

**Walworth County Board of Supervisors
Finance Committee Meeting Minutes
Thursday, October 20, 2022
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; Director-Finance Jessica Conley; Director-Human Resources Kate Bishop; and Corporation Counsel/Director-Land Use and Resource Management Michael Cotter.

Members of the Public: Tim Mathison, General Counsel and Managing Director Slipstream; Derek D’Auria, Executive Director Walworth County Economic Development Alliance (WCEDA); and Tom Jocz, Senior Practice Leader Employee Benefits Hausmann Group.

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

On motion by Supervisor Ingersoll, second by Supervisor Karbowski, the September 22, 2022 Finance Committee meeting minutes were approved.

Public Comment – There was none.

Consent Items

7A. Budget Adjustments/Transfers

- 1) Health & Human Services
 - a. HS014 – Adjust for increased short term respite care
 - b. HS015 – Adjust for increased consultants need
- 2) Public Works
 - a. PW004 – Adjust for increased highway unleaded fuel costs
 - b. PW005 – Adjust for State funded mill and fill repairs on I-43
- 3) Sheriff’s Office
 - a. SH004 – Adjust for increased communication officers overtime
 - b. SH005 – Adjust for law enforcement support at Alpine Valley

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

7B. Bids/Contracts

- 1) Contract award recommendation for the County’s stop loss insurance for the Health Insurance fund

Tom Jocz, Senior Practice Leader Employee Benefits with the Hausmann Group provided detailed information relative to the County’s stop loss insurance for the Health Insurance fund, and recommending a change in service provider from Sun Life to Voya. **Supervisor Stacey offered a motion, second by Supervisor Ingersoll, to approve the contract award recommendation for the County’s stop loss insurance for the Health Insurance fund. Motion carried 5-0.**

- 2) County owned tax properties

Walworth County Treasurer Valerie Etzel referred to the distributed at the meeting document 2022 County Owned Property – Wisconsin Surplus Sale – October 12, 2022 – 10:00 a.m.; stating bids were received and accepted on the two properties discussed in September. Etzel stated each property owner has paid and the deed transfer process has begun. **Supervisor Stacey offered a motion, second by Vice-Chair Schaefer, to accept the report on County owned tax properties.** Etzel gave an update relative to a delinquent property in the Village of Williams Bay that was seized by the Federal Government and sold at auction resulting in \$1.7 million in delinquent taxes being returned to Walworth County. **Motion carried 5-0.**

7C. Reports

1) Update on tax incremental financing districts (TIDs)

Director-Finance Jessica Conley advised that annual Tax Incremental Financing District (TID) meetings continue and shared that the City of Delavan TID has passed. Conley advised that a detailed report relative to a newly proposed TID in the City of Elkhorn will be provided at the November meeting.

2) Quarterly delinquent tax report – 3rd quarter 2022

3) Quarterly property loss report – 3rd quarter 2022

4) Out-of-state travel

a. Health & Human Services

i. L. Broll & K. Miller, consumer transport to placement, 381xx, TN

b. Public Works

i. F. Janny, S. Coleman & A. Hess, 2022 Tech Expo, Grand Rapids, MI

Supervisor Karbowski offered a motion, second by Vice-Chair Schaefer, to approve Items #1 thru #4 under Consent Items, Reports. Motion carried 5-0.

Unfinished business

8A. PACE (Property Assessed Clean Energy) program for consideration of adoption by Walworth County
County Administrator Mark W. Luberda shared that himself, Etzel, and Conley met with General Counsel and Managing Director for Slipstream Tim Mathison and Executive Director-Walworth County Economic Development Alliance (WCEDA) Derek D'Auria for an extensive review of the Property Assessed Clean Energy (PACE) program; included on Pages 30-55 of the packet. Discussion then focused on specific benefits the PACE program will bring to Walworth County businesses with no risk to the County. **Vice-Chair Schaefer offered a motion, second by Supervisor Karbowski, to recommend Walworth County take the necessary steps to become a member of the Wisconsin PACE Commission and directs the County Administrator to prepare the required and recommended Ordinance and Resolution in the Walworth County format, listing the County Administrator as the County's Representative Director, and to submit them to the County Board for its consideration and approval. Motion carried 5-0.**

New Business

9A. 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 Supervisor Ingersoll, to approve the Authorization to apply for the Next Generation 9-1-1 (NG9-1-1) Geographic Information System (GIS) Grant. Motion carried 5-0.

