

Jefferson County  
Finance Committee Minutes  
June 11, 2019

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

1. **Call to order** – Richard Jones called the meeting to order at 8:29 a.m.
2. **Roll call (establish a quorum)** – Finance Committee members present were Richard Jones, Russel Kutz, Conor Nelan and Amy Rinard. George Jaeckel was excused. Other County Board members present were Jim Schroeder. Staff in attendance were County Administrator, Ben Wehmeier; Finance Director, Marc DeVries; Assistant Finance Director, Tammy Worzalla; and Corporation Counsel, Blair Ward. Members of the public present were Dan Berg, Sikich, Patty and Ron Kihlsigner of Watertown, and Bruce Braunschwig of Waterloo.
3. **Certification of compliance with the Open Meetings Law** – County Administrator Wehmeier certified compliance with the Open Meetings Law.
4. **Approval of the agenda** – Agenda approved.
5. **Approval of Finance Committee minutes for May 9, 2019.** A motion was made by Rinard/Nelan to approve the minutes for May 9, 2019. The motion passed 4-0.
6. **Communications** – DeVries distributed copies of the 2018 Comprehensive Annual Financial Report, the governance communications and Single Audit from Sikich.
7. **Public Comment** – None.
8. **Discussion and possible action on results of 2018 audit – Sikich** – Dan Berg, Partner with the audit firm of Sikich, LLP presented the results of the 2018 audit. The auditors found one adjustment for \$45,000 to grants receivable and deferred inflows for a grant in the Sheriff’s department related to inmate housing that would not be received until July of 2019. There were no material weaknesses or significant deficiencies but there are three other deficiencies related to uninsured cash balances, accuracy of capital asset listing, and timeliness of cash deposits. There were no Single Audit findings. No action taken.
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** – Roland and Patricia Kihlsinger addressed the Committee about their property at 815 S. 12<sup>th</sup> Street, Watertown. Bruce Braunschwig from 437 Minnetonka, Waterloo, addressed the Committee regarding his property.
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 and pursuant to section 19.85 (1)(g) Wis. Stats. to confer with legal counsel concerning strategy to be adopted by Jefferson County with respect to litigation in which it is or is likely to become**

**involved for the purpose of discussion and possible action on claims against Jefferson County –**  
Roll call vote to move to closed session. Motion passed 4-0.

- 11. Reconvene in open session for action on closed session items if necessary –** Motion by Rinard/Nelan to return to open session. Motion by Nelan/Rinard to allow the Kihslingers 28 days to July 9, 2019 to bring full payment according to policy to Jefferson County for the property at 815 S 12<sup>th</sup> Street, Watertown. The motion passed 4-0. Motion by Nelan/Rinard to allow Braunschwig 28 days to July 9, 2019 to bring full payment according to policy to Jefferson County for the property at 437 Minnetonka Way, Waterloo. The motion passed 4-0. Motion by Rinard/Nelan to involve Human Services and begin the eviction notice on the property at W4802 State Highway 106, Fort Atkinson. The motion passed 4-0. Motion by Kutz/Nelan to accept all bids on the remaining foreclosed properties. The motion passed 4-0.
- 12. Discussion and possible action on claims against Jefferson County –** A claim has been made against Jefferson County by the estate of Brian Ulm for damages in the amount of \$875,000. The claim was reviewed by the County's insurance carrier, WMMIC, and was recommended for disallowance based on the finding that the County has no liability for this claim and is not legally responsible for the damages. Motion by Nelan/Rinard to deny the claim and forward the resolution to the Board of Supervisors for denial. The motion passed 4-0.
- 13. Discussion and possible action on accepting the Foster Parent Incentives grant funding through the State of Wisconsin Department of Children and Families –** DeVries explained that the County was awarded a grant in the amount of \$36,000 that will begin in 2019 and continue through 2020. Because this grant was not anticipated during the budget process, an amendment is necessary. The program created by the grant is consistent with other programs offered by the Human Services Department and is consistent with its mission. Motion by Jones/Rinard to accept the grant, approve the budget amendment and forward the resolution to the Board of Supervisors for approval. The motion passed 4-0.
- 14. Discussion and possible action regarding out-of-state travel – Lindsay Dallman, Jessica Godek and Dominic Alvarez – Coalition for Juvenile Justice –** Wehmeier explained that the County has grant funds available to pay for attendance at the Coalition for Juvenile Justice conference in Tacoma, Washington on July 31 - August 1 2019. Motion by Rinard/Nelan to approve the out-of-state travel. The motion passed 4-0.
- 15. Discussion and possible action on sale of property to City of Watertown –** Wehmeier explained that Jefferson County was able to negotiate a deal with the City of Watertown for the sale of property at 905 East Main Street, Watertown, Wisconsin, consistent with the parameters set by the Finance Committee. Motion by Rinard/Jaekel to approve the sale of property and to forward the resolution to the Board of Supervisors for approval. The motion passed 4-0.
- 16. Discussion and possible action on setting dental rates for 2020 budget –** Finance Director DeVries explained that the County is self-insured for its dental benefit and re-examines its upcoming budgeted rates based on prior year performance. DeVries prepared an analysis of the performance and included it in the agenda packages. Last year there was a small deficit between the budgeted collections from departments and claims paid. The Finance Department is recommending an increase in the single rate of \$1 per month and family of \$2 per month. This would add \$9,138 to the total amount available to pay claims in 2020. Motion by Nelan/Rinard to approve the increase in dental rates. The motion passed 4-0.

