

**Jefferson County  
Finance Committee Minutes  
March 6, 2025**

Committee members: Jones, Richard (Chair)  
Christensen, Walt  
Jaeckel, George (Vice Chair)

Kutz, Russell  
Drayna, David

- 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. Other board members in attendance were Jim Braughler, Karl Zarling, and Joan Callen. 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; Human Services Director, Brent Ruehlow; Administrative Services Division Manager, Brian Bellford; Human Resources Director, Terri Palm; County Sheriff, Travis Maze; Undersheriff, Jerry Haferman; Human Resources Coordinator, Jessica Tucker; Administrative Assistant I, Jessica Olszewski; Recruitment and Retention Specialist, Jenn Robinson; and Paralegal, Sarana Stolar. Members of the public included Dalton Piecukonis and Josh Moore from GovInvest, and 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. Public comment** - None.
- 6. Shared agenda item with Human Resources Committee in Room C2063: Discussion and possible action on live compensation management software solution and demonstration by GovInvest** – Dalton Piecukonis and Josh Moore from GovInvest gave a presentation on the GovInvest software. The software keeps up to date information on positions and compensation packages for several of Jefferson County’s comparables. Currently there is no budget for the software. DeVries suggested to the Committees that if the package meets the needs of the Human Resources Committee, it could take the place of a contracted compensation study which is at least as costly. Both Committees were satisfied with the presentation and directed the Human Resources and Finance department heads to find a funding source for the software. No formal action was taken.
- 7. Approval of minutes for Finance Committee for February 4, 2025** - Motion by Jaeckel/Drayna to approve the minutes from the Finance Committee meeting held on February 4, 2025. The motion passed 5-0.
- 8. Communications** - None.

**9. Discussion and possible action on authorizing year end requests to carry over budget appropriations from fiscal year 2024 to fiscal year 2025 and amending the 2025 budget** – DeVries gave a presentation on the year end results and carryover requests. Jefferson County is expected to report a general fund surplus of approximately \$2.8 million for 2024. The large surplus is mainly due to a delay in issuing \$2 million to ThriveED for the Live Local Development Fund. Given this exception, results are consistent with expectations. Jefferson County will fall short of its 3-month working capital goal by approximately \$3 million but is above its 2-month minimum by \$5.8 million. This is an improvement from the 2023 year-end by \$359,000. Motion by Jones/Jaeckel to approve the resolution and forward to the County Board of Supervisors. The motion passed 5-0.

**10. Discussion and possible action on authorizing contingency transfer to offset fiscal year 2024 departmental deficits** – DeVries explained the budget variances to the Committee. Motion by Jaeckel/Kutz to approve the resolution and forward to the County Board of Supervisors. The motion passed 5-0.

**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. The Capital Projects Fund will require a transfer from the General Fund in order to bring the project to a close. No action was taken.

**12. 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.

**13. 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** – Motion by Jones/Jaeckel to convene in closed session. The motion passed 5-0 by roll call vote.

**14. Reconvene in open session** – Motion by Jones/Jaeckel to reconvene into open session. The motion passed 5-0.

**15. Update on contingency fund balance** – DeVries reported the current balances of 2025 contingency funds are \$500,000 for general contingency and \$300,000 for vested benefits. No action was taken.

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

**17. Set future meeting schedule, next meeting date, and possible agenda items** - The next scheduled meeting is set for April 9, 2025, at 8:30 a.m. The Committee has tasked Palm and DeVries with determining a funding source for the GovInvest software package.

**18. Review of invoices** - Motion by Jaeckel/Kutz to approve invoices totaling \$6,301,039.88. The motion passed 5-0.

**19. Adjourn** - Motion by Jaeckel/Drayna to adjourn at 10:38 a.m. The motion passed 5-0.

Respectfully submitted,

Marc DeVries, Finance Director  
Jefferson County