Jefferson County Finance Committee Minutes October 22, 2024

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

1. Call to Order - Finance Committee Chair Jones called the meeting to order at 6:00 p.m.

**2. Roll call (establish a quorum)** – Finance Committee members present were Richard Jones, Walt Christensen, Russell Kutz and David Drayna. George Jaeckel was excused. Other board members present were Steve Nass. Staff in attendance were County Administrator, Ben Wehmeier; Finance Director, Marc DeVries; Assistant Corporation Counsel, Yelena Zarwell; Assistant Finance Director, Tammy Worzalla; Assistant to the County Administrator, Michael Luckey; Parks Director, Kevin Weismann; County Sheriff Travis Maze; and Highway Operations Manager, Brian Udovich. 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 No changes.
- 5. Communications None.
- 6. Public Comment None.

**7.** Discussion and possible action on 2025 capital financing and authorization to participate in state bid for Sheriff's squads for 2025 – County Sheriff Maze explained that the state bid for squads opened at the beginning of October and will close at the end of October, prior to the next Finance Committee meeting. If ordered, the squads are expected to be delivered sometime in early to mid-2025. It is not known when the next bid for squads will open. At this time the squads are not included in the 2025 budget but are expected to be included at some level once the Committee and County Board have a chance to consider the year end results and how that would affect the capital plan for 2025. Finance Director DeVries explained that there are two preferred funding sources for this potential purchase, either the County can use reserves, which are expected to increase over last year, or finance through a short-term borrowing. Motion by Jones/Christensen to authorize the purchase of 6 squads, including all equipment, at a cost not to exceed \$564,000 with financing options to be determined at a later meeting. The motion passed 4-0.

8. Discussion and possible action on contingency transfer for Interurban Trail Program Phase III bridge project – Parks Director Weismann explained that the replacement of the bridge structure for Phase III was underway. In order to minimize costs, the County is trying to utilize the existing footings for the new bridge. However, during the demolition of the old bridge, the County became aware of some structural weaknesses in the concrete footings. It is recommended that repairs be made to the footings prior to installing the bridge to maximize the useful life of the footings. This

could be delayed but at some point, the footings will need to be repaired and delaying the repairs would likely mean that the footings will deteriorate prior to the useful life of the bridge and will cost more once the bridge is installed. The most cost-effective solution is to repair the footings now, however the cost to repair exceeds the project contingency by approximately \$30,000. Weismann also requests an additional \$20,000 for any other unforeseen repairs. Motion by Christensen/Kutz to approve the transfer of \$50,000 from contingency to the Parks budget for repairs to the bridge footings. The motion passed 4-0.

**9.** Discussion and possible action on contingency transfer for contract with executive search firm – Assistant County Administrator Luckey explained that a group of employees met to evaluate responses to a request for proposals that the County released for replacement of the County Administrator. The recommended firm has proposed a fixed fee of \$30,000. Motion by Kutz/Drayna to transfer \$30,000 from contingency to the County Board budget. The motion passed 4-0.

**10. Set Future Meeting Schedule, Next Meeting Date, and Possible Agenda Items** - The next meeting is scheduled for Tuesday, November 5, 2024, at 8:30 a.m.

**11. Adjourn** - Motion by Kutz/Drayna to adjourn at 6:23 p.m. The motion passed 4-0.

Respectfully submitted,

Marc DeVries, Finance Director Jefferson County