

**Walworth County Board of Supervisors  
Finance Committee Meeting Minutes  
Thursday, September 22, 2022  
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 (arrived at 10:04 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; Director-Public Works Richard Hough; Director-Health and Human Services/Superintendent of County Institutions Carlo Nevicosi; Comptroller Todd Paprocki; Deputy Corporation Counsel Estee Scholtz; Walworth County Sheriff Kurt Picknell; and Walworth County Treasurer Valerie Etzel.

Members of the Public: Derek D’Auria, Executive Director Walworth County Economic Development Alliance (WCEDA); Larry Gaffey, General Manager Walworth County Fairgrounds; Tim Mathison, General Counsel and Managing Director Slipstream; and Steve Ohs, Administrator Lakeshores Library System.

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

**On motion by Supervisor Stacey, second by Supervisor Karbowski, the July 21, 2022 Finance Committee meeting minutes were approved.**

**Public Comment**

Larry Gaffey, General Manger Walworth County Fairgrounds, appeared in person and gave details related to the request for \$20,000 to install bathrooms/showers for the new horse arena being built at the fairgrounds.

**Special Order of Business**

7A. Discussion regarding the Committee of the Whole presentation of the 2023 County Administrator’s Budget  
Director-Finance Jessica Conley asked if any Supervisors had questions related to the budget. Hearing none, Conley explained that the Finance Committee is expected to pass a preliminary budget in today’s meeting.

7B. Appeals to the 2023 County Administrator’s Budget

Conley referenced her Memorandum-Appeals to the 2023 County Administrator’s Budget, which was distributed at the meeting; detailing recommended budget items from the Committees of the County Board meetings held earlier this week. Conley cautioned that the proposed changes will reduce the total tax levy. Conley advised that Walworth County has always stayed at the State allowed levy limit, and a decision will need to be made whether to allocate funds elsewhere in the budget or to fall beneath the levy limit set by the State.

- 1) Human Resources Committee Recommendations
  - a. Eliminate proposed Office Manager-Administration position
- 2) Public Works Committee Recommendations
  - a. Remove 2023 Parks & County Grounds Master Plan Capital Improvement Project (CIP) funding
  - b. Place 2023 Parks & County Grounds Master Plan CIP on Administrative Hold
- 3) All other appeals
  - a. Finance Committee Recommendations
    - i. Remove White River Barn Renovation project from 5-year CIP
    - ii. Remove Agricultural Society bathroom/shower installation budget allocation
    - iii. Submit a 2023 spring referendum – Should the skilled nursing facility be kept/funded or sold?

Discussion ensued relative to suggestions as to where funds of appealed budget items may be allocated; with Conley and Walworth County Administrator Mark W. Luberda providing options, including:

- Cyber Security Project
- Road and Bridge Plan
- Bridge Repair Project
- Embedded Crisis Liaison

Luberda suggested addressing all appeals, calculating the amount of funding to be reallocated, and then deciding where to reallocate funds.

The Committee proceeded to address the above mentioned appeal recommendations:

Public Works Committee Recommendations

**Supervisor Stacey offered a motion, second by Supervisor Karbowski, to approve removing the 2023 Parks & County Grounds Master Plan CIP funding; and deny placing the project on an Administrative Hold. Motion carried 5-0.**

Human Resources Committee Recommendations

Conley reiterated that the Human Resources Committee approved the appeal to eliminate the office manager position in administration and leave the position as it is currently budgeted. Conley clarified that the amount of levy impact based on this appeal is \$97,394, which is depicted incorrectly in the distributed at the meeting packet. **Supervisor Stacey offered a motion, second by Supervisor Ingersoll, to approve the appeal as clarified by Conley.** Discussion then focused on the possibility of increasing the salary of the current position by one pay step, which values the appeal at a savings of \$94,584. **Supervisor Stacey amended his motion to include the increase of one pay step for the Office Manager/Communications Coordinator position in the 2023 budget. Supervisor Ingersoll confirmed her second to the motion as amended.** Luberda further clarified that this motion authorizes a reclassification of the existing position to increase by one pay step for budget reporting purposes. **Motion carried 5-0.**

