

Walworth County Board of Supervisors
Thursday, January 17, 2019 Finance Committee Meeting Minutes
Walworth County Government Center, County Board Room 114
100 W. Walworth Street, Elkhorn, Wisconsin

Chair Nancy Russell called the meeting to order at 9:30 a.m.

Roll call was conducted. The following members were present: Chair Nancy Russell, Vice Chair Jerry Grant, and Supervisors Dan Kilkenny and William Norem. Supervisor Ingersoll was absent. A quorum was declared.

Others in Attendance

County staff: County Administrator David Bretl; Deputy County Administrator-Finance Nicki Andersen; County Treasurer Valerie Etzel; Director of Health and Human Services Elizabeth Aldred; Director of Human Resources Dale Wilson; Senior Project Manager John Miller; Deputy Director of LURM/County Conservationist Shannon Haydin; Office Supervisor/Mobility Manager Nicole Hill; Register of Deeds Donna Pruess; Captain-Sheriff's Office Support Services Scott McClory; Sheriff's Office Business Manager Amanda Lagle; Nursing Home Administrator Timothy Peek; Assistant Nursing Home Administrator Taya Walk; Purchasing Manager Jen White

On motion by Supervisor Norem, seconded by Vice Chair Grant, the agenda was approved by voice vote.

Supervisor Norem made a motion, seconded by Vice Chair Grant, to approve the December 13, 2018 meeting minutes. Motion carried by voice vote.

Public Comment – There was none.

Unfinished Business – There was none.

Consent Items

Chair Russell requested that items 8.A.2a, 8A.3a, 8.B. 1, and 8.B.3 be considered separately. Vice Chair Grant made a motion, seconded by Supervisor Norem, to approve the remainder of the consent items. Motion carried 4-0.

**8A, Budget Amendments
2018**

- 1) County Administration
 - a) CA002 – Adjust budget to reflect changes to the reimbursement process for the federal Workforce Innovation & Opportunity Act (WIOA) grant
- 2) Human Resources
 - a) HR004-Reflect year-end changes in health insurance fund

Supervisor Kilkenny asked Human Resources Director Dale Wilson for a summary of the health insurance fund year-end changes. Wilson said there were less enrollees in the health insurance plan and there were more single coverage rather than family coverage elections. There were also less claims in 2018 than anticipated. **Supervisor Kilkenny made a motion, seconded by Vice Chair Grant, to approve the budget amendment. Motion carried 4-0.**

2019

3) Lakeland Health Care Center

a) LH001 – Increase budget for outdoor egress lighting project

Chair Russell noted that the vote at the Lakeland Health Care Center (LHCC) Board meeting was to approve the project, contingent upon verification that the specifications for the candle lighting are correct. Senior Project Manager John Miller said that staff drafted the summary specifications and forwarded them to LHCC Administrator Peek for review. Peek added a line item on the federal code requirements and there was a typo in the explanation, which incorrectly stated the minimum candle lighting as 10', rather than 1'. The specifications were based on the 1' candle lighting, which is the correct minimum per federal code. Miller said the project cost estimates were researched; half of the expense is materials, including copper wiring, 21 light poles, landscaping, excavation and labor. He said staff requested the vendor to submit cost options to install a metal pole base rather than concrete, which would save on site restoration costs. **Supervisor Norem made a motion, seconded by Vice Chair Grant, to approve the budget amendment. Motion carried 4-0.**

