

Waukesha County Board of Supervisors

Minutes of the Finance Committee Wednesday, May 17, 2023

Chair Heinrich called the meeting to order at 8:15 a.m.

Present: Supervisors Jim Heinrich, Larry Bangs, James Batzko, Darryl Enriquez, Richard Morris, Joel Gaughan and Gary Szpara

Also Present: Chief of Staff Sarah Spaeth, Legislative Policy Advisor Sarah Fraley, Administrative Specialist Barbara Hollander, Land Resources Manager Alan Barrows, Director of Bridges Library System Karol Kennedy, Principal Financial Analyst Bob Ries, Medical Examiner Lynda Biedrzycki, Departmental Executive Assistant Nicole Powell, Health & Human Services Director Liz Aldred, Administrative Services Manager Randy Setzer, Facilities Manager Shane Waeghe, Senior Civil Engineer Kevin Yanny, Financial Analyst Tyler Livesey, Senior Financial Analyst Alex Klosterman, Budget Manager Bill Duckwitz, Risk/Purchasing Manager Laura Stauffer

Approve Minutes of April 19 and April 25 (2 meetings)

MOTION: Enriquez moved, second by Gaughan to approve the minutes of April 19 and April 25 (2).
Motion carried 7-0

Next Meeting Date

June 21

Executive Committee Report of May 15

Heinrich reported that the committee approved 4 ordinances, including the Thomas farm property ordinances that were referred back to committee after the April County Board meeting.

Review Correspondence

Town of Delafield letter regarding two ordinances (Thomas farm – 178-O-001 and 178-O-002) that were referred back to the Land Use, Parks and Environment Committee at the April 25 County Board meeting.

Legislative Update

Fraley reported that the shared revenue bill was introduced. Waukesha County currently receives \$636,000 and under this new plan would receive an additional \$3.2 million. However, that amount does not cover the cost of inflation in the County budget for one single year. County Executive Farrow has been very vocal about this not being historic and not going far enough. It has passed out of the Assembly Local Government Committee and is headed to the floor today, but the amendments are unknown at this time. The upside of the proposal is that the funding source is not stagnant as it is now. It is tied to either one penny or 20% of the state sales tax, which is a funding source that could grow. Under this specific plan for Waukesha, it will go from \$1.50 per capita to a little over \$9.00 per capita, which still has Waukesha at the lowest per capita rate of all the counties.

Discuss and Consider Ordinance 178-O-013 Accept Grant Funding From The State Of Wisconsin Department Of Military Affairs/Office Of Emergency Communications And Appropriate Funds To Modify The Parks And Land Use Land Information Systems 2023 Budget To Update And Enhance Next Generation 9-1-1 GIS Data To Meet State Standards

Barrows presented that this ordinance accepts \$80,940 in State of Wisconsin Department of Military Affairs/Office of Emergency Communications Next Generation 9-1-1 grant funds, and appropriates \$60,940 in additional funds in the 2023 Parks and Land Use-Land Information Systems budget to fund project costs associated with the updating and enhancement of mapping data. The grant award requires a five percent match of up to \$4,260, which will be prioritized within the existing Department of Parks and Land Use 2023 budget; and the Department of Parks and Land Use 2023 budget already anticipated \$20,000 of appropriations and revenues for this project, resulting in a net appropriation needed of \$60,940.

MOTION: Batzko moved, second by Gaughan to approve Ordinance 178-O-013. Motion carried 7-0

Discuss and Consider Ordinance 178-O-015 Modify The Bridges Library System 2023 Budget To Accept And Appropriate Award Funding To Expand Library Services For People Living With Memory Loss And Their Caregivers

Kennedy presented that this ordinance authorizes the Bridges Library System to accept an award of \$20,000 from the Family Caregiver Alliance associated with the Innovations in Alzheimer's Caregiving Award received in recognition of the department's Library Memory Project. This ordinance appropriates \$20,000 of operating expenses for the Library Memory Project to provide educational programs on memory loss and brain health at community libraries and facilitate social gatherings for those impacted by memory loss conditions.

