

Jefferson County
Finance Committee Minutes
April 14, 2016

Committee members: Braughler, James B (Vice Chair) (Absent) Poulson, Blane
Hanneman, Jennifer (Secretary) Schroeder, Jim
Jones, Richard C. (Chair)

1. **Call to order** – Richard Jones called the meeting to order at 8:30 a.m.
2. **Roll call (establish a quorum)** – All committee members were present except for James Braughler. Staff in attendance was Tammy Worzalla, Blair Ward, John Jensen, Connie Freeberg, Tammy Tomczak, Staci Hoffman and Brian Lamers. Others present were Alan Floerke, Garret Root, Brent Alwin, Rhonda Blankenship and Theresa Blankenship.
3. **Certification of compliance with the Open Meetings Law** – Ward certified that notice of the meeting complied with the Open Meetings Law.
4. **Approval of the agenda**-No changes
5. **Approval of Finance Committee minutes for March 8, 2016.** A motion was made by Poulsen/Hanneman to approve the March 8, 2016 minutes. The motion passed 3-0.
6. **Communications** – None
7. **Public Comments** – None
8. **Discussion and possible action for out of state travel for Child Support staff.** Lamers stated that Child Support with grant funding along with the budgeted expenditures that are available that there is adequate funding for these out of state travels. Motion was made by Hanneman/Poulson to approve out of state travel for Child Support staff. Motion passed 3-0.
9. **Discussion and possible action for out of state travel for Health Department staff.** Lamers stated that the Health Department with grant funding and budgeted expenditures that are available that there is adequate funding for these out of state travels. Motion was made by Jones/Hanneman to approve out of state travel for a Health Department staff. Motion passed 3-0.
10. **Discussion and possible action to change fees for remote access in the Register of Deeds Office.** Hoffman explained the changes to the fee schedule and stated that the changes to fees are based on average fees across Wisconsin Counties. Motion was made by Hanneman/Poulson to forward the resolution for the fee change to the County Board. Motion passed 3-0.

James Schroeder arrived at 8:35 a.m.

11. **Discussion and possible action on granting the right of former owners to repurchase lands to which Jefferson County has taken title through delinquent tax enforcement collection, pursuant to Jefferson County Ordinance Number 2002-13 and State Statute section 75.35.** Item 11 and 12 were discussed together.

12. Discussion and possible action on determining disposition of foreclosed properties setting minimum bids for the sale of foreclosed properties and considering offer to purchase on foreclosed properties. Item 11 and 12 were discussed together. Ward started discussion on 226-0514-0421-188 and asked Floerke to update the committee on the status of the repurchase of the property. Floerke stated he has been having health issues since January, 2016 which prevent him from working. He stated that he had a friend who was going to lend him \$55,000 with the understanding that he would be working, but with his health issues, everything will be pushed back until he is cleared for work. Floerke had asked the committee to allow him approximately two months to show his friend that he is healthy and able to work. Ward recommended to the committee that the county move forward with efforts to sell this property. The next step is to put the property on the auction site with the minimum bid being unpaid taxes and interest. This would still allow the Finance Committee to grant Floerke the right to purchase this property if he secures funding. Jones asked Floerke for an update on the condition of the house. Floerke replied that everything is being maintained. A motion was made by Schroeder/Hanneman to put the property up for auction with a minimum bid of owed taxes and interest with a closing date prior to the June Finance Committee meeting. Motion passed 4-0.

Ward started the discussion on Alwin's properties (010-0515-0221-005 and 010-0515-0221-006) and asked Theresa Blankenship to update the committee on the status of her offer to purchase one of the properties. Blankenship stated that she has had meetings with lenders and with the work that needs to be done, she was unable to finance her original proposed amount of \$135,000, but was able to secure \$110,000. She stated a furnace has to be installed and other items must be inspected and repaired on the house. Alwin stated to the Committee that these properties were way over appraised and should have never been taxed that high. Ward asked the committee to consider the benefits of selling to Blankenship versus continuing to advertise the property on the auction site which could result in the property being advertised for sale for many months without any bids. Ward stated that the county currently has an offer to purchase from Blankenship for \$110,000. Blankenship stated that there must be clear title and resolution of the two zoning issues on the property. Ward stated he is working with the Zoning Department on those zoning issues. Blankenship stated the timeline from the lender is 60 days from acceptance of the offer to purchase. If the property sold for \$110,000, there was discussion on the disposition of any surplus after taxes and interest were paid. Ward asked Alwin if he had lived in the house as his primary residence in the past 5 years and Alwin stated he did until about 2 years ago. Discussion took place about moving forward with the sale and placing the property on the website which will not prevent Blankenship from continuing her efforts to purchase the property if the bank financing will allow.

Jones asked to move to adjourn for a couple minutes to ask Corporation Counsel a question outside the presence of the public and other Finance Committee members present at 9:07 a.m. The meeting reconvened at 9:12 a.m.

Jones asked the committee to continue the discussion and take action on this agenda item at a closed session meeting to be scheduled for 4:15 p.m. on 4/19/2016 to address the disposition of tax foreclosed properties owned by the county

No motion made

Ward wanted to update the committee on #012-0816-0522-002 and #012-0816-0522-003 which were properties formerly owned by Pamela Capin and still being advertised on the auction website. He stated the financing has not come through yet and he has had some inquiries to inspect the properties. Ward said he would coordinate those inspections.

