

Jefferson County
Finance Committee Minutes
July 12, 2018

Committee members: Jones, Richard (Chair) Kutz, Russell (Secretary)
Rinard, Amy Conor Nelan
Jaeckel, George (Vice Chair)

1. **Call to order** – Richard Jones called the meeting to order at 8:29 a.m.
2. **Roll call (establish a quorum)** – Finance Committee members present were Richard Jones, George Jaeckel, Russel Kutz, Amy Rinard and Conor Nelan. No other County Board members were present. Staff in attendance were Ben Wehmeier, Marc DeVries, Tammy Worzalla, Andy Erdmann, Connie Freeberg, and Alex Mortenson (intern). Members of the public present were Nicole Schrier and Chandler White.
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/Jaeckel to approve the agenda as submitted. Motion passed 5-0.
5. **Approval of Finance Committee minutes for June 12, 2018.** A motion was made by Rinard/Jaeckel to approve the June 12, 2018 minutes. The motion passed 5-0.
6. **Communications** – None.
7. **Public Comment** – None.
8. **Discussion and possible action on Child Support Awareness Month Proclamation** – Finance Director DeVries explained the importance of raising awareness for the care and well-being of children. A proclamation declaring August as Child Support Month has been prepared for the Board of Supervisors to take action on. A motion was made by Rinard/Nelan to recommend the proclamation to the County Board of Supervisors. The motion passed 5-0.
9. **Discussion and possible action on out-of-state travel – Finance Department** – Finance Director DeVries explained that the County is asking for a reduction in levy targets during the 2019 budget process. Both County Administrator Wehmeier and Finance Director DeVries examined several options for revenue enhancements and expense reductions before releasing the levy targets this year. A tool for prioritizing services is needed as it is uncertain whether the County can sustain a balanced budget based on one-time savings or revenue enhancements. Wehmeier and DeVries have been evaluating a software tool that could assist. The vendor has offered free attendance to a conference in Denver on August 8-10 that trains professionals on the mechanics of the software and useful real-life case studies on how governments have implemented this process. Wehmeier recommends paying for the costs of travel and lodging from the funds reserved for strategic planning as this is consistent with Jefferson County’s strategic plan. Motion by Rinard/Jaeckel to approve the out of state travel contingent on review and compliance with the County’s Ethics Policy. The motion passed 5-0.
10. **Discussion and possible action on fund balance policy and application and public safety communication system** –Wehmeier explained that favorable 2017 year end results added to the

fund balance that is available for capital projects for 2019. DeVries projects that approximately \$2.5 million is available for capital projects in 2019. Wehmeier explained that the County's public safety communication system is in need of repair. The County is estimating that it will take approximately \$1.5 million to bring the system into a fully functional condition and also prepare for future upgrades. Of this amount, Wehmeier is recommending budgeting \$1 million for 2019. No action taken.

- 11. 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.** Connie Freeberg, representing Corporation Counsel Ward, discussed the changes to the In Rem property listings since the previous Finance Committee meeting. No action taken. Nicole Schreyer and Chandler White discussed the sale of the Lake Mills satellite shop. There was a misunderstanding on the acreage being purchased which caused an inflated bid.
- 12. 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.
- 13. Reconvene in open session.** A motion was made by Jaeckel/Rinard to reconvene into open session by roll call. Motion passed 5-0.
- 14. Review of the financial statements and department update for May 2018-Finance Department** – DeVries explained that there are currently no concerns.
- 15. Review of the financial statements and department update for May 2018-Treasurers Department** – Discussion took place regarding the Interest on Taxes line item. We are projecting to be under budget on this line in the absence of further action on the delinquent properties. The Committee recommended asking the Treasurer for the most recent list of delinquent properties. No action taken.
- 16. Review of the financial statements and department update for May 2018-Child Support Department** - No action taken.
- 17. Discussion 2018 projections of budget vs. actual.** No action taken.
- 18. Update on contingency fund balance.** DeVries noted that the current balance of 2018 general contingency funds is \$349,649. The other contingency fund balance is \$187,585 and the vested benefits balance is \$290,000.
- 19. 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 and old highway facility site.
- 20. Set future meeting schedule, next meeting date, and possible agenda items.** The next regular meeting is scheduled for Tuesday August 7, 2018 at 8:30 a.m. Supervisor Jones requested to move the Thursday September 20 budget hearing to Friday September 21. Potential items for discussion are presentation from Investment Advisors, recommendation from Corporation Counsel on policy for eviction from tax delinquent properties, and update on tax delinquent properties.

21. Payment of Invoices-After review of the invoices, a motion was made by Jaeckel/Rinard to approve the payment of invoices totaling \$4,956,853.98. The motion passed 5-0.

22. Adjourn – A motion was made by Jaeckel/Nelan to adjourn at 10:21 a.m. The motion passed 5-0.

Respectfully submitted,

Russell Kutz, Secretary
Finance Committee
Jefferson County
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