

Jefferson County
Finance Committee Minutes
January 12, 2017

Committee members: Jones, Richard (Chair) Kutz, Russell
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. Staff in attendance were Ben Wehmeier, Tammy Worzalla, Connie Freeberg, John Jensen, Barb Frank, Kathi Cauley and Brian Lamers. Others present for presentations were Ellen Roberts and Matt Slowinski from DANA Investment Advisors and Dean Boes and Jackie Kaul from WMMIC (Wisconsin Municipal Mutual Insurance Company). Other public present were Jeff Dewitt and Brian Braunschweig.
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**-Jones had requested to move agenda item #10 before agenda item #8.
5. **Approval of Finance Committee minutes for December 8, 2016.** A motion was made by Jaeckel/Hanneman to approve the December 8, 2016 minutes. The motion passed 4-0.
6. **Communications** – Handouts from WMMIC and DANA.
7. **Public Comments** – None.

Rinard present for meeting.
8. **Presentation by DANA Investment Advisors on investment management services provided to Jefferson County.** Ellen Roberts and Matt Slowinski from DANA distributed information for review with the Committee.
9. **Presentation by WMMIC (Wisconsin Municipal Mutual Insurance Company) on the claims review process and reasons for approval or denial.** Dean Boes and Jackie Kaul from WMMIC distributed information for review with the Committee.
10. **Discussion and possible action on approval of out of state travel for Human Services staff to review placement of a child in residential treatment in Tennessee and also out of state travel for 2 department staff to attend an annual conference in Alaska.** Cauley explained the need for Human Services staff to travel to Tennessee for residential placement of a child. A motion was made by Jaeckel/Hanneman to approve the out of state travel with limited ability to adjust travel plans as needed. The motion passed 5-0. Cauley explained the Federal requirement to have a Citizen Review Panel attend conferences, some of which are out of state. There is a conference that will be held in Alaska and the Human Services department would like to send two staff. All costs associated with this required travel are paid by federal and state funds which will total \$3,748. A motion was made by Hanneman/Jaeckel for approval of the out of state travel to Alaska. The motion passed 5-0.

- 11. Discussion and possible action on resolution to approve the sale of foreclosed property to the Town of Milford.** Lamers pointed out that this matter was discussed at the last Finance Committee meeting. A motion was made by Jones/Hanneman to approve the sale and forward the resolution to the County Board for approval. The motion passed 5-0.
- 12. 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.** Jeff DeWitt asked the committee to allow the former owner of 605 East Division Street, Watertown, James and Mary Lemminger, to be allowed to purchase this property as authorized by Jefferson County Ordinance 2002-12. Mr. DeWitt was in the process of purchasing this property on a land contract before the county foreclosed and has been working with a financial institution to get a loan to purchase. He stated that it could be as early as next week. Brian Braunschweig asked the committee to allow him as former owner of 201 Van Buren Street, Waterloo, to be allowed to purchase this property as authorized by Jefferson County Ordinance 2002-12.
- 13. 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 require 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 chairperson conducted a roll-call vote to convene into closed session. All approved.
- 14. Reconvene in open session.** A motion was made by Jaeckel/Hanneman to reconvene in open session. The motion passed 5-0.
- 15. Discussion and possible action on foreclosing on tax delinquent properties.**

A motion was made by Jones/Hanneman to approve Mr. Braunschweig's repurchase of the property for full payment of taxes, interest and rent at 201 Van Buren Street, Waterloo (#290-0813-0712-004) by the March 9, 2017 Finance Committee meeting, with the requirement that Mr. Braunschweig attend the February 9, 2017 Finance Committee meeting to show progress and to continue to pay utilities and maintain the property. The motion passed 5-0.

A motion was made by Jones/Jaeckel to accept the offer for Mr. DeWitt to make full payment of taxes, interest and rent at 605 East Division Street, Watertown (#291-0815-0411-139) before February 6, 2017 with the understanding that Mr. DeWitt will get documentation from Lemmingers for the satisfaction of the land contract. The motion passed 5-0.

Discussion took place on property at W3675 Lower Hebron Road, Fort Atkinson (#010-0515-0333-000) (Kreger Property) and payments not being made timely based on the agreement. A motion was made by Hanneman/Jaeckel for Corporation Counsel to review the agreement and if he feels that the agreement is not being followed that the County will proceed with the foreclosure on the property. The motion passed 5-0.

A motion was made by Jones/Hanneman for Administration to accept an offer to purchase #012-0816-0522-003 at a price of \$2,700.

A discussion took place about the process annually of foreclosed properties. It was discussed to start with a letter being sent out in December stating that the foreclosure will take place. The

process of the foreclosure on the property should begin in March. For the current year, a letter will be sent out by the end of January stating that the foreclosure process will be starting. A listing of the next group of properties will be presented to the committee in March.

Discussion took place about the county utilizing a Realtor to help sell these properties. A motion was made by Rinard/Kutz for the County to go out for RFQ (Request for Qualifications) for Realtor services to handle the sale of foreclosed properties. The motion passed 5-0.

- 16. Review of the financial statements and department update for November 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 November 2016-Treasurer's Office.** Lamers stated that interest on taxes is lower than anticipated. Currently, it will be about \$5,900 below the estimated budget at the end of the year. Regular interest on investments is about \$161,000 above budgeted revenue at the end of the year. Fair market adjustment currently is at (\$355,000) which is adjusted monthly. That fair market adjustment is currently being looked at by DANA Investments.
- 18. Review of the financial statements and department update for November 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 and sale of old Highway Facilities.** Wehmeier stated that an RFP was published seeking bids for the demolition of the old highway shop. Also a bid was received for the purchase and removal of the two wood sheds located at the former highway facility.
- 20. Discussion on 2016 projections of budget vs. actual.** Lamers stated as noted with the Treasurer, the reduction in fair market value on investments. Clerk of Courts for court reimbursement expenditures are over budget at approximately \$104,000, but Lamers is of the opinion that the Clerk of Courts department overall will be approximately \$40,000 over. MIS may be a concern with the additional consultant fees, staff will continue to monitor and most of the overage would get allocated to departments which may make some departments over budget. Sheriff is currently projected to be over budget by \$150,000 with the majority being from the Jail. There needs to be a decision on what has to be shifted from the Jail Assessment fund to the Jail business unit. Some of the smaller departments may be over budget with smaller amounts such as Administration, Medical Examiner and County Clerk. The Fair Park budget is better than initially expected.
- 21. Update on contingency fund balance.** Lamers directed the Finance Committee to the schedule showing the current balance of 2017 general contingency of \$521,482 and other contingency of \$28,000 for the possible use for UW Extension. The vested benefits balance is \$290,000.
- 22. Set future meeting schedule, next meeting date, and possible agenda items.** The next regular meeting is February 9, 2017. Agenda items will include foreclosed properties, update on the Highway Shop projects and budget to actual projections.
- 23. Payment of Invoices-**After review of the invoices, a motion was made by Jaeckel/Hanneman to approve the payment of invoices totaling \$717,495.88 for the main review and \$2,400,596.38 for the other payments, p-cards and payroll deductions. The motion passed 5-0.

24. Adjourn – A motion was made by Hanneman/Jaeckel to adjourn at 11:33 a.m. The motion passed 5-0.

Respectfully submitted,

Russell Kutz
Finance Committee
Jefferson County
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