The committee discussed tax foreclosed parcel #291-0815-0423-052 which is in Watertown. A motion was made by Jones/Hanneman to put the property on the auction site with the minimum bid of the unpaid taxes and interest and to be closed before the 5/12/16 Finance Meeting. The motion passed 4-0.

Wehmeier is still working on the Watertown property #291-8015-0424-040 with the City of Watertown.

Schroeder discussed the Sullivan property #181-0616-0313-070. The county is working with the village on the zoning issues to make it more marketable.

- 13. Discussion and possible action for changing fee for cremation permits.** Lamers stated that as noted in the resolution there was a state statute change and the Finance Committee and County Board need to amend the budget so that fees are in compliance with state law. A motion was made by Hanneman/Poulson to forward the resolution changing the cremation fee as required. The motion passed 4-0.
- 14. Discussion and possible action on resolution for authorizing Purchase Card rebate to fund upgrade to employee breakrooms.** Lamers stated that the county is anticipating \$15,000 in purchase card rebates in 2016 for usage of the P-Cards in 2015. With being the first full year using purchase cards, staff did not know what to budget from rebates or if the departments would use purchase cards as much as the previous year which mostly was for the purchase of the new highway shop. This idea was presented at Infrastructure Committee and the committee members all felt this was a good use of these funds. A motion was made by Jones/Poulson to bring the resolution to the County Board for authorizing the P-card rebate to fund upgrades to the employee breakrooms. The motion passed 4-0.
- 15. Discussion and possible action on contingency transfer of funds to update meeting rooms.** Lamers stated in the packet there was an estimate to paint three (3) meeting rooms from Ashburn Painting. There is also a \$700 estimate for the blind replacement in meeting room 112. This was discussed at the Infrastructure Committee meeting with the idea to utilize contingency funds of \$7,000 to complete this update. A motion was made by Schroeder/Poulson to approve a contingency transfer of \$7,000 to the Central Services budget for painting and new blinds for the 3 meeting rooms. The motion passed 4-0.
- 16. Review of the financial statements and department update for February 2016-Finance Department.** Lamers stated that every month there will be line items for all departments that have high percentages of budget spent. This is due to some of the departments getting charged in that account all at once or a one-time purchase of an item in the beginning of the year. The FSA contribution is at 100% which is charged in the beginning of the year. Also office equipment is at 73.98% due to a new printer being purchased. Computer Equipment and Software was a new laptop being purchased and also membership dues getting paid at the beginning of the year.
- 17. Review of the financial statements and department update for February 2016-County Clerk.** Lamers explained the same with the County Clerk as described with the Finance

Department. Computer equipment, FSA contribution and membership dues paid in the beginning of the year, otherwise nothing unusual noted.

- 18. Review of the financial statements and department update for February 2016-Treasurer Department.** Lamers stated that interest on taxes is lower than anticipated. Currently, it will be about \$41,000 below the estimated budget at the end of the year. Regular interest on investments is about \$9,000 above budgeted revenue at the end of the year.
- 19. Review of the financial statements and department update for February 2016-Child Support Department.** Nothing unusual with expenditures besides the same thing noted with the other departments and some expenditures getting paid in the beginning of the year. Revenue comes in quarterly so that will usually be off from budget estimates.
- 20. Discussion of funding for projects related to the new Highway Facilities.** Lamers stated that he didn't believe there was much for updates at this point. The design work looks like it may be complete and estimates for the satellite shops are being looked at.
- 21. Discussion on 2016 projections of budget vs. actual.** Lamers stated it is fairly early in the year for projections with just closing 2015 and starting to get 2016 where it should be at this point. He stated that there is nothing with the departments that he is aware of with expenditures going over the department budgets at the end of 2016.
- 22. Discussion and possible action on approving a contract for an ERP (Enterprise Resource Planning) System.** Lamers explained that the county is still planning on going ahead with the project and setting up a meeting with Tyler's sales representative to discuss more details and get started on a contract. Once staff feels comfortable with the contract terms, staff will bring the contract to the Finance Committee and then to the County Board for approval.
- 23. Update on contingency fund balance.** Lamers directed the Finance Committee to the schedule showing the current balance of 2016 general contingency of \$524,964, but will be reduced with the approval of item #15 by \$7,000 to bring the total to \$517,964. The vested benefits balance is \$280,000.
- 24. Set future meeting schedule, next meeting date, and possible agenda items –** There will be a special closed session meeting on April 19th and 4:15 p.m. The agenda will include discussion on foreclosed properties. The next regular meeting is Tuesday, May 12, 2016 at 8:30 a.m. The agenda items will include an update on the Highway projects, foreclosed properties and possible contingency transfer for election upgrades. Lamers stated that Wehmeier and Ward will both be gone at the June 9th. Finance Committee meeting and the committee may want to consider moving the meeting to a different time. The committee felt that this could be discussed at the May regular finance meeting.
- 25. Payment of Invoices-**After review of the invoices, a motion was made by Poulson/Hanneman to approve the payment of invoices totaling \$562,677.92 for the main review and \$3,551,237.56 for the other payments, p-cards and payroll deductions. The motion passed 4-0.
- 26. Adjourn –** A motion was made by Hanneman/Poulson to adjourn at 10:05 a.m. The motion passed 4-0.

Respectfully submitted,

Jennifer Hanneman
Finance Committee
Jefferson County
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