Finance Committee Recommendations

**Supervisor Stacey offered a motion, second by Supervisor Ingersoll, to approve removal of the White River Barn Renovation from the 5-year CIP.** Discussion ensued relative to there being a possibility that The Friends of White River County Park may raise the funds to perform an architectural design study and subsequent renovation of the barn. Director-Public Works Richard Hough recommended allowing time to explore this possibility and suggested removal from the 5-year CIP. Supervisor Stacey withdrew his motion. **Supervisor Ingersoll offered a motion, second by Supervisor Karbowski, to approve removal of the White River Barn Renovation project from the 5-year CIP as written in the appeal. Motion carried 5-0.**

Discussion ensued relative to Walworth County's financial assistance being provided to the Walworth County Agricultural Society. Chair Reiff stated she would like to rescind her appeal based on Gaffey's information presented during Public Comment. Luberda advised it is appropriate to incorporate a letter requiring review of the Agriculture Society's financial statements, and that staff will produce a report to the Finance Committee prior to release of funding for the bathroom/shower installation project. **Supervisor Karbowski offered a motion, second by Vice-Chair Schaefer, to deny the appeal to remove the Agricultural Society bathroom/shower installation budget allocation, and include language requiring a report to the Finance Committee relative to financial statements prior to release of the funds. Motion carried 5-0.**

**Supervisor Ingersoll offered a motion, second by Supervisor Stacey, to approve submitting a 2023 spring election referendum, relative to whether Lakeland Health Care Center (LHCC) should be kept/funded or sold.** Director-Health and Human Services (HHS)/Superintendent of County Institutions Carlo Nevicosi apprised the Committee that in October staff will be presenting a five-year plan of projects for LHCC. Luberda cautioned adding a referendum question to the spring election may not be possible, due to deadlines provided by state statute and educating the public. Luberda encouraged the Committee to permit staff to present possibilities for LHCC, allowing for a more informed decision on the matter. **Motion failed 0-5.**

Conley announced that after addressing all appeals the budget stands \$164,584 under the levy limit. Conley requested a motion from the Committee detailing where to reallocate the funds. **Supervisor Stacey offered a motion, second by Supervisor Karbowski, to equally divide the \$164,584 into the Road & Bridge Construction Capital Projects Fund and the HHS budget to fund the Embedded Crisis Liaison program.** Conley clarified that this change effectively reduces the amount of American Rescue Plan Act (ARPA) funding allocation. **Motion carried 5-0.**

7C. Recommendation of the 2023 County Preliminary Budget

**Vice-Chair Schaefer offered a motion, second by Supervisor Ingersoll, to recommend the 2023 County Preliminary Budget. Motion carried 5-0.**

## Consent Items

### 8A. Budget Adjustments/Transfers

- 1) Children with Disabilities Education Board
  - a. LS002 – transfer funds from vended meals to self-directed food service
- 2) Health and Human Services
  - a. HS011 – increased youth placement in secured detention facilities
  - b. HS012 – contract amendment in state funds for combining Aging & Disability Resource Center (ADRC) and Dementia Care Specialist activities
  - c. HS013 – realign the budget for home delivered senior meals through Greater Wisconsin Agency on Aging Resources (GWAAR) funding
- 3) Sheriff's Office
  - a. SH003 – municipal law enforcement support provided at Alpine Valley

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

### 8B. Bids/Contracts

- 1) Bid Award recommendation for Jail Security Upgrade

Conley shared the bid award would not be fully awarded until after the resolution providing funding for the project was addressed at the October County board meeting. **Supervisor Stacey offered a motion, second by Supervisor Karbowski, to approve the bid award recommendation for Jail Security Upgrade. Motion carried 5-0.**

- 2) County owned tax properties

Walworth County Treasurer Valerie Etzel referenced the bid results included in the packet (Pages 13-14); stating all properties sold with the exception of two. Etzel briefly detailed the next steps relative to sold properties. **Vice-Chair Schaefer offered a motion, second by Supervisor Stacey, to approve the County owned tax property report. Motion carried 5-0.**

Etzel referred to the handout Sale of County Owned Land 2022 that was distributed at the meeting; requesting an approval of the proposed minimum bid for future sale relative to the two listed properties in the Village of Bloomfield and City of Elkhorn. **Supervisor Stacey offered a motion, second by Supervisor Karbowski, to approve the proposed minimum bid for future sale as recommended by the Treasurer. Motion carried 5-0.**

### 8C. Declaration of Surplus

- 1) Request to declare twelve (12) squad cars as surplus and authorizing staff to dispose of the assets

**Supervisor Stacey offered a motion, second by Vice-Chair Schaefer, to approve the Declaration of Surplus. Motion carried 5-0.**

