

Jefferson County  
Finance Committee Minutes  
June 13, 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 9:00 a.m.
2. **Roll call (establish a quorum)** – All committee members were present. Staff in attendance were Ben Wehmeier, Blair Ward, Connie Freeberg, Kelly Stade, Stacey Jensen, Gail Scott, and Tammy Worzalla. Members of the public present were Steven Cline, Jason Palumbo, Gerald Berg, Dan Berg from Sikich and Alexa Zoellner from Jefferson County Daily Union.
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 11, 2017.** A motion was made by Rinard/Jaeckel to approve the May 11, 2017 minutes. The motion passed 5-0.
6. **Communications** – Jones referred the Committee to the Sikich handout.
7. **Public Comments** – None.
8. **Discussion and possible action on elimination of two legal secretary positions and creation of two child support specialist positions.** – Stacey Jensen would like to make a change for the 2018 budget. The Child Support office is now paperless and would like to change their legal secretary job duties from secretarial work to paralegal work. This would increase the work flow and help in customer satisfaction. If the position change is approved, she will eliminate the temporary position that is currently budgeted resulting in a \$2,000 savings overall accounting for the pay grade change to the new positions. A motion was made by Hanneman/Rinard to approve the elimination of two legal secretary positions and creation of two child support specialist positions. The motion passed 5-0.
9. **Presentation by Sikich LLP regarding the 2016 financial report and audit** – Dan Berg presented a PowerPoint presentation on the 2016 financial report and audit.
10. **Discussion and possible action on the Parents as Teachers grant** – Gail Scott explained that the Health Department was awarded a new grant for a parenting program. The staff will undergo a process to be certified which will include a 2 day training, all of which will be paid by the grant. A motion was made by Rinard/Hanneman to accept the Parents as Teachers grant. The motion passed 5-0.
11. **Discussion and possible action on claim for damages** – A motion was made by Hanneman/Jaeckel to forward the resolution to the County Board for disallowance of claims. 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.** – The following members of the public would like to make offers to purchase certain tax delinquent properties.

Gerald Berg would like to purchase 510 Market Street parcel #291-0815-0412-218 in Watertown for \$3,000. He owns many rental properties; one of them is right next to this property. He would like to add this to his rental property lot and add a 3 car garage. These garages could be rented by his renters, nearby rentals, or for storage units.

Steven Kline, owner of Jellystone, is requesting that the County foreclose on twenty to thirty tax delinquent parcels of property at Jellystone that are 3 or more years delinquent. After the County forecloses on these parcels, he will purchase them from the County. If the County grants his request, Mr. Kline will pay the County back taxes and interest of approximately \$30,000-\$40,000 for his other Jellystone properties that are tax delinquent. His plan is to get a loan to pay the back taxes and interest along with the purchase of these additional properties. He is willing to pay all the back taxes and interest plus \$500 per property, plus any expenses for the Jellystone properties related to the foreclosure. He is willing to purchase all of these properties together or individually and does not intend to resell, but instead he will rent them out seasonally.

Jason Palumbo offers to purchase parcel #141-0715-0731-004 in Johnson Creek for \$29,000 cash with no contingencies.

- 13. Convene in closed session pursuant to section 19.85 (1)(e) Wis. Stats. for 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 setting minimum bids, selling and considering offers to purchase on tax foreclosed properties and other county owned properties.** Jones asked for a roll-call vote to go into closed session. The motion passed 5-0.
- 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.**

The Committee will not accept Jason Palumbo's offer however he can renegotiate with the Finance Committee in the future if the property is still available.

The Committee would like Administration to continue to talk with Steve Kline to get more detailed information on the properties in writing.

A motion was made by Jaeckel/Hanneman to accept the bid for \$3,000 from Gerald Berg for 510 Market St. Watertown parcel #291-0815-0412-218. The motion passed 5-0.

A motion was made by Jaeckel/Hanneman to allow Administration to continue with negotiations with Blue Ox LLC, Mike Herro, to move up the November 15<sup>th</sup> closing date.

- 16. Discussion and possible action on amending the Jefferson County Foreclosed Property Policy** After discussion, a motion was made by Jaeckel/Rinard to approve the changes to the Jefferson County Real Estate Tax Foreclose Policy. The motion passed 5-0.
- 17. Discussion and possible action on settling with municipalities for unpaid special assessments or special charges** This Resolution will settle up to \$10,000 per parcel of special assessment charges with the municipalities although the State does not require the County to settle any special

assessments charges. The Committee would like Ward to research and work with the Treasurer's office on possible special assessment categories that can be charged for different cap amounts such as razing of properties, adding sidewalks, etc. and return to a future Finance Committee Meeting to discuss with the Finance Committee.

Jennifer Hanneman was excused from the meeting.

- 18. Review of the financial statements and department update for April 2017-Finance Department.** Worzalla stated overall Finance looks good. The computer equipment account is over budget due to the purchase of one desktop computer which cost \$36 more than what was budgeted. Other percentage differences are just timing issues.
- 19. Review of the financial statements and department update for April 2017-Treasurer Department.** Worzalla stated that interest on taxes is higher than expected. Interest and dividends is also higher than budgeted, but the Treasurer's office continues to have a loss on its Fair Market Value Adjustment.
- 20. Review of the financial statements and department update for April 2017-Child Support Department.** Worzalla stated revenue comes in quarterly which will usually be off from budget estimates.
- 21. Discussion on 2017 projections of budget vs. actual.** Worzalla stated it is fairly early in the year for projections. She stated that there is nothing with the departments that she is aware of with expenditures going over the department budgets at the end of 2017. Wehmeier stated that we need to continue to watch the overtime on Jail, the Clerk of Courts is tracking high for attorney fees, and MIS consulting costs are increasing higher than budgeted due to staffing changes.
- 22. Discussion and possible action for utilization of Contingency for Courthouse Bathroom Renovation Project.** The County received only 1 bid for the Courthouse Bathroom Renovation Project. This one bid was from Mass Brothers which was over budget by \$16,370. This bid would still need to be approved by the Infrastructure Committee and the County Board later today. A motion was made by Jones/Jaeckel to approve \$16,370 from Contingency Account #9802.599901 to Capital Improvement Building Account #1901.594822 to cover the additional Courthouse bathroom renovation costs. The motion passed 4-0.
- 23. Discussion of funding for projects related to the new Highway Facilities and sale of old Highway Facilities.** The individual that the County hired to remove one of the buildings on the old Highway Shop property has not completed the project within the required time period. Jefferson County is planning to solicit additional quotes for removal of the building.
- 24. Update on contingency fund balance.** Worzalla directed the Finance Committee to the schedule showing the current balance of 2017 general contingency funds of \$456,482. After agenda item #22, the new balance will be \$440,112. The other contingency fund balance is \$8,000 and the vested benefits balance is \$290,000.
- 25. Set future meeting schedule, next meeting date, and possible agenda items.** The next regular meeting was scheduled for July 13, 2017. Agenda items will include foreclosed properties, budget to actual projections, Highway facilities update, and resolution for special assessments to municipalities.

**26. Payment of Invoices-**After review of the invoices, a motion was made by Jaeckel/Rinard to approve the payment of invoices totaling \$573,421.53 for the main review and \$1,989,738.14 for the other payments, p-cards, and payroll deductions. The motion passed 4-0.

**27. Adjourn** – A motion was made by Jaeckel/Rinard to adjourn at 11:30 a.m. The motion passed 4-0.

Respectfully submitted,

Russell Kutz  
Finance Committee  
Jefferson County  
/tlw