

**Walworth County Board of Supervisors
Finance Committee Meeting Minutes
Thursday, September 23, 2021
Walworth County Government Center, County Board Room 114
100 West Walworth Street, Elkhorn, Wisconsin**

Chair Nancy Russell called the meeting to order at 9:31 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 (audible at 9:33 a.m.), and Joseph Schaefer. A quorum was declared.

Others in Attendance

County Staff: Walworth County Administrator Mark W. Lubberda; Director-Finance Jessica Conley; Corporation Council/Director-Land Use and Resource Management (LURM) Michael Cotter; Walworth County Treasurer Valerie Etzel; and Director-Public Works Richard Hough.

Members of the Public: Sarah Boss and John Bigler with Walworth County Housing Authority.

On motion by Vice Chair Kilkenny, second by Supervisor Schaefer, the agenda was approved with no withdrawals.

On motion by Vice Chair Kilkenny, second by Supervisor Grant, the minutes of the July 22, 2021 Finance Committee meeting were approved.

Public Comment

Sarah Boss and John Bigler from the Walworth County Housing Authority appeared at the meeting to express their gratitude to the County Board of Supervisors for considering the Walworth County Housing Authority in regards to use of American Rescue Plan Act (ARPA) funds.

Special Order of Business

7a) Summary presentation of the 2022 County Administrator's Budget

Director-Finance Jessica Conley stated there were no appeals to the County Administrator's 2022 Budget at the Public Works Committee or Human Resources Committee. She asked if there were any questions; hearing none, Conley stated the summary provided by County Administrator Mark W. Lubberda at the Committee Of The Whole meeting was a detailed account and she had nothing to add.

7b) Appeals to the 2022 County Administrator's Budget

1. Human Resources Committee recommendations
2. Public Works Committee recommendations
3. All other appeals

Russell reiterated there were zero appeals at the Public Works and Human Resources Committees and no other appeals have been received.

7c) Recommendation of the 2022 county preliminary budget

Supervisor Grant offered a motion, second by Supervisor Ingersoll, to recommend the 2022 County Preliminary Budget. Motion carried 5-0.

Supervisor Ingersoll stated she has been on the phone since the beginning of the meeting, but was unable to be heard.

Unfinished Business – There was none.

Consent Items

9a) Budget amendments

Chair Russell requested Consent Items #9c) 2) and #9d) 4) be considered separately.

1) Health and Human Services

- a. HS012 – Increased Department of Children and Families (DCF) Targeted Safety Support Funds grant revenues
- b. HS013 – Increased Department of Children and Families (DCF) funding for youth out-of-home placement
- c. HS014 – Offset shortfall in mental health inpatient services
- d. HS015 – Increase transportation services budget
- e. HS016 – Reflect increased Children’s Residential placements

2) Lakeland health Care Center

- a. LH002 – Reflect Certified Public Expenditures (CPE) funding award from the Department of Health Services
- b. LH003 – Reallocate therapy budget based on actual physical and occupational therapy services

3) Sheriff’s Office

- a. SH002 – Reflect insurance recovery to replace a squad totaled in June 2021
- b. SH003 – Offset shortfall in Huber facility room and board fees

9b) Waivers of Competition

1) County Administration

- a. Financial guidance/advisory services for local Walworth County municipalities regarding handling/usage of American Rescue Plan Act (ARPA) funds

9c) Bids/Contracts

- 1) Contract award recommendation for Occupational Health Services for November 1, 2021
- 2) County owned tax properties