### 8D. Reports

- 1) Update on tax incremental financing districts (TIDs)
- 2) Quarterly investment report – 2<sup>nd</sup> quarter 2022
- 3) Quarterly sales tax report – 2<sup>nd</sup> quarter 2022
- 4) Other Post-employment Benefits (OPEB) Trust Report as of June 30, 2022
- 5) Out-of-state travel
  - a. Administration
    1. C. Lesniak, Points of Light National Conference on Volunteerism and Service, Orlando, FL
  - b. Clerk of Courts
    1. K. Secord, D. Reddy & S. Skomski, National Association of Drug Court Professionals (NADCP) Annual Conference, Nashville, TN
  - c. Health and Human Services
    1. L. Broll, A. Mansky, E. Madura & N. Heinrich, National Association of Drug Court Professionals (NADCP) Annual Conference, Nashville, TN
  - d. Medical Examiner
    1. G. Carver, Advanced Death Investigation Symposium, Las Vegas, NV
  - e. Sheriff's Office

1. J. Schmidt & C. Jacobson, Out of State Prisoner Transport, Waterbury, CT
  2. B. Fiedler & S. Barrett, Out of State Prisoner Transport, Phoenix, AZ
  3. K. Picknell, National Sheriff's Association Training Conference, Kansas City, MO
- f. UW-Extension

1. D. Harris, Eggsploring Incubation 4-H Science Lab Fertilized Egg Pick-up, Hannover, IL & Miles, IA

**Vice-Chair Schaefer offered a motion, second by Supervisor Stacey, to approve Consent Items, Reports #1 thru #5. Motion carried 5-0.**

#### **New Business**

9A. WCEDA presentation on PACE (Property Assessed Clean Energy) program for consideration of adoption by Walworth County

Derek D'Auria, Executive Director Walworth County Economic Development Alliance (WCEDA) briefly detailed the history of the Property Assessed Clean Energy (PACE) Program and reasons Walworth County should consider adopting. General Counsel and Managing Director for Slipstream, Tim Mathison, gave a detailed presentation titled Personal Property Assessed – Clean Energy 101. Luberda recommended the Committee refer this item back to staff and place on the next agenda to allow for answers to questions the presentation did not address. **Supervisor Stacey offered a motion, second by Vice-Chair Schaefer, to refer the WCEDA presentation of the PACE Program back to staff and place on the October Finance Committee agenda. Motion carried 5-0.**

9B. Authorization to apply for the Next Generation 9-1-1 (NG9-1-1) Geographic Information System (GIS) Grant program, Fiscal year 2023

**Supervisor Stacey offered a motion, second by Vice-Chair Schaefer, to authorize submitting the application for the Next Generation 9-1-1 (NG9-1-1) Geographic Information System (GIS) Grant program, Fiscal year 2023. Motion carried 5-0.**

9C. Authorization to apply for Wisconsin Department of Military Affairs Public Safety Answering Point (PSAP) Grant Program, Fiscal year 2023

**Supervisor Stacey offered a motion, second by Supervisor Karbowski, to authorize submitting the application for Wisconsin Department of Military Affairs Public Safety Answering Point (PSAP) Grant Program, Fiscal year 2023. Motion carried 5-0.**

9D. Ord. No. \*\*\*\*-10/22 Amending Section 62-2 & 62-43 of the Walworth County Code of Ordinances Relating to Sale of Tax Deed Lands

Conley noted one correction to the ordinance, on Page 133 of the packet, stating “action required” should reflect a “majority” vote. Etzel referred to her memorandum (Pages 131-134); stating this amendment effectively aligns with the state statute removing reference to homestead. Etzel explained the process relative to Sale of Tax Deed Lands. **Supervisor Stacey offered a motion, second by Supervisor Karbowski, to approve the ordinance Amending Section 62-2 & 62-43 of the Walworth County Code of Ordinances Relating to Sale of Tax Deed Lands.** Deputy Corporation Counsel Estee Scholtz detailed the reasoning behind the amendment and addressed questions regarding probate. **Motion carried 5-0.**

9E. Res. No. \*\*-10/22 Amending the Lakeland Health Care Center Supplemental Payment Budget

**Supervisor Stacey offered a motion, second by Supervisor Karbowski, to approve the resolution Amending the Lakeland Health Care Center Supplemental Payment Budget. Motion carried 4-0.** Supervisor Schaefer was not present at time of vote.

