

**Walworth County Board of Supervisors  
Finance Committee Meeting Minutes  
Thursday, June 22, 2023  
Walworth County Government Center, County Board Room 114  
100 West Walworth Street, Elkhorn, Wisconsin**

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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; 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; Comptroller Todd Paprocki; Director-Public Works Richard Hough; Treasurer Valerie Etzel; and Corporation Counsel/Director-Land Use and Resource Management Michael Cotter.

Members of the Public: Paul Frantz, CPA, Partner, Baker Tilly US, LLP

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

**On motion by Supervisor Stacey, second by Supervisor Ingersoll, the May 18, 2023 Finance Committee meeting minutes were approved.**

**Public Comment** – There was none.

**Consent Items**

7A. Budget Adjustments and Transfers

- 1) Children with Disabilities Education Board
  - a. LS002 – School psychologist contracted services
  - b. LS003 – Adjust School Reception Office Reconfiguration for increased costs and security changes
- 2) Information Technology
  - a. IT001 – SO Network infrastructure upgrade project
- 3) Sheriff's Office
  - a. SH002 – ARPA LEA grant budget reallocation of tax levy to fund W2022 squad replacement shortage and real-time computer-aided dispatch displays

**Supervisor Stacey offered a motion, second by Supervisor Karbowski, to approve all Budget Adjustments and Transfers. Motion carried 5-0.**

7B. Purchasing Reports

- 1) Ordinance Exempt Procurement
  - a. Lakeland School – Psychologist contracted services

County Administrator Mark W. Luberda stated the Children with Disabilities Education Board (CDEB) reviewed the need to move to contracted School Psychologist Services for the 2023-2024 school year due to an anticipated vacancy entering the new school year. The vacant position was posted seeking a qualified candidate with no success. **Supervisor Stacey offered a motion, second by Supervisor Ingersoll, to approve, Item 7B.1a., Ordinance Exempt Procurement – Lakeland School – Psychologist contracted services. Motion carried 5-0.**

- 2) Waiver of Competition
  - a. Human Resources – Near Site Clinic

Luberda noted the Human Resources Committee recommended approval to extend the Waiver of Competition for a Three (3) year contract period with Aurora Quick Care, LLC to provide a near site clinic for Walworth County employees. The contract would include the option to renew for additional two (2) one (1) year periods. Concerns included clinic location, vendor services, and maintaining relationships that have developed thus far. **Supervisor Stacey offered a motion, second by Supervisors Karbowski, to approve, Item 7B.2a., Waiver of Competition – Human Resources – Near Site Clinic. Motion carried 5-0.**

#### 7C. Bids/Contracts

- 1) Proposal award recommendation for fleet telematics system

**Supervisor Stacey offered a motion, second by Vice-Chair Schaefer, to approve, Item 7C.1, Proposal award recommendation for fleet telematics system.** Public Works Director Richard Hough briefly explained the department's considerations, purchasing process, technology considerations, and recommended the acquisition of a telematics software and hardware system for deployment in County owned fleet equipment. Hough provided further clarification as to the details of the recommended contract with AssetWorks for their Samsara solution:

- The hardware is free with a fully executed contract.
- Minor tweaks will need to be made every year as equipment comes and goes.
- There is an annual rate discount on installed equipment. However, inflation may occur with updated hardware, improved data, and an evolving system.
- There is a price guarantee included in the three (3) year contract with the option for two (2) additional one (1) year periods, and potential renewal annually thereafter per or Ord. No. 17-27(a)(19) for software license renewals.
- There is a safety feature that reports operator performance.

Hough stated he would like to implement and utilize the equipment a few months prior to updating the Fleet Management Administrative Procedure to identify how Public Works will leverage telematics. **Motion carried 5-0.**

#### 7D. Declaration of Surplus

- 1) Sheriff's Office requesting to declare Mavic Drone as surplus and authorizing staff to dispose of the asset

**Supervisor Stacey offered a motion, second by Supervisor Karbowski, to approve, Item 7D.1, Sheriff's Office requesting to declare Mavic Drone as surplus and authorizing staff to dispose of the asset. Motion carried 5-0**

#### 7E. Reports

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

Director-Finance Jessica Conley reported the City of Elkhorn has amended and is in the final stages of creating a developers agreement relative to Tax Increment District (TID) #4. She noted the City addressed the three main concerns requested in her letter and she is to receive a copy of the agreement once it is completed. The City anticipates construction will begin as early as this fall, pending final approval and the permitting process is complete. The three residential buildings will take approximately a year and a half before residents are able to move in. Commercial buildings may be completed sooner.

- 2) Quarterly sales tax report – 1<sup>st</sup> quarter 2023

- 3) Out-of-state travel

- a. Corporation Council

1. J. Quill, Government Social Media Conference, Reno, NV

- b. Finance

1. J. Conley and T. Paprocki, National Government Financial Officers Association Conference, Portland, OR

- c. Health and Human Services

1. D. Lang, youth visit at residential facility, CT, 06107
2. D. McDaniel, transport youth to residential facility, MO, 64772
3. T. Vandeville, transport youth to residential facility, MO 64772

- d. Public Works

1. E. Blaszczyk and N. Timofeev, Best Lock & Key Training School, Indianapolis, IN

- e. Sheriff's Office

1. D. Gerber, National Sheriff's Institute – Jail Administration Course, Quantico, VA

- f. UW-Extension

1. A. Kostman, Financial Education Annual Conference, San Juan, PR

**Supervisor Stacey offered a motion, second by Vice-Chair Schaefer, to approve all reports. Motion carried 5-0.**

#### New Business

8A. Presentation by Baker Tilly US, LLC related to financial audit for fiscal year ended December 31, 2022  
Conley introduced Paul Frantz, CPA Partner with Baker Tilly US, LLP who presented the 2022 Audit Results for Walworth County.

