

**Jefferson County
Finance Committee Minutes
September 10, 2019**

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

1. **Call to order** – Richard Jones called the meeting to order at 5:00 p.m.
2. **Roll call (establish a quorum)** – Finance Committee members present were Richard Jones, George Jaeckel, Russel Kutz, Conor Nelan and James Schroeder for Amy Rinard, who was excused. Other County Board members present were Walt Christensen. Staff in attendance were County Administrator, Ben Wehmeier; Finance Director, Marc DeVries; and Corporation Counsel, Blair Ward. There were no members of the public present.
3. **Certification of compliance with the Open Meetings Law** – County Administrator Wehmeier certified compliance with the Open Meetings Law.
4. **Approval of the agenda** – The agenda was approved.
5. **Approval of Finance Committee minutes for August 8, 2019.** A motion was made by Jaeckel/Kutz to approve the minutes for August 8, 2019. The motion passed 5-0.
6. **Communications** – None.
7. **Public Comment** – None.
8. **Discussion and possible action on contingency transfers for strategic plan initiatives and emergency infrastructure upgrades** – County Administrator Wehmeier explained various needs arising throughout the County. In order to best plan for the near term Administration and Finance recommend the appropriation of \$230,000 for insurance claims as reserved by our insurance carriers, \$226,290 for needed repairs to the County Jail, \$75,000 for the repair of the air conditioning units in the Courthouse, \$75,000 for courtroom technology upgrades, \$20,000 for the completion of Phase I of the Interurban Trail project, and \$7,000 for a temporary position in the Veterans Services office to assist with a backlog of claims for a total of \$633,290. These appropriations are requested to be funded as follows: Contingency - \$324,190, reduction in current year funding for the 911 communications upgrade - \$120,000 (leaving \$1,000,000), Jail Assessment fees - \$100,000, carryover funds for the parking lot project - \$79,600, carryover funds for courtroom technology - \$9,500. This would leave \$65,975 in budgeted contingency and \$109,941.42 in budgeted Jail Assessment Fees. Motion by Jaeckel/Nelan to make the appropriations as stated above. The motion passed 5-0.
9. **Discussion and possible action on reallocation of funds between capital projects (MIS Department/Human Services Department)** – County Administrator Wehmeier explained that bids had come back on servers budgeted at \$125,000 for 2019 and that because the bids were significantly less than anticipated, he is recommending that items requested for 2020 be funded from the difference. This would release levy funds from the 2020 budget and assist with balancing

the budget. A server (\$10,000), UPS batteries (\$6,500), ArcServe network backup solution (\$70,000) and new cameras (\$4,000) would be purchased from the remaining funds budgeted for the server purchases. A motion was made by Jaeckel/Nelan to approve the re-appropriation of capital projects funds as described above. The motion passed 5-0.

- 10. Discussion and possible action on Contract for Auditing Services** – DeVries explained that the ad hoc committee selected by the Finance Committee last month had met and discussed various areas of concern to address with the proposing audit firms. DeVries conducted phone interviews with the contending firms and also contacted references. Responses were favorable, and scores were subsequently tallied with CliftonLarsonAllen scoring the highest. Based on the scores DeVries is recommending that the Committee forward a resolution to the Board of Supervisors to select CliftonLarsonAllen as the County’s audit firm for the 2019-2021 fiscal years with an option for the Finance Committee to extend an additional two years. Motion by Jones/Jaeckel to approve the recommendation of CliftonLarsonAllen as independent auditors and forward the resolution to the Board of Supervisors. The motion passed 5-0.
- 11. Discussion and possible action on funding request from People Against Domestic Violence (PADA)** – The Committee considered the request by PADA to fund \$60,000 from the current year’s budget and \$60,000 from the 2020 budget. Based on the earlier report from the County Administrator on the emerging capital and insurance needs in 2019 and limited funds available in the 2020 budget, as well as the availability of similar services in the County being provided currently without County funding, the Committee decided to deny the funding request. Motion by Jones/Jaeckel to deny the funding request from PADA. The motion passed 5-0.
- 12. 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.
- 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 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 5-0.
- 14. Reconvene in open session for action on closed session items if necessary** – Motion by Jaeckel/Kutz to return to open session. The motion passed 5-0.
- 15. Review of the financial statements and department update for July 2019-Finance Department** – No action taken.
- 16. Review of the financial statements and department update for July 2019-Treasurers Department** – No action taken.

- 17. Review of the financial statements and department update for July 2019-Child Support Department** - No action taken.
- 18. Discussion 2019 projections of budget vs. actual.** No action taken.
- 19. Update on contingency fund balance** - The current balance of 2019 general contingency funds before any action taken at the current meeting is \$390,165. The other contingency fund balance is \$279,175 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 updated the Committee on the progress of the old highway site.
- 21. Set future meeting schedule, next meeting date, and possible agenda items** – The next meeting is scheduled for September 16, 2019. Future agenda items will include budget hearings.
- 22. Review of Invoices** - After review of the invoices, a motion was made by Jaeckel/Nelan to approve the payment of invoices totaling \$31,656,996.52. The motion passed 5-0.
- 23. Adjourn** – A motion was made by Jaeckel/Kutz to adjourn at 6:45 p.m. The motion passed 5-0.

Respectfully submitted,

Russell Kutz, Secretary
Finance Committee
Jefferson County
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