

**Walworth County Board of Supervisors
Finance Committee Meeting Minutes
Thursday, July 21, 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 9:30 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 Board Supervisors: Brian Holt.

County Staff: Walworth County Administrator Mark W. Luberda; Director-Finance Jessica Conley; and Corporation Counsel/Director-Land Use and Resource Management (LURM) Michael Cotter.

Members of the Public: Former Walworth County Supervisor Daniel Kilkenny; Paul Frantz, CPA, Partner, Baker Tilly US, LLP; and Sarah Boss, Executive Director, Walworth County Housing Authority.

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

On motion by Supervisor Stacey, second by Supervisor Karbowski, the June 23, 2022 Finance Committee meeting minutes were approved.

Public Comment

Former County Board Supervisor Daniel Kilkenny spoke in favor of a study to address EMS services throughout Walworth County; and in support of Finance Director-Jessica Conley's judgement relative to the Village of Darien Tax Incremental Financing District (TID).

Consent Items

7a. Budget Adjustments/Transfers

- 1) Clerk of Courts
 - a. CT003 – Increasing court interpreter services with vacancy savings
- 2) Health & Human Services
 - a. HS007 – Reducing Targeted Safety Support Funds (TSSF) grant program
 - b. HS009 – Adjust for contracted providers for consumer care
 - c. HS010 – Transition Seal-A-Smile program to Open Arms Free Clinic
- 3) Public Works
 - a. PW003 – Increase replacement sign truck capital project with available equipment reserves

Supervisor Stacey offered a motion, second by Vice-Chair Schaefer, to approve all Consent Items. Supervisor Stacey amended his original motion to approve Consent Items, Budget Adjustment/Transfers; Vice-Chair Schaefer seconded the amendment. Budget Adjustments/Transfers, Items #1 thru #3, as amended were approved. Motion carried 5-0.

7b. Purchasing Reports to Committee

- 1) Waivers of competition
 - a. Human Resources/Sheriff's Office
 - i. Psychological Services – employment
- 2) Annual review of standardized equipment and materials

Supervisor Stacey offered a motion, second by Supervisor Ingersoll, to approve the Purchasing Reports to Committee, Items #1 and #2. Motion carried 5-0.

7c. Reports

- 1) Update on tax incremental financing districts (TIDs)
- 2) Quarterly property loss report – 2nd quarter 2022

- 3) Quarterly delinquent tax report – 2nd quarter 2022
- 4) County owned tax properties
- 5) Out-of-state travel
 - a. Health and Human Services
 - i. H. Wilke, Hope Squad Master Trainer Conference, Provo, UT
 - b. Human Resources
 - i. K. Bishop, National PELRA 2022 Conference, Austin, TX
 - ii. “Revised” J. Pollock, Tyler Connect, Indianapolis, IN
 - c. Sheriff’s Office
 - i. T. Neumann, Pro Phoenix Advanced Users Conference, Moorestown, NJ

Supervisor Stacey offered a motion, second by Supervisor Karbowski, to approve Reports, Items #1 thru #5.

Director-Finance Jessica Conley asked if any member of the Committee wanted to share anything with her before she votes on the Village of Darien TID next week. Conley advised that negotiations are closed and she only has the power to vote yes or no. Walworth County Treasurer Valerie Etzel provided an overview of the foreclosure process for delinquent tax parcels. **Motion carried 5-0.**

New Business

8a. Presentation by Baker Tilly US, LLC related to financial audit for fiscal year ended December 31, 2021
Conley introduced Paul Frantz, CPA Partner with Baker Tilly US, LLP who presented the 2021 Audit Results for Walworth County.

8b. Res. No. **-08/22 Releasing the Administrative Hold on the Affordable Housing Capital Project with the Walworth County Housing Authority and Increasing the 2022 Budget of American Rescue Plan Act Recovery Grants Funding from \$370,000 to \$1 Million.

Supervisor Ingersoll offered a motion, second by Vice-Chair Schaefer, to approve the resolution Releasing the Administrative Hold on the Affordable Housing Capital Project with the Walworth County Housing Authority and Increasing the 2022 Budget of American Rescue Plan Act Recovery Grants Funding from \$370,000 to \$1 Million.