- 17. Discussion and possible action on contingency transfer to Sheriff's Department for repair and rental of backup generator** – Wehmeier explained that the work is now complete and the total cost of the rental of the backup generator and repairs to the County's generator totaled \$88,000. Wehmeier asked for this amount to be transferred from contingency to the Sheriff's Department budget. Motion by Nelan/Rinard to approve the contingency transfer. The motion passed 4-0.
- 18. Discussion and possible action on contingency transfer of \$17,000 to Human Resources for Personnel Ordinance study** – Wehmeier explained that as a part of the 2019 budget, amounts were provided in the Other Contingency line for administrative assistance with various ordinance reviews and restructurings, one of these being Jefferson County's Personnel Ordinance. Jefferson County has contracted with Jim Richter and Joe Rains former Human Resources directors for Waukesha and Dodge Counties, respectively, to study the ordinance and make recommendations for improvements. Motion by Nelan/Kutz to approve the transfer of \$17,000 from Other Contingency to the Human Resources budget. The motion passed 4-0.
- 19. Discussion and possible action on contingency transfer to Administration budget in the amount of \$65,000 for Limited Term Employee** – Wehmeier explained that as a part of the 2019 budget, amounts were provided in the Other Contingency line for administrative assistance with various projects such as a marketing study, interdepartmental collaboration and space needs assessment, priority based budgeting, purchasing/request for bids and proposals/contracts and bidding process creations, and the creation of an administrative manual. Jefferson County has found a candidate to assist with these projects and now wishes to release the funding from Other Contingency to get started on this work. Motion by Jones/Kutz to approve the transfer of \$65,000 from Other Contingency to the Administration budget. The motion passed 4-0.
- 20. Discussion and possible action Requests for Proposals for Audit Services and the formation of audit proposal review team** – DeVries explained that the current audit services contract is up for renewal as Sikich was at the end of its 5-year term. The request for proposals (RFP) has been prepared and reviewed by Corporation Counsel and Administration with a June release anticipated. DeVries is looking for volunteers to assist with the evaluation of proposals, preferably 4-5 individuals including DeVries and Assistant Finance Director Tammy Worzalla. The team will consist of Wehmeier, DeVries, Kutz, Jones, and potentially representatives from the Highway and Human Services departments. Motion by Rinard/Nelan to release the RFP in June for an August response. The motion passed 4-0.
- 21. Review of the financial statements and department update for April 2019-Finance Department** – No action taken.
- 22. Review of the financial statements and department update for April 2019-Treasurers Department** – No action taken.
- 23. Review of the financial statements and department update for April 2019-Child Support Department** - No action taken.
- 24. Discussion 2019 projections of budget vs. actual.** No action taken.
- 25. Update on contingency fund balance** - The current balance of 2019 general contingency funds before any action taken at the current meeting is \$500,000. The other contingency fund balance is \$407,925 and the vested benefits balance is \$290,000.

- 26. Discussion of funding for projects related to the new Highway Facilities and sale of old Highway Facilities.** Wehmeier updated the Committee on the progress of the old highway site.
- 27. Set future meeting schedule, next meeting date, and possible agenda items** – The next meeting is scheduled for July 11, 2019. Future agenda items will include therapy and capital line item analysis.
- 28. Review of Invoices**-After review of the invoices, a motion was made by Nelan/Kutz to approve the payment of invoices totaling \$6,444,452.03. The motion passed 4-0.
- 29. Adjourn** – A motion was made by Rinard/Kutz to adjourn at 11:03 a.m. The motion passed 4-0.

Respectfully submitted,

Russell Kutz, Secretary  
Finance Committee  
Jefferson County  
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