

Jefferson County
Finance Committee Minutes
January 18, 2018

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. No other County Board members were present. Staff in attendance were Ben Wehmeier, Blair Ward, Marc DeVries, Terri-Palm-Kostroski, John Jensen, and Connie Freeberg. Members of the public present were Anthony Maas and Eric Graf from Maas Construction.
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**- Change in order: Items #12 and #14 were taken by the committee after item #7.
5. **Approval of Finance Committee minutes for December 12, 2017.** A motion was made by Hanneman/Jaeckel to approve the December 12, 2017 minutes. The motion passed 5-0.
6. **Communications** – DeVries handed out the GFOA’s Award for Excellence in Financial Reporting and copies of a memo addressed to the County Administrator regarding recommendations for establishing parameters for a new purchasing ordinance.
7. **Public Comments** – None.
8. **Discussion and possible action to recommend allocation of Section 179D tax credit to Maas Brothers Construction Company** – Administrator Wehmeier explained the credit and the process for obtaining and allocating the credit to Maas Brothers Construction Company. Administrator Wehmeier introduced Anthony Maas and Eric Graff from Mass Construction who discussed the nature of the credit, why he believes the project qualifies for the credit, and his experience with Dodge County and the process they went through to obtain the allocation. Further discussion ensued regarding the project and whether it was necessary to refer this matter to the full Board of Supervisors. The Committee decided to approve the allocation without formal board action. A motion was made by Hanneman/Jaeckel to approve the allocation of the credit pending receipt of the certification including all elements required by the Internal Revenue Service. The motion passed 5-0.
9. **Discussion and possible action on determining disposition of foreclosed properties, setting minimum bids for the sale of foreclosed properties and considering offers to purchase on foreclosed properties.** Corporation Counsel Ward explained that he was contacted by Tammy Beaudin (property owner) to repurchase a foreclosed property. Property owner asked for 30 days to purchase the property. Corporation Counsel Ward recommended accepting the offer to purchase within 30 days on the condition that the potential purchaser pay rent to the County for the period that the County owns the property. Motion made by Jaeckel/Rinard to accept offer to purchase within 30 days conditioned upon the potential buyer paying rent. Motion passed 5-0.

10. **Discussion and possible action regarding budget transfer from Sheriff's Department to Human Resources Department** – County Administrator Wehmeier explained that the amount budgeted for the Mass Alert System was approved as a part of the Sheriff's Department budget. Since the Human Resources Department has assumed responsibility for this project, Wehmeier requests a transfer from the Sheriff's budget to the Human Resources budget for this project. Motion made by Jaeckel/Hanneman to approve the transfer. Motion passed 5-0.
11. **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.** The Committee voted to convene into closed session. Moved by Kutz/Jaeckel to convene into closed session. Motion passed 5-0 by roll call vote.
12. **Reconvene in open session.** The Committee voted to reconvene into open session. Moved by Jaeckel/Hanneman to reconvene into open session. Motion passed 5-0.
13. **Discussion and possible action on eviction of residents on foreclosed County property** – Motion by Jones/Jaeckel to evict Alan and Virginia Kreger from foreclosed property unless they pay all outstanding amounts as required by the county ordinance which allows former owners to repurchase their property. The Kregers must either vacate the premises or pay all outstanding amounts on or before February 17, 2018. Motion passed 5-0.
14. **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.** The Committee voted to convene into closed session. Moved by Jones/Kutz to reconvene into closed session. Motion passed 5-0 by roll call vote. Supervisor Hanneman left at 9:43 a.m.
15. **Reconvene in open session.** The Committee voted to reconvene into open session. Moved by Jaeckel/Kutz to reconvene into open session. Motion passed 5-0.
16. **Discussion and possible action on the sale of Waterloo Satellite Shop** - Administrator Wehmeier discussed the pending offers on the Waterloo Satellite Shop. Moved by Rinard/Jaeckel to approve the offer from James Sheehy in the amount of \$35,000 and forward recommendation to sell to the Board of Supervisors. Motion passed 5-0.
17. **Discussion on Purchasing Ordinance** – Finance Director DeVries explained that an ad hoc committee was formed by County Administration to review the current purchasing ordinance. The committee met twice to discuss their thoughts on the current ordinance as well as comparing Jefferson County's ordinance to those of several other counties in Wisconsin. As a result, the committee made several recommendations for parameters for the Administrator to consider. The Administrator made some further suggestions which are incorporated into the memo distributed by Finance Director DeVries. The Committee discussed the parameters outlined in the communication. The Committee decided to direct the ad hoc committee to draft a new Purchasing

