

**Walworth County Board of Supervisors**  
**Thursday, September 12, 2019 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 10:00 a.m.

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

**Others in Attendance**

County staff: County Administrator David Bretl; Finance Director Jessica Conley; County Treasurer Valerie Etzel; Director of Health and Human Services Elizabeth Aldred; Benefits Manager Lisa Henke; Director-Special Education Tracy Moate; Deputy Corporation Counsel/Director of LURM Michael Cotter; Senior Accountant Alicia Van Dyke; Comptroller Todd Paprocki; Lakeland Health Care Center Administrator Timothy Peek; Sheriff's Office Captain Scott McClory; Finance Manager Stacie Johnson; Director of IT John Orr; Sheriff's Office Business Manager Amanda Lagle; Undersheriff Kevin Williams, Register of Deeds Donna Pruess; Clerk of Circuit Court Kristina Secord; County Clerk Kim Bushey

Members of the Public: Larry Gaffey, Walworth County Fair Manager; Kathy Seeburg, Executive Director of the Walworth County Visitors Bureau; Elkhorn Fire Chief Rod Smith; Lake Geneva Fire Chief John Peters; Sharon Fire Chief Bruce Vander Veen

**On motion by Supervisor Norem, seconded by Supervisor Ingersoll, the agenda was approved by voice vote.**

**Supervisor Norem made a motion, seconded by Supervisor Ingersoll, to approve the September 3, 2019 special joint meeting minutes. Motion carried by voice vote.**

**Public Comment**

Larry Gaffey, Walworth County Fairgrounds General Manager and member of the Visitors Bureau Board, said he spoke at the last County Board meeting regarding marketing opportunities for the Walworth County Visitors Bureau. He said social media has become the most efficient and effective way to attract attention. The Fair Board has 45,000 followers on Facebook and their video on the new horse area was viewed by 20,000 people last week. Gaffey said the Walworth County Visitors Bureau is important to the success of the Fair, and with improved media marketing, the Bureau would be more successful in promoting business and tourism in the County. He stated their current budget would not support the plan to make a series of videos in every corner of Walworth County, and requested that the County consider a \$20,000 donation toward the project.

John Peters, City of Lake Geneva Fire Chief, stated he is Chair of the Walworth County Fire/EMS Study Committee, which brought forth a request for an independent consolidated dispatch study to develop fact-based recommendations. He asked that the Board reconsider its decision not to fund the study in 2020, adding that resolving this issue would benefit all the municipalities in the County. Bruce Vander Veen Town of Sharon Fire Chief, Fire/EMS Study Committee member and Chair of the Walworth County Emergency Communications Advisory Committee, said he strongly supports the 2020 funding of the independent consolidated dispatch study. Dispatch services are crucial to the rapid delivery of emergency services, and he asked that the County invest in the study to improve overall operations and safety. Vander Veen quoted Teddy Roosevelt: "In any moment of decision, the best thing you can do is the right thing. The worst thing you can do is nothing." He commended staff and officials for the County's debt-free status and for building new facilities. He believes investing in a resolution to the current crisis in emergency service delivery would

be a lasting testament to the County's dedication to provide quality service and promote safety for its citizens.

### **Special Order of Business**

- Summary presentation of the 2020 County Administrator's Budget  
County Administrator David Bretl gave a lengthy presentation on the proposed 2020 Budget at the September 3 Committee of the Whole meeting. Comments were made on a number of items and there are appeals to the Capital Improvement Plan (CIP) and personnel requests. Bretl said the Committee's responsibility is to pass the preliminary budget today so it can be published and subject to the public hearing scheduled for October 29. Up until the budget adoption by the Board on November 12, Supervisors may submit budget amendments, which need a majority vote of the Board to pass. He encouraged the Committee to consider the unfunded project requests in Appendix E of the preliminary budget. Bretl noted the most significant issue in the budget is the decision on continued funding of Lakeland Health Care Center operations. A potential impact on the budget could be the Department of Revenue's (DOR) recalculation of the levy cap, which could be positive; however, no notification has been received to date from the DOR.