MOTION: Szpara moved, second by Enriquez to approve Ordinance 178-O-015. Motion carried 7-0

Discuss and Consider Ordinance 178-O-016 Approve Intergovernmental Cooperation Agreement With Kenosha County For The Waukesha County Medical Examiner's Office To Provide Pediatric Autopsy Services For Kenosha County

Biedrzycki and Powell presented that this ordinance authorizes Waukesha County to enter an intergovernmental agreement to provide contracted pediatric forensic autopsy services to Kenosha County. The proposed contract is to last 5 years, from April 1, 2023 through March 31, 2028, with an automatic extension of an additional 5 years, unless otherwise amended or terminated. Under the terms of the agreement, Kenosha County is to pay Waukesha County \$3,000 for each pediatric forensic autopsy performed, based on the estimated cost to provide these services. Kenosha County will also pay for related operating expenses, including laboratory fees in these cases. Additionally, Kenosha shall pay Waukesha the sum of \$957 for each half-day (0 – 4 hours) spent responding to a death scene investigation, court hearing time, and travel time.

MOTION: Enriquez moved, second by Szpara to approve Ordinance 178-O-016. Motion carried 7-0

Discuss and Consider RFP 2023011 – Banking Services

Ries said there were six submissions for the RFP for banking services and U.S. Bank was the highest-rated proposer, and the total first year net annual earnings are \$107,007.

MOTION: Morris moved, second by Batzko to award RFP 2023011 to U.S. Bank. Motion carried 7-0

Discuss and Consider Ordinance 178-O-018 Authorize The Waukesha County Department Of Health And Human Services To Accept The Cash Donation From The Freemason Grand Lodge Of Wisconsin And Modify The Department's 2023 Budget To Appropriate Expenditures

Aldred presented that this ordinance would authorize the Waukesha County Department of Health and Human Services to accept the \$5,000 cash donation by the Freemason Grand Lodge of Wisconsin to support 2023 foster care events and activities for foster children and foster parents in Waukesha County and modify the 2023 Department of Health and Human Services budget by increasing operating expenses by \$5,000 and other revenues by \$5,000.

MOTION: Bangs moved, second by Gaughan to approve Ordinance 178-O-018. Motion carried 7-0

Discuss and Consider Ordinance 178-O-019 Authorize the Waukesha County Department Of Health And Human Services To Accept The Wisconsin Department Of Veterans Affairs' County Veterans Service Officer Supplemental Funding Grant And Modify The 2023 Department Of Health And Human Services Budget To Appropriate Additional Expenditures

Aldred presented that this ordinance authorizes the Waukesha County Department of Health and Human Services to accept the Wisconsin Department of Veteran Affairs' County Veterans Service Officer (CVSO) Supplemental Funding Grant of \$19,178 to provide additional resources to support the needs of Waukesha County veterans, and modifies the 2023 Waukesha County Department of Health and Human Services budget to appropriate additional expenditure authority and increase general government revenue. The grant period is through December 31, 2024.

MOTION: Morris moved, second by Batzko to approve Ordinance 178-O-019. Motion carried 7-0

Discuss and Consider Ordinance 178-O-020 Authorize the Waukesha County Department Of Health And Human Services To Accept State Opioid Response Grant Funding And Modify The 2023 Department Of Health And Human Services Budget To Appropriate Additional Expenditures

Aldred and Setzer presented that this ordinance authorizes the Waukesha County Department of Health and Human Services to accept \$155,367 of State Opioid Response (SOR) grant funding from the State of Wisconsin Department of Health and Human Services and appropriate \$138,264 of operating expenditures. The grant award includes \$14,528 to cover the personnel expenses for an existing clinical therapist position and \$2,575 of departmental administrative cost recovery, which is already included in the 2023 budget for the Department of Health and Human Services and does not require additional budget authority. The purpose of this program is to increase access to FDA-approved medications for the treatment of opioid use disorder (MOUD), and for supporting the continuum of prevention, harm reduction, treatment, and recovery support services for opioid use disorders and other concurrent substance use disorders.

MOTION: Bangs moved, second by Enriquez to approve Ordinance 178-O-020. Motion carried 7-0

Discuss and Consider Ordinance 178-O-021 Modify The 2023 Department of Health And Human Services Budget To Appropriate Additional Opioid Settlement Funds To The Waukesha County Department Of Health And Human Services

Aldred and Setzer presented that this ordinance appropriates additional opioid settlement funds of \$205,000 to the Waukesha County Department of Health and Human Services to support and expand the Department's response to the opioid overdose epidemic, and modifies the 2023 Waukesha County Department of Health and Human Services budget. These funds will be utilized to purchase overdose aid

kits, which contain the overdose reversing drug Narcan, information for administering the drug, and information on additional resources related to the opioid epidemic. Additionally, these funds will be used for promotional purposes to increase community outreach.

