

**Walworth County Board of Supervisors
Finance Committee Meeting Minutes
Thursday, March 18, 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 and Kathy Ingersoll. Supervisor Joseph Schaefer was absent. A quorum was declared.

Others in Attendance

County Board Supervisors: Brian Holt

County Staff: County Administrator Mark W. Luberda; Finance Director Jessica Conley; Director-Public Works Richard Hough; Comptroller Todd Paprocki; Treasurer Valerie Etzel; and Corporation Counsel/Director of Land Use and Resource Management (LURM) Michael Cotter.

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

On motion by Supervisor Ingersoll, second by Supervisor Grant, the February 18, 2021 Finance Committee meeting minutes were approved.

Public Comment – There was none.

Unfinished Business – There was none.

Consent Items

8a) Budget amendments

- 1) Information Technology
 - a. IT001 – Reallocate and increase budget for Land Information Strategic Initiative Grant budget for work to be performed in-house
- 2) Public Works
 - a. PW001 – Transfer funds for new flooring for the A-Pod area at the Sheriff’s Office

8b) One-time Cooperative Purchase \geq \$100,000

- 1) Public Works purchase of acrylic waterborne highway paint
- 2) Information Technology replacement of network infrastructure at Lakeland Health Care Center and Lakeland School

8c) Bids/contracts

- 1) Janitorial cleaning services proposal award
- 2) Change order request to amend the chiller maintenance & inspection services contract
- 3) VIP Services contract change order related to the Shared-Ride Taxi Service hourly service rates and the second option year extension, including the “Change Order Review Checklist,” the related report, a change order modifying rates and services beginning May 1, 2021, and a financial impact analysis

8d) Reports

- 1) Other Post-Employment Benefits (OPEB) Trust Report as of December 31, 2020
- 2) Quarterly sales tax report – 4th quarter 2020
- 3) Update on tax incremental financing districts (TIDs)

Vice-Chair Kilkenny offered a motion, second by Supervisor Grant, to approve all Consent Items with the exception of items 8C1 and 8C3, which were discussed separately. Motion carried 4-0.

At the request of Chair Russell, Director-Public Works Richard Hough discussed Consent Item 8C1 separately and provided further explanation behind the decision regarding the janitorial cleaning services proposal award. He noted it has been six years since the cleaning service has been reviewed and the awarded company is able to provide an on-site manager in addition to addressing historical concerns regarding the quality of service. **Vice-Chair Kilkenny offered a motion, second by Supervisor Ingersoll, to approve Consent Item 8C1) Janitorial cleaning services proposal award. Motion carried 4-0.**

Chair Russell requested Item 8C3 be considered separately and noted the motion as recommended in the memo provided by County Administrator Mark W. Luberda. **Chair Russell offered a motion, second by Supervisor Grant, to accept the reports presented and authorize approval of the change order titled, “Amendment #2 to the 2018 Shared Ride Transit Operating Contract Between Walworth County and VIP Services, Inc.” Motion carried 4-0.**

New Business

9a1) Correspondence from Joe Donzelli regarding a late fee relative to 2020 Taxes (Referred by the County Board)

9a2) Correspondence from Sharon Rogers protesting a late fee relative to 2020 Taxes (Referred by the County Board)

Treasurer Valerie Etzel stated according to the Wisconsin State Statutes, the Treasurer’s office or Walworth County is not allowed to waive interest and penalty. This has been explained to both Joe Donzelli and Sharon Rogers. Discussion followed. **Vice-Chair Kilkenny offered a motion, second by Supervisor Grant, to place correspondence from Joe Donzelli and Sharon Rogers protesting a late fee relative to 2020 taxes on file. Motion carried 4-0.**

9b) Resolution **-04/21 Authorizing the Public Works 2001 Liebherr Excavator to be Declared Surplus and Authorizing Staff to Dispose of the Asset

Finance Director Jessica Conley explained the proposed resolution is only declaring this piece of road equipment as a surplus. The intention is to trade the equipment in, but approving the resolution in this manner allows for the ability to choose what disposal option is in the County’s best interest. Conley also noted due to some conflict between internal procedure, Ordinance, and State Statute related to process, all three are being evaluated to provide better clarity. This will ensure compliance with the Statute and be more in line with the purchasing policy. **Vice-Chair Kilkenny offered a motion, second by Supervisor Grant, to approve the proposed resolution Authorizing the Public Works 2001 Liebherr Excavator to be Declared Surplus and Authorizing Staff to Dispose of the Asset. Motion carried 4-0.**

9c) State and Local Coronavirus Aid-American Rescue Plan – Grant Acceptance or Preauthorization
Conley distributed a draft resolution and explained that Walworth County is expected to receive an estimated \$20.3 million dollars from the American Rescue Plan, which has been passed. The U.S. Treasury department has oversight of these funds and has been instructed to send out 50% of the funds within 60 days of the plan’s passage and the remaining portion one year later. Additionally, the Treasury is to provide guidance on how the funds may be used. Included in the resolution is the guidance received so far. The resolution needs to be approved to authorize moving forward and accepting the funds. There will be much discussion to come on how the funds will be used. Discussion followed.

