

**Walworth County Board of Supervisors
Finance Committee Meeting Minutes
Thursday, October 21, 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 Supervisors: Ryan Simons.

County Staff: Walworth County Administrator Mark W. Luberda; Director-Finance Jessica Conley; Walworth County Treasurer Valerie Etzel; Director-Public Works Richard Hough; and Director-Health and Human Services/Superintendent of County Institutions Carlo Nevicosi.

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 September 23, 2021 Finance Committee meeting minutes were approved.

Public Comment – There was none.

Consent Items

Chair Russell and Supervisor Grant requested various Consent Items be considered separately.

8a. Budget adjustments and transfers

- 1) Children with Disabilities Education Board
 - a. LS002 – Adjust the use of ESSER II grant funds
- 2) Health and Human Services
 - a. HS017 – Adjust funds for a home remodel project in the State’s Children’s Long Term Support (CLTS) program

Director-Health and Human Services (HHS)/Superintendent of County Institutions Carlo Nevicosi advised the Children’s Long Term Support (CLTS) services grant and program funding comes from the state; and occasionally there are big ticket projects that will offer significant value to the family of a child with disabilities. He stated the funds do not come from tax levy. **Supervisor Ingersoll offered a motion, second by Supervisor Grant, to approve adjusting funds for a home remodel project in the State’s Children’s Long Term Support (CLTS) program. Motion carried 5-0.**

- 3) Public Works
 - a. PW 003 – Transfer budget for increase in Phase B design cost of the Sheriff’s Office parking lots
 - b. PW 004 – Reflect supplemental grant funding from the DNR for snowmobile trail maintenance expenses
- 4) Sheriff’s Office
 - a. SH005 – Offset shortfall in SWAT overtime

8b. Bids/Contracts

1) Qualifications award recommendation for on-call architectural engineering services for small projects
Director-Finance Jessica Conley shared this is the first qualification award recommendation to be brought to the Finance Committee. She stated negotiations are taking place with three companies; and the intention is to enter into a contract with all of them if successful. **Supervisor Grant offered a motion, second by Supervisor**

Ingersoll, to approve the qualifications award recommendation for on-call architectural engineering services for small projects. Motion carried 5-0.

- 2) Contract award recommendation for the County's Stop Loss Insurance for the Health Insurance Fund
- 3) Contract award recommendation for the County's Prescription Drug Plan
- 4) County owned tax properties

Walworth County Treasurer Valerie Etzel referenced Item #4 on Page 34 of the packet; stating the owner of the property did respond to the notice to vacate; and paid overdue taxes, interest, and penalties of approximately \$203,000. Etzel stated all other properties listed in the report have sold. Discussion ensued relative to profits received through favorable bids; with Etzel stating she would report back on a total amount of profit, year to date, due to higher bid offers on properties. **Vice Chair Kilkenny offered a motion, second by Supervisor Grant, to approve and accept the report on County owned tax properties. Motion carried 5-0.**

Etzel referenced the properties on Page 36; citing lower proposed minimum bids due to the parcels not having direct road access. **Vice Chair Kilkenny offered a motion, second by Supervisor Ingersoll, to accept the proposed minimum bids as outlined by the Treasurer. Motion carried 5-0.**

8c. Reports

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

Conley shared that the city of Delavan has set their Joint Review Board meeting for 5:00 p.m. on Monday November 8.

Conley reiterated that she plans to vote in favor of the Village of Sharon proposed Tax Incremental Financing District (TID) No. 5; and asked if the Committee had any questions or concerns. Vice Chair Kilkenny requested more information on the pieces of the County Ordinance that Sharon did not include in their plan. Conley noted that the Village was reluctant to be specific on a budget, stating they needed more flexibility. Given that the onus falls on the municipality to pay costs if something goes wrong, Conley sees no reason not to support this new district. Conley pointed out that the budget component of the ordinance is where she receives the most push back from municipalities, and suggested taking a look at amending that portion of the ordinance for the future. **Vice Chair Kilkenny offered a motion, second by Supervisor Grant, to accept the Update on Tax Incremental Financing Districts (TIDs.) Motion carried 5-0.**

8d. Out-of-state Travel

- 1) Health and Human Services
 - a. Deb McDaniel; consumer Visit; 86314, AZ

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

New Business

9a. Resolution *-11/21 Authorizing the Transfer of \$40,000 from the General Fund Contingency Account to Corporation Counsel for Legal Service Costs

Conley stated this would be the first time the Contingency Account has been utilized; and cited the use of outside legal counsel as the reason. **Vice Chair Kilkenny offered a motion, second by Supervisor Ingersoll, to approve the resolution Authorizing the Transfer of \$40,000 from the General Fund Contingency Account to Corporation Counsel for Legal Service Costs.** Discussion then focused on the reason for using outside counsel. County Administrator Mark W. Luberda reiterated the funds may not be needed, but in the event it is, this resolution will ensure availability. **Motion carried 5-0.**

9b. Resolution **-11/21 Authorizing the Sheriff's Office to Accept the Hazardous Materials Emergency Preparedness (HMEP) Core & Specialized HazMat Training Grant, Amending the Budget, and Authorizing Addition to Previously Established Pre-approved Recurring Grants List

Supervisor Grant offered a motion, second by Vice Chair Kilkenny, to approve the resolution Authorizing the Sheriff's Office to Accept the Hazardous Materials Emergency Preparedness (HMEP) Core & Specialized HazMat Training Grant, Amending the Budget, and Authorizing Addition to Previously Established Pre-approved Recurring Grants List. Motion carried 5-0.

9c. Resolution **-11/21 Accepting CDC Workforce Development and Public Health ARPA Funding

Supervisor Ingersoll offered a motion, second by Supervisor Grant, to approve the resolution Accepting Centers for Disease Control (CDC) Workforce Development and Public Health American Rescue Plan Act (ARPA) Funding. Motion carried 5-0.

