

Jefferson County
Finance Committee Minutes
May 9, 2019

Committee members: Jones, Richard (Chair) Kutz, Russell (Secretary)
Rinard, Amy Nelan, Conor
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, Conor Nelan and Amy Rinard. Other County Board members present were Walt Christensen and Augie Tietz. Staff in attendance were County Administrator, Ben Wehmeier; Health Department Accountant, Sandee Schunk; Finance Director, Marc DeVries; Assistant Finance Director, Tammy Worzalla; and Corporation Counsel, Blair Ward. There were no members of the public present.
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.
5. **Approval of Finance Committee minutes for April 11, 2019.** A motion was made by Jaeckel/Rinard to approve the minutes for April 11, 2019. The motion passed 5-0.
6. **Communications** – None.
7. **Public Comment** – None.
8. **Discussion and possible action on acceptance of Crisis Innovation Incentive Award and 2019 budget amendment** – Human Services Director Cauley explained that the County was awarded a grant in the amount of \$218,041 that will begin in 2019 and continue through 2020. Because this grant was not anticipated during the budget process, an amendment is necessary. The program created by the grant is consistent with other programs offered by the Human Services Department and is consistent with its mission. Motion by Rinard/Kutz to accept the grant, approve the budget amendment and forward the resolution to the Board of Supervisors for approval. The motion passed 5-0.
9. **Discussion and possible action on amending the 2019 Health Department Budget** – Sandee Schunk explained the resolution and budget amendments that were distributed with the agenda packets. The amendments reflect the acceptance of a grant for enhancing public preparedness regarding the opioid crisis in the amount of \$5,206 and also an increase in funding of \$9,670 for the Women, Infants, and Children Program. Both amendments were not anticipated at the time that the Health Department submitted its 2019 budget. Motion by Jaeckel/Nelan to accept the award, approve the budget amendment and forward the resolution to the Board of Supervisors for approval. The motion passed 5-0.
10. **Discussion and possible action regarding out-of-state travel – Ben Wehmeier and Kathi Cauley** – Wehmeier explained that the Watertown Community Health Foundation had offered to sponsor representatives of Jefferson County to travel to Florida to explore a Family Resource Center with

other stakeholders. Dates of travel are May 28 and 29. Motion by Rinard/Jaeckel to approve the out-of-state travel. The motion passed 5-0.

- 11. Discussion and possible action regarding out-of-state travel – Brent Ruehlow and Laura Wagner – Citizen Review Panel conference** – Human Services Director Cauley explained that the County participates in a Citizen Review Panel to assure that children and families in the community are provided the best possible services within the context of available resources and that children are protected from maltreatment. There is an upcoming conference in New Mexico on this topic that is fully funded by the County’s contract with the State of Wisconsin Department of Children and Families. Motion by Kutz/Nelan to approve the out-of-state travel. The motion passed 5-0.
- 12. Discussion and possible action on transferring cases involving Children in Need of Protection and Services, Termination of Parental Rights and juvenile guardianships from the District Attorney’s Office to the Corporation Counsel Office and creating an additional corporation counsel position** - Motion by Nelan/Jaeckel to approve the budget amendment and forward the resolution to the Board of Supervisors for approval. The motion passed 5-0.
- 13. Discussion and possible action on amending the Intergovernmental Agreement with Dodge County for Economic Development Services** – Wehmeier explained that Dodge County has agreed to increase its contribution by changing its funding formula for THRIVE-ED to a per capita basis consistent with other participating members.. This will create enough funding to add a support position to the Economic Development Department. Motion by Rinard/Jaeckel to approve the budget amendment and forward the resolution to the Board of Supervisors for approval. The motion passed 5-0.
- 14. Discussion and possible action on claims against Jefferson County** – A claim has been made against Jefferson County by Alyssa Johnson for damages. The claim was reviewed by the County’s insurance carrier, WMMIC, and was recommended for disallowance based on the finding that the County has no liability for this claim and is not legally responsible for the damages. Motion by Jaeckel/Kutz to deny the claim and forward the resolution to the Board of Supervisors for denial. The motion passed 5-0.
- 15. Discussion and possible action on contingency transfer to Administration budget in the amount of \$45,610 for broadband services** – The Board of Supervisors has approved an agreement between Netwurx and Jefferson County for the expansion of broadband services. The cost to the County for this expansion is \$45,610. The 2019 Other Contingency budget had reserved an amount for Broadband expansion. The County Administrator is requesting to transfer this amount from Other Contingency to the County Administrator’s budget to fund the expansion of broadband services according to the terms of the agreement. Motion by Rinard/Nelan to approve the budget amendment. The motion passed 5-0.
- 16. Discussion and possible action on application of Fund Balance Policy** – Wehmeier explained that several options for financing capital needs are currently under consideration. At this time Jefferson County is undergoing an assessment of its deferred maintenance needs and until all potential costs associated with 5-year capital, deferred maintenance, and the 911 tower system are known, it would be premature to make a recommendation regarding the use of fund balance. Finance Director DeVries also mentioned that he would like to schedule a call with Moody’s, which is Jefferson County’s bond rating agency, prior to amending the policy to determine what, if any, effect an amendment would have on the bond rating. No action taken.
- 17. Discussion and review of 5-year capital requests** – Wehmeier discussed the 5 year capital requests. The current requests, excluding the 911 tower project, total \$5,505,110, with Highway

