

**Walworth County Board of Supervisors
Finance Committee Meeting Minutes
Thursday, July 22, 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. A quorum was declared.

Others in Attendance

County Board Supervisor: Brian Holt

County Staff: Walworth County Administrator Mark W. Luberda; Director-Finance Jessica Conley; Project Manager-Mobility Gene Bobier; Corporation Council and Director-Land Use and Resource Management Michael Cotter; Walworth County Treasurer Val Etzel; Business Office Supervisor Sarah Richards; and Director-Public Works Richard Hough.

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

On motion by Supervisor Grant, second by Supervisor Ingersoll, the minutes of the June 8, 2021 Special Joint Public Works/Finance Committee meeting were approved.

On motion by Supervisor Grant, second by Supervisor Ingersoll, the minutes of the June 17, 2021 Finance Committee meeting were approved.

Public Comment – There was none.

Unfinished Business – There was none.

Consent Items

Chair Russell and Supervisor Grant requested to consider various consent items separately.

8a) Budget amendments

- 1) County Administration
 - a. CA002 – Offset lower than anticipated annual insurance dividend in Risk Management Fund
- 2) Health and Human Services
 - a. HS011 – Reallocate service needs for Comprehensive Community Services
- 3) Information Technology
 - a. IT001 – Allocate land information funds for upgrade to the Register of Deeds Trimin software
- 4) Lakeland health Care Center
 - a. LH001 – Combine janitorial and laundry services budget
- 5) Sheriff's Office
 - a. SH001 – Record Coronavirus Emergency Supplemental Funding (CESF) grant funds to purchase UVC cleaning robots and personal protective equipment (PPE)

8b) Bids/Contracts

- 1) Law enforcement vehicle equipment for the Sheriff's Office
- 2) Recommendation for short term and long term disability contract award for 1.1.2022
- 3) County owned tax properties

County Treasurer Val Etzel asked for approval of the appraised value amounts, listed in the Sale of County Owned Land 2021 document included in the packet (Page 21), in order to list properties.

Supervisor Grant offered a motion, second by Supervisor Ingersoll, to approve the appraised value of sale for County owned tax properties. Motion carried. 5-0.

8c) Declaration of Surplus

- 1) Medical Examiner's request to declare vehicle as surplus to be sold at auction.

Supervisor Ingersoll offered a motion, second by Supervisor Grant, to approve the Medical Examiner's request to declare vehicle as surplus and to be sold at auction. Motion carried 5-0.

- 2) Sheriff's Office request to declare squads as surplus to be sold at auction

Discussion ensued relative to the number of miles on one of the vehicles, and reasons for which it was being sold. **Supervisor Grant offered a motion, second by Supervisor Ingersoll, to approve the Sheriff's Office request to declare squads as surplus and to be sold at auction. Motion carried. 5-0.**

Supervisor Grant offered a motion, second by Supervisor Ingersoll, to approve the Sheriff's Office request to declare squads as surplus and to be sold at auction. Motion carried. 5-0.

- 3) Public Works request to reverse declaration of surplus for three brine tank inserts
- 4) Public Works request to declare vehicles as surplus to be sold at auction

8d) Reports

- 1) Quarterly delinquent tax report – 2nd quarter 2021
- 2) Quarterly property loss report – 2nd quarter 2021
- 3) Update on tax incremental financing districts (TIDs)

Director-Finance Jessica Conley referenced her Memorandum: Tax Incremental Financing Districts (TID) Update, that was distributed at the meeting; noting there are a number of these districts being created reiterating that this is not just the annual update process. Conley shared that in working with the municipalities she is noticing some repeated issues with language being used to create these plans. She plans to delve into the ordinance over the winter months and look at possibly adding some clarifying changes in order to mitigate her concerns with the language being used in the future. **Supervisor Ingersoll offered a motion, second by Supervisor Grant, to accept the Update on Tax Incremental Financing Districts (TIDs). Motion carried 5-0.**

Supervisor Ingersoll offered a motion, second by Supervisor Schaefer, to approve all remaining consent items. Motion carried 5-0.

New Business

9a) Intergovernmental Agreement between Walworth County and the Village of Genoa City regarding parcels THR 00202, THR 00203, THR 00204, THR 00205

Supervisor Grant offered motion, second by Supervisor Ingersoll, to approve the Intergovernmental Agreement between Walworth County and the Village of Genoa City regarding parcels THR 00202, THR 00203, THR 00204, THR 00205. Motion carried 5-0.