Walworth County Treasurer Valerie Etzel distributed an amended 2021 County Owned Property – August 31, 2021 – 10:00 AM report to the members of the committee at the meeting. Etzel noted this amendment was necessary due to the fact that two of the listed parcels were repurchased by the owners prior to the 5:00 p.m. deadline the previous night. Etzel referenced the properties listed as #2) and #10) on the amended document. **Supervisor Grant offered motion, second by Vice Chair Kilkenny, to accept the amended report. Motion carried 5-0.** Discussion ensued relative to one specific property located on Delavan Lake. Etzel stated the report includes the proposed minimum bid amounts she is suggesting. Once bids are approved these properties will be listed on the Wisconsin Surplus site. **Vice Chair Kilkenny offered a motion, second by Supervisor Schaefer, to approve the bid amount suggestions on the report. Motion carried 5-0.**

9d) Reports

- 1) Quarterly sales tax report – 2nd quarter 2021
- 2) Quarterly investment report – 2nd quarter 2021
- 3) Other Post-employment Benefits (OPEB) Trust Report as of June 30, 2021
- 4) Update on tax incremental financing districts (TIDs)

Conley cited her Memorandum and attachment that was included in the packet (Pages 98-102); sharing that she has been unsuccessful in acquiring a copy of the finalized project plan from Village of Sharon to

assess whether the requested changes had been made. **Vice Chair Kilkenny offered a motion, second by Supervisor Grant, to approve the TID report. Motion carried 5-0.**

9e) Out-of-state Travel

1) Clerk of Courts

- a. Connie Hogendyk, National Association of Drug Court Professionals Annual Conference; National Harbor, MD

2) Health and Human Services

- a. Lisa Broll, Alison Mansky, Emma Madura; National Association of Drug Court Professionals Annual Conference; National Harbor, MD
- b. Sheri Skomski, National Association of Drug Court Professionals Annual Conference; National Harbor, MD

3) Medical Examiner

- a. Suzanne Neumann, International Association of Coroner and Medical Examiners Association, Las Vegas, NV

Vice Chair Kilkenny offered a motion, second by Supervisor Grant, to approve all remaining consent items. Motion carried 5-0.

New Business

10a) Walworth County Visitors Bureau – fiscal 2020 review

Conley stated the annual review report also includes the Walworth County Visitors Bureau response to recommendations that were given; specifically noting that Walworth County did not review the funds received through the Coronavirus Aid, Relief, and Economic Security (CARES) Act for audit or eligibility requirements. **Vice Chair Kilkenny offered a motion, second by Supervisor Grant, to accept the report. Motion carried 5-0.**

10b) Intergovernmental Agreement by and between Walworth County and the Town of Bloomfield regarding parcels MBH 00022, MBH 00023, MBH 00024, and MBH 00025

Discussion ensued relative to the municipalities participating in these Intergovernmental Agreements and the benefits surrounding these types partnerships. **Vice Chair Kilkenny offered a motion, second by Supervisor Schaefer, to approve the Intergovernmental Agreement by and between Walworth County and the Town of Bloomfield regarding parcels MBH 00022, MBH 00023, MBH 00024, and MBH 00025. Motion carried 5-0.**

10c) Intergovernmental Agreement by and between Walworth County and the Village of Darien regarding parcel QFR 00022

Etzel noted this one is a great example of good government. Corporation Counsel/Director-Land Use and Resource Management (LURM) Michael Cotter stated in the future they would like to present success stories with pictures to the committee. Discussion ensued relative to the timeline previous owners have to pay their taxes and whether public bidding notices were publicly posted. **Vice Chair Kilkenny offered a motion, second by Supervisor Grant, to approve the Intergovernmental Agreement by and between Walworth County and the Village of Darien regarding parcel QFR 00022. Motion carried 5-0.**

10d) Lakeland School request to apply for and accept Kara Foundation Grant

Supervisor Ingersoll offered a motion, second by Vice Chair Kilkenny, to approve the Lakeland School request to apply for and accept Kara Foundation Grant. Motion carried 5-0.

10e) Resolution **-10/21 Authorizing the Use of Worker's Compensation Fund Net Position and Subsequent Transfer from the Sheriff's Office for the Expected Change in Claims Expense
Supervisor Grant offered a motion, second by Vice Chair Kilkenny, to approve the resolution Authorizing the Use of Worker's Compensation Fund Net Position and Subsequent Transfer from the Sheriff's Office for the Expected Change in Claims Expense. Motion carried 5-0.

