

Walworth County Board of Supervisors
Thursday, November 19, 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 (inaudible until 9:44 a.m.); and Supervisors Jerry Grant, Kathy Ingersoll and Joseph Schaefer (inaudible until 9:44 a.m.). A quorum was declared.

Others in Attendance

County Staff: County Administrator Mark W. Luberda; Finance Director Jessica Conley; Superintendent of County Institutions Elizabeth Aldred; Corporation Counsel/Director of Land Use and Resource Management (LURM) Michael Cotter; Deputy Director of HHS Carlo Nevicosi; and Treasurer Valerie Etzel

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

On motion by Supervisor Grant, second by Supervisor Ingersoll, the October 22, 2020 Finance Committee meeting minutes were approved.

Public Comment – There was none.

7. Unfinished Business

A. 2020 revenue affected by COVID-19

Finance Director Jessica Conley gave a brief update of department revenues affected by COVID-19. In July, it was expected that the revenue shortfalls would be around \$2.3 million, but as of November that number is closer to \$1.5 million. As a result, there are no budget amendments, with the exception of the Sheriff's Office, because the departments feel they are able to absorb those shortfalls.

8. Consent Items

- A. Budget amendments
 - 1. Health & Human Services
 - a. HS018 – Increased client service expense in the Coordinated Services Teams (CST) program
 - 2. Sheriff's Office
 - a. SH009 – Offset anticipated shortfall of Huber revenue related to the facility's closure in March due to COVID
 - b. SH010 – Transfer funds for anticipated shortfall in comp payout/overtime budget for patrol division
 - c. SH011 – Offset anticipated shortfall in SWAT overtime budget

- d. SH012 – Record portion of OWI Grant award to be used in October-December 2020
- B. Bids/contracts
 - 1. County owned tax properties
- C. Waiver of Competition
 - 1. Health & Human Services
 - a. Disease investigation, contact tracing and data management services
 - 2. Information Technology
 - a. Upgrade module to Assetworks software
- D. Reports
 - 1. Quarterly Investment report – 3rd quarter 2020 (Encl pgs 26-28)
 - 2. Update on tax incremental financing districts (TIDs) (Encl pgs 29-30)

Chair Russell stated Consent Item B1, County owned tax properties, should be handled separately.

Supervisor Grant offered a motion, second by Supervisor Ingersoll to approve Consent Items A, C, and D. Motion carried 3-0.

Treasurer Valerie Etzel requested that the County owned tax property report be accepted, so that ownership can be transferred to the highest bidders for the two properties listed on page 16 of the packet. **Supervisor Ingersoll offered a motion, second by Supervisor Grant to accept the County owned tax property report. Motion carried 3-0.**

Etzel noted this is the last parcel to be listed for sale on Wisconsin Surplus with a proposed minimum bid of \$11,500.

Supervisor Grant offered a motion, second by Supervisor Ingersoll to approve the proposed minimum bid. Motion carried 3-0.

9. New Business

- A. Resolution **-12/20 Accepting CARES Act Funding for Health and Human Services and Lakeland Healthcare Center

Supervisor Grant offered a motion, second by Supervisor Ingersoll, to approve the proposed resolution Accepting CARES Act Funding for Health and Human Services and Lakeland Healthcare Center. Motion carried 3-0.

- B. Resolution **-12/20 Authorizing the Closure of the HHS Building Demolition Project and Transferring Remaining Funds to General Fund Building and Equipment Committed Fund Balance

Supervisor Grant offered a motion, second by Supervisor Ingersoll, to approve the proposed resolution Authorizing the Closure of the HHS Building Demolition Project and Transferring Remaining Funds to General Fund Building and Equipment Committed Fund Balance. Motion carried 3-0.

- C. Resolution **-12/20 Authorizing the Transfer of Excess Funds from the New HHS Facility Project to the General Fund Building and Equipment Committed Fund Balance

Supervisor Grant offered a motion, second by Supervisor Ingersoll, to approve the proposed resolution Authorizing the Transfer of Excess Funds from the New HHS Facility Project to the General Fund Building and Equipment Committed Fund Balance. Motion carried 3-0.

- D. Update on the potential election recount

County Clerk Kimberly Bushey reported Dane County and Milwaukee County will be the only counties conducting a recount. After the recount is finished, there may be a request from the opposing side to request the remaining counties be recounted, but there is a very small chance that will happen. Bushey thanked all the departments, municipal clerks, and tabulators that helped prepare for the potential recount. Corporation Counsel/Director of Land Use and Resource Management (LURM) Michael Cotter noted, in preparation for the potential recount there was a decision made to purchase a For the Record (FTR) device, which is recording equipment that has the ability to store a large quantity of audio data. Since there was a limit on time and this FTR device was needed for the recount, the decision was made to purchase one. LURM is over revenues for the year, so Cotter stated he would do a budget amendment to cover that cost.

At 9:44 a.m. Vice Chair Kilkenny and Supervisor Joseph Schafer became audible.

- E. Ordinance **-12/20 Continuing Special Authority for 2021 to Enable Continued Response to and Management of Operations During the Covid-19 Pandemic by Extending Certain Authorization as Approved Within the 2020 Resolution for a Declaration of Emergency and Ordinances 1215-06/20 and 1224-09/20

County Administrator Mark W. Luberdá provided an overview of the proposed ordinance and noted Part III pertains primarily to the Finance Committee. He explained this is a continuation of the same authorities approved previously and because of the unknown status of the pandemic, Luberdá recommends moving forward with the same strategy. **Supervisor Grant offered a motion, second by Supervisor Ingersoll, to approve the proposed ordinance Continuing Special Authority for 2021 to Enable Continued Response to and Management of Operations During the Covid-19 Pandemic by Extending Certain Authorization as Approved Within the 2020 Resolution for a Declaration of Emergency and Ordinances 1215-06/20 and 1224-09/20. Motion carried 5-0.**

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

Conley referenced her memo and the document distributed at the meeting and provided a brief overview of the final Routes to Recovery claims.

Correspondence – There was none.

Confirmation of next meeting: The next meeting was confirmed for Thursday, December 17, 2020 at 9:30 a.m.

Adjournment

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

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