9d. Resolution **-11/21 Accepting Public Health Consolidated Contract COVID-19 Vaccine Administration and Education Funding

Supervisor Grant offered a motion, second by Supervisor Schaefer, to approve the resolution Accepting Public Health Consolidated Contract COVID-19 Vaccine Administration and Education Funding. Motion carried 5-0.

9e. Resolution **-11/21 Accepting a \$10,000 Donation from ABATE of Wisconsin to Support the Holiday Care Program

Supervisor Ingersoll offered a motion, second by Supervisor Grant, to approve the resolution Accepting a \$10,000 Donation from ABATE of Wisconsin to Support the Holiday Care Program. Motion carried 5-0.

9f. Ordinance **-11/21 Amending Section 30-286 of the Walworth County Code of Ordinances Relative to Fees

Supervisor Ingersoll offered a motion, second by Supervisor Grant, to approve the ordinance Amending Section 30-286 of the Walworth County Code of Ordinances Relative to Fees. Chair Russell requested details as to which parks and associated shelters have fees. **Motion carried 5-0.**

9g. Resolution **-11/21 Adopting the 2022 Appropriation of the Walworth County Budget and CIP Plan

Supervisor Grant offered a motion, second by Supervisor Schaefer, to approve the resolution Adopting the 2022 Appropriation of the Walworth County Budget and CIP Plan. Conley detailed the language that had been added to this resolution; including 13 points addressing the budget amendment process. Luberda stated this language ensures Walworth County's process for managing the budget is clear and aligns with state statutes relative to budget requirements. Conley pointed out Exhibit A (Page 141); stating the full budget can be summarized in one page and is attached to the resolution. **Motion carried 5-0.**

9h. Resolution **-11/21 Establishing the County Tax Levy to Support the 2022 Budget Appropriation

Supervisor Schaefer offered a motion, second by Supervisor Grant, to approve the resolution Establishing the County Tax Levy to Support the 2022 Budget Appropriation. Conley referenced Page 144, in reference to the process for receiving the library exemption notices from all the municipalities. She noted added language ensuring the process is never forgotten, and detailing how library appropriation occurs. **Motion carried 5-0.**

9i. Potential Budget Amendments for the 2022 Preliminary Budget

- 1) Potential Federal requirements pertaining to vaccinations and COVID-19 testing funded with ARPA funds
- 2) Cybersecurity Enhancements with ARPA funds
- 3) Newly Awarded HHS Public Health Grants
- 4) Other budget amendments received prior to Committee meeting

Supervisor Ingersoll offered a motion, second by Vice Chair Kilkenny, to accept the Potential Budget Amendments for the 2022 Preliminary Budget. Conley shared that if the Committee agreed with any or all, the

amendments could be sponsored as a Committee, she would include the statement directly on the amendments, and Chair Russell could sign on behalf of the Finance Committee.

Conley gave a summation of Items #1 and #2 referring to the Memorandums in the packet (Page 147 & 148), along with her Memorandum and packet of amendments distributed at the meeting; explaining each amendment and reasons behind the requests. Luberdia elaborated on the cybersecurity component; noting the initial budgeted amounts were too modest to give the County the amount of protection that he believes is required.

Nevisosi detailed his Memorandum (Pages 151-152); stating that with the newly awarded Public Health Grants, many initiatives that were budgeted to use ARPA funds can now be funded through these grants. He noted funds that were initially budgeted to utilize ARPA funds, will be moved to the contingency fund to be considered for other projects.

Conley reiterated that if the Committee was agreeable to sponsor these amendments the Chair may sign the signature line on behalf of this Committee. **Supervisor Ingersoll amended her original motion to accept and sponsor the Potential Budget Amendments for the 2022 Preliminary Budget, Vice Chair Kilkenny seconded the motion as amended. Motion carried 5-0.**

9j. Authorization to apply for the Neighborhood Investment Fund Grant Program

Luberdia stated the Neighborhood Investment Fund Grant Program would be an opportunity for the Housing Authority to receive additional funds from the state. **Supervisor Grant offered a motion, second by Supervisor Schaefer, to Authorize the Administrator to apply for the Neighborhood Investment Fund Grant Program. Motion carried 5-0.**

9k. COVID-19/American Rescue Plan Act Financial Summary Update

Conley referred to her Memorandum (Page 154); highlighting that the United States Treasury has delayed the first required ARPA expenditure reporting period to December 31.

Conley requested a change in the way staff addresses budget amendments in regards to ARPA funds. She shared that normally staff is allowed to amend budgets up to \$25,000 per line item with available related revenue sources, but given the size of the ARPA grant and number of projects associated, they would like to allow up to a \$25,000 budget amendment, per project, for 2022. Staff could then provide a monthly report summarizing any staff approved budget changes to the ARPA projects. **Vice Chair Kilkenny offered a motion, second by Supervisor Schaefer, to approve the report and specifically the discretionary spending of up to \$25,000 by staff, under each ARPA project. Motion carried. 5-0.**

Correspondence – Luberdia received verbal correspondence from Director-Public Works Richard Hough regarding park shelter fees referenced in Item #9f) above. Luberdia shared that Natureland and White River Park have one shelter each in which fees apply.

Confirmation of next meeting date and time

- a) County Board Committee of the Whole-Public Budget Hearing – Tuesday, November 2, 2021 at 6:00 p.m.
- b) Finance Committee Regular Business Meeting – Thursday, November 18, 2021 at 9:30 a.m.

Adjournment

On motion and second by Supervisor Grant and Supervisor Schaefer, Chair Russell adjourned the meeting at 10:32 a.m.