

Finance Committee Agenda
Jefferson County
Jefferson County Courthouse
311 S. Center Avenue, Room 205
Jefferson, WI 53549
***REVISED 08-31-2021**

Date: Thursday September 2, 2021

Time: 10:00 a.m.

Committee members: Jones, Richard (Chair); Kutz, Russell (Secretary); Rinard, Amy; Jaeckel, George (Vice Chair); Nelan, Conor

Register in advance for this meeting:

[https://zoom.us/meeting/register/tJMocuCvpj4vHdbpKQyglAcWm_rKSxeOauzu](https://zoom.us/join/zoom/register/tJMocuCvpj4vHdbpKQyglAcWm_rKSxeOauzu)

After registering, you will receive a confirmation email containing
information about joining the meeting.

1. Call to order
2. Roll call (establish a quorum)
3. Certification of compliance with the Open Meetings Law
4. Approval of the agenda
5. Approval of Finance Committee minutes for August 5, 2021
6. Communications
7. Public comment Members of the public who wish to address the Committee on specific agenda items must register their request at this time)
8. ***Discussion and possible action on Series 2021A bond issue**
9. Discussion and possible action on entering into a contract with Maas Brothers Construction for construction management services
10. Discussion and possible action on payment to Bertram for 911 telecommunications infrastructure
11. Discussion and possible action on amending the 2021 Human Services budget
12. ***Discussion on 2022 budget parameters**
13. Discussion and possible action on funding of Farm Drainage Board
14. Discussion and possible action on release of rights concerning Resort Drive property in Johnson Creek
15. 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
16. Reconvene in open session for action on closed session items if necessary
17. Set future meeting schedule, next meeting date, and possible agenda items
18. Adjourn

Next scheduled meetings: Monday, September 13, 2021 (Budget Hearings)
 Wednesday, September 15, 2021 (Budget Hearings)
 Thursday, September 16, 2021 (Budget Hearings)
 Friday, September 17, 2021 (Budget Hearings and Regular Meeting)

A Quorum of any Jefferson County Committee, Board, Commission or other body, including the Jefferson County Board of Supervisors, may be present at this meeting.

Individuals requiring special accommodations for attendance at the meeting should contact the County Administrator 24 hours prior to the meeting at 920-674-7101 so appropriate arrangements can be made.

amount not to exceed \$5,830,000 and to forward the resolution to the Board of Supervisors. The motion passed 5-0.

- 12. Discussion and possible action on amending the budget for Drug Free Coalition State Opioid Response Grant** – Motion by Kutz/Nelan to accept a grant from Community Advocates for Youth State Opioid Response Prevention in the amount of \$6,806.80, and amend the budget accordingly, and to forward the resolution to the Board of Supervisors. The motion passed 5-0.
- 13. Discussion and possible action on County Library Funding Formula** – Finance Director DeVries explained that the difference between the prior year formula and the proposed formula was the inclusion of electronic circulations. The committee agreed that this inclusion was overdue and is a more accurate reflection of the true cost of administering the library system, especially after the impacts of the pandemic. Motion by Rinard/Nelan to approve the funding formula. The motion passed 5-0.
- 14. Discussion and possible action on investment of American Rescue Plan Act funding** –No action was taken.
- 15. Discussion and Possible on ratification of the Purchase and Sale Agreement for 808 Jefferson Street and 300 Rodgers Street, Fort Atkinson, Wisconsin and the allocation of American Rescue Plan Act funds** – Wehmeier explained that Opportunities, Inc. intended to sell 2 properties that Jefferson County’s Human Services Department was currently renting from them to house people that were temporarily homeless or in crisis. The purchase meets the requirements of serving low income individuals potentially affected by COVID under ARPA. Also, there could potentially be rental income from the properties that would help offset the cost. Motion by Nelan/Kutz to approve the purchase and forward the resolution to the Board of Supervisors. The motion passed 5-0.
- 16. Discussion and possible action on reimbursable business mileage** – DeVries explained that the Human Services department had requested guidance on when mileage was reimbursable for employees with remote work schedules. Human Services had produced a matrix outlining several scenarios that also tied into when related travel time was chargeable. DeVries explained that no changes in policy were being requested, the purpose of this agenda item was to inform the Finance Committee about interpretations of the current policy. No action was taken.
- 17. Discussion and Possible Action to Authorize a Jefferson County Revolving Loan Fund** – Wehmeier explained that the requested changes had been made to the lending guidelines and oversight plan and the resolution was ready for board action. Motion by Jaeckel/Rinard to approve the resolution and forward to the Board of Supervisors. The motion passed 5-0.
- 18. Discussion and possible action on funding of Farm Drainage Board** – The Committee discussed the possible funding of the Farm Drainage Board in the amount of \$10,000 in property tax levy. Several issues were discussed regarding the proper oversight of the funds, including which department should be responsible for reviewing and approving invoices being charged against the levy. The County has no legal obligation to provide funding to the Drainage Board. It was also noted that the Drainage Board members were being paid a higher per diem rate than statute authorized. The Committee agreed that if funding was included, County staff should provide oversight to the Drainage Board including attendance of their meetings. No action was taken.