9B. Res. No. **-11/22 Accepting the Donation of a Total Body Ergometer Valued at \$6,095 from the Geneva National Foundation for Use at Lakeland School and Authorizing Trade in of Previously Donated Cardio Machine

Supervisor Stacey offered a motion, second by Vice-Chair Schaefer, to approve the resolution Accepting the Donation of a Total Body Ergometer Valued at \$6,095 from the Geneva National Foundation for Use at Lakeland School and Authorizing Trade in of Previously Donated Cardio Machine. Motion carried 5-0.

9C. Res. No. **-11/21 Authorizing the Closure of Highway Project CTH U Genoa City Bridge over Nippersink Creek and Transferring Remaining Funds to the Road and Bridge Construction Committed Fund Balance

Supervisor Karbowski offered a motion, second by Supervisor Ingersoll, to approve the resolution Authorizing the Closure of Highway Project CTH U Genoa city Bridge over Nippersink Creek and Transferring Remaining Funds to the Road and Bridge Construction Committed Fund Balance. Motion carried 5-0.

9D. Res. No. **-11/22 Accepting Act 260-Foster Parent Grant Funding, Establishing a Budget, and Adding to the Previously Established Pre-Approved Recurring Grants List

Supervisor Ingersoll offered a motion, second by Supervisor Karbowski, to approve the resolution Accepting Act 260-Foster Parent Grant Funding, Establishing a Budget, and Adding to the Previously Established Pre-Approved Recurring Grants List. Motion carried 5-0.

9E. Res. No. **-11/22 Accepting Targeted Safety Services Grant Funding and Adding to the Previously Established Pre-Approved Recurring Grants List

Vice-Chair Schaefer offered a motion, second by Supervisor Stacey, to approve the resolution Accepting Targeted Safety Services Grant Funding and Adding to the Previously Established Pre-Approved Recurring Grants List. Motion carried 5-0.

9F. Res. No. **-11/22 Accepting Youth Justice Innovation Grant Funding and Establishing a Budget

Vice-Chair Schaefer offered a motion, second by Supervisor Ingersoll, to approve the resolution Accepting Youth Justice Innovation Grant Funding and Establishing a Budget. Motion carried 5-0.

9G. Res. No. **-11/22 Authorizing the Acceptance of Two Hazardous Materials Emergency Preparedness (HMEP) Grants

Supervisor Stacey offered a motion, second by Vice-Chair Schaefer, to approve the resolution Authorizing the Acceptance of Two Hazardous Materials Emergency Preparedness (HMEP) Grants. Motion carried 5-0.

9H. Res. No. **-11/22 Authorizing the Acceptance of State Allocated American Rescue Plan Act (ARPA) Law Enforcement Agency Grant

Supervisor Karbowski offered a motion, second by Vice-Chair Schaefer, to approve the resolution Authorizing the Acceptance of State Allocated American Rescue Plan Act (ARPA) Law Enforcement Agency Grant. Motion carried 5-0.

9I. Res. No. **-11/22 Accepting American Rescue Plan Act (ARPA) Local Assistance and Tribal Consistency Fund (LATCF) Federal Grant

Vice-Chair Schaefer offered a motion, second by Supervisor Karbowski, to approve the resolution Accepting American Rescue Plan Act (ARPA) Local Assistance Tribal Consistency Fund (LATCF) Federal Grant. Conley noted that this is a new Federal program with funds distributed directly to all counties. Conley explained that the resolution allows for acceptance of the funds, and when an appropriate use for the funds is identified a budget modification will be presented for the appropriation. **Motion carried 5-0.**

9J. Ord. No. ****-11/22 Amending Section 30-286 of the Walworth County Code of Ordinances Relative to Fees

Vice-Chair Schaefer offered a motion, second by Supervisor Stacey, to approve the ordinance Amending Section 30-286 of the Walworth County Code of Ordinances Relative to Fees. Conley advised that all changes being made are incorporated into the 2023 budget. **Motion carried 5-0.**

9K. Res. No. **-11/22 Adopting the 2023 Appropriation of the Walworth County Budget and CIP Plan

Supervisor Stacey offered a motion, second by Supervisor Karbowski, to approve the resolution Adopting the 2023 Appropriation of the Walworth County Budget and CIP Plan. Lubarda explained specific language included in the resolution to ensure Walworth County's process for managing the budget is clear and aligns with state statutes relative to budget requirements. Conley noted that new additions to this year's resolution included the vision statement and focus areas established during creation of the long term plan. **Motion carried 5-0.**

9L. Res. No. **-11/22 Establishing the County Tax Levy to Support the 2023 Budget Appropriation

Supervisor Ingersoll offered a motion, second by Vice-Chair Schaefer, to approve the resolution Establishing the County Tax Levy to Support the 2023 Budget Appropriation. Motion carried 5-0.

