

Jefferson County
Finance Committee Minutes
April 8, 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 and Anita Martin. Staff in attendance were County Administrator, Ben Wehmeier; Finance Director, Marc DeVries; Assistant Finance Director, Tammy Worzalla; Financial Systems Specialist, Cindy Diestelmann; Assistant Treasurer, Kelly Stade; Corporation Counsel, Blair Ward; Assistant Corporation Counsel, Yelena Zarwell; 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 March 4, 2021-** A motion was made by Rinard/Jaekel to approve the minutes for March 4, 2021. The motion passed 5-0.
6. **Communications** – None.
7. **Public Comment** – None.
8. **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.
9. **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/Jaekel to convene into closed session. Roll call vote, the motion passed 5-0.
10. **Reconvene in open session for action on closed session items if necessary** – Motion by Jones/Rinard to convene into open session. The motion passed 5-0.

- 11. Discussion and possible action on revising request to Wisconsin DNR for Stewardship Grant –**
Wehmeier explained that the Stewardship Grant application filed during 2020 for Phase 2 Interurban Trail construction for \$634,000 had initially scored high with the DNR but was objected to at the Joint Finance Committee process. We are currently unaware of who objected or why. The County is uncertain when or if the grant will be approved. There is an option to reduce the ask to just below \$250,000, in order to avoid Joint Finance Committee approval, and doing so would be efficient because of the way the grant application had been split into 2 phases. Administration is looking for guidance on whether the County should reduce its request to include only the first phase in hopes that a future Stewardship Grant can fund the second phase. Motion by Rinard/Nelan to allow the County Administrator to proceed with reducing the amount requested for the Stewardship Grant. The motion passed 5-0.
- 12. Discussion and possible action on establishing parameters for Jefferson County Revolving Loan Fund Program –** Wehmeier explained that the recent refund of CDBG-CLOSE funds to the State of Wisconsin has eliminated any former federal requirements for administration of revolving loan funds. The County currently has \$500,000 reserved for its own revolving loan fund. However there is currently no process established for the administration of these funds. Wehmeier proposed to bring a process to the Finance Committee at a future meeting that could potentially use some of the previously established parameters along with some new guidance for the administration of future loans. Wehmeier also proposed that a panel consisting of members from Administration, Finance, and board member(s) could be made responsible for overseeing the loan process. DeVries asked the Committee if its intent was for the proceeds and interest of the current outstanding loan in the amount of approximately \$328,000 were to be included in the County's Revolving Loan Fund. The Committee recommended to postpone any action on this agenda item until its next meeting.
- 13. Discussion and possible action on establishing a process for use of American Rescue Plan (ARPA) funding –** Wehmeier gave a short presentation on the American Rescue Plan funding that is anticipated to be released directly to Jefferson County during May. Jefferson County's allocation of ARPA funds is expected to be approximately \$16.4 million. At this time there is very little guidance on how the funds can be spent. Wehmeier recommends moving ahead with assessing the needs of the community and discussions with other community leaders within the county, specifically those representing other units of government that are also receiving funding to avoid duplication of efforts. Ongoing research and investigation is occurring at various staff levels concerning efforts by the State of Wisconsin to expend similar funding. County officials are currently aware that funding for mental health, unemployment benefits and other economic development initiatives, vaccine distribution, COVID testing, and contact tracing are currently being discussed. Wehmeier recommends establishing an oversight body for the administration of the funds comprised of members of the Executive and Finance Committees. No action was taken.
- 14. Discussion and possible action on funding for potential improvements to Courthouse, Sheriff's complex, and jail –** No action taken.
- 15. Discussion and possible action on 2021 projections of budget vs. actual revenues and expenditures –** DeVries explained that there are no immediate concerns at this time.
- 16. Review of the financial statements and department update for January and February 2021 - Finance Department –** No action taken.

- 17. Review of the financial statements and department update for January and February 2021 - Treasurers Department** – No action taken.
- 18. Review of the financial statements and department update for January and February 2021 - Child Support Department** - No action taken.
- 19. Update on contingency fund balance** - The balance of the 2021 contingency funds is \$508 579. The other contingency line, after adjustments for carryforwards is \$3,481,960, and the vested benefits balance is \$300,000.
- 20. 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.
- 21. Set future meeting schedule, next meeting date, and possible agenda items** – The next meeting is scheduled for May 6, 2021 at 8:30 a.m. Agenda items include RLF process.
- 22. Review of Invoices** - After review of the invoices, a motion was made by Jaeckel/Nelan to approve the payment of invoices totaling \$3,363,428.35. The motion passed 5-0.
- 23. Adjourn** – A motion was made by Jaeckel/Nelan to adjourn at 10:48 a.m. The motion passed 5-0.

Respectfully submitted,

Russell Kutz, Secretary
Finance Committee
Jefferson County
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