

**Walworth County Board of Supervisors
Finance Committee Meeting Minutes
Thursday, December 17, 2020
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; Supervisors Jerry Grant and Kathy Ingersoll. Joseph Schaefer was absent. 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; Treasurer Valerie Etzel; Human Resources Director Kate Bishop; New Beginnings-APFV Executive Director Suzi Schoenhof.

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 November 19, 2020 Finance Committee meeting minutes were approved.

Public Comment – There was none.

7. Unfinished Business

A. Lakeshore Library System Compliance Plan Regarding 2011-2020 Walworth County Library Payments

County Administrator Mark W. Luberda provided an update on the Lakeshores Library System Compliance Plan and summarized his memorandum (Pages 5-8.) It was noted, the Lakeshore Library System is seeking a new and expanded board size to develop a 2022-2025 plan with a modified formula. **Supervisor Grant offered a motion, second by Supervisor Ingersoll, to support the Lakeshores Library System Compliance Plan Regarding 2011-2020 Walworth County Library Payments subject to future review of the 2021 formula modification or plan amendment. Motion carried 4-0.**

8. Consent Items

- A. Budget amendments
 - 1. Health and Human Services
 - a. HS019 – Reflect Department of Children & Families COVID-19 extraordinary payments to residential care providers
 - 2. Public Works
 - a. PW008 – Increase budget for additional engineering work for CTH C Bridge project
- B. Bids/contracts

1. Cooperative Purchasing Contract Transactions Greater Than \$100,000 —Sheriff’s Office Squad Cars
2. County owned tax properties

Chair Russell requested Item 8B2, County owned tax properties, be considered separately. Treasurer Valerie Etzel explained no bids were received on the parcel listed in the Village of Darien. She requested approval to list the property for the proposed minimum bid of \$5,750. **Supervisor Grant offered a motion, second by Supervisor Ingersoll, to approve the proposed minimum bid. Motion carried 4-0.**

C. Reports

1. Quarterly sales report – 3rd quarter 2020
2. Update on tax incremental financing districts (TIDs)

Vice Chair Kilkenny requested Item 8C1, Quarterly sales report—3rd quarter 2020, be considered separately and inquired if the report reflects the accurate sales tax dollar amount. Finance Director Jessica Conley confirmed the dollar amount is correct. **Vice Chair Kilkenny offered a motion, second by Supervisor Ingersoll, to accept the updated Quarterly sales report. Motion carried 4-0.**

Conley provided an update on Tax Incremental Financing Districts (TIDs) at the request of Chair Russell. Conley explained the Village of Sharon is considering creating a new TID district and the committee should expect a plan in the next couple months. She will also provide an update for next month’s meeting. Discussion followed regarding the old TID, the new company coming in, and the importance of proper reporting from local communities. **Supervisor Grant offered a motion, second by Supervisor Ingersoll, to accept the TIDs report. Motion carried 4-0.**

Supervisor Grant offered a motion, second by Supervisor Ingersoll, to approve Consent Items A and B1. Motion carried 4-0.

9. New Business

A. New beginnings APFV request to modify 2021 Memo of Understanding

Conley explained the City of Elkhorn has donated a building to New Beginnings- Association for Prevention of Family Violence (APFV), which is in need of repair. New Beginnings-APFV Executive Director Suzi Schoenhof requested permission to utilize the portion of their budget typically allocated for rent to pay for some of the necessary repairs on the donated building. Discussion followed pertaining to what repairs will be covered by the reallocated funds. Administrator Luberda expressed his support in this modification, as it may be beneficial to the County in the long term. **Supervisor Grant offered a motion, second by Supervisor Ingersoll, to approve the request to modify the 2021 Memo of Understanding. Motion carried 4-0.**

B. Ordinance **01/21 Amending Section 30-286 of the Walworth County Code of Ordinances Relative to District Attorney 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 District Attorney Fees. Motion carried 4-0.

- C. Resolution **-01/21 Authorizing the Closure of Sheriff’s Office Roof Replacement Project and Transferring Remaining Funds to General Fund Building and Equipment Committed Fund Balance for the Year Ended December 31, 2020

Supervisor Grant offered a motion, second by Supervisor Ingersoll, to adopt the proposed Resolution Authorizing the Closure of Sheriff’s Office Roof Replacement Project and Transferring Remaining Funds to General Fund Building and Equipment Committed Fund Balance for the Year Ended December 31, 2020. Motion carried 4-0.