9M. Potential Budget Amendments for the 2023 Preliminary Budget

1. Addition of the ESSER III Grant
2. Addition of Two Hazardous Materials Emergency Preparedness (HMEP) Grants
3. Addition of the State Allocated American Rescue Plan Act (ARPA) Law Enforcement Agency Grant
4. Memo from Supervisor Sheila Reiff Regarding Administration communications Coordinator Position and Addition of Office Limited Term Employee
5. Other Budget Amendments Received Prior to Committee Meeting

Conley shared the respective Committees that approved Potential Budget Amendments for the 2023 Preliminary Budget listed above. Conley referenced the Walworth County Amendment to the 2023 Preliminary Budget – Administration, Corporation Counsel, Information Technology, and Capital Projects document that was distributed at the meeting; stating

that Item #4 was modified during the Human Resources Committee meeting and the distributed document reflects the modifications. Conley noted there were no other budget amendments received.

Supervisor Stacey offered a motion, second by Vice-Chair Schaefer, to approve Items #1 thru #3 of the Potential Budget Amendments for the 2023 Preliminary Budget. Motion carried 5-0.

Supervisor Ingersoll offered a motion, second by Vice-Chair Schaefer, to bring Item #4, the Memo from Supervisor Sheila Reiff Regarding Administration Communications Coordinator Position and Addition of Office Limited Term Employee, to the floor for discussion. Discussion ensued relative to the appeal discussed during the September Finance Committee meeting and the details related to the proposed budget amendment. Conley clarified that when moving the Communications Manager position over to Corporation Counsel all items necessary to perform the position would be moved to the Corporation Counsel budget as well; such as specific software and/or training.

Supervisor Stacey offered a motion, second by Supervisor Karbowski, to close discussion. Motion carried 5-0.

Supervisor Stacey offered a motion, second by Vice-Chair Schaefer, to recommend the Amendment to the 2023 Preliminary Budget, as presented in the distributed at the meeting document, including the change to add related costs. Lubarda reiterated the amendment will be updated to include and reflect final costs and items discussed. Lubarda suggested including the early implementation of the position changes as well. **Supervisors Stacey and Schaefer agreed to amend the original motion to include early implementation of the position changes. Motion as amended carried 5-0.**

9N. Investment Market Adjustments and County Investment Strategy

Conley gave a brief summation of her Memorandum included on Pages 167-168 of the packet; providing options for an action plan relative to Investment Market Adjustments. Conley stated that unless directed otherwise by the Finance Committee, it is her intention to complete a budget adjustment after the loss is calculated in January that will utilize the investment market adjustment committed fund balance account after first offsetting the available budget from the realized investment earnings.

Conley then addressed temporary changes being requested for the County's core investment strategy. Conley is requesting temporary authority to adjust the core investment percentage from 60 to 70 percent; stating this would result in approximately \$10 million to invest over the next three months. Conley detailed the types of investments to be pursued. **Vice-Chair Schaefer offered a motion, second by Supervisor Stacey, to temporarily increase the core allocation to 70% through February of 2023. Motion carried 5-0.**

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

Conley referenced her Memorandum and Walworth County Recovery Grant Budget – Sept 2022 included on Pages 187-192 of the packet; stating Baker Tilley remains as the County's consultant should questions arise relative to ARPA funding now that the United States (U.S.) Treasury has run out of funding to support the administration of this grant.

Confirmation of next meeting date and time

10A. Tuesday, November 1, 2022 at 6:00 p.m., County Board Room 114 at the Government Center – *County Board Committee of the Whole-Public Budget Hearing*

10B. Thursday, November 17, 2022 at 10:00 a.m., County Board Room 114 at the Government Center

Adjournment

On motion and second by Supervisors Stacey and Karbowski, Chair Reiff adjourned the meeting at 11:50 a.m.