

**Walworth County Board of Supervisors
Finance Committee Meeting Minutes
Thursday, April 29, 2021
Walworth County Government Center, County Board Room 114
100 West Walworth Street, Elkhorn, Wisconsin**

Chair Nancy Russell called the meeting to order at 9:30 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 (arrived at 9:32 a.m.) A quorum was declared.

Others in Attendance

County Staff: County Administrator Mark W. Luberda; and Finance Director Jessica Conley

On motion by Supervisor Grant, second by Vice Chair Kilkenny, the agenda was approved with no withdrawals.

On motion by Supervisor Grant, second by Vice Chair Kilkenny, the March 18, 2021 Finance Committee meeting minutes were approved.

Public Comment – There was none.

Unfinished Business – There was none.

Consent Items

8a) Budget amendments

- 1) Finance
 - a. FN002 – Extend budget for administrative support staff due to the COVID pandemic
- 2) Health and Human Services
 - a. HS006 – Increase budget for substance abuse treatment
 - b. HS007 – Transfer funds to upgrade the electronic health record system software

8b) Waiver of Competition

- 1) Turnkey service to apply Reclamite on two segments of CTH-H, Public Works Department

8c) Bids/contracts

- 1) Change order request to amend the contract to upgrade HHS's electronic health record system software
- 2) Proposal award for Information Technology (IT) backup and disaster recovery solution
- 3) Proposal award for Public Works pavement management system & analysis study
- 4) Bid award for Public Works roadway emulsion oil transport and application

8d) Declaration of Surplus

- 1) Public Works request to declare vehicles and equipment and brine tanks/inserts as surplus and authorizing staff to dispose of the assets
- 2) Sheriff's Office request to declare squad cars as surplus and authorizing staff to dispose of the assets

8e) Reports

- 1) Quarterly property loss report – 1st quarter 2021
- 2) Quarterly delinquent tax report – 1st quarter 2021
- 3) Update on tax incremental financing districts
- 4) Out-of-state travel
 - a. Health and Human Services
 1. Megan Kasper & Emma Madura, Child Transport to Placement/Visit, 630xx, MO

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

New Business

9a) Resolution **-05/21 Authorizing the Public Works Brine Maker, One 2004 Mack Tandem Truck with Attachments, and Two Mack Tandem Trucks with Attachments to be Declared Surplus and Authorizing Staff to Dispose of the Assets

Supervisor Grant offered a motion, second Vice Chair Kilkenny, to approve the resolution Authorizing the Public Works Brine Maker, One 2004 Mack Tandem Truck with Attachments, and Two Mack Tandem Trucks with Attachments to be Declared Surplus and Authorizing Staff to Dispose of the Assets. Motion carried 5-0.

9b) Resolution **-05/21 Allocating/Transferring Highway Fund Available Net Position to Pavement Management System & Analysis Study Project

Supervisor Schaefer offered a motion, second by Supervisor Grant, to approve the resolution Allocating/Transferring Highway Fund Available Net Position to Pavement Management System & Analysis Study Project. Motion carried 5-0.

9c) Resolution **-05/21 Authorizing the Sheriff's Office to Accept the Community Oriented Policing Services (COPS) Anti-Methamphetamine Program (CAMP) Grant and Community Oriented Policing Services (COPS) Anti-Heroin Task Force (AHTF) Grant and Authorizing Addition to Previously Established Pre-Approved Recurring Grants List

Supervisor Ingersoll offered a motion, second by Supervisor Grant, to approve the resolution Authorizing the Sheriff's Office to Accept the Community Oriented Policing Services (COPS) Anti-Methamphetamine Program (CAMP) Grant and Community Oriented Policing Services (COPS) Anti-Heroin Task Force (AHTF) Grant and Authorizing Addition to Previously Established Pre-Approved Recurring Grants List. Motion carried 5-0.

9d) Sheriff's Office Coronavirus Emergency Supplemental Funds (CESF) – Grant Acceptance or Preauthorization

Supervisor Grant offered a motion, second by Supervisor Schaefer, to approve Sheriff's Office Coronavirus Emergency Supplemental Funds (CESF) – Grant Acceptance or Preauthorization. Director of Finance Jessica Conley reiterated this is an approval to apply for this grant in the amount of \$150k. Motion carried 5-0.

9e) Resolution **-05/21 Authorizing Write Off of 2018 Personal Property Taxes Uncollectible in 2019

Supervisor Grant offered a motion, second by Supervisor Schaefer, to approve the resolution Authorizing Write Off of 2018 Personal Property Taxes Uncollectible in 2019. Motion carried 5-0.

9f) Ordinance **-05/21 Amending Section 30-256 of the Walworth County Code of Ordinances Relating to Capitalization Thresholds

Supervisor Grant offered a motion, second by Supervisor Ingersoll, to approve the Ordinance Amending Section 30-256 of the Walworth County Code of Ordinances Relating to Capitalization Thresholds. Motion carried 5-0.

9g) Report on 2020 fundraisers

Supervisor Schaefer offered a motion, second by Supervisor Grant, to accept the report on 2020 fundraisers. Motion carried 5-0.

9h) Resolution **-05/21 Closing Fiscal Year 2020

Supervisor Grant offered a motion, second by Supervisor Schaefer, to approve the resolution Closing Fiscal Year 2020. Motion carried 5-0.

9i) Resolution **-05/21 Committing Fund Balances as of December 31, 2020

Supervisor Schaefer offered a motion, second by Supervisor Grant, to approve the resolution Committing Fund Balances as of December 31, 2020. Motion carried 5-0.

9j) 2021 calendar for 2022 budget process

Supervisor Ingersoll offered a motion, second by Supervisor Grant, to accept the 2021 calendar for 2022 budget process. Conley noted an addition has been made to the calendar in May, to allow Finance Committee and any other County Board Supervisors, to present or suggest considerations for the County Administrator to appraise when drafting the 2022 Budget. **Motion carried 5-0.**

9k) Ordinance **-05/21 Amending Section 30-173 of the Walworth County Code of Ordinances Relating to Establishment of a Recovery Grants Fund

Conley stated this request is due to the considerable size of this grant; and the fact that it extends for multiple years. **Supervisor Grant offered a motion, second by Supervisor Schaefer, to approve the ordinance Amending Section 30-173 of the Walworth County Code of Ordinances Relating to Establishment of a Recovery Grants Fund. Motion carried 5-0.**

9l) Update on COVID-19 Report

Conley noted that Lakeland Health Care Center (LHCC) is still waiting to report 2020 CARES funding; the portal has been active since February but at this time does not allow for reporting results. Lubarda referred to Conley's Memorandum reiterating the three new proposed positions addressed at the Human Resources Committee meeting this week, will be on the County Board Agenda in May. Lubarda noted the volume of the American Rescue Plan Act (ARPA) funds, amounting to more than \$20 million over the next three years, is larger than some departments; warranting a strong level of management on a day to day basis. **Supervisor Grant offered a motion, second by Supervisor Schaefer, to accept the Update on COVID-19 Report. Motion carried 5-0.**

Correspondence – There was none.

Confirmation of next meeting: The next meeting was confirmed for Thursday, May 20, 2021 at 9:30 a.m.

Supervisor Russell extended an invite to all Supervisors to attend the May meeting in reference to budget planning. Lubberda confirmed he will include a reminder in his next few Friday updates as well.

Adjournment

On motion by Supervisor Grant second by Supervisor Schaefer, Chair Russell adjourned the meeting at 9:49 a.m.

Submitted by Jennifer Stinnett, Administrative Assistant. Meeting minutes were approved by the Finance Committee at the May 20, 2021 meeting.