

**Jefferson County
Finance Committee Minutes
July 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 10:00 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 supervisors in attendance were Anita Martin, Walt Christensen and Curt Backlund. Staff in attendance were County Administrator, Ben Wehmeier; Finance Director, Marc DeVries; Assistant Finance Director, Tammy Worzalla; Financial Systems Specialist, Cindy Diestelmann; Communications Supervisor, Todd Lindert; Paralegal, Sarana Stolar; and Corporation Counsel, Blair Ward. Members of the public present were Dawn Gunderson from Ehlers.
3. **Certification of compliance with the Open Meetings Law** – County Administrator Wehmeier certified compliance with the Open Meetings Law.
4. **Approval of the agenda** – Chairman Jones proposed to revise the agenda to move item #13 to behind item #10. The agenda was approved as revised.
5. **Approval of Finance Committee minutes for June 8, 2021** - A motion was made by Jaeckel/Rinard to approve the minutes for June 8, 2021. The motion passed 5-0.
6. **Communications** – None.
7. **Public Comment** – None.
8. **Discussion and possible action on approval of bid and authorization for County Administrator to enter into contract for Workforce Development Building gutter and downspout project** – Motion by Nelan/Jaekel to accept the bids from FJA Christiansen Roofing in the amount of \$24,944 and Ready Electric in the amount of \$16,750 for improvements to the Workforce Development roof, gutter and downspouts and to forward the resolution to the Board of Supervisors. The motion passed 5-0.
9. **Discussion and possible action on approval of bid and authorization for County Administrator to enter into contract for civil work on 911 infrastructure project** – Motion by Jaeckel/Rinard to accept the bid from Finish Excavating in the amount of \$636,227 for civil work at Jefferson County's emergency telecommunications tower sites and to forward the resolution to the Board of Supervisors. The motion passed 5-0.
10. **Discussion and possible action on approval of bid and authorization for County Administrator to enter into contract for water main project located at the south campus** – Motion by Kutz/Jaekel to accept the bid from Wondra Construction in the amount of \$234,706 for water main

replacement at Jefferson County's south campus facility and to forward the resolution to the Board of Supervisors. The motion passed 5-0.

- 11. Discussion and possible action on Initial Resolution Authorizing General Obligation Bonds for funding potential improvements to Courthouse, Sheriff's complex and jail** – Dawn Gunderson from Ehlers explained that the initial resolution authorized Jefferson County to issue the entire amount of the debt needed to fund the Courthouse/Jail/Sheriff complex improvements and that a supermajority approval of the Board of Supervisors would be necessary to pass the resolution, but after that the resolutions authorizing the bond sales could be approved by a simple majority vote. No action was taken.
- 12. Discussion and possible action on establishing parameters for Revolving Loan Fund Program** – County Administrator Wehmeier explained the changes to the parameters since the last Finance Committee meeting. No action was taken.
- 13. Discussion and possible action on investment of American Rescue Plan Act funding** – County Administrator Wehmeier explained that Jefferson County may have an opportunity to purchase a building that the County is currently renting for its Human Services department. The building provides temporary housing for those in crisis, potentially because of the COVID-19 pandemic. Wehmeier explained that the purchase could potentially be reimbursed with ARPA funding, but in any case, would save the County money if purchased. No action was taken.
- 14. Discussion and possible action on claim from Jim Nelson for damage to his windshield caused by county highway vehicle** – Motion by Jaeckel/Nelan to deny the claim and forward the resolution to the Board of Supervisors. The motion passed 5-0.
- 15. Discussion and possible action on out-of-state travel – Health Department** – Wehmeier explained the request from the Health Department, noting it was fully funded by a grant from the Department of Health Services. Motion by Jones/Nelan to approve the out-of-state travel. The motion passed 5-0.
- 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** – The Committee did not convene into closed session.
- 18. Reconvene in open session for action on closed session items if necessary** – The Committee did not convene into closed session.

- 19. Discussion and possible action on 2021 projections of budget vs. actual revenues and expenditures** – DeVries presented the 2021 projections and asked the Committee for feedback on the reporting. The Committee advised they would like to see quarterly reports on the County's year-end projections.
- 20. Review of the financial statements and department update for May 2021 - Finance Department** – No action taken.
- 21. Review of the financial statements and department update for May 2021 - Treasurers Department** – No action taken.
- 22. Review of the financial statements and department update for May 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 \$265,448. 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 August 5, 2021 at 8:30 a.m. Agenda items include discussion on Farm Drainage Board funding, and discussion on construction management services.
- 26. Review of Invoices** - After review of the invoices, a motion was made by Jaeckel/Nelan to approve the payment of invoices totaling \$5,403,314.26. The motion passed 5-0.
- 27. Adjourn** – A motion was made by Jaeckel/Kutz to adjourn at 11:45 a.m. The motion passed 5-0.

Respectfully submitted,

Russell Kutz, Secretary
Finance Committee
Jefferson County
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