

**Walworth County Board of Supervisors
Finance Committee Meeting Minutes
Thursday, July 20, 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; Supervisors Kathy Ingersoll, Dennis Karbowski, and Rick Stacey. A quorum was declared.

Others in Attendance

County Staff: Walworth County Administrator Mark W. Luberda; Corporation Counsel/Director-Land Use Resource Management Michael Cotter; Director-Finance Jessica Conley; and Treasurer Valerie Etzel

Members of the Public: Executive Director – Housing Authority Sarah Boss; and Realtor – RE/MAX Premier Properties Timothy Burd, Derek D’Auria, Executive Director of Walworth County Economic Development Alliance

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

On motion by Supervisor Ingersoll, second by Supervisor Stacey, the June 22, 2023 Finance Committee meeting minutes were approved.

Public Comment – There was none.

Consent Items

7A. Budget Adjustments and Transfers

1. Health and Human Services
 - a. HS005 – reduce kinship benefit and kinship assessments based on contract award
 - b. HS006 – Greater Wisconsin Agency on Aging state contract amendment
 - c. HS007 – increase Youth Aids grant based on state award amount
 - d. HS008 – reduce Children and Families Basic County Allocation grant based on state award amount

Supervisor Karbowski offered a motion, second by Supervisor Stacey, to approve Item #7A. Budget Adjustments and Transfers. Motion carried 5-0.

7B. Purchasing Reports

1. Ordinance Exempt Procurement
 - a. Health and Human Services – Psychologist contracted services
 - b. Recovery Grants – IT business analysts temporary help

Director-Finance Jessica Conley stated one item she wanted to point out was the hiring of two business analysts temporary help. This hiring was planned and part of the budget. Conley indicated Finance is looking for acceptance because they are ordinance exempt type purchases.

2. Annual review of standardized equipment and materials

Conley pointed out the standard taser had a change in the exact model number. Conley indicated because the number changed, Finance would need the board’s approval.

Vice Chair Schaefer offered a motion, second by Supervisor Karbowski, to approve Item #7B. Purchasing Reports. Motion carried 5-0.

7C. Bids/Contracts

1. Contract award recommendation for Short-Term Disability, Long-Term Disability, and Basic Life and AD&D (Accidental Death & Dismemberment)
2. Bid award recommendation for mechanical maintenance, repair services, and/or parts for heavy-duty trucks and off road equipment
3. Qualification award recommendation for bulk motor fuels

4. One-time cooperative purchase >\$100,000 award for Sheriff's Office and Judicial Center network infrastructure equipment replacement

Conley noted under Item #7C1, there was an overall savings on this item, and under Item #7C3, there were six respondents, and the 6th company, Rollette Oil Company, needs to be removed, the owner of the company is retiring, and is not a qualified candidate. Discussion ensued regarding whether we bid out or do our own work on projects. It was discussed we do work internally, and bid out for different types of jobs that need specific equipment or expertise.

Vice Chair Schaefer offered a motion, second by Supervisor Karbowski, to approve Item #7C. Bids/Contracts, noting the removal of Rollette Oil Company as a respondent recommended for award Item #7C3. Motion carried 5-0.

7D. Declaration of Surplus

1. Sheriff's Office requesting to declare two (2) drones as surplus and authorizing staff to dispose of the assets
Supervisor Stacey offered a motion, second by Vice Chair Schaefer, to approve Item #7D. Declaration of Surplus. Motion carried 5-0.

7E. Reports

1. Update on tax incremental financing districts (TIDs)

Conley discussed that the Village of Mukwonago held their Annual Joint Review Board Meeting. They still have one undeveloped property that would need a road in the event it does become developed; and otherwise, TID #6 is on track. The potential for a TID #7 was mentioned at the JRB meeting, but the Village voted it down. Discussion ensued regarding the proper way to appoint citizen members to a committee, and why TID #7 was voted down. A potential meeting is being organized to have the state, the county, the village and all tax jurisdictions together to discuss the particulars of citizen's tax bills.

2. Quarterly delinquent tax report – 2nd quarter 2023
Reviewed, no additional discussion.

3. Quarterly property loss report – 2nd quarter 2023
Reviewed, no additional discussion.

4. County owned tax properties
Treasurer Valerie Etzel distributed to the committee a document titled, Sale of County Owned Land 2023 – Amended July 19, 2023, to replace packet Page 36. This information was updated and includes land the County has ownership of as of June 6, 2023. Etzel explained the sealed bid process. She also discussed the update was because two properties were repurchased by the former owner. Etzel stated that committee approval of the dollar amounts is needed for the sealed bid sale that will be published in the newspaper in preparation for the open bid on August 30, 2023.
Supervisor Ingersoll offered a motion, second by Vice-Chair Schaefer, to approve Item #7E4. County owned tax properties. Motion carried 5-0.

