

**JEFFERSON COUNTY BOARD
COMMITTEE MINUTES**

April 16, 2020
Joint Meeting

Executive and Finance Committee

1. Call to Order

Meeting was called to order by Schroeder at 8:30 a.m.

2. Roll Call

Executive Committee Members Present:

Jim Braughler, Jim Mode, Steve Nass, Amy Rinard and Jim Schroeder.

Finance Committee Members Present

Richard Jones, Russell Kutz, Amy Rinard, George Jaeckel, Conor Nelan

Others Present: Ben Wehmeier, County Administrator; Marc DeVries, Finance Director; Yelena Zarwell, Assistant Corporation Counsel; Terri Palm, HR Director; Tammy Worzalla, Sarana Stolar, Corporation Counsel; Audrey McGraw, County Clerk; Anita Martin, Supervisor Mike Kelly joined at 9:49 a.m.

3. Certification of compliance with Open Meeting Law Requirements

Wehmeier certified compliance with the Open Meetings Law.

4. Approval of the agenda

No Changes.

5. Approval of Finance Committee minutes for March 10, 2020

Draft minutes were provided for review.

Motion by Jaeckel/Kutz to approve the March 10, 2020 committee meeting minutes as presented. Motion passed 4-0. (Jones Abstained)

6. Approval of Executive Committee minutes for February 25, 2020

Draft minutes were provided for review.

Motion by Braughler/Mode to approve the February 25, 2020 committee meetings minutes as presented. Motion passed 5-0.

7. Approval of the March 10, 2020 and March 19, 2020 County Board minutes

Correct minutes were provided for review.

Motion by Mode/Nass to approve the March 10, 2020 and March 19, 2020 County Board minutes. Motion passed 5-0.

8. Communications

None

9. Public Comment

None

10. Discussion and possible action on procedure for Organizational Meeting

Wehmeier prepared a Power Point on the process for the County Board organizational meeting. The Planning and Zoning Committee has a public hearing scheduled for Thursday, April 24th so the new chair should be ready to appoint a temporary committee. Wehmeier suggests that the temporary committee remain the same as the current committee. He went over the county board survey responses. The meeting will be a combination of person to person at the fairgrounds and remote attendance. This meeting will be livestreamed on YouTube for the public. Oath of Office and swearing in is being worked on. County Board supervisors will be offered help with ZOOM if needed. The committee supports this plan

Executive Committee Motion by Braughler/Rinard to support this procedure for the County Board organizational meeting. . Motion passed 5-0.

Finance Committee Motion by Jones/Jaeckel to support this procedure for the County Board organizational meeting. . Motion passed 5-0.

11. Discussion and possible action on procedure for County Board Rules

The Executive Committee recommended draft County Board Rules at their January 29th meeting. Wehmeier asked if these should be acted on or if we should wait. Wehmeier said that if the new rules are not adopted that the current rules will go in to effect. The emergency order follows the timeframe of our emergency declaration. The issues that were a concern are adding the Broadband Working Group and the emergency order regarding remote attendance.

Executive Committee Motion by Nass/Mode to rescind the previous recommendation of the County Board Rules that were passed on January 29th and remain status quo, with the exception of adding the Broadband Working Group for 2020-2022. Motion passed 5-0.

12. Discussion and possible action on Annual Report Process

The committee supports a short verbal report at this time. Copies of previous annual reports are available on the website for review. No action taken.

13. Discussion and possible action on suspension of foreclosure on property tax delinquent properties under Jefferson County's Real Estate Tax Foreclosure Policy

Wehmeier explained that the Governor issued an order limiting evictions and foreclosures at this time. The committee supports this. Interest and penalties would continue to accrue during this time.

Motion by Jaeckel/Kutz to suspend foreclosures for the duration of the emergency declaration is in effect and review it again at a future date. . Motion passed 5-0.

14. Discussion on 2020 projections of budget vs actual revenues and expenditures

Wehmeier showed a Power Point and discussed issues and recommendations on projections, unemployment, revenues, property tax, sales tax, federal & state impacts, fund balance consideration and investments. DeVries asked the committee to begin thinking bout how we are going to balance bond rating while maintaining services. No action taken.

15. Review of the financial statements and department update for February 2020 – Finance Department

Financial statements were provided for review. No action taken.

16. Review of the financial statements and department update for February 2020 – Treasurer's Office

Financial statements were provided for review. No action taken.

17. Review of the financial statements and department update for February 2020 – Child Support Office

Financial statements were provided for review. No action taken.

18. Review of the financial statements and department update for February 2020 – Administration

Financial statements were provided for review. No action taken.

19. Review of the financial statements and department update for February 2020 – County Board

Financial statements were provided for review. No action taken.

20. Review of the financial statements and department update for February 2020 – Corporation Counsel

Financial statements were provided for review. No action taken.

21. Review of the financial statements and department update for February 2020 – County Clerk

Financial statements were provided for review. No action taken.

22. Review of the financial statements and department update for February 2020 – Clerk of Courts

Financial statements were provided for review. No action taken.

23. Update on contingency fund balance

A contingency fund balance report was provided for review. DeVries went over the report. The current fund balance is \$558,824. DeVries said that we may be relying on this fund to help us through this crisis.

24. **Discussion of funding for projects related to the new highway facilities and sale of old highway facilities**
Wehmeier said that they are working on the park and the road. The contractors are scheduled to begin their work in May. No action taken.
25. **Discussion and possible action on Continuity of Operations**
No Discussion. No action taken.
26. **Discussion and possible action of ratification of County Administrator action taken under the emergency declaration**
Wehmeier shared a Power Point showing highlighting the actions that have been taken by the County Administrator under the emergency declaration. He asked if this should be taken to the County Board or approved by committee. Under this emergency order the County Administrator has the authority to do anything that the County Board can do without going to County Board, but he wants to be transparent. The committees will approve these actions and not forward them to County Board.
Finance Committee Motion by Jaeckel/Jones to support the actions taken by the County Administrator under the emergency action. Motion passed 5-0
Executive Committee Motion by Nass/Braugler to support the actions taken by the County Administrator under the emergency action. Motion passed 5-0.
27. **County Administrator's monthly report**
Wehmeier shared a Power Point highlighting his activities in the past month No action taken.
28. **Set future meeting schedule, next meeting date and possible agenda items**
Both committees will wait until after the organization meeting and county board chair appointments to schedule their next meetings.
Future Items for Executive Committee:
 - Ratify County Administrator actionsFuture Items for Finance Committee:
 - Review of 5-year capital requests
29. **Review of invoices**
Invoices were provided for review ahead of time.
Finance Committee Motion by Jaeckel/Kutz to approve the invoices in the amount of \$2,784,432.44. Motion passed 5-0.
30. **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.**
Previous action on foreclosure on properties was taken. No further action was taken.
31. **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**
The Committee did not go into closed session.
32. **Adjourn**
Executive Committee Motion by Rinard/Nass to adjourn at 10:42 a.m. Motion passed 5-0.
Finance Committee Motion by Jaeckel/Jones to adjourn at 10:42 a.m. Motion passed 5-0.