

**Walworth County Board of Supervisors
Finance Committee Meeting Minutes
Thursday, February 17, 2022
Walworth County Government Center, County Board Room 114
100 West Walworth Street, Elkhorn, Wisconsin**

Chair Nancy Russell called the meeting to order at 9:33 a.m.

Roll call was conducted and the following members were present, either in person or by remote attendance: Chair Nancy Russell; Vice Chair Daniel Kilkenny; Supervisors Jerry Grant, Kathy Ingersoll, and Joseph Schaefer. A quorum was declared.

Others in Attendance

County Staff: Walworth County Administrator Mark W. Luberda; Director-Finance Jessica Conley; Deputy County Highway Commissioner Barry Pierce; Comptroller Todd Paprocki; and Captain-Support Services Todd Neumann.
Members of the Public: Tessa August-Spring Director-Walworth County Visitor Bureau.

Vice Chair Kilkenny offered a motion, second by Supervisor Grant, to approve the agenda with one amendment: 1) to move Item 8b under Unfinished Business – Preliminary draft of Ordinance No. **-03/22 Amending Section 62-104 of the Walworth County Code of Ordinances Relating to Tax Incremental Financing Districts to follow Item 9k under New Business – COVID-19/American Rescue Plan Act Financial Summary Update. The agenda as amended was approved with no withdrawals.

On motion by Supervisor Grant, second by Vice Chair Kilkenny, the January 20, 2022 Finance Committee meeting minutes were approved.

Public Comment

Tessa August-Spring Director-Walworth County Visitor Bureau (WCVB) introduced herself and stated she is present to answer any questions there may be in reference to the Visitor Bureau agenda item.

Consent items

Supervisor Grant and Director-Finance Jessica Conley requested Items 7.b.1 and 7.c.1 be considered separately.

Supervisor Grant offered a motion, second by Vice Chair Kilkenny, to approve all remaining consent items. Motion carried 5-0.

7a. Budget Adjustments and Transfers

2021

1) Sheriff's Office

- a. SH008 – Adjust budget to reflect overtime payout shortfall in Patrol due to vacancies
- b. SH009 – Adjust prisoner transport budget to offset shortfall

2022

2) Clerk of Courts

- a. CT001 – Reallocate funds for the Treatment Alternatives and Diversions (TAD) Grant

3) Health and Human Services

- a. HS001 – Increase Department of Children & Families Grant Allocations per State Contract

7b. Bids and Contracts

1) 911 Emergency Management Radio System Contract for the Sheriff's Office

Conley advised that there are still federal terms under negotiation for this contract that would allow for utilizing American Rescue Plan Act (ARPA) grant funds should the Finance Committee choose to do so in the future. Captain-Support Services Todd Neumann shared the initial total dollar estimate for this project was twenty to twenty-five million. He stated this \$13 million contract is for construction of all radio components, along with portable and mobile radio equipment needed by the Sheriff's Office and Department of Public Works. Once constructed, this portion also includes maintenance for years two through ten. Neumann advised there is a civil portion of construction, not included in this contract, estimated to cost approximately \$4.6 million. **Supervisor Grant offered a motion, second by Vice Chair Kilkenny, to approve the 911 Emergency Management Radio System Contract for the Sheriff's Office. Motion carried 5-0.**

7c. Reports

1) Quarterly investment report – 4th quarter 2021

Conley advised that the County's total investment portfolio (non-departmental and unrealized loss) has fallen short of budget expectations. Conley is recommending no action be taken as County sales tax revenue has an expected surplus that will offset losses. **Supervisor Grant offered a motion, second by Vice Chair Kilkenny, to accept the Quarterly investment report – 4th quarter 2021. Motion carried 5-0.**

2) Update on tax incremental financing districts (TIDs)

