

**Jefferson County  
Finance Committee Minutes  
December 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 8:30 a.m.
2. **Roll call (establish a quorum)** – Finance Committee members present were Richard Jones, Amy Rinard, George Jaeckel, Russell Kutz, and Conor Nelan. Other supervisors in attendance 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; Corporation Counsel, Blair Ward; Assistant Corporation Counsel, Yelena Zarwell; Paralegal, Sarana Stolar; Highway Commissioner, Bill Kern; UW Extension Director Christine Wen. Members of the public present were Joe Murray from Ehlers and Thomas Klemke.
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 November 4, 2021** - A motion was made by Jaeckel/Nelan to approve the minutes for November 4, 2021. The motion passed 4-0 with Rinard abstaining.
6. **Communications** – None.
7. **Public Comment** – None.
8. **Discussion and possible action on insurance renewals and rates for 2022** – County Administrator Wehmeier reviewed the proposed insurance coverages and rates for 2022. At this point, excess workers compensation, cyber and excess cyber are estimates. Motion by Kutz/Jaekel to accept the insurance coverages and rates for 2022. The motion passed 5-0.
9. **Discussion and possible action on Fleet Management Plan** – Finance Director DeVries presented the draft Fleet Management Plan to the committee. No action was taken.
10. **Discussion and possible action on engaging Ehlers & Associates to manage bond proceeds** – DeVries recommended that Jefferson County enter into a contract with Ehlers & Associates for investment and management of bond proceeds. Motion by Jaeckel/Rinard to engage Ehlers & Associates to invest and manage bond proceeds related to the Courthouse/Sheriff/Jail complex improvements. The motion passed 5-0.
11. **Discussion and possible action on project budget for Courthouse/Sheriff/Jail improvements.** Supervisor Jones asked for clarification on the intent of bonding and use of ARPA funding for the Courthouse/Sheriff/Jail improvements. Wehmeier confirmed that ARPA funding is intended to

supplant bond proceeds to the extent feasible. If needed, the ARPA funds could supplement the bond proceeds, depending on the total project costs. 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. No action was taken.
13. **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.
14. **Reconvene in open session for action on closed session items if necessary** – No action was taken.
15. **Discussion and possible action on 2021 projections of budget vs. actual revenues and expenditures** – No action was taken.
16. **Review of the financial statements and department update for October 2021 - Finance Department** – No action was taken.
17. **Review of the financial statements and department update for October 2021 - Treasurers Department** – No action was taken.
18. **Review of the financial statements and department update for October 2021 - Child Support Department** - No action was taken.
19. **Update on contingency fund balance** – Before any action taken at this meeting, the balance of the 2021 contingency funds is \$187,948. The other contingency line, after adjustments for carryforwards is \$3,481,960, and the vested benefits balance is \$300,000.
20. **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.
21. **Set future meeting schedule, next meeting date, and possible agenda items** – The next meeting is scheduled for January 6, 2021 at 8:30 a.m. Agenda items include ARPA update, update on the Infrastructure Investment and Jobs Act, and Fleet Management Plan.
22. **Review of Invoices** - After review of the invoices, a motion was made by Jones/Jaeckel to approve the payment of invoices totaling \$3,717,907.77. The motion passed 5-0.
23. **Adjourn** – A motion was made by Jaeckel/Rinard to adjourn at 9:36 a.m. The motion passed 5-0.

Respectfully submitted,

Russell Kutz, Secretary  
Finance Committee  
Jefferson County  
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