

Jefferson County
Finance Committee Minutes
December 4, 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. Other County Board members present were Walt Christensen. Staff in attendance were County Administrator, Ben Wehmeier; Finance Director, Marc DeVries; Corporation Counsel, J. Blair Ward, and Corporation Counsel Paralegal Connie Freeberg. Members of the public present were Anita Martin from Lake Mills.
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. **Communications** – Supervisor Jones read a communication from Government Finance Officers Association regarding the County’s receipt of the Award for Excellence in Finance Reporting for the County’s 2017 Comprehensive Annual Financial Report. Corporation Counsel Paralegal Freeberg distributed the most current delinquent tax listing.
6. **Public Comment** – None.
7. **Approval of Finance Committee minutes for November 8, 2018 and November 27, 2018** – Motion by Rinard/Jaeckel to approve the Finance Committee minutes for the November 7, 2018 and November 27, 2018 Finance Committee meetings. Motion passed 5-0.
8. **Town Hall Meeting regarding the future development of vacant county owned land located at Collins Road and Highway 26 in Jefferson and the Letter of Intent to establish a College of Osteopathic Medicine** - Discussion regarding the proposed Letter of Intent with the College of Osteopathic Medicine. Motion by Jones/Rinard to recommend referral to the County Board of Supervisors at their December 11 meeting. 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. No action taken.
10. **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 did not convene into closed session.
11. **Reconvene in open session.** The Committee did not convene into closed session.

- 12. Review of the financial statements and department update for October 2018-Finance Department** – No action taken.
- 13. Review of the financial statements and department update for October 2018-Treasurers Department** – No action taken.
- 14. Review of the financial statements and department update for October 2018-Child Support Department** - No action taken.
- 15. Discussion 2018 projections of budget vs. actual.** Finance Director DeVries explained that the budget and actual numbers presented in the agenda package were unadjusted for payroll amounts earned in November and the most recent check run. An updated report will be distributed at the joint Executive/Finance Committee on December 13, 2018.
- 16. Update on contingency fund balance.** DeVries noted that the current balance of 2018 general contingency funds is \$315,649. The other contingency fund balance is \$187,585 and the vested benefits balance is \$290,000.
- 17. 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.
- 18. Set future meeting schedule, next meeting date, and possible agenda items.** The next meeting will be a joint meeting with the Executive Committee and will be scheduled for Thursday December 13, 2018 at 8:30 a.m., and will focus on the recommended results matrix for Priority Based Budgeting.
- 19. Review of Invoices-**After review of the invoices, a motion was made by Jones/Nelan to approve the payment of invoices totaling \$3,665,163.70. The motion passed 5-0.
- 20. Adjourn** – A motion was made by Jaeckel/Kutz to adjourn at 9:38 a.m. The motion passed 5-0.

Respectfully submitted,

Russell Kutz, Secretary
Finance Committee
Jefferson County
/mad