Luberda explained that the proposed resolution addresses three things: 1) releasing the Administrative hold that was placed on the funding for this project when it was added into the budget; 2) moving all planned funding for three years into the first year; and 3) eliminating an outstanding liability of \$40,000 that Walworth County would have owed to the Housing Authority should they meet certain obligations. He stated that funding could be used toward new construction or to purchase an existing property. Luberda anticipates the funds will be used for purchase more so than construction due to supply chain issues in acquiring building supplies. Discussion ensued. **Motion carried 5-0.**

8c. Res. No. **-08/22 Accepting the State of Wisconsin Department of Agriculture, Trade and Consumer Protection Innovation Harvestable Buffer Grant and Establishing a Budget

Supervisor Stacey offered a motion, second by Supervisor Karbowski, to approve the resolution Accepting the State of Wisconsin Department of Agriculture, Trade and Consumer Protection Innovation Harvestable Buffer Grant and Establishing a Budget. Motion carried 5-0.

8d. Res. No. **-08/22 Accepting the Donation of \$10,000 from Delavan Friends 4 Community Giving (DF4CG) and Hunter’s Automotive Third Annual Golf Outing for Use at Lakeland School

Supervisor Ingersoll offered a motion, second by Vice-Chair Schaefer, to approve the resolution Accepting the Donation of \$10,000 from Delavan Friends 4 Community Giving (DF4CG) and Hunter’s Automotive Third Annual Golf Outing for Use at Lakeland School. Motion carried 5-0.

8e. Res. No. **-08/22 Creating a New Capital Improvement Project to Purchase/Replace Ten (10) Sheriff’s Office Squad Cars by Accelerating the 2023 Capital Request and Authorizing Budget of \$476,227 Transferred from General Fund Building/Equipment Committed Fund Balance and \$50,000 from the Sale of Surplus Vehicles

Supervisor Karbowski offered a motion, second by Supervisor Ingersoll, to approve the resolution Creating a New Capital Improvement Project to Purchase/Replace Ten (10) Sheriff’s Office Squad Cars by Accelerating the 2023 Capital Request and Authorizing Budget of \$476,227 Transferred from General Fund Building/Equipment

Committed Fund Balance and \$50,000 from the Sale of Surplus Vehicles. Discussion then focused on the possibility of adding electric cars to the fleet. **Motion carried 5-0.**

8f. Res. No. **-08/22 Appropriating and Reallocating ARPA SLFRF Funding from the Recovery Grants Fund to Support Sheriff's Office Personnel Needs for Ease of Administering Federal Requirements

Supervisor Ingersoll offered a motion, second by Supervisor Stacey, to approve the resolution Appropriating and Reallocating ARPA SLFRF Funding from the Recovery Grants Fund to Support Sheriff's Office Personnel Needs for Ease of Administering Federal Requirements. Luberdá explained this resolution essentially swaps an already planned American Rescue Plan Act (ARPA) project for personnel costs; citing administrative ease in meeting ARPA requirements as reason for the swap. **Motion carried 5-0.**

8g. Ord. No. ****-08/22 Amending Section 30-32(e) of the Walworth County Code of Ordinances Relating to Budget Development and Incorporating General Payroll Savings in the Administrator's Proposed Budget

Vice-Chair Schaefer offered a motion, second by Supervisor Ingersoll, to approve the ordinance Amending Section 30-32(e) of the Walworth County Code of Ordinances Relating to Budget Development and Incorporating General Payroll Savings in the Administrator's Proposed Budget. Conley stated that as part of the budget process for last year vacancy savings was included and allowed up to 1.5%. She explained this ordinance amends the allowed savings increase of up to 2%. **Motion carried 5-0.**

8h. Budget amendment, not to exceed \$22,000, utilizing ARPA funds to obtain recommendations from a professional analysis firm relative to improving EMS services countywide (Referred from the Committee of the Whole)

Supervisor Stacey offered a motion, second by Vice-Chair Schaefer, to approve a Budget amendment, not to exceed \$22,000, utilizing ARPA funds to obtain recommendations from a professional analysis firm relative to improving EMS services countywide. Luberdá advised that the resolution was included in the packet distributed at the meeting. Chair Reiff clarified the funds would be available once the Fire/EMS Study Committee has met and made their recommendations. Luberdá affirmed no action would be taken until the Fire/EMS Study Committee is reestablished and provides him with a recommendation. **Motion carried 5-0.**

8i. COVID-19/American Rescue Plan Act Financial Summary Update

Conley advised the next quarterly ARPA report is due at the end of July, reporting on expenses occurred April-June 2022.

Confirmation of next meeting date and time: The next meeting was confirmed for Thursday, September 22, 2022 at 10:00 a.m.

Adjournment

On motion and second by Vice-Chair Schaefer and Supervisor Karbowski, Chair Reiff adjourned the meeting at 11:33 a.m.