Jefferson County Finance Committee Minutes April 10, 2024

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, George Jaeckel, David Drayna, Russell Kutz, and Walt Christensen. There were no other board members present. Staff in attendance were Finance Director, Marc DeVries; Assistant Finance Director, Tammy Worzalla; Corporation Counsel, Danielle Thompson; Paralegal, Sarana Stolar; Budget Analyst I, Morgan Toutant; County Treasurer, Kelly Stade; Economic Development Director, Deb Reinbold; and Assistant to the County Administrator, Michael Luckey. There were no members of the public present.

**3.** Certification of compliance with the Open Meetings Law – Finance Director DeVries 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 March 6, 2024** – Motion by Jaeckel/Kutz to approve the minutes for March 6, 2024. The motion passed 5-0.

**6. Communications** – A proposal from Michael Nass of Palmyra to catch up on delinquent property tax payments was distributed.

7. Public Comment – None.

8. Discussion and possible action on marketing county-owned land – DeVries explained that interest in county-owned land has risen since the informal announcement of the most previous sale to Project Dove. County Administrator Wehmeier would like permission to formally market the remaining property at the former county farm in order to secure the best possible price and fit for the area. Motion by Jones/Jaeckel to approve the request to formally market the county-owned land with an opening price of \$30,000 to \$40,000 per acre. The motion passed 5-0.

**9. Discussion and possible action on authorizing amendment to Fair Park grant agreement** – DeVries explained that the County had secured a Tourism Grant from the Wisconsin Department of Administration for \$242,000 in 2022. The original plan was to use the grant money for upgrades to campsites, improving the Activity Center, expansion of broadband to the north and south ends of the grounds, purchase of audio-visual equipment, and a curtain/partition system for the Activity Center. The projects were intended to be completed by December of 2023. However the projects were not completed and the Department of Administration is requesting the County to submit a budget amendment to extend the deadline for completion. In the meantime the County has re-evaluated its needs and wishes to also amend the budget to exclude the partition, increase funding for broadband expansion, and purchase new animal pens. The need for new pens has arisen since Jefferson County can no longer rent the pens from Waukesha County due to timing conflicts. Motion by Jaeckel/Christensen

to approve the amendment to the Tourism Grant and forward the resolution to the County Board of Supervisors.

**10. Discussion and possible action on check cashing policy** – County Treasurer Stade explained that checks over 60 days old are being stopped by ATMs when attempting to cash because of the note on the check that reads "Void after 60 days". Motion by Jones/Jaeckel to extend the policy to 180 days. The motion passed 5-0.

**11. Discussion and possible action on establishing a fee in the Finance Department for failure to notify the County of a change in vendor bank account** – DeVries explained that the Finance Department charges \$25 to employees that fail to notify Finance of a change in their direct deposit account however there is no such policy for vendors. Motion by Christensen/Drayna to assess a \$25 fee for vendors that fail to notify the Finance Department of a change in direct deposit account. The motion passed 5-0.

**12.** Discussion and possible action on status of Courthouse/Sheriff/Jail improvement project and **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.

**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 delinquent tax properties. Discussion on the proposal from Michal Nass to catch up on delinquent taxes. The Committee reaffirmed its position to move ahead with foreclosure. No action was taken.

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 did not convene into closed session.

**16. Reconvene in open session for action on closed session items if necessary –** No action taken.

**17. Update on contingency fund balance** – Before any action taken during the meeting, the balance of the 2024 general contingency is \$499,999.38, other contingency is \$198,250, and vested benefit contingency is \$300,000.

**18.** Discussion of funding for projects related to the new Highway Facilities and sale of old Highway Facilities. No action was taken.

**19.** Set future meeting schedule, next meeting date, and possible agenda items – The next meeting is scheduled for Tuesday May 7, 2024 at 8:30 a.m. Possible agenda items are election of officers.

**20. Review of Invoices** - After review of the invoices, a motion was made by Jaeckel/Drayna to approve the payment of invoices totaling \$8,500,920.26. The motion passed 5-0.

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**21. Adjourn** – A motion was made by Jaeckel/Drayna to adjourn at 9:36 a.m. The motion passed 5-0.

Respectfully submitted,

Marc DeVries, Finance Director Jefferson County