3) Out-of-State Travel

a. Health & Human Services

1. Deb McDaniel, Transport a consumer, 86315, AZ

Unfinished business

8a. Walworth County Visitor Bureau's Memorandum of Understanding, Budget Allocation, and Tourism Support
Supervisor Grant offered a motion, second by Vice Chair Kilkenny, to approve the Walworth County Visitor Bureau's Memorandum of Understanding, Budget Allocation, and Tourism Support. August-Spring explained the proposed changes in operation detailed in Ellen Burling's letter, included in the packet (Pages 17-20); with some discussion and no rejections. **Supervisor Grant amended his original motion, Vice Chair Kilkenny seconded, to approve that the Walworth County Visitor Bureau's change in nature of business is consistent with the annual appropriation, based on the County Administrator's recommendation. Motion carried 5-0.**

8b. Preliminary Draft of Ordinance No. **-03/22 Amending Section 62-104 of the Walworth County Code of Ordinances Relating to Tax Incremental Financing Districts

This item was moved to follow Item 9k: COVID-19/American Rescue Plan Act Financial Summary Update during agenda approval.

New Business

9a. Resolution No. **-03/22 Accepting a Non-Cash Donation of \$16,000 from the Badger State Sheriff's Association (BSSA) for Gas Mask Replacements/Upgrades for the Sheriff's Office

Supervisor Grant offered a motion, second by Supervisor Ingersoll, to approve the resolution Accepting a Non-Cash Donation of \$16,000 from the Badger State Sheriff's Association (BSSA) for Gas Mask Replacements/Upgrades for the Sheriff's Office. Motion carried 5-0.

9b. Resolution No. **-03/22 Accepting Mobilizing Communities for a Just Response Health Strategy 4.1 and Disparities Grant in Wisconsin Funding

Supervisor Grant offered a motion, second by Vice Chair Kilkenny, to approve the resolution Accepting Mobilizing Communities for a Just Response Health Strategy 4.1 and Disparities Grant in Wisconsin Funding. Motion carried 5-0.

9c. Resolution No. **-03/22 Appropriating Lakeland Health Care Center Provider Relief Fund Phase 4 Funding for Crisis Pay Premiums in the Lakeland Health Care Center Fund

Supervisor Grant offered a motion, second by Supervisor Schaefer, to approve the resolution Appropriating Lakeland Health Care Center Provider Relief Fund Phase 4 Funding for Crisis Pay Premiums in the Lakeland Health Care Center Fund. Motion carried 5-0.

9d. Resolution No. **-03/22 Appropriating and Reallocating ARPA SLFRF Funding from the Recovery Grants Fund to Support Personnel Needs for Ease of Administering Federal Requirements.

Supervisor Grant offered a motion, second by Supervisor Schaefer, to approve the resolution Appropriating and Reallocating ARPA SLFRF Funding from the Recovery Grants Fund to Support Personnel Needs for Ease of Administering Federal Requirements. Conley referred to and explained her Memorandum included in packet number two; noting reallocation of ARPA funds to support personnel needs will alleviate the difficulties with software companies being resistant to amend contracts in order to be consistent with federal contractual terms. **Motion carried 5-0.**

9e. Ordinance No. **-03/22 Amending Sections 17-3, 17-7, 17-20 and 17-116 of the Walworth County Code of Ordinances Relating to Highway Commissioner Authorities

Supervisor Grant offered a motion, second by Supervisor Schaefer, to approve the ordinance Amending Sections 17-3, 17-7, 17-20 and 17-116 of the Walworth County Code of Ordinances Relating to Highway Commissioner Authorities. Conley noted the Public Works Committee recommended this ordinance; which moves certain authorities relating to highway improvement and maintenance projects to the County Highway Commissioner (Director-Public Works Richard Hough.) **Motion carried 5-0.**

9f. Resolution No. **-03/22 Authorizing a County Board Budget Amendment Increasing CTH ES (West Street to STH 20) Project Construction Budget Appropriation and Increasing Related Reimbursement from the Village of East Troy
Supervisor Grant offered a motion, second by Vice Chair Kilkenny, to approve the resolution Authorizing a County Board Budget Amendment Increasing CTH ES (West Street to STH 20) Project Construction Budget Appropriation and Increasing Related Reimbursement from the Village of East Troy. Motion carried 5-0.