MOTION: Gaughan moved, second by Bangs to approve Ordinance 178-O-021. Motion carried 7-0

Discuss and Consider Ordinance 178-O-014 Modify The 2023-2027 Capital Plan And 2023 Capital Projects Budget To Increase Expenditures For Capital Project #202217 – Mental Health Center Remodel, Funded With Revenues From The American Rescue Plan Act – Coronavirus State And Local Fiscal Recovery Funds Program

Aldred and Waeghe presented that this ordinance modifies the 2023-2027 Capital Plan and the 2023 Capital Projects budget to increase expenditures by \$429,000 for project #202217 – Mental Health Center Remodel, based on recent bid results. Facilities management indicates the cost increase is largely due to the accelerated construction schedule, rising costs of materials, consumer demand and limitation of supply, inflation, overseas conflicts, and shipping delays. In addition, the updated costs also include the possibility that window replacements will be required. This ordinance also increases general government revenue from the American Rescue Plan Act (ARPA) – Coronavirus State and Local Fiscal Recovery Funds (CSLFRF) program by \$429,000 to cover the cost increases. This project is directly eligible for ARPA-CSLFRF funding

MOTION: Morris moved, second by Enriquez to approve Ordinance 178-O-014. Motion carried 7-0

Discuss and Consider RFP 2023025 – Medical Examiner’s Office Renovation

Waeghe said there were three submissions for the RFP for the Medical Examiner’s office renovation and Kueny Architects, LLC, was the highest-rated proposer, in the amount of \$86,900.

MOTION: Batzko moved, second by Gaughan to award RFP 2023025 to Kueny Architects, LLC. Motion carried 7-0

Discuss and Consider RFQ 2023026 – Capital Project # 202202, CTH EF (Hartling Road) Bridge over Bark River

Yanny said there were four submissions and JT Engineering, Inc. was the highest-rated proposer, and the total cost will be negotiated.

MOTION: Morris moved, second by Szpara to award RFQ 2023026 to JT Engineering, Inc. Motion carried 7-0

Discuss and Consider RFQ 2023027 – Capital Project # 201802, CTH VV (Silver Spring Drive) Westbound Bridge over Menomonee River

Yanny said there were three submissions and Bloom Companies, LLC was the highest-rated proposer, and the total cost will be negotiated.

MOTION: Gaughan moved, second by Bangs to award RFQ 2023027 to Bloom Companies, LLC. Motion carried 7-0

Year-End General Fund and Special Revenue Funds Report

Duckwitz discussed this report which included information on adopted 2022 budgets, carryover requests, year-end variances, and favorable/unfavorable budget impacts. Regarding the General Fund, the report indicated a positive variance of \$8.7 million or 4.4% of the modified expenditure budget of \$199.4 million. This included expenditures under budget by \$9.7 million or 4.9% of the budget and non-levy revenues below budget by \$997,500 or 0.9% of the \$105.1 million budgeted. Duckwitz reviewed each of the special revenue funds as outlined including year-end favorable/unfavorable budget variances. No major concerns were raised.

MOTION: Bangs moved, second by Batzko to accept the Year-End Report on General and Special Revenue funds. Motion carried 7-0

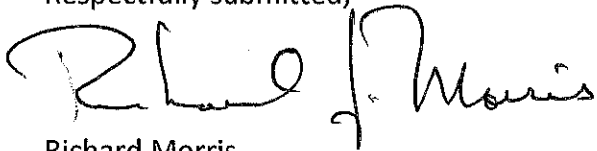
Risk Management Determination of Liability & Workers Compensation Claim Payable Reserve

Stauffer indicated the County is required to reserve funds for any unpaid claims. Additional reserves of \$976,033 were booked which results in a year-end reserve balance of \$5,741,564. This equates to a reserve confidence level of between 75-85%.

MOTION: Morris moved, second by Szpara to accept the Risk Management Determination of Liability & Workers Compensation Claim Payable Reserve report. Motion carried 7-0

MOTION: Gaughan moved, second by Bangs to adjourn at 10:00 a.m. Motion carried 7-0

Respectfully submitted,

A handwritten signature in cursive script, appearing to read "Richard Morris". The signature is written in black ink and is positioned above the printed name and title.

Richard Morris

Secretary – Finance Committee