

**Jefferson County
Finance Committee Minutes
January 7, 2025**

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

1. Call to order – Finance Committee Chair Richard 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. Staff in attendance included Interim County Administrator Michael Luckey, Corporation Counsel Danielle Thompson, Finance Director Marc DeVries; Assistant Finance Director, Tammy Worzalla; Budget Analyst, Morgan Toutant; County Treasurer, Kelly Stade; Planning and Zoning Director, Matt Zangl; Human Resources Director, Terri Palm; County Sheriff, Travis Maze; Chief Deputy, Don Hunter; Paralegal, Sarana Stolar; and Human Resources Coordinator, Jessica Tucker. Members of the public included John Donohue.

3. Certification of compliance with the Open Meetings Law – Interim County Administrator Luckey certified compliance with the Open Meetings Law.

4. Approval of the agenda - No changes were made to the agenda.

5. Approval of minutes for Finance Committee for December 3, 2024 - Motion by Jaeckel/Drayna to approve the minutes from the Finance Committee meeting held on December 3, 2024. The motion passed 4-0 with Jones abstaining.

6. Communications - None.

7. Public comment - None.

8. Discussion and possible action on restructuring in the Sheriff's Department – Finance Director DeVries explained that currently the Sheriff's Department has three captain positions and two of them are filled. Additionally, there is one Chief Deputy position which is funded and filled and one Undersheriff position which is unfunded but filled. Currently the unfunded position is being paid for by the open Jail Captain position. Administration has received a request to fill the Jail Captain position so that cross training can occur between the outgoing Captain (now the Administrative Captain). There are currently approximately 20 unfilled deputy positions in the Sheriff's Department and the funds from the unused health insurance benefits are proposed to cover the additional cost of overlapping the Undersheriff and Jail Captain positions until mid-May. DeVries explained that this approach will work but it is unusual, however he believes it is in the County's best interest to support the smooth transition of several top-level positions in the Sheriff's Department. Luckey explained that this transition plan will need further approval from the Human Resources Committee and ultimately from the County Board of Supervisors to fund the Undersheriff position and temporarily keep the Chief Deputy position funded until mid-May.

Motion by Jaeckel/Drayna to approve the transition plan as explained to the Committee. The motion passed 5-0.

9. Discussion and possible action on eliminating a vacant, full-time Program Assistant position and creating a full-time Zoning/On-site Waste Management Technician in the Planning and Zoning Department – Planning and Zoning Director Zangl explained the changes to the position and corresponding funding. All but approximately \$2,600 of the increase in cost for the new position will be funded by additional fees or fee increases. The remaining \$2,600 will be absorbed by the Planning and Zoning Department. Motion by Jaeckel/Kutz to approve the changes to the positions in the Planning and Zoning Department and forward the resolution to the County Board of Supervisors. The motion passed 5-0.

10. Discussion and possible action on review of 2025 insurance coverages and rates – Finance Director DeVries explained the various insurance coverages and rates. The increase for 2025 is 2.0%, which was realized mainly due to an increase in the auto damage insurance deductible from \$5,000 to \$10,000. No action was taken.

11. Discussion and possible action on status of Courthouse/Sheriff/Jail Improvement project and 2021A and 2022A bond funds – Luckey and DeVries updated the Committee on the financial status of the Courthouse/Sheriff/Jail improvement project. No action was taken.

12. Discussion and possible action on update on American Rescue Plan Act funding – DeVries provided an update on the status of ARPA funds and remaining project allocations. No action was taken.

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 – 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 did not convene in closed session.

15. Reconvene in open session – The Committee did not convene in closed session.

16. Discussion and possible action on review of 2024 projections of budget vs, actual revenues and expenditures – No action was taken.

17. Review of financial statements and department update for November 2024 - Finance Department - The Committee reviewed the Finance Department's financial statements for November 2024. No action was taken.

24. Review of financial statements and department update for November 2024 - Treasurer's Office - The Committee reviewed the Treasurer's Office financial statements for November 2024. No action was taken.

25. Review of financial statements and department update for November 2024 - Child Support The Committee reviewed the Child Support financial statements for November 2024. No action was taken.

26. Update on contingency fund balance – DeVries reported the current balance of 2024 contingency funds as \$429,999.38 for the general contingency, \$653,650 for other contingency funds, and \$300,000 for vested benefits and 2025 contingency funds as \$500,000 for general contingency and \$300,000 for vested benefits. No action was taken.

27. Discussion of funding for projects related to the new Highway facilities and sale of old Highway facilities - No action was taken.

28. Set future meeting schedule, next meeting date, and possible agenda items - The next scheduled meeting is set for February 4, 2025, at 8:30 a.m.

29. Review of invoices - Motion by Jaeckel/Drayna to approve invoices totaling \$6,809,832.06. The motion passed 5-0.

30. Adjourn - Motion by Jaeckel/Christensen to adjourn at 9:23 a.m. The motion passed 5-0.

Respectfully submitted,

Marc DeVries, Finance Director
Jefferson County