

**Walworth County Board of Supervisors
Finance Committee Meeting Minutes
Thursday, May 18, 2023
Walworth County Government Center, County Board Room 114
100 West Walworth Street, Elkhorn, Wisconsin**

Chair Sheila T. Reiff called the meeting to order at 10:00 a.m.

Roll call was conducted and the following members were present: Chair Sheila T. Reiff; Vice-Chair Joseph H. Schaefer (Arrived at 10:01 a.m.); Supervisors Kathy Ingersoll, Dennis Karbowski, and Rick Stacey. A quorum was declared.

Others in Attendance

County Staff: Walworth County Administrator Mark W. Luberda; Director-Finance Jessica Conley; Deputy Director-Health and Human Services Trista Piccola; Undersheriff Tom Hausner; Director-Special Education Matthew Huettl; Corporation Counsel/Director-Land Use and Resource Management Michael Cotter; and Comptroller Todd Paprocki
Members of the Public: Managing Director for PFM Asset Management Jeff Schroeder

On motion by Supervisor Stacey, second by Supervisor Karbowski, the agenda was approved with no withdrawals.

On motion by Supervisor Ingersoll, second by Supervisor Karbowski, the April 27, 2023 Finance Committee meeting minutes were approved.

Public Comment – Adam Johnson of Delavan spoke in opposition of the suggestion for an addition of a Limited Term Employee (LTE) Code Enforcement Officer within the Land Use Resource Management (LURM) Department.

Consent Items

7a. Budget Adjustments and Transfers

- 1) Health and Human Services
 - a. HS003 – increased consumer need for an intensive care facility
 - b. HS004 – increased placements at secured detention facilities
- 2) Public Works
 - a. PW003 – adjust for purchase of brine-making solar salt

Supervisor Stacey offered a motion, second by Vice-Chair Schaefer, to approve Item #7a. Budget adjustments and Transfers. Supervisor Stacey requested more information on the Health and Human Service’s increased placements at secured detention facilities. Deputy Director-HHS Trista Piccola confirmed this is relative to juveniles and though there has been a decrease in youth placements in correction facilities, there has been an increase in length of days in secured detention facilities. **Motion carried 5-0.**

7b. Bids/Contracts

- 1) Change order request for Radio System Civil Engineering/Edge

Supervisor Stacey offered a motion, second by Supervisor Karbowski, to approve Item #7b. Bids/Contracts. Motion carried 5-0.

7c. Declaration of Surplus

- 1) Treasurer requesting to declare scanner/plotter as surplus and authorizing staff to dispose of the asset
- 2) Sheriff’s Office requesting to declare eight (8) squads as surplus and authorizing staff to dispose of the asset

Supervisor Karbowski offered a motion, second by Supervisor Ingersoll, to approve Item #7c. Declaration of Surplus. Motion carried 5-0.

7d. Reports

- 1) Update on tax incremental financing districts (TIDs)

Director-Finance Jessica Conley reported she has had citizens contact her regarding either a project plan amendment or a brand new TID coming to the Village of Mukwonago. She has no other details, as the Village of Mukwonago has not reached out regarding a potential TID.

2) Quarterly investment report – 1st quarter 2023

Supervisor Ingersoll offered a motion, second by Supervisor Stacey, to accept the Quarterly investment report – 1st quarter 2023. Motion carried 5-0.

3) Out-of-state travel

- a. Health and Human Services
 - i. M. Swenson, Preparedness Summit Conference, Atlanta, GA
 - ii. A. Winden, Preparedness Summit Conference, Atlanta, GA
- b. Human Resources
 - i. D. McIntyre, National Public Employer Labor Relations Association Conference, Louisville, KY
- c. Public Works
 - i. B. Fraher, IPSI Training, Effingham, IL
 - ii. M. Lois, IPSI Training, Effingham, IL
- d. Sheriff's Office
 - i. M. Weber, K9 Operations Ronin Dog Training, Chattanooga, TN

Supervisor Karbowski offered a motion, second by Supervisor Stacey, to approve Item #7c3. Out-of-state travel. Motion carried 5-0.

Unfinished business

8a. City of Elkhorn Tax Incremental District (TID) No. 4 Project Plan Amendment

Conley reported on the first joint review board meeting with the City of Elkhorn. She received full support from the other joint review board members regarding the three requests discussed at last month's Finance Committee meeting, which are detailed in Conley's Memorandum (Page 29). In addition, City of Elkhorn Administrator Adam Swann followed up with Conley and said there was no public comment from citizens at the public hearing and the three requested items were approved by the Plan Commission. Conley also informed the Committee on the expected costs of the units; a one bedroom unit is estimated to be \$1,100/month and three bedroom units are estimated to be \$2,400/month. Discussion followed.