Ordinance that incorporates the suggested parameters for discussion at the next Finance Committee meeting. No action taken.

- 18. Discussion and possible action regarding budget amendment for Health Department -** Finance Director DeVries explained the budget amendment arose from a grant opportunity that was not known at the time of the adoption of the 2018 budget. DeVries recommends an increase to revenue and expense appropriations for the amount of the grant. Motion made by Jaeckel/Rinard to approve and refer the budget adjustment to the County Board. Motion passed 5-0.
- 19. Discussion and possible action regarding budget amendment for District Attorney's Office –** Finance Director DeVries explained that the District Attorney's office typically includes an allocation of revenue from the Child Support Department to cover costs to prosecute criminal nonsupport cases. This was not included in the 2018 budget adopted by the board. DeVries recommends reducing county levy allocated to the District Attorney's office and allocating the levy to the General Revenue organization code. The increase in levy in General Revenue would be offset by an increase in contingency. Motion by Jones/Jaeckel to approve and refer the adjustment to the County Board. Motion passed 5-0.
- 20. Discussion and possible action on Budget Ordinance -** Administrator Wehmeier discussed the budget policy and potential changes that would include of the Administrator to transfer funds between departments within a budgetary function. Some further research is required on suggested limits on the amounts allowed to transfer between functions. The Committee also discussed how to address budget adjustments for grants not anticipated during the budget process. The Committee directed Administration and Finance to research these areas further and bring recommendation back to the Committee at the February meeting. No action taken.
- 21. Review of the financial statements and department update for November 2017-Finance Department –** DeVries explained that overall the Finance Department would come in under budget for 2017. Finance will be requesting a carryover for the Munis project. Finance is monitoring the contract with Tyler closely.
- 22. Review of the financial statements and department update for November 2017-Finance Department -** DeVries stated that interest on taxes is higher than expected. Interest and dividends are also higher than budgeted, but the Treasurer's office continues to have a loss on its Fair Market Value Adjustment. Expenses are tracking nicely but year end accruals may influence the end results.
- 23. Review of the financial statements and department update for November 2017-Child Support Department.** DeVries stated revenue comes in quarterly which will usually be off from budget estimates. Support is expected to come in under budget for 2017.
- 24. Discussion 2017 projections of budget vs. actual.** DeVries explained there were no areas of significant concern. DeVries shared a report generated from Munis with the Committee illustrating why he thinks that overall the year end results will be favorable.
- 25. Update on contingency fund balance.** DeVries directed the Finance Committee to the schedule showing the current balance of 2017 general contingency funds of \$340,112. The other contingency fund balance is \$8,000 and the vested benefits balance is \$290,000.

- 26. Discussion of funding for projects related to the new Highway Facilities and sale of old Highway Facilities.** Wehmeier discussed the progress on the new highway satellite shops. Construction is progressing with the goal to be completed shortly after the end of the year.
- 27. Set future meeting schedule, next meeting date, and possible agenda items.** The next regular meeting was scheduled for Thursday February 8, 2018. Potential items for discussion are purchasing policy and capital asset/inventory policy and budget policies.
- 28. Payment of Invoices-**After review of the invoices, a motion was made by Jones/Jaeckel to approve the payment of invoices totaling \$5,235,952.47. The motion passed 4-0.
- 29. Adjourn** – A motion was made by Jaeckel/Rinard to adjourn at 10:55a.m. The motion passed 4-0.

Respectfully submitted,

Russell Kutz
Finance Committee
Jefferson County
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