

**Jefferson County
Finance Committee Minutes
September 2, 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 and Jeff Smith. Staff in attendance were County Administrator, Ben Wehmeier; Finance Director, Marc DeVries; Assistant Finance Director, Tammy Worzalla; Financial Systems Specialist, Cindy Diestelmann; Paralegal, Brian Bellford, Administrative Services Division Manager; Paralegal, Sarana Stolar; and Corporation Counsel, Blair Ward. Members of the public present were Joe Murray 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** – Agenda item #13 was moved to #9. The agenda was approved as revised.
5. **Approval of Finance Committee minutes for August 5, 2021** - A motion was made by Rinard/Jaeckel to approve the minutes for August 5, 2021. The motion passed 5-0.
6. **Communications** – None.
7. **Public Comment** – None.
8. **Discussion and possible action on proposed sale of Series 2021A General Obligation Bonds** – Discussion ensued regarding the approval of a larger amount than \$5,830,000 which had previously been approved by the Finance Committee and Board of Supervisors. Some board members had asked why Jefferson County is not borrowing more while the rates are low. Joe Murray responded that the rates in the draft sales report were only estimates and future rates are not guaranteed. Therefore, as a matter of practice Ehlers does not recommend borrowing more than is needed for a defined time period. Motion by Jones/Nelan to authorize the sale of Series 2021A general obligation debt in an amount not to exceed \$8,000,000 and to forward the resolution to the Board of Supervisors. The motion passed 5-0.
9. **Discussion and possible action on funding farm drainage board** – DeVries explained that he and Wehmeier had met with Patricia Cicero, Land and Water Conservation Department head and she had agreed to provide oversight to the drainage board and agreed to assume budget responsibility in that role. DeVries expressed that the proposed levy amount of \$10,000 would be included in the Land and Water Conservation Department’s budget for 2022. No action was taken.

- 10. Discussion and possible action on entering into a contract with Maas Brothers Construction for construction management services** – Motion by Jaeckel/Jones to approve Maas Brothers Construction for construction management services related to the Courthouse/Sheriff/Jail complex renovation project. The motion passed 5-0.
- 11. Discussion and possible action on payment to Bertram for 911 telecommunications infrastructure** – Finance Director DeVries explained that the initial cost estimates provided by Bertram called for class 2 towers, which was adequate to support Bertram’s equipment. However, the equipment needed for Jefferson County’s 911 infrastructure requires a stronger class 3 tower. As a result, Jefferson County has agreed to reimburse Bertram for the difference in cost between the class 2 towers and class 3 towers. Bertram has provided all supporting invoices to the Finance Department which they have audited. Finance is recommending that Jefferson County reimburse Bertram for an amount not to exceed \$287,906. Motion by Rinard/Jones to reimburse Bertram for \$287,906 from the Series 2020A bond proceeds for the upgrade from class 2 to class 3 towers. The motion passed 5-0.
- 12. Discussion and possible action on amending the 2021 Human Service budget to include American Rescue Plan Act funds** – Wehmeier explained that the 2022 budget included requests in the amount of \$158,000 for technology purchases related to remote work environments. Wehmeier is recommending to accelerate these purchases into 2021 and claim an expense eligible for ARPA reimbursement. Motion by Kutz/Jaeckel to approve the resolution and forward to the Board of Supervisors. The motion passed 5-0.
- 13. Discussion on 2022 budget parameters** – Wehmeier explained that the proposed 2022 budget included a 3% cost of living allowance effective January 1, 2022 with an additional 2% cost of living allowance effective July 1, 2022. These allowances were recommended by the County’s employment consulting firm Austin Peters. No action was taken.
- 14. Discussion and possible action on release of rights concerning Resort Drive property in Johnson Creek** – Corporation Counsel Ward explained that the County had formerly owned a property on Resort Drive that it had taken possession of during tax foreclosure hearings. The City had requested Jefferson County to release any rights it had to that property. Upon further research it was determined that Jefferson County had no rights to the property therefore no action was required. No action was taken.
- 15. 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.
- 16. Reconvene in open session for action on closed session items if necessary** – Motion by Jaeckel/Rinard reconvene into open session. The motion passed 5-0. Motion by Jaeckel/Nelan to deny the claim of Mary Mess in the amount of \$1,134. The motion passed 5-0.

17. 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.

18. Adjourn – A motion was made by Jaeckel/Nelan 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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