

**Jefferson County
Finance Committee Minutes
September 24, 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 Walt Christensen, Anita Martin, Roger Lindl, and Jeff Johns. Staff in attendance were County Administrator, Ben Wehmeier; Finance Director, Marc DeVries; and Assistant Finance Director, Tammy Worzalla. Members of the public present were Frankie Fuller.
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. **Communications** – None.
6. **Public comment** – none.
7. **Department 2021 Budget Hearings** – The Finance Committee considered the recommended budgets for each department listed below and motions were made to tentatively accept the recommended budget figures for each department, unless otherwise noted. *[The format for each department lists (i) budget presenters in addition to Ben Wehmeier, (ii) any other information specific to the department budget, (iii) who moved/seconded to tentatively accept the recommended budget figure, unless otherwise noted, along with the amount, and (iv) the voting record]*
 - a. **Outstanding Department Budgets** – The Finance Committee considered the recommended budgets for each department listed below and motions were made to tentatively accept the recommended budget figures for each department, unless otherwise noted. *[The format for each department lists (i) budget presenters in addition to Ben Wehmeier, (ii) any other information specific to the department budget, (iii) who moved/seconded to tentatively accept the recommended budget figure, unless otherwise noted, along with the amount, and (iv) the voting record]*
 - b. **Finance**
 - i. Marc DeVries
 - ii. No additional motion/information
 - iii. Motion by Jones/Jaeckel to approve the recommended budget (estimated levy amount \$496,584)
 - iv. Motion passed 5-0.
 - c. **Fleet Management**
 - i. Marc DeVries
 - ii. No additional motion/information

- iii. Motion by Jones/Jaeckel to approve the recommended budget (estimated tax levy amount \$0)
 - iv. Motion passed 5-0.
 - d. **2021 Capital and 5 Year Capital Plan** – County Administrator Wehmeier discussed the 2021 Capital Plan and possible financing sources. No action taken.
 - e. **General Revenues; General Expenditures (Contingency)**
 - i. Ben Wehmeier and Marc DeVries
 - ii. No additional motion/information
 - iii. Motion by Jaeckel/Kutz to approve the recommended budget (estimated levy savings \$7,680,777)
 - iv. Motion passed 5-0.
 - f. **Fee Schedule** –Wehmeier explained that there were no changes to the fee schedule proposed for 2021 yet, however the Parks Department may present some changes to their fee structures in an upcoming Committee meeting. No action was taken.
 - g. **Fund Balance Policy** – the Committee considered the application of fund balance to capital projects in the amount of \$877,563 of the \$879,144 allowed by the Fund Balance Policy. Motion by Jaeckel/Kutz to accept the recommendation to apply \$877,563 of fund balance to 2021 capital purchases. The motion passed 5-0.
 - h. **Finance and Debt Service**
 - i. Marc DeVries
 - ii. No additional motion/information
 - iii. Motion by Nelan/Jaeckel to approve the estimated levy amount for Debt Service of \$1,521,075
 - iv. Motion passed 5-0.
 - i. **Set tax levy**
 - i. Motion made by Nelan/Rinard to approve the following:
 - 1. Health Department - \$857,196 tax levy at a \$0.1268 mill rate
 - 2. Library System- \$1,155,430 tax levy at a \$0.2974 mill rate
 - 3. Motion passed 5-0
 - ii. Motion made by Jaeckel/Rinard to approve the following:
 - 1. Set the total tax levy at \$31,080,960 with a breakdown of the tax levy at: County-Wide (1992 statute definition) \$29,068,334 tax levy at a \$3.5365 mill rate for general operations and \$.1953 mill rate for debt service.
 - 2. Motion passed 5-0.
8. **Discussion and possible action on contingency transfer for Housing Study Services** – Wehmeier explained that UW Extension had proposed to perform a housing study for \$6,000. This is below the threshold for proposals of \$25,000 so no bidding is necessary, however the money needed approval to transfer from contingency into the County Administrator’s budget. Motion by Jaeckel/Rinard to transfer \$6,000 from the Contingency line in the General Revenue cost center to the County Administrator’s budget for Housing Study services. The motion passed 5-0.
9. **Set future meeting schedule, next meeting date, and possible agenda items** – The next Finance Committee meeting is scheduled for Thursday, October 8th at 8:30 a.m.
10. **Adjourn** – A motion was made at 11:30 to recess until Thursday, October 8th by Jaeckel/Rinard. The motion passed 5-0.

Respectfully submitted,

Russell Kutz, Secretary
Finance Committee
Jefferson County
/mad