

Jefferson County
Finance Committee Minutes
June 14, 2016

Committee members: Jones, Richard (Chair) Smith, Timothy (Secretary)
Rinard, Amy Jaeckel, George
Hanneman, Jennifer (Vice 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 except for Tim Smith that stated he would be late. Other board members present were Jim Schroeder. Staff in attendance were Ben Wehmeier, Tammy Worzalla, Blair Ward, Barb Frank, John Jensen, Connie Freeberg and Brian Lamers. Others present were Dan Berg and Marc Devries from Sikich LLP and Brent Alwin.
3. **Certification of compliance with the Open Meetings Law** – Wehmeier certified that the notice of the meeting complied with the Open Meetings Law.
4. **Approval of the agenda**-No changes
5. **Approval of Finance Committee minutes for May 12, 2016.** A motion was made by Jaeckel/Rinnard to approve the May 12, 2016 minutes. The motion passed 4-0.
6. **Communications** – None
7. **Public Comments** – None

Tim Smith Arrived at 8:43 a.m.
8. **Presentation by Sikich LLP regarding the 2015 financial report and audit.**
9. **Discussion and possible action on approval for out of state travel for a Human Services employee covered by federal and state funding.** Discussion took place and a motion was made by Rinard/Hanneman to approve the out of state travel. The motion passed 5-0.
10. **Discussion and possible action on resolution disallowing the claim for Gary Cooper on behalf of Milwaukee Delivery Service and Progressive Universal Insurance Company as subrogee of James Kopplin.** A motion was made by Hanneman/Jaeckel to send the resolution disallowing the claim to the County Board for approval. The motion passed 5-0.
11. **Discussion and possible action on resolution to accept a monetary donation of \$25,000 to be used for the benefit of Carlin Weld Park.** A motion was made by Rinard/Hanneman to approve the resolution and forward it to the County Board for approval. The motion passed 5-0.
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.** No discussion or action taken.

13. 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. Ward started the discussion on the Alwin property #010-0515-0221-006 that the closing was to be by June 13, 2016. Alwin stated he had \$11,000 available today and approximately \$20,000 from the sale of his other property. He stated he was going to get the rest from a family member and that the family members account had been compromised. He believes it will take about 30 days for the account not to be on hold. Jones had asked Ward about holding the money as down payment. Alwin had requested the surplus from the sale of the other property be returned to him if the purchase does not happen. Discussion took place regarding holding earnest money if the deal falls through. A motion was made by Jones/Hanneman to extend the closing to no later than July 12, 2016 with the \$11,000 being held by the County and that there would be a \$5,000 non-refundable earnest money deposit which would be forfeited if the closing does not happen on or before July 12th, 2016. The motion passed 5-0. A motion was also made by Smith/Jaeckel to publish the property on the auction website for \$50,000 minimum bid with the bid closing date of August 9, 2016. The motion passed 5-0.

Lamers stated that parcel #226-0514-0421-188 was not posted on the auction website when it should have been. Freeberg called the auction website and was informed that there was an error by the website staff which resulted in the property not being posted. Administration suggested posting the property again through June 21, 2016. A motion was made by Hanneman/Rinard to approve the extension. The motion passed 5-0. A motion was also made by Smith/Jaeckel that if no bids came in that the minimum bid be reduced to \$33,000 with a deadline of August 9, 2016. The motion passed 5-0.

Parcel #012-0816-0522-003 was discussed. The Committee was informed that there was a bid, but the bidder did not make payment. A motion was made by Jones/Hanneman to place the property back on the auction site for a minimum of \$5,200 with a deadline of August 9, 2016. The motion passed 5-0.

Parcel #141-0715-0733-050 in the Village of Johnson Creek was discussed. The committee was informed that there were no bids. A motion was made by Jones/Hanneman to place back on the auction site for a minimum of \$13,200 with a deadline of August 9, 2016. The motion passed 5-0.

Parcel #181-0616-0313-070 in the Village of Sullivan was discussed. Wehmeier stated that the property was rezoned by the Village. The estimate to tear it down is approximately \$19,000. After further discussion a motion was made by Smith/Hanneman to place on the auction site for \$20,000 with a deadline of August 9, 2016. The motion passed 5-0.

Parcel #291-0815-0424-040 in the Village of Watertown was discussed. A motion was made by Jones/Hanneman to place on the auction site for a minimum of \$25,000 with a deadline of August 9, 2016. The motion passed 5-0.

Discussion took place and the Committee gave direction for the Administrator to look into hiring a Broker to help handle the sale of tax foreclosed properties.

Discussion also took place on how to handle evictions on tax foreclosed properties and the Committee asked Corporation Counsel to come up with a policy on evictions.

14. 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.

15. Reconvene in open session

16. Discussion and possible action on foreclosing on tax delinquent properties. Lamers stated there was a listing in the packet of the next series of properties to initiate the foreclosure process. He stated that Freeberg has sent out communications to the municipalities to see if they were aware of any issues with these properties and is starting to get responses back. She had also sent a request to the title company to do a search on these properties for outstanding judgments. Lamers stated that staff will continue to look at this list and proceed to foreclose on these properties.

17. Review of the financial statements and department update for April 2016-Finance Department. Lamers stated there is nothing unusual and should be in line with the budget.

18. Review of the financial statements and department update for April 2016-Treasurer Department. Lamers stated that interest on taxes is lower than anticipated. Currently, it will be about \$79,000 below the estimated budget at the end of the year. Regular interest on investments is about \$38,000 above budgeted revenue at the end of the year. Fair market adjustment currently is at \$34,000, which is adjusted monthly.

19. Review of the financial statements and department update for April 2016-Child Support Department. Nothing unusual noted. Revenue comes in quarterly which will result in revenue usually being different than budget estimates.

20. Discussion of funding for projects related to the new Highway Facilities or sale of old Highway Facilities. Wehmeier stated that they would be meeting with Maas Construction on June 15, 2016 to discuss.

21. 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.

22. Discussion and possible action on approving a contract for an ERP (Enterprise Resource Planning) System and budget amendment. Lamers explained that the copy of the contract was in the packet and the cost summary was handed out at the last meeting. He stated there were minor changes to the contract and discussed those changes. A motion was made by Hanneman/Jaekel to send the resolution to approve the contract and budget amendment to the County Board for approval. The motion passed 5-0.

23. Discussion and possible action on funding for an emergency event. Lamers stated that the current Purchasing Policy gives the Administrator authority to spend up to \$5,000 on an emergency situation and anything between \$5,000 and \$25,000 needs the Chair and two other County Board members approval and more than \$25,000 would have to go to the County Board. Lamers asked if those amounts should be addressed and what the Committee felt on this issue. Schroeder stated that in an emergency that would not cover much. Jones asked if management would look at that and come back with recommendations for changing the policy.

24. **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.
25. **Set future meeting schedule, next meeting date, and possible agenda items.** The next regular meeting is scheduled for July 14, 2016 and the agenda items will include an update on the Highway Shop projects, foreclosed properties, and budget to actual projections.
26. **Payment of Invoices-**After review of the invoices, a motion was made by Hanneman/Jaeckel to approve the payment of invoices totaling \$632,785.36 for the main review and \$2,349,148.21 for the other payments, p-cards and payroll deductions. The motion passed 5-0.
27. **Adjourn** – A motion was made by Hanneman/Rinard to adjourn at 10:39 a.m. The motion passed 5-0.

Respectfully submitted,

Tim Smith
Finance Committee
Jefferson County
/bll