

**Walworth County Board of Supervisors
Finance Committee Meeting Minutes
Monday, April 3, 2023
Walworth County Government Center, County Board Room 114
100 West Walworth Street, Elkhorn, Wisconsin**

Chair Sheila T. Reiff called the meeting to order at 9:05 a.m.

Roll call was conducted and the following members were present, either in person or by remote attendance: 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; Public Works Director Richard Hough, Program Manager – Mobility Gene Bobier, and Corporation Counsel/Director-Land Use and Resource Management Michael Cotter.

On motion by Supervisor Stacey, second by Supervisor Karbowski, the agenda was approved with no withdrawals.

Public Comment – There was none.

Consent Items

6a. Bids/Contracts

- 1) Recommendation to Award Contract – Request for Proposal 22-080 for Shared-Ride Taxi Services

Walworth County Administrator Mark W. Luberda referenced the March 28, 2023 Memorandum Re: Recommendation to Award Contract – Request for Proposal 22-080 for Shared-Ride Taxi Service. Luberda summarized the important distinctions between the current services offered and the services under the new contract. Refer to Pages 1-3 for further details. Discussion then focused on the following:

- Potential enhancements of services. Luberda explained the plan is a 2-year base contract, with up to three 1-year renewal options. Should the contractor not meet a preferred level of service, the County has the option to rebid after the initial 2-year contract.
- Cost of Inflation. Luberda informed the Committee that the State directs the price for two years. The State then utilizes the Consumer Price Index For All Urban Consumers to help identify the percentage increase to be utilized in the 1-year contract amendment.
- Number of fleet vehicles to be utilized for the program. Luberda indicated 17 vehicles have been ordered for the program. He noted a few of those vehicles are on backorder due to supply chain issues with the seats. Notification for delivery on those vehicles is for late May early June. VIP will use a few of their own vehicles in the interim.
- The importance of keeping a schedule: Situations when an individual is late for their pick-up time, how long a driver will wait for a pick-up prior to leaving, and the possibility of the driver circling back for a pick-up. Each situation is to be handled on a day-by day, case-by-case, and hour-by-hour basis, whether it be for an elderly, handicapped, workforce, shopping, recreation, pick-up request.
- Differences between the Shared-Ride Taxi services and the services offered through Specialized Transit.

Luberda noted that VIP Services, Inc. submitted the lowest qualifying bid as identified in the memorandum.

Supervisor Schaefer offered a motion, second by Supervisor Karbowski, to approve Consent Item 6a. Bids/Contracts – Recommendation to Award Contract – Request for Proposal 22-080 for Shared-Ride Taxi Services to VIP Services, Inc. Motion carried 5-0.

Confirmation of next meeting date and time: The next meeting was confirmed for Thursday, April 27, 2023 at 10:00 a.m.

Adjournment

On motion and second by Supervisor Schaefer and Supervisor Karbowski, Chair Reiff adjourned the meeting at 9:22 a.m.

Submitted by Kathleen Aukland, Administrative Assistant. Meeting minutes were approved by the Finance Committee at the April 27, 2023 meeting.