

Jefferson County
Finance Committee Minutes
July 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 Hanneman, which Jones had noted will be a little late. Staff in attendance were Ben Wehmeier, Tammy Worzalla, John Jensen, Connie Freeberg and Brian Lamers. Others present were Brent Alwin, Naomi Lancour, Theresa Blankenship, Rhonda Blankenship and Arthur Lenius.
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 June 14, 2016.** A motion was made by Jaeckel/Rinard to approve the June 14, 2016 minutes. The motion passed 4-0.

Jennifer Hanneman present.

6. **Communications** – None
7. **Public Comments** – None
8. **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.** Lamers stated there were no bids received for parcel #291-0815-0423-052 which is 304 S Monroe St, Watertown. Arthur Lenius submitted an offer to purchase for \$19,500 with \$1,000 earnest money with “as is” condition. The committee decided to discuss in closed session.

The Finance Committee received an offer to purchase from Theresa Blankenship for \$1,750 for a section of property adjacent to her property from parcel #010-0515-0221-006. The committee discussed in closed session.

Brent Alwin asked the committee to extend the deadline for him to purchase parcel #010-0515-0221-006 previously owned by him. He stated he deposited with the Treasurer that morning another \$12,000 towards the purchase. The surplus from the sale of N2389 CTH D previously owned by Mr. Alwin was \$16,961.85. In addition, Mr. Alwin deposited \$11,000 after the last committee meeting and \$12,000 the day of this committee meeting, totaling \$39,961.85. The committee discussed Mr. Alwin’s request in closed session.

9. **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. Jones/Hanneman made a motion to go into closed session. Roll call was taken with all approving to go into closed session.

- 10. Reconvene in open session.** A motion was made by Hanneman/Jaeckel to go back into open session. The motion passed 5-0.

A motion was made by Jones/Hanneman to authorize Administration to counteroffer and negotiate a final selling price with Arthur Lenius for the property located at 304 S. Monroe St, Watertown, with the parameters discussed in the closed session. The motion passed 5-0.

A motion was made by Jones/Hanneman to accept the offer to purchase by Theresa Blankenship for \$1,750. The motion passed 5-0.

A motion was made by Jones/Jaeckel for Brent Alwin to purchase the property located at 2397 CTH D with the following conditions: An offer to purchase must be signed by 7/21/16 no later than 4:00 p.m. with \$5,000 being forfeited if an additional \$8,000 is not received on or before 8/9/16, which would bring the total purchase price to \$47,961.85. If the offer to purchase is not signed by the designated time, a 14 day eviction notice will be served on Mr. Alwin requiring him to vacate the property located 2397 CTH D. The property will remain on the auction website for other potential purchasers interested in the property. Final closing date shall be on 8/16/16. The motion passed 5-0.

- 11. Discussion and possible action on foreclosing on tax delinquent properties.** Lamers updated the Committee on the new listing of foreclosed properties and where staff is in the process. There are still some letters from the title company that need to be received and Corporation Counsel will move forward with the foreclosure process.

- 12. Discussion and possible action on policy and procedure on foreclosed properties.** The Committee discussed the policy and procedures as well as changes to the policy. Staff will make the proposed changes for discussion at the next Finance Committee meeting.

- 13. Discussion and possible action on contingency fund transfer for power washing and sealing the outside of the Courthouse.** Discussion took place that this was brought to the Infrastructure Committee and they approved the project. Funding would be needed through contingency. The project would consist of power washing the rest of the outside of the courthouse and painting certain areas of the building for an estimated cost of \$22,465. The other part of the project would be for repairing and sealing areas of the courthouse building for an estimate of \$24,650. Contingency would be estimated at \$47,115. Lamers requested the committee to round the cost to \$47,500 because it was only an estimate. A motion was made by Jaeckel/Rinard to approve the contingency transfer of \$47,500 to the Central Service budget for power washing, painting, repairing and sealing the courthouse building. The motion passed 5-0.

- 14. Discussion and possible action on transferring funds from the contingency fund to the Sheriff's Office for the purchase of body cameras.** Discussion took place regarding the body cameras for the Sheriff's Department. The estimated cost for the server, setup and backup was \$21,253. The current Sheriff's Office budget has approximately \$10,000 available for the server. The estimate for the cameras and other supplies is \$24,247. The committee discussed transferring \$25,000 from the contingency fund and the possibility of funding the remaining \$12,000 through savings within the Sheriff's Office budget. A motion was made by Hanneman/Rinard to approve

the contingency transfer of \$25,000 plus an additional \$12,000 if funding is not available in the Sheriff's Office budget.

- 15. Discussion and possible action for out of state travel for the Administrator for a conference.** Discussion took place on the Administrator traveling for a conference for priority based budgeting. A motion was made by Rinard/Hanneman to approve out of state travel for the Administrator to attend a conference. The motion passed 5-0.
- 16. Review of the financial statements and department update for May 2016-Finance Department.** Lamers stated there is nothing unusual and should be in line with the budget.
- 17. Review of the financial statements and department update for May 2016-Treasurer Department.** Lamers stated that interest on taxes is lower than anticipated. Currently, it will be about \$107,000 below the estimated budget at the end of the year. Regular interest on investments is about \$74,000 above budgeted revenue at the end of the year. Fair market adjustment currently is at \$32,000, which is adjusted monthly.
- 18. Review of the financial statements and department update for May 2016-Child Support Department.** Nothing unusual noted. Revenue comes in quarterly which will result in revenue usually being different than budget estimates.
- 19. Discussion of funding for projects related to the new Highway Facilities or sale of old Highway Facilities.** Wehmeier stated there is really nothing new with the satellite shops. Another round of auctions will take place on some of the buildings at the old highway shop.
- 20. Discussion on 2016 projections of budget vs. actual.** Lamers stated as noted with the Treasurer, the reduction in interest on property taxes is a concern. Clerk of Courts for court reimbursement expenditures are above budget at approximately \$30,000. Staff will be able to analyze the Fair Park once the deposits and everything gets turned in from the Fair. MIS may be a concern with the additional consultant fees, staff will continue to monitor. Staff will look closer at the Sheriff's Office once June is closed, currently they are projected to be over budget.
- 21. Update on contingency fund balance.** Lamers directed the Finance Committee to the schedule showing the current balance of 2016 general contingency of \$506,964, however with the approval of item #13 above for the power washing and sealing of the courthouse for \$47,500 and the item #14 for body cameras for the Sheriff department for a total of \$25,000, the new balance will be \$434,464. The vested benefits balance is \$280,000.
- 22. Set future meeting schedule, next meeting date, and possible agenda items.** The next regular meeting is scheduled for August 11, 2016 and the agenda items will include an update on the Highway Shop projects, foreclosed properties and policy, budget to actual projections and overview of the 2017 budget.
- 23. Payment of Invoices-**After review of the invoices, a motion was made by Jaeckel/Hanneman to approve the payment of invoices totaling \$581,174.73 for the main review and \$2,322,284.88 for the other payments, p-cards and payroll deductions. The motion passed 5-0.
- 24. Adjourn** – A motion was made by Jaeckel/Hanneman to adjourn at 10:30 a.m. The motion passed 5-0.

Respectfully submitted,

Tim Smith
Finance Committee
Jefferson County
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