8B. Government Finance Officers Association (GFOA) Distinguished Budget Presentation Award for the annual budget fiscal year 2023

Conley announced that Walworth County was once again, awarded the Government Finance Officers Association (GFOA) Distinguished Budget Presentation Award for the Annual Budget Fiscal Year 2023, despite the requirement to have a more specific strategic planning process in place. This is the 19<sup>th</sup> year in receiving the budget award.

8C. County Board Members 2024 Budget Planning including Draft of Strengths, Weaknesses, Threats, and Opportunities (SWOT) Analysis

Conley and Lubberda collaboratively gave a brief overview of her Memorandum and supporting documents (Pages 51-61) regarding the 2024 Budget Planning and Draft Strengths, Weaknesses, Opportunities, and Threats (SWOT) Analysis. Packets were distributed at the Department Head meeting earlier in the week for their review and input. Discussion ensued relative to higher education and a collaboration with UW-Whitewater students. Lubberda noted internships must have an educational component and not just performing the work normally completed within the office due to various Internal Revenue Service (IRS) rules.

8D. Res. No. \*\*-07/23 Authorizing the Accepting of State Child Welfare – Temporary Funding Pool for Sex Trafficking Out of Home Care Placement Funding, Establishing a Budget, and Authorizing the Addition to Previously Established Pre-Approved Recurring Grants List

**Supervisor Stacey offered a motion, second by Supervisor Ingersoll, to approve proposed Res. No. \*\*-07/23 – Authorizing the Accepting of State Child Welfare – Temporary Funding Pool for Sex Trafficking Out of Home Care Placement Funding, Establishing a Budget, and Authorizing the Addition to Previously Established Pre-Approved Recurring Grants List. Motion carried 5-0.**

8E. Res. No. \*\*-07/23 Accepting the Adult Protective Services American Rescue Plan Act Grant and Establishing a Budget

**Vice-Chair Schaefer offered a motion, second by Supervisor Karbowski, to approve proposed Res. No. \*\*-07/23 – Accepting the Adult Protective Services American Rescue Plan Act Grant and Establishing a Budget. Motion carried 5-0.**

8F. Res. No. \*\*-07/23 Authorizing the Increase of a Vacant 0.50 FTE Occupational Therapist Position to a 1.00 FTE Occupational Therapist Position and the Elimination of a 0.10 FTE Occupational Therapist Position at Lakeland School

**Supervisor Stacey offered a motion, second by Supervisor Ingersoll, to approve proposed Res. No. \*\*-07/23 – Authorizing the Increase of a Vacant 0.50 FTE Occupational Therapist Position to a 1.00 FTE Occupational Therapist Position and the Elimination of a 0.10 FTE Occupational Therapist Position at Lakeland School. Motion carried 5-0.**

8G. Intergovernmental Agreement by and between Walworth County and the City of Elkhorn Concerning County-Owned Property in the City of Elkhorn

Treasurer Valerie Etzel gave a brief overview of her Memorandum and the Intergovernmental Agreement (IGA) – City of Elkhorn (Pages 74-77) concerning county-owned property in the City of Elkhorn: Tax Parcel YU NW 00254, totaling 39.06 acres of land. **Supervisor Karbowski offered a motion, second by Supervisor Stacey, to approve the Intergovernmental Agreement by and between Walworth County and the City of Elkhorn Concerning County-Owned Property in the City of Elkhorn.** Discussion ensued relative to how beneficial these intergovernmental agreements are. Cotter noted there are several “zombie” properties within the City of Elkhorn that need to be acquired by the City; specifically portions of city streets that are platted and owned by someone else who has the ability to restrict access by simply planting shrubs. **Motion carried 5-0.**

8H. Price County Res. No. 19-23 – Request the State of Wisconsin to Address Concerns of Act 216, Relating to Distributing the Proceeds from the Sale of Tax Delinquent Property to the Former Owner (Referred by the County Board)

Etzel stated the Wisconsin Treasurer’s Association (WTA) and Wisconsin Counties Association (WCA) are currently working with legislature on this topic and recommended placing the resolution on file. Lubberda noted the WCA is aware

of the fact that even with the legislative change(s) made; it needs to be amended again to incorporate some expectations necessary from the recent Supreme Court decision. **Supervisor Stacey offered a motion, second by Supervisor Ingersoll, to place Price County Res. No. 19-23 on file. Motion carried 5-0.**

8I. Broadband Equity, Access, and Deployment (BEAD) Local Planning Grant Program Overview  
Luberda referred to and summarized the initial Broadband Equity, Access, and Deployment (BEAD) Report (Pages 80-82) submitted to M7 for inclusion in the Regional Plan, which was then sent on to the State of Wisconsin in order for them to unlock the federal broadband money. Luberda noted the document can be altered moving forward and the County is not necessarily tied to everything listed.

8J. American Rescue Plan Act (ARPA) Financial Update  
Conley provided an overview of her Memorandum found on Page 83 of the packet and stated County American Rescue Plan Act (ARPA) team staff recommended that six projects be re-classed to the lost revenue category. These changes will be reflected in the next budget report to be presented at the July Finance Committee meeting.

**Confirmation of next meeting date and time:** The next meeting was confirmed for Thursday, July 20, 2023 at 10:00 a.m.

**Adjournment**

**On motion and second by Supervisor Karbowski and Vice-Chair Schaefer, Chair Reiff adjourned the meeting at 10:38 a.m.**