New Business

9a. Presentation by PFM Asset Management LLC (PFM), regarding March 31, 2023 Other Postemployment Benefits (OPEB) Quarterly Investment Report

Managing Director PFM Asset Management Jeff Schroeder gave a presentation: Walworth County OPEB Trust Investment Performance Review for the Quarter Ended March 31, 2023 (Pages 30-81); highlighting:

- Quarterly Market Summary
- Plan Performance Summary

9b. Other Postemployment Benefits (OPEB) Investment Strategy and Target Allocations

Conley explained, Comptroller Todd Paprocki's Memorandum (Page 82) details the current target asset allocations and inquired if the Committee had any suggested changes. Discussion ensued relative to the possibility of changing the asset allocation to a 60/40 allocation, rather than the current 50/50 allocation. **Supervisor Stacey offered a motion, second by Vice-Chair Schaefer, to continue as is with Other Postemployment Benefits Investment Strategy and Target Allocations and review in six months. Motion carried 5-0.**

9c. County Board 2024 Budget Planning

Conley informed the Committee, this is the time to share any ideas relative to planning for the 2024 budget. County Administrator Mark W. Luberda noted there are no specific requirements relative to suggestions. He also explained, department heads are working diligently on the 2024 budget as it pertains to their specific departments. In addition, he stated Supervisors may bring suggestions to his attention in the interim. Discussion followed. Supervisor Ingersoll stated, in the Health and Human Services meeting, the Aging Disability Resource Center (ADRC) gave a presentation and referenced the lack of awareness of programs ADRC offers. She felt this is an area that should be investigated. Luberda reported he has plans to meet with ADRC staff and will discuss this particular issue.

9d. Ord. No. **-06/23 Amending Sections 15-359 and 30-286 of the Walworth County Code of Ordinances Relating to Lakeland School Lunch Duty Pay and Lunch Fees

Vice-Chair Schaefer offered a motion, second by Supervisor Ingersoll, to approve the ordinance Amending Sections 15-359 and 30-286 of the Walworth County Code of Ordinances Relating to Lakeland School Lunch Duty Pay and Lunch Fees. Luberdá gave his recommendation for approval. Director-Special Education Matthew Huettl explained this is to update the ordinance to reflect the current structure at Lakeland School. **Motion carried 5-0.**

9e. Res. No. **-06/23 Accepting Room and Board Residential Substance Use Disorder (RSUD) Opioid Settlement Funding and Adding Grant to Previously Established Pre-Approved Recurring Grant List

Supervisor Ingersoll offered a motion, second by Supervisor Karbowski, to approve the resolution Accepting Room and Board Residential Substance Use Disorder (RSUD) Opioid Settlement Funding and Adding Grant to Previously Established Pre-Approved Recurring Grant List. Motion carried 5-0.

9f. Res. No. **-06/23 Creating a New 2023 Capital Improvement Project to Purchase Ten (10) Sheriff's Office Squad Cars by Accelerating the 2024 Capital Request and Authorizing a Capital Project Fund Expenditure Budget of \$720,000 Funded by a Transfer from General Fund Building/Equipment Committed Fund Balance and the Sale of Surplus Vehicles

Supervisor Stacey offered a motion, second by Vice-Chair Schaefer, to approve the resolution Creating a New 2023 Capital Improvement Project to Purchase Ten (10) Sheriff's Office Squad Cars by Accelerating the 2024 Capital Request and Authorizing a Capital Project Fund Expenditure Budget of \$720,000 Funded by a Transfer from General Fund Building/Equipment Committed Fund Balance and the Sale of Surplus Vehicles. Luberdá provided information on how this process may change in the future relative to the budget process. **Motion carried 5-0.**

9g. COVID-19/American Rescue Plan Act (ARPA) Financial Update

Conley reported, \$3.27 million of American Rescue Plan Act (ARPA) total funds spent from the beginning of the grant through the end of the 1st quarter and reported to the U.S. Treasury (Pages 98-101). Luberdá alerted the Committee that numerous plans are in place to utilize those remaining funds. He also apprised them to the fact that there has been mention at the federal level of reducing domestic spending, which may result in having to return unspent ARPA funds. Though there is no pressing concern yet, if that does happen, there may be a need to react quickly and amend plans. Discussion ensued. Luberdá also noted, when planning for some of these ARPA projects, it was important to consider the capacity to continue funding once ARPA funds are no longer available.

Confirmation of next meeting date and time: The next meeting was confirmed for Thursday, June 22, 2023 at 10:00 a.m.

Adjournment

On motion and second by Supervisor Stacey and Vice-Chair Schaefer, Chair Reiff adjourned the meeting at 10:50 a.m.