

**Jefferson County  
Finance Committee Minutes  
February 3, 2022**

Committee members: Jones, Richard (Chair)  
Rinard, Amy  
Jaeckel, George (Vice Chair)

Kutz, Russell (Secretary)  
Nelán, 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, Amy Rinard, George Jaeckel, Russell Kutz, and Conor Nelán. Other supervisors in attendance were Anita Martin and Walt Christensen. 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; and Paralegal, Sarana Stolar. 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 January 6, 2022** - A motion was made by Jaeckel/Rinard to approve the minutes for January 6, 2022. The motion passed 5-0.
6. **Communications** – None.
7. **Public Comment** – None.
8. **Discussion and possible action on 2023 budget calendar** – Motion by Jaeckel/Kutz to approve the 2023 budget calendar. The motion passed 5-0.
9. **Discussion and possible action on contingency transfer to MIS for multi-factor authentication** – County Administrator Wehmeier explained to the Committee that our cyber insurance carrier strongly recommends implementing county-wide multi-factor authentication on all network-based applications. The cost of this implementation is \$20,000 and is currently not budgeted. Motion by Rinard/Jaeckel to transfer \$20,000 from Contingency to the Management Information Services Department for implementation of multi-factor authentication. The motion passed 5-0.
10. **Discussion and possible action on contingency transfer to County Board for Literacy Council** – Wehmeier explained that the Literacy Council provides essential services to the County Jail and Human Services. The Chief Executive Officer is retiring, and the Council is concerned about recruiting the next CEO. Wehmeier explained that the Council is seeking a \$10,000 contribution from the County to provide a recruitment incentive to hire their next CEO. Motion by Rinard/Nelán to approve a contingency transfer to the Board of Supervisors in the amount of \$10,000 for the Literacy Council. The motion passed 5-0.

- 11. Discussion and possible action on repurposing of property at 302 S Center Avenue** – Wehmeier explained that there has been no movement on this yet. The committee tabled the item until the next meeting.
- 12. Discussion and possible action on revised American Rescue Plan Act (ARPA) guidance and projects** – Finance Director DeVries briefed the committee on the status of the ARPA funding, and also explained that the Finance Department was in the process of closing the 2021 fiscal year. Currently, results look very favorable. Wehmeier explained that new guidance had been issued on ARPA which would allow the County to claim up to \$10 million in the Lost Revenue category. A discussion on carryforward amounts and potential repurposing of ARPA funding, given the current status of the pandemic and changes in ARPA guidance, is scheduled for the March Finance Committee meeting. No action was taken.
- 13. Discussion on Flood Mitigation project** – The committee tabled this item until the next meeting. 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 voted by roll call to convene into closed session. The motion passed 5-0.
- 16. Reconvene in open session for action on closed session items if necessary** – Motion by Jones/Jaeckel to reconvene to open session. The motion passed 5-0. Motion by Jones/Jaeckel to decline to pay Mr. Hall for replacement of the furnace at the property located at W7730 Lamp Road in Koshkonong, which is owned by the County under an agreement to lease to Mr. Hall until Mr. Hall satisfies his delinquent property tax, interest and penalty obligation. The motion passed 4-0 with Nelan abstaining. Motion by Jones/Jaeckel to direct Corporation Counsel to negotiate all 2017, 2018, and 2019 by November of 2022 delinquent taxes with the former property owner of 615 South Street in Watertown. The motion passed 5-0. Motion by Jones/Jaeckel to decline the offer to purchase the land at the former location of the County Highway Shop. The motion passed 5-0.
- 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** – The final balance of the 2021 general contingency is \$187,948, the balance of other contingency is \$3,481,960 and the vested benefit balance is \$300,000. Before any action taken at this meeting, the balance of the 2022 contingency funds is \$490,000. The other contingency balance is \$250,000, 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/Nelan to approve the payment of invoices totaling \$5,165,051.36. The motion passed 5-0.
- 25. Adjourn** – A motion was made by Jaeckel/Kutz to adjourn at 11:50 a.m. The motion passed 5-0.

Respectfully submitted,

Russell Kutz, Secretary  
Finance Committee  
Jefferson County  
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