

**Jefferson County
Finance Committee Minutes
August 6, 2024**

Committee members: Jones, Richard (Chair) Kutz, Russell
Christensen, Walt Drayna, David
Jaeckel, George (Vice Chair)

- 1. Call to Order** - Finance Committee Chair 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, Walt Christensen, Russell Kutz and David Drayna. There were no other board members present. Staff in attendance were County Administrator, Ben Wehmeier; Finance Director, Marc DeVries; Corporation Counsel, Danielle Thompson; Paralegal, Sarana Stolar; Assistant Finance Director, Tammy Worzalla; Assistant to the County Administrator, Michael Luckey; County Treasurer, Kelly Stade; Human Resources Director, Terri Palm; Health Department Director, Elizabeth McGeary; Land and Water Director, Patricia Cicero; Highway Operations Manager, Brian Udovich; and Human Services Department Director, Brent Ruehlow. Members of the public present were Matt Slowinski and Rob Leuty, DANA Investment Advisors.
- 3. Certification of compliance with the Open Meetings Law** – County Administrator Wehmeier certified compliance with the Open Meetings Law.
- 4. Approval of the Agenda** – No changes.
- 5. Approval of Minutes from July 2, 2024** - Motion by Jaeckel/Christensen to approve the minutes from the Finance Committee meeting held on July 2, 2024. Motion passed 5-0.
- 6. Communications** – Ben Wehmeier shared that Jefferson County once again received the GFOA Distinguished Budget Presentation Award for 2024. Wehmeier also commented that a memo from the Wisconsin Policy Forum on the state sales tax projections was included in the communications.
- 7. Public Comment** - No public comments were made.
- 8. Discussion and Possible Action on Presentation on Investment Income Projections by DANA Investment Managers** - The committee discussed the projections presented by DANA Investment managers and their impact on county finances. Members expressed interest in the projected returns and potential risks. Overall, DANA is projecting investment income for 2025 to be around \$1.5 to \$1.7 million. No action was taken.
- 9. Discussion and Possible Action on Accepting a Grant from Wisconsin Tobacco Prevention and Control Program WI Wins** - Discussion included the importance of funding for tobacco prevention and the impact on community health. Motion by Christensen/Jaekel to recommended acceptance of the \$9,009 Wisconsin Tobacco Prevention and Control Program WI Wins grant to the County Board of Supervisors. Motion passed 5-0.

10. Discussion and possible action on resolution approving unconditional county guaranty of its pro rata share intergovernmental agreement and taxable revenue bond financing for Bug Tusel 2 LLC - The Committee discussed the implications of the county guaranty and the associated risks. The Committee concluded that the intergovernmental agreement was structured in such a way that the overall risk to the County was mitigated to an acceptable level. Motion by Jones/Jaeckel to recommend approval of the resolution and forward to the County Board of Supervisors. Motion passed 5-0.

11. Discussion and Possible Action on Funding the Nurse Prescriber Position Full-Time and Authorizing Flexible Hiring Options in the Human Services Department - Discussion included the necessity for a full-time nurse prescriber position replacing the 32-hour position currently budgeted to meet increasing demands. Motion by Kutz/Drayna to recommend approval of the funding with authorized flexible hiring options to the County Board of Supervisors. Motion passed 5-0.

12. Discussion and possible action on entering into a memorandum of understanding with the Jefferson County Drainage Board for drainage pipe replacement under STH 16 in the Town of Ixonia - The Committee discussed the terms of the memorandum of understanding and the responsibilities of each party. The potential benefits and costs to the County were considered. Motion by Jaeckel/Drayna to recommend approval to enter into a memorandum of understanding with the Jefferson County Drainage Board and forward the resolution to the County Board of Supervisors. Motion passed 5-0.

13. Discussion on renewal of cyber insurance policy - Discussion on the current cyber insurance policy and potential changes for the upcoming renewal. The Committee considered the coverage options and costs. As proposed, there is no increase in the cost of the current level of coverage for the new policy that begins September 1. The Committee agreed that no increase in coverage is currently necessary. No action was taken.

14. Discussion and Possible Action on Selection of Independent Audit Firm for Audits of 2024 through 2026 - DeVries provided an overview of the Request for Proposal (RFP) process for selecting the independent audit firm. Initially, four firms expressed interest, but only two submissions were received. Both of these firms have previously served as Jefferson County's independent audit firm. DeVries highlighted that the costs of the two firms were very comparable, though Sikich's costs were slightly higher. However, Sikich's proposal emphasized their ability to meet the County's completion timelines, which is crucial for the Finance team. The proposal also showcased a strong and knowledgeable staff. The members discussed the qualifications of both firms and their previous work with the county. Motion by Jaeckel/Drayna to approve the recommendation of Sikich as the independent audit firm and forward the resolution to the County Board of Supervisors. Motion passed 5-0.

15. Discussion and Possible Action on Status of Courthouse/Sheriff/Jail Improvement Project and Bond Funds - Finance Director Marc DeVries and County Administrator Ben Wehmeier updated the committee on the status of the building project and bond funds. Members inquired about the timeline and budget status. No formal action was taken.

16. Discussion and Possible Action on Update on American Rescue Plan Act Funding - Marc DeVries and Ben Wehmeier discussion on the current status of ARPA funding included updates on allocated projects and future plans. No formal action was taken.

17. 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 - Corporation Counsel Danielle Thompson updated the committee on the status of delinquent tax properties. No formal action was taken.

18. 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, 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 a possible action on claims against Jefferson County. – Motion by Jones/Jaeckel to convene in closed session. Roll call vote to move to closed session. Motion passed 5-0.

19. Reconvene in Open Session and Action on Closed Session Items - Motion by Jaeckel/Drayna to reconvene in open session. Motion passed 5-0. No action was taken on items discussed in closed session.

20. Discussion and Possible Action on 2024 Projections of Budget vs. Actual Revenues and Expenditures - Finance Director DeVries provided an update. Discussion included comparisons of projected vs. actual figures and potential adjustments. No formal action was taken.

21. Review of Financial Statements and Department Update for June 2024 - Finance Department - No action taken.

22. Review of Financial Statements and Department Update for June 2024 - Treasurer's Office - No action taken.

23. Review of Financial Statements and Department Update for June 2024 - Child Support - No action taken.

24. Update on Contingency Fund Balance - Finance Director DeVries reported the current balance of the contingency funds before any action taken at the current meeting is \$489,999.38 for the 2024 general contingency, \$153,650 for the other contingency, and \$300,000 for the vested benefit.

25. Discussion of Funding for Projects Related to New Highway Facilities and Sale of Old Highway Facilities - No action was taken.

26. Set Future Meeting Schedule, Next Meeting Date, and Possible Agenda Items - The next meeting is scheduled for Tuesday, September 3, 2024, at 8:30 a.m.

27. Review of Invoices - Motion by Jaeckel/Drayna to approve the payment of invoices totaling \$6,959,042.74. Motion passed 5-0.

28. Adjourn - Motion by Jaeckel/Christensen to adjourn at 10:22 a.m. Motion passed 5-0.

Respectfully submitted,

Marc DeVries, Finance Director
Jefferson County