

Jefferson County  
Finance Committee Minutes  
November 8, 2018

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

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. Other County Board members present were Jim Schroeder and John Kannard. Staff in attendance were County Administrator, Ben Wehmeier; Finance Director, Marc DeVries; Assistant Finance Director, Tammy Worzalla; Corporation Counsel Paralegal, Connie Freeberg; Corporation Counsel, J. Blair Ward, County Clerk Barb Frank, Sheriff Paul Milbrath, and Chief Deputy Jeff Parker. Members of the public present were Tiffany Rhodes and Dianna Webb.
3. **Certification of compliance with the Open Meetings Law** – County Administrator Ben Wehmeier certified compliance with the Open Meetings Law.
4. **Approval of the agenda** – The agenda was approved as submitted.
5. **Approval of Finance Committee minutes for October 2, 2018, and Joint Executive, Finance, and Human Resources Committee minutes for September 4, 2018.** A motion was made by Jaeckel/Kutz to approve the minutes for October 2, 2018, and Joint Executive, Finance, and Human Resources Committee minutes for September 4, 2018. The motion passed 5-0.
6. **Communications** – None.
7. **Public Comment** – None.
8. **Discussion and possible action on 2019 budget amendments** – County Administrator Wehmeier explained the 3 amendments that were submitted to Administration. The first amendment was submitted by Supervisors Reese and Zastrow to increase the part-time Deputy County Clerk position from 20 hours to 32 hours per week and increase benefits accordingly. The cost of this amendment is proposed to be covered by a combination of increased fees and decreased costs. There is no effect on levy or other departments. The Committee discussed the request and decided to increase the hours to 32 per week through the end of April, increase the marriage license fee to \$110 and split the cost of the new modems budgeted for 2019 in half with the participating municipalities. Motion by Rinard/Jaekel to approve the amendment. The motion passed 5-0. The second amendment was submitted by Supervisor Kannard to postpone the resurfacing work proposed for County Highway CI and reallocate the funds to County Highway E. There is State funding tied to each project, and the change would cause a decrease of \$11,000 to State funding which would be offset by a decrease in construction costs. There is no effect on levy or other departments. The Committee discussed the request. Motion by Rinard/Jaekel to approve the amendment. The motion failed 5-0. The third amendment was submitted by Supervisor Morris to continue the part-time jail cook position at 10 hours per week. The suggested funding source for this amendment was a county wide tax increase. Finance Director DeVries stated that the County could not increase the levy because the County was already levied to the maximum amount allowed by state statute. Alternate funding was discussed. It was proposed that Jail Assessment Funds

could be used to offset inmate medical and dental costs budgeted in the Jail. Motion by Rinard/Nelan to approve the amendment. The motion passed 5-0.

9. **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 updated the Committee on the status of foreclosed properties. Patricia Rhodes addressed the Committee regarding the property at 514 S. Second Street in Watertown. Ms. Rhodes is seeking a payment arrangement with the County. Ward recommended speaking with a bank to resolve the debt. Diana Webb addressed the County regarding the 206 O'Connell Street, 118 N. 10<sup>th</sup> Street, and 807 S. 6<sup>th</sup> Street properties in Watertown. Ms. Webb is looking to sell one of the properties to satisfy the debt of all three. No action taken.
10. **Discussion and possible action on contingency transfer of up to \$7,500 for purchase of sand bags** – County Administrator Wehmeier explained that due to the rainy fall season, additional costs to shore up the rainwater with sand bags in the spring are anticipated. Motion by Jones/Jaeckel to approve a contingency transfer to the Emergency Management department of up to \$7,500 for the purchase of additional sand bags. The motion passed 5-0.
11. **Discussion and possible action on amending the Purchasing Card Policy and Procedures** – Finance Director DeVries explained that recently a p-card purchase was declined due to use restrictions, and instead an attempt was made to use the County's credit card for this purchase. The purchase exceeded the limit on the credit card and therefore an employee's card was used for the purchase. This caused Finance to review the policy to see how increases are authorized and it was discovered that increases to the Purchasing Card are covered by the policy, but credit card limit increases are not. Therefore language amending the policy to include the County credit card has now been included, as well as language restricting the use of personal credit cards to emergencies only. Motion by Rinard/Kutz to approve the amended policy. The motion passed 5-0.
12. **Discussion and possible action on setting County-wide property tax levy** –DeVries explained the proposed changes to the resolution approving the County-wide tax levy. The new language clarifies that the budget is adopted at the functional legal level of budgetary control. This is consistent with the policy recently amended by the Finance Committee that allows the County Administrator to transfer budget amounts between departments within a governmental function. Motion by Jones/Jaeckel to forward the revised resolution to the County Board of Supervisors. The motion passed 5-0.
13. **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 by roll call to convene into closed session.
14. **Reconvene in open session.** Motion by Jaeckel/Rinard to reconvene into open session. The motion passed 5-0. Motion by Jaeckel/Nelan to allow Ms. Rhodes and Ms. Webb to pay the balance of delinquent taxes on the properties they own in full prior to the County foreclosing. The motion passed 5-0. Motion by Rinard/Jaeckel to negotiate a sale of the gas station property in Watertown to the City of Watertown, up to the maximum amount discussed in closed session. The motion passed 5-0.

- 15. Review of the financial statements and department update for September 2018-Finance Department** – No action taken.
- 16. Review of the financial statements and department update for September 2018-Treasurers Department** – No action taken.
- 17. Review of the financial statements and department update for September 2018-Child Support Department** - No action taken.
- 18. Discussion 2018 projections of budget vs. actual.** No action taken.
- 19. Update on contingency fund balance.** DeVries noted that the current balance of 2018 general contingency funds before any action taken at the current meeting is \$323,149. The other contingency fund balance is \$187,585 and the vested benefits balance is \$290,000.
- 20. 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 and old highway facility site.
- 21. Set future meeting schedule, next meeting date, and possible agenda items.** The next two meetings will focus on the memorandum of understanding with the Medical College and will be scheduled for Tuesday, November 27<sup>th</sup> at 7:00 pm and Tuesday December 4, 2018 at 8:30 a.m.
- 22. Review of Invoices-**After review of the invoices, a motion was made by Jones/Nelan to approve the payment of invoices totaling \$3,870,525.31. The motion passed 5-0.
- 23. Adjourn** – A motion was made by Jaeckel/Kutz to adjourn at 11:41 a.m. The motion passed 5-0.

Respectfully submitted,

Russell Kutz, Secretary  
Finance Committee  
Jefferson County  
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