

Jefferson County
Finance Committee Minutes
October 2, 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 8:30 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 County Administrator, Ben Wehmeier; Finance Director, Marc DeVries; Assistant Finance Director, Tammy Worzalla; Corporation Counsel Paralegal, Connie Freeberg; Corporation Counsel, J. Blair Ward, District Attorney Sue Happ, Assistant District Attorney Leigh Scherer, Deputy County Clerk Audrey McGraw, and Public Health Nurse, Emi Reiner. There were no members of the public present.
3. **Certification of compliance with the Open Meetings Law** – County Administrator Ben Wehmeier certified compliance with the Open Meetings Law.
4. **Approval of the agenda** – The agenda was approved as submitted.
5. **Approval of Finance Committee minutes for September 7, 2018, September 17, 2018, September 19, 2018 and September 21, 2018.** A motion was made by Rinard/Nelan to approve the minutes for September 7, 2018, September 17, 2018, September 19, 2018 and September 21, 2018. The motion passed 5-0.
6. **Communications** – Finance Director DeVries distributed draft resolutions for the revised fund balance policy and sale of the Lake Mills Highway Satellite Shop. Corporation Counsel Paralegal Freeberg distributed a list of tax delinquent properties.
7. **Public Comment** – Audrey McGraw petitioned the Committee to consider keeping the Deputy Clerk a full-time position.
8. **Discussion and possible action on out-of-state travel – Health Department** – Public Health Nurse Reiner explained that the Health Department has the opportunity to send a staff person to the American Public Health Association annual conference in San Diego. The cost to the County will be around \$300, which is currently available in the department’s budget. The conference would relate to her job as a Jail Nurse who does Vivitrol injections as well as her involvement with the Jefferson County Drug Free Coalition. Motion by Rinard/Jaeckel to approve the out-of-state travel request. The motion passed 5-0.
9. **Discussion and possible action on out-of-state travel – Fair Park** – County Administrator Wehmeier explained there is an opportunity to attend an International Association of County Fairs conference in San Antonio, Texas. A scholarship was received for the cost of the conference, the County would be responsible for the travel costs which amount to approximately \$400. Motion by Jaeckel/Kutz to approve the out-of-state travel request. The motion passed 5-0.
10. **Discussion and possible action regarding District Attorney Budget Presentation** – District Attorney Happ addressed the Committee regarding her budget and apologized for missing the

presentation at the previous Finance Committee meeting. Since County Administrator Wehmeier had already presented the department's budget, and the Committee has tentatively approved it, no further action is necessary.

11. **Discussion and possible action on Fund Balance Policy** –DeVries explained the proposed changes to the County's Fund Balance Policy. The new language clarifies the requirements for the General and Health Department funds, and requires action to be taken by the Finance committee on Health Department fund balance levels annually through the budget review process. Motion by Jones/Jaeckel to forward the revised policy to the County Board of Supervisors. The motion passed 5-0.
12. **Discussion and possible action on claims against the County** – County Administrator Wehmeier explained the claim from Jeanne Vonachen was for a refund for the cancellation of a concert at the County Fair due to dangerous weather conditions. The County's insurance consortium (WMMIC) has recommended denying the claim. Motion by Jaeckel/Rinard to recommend denial of the claim to the County Board of Supervisors. The motion passed 5-0.
13. **Discussion and possible action on 2019 budget** – Discussion took place regarding the sustaining the Clerk's full time deputy position. Further discussion ensued regarding the contingency amount and its application to the County's strategic plan. No action taken.
14. **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 reviewed the list of foreclosed properties with the Committee. Motion by Rinard/Jaeckel to authorize the County Administrator to negotiate the sale of 714 N. Watertown Avenue in the City of Jefferson for \$53,000.
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 did not convene into closed session.
16. **Reconvene in open session.** No action taken.
17. **Review of the financial statements and department update for August 2018-Finance Department** – No action taken.
18. **Review of the financial statements and department update for August 2018-Treasurers Department** – No action taken.
19. **Review of the financial statements and department update for August 2018-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 2018 general contingency funds before any action taken at the current meeting is \$323,149. 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 and old highway facility site.
- 23. Set future meeting schedule, next meeting date, and possible agenda items.** The next meeting is a budget hearing meeting which is scheduled for Thursday November 8, 2018 at 8:30 a.m. Procurement card usage
- 24. Discussion and possible action on sale of the former Lake Mills Highway Satellite Shop –** Wehmeier explained that after extensive negotiations, Administration recommends the sale of the former Lake Mills Highway shop to Chandler White for \$60,000. A motion was made by Jaeckel/Nelan to recommend the sale of the former Lake Mills Highway Shop on the advice of Corporation Counsel and forward to the County Board for approval. The motion passed 5-0.
- 25. Review of Invoices-**After review of the invoices, a motion was made by Rinard/Jaeckel to approve the payment of invoices totaling \$4,544,058.79. The motion passed 5-0.
- 26. Adjourn –** A motion was made by Jaeckel/Kutz to adjourn at 10:41 a.m. The motion passed 5-0.

Respectfully submitted,

Russell Kutz, Secretary
Finance Committee
Jefferson County
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