5. Out-of-state travel
 - a. Health and Human Services
 1. M. Rasmussen, CSTE National Conference, Salt Lake City, UT
 2. H. Wilke, Association of Community Health Nursing Educators Conference, San Diego, CA

Supervisor Stacey offered a motion, second by Supervisor Karbowski, to approve Item #7E5. Out-of-state travel. Discussion ensued regarding the difference in cost between the two hotels and how they are chosen. The differences was determined to be the conference locations. **Motion carried 5-0.**

New Business

- 8A. Res. No. *-08/23 Accepting the Donation of \$13,000 from Delavan Friends 4 Community Giving (DF4CG) and Hunter's Automotive Fourth Annual Golf Outing for Use at Lakeland School

Vice Chair Schaefer offered a motion, second by Supervisor Ingersoll, to approve the resolution Accepting the Donation of \$13,000 from Delavan Friends 4 Community Giving (DF4CG) and Hunter's Automotive Fourth Annual Golf Outing for Use at Lakeland School. Motion carried 5-0.

8B. Update on Walworth County Housing Authority ARPA Recovery Grants Project and Potential Contract or Resolution Change Considerations

County Administrator Mark Lubberda referenced Recovery Grants Manager Rich Abbott's Memorandum (Page 42) and discussed how the item was placed on the Public Works Committee meeting, and the Public Works Committee agreed to have it brought before the Finance Committee to take further action. Lubberda then referenced the proposed Resolution regarding the Committee's position on moving forward.

Lubberda gave an overview which indicated due to the current market conditions for the average price per unit compared to what was used to originally propose this project had changed, and it is to our benefit to consider changes to the proposal.

Lubberda went over the primary considerations proposed and highlighted in the resolution: 1) reduce requirement for number of units to be acquired from 25 to 12 being purchased by our funding; with an additional 12 being purchased by the Housing Authority, for a total of 24 units; 2) The County provides additional funding. This would be reasonable to do since there is unused funds from the Broadband project which up to \$400,000.00 could be moved for this project; and 3) Changing the requirement the units have to be in two different communities to an encouragement. In this way, if the current units that have become available do not work out, the money could be used for a bigger building in one community.

Executive Director of the Housing Authority, Sara Boss, and Timothy Burd, RE/MAX Premier Properties, discussed the issue. Highlights of this discussion included:

- The struggle to find affordable housing in Walworth County due to the drastic change in the market,
- Two properties have been found after an intense search – one in Sharon, and one in Elkhorn,
- The price for the two properties is in line with what is on the market, and comparables can be provided,
- Current rents in Sharon and Elkhorn are \$950.00 to \$1,200.00 per month,
- Housing Authority would be the landlord for the properties,
- Housing Authority securing the properties for the long term to continuously assist in the affordable housing issue, and
- Obtaining a financial analysis to be brought back to the Committee.

After a thorough discussion, it was determined that the Committee would like to see the properties before committing to the project. Discussion ensued regarding agendaizing the visit and transportation for the committee, members of the public, and media. The tour would also require the permission of the landlord of the properties. Since these properties are not on the market, it was decided the LURM Zoning staff conduct drone surveillance of the properties with the landlord's permission. This surveillance could then be brought back and played for the committee.

Supervisor Karbowski offered a motion, second by Supervisor Ingersoll, to get permission from the landlord of the proposed Housing Authority Workforce Housing properties to have the Walworth County LURM Zoning staff, conduct drone surveillance of the properties in lieu of a site visit; and bring back the surveillance recording to the next special Finance Committee meeting, August 17, 2023 at 10 a.m. Motion carried 5-0.

8C. Res. No. **08/23 Establishing a 2023 Budget and Authorizing a Project for a County Workforce Housing Initiative Executed by the Walworth County Economic Development Alliance (WCEDA) with American Rescue Act (ARPA) Recovery Grants Funding of \$215,000

Supervisor Stacey offered a motion, second by Vice-Chair Schaefer, to approve the resolution Establishing a 2023 Budget and Authorizing a Project for a County Workforce Housing Initiative Executed by the Walworth County Economic Development Alliance (WCEDA) with American Rescue Act (ARPA) Recovery Grants Funding of \$215,000. Lubberda discussed that this issue was brought to the Finance Committee to allow the opportunity to fund the proposal offered by WCEDA for a housing initiative. It has been determined that the projects fit into the allowances of ARPA funding. The CHIP side of this effort has been ongoing for two years. The current project started when WCEDA

was asked what more the County can do as far as economic development. At that meeting in November 2022, it was decided that housing was how the County can be involved. WCEDA would provide regular reports to the Executive and Finance Committee. **Motion carried 5-0.**

8D. American Rescue Plan Act (ARPA) Financial Update

Conley referred to and gave an overview of her Memorandum found on Pages 48-51 of the packet. Discussion ensued and included: changes in ARPA categories for some projects; working on the 2024 ARPA allocation budget; obtaining the Committee's feedback on 2024 ARPA budget strategies; the County's ARPA investment income growth; and putting some ARPA projects on an administrative capital or operating hold before moving forward; spending interest money and moving grant dollars back and forth to best allocate the funds; and reviewing old agreements to determine lapsing funding..

Confirmation of next meeting date and time:

- A. Special Finance Committee Meeting on August 17, 2023 at 10 a.m.
- B. The next meeting was confirmed for Thursday, September 21, 2023 at 10:00 a.m.

Adjournment

On motion and second by Supervisor Schaefer, and Supervisor Karbowski, Chair Reiff adjourned the meeting at 11:21 a.m.

Submitted by Kathleen Aukland, Administrative Assistant. Meeting minutes were approved by the Finance Committee at the September 21, 2023 meeting.