

**Jefferson County
Finance Committee Minutes
May 6, 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 (excused at 10:00 am), Russell Kutz, Conor Nelan and Amy Rinard. Additional board members present were 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; Human Services Director, Kathi Cauley; Health Department Director, Gail Scott; and Paralegal, Sarana Stolar. Members of the public present were Karol Kennedy, Eric Robinson, Art Biermeier, and Tim Semo, all representing Jefferson County Libraries.
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 April 8, 2021**- A motion was made by Jaeckel/Rinard to approve the minutes for April 8, 2021. The motion passed 5-0.
6. **Communications** – An email from Mo Hansen, Clerk/Treasurer for the City of Waterloo, regarding the sale of foreclosed property at 122 S. Monroe was included in the agenda package.
7. **Public Comment** – None.
8. **Discussion and possible action on budget adjustment for Drug-Free Community Grant** – Health Department Director Scott explained that Jefferson County had been awarded \$125,000 for a Drug-Free Community Grant during 2020. Not all grant funds awarded had been spend as of October 30, 2020, which is the end of the grant period. The Health Department has been notified by the Federal Department of Health and Human Services that the remainder of the award, which is \$40,740, can be carried into the County’s 2021 budget year. Motion by Rinard/Nelan to approve the budget amendment that allows for an additional \$40,740 in grant revenue and related expenses for the Drug-Free Community Grant in the Health Department’s budget and forward the related resolution to the County Board of Supervisors. The motion passed 5-0.
9. **Discussion and possible action on budget adjustment for Health Department for ongoing COVID-19 response activities** – Director Scott explained that the Wisconsin Department of Health Services has awarded Jefferson County \$976,600 to continue activities related to COVID-19 such as maintain the Health Department’s workforce increased workforce capacity, vaccinations, testing, laboratory costs, infection control and contact tracing. The end date for this grant is October 31, 2022.

Motion by Rinard/Nelan to accept the grant, approve the corresponding budget adjustment and forward the related resolution to the County Board of Supervisors. The motion passed 5-0.

- 10. Discussion and possible action on accepting grant funds from the Department of Health Services for COVID-19 vaccination outreach** – Human Services Director Cauley explained that many people that are eligible to receive COVID-19 vaccinations may not be able to travel to vaccination sites or may be unaware of where sites are located or unwilling to receive a vaccination. Jefferson County has been awarded \$12,711 from the Department of Health Services to remove barriers and promote acceptance to vaccinations for eligible individuals. Motion by Jones/Kutz to accept the grant and approve the corresponding budget adjustment and forward the related resolution to the County Board of Supervisors. The motion passed 5-0.
- 11. Discussion and possible action on Library funding formula** – Finance Director DeVries explained that a committee on library funding was created by members of the Bridges Public Library system to discuss the current formula as a part of updating the library plan for 2022. DeVries reviewed the formula with the Finance Committee and explained that the library funding committee had only one substantive adjustment to the structure, which is the addition of electronic circulations which is not a part of the current formula. Physical circulations declined significantly during 2020 due to COVID-19, with electronic circulations increasing. DeVries explained the economic impact of such a change, which is minimal (estimated to be less than \$3 per year) to the average taxpayer. If the Finance Committee voted to accept this change in theory, the library funding committee would meet again to work with the Bridges Library System to incorporate this change into their long-term plan. That plan would then go before the Board of Supervisors in July or August. Motion by Rinard/Nelan to approve the change in the funding plan. The motion passed 5-0.
- 12. Discussion and possible action on contingency transfer for legal fees associated with the liquid natural gas storage project** – Wehmeier explained that the County was incurring legal fees in relation to the zoning of a natural gas storage facility site in Ixonia. Wehmeier is requesting a contingency transfer in the amount of \$10,000 at this time to cover the unbudgeted expenses. Motion by Jaeckel/Rinard to transfer \$10,000 from contingency into the Zoning Department budget. The motion passed 5-0.
- 13. Discussion and possible action on investment of American Rescue Plan Act funding** – County Administrator Wehmeier explained that further guidance on the use of these funds was forthcoming and that should help Jefferson County begin to establish priorities for the use of these funds. Wehmeier also mentioned that the County had met with its investment advisors to discuss the use and tracking of the funds, which are expected to arrive early in May. No action was taken.
- 14. Discussion and possible action on 2022 budget** – Wehmeier drew the committee’s attention to the 2022 capital requests. No action was taken.
- 15. Discussion and possible action on funding for potential improvements to Courthouse, Sheriff’s complex, and jail** – Wehmeier explained that he is waiting on guidance from the Board of Supervisors regarding how to move forward with this project. Supervisor Nelan suggested that we lay out 1). What are the things the County must do; 2). What are the things that would be prudent to do; 3). What could bring some return on investment to the County (e.g. Jail, etc.); 4). After these are explained, it may be beneficial or necessary to do the rest; and 5). What is the plan for the use of the current MIS facility. No action was taken.

16. **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.
17. **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/Rinard to convene into closed session. The motion passed 5-0.
18. **Reconvene in open session for action on closed session items if necessary** – Motion by Jones/Jaeckel to reconvene into open session. The motion passed 5-0. No action on closed session items was taken. Jaeckel was excused.
19. **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.
20. **Review of the financial statements and department update for March 2021 - Finance Department** – No action taken.
21. **Review of the financial statements and department update for March 2021 - Treasurers Department** – No action taken.
22. **Review of the financial statements and department update for March 2021 - Child Support Department** - No action taken.
23. **Update on contingency fund balance** – Before any action taken at this meeting, 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.
24. **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.
25. **Set future meeting schedule, next meeting date, and possible agenda items** – The next meeting is scheduled for June 8, 2021 at 8:30 a.m. Agenda items include review of audit results and RLF process.
26. **Review of Invoices** - After review of the invoices, a motion was made by Jones/Nelan to approve the payment of invoices totaling \$6,312,012.94. The motion passed 4-0.
27. **Adjourn** – A motion was made by Kutz/Rinard to adjourn at 10:39 a.m. The motion passed 4-0.

Respectfully submitted,

Russell Kutz, Secretary
Finance Committee
Jefferson County
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