Conley noted if money is spent from these funds for a purpose that has been authorized previously, the approval request will come to the Finance Committee through the normal means of a budget amendment. However, if a new idea for spending comes forward, that approval would come through to the Finance Committee in the form of a resolution. Luberda commented by stating individual municipalities will be receiving money, as well, and there is a three-to-four-year period in which to utilize these funds. It will be important to be strategic, focus long term, and wait for guidance from the Treasury to make the biggest impact. This topic will be addressed with department heads and County Board Committees so the board will remain informed and be able to provide feedback through this decision-making process. Discussion continued. **Supervisor Grant offered a motion, second by Vice-Chair Kilkenny, to approve the proposed resolution Accepting U.S. Department of Treasury State and Local Coronavirus Fiscal Recovery American Rescue Plan Funds Allocation. Motion carried 4-0.**

9d) Allocation of funding to the HHS fund pandemic reserve
Vice Chair Kilkenny offered a motion, second by Supervisor Grant, to accept the recommendation of Finance Director Jessica Conley for the allocation of funding to the HHS fund pandemic reserve. Motion carried 4-0.

9e) Ordinance **-04/21 Continuing Limited-Term, Human Resources-Related Special Authority to Enable Continued Response to and Management of Operations During the COVID-19 Pandemic by Extending Certain Authorization as Previously Approved within the 2020 Resolution for a Declaration of Emergency and Ordinances 1215-06/20, 1224-09/20, and 1230-12/20
Luberda explained this ordinance is being brought forward for an extension, as its authority expires in April. He provided an overview of what this ordinance authorizes, as it pertains to the COVID-19 response. He also highlighted the amendments proposed and approved at the Health and Human Services (HHS) Board and the Human Resources (HR) Committee meetings. It was recommended to include the following sentence at the end of Sec. 15-11 (b) (4): “Each such reassignment shall be reported to the HR and HHS committees at their next meeting” and the following sentence at the end of Sec. 15-11 (b) (9): “Each such limited term employee (LTE) shall be reported to the HR and HHS committees at their next meeting.” **Supervisor Grant offered a motion, second by Supervisor Ingersoll, to approve the proposed ordinance Continuing Limited-Term, Human Resources-Related Special Authority to Enable Continued Response to and Management of Operations During the COVID-19 Pandemic by Extending Certain Authorization as Previously Approved within the 2020 Resolution for a Declaration of Emergency and Ordinances 1215-06/20, 1224-09/20, and 1230-12/20 including the amendment as recommended by the HHS Board. Motion carried 4-0.**

9f) Update on COVID-19 Report
Conley noted that funding was awarded from the Elementary and Secondary School Emergency Relief Fund II (ESSER II) the amount of \$100,000. She explained it is being determined how those funds will be

utilized. **Supervisor Grant offered a motion, second by Vice-Chair Kilkenny, to accept the update on COVID-19 Report. Motion carried 4-0.**

9g) Government Finance Officers Association (GFOA) Certificate of Excellence in Financial Reporting Award for Fiscal Year Ended December 31, 2019

Chair Russell referred to the memo provided by Conley, which explains this is the 18th consecutive year the award has been received. Russell expressed gratitude towards all of the hard work done by the Finance Department. **Vice-Chair Kilkenny offered a motion, second by Supervisor Grant, to accept the Government Finance Officers Association (GFOA) Certificate of Excellence in Financial Reporting Award for Fiscal Year Ended December 31, 2019. Motion carried 4-0.**

9h) Price County Resolution 8-21 Request Elimination of the 0% Levy Cap Imposed on Walworth (Wisconsin [sic]) Counties (Referred by the County Board)

Luberda spoke to this and explained, as addressed in his memo included in the packet, if the Finance Committee wished to make a policy statement they could. The Executive Committee recommended the Price County Resolution be used as an example and a resolution be prepared in support of the recommendation that the 0% portion of the levy limit be eliminated. Vice-Chair Kilkenny expressed his concerns and provided an overview of suggested changes to the Price County Resolution so that it applies to Walworth County. **Supervisor Grant offered a motion, second by Chair Russell, to move to adopt the same resolution as the Executive Committee. Motion carried 3-1.**

Correspondence – There was none.

Confirmation of next meeting: The next meeting was confirmed for Thursday, April 29, 2021 at 9:30 a.m.

Adjournment

On motion by Supervisor Grant, second by Vice-Chair Kilkenny, Chair Russell adjourned the meeting at 10:44 a.m.