

**Jefferson County  
Finance Committee Minutes  
January 9, 2020**

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 10:00 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 James Schroeder. Staff in attendance were County Administrator, Ben Wehmeier; Finance Director, Marc DeVries; Assistant Finance Director, Tammy Worzalla; Paralegal Sarana Stolar, Assistant Treasurer Kelly Stade, Health Department Director Gail Scott, and Accountant Sandee Schunk. Members of the public present were Dawn Gunderson and Joe Murray from Ehlers Consulting.
3. **Certification of compliance with the Open Meetings Law** – County Administrator Wehmeier certified compliance with the Open Meetings Law.
4. **Approval of the agenda** – The order of the agenda was changed to move Items 13 and 14 ahead of Item 11. The agenda was approved as amended.
5. **Approval of Finance Committee minutes for December 10, 2019.** A motion was made by Jaeckel/Kutz to approve the minutes for December 10, 2019. The motion passed 5-0.
6. **Communications** – None.
7. **Public Comment** – None.
8. **Discussion and possible action on Amending the 2020 Budget for Acceptance of Grant Award for Drug-Free Communities Support Program** – Health Department Director Gail Scott explained that Jefferson County has been awarded a grant for \$125,000 with a match of \$125,000 for its Drug-Free Communities Support program. The mission of this program is to create and sustain a reduction in local youth substance abuse. The match will come from amounts already budgeted in the Public Health program supported by property tax levy. Essentially, the levy will be turned back into the Health Department's fund balance and hours will be allocated to this program. Motion by Rinard/Nelan to approve the resolution and budget adjustment as proposed and recommend to the Board of Supervisors. The motion passed 5-0.
9. **Discussion and possible action on Amending the 2020 Budget for Acceptance of Grant Award for Remodel of Women, Infants, and Children Program Reception Area** – Jefferson County recently remodeled its WIC reception area. The State of Wisconsin performed an audit of this remodel to ensure that HIPAA requirements were met. There were some audit findings that will need to be resolved, and the Health Department has applied for and received a grant for \$48,200 to assist with offsetting these costs. Motion by Jaeckel/Rinard to approve the resolution and budget adjustment as proposed and recommend to the Board of Supervisors. The motion passed 5-0.

- 10. Discussion and possible action on Shared Purchasing Agent and Risk Manager/Safety Position with Dodge County** – Wehmeier explained that discussions with Dodge County are ongoing for the sharing of these two positions. Each county has a full position budgeted and would share the two positions. Initial grading of the positions was performed by Human Resources and the positions as currently described grade similar, meaning there would be little disparity in compensation between the two counties. A tracking system for time allocation would need to be established. No action was taken.
- 11. Discussion and possible action on Resolution Authorizing General Obligation Bonds in an Amount Not to Exceed \$7,600,000 for Capital Project** – Dawn Gunderson and Joe Murray from Ehlers Consulting explained the two resolutions that authorized the issuance of \$7.6 million of general obligation capital project bonds to finance improvements to the 911 communications system and capital improvements to county facilities. The bond sale is expected to take place on February 11, 2020. The resolution requires passage by a supermajority (2/3) vote of the full board. Motion by Kutz/Jaeckel to approve the resolutions for the sale of \$7.6 million of general obligation capital project bonds. The motion passed 5-0.
- 12. Discussion and possible action on Resolution Providing for the Sale of Not to Exceed \$7,600,000 General Obligation Capital Project Bonds, Series 2020A** – Discussion and action above in #11.
- 13. Discussion and possible action on Authorization to Enter into a Contract with Maas Brothers to Provide Construction Management Services** – County Administrator Wehmeier explained that Maas Brothers Construction had participated in the needs analysis with Struc Rite for the South Campus buildings. Jefferson County will need assistance with managing the various projects anticipated to bring these buildings up to date on capital improvements and maintenance. Maas Brothers Construction is a logical choice due to their involvement to date. Funding for this would be provided by a mixture of carryover from the Jail Plumbing project, which will likely be funded from bond proceeds, the vacant Maintenance Director position in Central Services, and proceeds from the issuance of the 2020A bonds previously approved. Motion by Jaeckel/Nelan to approve Maas Brothers Construction for construction management services for the South Campus remodel project, and recommend approval of the resolution to the Board of Supervisors. The motion passed 5-0.
- 14. Discussion and possible action on Authorization to Enter into a Contract to Provide Schematic Design and Mechanical Assessments for the Jefferson County Courthouse and Sheriff’s Office and Jail** - Wehmeier explained that a committee was formed to interview firms to provide a study of the space needs, schematic floor plans, mechanical, electrical and structural systems, and phasing analysis for the Courthouse and Sheriff’s office and jail. All three firms interviewed were highly qualified. The committee elected to recommend Potter Lawson based on the price and overall comfort with the project manager. Funding for this would be provided by a mixture of carryover from the Jail Plumbing project, which will likely be funded from bond proceeds, the vacant Maintenance Director position in Central Services, and proceeds from the issuance of the 2020A bonds previously approved. Motion by Jaeckel/Nelan to approve the contract with Potter Lawson to provide schematic design and mechanical assessments for the Courthouse, Sheriff’s office and jail, and recommend the resolution for approval to the County Board of Supervisors. The motion passed 5-0.

15. **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 updated the Committee on the status of foreclosed properties. Bruce Kniper has requested a 60-day extension for foreclosure. Mr. Kniper is a veteran and owns his home. Administration is working with Veterans Services on a solution to assist Bruce. Motion by Jones/Jaeckel to extend the foreclosure on the property of Bruce Kniper for 60 days. If matters cannot be resolved by the March Finance Committee meeting, Mr. Kniper is requested to present an update to the Committee. The motion passed 5-0.
16. **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 convene into closed session.
17. **Reconvene in open session for action on closed session items if necessary** – No action taken.
18. **Review of the financial statements and department update for November 2019-Finance Department** – No action taken.
19. **Review of the financial statements and department update for November 2019-Treasurers Department** – No action taken.
20. **Review of the financial statements and department update for November 2019-Child Support Department** - No action taken.
21. **Discussion 2019 projections of budget vs. actual.** No action taken.
22. **Update on contingency fund balance** - The current balance of 2019 general contingency funds before any action taken at the current meeting is \$65,975. The other contingency fund balance is \$279,175 and the vested benefits balance is \$290,000.
23. **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.
24. **Set future meeting schedule, next meeting date, and possible agenda items** – The next meeting is scheduled for February 11, 2020 at 5:00 pm. Future agenda items will include an update on the bond issue.
25. **Review of Invoices** - After review of the invoices, a motion was made by Jaeckel/Kutz to approve the payment of invoices totaling \$4,415,773.16. The motion passed 5-0.
26. **Adjourn** – A motion was made by Jaeckel/Kutz to adjourn at 11:48 a.m. The motion passed 5-0.

Respectfully submitted,

Russell Kutz, Secretary  
Finance Committee  
Jefferson County  
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