9g. Public Works year-end inventory adjustments

Supervisor Grant offered a motion, second by Supervisor Schaefer, to approve the Public Works year-end inventory adjustments. Conley referred to the Walworth County Department of Public Works Annual Inventory Adjustments – December 31, 2021 (Page 44); noting the adjustment is requesting the approval to write off \$12,611. Deputy County Highway Commissioner Barry Pierce briefly explained reasons and proposed solutions for the write-off amounts. **Motion carried 5-0.**

9h. Proposed 2022 County Board calendar for 2023 budget process

Conley outlined the two changes in schedule; stating the August and November meeting dates have been adjusted to Monday due to elections. Chair Russell requested a reminder be sent to Supervisors prior to each Monday meeting. **Supervisor Schaefer offered a motion, second by Vice Chair Kilkenny, to approve the Proposed 2022 County Board calendar for 2023 budget process. Motion carried 4-0.**

9i. Annual Review and Approval of Walworth County Investment Guide and Adjustment to Core Portfolio Calculation
Conley introduced Comptroller Todd Paprocki who summarized the annual process and the updated investment strategy. He stated core, investment, and institution limits change every year, sharing this was the only change to the investment strategy for this next year. **Supervisor Schaefer offered a motion, second by Supervisor Grant, to approve the Walworth County Investment Guide and Adjustment to Core Portfolio Calculation. Motion carried 5-0.**

9j. Resolution No. **-03/22 Appropriating \$200,000 of ARPA SLCFR Funding from the Recovery Grants Fund for the Purpose of Supporting Nonprofit, Public Mass Transit Driver Premium Pay

Luberda referred to the Memorandum, resolution, and Driver and Non-Driver comparison tables, included in the packet (Pages 67-74); reiterating that VIP Services, Inc. informed they will be unable to execute the third optional year of service. After a review of circumstance Luberda found the primary cause to be negative impacts of the pandemic; and summarized the proposed supplemental pay for drivers. Luberda stated that if the resolution is approved, staff will work with Corporation Counsel to develop a program grant agreement with VIP Services, Inc. to ensure the funding is provided on a reimbursement basis. **Vice Chair Kilkenny offered a motion, second by Supervisor Grant, to approve the resolution Appropriating \$200,000 of ARPA SLCFR Funding from the Recovery Grants Fund for the Purpose of Supporting Nonprofit, Public Mass Transit Driver Premium Pay.** Discussion then focused on funding the premium pay after ARPA is finished. Luberda stated it is his expectation that driver pay will be addressed in the next Request for Proposal (RFP), with a minimum pay rate negotiated within the contract and taken into consideration during the bid process. **Motion carried 5-0.**

9k. COVID-19/American Rescue Plan Act Financial Summary Update

Conley referenced and summarized her Memorandum and the three reports included in the packet (Pages 75-82.)

Vice Chair Kilkenny offered a motion, second by Supervisor Schaefer, to accept the COVID-19/American Rescue Plan Act Financial Summary Update. Motion carried 5-0.

8b. Preliminary Draft of Ordinance No. **-03/22 Amending Section 62-104 of the Walworth County Code of Ordinances Relating to Tax Incremental Financing Districts
Vice Chair Kilkenny offered a motion, second by Supervisor Schaefer, to approve the ordinance Amending Section 62-104 of the Walworth County Code of Ordinances Relating to Tax Incremental Financing Districts. Motion carried 5-0.

Announcements and correspondences – There was none.

Confirmation of next meeting date and time: The next meeting was confirmed for Thursday, March 17, 2022 at 9:30 a.m.

Adjournment

On motion and second by Vice Chair Kilkenny and Supervisor Grant, Chair Russell adjourned the meeting at 10:48 a.m.