

Jefferson County
Finance Committee Minutes
April 12, 2018

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

1. **Call to order** – Richard Jones called the meeting to order at 8:30 a.m.
2. **Roll call (establish a quorum)** – Finance Committee members present were Richard Jones, George Jaeckel, Russel Kutz, Amy Rinard and Jennifer Hanneman. No other County Board members were present. Staff in attendance were Ben Wehmeier, Blair Ward, Stacey Jensen, John Rageth, Marc DeVries, and John Jensen. Members of the public present were Tammy Beaudin.
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 Rinard/Jaekel to approve the agenda as submitted. Motion passed 5-0.
5. **Approval of Finance Committee minutes for March 8, 2018.** A motion was made by Rinard/Kutz to approve the March 8, 2018 minutes. The motion passed 4-0 with Jones abstaining.
6. **Communications** – None.
7. **Public Comment** – Richard Jones thanked Jennifer Hanneman for her service on the Finance Committee and the Board of Supervisors.
8. **Discussion and possible action on out-of-state travel – Human Services Department** – DeVries presented the request of the Human Services Department to attend the Janet Reno Forum: Transforming Juvenile Justice Systems. Kathi Cauley has requested permission to send Rebecca Brown, Dominic Alvarez, Codi Papcke, Jessie Godek, and Katie Mannix to attend. All costs for attendance are funded by the Youth Innovation Grant from the Wisconsin Department of Children and Families. Motion made by Rinard/Kutz to approve the out-of-state travel. Motion passed 5-0.
9. **Discussion and possible action on out-of-state travel – Child Support Department** – Child Support Director Jensen presented the request of the Child Support Department to attend the National Child Support Enforcement Association Leadership Symposium. Jensen has requested permission to send Sarana Stolar and Tammy Tomczak to attend. All costs for attendance are funded by the carryover that was approved by the Board during the March meeting, which included Incentive funding. Motion made by Jones/Jaekel to approve the out-of-state travel. Motion passed 5-0.
10. **Discussion and possible action on out-of-state travel – Finance Department** – Finance Director DeVries explained that a request for Tammy Worzalla to attend the Government Finance Officers Association Leadership Training conference in Madison had been approved in the 2018 budget. However, we have since discovered that this conference is only offered every other year. Therefore Finance Director DeVries requests that the funds allocated for the Leadership Training Conference be used to attend the GFOA Annual Conference in St. Louis. Adequate funds for the conference

exist in the Finance Department budget. Motion made by Hanneman/Jaekel to approve the out-of-state travel. Motion passed 5-0.

- 11. Discussion and possible action on contingency transfer – MIS Department –** MIS Director Rageth explained that due to the extension of the go live date for Munis Payroll, it would be prudent for the County to extend the support agreement with Oracle for the JDE system through May 31, 2019. This was not anticipated during the 2018 budget process. Finance Director DeVries explained that the County splits the costs of support with Dodge County. He has spoken with Julie Kolp, Dodge County Finance Director, and they are also going live on Munis by the end of the year. Ms. Kolp also agrees that extending the support agreement for an additional year is prudent. Jefferson County's share of the support cost for Oracle is \$23,978.84. Rageth further explained that during the County's negotiations with Tyler, the offer for Tyler System Management that covers support of the Munis servers was waived by the County. Rageth explained the coverage that this support provides, including assistance with integrating Munis with other systems and assistance with data tables and reporting that will be necessary during the upcoming year. The County does have an option to purchase support units in 4-hour increments of \$500 per unit. During the implementation period he strongly recommends fully exploiting the use of the support which he expects would cost less than purchasing the service by unit. The cost of the support is \$16,372. Both of these support agreements are expected to be a one time only expense, with both agreements being allowed to lapse in 2019. A motion was made by Hanneman/Rinard to transfer \$40,351 from contingency to the MIS budget for Oracle and Munis support. The motion passed 5-0.
- 12. Discussion and possible action on amending the County Budget for fee increase – Medical Examiner –** DeVries explained that during the 2018 budget process, the Medical Examiner had agreed to propose an increase in fees for cremation permits to assist with covering the additional cost for increasing her position to full-time. State statute allows for fee increases consistent with the Consumer Price Index which was 2.1% for the year ended December 31, 2017. Therefore the cremation permit is proposed to increase by \$4 from \$200 to \$204. A motion was made by Hanneman/Jaekel to forward a resolution to increase Medical Examiner fees to the County Board of Supervisors. The motion passed 5-0.
- 13. Discussion and possible action on amending the Purchase Card Policy and Procedures –** DeVries presented the amended Purchasing Card Policy and Procedures. DeVries explained that some changes to the policy were necessary because of both the change in providers from JP Morgan to US Bank and also procedural changes due to the implementation of the Munis system. A motion was made by Jaekel/Rinard to adopt the changes to the Purchase Card Policy and Procedures. The motion passed 5-0.
- 14. Discussion and possible action on recommendation to the County Board regarding Purchasing Ordinance –** DeVries explained the changes to the Ordinance. The ordinance has been completely rewritten and the draft was distributed to the Department Heads for their comment in February. Since then there have been several comments from departments that have been considered for the final ordinance that is presented. Discussion followed regarding some suggested changes to the ordinance. Some changes to the definition of Financial Interest and some other grammatical changes were offered by the Committee. A motion was made by Jaekel/Rinard to forward the ordinance to the County Board of Supervisors with the proposed amendments. The motion passed 5-0.
- 15. 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. Ms. Beaudin addressed the Committee and requested an extension of the deadline for payment of her property taxes. No action taken.

- 16. 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 5-0.
- 17. Reconvene in open session.** The Committee reconvened into open session following a motion by Jaeckel/Rinard. A motion was made to extend the deadline for Beaudin to pay taxes in full by 60 days contingent on proof that she demonstrates to Corporation Counsel Ward that she is working with a bank to close on a loan to pay the taxes within 30 days by Jones/Rinard. Motion passed 5-0. A motion was made by Hanneman/Jaekel to recommend to the County Board the sale of parcel number 290-0813-0544-089 to the City of Waterloo. Motion passed 5-0.
- 18. Review of the financial statements and department update for February 2018-Finance Department** – DeVries explained that there are currently no concerns. The 2018 carryovers were posted in March which is when the Board approved them so they are not shown in the February reports.
- 19. Review of the financial statements and department update for February 2018-Treasurers Department** – No action taken.
- 20. Review of the financial statements and department update for February 2018-Child Support Department.** No action taken.
- 21. Discussion 2018 projections of budget vs. actual.** No action taken.
- 22. Update on contingency fund balance.** DeVries noted that the final balance of 2017 general contingency funds is \$283,854. 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 before action taken at this meeting is \$440,000. The other contingency fund balance is \$187,585 and the vested benefits balance is \$290,000.
- 23. 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.
- 24. Set future meeting schedule, next meeting date, and possible agenda items.** The next regular meeting was scheduled for Thursday May 10, 2018. Potential items for discussion are 2019 budget process update.
- 25. Payment of Invoices-**After review of the invoices, a motion was made by Hanneman/Jaekel to approve the payment of invoices totaling \$6,214,126.77. The motion passed 5-0.
- 26. Adjourn** – A motion was made by Hanneman/Kutz to adjourn at 10:30 a.m.. The motion passed 5-0.

Respectfully submitted,

Russell Kutz
Finance Committee
Jefferson County
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