

Jefferson County
Finance Committee Minutes
March 5, 2019

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

1. **Call to order** – George Jaeckel 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, Conor Nelan and Amy Rinard. Richard Jones was excused. There were no other County Board members present. Staff in attendance were County Administrator, Ben Wehmeier; Finance Director, Marc DeVries; Assistant Finance Director, Tammy Worzalla; and Corporation Counsel Blair Ward. Members of the public present were Don and Nancy Brunson, Kristen Swisher, and Fidel Villarreal.
3. **Certification of compliance with the Open Meetings Law** – County Administrator Wehmeier certified compliance with the Open Meetings Law.
4. **Approval of the agenda** – Agenda approved with one change, moved up agenda items #12-#14 to follow #9.
5. **Approval of Finance Committee minutes for February 11, 2019.** A motion was made by Rinard/Nelan to approve the minutes for February 11, 2019. The motion passed 4-0.
6. **Communications** – DeVries distributed the proposed resolutions denying claims against Jefferson County (agenda item #9).
7. **Public Comment** – None.
8. **Discussion and possible action on out-of-state travel – Human Services Department** – County Administrator Wehmeier explained that the Child Abuse Prevention and Treatment Act requires each state to establish Citizen Review Panels to insure that states are meeting their goals of protecting children from abuse and neglect. There is a national conference on this topic in New Mexico, and Jefferson County’s contract with the Department of Children and Families will cover the cost of attendance. Laura Wagner and Brent Ruehlow will attend. Motion by Rinard/Jaeckel to approve the out-of-state travel. The motion passed 4-0.
9. **Discussion and possible action on claims against Jefferson County** – The County’s insurance carrier, WMMIC, is recommending that the County deny the claims of Patrick Jones, Jose Rivera, and Deanna Pritchard. Motion by Jaeckel/Rinard to forward the claims to the Board of Supervisors for denial. The motion passed 4-0.
10. **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.** Kristen Swisher addressed the Committee regarding her intent to fully satisfy the delinquent tax liabilities and related interest and penalties for the properties in the River Bend RV Resort in Watertown. Fidel Villarreal addressed the Committee with his intent to secure a mortgage to fully satisfy the delinquent tax liability on the 121 Dewey property in Watertown. Don

and Nancy Brunson updated the Committee on their progress in satisfying the delinquent tax liability related to their property. No action taken.

- 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.** Motion by Jaeckel/Rinard to convene into closed session. Roll call vote. The motion passed 4-0.
- 12. Reconvene in open session.** Motion by Rinard/Kutz to reconvene into open session. The motion passed 4-0. Motion by Nelan/Kutz to accept the offer of Kristen Swisher for full payment of the delinquent taxes in the River Bend RV Resort properties. The motion passed 4-0. Motion made by Jaeckel/Nelan to accept the offer of Fidel Villarreal to buy back his property from the County by April 10, and for Corporation Counsel Ward to work with a bank to finance the delinquent tax liability, and to revisit the status of this property at the next Finance Committee meeting if closing had not occurred by that date. Motion by Kutz/Rinard to extend the deadline for closing on the property formerly owned by Don and Nancy Brunson until April 10. The motion passed 4-0. If both the Brunsons and Mr. Villarreal are able to pay the entire outstanding balance by April 10, 2019, Corporation Counsel is authorized to sell the property back to them as former owners without further Finance Committee action.
- 13. Discussion and possible action on recommendation to the County Board regarding departmental surplus (deficit) activity for 2018 and related budget adjustments for 2018 –** Finance Director DeVries explained the financial schedules included in the Committee agenda package. There were nine departments that exceeded their budgeted expenditures during 2018. There was enough in the contingency line to cover eight departments' overages and \$149,399 of the overage in the Sheriff's Department. Motion by Jaeckel/Rinard approve the budget adjustment as submitted and forward to the Board of Supervisors. The motion passed 4-0.
- 14. Discussion and possible action on recommendation to the County Board regarding 2018 non-lapsing departmental requests amending the 2019 budget –** Finance Director DeVries reviewed the preliminary year end close results with the Committee. Overall, the County's total fund balance in all funds is projected to grow by 2.2%. Motion made by Jaeckel/Rinard to recommend to approve the 2018 non-lapsing requests and amend the 2019 budget accordingly, and forward the recommendation to the Board of Supervisors. The motion passed 4-0.
- 15. Review of the financial statements and department update for January 2019-Finance Department –** No action taken.
- 16. Review of the financial statements and department update for January 2019-Treasurers Department –** No action taken.
- 17. Review of the financial statements and department update for January 2019-Child Support Department -** No action taken.
- 18. Discussion 2019 projections of budget vs. actual.** No action taken.
- 19. 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 \$291,649. The action

recommended for Board approval will deplete this balance to \$-0-. The other contingency fund balance is \$187,585 and the vested benefits balance is \$290,000.

- 20. Discussion of funding for projects related to the new Highway Facilities and sale of old Highway Facilities.** Wehmeier updated the Committee on the progress of the old highway site. All grants applied for to fund the rehabilitation of this site have been approved by the State. DNR is expected to be inspecting the property to release it from remediation by the next Finance Committee meeting on April 11. The plans for this site are progressing.
- 21. Set future meeting schedule, next meeting date, and possible agenda items** – The next meeting is scheduled for April 11, 2019. Future agenda items will include application of fund balance policy, discussion on revolving loan fund, 911 towers, Interurban Bike Trail update, and Farm Technology Days.
- 22. Review of Invoices**-After review of the invoices, a motion was made by Jaeckel/Rinard to approve the payment of invoices totaling \$4,388,979.47. The motion passed 4-0.
- 23. Adjourn** – A motion was made by Jaeckel/Kutz to adjourn at 10:16 a.m. The motion passed 4-0.

Respectfully submitted,

Russell Kutz, Secretary
Finance Committee
Jefferson County
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