projects comprising \$3,520,000 and the remainder of \$2,085,110 coming from other departments. Under the current fund balance policy application \$726,442 is available from fund balance with an anticipated \$300,000 from net new construction. As discussed previously, Jefferson County is exploring alternative financing options which will be presented to the Committee at a future meeting. No action taken.

- 18. Discussion on review of Debt Policy** – DeVries explained that it is prudent for the Committee to periodically review all financial policies and rating agencies look favorably upon a documented review of policy by standing committees. Since debt financing is one potential source of capital funds, the Finance Director has reviewed the current policy and also other policies and best practices recommended by the Government Finance Officers Association (GFOA). DeVries has some recommended changes to the debt policy. The Committee reviewed the policy and discussed the recommended changes and directed the Finance Department and Administrator to return with a revised policy incorporating the discussed changes to a future meeting for approval. No action taken.
- 19. Discussion on Priority Based Budgeting** – DeVries explained that Jefferson County has contracted with an individual to assist with several administrative duties, which includes a review of the Priority Based Budgeting (PBB) data. To date the program descriptions and classifications have been reviewed. Next, our contractor will review the scoring. One of the scores focuses on reliance, which means whether the County is the sole service provider. Since there can be several different ways of looking at this score, DeVries is recommending to change the way this attribute is scored to a non-linear method where each score has a distinct meaning instead of a weight. Once the data is reviewed and this score is altered, Finance will advise the departments to make the necessary changes. DeVries also demonstrated the outward facing web product that the public will be able to access that shows the cost of the program, full-time equivalents assigned, program description, and priority ranking. No action taken.
- 20. 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 and County Administrator Wehmeier updated the Committee on the status of the foreclosed properties. No action taken.
- 21. 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 and pursuant to section 19.85 (1)(g) Wis. Stats. to confer with legal counsel concerning strategy to be adopted by Jefferson County with respect to litigation in which it is or is likely to become involved for the purpose of discussion and possible action on claims against Jefferson County** – Roll call vote to move to closed session. Motion passed 5-0.
- 22. Reconvene in open session for action on closed session items if necessary** – Motion by Jaeckel/Rinard to return to open session. No action taken.
- 23. Review of the financial statements and department update for March 2019-Finance Department** – No action taken.
- 24. Review of the financial statements and department update for March 2019-Treasurers Department** – No action taken.

- 25. Review of the financial statements and department update for March 2019-Child Support Department** - No action taken.
- 26. Discussion 2019 projections of budget vs. actual.** No action taken.
- 27. Update on contingency fund balance** - The current balance of 2019 general contingency funds before any action taken at the current meeting is \$500,000. The other contingency fund balance is \$453,535 and the vested benefits balance is \$290,000. At next month's meeting we hope to have a recommendation on the final cost for the repair and rental of the Jail backup generator.
- 28. 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. DNR is expected to be inspecting the property to release it from remediation. Jefferson County and the City of Jefferson are communicating with each other on how to divide the initial site preparation work.
- 29. Set future meeting schedule, next meeting date, and possible agenda items** – The next meeting is scheduled for June 11, 2019. Future agenda items will include application of fund balance policy, 5-year capital requests, priority based budgeting, dissolution of drainage districts, and audit results.
- 30. Review of Invoices**-After review of the invoices, a motion was made by Jaeckel/Kutz to approve the payment of invoices totaling \$5,174,055.05. The motion passed 5-0.
- 31. Adjourn** – A motion was made by Jaeckel/Kutz to adjourn at 10:19 a.m. The motion passed 5-0.

Respectfully submitted,

Russell Kutz, Secretary
Finance Committee
Jefferson County
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