8B, Bids/Contracts

1) Furniture, fixtures and equipment for Health and Human Services

Director of Health and Human Services (HHS) Elizabeth Aldred said the furniture, fixtures and equipment specifications comprised three packages to attract multiple vendors: private office and workstation furniture; general seating; conference and training area furniture and miscellaneous items such as chair mats, etc. Aldred added that other items, including appliances and specialty chairs were not included in the bidding documents and will cost an estimated \$100,000. The intent is to use a state contract for those purchases. **Chair Russell made a motion, seconded by Supervisor Norem, to approve the bid award to M&M Office Interiors, Complete Office of Wisconsin and Building Service Inc., for a total contract amount of \$1,540,792.11.** The existing furnishings at HHS will be offered to other County departments through the County surplus procedure, and the remaining offered for sale through Wisconsin Surplus. The option to use existing furnishings was considered, but the new building design will not accommodate most of the old workstations. In addition, it would be a time consuming and expensive undertaking to move furnishings to the new facility and could interfere with the continuum of services. **The Chair called for a vote and the motion carried 4-0.**

2) Countywide specialized transportation services

By consent items above, the proposal was awarded to VIP Services, Inc., in the amount of \$391,511.57.

3) County owned tax properties

Treasurer Valerie Etzel reported three properties in the Town of Linn, Village of Genoa City and City of Lake Geneva were sold to the highest bidders. **Supervisor Norem made a motion, seconded by Vice Chair Grant, to accept the report on the sale of 2018 County owned property. Motion carried 4-0.** Etzel reported the City of Delavan has not bid on the two parcels they expressed an interest in purchasing. They will be listed on the next sale. **Vice Chair Grant made a motion, seconded by Supervisor Norem, to approve the proposed minimum bids for the sale of the parcels in the City of Delavan. Motion carried 4-0.**

8C, Reports

1) Quarterly property loss report – 4th quarter 2018

2) Update on tax incremental financing districts (TIDs)

3) Out-of-state travel

a) Sheriff's Office

1) Michael Krahn, Conducting Child Abuse Investigations Training, Minneapolis, MN

New Business

- Sheriff's Office application for Wisconsin Incident Based Reporting System (WI-BRS) Department of Justice grant

Bretl noted the explanatory letter in the packet from Captain Scott McClory concerning the grant for transition to new federal and state crime reporting requirements. **Supervisor Kilkenny made a motion, seconded by Supervisor Norem, to approve the submission of the grant application. Motion carried 4-0.**

- Public Works 2018 annual uncollectible accounts write-off report

Supervisor Kilkenny made a motion, seconded by Vice Chair Grant, to approve the Public Works department's write-off report for 2018. Motion carried 4-0.

- Ordinance **-02/19 Amending Section 30-286 of the Walworth County Code of Ordinances Relative to the Land Use & Resource Management Short Term Rental Fee, Health and Human Services Court Ordered OWI Failed Appointment Fee, Corporation Counsel Child Support Payment History Copy Fees and the Sheriff's Office Police Escort Fee

Supervisor Norem made a motion, seconded by Vice Chair Grant, to recommend approval of the Ordinance amending Section 30-286 of the Walworth County Code of Ordinances. Motion carried 4-0.

- Ordinance **-02/19 Amending Reserved Section 30-472 – 30-480 of the Walworth County Code of Ordinances and Creating Section 30-472 Relating to Assessor Training Reimbursement

Supervisor Norem made a motion, seconded by Vice Chair Grant, to recommend approval of the Ordinance creating section 30-472 of the Walworth County Code of Ordinances. Motion carried 4-0.

- Door County Resolution No. 2018-87 – Requesting state law change allowing counties the use of the Design-Build Construction Method and update the statutory bidding requirements

Chair Russell reported the Public Works Committee recommended placing the ordinance on file. Bretl said there are advantages to the design-build construction method for schools and institutions who are not staffed to manage construction projects. He said raising of the thresholds for project bidding requirements has merit, and he and staff will research the bidding threshold issue and bring it to a future committee meeting for consideration. **Supervisor Kilkenny made a motion, seconded by Supervisor Norem, to place Door County Resolution No. 2018-87 on file. Motion carried 4-0.**

Confirmation of next meeting: Thursday, February 21, 2019 at 9:30 a.m., County Board Room 114 at the Walworth County Government Center.

Adjournment

On motion and second by Supervisor Norem and Vice Chair Grant, Chair Russell adjourned the meeting at 10:04 a.m.