

Jefferson County
Finance Committee Minutes
March 8, 2018

Committee members: Jones, Richard (Chair) Kutz, Russell
Rinard, Amy Hanneman, Jennifer
Jaeckel, George

1. **Call to order** – Jennifer Hanneman called the meeting to order at 8:30 a.m.
2. **Roll call (establish a quorum)** – Finance Committee members present were George Jaeckel, Russel Kutz, Amy Rinard and Jennifer Hanneman. Other County Board members present were Jim Schroeder. Staff in attendance were Ben Wehmeier, Blair Ward, Kathi Cauley, Terri Palm, Connie Freeberg, Marc DeVries, and John Jensen. Members of the public present were Derek Thurnbauer.
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** - A motion was made by Jaeckel/Rinard to approve the agenda as submitted. Motion passed 4-0.
5. **Approval of Finance Committee minutes for February 8, 2018.** A motion was made by Rinard/Kutz to approve the February 8, 2018 minutes. The motion passed 4-0.
6. **Communications** – Blair Ward informed the Committee that Supervisor Jones mentioned that the Braunschweig property on the In Rem list was in poor condition and suggested that Ward give them a phone call prior to foreclosing.
7. **Public Comments** – None.
8. **Discussion and possible action on request of staffing review and fee increase.** Wehmeier explained that a fee increase of \$10 for passport acceptance services was approved by the Office of Management and Budget. The fee would help fund the cost of an increase in hours for the Deputy County Clerk/Elections Clerk position. Motion made by Jaeckel/Rinard to approve the fee increase. Motion passed 4-0.
9. **Discussion and possible action on out-of-state travel – Human Services Department** – Kathi Cauley has requested permission to send Laura Wagner and Brent Ruehlow to attend and present at a national conference for child abuse prevention and treatment. All costs for attendance are funded by the County’s contract with the Wisconsin Department of Children and Families. Motion made by Rinard/Jaeckel to approve the out-of-state travel. Motion passed 4-0.
10. **Discussion and possible action on out-of-state travel – Finance Department** – Finance Director DeVries explained that the travel request for attending the annual Government Finance Officers Association conference had been approved in the 2018 budget. No action taken.
11. **Discussion and possible action on recommendation to the County Board regarding departmental surplus (deficit) activity for 2017 and related budget adjustments for 2017** – DeVries explained that there were 6 departments (Administration, Central Services, Clerk of Courts, Land Information, Land & Water Conservation, and Medical Examiner) with deficits for a

total of \$56,258. There is also a transfer of Human Services surplus to the General Fund in the amount of \$206,012. A motion was made by Rinard/Jaeckel to forward the resolution to the County Board of Supervisors. The motion passed 4-0.

- 12. Discussion and possible action on recommendation to the County Board regarding 2017 non-lapsing departmental requests amending the 2018 budget** – DeVries asked the committee if there were any questions from the listing. DeVries explained that most of the carryovers are for capital and required by statute. There are some operating items like professional services. A motion was made by Jaeckel/Rinard to forward the resolution to the County Board of Supervisors. The motion passed 4-0. Wehmeier explained that some of the capital needs in the Central Services department have changed and discussed the proposed changes to the capital budget. Overall effect on the budget as a result of the proposed changes is anticipated to be minimal. No action taken.
- 13. 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 discussed the changes to the In Rem property listing since the previous Finance Committee meeting. No action taken.
- 14. Discussion and possible action on determining delinquent properties for In Rem 2018 tax foreclosures** – Corporation Counsel Ward addressed the Finance Committee regarding the list of tax delinquent properties. No action taken.
- 15. 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 by roll call. Motion passed 4-0.
- 16. Reconvene in open session.** The Committee reconvened into open session following a motion by Rinard/Jaeckel. Motion passed 4-0.
- 17. Review of the financial statements and department update for January 2018-Finance Department** – DeVries explained that January does not close until after the year end is closed so currently the balances appear low. DeVries will distribute revised January reports along with the February reports at the next Committee meeting.
- 18. Review of the financial statements and department update for December 2017-Treasurers Department** – No action taken.
- 19. Review of the financial statements and department update for December 2017-Child Support Department.** No action taken.
- 20. Discussion 2018 projections of budget vs. actual.** No action taken.
- 21. Update on contingency fund balance.** DeVries noted that the current balance of 2017 general contingency funds is \$340,112 before requesting action to allocate \$56,258 to departments showing budget deficits. The other contingency fund balance is \$8,000 and the vested benefits balance is \$290,000. The current balance of 2018 general contingency funds is \$440,000. The other contingency fund balance is \$187,585 and the vested benefits balance is \$290,000.

- 22. 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.
- 23. Set future meeting schedule, next meeting date, and possible agenda items.** The next regular meeting was scheduled for Thursday April 12, 2018. Potential items for discussion are purchasing policy and capital asset/inventory policy.
- 24. Payment of Invoices-**After review of the invoices, a motion was made by Jones/Mode to approve the payment of invoices totaling \$3,683,581.45. The motion passed 4-0.
- 25. Adjourn** – A motion was made by Rinard/Jaeckel to adjourn at 10:30 a.m.. The motion passed 4-0.

Respectfully submitted,

Russell Kutz
Finance Committee
Jefferson County
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