- Appeals to the 2020 County Administrator's Budget

#### Public Works Committee Recommendations

- CTH C (USH 14 to USH 14) – Eliminate from the current five-year capital plan (staff recommended appeal based on road conditions). Sponsored by Supervisor Stacey. Recommended for approval 5-0 by the Public Works Committee. **Supervisor Kilkenny seconded the appeal and it carried 4-0.**

#### Human Resources Committee Recommendations

- Remove "Reclass and Reallocate of Children and Families Case Manager to CPS Ongoing Lead Worker 1.0" from Appendix A of the 2020 Administrator's Budget letter. Sponsored by Supervisor Monroe. Recommended for approval 5-0 by the Human Resources Committee. **Supervisor Kilkenny seconded the appeal and it carried 4-0.**

- Eliminate the July 1, 2020 transfer of the Property Lister position from the Register of Deeds office to the Treasurer's office. Sponsored by Supervisors Kilkenny and Brellenthin. Recommended for approval 4-1 by the Human Resources Committee. **Supervisor Norem seconded the appeal.** Supervisor Kilkenny stated he supports the appeal because of the additional support duties the Property Lister performs in the Register of Deeds office, and to give the elected officials the opportunity to present their arguments. Bretl said that if the position were moved to the Treasurer's office and the Register of Deeds office was given temporary help because of the transition, it would result in savings. He stated it is important to give deference to constitutional officers with regard to operations and future planning. Bretl stated as the information was presented to him, it makes sense from a customer service standpoint to transfer the position to the Treasurer's office. Chair Russell invited Register of Deeds Donna Pruess and County Treasurer Valerie Etzel to address the Committee. Etzel distributed a memo to the Committee containing her argument for transferring the Property Lister to the Treasurer's office. She stated the discussion at the Human Resources Committee did not accurately depict the duties of the Property Lister as it relates to the Treasurer's office. Etzel said the Treasurer and Property Lister work closely together to provide efficient government services. Interactive software is already in place, which makes the physical location of the position less significant. Etzel acknowledged that a plotter/scanner might have to be purchased for the Treasurer's office, but an agreement could be reached to share equipment. The tax software has an inbox interface that allows for access by both offices. The two departments would continue to work together to

share information and documents not available on the computer. Etzel said property ownership, assessments and taxes all go hand-in-hand, and all of the information feeds into a tax bill. Transferring the Property Lister position would eliminate confusion to taxpayers, property owners, mortgage companies, title companies, etc. Chair Russell asked Finance Director Jessica Conley if she had an opinion on the proposed transfer or appeal. Conley replied she heard both arguments at Administrative Review, and concurs with Bretl that the position belongs in the Treasurer's office. Supervisor Ingersoll said it is difficult to make a decision because Supervisors are not involved in departmental operations. She asked Etzel and Pruess to give a statement on why they feel their position would be better for our customers. Etzel said the tax process begins at the Register of Deeds office and ends with the Treasurer. When property owners call with questions on their tax bills, they call the Treasurer and invariably have to be transferred to the Property Lister for further information. Providing a centralized location for tax and assessment information will benefit the public. Pruess said from a customer service perspective, her staff fields calls on tax bills, deed recordings, assessments, etc., and are cross-trained to answer those inquiries without having to refer customers to another office. Supervisor Kilkenny expressed his concern about having to budget for an extra position in the Register of Deeds office if the Property Lister is transferred. He stated the Property Lister is trained in all aspects of the job duties in the Deeds office and they provide a high level of service. He feels the position should remain where it is. The offices are located closely together and it does not present a great inconvenience to the public to have to go across the hall for information. Supervisor Kilkenny recommended the position be left in the Register of Deeds office and that the Human Resources Department should research the proposal from an economic and customer service perspective. Chair Russell stated she is impressed that 28 Property Lister positions are housed in Treasurer offices throughout the state; and that both the Finance Director and County Administrator endorse the transfer. Etzel said if staffing is an issue, perhaps the two departments could share some Property Lister duties, who would report to the Treasurer and support the Register of Deeds as needed. Supervisor Kilkenny commented it would be difficult to accomplish if Deeds staff had multiple customers at the counter and several calls coming in at the same time and the Property Lister was down the hall. **The Chair called for the vote on the appeal, and it failed 3-1. Supervisor Kilkenny voted "aye."**

