

**Jefferson County
Finance Committee Minutes
December 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. Other board members present were Anita Martin. Staff in attendance were County Administrator, Ben Wehmeier; Finance Director, Marc DeVries; Assistant Finance Director, Tammy Worzalla; Corporation Counsel, Danielle Thompson; Public Health Nurse, Mary Bender; Land and Water Conservation Director, Patricia Cicero; Economic Development Director, Deb Reinbold; Administrative Services Division Manager, Brian Bellford; Budget Analyst I, Morgan Toutant; and Assistant to the County Administer, Michael Luckey; 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 as presented.
5. **Approval of minutes for Finance Committee for November 8, 2023** – Motion by Jaeckel/Drayna to approve the minutes for November 8, 2023. The motion passed 5-0.
6. **Communications** – None.
7. **Public Comment** – None.
8. **Discussion and possible action on amending the 2024 Health Department budget for the Sleep Safe program** – Health Department Public Nurse Bender explained that the County had received private donations to fund a program that prevents infant deaths during sleep. Motion by Jaeckel/Kutz to approve the resolution and forward to the County Board of Supervisors. The motion passed 5-0.
9. **Discussion and possible action on accepting the Department of Justice’s Deflecting Court Involvement Due to School Refusal Grant at the Human Services Department and amending the 2024 budget** – Administrative Services Division Manager Bellford explained that the proposed program is intended to reduce truancy, which has been rising since the pandemic. Motion by Christensen/Kutz to approve the resolution and forward to the County Board of Supervisors. The motion passed 5-0.
10. **Discussion and possible action on re-authorizing self-insuring worker’s compensation liability** – DeVries explained that the Department of Workforce Development requires a County Board resolution every three years to remain self-insured for worker’s comp claims. The County’s insurance consultant T.E. Brennan has conducted a study to determine the feasibility of remaining self-insured. By doing this, the County is projecting to save \$1,349,992 over the next three years. Motion by Jaeckel/Drayna to approve the resolution and forward to the County Board of Supervisors. The motion passed 5-0.

- 11. Discussion and possible action on approving scoring matrix for priority-based budgeting –** DeVries explained that the scoring matrix had been updated by ResourceX, the service provider for the priority-based budgeting platform. Motion by Jones/Jaeckel to approve the scoring matrix and forward to the County Board of Supervisors. The motion passed 5-0.
- 12. Discussion and possible action on status of Courthouse/Sherif/Jail improvement project and 2021A and 2022A bond funds –** Finance Director DeVries and Wehmeier updated the Committee on the status of the bond funds and project costs vs budget. The County’s general contractor has advised the County that all contingency would be used by the end of the project. Wehmeier and DeVries are working on a plan to fund any budget overages if necessary. No action was taken.
- 13. Discussion and possible action on update on American Rescue Plan Act funding -** DeVries discussed the status of the ARPA funding. No action was taken.
- 14. 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 Thompson updated the Committee on the status of current foreclosures. There were no responses for the first round of bidding. Motion by Jaeckel/Kutz to approve the second round of bidding, using the taxes, fees, interest, penalties, and other ancillary expenses as the starting bid price. The motion passed 5-0.
- 15. Convene in closed session pursuant to section 19.85 (1)(e) Wis. Stats. for deliberating or negotiating the sale of public properties, the investing of public funds, or conducting other specified public business, whenever competitive or bargaining reasons require a closed session, specifically for the purpose of discussion and possible action regarding the proposed sale of approximately 100 acres of county owned property to Project Dove, LLC –** The Committee voted by roll call to convene into closed session. The motion passed 5-0.
- 16. Convene in closed session 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 Tyler R. Jessup’s personal injury claim against Jefferson County -** The Committee voted by roll call to convene into closed session. The motion passed 5-0.
- 17. 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 approve the Letter of Intent with Project Dove for the sale of the former County farmland and forward to the County Board of Supervisors. The motion passed 5-0.
- 18. Discussion and possible action on 2023 projections of budget vs. actual revenues and expenditures –** DeVries directed the Committee’s attention to the budget revenue and expenditure summaries in the agenda package. No action was taken.
- 19. Review of the financial statements and department update for September 2023-Finance Department -** No action was taken.
- 20. Review of the financial statements and department update for September 2023-Treasurer’s Office -** No action was taken.

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

22. 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, \$2,395,432.66 for other contingency and \$300,000 for vested benefit contingency.

23. 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.

24. Set future meeting schedule, next meeting date, and possible agenda items – The next meeting is scheduled for Wednesday, January 3, 2024 at 9:00 a.m.

25. Review of Invoices - After review of the invoices, a motion was made by Jaeckel/Christensen to approve the payment of invoices totaling \$5,533,257.22. The motion passed 5-0.

26. Adjourn – A motion was made by Jaeckel/Drayna to adjourn at 10:45 a.m. The motion passed 5-0.

Respectfully submitted,

Marc DeVries, Finance Director
Jefferson County