

**Jefferson County
Finance Committee Minutes
April 9, 2025**

Committee members: Jones, Richard (Chair) Zarling, Karl
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, David Drayna, and Karl Zarling. There were no other board members in attendance. Staff in attendance included 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; County Sheriff, Travis Maze; Chief Deputy, Don Hunter; Human Resources Coordinator, Jessica Tucker; Parks Director Kevin Weismann; Fair Park Director, Rebecca Roberts; and Paralegal, Sarana Stolar. There were no members of the public present.
- 3. Certification of compliance with the Open Meetings Law** – 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 March 6, 2025** - Motion by Jaeckel/Drayna to approve the minutes from the Finance Committee meeting held on March 6, 2025. The motion passed 5-0.
- 6. Communications** - None.
- 7. Public comment** - None.
- 8. Discussion and possible action on out-of-state travel for the Human Services Department** – Human Services Director Ruehlow explained that there was an opportunity for staff to attend an out of state conference that was grant funded. Motion by Jones/Jaeckel to approve the out of state travel. The motion passed 5-0.
- 9. Discussion and possible action on compensation benchmarking software for the Human Resources Department** – The Committee had tasked Finance Director DeVries with finding a funding source for the purchase of compensation benchmarking software. For 2025, DeVries proposed to apply the savings from the Risk Manager/Safety Officer position in the Human Resources department that had been vacant all year and budgeted at a total cost of \$117,141.95 to the first year's contract cost of \$34,925. To fund the following two years' obligations of \$26,550 per year, the Human Resources Committee has agreed to suspend any contracts for Market Response Compensation Management which in 2018 totaled \$88,230 in cost, in exchange for funding this software. Motion by Zarling/Christensen to approve the contract with GovInvest for

compensation benchmarking software for a total amount of \$88,025 over three years and forward the resolution to the County Board of Supervisors. The motion passed 5-0.

10. Discussion and possible action on Fair Park feasibility study and Master Plan – DeVries explained that there is \$30,000 carried forward for a feasibility study/master plan for the Fair Park. There are also opportunities to purchase land adjacent to the Park, as well as purchase a prefabricated building at a deep discount. The question before the Committee is whether it is time to embark on these studies and purchases. The Committee discussed the 2006 feasibility study and 2014 master plan as well as the known deferred maintenance items currently outstanding in the Fair Park. The Committee decided it was too soon to act on the studies and other opportunities for purchases without knowing the full extent of deferred maintenance and directed the Fair Park and Facilities directors to assemble a list of deferred maintenance items needing immediate attention by the June meeting. No action was taken.

11. Discussion and possible action on accepting bid for construction of Interurban Trail – Parks Director Weismann explained that the bids had been received for the final phase of the Interurban Trail. Weismann is recommending to accept the low bid. After applying the remaining budget carryover for this project, a match of approximately \$220,000 would be needed to conclude the construction of the final phase. Weismann and DeVries have collaborated to offer three potential sources for the remaining match needed: 1) there is a 10% project contingency included in the total cost, any funds not used in the project could be repurposed for the match; 2) the upcoming sale of County farmland to Onego Bio will generate \$777,000, of which some proceeds could be applied to the project; and 3) general contingency funds have not been utilized at all for 2025. Motion by Christensen/Zarling to approve the low bid and direct the Finance Department to apply funding to the remaining match in the following order, project contingency, then proceeds from the sale of County farmland to Onego Bio, and forward the resolution to the County Board of Supervisors. The motion passed 5-0.

12. Discussion and possible action on entering into a contract for facilitating Emergency Medical Services consolidation with the City of Waterloo – County Administrator Luckey explained that the City of Waterloo has been awarded an Innovation Grant from the State of Wisconsin to contract for a study to consolidate emergency medical services with surrounding communities. The study was put to bid with a low bid received from UniverCity Alliance. Under an intergovernmental agreement, Jefferson County would lead the study and contract with UniverCity and the City of Waterloo would reimburse the County. Motion by Jaeckel/Zarling to thank the City of Waterloo for their cooperation and accept the low bid and forward the resolution to the County Board of Supervisors. The motion passed 5-0.

13. Discussion and possible action on purchase of Jail Administration software for the Sheriff's Department and amending the 2025 budget – Motion by Christensen/Jaeckel to table this item to a future meeting. The motion passed 5-0.

14. Discussion and possible action on acceptance of Public Safety Answering Point (PSAP) grant in the Sheriff's Department and amending the 2025 budget – DeVries explained that the Sheriff's Department had applied for and received a PSAP grant in the amount of \$141,374, of which the County's match is \$14,137. The Sheriff's Department has also applied for an additional PSAP grant in the amount of \$36,804, of which the County's match is \$3,680. Neither of these grants have been approved by the board or included in the 2025 budget. Motion by Drayna/Jaeckel to

approve the grants and amend the 2025 budget and forward the resolution to the County Board of Supervisors. The motion passed 5-0.

15. Discussion and possible action on adjusting the shift differential for Communications Operator positions in the Sheriff's Department and amending the 2025 budget – Sheriff Maze explained that the Communications Center is currently understaffed due to turnover, particularly in the second and third shift positions. The shift differential of \$0.20 per hour has not been increased in almost 20 years. The Sheriff is requesting an increase in the shift differential to \$2.00 per hour which is consistent with other nearby jurisdictions. This increase would be paid for by temporarily increasing the amount of state inmates housed in the jail. Motion by Jaeckel/Drayna to approve the resolution and forward to the County Board of Supervisors.

16. Discussion and possible action on use of Vested Benefit Contingency for succession planning - Luckey explained that there are several key positions that will turn over due to upcoming retirements and that the Administrative team is in the process of identifying those positions and creating a plan for continuity of service. Part of this plan would include overlapping of positions to ensure that proper training can occur prior to separation. Luckey petitioned the Committee for the use of the vested benefit contingency, of which \$150,000 is funded by levy for 2025, to assist with covering the cost of overlapping positions. Motion by Jones/Jaeckel to approve the use of the levy funded portion of the vested benefit contingency on a case by case basis subject to Finance Committee approval for succession planning. The motion passed 5-0.

17. 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.

18. 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.

19. 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.

20. Reconvene in open session – No action taken.

21. Review of the financial statements and department update for February 2025-Finance Department – No action taken.

22. Review of the financial statements and department update for February 2025-Treasurer's Office - No action taken.

23. Review of the financial statements and department update for February 2025-Child Support

- No action taken.

24. Update on contingency fund balance – DeVries reported the current balances of 2025 contingency funds are \$500,000 for general contingency, \$532,250 for Other Contingency and \$300,000 for vested benefits. No action was taken.

25. Discussion of funding for projects related to the 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 scheduled meeting is set for May 6, 2025, at 8:30 a.m. Potential agenda items include purchase of Jail Administration software for the Sheriff's Department and amending the 2025 budget and review of 2026 capital requests.

27. Review of invoices - Motion by Jaeckel/Drayna to approve invoices totaling \$8,733,602.09. The motion passed 5-0.

28. Adjourn - Motion by Jaeckel/Drayna to adjourn at 10:07 a.m. The motion passed 5-0.

Respectfully submitted,

Marc DeVries, Finance Director
Jefferson County