

**Jefferson County
Finance Committee Minutes
December 2, 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. Other board members in attendance were Steve Nass and Phil Ristow. 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; Health Officer Elizabeth McGeary; Public Health Nurse, Kendall Cooper; Communications & Marketing Coordinator, Ryan Roecker; Emergency Management Director, Tracy Hameau; Economic Development Director, Deb Reinbold; Financial Partnership Manager, Emily Clavette; Land & Water Conservation Director, Patricia Cicero; and Paralegal, Sarana Stolar. Members of the public present were Zack Goodrow of the Daily Times.
- 3. Certification of compliance with the Open Meetings Law** – County Administrator Luckey certified compliance with the Open Meetings Law.
- 4. Approval of the agenda** – Agenda was approved as presented.
- 5. Approval of minutes for Finance Committee for November 4, 2025** - Motion by Jaeckel/Drayna to approve the minutes from the Finance Committee November 4, 2025. The motion passed 5-0.
- 6. Communications** – Finance Director DeVries distributed a communication describing accomplishments to date for the Financial Empowerment Center.
- 7. Public comment** – None.
- 8. Discussion and possible action on accepting \$10,000 in grant funding from Wisconsin Environmental Public Health Tracking: Taking Action with Data for an arsenic risk reduction initiative** – Public Health Officer McGeary explained that the County wishes to accept funding that seeks to identify and mitigate areas where arsenic exists in private wells. Motion by Jaeckel/Zarling to approve the resolution to accept the funding and forward to the County Board of Supervisors. The motion passed 5-0.
- 9. Discussion and possible action on executing a HazMat Agreement between Dodge County Emergency Management and Jefferson County Emergency Management** – Emergency Management Director Hameau explained that she is recommending an agreement between Dodge County and Jefferson County for Dodge County to provide hazardous materials response support to Jefferson County in exchange for \$5,000. The agreement will also make other grant

opportunities available to Jefferson County. Motion by Drayna/Jaeckel to approve the agreement and forward the resolution to the County Board of Supervisors. The motion passed 5-0.

10. Discussion and possible action on 2026 Revolving Loan Fund – Financial Partnership Manager Clavette explained the proposed changes to the lending guidelines for the County's Revolving Loan Fund program. Motion by Zarling/Drayna to accept the proposed changes. The motion passed 5-0.

11. Discussion and possible action on acceptance of HUD grant for JCEDC – Luckey explained that Economic Development Director Reinbold had worked to secure a grant from HUD for Housing Resource Counselling. The grant is budgeted in 2026 so no amendment is necessary. The Committee thanked Reinbold for her efforts in securing this grant. 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 – County Treasurer Stade, Corporation Counsel Thompson and Paralegal Stolar updated the Committee on the status of tax delinquent collections. No action was taken.

13. Consider a motion to convene in closed session pursuant to Wis. Stat. §19.85(1)(c), (e), and (f), to confer with legal counsel, for discussion and possible action on the following:

- a. The terms and conditions of a potential sale of County-owned farmland
- b. The proposed resolution of a personnel matter

Motion by Jaeckel/Zarling to convene into closed session. The Committee voted by roll call vote. The motion passed 5-0.

14. Reconvene in open session for action on closed session items, if necessary – Motion by Jaeckel/Drayna to reconvene into open session. The Committee voted by roll call vote. The motion passed 5-0.

- a. Motion by Jones/Jaeckel to authorize the County Administrator to negotiate the sale of County Farmland in accordance with the terms discussed. The motion passed 5-0.
- b. Motion by Jones/Zarling to authorize the County Administrator to execute the proposed settlement. The motion passed 5-0.

15. Discussion and possible action on 2025 projections of budget vs. actual revenues and expenditures – DeVries reviewed the year-end projections with the Committee. The general fund is expected to close 2025 with a small surplus. No action was taken.

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

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

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

19. Update on contingency fund balance – DeVries reported the current balances of 2025 contingency funds after action taken at this meeting are \$314,690.66 for general contingency (excludes water main break, which has not been voted on), \$522,413 for Other Contingency and \$300,000 for vested benefits. No action was taken.

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

21. Set future meeting schedule, next meeting date, and possible agenda items - The next scheduled meeting is set for January 6, 2026, at 8:30 a.m.

22. Review of invoices - Motion by Jaeckel/Drayna to approve invoices totaling \$5,160,325.02. The motion passed 5-0.

23. Adjourn - Motion by Jaeckel/Drayna to adjourn at 10:25 a.m. The motion passed 5-0.

Respectfully submitted,

Marc DeVries, Finance Director
Jefferson County