- Finance Committee Appeal

- Eliminate the membership dues for Wisconsin Counties Association (WCA) and reduce the Lakeland Health Care Center (LHCC) budgeted salary savings due to vacancies by \$14,077. Sponsored by Supervisor Monroe. Bretl asked the Committee if they feel we are getting the value of our dues with the resources WCA provides. If the Committee elects to discontinue membership, Supervisor Monroe proposed that the \$14,077 for membership dues be applied towards salary savings at LHCC. **Supervisor Norem seconded the appeal.** Supervisor Norem stated his feeling that the County is not receiving value equal to the membership dues. Chair Russell agreed, stating the information WCA provides can be obtained from other sources free of charge. In addition, all of the programs and meetings are located in Stevens Point and the hotel accommodations, mileage costs and conference charges add to the expense. **Supervisor Norem made a motion to amend the appeal by directing that savings be put toward the independent dispatch study. Chair Russell seconded the motion.** Supervisor Kilkenny said the funds would not go far toward funding the projected cost of the dispatch study. He added there is an opportunity to amend the budget to change the allocation of funds at the budget adoption. **Chair Russell withdrew her second, and the motion failed. The Chair called for a vote on the appeal and the motion carried 4-0.**

- Recommendation of the 2020 County Preliminary Budget

**Supervisor Norem made a motion, seconded by Supervisor Ingersoll, to recommend the 2020 County Preliminary Budget as amended. The motion carried 4-0.** Supervisor Ingersoll noted that the short

timeframe for appeals does not allow enough time for thorough review. Bretl replied if Supervisors wished to request budget amendments they should contact Conley or him to start the process.

### **Consent Items**

Chair Russell asked that Consent Items 9.A.4 and 9.B.3 be considered separately. **Supervisors Ingersoll and Norem moved to approve the remainder of the consent items. Motion carried 4-0.**

### **9A, Budget Amendments**

- 1) Clerk of Courts
  - a) CT001 – Increase budget for video conference equipment replacement
  - b) CT002 – Redistribute payroll budget
- 2) Lakeland Health Care Center
  - a) LH007 – Reflect receipt of Certified Public Expenditures (CPE) funding from the Department of Health Services
- 3) Sheriff's Office
  - a) SH005 – Increase budget for 2019 computer replacements
  - b) SH006 – Transfer funds for risk management claims
  - c) SH007 – Reallocate budget for Communications Division overtime
  - d) SH008 – Replace totaled squad
  - e) SH009 – Reallocate budget for anticipated Patrol Division overtime and holiday payouts
- 4) Treasurer
  - a) TR01 – Establish budget for security and customer service upgrades

Chair Russell stated the security and customer service upgrades for the Treasurer's office were approved by the Public Works Committee. She abstained from the vote, but now thinks it is the right thing to do for the safety of our employees. Bretl said independent of the Property Lister position transfer, this is a valuable pilot project. All offices in the Government Center have waiting areas in the employee area, and this creates security issues with the potential for customers becoming volatile, particularly due to the nature of business conducted in the Treasurer's office and Land Use Resource Management. The plan for the upgrade would be to move the service counter flush to the hallway and keep public traffic outside of the office. It will also create three windows for public service. Key card access for the staff entrance would be required.

**Supervisor Norem made a motion, seconded by Supervisor Kilkenny, to approve budget amendment TR01. Motion carried 4-0.**

### **9B, Bids/Contracts**

- 1) Oxygen services for Lakeland Health Care Center  
By approval of consent items above, the proposal was awarded to Specialized Medical Services.
- 2) Pharmacy and IV Therapy Services for Lakeland Health Care Center  
By approval of consent items above, the proposal was awarded to Omnicare a CVS Health Company.
- 3) County owned tax properties

**Supervisor Kilkenny made a motion, seconded by Supervisor Ingersoll, to accept the report on sales of tax properties as presented. Motion carried 4-0. Supervisor Ingersoll made a motion, seconded by Supervisor Norem, to approve the Treasurer's proposed minimum bids for sale on Wisconsin Surplus. Motion carried 4-0.**

### **9C, Waivers of bid/sole source procurements**

- 1) Law Enforcement Center re-roofing Phase III
- 2) Public Works brine system #W1950

- 3) Public Works brine storage tank
- 4) Market Pay Data Subscription – Human Resources
- 4) Post-offer Psychological Exam and Suitability Analysis – Human Resources

#### **9D, Declaration of surplus**

- 1) Recommendation to rescind declaration of surplus for Public Works mower and utilize salvaged parts
- 2) Recommendation to declare Sheriff's Office squad cars as surplus and to sell said vehicles at auction