- D. Request to write off uncollectible debt
1. Public Works
 2. Lakeland Health Care Center
 3. Medical Examiner

At the request of Supervisor Grant, Conley provided an explanation as to how the process works in determining these debts are uncollectible. **Supervisor Grant offered a motion, second by Supervisor Ingersoll, to approve the request to write off uncollectible debt. Motion carried 4-0.**

- E. COVID-19 recovery presentation regarding temporary staffing and County operational response Superintendent of County Institutions Elizabeth Aldred gave a brief presentation which covered:

- The previous Public Health structure and the additional tasks being asked of Public Health in dealing with the pandemic.
- Requirements for a potential program, which would be specifically designed in handling the pandemic allowing Public Health employees to return to their assigned duties. The program would address various needs such as contact tracing, testing, future vaccinations, and ensuring proper communication with the community.
- Strategic initiatives, critical elements, and shared operational response for a successful pandemic recovery.
- Additional Health and Human Services pandemic recovery staff needed to implement the plan including position titles, what duties the position would entail, maximum costs associated with those positions, and a proposed phased hiring approach.
- Additional resources needed for recovery including supplies, contracts, equipment, and software.
- The finance plan detailing existing 2021 grant funding and other potential funding options.

Discussion followed pertaining to which funding is coming from state or federal agencies. It was also determined what support is needed from the Finance Committee to move forward. Administrator Luberda also clarified the order in which money would be spent, state and federal money being spent first. In addition, he mentioned temporary positions would be hired for Human Resources, Finance, and Information Technology (IT.) These positions will be assisting with the large workload anticipated with this project and will also ensure normal operations continue. The entrance monitoring at the Government Center and the Judicial Center will remain in place. Administrator Luberda discussed how COVID-19 in 2020 was not anticipated so the funding received from the CARES Act resulted in unanticipated changes to the budget. Those budget adjustments will impact how funding will be allocated for this proposed plan. **Supervisor Grant offered a motion, second by Supervisor Ingersoll, to recommend implementation of this plan subject to available and authorized funding. Motion carried 4-0.**

- F. Resolution **-01/21 Accepting Epidemiology and Laboratory Capacity Funding for Health and Human Services

Supervisor Grant offered a motion, second by Supervisor Ingersoll, to approve the proposed resolution, as amended within the body of the Policy and Fiscal Note. Motion carried 4-0.

- G. Ordinance **-01/21 Amending Section 30-173 of the Walworth County Code of Ordinances Relating to Health and Human Services Fund Balance Commitments for the Addition of Pandemic Spending and Deletion of Seal A Smile Program

Supervisor Grant offered a motion, second by Supervisor Ingersoll, to approve the proposed Ordinance Amending Section 30-173 of the Walworth County Code of Ordinances Relating to Health and Human Services Fund Balance Commitments for the Addition of Pandemic Spending and Deletion of Seal A Smile Program. Motion carried 4-0.

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

Conley provided an update regarding the Routes to Recovery Funding Walworth County has received since the start of the pandemic, the spending that has continued after the Routes to Recovery grant ended, and her spending recommendations moving forward. **Supervisor Grant offered a motion, second by Supervisor Ingersoll, to approve the report and move forward as stated. Motion carried 4-0.**

- I. Ordinance **-01/21 Amending Sections 17-3, 17-8, 17-10, 17-27, 17-116 and 17-131 of the Walworth County Code of Ordinances Relating to Purchasing and Contracts

Conley explained that the current ordinance is in need of changes to provide better clarity. She explained the five proposed changes and the reasoning behind those changes. **Supervisor Grant offered a motion, second by Supervisor Ingersoll, to approve the proposed Ordinance Amending Sections 17-3, 17-8, 17-10, 17-27, 17-116 and 17-131 of the Walworth County Code of Ordinances Relating to Purchasing and Contracts. Motion carried 4-0.**

Correspondence – There was none.

Confirmation of next meeting: The next meeting was confirmed for Thursday, January 21, 2021 at 9:30 a.m.

Adjournment

On motion Supervisor Grant, second by Supervisor Ingersoll, Chair Russell adjourned the meeting at 10:51 a.m.