

**Jefferson County
Finance Committee Minutes
April 12, 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; Parks Director, Kevin Weissman; Highway Operations Manager, Brian Udovich; Economic Development Director, Deb Reinbold; 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 minutes for Finance Committee for March 8, 2023** – Motion by Jaeckel/Drayna to approve the minutes for March 8, 2023. The motion passed 5-0.
6. **Communications** – None.
7. **Public Comment** - None.
8. **Discussion and possible action on Phase III of the Interurban Trail** – Parks Director Weissman explained the various grants that are being applied for to complete Phase III of the trail, how they potentially could match each other, and the County’s portion of the final cost, if all grants are approved. Some fundraising will need to be done to complete the bridge, however if the rest of the trail is funded, we are hoping that we can close the gap on the bridge with fundraising efforts. No action was taken.
9. **Discussion and possible action on funding for additional Fair Park staff** – County Administrator Wehmeier explained that the Fair Park is requesting \$15,000 from contingency funding to establish positions that would better manage the Fair Week volunteers and ultimately contribute to a smoother Fair Week. Motion by Jones/Christensen to approve a one time transfer from contingency in the amount of \$15,000 for additional Fair Week staffing. The motion passed 5-0.
10. **Discussion and possible action on Intergovernmental Agreement with the City of Watertown to provide Water Quality Trading Technical Services** – Wehmeier explained the agreement. Motion by Christensen/Jaeckel to approve the agreement and forward to the County Board of Supervisors. The motion passed 5-0.

11. Discussion and possible action on use of funds from sale of County Farmland – The Committee discussed and determined that there was not enough information currently available to make a determination about how much, if any of the proceeds from the sale of County Farmland should go back to the PACE program. No action was taken.

12. Discussion and possible action on amending the 2023 budget for the Economic Development Department – Wehmeier explained that during the carryover process in March of 2023, the Board approved \$75,000 in funding that was carried forward from 2022 in the County Board budget to assist the Economic Development Department with a funding cut due to the withdrawal of Dodge County from the Consortium. Wehmeier is requesting to move that funding from the County Board to the Economic Development Department to assist with filling a position in that department. Motion by Kutz/Drayna to approve the transfer of \$75,000 from the County Board budget to the Economic Development budget. The motion passed 5-0.

13. Discussion and possible action on reclassification of Projects and Relations Analyst position in the Administration Department – Wehmeier explained that some adjustment were necessary for the position to better fit with the County's needs. There would be no levy required for these adjustments in 2023 and the levy impact for 2024 as a result of the adjustments is not expected to exceed \$6,000. Motion by Jaeckel/Christensen to approve the adjustments to the position description and forward the resolution to the Board of Supervisors. The motion passed 5-0.

14. Discussion and possible action on first right of refusal for 683 N. Watertown Road, Jefferson, Wisconsin – Wehmeier explained that as a part of the sale of the old Highway shop land, the City has offered to buy this property and resell to the developers. The parcel has a first right of refusal attached for the County to purchase. Motion by Jones/Drayna to waive the first right of refusal to allow the City of Jefferson to proceed with the purchase of the parcel and forward the resolution to the County Board of Supervisors. The motion passed 5-0.

15. 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.

16. Discussion and possible action on update on American Rescue Plan Act funding – DeVries discussed the status of the ARPA funding. Wehmeier requested the Committee's approval to purchase \$8,000 of technology equipment for the Land and Water Conservation department from ARPA funds. Motion by Christensen/Drayna to approve the purchase of technology equipment from ARPA funding in the amount of \$8,000. The motion passed 5-0.

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

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 – Corporation Counsel Ward updated the Committee on the status of current foreclosures. 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 Jaeckel/Drayna to reconvene to open session. The motion passed 5-0.

21. Discussion and possible action on 2023 projections of budget vs. actual revenues and expenditures – No action was taken.

22. Review of the financial statements and department update for January/February 2023-Finance Department - No action was taken.

23. Review of the financial statements and department update for January/February 2023-Treasurer's Office - No action was taken.

24. Review of the financial statements and department update for January/February 2023-Child Support – No action was taken.

25. Update on contingency fund balance – Before any action taken during the meeting, the balance of the 2023 general contingency is \$500,000 for general contingency, \$600,000 for other contingency and \$300,000 for vested benefit contingency.

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 Wednesday, May 3, 2023 at 8:30 a.m.

28. Review of Invoices - After review of the invoices, a motion was made by Jaeckel/Kutz to approve the payment of invoices totaling \$7,191,275.72. The motion passed 5-0.

29. Adjourn – A motion was made by Jaeckel/Drayna to adjourn at 10:51 a.m. The motion passed 5-0.

Respectfully submitted,

Marc DeVries, Finance Director
Jefferson County