

Jefferson County  
Finance Committee Minutes  
February 9, 2017

Committee members: Jones, Richard (Chair) Kutz, Russell  
Rinard, Amy Jaeckel, George  
Hanneman, Jennifer (Vice 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. Other County Board members present were Jim Schroeder. Staff in attendance were Ben Wehmeier, Blair Ward, Connie Freeberg, John Jensen, Terri Palm and Brian Lamers. Other public present were Brian Braunschweig.
3. **Certification of compliance with the Open Meetings Law** – Wehmeier certified that the notice of the meeting complied with the Open Meetings Law.
4. **Approval of the agenda**- No Changes
5. **Approval of Finance Committee minutes for January 12, 2017.** A motion was made by Rinard/Hanneman to approve the January 12, 2017 minutes. The motion passed 5-0.
6. **Communications** – None.
7. **Public Comments** – None.
8. **Discussion and possible action on approval of out of state travel for the Human Resources Director to attend the NPELRA conference in California.** Palm explained that HR had won free registration to attend the conference but will still need to cover the other cost. The other cost will be approximately \$1,700. A motion was made by Jaeckel/Kutz to approve the out of state travel for the Human Resources Director to attend the NPELRA conference in California. The motion passed 5-0.
9. **Discussion and possible action on approval of out of state travel for the CJCC/Treatment Court Coordinator to attend the National Drug Court Institute Coordinator Conference in Nevada.** Wehmeier explain that the person is not in place yet for this position and explained the need of the training. A motion was made by Hanneman/Rinard to approve the out of state travel for the CJCC/Treatment Court Coordinator to attend the National Drug Court Institute Coordinator Conference in Nevada. The motion passed 5-0.
10. **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.** The committee discussed the properties still remaining on the first foreclosure listing. After discussion, a motion was made by Jones/Hanneman to set a minimum bid for property (#012-0816-0522-003) in the Town of Ixonia at \$1,000 and (#291-0815-0424-040) in the City of Watertown at \$5,000. The motion passed 5-0.

Jensen informed the committee that Dewitt property (#291-0815-0411-139) in the City of Watertown has been settled.

Brian Brauschweig stated that he would be paying off his property today with the Treasurer (#290-0813-0712-004) in the City of Waterloo.

**11. 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.** A motion was made by Jaeckel/Hanneman to convene in closed session. Jones asked for a roll-call vote to go into closed session. The motion passed 5-0

**12. Reconvene in open session.** A motion was made by Jones/Jaeckel to reconvene in open session. The motion passed 5-0.

**13. Discussion and possible action on foreclosing on tax delinquent properties.**

A motion was made by Hanneman/Jaeckel to allow 120 days due to the IRS tax lien, which would be June 1, 2017, for the Kregers to repurchase the property at W3675 Lower Hebron Road, Fort Atkinson (#010-0515-0333-000) following the County policy on full payment of the taxes and 125% of the current year taxes. If payment is not received by the June 1, 2017 deadline, administration will move forward for sale of the property as per County policy and will start the eviction process. The motion passed 5-0.

**14. Review of the financial statements and department update for Preliminary December 2016-Finance Department.** Lamers stated there will be a surplus in the Finance Department of a little over \$4,000.

**15. Review of the financial statements and department update for Preliminary December 2016-Treasurer's Office.** Lamers stated that interest on taxes is lower than budgeted. Currently, it will be \$22,000 lower than the budget at the end of the year. Regular interest on investments is about \$114,000 above budgeted revenue at the end of the year. Fair market adjustment currently is at (\$358,000) which is adjusted monthly. The department as a whole is over by \$169,000 due to the FMV adjustment.

**16. Review of the financial statements and department update for Preliminary December 2016-Child Support Department.** Currently, the Child Support budget has a surplus of \$47,000 but that may be adjusted with the final report.

**17. Discussion of funding for projects related to the new Highway Facilities for sale of old Highway Facilities.** Wehmeier stated that there will be an infrastructure meeting prior to the next County Board regarding the bids for the demolition. Overall, the County is expected to be below budget and will update the County Board at next meeting.

**18. Discussion on 2016 projections of budget vs. actual.** Lamers stated as noted with the Treasurer, the reduction in fair market value on investments. Clerk of Courts for court reimbursement expenditures are over budget at approximately \$134,000, but Lamers is of the opinion that the Clerk of Courts department overall will be approximately \$2,000 over, but may have more 2016 adjustments. Sheriff is currently projected to be over budget by \$60,000 with the majority being from the Jail. There needs to be a conversation on what has to be shifted from the Jail Assessment fund to the Jail business unit. Some of the smaller departments may be over with smaller amounts such as Administration, Corporation Counsel and Land Conservation.

- 19. Update on the ERP (Enterprise Resource Planning) system.** Lamers explained to the Committee where the County is in the process of implementing the new ERP system. He explained that looking ahead there will have to be a discussion on what the Committees/County Board will use in place of vouchers since the goal is to have the departments scan invoices directly and use fewer paper vouchers. Questions for example are should we be submitting voucher reports to the Committees or a report to the County Board with a certain dollar amount.
- 20. Update on contingency fund balance.** Lamers directed the Finance Committee to the schedule showing the current balance of 2017 general contingency of \$521,482 and other contingency of \$28,000 for the possible use for UW Extension. The vested benefits balance is \$290,000.
- 21. Set future meeting schedule, next meeting date, and possible agenda items.** The next regular meeting is March 9, 2017. Agenda items will include closing of the 2016 year-end, foreclosed properties, update on the Highway Shop projects and budget to actual projections.
- 22. Payment of Invoices-**After review of the invoices, a motion was made by Jaeckel/Hanneman to approve the payment of invoices totaling \$512,435.75 for the main review and \$2,396,279.57 for the other payments, p-cards and payroll deductions. The motion passed 5-0.
- 23. Adjourn** – A motion was made by Jaeckel/Rinard to adjourn at 10:40 a.m. The motion passed 5-0.

Respectfully submitted,

Russell Kutz  
Finance Committee  
Jefferson County  
/bll