

**Jefferson County  
Finance Committee Minutes  
August 5, 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. Other supervisors in attendance were Anita Martin and Laura Payne. Staff in attendance were County Administrator, Ben Wehmeier; Finance Director, Marc DeVries; Assistant Finance Director, Tammy Worzalla; Financial Systems Specialist, Cindy Diestelmann; Paralegal, Sarana Stolar; and Corporation Counsel, Blair Ward. Members of the public present were Joe Murray from Ehlers and Matt Slowinski and Rob Leuty from DANA Investment Advisors.
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 #12 to behind item #7. The agenda was approved as revised.
5. **Approval of Finance Committee minutes for July 8, 2021** - A motion was made by Rinard/Jaeckel to approve the minutes for July 8, 2021. The motion passed 5-0.
6. **Communications** – None.
7. **Public Comment** – None.
8. **Discussion and possible action on amending the DATCP food licensing fee** – County Administrator Wehmeier explained that due to statutory changes, fees for certain establishments needed to be amended. Motion by Jaeckel/Rinard to amend the fee structure as presented. The motion passed 5-0.
9. **Presentation for DANA Investment Advisors on County investments** – Matt Slowinski and Rob Leuty from DANA Investment Advisors explained the financial environment and future projections for 2022. Investment income is projected to be between \$300,000 to \$400,000.
10. **Discussion and possible action on Initial Resolution Authorizing General Obligation Bonds for funding potential improvements to Courthouse, Sheriff's complex and jail** – Motion by Jones/Rinard to authorize the issuance of \$36,000,000 in general obligation debt to finance improvements to County facilities and to forward the resolution to the Board of Supervisors. The motion passed 5-0.
11. **Discussion and possible action on proposed sale of Series 2021A General Obligation Bonds** – Motion by Rinard/Jaeckel to authorize the sale of Series 2021A general obligation debt in an

amount not to exceed \$5,830,000 and to forward the resolution to the Board of Supervisors. The motion passed 5-0.

- 12. Discussion and possible action on amending the budget for Drug Free Coalition State Opioid Response Grant** – Motion by Kutz/Nelan to accept a grant from Community Advocates for Youth State Opioid Response Prevention in the amount of \$6,806.80, and amend the budget accordingly, and to forward the resolution to the Board of Supervisors. The motion passed 5-0.
- 13. Discussion and possible action on County Library Funding Formula** – Finance Director DeVries explained that the difference between the prior year formula and the proposed formula was the inclusion of electronic circulations. The committee agreed that this inclusion was overdue and is a more accurate reflection of the true cost of administering the library system, especially after the impacts of the pandemic. Motion by Rinard/Nelan to approve the funding formula. The motion passed 5-0.
- 14. Discussion and possible action on investment of American Rescue Plan Act funding** –No action was taken.
- 15. Discussion and Possible on ratification of the Purchase and Sale Agreement for 808 Jefferson Street and 300 Rodgers Street, Fort Atkinson, Wisconsin and the allocation of American Rescue Plan Act funds** – Wehmeier explained that Opportunities, Inc. intended to sell 2 properties that Jefferson County’s Human Services Department was currently renting from them to house people that were temporarily homeless or in crisis. The purchase meets the requirements of serving low income individuals potentially affected by COVID under ARPA. Also, there could potentially be rental income from the properties that would help offset the cost. Motion by Nelan/Kutz to approve the purchase and forward the resolution to the Board of Supervisors. The motion passed 5-0.
- 16. Discussion and possible action on reimbursable business mileage** – DeVries explained that the Human Services department had requested guidance on when mileage was reimbursable for employees with remote work schedules. Human Services had produced a matrix outlining several scenarios that also tied into when related travel time was chargeable. DeVries explained that no changes in policy were being requested, the purpose of this agenda item was to inform the Finance Committee about interpretations of the current policy. No action was taken.
- 17. Discussion and Possible Action to Authorize a Jefferson County Revolving Loan Fund** – Wehmeier explained that the requested changes had been made to the lending guidelines and oversight plan and the resolution was ready for board action. Motion by Jaeckel/Rinard to approve the resolution and forward to the Board of Supervisors. The motion passed 5-0.
- 18. Discussion and possible action on funding of Farm Drainage Board** – The Committee discussed the possible funding of the Farm Drainage Board in the amount of \$10,000 in property tax levy. Several issues were discussed regarding the proper oversight of the funds, including which department should be responsible for reviewing and approving invoices being charged against the levy. The County has no legal obligation to provide funding to the Drainage Board. It was also noted that the Drainage Board members were being paid a higher per diem rate than statute authorized. The Committee agreed that if funding was included, County staff should provide oversight to the Drainage Board including attendance of their meetings. No action was taken.

19. **Discussion and possible action on entering into a contract with Maas Brothers Construction for construction management services** – The Committee discussed the proposed fee schedule provided by Maas Brothers Construction. Supervisor Nelan asked for further clarification of the amount being charged for the construction supervisor. Motion by Nelan/Jaeckel to table action on this item. The motion passed 4-1 with Rinard dissenting.
20. **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.
21. **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 convene into closed session. The motion passed by roll call vote 5-0.
22. **Reconvene in open session for action on closed session items if necessary** – Motion by Jones/Rinard reconvene into open session. The motion passed 5-0.
23. **Discussion and possible action on 2021 projections of budget vs. actual revenues and expenditures** – No action was taken.
24. **Review of the financial statements and department update for June 2021 - Finance Department** – No action was taken.
25. **Review of the financial statements and department update for June 2021 - Treasurers Department** – No action was taken.
26. **Review of the financial statements and department update for June 2021 - Child Support Department** - No action was taken.
27. **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.
28. **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.
29. **Set future meeting schedule, next meeting date, and possible agenda items** – The next meeting is scheduled for September 13, 2021 at 8:30 a.m. Agenda items include discussion on construction management services.

**30. Review of Invoices** - After review of the invoices, a motion was made by Jaeckel/Nelan to approve the payment of invoices totaling \$4,494,542.72. The motion passed 5-0.

**31. Adjourn** – A motion was made by Jaeckel/Kutz to adjourn at 11:20 a.m. The motion passed 5-0.

Respectfully submitted,

Russell Kutz, Secretary  
Finance Committee  
Jefferson County  
/mad