

**Walworth County Board of Supervisors
Thursday, October 22, 2020 Finance Committee Meeting Minutes
Walworth County Government Center, County Board Room 114
100 W. 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; and Supervisors Jerry Grant, Kathy Ingersoll, and Joseph Schaefer. A quorum was declared.

Others in Attendance

County Board Supervisors: Ryan Simons

County Staff: County Administrator Mark W. Luberda; Finance Director Jessica Conley; Superintendent of County Institutions Elizabeth Aldred; and Treasurer Valerie Etzel

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

On motion by Supervisor Schaefer, second by Supervisor Grant, the September 17, 2020 Finance Committee meeting minutes were approved.

Public Comment – There was none.

7. Unfinished Business

A. Library Plan update

County Administrator Mark W. Luberda provided a brief overview of the Memorandum on Pages 7-8 of the packet.

8. Consent Items

A. Budget amendments

1. Corporation Counsel
 - a. CC004 – Transfer funds for Child Support secure filing system capital investment project
2. Health and Human Services
 - a. HS015 – Reflect additional Birth to Three funding
 - b. HS016 – Increase budget for Enhanced Medicaid funding
 - c. HS017 – Transfer funds for high needs consumers in the Community Support Program
3. Lakeland Health Care Center
 - a. LH005 – Revise revenue and expense projections
 - b. LH006 – Reflect CARES Infection Control Targeted Disbursement funding
4. Public Works
 - a. PW007 – Transfer funds for Sheriff’s Office range HVAC repairs and surge protector replacement
5. Sheriff’s Office

a. SH008 – Increase budget for equipment to outfit 2020 squad cars

B. Bids/contracts

1. Food-Laundry Management, Blood Borne Pathogen Clean Up Service - Sheriff's Office jail
2. Children First Program administration services - Corporation Counsel
3. Contract award recommendation for the County's Stop Loss Insurance for Health Insurance Fund
4. Change Order Request to extend the Background Check Services contract – Human Resources
5. County owned tax properties

Chair Nancy Russell requested Consent Item B5 be considered separately. Russell questioned why the property listed on Page 33 is listed as a non-payment. Treasurer Valerie Etzel stated, the property needs to be re-listed for sale, as the bidder was unable to pay the remaining balance owed. Since this information was not available in September, the property was not included in the Wisconsin Surplus Auction. As a result, the proposed minimum bid for the above named property and two additional properties listed on Page 36 will need to be approved.

Supervisor Ingersoll offered a motion, second by Supervisor Grant, to accept the listings on Page 36 for minimum bids. Motion carried 5-0.

At the request of Supervisor Jerry Grant, Etzel explained further that the property listed on Page 34, Bid #3, was repurchased by the former owner after paying all the taxes, interest, and penalty.

Grant offered a motion, second by Supervisor Ingersoll, to accept the Treasurer's report on Pages 33, 34, and 35. Motion carried 5-0.

C. Waiver of Competition

1. Human Resources
 - a. Workers Compensation third-party administrative services
2. Sheriff's Office
 - a. Housing, medical care and rehabilitation of a detainee at Holton Manor Nursing Home

D. Reports

1. Quarterly delinquent tax report – 3rd quarter 2020
2. Quarterly property loss report – 3rd quarter 2020
3. Update on tax incremental financing districts (TIDs)
4. Out-of-state Travel
 - a. Public Works
 1. Joe Latocha, National Locksmith Institute, Indianapolis, IN

Supervisor Grant offered a motion, second by Supervisor Schaefer, to approve consent items with exception of B5. Motion carried 5-0.

9. New business

- A. LHCC Resident Trust Fund write-off

Supervisor Grant offered a motion, second by Supervisor Schaefer, to approve the LHCC Resident Trust Fund write-off. Motion carried 5-0.

- B. Ordinance **-11/20 Amending Section 62-44 of the Walworth County Code of Ordinances Regarding Preference to Former Owners in Tax Sales

Etzel stated the purpose for the proposed ordinance is to clean up the wording. There will be no change to the process at all. **Supervisor Schaefer offered a motion, second by Supervisor Grant, to approve the proposed Ordinance Amending Section 62-44 of the Walworth County Code of Ordinances Regarding Preference to Former Owners in Tax Sales. Motion carried 5-0.**

- C. Ordinance **-11/20 Amending Section 30-286 of the Walworth County Code of Ordinances Relative to Fees

Supervisor Grant offered a motion, second by Supervisor Ingersoll, to approve the proposed Ordinance Amending Section 30-286 of the Walworth County Code of Ordinances Relative to Fees. Motion carried 5-0.

- D. Resolution **-11/20 Adopting the 2021 Appropriation of the Walworth County Budget and CIP Plan

Supervisor Grant offered a motion, second by Supervisor Ingersoll, to approve the proposed Resolution Adopting the 2021 Appropriation of the Walworth County Budget and CIP Plan. Motion carried 5-0.

- E. Resolution **-11/20 Establishing the County Tax Levy to Support the 2021 Budget Appropriation

Supervisor Ingersoll offered a motion, second by Supervisor Grant, to approve the proposed Resolution Establishing the County Tax Levy to Support the 2021 Budget Appropriation. Motion carried 5-0.

- F. Ordinance **-11/20 Amending Section 30-182 of the Walworth County Code of Ordinances Relating to Risk Management Fund Title and Liability Calculation

Finance Director Jessica Conley explained this is a change in title from the Risk Management Fund to the Property and Risk Insurance Fund to clearly distinguish the Risk Management Fund from the Risk Management division that will be within the Administration department. The other change Conley noted is how liability will be recorded and she detailed the reasoning behind that change.

Supervisor Grant offered a motion, second by Supervisor Schaefer, to approve the proposed Ordinance Amending Section 30-182 of the Walworth County Code of Ordinances Relating to Risk Management Fund Title and Liability Calculation. Motion carried 5-0.

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

Conley provided an update on the Routes to Recovery Funding noting that Walworth County has about \$700,000 left to spend prior to the deadline of November 6th. Conley and Luberda attended a virtual session presented by the Wisconsin County Association (WCA) where the State spoke and it was suggested that funds could be used towards payroll costs to the Public Health Department and the Sheriff's Office. This could result in budget amendments, as funds that were already allocated for these payroll expenses could be utilized elsewhere. Supervisor Kathy Ingersoll asked if there will be additional funds in the future. Conley stated she received a survey from the State, which inquired how much money the County anticipates it will need for future costs. A determination of additional funding provided will

depend on the results of the survey. Luberda elaborated further on his take away from the WCA meeting, as it related to using the funding for the Sheriff's office and any documentation required to record the use of funds. **Supervisor Grant offered a motion, second by Supervisor Ingersoll, to accept the COVID-19 Expense Summary Report/Routes to Recovery Funding. Motion carried 5-0.**

H. Government Finance Officers Association (GFOA) Distinguished Budget Presentation Award for Fiscal 2020

Chair Russell read the press release announcing Walworth County as a winner of this award. She also congratulated everyone involved, as the Finance Department works very hard and Russell commends them for receiving this award for the 16th consecutive year. **Supervisor Ingersoll offered a motion, second by Supervisor Grant to accept the information provided and commended the organization for their efforts. Motion carried 5-0.**

Correspondence – There was none.

Confirmation of next meeting: The next meeting was confirmed for Thursday, November 19, 2020 at 9:30 a.m.

Adjournment

On motion Vice Chair Kilkenny, second by Supervisor Grant, Chair Russell adjourned the meeting at 10:01 a.m.