Jefferson County Finance Committee Minutes January 6, 2022

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 10:17 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; Paralegal, Sarana Stolar; and Administrative Services Division Manager, Brian Bellford. There were no members of the public present.
- **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 December **2**, **2021** A motion was made by Jaeckel/Rinard to approve the minutes for December 2, 2021. The motion passed 5-0.
- 6. Communications None.
- 7. Public Comment None.
- 8. Discussion and possible action on approval of out-of-state travel for Human Services– Administrative Services Division Manager Brian Bellford explained that during the 2022 budget process some training had been cut from the budget, however Human Services expects to have a surplus at the end of 2021 and is requesting to carry forward \$3,726 for training. The budget adjustment would be part of the carryover request that goes to the full Board of Supervisors in March of 2022. Motion by Kutz/Rinard to approve the carryover. The motion passed 5-0.
- **9.** Discussion and possible action on contingency transfer to Administration for ordinance codification County Administrator Wehmeier petitioned the Committee to transfer \$10,000 to the Administration Department for codification of County Ordinances. Motion by Jaeckel/Nelan to transfer \$10,000 from Contingency to Administration. The motion passed 5-0.
- **10.** Discussion and possible action on repurposing of property at 302 S Center Avenue Wehmeier explained that the County owns a property across the street from the Courthouse which currently has a structure on it. Maas Construction has done an informal inspection of the structure and has advised the County that there would be a significant cost to bringing the structure into compliance with code and regulations. The Committee discussed naoting that the property is advantageously located across from the Courthouse. The Committee directed Wehmeier to explore the resale value of the property as is. No action was taken.

- 11. Discussion and possible action on insurance renewals and rates for 2022 DeVries explained that at the December Finance Committee meeting, there were 3 rates that had been presented as estimates. Two of the rates, Cyber and Excess Cyber were now combined into one final rate. That rate has increased 155% from last year. The final Excess Workers Comp rate increased by 5%. Motion by Jaeckel/Rinard to accept the final rates for Cyber/Excess Cyber and Excess Workers Comp. The motion passed 5-0.
- **12.** Discussion on Infrastructure Investment and Jobs Act DeVries summarized the Infrastructure and Jobs Act, noting that little was known currently about the impacts on Jefferson County. The projects coming out of this Act could be subject to a competitive bid process, at least initially. Jefferson County has several shovel-ready projects that could qualify. There will be more to follow on this as we learn more about what the state intends to do with this funding. No action was taken.
- **13.** 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 explained that there was a current need for a Psychotherapist position for the Treatment Court. There could be future funding available for this position, however the need is immediate. Wehmeier asked the state if the use of one-time ARPA funding as a temporary solution would create a supplanting situation where future state funding for the position could be lost. The state has confirmed that one-time funding does not trigger supplanting restrictions. Motion by Rinard/Jaeckel to approve ARPA funding in the amount of \$100,000 for a Psychotherapist position for the Treatment Court. This position would be housed in the Human Services Department. The motion passed 5-0. There was also discussion on expanding the Discover Wisconsin contract to include a regional service called Uniquely Wisconsin. The Committee decided to wait on approval of this proposal. No action was taken.
- 14. Discussion and possible action on determining the 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.
- 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 The Committee did not convene into closed session.
- **16.** Reconvene in open session for action on closed session items if necessary No action was taken.
- 17. Discussion and possible action on 2021 projections of budget vs. actual revenues and expenditures No action was taken.

- **18.** Review of the financial statements and department update for October 2021 Finance **Department** No action was taken.
- **19. Review of the financial statements and department update for October 2021 Treasurers Department –** No action was taken.
- **20.** Review of the financial statements and department update for October 2021 Child Support **Department** No action was taken.
- **21. 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.
- 22. 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.
- **23.** Set future meeting schedule, next meeting date, and possible agenda items The next meeting is scheduled for March 3, 2022 at 8:30 a.m. Agenda items include ARPA update/revised ARPA guidance, 2023 budget process and calendar, and update on Flood Mitigation project.
- **24. Review of Invoices -** After review of the invoices, a motion was made by Jaeckel/Rinard to approve the payment of invoices totaling \$4,355,107.24. The motion passed 5-0.
- **25.** Adjourn A motion was made by Jaeckel/Kutz to adjourn at 11:21 a.m. The motion passed 5-0.

Respectfully submitted,

Russell Kutz, Secretary Finance Committee Jefferson County /mad