#### **9E, Reports**

- 1) Quarterly Investment Report – 2<sup>nd</sup> quarter 2019
- 2) Quarterly Sales Tax Report – 2<sup>nd</sup> quarter 2019
- 3) Update on tax incremental financing districts (TIDs)
- 4) Out-of-state Travel
  - a) Clerk of Courts
    - 1) Katie Behl, Heather Carro, Sheri Grever-Skomski, Nicole Heinrich, Connie Hogendyk, David Reddy, Steven Sax; National Association of Treatment Court Professionals Conference (NADCP); Washington, D.C.
  - b) Medical Examiner
    - 1) Lisa Loepke, International Association of Coroner and Medical Examiners Basic Training, Las Vegas, NV
  - c) Sheriff's Office
    - 1) Kurt Picknell, National Sheriff's Association Training Conference, Louisville, KY
    - 2) Todd Neumann, FEMA – Center for Domestic Preparedness – Field Force Operations, Anniston, AL

#### **New Business**

- Walworth County Visitors Bureau's fiscal 2018 audit  
Conley reported the Finance department completed the annual Visitors Bureau audit. A couple of the projects spanned multiple years, and staff recommended that the Bureau consider changing from a cash basis to accrual method of accounting. The Bureau's Board will be meeting this week to consider the recommendation. **Supervisor Ingersoll made a motion, seconded by Supervisor Kilkenny, to accept the report. Motion carried 4-0.**
- Resolution \*\*-10/19 – Allocating/Transferring Public Works Fund Available Net Position  
**Supervisor Norem made a motion, seconded by Supervisor Norem, to approve allocating/transferring Public Works Fund Available Net Position. Motion carried 4-0.**
- Ordinance \*\*-10/19 Amending Section 30-32 of the Walworth County Code of Ordinances Relating to Payroll Budget Development  
Bretl said he included the change in the Administrator's Budget. The proposed ordinance prohibits any department from including general payroll savings exceeding 1.5% of the entire department's payroll budget without a specific plan to address those savings, i.e., known changes to positions. Conley added that the change addresses positions which are not anticipated. **Supervisor Ingersoll made a motion, seconded by Supervisor Norem, to recommend approval of the ordinance relating to payroll budget development. Motion carried 4-0.**

- Fiscal 2018 Single Audit/Report on Federal and State Awards

Conley said this audit pertains only to grant funding, to make certain that grant restrictions are followed. The audit reported no adverse findings. She noted that meeting increasing grant requirements is becoming more difficult. Chair Russell commended departments in their efforts to procure comply with complicated grants. **Supervisor Norem made a motion, seconded by Supervisor Ingersoll, to accept the report on the audit. Motion carried 4-0.**

- Ordinance \*\*10/19 Amending Sections 30-184 and 30-185 of the Walworth County Code of Ordinances Relating to Fiduciary Fund Definitions

Conley reported the ordinance change allows for the accounting regulation change for Governmental Accounting Standards Board (GASB) Statement No. 84 related to the reporting of fiduciary activities. Activities that are under control of the County will now be reported within our governmental funds. When the County does not have control over decision-making for assets held on behalf of other entities, the assets will be reported in a custodial or private purpose trust fund. **Supervisor Ingersoll made a motion, seconded by Supervisor Norem, to recommend approval of the ordinance relating to fiduciary fund definitions. Motion carried 4-0.**

- Other Post-employment Benefits (OPEB) Trust Report as of June 30, 2019

Conley reported the County's Return on Investments (ROI) has completely recovered from the end of the year investment loss. The County is actually withdrawing less than what the actuarial assumption was, as not as many individuals are using the funds as projected. Comptroller Todd Paprocki reported that our one year return is 6.91%; the actuarial assumption was 5.5%. Investment allocation adjustments can be made by 5%. **Supervisor Norem made a motion, seconded by Supervisor Kilkenny, to approve the report. Motion carried 4-0.**

- Government Finance Officers Association (GFOA) Distinguished Budget Presentation Award

Chair Russell reported this is the 15<sup>th</sup> consecutive year the Finance Department has received the Distinguished Budget Presentation Award. She recommended recognizing their efforts as a special order of business at an upcoming County Board meeting when staff will be available. Supervisor Norem suggested publicizing the achievement by issuing a press release. **Supervisor Norem made a motion, seconded by Supervisor Kilkenny, to create a Special Order of Business to recognize staff at the October or November County Board meeting. Motion carried 4-0.**

### Correspondence

- Correspondence from the Southeastern Wisconsin Regional Planning Commission (SEWRPC) regarding the Calendar Year 2020 Budget

No action was taken on this item.

**Confirmation of next meeting:** Thursday, October 17, 2019 at 9:30 a.m., County Board Room 114 at the Walworth County Government Center

### Adjournment

**On motion and second by Supervisors Kilkenny and Ingersoll, Chair Russell adjourned the meeting at 11:40 a.m.**