85 (1)(e) deliberating or negotiating the purchase of public properties, the investing of public funds, or conducting other specified public business, whenever competitive or bargaining reasons required a closed session, for the purpose of discussion and possible action on the disposition of foreclosed properties setting minimum bids for the sale of foreclosed properties and considering offer to purchase on foreclosed properties.** The committee determined that it was not necessary to go into closed session at this time.

12. **Reconvene in open session**
13. **Discussion and possible action on foreclosing on tax delinquent properties.** A copy of the listing of tax delinquent properties from 2009 and earlier, was available for the committee. Jensen went through the listing talking about some of the properties and whether the County should start the process on foreclosing. Staff will continue to work on a listing and start the foreclosure process.
14. **Review of the financial statements and department update for March 2016-Finance Department.** Lamers stated there is nothing unusual and should be in line with the budget.
15. **Review of the financial statements and department update for March 2016-Treasurer Department.** Lamers stated that interest on taxes is lower than anticipated. Currently, it will be about \$62,000 below the estimated budget at the end of the year. Regular interest on investments is about \$21,000 above budgeted revenue at the end of the year. Fair market adjustment currently is at \$147,000, which is adjusted monthly.
16. **Review of the financial statements and department update for March 2016-Child Support Department.** Nothing unusual noted. Revenue comes in quarterly which will result in revenue usually being different than budget estimates.
17. **Discussion of funding for projects related to the new Highway Facilities or sale of old Highway Facilities.** Wehmeier stated that the bids for the 2 satellite shops were all rejected. There were 9 bids received. There will be an upcoming joint meeting of the Infrastructure and the Highway Committees. Administration is still working on what to do with the old satellite shops. There may be some abatement and environmental concerns with the old main shop and Administration will continue to work through those issues.
18. **Discussion on 2016 projections of budget vs. actual.** Lamers stated it is fairly early in the year for projections with just closing 2015 and starting to get 2016 where it should be at this point. He stated that there is nothing with the departments that he is aware of with expenditures going over the department budgets at the end of 2016.
19. **Discussion and possible action on approving a contract for an ERP (Enterprise Resource Planning) System.** Lamers explained that the copy of the contract was in the packet and the cost summary was handed out separately. Staff is continuing to review the contract and there may be some changes that staff will bring back to Tyler Munis. Discussion took place regarding the cost and the annual maintenance fee. Lamers explained that we would look at having a final copy at the June Finance Committee meeting and plan to bring to the County Board in June with a resolution.
20. **Update on contingency fund balance.** Lamers directed the Finance Committee to the schedule showing the current balance of 2016 general contingency of \$506,964. The vested benefits balance is \$280,000.
21. **Discussion of committee meeting dates.** Discussion took place regarding the Finance Committee meeting and how some meetings are scheduled prior to the County Board meeting and some are after. Administration will be looking at the meeting schedule and possibly making changes to when committees meet to make it easier to conduct business.
22. **Set future meeting schedule, next meeting date, and possible agenda items.** The next regular meeting agenda items will include an update on the Highway Shop projects, foreclosed properties,

presentation from the Auditors for the 2015 year end and denial of claims against the County. Wehmeier and Ward will both be gone at the scheduled June 9th Finance Committee meeting. Discussion took place on rescheduling the June Finance Committee meeting. The committee came to a consensus to move the next Finance Committee meeting to June 14, 2016 at 8:30 am.

Hanneman was excused from the meeting for prior obligations.

- 23. Payment of Invoices**-After review of the invoices, a motion was made by Rinard/Jaeckel to approve the payment of invoices totaling \$547,729.90 for the main review and \$2,172,685.20 for the other payments, p-cards and payroll deductions. The motion passed 4-0.
- 24. Adjourn** – A motion was made by Jaeckel/Rinard to adjourn at 10:51 a.m. The motion passed 4-0.

Respectfully submitted,

Tim Smith
Finance Committee
Jefferson County
/bll