9b) Intergovernmental Agreement between Walworth County and the City of Delavan regarding parcel XELF1 00033

Corporation Counsel/Director-Land Use and Resource Management Michael Cotter explained that these Intergovernmental Agreements remedy tax parcels that the County has had a hard time moving by allowing the municipality to take over ownership going forward. Cotter commended the Treasurer on working with the local municipalities to create this program, which will help clear the list of properties the County is not going to maintain. **Supervisor Ingersoll offered a motion, second by Supervisor Schaefer, to approve the Intergovernmental Agreement between Walworth County and the City of Delavan regarding parcel XELF1 00033. Motion carried 5-0.**

9c) Annual Committee review of standardized equipment and materials
Conley stated this yearly review was a process put in place in 2019 and there is only one item needing approval. Discussion ensued relative to the list presented at the Public Works Committee earlier in the week. **Supervisor Grant offered motion, second by Supervisor Schaefer, to approve the Annual Committee Review of standardized equipment and materials. Motion carried 5-0.**

9d) Resolution **-08/21 Amending the Transportation Vehicle Capital Project to Purchase Six Vehicles for the Transportation Program
Project Manager-Mobility Gene Bobier reiterated that originally one vehicle was budgeted through tax levy, but with some unused funds from the 85.21 Specialized Transportation Program Grant along with winning a capital award through the 53.11 Wisconsin Department of Transportation (WISDOT), this new resolution would add a total of six vehicles to Walworth County's Transportation Program. **Supervisor Grant offered motion, second by Supervisor Ingersoll, to approve the resolution Amending the Transportation Vehicle Capital Project to Purchase Six Vehicles for the Transportation Program.** Discussion ensued. **Motion carried 5-0.**

9e) Ordinance **-08/21 Amending Section 2-70 and 30-33, 30-35, and 30-36 of the Walworth County Code of Ordinances Relating to County Board Voting Requirements Regarding Budget Amendments and Budget Carryforwards
Conley explained that the Wisconsin statute that governs the budget amendment process is the same throughout the state, but different municipalities interpret the statute differently. Conley noted that Walworth County hasn't made any significant change to the Ordinance Relating to County Board Voting Requirements Regarding Budget Amendments and Budget Carryforwards in over 20 years. Conley stated the proposed changes will clarify some items and also increase transparency for the County Board. Luberda stated the intent was to present the proposed changes today and then bring the actual ordinance back in September for approval. Conley proceeded to detail the proposed ordinance amendments with some discussion and no rejections.

9f) Resolution **-08/21 Accepting a \$10,000 Donation from Hunter's Auto Service to Support Educational Programs for Students at Lakeland School
Supervisor Ingersoll offered motion, second by Supervisor Schaefer, to approve the resolution Accepting a \$10,000 Donation from Hunter's Auto Service to support Educational Programs for Students at Lakeland School. Motion carried 5-0.

9g) American Rescue Plan Act (ARPA) Funding: Approaches and Strategies for Expenditures and Investments

Luberda briefly detailed his Memorandum included in the packet (Pages 66-71); noting the programs he has identified may be considered for funds to be utilized in 2021 and 2022 budget years. Luberda continued his presentation with some discussion and one rejection. Chair Russell was against the expenditure of \$1,000,000 to add severe weather rated construction to the Public Health Emergency Facility; citing that this would only benefit those individuals whom reside in Elkhorn. Luberda clarified that such a facility may be utilized after a disaster and would serve as shelter to those that may have lost access to their residences. Chair Russell stated she had misunderstood and would be in favor of funds being spent in such a way. Luberda shared that he will provide a detailed memorandum in September referencing committed American Rescue Plan Act (ARPA) funds to date.

9h) Sheriff's Office request to accept Coronavirus Emergency Supplemental Funding (CESF) to create UVC Cleaning Robots Capital Project and purchase PPE
Supervisor Schaefer offered motion, second by Supervisor Grant, to approve the Sheriff's Office request to accept Coronavirus Emergency Supplemental Funding (CESF) to create UVC Cleaning Robots Capital Project and Purchase PPE. Motion carried 5-0.

9i) Update on COVID-19 Report
Conley referenced the summary included in the packet (Pages 72-73.)
Supervisor Grant offered a motion, second by Supervisor Ingersoll, to accept the report. Motion carried 5-0.

Correspondence – There was none.

Confirmation of next meeting

11a) The County Board Committee of the Whole-Budget Workshop meeting was confirmed for Tuesday, September 14, 2021 at 2:30 p.m.

11b) The Finance Committee Budget Appeals and Regular Business meeting was confirmed for Thursday, September 23, 2021 at 9:30 a.m.

Adjournment

On motion by Supervisor Grant second by Supervisor Schaefer, Chair Russell adjourned the meeting at 11:15 a.m.