

**Walworth County Board of Supervisors**  
**Thursday, July 23, 2020 Finance Committee Meeting Minutes**  
**Walworth County Government Center, County Board Room 114**  
**100 W. Walworth Street, Elkhorn, Wisconsin**

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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 Dan Kilkenny, and Supervisors Jerry Grant, Kathy Ingersoll, and Joseph Schaefer. A quorum was declared.

Others present, either in person or by remote attendance:

County Board Supervisors: Supervisor Ryan Simons, Supervisors Ken Monroe and David Weber arrived after the meeting commenced.

County Staff: County Administrator Mark Luberda; Finance Director Jessica Conley; Superintendent of County Institutions Elizabeth Aldred; Corporation Counsel/Director of Land Use Resource Management (LURM) Michael Cotter; Treasurer Valerie Etzel; Human Resources Director Kate Bishop; Benefits Manager Lisa Henke and Assistant Jail Administrator John Delaney

Members of the Public: Attorney Brian Schuck

**On motion by Supervisor Grant, second by Supervisor Ingersoll, the amended agenda was approved.**

**On motion by Supervisor Grant, seconded by Vice Chair Kilkenny, the June 18, 2020 Finance Committee meeting minutes were approved.**

**Public Comment** – There was none.

**Unfinished Business**

**7A. Update related to In Rem Foreclosure action of parcel P ET1100012**

Treasurer Valerie Etzel reported, foreclosure action is no longer required because the property was repurchased by the former owner. Etzel said, the owner paid the taxes for 2014-16. She stated the taxes remaining, are a portion of 2017 through 2019, and possibly the current bill. Supervisor Kilkenny inquired as to why the property was not taken, since all of the taxes were not paid. Etzel said, because the county didn't take judgement on the parcel, they weren't required to pay the complete bill. She said Land Use and Resource Management was going to review the additional zoning issues which impact this parcel.

**Consent Items**

Chair Russell requested item 8B.5. be considered separately. Supervisor Kilkenny requested item 8B.2. be considered separately. **Supervisor Ingersoll made a motion, second by Supervisor Grant, to approve the remainder of the consent items. Motion carried 5-0.**

**8A. Budget amendments**

- 1) Clerk of Courts
  - a) CT002 – Reflect Legal Representation Grant award
- 2) Health & Human Services
  - a) HS010 – Increase budget for Community Support Program
  - b) HS011 – Revise Children's Long Term Support grant award
  - c) HS012 – Increase budget for community based residential facilities

- d) HS013 – Reflect grant award for Women’s Wrap Program
- e) HS014 – Reflect Epidemiology and Laboratory Capacity grant award
- 3) Information Technology
  - a) IT001 – Establish budget for Elections Security grant
- 4) Lakeland Health Care Center
  - a) LH003 – Reflect Department of Health Services Certified Public Expenditures funding award
- 5) Public Works
  - a) PW003 – Create budget for State funded culvert repairs under HWY 120
  - b) PW004 – Reallocate payroll for Associate Engineer position
  - c) PW005 – Establish budget for State Highway bridge deck sealing project material
- 6) Sheriff’s Office
  - a) SH002 – Increase budget for inmate medical services

**8B. Bids/contracts**

- 1) Vehicle collision and body repair services
  - 2) Inmate medical services for the Sheriff’s Office
- Supervisor Kilkenny inquired if this was specifically for the in-house medical services. Assistant Jail Administrator John Delaney said, it refers to the care of inmates in custody in the facility and also includes a cost pool that covers inmates who are sent out to the hospital, which is covered by a contractor up to a financial limit. **A motion was made by Vice Chair Kilkenny, second by Supervisor Grant, to approve the proposal award. Motion carried 5-0.**

- 3) Change Order Request to amend the contract for the Sheriff’s Office body worn cameras
- 4) Contract award recommendation for the County’s life insurance policies
- 5) County owned tax properties

Chair Russell noted they received a revised Amended Sale of County Owned Land 2020 report. Treasurer Valerie Etzel gave an overview of the in rem foreclosure process. She said the amended list that was provided, are properties currently owned by Walworth County. Etzel recommended the properties be listed at the appraised value shown on the highlighted list. Once the sealed bids are received on August 25<sup>th</sup> they will be opened, and bids will come back to the committee to finalize the sales. In September, new prices will be set for the remaining parcels and they will be listed on Wisconsin Surplus.

Etzel also said, the Village of Bloomfield has submitted an Intergovernmental Agreement requesting to purchase three parcels so they were removed from the list. **Vice Chair Kilkenny, made a motion, second by Supervisor Grant, to approve the recommended pricing. Motion carried 5-0.**

**8C. One-time Cooperative Purchase ≥\$100,000**

- 1) Workstations for Sheriff’s Office lobby/records remodeling project

**8D. Declaration of Surplus**

- 1) Public Works request to declare vehicles and equipment as surplus to be sold at auction
- 2) Sheriff’s Office request to declare squad cars as surplus to be sold at auction

**8E. Reports**

- 1) Quarterly delinquent tax report – 2<sup>nd</sup> quarter 2020
- 2) Quarterly property loss report – 2<sup>nd</sup> quarter 2020
- 3) Update on tax incremental financing districts (TIDs)

**New business**

- 9A. Intergovernmental Agreements by and between Walworth County and the Village of Bloomfield regarding parcels &PLH 00064, &PLH 00070, &PL 00719, &PL 01545, and &PLA 00057
- 9B. Intergovernmental Agreement by and between Walworth County and the Village of Darien regarding parcels QPON 00062 and QPON 00063
- 9C. Intergovernmental Agreement by and between Walworth County and the Village of East Troy regarding parcel RXUP 00146

Corporation Counsel Cotter commended, Treasurer Etzel for her aggressive efforts in this process, and said this is a true model for intergovernmental cooperation. He encouraged the committee to adopt the intergovernmental agreements. Cotter also noted if the committee approves these agreements, it will not receive additional approval by the County Board and the County Clerk will have authorization to execute them.

