

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

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

1. **Call to order** – Finance Committee Chair 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, Russell Kutz, Conor Nelan and Amy Rinard. Other board members present were Mary Roberts and Walt Christensen. Staff in attendance were County Administrator, Ben Wehmeier; Finance Director, Marc DeVries; Assistant Finance Director, Tammy Worzalla; Financial Systems Specialist Cindy Diestelmann; Human Services Director Kathi Cauley, and Paralegal Sarana Stolar. 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** – The agenda was approved.
5. **Approval of Finance Committee minutes for June 9, 2020** - A motion was made by Jaeckel/Nelan to approve the minutes for June 9, 2020. The motion passed 5-0.
6. **Communications** – None.
7. **Public Comment** – None.
8. **Discussion and possible action on Proclaiming the Month of August as Child Support Awareness Month** – A proclamation declaring August as Child Support Month has been prepared for the Board of Supervisors to act on. A motion was made by Jaeckel/Rinard to recommend the proclamation to the County Board of Supervisors. The motion passed 5-0.
9. **Discussion and possible action on Accepting the Parents as Teachers grant funding through Greater Watertown Community Health Foundation at the Human Services Department** – Human Services Director Kathi Cauley explained that the County was awarded a grant from the Greater Watertown Community Health Foundation to purchase Parents as Teachers online curriculum for the Birth to Three program. Motion by Nelan/Kutz to approve the resolution accepting the grant award and recommend approval of this resolution to the Board of Supervisors. The motion passed 5-0.
10. **Discussion and possible action on awarding bids for South Campus Improvement Projects** - Wehmeier explained that due to the COVID-19 pandemic, it was anticipated that bonding for the Courthouse/Sheriff/Jail complex previously planned for later in 2020 would not be likely. Therefore, prior to soliciting bids, the projects previously proposed for the South Campus were reprioritized so that some bond funding could remain for necessary improvements to the Courthouse/Sheriff/Jail complex. The County worked with Maas Brothers Construction and Struc

Rite Engineering to assess the priorities. Subsequently, request for bids were let in June and received, opened, and evaluated. The vendors recommended were all the lowest responsible bidders. All of the projects were within the estimated budget with the exception of the site utility project which presented some previously unforeseen challenges. Maas Brothers has worked with the proposed bidder to value engineer the project and currently we estimate a savings of approximately \$100,000 from the bid price, however, Administration and Finance are seeking approval for the full bid amount as contingency for the project. When also factoring in construction management costs and reimbursement from WIC for part of the construction the overall project budget is exceeded by approximately \$16,000 which management feels is acceptable. Motion by Jaeckel/Nelan to approve the resolution awarding all bids for the South Campus Improvement Projects to the lowest responsible bidders and forwarding the resolution to the July Board of Supervisors meeting. The motion passed 5-0.

- 11. Discussion and possible action on Temporarily Amending the Jefferson County Purchasing Ordinance** – Wehmeier and DeVries explained that The State of Wisconsin has designated \$1,375,046 of CARES Act funding under its Routes to Recovery program for Jefferson County to respond to the COVID-19 pandemic. Due to the overwhelming need for goods and services relative to COVID-19, lead time for procuring such goods and services has extended, making it necessary for the County to continue to have an option for emergency procurements as allowed by Section 5 (5) of the County’s Purchasing Ordinance. This is of particular importance as Jefferson County considers the need to re-open its facilities to members of the public and staff as safely as possible. This resolution temporarily amends the Jefferson County Purchasing Ordinance by authorizing the Purchasing Agent (County Administrator) to continue emergency procurements through December 31, 2020 for goods or services related to Jefferson County’s response to the COVID-19 pandemic. Motion by Rinard/Jaeckel to approve the resolution that temporarily amends the Jefferson County Purchasing Ordinance and forward to the Board of Supervisors for action. The motion passed 5-0.
- 12. Discussion and possible action on reinstating the foreclosure on property tax delinquent properties under Jefferson County’s Real Estate Tax Foreclosure Policy** – DeVries explained that the Finance Committee had voted on a measure to suspend foreclosures on tax delinquent properties to be consistent with State action taken. The period for such state action expired July 1, 2020. In order to be consistent with State action, DeVries is recommending to reinstate the policy on foreclosures on tax delinquent properties. Motion made by Jones/Jaeckel to reinstate the foreclosure process on tax delinquent properties, with the exception of the property owned by Mr. Knipfer who is currently working with the Veterans Services office to obtain relief that would satisfy his tax obligation. The motion passed 5-0.
- 13. Discussion on 2021 budget guidance** – Wehmeier explained that he had recently provided guidance to department heads on preparation of the 2021 budget. The current parameters assume no step or COLA and cost saving adjustments to the County’s health insurance plan in response to negative economic effects resulting from the COVID-19 pandemic. Such negative results include an estimated decrease in sales tax of \$200,000, decrease in investment income of \$350,000, decrease in transfer fees of \$50,000 and increased costs for contracting jail nurses in the amount of \$250,000. Also, given the uncertainty of state shared revenue for 2021, departments have been instructed to prepare 3 budget scenarios detailing status quo and 5%/10% cuts and explain how that would impact service delivery using the priority-based budgeting tool. No action was taken.

14. **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** – No action was taken.
15. **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.
16. **Reconvene in open session for action on closed session items if necessary** – No action taken.
17. **Discussion and possible action on 2020 projections of budget vs. actual revenues and expenditures** – DeVries reviewed the unadjusted June 30 results and comparison to prior years at June 30, highlighting areas of concern. No action was taken.
18. **Review of the financial statements and department update for May 2020 - Finance Department** – No action taken.
19. **Review of the financial statements and department update for May 2020 - Treasurers Department** – No action taken.
20. **Review of the financial statements and department update for May 2020 - Child Support Department** - No action taken.
21. **Update on contingency fund balance** - The balance of the 2020 contingency funds is \$568,824. There are currently no contingency funds budgeted in the other contingency line, and the vested benefits balance is \$300,000.
22. **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.
23. **Set future meeting schedule, next meeting date, and possible agenda items** – The next meeting is scheduled for August 13, 2020 at 8:30 am. Potential agenda items include a presentation from DANA, the County’s investment advisors, and a report on the CARES purchases and expenditures to date.
24. **Review of Invoices** - After review of the invoices, a motion was made by Jaeckel/Nelan to approve the payment of invoices totaling \$4,427,338.97. The motion passed 5-0.
25. **Adjourn** – A motion was made by Jaeckel/Kutz to adjourn at 10:05 a.m. The motion passed 5-0.

Respectfully submitted,

Russell Kutz, Secretary
Finance Committee
Jefferson County
/mad