

Jefferson County
Finance Committee Minutes
June 12, 2018

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

1. **Call to order** – 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, Russel Kutz, Amy Rinard and Conor Nelan. No other County Board members were present. Staff in attendance were Ben Wehmeier, Blair Ward, Marc DeVries, Paul Milbrath, Jeff Parker, and Connie Freeberg. Members of the public present were Dan Berg, partner from Sikich, and Alexa Zoellner from the Jefferson Daily Union.
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** - A motion was made by Rinard/Jaeckel to approve the agenda as submitted. Motion passed 5-0.
5. **Approval of Finance Committee minutes for May 10, 2018.** A motion was made by Rinard/Jaeckel to approve the May 10, 2018 minutes. The motion passed 5-0.
6. **Communications** – None.
7. **Public Comment** – None.
8. **Annual Audit Results** – Dan Berg, Partner from Sikich LLP presented the results of the annual audit. The audit opinion is unmodified, and there were no material weaknesses or significant deficiencies to report.
9. **Discussion and possible action on Sale of Ixonia Satellite Shop** – County Administrator Wehmeier explained that the bids were opened on May 14th with the highest bidder being Jason Hughes with a bid amount of \$150,100. Motion by Rinard/Jaeckel to award the bid to Jason Hughes. The motion passed 5-0.
10. **Discussion and possible action on Sale of Lake Mills Satellite Shop** – County Administrator Wehmeier explained that the bids were opened on June 11th with the highest bidder being Chandler White with a bid amount of \$140,000. Motion by Rinard/Jaeckel to award the bid to Chandler White. The motion passed 5-0.
11. **Discussion and possible action on Disallowing Claim of James Flood** – County Administrator Wehmeier explained that WMMIC, Jefferson County’s insurance carrier, has recommended the disallowance of the claim by James Flood for damage to his basement during a road pulverizing project conducted by the Jefferson County Highway Department. Motion made by Jaeckel/Rinard to recommend the disallowance of the claim to the County Board. Motion passed 5-0.

12. **Discussion and possible action on transfer of contingency funds of up to \$50,000 for Sheriff's Department Dispatch Study** – County Administrator Wehmeier explained that the Dispatch equipment was in need up an upgrade. Further information is needed to determine the scope of the repairs and upgrades needed. He is requesting a contingency transfer of up to \$50,000 to commission a study of the County's dispatch system. A motion was made by Rinard/Jaeckel to approve a transfer from contingency to the Sheriff's Office dispatch budget for a study of the condition of the dispatch system. Motion passed 5-0.
13. **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.** Corporation Counsel Ward discussed the changes to the In Rem property listings since the previous Finance Committee meeting. Corporation Counsel Ward discussed his thoughts on a policy for eviction where there were tenants occupying a foreclosed property. Ward recommends evaluating each property on a case by case basis with considerations being the desire to maintain the property in a habitable condition and that the tenants agreeing to allow the County to show the property with adequate notice. Supervisor Nelan recommended having the properties inspected by a certified inspector upon foreclosure. Ward recommended that the occupants sign a written agreement upon the County taking ownership of the property. No action taken.
14. **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.** The Committee voted to convene into closed session by roll call. Motion passed 5-0.
15. **Reconvene in open session.** A motion was made by Jaeckel/Rinard to reconvene into open session by roll call. Motion passed 5-0.
16. **Review of the financial statements and department update for April 2018-Finance Department** – DeVries explained that there are currently no concerns.
17. **Review of the financial statements and department update for April 2018-Treasurers Department** – No action taken.
18. **Review of the financial statements and department update for April 2018-Child Support Department.** No action taken.
19. **Discussion 2018 projections of budget vs. actual.** No action taken.
20. **Update on contingency fund balance.** DeVries noted that the current balance of 2018 general contingency funds is \$399,649 before transfers approved at this meeting. The other contingency fund balance is \$187,585 and the vested benefits balance is \$290,000.
21. **Discussion of funding for projects related to the new Highway Facilities and sale of old Highway Facilities.** Wehmeier discussed the progress on the new highway satellite shops.
22. **Set future meeting schedule, next meeting date, and possible agenda items.** The next regular meeting was scheduled for Thursday July 12, 2018 at 8:30 a.m. Potential items for discussion are fund balance policy application.

23. Payment of Invoices-After review of the invoices, a motion was made by Rinard/Kutz to approve the payment of invoices totaling \$3,316,183.23. The motion passed 5-0.

24. Adjourn – A motion was made by Jaeckel/Kutz to adjourn at 10:15 a.m. The motion passed 5-0.

Respectfully submitted,

Russell Kutz, Secretary
Finance Committee
Jefferson County
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