**Motion by Vice Chair Kilkenny, second by Supervisor Schaefer, to approve 9A. Intergovernmental Agreements by and between Walworth County and the Village of Bloomfield regarding parcels &PLH 00064, &PLH 00070, &PL 00719, &PL 01545, and &PLA 00057; 9B. Intergovernmental Agreement by and between Walworth County and the Village of Darien regarding parcels QPON 00062 and QPON 00063; and 9C. Intergovernmental Agreement by and between Walworth County and the Village of East Troy regarding parcel RXUP 00146. Motion carried 5-0.**

- 9D. Resolution \*\*-09/20 Authorizing the Addition of Sheriff’s Office Law Enforcement Drug Trafficking Response (DTR) Grant to Previously Established Pre-approved Recurring Grants List

**Supervisor Ingersoll made a motion, second by Supervisor Grant, to recommend approval of the Resolution Authorizing the Addition of Sheriff’s Office Law Enforcement Drug Trafficking Response (DTR) Grant to Previously Established Pre-approved Recurring Grants List. Motion carried 5-0.**

- 9E. Approval for the Information Technology Department/County Clerk to apply for election security grant

**Motion by Supervisor Grant, second by Supervisor Schaefer, to approve application for the election security grant. Motion Carried 5-0.**

- 9F. Aging Balance Update for Lakeland Health Care Center  
**On motion by Supervisor Ingersoll, second by Supervisor Grant, the report was approved. Motion carried 5-0.**

- 9G. 2020 revenue affected by COVID-19  
Finance Director Jessica Conley provided a summary included in the packet and said they will come back to update the committee with any ongoing changes in November.

- 9.H. Ordinance \*\*-09/20 Amending Section 30-172 of the Walworth County Code of Ordinances Relating to Creation of a Committed Fund Balance Revenue Stabilization Program

Finance Director Conley said, this is a new program they are recommending. She said this would create a committed account in the fund balance to save for things which may require future funding.

Conley said, this fund would be tied to revenues affected by economic changes. The three large areas the county depends on to balance the budget are the sales tax, realized interest on investments and interest and penalties on delinquent taxes. Conley said, the purpose of the ordinance is create a stabilization account to have a reserve set aside to accommodate budget shortfalls in these areas, which could occur after the budget is set. It would also offer stabilization for future years.

Administrator Mark Luberda said, in his experience Boards don't typically like to use the contingency fund to fund these types of items. He said, it is their hope surplus years will fund the stabilization and will smooth the financial changes which may occur in the future. Luberda said, in looking at past history, previous Finance Directors were very conservative in budgeting for these areas because of their unpredictability. He said having this fund, permits them to budget these revenues more closely because the stabilization fund exists.

Supervisor Kilkenny asked how this would be initially funded. Conley said, in September, they will bring a resolution forward to take last year's earnings above the 20% limit with a plan recommending the use of these funds to fund the account. Conley said \$2.6 million is the maximum amount which could be used.

Conley said, use of the fund would require County Board action on a budget amendment to access the fund to cover any shortfalls.

**Supervisor Grant made a motion, second by Supervisor Schaefer, to recommend approval of the ordinance. Motion carried 5-0.**

- Update on COVID-19 Expense Summary Report/Routes to Recovery Funding

Conley referred to her memo, and asked if there were any questions. She said, Routes to Recovery Funding gave late guidance regarding whether or not they could claim payroll expenses. Conley reported they were able to claim certain payroll costs, which were in their original budgeted plan if they were related to the pandemic regarding public health, public safety or emergency payroll expenditures. She said because of this late guidance they were not able to claim the full amount in the first round of reimbursement. Approximately \$168,000, was claimed in the first round. Conley said, all of the reallocated payroll costs can be claimed in the second round for costs which occurred between March and October.

Supervisor Schaefer inquired about the electronic monitoring expense. Conley said, a wing at the huber dorm was closed down due to COVID-19. To do this they needed to place more people on electronic monitoring. Although they felt this was a COVID related cost, it has not yet been determined if it will be covered by Routes to Recovery funding.

Luberda said, he has established a weekly staff meeting for the Emergency Operation Center (EOC) work group which includes the Sheriff's Department, Health and Human Services and Public Works. Luberda said that Finance Director Conley also participated, and has provided key assistance in the accounting and tracking of related costs.

Administrator Luberda said, in using outside resources, he has noted the necessity to be more flexible with the purchasing processes and permitting waiver of competitive bidding, to be more mobile and responsive. He

provided examples of these situations, including the sanitizing equipment expected to be purchased for the Routes to Recovery grant.

**Motion by Vice Chair Kilkenny, second by Supervisor Grant, to accept the report. Motion carried 5-0.**

**Correspondence** – There was none.

**Confirmation of next meeting:**

Tuesday, September 8, 2020 at 2:30 p.m., County Board Room 114 at the Government Center – *County Board Committee of the Whole-Budget Workshop*

Thursday, September 17, 2020, 9:30 a.m., County Board Room 114 at the Government Center – *Finance Committee Budget Appeals and Regular Business Meeting*

**Adjournment**

**On motion Vice Chair Kilkenny, second by Supervisor Grant, Chair Russell adjourned the meeting at 10:30 a.m.**

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Submitted by Lindsey Ross, Administrative Assistant. Meeting minutes were approved at the September 17, 2020 Finance Committee meeting.