

**Jefferson County
Finance Committee Minutes
September 6, 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 9:00 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 were Anita Martin. Staff in attendance were County Administrator, Ben Wehmeier; Assistant to the County Administrator, Michael Luckey; Finance Director, Marc DeVries; Assistant Finance Director, Tammy Worzalla; Budget Analyst I, Morgan Toutant; Corporation Counsels, Blair Ward and Danielle Thompson; County Treasurer, Kelly Stade; Paralegal, Sarana Stolar; Planning and Zoning Director, Matt Zangl; and Land and Water Conservation Department Director, Patricia Cicero. Members of the public present were Emily McFarland and Steve Chesebro, City of Watertown.
3. **Certification of compliance with the Open Meetings Law** – County Administrator Wehmeier certified compliance with the Open Meetings Law.
4. **Approval of the agenda** – Item #9 was moved to #8. The agenda was approved as amended.
5. **Approval of minutes for Finance Committee for August 2, 2023** – Motion by Jaeckel/Kutz to approve the minutes for August 2, 2023. The motion passed 5-0.
6. **Communications** – None.
7. **Public Comment** - None.
8. **Discussion and possible action on entering into an intergovernmental agreement with the City of Watertown for the purchase of property at 100 Western Ave, Watertown, Wisconsin** – Since the last meeting, the County has become aware that payment for 2022 property taxes was made. The remaining outstanding balance on the property is now \$2,519.92. The City of Watertown has agreed to lower their request to Jefferson County to this new amount. Motion by Jaeckel/Drayna to amend the County’s offer to \$2,519.92, which is the updated total for outstanding taxes on the property and forward the resolution for the intergovernmental agreement to the County Board of Supervisors. The motion passed 5-0.
9. **Discussion and possible action on letter of intent to purchase land from the County at State Road 26 Bypass and Business 26** – Corporation Counsel Ward updated the Committee on the status of the agreement with Mr. Stade. Mr. Stade has agreed to extend his offer to purchase and has accepted the counteroffer of \$7,000 per acre. Motion by Jaeckel/Drayna to accept the agreement with Mr. Stade and forward a resolution for the sale of this property to the County Board of Supervisors. The motion passed 4-1 with Christensen dissenting.

- 10. Discussion and possible action on 2024 budget parameters and issues affecting the 2024 budget** – County Administrator Wehmeier updated the Committee on the progress of the 2024 budget. No action was taken.
- 11. Discussion and possible action on Courthouse/Sheriff/Jail improvement project and status of 2021A and 2022A bond funds** - DeVries updated the Committee on the status of the bond funds and project costs vs budget. No action was taken.
- 12. Discussion and possible action on update on American Rescue Plan Act funding** – DeVries discussed the status of the ARPA funding. Wehmeier then recommended some changes to the funding for some projects. Specifically, Wehmeier recommends reducing Broadband to \$1.015 million, reduce Jail Mental Health Nursing to \$100,000, reclassify \$250,000 from Courthouse HVAC to a new project for the Courthouse roofing, increase assistance to non-profit organizations by \$200,000 to assist with Child Care at the Collective, and reduce Clean Water Initiatives to \$158,000. Motion by Jones/Drayna to accept the changes proposed by County Administrator Wehmeier. The motion passed 5-0.
- 13. 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.
- 14. 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.
- 15. Reconvene in open session for action on closed session items if necessary** – Motion by Jones/Jaeckel to convene into open session. The motion passed 5-0. Motion by Jones/Jaeckel to pull the properties currently owned by Dairyland Cold Storage from the foreclosure list and direct the County Administrator to meet with current stakeholders to explore options for sale/possession of the property. The motion passed 5-0.
- 16. Discussion and possible action on 2023 projections of budget vs. actual revenues and expenditures** – DeVries directed the Committee’s attention to a budget narrative in the agenda package prepared by Morgan Toutant, Budget Analyst I. No action was taken.
- 17. Review of the financial statements and department update for July 2023-Finance Department** - No action was taken.
- 18. Review of the financial statements and department update for July 2023-Treasurer’s Office** - No action was taken.

19. Review of the financial statements and department update for July 2023-Child Support – No action was taken.

20. Update on contingency fund balance – Before any action taken during the meeting, the balance of the 2023 general contingency is \$413,000 for general contingency, \$2,463,183 for other contingency and \$300,000 for vested benefit contingency.

21. 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.

22. Set future meeting schedule, next meeting date, and possible agenda items – The next meeting is scheduled for Monday, September 11, 2023 at 8:30 a.m. Potential agenda items will be review of the proposed 2024 budget and department presentations to the Finance Committee.

23. Review of Invoices - After review of the invoices, a motion was made by Jaeckel/Drayna to approve the payment of invoices totaling \$39,734,829.34. The motion passed 5-0.

24. Adjourn – A motion was made by Jaeckel/Kutz to adjourn at 10:58 a.m. The motion passed 5-0.

Respectfully submitted,

Marc DeVries, Finance Director
Jefferson County