Jefferson County Finance Committee Minutes November 4, 2021

Committee members: Jones, Richard (Chair) Rinard, Amy Jaeckel, George (Vice Chair) Kutz, Russell (Secretary) Nelan, Conor

- 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, and Conor Nelan. Amy Rinard was excused. 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; Corporation Counsel, Blair Ward; Assistant Corporation Counsel, Yelena Zarwell; Assistant Corporation Counsel, Whitney DeVoe; Paralegal, Sarana Stolar; Human Services Director, Kathi Cauley; UW Extension Director Christine Wen. Members of the public present were Kim McDarrison, Tami Oliszewski, and 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** Supervisor Jones asked that agenda item #9 be moved before #8. The agenda was approved as amended.
- **5.** Approval of Finance Committee minutes for October **7**, **2021** A motion was made by Jaeckel/Kutz to approve the minutes for October **7**, 2021. The motion passed 4-0.
- 6. Communications None.
- 7. Public Comment None.
- 8. Discussion and possible action on amending the Human Services budget for 2021 and 2022 Human Services Director Cauley discussed the Qualified Treatment Trainees Grants Program and how it benefits the County beyond just the funding. The program is targeted at post graduate students and could increase the amount of licensed mental health professionals in the area. Motion by Jones/Jaeckel to accept the grant and amend the 2021 and 2022 budgets and forward the resolution to the County Board of Supervisors. The motion passed 4-0.
- **9.** Discussion and possible action on engaging Ehlers & Associates to manage bond proceeds Ehlers presented the Committee with a plan for managing and investing the proceeds of the bond issues for the Courthouse/Sheriff/Jail improvement project. No action was taken.
- **10.** Discussion and possible action on Establishing Countywide Levy and Fees The Committee reviewed the updated resolution to include a debt service levy for the Series 2021A bonds. Motion by Jaeckel/Nelan to approve the resolution and forward to the County Board of Supervisors. The motion passed 4-0.

- **11.** Discussion and possible action on Supervisor amendments to the 2022 budget There were no Supervisor amendments turned in. No action was taken.
- 12. Discussion and possible action on American Rescue Plan Act (ARPA) projects Finance Director DeVries updated the Committee on the status of the ARPA projects. Wehmeier requested an appropriation of \$30,000 to support the United Way in response to the closing of Valero, which has historically provided significant support to United Way. Motion by Jones/Kutz to allocate \$30,000 of ARPA funds designated by the Joint Executive and Finance Committee for support of local non-profit organizations. The motion passed 4-0.
- 13. Discussion and possible action on amending the Real Estate Tax Foreclosure Policy Corporation Counsel Ward proposed to amend the policy by adding a provision that required a former property owner that was occupying the parcel that was foreclosed on by the County to pay the County rent at an amount of 4% of the assessed value of the property. Motion by Nelan/Jaeckel to amend the policy as requested by Corporation Counsel. The motion passed 4-0.
- 14. 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.
- **15.** Reconvene in open session for action on closed session items if necessary No action was taken.
- **16.** Discussion and possible action on 2021 projections of budget vs. actual revenues and expenditures No action was taken.
- **17.** Review of the financial statements and department update for August 2021 Finance Department No action was taken.
- **18. Review of the financial statements and department update for August 2021 Treasurers Department –** No action was taken.
- **19. Review of the financial statements and department update for August 2021 Child Support Department -** No action was taken.
- **20. Update on contingency fund balance** Before any action taken at this meeting, the balance of the 2021 contingency funds is \$217,948. The other contingency line, after adjustments for carryforwards is \$3,481,960, and the vested benefits balance is \$300,000.
- 21. 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.

- **22.** Set future meeting schedule, next meeting date, and possible agenda items The next meeting is scheduled for December 2, 2021 at 8:30 a.m. Agenda items include ARPA update, insurance review.
- **23. Review of Invoices -** After review of the invoices, a motion was made by Jaeckel/Nelan to approve the payment of invoices totaling \$4,989,363.83. The motion passed 4-0.
- **24.** Adjourn A motion was made by Jaeckel/Kutz to adjourn at 10:25 a.m. The motion passed 4-0.

Respectfully submitted,

Russell Kutz, Secretary Finance Committee Jefferson County /mad