

**Jefferson County
Finance Committee Minutes
March 10, 2020**

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

1. **Call to order** – George Jaeckel called the meeting to order at 5:00 p.m.
2. **Roll call (establish a quorum)** – Finance Committee members present were Russell Kutz, Conor Nelan and Amy Rinard. Richard Jones was excused. Other County Board members present were James Schroeder and Walt Christensen. Staff in attendance were County Administrator, Ben Wehmeier; Finance Director, Marc DeVries; Assistant Finance Director, Tammy Worzalla; Corporation Counsel Paralegal Sarana Stolar, Assistant Treasurer Kelly Stade, Health Department Director Gail Scott, Land and Water Conservation Interim Director Patricia Cicero, Veterans Services Director Yvonne Duesterhoeft, and Assistant Corporation Counsel Yelena Zarwell. Members of the public present were Tyler Kubicek from City of Watertown and Bruce Knipfer from City of Jefferson.
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 Committee moved items number 18 and 19 after item 9. The agenda was approved.
5. **Approval of Finance Committee minutes for February 11, 2020** - A motion was made by Rinard/Kutz to approve the minutes for February 11, 2020. The motion passed 3-0 with Jaeckel abstaining.
6. **Communications** – None.
7. **Public Comment** – None.
8. **Discussion and possible action to Amend Ordinance 2015-30, Establishing a procedure to set elected official salaries** – Motion by Nelan/Rinard to approve the Ordinance and the accompanying resolution establishing total annual compensation for County elected officials pursuant to Wis. Stat. Section 59.22 and forward to the Board of Supervisors for approval. The motion passed 4-0.
9. **Discussion and possible action on Amending the 2020 Jefferson County Health Department license and inspection fee schedule for Establishments Licensed Under the Department of Agriculture, Trade and Consumer Protection Agent Contract** – Health Department Director Scott explained that the license and inspection fees included in the proposed resolution had not been adjusted since 2015. The resolution also introduces a pre-inspection fee for change of owner that is less than the pre-inspection fee that is currently charged for a new building with a downward adjustment for the re-inspection fee. Motion by Rinard/Kutz to approve the resolution and recommend approval to the Board of Supervisors. 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** – Veterans Services Director Dueterhoeft introduced Mr. Knipfer and explained that he is a disabled veteran seeking benefits from the VA. The process is taking longer than originally thought and Mr. Knipfer is requesting to extend the time to take judgment on the property. The property is currently not on the list of foreclosures. Dueterhoeft will report on progress at the next Finance Committee meeting. No action was 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 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 voted by roll call to convene into closed session. The motion passed 4-0.
- 12. Reconvene in open session for action on closed session items if necessary** – Motion by Rinard/Nelan to reconvene into open session. The motion passed 4-0.
- 13. Discussion and possible action on Accepting Parents Supporting Parents Program grant funding through the Wisconsin Department of Children and Families and creating one full-time Family Well-Being Coordinator position at the Human Services Department** – Wehmeier explained that the position was fully funded and would be re-examined at the end the grant term. The Human Services Board has already approved the program and has recommended approval of the resolution. Motion by Rinard/Nelan to approve the resolution and recommend passage to the Board of Supervisors. The motion passed 4-0.
- 14. Discussion and possible action on contingency transfer to Sheriff's Department for reimbursement of expenses related to parking lot vandalism** – Chief Deputy Jeff Parker requests reimbursement for staff that suffered damage to their vehicles from vandalism in the southeast parking lot at the Courthouse. Motion by Jaekel/Rinard to approve the reimbursement and transfer \$3,000 from contingency funding to the Sheriff's Department to pay for the reimbursements. The motion passed 4-0.
- 15. Discussion and possible action on ratification of contract with True North Consulting Group LLC** – Wehmeier explained that True North Consulting had worked on the Requests for Proposals and also had assisted with evaluating the proposals and recommending a vendor. Wehmeier is requesting permission to extend the contract with True North to include contract negotiations and contract management throughout the project for an amount of \$175,000. These funds are already budgeted in the Sheriff's Department. Motion by Nelan/Rinard to extend the contract with True North. The motion passed 4-0.
- 16. Discussion and possible action on Amending the 2020 Land and Water Conservation Department Budget** – Interim Director Patricia Cicero explained that the County has been allocated \$11,129.21 in multi-discharger phosphorus variance fees restricted for projects that reduce phosphorus from nonpoint sources. She is seeking an amendment to her budget to be able to spend the funds.

Motion by Rinard/Kutz to approve the resolution amending the 2020 budget and recommending approval to the Board of Supervisors. The motion passed 4-0.

- 17. Discussion and possible action on claims against Jefferson County** – Director DeVries explained the claim against the County was for damages that were allegedly caused by a snowplow. Jefferson County’s insurance carrier, WMMIC, has reviewed the claim and is recommending to deny. Motion by Kutz/Nelan to deny the claim and forward the resolution that denies the claim to the Board of Supervisors. The motion passed 4-0.
- 18. Discussion and possible action on ratifying a contract with StrucRite for architectural and engineering services related to the South Campus building improvements** – Wehmeier explained that the County was under contract with StrucRite for architectural and engineering services related to the construction of a retaining wall at the Human Services complex. Wehmeier is requesting to extend the contract to include architectural and engineering services related to various proposed improvements to the South Campus buildings. Motion by Rinard/Nelan to approve the contract extension. The motion passed 4-0.
- 19. Discussion and possible action on authorizing contingency fund transfer to offset fiscal year 2019 departmental deficits** – DeVries explained that the contingency transfer request totals \$37,104 to cover budget overages in the Corporation Counsel and Medical Examiner offices. Motion by Jaeckel/Rinard to approve the contingency transfers and forward the resolution for the transfers to the Board of Supervisors. The motion passed 4-0.
- 20. Discussion and possible action on authorizing year end requests to carry over funds for fiscal year 2019** – DeVries explained that the year-end results appeared to be favorable but that is in part due to several projects that were budgeted that were either not started yet or incomplete as of December 31, 2019. There were some positive results to report pertaining to revenues such as sales tax exceeding budget by approximately \$400,000 and investment income exceeding budget by approximately \$200,000. The carryover amounts include some projects that were discussed in the strategic plan and budget documents that will allow the County to advance in those areas. Motion by Rinard/Nelan to approve the resolution authorizing the carryover amounts and forwarding to the Board of Supervisors. The motion passed 4-0.
- 21. Review of the financial statements and department update for December 2019-Finance Department** – No action taken.
- 22. Review of the financial statements and department update for December 2019-Treasurers Department** – No action taken.
- 23. Review of the financial statements and department update for December 2019-Child Support Department** - No action taken.
- 24. Discussion 2020 projections of budget vs. actual.** No action taken.
- 25. 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. The balance of the 2020 contingency funds

before any action taken at the current meeting is \$571,824. There are currently no contingency funds budgeted in the other contingency line, and the vested benefits balance is \$300,000.

26. 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.

27. Set future meeting schedule, next meeting date, and possible agenda items – The next meeting is scheduled for April 9, 2020 at 10:00 am.

28. Review of Invoices - After review of the invoices, a motion was made by Kutz/Rinard to approve the payment of invoices totaling \$4,987,176.35. The motion passed 4-0.

29. Adjourn – A motion was made by Nelan/Rinard to adjourn at 6:48 p.m. The motion passed 4-0.

Respectfully submitted,

Russell Kutz, Secretary
Finance Committee
Jefferson County
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