

**Jefferson County
Finance Committee Minutes
August 13, 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 Anita Martin. Staff in attendance were County Administrator, Ben Wehmeier; Finance Director, Marc DeVries; Assistant Finance Director, Tammy Worzalla; Communication Supervisor Todd Lindert and Paralegal Sarana Stolar. Members of the public present were Rob Leuty and Matt Slowinski from DANA Investment Advisors, Bruce Knipfer from Jefferson, and Michelle Lickness of IKWE Development.
3. **Certification of compliance with the Open Meetings Law** – County Administrator Wehmeier certified compliance with the Open Meetings Law.
4. **Approval of the agenda** – Jones moved items 11 and 12 behind item 14. The agenda was approved as amended.
5. **Approval of Finance Committee minutes for July 9, 2020** - A motion was made by Jaeckel/Nelan to approve the minutes for July 9, 2020. The motion passed 5-0.
6. **Communications** – None.
7. **Public Comment** – None.
8. **Discussion on investment portfolio and strategy** – Matt Slowinski and Rob Leuty from DANA Investment Advisors addressed the Committee on the current status of the County’s investments and their recommendation of \$400,000-500,000 as a budget goal for 2021 investment income. No action was taken.
9. **Discussion and possible action on claims against Jefferson County** – DeVries explained the claim against the County was recommended for disallowance by the County’s insurance carrier, WMMIC. Motion by Rinard/Jaeckel to approve the denial of the claim and recommend approval of this resolution to the Board of Supervisors. The motion passed 5-0.
10. **Discussion and possible action on awarding contract to Edge Consulting** – Wehmeier explained that the 911 telecommunications upgrade project was progressing and that some potential tower sites had been identified. In order for site development and tower specifications to be developed the County will need assistance from a civil engineering firm. Edge Consulting has proprietary knowledge of many of our existing sites. Motion by Jaeckel/Rinard to award the contract for civil engineering for the telecommunications improvement project to Edge Consulting and to forward the resolution to the September Board of Supervisors meeting. The motion passed 5-0.

- 11. Discussion and possible action on CARES funding update** - Wehmeier and DeVries updated the Committee on the purchases related to the County's response to the COVID-19 pandemic. Last month, the Committee and Board voted to extend the emergency purchasing clause as it relates to the County's response to the COVID-19 pandemic, provided that the Finance Committee provide monthly oversight on such purchases. DeVries has included a list of purchases made that the County has been reimbursed for by CARES funds and also a list of pending transactions as well as other planned expenditures relating to COVID response. Motion by Rinard/Jaeckel to approve the list of purchases made and pending, with further reports to follow on the plans presented. The motion passed 5-0.
- 12. 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** – Bruce Knipfer of the City of Jefferson addressed the Committee on the status of his claim with the VA which would provide relief for property taxes outstanding and an ongoing benefit that would assist with satisfying future property tax obligations. The assistance will arrive by the end of the month. Since the property was not foreclosed on, no action is necessary at this time. No action was taken.
- 13. 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** – Motion by Jones/Jaeckel to convene into closed session. The Committee voted by roll call to convene into closed session. The motion passed 5-0.
- 14. Reconvene in open session for action on closed session items if necessary** – Motion by Jones/Jaeckel to convene into open session. The motion passed 5-0.
- 15. Discussion and possible action on 2021 budget update** – DeVries explained the budget report included in the Committee packages. Current revenue trends are better than expected in most areas. This is creating difficulties in developing a reliable revenue model for 2021. Expenditures to date are tracking nicely with revenues as departments are mindful of the effect of COVID on County operations. The 2021 budget process has been launched that proposes 3 scenarios which may be useful during the year should the need for mid-year adjustments arise. No action was taken.
- 16. Discussion and possible action on 2020 projections of budget vs. actual revenues and expenditures** – DeVries reviewed the unadjusted July 31 results and comparison to prior years at July 31, highlighting areas of concern. No action was taken.
- 17. Review of the financial statements and department update for June 2020 - Finance Department** – No action taken.

- 18. Review of the financial statements and department update for June 2020 - Treasurers Department** – No action taken.
- 19. Review of the financial statements and department update for June 2020 - Child Support Department** - No action taken.
- 20. 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.
- 21. 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.
- 22. Set future meeting schedule, next meeting date, and possible agenda items** – The next meeting is scheduled for September 10, 2020 at 8:30 am. Potential agenda items include a report on the CARES purchases and expenditures to date.
- 23. Review of Invoices** - After review of the invoices, a motion was made by Jaeckel/Nelan to approve the payment of invoices totaling \$29,641,439.66. The motion passed 5-0.
- 24. Adjourn** – A motion was made by Jaeckel/Rinard to adjourn at 10:54 a.m. The motion passed 5-0.

Respectfully submitted,

Russell Kutz, Secretary
Finance Committee
Jefferson County
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