

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

Committee members: Jones, Richard (Chair) Kutz, Russell
Christensen, Walt Drayna, David
Jaeckel, George (Vice Chair)

1. **Call to order** – Supervisor Jones called the meeting to order at 8:30 a.m.
2. **Roll call (establish a quorum)** – Finance Committee members present were Richard Jones, David Drayna, George Jaeckel, Russell Kutz, and Walt Christensen. Other supervisors in attendance were Anita Martin. Staff in attendance were County Administrator, Ben Wehmeier; Finance Director, Marc DeVries; Corporation Counsel, Blair Ward; Paralegal, Sarana Stolar; Director of Health Services, Elizabeth Chilsen; Fiscal Specialist, Michele Schmidt; and Land and Water Conservation Department Director, Patricia Cicero. Members of the public present were Joe Murray from Ehlers and Matt Slowinski from Dana Investment Advisors.
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 July 6, 2022** - A motion was made by Jaeckel/Drayna to approve the minutes for July 6, 2022. The motion passed 5-0.
6. **Communications** – Handouts from Dana Investment Advisors (investment overview), Ehlers (pre-sale report), and the Wisconsin Department of Revenue (net new construction report).
7. **Public Comment** – None.
8. **Discussion and possible action on Dana Investment Advisors presentation regarding County investment performance** – Matt Slowinski from Dana Investment Advisors presented the Committee with the annual investment performance report and 2023 investment earnings projections, which is estimated to be between \$900,000 and \$1 million. No action was taken.
9. **Discussion and possible action on 2022A General Obligation Bond issue** – Joe Murray from Ehlers discussed the pre-sale report for the proposed 2022A General Obligation Bond issue. The overall mill rate for debt is not expected to exceed .5 mills, with the additional debt having a projected impact of approximately \$1,000 over the life of the bond on an average home with assessed value of \$250,000. The investment of the bond proceeds is expected to generate approximately \$365,000 in earnings which will be used for the project. Administrator Wehmeier explained that a set sale resolution would be going to the Board on its August 23 meeting. No action was taken.
10. **Discussion and possible action on awarding bid for Investment Custodial Services** – Finance Director DeVries explained that the County received two bids for investment custodial services. The bids were reviewed and separately scored by Finance staff. Staff is recommending that the County enter into a contract for investment custodial services with US Bank. Motion by

Jones/Jaeckel to award the bid for investment custodial services to US Bank, and forward the resolution to the County Board of Supervisors. The motion passed 5-0.

- 11. Discussion and possible action on amending the 2022 Health Department budget for acceptance of United Way Pillar Grant** – Motion by Kutz/Drayna to accept the United Way Pillar Grant and amend the 2022 budget and forward the resolution to the County Board of Supervisors. The motion passed 5-0.
- 12. Discussion and possible action on 2023 budget for Farm Drainage Board** – DeVries addressed the Committee seeking guidance on whether to include an amount in the 2023 County budget for assistance to the Farm Drainage Board, which is a separate entity from Jefferson County. Motion by Kutz/Drayna to provide \$10,000 in funding contingent upon an intergovernmental agreement between the two entities that spells out the terms of the relationship and obligations of the two parties. The motion passed 4-0 with Jaeckel abstaining.
- 13. Discussion and possible action on change order process for Courthouse/Sheriff/Jail improvement project** – Wehmeier discussed the proposed change order process for the Courthouse/Sheriff/Jail improvement project. The proposed process is as follows: County Administrator is authorized to unilaterally execute change orders up to \$100,000; change orders greater than \$100,000 up to \$200,000 shall be co-signed by the County Administrator and County Finance Director; change orders greater than \$200,000 up to \$400,000 shall be authorized by the County Administrator following consultation with the County Board Chair, Building and Grounds Committee Chair, Finance Committee Chair, and Finance Director. Any change order that exceeds \$400,000 or is not within the total appropriation of the budget shall be approved by majority vote of the county board. Motion by Christensen/Drayna to approve the change order process. The motion passed 5-0.
- 14. Discussion and possible action on granting easement at Human Services complex** – Motion by Christensen/Drayna to grant a permanent access easement to Deposit Telephone Company on PIN 241-0614-1512-001 in exchange for \$5,000. The motion passed 5-0.
- 15. Discussion and possible action on 2023 budget parameters** – No action was taken.
- 16. Discussion and possible action on update on American Rescue Plan Act funding** –No action was taken.
- 17. Discussion and possible action on claims against Jefferson County** – Motion by Jaeckel/Christensen to deny the claim from Sunrise Trucking LLC. The motion passed 5-0.
- 18. 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.
- 19. 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.

- 20. 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, accept the high bids from Shaniyah Rhodes for the purchase of tax delinquent properties at 719 Market Street, Watertown, 631 Bakertown Dr., Watertown, and 505 Countryaire Ct., Watertown. The motion passed 5-0.
- 21. Discussion and possible action on 2022 projections of budget vs actual revenues and expenditures –** DeVries updated the Committee on the operating results to date. No action taken.
- 22. Review of financial statements and department update for June 2022 – Finance Department –** No action taken.
- 23. Review of financial statements and department update for June 2022 – Treasurer’s Office –** No action taken.
- 24. Review of financial statements and department update for June 2022 – Child Support –** No action taken.
- 25. Update on contingency fund balance –** Before any action taken during the meeting, the balance of the 2022 general contingency is \$449,227, the balance of other contingency is \$4,190,000 and the vested benefit balance is \$300,000.
- 26. 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.
- 27. Set future meeting schedule, next meeting date, and possible agenda items –** The next meeting is scheduled for September 7, 2022 at 8:30 a.m.
- 28. Review of Invoices -** After review of the invoices, a motion was made by Jaeckel/Drayna to approve the payment of invoices totaling \$6,050,403.65. The motion passed 5-0.
- 29. Adjourn –** A motion was made by Jaeckel/Drayna to adjourn at 11:15 a.m. The motion passed 5-0.

Respectfully submitted,

Marc DeVries, Finance Director
Jefferson County