9F. Res. No. \*\*-10/22 Accepting the Edwin C. Meltzer Art Foundation \$10,000 Donation to the G. Charter Harrison Employee Scholarship Fund at Lakeland Health Care Center

**Supervisor Stacey offered a motion, second by Supervisor Ingersoll, to approve the resolution Accepting the Edwin C. Meltzer Art Foundation \$10,000 Donation to the G. Charter Harrison Employee Scholarship Fund at Lakeland Health Care Center. Motion carried 4-0.** Supervisor Schaefer was not present at time of vote.

9G. Res. No. \*\*-10/22 Accepting Impaired Vision Education Goggles National Highway Traffic Safety Administration (NHTSA) Grant

Conley shared that due to a short deadline the Sheriff's Office is about to purchase these goggles and chose to utilize the Sheriff's Office budget. Conley stated the acceptance of grant funds will not change the budget, but allows the Sheriff's Office to collect the revenue. **Supervisor Stacey offered a motion, second by Supervisor Ingersoll, to approve the resolution Accepting Impaired Vision Education Goggles National Highway Traffic Safety Administration (NHTSA) Grant. Motion carried 4-0.** Supervisor Schaefer was not present at time of vote.

9H. Res. No. \*\*-10/22 Authorizing the Sheriff's Office to Increase 2022 Expenditures by \$93,113 for the Early Reimbursement of Claims Expense with Available Revenues and Adjusting 2022 Risk Management Fund Revenues and Net Position for Sheriff's Office Claim Payment

**Supervisor Karbowski offered a motion, second by Supervisor Stacey, to approve the resolution Authorizing the Sheriff's Office to Increase 2022 Expenditures by \$93,113 for the Early Reimbursement of Claims Expense with Available Revenues and Adjusting 2022 Risk Management Fund Revenues and Net Position for Sheriff's Office Claim Payment. Motion carried 5-0.**

9I. Res. No. \*\*-10/22 Authorizing a Change in Scope of the Sheriff's Office Security Electronics System Capital Improvement Project to Include the 2023 Proposed Jail Duress System and an Increase to the Budget of the Sheriff's Office Security Electronics System Capital Improvement Budget by \$500,000 through a Transfer from the General Fund Building/Equipment Committed Fund Balance

**Supervisor Stacey offered a motion, second by Supervisor Karbowski, to approve the resolution Authorizing a Change in Scope of the Sheriff's Office Security Electronics System Capital Improvement Project to Include the 2023 Proposed Jail Duress System and an Increase to the Budget of the Sheriff's Office Security Electronics System Capital Improvement Budget by \$500,000 through a Transfer from the General Fund Building/Equipment Committed Fund Balance. Motion carried 5-0.**

9J. Res. No. \*\*-10/22 Authorizing Acceptance of \$700,000 ESSER III Grant Awarded to Children with Disabilities Education Board

**Supervisor Ingersoll offered a motion, second by Vice-Chair Schaefer, to approve the resolution Authorizing Acceptance of \$700,000 ESSER III Grant Awarded to Children with Disabilities Education Board. Motion carried 5-0.**

9K. Resolutions committing available fund balances/designating available net position

1) Res. No. \*\*-10/22 Committing Children with Disabilities Education Board Available Fund Balance

2) Res. No. \*\*-10/22 Allocating/Transferring Highway Fund Available Net Position

3) Res. No. \*\*-10/22 Committing General Fund Available Fund Balance

**Supervisor Stacey offered a motion, second by Vice-Chair Schaefer, to approve the resolutions committing available fund balances/designating available net position.** Conley detailed each resolution and the amount of funds to be committed. Discussion then focused on the plan to place \$1,000,000 in the Parks Reserve Fund for acquisition of land for a fourth park. Supervisor Stacey withdrew his motion.

**Supervisor Stacey offered a motion, second by Vice-Chair Schaefer, to approve the resolutions Committing Children with Disabilities Education Board Available Fund Balance and Allocating/Transferring Highway Fund Available Net Position. Motion carried 5-0.**

**Supervisor Stacey offered a motion, second by Supervisor Karbowski, to approve the resolution Committing General Fund Available Fund Balance with an amendment adjusting the Parks fund line item from \$1,000,000 to \$250,000 and placing the remaining \$750,000 into the Capital Project Fund: Road and Bridge Construction. Motion carried 5-0.**

9L. Res. No. \*\*-10/22 Authorizing the Closure of Highway Project CTH H from CTH A to Elkhorn and Transferring Remaining Funds to the Road and Bridge Construction Committed Fund Balance

**Supervisor Karbowski offered a motion, second by Vice-Chair Schaefer, to approve the resolution Authorizing the Closure of Highway Project CTH H from CTH A to Elkhorn and Transferring Remaining Funds to the Road and**

**Bridge Construction Committed Fund Balance. Motion Carried 4-0.** Supervisor Ingersoll was not present at time of vote.