10f) Resolutions regarding personnel changes requiring budget amendments

- 1) Resolution No. **-10/21 Authorizing Specific Personnel Changes in the Department of Recovery Grants (ARPA)

Supervisor Ingersoll offered a motion, second by Supervisor Grant, to approve the resolution Authorizing Specific Personnel Changes in the Department of Recovery Grants. Motion carried 5-0.

- 2) Resolution No. **-10/21 Authorizing the Creation of a 0.60 FTE Deputy Medical Examiner Position in the Medical Examiner's Office and the Transfer of a 0.25 FTE Administrative Assistant Position from the Medical Examiner's Office to Administration

Luberda reiterated the history behind this change. **Supervisor Schaefer offered a motion, second by Supervisor Grant, to approve the resolution Authorizing the Creation of a 0.60 FTE Deputy Medical Examiner Position in the Medical Examiner's Office and the Transfer of a 0.25 FTE Administrative Assistant Position from the Medical Examiner's Office to Administration.** Russell stated this was approved at the Human Resources Committee Meeting yesterday. **Motion carried 5-0.**

10g) Resolutions regarding American Rescue Plan Act (ARPA) budget requests

- 1) Resolution **-10/21 Authorizing the Purchase of Enhanced Water Bottle Drinking Fountains with American Rescue Plan Act Funds

Supervisor Grant offered a motion, second by Supervisor Schaefer, to approve the resolution Authorizing the Purchase of Enhanced Water Bottle Drinking Fountains with American Rescue Plan Act Funds. Discussion ensued. **Motion carried 5-0.**

- 2) Resolution **-10/21 Appropriating \$145,000 of ARPA SLCFR Funding from the Recovery Grants Fund for the Purpose of Assisting School Systems to Support the Mental Health of Students Returning to In-person Schooling

Russell stated there was significant discussion about this resolution at the Health and Human Services (HHS) Board Meeting and the resolution was ultimately approved. **Supervisor Ingersoll offered a motion, second by Supervisor Grant, to approve the resolution Appropriating \$145,000 of ARPA SLCFR Funding from the Recovery Grants Fund for the Purpose of Assisting School Systems to Support the Mental Health of Students Returning to In-person Schooling. Motion carried 5-0.**

- 3) Resolution **-10/21 Authorizing the Purchase of Cybersecurity Monitoring Software with American Rescue Plan Act Funds

Luberda stated due to cybersecurity threats rapidly emerging, appropriation of funds for monitoring software will begin in 2021 and continue through 2024. This initiative will put Walworth County at the forefront of the highest level of security. **Supervisor Grant offered a motion, second by Supervisor Schaefer, to approve the resolution Authorizing the Purchase of Cybersecurity Monitoring Software with American Rescue Plan Act Funds. Motion carried 5-0.**

- 4) Resolution **-10/21 Authorizing the Purchase of Prisoner Transport Services with American Rescue Plan Act Funding

Luberda reiterated that in order to help protect staffing levels and manage the inefficiencies of transport that have come into play since the COVID-19 pandemic; the Sheriff's Office has been using outside transportation services. These services will continue through the conclusion of this pandemic. **Supervisor Grant offered a motion, second by Supervisor Schaefer, to approve the resolution Authorizing the Purchase of Prisoner Transport Services with American Rescue Plan Act Funding. Motion carried 5-0.**

10h) Resolutions committing available fund balances/designating available net position

- 1) Resolution **-10/21 Committing Children with Disabilities Education Board Available Fund Balance

Supervisor Grant offered a motion, second by Supervisor Ingersoll, to approve the resolution Committing Children with Disabilities Education Board Available Fund Balance. Motion carried 5-0.

