

**Jefferson County  
Finance Committee Minutes  
January 7, 2021**

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. Additional board members present were Walt Christensen, Anita Martin and Laura Payne. Staff in attendance were County Administrator, Ben Wehmeier; Finance Director, Marc DeVries; Assistant Finance Director, Tammy Worzalla; Human Services Director, Kathi Cauley; Corporation Counsel, Blair Ward; Economic Development Director, Vicki Pratt; Deborah Reinbold, Director of Business Development for JCEDC; 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 as published.
5. **Approval of Finance Committee minutes for December 3, 2020** - A motion was made by Jaeckel/Nelan to approve the minutes for December 3, 2020. The motion passed 5-0.
6. **Communications** – In regard to agenda item #11, Supervisor Christensen distributed a letter to Governor Evers requesting to add an inflationary index to the Utility Aid payments made to Wisconsin counties. Director DeVries distributed a letter from Ranger Power informing Jefferson County of a delay on the Badger State solar farm project to conduct an environmental survey study.
7. **Public Comment** – None.
8. **Discussion and possible action on accepting the Diversionary Programming Grant to address disproportionate minority contact from the Department of Justice at the Human Services Department** – Human Services Director Cauley explained that Jefferson County has been approved to receive \$7,000 for Diversionary Programming to address disproportionate minority contact. Motion by Rinard/Kutz to approve the resolution and forward to the County Board of Supervisors. The motion passed 5-0.
9. **Discussion and possible action on approving the allocation of Jefferson County CDBG RLF CLOSE funds** - Director Pratt explained that the Revolving Loan Fund (RLF) program that began in the late 90's to assist businesses with financing needs is being discontinued by the state and that as a part of this discontinuance, Jefferson County has the option to use the funds it holds in that program for projects within the County that benefit low- to moderate-income citizens. Jefferson County has successfully worked with the Wisconsin Department of Administration (DOA) to identify projects that are eligible to receive the funding that is currently held by the County. The DOA requires a

resolution from the County Board to authorize the projects. Motion by Jones/Jaeckel to approve the resolution and forward to the County Board of Supervisors. The motion passed 5-0.

10. **Discussion and possible action on capital funding for Courthouse, Jail, and Sheriff Complex** – No action was taken.
11. **Discussion and possible action on a request to the Governor of Wisconsin to provide inflationary increases to State Utility Aid funding** – Supervisor Christensen explained the letter to Governor Evers requesting an inflationary index in State Utility Aid funding. Motion by Rinard/Nelan to approve a resolution for this request and forward the resolution and letter to the Board of Supervisors. The motion passed 5-0.
12. **Discussion and possible action on 2022 budget process** – The 2022 budget calendar was included in the agenda packages. Administrator Wehmeier requested that the Committee consider the calendar and whether any changes should be made. The Committee suggested to include the calendar as a communication to the County Board of Supervisors in the next Board meeting agenda package.
13. **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 reviewed the list of outstanding foreclosed properties with the Committee. No action was taken.
14. **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.
15. **Reconvene in open session for action on closed session items if necessary** – No action taken.
16. **Discussion and possible action on 2020 projections of budget vs. actual revenues and expenditures** – DeVries reviewed the unadjusted December 31 results and comparison to prior years at December 31, noting that current trends are favorable and if continued, Jefferson County will end the year in a stronger position than previously anticipated. DeVries also explained that the County received approximately \$150,000 of CARES funding more than its original allocation. No action was taken.
17. **Review of the financial statements and department update for November 2020 - Finance Department** – No action taken.
18. **Review of the financial statements and department update for November 2020 - Treasurers Department** – No action taken.

- 19. Review of the financial statements and department update for November 2020 - Child Support Department** - No action taken.
- 20. Update on contingency fund balance** - The balance of the 2020 contingency funds is \$527,534. The balance of the 2021 contingency funds is \$508 579. There are currently no contingency funds budgeted in the other contingency line for 2020, and the vested benefits balance is \$300,000. For 2021, other contingency is budgeted at \$105,960 in anticipation of further unfunded COVID-19 related expenses, and 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 January 14, 2021 at 8:30 a.m. So that the Committee can convene prior to the monthly board meetings, future Finance Committee meetings will be held the first Thursday of the month instead of the second Thursday of the month except for April, since the April Board meeting occurs on the third week of the month.
- 23. Review of Invoices** - After review of the invoices, a motion was made by Jaeckel/Kutz to approve the payment of invoices totaling \$4,914,709.93. The motion passed 5-0.
- 24. Adjourn** – A motion was made by Jaeckel/Rinard to adjourn at 9:44 a.m. The motion passed 5-0.

Respectfully submitted,

Russell Kutz, Secretary  
Finance Committee  
Jefferson County  
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