19. **Discussion and possible action on entering into a contract with Maas Brothers Construction for construction management services** – The Committee discussed the proposed fee schedule provided by Maas Brothers Construction. Supervisor Nelan asked for further clarification of the amount being charged for the construction supervisor. Motion by Nelan/Jaeckel to table action on this item. The motion passed 4-1 with Rinard dissenting.
20. **Discussion and possible action on determining 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.
21. **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/Rinard convene into closed session. The motion passed by roll call vote 5-0.
22. **Reconvene in open session for action on closed session items if necessary** – Motion by Jones/Rinard reconvene into open session. The motion passed 5-0.
23. **Discussion and possible action on 2021 projections of budget vs. actual revenues and expenditures** – No action was taken.
24. **Review of the financial statements and department update for June 2021 - Finance Department** – No action was taken.
25. **Review of the financial statements and department update for June 2021 - Treasurers Department** – No action was taken.
26. **Review of the financial statements and department update for June 2021 - Child Support Department** - No action was taken.
27. **Update on contingency fund balance** – Before any action taken at this meeting, the balance of the 2021 contingency funds is \$265,448. The other contingency line, after adjustments for carryforwards is \$3,481,960, and the vested benefits balance is \$300,000.
28. **Discussion of funding for projects related to the new Highway Facilities and sale of old Highway Facilities.** Wehmeier updated the Committee on the progress of the old highway site.
29. **Set future meeting schedule, next meeting date, and possible agenda items** – The next meeting is scheduled for September 13, 2021 at 8:30 a.m. Agenda items include discussion on construction management services.

30. Review of Invoices - After review of the invoices, a motion was made by Jaeckel/Nelan to approve the payment of invoices totaling \$4,494,542.72. The motion passed 5-0.

31. Adjourn – A motion was made by Jaeckel/Kutz to adjourn at 11:20 a.m. The motion passed 5-0.

Respectfully submitted,

Russell Kutz, Secretary
Finance Committee
Jefferson County
/mad

RESOLUTION NO. 2021-_____

Entering into a Contract with Maas Brothers Construction to Provide Construction Management Services for County Building Projects

Executive Summary

Jefferson County has been working since the beginning of 2020 on the best course of action renovating the county's main facility complex that includes the Courthouse, Sheriff's Office and Jail. As part of this process Jefferson County engaged with Potter Lawson to assist with design planning. To help with budget estimation and the general construction process, Jefferson County also contracted with Maas Brothers Construction.

On June 8, 2021, the County Board approved the Courthouse facility renovation project and directed the County Administrator to start the next phase of design services, procure construction management services, procure owner's representation services, and develop a more defined financial model for this project. At its meeting on July 7, 2021, the Building and Grounds Committee considered whether or not to engage the services of a general contractor or a construction manager and determined that using a construction manager was the better option. The Committee then recommended that Mass Brothers Construction serve as the construction manager.

The Committee first considered the traditional methodology of design, bid, and build using a general contractor or a construction manager. Based on the County's experience using a construction manager for the recent highway shop project along with the complexity of this renovation project, it was determined that the better option was to retain the services of a construction manager. The scope of these services will include developing requests for proposals, reviewing of bids, administering contracts, and coordinating project execution to include onsite supervision and quality control projects. All public works related to this project will follow the sealed bid process which the County Board will approve in accordance with State law and the County's Purchasing Policy.

The Committee then considered who would be the construction manager and determined it was in the best interest of the county to contract directly with Maas Brothers Construction based on the quality of previous services provided to Jefferson County which were provided at a competitive cost. On July 7, 2021, the Building and Grounds Committee voted unanimously to direct the County Administrator to prepare a resolution for Maas Brothers Construction to provide these services for consideration at its meeting in August. The cost for these services has been included in the total project estimate presented to the County Board.

The Building and Grounds Committee reviewed the proposal at its Aug 4, 2021, meeting and recommended entering into a contract with Maas Brothers Construction to provide construction manager services to Jefferson County for the County building projects described above.

WHEREAS, the above Executive Summary is incorporated into this resolution, and

WHEREAS, a proposal was obtained from Maas Brothers Construction to serve as Construction Manager for the County building projects described in this resolution, and

WHEREAS, the proposal from Maas Brothers Construction provided the following rates:

Pre-Construction Phase – Compensation Proposal

Pre-construction services including, but not limited to, preliminary plan review, budgeting, bid package preparation, and meeting attendance would be billed at the rate of **\$110.00/hour**. Personnel subject to this rate include Maas Brothers' preconstruction manager and project manager.

Construction Phase – Compensation Proposal

Project Cost Fee

3.% of total project cost.

Supervision

Project Role Monthly Rate

Project Superintendent \$18,000 Project Manager \$13,500

WHEREAS, the Building and Grounds Committee considered the above proposal from Maas Brothers Construction and determined that the fees are fair and reasonable.

NOW, THEREFORE, BE IT RESOLVED that the County Administrator is authorized to negotiate and enter into a contract with Maas Brothers Construction to provide Construction Management services for the County building projects described herein.

Fiscal Note: Funding for these services will be through existing and future bond proceeds approved by the County Board.

Ayes_____ Noes_____ Abstain_____ Absent_____ Vacant_____

Requested by
Building and Grounds Committee

08-10-21

REVIEWED: County Administrator: BPW; Corporation Counsel: _____; Finance Director: _____

Summary of Project Budget

Line	Description	Total Est Cos	Actual Costs	Diff
1	Construction Costs (site prep, foundation, tower steel	\$ 751,840	\$ 1,151,652	\$ 399,812
2	Radio and Networking Equipment - Trango	366,914	\$ 452,928	\$ 86,014
3	Labor/Salary Exp	51,650	\$ 53,980	\$ 2,330
4	In-kind contributions	50,800	\$ 53,000	\$ 2,200
5				
Total Grant Project Funded		\$ 1,221,204	\$ 1,711,560	\$ 490,356

Total Actual Cost \$ 1,711,560

Total Est. Cost \$ 1,221,204

Total Difference (including labor) \$ 490,356

less reimbursed labor and In-kind from above \$ 102,450

Hard costs Grade III Upgrade **\$ 387,906**

Concord Real Estate \$ 100,000

\$ 287,906