

**Jefferson County
Finance Committee Minutes
March 8, 2023**

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. There were no other supervisors in attendance. Staff in attendance were County Administrator, Ben Wehmeier; Finance Director, Marc DeVries; Assistant Finance Director, Tammy Worzalla; Human Resources Director, Terri Palm; Budget Analyst I, Morgan Toutant; Corporation Counsel, Blair Ward; and Health Department Fiscal Specialist Michele Schmidt. 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 minutes for Finance Committee for February 1 and February 9, 2023** – Motion by Jaeckel/Drayna to approve the minutes for February 1 and February 9, 2023. The motion passed 5-0.
6. **Communications** – None.
7. **Public Comment** – None.
8. **Discussion and possible action on claims against Jefferson County** – No action was taken.
9. **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.
10. **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.
11. **Reconvene in open session for action on closed session items if necessary** – Motion by Jaeckel/Christensen to reconvene to open session. The motion passed 5-0. Motion by Jaeckel/Drayna to direct the County Administrator to negotiate the sale of county farmland as discussed in closed

session with the final approval for sale by the County Board of Supervisors. The motion passed 4-1 with Christensen dissenting.

12. Discussion and possible action on amending the Fund Balance Policy for Jefferson County – Finance Director DeVries addressed the Committee and reviewed the current policy with the Committee against the best practices recommended by the Government Finance Officers Association. DeVries recommends that the County amend the Fund Balance Policy to 1). Include a provision for funding claims that are potentially incurred but not yet reported as of year end, as determined by actuarial studies conducted by our various insurance carriers; and 2) adjust the provision for working capital to exclude one-time expenses such as grants and capital purchases in order to eliminate items that distort trends. Motion by Jones/Jaeckel to approve the approve the amended Fund Balance Policy and forward the resolution to the County Board of Supervisors. The motion passed 5-0.

13. Discussion and possible action on authorizing year-end requests to carry over budget appropriations from fiscal year 2022 to fiscal year 2023 and amending the 2023 budget – County Administrator Wehmeier explained that the departments' requests this year were limited mostly to restricted items. Total requests are down significantly from the prior year due to the implementation of plans made with prior years' accumulated surpluses. DeVries presented the Fund Balance Policy Application worksheet amended to reflect the changes approved previously by the Committee and revised to show the current year's carryover requests. There is a surplus of \$654,955 to be applied to the 2024 budget. This surplus, along with transfers of excess unrestricted fund balance of \$445,080 from Human Services and \$537,479 from Highway and a loan of \$1,069,486 from working capital will be applied towards several initiatives including upcoming wage and salary adjustments for 2023/2024, the remaining health insurance surcharge, remediation at the old Highway building site, furniture for the improved Courthouse/Sheriff/Jail project, and contingency for technology related to the same, as well as some other smaller projects. DeVries also reviewed the current working capital commitments noting that Administration will work with the Finance Committee on a plan to restore the working capital balances to an appropriate level as determined by the Committee. Finally, DeVries mentioned that some departments had received grant funding since the 2023 budget was passed that was not anticipated during the budget process and is recommending to amend the 2023 budget for the acceptance of these grants as a part of the current resolution under discussion. Motion by Christensen/Kutz to recommend to carry forward these amounts from the 2022 budget to the 2023 budget and amend the budget for the acceptance of certain grants, and forward the resolution to the Board of Supervisors. The motion passed 5-0.

14. Discussion and possible action on authorizing contingency fund transfer to offset fiscal year 2022 departmental deficits – DeVries reviewed the year end results with the Committee noting that there were no departments needing a contingency transfer this year. However there were two departments that did work outside of the initial scope anticipated during the 2022 budget process, and both these departments received funding for the additional work performed. DeVries recommends amending the 2022 budgets of the Health and Highway departments to increase expense and revenue. Motion by Jaeckel/Drayna to amend the budgets of the Health and Highway departments and forward the resolution to the County Board of Supervisors. The motion passed 5-0.

15. Discussion and possible action on amending the 2023 budget for various Jefferson County departments – No action was taken.

16. Discussion and possible action on Courthouse/Sheriff/Jail improvement project and status of 2021A and 2022A bond funds - 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.

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

18. Discussion and possible action on authorizing Settlement Agreements with Teva Pharmaceutical Industries Ltd., Allergan Finance, LLC, Walgreen Company, Walmart, Inc., CVS Health Corporation, and CVS Pharmacy, Inc.; entering into a Memorandum of Understanding with the Wisconsin Attorney General for Allocation of Opioid Settlement Proceeds; and executing an Addendum to the original Memorandum of Understanding Allocating Settlement Proceeds to incorporate the pending opioid settlements – County Administrator Wehmeier explained that the settlement agreements are ready to approve. Motion by Jones/Jaeckel to approve the settlement agreements and forward the resolution to the County Board of Supervisors. The motion passed 5-0.

19. 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. The balances for 2023, before any action taken at the current meeting, is \$500,000 for general contingency, \$600,000 for other contingency and \$300,000 for vested benefit contingency.

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 Wednesday, April 12, 2023 at 8:30 a.m.

22. Review of Invoices - After review of the invoices, a motion was made by Jaeckel/Christensen to approve the payment of invoices totaling \$9,204,409.17. The motion passed 5-0.

23. Adjourn – A motion was made by Jaeckel/Christensen to adjourn at 10:31 a.m. The motion passed 5-0.

Respectfully submitted,

Marc DeVries, Finance Director
Jefferson County