

**Jefferson County
Finance Committee Minutes
May 6, 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; Administrative Services Division Manager, Brian Bellford; County Sheriff, Travis Maze; Chief Deputy, Don Hunter; Human Resources Coordinator, Jessica Tucker; Human Resources Director, Terri Palm; Health Department Director Elizabeth McGeary; Public Health Nurse, Kendell Cooper; and Paralegal, Sarana Stolar. Members of the public present were Holly Hisel from the Watertown Health Department.

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 April 9, 2025 - Motion by Jaeckel/Drayna to approve the minutes from the Finance Committee meeting held on April 9, 2025. The motion passed 5-0.

6. Communications - None.

7. Public comment - None.

8. Discussion and possible action on purchase of Jail Administration software for the Sheriff's Department and amending the 2025 budget – Finance Director DeVries explained that the Sheriff's Department would fund the purchase and ongoing support costs from its Commissary fees. If the Commissary fees were not sufficient to support the ongoing support costs, the Sheriff has agreed to house additional inmates from the State or Federal government. Motion by Drayna/Zarling to approve the funding source for this purchase. The motion passed 5-0.

9. Discussion and possible action on accepting \$24,500 in Wisconsin State Opioid Response Funding on behalf of the Jefferson County Drug Free Coalition and amending the 2025 budget – Health Department Director McGeary explained that the Health Department was the pass-through agency for the Jefferson County Drug Free Coalition and that the Coalition has been awarded a grant for prevention services. As a result, the budget will need to be amended by \$24,500. Motion by Jaeckel/Christensen to approve the award and budget

amendment and forward the resolution to the County Board of Supervisors. The motion passed 5-0.

10. Discussion and possible action on amending the Environmental Health Fee Schedule in the Jefferson County Health Department and amending the 2025 budget – McGeary explained that the Wisconsin Department of Agriculture, Trade and Consumer Protection (DATCP) is progressively raising its share of the fees from 12% to 15% over the next 3 years. In response to this and so that collections remain consistent for the Health Department she is recommending an increase in fees of 15% and also recommending to discontinue the service for Tattoo and Body Piercing. Motion by Jaeckel/Drayna to increase fees in the Health Department and forward the resolution to the County Board of Supervisors. The motion passed 5-0.

11. Discussion and possible action on amending the 2025 budget and fee schedule in the Health Department for CPR training – McGeary explained that the Health Department has determined cost of offering CPR training exceeds its fees and would desire that the service is self-sustaining. Accordingly, she is proposing to increase fees for CPR training to cover applicable costs. Motion by Christensen/Zarling to approve the fee increase and forward the resolution to the County Board of Supervisors. The motion passed 5-0.

12. Discussion and possible action creating a full-time Administrative Specialist position in the Administrative Division and amending the 2025 budget in the Human Services Department – DeVries explained that this new position would be funded by medical assistance/insurance fees and therefore did not require any additional county tax levy. Motion by Zarling/Jaeckel to approve the new position with accompanying budget adjustment and forward the resolution to the County Board of Supervisors. The motion passed 5-0.

13. Discussion and possible action on accepting a grant from the Cities for Financial Empowerment Fund, Inc. and authorizing agreements with them and Community Action Coalition of South Central Wisconsin and amending the 2025 budget in the Human Services Department – County Administrator Luckey explained that the County has been awarded a \$150,000 grant for the Financial Empowerment Center program. The grant will be spent over the next two years - \$100,000 in 2025 and \$50,000 in 2026. Motion by Zarling/Christensen accept the grant and approve the related budget adjustment and forward the resolution to the County Board of Supervisors, noting that after these two years the Finance Committee will assess the effectiveness of the program. The motion passed 5-0.

14. Discussion and possible action 2026 capital budget and 2025 capital needs – DeVries explained that the list of 2026 requests presented to the Finance Committee are for future discussion. No decisions have been made on which requests will be funded. Luckey and DeVries also presented potential plans for paving the lot to the east of the Courthouse and also estimated demolition costs for the former MIS building. The Committee directed DeVries to prepare an analysis of the costs to resurface the Courthouse parking lot, pave the lot to the east of the Courthouse, demolish the MIS building and pave that lot, add lighting to the western side of the Courthouse and examine further solutions for Courthouse security and if the County financed with a debt issue, what effect that issue would have on the mill rate for the next meeting. No action was taken.

15. 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.

16. 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.

17. 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 into closed session. The motion passed 5-0 by roll call vote.

18. Reconvene in open session – Motion by Jones/Jaeckel to return to open session. The motion passed 5-0. Motion by Jaeckel/Drayna to offer parcel number 024-0516-1234-007 to the Village of Palmyra for the amount of outstanding tax at foreclosure, which was \$1,469.14. The motion passed 5-0.

19. Discussion and possible action on 2025 projections of budget vs. actual revenues and expenditures – No action was taken.

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

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

22. Review of the financial statements and department update for March 2025-Child Support - No action taken.

23. 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.

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

25. Set future meeting schedule, next meeting date, and possible agenda items - The next scheduled meeting is set for June 10, 2025, at 8:30 a.m. Potential agenda items include review of 2026 capital requests, Courthouse parking and other improvements at the Courthouse campus, Human Services mileage reimbursements and the results of the 2024 audit.

26. Review of invoices - Motion by Jaeckel/Drayna to approve invoices totaling \$5,276,926.88. The motion passed 5-0.

27. Adjourn - Motion by Jaeckel/Christensen to adjourn at 10:34 a.m. The motion passed 5-0.

Respectfully submitted,

Marc DeVries, Finance Director
Jefferson County