- 2) Resolution **-10/21 Authorizing Internal Allowances for Lakeland Health Care Center Available Net Position

Supervisor Schaefer offered a motion, second by Supervisor Grant, to approve the resolution Authorizing Internal Allowances for Lakeland Health Care Center Available Net Position. Motion carried 5-0.

- 3) Resolution **-10/21 Allocating/Transferring Highway Fund Available Net Position

Vice Chair Kilkenny offered a motion, second by Supervisor Schaefer, to approve the resolution Allocating/Transferring Highway Fund Available Net Position. Motion carried 5-0.

- 4) Resolution **-10/21 Committing General Fund Available Fund Balance

Supervisor Grant offered a motion, second by Supervisor Ingersoll, to approve the resolution Committing General Fund Available Fund Balance. Luberda noted that included on Page 165 of the packet, as discussed in his budget presentation, the first distribution of \$250,000 of the year-end remaining resources will be transferred into the parks fund and continue at year-end through 2025. **Motion carried 5-0.**

10i) Ordinance **-10/21 Amending Sections 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

Supervisor Grant offered a motion, second by Vice Chair Kilkenny, to approve the ordinance Amending Sections 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 asked if there were any questions; hearing none, she reiterated that due to this ordinance the County Board and Committees will begin to see more amendments than previously seen. Luberda confirmed that comments were included in the packet document, but the final version will have comment boxes removed. **Motion carried 5-0.**

10j) Ordinance **-10/21 Amending Section 17-2 of the Walworth County Code of Ordinances Relating to Procurements Funded by Direct Federal Aid

Conley stated this change will help create efficiencies in utilizing ARPA funds. She referenced her Memorandum and the amended ordinance included in the packet (Pages 175-178.) **Supervisor Grant offered a motion, second by Supervisor Schaefer, to approve the ordinance Amending Section 17-2 of the Walworth County Code of Ordinances Relating to Procurements Funded by Direct Federal Aid. Motion carried 5-0.**

10k) Fiscal 2020 Single Audit/Report on Federal and State Awards
Supervisor Grant offered a motion, second by Vice Chair Kilkenny, to accept the Fiscal 2020 Single Audit/Report on Federal and State Awards. Motion carried 5-0.

10l) COVID-19/American Rescue Plan Act Financial Summary Update
Conley stated the first federal preliminary report has been completed to depict what ARPA funds have been committed to date. Conley plans to produce a quarterly report to the Committee in reference to ARPA fund expenditures. **Supervisor Schaefer offered a motion, second by Supervisor Grant, to accept the COVID-19/American Rescue Plan Act Financial Summary Update.** Luberda shared he was made aware through the Wisconsin Counties Association (WCA) that other grant opportunities are going to be released to the state; and one applies solely to municipalities. He is expecting a quick turn around on this funding and expects that he may report in October that he authorized staff to move forward with the grant application under his administrative authority. **Motion carried 5-0.**

10m) Correspondence from the Southeastern Wisconsin Regional Planning Commission (SEWRPC) regarding the Calendar Year 2022 Budget (Referred by the County Board)
Vice Chair Kilkenny offered a motion, second by Supervisor Ingersoll, to accept the Correspondence from the Southeastern Wisconsin Regional Planning Commission (SEWRPC) regarding the Calendar Year 2022 Budget and place it on file. Motion carried 5-0.

10n) Government Finance Officers Association (GFOA) Distinguished Budget Presentation Award for Fiscal 2021
Chair Russell congratulated the Finance Department on another year of creating an award winning budget.

Correspondence – There was none.

Confirmation of next meeting

12a) The Finance Committee meeting was confirmed for Thursday, October 21, 2021 at 9:30 a.m.

12b) The County Board Committee of the Whole-Public Budget Hearing was confirmed for Tuesday, November 2, 2021 at 6:00 p.m.

Adjournment

On motion and second by Vice Chair Kilkenny and Supervisor Grant Chair Russell adjourned the meeting at 10:39 a.m.