Jefferson County Finance Committee Minutes February 1, 2023

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

Kutz, Russell Drayna, David

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. There were no other supervisors in attendance. Staff in attendance were County Administrator, Ben Wehmeier; Finance Director, Marc DeVries; Assistant Finance Director, Tammy Worzalla; Corporation Counsel, Blair Ward; Human Service Director, Brent Ruehlow; Administrative Services Manager, Brian Bellford; Highway Operations Manager Brian Udovich; and Health Department Director Elizabeth Chilsen. Members of the public present were Joe Murray from Ehlers and Holly Hisel from Watertown Health Department.

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 minutes for Finance Committee for January 4, 2023 – Motion by Jaeckel/Kutz to approve the minutes for January 4, 2023. The motion passed 5-0.

6. **Communications** – None.

7. Public Comment – None.

8. Discussion and possible action on adjusting the Environmental Health Fee Schedule for the Jefferson County Health Department – Health Department Director Chilsen and Holly Hisel explained the proposed changes to the environmental health fee schedule. Motion by Jaeckel/Christensen to approve the approve the amended fee schedule. The motion passed 5-0.

9. Discussion and possible action on redemption of Jefferson County's General Obligation Building Bonds, Series 2013A – County Administrator Wehmeier explained that funds were budgeted to redeem the 2013A General Obligation Bond in the 2023 budget. Currently, the plan is to redeem the bonds at the earliest date possible which would be April 1, 2023. The resolution authorizing the redemption will need to be approved by the Board of Supervisors no later than 30 days prior to redemption. Motion by Jones/Drayna to redeem the 2013A General Obligation Bonds on the earliest date possible and forward the resolution to the Board of Supervisors. The motion passed 5-0.

10. Discussion and possible action on becoming the fiscal agent for a Youth Crisis Stabilization Center – Human Services Director Ruehlow explained that the Greater Watertown Foundation has purchased the old Bathesda site in Watertown and, as a part of that purchase, a potential Youth Crisis Stabilization Center site has been identified. Discussions have taken place with the State of Wisconsin and other surrounding counties to gage interest and shore up potential funding sources to operate the Center. Other discussions with Wisconsin Community Services to operate the Center. There is a strong need and solid business case for the acquisition and operation of the Center. The County would be the fiscal agent, receiving and disbursing the funds for the operation of the Center from the State. Motion by Drayna/Jaeckel to enter into agreements with the State of Wisconsin, Greater Watertown Foundation, and Wisconsin Community Services to act as the fiscal agent for the proposed Youth Services Center. The motion passed 5-0.

11. Discussion and possible action on entering into Opioid Lawsuit settlement agreement with opioid distributors –No action was taken.

12. Discussion on historical comparison of county milage expenses – DeVries presented a year over year comparison of mileage and mileage expenses that demonstrated the success of the fleet program. The Committee asked the County Administrator and Finance Director to revise the current travel policy to mandate the use of County fleet when available. No formal action was taken.

13. Discussion and possible action on Courthouse/Sheriff/Jail improvement project - Wehmeier reviewed the progress on this project. DeVries updated the Committee on the status of the bond funds and project costs vs budget. No action was taken.

14. Discussion and possible action on status of 2021A and 2022A bond funds – No action was taken.

15. Discussion and possible action on update on American Rescue Plan Act funding – DeVries discussed the status of the ARPA funding. No action was taken.

16. Discussion and possible action on claims against Jefferson County – No action was taken.

17. 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.

18. 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.

19. 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. The Committee set a date for a special Finance Committee meeting to discuss the potential sale of the old Highway property for Thursday, February 9 at 8:00.

20. 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.

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21. Review of financial statements and department update for December 2022 – Finance Department – No action taken.

22. Review of financial statements and department update for December 2022 – Treasurer's Office – No action taken.

23. Review of financial statements and department update for December 2022 – Child Support – No action taken.

24. 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.

25. 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.

26. Set future meeting schedule, next meeting date, and possible agenda items – The next meeting is scheduled for February 9, 2023 at 8:00 a.m. Future agenda items include a discussion and possible action on sale of old Highway property.

27. Review of Invoices - After review of the invoices, a motion was made by Jaeckel/Kutz to approve the payment of invoices totaling \$7,701,522.18. The motion passed 5-0.

28. Adjourn – A motion was made by Jaeckel/Christensen to adjourn at 10:46 a.m. The motion passed 5-0.

Respectfully submitted,

Marc DeVries, Finance Director Jefferson County