9M. Res. No. \*\*-10/22 Authorizing the Public Works Department to Accept the Local Roads Improvement Program – Supplement (LRIP-S) Grant, apply for the Highway Safety Improvement Program (HSIP) Grant, and Add These Grants to Previously Established Pre-Approved Recurring Grants List

**Supervisor Stacey offered a motion, second by Vice-Chair Schaefer, to approve the resolution Authorizing the Public Works Department to Accept the Local Roads Improvement Program – Supplement (LRIP-S) Grant, apply for the Highway Safety Improvement Program (HSIP) Grant, and Add these Grants to the Previously Established Pre-Approved Recurring Grants List. Motion carried 4-0.** Supervisor Ingersoll was not present at time of vote.

9N. Resolutions for early implementation of personnel changes requiring budget amendments

- 1) Res. No. \*\*-10/22 Authorizing the Creation of a 0.60 FTE Deputy Medical Examiner Position in the Medical Examiner's Office

**Supervisor Stacey offered a motion, second by Vice-Chair Schaefer, to approve the resolution Authorizing the Creation of a 0.60 FTE Deputy Medical Examiner Position in the Medical Examiner's Office. Motion carried 5-0.**

- 2) Res. No. \*\*-10/22 Authorizing the Reclassification and Reallocation of the 1.00 FTE Office Supervisor – Administration/Communication Coordinator to a 1.00 FTE Communications Manager and the Creation of a 1.00 FTE Office Manager in the Administration Office

**Supervisor Stacey offered a motion, second by Supervisor Karbowski, to deny the resolution Authorizing the Reclassification and Reallocation of the 1.00 FTE Office Supervisor-Administration/Communication Coordinator to a 1.00 FTE Communications Manager and the Creation of a 1.00 FTE Office Manager in the Administration Office. Motion carried 5-0.**

9O. City of Delavan Tax Incremental Financing District #6 Creation

Conley referenced her Memorandum and included attachments (Pages 180-194); stating she feels comfortable moving forward with this Tax Incremental Financing District (TID), as all items she requested have been included. Hough briefly detailed the project's effect on County Trunk Highway (CTH) F.

9P. Approving a Merger of the Lakeshores Library System and Arrowhead Library System to create the Prairie Lakes Library System

Luberda explained work the two library systems have done over the past year and advised that County Board approval is required for this merger. Luberda referenced the resolution and Public Library System Plan and Certification of Intent to Comply Calendar Year 2023 that were distributed at the meeting; stating he recommends approval of the merger. Steve Ohs, Administrator of the Lakeshores Library System reported that this project has received remarkable support from all stakeholder groups involved. **Supervisor Stacey offered a motion, second by Vice-Chair Schaefer, to approve the merger of the Lakeshores Library System and Arrowhead Library System to create the Prairie Lakes Library System and resolution as presented. Motion carried 5-0.**

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

Conley referenced Comptroller Todd Paprocki's Memorandum (Page 306); stating that PFM is adjusting weighting of allocations within an allowed range based on current market conditions.

9R. Correspondence from the Southeastern Wisconsin Regional Planning Commission (SEWRPC) regarding the Calendar Year 2023 Budget (Referred by the County Board)

**Supervisor Stacey offered a motion, second by Supervisor Ingersoll, to place on file Correspondence from the Southeastern Wisconsin Regional Planning Commission (SEWRPC) regarding the Calendar Year 2023 Budget. Motion carried 5-0.**

9S. Fiscal 2021 Single Audit/Report on Federal and State Awards

Conley reported the end result of the audit was a clean opinion keeping the County at a low risk audit and allowing for continued pursuit of federal grants.

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

Conley referred to and briefly summarized her Memorandum (Page 342).

**Confirmation of next meeting date and time:** The next meeting was confirmed for Thursday, October 20, 2022 at 10:00 a.m.

**Adjournment**

**On motion and second by Supervisor Stacey and Supervisor Karbowski, Chair Reiff adjourned the meeting at 12:23 p.m.**

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Submitted by Jennifer Stinnett, Administrative Assistant. Meeting minutes were approved by the Finance Committee at the October 20, 2022 meeting.